

# Fuel Card- FY14-15

## Reconciliation and Adding Receipts

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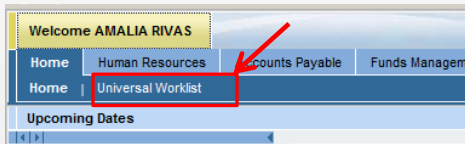


- ▶ **Overview of Changes to Fuel Card Reconciliation**
    - ▶ Enter G/L 430022 for all fuel card purchases
    - ▶ Clear the fund and functional area fields
    - ▶ Enter the Internal Order (I/O) number
      - ▶ I/O number will be a 12 digit number always starting with 11 and ending with the vehicle 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
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# 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.

Doc. Number	Document Type	Vendor	Reference	Debit Total	
5900047688	KQ	7000001918	2014/02/18/01034	12.45	10/22/2014

Approvers Preview		UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver					OO A	Mr. Cardholder	02/27/2014 11:41:12	
Second Approver					OO		00:00:00	
		TLEDFO...	TIFFANIE LEDFORD-YANG	1050901			00:00:00	

# 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 Bal: 0.00

Vendor: 7000001012 SGL Ind: Reference: 2014/03/000536

Invoice date: 09/05/2013 Posting Date: 09/05/2013

Amount: 149.45 DocumentNo: 5900006060

Tax Amount: Text: TOSHIBA BUSINESS SOLUT

Payment terms: Due immediately Baseline Date: 09/05/2013

Vendor Address: MARICELLA GARCIA, Mr. Cardholder, 323-266-5400

S...	D/C	G/L acct	Short Text	T..	Tax jurisdicn code	Amount in doc.curr.	Fund	Func. Area	Cc
✓	Debit	430022	card Cl...			149.45	010-0000	1110-1000-13027	

1. Change the G/L account to 430022
2. Clear the fund field
3. 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...	430022			110000001278					

4. 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

Please enter number of gallons of fuel in long item text

FV60

# Fuel Card- FY14-15

## Reconciliation and Adding Receipts



4. Enter the number of gallons purchased in the "Text" field

S...	D/C	G/L acct	Short Text	T..	Assignment	Earmarked...	E...	Text	Funded Program
✓	S De...	430007	M&O-Job Co...		1007001F00295209			17.942	JOB11289
	S De...								
	S De...								
	S De...								

⚠ Please enter number of gallons of fuel in long item text | FV60

5. Any time the reminder message appears simply click enter or to acknowledge the message and move on

6. ADD ATTACHMENT- Click on the half triangle

3 **Edit Parked Vendor Invoice 5900066958 1000 2015**  
Tree on Simulate Save as completed Editing options

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

4 **Edit Parked Vendor Invoice 5900066958 1000 2015**

- Create... (highlighted)
- Attachment list
- Private note
- Send

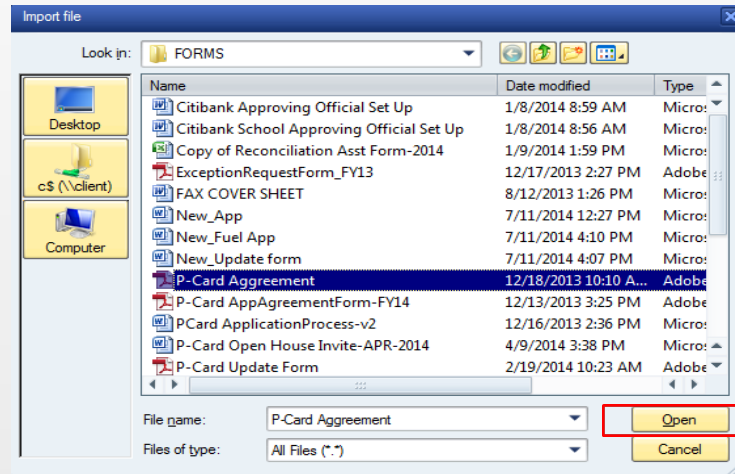
5 **Create Attachment**

- Create note
- Create external document (URL)
- Store business document

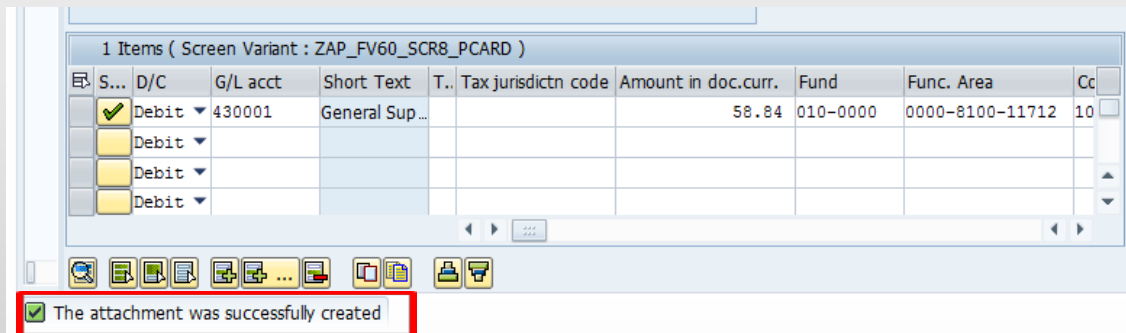
# Fuel Card- FY14-15 Reconciliation and Adding Receipts



- ▶ 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 Bal. 0.00

Basic data Payment Details Workflow Tax W.

Vendor 7000001012 SGL Ind   
Invoice date 09/05/2013 Reference 2014/03/000536  
Posting Date **03/05/14** |  
DocumentNo 5900006060  
Amount 149.45 USD  Calculate tax  
Tax Amount  
Text TOSHIBA BUSINESS SOLUT  
Paymt terms Due immediately  
Baseline Date 09/05/2013

Vendor Address  
MARICELLA GARCIA  
xxxxxxxxxxxx0959  
Exp 2016/09  
323-266-5400  
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...		1804701 TGA654813			Copies for m..OPR00000	

⚠ Period 03 adjusted in line with posting date 03/05/2014

3

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

4

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

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

Comments History

Li 1, Co 1 | Ln 1 - Ln 1 of 1 lines

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

Tasks (1 / 2) Alerts Notifications SAPoffice Mails

Show: New and In Progress Tasks (1 / 2) | All