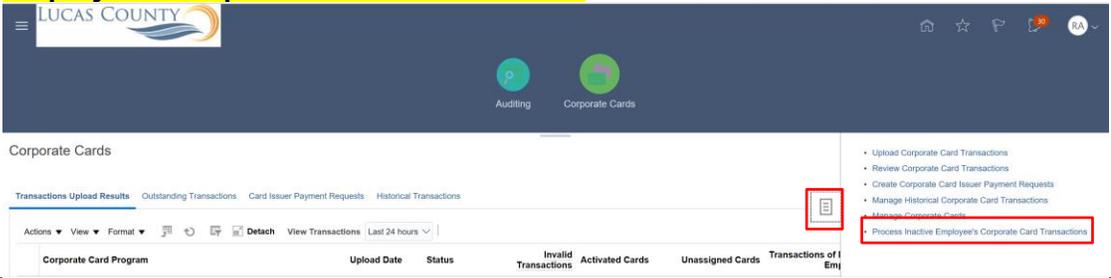


## Process Inactive Employee’s Corporate Card Transactions

**Audience:** Procurement Card Administrator

**Purpose:** If a terminated employee has outstanding procurement card transactions, this process will allow the employee’s manager to become a delegate for the employee or reassign the delegation of the travel coordinator. This job aid will assist a manager to process procurement card transactions for inactive employees.

Step	Action
1	<p>Navigate to the <b>Expenses &gt; Corporate Cards</b> Overview area.</p> 
2	<p>Click <b>Tasks</b> icon (to the right) to open the menu. Click on <b>Process Inactive Employee’s Corporate Card Transactions</b>.</p> 
3	<p>Add the following parameters.</p> <ul style="list-style-type: none"> <li>- <b>Business Unit (BU)</b> = Lucas County</li> <li>- <b>Number of Days</b> = 1 (number of days to check for Inactive employees).</li> </ul>

Click **Submit**.

Process Inactive Employee's Corporate Card Transactions

This process will be queued up for submission at position 1

Process Options Advanced **Submit** Cancel

Name Process Inactive Employee's Corporate Card Tran...

Description Initiates the corporate card transaction proces...  Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

Business Unit All authorized business units

Number of Days 1

Click **OK** to the confirmation message.

Process Options Advanced **Submit** Cancel

Confirmation

when this proc Process 90722 was submitted.

OK

4 Navigate to Scheduled Processes by clicking the **Actions menu > View Process Details**.

Corporate Cards

Transactions Upload Results Outstanding Transa

Actions View Format

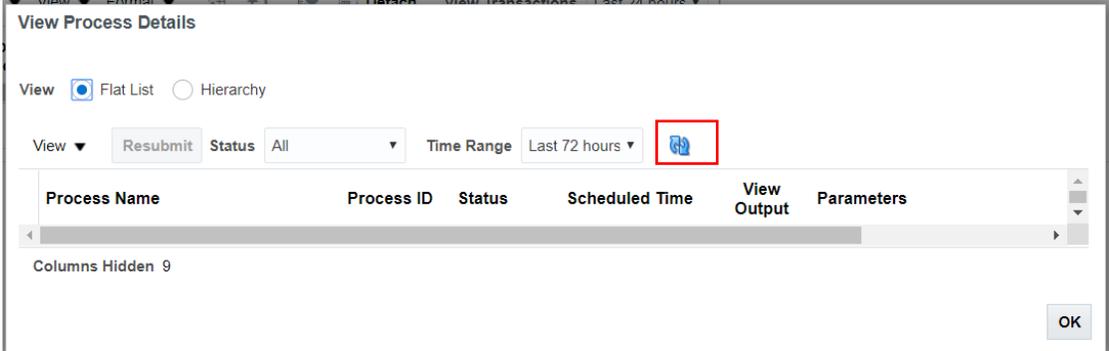
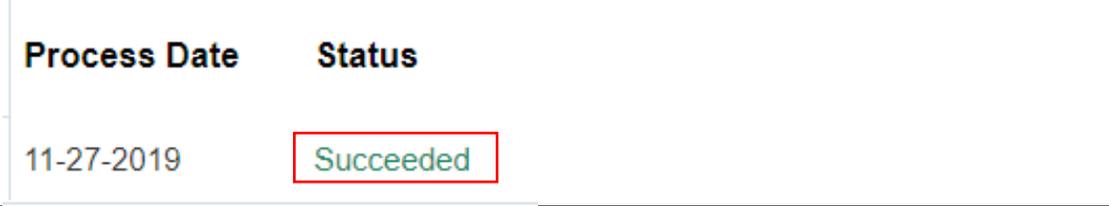
Export to Excel

Upload Corporate Card Transactions

Refresh

**View Process Details**

Review Corporate Card Transactions

5	<p>Continue to click the  <b>Refresh</b> icon until the process shows as 'Succeeded.'</p> 
6	<p>Highlight process to Process Inactive Employee's Corporate Card Transactions and click the <b>'Succeeded'</b> status hyperlink.</p> 
7	Click <b>OK</b> to the confirmation message.
8	Scroll to the bottom of the screen to see that there is no output file.
9	Click the <b>View Log</b> button, open in WordPad and view the number of inactive employees processed.
10	<p>Begin the Inactive Employee Process.          Input parameters are:          Business Unit:          Number of Days: 1          If there are no inactive employees, skip the rest of the steps.</p>
11	Close the WordPad and Close the Log and Process pop-up windows.

**Direct Manager Delegated Actions**

Step	Action
1	Navigator to direct manager's <b>Worklist: Notifications and Approvals</b> .
2	Click on the <b>Financials</b> tab to view financial notifications.
3	Open <b>notification</b> informing manager that corporate card transactions exist for an inactive employee.
4	Click the <b>Accept</b> option on the delegation request.
5	Navigate to the <b>Expense</b> work area.
6	Click the <b>Navigator</b> menu.
7	Click the <b>Expense</b> link.
8	Under Person, use the dropdown list to change to the inactive employee.
9	Click on <b>Actions</b> and select the <b>Create Expense Report</b> menu item.
10	<b>-Purpose</b> <Should this say Enter a Purpose??>
11	Beside <b>Attachments</b> , click the <b>'+'</b> sign to add an attachment to the record.

**File Type** and **Category** values default. Use the **Choose File** button to select a file from your computer and click the **Open** button.  
 -Optionally, Change the **Title** and provide a **Description**  
 -Click **Ok**.

12 The attachment is visible in the page.

**Note:** Items should be added that match the transactions on the monthly bank statement and the report total should match the total purchases for the month. To add an existing expense item from the Expense Items list, select the **Add Existing** tab.

13 Highlight an existing expense **item** and click the **Apply** button to add to expense report.

	<p>ation Conference</p> <p><b>Add Expense Items</b></p> <table border="1" data-bbox="315 352 1281 827"> <tr> <td><b>Airfare</b> - Florida City, FL</td> <td>08-19-2019 Ticket</td> <td><b>300.00</b> USD</td> </tr> <tr> <td><b>Lodging</b> - Florida City, FL</td> <td>08-19-2019 Hotel</td> <td><b>500.00</b> USD</td> </tr> <tr> <td><b>Airfare</b> - Columbus, OH</td> <td>08-22-2019 Misc</td> <td><b>0.00</b> USD</td> </tr> <tr> <td><b>Conference Registration</b> - Columbus, oh</td> <td>09-15-2019 nigp conference</td> <td><b>600.00</b> USD</td> </tr> <tr> <td><b>Lodging</b> - Findlay, IL Marriott Hotels</td> <td>09-16-2019 courtyard</td> <td><b>245.00</b> USD</td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Apply"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>	<b>Airfare</b> - Florida City, FL	08-19-2019 Ticket	<b>300.00</b> USD	<b>Lodging</b> - Florida City, FL	08-19-2019 Hotel	<b>500.00</b> USD	<b>Airfare</b> - Columbus, OH	08-22-2019 Misc	<b>0.00</b> USD	<b>Conference Registration</b> - Columbus, oh	09-15-2019 nigp conference	<b>600.00</b> USD	<b>Lodging</b> - Findlay, IL Marriott Hotels	09-16-2019 courtyard	<b>245.00</b> USD
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14	Continue to add additional items if required. When all procurement card items are included, click <b>OK</b> .															
15	Update the following information in each item by selecting it: <ul style="list-style-type: none"> <li>- <b>Expense item</b> (Airfare, Car Rental, Hotel, etc.)</li> <li>- <b>Expense Class</b> (Business or Personal)</li> <li>- An <b>Expense location</b> (uses the geographic table)</li> <li>- Optional, <b>Number of Days</b> (used for Hotel expense Type and other expense types)</li> <li>- <b>Description</b> (Free format)</li> <li>- <b>Merchant Name</b> (Free format).</li> </ul>															
16	After updating all expense items.															
17	Click on <b>Corporate Policies</b> to review and understand the Travel related policies.															
18	Check on the box for <b>“I have read and accept the corporate travel and expense policies.”</b>															
19	Click <b>Submit</b> to send the expense report for approval. A Submit action invokes a confirmation message to determine that all receipts are included with the report.															
20	When the delegation is active for the inactive employee, all transactions can be cleared by the direct manager creating expense reports on behalf of the inactive employee.															