

Example Scenarios for Training Purposes Only

Note: The following training exercises are intended to provide “real-life” scenarios for use during instructor led training. Refer to the accompanying data sheet as necessary while performing the practice training exercises.

Please note that the scenario and data provided are for example purposes only.

OVERVIEW

Purpose

The purpose of this document is to provide the necessary information to complete the classroom training exercises. In addition to the information provided below, you may also reference your training guide for additional information.

List of Activities

The following training exercises are part of the FIN 213: Reconcile, Dispute and Approve P-Card Transactions course:

- Training Activity 1.0: P-Card Holder/Reconciler Reconciles Transaction(s)
- Training Activity 2.0: P-Card Holder/Reconciler Disputes Transaction(s)
- Training Activity 3.0: Department Approves Transaction(s)

ACTIVITY 1.0: P-CARD HOLDER/RECONCILER RECONCILES TRANSACTION(S)

Scenario: Employee purchase for service/goods

Step	Description	Data Values
1	Login to INFORMS as defined user	
2	Finance / Supply Chain (FSCM) > Supply Chain Operations > Procurement Card Center > Reconcile > Reconcile Statement	
3a	If the Reconcile Statement Search page is displayed, enter the following information: Role Name: Transaction Date From: Transaction Date To:	Role Name: Department Reconciler Statement Status: Initial Transaction Date From: 03/01/2022 Transaction Date To: 03/31/2022
3b	Select the Search Button	
4	Select the transaction to be reconciled, select the Distribution Icon (The icon with the 3 arrows)	
5	Review and Update the Chartfield Values: <ul style="list-style-type: none"> • Fund • Department • Account • Grant 	Fund: Department: Account: Grant:
6	Select OK	
7	Select the Comment bubble.	
8	Enter the comment.	Comment:
9	Select Attach, to add an attachment.	
10	Select 'Choose File', select a file, and select 'upload' Select OK	
11	Select the transaction to budget check, select Validate Budget	
12	Under Status, select the dropdown box and update status from Initial to Staged	Status: Staged
13	Select Save	
You have now completed this training exercise!		

ACTIVITY 2.0: P-CARD HOLDER/RECONCILER DISPUTES TRANSACTION(S)

Scenario: Employee disputes the charge for service/goods

Step	Description	Data Values
	Continued from Activity 1	
1	Select the Billing tab	
2	Enter the Description on the transaction being disputed	
3	Enter the Disputed Amount	
4	Select the Transaction tab	
5	Select the Comment bubble	
6	Enter a comment	
7	Select Attach, to add an attachment.	
8	Select 'Choose File', select a file, and select 'upload' Select OK	
9	Select Save	
10	Logout from INFORMS	
You have now completed this training exercise!		

ACTIVITY 3.0: DEPARTMENT APPROVES TRANSACTION(S)

Scenario: The P-Card transactions were reviewed and approved by the department

Step	Description	Data Values
1	Login to INFORMS as defined user	
2	Finance / Supply Chain (FSCM) > Supply Chain Operations > Procurement Card Center > Reconcile > Reconcile Statement	
3	If the Reconcile Statement Search page is displayed, enter the following information: Role Name: Transaction Date From: Transaction Date To:	Role Name: Department Approver Statement Status: Staged Transaction Date From: 03/01/2022 Transaction Date To: 03/31/2022
4	Select the Search Button	
5	Select the transaction line that has ' STAGE ' status	
6	Select the line that has 'STAGE' status and select the comment bubble and review justification of purchase	
7	Select View to review attachment(s)	
8	Select the plus (+) sign to add a comment	
9	Enter a comment	Comment: Verified
10	Select OK	
11	Select the transaction to be reconciled, select the Distribution Icon (The icon with the 3 arrows)	
12	Review and Update (if applicable) the Chartfield Values: <ul style="list-style-type: none"> • Fund • Department • Account • Grant 	
13	Select OK	
14	Select the transaction that has been Reconciled	
15	Under Status, select the dropdown box and update status from Staged to Verified	Status: Verified
16	Select Save	
You have now completed this training exercise!		