



### *Purchasing Card Activities*

### Searching for P-Card Reconciliations in FSU Document Management (NOLIJ)

**Overview:**

**Searching for P-Card Reconciliations in FSU Document Management (NOLIJ)**

In this topic, you will learn the steps to view Purchasing Card (P-Card) reconciliations in FSU Document Management/NOLIJ

During this training guide you will need the P-Cardholder's Employee ID Number and the P-Card Reconciliation dates associated with that Employee.

*Estimated Length: 5 minutes*

**Procedure**

**Scenario:**

In this topic, you will learn the steps to view Purchasing Card (P-Card) reconciliations in FSU Document Management (NOLIJ) by the cardholder's Employee ID number and/ or date range.

**Key Information:**

Employee ID number

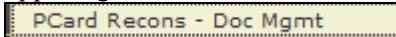
*Estimated Length: 5 Minutes*

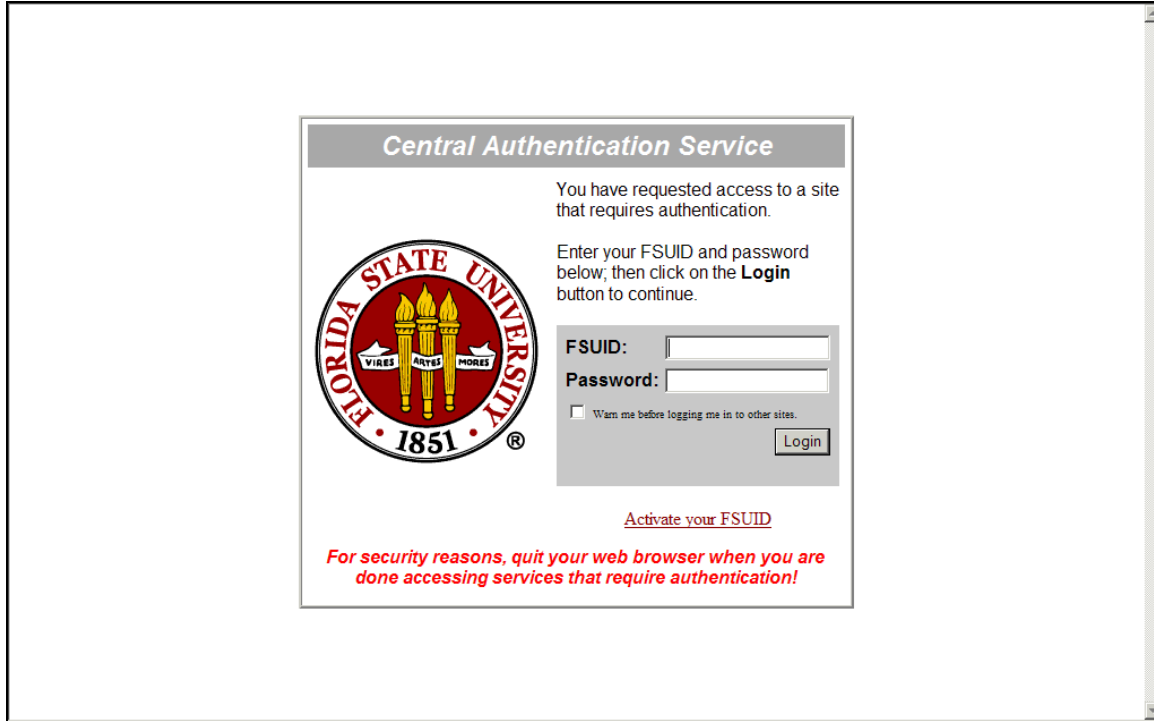
The screenshot shows the FSU Controller's Office website. At the top, there is a search bar labeled "Controller's Office Search" and a "Controller Quick Links" menu with items like Admin Webmail, Blackboard, Board of Governors Policy Guidelines, etc. The main content area features a "Controller's Office" header and a "News and Events" section with several bullet points. A left sidebar lists various services such as Finance & Reporting Services, General & Construction Accounting, Payables & Disbursement Services, Payroll Services, Property Accounting, Student Financial Services, Tax Administration, Travel, and Treasury & Cash Management.




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Step	Action
1.	From the Controller's Office home page, click the <b>Controller Quick Links</b> in the upper right hand corner, then select the <b>PCard Recons - Doc Mgmt</b> link. 




Step	Action
2.	Log-in using your OMNI user ID and password.
3.	Click the <b>Login</b> button. 



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## Training Guide

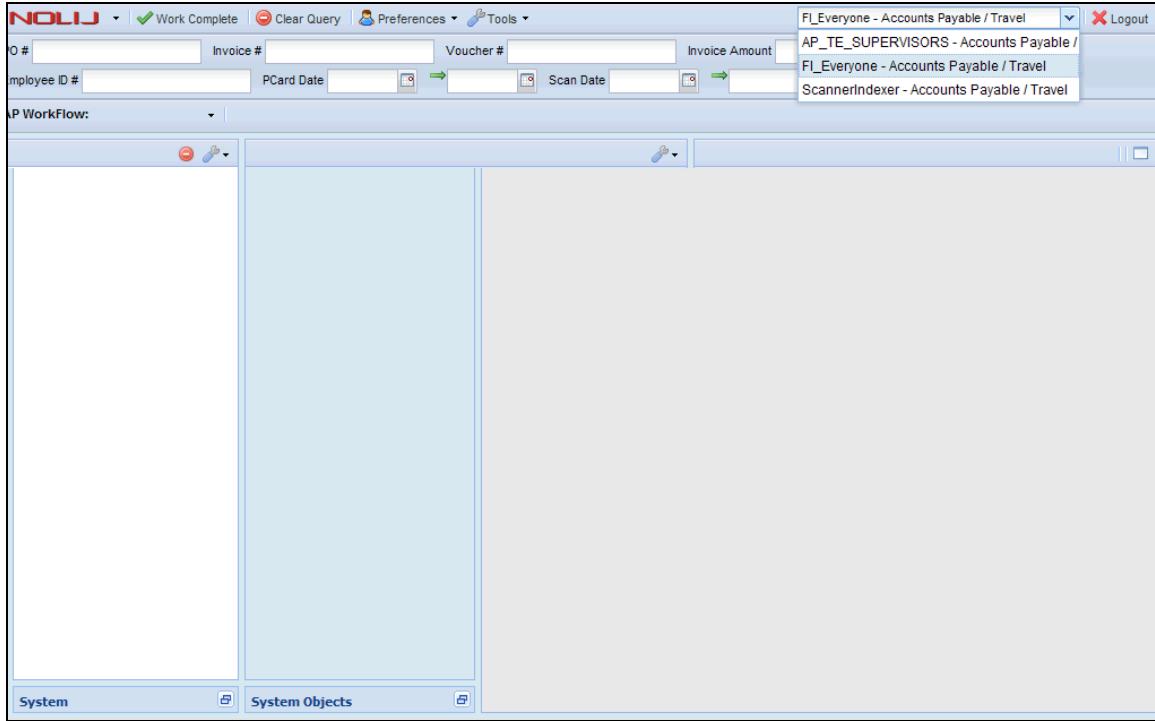
The screenshot displays the OMNI application interface. At the top, there is a navigation bar with the 'NOLU' logo and several utility buttons: 'Work Complete', 'Clear Query', 'Preferences', and 'Tools'. A dropdown menu is currently open, showing the role 'FI\_Everyone - Accounts Payable / Travel' and a 'Logout' button. Below the navigation bar, there are several input fields for search criteria: 'PO #', 'Invoice #', 'Voucher #', 'Invoice Amount', 'Employee ID #', 'PCard Date', and 'Scan Date'. The main content area is titled 'AP WorkFlow:' and is divided into three large, empty panels. At the bottom of the interface, there are two tabs: 'System' and 'System Objects'.


Step	Action
4.	If the role displayed for you is not FI_Everyone - Accounts Payable/ Travel, Click the <b>Drop Down</b> button. 



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## Training Guide

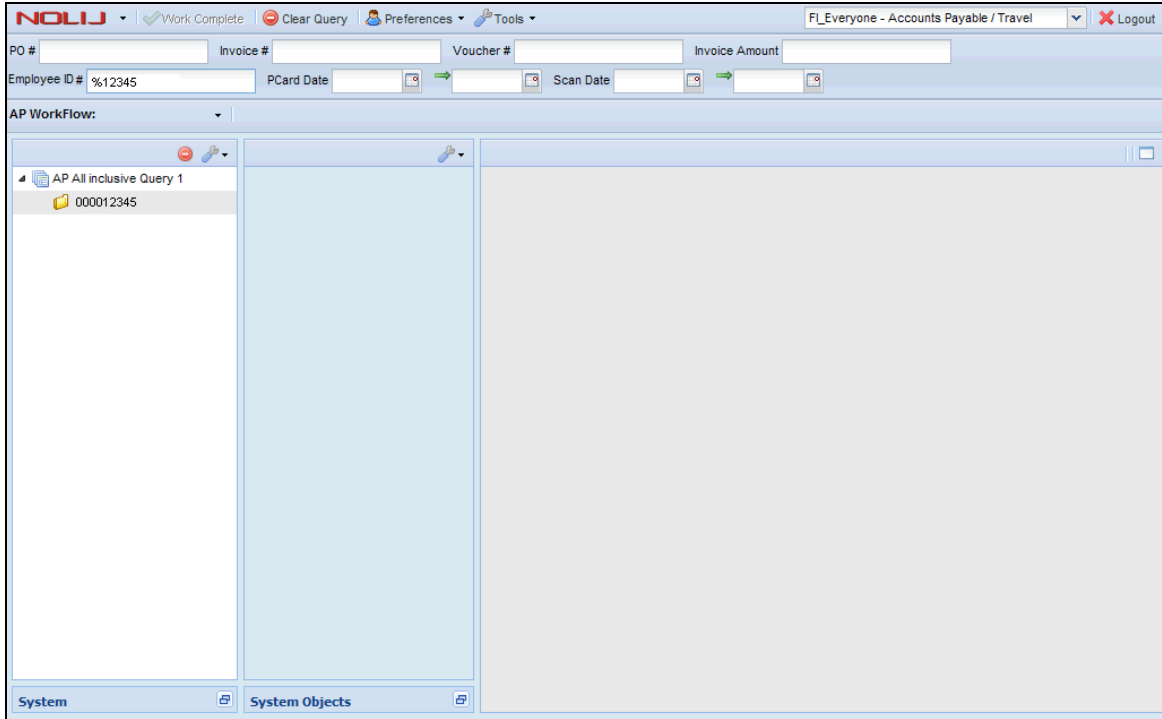


Step	Action
5.	Select the "FI_Everyone - Accounts Payable / Travel" object. 
6.	To search for a specific P-Card Holder's reconciliation, enter a % sign and the digits of the Cardholder's Employee ID number.  For the purpose of this example, enter " <b>%12345</b> " into the <b>Employee ID</b> field.  Press <b>Enter</b> on your keyboard to search for the folder of reconciliations related to the Employee ID number entered.



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## Training Guide



Step	Action
7.	<p>If the folder displayed represents the correct Employee ID, click on the folder to list all reconciliations associated with the Employee ID.</p> <p>For the purpose of this example, click the <b>000012345</b> object.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">000012345</div>



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## Training Guide

Step	Action
8.	The available documents will display as EMP + the Employee's full ID number and the month end date of the reconciliation.
9.	Adjust the column size to expand the document name pane and view the entire Document ID.  Hold down the left click button and drag the name pane border as needed.
10.	Release the left mouse button when you have reached a desired width.
11.	The monthly P-Card reconciliation date is displayed after the Employee ID as DTMM/DD/YYYY
12.	Click on the <b>Name</b> pane to sort Documents by P-Card reconciliation date. 
13.	Click on the Document ID to preview. The document will be displayed in the preview pane to the right.  Double click on the Document ID to open it in a separate window.  <b>NOTE:</b> The reconciliation will open in the document's native format (.tif, .PDF, etc.). 
14.	While reviewing the document, click on the <b>Next Page Arrow</b> button to view other pages associated with the document. 





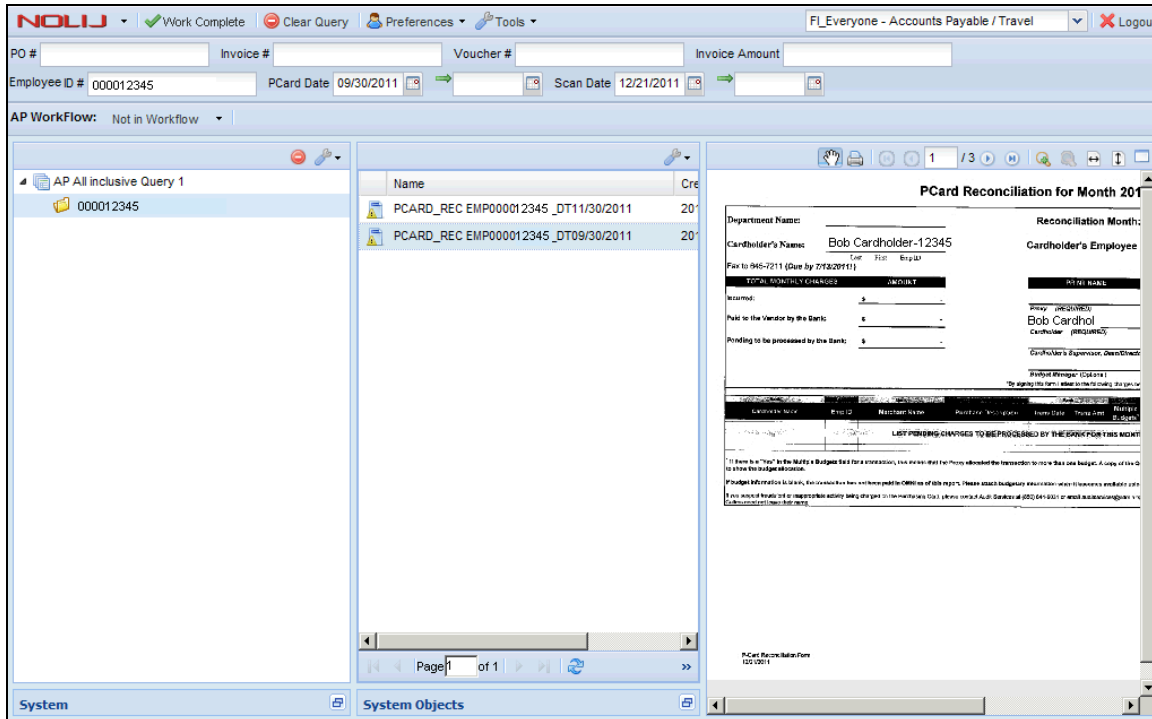
# OMNI

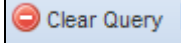


## Training Guide

Step	Action
15.	To print the document, click the <b>Print</b> button within the document toolbar pane. 



Step	Action
16.	Click the <b>Maximize/Restore</b> button to see a full page view. 
17.	To exit the printing view, click the <b>Close</b> button. 



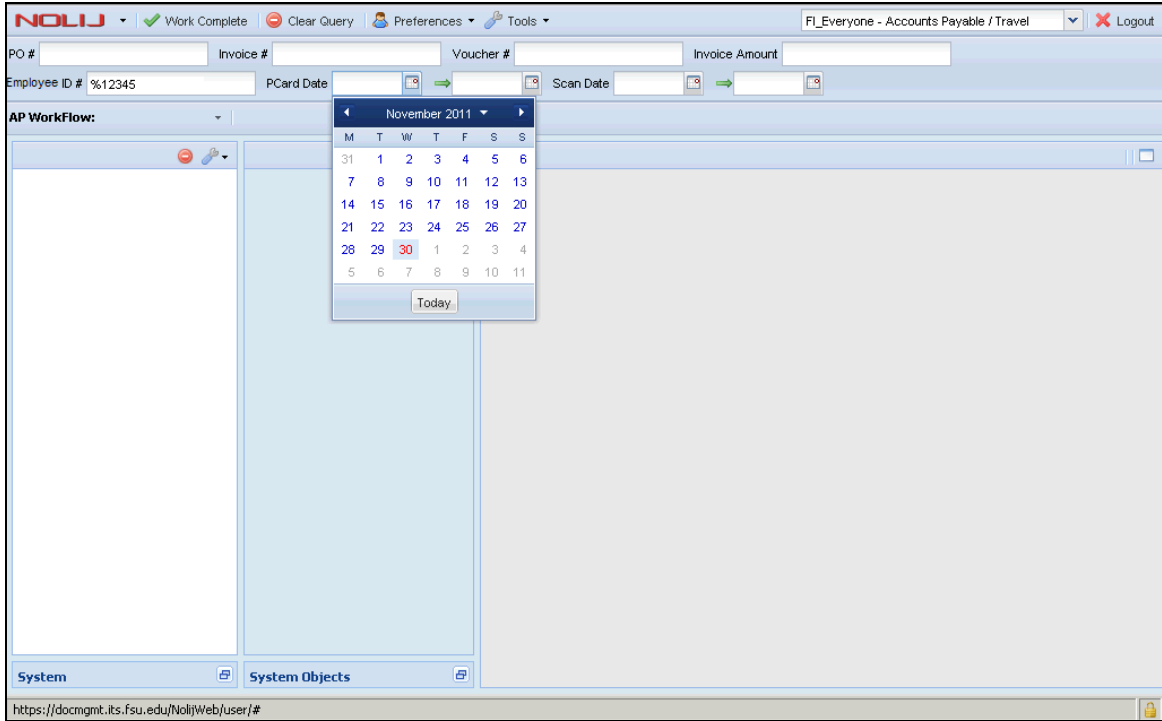
Step	Action
18.	To perform a new search, click the <b>Clear Query</b> button. 
19.	To search a Cardholder's reconciliation by a specific month, type in % plus the last digits of the Employee's ID number.  For the purpose of this example, enter <b>"%12345"</b> into the <b>Employee ID</b> field.
20.	Next click on the <b>Calendar</b> button next to the <b>PCard Date</b> field to choose the date of the reconciliation you wish to view. 
21.	<b>NOTE:</b> To view different months, use the arrows on either side of the calendar header pane. 





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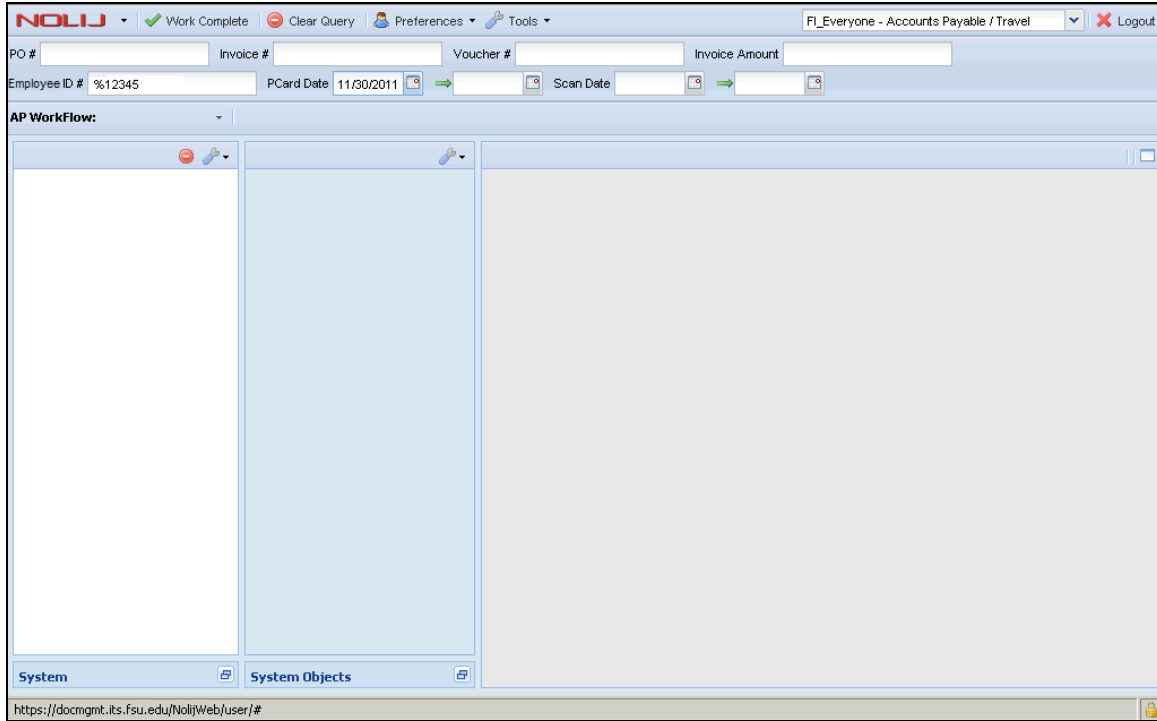


Step	Action
22.	<p>Click on the P-Card Reconciliation date you wish to view.</p> <p>For the purpose of this example, click the <b>30</b> link.</p> <p><b>NOTE:</b> The reconciliation date is always the last day of the month.</p> <p><b>30</b></p>

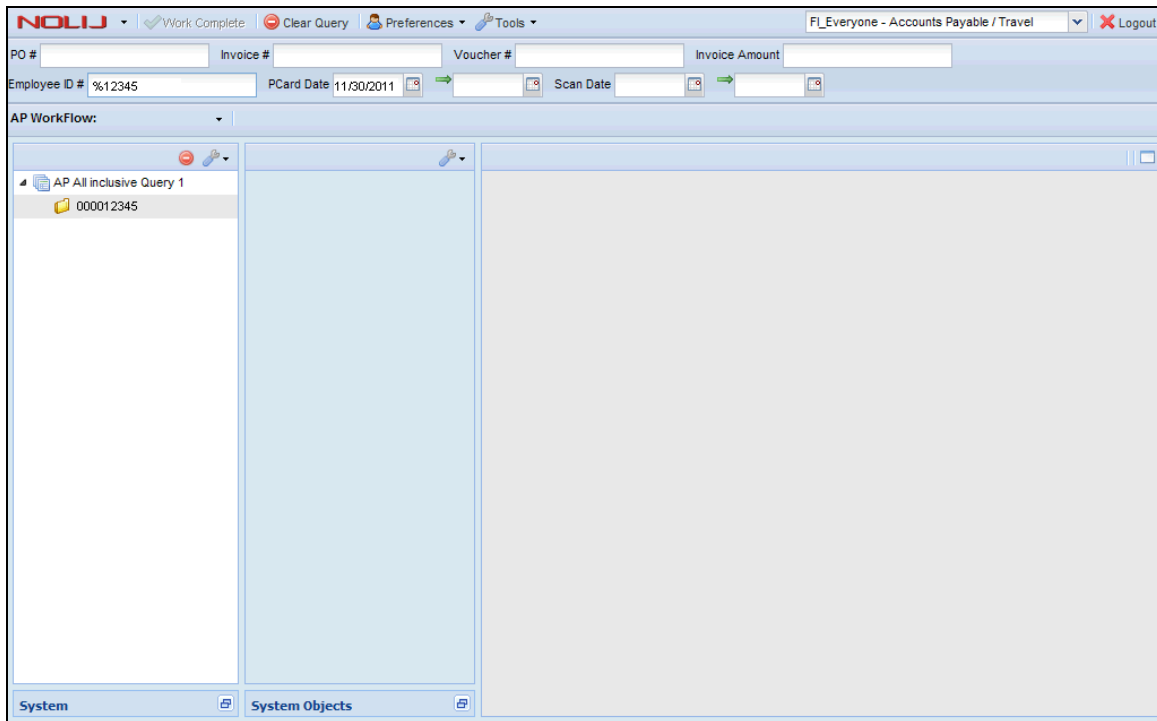


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## Training Guide



Step	Action
23.	Press <b>Enter</b> on your keyboard to view the P-Card Reconciliation for the Employee ID and date selected.





# OMNI

## Training Guide

Step	Action
24.	<p>If the folder displayed represents the correct Employee ID, click on the folder to list reconciliations associated with the Employee ID.</p> <p>For the purpose of this example, click the <b>000012345</b> object.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">000012345</div>

The screenshot displays the NOLU system interface. At the top, there are navigation options like 'Work Complete', 'Clear Query', and 'Preferences'. Below that, search filters for 'Employee ID # 000012345', 'PCard Date 11/30/2011', and 'Scan Date 12/21/2011' are visible. The main area shows a search result for 'PCARD\_REC EMP000012345\_DT11/30/2011'. On the right, a 'PCard Reconciliation for Month 2011' form is open, containing fields for 'Department Name', 'Cardholder's Name: Bob Cardholder-12345', and 'Reconciliation Month:'. Below these are sections for 'TOTAL MONTHLY CHARGES' and 'LIST PENDING CHARGES TO BE PROCESSED BY THE BANK FOR THIS MONTH'. A 'Logout' button is located in the bottom right corner of the interface.

Step	Action
25.	The monthly P-Card reconciliation date is displayed after the Employee ID as DTMM/DD/YYYY.
26.	<p>When you have completed your search for P-Card Reconciliation documents, click on the <b>Logout</b> button to exit.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div>
27.	<p><b>Congratulations!</b> You have completed the topic. <b>End of Procedure.</b></p>