Approving Cardholder Charges

After logging into the SXD system, select the PC (Purchasing Card) menu, then select Approval List.

🍎 DST	Innovis Financials		_ 0 🗙
File GL	AP BD BL PO AR PY HR FA	PC Master Tables Admin Window Help	
1	DST INNOVIS Accounting Group: All Agencie:	Get Bank Charges Carcholder Undete of Charges Accounting Update of Charges Approval List	
	Entry Date: 09/09/05	Reports Master Lables	
	User: cmcaf		
	5	XD TEST Financial System	

An Approver List dialog box will open. The Approver indicated will default to the login user. If approving on behalf of another, replace the Approver login with the applicable approver. The Type field should indicate Procurement Card. The Document Status field provides a selection of filter criteria. Using the pull down menu, select Submitted. Using the Approval Status radial buttons, select the procurement card bills to view. Approved status will display all bills already approved. Disapproved status will list all bills that were not approved. Need Approval will indicate all bills that have been updated by the cardholder and submitted for approval. After providing the filter requirements, select OK.

File GL	Innovis Financials AP BD BL PO AR	PY HR FA PC MasterTab	oles Admin Window I	eep	
	Accounting Group: Entry Date: User:	FDYN - DST All Agencies 10/21/05 cmcaf SXD Financia	Innovis Financials	Approval List Approver: cmcaf Type: Procurement Card Document Status: Submitted Approval Status: C Approved C Disapproved C Disapproved Status: Show Only if Next OK Cancel	

The Approval List screen will appear with the applicable documents produced from the filter specifications. To review the bill detail, prior to approval, highlight the Document and select Open.

🎒 Approval List										_ 7 🗙
File Find Select H	elp									
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* Document	Ty pe	Can Àpp	St	Approved	Approver	Submitted By	Created	Amount	<u> </u>	
* 616	U	A	N		cmdcb	cmcaf	09/09/2005	925.00		
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The Procurement Card Bills screen will identify the bill and cardholder information. After highlighting the bill, select Charges to view the transaction detail and account string information updated by the cardholder/alternate.

📕 Procure	ement Card Bills			
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Bill	l ID Billing Date	Name S I	Bill Total Adj Total	<u>^</u>
Detail	Approvers	DATRICIA SKALESKI S Charg	925.00 925.00 es	×
	Bill ID: 00000	0616 Card Number: 0000	0000 0000 0002	
	Cardholder: PATRI	CIA SKALESKI		
	Billing Date: 08/26 Bill Total: 925 Adj Total: 925	205 C New C Submited 5.00 C Approved 5.00 C Disapproved C Booked	Booked User: Created: 09/09/2005 Changed: 09/09/2005 Change Time: 09:36:23 User Id: cmcaf	

Detailed transaction information is displayed on the Charges display window as each transaction is highlighted. After reviewing the transaction detail, select Close.

🎒 Procurement Charge Detail			
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Bill ID: 00000616 Bill	Total: 925.	00	
Card Number: 0000 0000 0000 0002 PATRICIA SKALESKI	1 otal: 925.	00	
In Sub Chg Date Account	Amount	Adj Amt 🛆]
1 1 08/05/05 GN01-55520-333200-00-00000000-00000000000000	100.00	100.00	
2 1 08/15/05 GN01-55580-333200-00-00000000-000000000	200.00	50.00	
2 2 08/15/05 GN01-55580-334200-00-00000000-00000000	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 GN01-55110-333200-00-00000000-0000000000000	500.00	500.00	
Charges			1
Date Account 08/05/05 GN01-55520-333200-00-0000000-00000000-00000000	Adju	sted Amount 100.00	
Desc: PRINTING OF PAYROLL FORMS	Amount:	100.00	
Reference: 3795	Supplier:		
Line: 1 Sub Line: 1 Supplier Desc: KINKOS			
Extended Description: 5,000 PAYROLL W-2 FORMS			

Next, from the Procurement Card Bills screen, select the Approvers tab. If multiple lines appear on this tab, select the record that identifies the assigned approver. Select Edit. To approve the bill, place an A (Approve) in the Stat field. Select Save.

If transaction records have not been adequately updated, or additional information is needed prior to approval, place a D (Disapprove) in the Stat field. Next, using the Reason Code pull down menu, select a disapproval reason. The Notes field (optional) can be used to add further comments or request specific information regarding the disapproval of the bill. When finished updating the Stat, Reason Code and Notes field, select Save. Note: An approver should notify the cardholder/alternate in the event that a bill was disapproved.

After approving/disapproving the bill, select close.

🏙 Procurement Card Bills		_ 7 🛛
File Find Select Help		
New Copy Edit Save Undo Delete F	vint Attach Select Qlose First Prev Find Next Last	
Bill ID Billing Date Name	2 Bill Total Adj Total	
000000618 01/31/05 PATRICIA SKALES	KI A 925.00 925.00	
Detail Approvers	Charges	
Approved For Next Approved By Can Appr	ve Approval Status Created Approved	
cncaf Cncaf N	S 09/14/05 09/14/2005	
Cadob * cacat A	A 09/14/05 09/14/2005	
Materi		
Notes:	Approved For: cmdcb Approve DT: 09/14/2005	

The system will now present the Approval List indicating the status of the document (A or D) This completes the approval process. Select Close.

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* Document	Ty pe	Can App	st	Approved	Approver	Submitted By	Created	Amount	
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