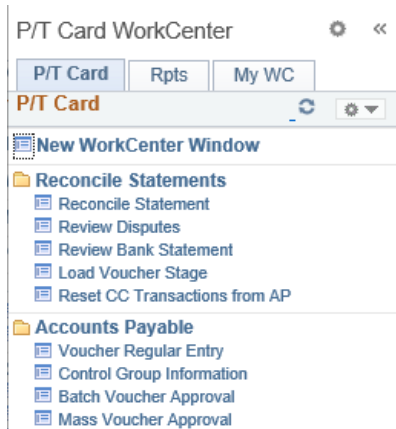


9.2 P/T Card Reset CC TRANSACTIONS Quick Guide

NOTE: ALL CHARTFIELDS on PCARD Vouchers can now be maintained when the voucher is UnPosted. Attachments can always be added to Pcard Transactions and Pcard Vouchers and Vouchers SHOULD NOT BE RESET to add attachments.

Scenario: If a Control Group is created with the incorrect amount or with incomplete transactions from the Central Bill, this Reset process would need to be completed.

Using the P/T Card Workcenter Navigations



- 1) Close all vouchers in the Control Group (AP Data Entry or AP Manager role)
- 2) Complete the RESET CC TRANSACTIONS from AP process for the Control Group (APA role)

The screenshot shows the 'Reset CC Transactions from AP' process form. At the top, there is a tab labeled 'Reset CC Transactions'. Below the tab, the title 'Reset CC Transactions from AP' is displayed. There are three buttons: 'Run Control ID', 'ResetCCTrans', and 'Run'. Below these buttons, there is a 'Process Request Parameters' section with two input fields: '*Business Unit' with the value '00035' and '*Control Group ID' with the value '0000000032'. At the bottom, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Add'. There is also an 'Update/Display' button.

- 3) Once the RESET is complete, pull up the transactions from the RECONCILE STATEMENT screen, using a Status of "ERROR" (APA role)

Reconcile Statement Search

Role Name	Administrator		
Business Unit	00090		
Employee ID			
Name			
Card Issuer			
Card Number			
Transaction Number			
Merchant			<input checked="" type="checkbox"/> Exact
Sequence Number			
Line Number			
Billing Date		To	
Statement Status	Error		
Budget Status			
Chartfield Status			
Transaction Date		To	
Charge Type			
Posted Date		To	
Rows Per Page	100		
<input type="checkbox"/> Auto Save When Scrolling Through Chunks			
Search		Clear	

- 4) Set the transactions back to VERIFIED status. Review chartfields; make any updates needed. (APA role)
- 5) Set transactions back to APPROVED (APA role)
- 6) Complete the Load Voucher Stage process again. New vouchers/CG will be created. (APA role)