



# Procurement Card (P-Card)

**Mukesh Patel**



## Purpose:

1. New 9.2 URL
2. Navigation (Tiles, WorkCenters, Pagelets & NavBar)
3. Reconcile Statement and Review Disputes – Find New Search Parameters
4. Allow Pop-Up Blocker (IE, Chrome & Firefox)



# New 9.2 URL (web page address)



- With the release of Financials 9.2, the URL will change.
- Agencies will need to update any references to the old Financials URL with the new URL.
- Do not be alarmed; temporarily the old URL will go to a redirect page that will list the new URL.
- On October 1<sup>st</sup>, refer to the TW Financials News and Announcements section, the new URL will be posted there.

**Source:** SAO News: TeamWorks Financials and TGM 9.2 Upgrade - October 9, 2018 – Reminder Email

# Homepage (Tiles)

Fluid homepages appear when user successfully **logs** in to the TeamWorks Financials/TGM. It contains a collection of tiles that show Procurement and Financials information to the end-user based on security roles. It enables an easy way to navigate around the system.



# NavBar: Navigator (Tiles)



*TeamWorks* Home   

<p>News and Announcements</p> 	<p>Payables</p> 
<p>Purchase Orders</p> 	<p>Approvals</p> 

**NavBar: Navigator** 

-  Navigator
-  Recent Places
-  Approvals
-  My Favorites

← eProcurement 

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[Buyer Center](#) >

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[Requisition](#)

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[Manage Requisitions](#)

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[Manage Requisition Approvals](#)

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[Receive Items](#)

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[Procurement Card Center](#)

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[My Profile](#)



# WorkCenters

WorkCenters is a new feature in PeopleSoft Financials 9.2. It enables users to access various pages and perform their daily tasks without leaving the WorkCenter, which reduces the time used when navigating through menus.

A WorkCenter is used to increase the productivity of a specific user role by streamlining their work in a central place.

**Benefits:** Centralized access to relevant data, Reduced need to navigate, Personalized view of workload, configurable and Improved efficiency.



# WorkCenters...Continued

Procurement WorkCenter is comprised of three tabs and each tab has one or more sections:

1. Main Tab: Links (Direct Menus related to user roles) and My Work (Pending Transactions)
  2. Reports/Queries Tab: Common Queries by Module, Query Viewer, Process Monitor and Reports Manager
  3. Pagelets Tab: PCard Staged Charges, PCard Verified Charges and PCard POs by User
- **My Work** : This section typically include links to pages where the user would need to take some type of action.
  - **Links**: This section include additional links to pages or other areas of interest based on the user role.

# Procurement WorkCenter > Main



Procurement WorkCenter

Home Procurement WorkCenter

Main Reports/Queries Pagelets

Links

- eProcurement
  - Requisition
  - Manage Requisitions
  - Manage Requisition Approvals
  - DOAS Quick Reference Guide List
- Pcard
  - Reconcile Statement
  - Review Disputes
  - Assign SpeedCharts
- Purchasing
  - Add/Update Receipts
  - Review Suppliers
- Suppliers

My Work Edit Filters

Pending Approvals

## News and Announcements

### Welcome to Financials 9.2 Upgrade Training Database

### Welcome to Financials 9.2 Upgrade Training Database

**Please Take a Note of The Following:**

- 1) The UAT environment is a test environment: Performance may not be the same as Production.
- 2) Batch processes will run daily at 4 pm starting on Monday, June 18<sup>th</sup>.
- 3) The data in UAT is a copy of Production from March 29<sup>th</sup>, 2018. Anything added to Production since March 29<sup>th</sup> will NOT be in the UAT environment.
- 4) The current open period for the UAT environment is Period 12 & 1 (June & July 2018) .
- 5) Please copy and paste the Luminist Test URL to your web browser: <https://ebill-t.ga.gov/luminist/luminist.html>. Please allow for 30 minutes to see your report.
- 6) For any issues, please send an email to [FS92Upgrade@sao.ga.gov](mailto:FS92Upgrade@sao.ga.gov) The team will work to resolve your issues as soon as possible.
- 7) The URL will be different than the current URL, SAO will send the new Production URL link on the Go-Live day.
- 8) Please remember to note down your Favorites as you will need to re-enter in Production when we go live.

**On Behalf of SAO TeamWorks team, I would like to Thank you for your ongoing support.**

### Monthly System Maintenance

# Procurement WorkCenter > Reports/Queries



Procurement WorkCenter

Main Reports/Queries Pagelets

Queries

- ▼ Pcard Queries
  - 0PO201B - Pcard status by BU-detail
  - 0PO204A - Pcard PO's by BU
  - 0PO201H - Pcard doc tol errors
- ▼ Purchasing Queries
  - 0PO001 - POs with BCM Errors
  - 0PO003B - Encumbrance Balance by PO ID
  - 0PO013 - Outstanding Encumbrances by BU
  - 0PO013FP - Encumbrnce as of Fiscal Period
  - 0PO013KK - Outstand Encum by BU-KK Ledger
  - 0PO014KK - Outstand Encum by PO-KK Ledger
  - 0PO025 - PO Accounting Entries
  - 0PO046 - PO,Recv, Vchr & Pymnt Cross Re
  - 0PO052 - PO Approval History
  - 0PO091 - E-Verify Contractor Report

Reports/Processes

- ▼ Purchase Order/Receiving Reports
  - Receipt Delivery
- ▼ Monitor
  - Process Monitor
- ▼ Report Retrieval
  - Report Manager
  - Query Viewer

## News and Announcements

### Go-Live October 9, 2018

1. [Homepage](#) (1:35)
2. [WorkCenters](#) (2:06)
3. [Mobile Approvals](#) (1:23)

For additional information visit the **9.2 Upgrade page** at <https://sao.georgia.gov/financials-92-upgrade>

### Monthly System Maintenance

Due to regularly scheduled maintenance, the TeamWorks Financials and Team Georgia Marketplace™ applications will be unavailable on the first Sunday of each Month between 7:00 PM to 8:00 PM.

*Thank you for your ongoing support. We look forward to serving you.*

**Financials News** - Sign Up for FN News Click [Here](#)

SAO CSC Financials	404-657-3956 / 888-896-7771	FSCM@sao.ga.gov
SAO CSC Security	404-657-3956 / 888-896-7771	SAO_PS_Access@sao.ga.gov
TGM/Procurement Helpdesk	404-657-6000	procurementhelp@doas.ga.gov

# Procurement WorkCenter > Pagelets



Procurement WorkCenter

Home Procurement WorkCenter

Main Reports/Queries **Pagelets**

**ePro Reqs to be Sourced**

**ePro Reqs multi Origins**

**Pcard Staged Charges**

ID	Name	Account	Tran Date

**Pcard Verified charges**

ID	Name	Account	Trans Date	Bill Dt	Status	Merchant

**Pcard POs by User**

This list should be reviewed in order to match

Account	ID	Name	PO

### News and Announcements

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# Pagelet – Minimize and Expand



Home

Procurement WorkCenter

Main Reports/Queries Pagelets

ePro Reqs to be Sourced

ePro Reqs multi Origins

Pcard Staged Charges

Pcard Verified charges

Personalize

Expand

Home

Procurement WorkCenter

Main Reports/Queries Pagelets

ePro Reqs to be Sourced

ePro Reqs multi Origins

Pcard Staged Charges

Pcard Verified charges

ID	Name	Account	Tr	D
----	------	---------	----	---

Minimize

Personalize

Pagelet Wizard Personalization

Personalize Pcard Verified charges

Select from the available option(s) to personalize the display of this pagelet.

\*Max Rows

Reset to Defaults

Save



# Pcard Staged Charges - Pagelet

Procurement WorkCenter



Main Reports/Queries **Pagelets**

ePro Reqs to be Sourced  

ePro Reqs multi Origins  

**Pcard Staged Charges**  

ID	Name	Account	Trans Date	Bill Dt	Merchant	Amount	Dispute Amount	Descript	PO No.	Tran Nbr
			2018-03-06	2018-03-27	BLS*Cloudshare	199	0			<a href="#">2490641</a>
			2018-03-12	2018-03-27	QB *QUICKBASE	875	0			<a href="#">2469216</a>
			2018-03-14	2018-03-27	MAILCHIMP *MONTHLY	877.5	0			<a href="#">2469216</a>
			2018-03-18	2018-03-27	AMAZON MKTPLACE PMTS	11.59	0		0000005405	<a href="#">2469216</a>
			2018-03-18	2018-03-27	AMAZON MKTPLACE PMTS	40.5	0		0000005405	<a href="#">2469216</a>
			2018-03-18	2018-03-27	SMK*WUFOO.COM CHARGE	39	0			<a href="#">2490641</a>
			2018-03-23	2018-03-27	1099 PRO INC	799	0		0000005424	<a href="#">2449398</a>
			2018-03-23	2018-03-27	STAPLS0164373300000001	12.94	0		0000005387	<a href="#">2416407</a>
			2018-03-23	2018-03-27	STAPLS0164373313000001	3.8	0		0000005385	<a href="#">2416407</a>

Dead Verified charges



# Pcard Verified Charges - Pagelet

Home
Procurement WorkCenter

Procurement WorkCenter ⚙️ ⏪

Main
Reports/Queries
Pagelets

- ePro Reqs to be Sourced ⚙️
- ePro Reqs multi Origins ⚙️
- Pcard Staged Charges ⚙️
- Pcard Verified charges ⚙️

ID	Name	Account	Trans Date	Bill Dt	Status	Merchant	Sum Amount	Dispute Amount	PO No.	Tran Nbr
			2018-02-05	2018-02-27	Verified	SQ *AEROFAX	960	0		<a href="#">2469216</a>
			2018-02-10	2018-02-27	Verified	GSCCCA	57.8	0		<a href="#">2443106</a>
			2018-01-30	2018-02-27	Verified	WW GRAINGER	137.93	0	0000046161	<a href="#">2475542</a>
			2018-01-30	2018-02-27	Verified	SOUTHERN COMPUTER WAREHO	626.5	0	0000046163	<a href="#">2405449</a>
			2018-01-31	2018-02-27	Verified	STAPLS0162971581000001	257.13	0	0000046172	<a href="#">2416407</a>
			2018-01-31	2018-02-27	Verified	SOUTHERN COMPUTER WAREHO	236.89	0	0000046173	<a href="#">2405449</a>
			2018-02-02	2018-02-27	Verified	SENDGRID	419.95	0	0000044640	<a href="#">2475542</a>
			2018-02-02	2018-02-27	Verified	SENDGRID	2.76	0	0000046056	<a href="#">2475542</a>
			2018-02-06	2018-02-27	Verified	AMAZON MKTPLACE PMTS	16.12	0	0000046210	<a href="#">2469216</a>
			2018-02-07	2018-02-27	Verified	AMAZON MKTPLACE PMTS	15.09	0	0000046210	<a href="#">2469216</a>

# Transaction # hyperlink from Pagelet



Reconcile Statement

## Procurement Card Transactions

Empl ID



Name



Card Number

Card Provider VISA

Run Budget Validation on Save

Bank Statement												Personalize   Find   View All   [Grid Icon]   [Print Icon]		First	1-2 of 2	Last
Transaction												Billing		[Filter Icon]		
		Trans Date	Merchant	*Status	Transaction Amount	Currency				PO Number	Purchase Order Line Number	Budget Status	Chartfield Status			
1	<input checked="" type="checkbox"/>	01/31/2018	SOUTHERN COMPUTER WAREHO	Verified	173.26	USD	[Print]	[Chat]	[Filter]	0000046173	1	Valid	Valid			
2	<input type="checkbox"/>	01/31/2018	SOUTHERN COMPUTER WAREHO	Verified	63.63	USD	[Print]	[Chat]	[Filter]	0000046173	2	Valid	Valid			

Select All  Clear All

Stage    Verify    Approve    Validate Budget

Search    Purchase Details    Split Line    Distribution Template

[Save] [Notify] [Refresh]

# Pcard POs by User - Pagelet



Procurement WorkCenter

Main
Reports/Queries
Pagelets

- ePro Reqs to be Sourced
- ePro Reqs multi Origins
- Pcard Staged Charges
- Pcard Verified charges
- Pcard POs by User**

This list should be reviewed in order to match Pcard PO lines to Pcard transactions.

Account	ID	Name	PO No.	Status	PO Date	PO Ref	Supplier	Supplier	Buyer	Origin	Line	Sched Num	Account
			0000005283	D	2017-12-18	Online Src From Req 0000002311	0000015960	AMAZON.COM LLC		225	1	1	
			0000005291	D	2018-01-04	Online Src From Req 0000002378	0000013755	SOUTHERN COMPUTER WAREHOUSE INC		225	1	1	
			0000005291	D	2018-01-04	Online Src From Req 0000002378	0000013755	SOUTHERN COMPUTER WAREHOUSE INC		225	2	1	
			0000005326	D	2018-02-14	Online Src From Req 0000002446	0000013755	SOUTHERN COMPUTER WAREHOUSE INC		225	1	1	
			0000005376	D	2018-03-05	Online Src From Req 0000002371	0000520019	RACKSPACE US INC		225	1	1	
			0000005385	D	2018-03-08	Online Src From Req 0000002511	0000426763	STAPLES CONTRACT & COMMERCIAL INC		225	1	1	
			0000005385	D	2018-03-08	Online Src From Req 0000002511	0000426763	STAPLES CONTRACT & COMMERCIAL INC		225	2	1	
			0000005385	D	2018-03-08	Online Src From Req 0000002511	0000426763	STAPLES CONTRACT & COMMERCIAL INC		225	3	1	

# P-Card User Procurement WorkCenter View



Procurement WorkCenter

Home

News and Announcements

Go-Live October 9, 2018

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**Financials News** - Sign Up for FN News Click [Here](#)

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Procurement WorkCenter

Main Reports/Queries Pagelets

Links

- eProcurement
  - Requisition
  - Manage Requisitions
  - Manage Requisition Approvals
  - DOAS Quick Reference Guide List
- Pcard**
  - Reconcile Statement
  - Review Disputes
  - Assign SpeedCharts
- Purchasing
  - Add/Update POs
  - Add/Update Receipts
  - Review Suppliers ...
- My Work

Edit Filters

Pending Approvals

# P-Card AP User Procurement WorkCenter View



Procurement WorkCenter

Home

Procurement WorkCenter

News and Announcements

**Financials 9.2 Upgrade Introductory Videos**  
Go-Live October 9, 2018

1. [Homepage](#) (1:35)
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TGM/Procurement Helpdesk	404-657-6000	procurementhelp@doas.ga.gov

# P-Card Agency Admin Procurement WorkCenter View



Procurement WorkCenter

Home

News and Announcements

**Financials 9.2 Upgrade Introductory Videos**  
Go-Live October 9, 2018

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<b>SAO CSC Security</b>	404-657-3956 / 888-896-7771	<a href="mailto:SAO_PS_Access@sao.ga.gov">SAO_PS_Access@sao.ga.gov</a>
<b>TGM/Procurement Helpdesk</b>	404-657-6000	<a href="mailto:procurementhelp@doas.ga.gov">procurementhelp@doas.ga.gov</a>

# **P-Card Agency Administrator and P-Card AP User Training**



**There is no change in P-Card Agency Administrator and P-Card AP User Training except for the navigation.**

**P-Card Agency Administrator and P-Card AP User related links will be directly available through Procurement WebCenter Main tab under Pcard section or through using NavBar: Navigator right hand side menu navigations.**

# Searching for and Reconciling Transactions



Procurement WorkCenter

Reconcile Statement Search

Role Name: GA\_CC\_Req\_Recon

Employee ID: [ ]

Name: [ ]

Card Issuer: VISA

Card Number: [ ]

Transaction Number: [ ]

Merchant: [ ]  Exact Match

Sequence Number: [ ]

Line Number: [ ]

Billing Date: [ ] To: [ ]

Statement Status: [ ]

Budget Status: [ ]

Chartfield Status: [ ]

Transaction Date: 08/20/2018 To: 09/19/2018

Charge Type: [ ]

Posted Date: [ ] To: [ ]

Rows Per Page: 50  Auto Save When Scrolling Through Chunks

Search Clear

- Enter information into the following fields:
- Role Name
  - Employee ID
  - Employee Name
  - Card Issuer=Visa
  - Transaction Date(s) Range
  - Posted Date(s) Range
  - Billing Date(s) Range

# Review Disputes Search



Review Disputes Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant   Exact Match

Sequence Number

Line Number

Billing Date  To

Statement Status

Budget Status

Chartfield Status

Transaction Date  To

Charge Type

Posted Date  To

NavBar: Navigator

eProcurement

Navigator

Recent Places

Approvals

My Favorites

Buyer Center

Requisition

Manage Requisitions

Manage Requisition Approvals

Receive Items

Procurement Card Center

My Profile

## Searching for and Reconciling Transactions...Continued



**Auto Save When Scrolling Through Chunks** checkbox: When selected, any changes made to existing transaction lines will be automatically saved without a warning message when scrolling through chunks. Users can get through quick updates and proceed to the next chunk without having to click through a save warning message. When deselected, the user will receive a save warning message when scrolling if any of the current data has changed.

**Rows Per Page:** Search results will display 9 rows per page by default regardless of the maximum rows that is specified to be displayed. However, you can always select the view all option.

**Merchant:** Partial Merchant name can be used if the Exact Match checkbox is unchecked.

# Procurement Card Transactions – Rows per Page



Reconcile Statement

## Procurement Card Transactions

Run Budget Validation on Save

Default 9 Rows  
per Page

Rows per Page

1 to 25 of 44  
[Previous] [Next] [First] [Last]

Bank Statement

Personalize | Find | View All | [Print] [Export] First [Dropdown] 1-9 of 25 Last

	Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1	<input checked="" type="checkbox"/>		VISA		08/01/2018	GBA PARKING OFFICE	Staged		USD	[Icons]
2	<input type="checkbox"/>		VISA		08/14/2018	GBA PARKING OFFICE	Staged		USD	[Icons]
3	<input type="checkbox"/>		VISA		08/14/2018	GOVERNMENT TRAINING	Staged		USD	[Icons]
4	<input type="checkbox"/>		VISA		08/27/2018	GOVERNMENT TRAINING	Staged		USD	[Icons]
5	<input type="checkbox"/>		VISA		08/27/2018	GOVERNMENT TRAINING	Staged		USD	[Icons]
6	<input type="checkbox"/>		VISA		08/27/2018	GOVERNMENT TRAINING	Staged		USD	[Icons]
7	<input type="checkbox"/>		VISA		08/27/2018	GOVERNMENT TRAINING	Staged		USD	[Icons]
8	<input type="checkbox"/>		VISA		08/27/2018	GOVERNMENT TRAINING	Staged		USD	[Icons]
9	<input type="checkbox"/>		VISA		08/27/2018	GOVERNMENT TRAINING	Staged		USD	[Icons]

Select All

Clear All

Stage Verify

Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

# Refine Search (prompt-page)



Reconcile Statement  
Procurement Card Transactions

Run Budget Validation on Save

**Bank Statement**

Transaction | Billing

	Employee Name	Card Issuer	Card
1	<input type="checkbox"/>	VISA	*****
2	<input type="checkbox"/>	VISA	*****
3	<input type="checkbox"/>	VISA	*****
4	<input type="checkbox"/>	VISA	*****
5	<input type="checkbox"/>	VISA	*****
6	<input type="checkbox"/>	VISA	*****
7	<input type="checkbox"/>	VISA	*****
8	<input type="checkbox"/>	VISA	*****
9	<input type="checkbox"/>	VISA	*****

Select All     Clear All

**Search**    Purchase Details

Save    Notify    Refresh

ProCard Recon Workbench

Reconcile Statement Search

Role Name: GA\_CC\_Req\_Recon

Employee ID:

Name:

Card Issuer:

Card Number:

Transaction Number:

Merchant:   Exact Match

Sequence Number:

Line Number:

Billing Date:  To:

Statement Status:

Budget Status:

Chartfield Status:

Transaction Date: 04/20/2018 To: 09/19/2018

Charge Type:

Posted Date:  To:

Rows Per Page: 25

Auto Save When Scrolling Through Chunks

OK    Cancel    Clear

# Linking a Purchase Order



Procurement WorkCenter

ProCard Purchase Order

Line 1  
Merchant GBA PARKING OFFICE  
City 404-463-1470  
State GA  
Country USA

**Purchase Order**

\*Business Unit [REDACTED] Original PO N  
PO ID [REDACTED]  
PO Line 1  
PO Sched 1

Supplier ID 0000014759 GEORGIA BUILDING AUTHORITY

Location 000002 ACH PRIMARY  
Ship To PO\_211001 SQ Commis  
Item ID  
Category 08010 Badges, Buttons, Emblems, and  
Supplier Item  
\*Quantity 1.0000  
\*UOM EA  
Unit Price [REDACTED] USD Transaction Amount [REDACTED]

Bill Includes Tax if Applied  
 Tax Paid

**Maintenance WO**

WO Business Unit  
Work Order ID  
Task Number  
Resource Type  
Resource Line No.

Sales/Use Tax Category Search View Hierarchy PO Pick List



# P-Card Comments and Attachments

## Pop-Up Blockers

PeopleSoft/TeamWorks Financials/TGM often uses pop-up windows to display information you are requesting. If your browser is set to block pop-up windows—and most are set that way as a default—then PeopleSoft will not work properly. If you click on a button or a link and nothing happens, you probably need to adjust your pop-up blocker settings.

- Turn off pop-up blockers on websites that you have determined to be safe and valid for use at work.
- You can use an actual site name or partial site name as \*.teamworks.georgia.gov, and add it into the allowed list by given browser.

# Internet Explorer 11: Pop-Up Blocker



The screenshot shows the Internet Explorer 11 browser window with the following elements:

- Address Bar:** [https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE\\_PL](https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE_PL)
- Page Title:** Procurement WorkCenter
- Page Content:** Reconcile Statement Procurement Card Transactions. Includes a table with columns 'Line 1', 'Description', and 'Reference'. The table contains 9 rows of VISA transactions.
- Dialog Box:** 'ProCard Comments' dialog box is open, containing a 'Transaction Line Comments' section with a 'Comments' text area and an 'Associated Document' section with a 'Managed Attachments' link.
- Taskbar:** Windows taskbar at the bottom shows the Start button, search bar, and various application icons.
- Notification:** A red-bordered notification box at the bottom of the browser window states: "Internet Explorer blocked a pop-up from \*.teamworks.georgia.gov." with buttons for "Allow once" and "Options for this site".

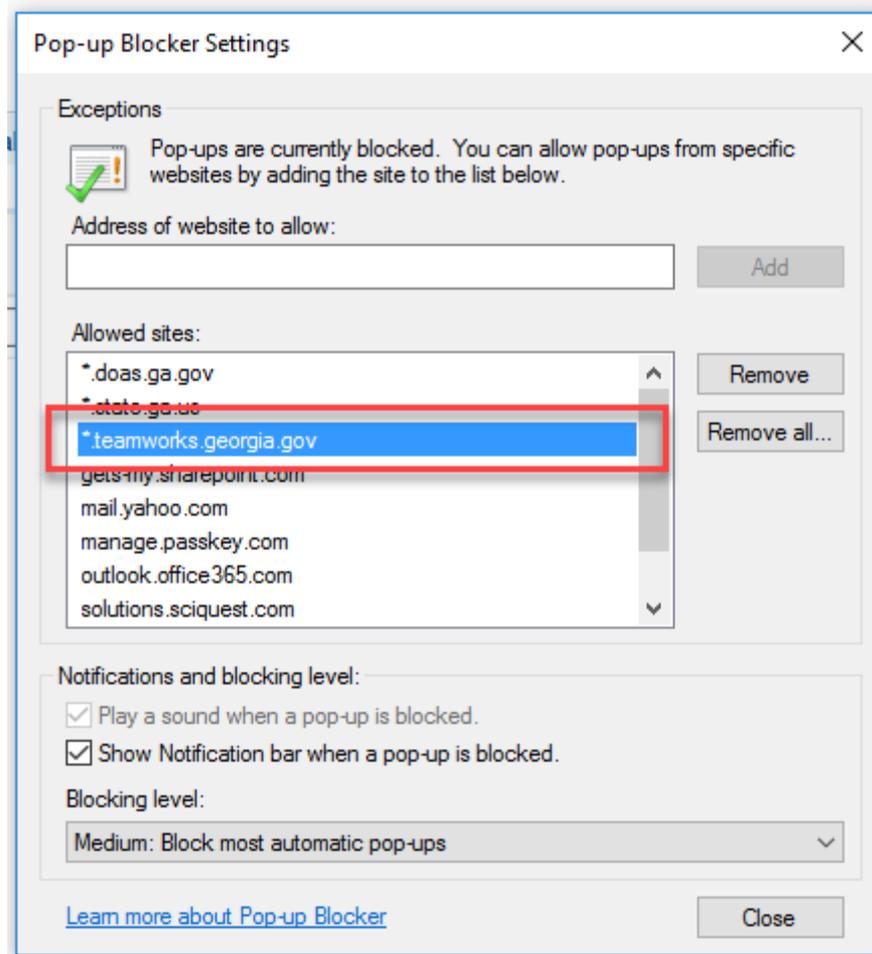
# Internet Explorer 11: Pop-Up Blocker



Internet Explorer 11 interface showing the Tools menu open with the Pop-up Blocker settings option selected. The browser address bar shows the URL: <https://fscmpoc.teamworks.georgia.gov/psp/emplmock/EMPLOYEE/ERP/c/MANAG>. The page content includes a table with columns: Card Number, \*Expiry Date, Card Type, and Date Issued. The Card Number field is highlighted with a red box.

Card Number	*Expiry Date	Card Type	Date Issued
***** [Red Box]	11/30/2018	Visa	11/01/2015

# Internet Explorer 11: Pop-Up Blocker



# Google Chrome: Pop-Up Blocker



Reconcile Statement

https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE\_PURCHASE\_ORDERS.SRM\_WORKCENTER.GBL

Procurement WorkCenter

Reconcile Statement

Procurement Card Transactions

Empl ID [REDACTED] Name [REDACTED]

Display Unmasked Card Number

Run Budget Validation on Save

Bank Statement

Personalize | Find | View All | First | 1-9 of 19 | Last

Transaction	Billing	Card Issuer	Card Num
1	<input checked="" type="checkbox"/>	VISA	*****
2	<input type="checkbox"/>	VISA	*****
3	<input type="checkbox"/>	VISA	*****
4	<input type="checkbox"/>	VISA	*****
5	<input type="checkbox"/>	VISA	*****
6	<input type="checkbox"/>	VISA	*****
7	<input type="checkbox"/>	VISA	*****
8	<input type="checkbox"/>	VISA	*****
9	<input type="checkbox"/>	VISA	*****

ProCard Comments

Line 3 Description Reference

Transaction Line Comments

Find | View All | First | 1 of 1 | Last

Comments:

Status: Active

Associated Document

Managed Attachments

OK Cancel Refresh

javascripsubmitAction\_win0(document.win0,'AXF\_LINK\_1\_AXF\_LINK\_1');

Type here to search

4:22 PM 9/13/2018

# Google Chrome: Pop-Up Blocker



The screenshot shows a Google Chrome browser window with a single tab titled 'Reconcile Statement'. The address bar displays the URL: [https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE\\_PURCHASE\\_ORDERS.SRM\\_WORKCENTER.GBL](https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.SRM_WORKCENTER.GBL). The page content is from the 'Procurement WorkCenter' and shows a 'Reconcile Statement' for 'Procurement Card Transactions'. A 'Pop-ups blocked' notification is visible in the top right corner, circled in red. The notification lists the blocked URL and offers options: 'Always allow pop-ups and redirects from https://fscmuat.teamworks.georgia.gov' (unselected) and 'Continue blocking' (selected). A 'Done' button is present. In the foreground, a 'ProCard Comments' dialog box is open, showing a table with columns 'Line 3' and 'Description Reference'. The table contains one row with 'Transaction Line Comments'. Below the table is a 'Comments' text area and an 'Associated Document' section with 'Managed Attachments'. The dialog box has 'OK', 'Cancel', and 'Refresh' buttons at the bottom.

Reconcile Statement

Procurement WorkCenter

Pop-ups blocked:

- [https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE\\_PURCHASE\\_ORDERS.SRM\\_WORKCENTER.GBL](https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.SRM_WORKCENTER.GBL)

Always allow pop-ups and redirects from <https://fscmuat.teamworks.georgia.gov>

Continue blocking

Manage Done

ProCard Comments

Line 3	Description Reference
Transaction Line Comments	

Comments:

Associated Document

Managed Attachments

OK Cancel Refresh

# Google Chrome: Pop-Up Blocker



A screenshot of the Google Chrome browser's settings page for "Pop-ups and redirects". The browser's address bar shows "chrome://settings/content/popups". The settings page has a blue header with a search bar. The main content area is divided into three sections: "Blocked (recommended)" with a toggle switch turned on; "Block" with an "Add" button and "No sites added" below it; and "Allow" with an "Add" button and a single entry for "https://fscmuat.teamworks.georgia.gov:443" with a red icon and a vertical ellipsis menu icon to its right.

# Firefox: Pop-Up Blocker



The screenshot shows a Firefox browser window with a yellow notification bar at the top stating "Firefox prevented this site from opening a pop-up window." The browser's address bar shows the URL: `https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.SRM_WORKCENTER.GBL`. The page title is "Procurement WorkCenter".

The application interface includes a sidebar with navigation options like "Main", "Reports/Queries", "Pagelets", and "Links". The main content area is titled "Reconcile Statement" and "Procurement Card Transactions". It features a table with columns for "Transaction", "Card Issuer", and "Card Number". The table contains 9 rows of data, all with "VISA" as the issuer. A "Bank Statement" section is visible above the table.

A "ProCard Comments" dialog box is open, displaying "Line 3" and "Description Reference". It includes a "Transaction Line Comments" section with a "Comments:" text area and a "Status" dropdown set to "Active". Below this is an "Associated Document" section with a "Managed Attachments" link. The dialog has "OK", "Cancel", and "Refresh" buttons.

At the bottom of the browser window, a JavaScript error message is visible: `javascript:submitAction_win0(document.win0,AXF_LINK_1_AXF_LINK_1);`. The Windows taskbar at the very bottom shows the time as 4:29 PM on 9/13/2018.

# Firefox: Pop-Up Blocker



The screenshot shows a Firefox browser window with the following elements:

- Browser Tabs:** "Reconcile Statement" and "Pop-up blocker settings, excep...".
- Address Bar:** "https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE\_PURCHASE\_ORDERS.SRM\_WORKCENTER.GBL".
- Yellow Notification Bar:** "Firefox prevented this site from opening a pop-up window." with an "Options" button.
- Options Menu:** A dropdown menu with the following items:
  - Allow pop-ups for fscmuat.teamworks.georgia.gov
  - Edit Pop-up Blocker Options...
  - Don't show this message when pop-ups are blocked
  - Show 'https://fscmuat.teamworks.georgia.gov/psc/fs92uat/EMPLOYEE/ERP/s/WE...
- Page Content:** "Procurement WorkCenter" header, "Reconcile Statement" sub-header, and a table of "Procurement Card Transactions". The table has columns for "Transaction", "Card Issuer", and "Card Number".
- Dialog Box:** A "ProCard Comments" dialog box is open, showing "Line 3" with a "Description Reference" field and a "Comments" text area. It also includes "Associated Document" and "Managed Attachments" sections, and "OK", "Cancel", and "Refresh" buttons.

# Firefox: Pop-Up Blocker



The screenshot shows a Firefox browser window with a yellow warning bar at the top stating "Firefox prevented this site from opening a pop-up window." The address bar shows the URL: [https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE\\_PURCHASE\\_ORDERS.SRM\\_WORKCENTER.GBL](https://fscmuat.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.SRM_WORKCENTER.GBL). The page content is a "Procurement WorkCenter" interface with a table of "Procurement Card Transactions".

Transaction	Card Issuer	Card Num
1	<input checked="" type="checkbox"/> VISA	*****
2	<input type="checkbox"/> VISA	*****
3	<input type="checkbox"/> VISA	*****
4	<input type="checkbox"/> VISA	*****
5	<input type="checkbox"/> VISA	*****
6	<input type="checkbox"/> VISA	*****
7	<input type="checkbox"/> VISA	*****
8	<input type="checkbox"/> VISA	*****
9	<input type="checkbox"/> VISA	*****

An "Allowed Websites - Pop-ups" dialog box is open, displaying the following content:

You can specify which websites are allowed to open pop-up windows. Type the exact address of the site you want to allow and then click Allow.

Address of website  
[ ]

Website: <https://fscmuat.teamworks.georgia.gov> Status: Allow

Buttons: Remove Website, Remove All Websites, Cancel, Save Changes

# Firefox: Pop-Up Blocker



The screenshot shows a Firefox browser window with a yellow notification bar at the top stating "Firefox prevented this site from opening a pop-up window." The browser is displaying the "Managed Attachments" page of the Oracle system. A "ProCard Comments" dialog box is open, showing a table with 9 rows of transactions. The dialog box has a "Comments:" field and an "Associated Document" field. The "Associated Document" field is currently empty. The dialog box has "OK", "Cancel", and "Refresh" buttons at the bottom.

Transaction	Card Issuer	Card Num
1	<input checked="" type="checkbox"/> VISA	*****
2	<input type="checkbox"/> VISA	*****
3	<input type="checkbox"/> VISA	*****
4	<input type="checkbox"/> VISA	*****
5	<input type="checkbox"/> VISA	*****
6	<input type="checkbox"/> VISA	*****
7	<input type="checkbox"/> VISA	*****
8	<input type="checkbox"/> VISA	*****
9	<input type="checkbox"/> VISA	*****



## **Additional Information:**

### **SYSTEM DOWNTIME:**

Thursday, October 4 at 3PM to  
Tuesday, October 9th at 7AM

Transactions that occur during downtime will be loaded during the go-live weekend and will be available for reconciliation immediately after go-live.

For any reason(s), if you do not see your transaction(s) then please contact [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov) with Card Holder Employee ID, Last 5 digits of Visa Card, Transaction #, Merchant, Transaction Date, Transaction Amount, and Purchase Order Number if exists along with your TeamWorks TGM User ID.



## Upgrade Information Site(s):

- <https://sao.georgia.gov/financials-92-upgrade>
- <http://doas.ga.gov/state-purchasing/team-georgia-marketplace/teamworks-financials-upgrade>