

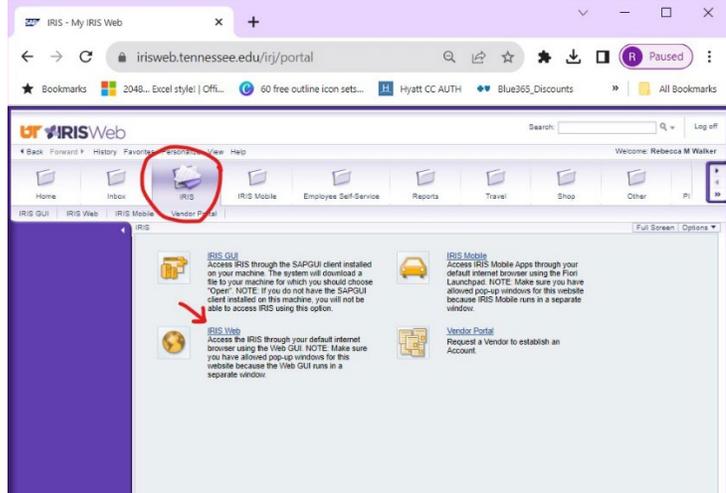
PROCUREMENT CARD STATEMENTS

Log in:

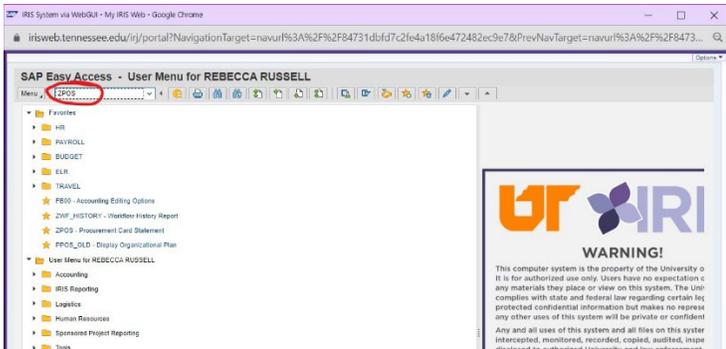
<https://irisweb.tennessee.edu>

Click on the "IRIS" tab.

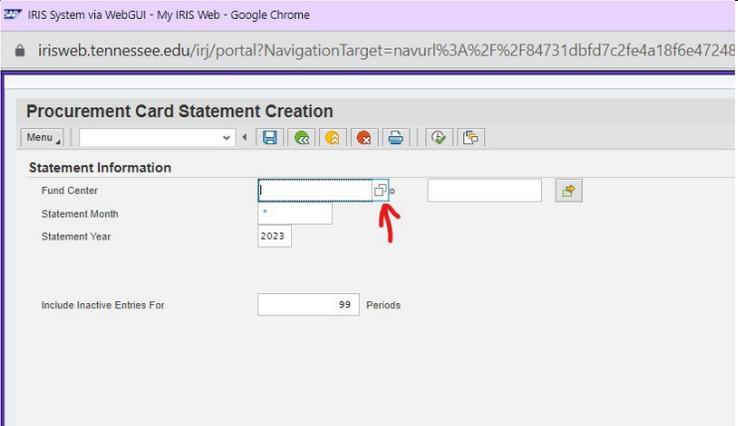
Then click on the "IRIS Web" hyperlink.



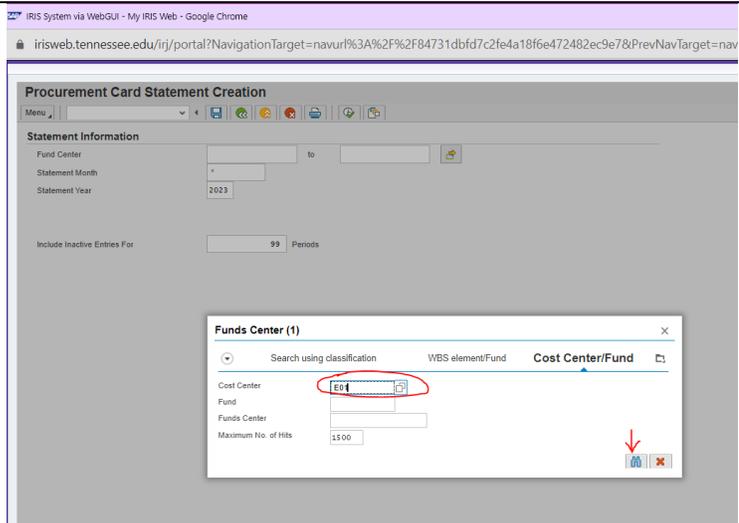
Type "ZPOS" in the Transaction Field (top left of screen) and enter.



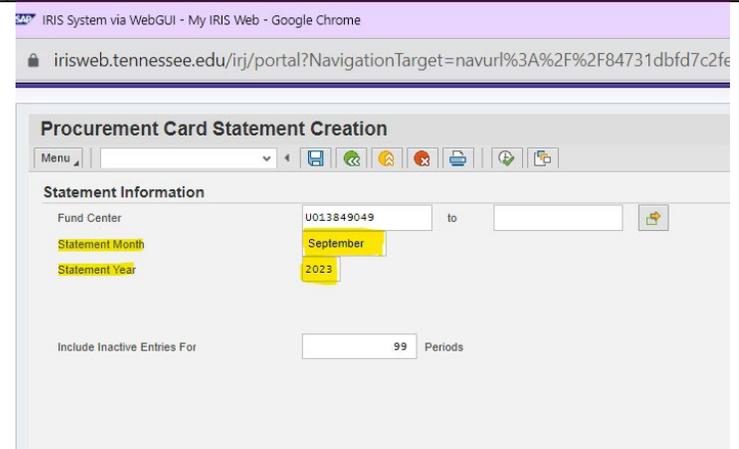
Type your "Fund Center Number". If you do not know this number, click on the "Matchbox" icon to the right of the field.



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** 

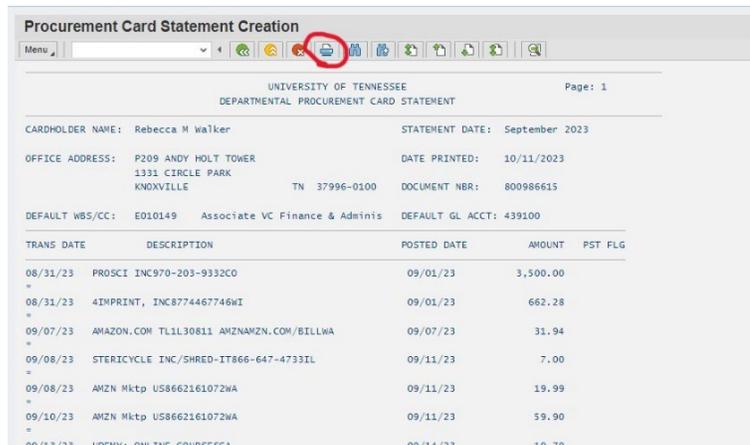


This will display a list of cardholders. Click in the small box to the left of the cardholder's name you wish to create a statement for, and then click the **Choose/Display icon** 

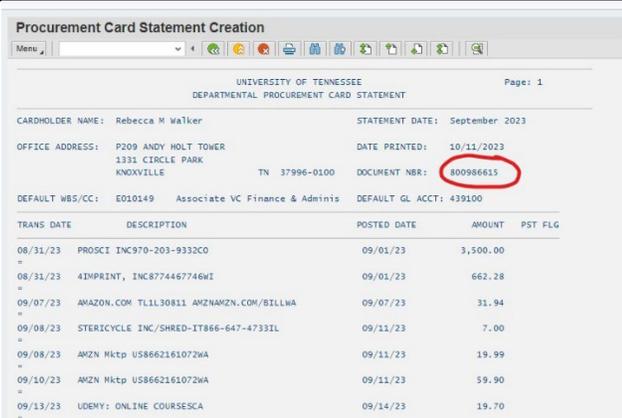


The Procurement Card Statement will now appear on your screen.

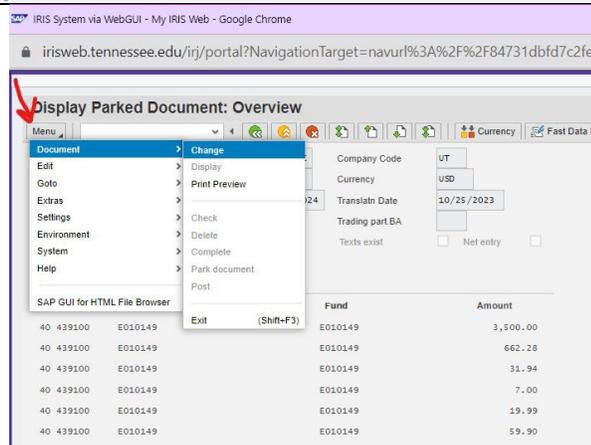
Click on the **Print Icon** , select your printer, and click Continue. Your statement will then be printed.



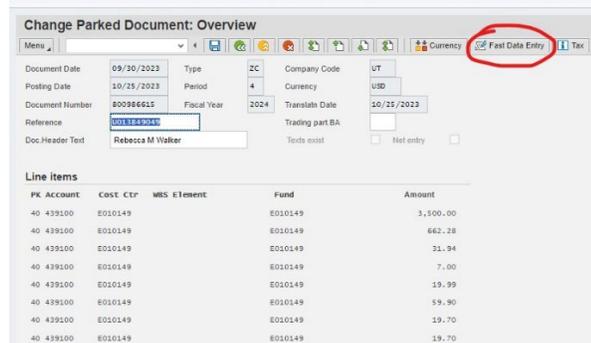
Click on the Document Number.



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.

PK	Account	Amount	Cost Ctr	WBS Element	Fund	Text
40	439100	3,500.00	E010149		E010149	PROSCI INC970-2...
40	439100	662.28	E010149		E010149	4IMPRINT, INC877...
40	439100	31.94	E010149		E010149	AMAZON.COM TL...
40	439100	7.00	E010149		E010149	STERICYCLE INC/...
40	439100	19.99	E010149		E010149	AMZN Mktp US866...
40	439100	59.90	E010149		E010149	AMZN Mktp US866...
40	439100	19.70	E010149		E010149	UDEMY: ONLINE ...
40	439100	19.70	E010149		E010149	UDEMY: ONLINE ...
40	439100	3,500.00	E010149		E010149	PROSCI INC970-2...
40	439100	345.00	E010149		E010149	Assoc for Edu Com...
40	439100	140.97	E010149		E010149	AMAZON.COM T9...
50	110200	8,306.48			E010149	NOT RECONCILED

In the top right corner, click on the “Services for Object” button, choose “Create” then choose “Store business document” to add your receipts.

Change Parked Document: G/L Account Items

Company Code: UT University of Tennessee

Options

- Store business document
- Create note
- Create external document (URL)
- Enter Bar Code
- Create...
- Attachment list
- Attachment list with doc type descr
- Private Note
- Send
- Relationships
- Workflow
- My Objects
- Help for object services

Double click the PDF option for “Parked Doc. Image”

Archive from Frontend

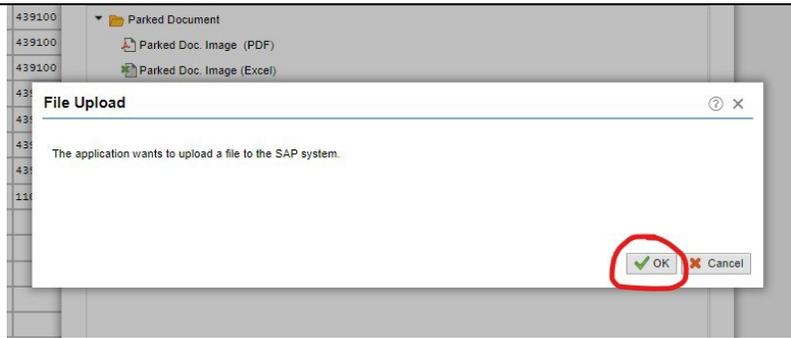
Scenario: Assign then Store

Document Type

- Parked Document
 - Parked Doc. Image (PDF)
 - Parked Doc. Image (Excel)
 - Parked Doc. Image (Word)

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".

