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'.

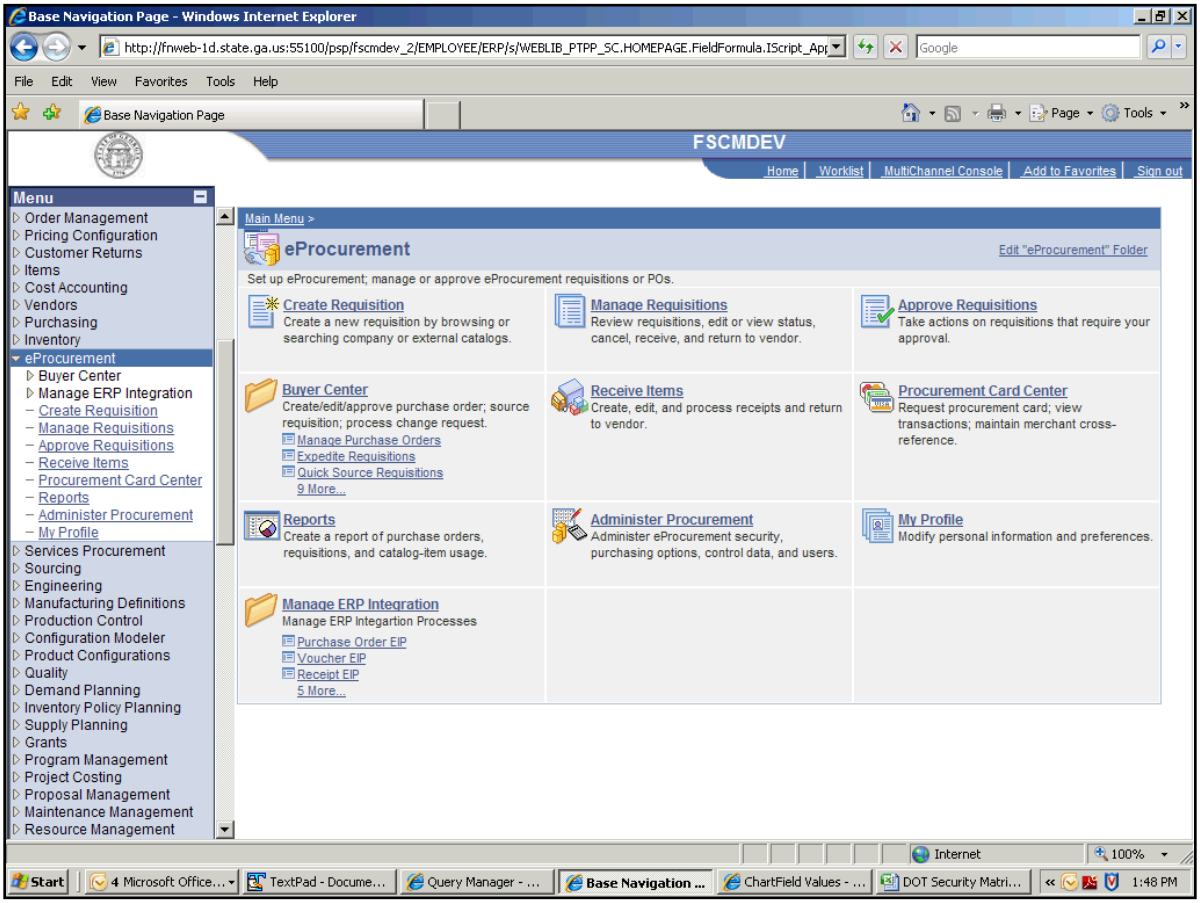
GO procurement Buyers – Will have the role of Reconciler (CC_Req_Recon or CC_Reconciler). Will be responsible for scanning and attaching receipts, chartfield coding transactions and ensuring all transactions have a 'Valid' budget checking status. Will leave transactions in a 'Staged' status.

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'.

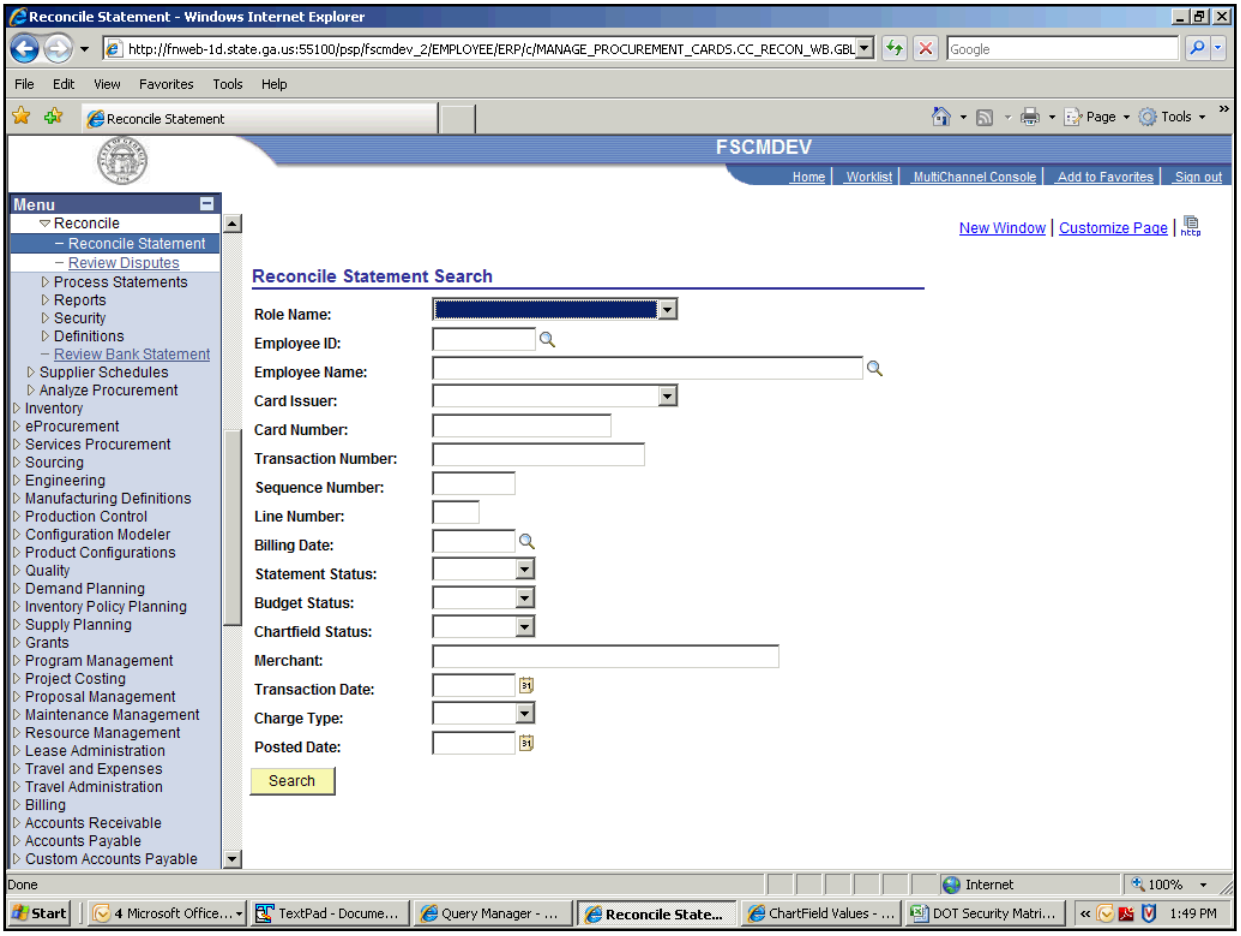
Chartfields – The account, fund, fund source, class, department id, program, product, special purpose, project id, activity id and source type coded to a transaction.

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

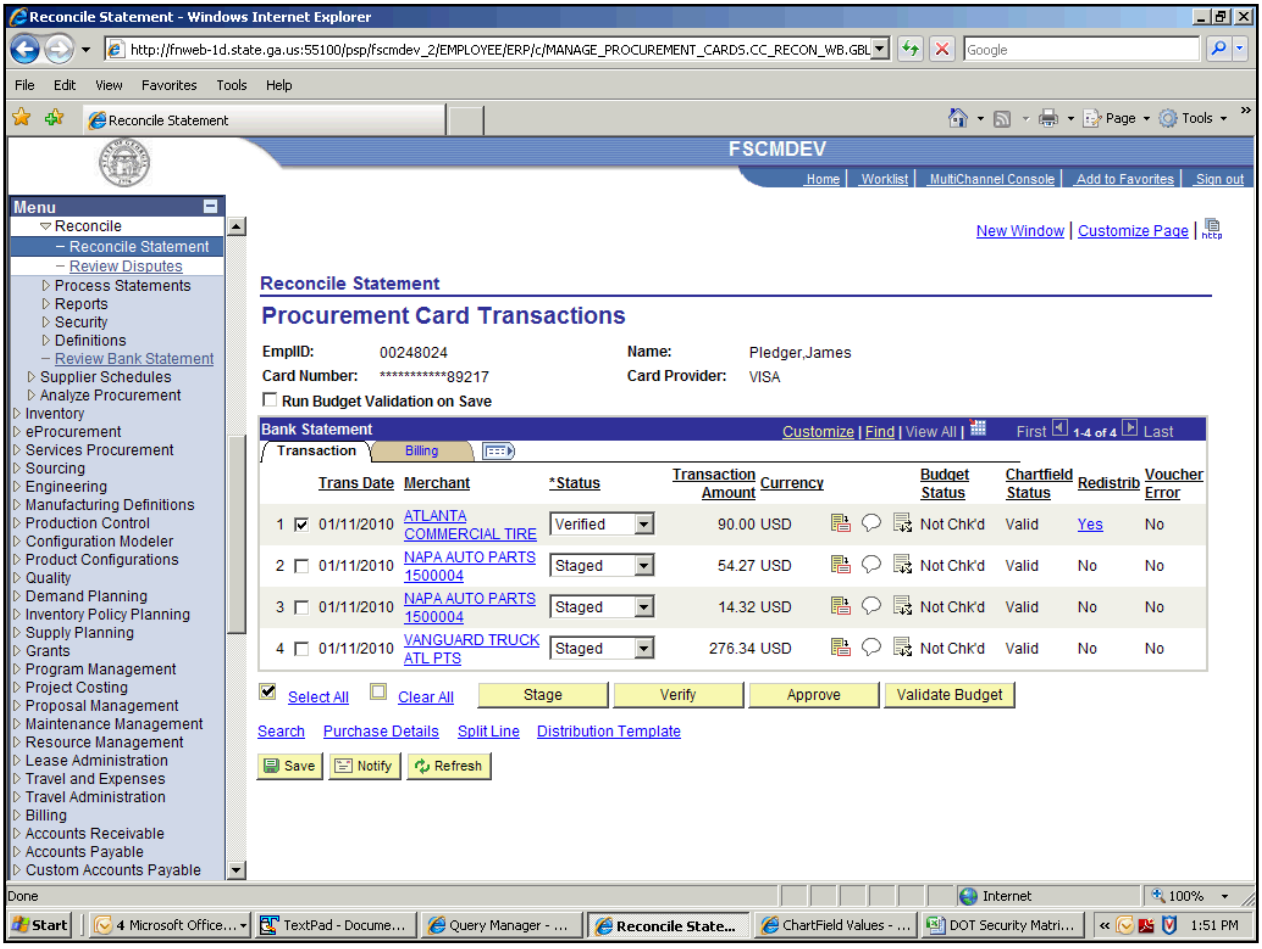
Special Purpose – The chartfield that is used for the **work order or equipment id**. If a work order has been opened the work order id should be selected. If a purchase was made without a work order, the equipment id should be selected. A work order will be created in FleetAnywhere if an equipment id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



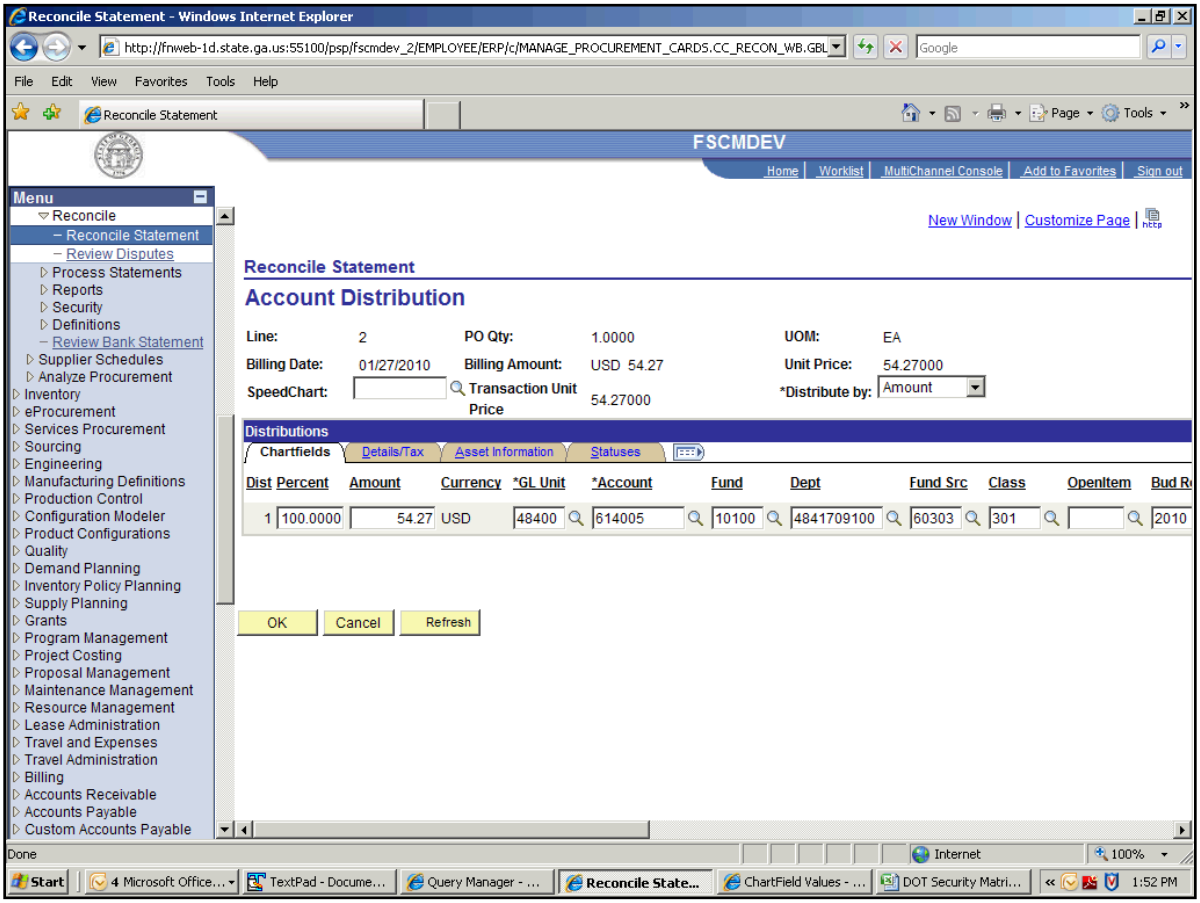
Step	Action
1.	After logging in to PeopleSoft Click the **eProcurement** link. eProcurement
2.	Click the **Procurement Card Center** link. Procurement Card Center
3.	Click the **Reconcile Statement** link. Reconcile Statement



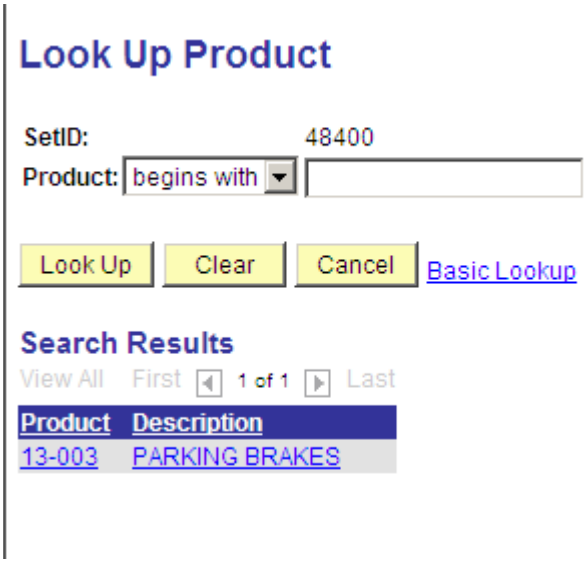
Step	Action
4.	Click the **Look up Employee ID** button or enter the employee id of the cardholder.
5.	Click the **EmplID** field. ***Note you will only see a list of employees you are responsible for.
6.	Use any of the fields to narrow down the search results. Not entering any criteria on this search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



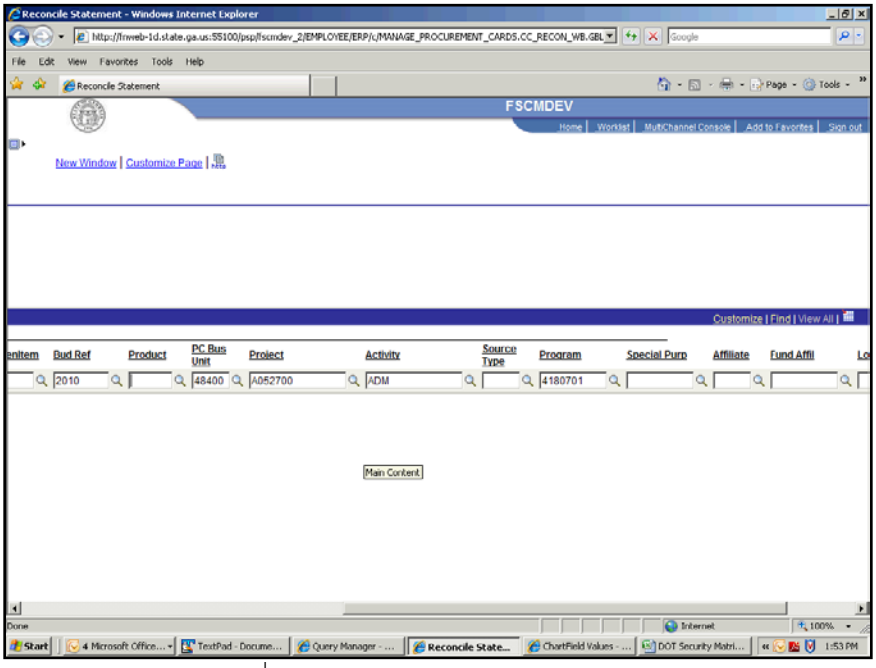
Step	Action
8.	You will see a list of all transactions.
9.	To chartfield code the transaction, click the **Distribution** button.

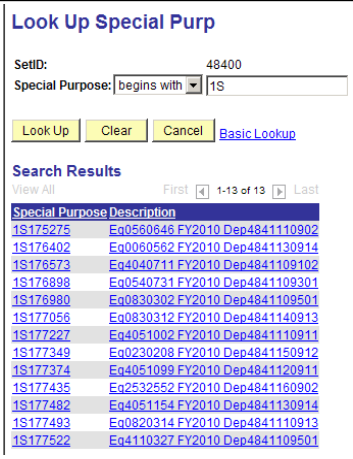


Step	Action
10.	Click the **Collapse (Ctrl+Y) Menu** button so you can see more of the chartfields. Note - All transactions load with the cardholder's default chartfields.
11.	Move the scroll bar to view more chartfields.
12.	Click the **Product** button. The Product Chartfield is the field you will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



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.

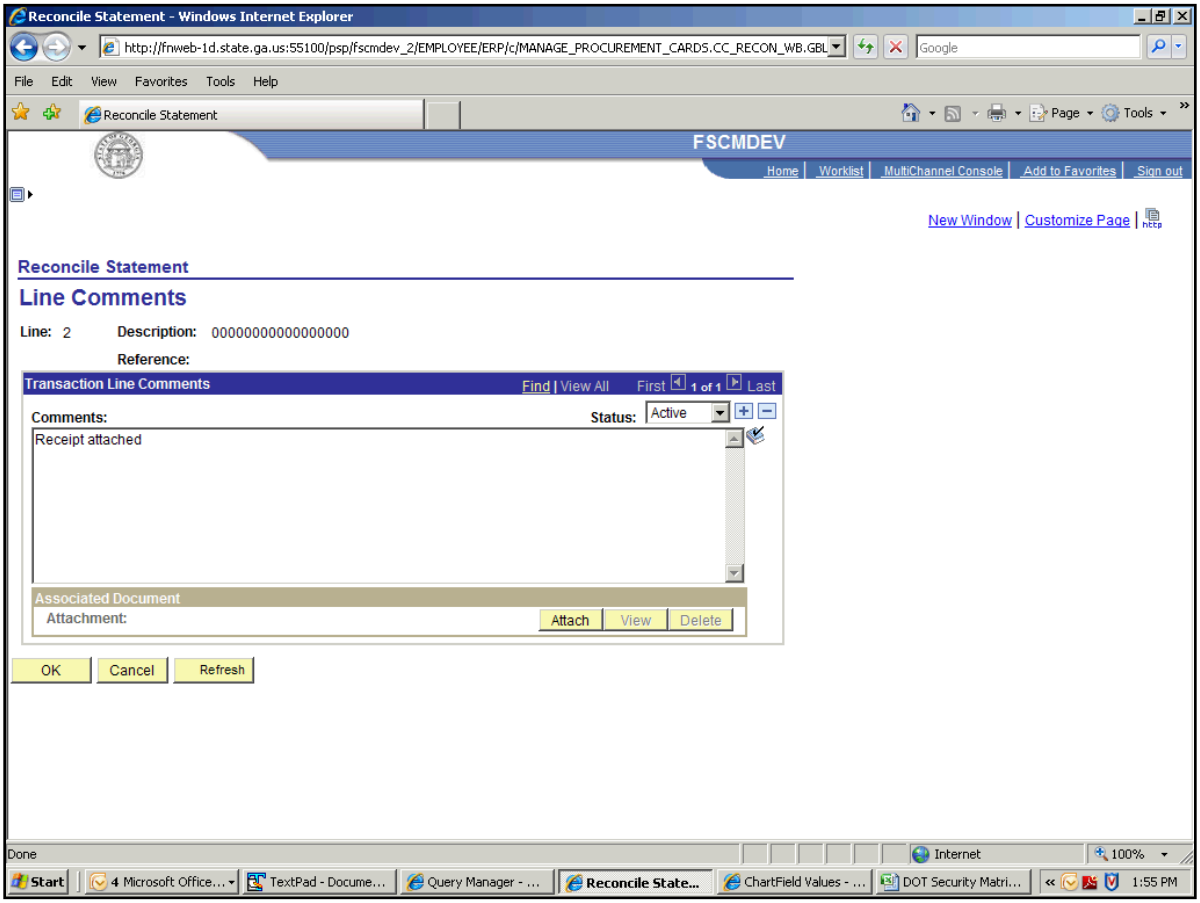




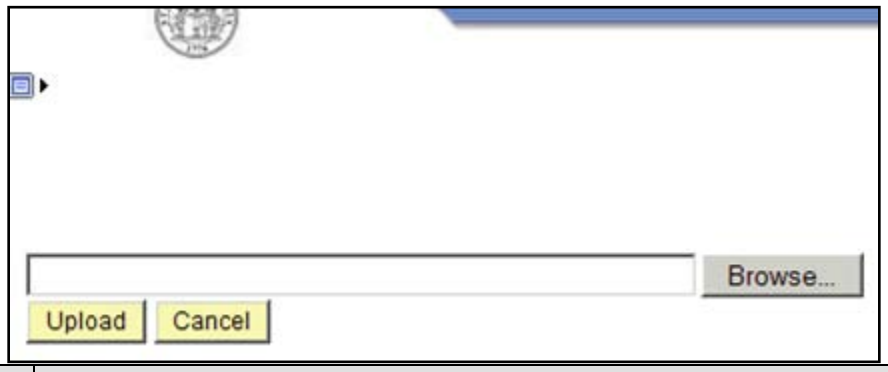
Step	Action
14.	The **Special Purp** is where you will select the **Work Order number** or the **Equipment No.** If you choose an equipment number, a new work order will be created in FleetAnywhere. The naming convention for a work order is the 2 digit location (1S,2S,3S..) code and the numeric work order number. 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.

Step	Action
15.	Click the **Special Purp** lookup. If you enter your 2 digit location code and click the lookup, only your work orders will be displayed. 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. **You must change the department id on the distributions to this department id for it to be coded correctly.**
16.	Enter the **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.**
17.	Enter the appropriate **Account:** **612003 – Labor** **612004 – Parts** **150001 - Inventory**
18.	Enter the **Fund**: **10100**
19.	Enter the **Fund Source**: **60050 – when the 612003 (Labor) or 612004(Parts) account is used** **60013 – when 150001 (Inventory) is used**
20.	Enter the **Class**: **301 – when the 612003 (Labor) or 612004(Parts) account is used** **200 – when 150001 (Inventory) account is used**
21.	Enter the **Program**: **See GDOT Valid Budget Combinations spreadsheet: Fleet Clearing or Inventory tab or the Equip Department tab.**
22.	Enter the **Project id**: **FC000005000000 – when the 612003 (Labor) or 612004(Parts) account is used** **INV00001300000 - when 150001 (Inventory) account is used**
23.	Enter the **Activity id** of **DOT**
24.	Enter the **Source type** of **ENG when the 612003 (Labor) or 612004(Parts) account is used, leave blank for inventory.**

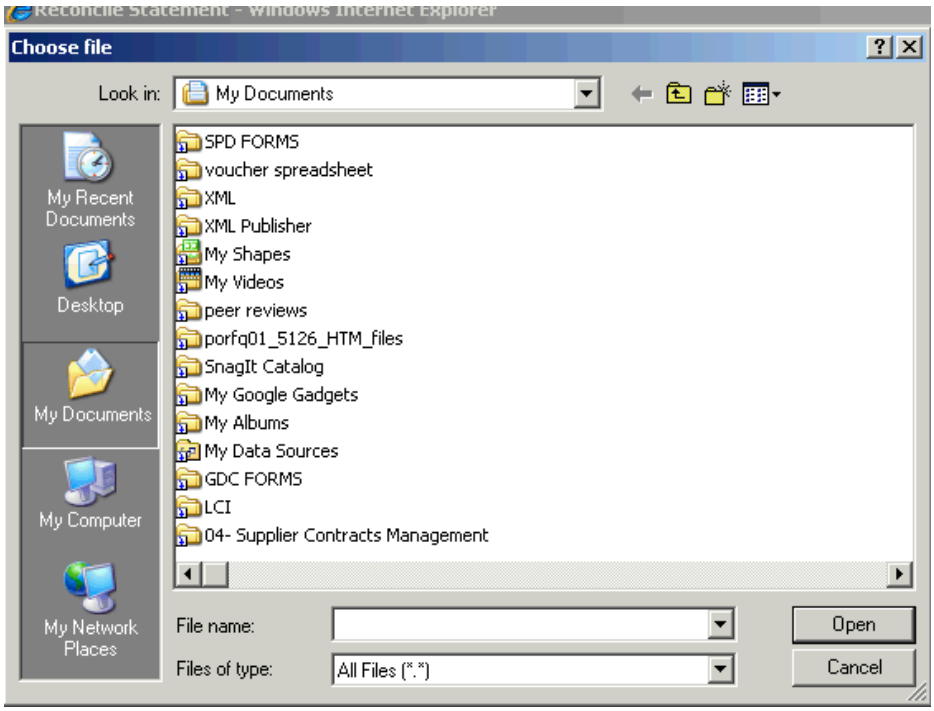
Step	Action
25.	Use the plus button to split the charge if needed.
26.	Click OK when you have completed entering the chartfields.



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

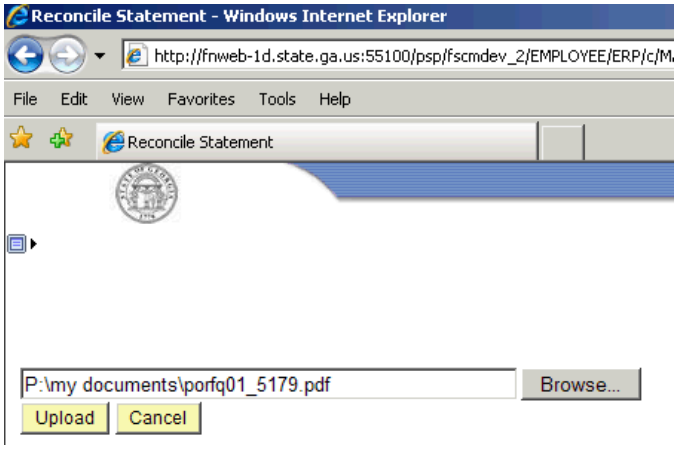


Step	Action
28.	Click the **Browse...** button.

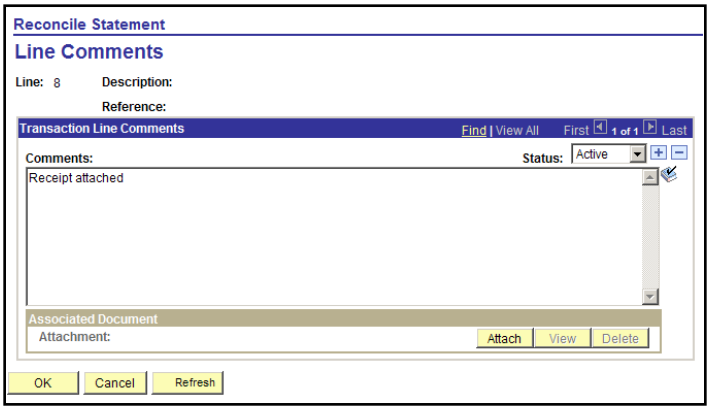


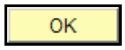
Step	Action
29.	Locate the scanned image of your receipt. We recommend scanned images be jpg or pdf to keep file size as small as possible.
30.	Select the file name.

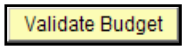
Step	Action
31.	Click the **Open** button.



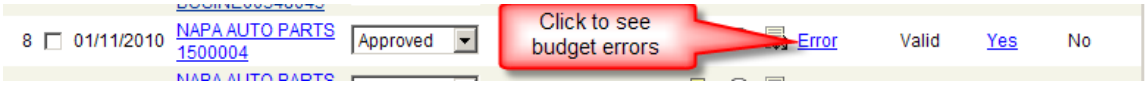
Step	Action
32.	Click the **Upload** button.

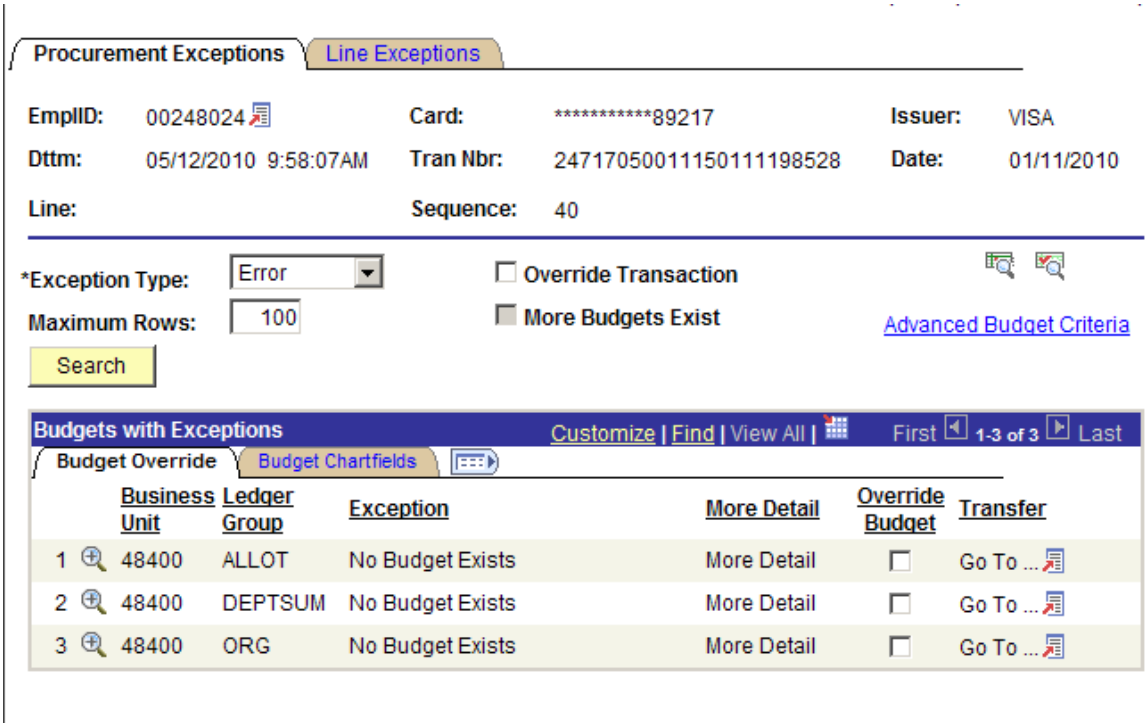


Step	Action
33.	The file will be attached. Click the **OK** button. 

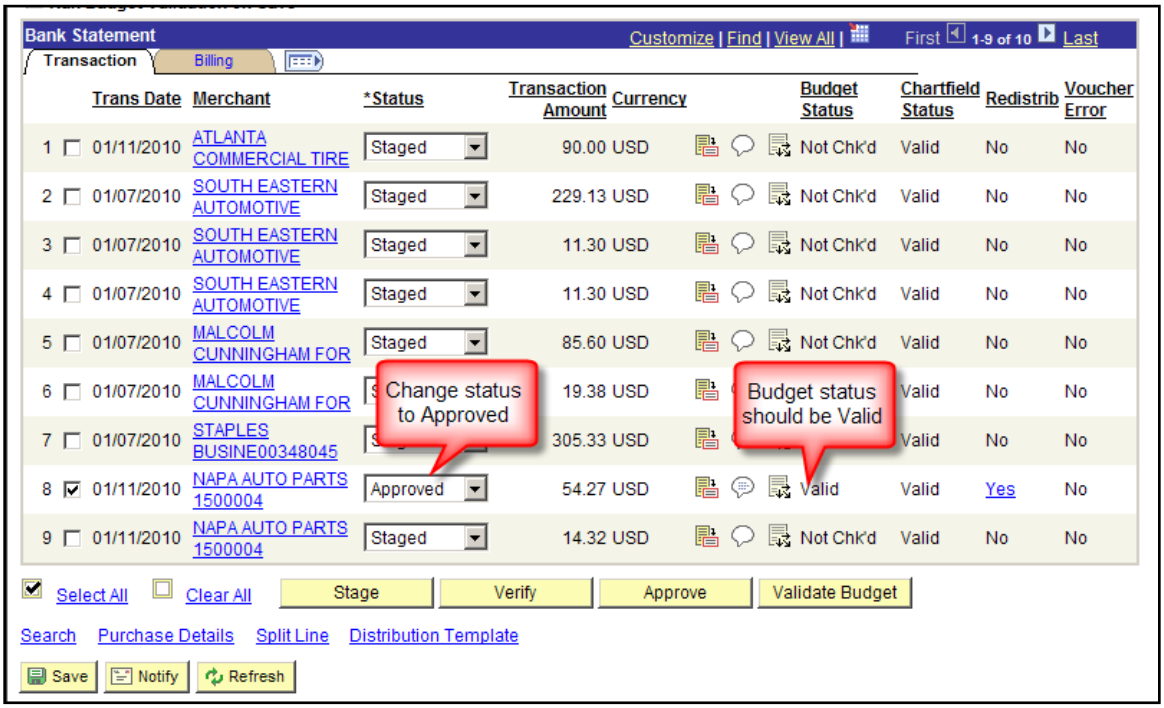
Step	Action
34.	Select all the lines you have coded and are ready to validate the budget.
35.	Click the **Validate Budget** button.  The process may take several minutes to complete. If the chartfields are correct, they should switch to a 'Valid' budget status. If an **error** is received, you need to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

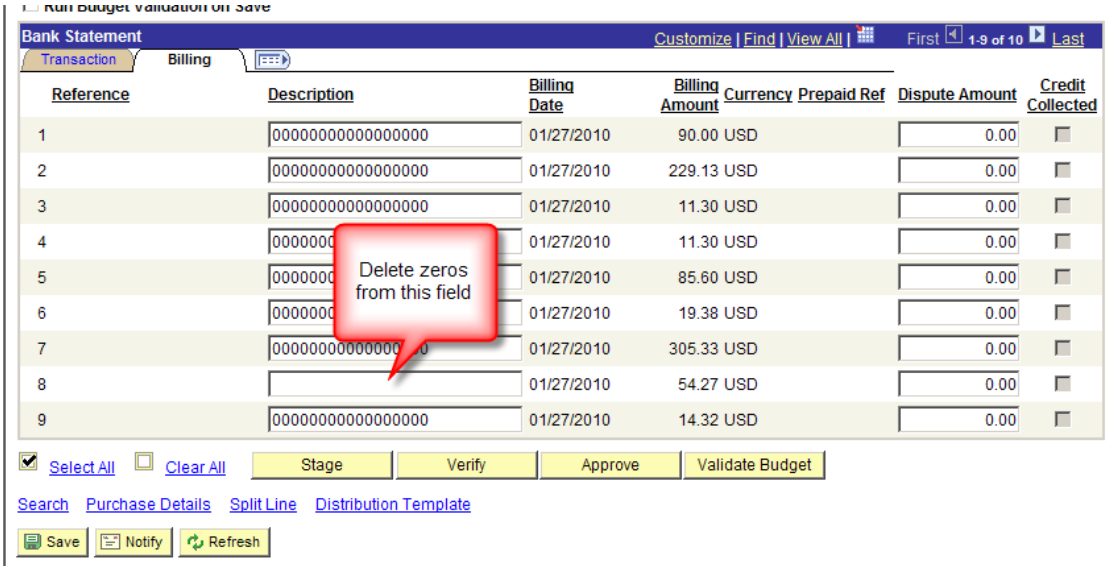
Step	Action
36.	If you code the chartfields to an invalid combination you will get an Error in the budget status. Select the Error link to review the error.
37.	This example is a 'No Budget Exists' Error where the wrong Program was used for the department. You should change the program chartfield to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





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.





39.	Click the **Billing** tab. Billing
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 **Save** button, click the Search link to find additional charges to reconcile and approve. Limit the transactions by using a statement status of 'Staged'. Save
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.