

### Procedure

This document describes the process for Processors to reconcile and approve fleet related Pcard purchases to a work order (when a work order has already been opened in FleetAnywhere), or a vehicle id (when a work order has not been opened) and a task code.

The GDOT processor will use two chartfields to link the transaction to a task code and a work order, or a vehicle id.

#### **Definition of Terms:**

Processors – Will have the role of Approver (CC\_Approver) in the system. Will be responsible for attaching scanned receipts of transactions, chartfield coding transactions, ensuring all transactions have a ‘Valid’ budget checking status, and that all transactions are ‘Approved’.

GO procurement Buyers – Will have the role of Reconciler (CC\_Req\_Recon or CC\_Reconciler). Will be responsible for scanning and attaching receipts, chartfield coding transactions and ensuring all transactions have a ‘Valid’ budget checking status. Will leave transactions in a ‘Staged’ status.

Cardholder Supervisors – Will have the role of Approver (CC\_Approver) in the system. Will be responsible for reviewing transactions in a ‘Verified’ status and setting transactions to ‘Approved’.

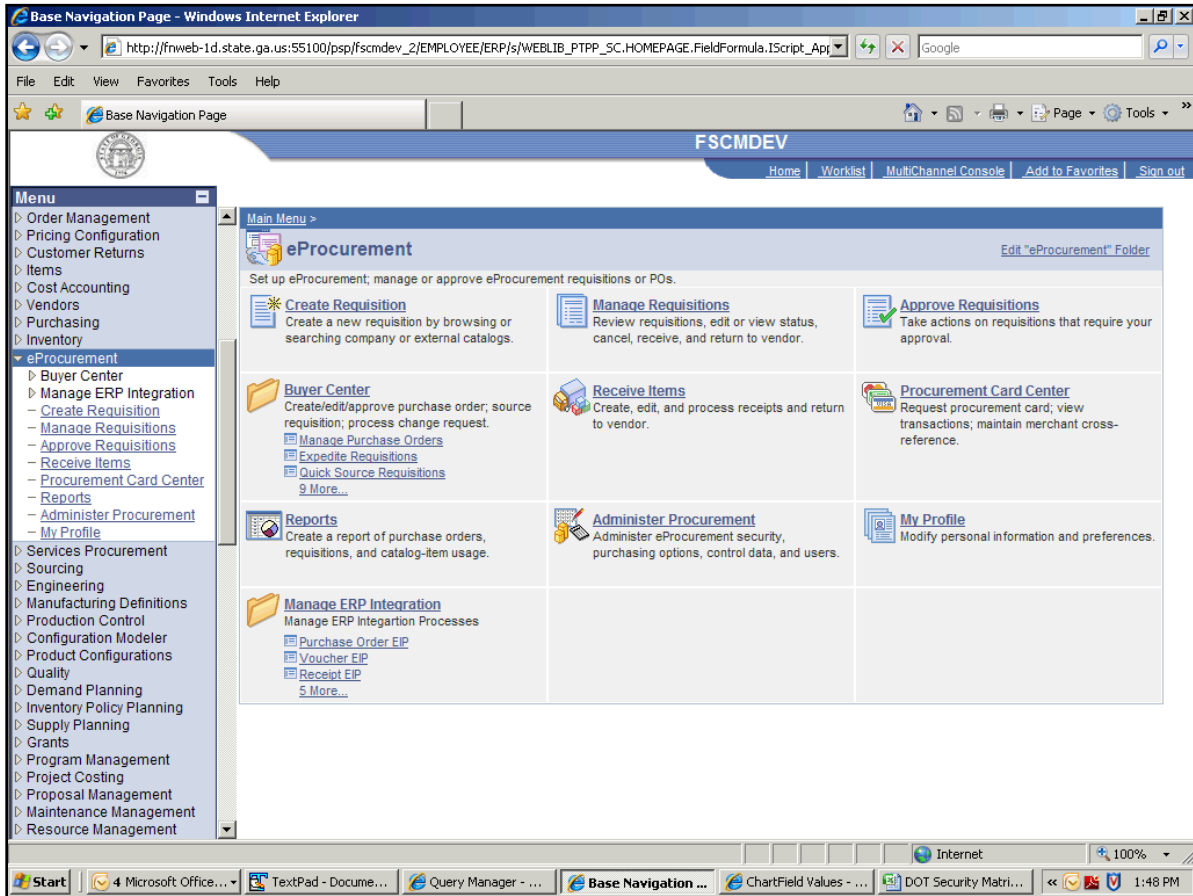
Chartfields – The account, fund, fund source, class, department id, program, product, special purpose, project id, activity id and source type coded to a transaction.

Product – The chartfield that is used for the **task code**. All fleet related expenditures must have a task code.

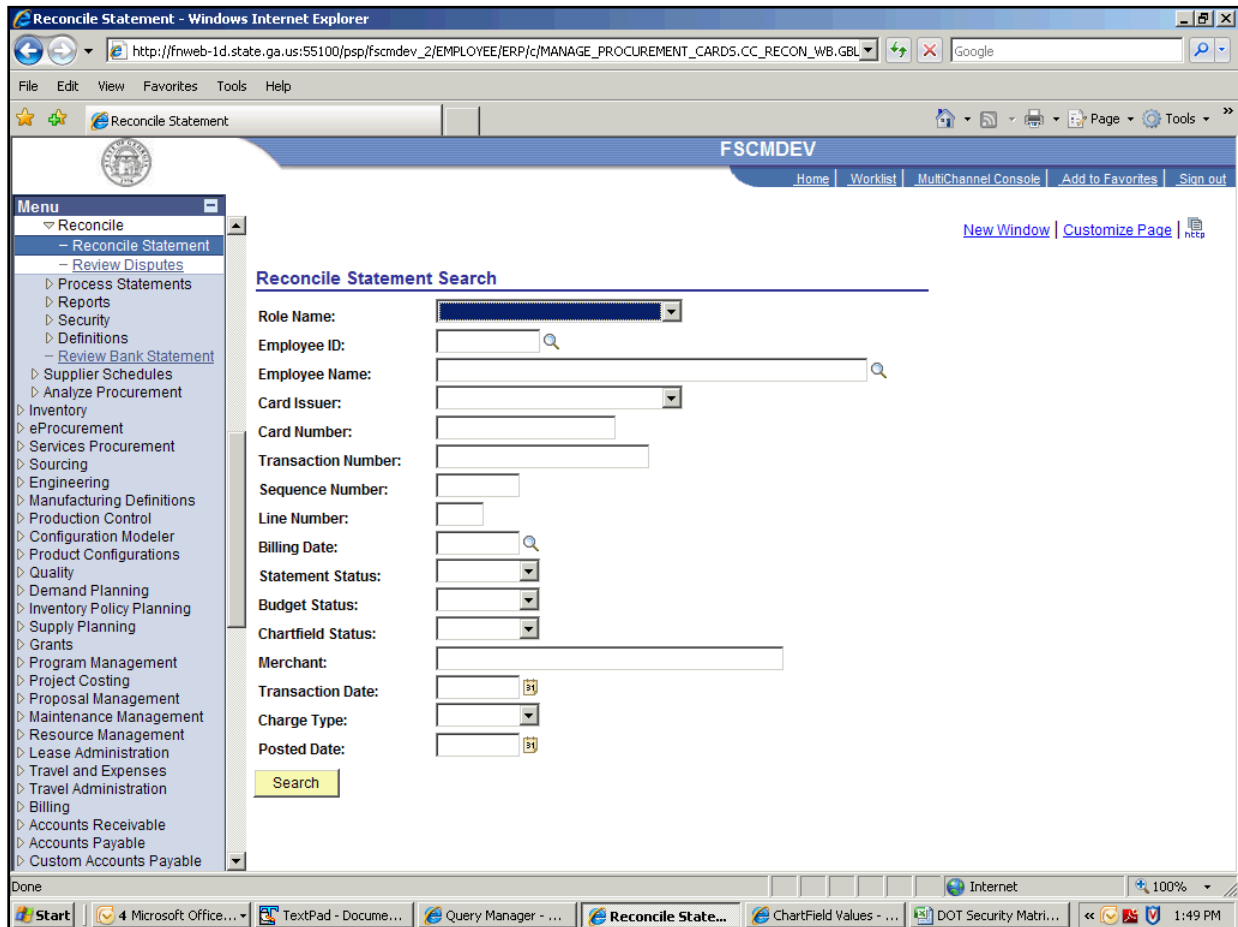
Special Purpose – The chartfield that is used for the **work order or equipment id**. If a work order has been opened the work order id should be selected. If a purchase was made without a work order, the equipment id should be selected. A work order will be created in FleetAnywhere if an equipment id is selected.


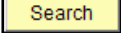
# Business Process Document

## DOT Pcard: Processor Pcard transaction for fleet related purchase



Step	Action
1.	After logging in to PeopleSoft Click the <b>eProcurement</b> link. <a href="#">eProcurement</a>
2.	Click the <b>Procurement Card Center</b> link. <a href="#">Procurement Card Center</a>
3.	Click the <b>Reconcile Statement</b> link. <a href="#">Reconcile Statement</a>



Step	Action
4.	Click the <b>Look up Employee ID</b> button or enter the employee id of the cardholder. 
5.	Click the <b>EmplID</b> field. ***Note you will only see a list of employees you are responsible for.
6.	Use any of the fields to narrow down the search results. Not entering any criteria on this search page will bring a list of all transactions and will cause the system to run very slow. <b>Employee Id: Select employee id of cardholder</b> <b>Card Issuer: Visa</b> <b>Statement Status: Staged – these are ‘New’ transactions.</b>
7.	Click the <b>Search</b> button. 

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The screenshot shows the 'Reconcile Statement' page in the FSCMDEV system. The page title is 'Reconcile Statement Procurement Card Transactions'. It displays the following information:

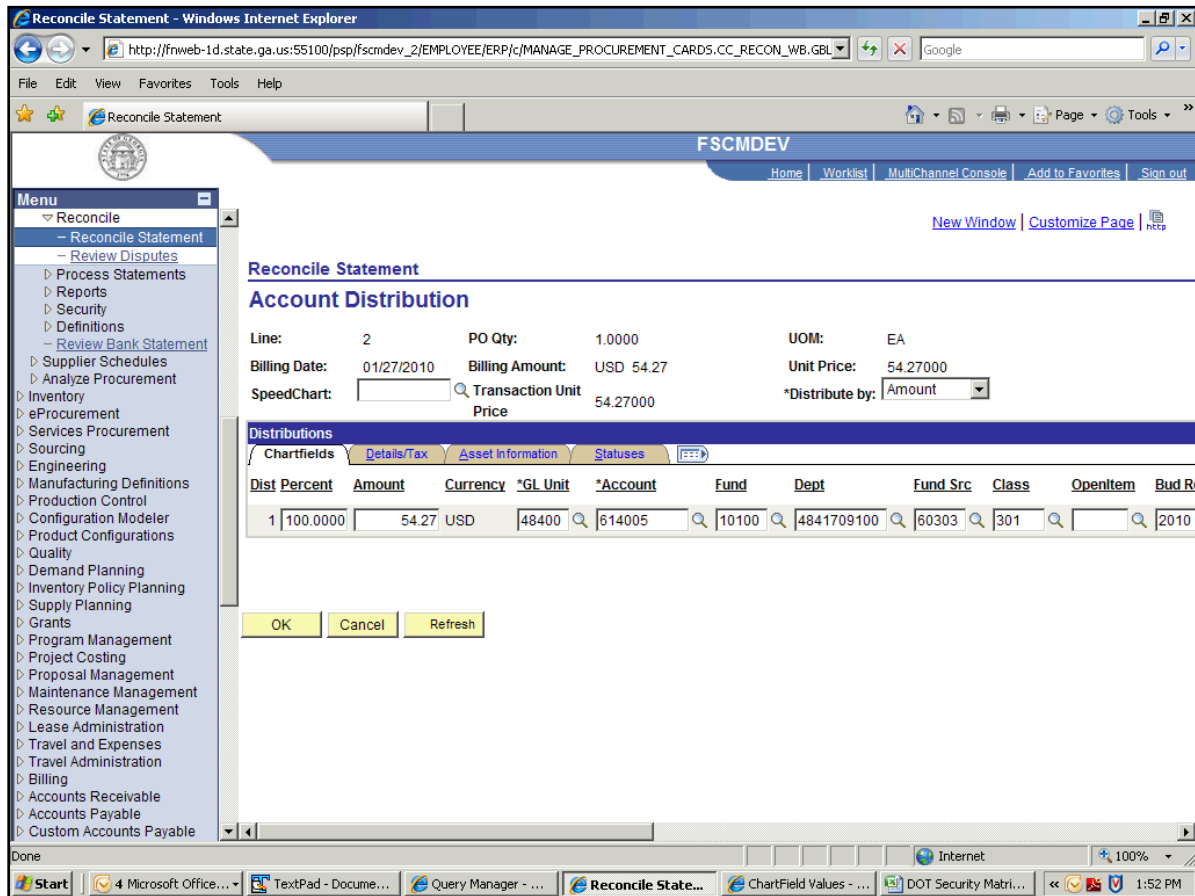
- EmpID:** 00248024
- Name:** Pledger, James
- Card Number:** \*\*\*\*\*89217
- Card Provider:** VISA
- Run Budget Validation on Save



The main data table is titled 'Bank Statement' and contains the following transactions:

Trans	Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	01/11/2010	ATLANTA COMMERCIAL TIRE	Verified	90.00	USD	Not Chk'd	Valid	Yes	No
2	01/11/2010	NAPA AUTO PARTS 1500004	Staged	54.27	USD	Not Chk'd	Valid	No	No
3	01/11/2010	NAPA AUTO PARTS 1500004	Staged	14.32	USD	Not Chk'd	Valid	No	No
4	01/11/2010	VANGUARD TRUCK ATL PTS	Staged	276.34	USD	Not Chk'd	Valid	No	No

Below the table, there are action buttons:  Select All,  Clear All, Stage, Verify, Approve, and Validate Budget. There are also links for Search, Purchase Details, Split Line, and Distribution Template, and buttons for Save, Notify, and Refresh.

Step	Action
8.	You will see a list of all transactions.
9.	To chartfield code the transaction, click the <b>Distribution</b> button. 



Step	Action
10.	Click the <b>Collapse (Ctrl+Y) Menu</b> button so you can see more of the chartfields. Note - All transactions load with the cardholder's default chartfields. 
11.	Move the scroll bar to view more chartfields.
12.	Click the <b>Product</b> button. The Product Chartfield is the field you will use to enter or select the <b>Task Code</b> . 

# Business Process Document

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### Look Up Product

SetID: 48400  
Product:

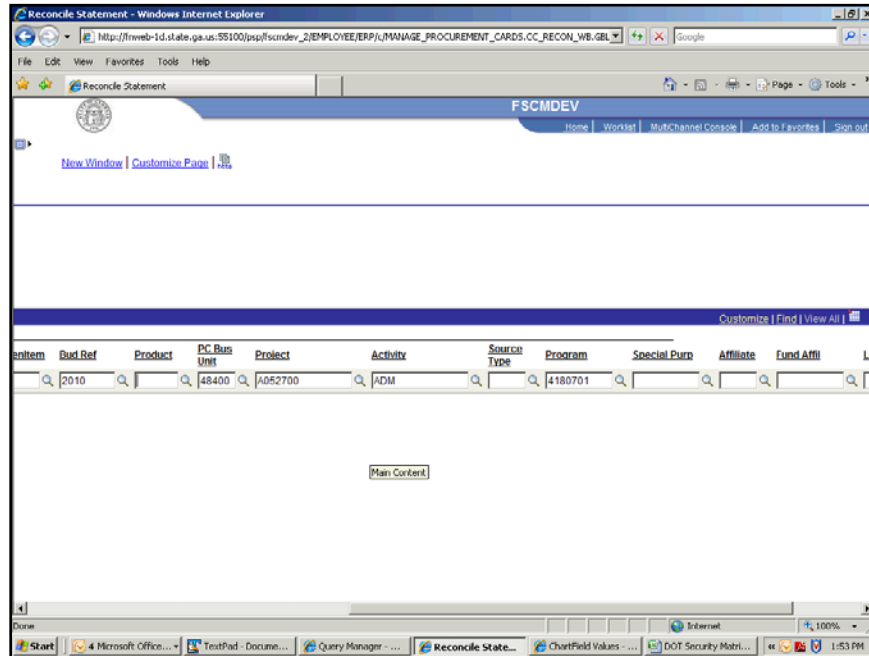
[Basic Lookup](#)

### Search Results

View All First  1 of 1  Last

Product	Description
<a href="#">13-003</a>	<a href="#">PARKING BRAKES</a>

Step	Action
13.	Select the correct task code. Note, the system does not require this field; however, it must be entered for vehicle related expenditure to properly update FleetAnywhere.



### Look Up Special Purp

SetID: 48400  
 Special Purpose: begins with

[Basic Lookup](#)

### Search Results


View All First 1-13 of 13 Last

Special Purpose	Description
1S175275	Eq0560646 FY2010 Dep4841110902
1S176402	Eq0060562 FY2010 Dep4841130914
1S176573	Eq4040711 FY2010 Dep4841109102
1S176898	Eq0540731 FY2010 Dep4841109301
1S176980	Eq0830302 FY2010 Dep4841109501
1S177056	Eq0830312 FY2010 Dep4841140913
1S177227	Eq4051002 FY2010 Dep4841110911
1S177349	Eq0230208 FY2010 Dep4841150912
1S177374	Eq4051089 FY2010 Dep4841120911
1S177435	Eq2532552 FY2010 Dep4841160902
1S177482	Eq4051154 FY2010 Dep4841130914
1S177493	Eq0820314 FY2010 Dep4841110913
1S177522	Eq4110327 FY2010 Dep4841109501

Step	Action
14.	<p>The <b>Special Purp</b> is where you will select the <b>Work Order number</b> or the <b>Equipment No.</b> If you choose an equipment number, a new work order will be created in FleetAnywhere.</p> <p>The naming convention for a work order is the 2 digit location (1S,2S,3S..) code and the numeric work order number.</p> <p>The system does not require this field, however it is required for equipment related purchases and if left blank, FleetAnywhere will not be updated correctly.</p>

## Business Process Document

### DOT Pcard: Processor Pcard transaction for fleet related purchase

Step	Action
15.	<p>Click the <b>Special Purp</b> lookup.</p>  <p>If you enter your 2 digit location code and click the lookup, only your work orders will be displayed.</p> <p>You will notice that the description field of the work order contains the vehicle id, fiscal year and the department id that should be used for this piece of equipment. <b>You must change the department id on the distributions to this department id for it to be coded correctly.</b></p>
16.	<p>Enter the <b>Department id: For vehicle related purchases use the department id in the description of the Special Purpose chartfield. See GDOT Valid Budget Combinations spreadsheet, Equip Dept tab for a list of equipment and their related department ids.</b></p>
17.	<p>Enter the appropriate <b>Account:</b></p> <p><b>612003 – Labor</b>  <b>612004 – Parts</b>  <b>150001 - Inventory</b></p>
18.	<p>Enter the <b>Fund:</b></p> <p><b>10100</b></p>
19.	<p>Enter the <b>Fund Source:</b></p> <p><b>60050 – when the 612003 (Labor) or 612004(Parts) account is used</b>  <b>60013 – when 150001 (Inventory) is used</b></p>
20.	<p>Enter the <b>Class:</b></p> <p><b>301 – when the 612003 (Labor) or 612004(Parts) account is used</b>  <b>200 – when 150001 (Inventory) account is used</b></p>
21.	<p>Enter the <b>Program:</b></p> <p><b>See GDOT Valid Budget Combinations spreadsheet: Fleet Clearing or Inventory tab or the Equip Department tab.</b></p>
22.	<p>Enter the <b>Project id:</b></p> <p><b>FC000005000000 – when the 612003 (Labor) or 612004(Parts) account is used</b>  <b>INV00001300000 - when 150001 (Inventory) account is used</b></p>
23.	<p>Enter the <b>Activity id of DOT</b></p>
24.	<p>Enter the <b>Source type of ENG when the 612003 (Labor) or 612004(Parts) account is used, leave blank for inventory.</b></p>





## Business Process Document

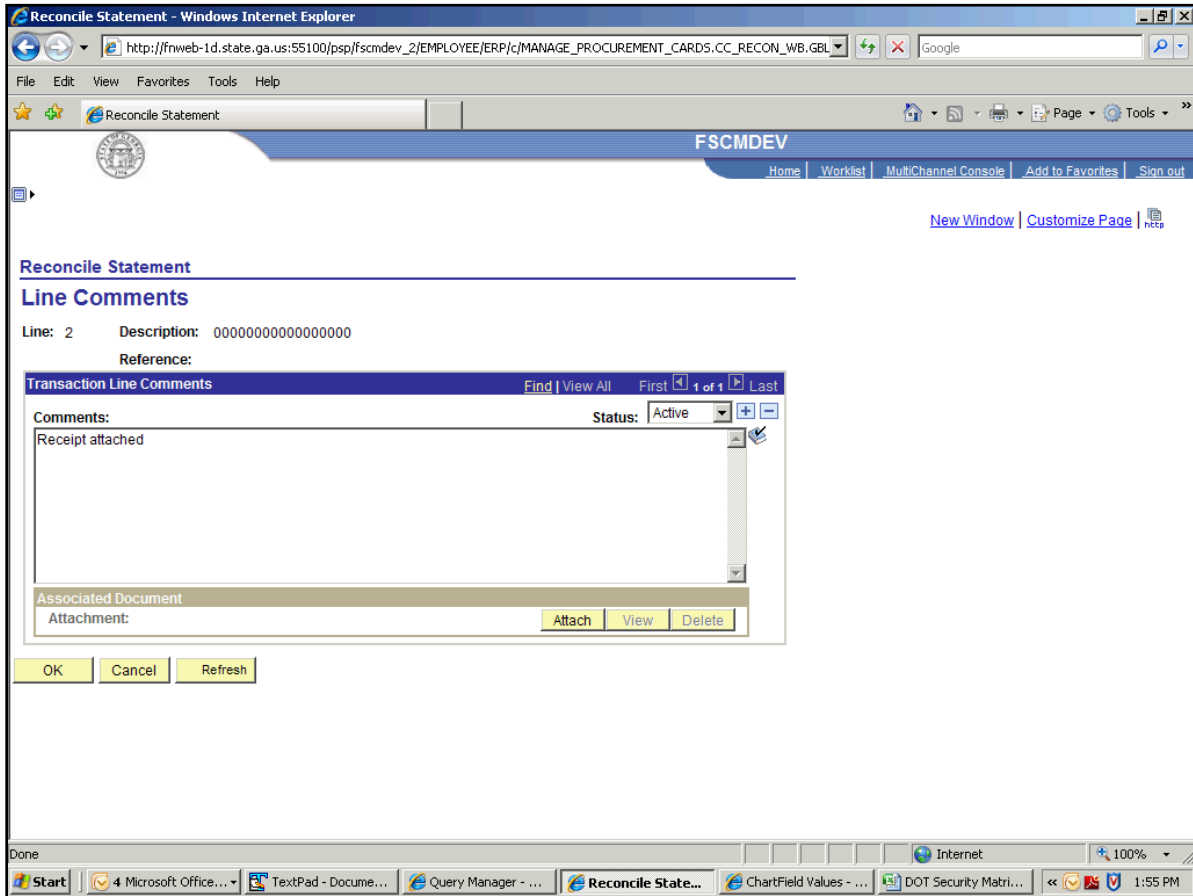
### DOT Pcard: Processor Pcard transaction for fleet related purchase


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Step	Action
25.	Use the plus button to split the charge if needed.
26.	Click OK when you have completed entering the chartfields.

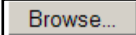
# Business Process Document

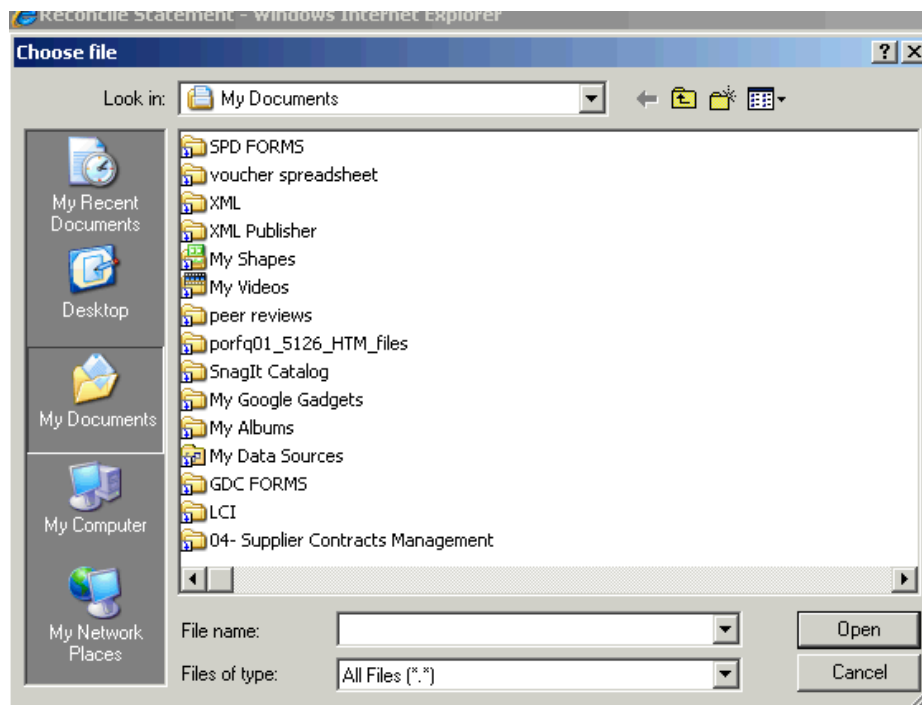
## DOT Pcard: Processor Pcard transaction for fleet related purchase



Step	Action
27.	<p>Click the comments button to enter comments and attach scanned copies of receipts.</p> <p>***If this is an inventory purchase, enter the FleetAnywhere PO# in the comments field. This will be used to complete the PO in FleetAnywhere.</p> <p>Click the <b>Attach</b> button.</p> <p></p>




Step	Action
28.	Click the <b>Browse...</b> button. 

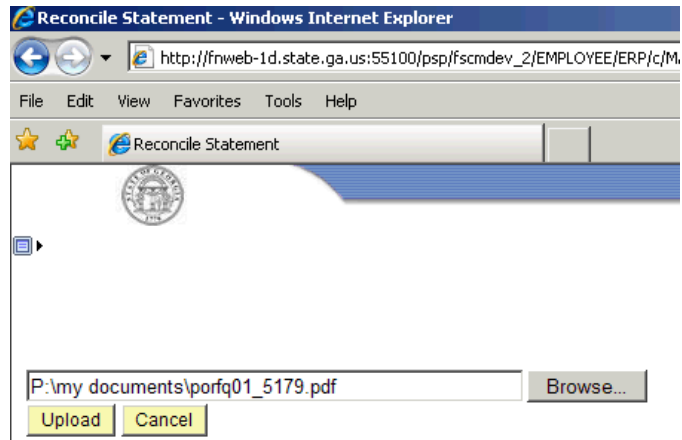



Step	Action
29.	Locate the scanned image of your receipt. We recommend scanned images be jpg or pdf to keep file size as small as possible.
30.	Select the file name.

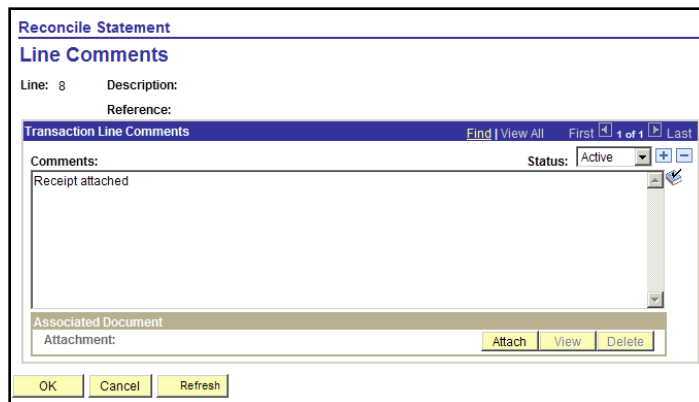
# Business Process Document

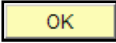
## DOT Pcard: Processor Pcard transaction for fleet related purchase


Step	Action
31.	Click the <b>Open</b> button. 



Step	Action
32.	Click the <b>Upload</b> button. 




Step	Action
33.	The file will be attached. Click the <b>OK</b> button. 

Step	Action
34.	<p>Select all the lines you have coded and are ready to validate the budget.</p> <p><input checked="" type="checkbox"/></p>
35.	<p>Click the <b>Validate Budget</b> button.</p> <p></p> <p>The process may take several minutes to complete. If the chartfields are correct, they should switch to a 'Valid' budget status. If an <b>error</b> is received, you need to review the chartfields for keying errors. If you are unsure of the valid combinations contact your budget office for assistance.</p>

# Business Process Document


## DOT Pcard: Processor Pcard transaction for fleet related purchase

Step	Action
36.	If you code the chartfields to an invalid combination you will get an Error in the budget status. Select the Error link to review the error.
37.	This example is a 'No Budget Exists' Error where the wrong Program was used for the department. You should change the program chartfield to the correct one for the department.



8	<input type="checkbox"/>	01/11/2010	<a href="#">NAPA AUTO PARTS</a> <a href="#">1500004</a>	Approved	 <a href="#">Error</a>	Valid	<a href="#">Yes</a>	No
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Click to see budget errors




**Procurement Exceptions** | **Line Exceptions**







**EmplID:** 00248024     
**Card:** \*\*\*\*\*89217    
**Issuer:** VISA  
**Dttm:** 05/12/2010 9:58:07AM    
**Tran Nbr:** 24717050011150111198528    
**Date:** 01/11/2010  
**Line:**    
**Sequence:** 40

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**\*Exception Type:**     
 **Override Transaction**    
**Maximum Rows:**     
 **More Budgets Exist**    
[Advanced Budget Criteria](#)

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**Budgets with Exceptions**     [Customize](#) | [Find](#) | [View All](#) |     
First  1-3 of 3  Last

Budget Override		Budget Chartfields				
Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	
1 	48400 ALLOT	No Budget Exists	<a href="#">More Detail</a>	<input type="checkbox"/>	<a href="#">Go To ...</a> 	
2 	48400 DEPTSUM	No Budget Exists	<a href="#">More Detail</a>	<input type="checkbox"/>	<a href="#">Go To ...</a> 	
3 	48400 ORG	No Budget Exists	<a href="#">More Detail</a>	<input type="checkbox"/>	<a href="#">Go To ...</a> 	

## Business Process Document

### DOT Pcard: Processor Pcard transaction for fleet related purchase

38. Click the **Approve** button, or change the status to Approved, **if the transactions have a valid budget status**. Only approved transactions with a valid status.

Bank Statement Customize | Find | View All | First 1-9 of 10 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1 <input type="checkbox"/>	01/11/2010	ATLANTA COMMERCIAL TIRE	Staged	90.00	USD	Not Chk'd	Valid	No	No
2 <input type="checkbox"/>	01/07/2010	SOUTH EASTERN AUTOMOTIVE	Staged	229.13	USD	Not Chk'd	Valid	No	No
3 <input type="checkbox"/>	01/07/2010	SOUTH EASTERN AUTOMOTIVE	Staged	11.30	USD	Not Chk'd	Valid	No	No
4 <input type="checkbox"/>	01/07/2010	SOUTH EASTERN AUTOMOTIVE	Staged	11.30	USD	Not Chk'd	Valid	No	No
5 <input type="checkbox"/>	01/07/2010	MALCOLM CUNNINGHAM FOR	Staged	85.60	USD	Not Chk'd	Valid	No	No
6 <input type="checkbox"/>	01/07/2010	MALCOLM CUNNINGHAM FOR	Staged	19.38	USD	Not Chk'd	Valid	No	No
7 <input type="checkbox"/>	01/07/2010	STAPLES BUSINE00348045	Staged	305.33	USD	Not Chk'd	Valid	No	No
8 <input checked="" type="checkbox"/>	01/11/2010	NAPA AUTO PARTS 1500004	Approved	54.27	USD	Valid	Valid	Yes	No
9 <input type="checkbox"/>	01/11/2010	NAPA AUTO PARTS 1500004	Staged	14.32	USD	Not Chk'd	Valid	No	No

Select All     Clear All   
 Stage    Verify    Approve    Validate Budget

[Search](#)   [Purchase Details](#)   [Split Line](#)   [Distribution Template](#)

# Business Process Document

## DOT Pcard: Processor Pcard transaction for fleet related purchase

run budget valuation on save

Bank Statement Customize | Find | View All | First 1-9 of 10 Last

Transaction **Billing** (???)



Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	000000000000000000	01/27/2010	90.00	USD		0.00	<input type="checkbox"/>
2	000000000000000000	01/27/2010	229.13	USD		0.00	<input type="checkbox"/>
3	000000000000000000	01/27/2010	11.30	USD		0.00	<input type="checkbox"/>
4	000000000000000000	01/27/2010	11.30	USD		0.00	<input type="checkbox"/>
5	000000000000000000	01/27/2010	85.60	USD		0.00	<input type="checkbox"/>
6	000000000000000000	01/27/2010	19.38	USD		0.00	<input type="checkbox"/>
7	000000000000000000	01/27/2010	305.33	USD		0.00	<input type="checkbox"/>
8		01/27/2010	54.27	USD		0.00	<input type="checkbox"/>
9	000000000000000000	01/27/2010	14.32	USD		0.00	<input type="checkbox"/>

Select All  
  Clear All  
 Stage  
 Verify  
 Approve  
 Validate Budget

[Search](#)  
[Purchase Details](#)  
[Split Line](#)  
[Distribution Template](#)

Delete zeros from this field

39.	Click the <b>Billing</b> tab. 
40.	Delete anything that is in the description field. Most merchants are passing several zeroes and these should be removed. By removing the description the merchant name will pass to the voucher lines that will be created for the transaction.
41.	Click the <b>Save</b> button, click the Search link to find additional charges to reconcile and approve. Limit the transactions by using a statement status of 'Staged'. 
42.	If the transaction is approved and valid, a voucher will be created to pay the bank for the charge after the billing cycle has ended and all transactions have been approved and valid. After the voucher has been created, the transaction can only be viewed by selecting a 'Closed' status from the Search page.