

User Manual

AMC Purchase Card Management System

Web Enabled Version

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Point of Contact
Jeff Redding, Synetics
Soldier Systems Command
Natick, MA
DSN: 256-5895
COMM: (508)233-5895

Table of Contents

1.	Introduction	3	
2.	Establishing an account to utilize the system	4	
3.	Abilities/Responsibilities/Actions of a Requestor	5	
	■ Creating a new request	5	
	■ Selecting what approvals are needed in the Approvals Needed section	6	
	■ Entering information in the Requestor Information section	7	
	■ Entering information in the Items Numbers section	7	
	■ Entering information in the Vendor Information section	8	
	■ Entering information in the For Property Book Items Only section	9	
	■ Submitting a request	10	
	■ Tracking a request	10	
	■ Canceling a request	12	
	■ Making changes to a request after it has been submitted	12	
4.	Abilities/Responsibilities/Actions of a Credit Card Holder	13	
	■ Creating a new request	13	
	■ Selecting what approvals are needed in the Approvals Needed section	14	
	■ Entering information in the Requestor Information section	15	
	■ Entering information in the Items Numbers section	15	
	■ Entering information in the Vendor Information section	16	
	■ Entering information in the For Property Book Items Only section	17	
	■ Submitting a request	18	
	■ Locating a request submitted by others or a request you submitted which sent for approvals	18	was
	■ Marking a request ordered	21	
	■ Canceling a request	21	
	■ Making changes to a request after it has been submitted	21	
	■ Marking payment on a request	22	
5.	Abilities/Responsibilities/Actions of a Fund Certifier	23	
	■ Locating a request which desires your attention	23	
	■ Approving a request	24	
	■ Disapproving a request	24	
	■ Marking a request viewed	25	
	■ Monitoring credit card holders activities	25	
6.	Abilities/Responsibilities/Actions of a Special Approver	28	
	■ Locating a request which desires your attention	28	
	■ Approving a request	29	
	■ Disapproving a request	29	
	■ Marking a request viewed	30	
7.	Abilities/Responsibilities/Actions of an Approving Official	31	
	■ Monitoring credit card holders activities	31	
8.	Abilities/Responsibilities/Actions of Equipment Management	34	
	■ Monitoring the system for accountable property purchases	34	
9.	Abilities/Responsibilities/Actions of the Warehouse	36	
	■ Monitoring credit card purchases requests	36	
10.	Help and Information	40	
11.	Reporting Problems or Requesting Assistance	41	

Introduction

The AMC Purchase Card Management System provides a centralized database for recording all credit card purchases via a web browser. Through user interaction, financial records (commit, obligate, expense and disburse) are created for each purchase and downloaded to the correct government financial system. It is a “document based” system where a credit card purchases request form is filled out and submitted. Anyone with a user account on the system can fill out a credit card purchase request. However, only credit card account holders may order items or make payment on items listed on a credit card purchase request document. Each individual request document can be routed for fund certification approval or for other special approvals which may be required.

This user manual has chapters which detail the abilities, responsibilities and actions of various types of personnel, split into seven categories, who will utilize this system. These categories are:

1. Requestor: personnel who request the purchase of items but do not hold a credit card.
2. Credit Card Holder: personnel who hold a credit card. A credit card holder can create a request or receive a request from a Requestor.
3. Fund Certifier: personnel who certifies funds are available prior to a purchase being made. Each Requestor and Credit Card Holder will have a Fund Certifier(s) assigned to them.
4. Special Approver: personnel who approves the purchase of items which require special approval prior to purchase. For example, classified equipment must have security office approval prior to purchase.
5. Approving Official: personnel responsible for certifying the actual credit card billing statement for payment and the reconciliation of this statement by the credit card holder. Each credit card holder has one Approving Official.
6. Equipment Management: personnel responsible for monitoring Accountable Property purchases versus Non-Accountable Property purchases.
7. Warehouse: personnel responsible for receiving shipments of purchases made on a credit card and delivering them to the correct user.

Establishing an account to utilize the system

To establish an account you must supply your Agency Program Coordinator with the following information and in return you will be given a user name and password to enter the system.

1. Are you to be a requestor, credit card holder or approving official?
2. Name
3. Phone Number
4. Email address
5. Command
6. Directorate/Office
7. Location on Command
8. If a requestor or credit card holder, who will be your Fund Certifier?
9. If credit card holder, who will be your Approving Official?

Abilities/Responsibilities/Actions of a Requestor

Abilities: A requestor has the ability to submit a credit card purchase request, which will then be ordered by the selected Credit Card Holder. A requestor can also track the status of their requests.

Responsibilities: The requestor has the responsibility of supplying all necessary information for the purchase to be made.

Actions:

1. Creating a new request
2. Selecting what approvals are needed in the Approvals Needed section
3. Entering information in the Requestor Information section
4. Entering information in the Item Numbers section
5. Entering information in the Vendor Information section
6. Entering information in the For Property Book Items Only section
7. Submitting a request
8. Tracking a request
9. Canceling a request
10. Making changes to a request after it has been submitted

1. Creating a new request

Once entering the system, you are presented with the system’s main navigator, titled “AMC Purchase Card Management System.” On this main navigator, the following two boxes exist:



By clicking either of these two boxes, you will create a new credit card purchase request. If you anticipate requesting the purchase of 10 different line items or less, you should select the box “New Purchase - 10 Line Items or Less”. If you anticipate requesting the purchase of 11 to 25 different line items, you should select the box “New Purchase - 11 to 25 Line Items”. If you anticipate requesting the purchase of more than 25 different line items, you will need to create more than one Credit Card Purchase Request document.

The credit card purchase request has various features, all of which will be discussed individually in greater detail later in this User Manual. These features are listed here in the order they appear on the screen (Top to Bottom):

- Document ID Number: This ID number is located at the very top left of the form and is useful for tracking a request. It also is supplied to the vendor to help in timely and accurate delivery of the items. An example of the Document ID Number is shown here:

CC80327 - 121209 <----- Be sure to supply vendor with this Document ID #

- Take Action button and Action To Take Place box: Once completing your work on the request, the Take Action button and Action To Take Place box allow you to choose the next course of action for your request. An example of the Take Action button and Action To Take Place box are shown here:

Once you have completed your inputs, click the following button to complete your actions on this form----->

Action to Take Place: Send For Approvals and Ordering

- Ordering and Payment Information box: Information in this box will be filled in as the credit card holder takes action on the request. An example of the Ordering and Payment Information box is shown here:

Order Date:		Initial Payment Date:	
\$ Ordered:		Total \$ Paid:	
Expected Delivery Date:		Actual Delivery Date:	
Payment Activity:			

- Approvals Needed section: This section prompts you to select what approvals are needed for your credit card purchase request. For an example of this section see “Selecting what approvals are needed in the Approvals Needed section.”
- Requestor Information section: This section desires information which pertains to the requestor and credit card holder. For an example of this section see “Entering information in the Requestor Information section.”
- Item Numbers section: This section supplies a table for you to input item descriptions, quantities and unit prices. For an example of this section see “Entering information in the Items Numbers section.”
- Vendor Information section: This section desires information regarding the vendor. For an example of this section see “Entering information in the Vendor Information section.”
- For Property Book Items Only section: This section asks for information which will be entered into the installation property book. For an example of this section see “Entering information in the For Property Book Only section.”
- Signature Summary section: This section will list signatures which were obtained for the request.
- Document Edit History section: This section will list entries of who and when the document was edited or signed.

2. Selecting what approvals are needed in the Approvals Needed section

An example of the Approvals Needed section is shown below. Each location will have different selections shown in the section, depending upon the needs of that location. In this section, you will select who will need to approve the request prior to the credit card holder placing the order. If your request should have funding certification approval, click the “Yes” radio button. If your request does not need funding certification approval, click the “No” radio button. In addition to funding certification, many items may require special approvals prior to purchases. Examples of items such as these are shown in the Approvals Needed section (Chemicals, Classified Equipment, Computer Equipment, Etc.). If you are requesting a type of item which requires special approvals, click the “Yes” radio button next to that item type description. If you are not requesting that type of item, click the “No” radio button. The number of “Yes” radio buttons you click will equal the number of individuals your request will be sent to for approval prior to the request being delivered to the credit card holder for purchasing.

▼ **Approvals Needed**

Funding Certification Needed?	<input type="radio"/> Yes <input type="radio"/> No	Arms, Ammunition or Explosive Devices?	<input type="radio"/> Yes <input type="radio"/> No
Chemicals?	<input type="radio"/> Yes <input type="radio"/> No	Classified Equipment?	<input type="radio"/> Yes <input type="radio"/> No
Syringes?	<input type="radio"/> Yes <input type="radio"/> No	Computer Equipment?	<input type="radio"/> Yes <input type="radio"/> No

3. Entering information in the Requestor Information section

An example of the Requestor Information section is shown below.

- a. Credit Card Holder field is a picklist. Click on the down arrow at the right of the field to show the list and select the correct credit card holder by click on that name.

- b. Job Order Number field is a data entry field. Place the cursor within the field and type in the correct Job Order Number. Only enter the Job Order Number (6 characters) and do not enter any cost center information.
- c. Requestor field is a data entry field, which will default to the user name which logged onto the system. You may change this entry by placing your cursor within the field, deleting the name which is currently present, and typing in the correct name.
- d. Phone Extension of Requestor field is a data entry field. Place the cursor within the field and type in the correct Phone Extension of the Requestor.
- e. Building/Room # of Requestor field is a data entry field. Place the cursor within the field and type in the correct Building/Room # of the Requestor.
- f. Directorate of Requestor field is a data entry field, which will default to the directorate of the user name which logged onto the system. You may change this entry by placing your cursor within the field, deleting the name which is currently present, and typing in the correct name.
- g. Date Material Required field is a data entry field. Place the cursor within the field and type in the correct Date you need to receive the items to be purchased by. This field is a text field, so the format you enter the date in is inconsequential.

▼ **Requestor Information**

1. Credit Card Holder:	<input type="text" value="Jeff Redding"/>	
2. Job Order Number:	<input type="text"/>	<----Only include 6 character JONO
3. Requestor:	<input type="text" value="Jeff Redding"/>	
4. Phone Extension of Requestor:	<input type="text"/>	
5. Building/Room # of Requestor:	<input type="text"/>	
6. Directorate of Requestor:	<input type="text" value="IMD"/>	
7. Date Material Required:	<input type="text"/>	

4. Entering information in the Item Numbers section

An example of the Item Numbers section is shown below.

- a. Item Description fields are data entry fields. Place your cursor within the field and type in the correct item description. Everything that pertains to the line item should be placed in this field. Do not skip line item numbers to enter more information which pertains to an item shown in a previous line item number.
- b. Quantity fields are data entry fields, which default to Zero. These fields are number fields which must have a number entered in them. If you have nothing to enter in a quantity field, make sure a Zero appears in the field. You may change this zero entry by placing your cursor within the field, deleting the zero which is currently present, and typing in the correct quantity.
- c. Unit Price fields are data entry fields, which default to Zero. These fields are number fields which must have a number entered in them. If you have nothing to enter in a unit price field, make sure a Zero appears in the field. You may change this zero entry by placing your cursor within the field, deleting the zero which is currently present, and typing in the correct unit price.
- d. Shipping Cost Unit Price field is a data entry field, which defaults to Zero. Shipping cost is located at the end of the item numbers list. This field is a number field which must have a number entered in it. If you have nothing to enter in the shipping cost unit price field, make sure a zero appears in the field. You may change this zero entry by placing your cursor within the field, deleting the zero which is currently present, and typing in the correct shipping cost unit price.

▼ **Item Numbers: 1 - 10**

Item Number	Item Description	Quantity	Unit Price	Total
1		0	\$0.00	\$0.00
2		0	\$0.00	\$0.00
3		0	\$0.00	\$0.00
4		0	\$0.00	\$0.00
5		0	\$0.00	\$0.00
6		0	\$0.00	\$0.00
7		0	\$0.00	\$0.00
8		0	\$0.00	\$0.00
9		0	\$0.00	\$0.00
10		0	\$0.00	\$0.00
	Shipping Cost	1	\$0.00	\$0.00

5. Entering information in the Vendor Information section

An example of the Vendor Information section is shown below.

- a. Source Vendor Name field is a data entry field. Place the cursor in the Source Vendor Name field and type in the correct source vendor name.
- b. POC at Source Vendor field is a data entry field. Place the cursor in the POC at Source Vendor field and type in the correct point of contact at the source vendor.
- c. Source Vendor Telephone # field is a data entry field. Place the cursor in the Source Vendor Telephone # field and type in the correct source vendor telephone number.
- d. Source Vendor Address - Address Line 1 field is a data entry field. Place the cursor in the Source Vendor Address - Address Line 1 field and type in the correct street address for the source vendor.
- e. Source Vendor Address - Address Line 2 field is a data entry field. Place the cursor in the Source Vendor Address - Address Line 2 field and type in the correct second line of the street address for the source vendor.
- f. Source Vendor Address - City field is a data entry field. Place the cursor in the Source Vendor Address - City field and type in the correct city for the source vendor.
- g. Source Vendor Address - State field is a data entry field. Place the cursor in the Source Vendor Address - State field and type in the correct state for the source vendor.
- h. Source Vendor Address - Zip Code field is a data entry field. Place the cursor in the Source Vendor Address - Zip Code field and type in the correct zip code for the source vendor.
- i. Notes field is a data entry field. This field is for any additional information you will like to supply to the credit card holder. Place the cursor in the Notes field and type in whatever information you would like to supply.

▼ **Vendor Information**

8. Source Vendor Name:	<input type="text"/>
9. POC at Source Vendor:	<input type="text"/>
10. Source Vendor Telephone #:	<input type="text"/>
11. Source Vendor Address: Address Line 1:	<input type="text"/>
12. Address Line 2:	<input type="text"/>
13. City:	<input type="text"/>
14. State:	<input type="text"/>
15. Zip Code:	<input type="text"/>
16. Notes:	<input type="text"/>

6. Entering information in the For Property Book Items Only section

An example of the For Property Book Items Only section is shown below.

- a. If replacement, For which decal number(s) field is a data entry field. If the item to be purchased is replacing an item which has been decaled, you should enter the decal numbers here. Place the cursor in the If replacement, For which decal number(s) field and type in the correct decal numbers.
- b. Major Hand Receipt Holder field is a data entry field. If the items to be purchased are accountable property which will be placed on the property book, you must enter a major hand receipt holder. Place the cursor in the Major Hand Receipt Holder field and type in the correct major hand receipt holder name
- c. Who will the user be? Field is a data entry field. If the items to be purchased are accountable property which will be placed on the property book, you must declare who the user of the items will be. Place the cursor in the Who will the user be? field and type in the correct user name.
- d. User's Building/Room is a data entry field. If the items to be purchased are accountable property which will be placed on the property book, you must declare a location for the user of the items. Place the cursor in the User's Building/Room field and type in the correct location of the user.

▼ **For Property Book Items Only**

Examples of property book items are automated data Processing (ADP) equipment, cryptographic (STU III) equipment, audiovisual equipment, powered handtools, weapons, and items that require calibration.

17. If replacement, for which decal number(s)?	<input type="text"/>
18. Major Hand Receipt Holder:	<input type="text"/>
19. Who will the user be?	<input type="text"/>
20. User's Building/Room:	<input type="text"/>

7. Submitting a request

After completing the input of information on a new credit card purchase request, complete the following two steps to submit the request.

- a. Click the “Send for Approvals and Ordering” radio button in the Actions To Be Taken box, located near the top of the form.
- b. Click the Take Action button, located near the top of the form.



The correct people will be notified of your request via email. Those who need to approve the document will place an electronic signature upon the document and forward it to the next approver. Once all the approvals have been made, the document will be delivered to the credit card holder.

8. Tracking a request

On the system Main Navigator, titled “AMC Purchase Card Management System”, there are various options for viewing requests which have been submitted to the system. For a requestor, the best options for tracking a request are:

- a. Credit Card (CC) Purchases By DocID
- b. Credit Card (CC) Purchases By Requestor

You can open one of these views by clicking the appropriate box on the Main Navigator. These boxes are shown here:



- a. Credit Card (CC) Purchases By DocID view: This view sorts the requests by document id number. In this system, you are allowed see requests which pertain to you, meaning either you created the request or the request was sent to you. Because of this, you should see a list of requests which you created. This view shows seven columns of information:

- 1. Document ID Number
- 2. Credit Card Holder Name
- 3. Job Order Number
- 4. Request Total (\$)
- 5. Status of the document
- 6. Requestor Name
- 7. Item Description for Item 1

The “Status” column is particularly useful. This column will either read “Awaiting Approvals”, “Not Ordered”, “Ordered, No Payments Made”, “Partial Payment Made”, and “Final Payment Made”, depending upon the status of the request. An example of this view is show here:

AMC Purchase Card Management System

Credit Card Purchase Requests Sorted By DocID

DocID #	Card Holder	JON	Request Total	Status	Requestor Name
CC80209 - 115120	James Murnane	807C1C	\$1180.00	Final Payment Made	James Murnane clip-nut. p/n# RM52LHA-
CC80121 - 072128	Robert Pitts	7BE11C	\$443.35	Partial Payment Made	Fred Chan Symmantec Super Bundle
CC80120 - 073605	James Murnane	807C1C	\$520.80	Final Payment Made	James Murnane rectangular steel tube, 24
CC80113 - 103844	Robert Pitts	805CPC	\$73.64	Partial Payment Made	John Lanza Metal film resistors, 1000
CC80112 - 130228	Allyson Nolan	807SIH	\$101.30	Partial Payment Made	Allyson Nolan post it cube/ 7401-9171 a
CC80112 - 123338	Allyson Nolan	807SIH	\$117.72	Final Payment Made	Allyson Nolan Rogers Tape Dispenser/4

You can open any one of the requests shown in a view by clicking on the hot link for the request. The hot link is signified by the underlined, typically light blue text.

- b. Credit Card (CC) Purchases By Requestor view: This view categorizes requests by the requestor's name. You can find your name in this view and see a list of all requests for which you were the requestor. This view shows seven columns of information:
1. Requestor Name
 2. Document ID Number
 3. Amount Ordered (\$)
 4. Amount Paid (\$)
 5. Credit Card Holder Name
 6. Status of the document
 7. Item Description for Item 1

If the Amount Ordered column shows a zero than the request has not been ordered. If the Amount Paid shows a zero than no payments have been made on the request. The "Status" column also is particularly useful. This column will either read "Awaiting Approvals", "Not Ordered", "Ordered, No Payments Made", "Partial Payment Made", and "Final Payment Made", depending upon the status of the request. An example of this view is shown here:

AMC Purchase Card Management System

Credit Card Purchase Requests Sorted By Requestor

DocID #	Ordered	Paid	Credit Card Holder	Status
▼ Addie Chavis	\$201.30	\$0.00		<blank>
CC71022 - 121934	\$201.30	\$0.00	Elaine Chase	Ordered, No Payments Made Jetform FormFlow Filler, (Yes, software is year 20
▶ Alan Goldberg	\$0.00	\$0.00		<blank>
▶ Alfred Allen	\$18.20	\$0.00		<blank>

You can open any one of the requests shown in a view by clicking on the hot link for the request. The hot link is signified by the underlined, typically light blue text.

9. Canceling a request

A requestor may only cancel a request after it has been submitted and prior to the ordering of items by the credit card holder. If a request is to be canceled after the order has been made by the credit card holder, only the credit card holder may cancel it and only if payment has yet to be made. To cancel a request:

- a.) Locate the request you would like to cancel by utilizing the views discussed in the “Tracking a request” section.
- b.) Click on the underlined, usually light blue hotlink to open the request
- c.) Click the “Cancel Request” radio button in the Action To Take Place Box.
- d.) Click the Take Action button.

An example of the “Cancel Request” radio button and Take Action button are shown below.

Once you have completed your inputs, click the following button to complete your actions on this form----->		Take Action
Action to Take Place:	<input checked="" type="radio"/> Cancel Request	<input type="radio"/> Save Changes

10. Making changes to a request after it has been submitted

A requestor may make changes to a request after it has been submitted. To make changes to a request:

- a.) Locate the request you would like to cancel by utilizing the views discussed in the “Tracking a request” section.
- b.) Click on the underlined, usually light blue hotlink to open the request
- c.) Make the desired changes
- d.) Click the “Save Changes” radio button in the Action To Take Place Box.
- e.) Click the Take Action button.

An example of the “Save Changes” radio button and Take Action button are shown below:

Once you have completed your inputs, click the following button to complete your actions on this form----->		Take Action
Action to Take Place:	<input type="radio"/> Cancel Request	<input checked="" type="radio"/> Save Changes

Abilities/Responsibilities/Actions of a Credit Card Holder

Abilities: A credit card holder has the ability to submit a credit card purchase request, and order and make payment on requests which they submitted or requests which were submitted by others. A credit card holder may cancel a request after it has been submitted and prior to payment being made on the request.

Responsibilities: The credit card holder has the responsibility of ordering the item with the vendor and marking the request ordered within the system. Once the monthly credit card statement has arrived, the credit card holder has the responsibility of reconciling the statement within the system. This reconciliation involves marking payment on each individual request document which appears on the statement.

Actions:

1. Creating a new request
2. Selecting what approvals are needed in the Approvals Needed section
3. Entering information in the Requestor Information section
4. Entering information in the Item Numbers section
5. Entering information in the Vendor Information section
6. Entering information in the For Property Book Items Only section
7. Submitting the request
8. Locating a request submitted by others or a request you submitted which was sent for approvals
9. Marking a request ordered
10. Canceling a request
11. Making changes to a request after it has been submitted
12. Marking payment on a request

1. Creating a new request

Once entering the system, you are presented with system main navigator, titled “AMC Purchase Card Management System.” On this main navigator, the following two boxes exist:



By clicking either of these two boxes, you will create a new credit card purchase request. If you anticipate requesting the purchase of 10 different line items or less, you should select the box “New Purchase - 10 Line Items or Less”. If you anticipate requesting the purchase of 11 to 25 different line items, you should select the box “New Purchase - 11 to 25 Line Items”. If you anticipate requesting the purchase of more than 25 different line items, you will need to create more than one Credit Card Purchase Request document.

The credit card purchase request has various features, all of which will be discussed individually in greater detail later in this User Manual. These features are listed here in the order they appear on the screen (Top to Bottom):

- **Document ID Number:** This ID number is located at the very top left of the form and is useful for tracking a request. It also is supplied to the vendor to help in timely and accurate delivery of the items. An example of the Document ID Number is shown here:

CC80327 - 121209 <----- Be sure to supply vendor with this Document ID #

- Take Action button and Action To Take Place box: Once completing your work on the request document, the Take Action button and Action To Take Place box allow you to choose the next course of action for your request. An example of the Take Action button and Action To Take Place box are shown here:

Once you have completed your inputs, click the following button to complete your actions on this form----->		Take Action
Action to Take Place:	<input type="radio"/> Send For Approvals <input type="radio"/> Save Inputs Without Ordering	
	<input type="radio"/> Order <input type="radio"/> Cancel Request	

- Ordering and Payment Information box: Information in this box will be filled in as the credit card holder takes action on the request. An example of the Ordering and Payment Information box is shown here:

Order Date:		Initial Payment Date:	
\$ Ordered:		Total \$ Paid:	
Expected Delivery Date:		Actual Delivery Date:	
Payment Activity:			

- Approvals Needed section: This section prompts you to select what approvals are needed for your credit card purchase request. For an example of this section see “Selecting what approvals are needed in the Approvals Needed section.”
- Requestor Information section: This section desires information which pertains to the requestor and credit card holder. For an example of this section see “Entering information in the Requestor Information section.”
- Item Numbers section: This section supplies a table for you to input item descriptions, quantities and unit prices. For an example of this section see “Entering information in the Items Numbers section.”
- Vendor Information section: This section desires information regarding the vendor. For an example of this section see “Entering information in the Vendor Information section.”
- For Property Book Items Only section: This section asks for information which will be entered into the installation property book. For an example of this section see “Entering information in the For Property Book Only section.”
- Signature Summary section: This section will list signatures which were obtained for the request.
- Document Edit History section: This section will list entries of who and when the document was edited or signed.

2. Selecting what approvals are needed in the Approvals Needed section

An example of the Approvals Needed section is shown below. Each location will have different selections shown in the section, depending upon the needs of that location. In this section, you will select who will need to approve the request prior to placing the order. If your request should have funding certification approval, click the “Yes” radio button. If your request does not need funding certification approval, click the “No” radio button. In addition to funding certification, many items may require special approvals prior to purchases. Examples of items such as these are shown in the Approvals Needed section (Chemicals, Classified Equipment, Computer Equipment, Etc.). If you are requesting a type of item which requires special approvals, click the “Yes” radio button next to that item type description. If you are not requesting that type of item, click the “No” radio button. The number of “Yes” radio buttons you click will equal the number of individuals your request will be sent to for approval prior to the request being delivered back to you, as the credit card holder, for purchasing. If you do not select any approvals needed, the document will not be sent to anyone for approval and will be awaiting the order to be placed by you.

▼ **Approvals Needed**

Funding Certification Needed?	<input type="radio"/> Yes <input type="radio"/> No	Arms, Ammunition or Explosive Devices?	<input type="radio"/> Yes <input type="radio"/> No
Chemicals?	<input type="radio"/> Yes <input type="radio"/> No	Classified Equipment?	<input type="radio"/> Yes <input type="radio"/> No
Syringes?	<input type="radio"/> Yes <input type="radio"/> No	Computer Equipment?	<input type="radio"/> Yes <input type="radio"/> No

3. Entering information in the Requestor Information section

An example of the Requestor Information section is shown below.

- a. Credit Card Holder field is a picklist. Being a credit card holder, this field will default to your name. If you so desire, you could select a different credit card holders name, which also will transfer the responsibilities of the credit card holder to that individual for this request.
- b. Job Order Number field is a data entry field. Place the cursor within the field and type in the correct Job Order Number. Only enter the Job Order Number (6 characters) and do not enter any cost center information.
- c. Requestor field is a data entry field, which will default to the user name which logged onto the system. You may change this entry by placing your cursor within the field, deleting the name which is currently present, and typing in the correct name.
- d. Phone Extension of Requestor field is a data entry field. Place the cursor within the field and type in the correct Phone Extension of the Requestor.
- e. Building/Room # of Requestor field is a data entry field. Place the cursor within the field and type in the correct Building/Room # of the Requestor.
- f. Directorate of Requestor field is a data entry field, which will default to the directorate of the user name which logged onto the system. You may change this entry by placing your cursor within the field, deleting the name which is currently present, and typing in the correct name.
- g. Date Material Required field is a data entry field. Place the cursor within the field and type in the correct Date you need to receive the items to be purchased by. This field is a text field, so the format you enter the date in is inconsequential.

▼ **Requestor Information**

1. Credit Card Holder:	<input type="text" value="Jeff Redding"/>	
2. Job Order Number:	<input type="text"/>	<----Only include 6 character JONO
3. Requestor:	<input type="text" value="Jeff Redding"/>	
4. Phone Extension of Requestor:	<input type="text"/>	
5. Building/Room # of Requestor:	<input type="text"/>	
6. Directorate of Requestor:	<input type="text" value="IMD"/>	
7. Date Material Required:	<input type="text"/>	

4. Entering information in the Item Numbers section

An example of the Item Numbers section is shown below.

- a. Item Description fields are data entry fields. Place your cursor within the field and type in the correct item description. Everything that pertains to the line item should be placed in this field. Do not skip line item numbers to enter more information which pertains to an item shown in a previous line item number.
- b. Quantity fields are data entry fields, which default to Zero. These fields are number fields which must have a number entered in them. If you have nothing to enter in a quantity field,

make sure a Zero appears in the field. You may change this zero entry by placing your cursor within the field, deleting the zero which is currently present, and typing in the correct quantity.

- c. Unit Price fields are data entry fields, which default to Zero. These fields are number fields which must have a number entered in them. If you have nothing to enter in a unit price field, make sure a Zero appears in the field. You may change this zero entry by placing your cursor within the field, deleting the zero which is currently present, and typing in the correct unit price.
- d. Shipping Cost Unit Price field is a data entry field, which defaults to Zero. Shipping cost is located at the end of the item numbers list. This field is a number field which must have a number entered in it. If you have nothing to enter in the shipping cost unit price field, make sure a zero appears in the field. You may change this zero entry by placing your cursor within the field, deleting the zero which is currently present, and typing in the correct shipping cost unit price.

▼ **Item Numbers: 1 - 10**

Item Number	Item Description	Quantity	Unit Price	Total
1	<input type="text"/>	0	\$0.00	\$0.00
2	<input type="text"/>	0	\$0.00	\$0.00
3	<input type="text"/>	0	\$0.00	\$0.00
4	<input type="text"/>	0	\$0.00	\$0.00
5	<input type="text"/>	0	\$0.00	\$0.00
6	<input type="text"/>	0	\$0.00	\$0.00
7	<input type="text"/>	0	\$0.00	\$0.00
8	<input type="text"/>	0	\$0.00	\$0.00
9	<input type="text"/>	0	\$0.00	\$0.00
10	<input type="text"/>	0	\$0.00	\$0.00
	Shipping Cost	1	\$0.00	\$0.00

5. Entering information in the Vendor Information section

An example of the Vendor Information section is shown below.

- a. Source Vendor Name field is a data entry field. Place the cursor in the Source Vendor Name field and type in the correct source vendor name.
- b. POC at Source Vendor field is a data entry field. Place the cursor in the POC at Source Vendor field and type in the correct point of contact at the source vendor.
- c. Source Vendor Telephone # field is a data entry field. Place the cursor in the Source Vendor Telephone # field and type in the correct source vendor telephone number.
- d. Source Vendor Address - Address Line 1 field is a data entry field. Place the cursor in the Source Vendor Address - Address Line 1 field and type in the correct street address for the source vendor.
- e. Source Vendor Address - Address Line 2 field is a data entry field. Place the cursor in the Source Vendor Address - Address Line 2 field and type in the correct second line of the street address for the source vendor.
- f. Source Vendor Address - City field is a data entry field. Place the cursor in the Source Vendor Address - City field and type in the correct city for the source vendor.
- g. Source Vendor Address - State field is a data entry field. Place the cursor in the Source Vendor Address - State field and type in the correct state for the source vendor.

- h. Source Vendor Address - Zip Code field is a data entry field. Place the cursor in the Source Vendor Address - Zip Code field and type in the correct zip code for the source vendor.
- i. Notes field is a data entry field. This field is for any additional information you will like to supply to the credit card holder. Place the cursor in the Notes field and type in whatever information you would like to supply.

▼ **Vendor Information**

8. Source Vendor Name:	<input type="text"/>
9. POC at Source Vendor:	<input type="text"/>
10. Source Vendor Telephone #:	<input type="text"/>
11. Source Vendor Address: Address Line 1:	<input type="text"/>
12. Address Line 2:	<input type="text"/>
13. City:	<input type="text"/>
14. State:	<input type="text"/>
15. Zip Code:	<input type="text"/>
16. Notes:	<input style="height: 100px;" type="text"/>

6. Entering information in the For Property Book Items Only section

An example of the For Property Book Items Only section is shown below.

- a. If replacement, For which decal number(s) field is a data entry field. If the item to be purchased is replacing an item which has been decaled, you should enter the decal numbers here. Place the cursor in the If replacement, For which decal number(s) field and type in the correct decal numbers.
- b. Major Hand Receipt Holder field is a data entry field. If the items to be purchased are accountable property which will be placed on the property book, you must enter a major hand receipt holder. Place the cursor in the Major Hand Receipt Holder field and type in the correct major hand receipt holder name
- c. Who will the user be? Field is a data entry field. If the items to be purchased are accountable property which will be placed on the property book, you must declare who the user of the items will be. Place the cursor in the Who will the user be? field and type in the correct user name.
- d. User's Building/Room is a data entry field. If the items to be purchased are accountable property which will be placed on the property book, you must declare a location for the user of the items. Place the cursor in the User's Building/Room field and type in the correct location of the user.

▼ **For Property Book Items Only**

Examples of property book items are automated data Processing (ADP) equipment, cryptographic (STU III) equipment, audiovisual equipment, powered handtools, weapons, and items that require calibration.

17. If replacement, for which decal number(s)?	<input type="text"/>
18. Major Hand Receipt Holder:	<input type="text"/>
19. Who will the user be?	<input type="text"/>
20. User's Building/Room:	<input type="text"/>

7. Submitting the request

After completing the input of information on a new credit card purchase request, complete the following two steps to submit the request.

- Click the “Send for Approvals” radio button in the Actions To Be Taken box, located near the top of the form.
- Click the Take Action button, located near the top of the form.

Once you have completed your inputs, click the following button to complete your actions on this form----->

Action to Take Place:	<input type="radio"/> Send For Approvals <input type="radio"/> Save Inputs Without Ordering <input type="radio"/> Order <input type="radio"/> Cancel Request
-----------------------	---

The correct people will be notified of your request via email. Those who need to approve the request will place an electronic signature upon the request and forward it to the next approver. Once all the approvals have been made, the request will be delivered to you, as the credit card holder.

8. Locating a request submitted by others or a request you submitted which was sent for approvals

When a request either has been submitted by others with you assigned as the credit card holder or submitted by you and sent for approvals, you should be notified of the request and the fact that it is awaiting ordering via email. There are various ways to locate this request or any other request, submitted by you or others. On the system main navigator, titled “AMC Purchase Card Management System”, there are various options on how to view requests which have been submitted to the system. For a credit card holder, the best options for locating a credit card purchase request are:

- Inbox By Signee’s Name
- Credit Card (CC) Purchases By Card Holder
- Credit Card (CC) Purchases By DocID

You can open one of these views by clicking on the appropriate box on the main navigator. These boxes are shown here:



- Inbox By Signee’s Name view:** This view categorizes requests by whose attention the requests are awaiting. This view only shows requests which are “active” in the routing process. This means, if you have already received the request and marked it order, it will not be shown in this view. An example of this view is shown below. To open a request which is

awaiting your attention click on the request's hotlink, which is the underlined, typically light blue text.



AMC Purchase Card Management System

Inbox By Signee's Name - Credit Card Purchase Requests Sorted By Whose Attention They Are Awaiting

	DocIDNum	Requestor	Amount	Credit Card Holder
▶ 1	Angela Yang			<blank>
▼ 5	Annamarie Johnson			<blank>
	CC71017 - 155135	Cindy Dubose	\$683	Annamarie Johnson
	CC71021 - 140532	Cindy Dubose	\$180	Annamarie Johnson
	CC71022 - 092942	Robert Carr	\$88	Annamarie Johnson
	CC71022 - 123043	Cindy Dubose	\$134	Annamarie Johnson
	CC71022 - 145001	Cindy Dubose	\$387	Annamarie Johnson
▶ 1	April Doyle			<blank>
▶ 14	ARIEM Budget Staff			<blank>

- b. Credit Card (CC) Purchases By Card Holder view: This view categorizes all the requests, first, by the credit card holders name and, second, by the status of the request. Locate your name in this view and click on the blue triangle next to your name. This will expand the view and show various categories. These categories include:
- Awaiting Approvals: requests which have you assigned as the credit card holder, but have not received the necessary approvals prior to ordering.
 - Not Ordered: requests which have completed the approval process and are awaiting ordering by you.
 - Ordered, No Payments Made: requests which you have marked ordered but which you have not made any payments on.
 - Partial Payment Made: requests which have been ordered and have had a partial payment made. These requests will need to have a final payment made before they will be completed.
 - Final Payment Made: requests which have been completed.

An example of this view is shown below. To open a request click on the document's hotlink, which is the underlined, typically light blue text.

AMC Purchase Card Management System

Credit Card Purchase Requests Sorted By Credit Card Holder

	DocID #	Requestor Name	Ordered	Paid	
▶ Allyson Nolan			\$784.40	\$219.02	<blank
▶ Angela Yang			\$0.00	\$0.00	<blank
▶ Anne McLaughlin			\$229.00	\$0.00	<blank
▼ Anumarie Johnson			\$8082.40	\$6000.00	<blank
▼ Awaiting Approvals			\$0.00	\$0.00	<blank
	CC71023 - 161630	Jeff Redding	\$0.00	\$0.00	1
	CC71021 - 140927	Joanne Liverpool	\$0.00	\$0.00	Lithium
	CC71024 - 102622	Jeff Redding	\$0.00	\$0.00	
▶ Final Payment Made			\$6000.00	\$6000.00	<blank
▶ Not Ordered			\$0.00	\$0.00	<blank
▶ Ordered, No Payments Made			\$2082.40	\$0.00	<blank

c. Credit Card (CC) Purchases By DocID view: This view sorts the requests by document id number. In this system, you are allowed to see requests which pertain to you, meaning either you created the request or the request was sent to you. Because of this, you should see a list of requests which you created or are the assigned credit card holder. This view shows seven columns of information:

1. Document ID Number
2. Credit Card Holder Name
3. Job Order Number
4. Request Total (\$)
5. Status of the document
6. Requestor Name
7. Item Description for Item 1

The “Status” column is particularly useful. This column will either read “Awaiting Approvals”, “Not Ordered”, “Ordered, No Payments Made”, “Partial Payment Made”, and “Final Payment Made”, depending upon the status of the request. An example of this view is show here:

AMC Purchase Card Management System

Credit Card Purchase Requests Sorted By DocID

DocID #	Card Holder	JON	Request Total	Status	Requestor Name	
CC80209 - 115120	James Murnane	807C1C	\$1180.00	Final Payment Made	James Murnane	clip-nut. p/n# RM52LHA-
CC80121 - 072128	Robert Pitts	7BE11C	\$443.35	Partial Payment Made	Fred Chan	Symmantec Super Bundle
CC80120 - 073605	James Murnane	807C1C	\$520.80	Final Payment Made	James Murnane	rectangular steel tube, 24"
CC80113 - 103844	Robert Pitts	805CPC	\$73.64	Partial Payment Made	John Lanza	Metal film resistors, 1000
CC80112 - 130228	Allyson Nolan	807S1H	\$101.30	Partial Payment Made	Allyson Nolan	post it cube/ 7401-9171 a
CC80112 - 123338	Allyson Nolan	807S1H	\$117.72	Final Payment Made	Allyson Nolan	Rogers Tape Dispenser/4

9. Marking a request ordered

A credit card holder may mark a request ordered at any time in life of the request, but can only mark it ordered once. This means if a request has not finished the approval process, the credit card holder still has the ability to mark the item ordered. Doing so will remove the request from the approval process and no further electronic signatures will be obtained. To mark a request ordered:

- a.) Locate the request you would like to order by utilizing the views discussed in the “Locating a request submitted by others or a request you submitted which was sent for approvals” section.
- b.) Click on the underlined, typically light blue hotlink to open the request.
- c.) Click the “Order” radio button in the Action To Take Place box.
- d.) Click the Take Action button.

An example of the “Order” radio button and Take Action button are shown below.

Once you have completed your inputs, click the following button to complete your actions on this form----->		Take Action
Action to Take Place:	<input type="radio"/> Send For Approvals	<input type="radio"/> Save Inputs Without Ordering
	<input checked="" type="radio"/> Order	<input type="radio"/> Cancel Request

10. Canceling a request

A credit card holder may cancel a request from the time it has been submitted until an initial payment has been made on the request. Once a payment has been made, the request can not be canceled. If you desire to cancel a request even after an initial partial payment has been made, make a final payment for an amount which creates a total payment for the request equal to zero. To cancel a request:

- a.) Locate the request you would like to cancel by utilizing the views discussed in the “Locating a request submitted by others or a request you submitted which was sent for approvals” section.
- b.) Click on the underlined, usually light blue hotlink to open the request.
- c.) Click the “Cancel Request” radio button in the Action To Take Place box.
- d.) Click the Take Action button.

An example of the “Cancel Request” radio button and Take Action button are shown below:

Once you have completed your inputs, click the following button to complete your actions on this form----->		Take Action
Action to Take Place:	<input type="radio"/> Send For Approvals	<input type="radio"/> Save Inputs Without Ordering
	<input type="radio"/> Order	<input checked="" type="radio"/> Cancel Request

11. Making changes to a request after it has been submitted

A credit card holder may make changes to a request after it has been submitted, whether it was created by the credit card holder or by others. To make changes to a request:

- a.) Locate the request you would like to cancel by utilizing the views discussed in the “Locating a request submitted by others or a request you submitted which was sent for approvals” section.
- b.) Click on the underlined, usually light blue hotlink to open the request
- c.) Make the desired changes
- d.) Click the “Save Inputs Without Ordering” radio button in the Action To Take Place Box.
- e.) Click the Take Action button.

An example of the “Save Inputs Without Ordering” radio button and Take Action button are shown below:

Once you have completed your inputs, click the following button to complete your actions on this form----->		Take Action
Action to Take Place:	<input type="radio"/> Send For Approvals <input checked="" type="radio"/> Save Inputs Without Ordering <input type="radio"/> Order <input type="radio"/> Cancel Request	

12. Marking payment on a request

Once the credit card statement has arrived, the credit card holder has the responsibility of reconciling the statement within the system. This reconciliation involves marking payment on each individual request document which appears on the statement. There are two types of payment which can be made on a request, partial or final. A partial payment is made if the current credit card statement does not include all charges which will be made against the individual request. A final payment is made if all charges or the final charges are included on the current credit card statement which will be made against the individual request. Once a final payment is made on a request, no further payments will be allowed to be made. To reconcile the current credit card statement within the system by marking payments on individual request documents:

- a.) Select the Credit Cards (CC) by Card Holder view from the main navigator, titled “AMC Purchase Card Management System”. See the “Locating a request submitted by others or a request you submitted which was sent for approvals” section for an example of this view.
- b.) Locate your name in the view and click the blue triangle next to your name to expand the view.
- c.) Click the blue triangle next to either “Ordered, No Payments Made” or “Partial Payment Made” to expand one of those sections.
- d.) Click on the underlined, usually light blue hotlink to open a request which needs payment made.
- e.) Enter the amount to be paid in the “If Payment is to be made, please fill in amount here” field.
- f.) Click either the “Partial Payment” or “Final Payment” radio buttons in the Action To Take Place box.
- g.) Click the Take Action button.
- h.) Repeat process for all charges found on the current credit card statement.

An example of the “If Payment is to be made, please fill in amount here” field, “Partial Payment” and “Final Payment” radio buttons, and the Take Action button are shown here:

Once you have completed your inputs, click the following button to complete your actions on this form----->		Take Action
Action to Take Place:	<input type="radio"/> Partial Payment <input type="radio"/> Save Inputs Without Payment <input type="radio"/> Final Payment <input type="radio"/> Cancel Request	
If Payment is to made, please fill in amount here:	<input type="text"/>	

Abilities/Responsibilities/Actions of a Fund Certifier

Abilities: A fund certifier has the ability verify the availability of funds prior to purchase of items found on a credit card purchase request and place an electronic signature on the request. The credit card holder, however, can override this ability by ordering an item prior to the fund certifier placing an electronic signature on the request. A fund certifier can view all documents, whether they certified the funds or not, which are assigned to a credit card holder they hold fund certification responsibility for.

Responsibilities: Verify the availability of funds prior to the purchase of items found on a credit card purchase request for credit card holders for which they are the assigned fund certifier.

Actions:

1. Locating a request which desires your attention
2. Approving a request
3. Disapproving a request
4. Marking a request viewed
5. Monitoring credit card holders activities

1. Locating a request which desires your attention

When a request has been sent to you for fund certification, you should be notified via email of this request. To locate this request which desires your attention:

- a.) On the system's main navigator, titled "AMC Purchase Card Management System", click on the "Inbox By Signee's Name" box. An example of this box is shown here:



- The "Inbox By Signee's Name" view will appear. This view categorizes requests by whose attention the requests are awaiting.
- b.) Locate your name in the "Inbox By Signee's Name" view. If your name does not appear, this means that you currently do not have any requests which are awaiting your attention.
 - c.) Click the blue triangle next to your name to expand the view and show the requests which desire your attention.
 - d.) To open a request, click on the request's hotlink, which is the underlined, typically light blue text denoting the document id number.

An example of the "Inbox By Signee's Name" view is shown here:

AMC Purchase Card Management System

Inbox By Signee's Name - Credit Card Purchase Requests Sorted By Whose Attention They Are Awaitin

	DocIDNum	Requestor	Amount	Credit Card Holder
▶ 1 Angela Yang				<blank>
▼ 5 Annamarie Johnson				<blank>
	CC71017 - 155135	Cindy Dubose	\$683	Annamarie Johnson
	CC71021 - 140532	Cindy Dubose	\$180	Annamarie Johnson
	CC71022 - 092942	Robert Carr	\$88	Annamarie Johnson
	CC71022 - 123043	Cindy Dubose	\$134	Annamarie Johnson
	CC71022 - 145001	Cindy Dubose	\$387	Annamarie Johnson
▶ 1 April Doyle				<blank>
▶ 14 ARIEM Budget Staff				<blank>

2. Approving a request

Once you have opened a request which desires your attention, complete the following steps to approve (certify the funds) the request:

- Review the request, noting the job order number and purchase amount
- Click the “Mark Approved” radio button in the Action To Take Place box
- Click the Take Action button

An example of the “Mark Approved” radio button and the Take Action button are shown here:

Once you have completed your inputs, click the following button to complete your actions on this form----->

Action to Take Place: **Mark Approved** **Mark Disapproved** **Mark Viewed (No Signature)**

3. Disapproving a request

Once you have opened a request which desires your attention, complete the following steps to disapprove the request. Disapproving a request will “kill” the request, causing the requestor to submit a new credit card purchase request. If you only desire changes to the request prior to giving your approval, please notify the requestor of the changes which are needed and await those changes to be made.

- Review the request, noting the job order number and purchase amount
- Click the “Mark Disapproved” radio button in the Action To Take Place box
- Click the Take Action button

An example of the “Mark Disapproved” radio button and the Take Action button are shown here:

Once you have completed your inputs, click the following button to complete your actions on this form----->

Action to Take Place: **Mark Approved** **Mark Disapproved** **Mark Viewed (No Signature)**

4. Marking a request viewed

Once you have opened a request which desires your attention, complete the following steps to mark a request viewed. Marking a request viewed will allow the items to be purchased, however, without fund certification.

- a.) Review the request, noting the job order number and purchase amount
- b.) Click the “Mark Viewed (No Signature)” radio button in the Action To Take Place box
- c.) Click the Take Action button

An example of the “Mark Viewed (No Signature)” radio button and the Take Action button are shown here:



5. Monitoring credit card holders activities

On the system main navigator, titled “AMC Purchase Card Management System”, there are various options for viewing requests which have been submitted to the system. In this system, you will only see documents which pertain to you, meaning documents which you created, were sent to you for approval, or which you were the assigned fund certifier. For a fund certifier, the best options for monitoring credit card holders activities are:

- a. Credit Card (CC) Purchases by JON
- b. Credit Card (CC) Purchases by Card Holder
- c. Credit Card (CC) Purchases by DocID

You can open one of these views by clicking the appropriate box on the main navigator. These boxes are shown here:



- a. Credit Card (CC) Purchases by JON view: This view categorizes all requests by job order number and shows total dollars for each job order number. Locate the job order number of interest and click on the blue triangle next to that job order number to see the requests. To open a request, click on the request’s hotlink (underlined, typically light blue, document id number). An example of this view is shown here:

AMC Purchase Card Management System

Credit Card Purchase Requests Sorted By Job Order Number

	DocID #	Amount	Credit Card Holder	Item 1
▼ 8W2NBB		\$119.00		<blank>
	CC71020 - 130135	\$119.00	Keith Andrews	TF 139RS Filtered Tips, fits P200
▶ 8M2B10		\$467.50		<blank>
▶ 8BA11A		\$30.20		<blank>

b. Credit Card (CC) Purchases By Card Holder view: This view categorizes all the requests, first, by the credit card holders name and, second, by the status of the request. Locate your name of the credit card holder in this view and click on the blue triangle next to your name. This will expand the view and show various categories. These categories include:

- Awaiting Approvals: requests which have not received the necessary approvals prior to ordering.
- Not Ordered: requests which have completed the approval process and are awaiting ordering.
- Ordered, No Payments Made: requests which you have been marked ordered but not had any payments made.
- Partial Payment Made: requests which have been ordered and have had a partial payment made.
- Final Payment Made: requests which have been completed.

An example of this view is shown below. To open a request document click on the document's hotlink, which is typically the underlined, light blue text.

AMC Purchase Card Management System

Credit Card Purchase Requests Sorted By Credit Card Holder

	DocID #	Requestor Name	Ordered	Paid	
▶ Allyson Nolan			\$784.40	\$219.02	<blank>
▶ Angela Yang			\$0.00	\$0.00	<blank>
▶ Anne McLaughlin			\$229.00	\$0.00	<blank>
▼ Annamarie Johnson			\$8082.40	\$6000.00	<blank>
▼ Awaiting Approvals			\$0.00	\$0.00	<blank>
	CC71023 - 161630	Jeff Redding	\$0.00	\$0.00	1
	CC71021 - 140927	Joanne Liverpool	\$0.00	\$0.00	Lithiur
	CC71024 - 102622	Jeff Redding	\$0.00	\$0.00	
▶ Final Payment Made			\$6000.00	\$6000.00	<blank>
▶ Not Ordered			\$0.00	\$0.00	<blank>
▶ Ordered, No Payments Made			\$2082.40	\$0.00	<blank>

- c. Credit Card (CC) Purchases By DocID view: This view sorts the requests by document id number. In this system, you are allowed to see requests which pertain to you, meaning either you created the request, the request was sent to you, or you are the assigned fund certifier. Because of this, you should see a list of requests which you created or are the assigned fund certifier. This view shows seven columns of information:
1. Document ID number
 2. Credit card holder name
 3. Job order number
 4. Request total (\$)
 5. Status of the document
 6. Requestor name
 7. Item description for item 1

An example of this view is show here:



AMC Purchase Card Management System

Credit Card Purchase Requests Sorted By DocID

DocID #	Card Holder	JON	Request Total	Status	Requestor Name	
CC80209 - 115120	James Murnane	807C1C	\$1180.00	Final Payment Made	James Murnane	clip-nut. p/n# RM52LHA-
CC80121 - 072128	Robert Pitts	7BE11C	\$443.35	Partial Payment Made	Fred Chan	Symmantec Super Bundle
CC80120 - 073605	James Murnane	807C1C	\$520.80	Final Payment Made	James Murnane	rectangular steel tube, 24"
CC80113 - 103844	Robert Pitts	805CPC	\$73.64	Partial Payment Made	John Lanza	Metal film resistors, 1000
CC80112 - 130228	Allyson Nolan	807SIH	\$101.30	Partial Payment Made	Allyson Nolan	post it cube/ 7401-9171 a
CC80112 - 123338	Allyson Nolan	807SIH	\$117.72	Final Payment Made	Allyson Nolan	Rogers Tape Dispenser/4

Abilities/Responsibilities/Actions of a Special Approver

Abilities: A special approver has the ability approve a credit card purchase request and place an electronic signature on the request for items which require special approval prior to purchase. The credit card holder, however, can override this ability by ordering an item prior to the special approver placing an electronic signature on the request.

Responsibilities: Approve/Disapprove credit card purchase requests which contain items that require special approval.

Actions:

1. Locating a request which desires your attention
2. Approving a request
3. Disapproving a request
4. Marking a request viewed

1. Locating a request which desires your attention

When a request has been sent to you for approval, you should be notified via email of this request. To locate this request which desires your attention:

- a.) On the system's main navigator, titled "AMC Purchase Card Management System", click on the "Inbox By Signee's Name" box. An example of this box is shown here:



- The "Inbox By Signee's Name" view will appear. This view categorizes requests by whose attention the requests are awaiting.
- b.) Locate your name in the "Inbox By Signee's Name" view. If your name does not appear, this means that you currently do not have any requests which are awaiting your attention.
- c.) Click the blue triangle next to your name to expand the view and show the requests which desire your attention.
- d.) To open a request, click on the request's hotlink, which is the underlined, typically light blue text denoting the document id number.

An example of the "Inbox By Signee's Name" view is shown here:

AMC Purchase Card Management System

Inbox By Signee's Name - Credit Card Purchase Requests Sorted By Whose Attention They Are Awaitin

	DocIDNum	Requestor	Amount	Credit Card Holder
▶ 1 Angela Yang				<blank>
▼ 5 Annamarie Johnson				<blank>
	CC71017 - 155135	Cindy Dubose	\$683	Annamarie Johnson
	CC71021 - 140532	Cindy Dubose	\$180	Annamarie Johnson
	CC71022 - 092942	Robert Carr	\$88	Annamarie Johnson
	CC71022 - 123043	Cindy Dubose	\$134	Annamarie Johnson
	CC71022 - 145001	Cindy Dubose	\$387	Annamarie Johnson
▶ 1 April Doyle				<blank>
▶ 14 ARIEM Budget Staff				<blank>

2. Approving a request

Once you have opened a request which desires your attention, complete the following steps to approve the request:

- Review the request
- Click the “Mark Approved” radio button in the Action To Take Place box
- Click the Take Action button

An example of the “Mark Approved” radio button and the Take Action button are shown here:

Once you have completed your inputs, click the following button to complete your actions on this form----->

Action to Take Place: **Mark Approved** **Mark Disapproved** **Mark Viewed (No Signature)**

3. Disapproving a request

Once you have opened a request which desires your attention, complete the following steps to disapprove the request. Disapproving a request will “kill” the request, causing the requestor to submit a new credit card purchase request. If you only desire changes to the request prior to giving your approval, please notify the requestor of the changes which are needed and await those changes to be made.

- Review the request
- Click the “Mark Disapproved” radio button in the Action To Take Place box
- Click the Take Action button

An example of the “Mark Disapproved” radio button and the Take Action button are shown here:

Once you have completed your inputs, click the following button to complete your actions on this form----->

Action to Take Place: **Mark Approved** **Mark Disapproved** **Mark Viewed (No Signature)**

4. Marking a request viewed

Once you have opened a request which desires your attention, complete the following steps to mark a request viewed. Marking a request viewed will allow the items to be purchased, however, without fund certification.

- a.) Review the request
- b.) Click the “Mark Viewed (No Signature)” radio button in the Action To Take Place box
- c.) Click the Take Action button

An example of the “Mark Viewed (No Signature)” radio button and the Take Action button are shown here:

Once you have completed your inputs, click the following button to complete your actions on this form----->	
<input type="button" value="Take Action"/>	
Action to Take Place:	<input type="radio"/> Mark Approved <input type="radio"/> Mark Disapproved <input type="radio"/> Mark Viewed (No Signature)

Abilities/Responsibilities/Actions of an Approving Official

Abilities: To view all credit card purchase requests of credit card holders you are the assigned Approving Official for.

Responsibilities: Verify that your credit card holders have correctly reconciled their credit card statements each month within the system.

Actions:

1. Monitoring credit card holders activities

On the system main navigator, titled “AMC Purchase Card Management System”, there are various options for viewing requests which have been submitted to the system. In this system, you will only see requests which pertain to you, meaning requests which you are the assigned approving official. For an approving official, the best options for monitoring credit card holders activities are:

- a. Approving Officials
- b. Credit Card (CC) Purchases by Card Holder
- c. Credit Card (CC) Purchases by DocID

You can open one of these views by clicking the appropriate box on the main navigator. These boxes are shown here:



- a. Approving Officials view: This view categorizes all requests which have been ordered, first, by approving official name and, second, by credit card holder name. Dollar totals, which show the amount of payments (or charges) recorded, for each month are presented by approving official and by card holder. Locate your name in the view and click on the blue triangle next to your name. This will expand to show your card holders names. Click the blue triangle next to the card holder which is of interest. This will expand to show the individual requests the credit card holder has made payment on for that month. To open a request, click on the request’s hotlink (underlined, typically light blue, document id number). An example of this view is shown here:

AMC Purchase Card Management System

Credit Card Purchase Requests (for which payments have been made) Sorted By Approving Official

(Note: view shows documents for which initial payment was made within the last 11 months)

DocID #	January	February	March	April	May	June	July	August	September	October	November
▼ Gene Worthington	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35646.07	\$65501.71	\$59205.40	\$0.00	\$0.00	\$0.00
▶ Nancy Sewell	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35646.07	\$65501.71	\$59205.40	\$0.00	\$0.00	\$0.00
▶ Krishan Goel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6284.90	\$1884.84	\$0.00	\$0.00	\$0.00
▶ Lori Atkins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54323.90	\$102906.08	\$118256.17	\$0.00	\$0.00	\$0.00
▶ Richard Kreiss	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107572.49	\$172054.47	\$159929.03	\$0.00	\$0.00	\$0.00
▶ Robert Hagan	\$0.00	\$0.00	\$0.00	\$0.00	\$2499.00	\$8641.13	\$19006.76	\$19674.23	\$0.00	\$0.00	\$0.00
▶ Robert Krauer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4528.78	\$5387.64	\$4889.44	\$0.00	\$0.00	\$0.00
▶ Robert Weaver	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49461.86	\$91593.59	\$78775.75	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$2499.00	\$260174.23	\$462735.15	\$442614.86	\$0.00	\$0.00	\$0.00

- b. Credit Card (CC) Purchases By Card Holder view: This view categorizes all the requests, first, by the credit card holders name and, second, by the status of the request. Locate your the name of the credit card holder of interest in this view and click on the blue triangle next to that name. This will expand the view and show various categories. These categories include:
- Awaiting Approvals: requests which have not received the necessary approvals prior to ordering.
 - Not Ordered: requests which have completed the approval process and are awaiting ordering.
 - Ordered, No Payments Made: requests which you have marked ordered but which have not had any payments made.
 - Partial Payment Made: requests which have been ordered and have had a partial payment made. These requests will need to have a final payment made before they will be completed.
 - Final Payment Made: requests which have been completed.

An example of this view is shown below. To open a request click on the request's hotlink, which is typically the underlined, light blue text.

AMC Purchase Card Management System

Credit Card Purchase Requests Sorted By Credit Card Holder

	DocID #	Requestor Name	Ordered	Paid	
▶ Allyson Nolan			\$784.40	\$219.02	<blank>
▶ Angela Yang			\$0.00	\$0.00	<blank>
▶ Anne McLaughlin			\$229.00	\$0.00	<blank>
▼ Anumarie Johnson			\$8082.40	\$6000.00	<blank>
▼ Awaiting Approvals			\$0.00	\$0.00	<blank>
	CC71023 - 161630	Jeff Redding	\$0.00	\$0.00	1
	CC71021 - 140927	Joanne Liverpool	\$0.00	\$0.00	Lithium
	CC71024 - 102622	Jeff Redding	\$0.00	\$0.00	
▶ Final Payment Made			\$6000.00	\$6000.00	<blank>
▶ Not Ordered			\$0.00	\$0.00	<blank>
▶ Ordered, No Payments Made			\$2082.40	\$0.00	<blank>

c. Credit Card (CC) Purchases By DocID view: This view sorts the requests by document id number. In this system, you are allowed to see requests which pertain to you, meaning requests which you are the assigned approving official. Because of this, you should see a list of requests for which you are the assigned approving official. This view shows seven columns of information:

1. Document ID Number
2. Credit Card Holder Name
3. Job Order Number
4. Request Total (\$)
5. Status of the document
6. Requestor Name
7. Item Description for Item 1

An example of this view is show here:

AMC Purchase Card Management System

Credit Card Purchase Requests Sorted By DocID

DocID #	Card Holder	JON	Request Total	Status	Requestor Name
CC80209 - 115120	James Murnane	807C1C	\$1180.00	Final Payment Made	James Murnane clip-nut. p/n# RM52LHA-
CC80121 - 072128	Robert Pitts	7BE11C	\$443.35	Partial Payment Made	Fred Chan Symmantec Super Bundle
CC80120 - 073605	James Murnane	807C1C	\$520.80	Final Payment Made	James Murnane rectangular steel tube, 24'
CC80113 - 103844	Robert Pitts	805CPC	\$73.64	Partial Payment Made	John Lanza Metal film resistors, 1000
CC80112 - 130228	Allyson Nolan	807S1H	\$101.30	Partial Payment Made	Allyson Nolan post it cube/ 7401-9171 a
CC80112 - 123338	Allyson Nolan	807S1H	\$117.72	Final Payment Made	Allyson Nolan Rogers Tape Dispenser/4

Abilities/Responsibilities/Actions of Equipment Management

Abilities: To view all requests which have been entered in the system.

Responsibilities: Monitor the system for accountable property purchases.

Actions:

1. Monitoring the system for accountable property purchases

On the system main navigator, titled “AMC Purchase Card Management System”, there are various options for viewing requests which have been submitted to the system. For equipment management, the best options for monitoring credit card purchases requests for accountable property purchases are:

- a. Equipment Management
- b. Credit Card (CC) Purchases by DocID

You can open one of these views by clicking on the appropriate box on the main navigator. These boxes are shown here:



- a. Equipment Management view: This view will show all requests which have been marked ordered. First, it categorizes all requests by two categories: “Accountable Property - as designated by the requestor” and “Nonaccountable Property - as designated by the requestor”. Second, it categorizes all requests by the date they were ordered. The requests will be placed in the accountable property category if a major hand receipt holder was declared on the request. If no major hand receipt holder is declared, the request will be placed in the nonaccountable property category. Click on the blue triangle next to either “Accountable Property - as designated by the requestor” or “Nonaccountable Property - as designated by the requestor” to expand the view. This will show a series of dates for which credit card purchases orders were made. Click on the blue triangle next to the date of interest. This will show the credit card purchase requests which had orders placed on that date. To open a request, click on the request’s hotlink (underlined, typically light blue document id number). An example of this view is shown here:



AMC Purchase Card Management System

Credit Card Purchase Requests - Equipment Management

Date Ordered	DocID #	Card Holder	JON	Prep Date	Amount	Item 1
▼ Accountable Property - as designated by requestor						
▼ 01/21/98						
	CC80121 - 072128	Robert Pitts	7BE11C	01/21/98	\$443.35	Symantec Super Bundle (Norton Utilities, AntiVirus & Uninstall
▶ 10/22/97						
▶ 10/16/97						
▶ Not Accountable Property - as designated by requestor						

b. Credit Card (CC) Purchases By DocID view: This view sorts the requests by document id number. This view shows seven columns of information:

1. Document ID Number
2. Credit Card Holder Name
3. Job Order Number
4. Request Total (\$)
5. Status of the document
6. Requestor Name
7. Item Description for Item 1

An example of this view is show here:



AMC Purchase Card Management System

Credit Card Purchase Requests Sorted By DocID

DocID #	Card Holder	JON	Request Total	Status	Requestor Name	
CC80209 - 115120	James Murnane	807C1C	\$1180.00	Final Payment Made	James Murnane	clip-nut. p/n# RM52LHA-
CC80121 - 072128	Robert Pitts	7BE11C	\$443.35	Partial Payment Made	Fred Chan	Symmantec Super Bundle
CC80120 - 073605	James Murnane	807C1C	\$520.80	Final Payment Made	James Murnane	rectangular steel tube, 24"
CC80113 - 103844	Robert Pitts	805CPC	\$73.64	Partial Payment Made	John Lanza	Metal film resistors, 1000
CC80112 - 130228	Allyson Nolan	807S1H	\$101.30	Partial Payment Made	Allyson Nolan	post it cube/ 7401-9171 a
CC80112 - 123338	Allyson Nolan	807S1H	\$117.72	Final Payment Made	Allyson Nolan	Rogers Tape Dispenser/4

Abilities/Responsibilities/Actions of the Warehouse

Abilities: To view all requests which have been entered in the system.

Responsibilities: Receive shipment of items and determine delivery location by monitoring credit card purchase requests.

Abilities:

1. Monitoring Credit Card Purchases Requests

On the system main navigator, titled “AMC Purchase Card Management System”, there is a box titled “Warehouse”. When clicked, this box will display a second navigator designed for Warehouse use. An example of the “Warehouse” box on the main navigator is shown here:



On the warehouse navigator, there are various options for viewing requests which have been submitted to the system. These options include:

- a.) Credit Card (CC) Purchases by Card Holder
- b.) Credit Card (CC) Purchases by DocID
- c.) Credit Card (CC) Purchases by Vendor
- d.) Credit Card (CC) Purchases by Requestor
- e.) Credit Card (CC) Purchases by Item Description

You can open one of these views by clicking the appropriate box on the warehouse navigator. These boxes are shown here:



- a.) Warehouse - Credit Card (CC) Purchases By Card Holder view: This view categorizes all requests which have been ordered by the credit card holders name and sorts them by document id number. Locate the credit card holders name of interest and click on the blue triangle next to this name to expand the view. This view will show six columns:
 1. Credit card holders name
 2. Document ID number
 3. Requestor's name
 4. Requestor's phone
 5. Requestor's location
 6. Item description for the first item listed on the request

To open a request, click on the request's hotlink (underlined, typically light blue document id number). An example of this view is shown here:

AMC Purchase Card Management System

Warehouse - Credit Card Purchase Requests Sorted By Credit Card Holder

DocID #	Requestor Name	Requestor's Phone	Requestor's Room	Item 1
▼ Allyson Nolan				
CC71016 - 120226	Allyson Nolan	x4306	D334	Membership : Who's Who (includes: 2 vol set of 1998 Intl Who's Who for
CC71023 - 153711	Jeff Redding			
CC71021 - 144841	Allyson Nolan	X4306	D334	STANAG 2902/performance criteria for a NATO combat helmet
CC80112 - 123338	Allyson Nolan	4306	d334	Rogers Tape Dispenser/4380-5171
CC80112 - 130228	Allyson Nolan	4306	d334	post it cube/ 7401-9171 a
▶ Angela Yang				
▶ Anne McLaughlin				

b.) Warehouse - Credit Card (CC) Purchases by DocID view: This view shows all credit card purchase requests which have been ordered, sorted by the request's document id number. This view will show six columns:

1. Document ID number
2. Requestor's name
3. Dollar amount of purchase
4. Requestor's phone
5. Requestor's location
6. Item description for the first item listed on the request

To open a request, click on the request's hotlink (underlined, typically light blue document id number). An example of this view is shown here:

AMC Purchase Card Management System

Warehouse - Credit Card Purchase Requests Sorted By DocID

Doc ID Number	Requestor Name	Amount	Requestor's Phone	Requestor's Room	
CC80121 - 072128	Fred Chan	\$443.35	4212	bldg # 3, Rm # R217	Symmantec Super Bundle (Norton Utilities, AntiVir
CC80113 - 103844	John Lanza	\$73.64	4655	bldg #66	Metal film resistors, 1000 ohms, 1% tolerance. Digi-
CC80112 - 130228	Allyson Nolan	\$101.30	4306	d334	post it cube/ 7401-9171 a
CC80112 - 123338	Allyson Nolan	\$117.72	4306	d334	Rogers Tape Dispenser/4380-5171
CC80106 - 152950	Jim Sadeck	\$23.25	5261	R-204	Paper, Graph

c.) Warehouse - Credit Card (CC) Purchases by Vendor view: This view categorizes all requests which have been ordered by the vendors name. Locate the vendor name of interest and click on the blue triangle next to the name to expand the view. This view will show six columns:

1. Vendor name
2. Requestor name
3. Dollar amount of purchase

4. Requestor phone
5. Requestor location
6. Item description for the first item listed on the request

To open a request, click on the request's hotlink (underlined, typically light blue requestor name). An example of this view is shown here:



AMC Purchase Card Management System

Warehouse - Credit Card Purchase Requests Sorted By Vendor

Requestor Name	Amount	Requestor's Phone	Requestor's Room	Item 1 Description
▼ AAFES CLOTHING AND SALES				
Keith Andrews	\$85.00	X4810	42/05	AWARD DISPLAY CASE CAT# M721F
▶ Aldrich Chemical Co				

d.) Warehouse - Credit Card (CC) Purchases by Requestor view: This view categorizes all requests which have been ordered by the requestor's name. Locate the requestor's name of interest and click on the blue triangle next to this name to expand the view. This view will show six columns:

1. Requestor name
2. Vendor name
3. Dollar amount of purchase
4. Requestor phone
5. Requestor location
6. Item description for the first item listed on the request

To open a request, click on the request's hotlink (underlined, typically light blue vendor name). An example of this view is shown here:



AMC Purchase Card Management System

Warehouse - Credit Card Purchase Requests Sorted By Requestor

Vendor	Amount	Requestor's Phone	Requestor's Room	Item 1 Description
▼ Alfred Allen				
Lancaster Synthesis Inc.	\$18.20	4266	d304	Chemical, Isopropyl palmitate, 250 mL, cat# 4276
▶ Allyson Nolan				
▶ April Doyle				

e.) Warehouse - Credit Card (CC) Purchases by Item Description view: This view categorizes all requests which have been ordered by the item description for the first item listed on the request. Locate the item description of interest and click on the blue triangle next to this item description to expand the view. This view will show six columns:

1. Item description for the first item listed on the request
2. Requestor name
3. Dollar amount of purchase

4. Requestor phone
5. Requestor location
6. Vendor name

To open a request, click on the request's hotlink (underlined, typically light blue requestor name). An example of this view is shown here:



AMC Purchase Card Management System

Warehouse - Credit Card Purchase Requests Sorted By Item 1 Description

Requestor Name	Amount	Requestor's Phone	Requestor's Room	Vendor
▼ Rogers Tape Dispenser/4380-5171 <u>Allyson Nolan</u>	\$117.72	4306	d334	Staples, Inc

Help and Information

Help documentation and information is available on-line within the system. On the main navigator, there is a “question mark” icon labeled “help and information”. An example of this icon is shown here:



help and information

Clicking this icon will bring up a help view. This help view includes help documentation categorized by subject. These subjects include:

1. Requestor
2. Credit Card Holder
3. Fund Certifier
4. Special Approver
5. Approving Official
6. Equipment Management
7. Warehouse
8. Miscellaneous

An example of this view is shown here:



AMC Purchase Card Management System

Help Documentation

▼ **Approving Official**

[Abilities](#)

[Monitoring credit card holders activities](#)

[Responsibilities](#)

▶ **Credit Card Holder**

▶ **Equipment Management**

▶ **Fund Certifier**

▶ **Miscellaneous**

Reporting Problems or Requesting Assistance

You can report problems or request assistance on-line by filling out the “Report Problem/Request Assistance Form”. To call up this form click on the icon labeled “click to report problem or ask for assistance” located on the main navigator. An example of this icon is shown here:



***Click to report problem
or ask for assistance***

The “Report Problem/Request Assistance Form” is shown here:

IMPAC Credit Card System Report Problem/Request Assistance Form

1. From:	<input type="text"/>
2. Command/Location	<input type="text"/>
3. Phone:	<input type="text"/>
4. Email:	<input type="text"/>
5. Fax:	<input type="text"/>
6. Detailed Problem/Question/Request:	<input type="text"/>

Submit