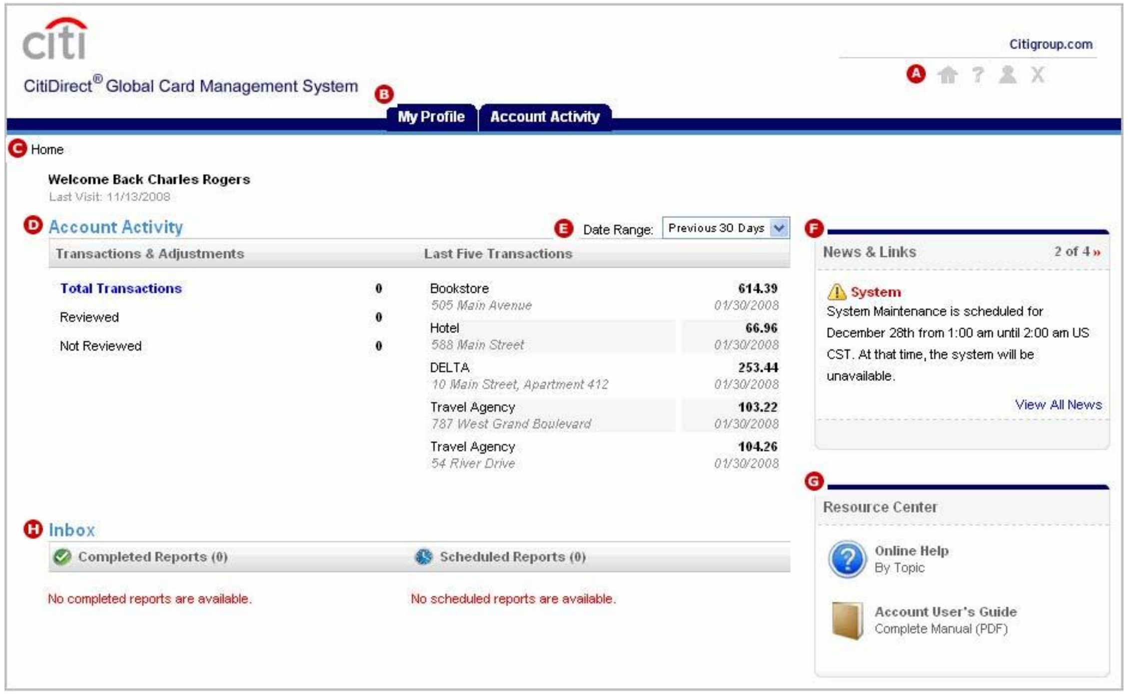
GCMS Instructions

Reconciling the monthly Procurement Card (P-Card) Expense Report requires the following:

1. Reviewing your transactions for the Reporting Cycle
2. Scheduling your Expense Report (Schedule Report)
3. Downloading your Expense Report once it is complete (Completed Reports)

HOME PAGE

A. **Links for Common Operations** provide quick access to basic application services like online help and the logout operation.
B. **Menus** provide access to all screens and operations.
C. **Breadcrumbs** show where you are in the current workflow and provide links to return you to a previous screen.
D. **Activity summaries** contain important general information.
E. **Date Range** specifies the transactions to include in the activity and summary sections.
F. **News & Links** displays messages and resources posted by application administrators.
G. **Resource Center** provides application documentation.
H. **Inbox** provides access to Completed Reports and Scheduled Reports.

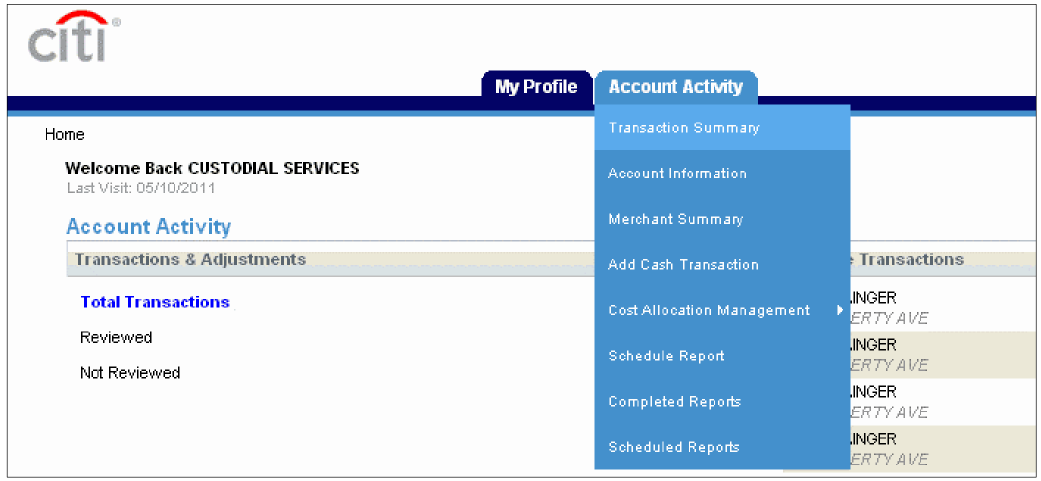


Accessing Transactions

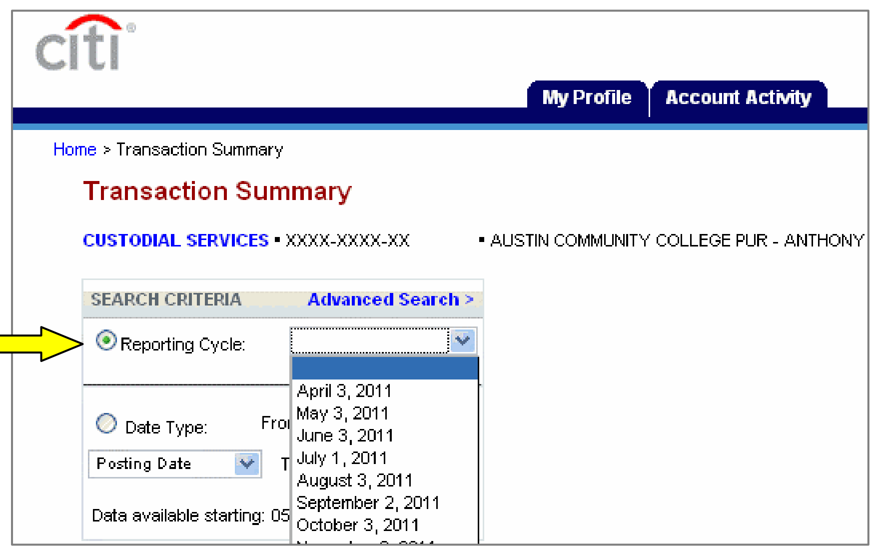
Reviewing your transactions requires adding Expense Descriptions to all transactions, changing object does if required, and checking the "Reviewed" box for each transaction.   Below are the instructions.

Searching for Transactions

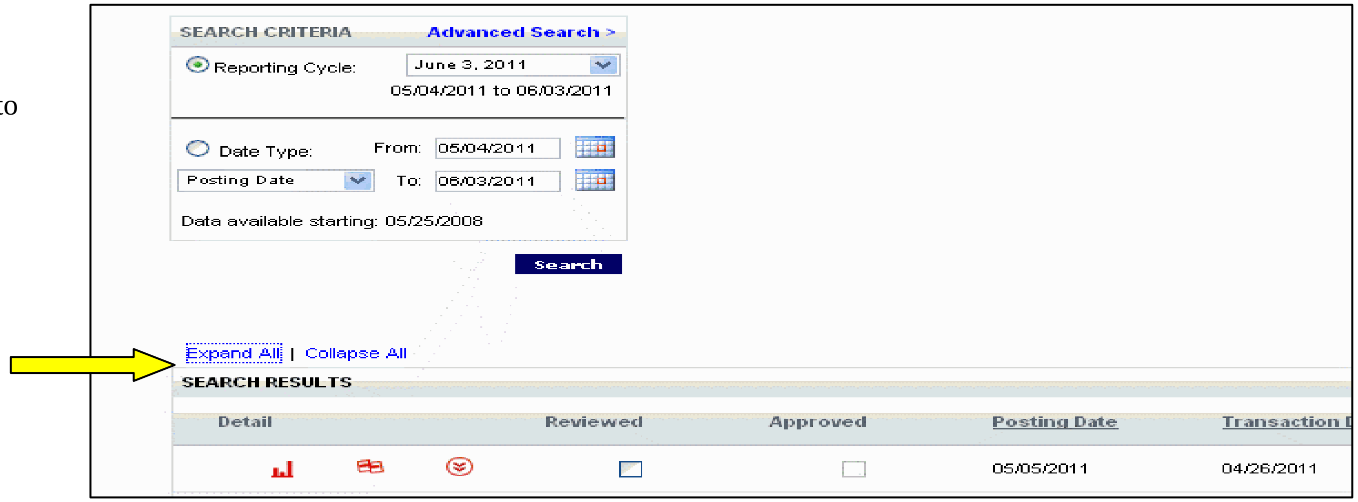
1. Place cursor on the **Account Activity** tab, select **Transaction Summary** from the drop-down menu.
2. A Search Criteria Box opens.



3. In the Search Criteria section, click on the **Reporting Cycle** button.
4. From the drop-down menu, select the appropriate cycle date.
5. Click **Search**. A list of transactions displays under Search Results.

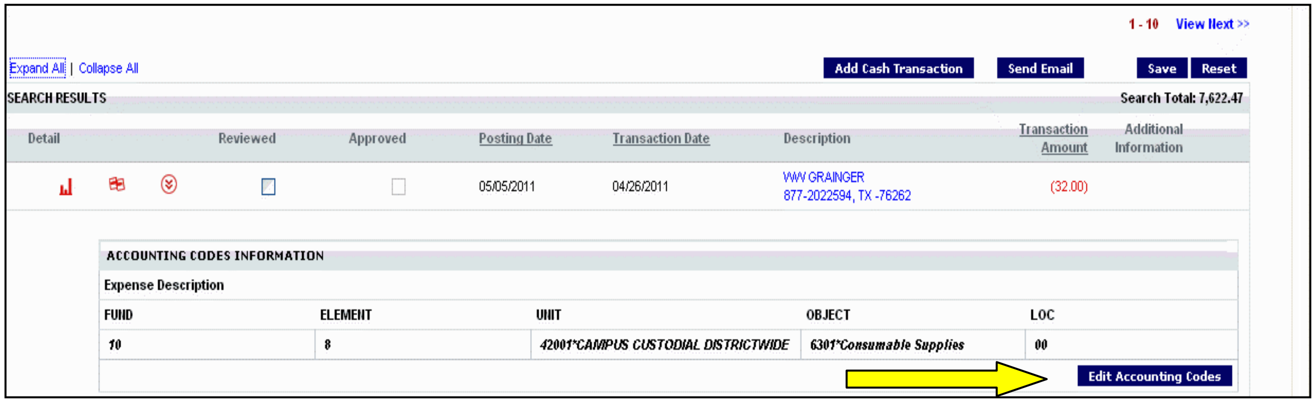


6. Click **Expand All** to display the Accounting Codes for all the transactions. Click **Collapse All** to hide the Accounting Codes.

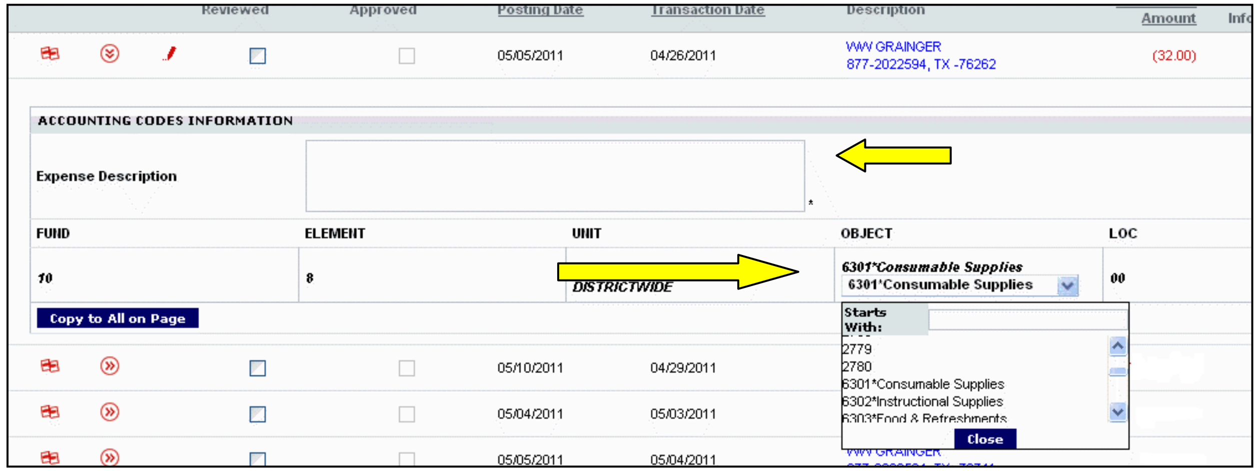


To Change Object Codes

1. Make sure you have clicked on the **Expand All** link.
2. In the *Accounting Codes Information* section, click **Edit Accounting Codes**.

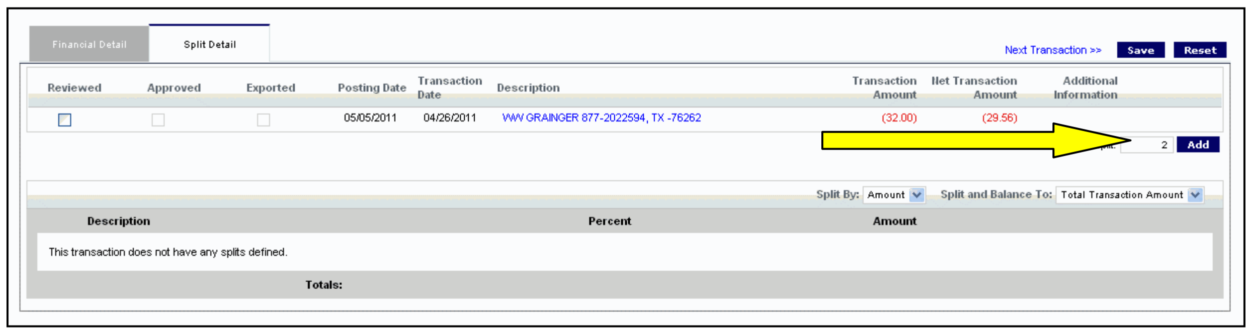


3. In the **Object Code** field click on the drop-down menu to select the correct object code.
4. In the **Expense Description** field, enter a description of the purchase. This is a required field.
5. Click **Save** to apply.

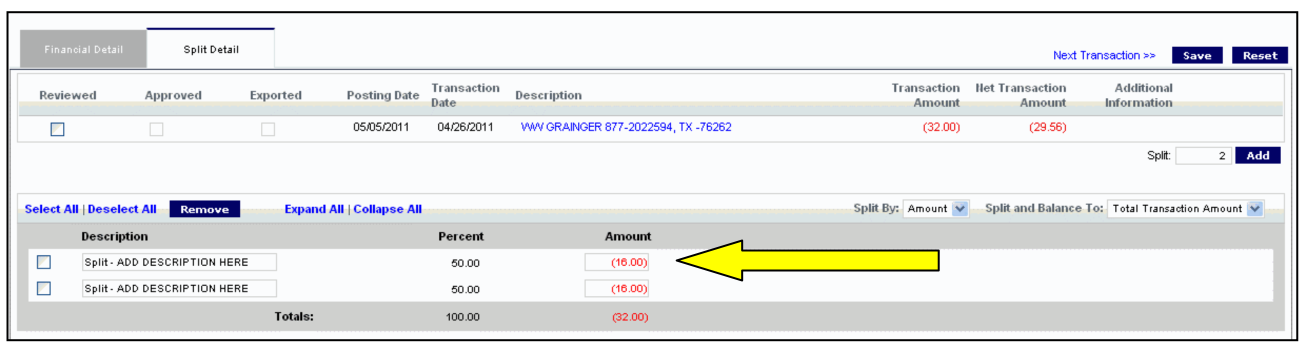


To split a transaction

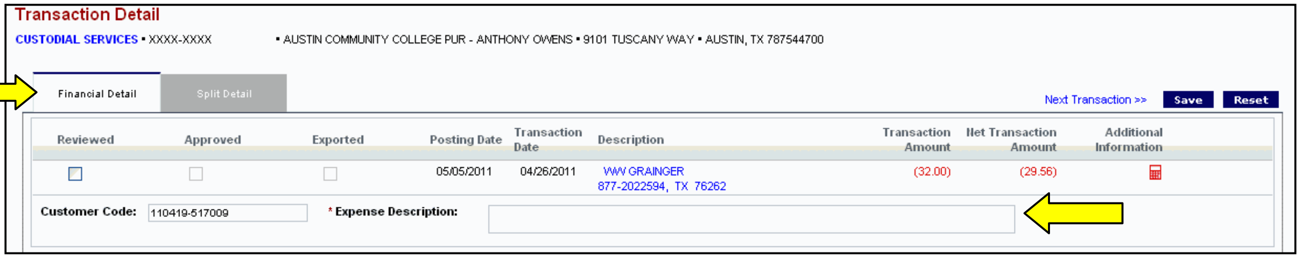
1. Click the Split Transaction icon  for the transaction. The Split Transaction screen opens.
2. Type in how many ways you wish to split the transaction, then click on **Add**



3. Enter a description and the amount for each line. It must add up to the transaction amount.
4. Click **Save**.
5. Click on the **Expand All** link.
6. Click on **Edit Accounting Codes** to change object codes.
7. Click **Save.**



8. Click on the **Financial Detail** tab.
9. Type in a Description of the Purchase.
10. Click **Save**.



To Review Transactions

Cardholders are to review all transactions. Once all changes have been made, the transactions are to be marked as Reviewed before the Expense Report is submitted to the Purchasing Department.

To review a transaction

In the **Reviewed column**, check the check box next to each transaction. Click **Save.**

The Reviewed check box will be disabled if a transaction has already been reviewed. If the transaction has been both reviewed and approved, the check box is replaced with a lock ( ).

If you need a transaction unlocked, contact the P-Card Assistant.

Reports

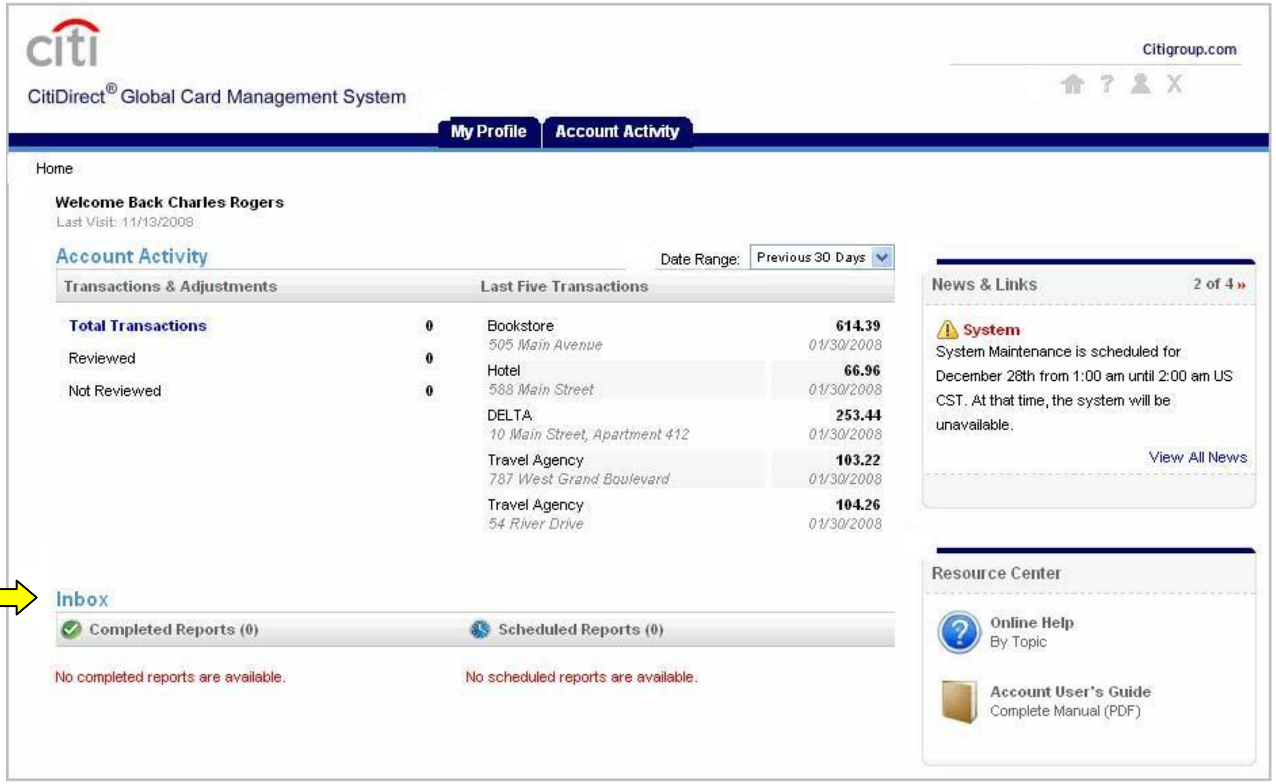
The Inbox shows you Completed and Scheduled Reports.   (See below)

Completed Reports Section

This section lists reports that are ready to be downloaded. Reports are removed from the Inbox after 30 days. To keep a report longer than 30 days, download the report.

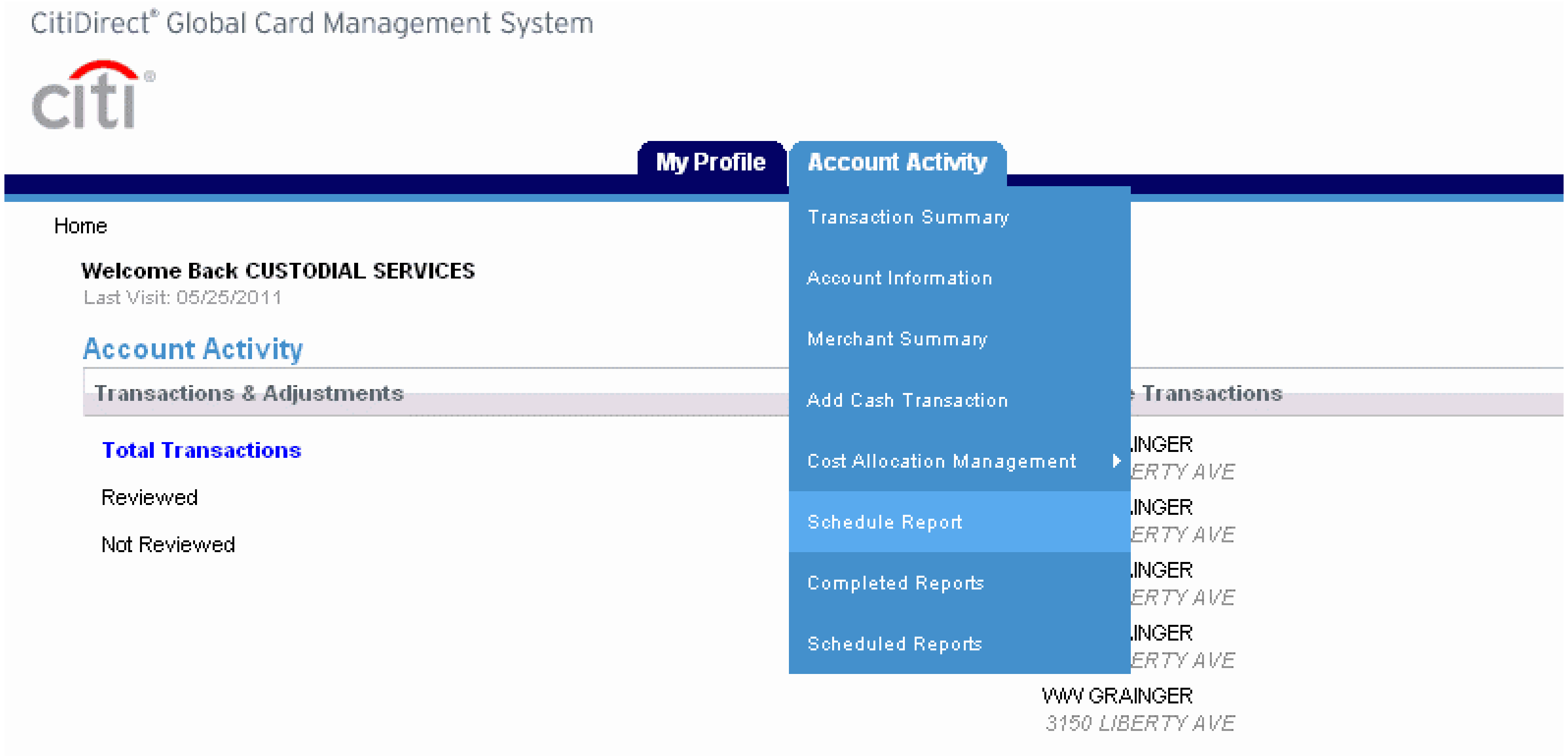
Scheduled Reports Section

This section lists reports that are not yet available for download, but are on a cue.

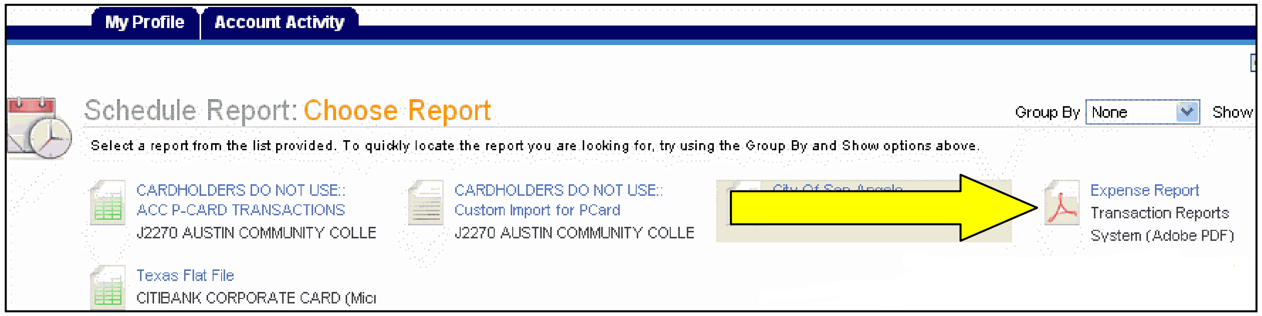


How to Generate a Report

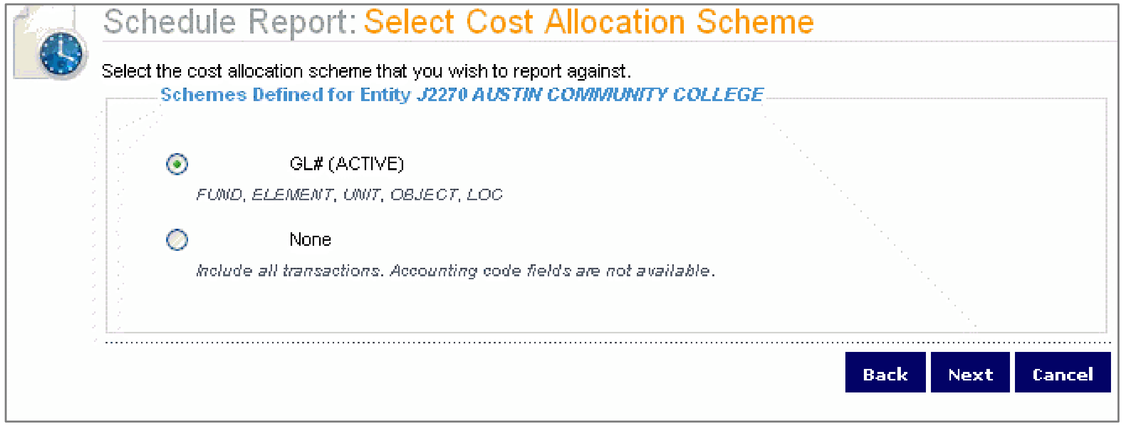
1. Place cursor over the **Account Activity Tab** and select **Schedule Report** from the drop down menu**.**



2. Select the **<u>Expense Report</u>** from the listing.



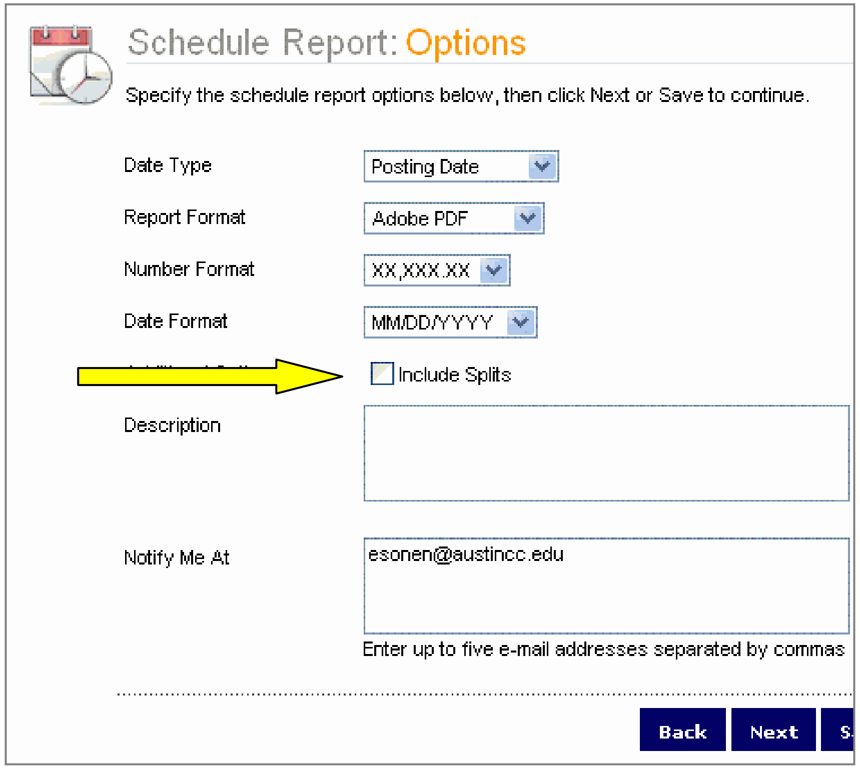
3. Click the **Next** button for the page titled “Select Cost Allocation Scheme” and the next page titled “Filters.”



4. The Options page populates the screen after Filters.

5. Click **Next.**

__NOTE:__ If you created Splits for your transactions, click on the **Include Splits** box and click Next.



6. The page Frequency comes next. Click on the **Reporting Cycle** button.
7. Select the date from the drop-down menu.
8. Click **Save** to schedule the report. Your report has been placed on a queue to go to the **Completed Reports.**
9. Monitor the **Completed Reports** section of the Reports Inbox on the Home Page.
10. When the report appears in Completed Reports, download the report.