PROCUREMENT CARD STATEMENTS

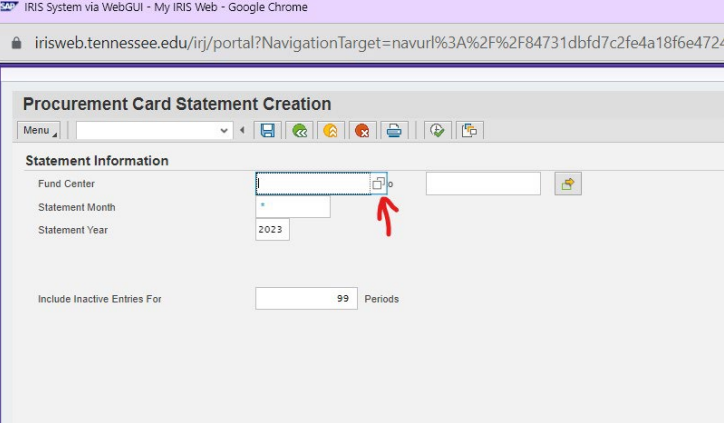|	
Log in:	https://irisweb.tennessee.edu
Click on the "IRIS" tab. Then click on the "IRIS Web" hyperlink.	
Type "**ZPOS**" in the Transaction Field (top left of screen) and enter.	
Type your "Fund Center Number". If you do not know this number, click on the "Matchbox" icon to the right of the field.	

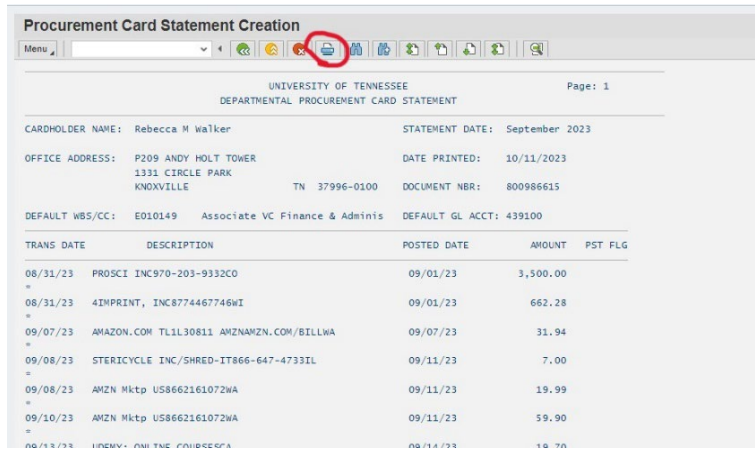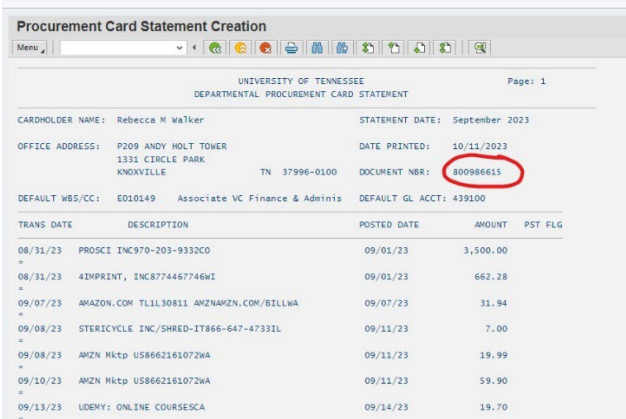|	
Type your "Cost Center" number (E01….) in the cost center field and enter. Your Funds Center Number will now be displayed. Double-click on the Funds Center Number, your screen will return to the "Procurement Card Statement Creation" screen.	
Enter the statement month and year that you need to reconcile. Click the **Execute Icon**	
This will display a list of cardholders. Click in the small box to the left of the cardholder's name you wish to create a statement for, and then click the **Choose/Display** icon	
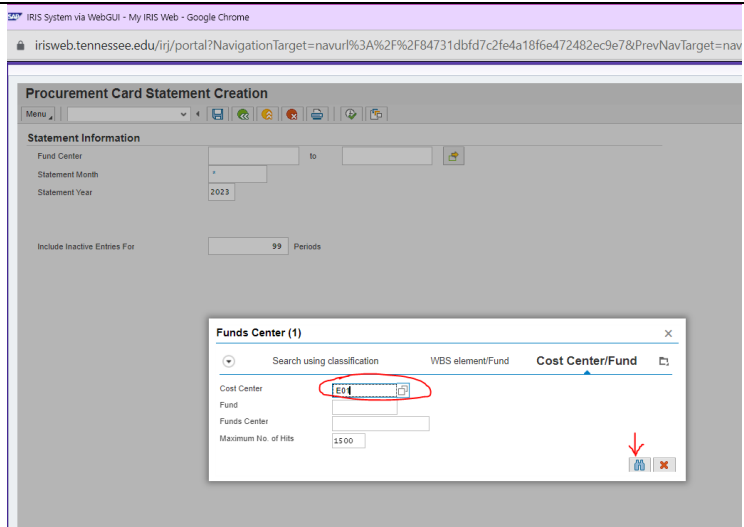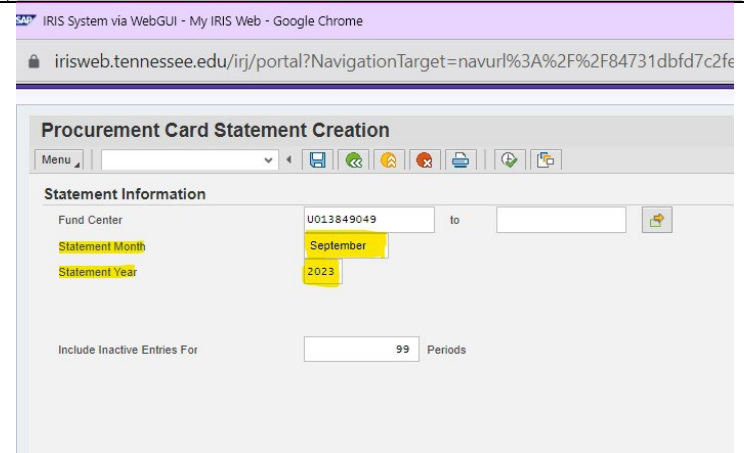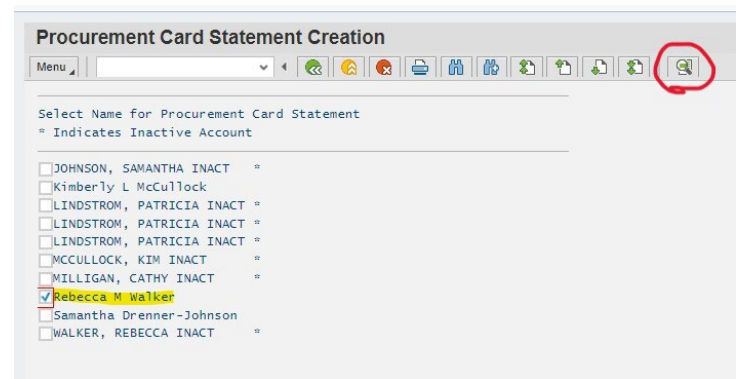
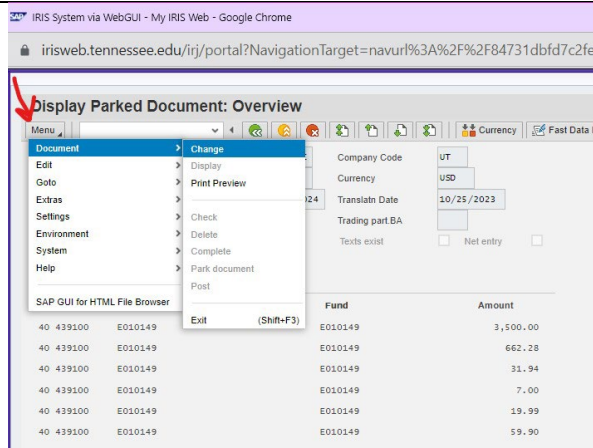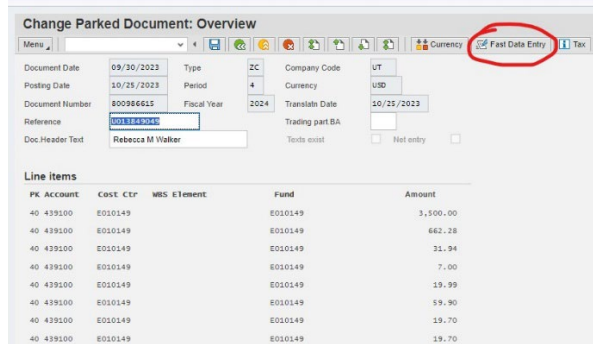|	
The Procurement Card Statement will now appear on your screen. Click on the **Print Icon** 🖶, select your printer, and click Continue. Your statement will then be printed.	
Click on the Document Number.	
Click on the Menu button, select "Document" then select "Change".	
Click "Fast Data Entry" in the tool bar.	

Here, you can change G/L codes, account numbers, split costs. Once you have everything corrected, remove the "NOT" in front of the "NOT RECONCILED" from the last line.	
In the top right corner, click on the "Services for Object" button, choose "Create" then choose "Store business document" to add your receipts.	
Double click the PDF option for "Parked Doc. Image"	
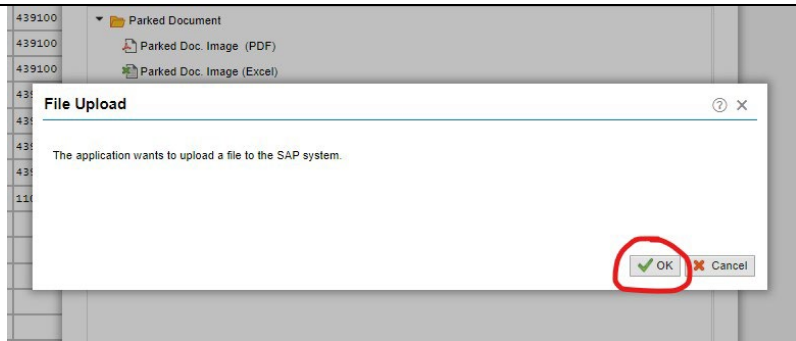
Click "OK" if this alert appears. A window with your computer files will open, double click the PDF of your receipts to attach it.	
NOTE: You can save and come back to the document without submitting it to workflow **if needed**. When you are ready to submit to workflow, Click "Menu", select "Document" then select "Complete".	