

# Fuel Card- FY14-15

## Reconciliation and Adding Receipts



- ▶ Overview of Changes to Fuel Card Reconciliation
  - ▶ Enter G/L 430022 for all fuel card purchases
  - ▶ Clear the fund and functional area fields
  - ▶ Enter the Internal Order (I/O) number
    - ▶ I/O number will be a 12 digit number always starting with 11 and ending with the vehicle number
      - Ex. 1- vehicle number is 8899, the I/O number is 110000008899
      - Ex.2- vehicle number is 529, the I/O number is 110000000529
      - The Cost center and funding line will auto-generate based on the I/O number entered
  - ▶ Attach a copy of the receipt
  - ▶ Enter the number of gallons of fuel purchased in the “Text” field
  - ▶ A message appears to remind you to enter the number of gallons. Press enter to acknowledge the message and move on
  - ▶ Refer to the following pages for step by step instructions

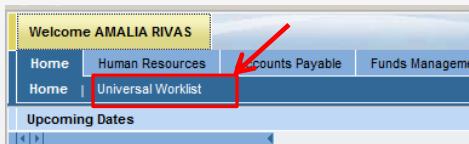


# Fuel Card- FY14-15

## Reconciliation and Adding Receipts



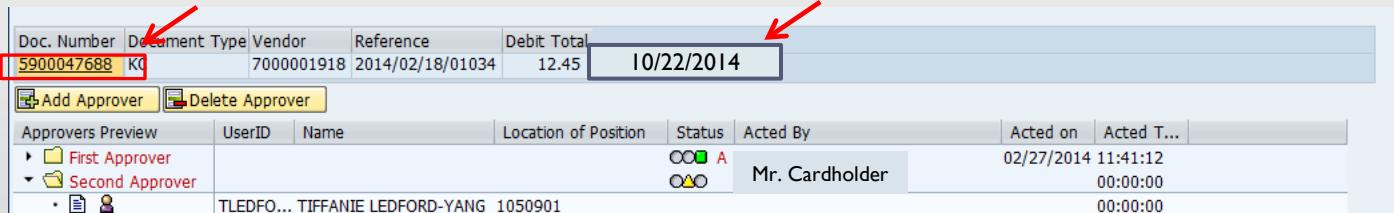
- Log into SAP using CITRIX and LAUSD Single Sign-on (Download and Instructions found at <http://pcard.lausd.net>)
- Click on Universal Work List (UWL) to view transactions



- SAP will display the list of pending transactions. Click on the transaction to be reconciled.



- A new window will appear that displays the 1<sup>st</sup> approver (reconciler) and 2<sup>nd</sup> approver (approving official). Click on the transaction number. There is also a new field that shows the date of the transaction.



# Fuel Card- FY14-15 Reconciliation and Adding Receipts



- The Edit Parked Vendor Invoice screen will appear. Enter the G/L 430022 and the I/O number for the vehicle:

**Edit Parked Vendor Invoice 5900006060 1000 2014**

Transactn: **Invoice**

Basic data Payment Details Workflow Tax W...

Bal. **0.00** O&O

**Vendor**

Address: MARICELLA GARCIA  
Mr. Cardholder  
Exp 2010/09  
323-266-5400 OIs

**Items ( Screen Variant : ZAP\_FV60\_SCR8\_PCARD )**

S...	D/C	G/L acct	Short Text	T.. Tax jurisdctn code	Amount in doc.curr.	Fund	Func. Area	C...
<input checked="" type="checkbox"/>	Debit	<b>430022</b>			149.45	010-0000	1110-1000-13027	
	Debit							

- Change the G/L account to 430022
- Clear the fund field
- Clear the Functional Area and hit enter (may require up to 3 times)

- SAP will generate the message “Enter the number of fuel in gallons in the Text field”. Press enter to move on.

**1 Items ( Screen Variant : ZAP\_FV60\_SCR8\_PCARD )**

S...	D/C	G/L acct	Short Text	T.. Order	WBS element	Assignment	Earmarked...	E...	Te...
S De ...	S De ...	<b>430022</b>		<b>110000001278</b>					
S De ...	S De ...								
S De ...	S De ...								
S De ...	S De ...								

**Please enter number of gallons of fuel in long item text**

- Scroll to the right to see additional fields. Enter the Internal Order (I/O) number in the “Order” Field that corresponds to the vehicle for which the fuel was purchased. I/O numbers are 12 digits long, starting with 11 and ending with the vehicle number

# Fuel Card- FY14-15 Reconciliation and Adding Receipts



- Enter the number of gallons purchased in the “Text” field

A screenshot of a SAP Fiori application. At the top, it says "7 Items ( Screen Variant : ZAP\_FV60\_SCR8\_PCARD )". Below is a table with columns: S..., D/C, G/L acct, Short Text, T.. Assignment, Earmarked..., E..., Text, and Funded Program. A row is selected, indicated by a blue oval labeled "1" over the "Text" column. The "Text" cell contains "17.942". The "E..." column has a red border. Below the table is a toolbar with various icons. At the bottom, there is a message box with a yellow warning icon and the text "Please enter number of gallons of fuel in long item text" (circled in red). To the right of the message is a dropdown menu showing "FV60".

- Any time the reminder message appears simply click enter or  to acknowledge the message and move on
- ADD ATTACHMENT- Click on the half triangle

A screenshot of the SAP Fiori "Edit Parked Vendor Invoice" screen. The title bar shows "Edit Parked Vendor Invoice 5900066958 1000 2015". Below the title are buttons for "Tree on", "Simulate", "Save as completed", and "Editing options". A red arrow points from a blue oval labeled "3" to the "Save as completed" button. The main area shows a list of actions: "Create...", "Attachment list", "Private note", "Send", "Workflow", and "1".

- SAP will display a list of actions. Click on **Create...** then on **Create Attachment**

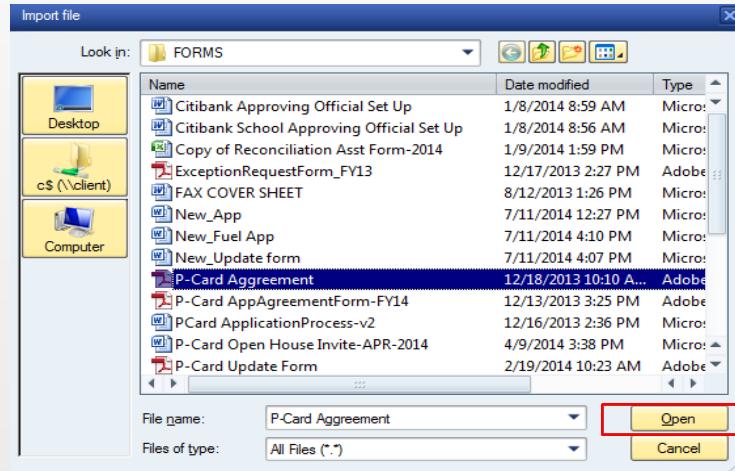
A screenshot of the SAP Fiori "Edit Parked Vendor Invoice" screen showing a context menu. The menu items are: "Create...", "Attachment list", "Private note", "Send", "Workflow", and "1". A red arrow points from a blue oval labeled "4" to the "Create..." menu item. Another red arrow points from a blue oval labeled "5" to the "Create Attachment" item in the list, which is highlighted with a yellow background.

# Fuel Card- FY14-15

## Reconciliation and Adding Receipts



- SAP will prompt an Import File box. Upload your scanned document using the “Open” button, once you click and highlight your document(receipts), click “Open” again.



- The bottom of the page will display when the attachment is successfully created...

# Fuel Card- FY14-15 Reconciliation and Adding Receipts



**Edit Parked Vendor Invoice 5900006060 1000 2014**

Tree on Simulate Save as completed **2** Editing options

Transactn Invoice

Basic data Payment Details Workflow Tax W.

Vendor 7000001012 SGL Ind  **2**

Invoice date 09/05/2013 Reference 2014/03/000536

Posting Date **03/05/14**  **3**

DocumentNo 5900006060

Amount 149.45 USD  Calculate tax

Tax Amount

Text TOSHIBA BUSINESS SOLUT

Paymt terms Due immediately

Baseline Date 09/05/2013

Bal. 0.00 CC

Vendor  
Address  
MARICELLA GARCIA  
xxxxxxxxxxxx0959  
Exp 2016/09  
  
323-266-5400 OIs  
  
Mr. Cardholder

1 Items ( Screen Variant : ZAP\_FV60\_SCR8\_PCARD )

S...	D/C	G/L acct	Short Text	T.. Assignment	Earmarked...	E...	Text	Funded Program
<input checked="" type="checkbox"/>	Debit	580002	Oth Noninst...	1804701TGA654813			Copies for m..OPR00000	

**3** Period 03 adjusted in line with posting date 03/05/2014

**4** Please enter number of gallons of fuel in long item text

1. Change the posting date
2. Click on “Save as completed”
3. A warning message may appear at the bottom of the screen, press enter to acknowledge
4. A final reminder message to add the number of gallons of fuel will appear, press enter to acknowledge

# Fuel Card- FY14-15 Reconciliation and Adding Receipts



- SAP will return the Reconciler to the previous screen. The reconciler **must** click on the “Approve” button at the bottom of the screen to approve the transaction.

Doc. Number	Document Type	Vendor	Reference	Debit Total
5900046913	KC	7000001358	2014/02/18/00250	173.45

Add Approver    Delete Approver

Approvers Preview	User ID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver				OO A	Mr. Cardholder	02/27/2014 11:35:10	00:00:00
Second Approver				OAO		00:00:00	00:00:00
	TLEDFO...	TIFFANIE LEDFORD-YANG	1050901				

Comments History

Approver Actions: Approve (highlighted with a red box), Reject, Save Approvers/Reviewers

- The approved transaction will no longer display in the UWL, if it does click on the “refresh” button to update the UWL:

