

### Purpose

This exercise describes the steps for logging into Core – CT. The following are step-by-step instructions that will guide you through this activity.

### Procedure

**Step 1:** Log into the PE93TRN training environment with your **User ID** and the **Password** provided to you.

Click **Sign In**.



The **Portal** page is displayed.



*You have successfully completed the steps to logging into Core-CT.*

### Purpose

This exercise describes the steps reconcile a P-Card Transaction. The following are step-by-step instructions that will guide you through this activity.

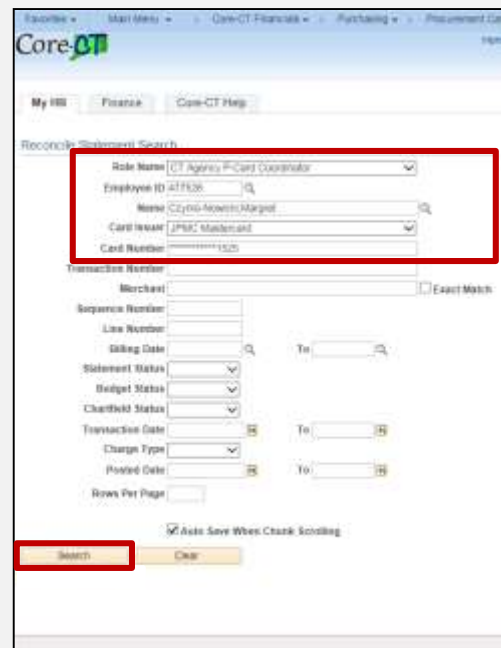
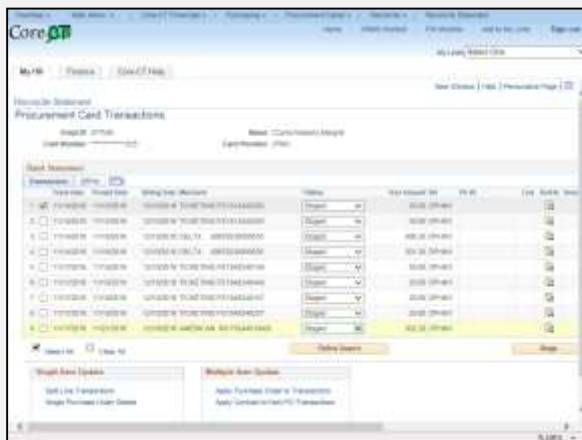
### Procedure

**Step 1:** From the Portal page, navigate to **Main Menu > Core-CT Financials > Purchasing > Reconcile > Reconcile Statement**.

The **Reconcile Statement Search** page or the **Procurement Card Transactions** page is displayed.

If the search page displays, the **Role Name**, **Employee ID**, **Name**, **Card Issuer**, and **Card Number** should be entered into their fields. Clear all other fields.

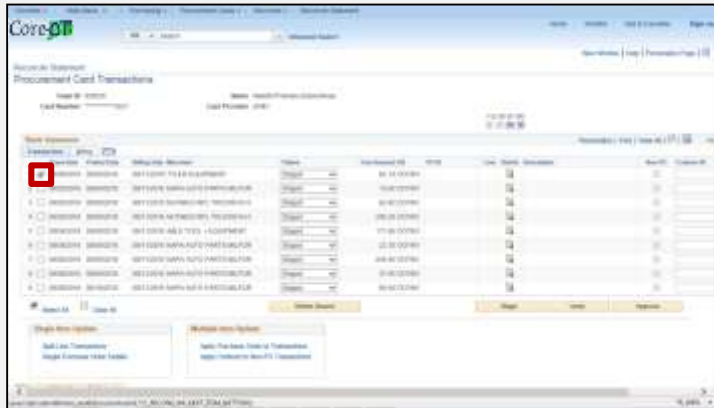
Click the **Search** button.



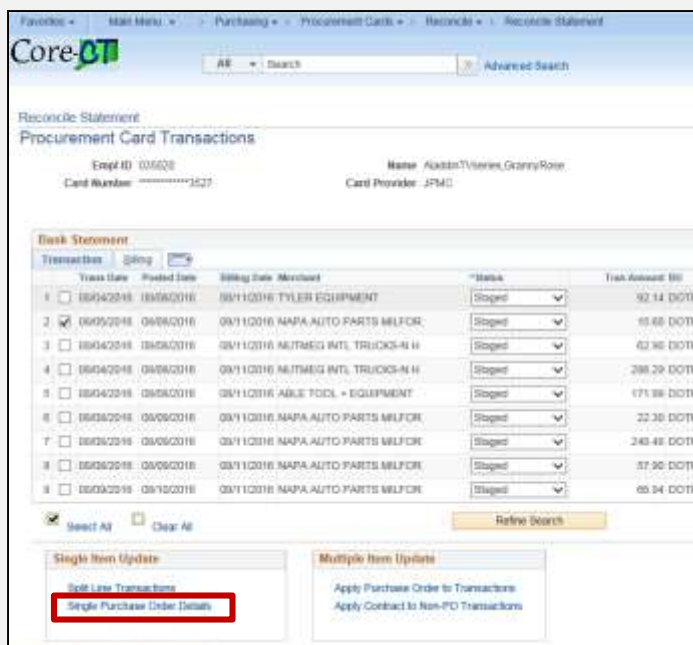
### Procedure

**Step 2:** Uncheck the **Select** checkbox on the first line.

Check the **Select** checkbox of a **blanket PO** transaction that needs to be reconciled.



**Step 3:** Click the **Single Purchase Order Details** link at the bottom of the page.



## Procedure

**Step 4:** Enter a PO ID number in the **PO ID** field.

Enter a line number in the **PO Line** field.

Click the **OK** button.

ProCard Purchase Order

Line 2  
Merchant: TICKETING FE1814240493  
City: EAST WINDSOR  
State: CT  
Country: USA

**Purchase Order**

\*Business Unit: DPHM1  Non-PO Transaction Original PO: N

PO ID

PO Line

PO Sched

Supplier ID

Location

Ship To

Item ID

Category

Supplier Item

\*Quantity: 1.0000

\*UOM: EA

Unit Price: 29.00000 USD Transaction Amount: 29.00

Bill Includes Tax if Applied  
 Tax Paid

OK Cancel Refresh

## Procedure

**Step 5:** Check the **Non-PO** checkbox.

The screenshot shows the 'Reconcile' screen for Procurement Cards. The table below represents the data visible in the interface:

Trans Date	Billing Date	Merchant	Status	Trans Amount (\$)	PO ID	Line	Debit	Description	Non-PO	Contract ID	Line	COF
08/02/16	08/11/2016	TYLER EQUIPMENT	Staged	62.14	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NAPA AUTO PARTS-MILFOR	Staged	15.62	DOTM1	0000185114	1	TEST1	<input checked="" type="checkbox"/>	07556283AA		
08/02/16	08/11/2016	NUTMEG INTL TRUCKS-N H	Staged	62.90	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NUTMEG INTL TRUCKS-N H	Staged	286.29	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	ABLE TOOL - EQUIPMENT	Staged	171.99	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NAPA AUTO PARTS-MILFOR	Staged	22.30	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NAPA AUTO PARTS-MILFOR	Staged	246.48	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NAPA AUTO PARTS-MILFOR	Staged	57.90	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NAPA AUTO PARTS-MILFOR	Staged	66.94	DOTM1				<input type="checkbox"/>			

**Step 6:** Enter a different contract in the **Contract ID** field.

Click the **Save** button.

The screenshot shows the same 'Reconcile' screen as Step 5, but with the 'Contract ID' field for the first transaction highlighted with a red box. The 'Non-PO' checkbox is now checked.

Trans Date	Billing Date	Merchant	Status	Trans Amount (\$)	PO ID	Line	Debit	Description	Non-PO	Contract ID	Line	COF
08/02/16	08/11/2016	TYLER EQUIPMENT	Staged	62.14	DOTM1				<input checked="" type="checkbox"/>			
08/02/16	08/11/2016	NAPA AUTO PARTS-MILFOR	Staged	15.62	DOTM1	0000185114	1	TEST1	<input checked="" type="checkbox"/>			
08/02/16	08/11/2016	NUTMEG INTL TRUCKS-N H	Staged	62.90	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NUTMEG INTL TRUCKS-N H	Staged	286.29	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	ABLE TOOL - EQUIPMENT	Staged	171.99	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NAPA AUTO PARTS-MILFOR	Staged	22.30	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NAPA AUTO PARTS-MILFOR	Staged	246.48	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NAPA AUTO PARTS-MILFOR	Staged	57.90	DOTM1				<input type="checkbox"/>			
08/02/16	08/11/2016	NAPA AUTO PARTS-MILFOR	Staged	66.94	DOTM1				<input type="checkbox"/>			

## Procedure

**Step 7:** In the **Status** dropdown, next to the selected transaction, choose the **Verified** option.

Click the **Save** button.

The screenshot shows the 'Reconcile Statement' page for Procurement Card Transactions. The interface includes a search bar, a table of transactions, and action buttons. The table has columns for Transaction, Trans Date, Traded Date, Billing Date, Merchant, Status, Trans Amount (\$), PO ID, Line, Description, Item-PO, and Contact ID. The second transaction is selected, and its status is 'Verified'. At the bottom, there are buttons for 'Save', 'Add', and 'Refresh'.

Transaction	Trans Date	Traded Date	Billing Date	Merchant	Status	Trans Amount (\$)	PO ID	Line	Description	Item-PO	Contact ID
<input type="checkbox"/>	18/04/2018	05/06/2018	08/11/2018	TYLER EQUIPMENT	Staged	02.14	00TMF				
<input checked="" type="checkbox"/>	18/05/2018	06/06/2018	08/11/2018	NAPA AUTO PARTS MELFOR	Verified	15.80	00TMF	003M0Y14	1	TEST1	100T1072AC
<input type="checkbox"/>	18/04/2018	05/06/2018	08/11/2018	NUTMEG INTL TRUCKS-NH	Staged	62.90	00TMF				
<input type="checkbox"/>	18/04/2018	06/06/2018	08/11/2018	NUTMEG INTL TRUCKS-NH	Staged	298.29	00TMF				
<input type="checkbox"/>	18/04/2018	05/06/2018	08/11/2018	ABLE TOOL - EQUIPMENT	Staged	171.88	00TMF				
<input type="checkbox"/>	18/06/2018	06/06/2018	08/11/2018	NAPA AUTO PARTS MELFOR	Staged	22.39	00TMF				
<input type="checkbox"/>	18/06/2018	05/06/2018	08/11/2018	NAPA AUTO PARTS MELFOR	Staged	246.49	00TMF				
<input type="checkbox"/>	18/06/2018	06/06/2018	08/11/2018	NAPA AUTO PARTS MELFOR	Staged	57.90	00TMF				
<input type="checkbox"/>	18/06/2018	06/10/2018	08/11/2018	NAPA AUTO PARTS MELFOR	Staged	66.04	00TMF				

You have successfully completed the steps to reconciling P-Card transaction.

### Purpose

This exercise describes the steps to approve a reconciled P-Card transaction. The following are step-by-step instructions that will guide you through this activity.

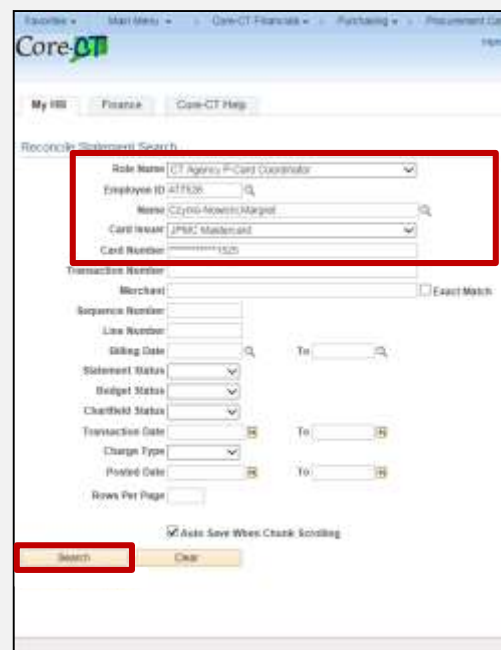
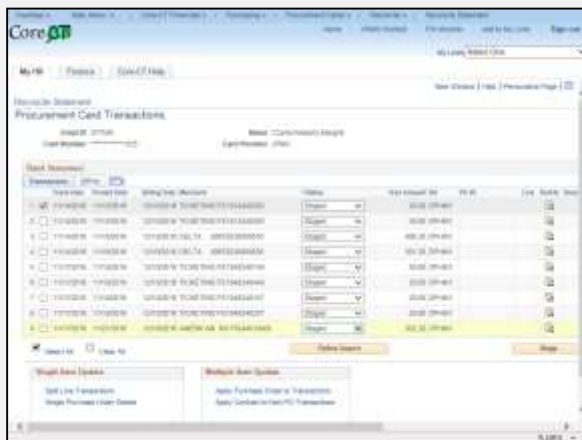
### Procedure

**Step 1:** From the Portal page, navigate to **Main Menu > Core-CT Financials > Purchasing > Reconcile > Reconcile Statement**.

The **Reconcile Statement Search** page or the **Procurement Card Transactions** page is displayed.

If the search page displays, the **Role Name**, **Employee ID**, **Name**, **Card Issuer**, and **Card Number** should be entered into their fields. Clear all other fields.

Click the **Search** button.



### Procedure

**Step 2:** Uncheck the **Select** checkbox on the first line.

Check the **Select** checkbox of the transaction that needs to be approved.

The screenshot displays the 'Reconcile Statement' page for 'Procurement Card Transactions'. The user is logged in as 'Smithfield, Nora' with an 'Empl ID' of 638140 and a 'Card Number' of \*\*\*\*\*4300. The 'Card Provider' is 'JPMC'. The page shows a list of transactions with columns for Transaction, Trans Date, Billing Date, Statement Date, Merchant, Status, Tran Amount, BU, PO ID, Line, Distrib, and Des. Transaction 3 is highlighted with a red box, indicating it is the target for approval. The 'Status' for this transaction is 'Verified'. Below the table, there are options to 'Select All' and 'Clear All', and a 'Refine Search' button. At the bottom, there are sections for 'Single Item Update' and 'Multiple Item Update'.

Transaction	Trans Date	Billing Date	Statement Date	Merchant	Status	Tran Amount	BU	PO ID	Line	Distrib	Des
<input type="checkbox"/>	08/05/2016	08/09/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	23.88	DPHM1				
<input type="checkbox"/>	08/09/2016	08/10/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	582.96	DPHM1				
<input checked="" type="checkbox"/>	08/12/2016	08/15/2016	09/10/2016	SUBURBAN STATIONERS, I	Verified	49.27	DPHM1	0000057493	1		Aug
<input type="checkbox"/>	08/12/2016	08/15/2016	09/10/2016	SUBURBAN STATIONERS, I	Verified	124.26	DPHM1	0000057493	2		Sep
<input type="checkbox"/>	08/12/2016	08/15/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	321.08	DPHM1				
<input type="checkbox"/>	08/15/2016	08/17/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	20.98	DPHM1				
<input type="checkbox"/>	08/17/2016	08/19/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	58.45	DPHM1				
<input type="checkbox"/>	08/18/2016	08/22/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	602.09	DPHM1				
<input type="checkbox"/>	08/19/2016	08/22/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	1,572.80	DPHM1				



### Procedure

**Step 3:** In the **Status** dropdown, next to the selected transaction, choose the **Approved** option.

The screenshot displays the 'Procurement Card Transactions' page in the Core-CT system. The page includes a navigation bar with 'Home', 'HRMS Worklist', 'FIN Worklist', 'Add to My Links', and 'Sign out'. Below the navigation bar, there are tabs for 'My HR', 'Finance', and 'Core-CT Help'. The main content area shows the 'Reconcile Statement' section with 'Procurement Card Transactions' as the title. User information includes 'Empl ID 638146', 'Name Sinkfield, Nora', 'Card Number \*\*\*\*\*4308', and 'Card Provider JPMC'. A table of transactions is displayed with columns for 'Transaction', 'Trans Date', 'Billing Date', 'Statement Date', 'Merchant', '\*Status', 'Tran Amount BG', 'PO ID', 'Line', 'Distrib', and 'Des'. The third transaction is selected, and its status dropdown is open, showing 'Approved' as the selected option. Below the table, there are 'Select All' and 'Clear All' checkboxes, a 'Refine Search' button, and two update options: 'Single Item Update' (Split Line Transactions, Single Purchase Order Details) and 'Multiple Item Update' (Apply Purchase Order to Transactions, Apply Contract to Non-PO Transactions).

Transaction	Trans Date	Billing Date	Statement Date	Merchant	*Status	Tran Amount BG	PO ID	Line	Distrib	Des
<input type="checkbox"/>	08/05/2016	08/08/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	23.88 DPHM1				
<input type="checkbox"/>	08/08/2016	08/10/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	582.96 DPHM1				
<input checked="" type="checkbox"/>	08/12/2016	08/15/2016	08/10/2016	SUBURBAN STATIONERS, I	Approved	49.27 DPHM1	0000057493	1		Aug
<input type="checkbox"/>	08/12/2016	08/15/2016	08/10/2016	SUBURBAN STATIONERS, I	Verified	124.28 DPHM1	0000057493	2		Sep
<input type="checkbox"/>	08/12/2016	08/15/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	321.08 DPHM1				
<input type="checkbox"/>	08/15/2016	08/17/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	20.96 DPHM1				
<input type="checkbox"/>	08/17/2016	08/19/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	58.48 DPHM1				
<input type="checkbox"/>	08/18/2016	08/22/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	602.09 DPHM1				
<input type="checkbox"/>	08/19/2016	08/22/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	1,372.60 DPHM1				

## Procedure

**Step 4:** Click the **Save** button.

The screenshot displays the Core-CT Financials interface for a P-Card transaction. The user is logged in as Nora Snidfeld. The interface shows a list of transactions from SUBURBAN STATIONERS, I. The selected transaction (row 3) has a status of 'Approved'. The 'Save' button is highlighted with a red box.

Transaction	Trans Date	Billing Date	Statement Date	Merchant	Status	Tran Amount	BU	PO ID	Line	Distrib	Des
1	08/05/2016	08/08/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	23.88	DPHM1				
2	08/08/2016	08/10/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	582.96	DPHM1				
3	08/12/2016	08/15/2016	08/10/2016	SUBURBAN STATIONERS, I	Approved	49.27	DPHM1	0000057493	1		Aug
4	08/12/2016	08/15/2016	08/10/2016	SUBURBAN STATIONERS, I	Verified	124.28	DPHM1	0000057493	2		Sep
5	08/12/2016	08/15/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	321.08	DPHM1				
6	08/15/2016	08/17/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	20.98	DPHM1				
7	08/17/2016	08/19/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	58.48	DPHM1				
8	08/18/2016	08/22/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	602.09	DPHM1				
9	08/19/2016	08/22/2016	08/10/2016	SUBURBAN STATIONERS, I	Staged	1,372.60	DPHM1				



*You have successfully completed the steps to approving a reconciled P-Card transaction.*