










Reconciling Procurement Cards

Updated 8/11/03

<p>Editing Options - Before verifying the procurement card, go to form FB00 to make sure the check mark is removed by <i>"Documents must be complete before parking."</i> Type FB00 in the Command line on the top Standard Toolbar. If it is not showing click on the button that looks like this  next to the Floppy Disk icon . After taking off the check mark, click on the Save Icon . Finally, click on the Green back arrow .</p>		
<p>Menu Path for Printing the Statement</p>	<p>Accounting>>Financial Accounting>>General ledger>> Document>> Parked Documents>>ZPOS - Procurement Card Statement</p>	
<p>Screen Name:</p>	<p>Field Name/Actions:</p>	<p>Input/Action:</p>
<p>Procurement Card Statement Creation</p>	<p>Fund Center</p> <p>Statement Month</p> <p>Statement Year</p> <p>Click on the Execute Icon. </p> <p>Click on the 'Choose button' </p> <p>Click on the Print Icon  and click on the CONTINUE button.</p>	<p>This is the number that begins with the letter U. Click on Match-Code button to retrieve your Fund Center number. Choose either the Cost Center or WBS Element Tab. Enter your Cost Center or WBS Element in the appropriate field. Press enter.</p> <p>Double-click on the highlighted area. This will enter your funds center number.</p> <p>Type in the appropriate month.</p> <p>Type in appropriate Year.</p> <p>A list of cardholders will display. Click in the box next to the appropriate cardholder.</p> <p>The statement should appear on the screen.</p> <p>Click on the Exit Up Arrow  to take you back to the SAP Easy Access Menu.</p>
<p>Menu Path for Distributing, Disputing, Verifying the Card</p>	<p>Accounting>>Financial Accounting>>General ledger>>Document>> Parked Documents>>FBV2 - Change</p>	
<p>Change parked Document: Initial Screen</p>	<p>Company Code</p> <p>Document number</p> <p>Fiscal Year</p> <p>Press enter (or click the green ball with check mark at top)</p>	<p>Enter UT.</p> <p>Enter the document # from your printed statement. Begins with an "8"</p> <p>Enter the appropriate fiscal year.</p> <p>Your procurement card statement will appear.</p>
<p>Change Parked Documents: Overview</p> <p>Verifying Steps: If you are ready to verify & have all of your receipts and no disputes or distributions--</p>	<ol style="list-style-type: none"> 1. Double-click on the line that says-- 2. Click in the 'Text' field where it says 'Not Verified' 3. Click on the 'Document menu' in the menu bar. 	<p>Acct. No. 11020 Procure Card Clear (to see this line you may need to click on the 'next page'  icon in the toolbar).</p> <p>Replace 'Not Verified' with 'Verified', or you can just highlight the 'Not' and delete.</p> <p>Choose 'Complete' for it to trigger the approval workflow. This step is only done if you are ready for it to be verified and approved.</p>

