

ERP Job Aid

RI Enterprise Resource Planning

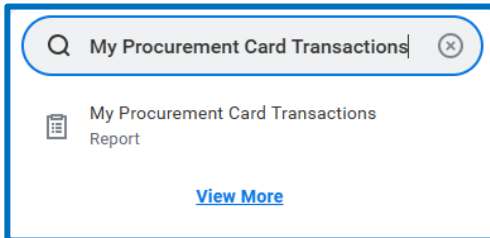


Verify Procurement Card Transactions

Employee

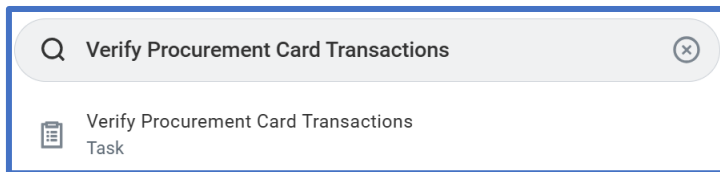
This is a step-by-step guide on how to verify your procurement card transactions in the ERP system.

1. To view all procurement card transactions assigned to your p-card(s), type in *My Procurement Card Transactions* in the ERP system search bar.



This report includes a column showing the **status** of each procurement card transaction. Refer to the key below for an explanation of each status.

- **New:** A credit card transaction is available to include on a procurement card transaction verification.
 - **Pending:** The credit card transactions is on a procurement card transaction verification that's in *Draft* or *In Progress* status. Pending status requires approval/verification.
 - **Verified:** The credit card transaction is included on a procurement card verification that has been fully approved.
2. In the ERP system search bar, type *Verify Procurement Card Transactions* and then select the **Verify Procurement Card Transactions** task.



3. Select your Company and enter today's date at the document date.
4. To view a **Transaction**, under the heading **Transaction**, select the magnifying-glass icon of a **Transaction**.

The screenshot shows the 'Verify Procurement Card Transactions' report interface. It includes filters for 'Company' (068 Department of Administration) and 'Document Date' (06/06/2025). Below the filters, there is a table with columns for 'Select', 'Transaction', 'Transaction Date', 'Corporate Credit Card Account', 'Company', 'Merchant Name', 'Charge Description', 'Billing Date', 'Expense Item', 'Extended Transaction Amount', 'Transaction Currency', and 'Billing Currency'. The table contains three rows of data, with the first row highlighted in blue. A magnifying glass icon is visible in the 'Transaction' column of the first row.

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Merchant Name	Charge Description	Billing Date	Expense Item	Extended Transaction Amount	Transaction Currency	Billing Currency
<input type="checkbox"/>	Q	04/10/2025	Procurement Credit Card Account	068 Department of Administration	AGENT FEE		04/30/2025	Airfare	24.00	USD	USD
<input type="checkbox"/>	Q	04/10/2025	Procurement Credit Card Account	068 Department of Administration	SOUTHWES		04/30/2025	Airfare	592.29	USD	USD
<input type="checkbox"/>	Q	04/10/2025	Procurement Credit Card Account	068 Department of Administration	AGENT FEE		04/30/2025	Airfare	24.00	USD	USD

View Credit Card Transaction 04/10/2025 592.29 USD

Employee _____ Credit Card Network **Visa**

Status **New**

Transaction Information

Corporate Credit Card Billing Account **Procurement Credit Card Account**

Credit Card **Visa - Procurement Credit Card Account -**

Credit Card Category **~Worker~ Credit Card**

Transaction Files **VISA.CCARD.VCFUS63392.20250415055202 on 04/15/2025**

Transaction Date **04/10/2025**

Posted Date **04/14/2025**

Billing Date **04/30/2025**

5. To verify a **Transaction**, select the **Transaction** by checking the box.

Verify Procurement Card Transactions

For _____

Company **068 Department of Administration**

Document Date **01/23/2025**

Select All

40 Items

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Merchant Name	Charge Description	Billing Date	Expense Item	Extended Transaction Amount	Transaction Currency	Billing Currency
<input type="checkbox"/>	Q	01/13/2025	Procurement Card (Corporate)	068 Department of Administration			01/31/2025		133.00	USD	USD
<input checked="" type="checkbox"/>	Q	01/14/2025	Procurement Card (Corporate)	068 Department of Administration			01/31/2025		311.00	USD	USD
<input type="checkbox"/>	Q	01/15/2025	Procurement Card (Corporate)	068 Department of Administration			01/31/2025		11.00	USD	USD
<input type="checkbox"/>	Q	01/16/2025	Procurement Card (Corporate)	068 Department of Administration			01/31/2025		246.00	USD	USD
<input type="checkbox"/>	Q	01/17/2025	Procurement Card (Corporate)	068 Department of Administration			01/31/2025		377.00	USD	USD

6. Select **OK**.

7. On the next screen, under the **Transaction** heading ,the following fields will not need to be completed: Supplier, Purchase Order, Supplier Contract.

8. Using both the vertical scroll bar to scroll up and down, and the horizontal scroll bar to scroll left and right, review the **Transaction Details**.

9. To select a **Spend Category**, under the heading **Item and Category**, select the menu icon, select **Spend Category**, and then make your selection.

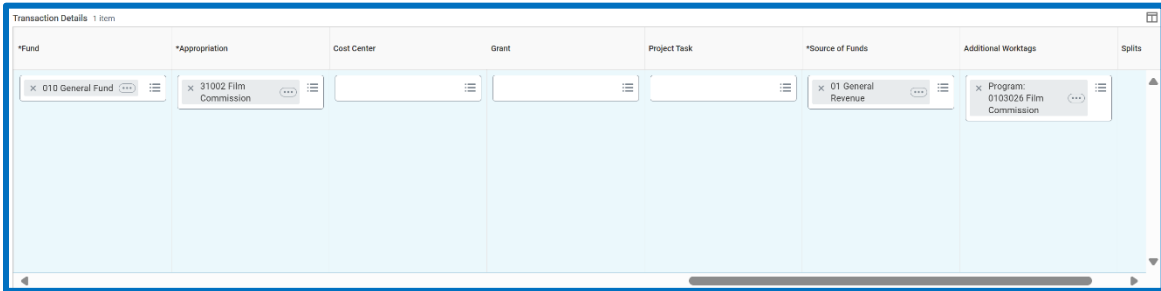
Transaction Details 1 item

Company	Business Document Line	Item and Category	Tax
068 Department of Administration		Item Line Item Description Commodity Code Spend Category Bond/Note Cost of Issuance	Tax Applicability Tax Code

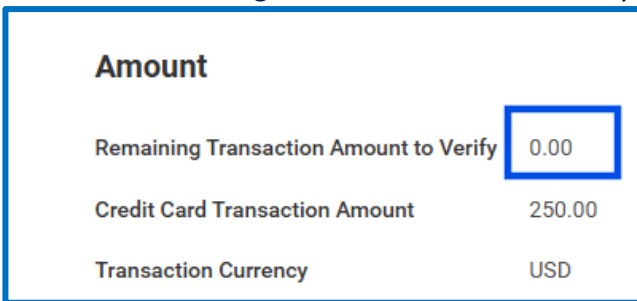
10. Scrolling to the right under **Transaction Details**, to specify an **Appropriation**, type in an **Appropriation** and then select *enter* to search.

Note: Alternatively, select the menu icon, select **Active Appropriations by Appropriation Hierarchy**, select an **Appropriations Hierarchy**, and then continue selecting options to ultimately make your selection. (For example, select **Active Appropriations by Appropriation Hierarchy > SORI Appropriation > Education > 026 Rhode Island Council on the Arts > 31002 Film Commission.**)

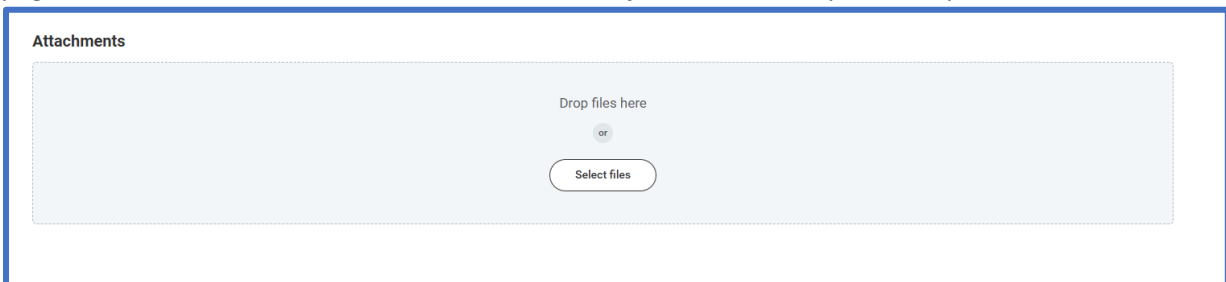
Note: Once an **Appropriation** is selected, the **Fund** may automatically populate even if you entered a different **Fund** in the step above. Once an **Appropriation** is selected, **Program** and **Source of Funds** may also automatically populate.



11. Ensure the **Remaining Transaction Amount** to Verify is \$0 before submission.



12. Finally, one receipt is required per transaction line. To add an attachment, scroll to the bottom of the page. Under the **Attachments** header, choose *Select files*, and attach your receipt.



13. To verify the **Transaction**, select **Submit**.

14. To view all procurement card transaction verifications, go to the ERP system search bar, type in *My Procurement Card Transaction Verifications*, and choose the task. If applicable, enter in the *Verification Date On or After*, *Verification Date on or Before*, and/or *Verification Status*. Press OK.

