Cardholder Update of Charges

Once logged into SXD, select Cardholder Update of Charges from the Purchasing Card (PC) menu.

🎒 DS	lnnovis Financials		_ 7 🗙
File GL	AP BD BL PO AR PY HR FA	PC Master Tables Admin Window Help	
1	1111	Get Bank Charges	
<u> </u>	Det	Cardholder Update of Charges	
	INNOVIS	Accounting Update of Charges	
	Accounting Group: All Agencie:	Approval List	
	Entry Disto: 00/00/0E	Reports	
	Entry Date: 09709705	Master Tables	
	User: cmcaf		
		XD TEST Financial System	

In the Selection dialog box, enter the billing date of the transactions to be updated. The billing cycle runs from the 27th to the 26th of each month. Select the status of the bill. All will provide all bills for the cardholder/alternate. New will display bills that have not yet been updated by the cardholder/alternate. Submitted will show all bills that have been submitted and are awaiting approval. Approved will display bills that have been reviewed and approved the by the cardholder's Supervisor. Disapproved will present bills that have been reviewed but not approved by the cardholder's Supervisor. Finally, the Booked status will present all bills that have been reviewed and booked by the Comptroller's office. After selecting the bill status, select OK.

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File GL	AP BD BL PO AR	PY HR FA	A PC Master Tables Admin Window Help	
2		All Agonoi	FDYN - DST Innovis Financials	
	Entry Date:	10/01/05		
	Entry Date:	10/21/05	Selection BY	
			From: 10/26/2005 To 10/26/2005	
			<u></u> Cancel	

The Procurement Card Bills screen presents bill totals by cardholder. Cardholder and Alternate cards will be presented based on the user's login. To update charge information, highlight a card number and select the Charges button.

Procur ile Find	rement Card Bills Select Help								
New 0	Copy Edit Save Unde	Delete Print	<u>A</u> ttach Selec	t <u>C</u> lose	First Prev	Find Next L	Last		
Bill	1 ID Card Number	Nane	Bill:	ing Date	S Bill Tota	L Adj Total			
000000	0616 0000 0000 0000 0002	PATRICIA SKALI	ISKI 08/26	5/05	N 925.00	925.00			
-									
							S		
D-1-3		View	Charge	• 1	Submit	Bool			
De <u>t</u> ail	Approvers	⊻iew	C <u>h</u> arge	5	Sub <u>m</u> it	Bool	k l		
De <u>t</u> ail	Approvers	<u>V</u> iew	C <u>h</u> arge	s	Sub <u>m</u> it	Bool	k		
Detail	Approvers Bill ID: 000000616 Cardholder: PATBICIA S	View Card Nu KALESKI	C <u>h</u> arge umber: 0000 0	s	Sub <u>m</u> it	Bool	k.		
De <u>t</u> ail	Approvers Bill ID: 000000616 Cardholder: PATRICIA S	View Card Nu KALESKI © New	C <u>h</u> arge umber: 0000 0	s 000 0000	Sub <u>m</u> it	Bool	k		
De <u>t</u> ail	Approvers Bill ID: 000000616 Cardholder: PATRICIA S Billing Date: 08/26/05	View Card Nu KALESKI © New © Subr	C <u>h</u> arge umber: 0000 0	s 000 0000 Booke C	Sub <u>m</u> it 0002 d User: ireated: 09/09/2	<u>Bool</u>	k.		
Deţail	Approvers Bill ID: 000000616 Cardholder: PATRICLA S Billing Date: 08/26/05 Bill Total: 925.00	Card Nu KALESKI C Subn C Subn C Appr	Charge umber: 0000 0 nited oved	s 000 0000 Booke C Ch	Submit 0002 d User: ireated: 09/09/2 ireated: 09/09/2	<u>Bool</u> 2005 2005	k.		
Detail	Approvers Bill ID: 000000616 Cardholder: PATRICLA S Billing Date: 08/26/05 Bill Total: 925.00 Adj Total: 925.00	View Card Nu KALESKI © New © Subn © Appr © Disa	Charge umber: 0000 0 nited oved oproved	s 000 0000 Booke Ch Chang	Submit 0002 d User: reated: 09/09/2 anged: 09/09/2 e Time: 09:36:2:	<u>Bool</u> 2005 2005 3	k.		

The Procurement Charge Detail screen displays all charges for the selected card(s). Transaction detail is presented with the cardholder's default account string.

🏙 Procurement Charge Detail			
File Find Select Help			
New Copy itd Dog Edit Save Undo Cancel Delete Print Attach C	lose First P	ev Find Next Las	t
Bill ID: 000000616 Bil	l Total: 925	00	
Billing Date: 08/26/05 Ad	j Total: 925	00	
Card Number: 0000 0000 0000 0002 PATRICIA SKALESKI			
In Sub Chg Date Account	Amount	Adj Amt 🗠	
1 1 08/05/05 GN01-55000-333200-00-0000000-0000000000000	100.00	100.00	
2 1 08/15/05 GN01-55000-333200-00-00000000-000000000	200.00	200.00	
3 1 08/20/05 GN01-55000-333200-00-0000000-00000000-00000000	125.00	125.00	
4 1 08/26/05 GN01-55000-333200-00-0000000-000000000	500.00	500.00	
			2
Charges			
Date Account	Adju	sted Amount	
08/05/05 GN01-55000-333200-00-0000000-0000000-00000000		100.00	
Desc: KINKOS	Amount:	100.00	
Reference: 3795	Supplier:		
Line: 1 Sub-Line: 1 Supplier Desc: KINK0	5		
Extended Description			
		×	

Assign transaction to a single account string

To edit the transaction account string, amount or description, highlight the transaction and select Edit. Enter the desired account string to record the transaction. The Adjusted Amount field requires modification if the transaction will be split into multiple account strings. The Desc. field will include transaction detail, if provided by the merchant, or default to the merchant name. Edit the Desc. field to provide an adequate description of the transaction. The Desc. field will be presented in the general ledger transaction register. The Extended Description field can be used to fully describe transaction detail or justification. When the edit process is complete, select Save.

🎒 Procu	urement Charge Detail					_	d 🔀
File Find	Select Help						
New C	Copy 3td Dog Edit Save Undo Cancel Delete Print	Attach C	ose First P	ev Find Next La	ast		
	Bill ID: 00000616	Bill	Total: 925	.00			
	Billing Date: 08/26/05	Adj	Total: 925	.00			
	Card Number: 0000 0000 0000 0002 PATRICIA SKALE	SKI					
Ln Sub	Chg Date Account		Amount	Adj Amt	^		
1 1	1 08/05/05 GN01-55000-333200-00-00000000-00000000-0	0000000	100.00	100.00			
2 1	1 08/15/05 GN01-55000-333200-00-00000000-00000000-0	0000000	200.00	200.00			
3 1	1 08/20/05 GN01-55000-333200-00-00000000-00000000-0	0000000	125.00	125.00			
4 1	1 08/26/05 CN01-55000-333200-00-0000000-0000000-0	0000000	500.00	500.00			
					v		
C <u>h</u> arges	2					-	
Date	Account		Adia	isted Amount			
08/0	05/05 GN01-55520-333200-00-0000000-0000000-00	000000		100.00	1		
	Desc: PRINTING OF PAYBOLL FORMS		Amount	100.00			
Del.	279E		Cumelian				
ne	eleience. 5755		supplier.				
	Line: 1 Sub Line: 1 Supplier Desc	KINKUS			. 11		
Exter	nded Description: 5,000 PAYROLL W-2 FORMS			~			
	1				2		
						a	

Assign transaction to multiple account strings

To allocate one transaction to multiple account strings, highlight the transaction and select Edit. Provide the appropriate account string. Next, indicate the amount that should be allocated by editing the Adjusted Amount field. Edit the Desc. field to adequately identify the transaction. The Extended Description field may be used to fully explain or justify the transaction. Select Save.

藚 Procurement Charge Detail			
File Find Select Help			
New Copy itd Der Edit Save Undo Cancel Delete Print Attach C	lose First P	rev Find Next Las	t
Bill ID: 000000616 Bil	l Total: 925	.00	
Billing Date: 08/26/05 Ad	Total: 925	.00	
Card Number: 0000 0000 0000 0002 PATRICIA SKALESKI			
In Sub Chg Date Account	Amount	Adj Amt 🗠	S
1 1 08/05/05 GN01-55520-333200-00-0000000-000000000	100.00	100.00	
2 1 08/15/05 GN01-55000-333200-00-0000000-000000000000000	200.00	200.00	
3 1 08/20/05 GN01-55000-333200-00-0000000-00000000-00000000	125.00	125.00	
4 108/26/05 GN01-55000-333200-00-0000000-00000000-00000000	500.00	500.00	
		×	8
Charges			
Date Account	Adi	usted Amount	
08/15/05 GN01-55580-333200-00-0000000-00000000-00000000		50.00	
Desc: EMPLOYEE PHOTOS	Amount:	200.00	
Reference: 3799	Supplier:		
Line: 2 Sub Line: 1 Supplier Desc: EXEC F	ното		
Extended Description: PAYROLL EMPLOYEE PHOTOS		~	
		<u> </u>	

The transaction line record should now present the edited account string and adjusted amount. With the transaction line record highlighted, select Copy. Provide an appropriate account string, amount and description and select Save. This process can be repeated to facilitate the transaction allocation.

🎒 Procu	rrement Charge Detail			
File Find	Select Help			
New Co	opy itd Doc Edit Save Undo Cancel Delete Print Attach (lose First P	rev Find Next Last	
	Bill ID: 000000576 Bi	ll Total: 925	.00	
	Billing Date: 08/26/05 Ac	ij Total: 775	.00	
	Card Number: 0000 0000 0000 0002 PATRICIA SKALESKI			
Ln Sub	Chg Date Account	Amount	Adj Amt 🛆	
1 1 0	08/05/05 GN01-55520-333200-00-0000000-00000000-00000000	100.00	100.00	
2 1 0	08/15/05 CN01-55580-333200-00-0000000-0000000000000000000	200.00	50.00	
3 1 0	08/20/05 GN01-55000-333200-00-0000000-00000000-00000000	125.00	125.00	
4 1 0	08/26/05 GN01-55000-333200-00-0000000-00000000-00000000	500.00	500.00	
Charges				
Date	ACCOUNT		150 00	
00713			130.00	
	Desc: EMPLOYEE PHOTOS	Amount:	0.00	
Refe	erence: 3799	Supplier:		
	Line: 2 Sub Line: 2 Supplier Desc: EXEC I	рното		
Exten	ded Description: GENERAL ACCOUNTING EMPLOYEE PHOTOS		~	
			× .	
				1

The system creates an additional sub-line for the transaction. One transaction line can have numerous sub-lines recording the allocation. The adjusted amounts of the sub-lines must equal the original transaction line amount before exiting the Procurement Charge Detail screen (the Bill and Adjusted Totals must equal).

🎒 Procurement Charge Detail			- 2 🛛
File Find Select Help			
New Copy Hd Doc Edit Save Undo Cancel Delete Print Attach C	lose First P	rev Find Next Last	
Bill ID: 000000616 Bill	Total: 925	.00	
Billing Date: 08/26/05 Ad	Total: 925	.00	
Card Number: 0000 0000 0000 0002 PATRICIA SKALESKI			
In Sub Chg Date Account	Amount	Adj Amt 🗠	
1 1 08/05/05 CN01-55520-333200-00-00000000-00000000000000	100.00	100.00	
2 1 08/15/05 GN01-55580-333200-00-0000000-00000000-00000000	200.00	50.00	
2 2 08/15/05 GN01-55580-334200-00-0000000-0000000000000	0.00	150.00	
3 1 08/20/05 GN01-54640-333200-00-0000000-00000000-00000000	125.00	125.00	
4 1 08/26/05 GN01-55110-333200-00-00000000-000000000000	500.00	500.00	
Charges			
Date Account 08/26/05 GN01-55110-333200-00-0000000-00000000-000000000	Adj	usted Amount 500.00	
Desc: CORPORATE EXPRESS	Amount:	500.00	
Reference: 3801	Supplier:		
Line: 4 Sub Line: 1 Supplier Desc: CORPO	RATE EXPRES	s	
Extended Description: HANGING FILES, PAPER AND MICR TONER			

When finished updating transaction information, insure the Bill Total equals the credit card statement and select Close.

道 Procu	rement Card Bills			_ @ 🛛
File Find	Select Help			
<u>N</u> ew (Copy Edit Save Undo	Delete Print Attach Selec	t Close First Prev Find Next Last	
Bill	L ID Card Number Na	ane Bill:	ing Date S Bill Total Adj Total 🔨	
000000	D616 0000 0000 0000 0002 P.	ATRICIA SKALESKI 08/2	5/05 N 925.00 925.00	
		View Chara	Cutura Duri	
De <u>t</u> ail	Approvers			
	Bill ID: 000000616	Card Number: 0000 0	000 0000 0002	
	Cardholder: PATRICIA SKA	LESKI		
	D.W DL 00.130.10E	@ New	Booked User:	
	Billing Date: 08726705	C Submited	Created: 09/09/2005	
	Bill Total: 925.00	C Approved	Changed: 09/09/2005	
	Adj Total: 925.00	C Disapproved	Change Time: 09:36:23	
		C Booked	User Id: cmcał	

The transactions are now ready to be submitted for approval. From the Procurement Card Bills screen, highlight the updated cardholder bill and select Submit. A Certification dialog box will appear certifying the charges were made in accordance with the Purchasing and Procurement Card Policies. To submit the updated transactions, select Yes.

📕 Procurement Card Bills		
File Find Select Help		
New Copy Edit Save Undo Delete Print Atta	ch Select Close First Prey Find Next Last	
Bill ID Card Number Name	Billing Date S Bill Total Adj Total 🐣	
000000616 0000 0000 0000 0002 PATRICIA SKALESKI	08/26/05 N 925.00 925.00	
Detail Approvers View	Charges Submit Book	
Bill ID: 000000616 Card Numbe	r: 0000 0000 0000 0002	
	Certification	
Cardholder: PATRICIA SKALESKI		
Billing Date: 08/26/05 C Submitted	I certify these expenditures were made in accordance with the Purchasing and Procurement card policies.	
Bill Total: 925.00 C Approved		
Adi Total: 925.00 C Disapprov	Yes No	
C Booked	User IO: cmcaf	

A reminder message will appear indicating your card statement and receipts should be sent to the Comptroller's Office for review. Select OK.

Print Solution Delete Print Attack Solect Dise Bill 1D Card Number Name Billing Date 8 Billing Date 8 Billing Total Add Total 00000616 0000 0000 0000 0002 PATRICIA SKALESKI 06/26/05 S 925.00	
v Copy Edit Save Undo Delete Print Attach Select Close First Prev Find Next Last Bill TD Card Number Name Billing Dace S Bill Total Adj Total 00000616 0000 0000 0000 0000 PATRICIA SKALESKI 00/26/05 S 925.00 925.00	
Bill ID Card Number Name Billing Date § Bill Total Adj Total 00000616 0000 0000 0002 PATRICIA SKALESKI 08/26/05 S 925.00 925.00	
00000616 0000 0000 0002 PATRICIA SKALESKI 08/26/05 S 925.00 925.00	
il Approvers View Charges Unsubmit Book	
Bill ID: 000000616 Card Number: 0000.0000.0000.0002	
Lardholder: PATHILIA SKALESKI	
Billing Date: 08/26/05 Message X	
G Submited	
Uni Futar. 323.00 C. Approved Sona /	
Adj Total: 925.00 C Disapproved OK	
C Booked	