

# Centralized Administrative Accounting Transactions System (CAATS) Vocational Readiness and Employment (VR&E) - Purchase Card Module



## Training Guide

Version 3.2

Department of Veterans Affairs  
Veterans Benefits Administration

**Version Control**

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10/24/2022	Alice M. Garrett	1.0	VBA Initial Draft
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## 1. Introduction

The Centralized Administrative Accounting Transaction System (CAATS) is an application that will be used for processing purchase card transactions for Vocational Readiness and Employment (VR&E) staff. This will consist of any purchases within the micro-purchase limit. This guide is intended to provide guidance to the VR&E staff, Support Service Division, Administrative and Loan Accounting Center (ALAC) and Office of Finance Management (OFM)– Financial Management Business Solution-System Accounting (FMBS) Division.

## 2. Getting Started

Users will need to create a profile in CAATS. If you don't already have one, do the following:

- Go to this website: <https://vaww.caats3.aac.va.gov/>
- Sign in with your PIV badge
- Then click “*click here to create a new account*”
- Organization: VBA
- Click “sign up”

Next step is for the user to submit a CAATS Access form (**VA Form 8824H- See Appendix 4.1**) to [VBAALAC\\_CAATSTEAM@va.gov](mailto:VBAALAC_CAATSTEAM@va.gov). The CAATS Administrators will grant user access. Below is the VRE Purchase Card matrix:

CAATS Access Matrix-Purchase Card						
Roles	Initiator	Approver	Set-up Admin	Auditor	Finance Approver	Reports Only
Initiator <sup>1</sup>	X					X
Approver <sup>2</sup>		X				X
Set-up Admin <sup>3</sup>			X	X		X
Finance Reviewer <sup>4</sup>					X	X
Auditor			X	X		X
Reports Only	X	X	X	X	X	X
<b>Rules:</b>						
1. Initiator is only allowed that role and the Reports Only role. No waiver.						
2. Approver is only allowed Approver role and Reports Only roles.						
3. Set-Up Admin is never allowed to be an Initiator, Approver or Finance Approver. No waiver.						
4. Finance Approver is only allowed Finance Approver role and Reports Only roles.						

CAATS has a dashboard that is visible when the user first logs into the CAATS application. The dashboard contains all active documents for the user. Working

purchase card order. The user can view, edit, submit, or delete items on the dashboard.

**CAATS - Centralized Admin Accounting Transactions System (Test)**  
 Version: (3.4.0.14)  
 Logged On: TEST\_VHIC0001@tpm.va.gov

Profile Logout Accrual VRE Service Group Reports

Welcome to CAATS for VBA users.

Dashboard Messages

Station: All Status: All Document ID:

	Status	Document ID	Created By	Submitted By	Submitted	Reviewed By	Reviewed	Total	Updated
<a href="#">View</a>	Working	349PV2006	OFM Creator TEST_Creator					\$100.00	10/26/202
<a href="#">View</a>	Working	310PV2008	OFM Creator TEST_Creator					\$0.00	09/11/202
<a href="#">View</a>	Working	310PV2007	OFM Creator TEST_Creator					\$0.00	09/11/202
<a href="#">View</a>	Reconcile Rejected	310PV2006	OFM Creator TEST_Creator	OFM Creator TEST_Creator	09/09/2022	OFM Approver TEST_Approver	09/09/2022	\$1,000.00	09/11/202
<a href="#">View</a>	Working	3102C000001	OFM Creator TEST_Creator					\$0.00	09/09/202
<a href="#">View</a>	Working	348P20016	OFM Creator TEST_Creator					\$0.00	08/25/202
<a href="#">View</a>	Returned To Station	349P10003	OFM Creator TEST_Creator	OFM Creator TEST_Creator	10/01/2020	OFM Approver TEST_Approver	10/01/2020	\$75.00	07/31/202
<a href="#">View</a>	Working	349P00152	OFM Creator TEST_Creator					\$750.00	06/28/202

When the user select the VRE Service Group module, the dashboard is no longer visible. CAATS allows the user to view all active documents for the user’s assigned station when the user accesses the module desktop screen.

**CAATS - Centralized Admin Accounting Transactions System (Test)**  
 Version: (3.4.0.14)  
 Logged On: TEST\_VHIC0001@tpm.va.gov  
 Home > VRE Service Group > VRE Purchase Card > VRE Purchase Card Order

Profile Logout Accrual VRE Service Group Reports

**VRE Purchase Card Transactions**

Station: 310 Status: All Active Document ID: Created By: All Total: Vendor Name:

Export Format: PDF

	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<a href="#">View</a> <a href="#">Copy</a>	Working	310PV2008	OFM Creator TEST_Creator	09/11/2022					0	\$0.00	09/11/2022
<a href="#">View</a> <a href="#">Copy</a>	Working	310PV2007	OFM Creator TEST_Creator	09/11/2022					0	\$0.00	09/11/2022
<a href="#">View</a> <a href="#">Copy</a>	Approved	310PV2001	OFM Creator TEST_Creator	09/08/2022	OFM Creator TEST_Creator	09/09/2022	OFM Approver TEST_Approver	09/09/2022	1	\$1,000.00	09/09/2022

Page 1 of 1 (3 items)

Each document in CAATS goes through different statuses which may be different depending on the submodule. A list of them are provided later in this document.

### 3. VRE Purchase Card Module

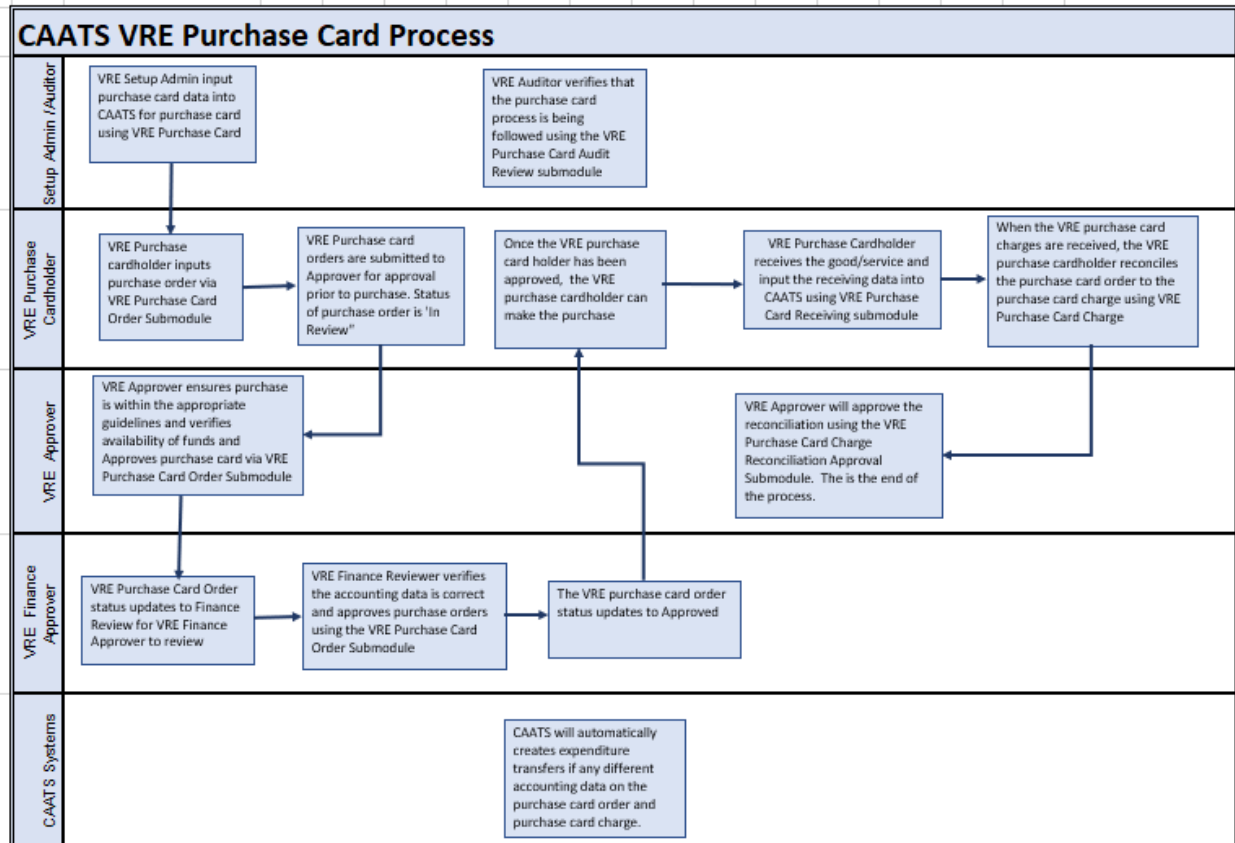
The VRE Purchase Card Module contains nine sub-modules:

1. VRE Purchase Card Order,
2. VRE Purchase Card Receiving,
3. VRE Purchase Card Charge Reconciliation,
4. VRE Purchase Card Expense Transfers,
5. VRE Purchase Card Reconciliation Approval
6. VRE Purchase Card US Bank Links,
7. VRE Purchase Card Setup List,
8. VRE Purchase Card Audit Review,
9. VRE Purchase Card – Reports.

The system administrator will grant the purchase cardholder's access to the VRE Purchase Card module in CAATS, but the Agency Official Program Coordinator (AOPC) will set up their actual purchase card using the VRE Purchase Card Setup List submodule. VRE Purchase card transactions will be logged in and approved. The VRE purchase cardholder will reconcile the charges when the file from US Bank is received. An automated expenditure transfer will be submitted to FMS to transfer the expenditures from the accounting on the US Bank charge to the accounting on the purchase card order. An automated accrual will be transmitted to FMS at the end of each month for the unreconciled orders. Once the transactions are reconciled, the approving official will approve the purchase card reconciliation. This is to ensure the security of the information that will be contained in this module. The process flow is a follow:

1. VRE Setup admin establishes purchase cardholders card information using the VRE Purchase Card Setup List Submodule (using the master accounting code (MAC) structure setup in US Bank)
2. VRE Purchase Card orders are input by Purchase cardholder(initiator) using VRE Purchase Card order Submodule.
  - a. Purchase cardholder (initiator) answers purchase card checklist questions prior to inputting purchase card order.
3. The Approving Official (AO) will review the transaction and either approve or reject the purchase card order.
  - a. If the purchase card order is approved, the purchase card order's status will change to Finance Review.
  - b. If the purchase Card order is rejected, the purchase card order will be returned to the initiator to edit or delete.

4. The Finance Approver (FA) will review the purchase card order and either approve or reject the purchase card order.
  - a. If the purchase card order is approved, the purchase card order's status will change to Approved.
  - b. If the purchase Card order is rejected, the purchase card order will be returned to the initiator to edit or delete.
5. Purchase cardholder (initiator) updates receiving information using the VRE Purchase Card Receiving Submodule once items have been received.
6. Purchase cardholder (initiator) reconciles purchase card order with the purchase card charge using the VRE Purchase Card Reconciliation Submodule once charges have been received in CAATS from US Bank
  - a. Expenditure Transfers are created if accounting string is different on the purchase card order, then on the purchase card charge.
  - b. Expenditure Transfers can be found in the submodule VRE Purchase Card Expense Transfer or link on the purchase card order
  - c. Status of the purchase card order will update to Fully Reconcile or Partially Reconcile.
  - d. Status of the purchase card charge updates to Fully Reconcile or Partially Reconcile.
7. Approving Official (AO) will review the reconciliation and either approves or reject the reconciliation using the VRE Purchase Card Reconciliation Approval Submodule.
  - a. If the AO approves, the status of the purchase card order will update to Reconcile Approved. This is the final state.
  - b. If the AO rejects, status of the purchase card charge updates to Reconcile Rejected. The purchase cardholder (initiator) will have to update according to the notes and send back through the process.
8. Purchase cardholder (initiator) pulls purchase card log to reconcile with statement using VRE Reports → VRE Purchase Card Log Submodule



## User Roles and Characteristics

- **Initiator (Creator)** – allows the users to create and reconciles purchase card orders. (purchase cardholder)
- **Approver** – allows users to approve purchase card orders and reconciliations created by the initiator. (approving official – AO) The AO ensures that the purchase card is used properly, authorizes cardholder purchases (for official use only), and ensures that reconciliation are timely.
- **Setup/Admin-** allows users to establish credit cards used in the VR purchase card module. (AOPC)
- **Auditor-**allows users to perform the audit reviews (monthly, focus, and annual) for the purchase card process.
- **Finance Approver** – second level reviewer with the following responsibilities:
  - Bona fide need meets the necessary expense requirements.
  - Amount and accounting string data are accurate
  - Vendor is established and information is correct
  - Period of performance/accounting period is valid and that funds are available
- **Reports Only** – allows the users view reports only, no input capability.
- **Read only** – allows users to view transactions, no input capability.

## Document Status

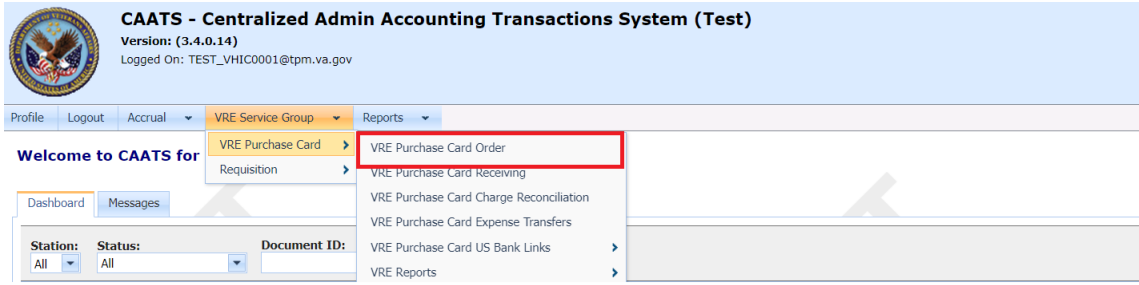
- Working – The item is saved and is in the process of being initiated
- In Review – The item has been submitted by the initiator to the approver for approval.
- Returned to Station – The item has been rejected by the approving official or finance approver. The purchase cardholder has ability to return the purchase orders back to themselves for corrections
- Finance Review – The item requires a financial review prior to approving
- Approved – The item has been approved by the approving official and finance approver
- Submitted to FMS – The item has been submitted to FMS.
- Deleted – The item has been deleted from CAATS
- Accepted in FMS – The item has been accepted in FMS
- Rejected in FMS – The item has been rejected in FMS and will need to be corrected in FMS.
- Partially Reconciled- The purchase cardholder has reconciled the purchase card order to the purchase card charge partially
- Fully Reconciled – The purchase cardholder has reconciled the purchase card order to the purchase card charge.
- Reconciled Approved- The purchase card reconciliation has been approved by the approving official
- Reconciled Rejected – The purchase card reconciliation has been rejected back to the purchase cardholder for corrections

### 3.1 VRE Purchase Card Order

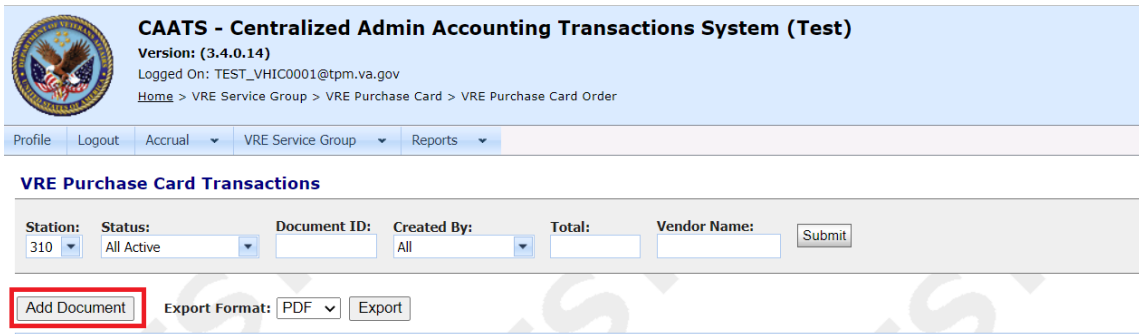
The VRE Purchase Card order sub module will be used to record all purchases made with the purchase card to include refunded purchases. There are two levels of approval required, one for the approving official for your station to approve the actual purchase and the other for fiscal to ensure that the correct accounting is being used. The order should be processed and approved in CAATS prior to placing the order with the vendor. This sub module will not transmit any transactions to FMS.

#### 3.1.1 Purchase Cardholder (Initiator) – VRE Purchase Card Order

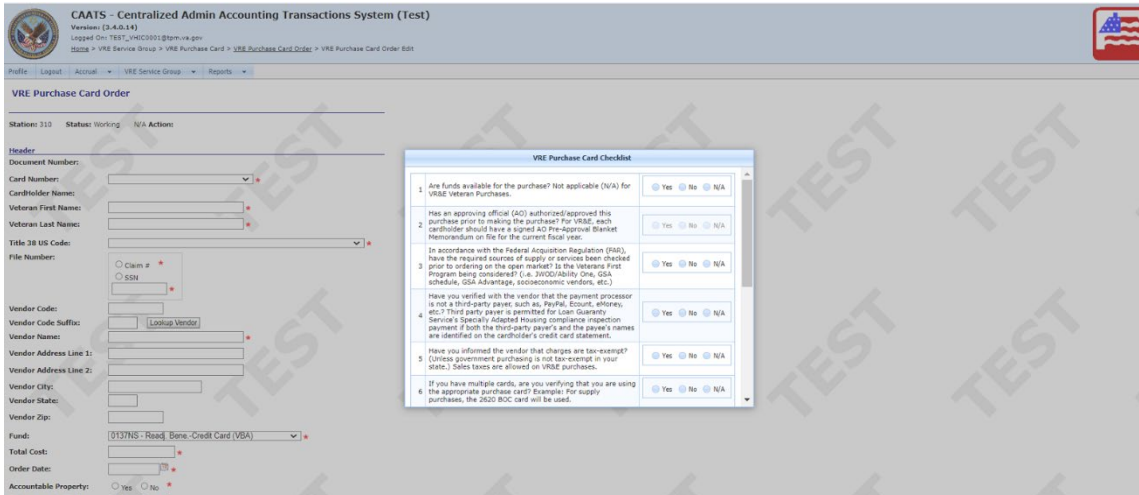
The purchase cardholder will log into CAATS and go to the **VRE Service Group** → **VRE Purchase Card** → **VRE Purchase Card** to enter a Purchase Card order.



Select "Add Document" button.



The Purchase Card Checklist will be displayed:



User will need to scroll down to see all the questions. Below are the list of questions.

Number	Item	Check
1	Are funds available for the purchase? <b>Not applicable (N/A) for VR&amp;E Veteran Purchases.</b>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2	Has an approving official (AO) authorized/approved this purchase prior to making the purchase?  For VR&E, each cardholder should have a signed AO Pre-Approval Blanket Memorandum on file for the current fiscal year.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3	In accordance with the Federal Acquisition Regulation (FAR), have the required sources of supply or services been checked prior to ordering on the open market? Is the Veterans First Program being considered? (e.g. AbilityOne, GSA schedule, GSA Advantage, socioeconomic vendors, etc.)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4	Have you verified with the vendor that the payment processor is not a third-party payer, such as, PayPal, <del>ECOMM</del> , <del>EMONEY</del> , etc.?  Third party payer is permitted for Loan Guaranty Service's Specially Adapted Housing compliance inspection payment if both the third-party <u>payer's</u> and the payee's names are identified on the cardholder's credit card statement.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5	Have you informed the vendor that charges are tax-exempt? (Unless government purchasing is not tax-exempt in your state.) Sales taxes are allowed on VR&E purchases.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6	If you have multiple cards, are you verifying that you are using the appropriate purchase card? Example: For supply purchases, the 2620 BOC card will be used.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7	Have you verified with the vendor that the order total, shipping charges (destination or origin), etc. are accurate?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
8	Have you asked the vendor if there are any discounts associated with the purchase? (Prompt Payment Act)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
9	Have you entered the purchase card order on the buying log?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
10	Did you verify that the purchase has not been split to avoid competition?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
11	Did you verify that the purchase has not been split to circumvent the micro-purchase threshold for a single purchase?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Question # 2 is grayed out at the time of initial input

# 9 is grayed out. System will populate the answer

Questions 12 and 13 will be answered upon reconciliations.

AFTER THE ORDER IS PLACED		
12 - 13 are only applicable for VR&E purchase cardholders		
Number	Item	Check
12	Are the appropriate receipts records, packing slips, cash register slip, sales slip, invoice, etc. for this purchase on file?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
13	If order total is incorrect, have you disputed the charge and followed up on the coverage and credit?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Questions 12 and 13 will display at the time of reconciliations

All the questions that are not grayed out are required and must be answered before going to the next step. The following error will be received if a question is missed.

8	Have you asked the vendor if there are any discounts associated with the purchase? (Prompt Payment Act)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Check is required
---	---	---



See Appendix 4.2 for the entire list of questions. User will select OK to go into the VRE Purchase Card order Screen

VRE Purchase Card Order

Station: 310 Status: Working N/A Action:

Header

Document Number:

Card Number: [dropdown] \*

CardHolder Name:

Veteran First Name: [text] \*

Veteran Last Name: [text] \*

Title 38 US Code: [dropdown] \*

File Number:

- Claim # \*
- SSN \*

[text] \*

Vendor Code:

[text]

Vendor Code Suffix:

[text]

Vendor Name:

[text] \*

Vendor Address Line 1:

[text]

Vendor Address Line 2:

[text]

Vendor City:

[text]

Vendor State:

[text]

Vendor Zip:

[text]

Fund: [dropdown: 0137NS - Readj. Bene.-Credit Card (VBA)] \*

Total Cost:

[text] \*

Order Date:

[text] \*

Accountable Property:  Yes  No \*

Socioeconomic Goal:  Yes  No \*

Payment Mechanism Only:

Received Status: Not Received

Annual Review:

Monthly Review:

[Remaining Balance Report](#)

Line Items

Total: \$0.00 Header Total: \$0.00 Difference: \$0.00

Total Lines: 0

Attachments

Action Comments

Transaction Status History

Transaction Status History Data				
Action	Status	Document Number	Action By	Action Date
No data to display				

### 3.1.1.1 Header Information

The purchase cardholder selects information from the drop downs or fills ins for the following fields in the Header:

- Card Number – Choose from list of six-digit card numbers – only the card number those users have access to will be displayed [REQUIRED FIELD]
- Cardholder Name: System populated based on the card number
- Veteran First Name: Fill in. The name first name of the Veteran [REQUIRED FIELD]
- Veteran Last Name: Fill in. The last name of the Veteran [REQUIRED FIELD]
- Title 38 US Code: Dropdown. Select the US code
- File Number: Select either the claim # or SSN radio button and fill in the box for either that is selected.
  - Claim #
  - SSN
- Vendor Code – Fill in
- Vendor Code Suffix – Fill in
- Vendor Name – Fill In [REQUIRED FIELD]
- Vendor Address Line 1- Fill In
- Vendor Address Line 2 - Fill In
- Vendor City, State -- Fill In
- Vendor Zip - Fill In
- Fund – Default to 0137NS [REQUIRED FIELD]
- Total Cost - Fill In [REQUIRED FIELD]
- Order Date - Fill In or select the date from the calendar [REQUIRED FIELD]

Order Date:

October, 2022						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

- Accountable Property – Check box, if applicable [REQUIRED FIELD]
- Socioeconomic Goal – Check box, if applicable [REQUIRED FIELD]
- Payment Mechanism Only – Check box, if applicable
  - This field is used to apply the purchase order to an existing obligation

- If box is checked, the reference transaction code and reference obligation field will appear (see below).

Payment Mechanism Only:

Ref Trans Code:

 \*

Ref Obligation:

 \*

- Ref Trans Code – Choose from drop down list [REQUIRED FIELD]
- Ref Obligation - Fill In [REQUIRED FIELD] (Entire 9-digit number to include station number)
- Received Status – Populated when user updates the receiving information in the receiving submodule
- Annual Review – Updated when the annual review is performed on purchase order
- Monthly Review – Updated when the monthly review is performed on the purchase order

The following fields are either pre-populated or will populate based on other selections:

Cardholder Name - Pre-populated value that cannot be modified by user

Document Number – Will populate once header is saved

- Document Number Format: Example 306PV3000
  - 9-digit number with the following format
  - 1-3: 3- digit station - 306
  - 4: Letter P for Purchase Card - P
  - 5: Letter V for VR&E-V
  - 6: Last digit of FY – 2023 the 3
  - 7-9: Sequential numbers starting with 000

Once the header is completed, select the SAVE or CANCEL button. After clicking “Save” the following screen will be displayed.

## VRE Purchase Card Order

Station: 310    Status: Working    Action:

### Header

**Document Number:** 310PV3000  
**Card Number:** 352167 - TEST\_Creator, OFM Creator  
**CardHolder Name:** TEST\_Creator, OFM Creator  
**Veteran First Name:** Daffney  
**Veteran Last Name:** Duck  
**Title 38 US Code:** Chapter 31 (301-314) - VR&E  
**File Number:**   
**Vendor Code:**  
**Vendor Code Suffix:**  
**Vendor Name:** Amazon  
**Vendor Address Line 1:**  
**Vendor Address Line 2:**  
**Vendor City:**  
**Vendor State:**  
**Vendor Zip:**  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA)  
**Total Cost:** \$2,000.00  
**Order Date:** 10/26/2022  
**Accountable Property:**  Yes  No \*  
**Socioeconomic Goal:**  Yes  No \*  
**Payment Mechanism Only:**   
**Received Status:** Not Received  
**Annual Review:**   
**Monthly Review:**

[VRE Purchase Card Checklist](#)

[Remaining Balance Report](#)

The link to the VRE Purchase Card Checklist is present.

### 3.1.1.2 Line Information

The "Add New Line" button will be visible in the Line Items section. The user will select the "Add New Line" button. At least one line is required to be entered.

Line Items

Total: \$0.00 Header Total: \$2,000.00 Difference: \$2,000.00

Add New Line

Total Lines: 0

The following will appear:

Line Items

Total: \$0.00 Header Total: \$2,000.00 Difference: \$2,000.00

Line 01

[Use Default Accounting on Purchase Card](#)

Budget Fiscal Year: 2023 \*

Cost Center: 308000 Voc Rehab&Counsel Ser \*

BOC: \*

ACC/FCP: 0137000CC - VBA Readjust Bene Credit Card \*

Quantity: \*

Total Cost:  Increase  Decrease \*

Description: \*

Save Save And Finish Cancel

Total Lines: 1

**Note:** The line total assistance provides the differences between the line item totals and the header totals. The totals must equal (difference of zero) before the user can submit the purchase card order. **User can input as many lines needed for the purchase.**

Line Items

Total: \$0.00 Header Total: \$2,000.00 Difference: \$2,000.00

- [Use Default Accounting on Purchase Card](#) – the system will populate the cost center, boc and ACC/FCP that was input on the VRE purchase card setup list.
  - If select, the system will ask the following question

Accounting Confirmation

Are you sure you want to use the default accounting on the purchase card?

OK Cancel

- Select OK, the system will populate the boc since that is the only accounting data that is not already auto populated
- Budget Fiscal Year: [Auto populated with the current Fiscal year \[Required\]](#)
- Cost Center: [Auto populated or select from drop-down list. \[Required\]](#) Defaults to **308000**.

- BOC (Budget Object Code): [select from drop-down list](#). **[Required]** The user will select the appropriate budget object code for the purchase.
- ACC/FCP: [Auto populated or select from drop-down list](#). **[Required]** The user will select or enter the ACC/FCP. Defaults to **0137000CC**
- Quantity: [Fill In](#) **[Required]** The user will enter the quantity of the goods or services being Card ordered. (Maximum Length 9 Characters)
- Total Cost: [Fill In](#) **[Required]** The amount it will cost for the goods or services purchased.
- Description: [Fill In](#) **[Required]** The user will enter a description of the goods or services. (Maximum Length 100 Characters)
- It is required that the user selects Save, Save and Finish, or Cancel after all the required information is entered. Note: The line information will not save until all the required fields are entered.
  - **Save:** Line item will be saved. The total amount is computed and displayed on the line. The user can proceed to add additional lines, notes or attachments as needed. The purchase Card order will remain in "Working" status.
  - **Save and Finish:** Saves the line and submits the purchase Card order for approval. The purchase Card order status changes from "Working" to "In Review." The user will no longer have access to the transaction unless he/she is assigned the approver role. Note: The transaction will not allow the user to save and finish if the header total does not equal the line-item total(s).
  - **Cancel:** Data is not saved. The transaction will remain in "Working" status.

**Reminder:** Once the line has been entered, the total will be listed on the total of the Line Total Assistant. The Header total will be listed. The difference between the line total and the header total will be listed in the Difference title.

#### Line Items

Total: \$2,000.00 Header Total: \$2,000.00 Difference: \$0.00

**NOTE:** To input a credit order, the purchase cardholder will change the Increase/Decrease field to decrease on the line only.

**Line Items**

Total: \$1,000.00 Header Total: \$1,000.00 Difference: \$0.00

Add New Line

**Line 01**

**Budget Fiscal Year:** 2023  
**Cost Center:** 308000 Voc Rehab&Counsel Ser  
**BOC:** 4177 CH 31 - NON-SUBSISTENCE  
**ACC/FCP:** 0137000CC - VBA Readjust Bene Credit Card  
**Quantity:** 1  
**Total Cost:** (\$1,000.00)  Increase  Decrease  
**Description:** buying supplies for Veteran

Edit Delete Copy



Add New Line

Total Lines: 1

**3.1.1.3 Add Additional Lines**

Add Additional Lines: The user can add additional lines after the line is saved. The "Add New Line" button will become visible again to the user. The user will select the "Add New Line" button and follow the steps above for entering the line information

**Line Items**

Total: \$2,000.00 Header Total: \$2,000.00 Difference: \$0.00

Add New Line

**Line 01**

**Budget Fiscal Year:** 2023  
**Cost Center:** 308000 Voc Rehab&Counsel Ser  
**BOC:** 4177 CH 31 - NON-SUBSISTENCE  
**ACC/FCP:** 0137000CC - VBA Readjust Bene Credit Card  
**Quantity:** 10.00  
**Total Cost:** \$2,000.00  Increase  Decrease  
**Description:** supplies for Veteran

Edit Delete Copy

Add New Line

Total Lines: 1

**3.1.1.4 Attachments**

The user has the ability to add attachments to the purchase Card order. The user may add documents in the following formats: Portable Document Format (PDF), Joint Photographic Expert Group (JPEG) format, Microsoft Word document or a text file.

**Attachments**

Add Attachment ← The user can add attachment(s).

**Attachments**

Choose File No file chosen Save Cancel

Once the document is saved, the attachment will contain a hyperlink to the document. The user can delete the document by selecting the delete button or view the document by selecting the attachment. Once the document is saved, the "Add Attachment" button becomes visible. The user can add multiple attachments.

#### Attachments

Add Attachment

Attachment	Name	Created By	Date Created ▲	
<a href="#">b452c776-2d37-48f2-9e94-a7ffb0beb3ca.pdf</a>	Testing Word Attachment.pdf	OFM Creator TEST_Creater	10/26/2022	Delete

Per Financial Policy, Volume XVI, Chapter 1B. Documentation may vary in form and content. Some examples include e-mails, requisitions, memos, consults, or notes. Regardless of the form the documentation must contain a certification from the requestor that the proposed purchase is for a legitimate Government need, not for personal benefit, as well as a list of all items to be purchased. A copy of the approval must be retained as supporting documentation. For information on retaining supporting documentation, see section 010508.

### 3.1.1.5 Notes

The user has the ability to add notes to the Purchase Card Order. Once selected, the following screen will become visible.

#### Action Comments

Add Note

#### Action Comments

Note	Created By	Date Created ▲	
<p>Note Text</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			<p>Add New</p> <p>Cancel</p>

The user will type in the note in the text box provided. The field is required if the text box is selected. The user will have the option to "Add New" or Cancel the note.

- Add New: Notes will be added to the purchase card order. The note will be visible to any user that views the purchase card order.
- Cancel: Notes will not be saved to the purchase card order.

### 3.1.1.6 Transaction History



The Transaction status history is recorded at the bottom of the purchase card order. It lists all users and actions for the purchase card order. The fields are system populated and are Read Only.

#### Transaction Status History

Transaction Status History Data				
Action	Status	Document Number	Action By	Action Date
Updated	Working	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:32:14 PM
Updated	Working	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:25:06 PM
Updated	Working	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:24:37 PM
Updated	Working	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:24:29 PM
Created	Working	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:06:02 PM
Updated	Working	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:36:15 PM

Once all the required information is entered, the user must select an action for the purchase card order. The user can either select Exit, Submit, or Delete from the Action drop-down list and then select "Go."

#### VRE Purchase Card Order

Station: 310    Status: Working    Action:

**Header**

Document Number: 310PV3000

Card Number: 352167 - TEST\_Creator, OFM Creator

CardHolder Name: TEST\_Creator, OFM Creator

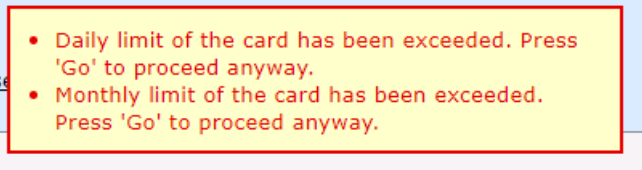
Veteran First Name: Daffney

Veteran Last Name: Duck

- **Exit:** The user will exit the document. The document will remain in its current status.
- **Submit:** The document will close, and the status will change from to "In Review." Purchase cardholder can take no further action on this purchase card order. An email will be sent to the Approving Official that a Purchase card order is ready for review.
- **Delete:** The purchase card order status will update to "Deleted". The transaction will still be visible if the user queries the desktop by all or deleted item status. The purchase card order can be viewed, but no other action may be taken on a deleted document.

#### 3.1.1.7 Exceeding the limits

The system does have edits to not allow the user to exceed the daily purchase limit and the monthly limit. The user will get an error on the screen:



If the user deem this purchase necessary, they can bypass it by selecting go. The approver will get this same message.

### 3.1.1.8 Copying Transaction

The purchase cardholder can copy a document in any status. To do that the user will select the copy button from the desktop screen.

**VRE Purchase Card Transactions**

Station: 310 Status: All Active Document ID: Created By: All Total: Vendor Name:

Export Format: PDF

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	In Review	310PV3002	OFM Creator TEST_Creater	11/02/2022	OFM Creator TEST_Creater	11/02/2022			1	\$100.00	11/02/2022
<input type="button" value="View"/> <input type="button" value="Copy"/>	Approved	310PV3001	Alice Garrett	11/02/2022	Alice Garrett	11/02/2022	OFM Approver TEST_Approver	11/02/2022	1	\$300.00	11/02/2022
<input type="button" value="View"/> <input type="button" value="Copy"/>	Fully Reconciled	310PV2006	OFM Creator TEST_Creater	09/09/2022	OFM Creator TEST_Creater	09/09/2022	OFM Approver TEST_Approver	09/09/2022	1	\$1,000.00	10/28/2022
<input type="button" value="View"/> <input type="button" value="Copy"/>	Working	310PV2008	OFM Creator TEST_Creater	09/11/2022					1	(\$1,000.00)	10/27/2022
<input type="button" value="View"/> <input type="button" value="Copy"/>	Working	310PV2007	OFM Creator TEST_Creater	09/11/2022					0	\$0.00	09/11/2022
<input type="button" value="View"/> <input type="button" value="Copy"/>	Approved	310PV2001	OFM Creator TEST_Creater	09/08/2022	OFM Creator TEST_Creater	09/09/2022	OFM Approver TEST_Approver	09/09/2022	1	\$1,000.00	09/09/2022

Page 1 of 1 (6 items) < [1] >

It will create the same information on the document after the user answers the purchase card checklist questions. Be careful to update the necessary information.

Also, user can copy a transaction inside the VRE purchase card order screen. See below:

**VRE Purchase Card Order**

Station: 310 Status: In Review Action:

**Header**

**Note:** the copying function does not negate answering the purchase card checklist question. The questions will still appear prior to inputting the information for the purchase card order.

### 3.1.1.9 Editing an Approved Purchase Order

If the charge amount exceeds the purchase order input, the purchase cardholder will have to update the original purchase card order. Purchase cardholder will select in the Action Field “Return to Edit.”

---

#### VRE Purchase Card Order

---

Station: 310    **Status: Approved**    Action:     

---

Header

---

The system will return the user back to the VRE Purchase Card Order desktop screen. The status of the transaction will be “Return to Station” status. The user will select ‘View.’ The transaction detail will be displayed. Select the edit in the header to update the amount in the header. Select Save. Update the line (s) by selecting edit and update the amount. The user can also add a new line if needed be. The header and line must equal before submitting the purchase order for approval. Once approved, purchase cardholder will be able to reconcile that order to that charge.

### 3.1.2 Approving Official – VRE Purchase Card Order

The approving official will receive an email notification that a purchase card order is ready for approval.

Test Environment: CAATS VRE Purchase Card : Station 310 : Notification:64414

 caatssystem@va.gov  
 To:  Garrett, Alice, VBAVACO;  Aguilar, Patrick A.;  TEST.PPSNATMGR@tpm.va.gov;  TEST.PPSNATSA@tpm.va.gov;  TEST\_VHIC0002@tpm.va.gov

↩ Reply ↩ Reply All ➔ Forward ⋮  
 Tue 08/30/2022 4:10 PM

The following item has been submitted for approver review:

Module: VrePurchaseCard  
 Type: VRE Purchase Card  
 Station: 310  
 Document ID: 310PV3000  
 Line Count: 1  
 Total Amount: 2000.00

[Link to Transaction](#)

The Purchase Card Approver might be able to access the purchase card order using the link after signing into the system.

The purchase Card order is also listed on the Approving Officials dashboard. The Approving Official will select the view button to review and approve the purchase card order. The following screen will be displayed.

**VRE Purchase Card Transactions**

Station:  Status:  Document ID:  Created By:  Total:  Vendor Name:

Export Format:

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/>	In Review	310PV3000	OFM Creator TEST_Creater	10/26/2022	OFM Creator TEST_Creater	10/26/2022			1	\$2,000.00	10/26/2022

Page 1 of 1 (4 items) 1

Once the Approving Official have reviewed the document, the user will go to the Action tab where they will have the option of Exit, Reject or Approve, then select Go.

Station: 310    Status: In Review    Action:

Exit  
Approve  
Reject

**Header**

**Document Number:** 310PV3000  
**Card Number:** 352167 - TEST\_Creater, OFM Creator  
**CardHolder Name:** TEST\_Creater, OFM Creator  
**Veteran First Name:** Daffney  
**Veteran Last Name:** Duck  
**Title 38 US Code:** Chapter 31 (301-314) - VR&E  
**File Number:**

- **Exit:** It will take the user back to the desktop screen. The document will remain in its current status.
- **Approve:** The status will be updated to "Finance Review" The Approving Official cannot make any changes to the document in that status.
- **Reject:** The approver will get a reason box that is required for the approver to explain the why rejecting the document. The status of the purchase card order will update to "Returned to Station." The purchase cardholder can modify the purchase card orders and resubmit or delete the purchase card orders.

**Note:** If the purchase cause the purchase card to exceed the daily and purchase card limit, the system will warn the purchase cardholder of this. The purchase cardholder have the ability to bypass it. The approver will see the same message when approving.

• Daily limit of the card has been exceeded. Press 'Go' to proceed anyway.  
 • Monthly limit of the card has been exceeded. Press 'Go' to proceed anyway.

The approver can bypass it by selecting the go.

### 3.1.3 Finance Approver – VRE Purchase Card Order

The Finance Approver will receive an email notification stating that a Purchase Order has been submitted for review.

Test Environment: CAATS VRE Purchase Card : Station 310 : Notification:64419



caatssystem@va.gov

To ● Garrett, Alice, VBAVACO; ● Aguilar, Patrick A.; ○ TEST.PPSNATMGR2@tpm.va.gov; ○ TEST\_VHIC0003@tpm.va.gov

The following item has been submitted for finance approver review:

Module: VrePurchaseCard  
 Type: VRE Purchase Card  
 Station: 310  
 Document ID: 310PV3000  
 Line Count: 1  
 Total Amount: 2000.00

[Link to Transaction](#)



The purchase card finance approver might be able to access the purchase card order using the link after signing into the system.

The Purchase order will also be visible on the dashboard of the VRE Purchase Card module - in the Purchase Card Order submodule. The Finance Approver will select the view button from next to the transaction to review.

#### VRE Purchase Card Transactions

Station:  Status:  Document ID:  Created By:  Total:  Vendor Name:

Export Format:

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/>	Finance Review	310PV3000	OFM Creator TEST_Creater	10/26/2022	OFM Creator TEST_Creater	10/26/2022	OFM Approver TEST_Approver	10/27/2022	1	\$2,000.00	10/27/2022

Finance Approver is the second level reviewer with the following responsibilities:

- Bona fide need meets the necessary expense requirements
- Amount and accounting string data are accurate
- Vendor is established and information is correct
- Period of performance/accounting period is valid and that funds are available

The following items should be checked on each transaction:

1. Valid Checklist
2. Valid documentation to support the purchase such as the following:
  - VA Form 28-1908m
  - Justification for the purchase
  - Other supporting documentation

3. Accounting classification is correct for the purchase – example boc is correct
4. Check Availability of funding
  - Log into FMS
  - Go to the ALLW table for FY, Fund, AOs, and station
  - Check the Available amount field

```

ACTION: R TABLEID: ALLW USERID: R241 AMG
*** ALLOWANCE INQUIRY SCREEN ***
KEY IS BUDGET FISCAL YEARS, FUND, A/O, STN, PROGRAM, LMT
BFY: 23 FUND: 0137NS A/O: 20 STN: 306 PROGRAM: 0200 LMT:
DESCRIPTION:
STATUS IND: A SPENDING CONTROL OVR: BUDGETED FTES: 000000
APPROVED IND: Y POST QTR: 1 TRANS TYPES - PENDING: 01 APPROVED: 02 POSTED: 03

APPROVED ALLW AMT: 500,000.00 YTD_ALLOW_AMT: 500,000.00
YTD_UNLIQ_OBLG_AMT: 1,632.00 AVAILABLE_AMT: 270,178.39
EXPENDE AMT: 228,189.61

Q ORIG_ALLOW_AMT PEND_ALLOW_AMT APPRV_ALLOW_AMT SUBALLOW_AMT
1 500,000.00 0.00 500,000.00 0.00
2 0.00 0.00 0.00 0.00
3 0.00 0.00 0.00 0.00
4 0.00 0.00 0.00 0.00

Q END_QTR_AVAILABLE UNLIQ_OBLG_AMT EXPENDE_AMT UNSUBALLOW_AMT
1 0.00 816.00 77,107.41 500,000.00
2 0.00 816.00 147,866.20 0.00
3 270,178.39 0.00 3,216.00 0.00
4 0.00 0.00 0.00 0.00

```

Once all items are reviewed, the Finance Approver has the ability to select the Edit button to update the following:

- Header: fund
- Line: budget fiscal year, cost center, boc and acc/fcp in the line.

VRE Purchase Card Order

Station: 310 Status: Finance Review Action:

**Header**

Document Number: 310PV3000  
 Card Number: 352167 - TEST\_Creator, OFM Creator  
 CardHolder Name: TEST\_Creator, OFM Creator  
 Veteran First Name: Daffney  
 Veteran Last Name: Duck  
 Title 38 US Code: Chapter 31 (301-314) - VR&E  
 File Number: Claim # 123456479

Vendor Code:  
 Vendor Code Suffix:  
 Vendor Name: Amazon  
 Vendor Address Line 1:  
 Vendor Address Line 2:  
 Vendor City:  
 Vendor State:  
 Vendor Zip:

Fund: 0137NS - Readj. Bene.-Credit Card (VBA)  
 Total Cost: \$2,000.00  
 Order Date: 10/26/2022

Accountable Property:  Yes  No \*  
 Socioeconomic Goal:  Yes  No \*  
 Payment Mechanism Only:   
 Received Status: Not Received

Annual Review:   
 Monthly Review:

[VRE Purchase Card Checklist](#)  
[Remaining Balance Report](#)

**Line Items**

Total: \$2,000.00 Header Total: \$2,000.00 Difference: \$0.00

**Line 01**

Budget Fiscal Year: 2023  
 Cost Center: 308000 Voc Rehab&Counsel Ser  
 BOC: 4177 CH 31 - NON-SUBSISTENCE  
 ACC/FCP: 013700CC - VBA Readjust Bene Credit Card  
 Quantity: 10.00  
 Total Cost: \$2,000.00  Increase  Decrease  
 Description: supplies for Veteran

Total Lines: 1

**Attachments**

Attachment	Name	Created By	Date Created	
b452c776-2d37-48f2-9e94-a7fb0beb3ca.pdf	Testing Word Attachment.pdf	OFM Creator TEST_Creator	10/26/2022	<input type="button" value="Delete"/>

**Action Comments**

Note	Created By	Date Created	
This notes section can be used to write a message to the approving official	OFM Creator TEST_Creator	10/26/2022	

**Transaction Status History**

Transaction Status History Data				
Action	Status	Document Number	Action By	Action Date
Approved	Finance Review	310PV3000	OFM Approver TEST_Approver	10/27/2022 8:24:37 AM
Submitted	In Review	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:41:45 PM
Updated	Working	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:36:15 PM
Updated	Working	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:32:14 PM
Updated	Working	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:25:06 PM
Updated	Working	310PV3000	OFM Creator TEST_Creator	10/26/2022 3:24:37 PM

If the user select the edit in either of the header or line the below screen will appear:

**Header**

Document Number: 310PV3000  
 Card Number: 352167 - TEST\_Creator, OFM Creator  
 CardHolder Name: TEST\_Creator, OFM Creator  
 Veteran First Name: Daffney  
 Veteran Last Name: Duck  
 Title 38 US Code: Chapter 31 (301-314) - VR&E  
 File Number: Claim # 123456479

Vendor Code:  
 Vendor Code Suffix:  
 Vendor Name: Amazon  
 Vendor Address Line 1:  
 Vendor Address Line 2:  
 Vendor City:  
 Vendor State:  
 Vendor Zip:

Fund: 0137NS - Readj. Bene.-Credit Card (VBA) \*

Total Cost: \$2,000.00  
 Order Date: 10/26/2022

Accountable Property:  Yes  No \*  
 Socioeconomic Goal:  Yes  No \*  
 Payment Mechanism Only:   
 Received Status: Not Received

Annual Review:   
 Monthly Review:

**Line Items**

Total: \$2,000.00 Header Total: \$2,000.00 Difference: \$0.00

**Line 01**

[Use Default Accounting on Purchase Card](#)

Budget Fiscal Year: 2023 \*  
 Cost Center: 308000 Voc Rehab&Counsel Ser \*  
 BOC: 4177 CH 31 - NON-SUBSISTENCE \*  
 ACC/FCP: 013700CC - VBA Readjust Bene Credit Card \*  
 Quantity: 10.00  
 Total Cost: \$2,000.00  Increase  Decrease  
 Description: supplies for Veteran

Total Lines: 1

Note: the purchase cardholder cannot edit both at the same time. Has to edit one at a time. The screen above just shows the items that can be updated.

Select SAVE or Cancel Button

- Save: will update the field.
- Cancel: No update will be saved.



Once any updates are done, the finance approvers can perform the following actions:

**VRE Purchase Card Order**

Station: 310    Status: Finance Review    Action: Exit

**Header**

Document Number: 310PV3000

Card Number: 352167 - TEST\_Creater, OFM Creator

CardHolder Name: TEST\_Creater, OFM Creator

Veteran First Name: Daffney

Veteran Last Name: Duck

Title 38 US Code: Chapter 31 (301-314) - VR&E

File Number:

- **Exit:** It will take the user back to the desktop screen. The document will remain in its current status.
- **Approve:** The status will be updated to "Approved" The Finance Approver cannot make any changes to the document in that status.
- **Reject:** The approver will get a reason box that is required for the finance approver to explain the why rejecting the document. The status of the purchase card order will update to "Returned to Station." The purchase cardholder can modify the purchase card orders and resubmit or delete the purchase card orders

If approve the statues will be in "Approved" status. The purchase cardholder can make that purchase. Only once the items have been approved can that purchase be made.

**VRE Purchase Card Transactions**

Station:     Status:     Document ID:     Created By:     Total:     Vendor Name:    

Export Format:    

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/>	Approved	310PV3000	OFM Creator TEST_Creater	10/26/2022	OFM Creator TEST_Creater	10/26/2022	OFM Approver TEST_Approver	10/27/2022	1	\$2,000.00	10/27/2022

**Note:** If the purchase cause the purchase card to exceed the daily and purchase card limit, the system will warn the purchase cardholder of this. The purchase cardholder have the ability to bypass it. The finance approver will see the same message when approving.

- Daily limit of the card has been exceeded. Press 'Go' to proceed anyway.
- Monthly limit of the card has been exceeded. Press 'Go' to proceed anyway.

The finance approver can bypass it by selecting the go.

### 3.2 VRE Purchase Card Receiving

The VRE Purchase Card Receiving sub module is used to record the receipt information for the purchases entered in the VRE Purchase Card Order sub module by the purchase cardholder. When this sub module is selected from the VRE Purchase Card module, a list of all purchase card orders for that user will be displayed.

#### VRE Purchase Card Receiving

Station: 310 Status: All Active Document ID: Created By: All Received: All

Export Format: PDF

VRE Purchase Card Receiving											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/>	Approved	310PV3000	OFM Creator TEST_Creator	10/26/2022	OFM Creator TEST_Creator	10/26/2022	OFM Approver TEST_Approver	10/27/2022	1	\$2,000.00	10/27/2022
<input type="button" value="View"/>	Approved	310PV2001	OFM Creator TEST_Creator	09/08/2022	OFM Creator TEST_Creator	09/09/2022	OFM Approver TEST_Approver	09/09/2022	1	\$1,000.00	09/09/2022

Page 1 of 1 (2 items) < [1] >

User will select the "VIEW" button to open the document.

---

**VRE Purchase Card Order Receiving**

---

Station: 310    Status: Approved    Action:  **Header**

---

**Document Number:** 310PV3000  
**Card Number:** 352167 - TEST\_Creator, OFM Creator  
**CardHolder Name:** TEST\_Creator, OFM Creator  
**Veteran First Name:** Daffney  
**Veteran Last Name:** Duck  
**Title 38 US Code:** Chapter 31 (301-314) - VR&E  
**File Number:**

**Vendor Code:**  
**Vendor Code Suffix:**  
**Vendor Name:** Amazon  
**Vendor Address Line 1:**  
**Vendor Address Line 2:**  
**Vendor City:**  
**Vendor State:**  
**Vendor Zip:**  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA)  
**Total Cost:** \$2,000.00  
**Order Date:** 10/26/2022  
**Accountable Property:**  Yes  No \*  
**Socioeconomic Goal:**  Yes  No \*  
**Payment Mechanism Only:**   
**Received Status:** Not Received  
**Annual Review:**   
**Monthly Review:**

**Line Items**

Total: \$2,000.00 Header Total: \$2,000.00 Difference: \$0.00

**Line 01**

**Budget Fiscal Year:** 2023  
**Cost Center:** 308000 Voc Rehab&Counsel Ser  
**BOC:** 4177 CH 31 - NON-SUBSISTENCE  
**ACC/FCP:** 0137000CC - VBA Readjust Bene Credit Card  
**Quantity:** 10.00  
**Total Cost:** \$2,000.00  Increase  Decrease  
**Description:** supplies for Veteran  
**Quantity Received:**  
**Received Date:**  
**Received By:**  
**Receiving Remarks:**

Total Lines: 1

**Attachments**

Attachment	Name	Created By	Date Created ▲	
<a href="#">b452c776-2d37-48f2-9e94-a7ffb0beb3ca.pdf</a>	Testing Word Attachment.pdf	OFM Creator TEST_Creater	10/26/2022	<input type="button" value="Delete"/>

**Receipts**

**Action Comments**

Note	Created By	Date Created ▲	
This notes section can be used to write a message to the approving official	OFM Creator TEST_Creater	10/26/2022	

The user must first attach the receipt for the purchase by selecting the Add Receipts button. The receipt button is similar to the attachment where you have to choose where the receipt is located before uploading it.

Acceptable forms of confirmation of receipt of goods and/or services:

- A signed VA Form 28-1905r
- An email verification of receipt of specified goods and supplies from the claimant
- A signed and dated packing slip, receipt, or invoice

**Receipts**

No file chosen

Select SAVE or Cancel Button

- Save: stores the receipt

- Cancel: No update will be saved

Once that is completed, the purchase cardholder will select Edit in the line

**Line Items**

Total: \$2,000.00 Header Total: \$2,000.00 Difference: \$0.00

Line 01	
<b>Budget Fiscal Year:</b>	2023
<b>Cost Center:</b>	308000 Voc Rehab&Counsel Ser
<b>BOC:</b>	4177 CH 31 - NON-SUBSISTENCE
<b>ACC/FCP:</b>	0137000CC - VBA Readjust Bene Credit Card
<b>Quantity:</b>	10.00
<b>Total Cost:</b>	\$2,000.00 <input checked="" type="radio"/> Increase <input type="radio"/> Decrease
<b>Description:</b>	supplies for Veteran
<b>Quantity Received:</b>	
<b>Received Date:</b>	
<b>Received By:</b>	
<b>Receiving Remarks:</b>	
<input type="button" value="Edit"/>	

Total Lines: 1

The following screen will appear when you select the edit button on the line

**Line Items**

Total: \$2,000.00 Header Total: \$2,000.00 Difference: \$0.00

Line 01	
<b>Budget Fiscal Year:</b>	2023
<b>Cost Center:</b>	308000 Voc Rehab&Counsel Ser
<b>BOC:</b>	4177 CH 31 - NON-SUBSISTENCE
<b>ACC/FCP:</b>	0137000CC - VBA Readjust Bene Credit Card
<b>Quantity:</b>	10.00
<b>Total Cost:</b>	\$2,000.00 <input checked="" type="radio"/> Increase <input type="radio"/> Decrease
<b>Description:</b>	supplies for Veteran
<b>Quantity Received:</b>	<input type="text" value="10"/> *
<b>Received Date:</b>	<input type="text" value="10/27/2022"/> *
<b>Received By:</b>	<input type="text" value="Minnie Mouse"/> *
<b>Receiving Remarks:</b>	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Total Lines: 1

- Quantity Received: – Fill in [REQUIRED]
- Received Date – Fill In [REQUIRED]
- Received By – Fill In [REQUIRED]
- Receiving Remarks - Fill In

## Select SAVE or Cancel Button

- Save: will update the field.
- Cancel: No update will be saved

Line Items**Total:** \$2,000.00 **Header Total:** \$2,000.00 **Difference:** \$0.00**Line 01**

**Budget Fiscal Year:** 2023  
**Cost Center:** 308000 Voc Rehab&Counsel Ser  
**BOC:** 4177 CH 31 - NON-SUBSISTENCE  
**ACC/FCP:** 0137000CC - VBA Readjust Bene Credit Card  
**Quantity:** 10.00  
**Total Cost:** \$2,000.00  Increase  Decrease  
**Description:** supplies for Veteran  
**Quantity Received:** 10  
**Received Date:** 10/27/2022  
**Received By:** Minnie Mouse  
**Receiving Remarks:**

Total Lines: 1

The final step in the receiving process is to update Received Status field on the header.

**VRE Purchase Card Order Receiving**

Station: 310    Status: Approved    Action:

**Header**

**Document Number:** 310PV3000  
**Card Number:** 352167 - TEST\_Creator, OFM Creator  
**CardHolder Name:** TEST\_Creator, OFM Creator  
**Veteran First Name:** Daffney  
**Veteran Last Name:** Duck  
**Title 38 US Code:** Chapter 31 (301-314) - VR&E  
**File Number:**   
**Vendor Code:**  
**Vendor Code Suffix:**  
**Vendor Name:** Amazon  
**Vendor Address Line 1:**  
**Vendor Address Line 2:**  
**Vendor City:**  
**Vendor State:**  
**Vendor Zip:**  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA)  
**Total Cost:** \$2,000.00  
**Order Date:** 10/26/2022  
**Accountable Property:**  Yes  No \*  
**Socioeconomic Goal:**  Yes  No \*  
**Payment Mechanism Only:**

**Received Status:** Not Received

**Annual Review:**

**Monthly Review:**

Select Edit

**Received Status:**  \*

Type to search

Not Received

Partially Received

Received

Not Able to Receive

User has the options of selecting the following for the “Received Status” field:

- Not Received—none of the items purchased have been received
- Partially Received-some of the items purchased have been received
- Received—all items purchased have been received

- Not Able to Receive – all items purchased that can't be received (used for items returned-credit orders)

Once the item has been selected, select SAVE or CANCEL button.

**NOTE:** An edit has been built into the system so that if the “Received Status” field in the header is changed to “Received” or the line data has been updated before attaching the receipt. The following error message will be received:

• Unable to Save: Receipt Attachment required.

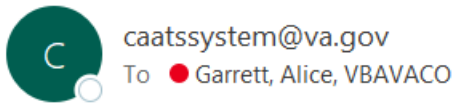




### 3.3 VRE Purchase Card Charge Reconciliation

The VRE Purchase Card Reconciliation sub module is used to reconcile VRE purchase card orders with the transactions received from US Bank. An extract of the file sent to FMS from US Bank is downloaded daily into CAATS. The purchase cardholder will receive an email informing them that they have charges to reconcile. Sample email notification below:

#### Test Environment: CAATS Purchase Card Charges to Reconcile



You have new purchase card charges to reconcile in CAATS for Station: 310

For more information, please visit the CAATS [Purchase Card Reconciliation](#) page.

When you select VRE Purchase Card Reconciliation, the screen below will be displayed.

#### VRE Purchase Card Charge Reconciliation

Station: 310 Cardholder: <input type="text"/> <input type="checkbox"/> Show Reconciled <input type="checkbox"/> Disputed Only									
	Charge Status	Card Number	Cardholder	Net Amount	Vendor	Disputed	Active	Date Created	Updated
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	300.00	WalMart		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	100.00	WalMart		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	2000.00	Amazon		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	-1000.00	Amazon		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	1000.00	Garrett Car		✓	9/9/2022	9/9/2022

Page 1 of 1 total page(s) (0 record(s) total)

The list shows all the charges received from US Bank along with the current status in CAATS. If you would like to see all purchase card charges that have not been reconciled, ensure that neither the “Show Reconciled” box nor the “Disputed Only box is not checked. If you would like to see the partially reconciled or reconciled items, ensure

that the “Show Reconciled” box only is checked. If you would like to see those charges that are in dispute, check the “Disputed Only” box

Select the VIEW button.

**VRE Purchase Card Charge**

Bank Charge Information

Charge Status: Unreconciled  
 Credit Card Number: 352167  
 Date Created: 10/27/2022  
 Purchase Date: 10/27/2022  
 Net Amount: \$2,000.00  
 Vendor Name: Amazon  
 Vendor City: Austin  
 Vendor State: TX  
 Fund: 0137NS  
 FCP: 0137000CC  
 Cost Center: 308000  
 BOC: 4177  
 AO: 20  
 Budget Fiscal Year: 2022  
 Purchase ID: 8257157900165312457689343  
 Reference Number: 24638187156518068560152  
 Disputed:   
 Active:   
 Charge Detail:

Edit

Available Purchase Card Orders

	Document #	Card Holder	Vendor	Location	Order Date	Total	Remaining
Add	310PV3000	TEST_Creator, OFM Creator	Amazon	,	10/26/2022	\$2,000.00	\$2,000.00
Line	Description	Quantity	Qty Received	Line Total	Remaining		
001	supplies for Veteran	10.00	10.00	\$2,000.00	\$2,000.00		

Audit History

Audit History			
Action	Action By	Action Date	Comments

The header portion of the screen shows the details for the US Bank charge. The line portion shows a list of purchase card orders that are unreconciled or partially reconciled and could be possible matches for the US Bank charge. **In order for the purchase card orders to be displayed in the Available Purchase Card Orders list, the receiving information has to be input using the VRE Purchase Card Receiving submodule.** CAATS will highlight the order(s) that have the same dollar value as the US Bank charge. Select the ADD button to perform the reconciliation. The following screen will be displayed.

**Selected Purchase Card Order**

<b>Document #:</b> 310PV3000	<b>Order Total:</b> \$2,000.00
<b>Card Holder:</b> TEST_Creator, OFM Creator	<b>Order Total Remaining:</b> \$2,000.00
<b>Order Date:</b> 10/26/2022	<b>Order Status:</b> Approved
<b>Vendor:</b> Amazon	<b>Applied from Charge:</b> \$0.00
<b>Vendor Location:</b> ,	<b>Remaining on Charge:</b> \$2,000.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input type="checkbox"/>	001	supplies for Veteran	10.00	10.00	\$2,000.00	\$2,000.00	

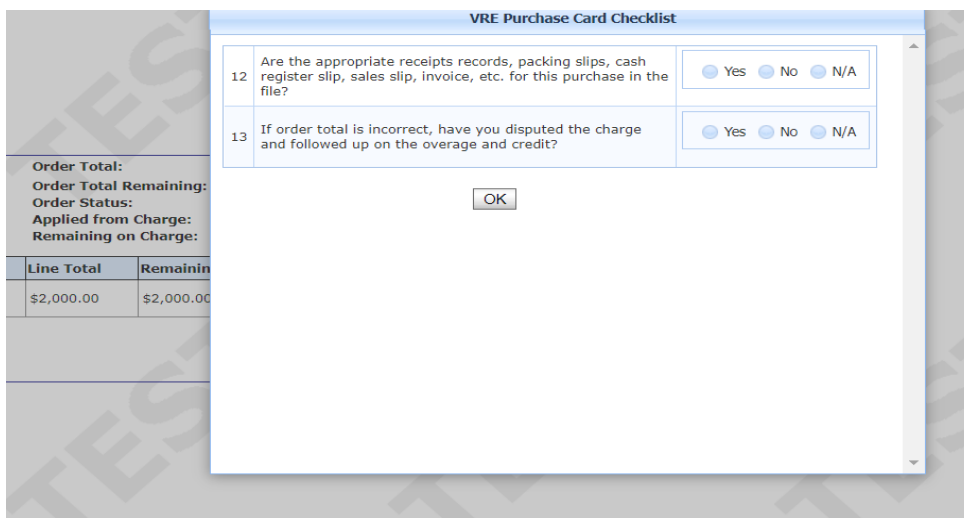
Check the box and input the Applied amount

- Applied Amount –Fill In [REQUIRIED]

Select from the following options:

- **Reconcile Final:** when the purchase order matches the purchase card charge fully. Status of purchase order and purchase charge will change to “Fully Reconciled”
- **Reconcile Partial:** when the purchase order has been charged partially meaning there will be another purchase charge to complete the purchase will be “Partially Reconciled”. However, the purchase charge status will be “Fully Reconciled”
- **Cancel:** allows users to cancel the input.

If more than one line item, deselect the line item(s) that do not pertain to this reconciliation. After user selects one of the options above, the rest of the Purchase Card Checklist questions will be asked at the time. See below for screen print:



Answer the questions and select OK

Users have the following options:

- **Edit:** allows user to uncheck the line box or applied amount of the charged information
- **Delete:** allows user to delete a charge that was applied to the purchase order
- **Mark as Partial:** allows users to mark as partially reconcile.
- **Return to Charge List:** allows users to return to the unreconciled charge list screen

**Note:** An expenditure transfer (EW) will be automatically generated to FMS, if the accounting on the bank charge transaction does not match the accounting on the purchase card order. If payment mechanism only is checked, an ET will be generated if the accounting on the bank charge transaction does not match the accounting on the referenced obligation. The ET or EW will be generated in “Approved” status and submitted to FMS during the nightly processing. To view these ET’s or EW’s go to submodule Purchase Card Expense Transfers under the Purchase Card module.

### 3.3.1 Correcting Incorrect Recon – Fully Reconciled/Partially Reconciled Status

If user mistakenly reconciled a bank charge to the wrong purchase order and status is Fully Reconciled/Partially Reconciled status, the user could go back into the reconciled item and correct the mistake. Go to the VRE Purchase Card Charge Reconciliation submodule which will show the list of all the purchase card charges reconciled for that cardholder. Check the Show Reconciled box.

#### VRE Purchase Card Charge Reconciliation

Station: 310		Cardholder:		<input checked="" type="checkbox"/> Show Reconciled	<input type="checkbox"/> Disputed Only				
	Charge Status	Card Number	Cardholder	Net Amount	Vendor	Disputed	Active	Date Created	Updated
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	300.00	WalMart		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	100.00	WalMart		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Fully Reconciled	352167	OFM Creator TEST_Creater	2000.00	Amazon		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	-1000.00	Amazon		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	300.00	WalMart		✓	9/9/2022	9/11/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	-100.00	WalMart		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	250.00	AirForce Joes		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	1000.00	Best Buy		✓	9/9/2022	9/12/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	750.00	Amazon		✓	9/9/2022	9/11/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	1000.00	Garrett Car		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Rejected	352167	OFM Creator TEST_Creater	1000.00	Amazon		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	200.00	WalMart		✓	9/9/2022	9/11/2022

Page 1 of 1 total page(s) (0 record(s) total)

Select the View button to view the previously reconciled item.

**VRE Purchase Card Charge**

**Bank Charge Information**

**Charge Status:** Fully Reconciled  
**Credit Card Number:** 352167  
**Date Created:** 10/27/2022  
**Purchase Date:** 10/27/2022  
**Net Amount:** \$2,000.00  
**Vendor Name:** Amazon  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4177  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689343  
**Reference Number:** 24638187156518068560152  
**Disputed:**   
**Active:**   
**Charge Detail:**

[Edit](#)

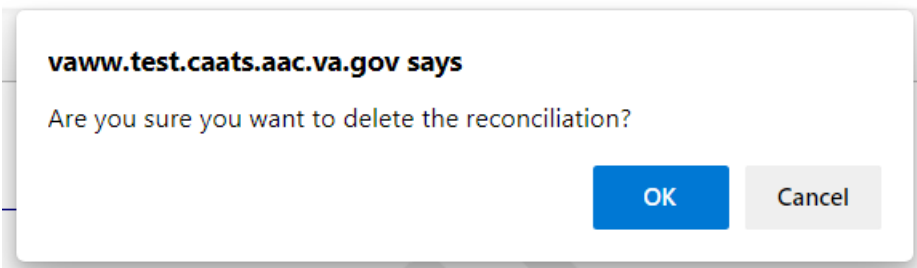
**Selected Purchase Card Order**

**Document #:** [310PV3000](#)  
**Card Holder:** TEST\_Creator, OFM Creator  
**Order Date:** 10/26/2022  
**Vendor:** Amazon  
**Vendor Location:** ,  
**Order Total:** \$2,000.00  
**Order Total Remaining:** \$0.00  
**Order Status:** Fully Reconciled  
**Applied from Charge:** \$2,000.00  
**Remaining on Charge:** \$0.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	supplies for Veteran	10.00	10.00	\$2,000.00	\$0.00	\$2,000.00

[Edit](#)
[Delete](#)
[Mark as Partial](#)

Select the "Delete" button to completely unreconcile the charge. The system will ask the following question:



Select Ok to perform the action or Cancel to discontinue

The status of both the purchase card order and charge will go back the previous status.

**Note:** An automated expenditure transfer will be submitted to reverse the initial one that was submitted when the charge was initially reconciled. If the original EW has not been submitted to FMS it will be deleted. If the original EW has been submitted to FMS, the reversal will be generated in “Approved” status and submitted to FMS during the nightly processing.

The user can then go back to the charge list and reconcile this item to the correct purchase card charge. If need to go back to the update the purchase card order, then go to the purchase card order module to update accordingly.

CAATS does have a tolerance of 10% or 50 under the purchase card order. For example, an order was input for \$100.00. The vendor gave a discount so only \$90.00 was submitted for payment. The purchase cardholder can reconcile fully without having to adjust the purchase card order. If the charge is over the purchase card order, then the purchase cardholder has to update the order.

### 3.3.2. Correcting Incorrect Recon – Reconcile Approved Status

If purchase cardholder mistakenly reconciled a bank charge to the wrong purchase order and status of the purchase card order is “Reconciled Approved”. The purchase cardholder will have to have the approving approval reject a previously approved purchase card reconciliation. The approving official will go to the VRE Service Group →VRE Purchase Card →VRE Purchase Reconciliation Approval

#### VRE Purchase Card Reconciliation Approval

Station: 349 Status: Fully Reconciled Cardholder:

			Order Number	Card Number	Card Holder	Net Amount	Vendor	Purchase Date
<input type="button" value="View"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	All Fully Reconciled Reconcile Approved Reconcile Rejected	349PV4003	246999	TEST_vaausiam-victest41, Test_Creator	125.00	Book Store	9/20/2022
<input type="button" value="View"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	Fully Reconciled	349PV4002	246999	TEST_vaausiam-victest41, RATS_Lead Analyst	250.00	Book Store	9/20/2022

Page 1 of 1 total page(s) (0 record(s) total)

Update the Status field to Reconciled Approved Status

#### VRE Purchase Card Reconciliation Approval

Station: 349 Status: Reconcile Approved Cardholder:

		Status	Order Number	Card Number	Card Holder	Net Amount	Vendor	Purchase Date
<input type="button" value="View"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	Reconcile Approved	349PV4003	246999	TEST_vaausiam-victest41, Test_Creator	300.00	Book Store	9/20/2022

Page 1 of 1 total page(s) (0 record(s) total)

Find the purchase card order that needs to be reject. Check the Reject box.

**VRE Purchase Card Reconciliation Approval**

Station: 349 Status: Reconcile Approved Cardholder: [ ]

	Status	Order Number
<input type="button" value="View"/>	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Reject	Reconcile Approved 349PV4003

Page 1 of 1 total page(s) (0 record(s) total)

Rejection Reason

Reason: \*

Incorrect order was applied to the charge.

Input the reason for the rejection and select OK and then select Submit

### VRE Purchase Card Reconciliation Approval

Station: 349 Status: Reconcile Rejected Cardholder: [ ]

	Status	Order Number	Card Number	Card Holder	Net Amount	Vendor	Purchase Date
<input type="button" value="View"/>	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Reject	Reconcile Rejected 349PV4003	246999	TEST_vaausiam-victest41, Test_Creator	300.00	Book Store	9/20/2022

Page 1 of 1 total page(s) (0 record(s) total)

Status of the purchase card order is in Reconciled Rejected Status.

The purchase cardholder will now go to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Reconciliation to delete the reconciliation and reconcile to the correct purchase card order

### VRE Purchase Card Charge Reconciliation

Station: 349 Cardholder: [ ]  Show Reconciled  Disputed Only  Active Only

	Charge Status	Card Number	Cardholder	Net Amount	Vendor	Disputed	Active	Date Created	Updated
<input type="button" value="View"/>	Unreconciled	264999	Test_Creator TEST_vaausiam-victest41	300.00	Book Store		✓	3/31/2023	3/31/2023
<input type="button" value="View"/>	Reconcile Rejected	246999	Test_Creator TEST_vaausiam-victest41	125.00	Book Store		✓	9/20/2022	12/12/2023
<input type="button" value="View"/>	Fully Reconciled	246999	Test_Creator TEST_vaausiam-victest41	250.00	Book Store		✓	9/20/2022	12/5/2023
<input type="button" value="View"/>	Reconcile Rejected	246999	Test_Creator TEST_vaausiam-victest41	300.00	Book Store		✓	9/20/2022	12/12/2023

Page 1 of 1 total page(s) (0 record(s) total)

Check the box beside the Show Reconciled to display the orders that needs to be corrected. Find the Reconciled Rejected one and select View

**VRE Purchase Card Charge**

Bank Charge Information

**Charge Status:** Reconcile Rejected  
**Credit Card Number:** 246999  
**Date Created:** 9/20/2022  
**Purchase Date:** 9/20/2022  
**Net Amount:** \$300.00  
**Vendor Name:** Book Store  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4177  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689346  
**Reference Number:** 24638187156518068560456  
**Disputed:**   
**Active:**   
**Charge Detail:**

[Edit](#)

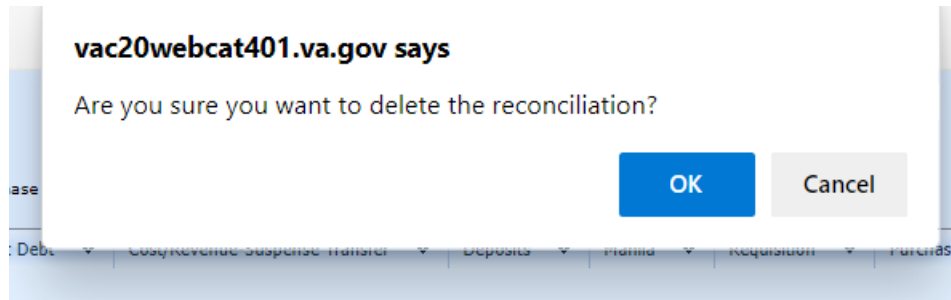
Selected Purchase Card Order

**Document #:** [349PV4003](#)  
**Card Holder:** TEST\_vaausiam-victest41, Test\_Creator  
**Order Date:** 12/11/2023  
**Vendor:** Book Store  
**Vendor Location:** /  
**Order Total:** \$425.00  
**Order Total Remaining:** \$0.00  
**Order Status:** Reconcile Rejected  
**Applied from Charge:** \$300.00  
**Remaining on Charge:** \$0.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	books	1.00	1.00	\$300.00	\$0.00	\$300.00
<input type="checkbox"/>	002	books	1.00	1.00	\$125.00	\$0.00	

[Edit](#)
[Delete](#)
[Resubmit](#)

The purchase cardholder can now select Delete to delete this reconciliation.



System will ask the question are you sure that you want to delete the reconciliation. Select Ok



## VRE Purchase Card Charge

### Bank Charge Information

**Charge Status:** Unreconciled  
**Credit Card Number:** 246999  
**Date Created:** 9/20/2022  
**Purchase Date:** 9/20/2022  
**Net Amount:** \$300.00  
**Vendor Name:** Book Store  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4177  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689346  
**Reference Number:** 24638187156518068560456

**Disputed:**

**Active:**

**Charge Detail:**

[Edit](#)

### Available Purchase Card Orders

	Document #	Card Holder	Vendor	Location	Order Date	Total	Remaining
<a href="#">Add</a>	<a href="#">349PV2001</a>	TEST_vaausiam-vicetest41, RATS_Lead Analyst	Book Store	,	9/20/2022	\$250.00	\$250.00
	<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty Received</b>	<b>Line Total</b>	<b>Remaining</b>	
	001	testing focus review	1.00	1.00	\$250.00	\$250.00	
<a href="#">Add</a>	<a href="#">349PV4003</a>	TEST_vaausiam-vicetest41, Test_Creator	Book Store	,	12/11/2023	\$425.00	\$300.00
	<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty Received</b>	<b>Line Total</b>	<b>Remaining</b>	
	001	books	1.00	1.00	\$300.00	\$300.00	
	002	books	1.00	1.00	\$125.00	\$0.00	

Status of the purchase card charges updates to “Unreconciled”

The purchase cardholder will be able to reconcile correct purchase card order to this correct purchase card order by selecting the Add to the right one.

### 3.4 VRE Purchase Card Expense Transfers

This sub module will provide the list of expenditure transfers (EW & ET transactions) that are automatically submitted to FMS once the purchase card orders are reconciled. The EW will transfer the expenditures from the accounting on the US Bank charge to the accounting provided on the purchase card order. The ET will transfer the expenditures from the accounting on the US Bank charge to the accounting provided on the referenced obligation. You will be able to view the transaction from this sub module. The status will show as "Approved" until the transactions are submitted to FMS. See screen print below.

#### VRE Purchase Card Expense Transfer Transactions

Station:	Status:	Document ID:	Created By:	Trans Code:	Submit
310	All Active		All	EW	

Export Format: PDF Export

Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<a href="#">View</a> Approved	3103CV00001	OFM Creator TEST_Creater	10/27/2022	OFM Creator TEST_Creater	10/27/2022	CAATS System	10/27/2022	1	\$2,000.00	10/27/2022
<a href="#">View</a> Submitted To FMS	3102CV00005	OFM Creator TEST_Creater	09/11/2022	OFM Creator TEST_Creater	09/11/2022	CAATS System	09/11/2022	1	\$200.00	09/12/2022
<a href="#">View</a> Submitted To FMS	3102CV00004	OFM Creator TEST_Creater	09/11/2022	OFM Creator TEST_Creater	09/11/2022	CAATS System	09/11/2022	1	\$300.00	09/12/2022
<a href="#">View</a> Submitted To FMS	3102CV00001	OFM Creator TEST_Creater	09/09/2022	OFM Creator TEST_Creater	09/09/2022	CAATS System	09/09/2022	1	\$1,000.00	09/12/2022
<a href="#">View</a> Submitted To FMS	3102CV00003	OFM Creator TEST_Creater	09/09/2022	CAATS System	09/09/2022	CAATS System	09/09/2022	1	\$200.00	09/12/2022
<a href="#">View</a> Submitted To FMS	3102CV00002	OFM Creator TEST_Creater	09/09/2022	OFM Creator TEST_Creater	09/09/2022	CAATS System	09/09/2022	1	(\$100.00)	09/12/2022
<a href="#">View</a> Submitted To FMS	3102CV00006	OFM Creator TEST_Creater	09/11/2022	OFM Creator TEST_Creater	09/11/2022	CAATS System	09/11/2022	1	\$750.00	09/12/2022

Page 1 of 1 (7 Items)

After selecting which Trans Code, you want to see, Select the View button to see the transaction. The following screen shot shows an example of an automated EW transaction. In the case where an item is unreconciled, if the EW has not been submitted to FMS it will be deleted. If the EW has been submitted to FMS another EW will be submitted to reverse the first one. There is a box on the EW transaction, "Backout Transaction", that will be selected if this transaction is to back-out a previously submitted transaction

#### VRE Purchase Card Expense Transfer (EW)

EW Transaction

Station: 310 Status: Approved Action: [Exit](#) [Go](#)

**Header**

Document Number: 3103CV00001

Header Total: \$2,000.00

Backout Transaction:

[Edit](#)

[VRE Purchase Card Order](#)

[Add New Line](#)

---

**Line 01**

From:

Budget Fiscal Year: 2022

Fund: 0137NS - Readj. Bene-Credit Card (VBA)

FCP/PRJ: 0137000CC - VBA Readjust Bene Credit Card

Cost Center: 308000 - Voc RehabCounsel Ser

Job Number:

BOC: 4177 - CH 31 - NON-SUBSISTENCE

Vendor: 310841368

Vendor Address Code: 05

Description: Auto Expenditure Transfer

Amount to Transfer: \$2,000.00

---

To:

Budget Fiscal Year: 2023

Fund: 0137NS - Readj. Bene-Credit Card (VBA)

FCP/PRJ: 0137000CC - VBA Readjust Bene Credit Card

Cost Center: 308000 - Voc RehabCounsel Ser

Job Number:

BOC: 4177 - CH 31 - NON-SUBSISTENCE

Vendor: 310841368

Vendor Address Code: 05

Description: Auto Expenditure Transfer

Amount to Transfer: \$2,000.00

Total Lines: 1

---

**Action Comments**

[Add Note](#)

---

**Transaction Status History**

Action	Status	Document Number	Action By	Action Date
Submitted	In Review	3103CV00001	OFM Creator TEST_Creater	10/27/2022 4:03:53 PM
Approved	Approved	3103CV00001	CAATS System	10/27/2022 4:03:53 PM
Created	Working	3103CV00001	OFM Creator TEST_Creater	10/27/2022 4:03:53 PM

Selecting the Purchase Card Order link will take users back to the original purchase card order that created this EW when it was reconciled.

All Approved transactions will be sent to FMS daily. The status will be update to “Submitted to FMS”. The next day, CAATS receives FMS accepted and rejected reports to update the status of all transactions that were sent to FMS.

- Accepted in FMS – The item has been accepted in FMS
- Rejected in FMS – The item has been rejected in FMS and will need to be corrected in FMS.

### 3.5 VRE Purchase Card Reconciliation Approval

This sub module allows the approving official to certify the reconciliations performed on the purchase transactions. Once sub module is selected, it defaults to the Fully Reconciled items. However, users can view the items that have already been approved or rejected by using the drop-down arrow in Status field.

#### VRE Purchase Card Reconciliation Approval

Station: 310		Status: Fully Reconciled		Cardholder:				
		Status	Order Number	Card Number	Card Holder	Net Amount	Vendor	Purchase Date
<input type="button" value="View"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	Fully Reconciled	<a href="#">310PV3000</a>	352167	TEST_Creator, OFM Creator	2000.00	Amazon	10/27/2022
Page 1 of 1 total page(s) (0 record(s) total)								
<input type="button" value="Submit"/>								

Select the VIEW button to see the details for the purchase card charge reconciliation screen. See below:

**VRE Purchase Card Charge**

**Bank Charge Information**

**Charge Status:** Fully Reconciled  
**Credit Card Number:** 352167  
**Date Created:** 10/27/2022  
**Purchase Date:** 10/27/2022  
**Net Amount:** \$2,000.00  
**Vendor Name:** Amazon  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4177  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689343  
**Reference Number:** 24638187156518068560152  
**Disputed:**   
**Active:**   
**Charge Detail:**

**Selected Purchase Card Order**

**Document #:** 310PV3000 **Order Total:** \$2,000.00  
**Card Holder:** TEST\_Creator, OFM Creator **Order Total Remaining:** \$0.00  
**Order Date:** 10/26/2022 **Order Status:** Fully Reconciled  
**Vendor:** Amazon **Applied from Charge:** \$2,000.00  
**Vendor Location:** , **Remaining on Charge:** \$0.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	supplies for Veteran	10.00	10.00	\$2,000.00	\$0.00	\$2,000.00

**Audit History**

Audit History
---------------

Approving Official can select the link for the purchase order to view purchase card order. Go back to the VRE Purchase Card Reconciliation Approval desktop screen to approve the reconciliation.

**VRE Purchase Card Reconciliation Approval**

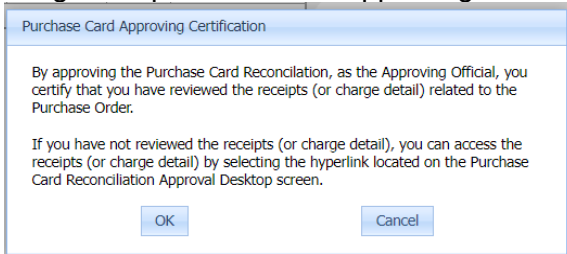
Station: 310 Status: Fully Reconciled Cardholder:

	Status	Order Number	Card Number	Card Holder	Net Amount	Vendor	Purchase Date
<input type="button" value="View"/> <input type="checkbox"/> Approve <input type="checkbox"/> Reject	Fully Reconciled	<a href="#">310PV3000</a>	352167	TEST_Creator, OFM Creator	2000.00	Amazon	10/27/2022

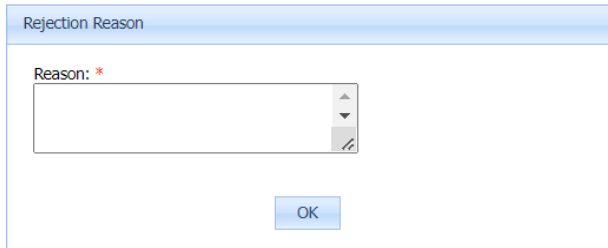
Page 1 of 1 total page(s) (0 record(s) total)

Click the Approve or Reject box and select submit.

- **Approve:** the status of the document will change to Reconciled Approved. The approver will get the purchase card approving certification option.



- OK: approves the reconciliation and status updated to “Reconciled Approved”.
  - Cancel: no action taken on the reconciliation and goes back to the VRE Purchase Card Reconciliation Approval desktop.
- **Reject:** a comment box will be displayed to input a reason and the status will change to Reconciled Rejected.



- For the Reconciled Rejected reconciliations, the purchase cardholder has to make correction according to the reason input by the approving official.
- If the purchase cardholder deletes the reconciliations, any transfers (EW’ or ET’s) processed will be reversed.

Below screen shows a transaction that was Reconciled Approved a one the is Reconcile Rejected.

**VRE Purchase Card Reconciliation Approval**

Station: 310 Status: All Cardholder:

		Status	Order Number	Card Number	Card Holder	Net Amount	Vendor	Purchase Date
<input type="button" value="View"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	Reconcile Approved	<a href="#">310PV3000</a>	352167	TEST_Creator, OFM Creator	2000.00	Amazon	10/27/2022
<input type="button" value="View"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	Reconcile Rejected	<a href="#">310PV2006</a>	352167	TEST_Creator, OFM Creator	1000.00	Amazon	9/8/2022

Page 1 of 1 total page(s) (0 record(s) total)

The cardholder will receive email notification of all approved or rejected reconciliations. Once the cardholder has reviewed and corrected rejected reconciliation, it can be returned to the approving official for approval.

**NOTE:** Reconciled Approved is the final status for all purchase orders. Approving Officials have the ability to reject a previously approved reconciliation by going into this sub module and selecting Reject.

### 3.5.1 Purchase Cardholder Correcting Reconciled Reject

If the approver rejects the reconciliation, the purchase cardholder has to correct before the reconciliation can be approved. The purchase cardholder would log into CAATS and go to the **VRE Service Group → VRE Purchase Card → VRE Purchase Card Charge Reconciliation** module/submodule to make necessary correction. Once inside the module, the user will check the box beside Show Reconciled field to display all reconciled item. Find the Reconciled Rejected item and select View

#### VRE Purchase Card Charge Reconciliation

Station: 310		Cardholder: <input type="text"/>		<input checked="" type="checkbox"/> Show Reconciled		<input type="checkbox"/> Disputed Only			
	Charge Status	Card Number	Cardholder	Net Amount	Vendor	Disputed	Active	Date Created	Updated
<input type="button" value="View"/>	Unreconciled	352167	OFM Creator TEST_Creater	300.00	WalMart		✓	10/27/2022	10/27/2022
<input type="button" value="View"/>	Unreconciled	352167	OFM Creator TEST_Creater	100.00	WalMart		✓	10/27/2022	10/27/2022
<input type="button" value="View"/>	Reconcile Approved	352167	OFM Creator TEST_Creater	2000.00	Amazon		✓	10/27/2022	10/27/2022
<input type="button" value="View"/>	Unreconciled	352167	OFM Creator TEST_Creater	-1000.00	Amazon		✓	9/9/2022	9/9/2022
<input type="button" value="View"/>	Reconcile Approved	352167	OFM Creator TEST_Creater	300.00	WalMart		✓	9/9/2022	9/11/2022
<input type="button" value="View"/>	Reconcile Approved	352167	OFM Creator TEST_Creater	-100.00	WalMart		✓	9/9/2022	9/9/2022
<input type="button" value="View"/>	Reconcile Approved	352167	OFM Creator TEST_Creater	250.00	AirForce Joes		✓	9/9/2022	9/9/2022
<input type="button" value="View"/>	Reconcile Approved	352167	OFM Creator TEST_Creater	1000.00	Best Buy		✓	9/9/2022	9/12/2022
<input type="button" value="View"/>	Reconcile Approved	352167	OFM Creator TEST_Creater	750.00	Amazon		✓	9/9/2022	9/11/2022
<input type="button" value="View"/>	Unreconciled	352167	OFM Creator TEST_Creater	1000.00	Garrett Car		✓	9/9/2022	9/9/2022
<input type="button" value="View"/>	Reconcile Rejected	352167	OFM Creator TEST_Creater	1000.00	Amazon		✓	9/9/2022	9/9/2022
<input type="button" value="View"/>	Reconcile Approved	352167	OFM Creator TEST_Creater	200.00	WalMart		✓	9/9/2022	9/11/2022

Page 1 of 1 total page(s) (0 record(s) total)

Below screen will appear when the View option is selected

**VRE Purchase Card Charge**

**Bank Charge Information**

**Charge Status:** Reconcile Rejected  
**Credit Card Number:** 352167  
**Date Created:** 9/9/2022  
**Purchase Date:** 9/8/2022  
**Net Amount:** \$1,000.00  
**Vendor Name:** Amazon  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4177  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689343  
**Reference Number:** 24638187156518068560559  
**Disputed:**   
**Active:**   
**Charge Detail:**

**Selected Purchase Card Order**

**Document #:** [310PV2006](#) **Order Total:** \$1,000.00  
**Card Holder:** TEST\_Creater, OFM Creator **Order Total Remaining:** \$0.00  
**Order Date:** 9/8/2022 **Order Status:** Reconcile Rejected  
**Vendor:** Amazon **Applied from Charge:** \$1,000.00  
**Vendor Location:** , **Remaining on Charge:** \$0.00

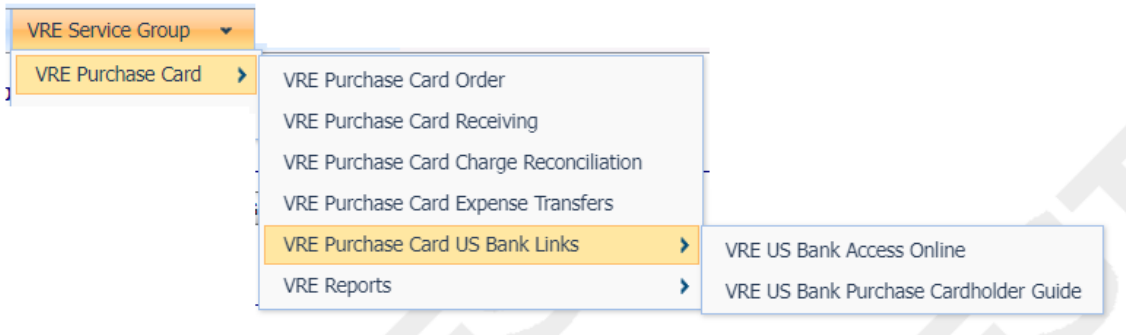
<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	testing vre	25.00	25.00	\$1,000.00	\$0.00	\$1,000.00

The purchase cardholder have the following options

- **Edit:** allows user to make corrections to the reconciliation.
- **Delete:** will delete the reconciliation. The status of the purchase card charge goes back to Unreconciled and the purchase card order to Approved
- **Resubmit:** submits the reconciliation back with no correction made. The status updates back to Fully Reconciled for both the purchase card order and charge.

## 3.6 VRE Purchase Card US Bank Links

This sub module will take the purchase cardholder to the different US Bank websites to include the online statement, direct reports, and the direct management system.



### 3.6.1 VRE US Bank Access Online

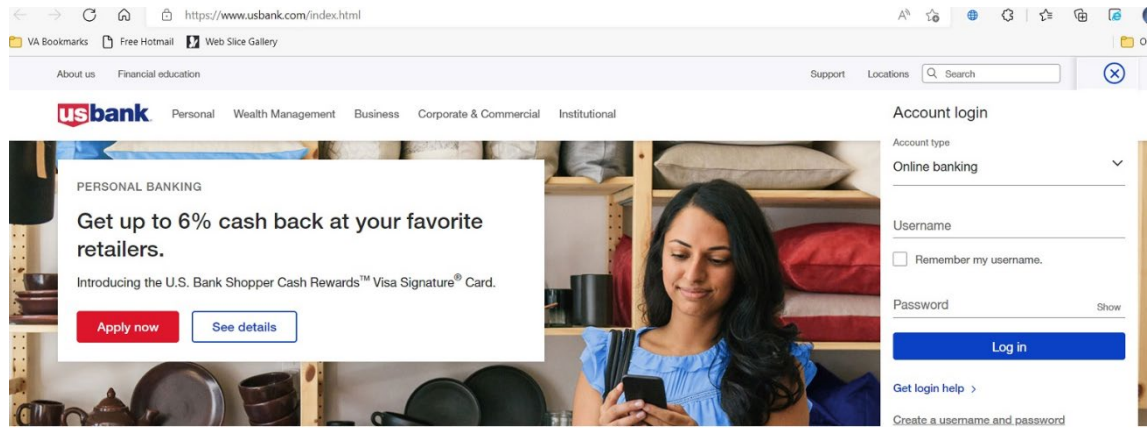
The US Bank Access Online will allow the user to view their US Bank statement on-line and print a copy if necessary. If you do not currently have a username or password there are links on this page to set one up.

The screenshot shows the 'usbank. Access® Online' header. Below the header, there is a 'Contact Us' link and a 'Login' section. The login section is titled 'Welcome to Access Online!' and includes the instruction 'Please enter the information below and login to begin.' Below this, there is a note '\* = required' and three required fields: 'Organization Short Name:\*', 'User ID:\*', and 'Password:\*'. Each field has a corresponding input box. Below the fields is a blue 'Login' button. At the bottom of the login section, there are three links: 'Forgot your password?', 'Register Online', and 'Activate Your Card | Change Your PIN'.

### 3.6.2. VRE US Bank Purchase Cardholder Guide

The VRE US Bank Purchase Cardholder Guide will direct you to the US Bank main page for user to find more information about the process.





### 3.7 VRE Purchase Card Setup List

This sub module will allow the Setup admin (AOPC) to set up each purchase card holder with the last six digits of their card number and the default accounting associated with that card. Select VRE Purchase Card Setup

#### VRE Purchase Card Setup

Station:  310

Purchase Card Setup List							
	Card Number	Card User Email	Card User Name	Active	Fleet	Updated By	Updated Date
<input type="button" value="View"/>	319876	TEST_VHIC0001@tpm.va.gov	TEST_Creater, OFM Creator	<input type="checkbox"/>	<input type="checkbox"/>	TEST_Setup, OFM_VBASetup	10/28/2022
<input type="button" value="View"/>	352167	TEST_VHIC0001@tpm.va.gov	TEST_Creater, OFM Creator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEST_Setup, OFM_VBASetup	9/8/2022

Page 1 of 1 (2 items)

Click the “Add New” button. The following screen will be displayed.

## VRE Purchase Card

## VRE Purchase Card Information

Card User:  \*

Card Number:  \*

Single Purchase Limit:  \*

Card Daily Limit:

Card Monthly Limit:  \*

Vendor: 31084136805 - US Bank

Fund:  \*

Cost Center:  \*

BOC:  \*

ACC/FCP:  \*

AO:  \*

Active  
 Fleet

Approvers:

Finance Approvers:

## Audit History

Audit History			
Action	Action By	Action Date	Comments
No data to display			
No data to paginate < >			

- Card User – Limit to list [REQUIRED FIELD]
- Card Number – Fill in [REQUIRED FIELD]
- Single Purchase Limit – Fill in [REQUIRED FIELD]
- Card Daily Limit – Fill in
- Card Monthly Limit – Fill in [REQUIRED FIELD]
- Vendor – Populated with US Bank vendor code
- Fund –Limit to list [REQUIRED FIELD] Defaults to 0137NS
- Cost Center – Limit to list [REQUIRED FIELD] Defaults to 308000
- BOC – Limit to list [REQUIRED FIELD]
- ACC/FCP – Limit to List or select “Other” and fill in [REQUIRED FIELD] Defaults to 0137000CC
- AO – Fill in [REQUIRED FIELD] Should be 20 for VBA
- Check the Active button to activate the cardholder
- Approvers: Shows the approvers assigned to that card – no input required by user
- Finance Approvers: Shows the finance approvers assigned to that card – no input required by user

Select SAVE or CANCEL.

On all Purchase Card Setup screens, the fields Approvers and Finance approvers have been added to show who has access to that card for those roles. There is also an Audit History section that shows all the action taken on the purchase cardholder’s account. Below is the completed purchase card setup screen.

**VRE Purchase Card**

**VRE Purchase Card Information**

**Card User:** TEST\_VHIC0001@tpm.va.gov  
**Card Number:** 352167  
**Single Purchase Limit:** \$3,500.00  
**Card Daily Limit:** \$3,500.00  
**Card Monthly Limit:** \$3,500.00  
**Vendor:** 31084136805 - US Bank  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA)  
**Cost Center:** 308000 Voc Rehab&Counsel Ser  
**BOC:** 4177 CH 31 - NON-SUBSISTENCE  
**ACC/FCP:** 0137000CC - VBA Readjust Bene Credit Card  
**AO:** 20  
 Active  
 Fleet  
**Approvers:** OFM Approver TEST\_Approver  
**Finance Approvers:** OFM Finance Approver TEST\_Finance Approver

[Edit](#)

**Audit History**

Audit History			
Action	Action By	Action Date	Comments
Created	OFM_VBASetup TEST_Setup	9/8/2022 3:18:03 PM	

Page 1 of 1 (1 items) < [1] >

The Setup Admin (AOPC) has the option to change a user’s account or deactivate an account by clicking the EDIT button (see screen print below). Any of the information entered when the account was initially set up will be available for updating except the card number.

## VRE Purchase Card

### VRE Purchase Card Information

**Card User:** TEST\_VHIC0001@tpm.va.gov \*  
**Card Number:** 319876  
**Single Purchase Limit:** \$3,500.00 \*  
**Card Daily Limit:** \$3,500.00  
**Card Monthly Limit:** \$3,500.00 \*  
**Vendor:** 31084136805 - US Bank  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA) \*  
**Cost Center:** 308000 Voc Rehab&Counsel Ser \*  
**BOC:** 4177 CH 31 - NON-SUBSISTENCE \*  
**ACC/FCP:** 0137000CC - VBA Readjust Bene Credit Card \*  
**AO:** 20 \*  
 Active  
 Fleet  
**Approvers:** OFM Approver TEST\_Approver  
**Finance Approvers:** OFM Finance Approver TEST\_Finance Approver

To deactivate a card, the setup admin (AOPC) uncheck the Active

## VRE Purchase Card

### VRE Purchase Card Information

**Card User:** TEST\_VHIC0001@tpm.va.gov \*  
**Card Number:** 319876  
**Single Purchase Limit:** \$3,500.00 \*  
**Card Daily Limit:** \$3,500.00  
**Card Monthly Limit:** \$3,500.00 \*  
**Vendor:** 31084136805 - US Bank  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA) \*  
**Cost Center:** 308000 Voc Rehab&Counsel Ser \*  
**BOC:** 4177 CH 31 - NON-SUBSISTENCE \*  
**ACC/FCP:** 0137000CC - VBA Readjust Bene Credit Card \*  
**AO:** 20 \*  
 Active  
 Fleet  
**Approvers:** OFM Approver TEST\_Approver  
**Finance Approvers:** OFM Finance Approver TEST\_Finance Approver

The purchase card will still exist in the system but will not be available for any future purchase card transactions.

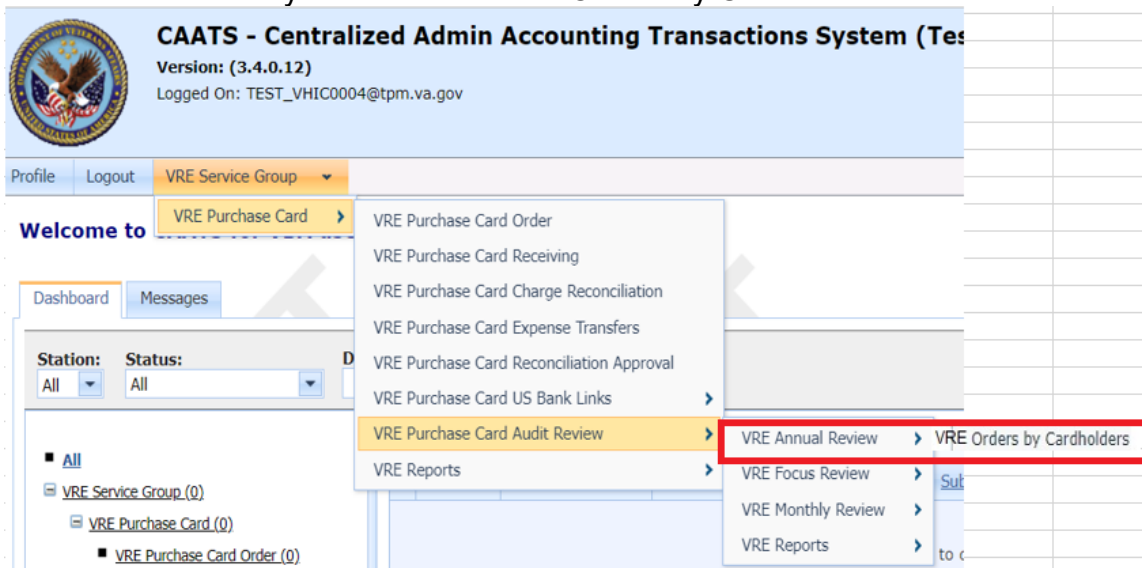
**Note:** If the card number is incorrectly established, the Setup Admin has to deactivate the incorrect card and establish the correct card separately.

### 3.8 VRE Purchase Card Audit Review

The VRE Purchase Card Audit Review sub module contains four options: VRE Annual Review, VRE Focus Review, VRE Monthly Review and VRE Audit Reports. Only the auditor role will be able to see this sub module as well as perform this function. Each of the review options will provide the auditor with an entire list of purchase orders based on certain criteria. The auditor would then select the purchase orders that need to be reviewed from that list. Once a purchase order is selected, the purchase card review checklist will be displayed for the auditor. When the checklist is completed, a link to the review will be displayed on the purchase order beside the review that was performed. One purchase order can have none, one, or all reviews performed on it.

#### 3.8.1 VRE Purchase Card Audit Review – VRE Annual Review

The VRE Purchase Card Audit Review -VRE Annual Review option will allow the auditor to perform annual reviews on purchase card orders that are in “Reconciled Approved” status. There is only one item to select Orders by Cardholders.



Once the user selects the VRE Orders by Cardholders option, the below screen appears:

#### CAATS Reports (VRE Purchase Card Audit Annual Orders By Card Holders)

Report Parameters					
Station: 310 *	Start Date: [Date Picker] *	End Date: [Date Picker] *	Status: All	Card Number: All	Card Holder: All
Run Report					

The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- Start Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- Status: Select from drop down. Choices are as follows:
  - All: shows all purchase card orders in Reconciled Approved status whether they have been reviewed or not reviewed by the auditor
  - Reviewed: shows all purchase card orders that have been reviewed in the Reconciled Approved status along with the percentage reviewed.
  - Not Reviewed: shows all the purchase orders that have not been reviewed in Reconciled Approved status along with the percentage not reviewed
- Card Number: Select from drop down
- Cardholder: Select from drop down

The auditor inputs the date range (based on the order date) and makes selections for the card number and/or cardholder the following screen will appear:

CAATS Reports (VRE Purchase Card Audit Annual Orders By Card Holders)

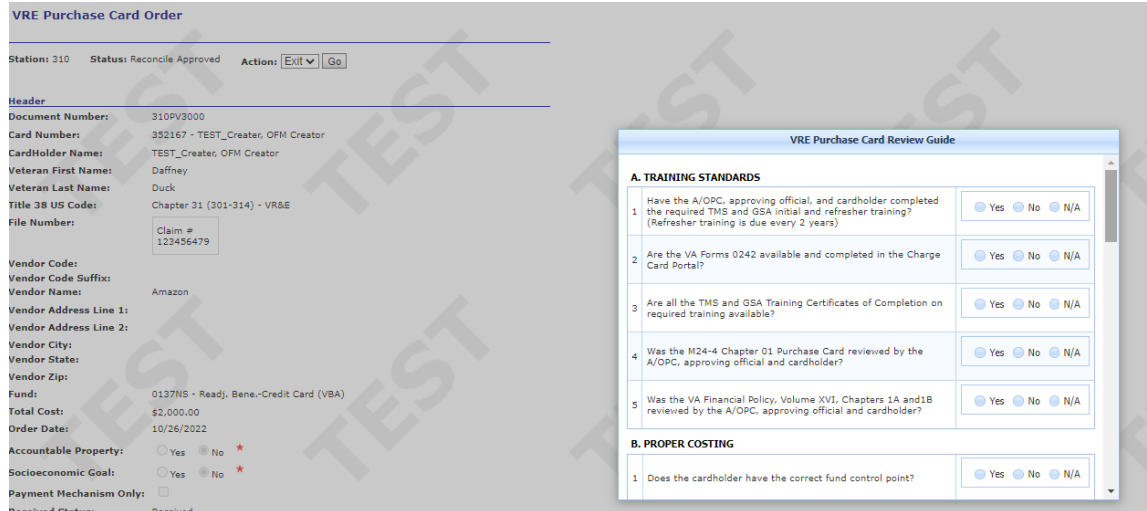
Report Parameters					
Station:	Start Date:	End Date:	Status:	Card Number:	Card Holder:
310	10/01/2022	10/31/2022	All	All	All
[Run Report]					

1 of 1 Find | Next

Total Orders by VRE Purchase Cardholder - Annual Review

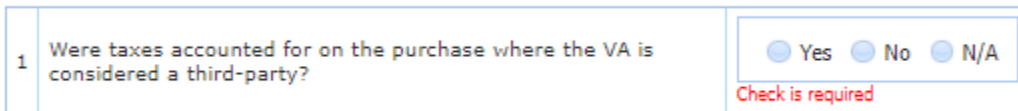
Order Number	Card Holder	Card Number	Total Price	Total Charge Amount	Vendor's Name	Order Date	Approved Date	Date Created	Reconciled Date	Reconciled Approved Date
<a href="#">310PV3000</a>	TEST_Creator, OFM Creator	352167	\$2,000.00	\$2,000.00	Amazon	10/26/2022	10/27/2022	10/27/2022	10/27/2022	10/28/2022

The auditor would select the hyperlink to the purchase order. The following screen will appear:

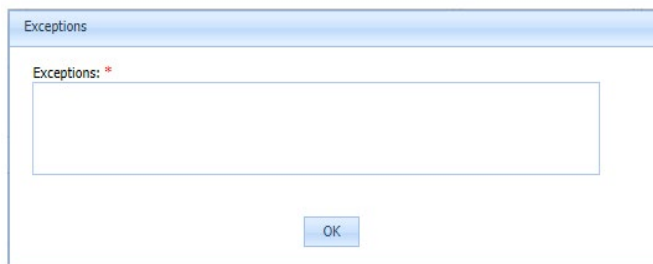


See Appendix 4.3 for the VRE Purchase Card Audit Review Questions

All the questions are required so the auditor has to answer all questions. If the user missed a question, then the below will appear:



If the user selects NO to any of the question, a required explanation box will appear. See below:



**Exception:** Section E, Question 4 “Was this order split to stay within the dollar limit(fragmented/split)” will get the exception box on Yes answer.

When all the questions have been answered, the auditor will select OK. The auditor will then see the purchase order screen where the annual review box will be checked along with a link to the annual review checklist. See below:

## VRE Purchase Card Order

Station: 310    Status: Reconcile Approved    Action:

### Header

**Document Number:** 310PV3000  
**Card Number:** 352167 - TEST\_Creater, OFM Creator  
**CardHolder Name:** TEST\_Creater, OFM Creator  
**Veteran First Name:** Daffney  
**Veteran Last Name:** Duck  
**Title 38 US Code:** Chapter 31 (301-314) - VR&E  
**File Number:**

**Vendor Code:**  
**Vendor Code Suffix:**  
**Vendor Name:** Amazon  
**Vendor Address Line 1:**  
**Vendor Address Line 2:**  
**Vendor City:**  
**Vendor State:**  
**Vendor Zip:**  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA)  
**Total Cost:** \$2,000.00  
**Order Date:** 10/26/2022  
**Accountable Property:**  Yes  No \*  
**Socioeconomic Goal:**  Yes  No \*  
**Payment Mechanism Only:**   
**Received Status:** Received

**Annual Review:**  [Annual Review](#)

**Monthly Review:**

### Associated Transactions:

[3103CV00000 - VRE Purchase Card Expense Transfer](#)  
[3103CV00001 - VRE Purchase Card Expense Transfer](#)

[VRE Purchase Card Checklist](#)

[Remaining Balance Report](#)

### Line Items

If the user selects the Annual Review link, a separate window will open for the annual review checklist, which can be exported into a file or printed out. See below:



## VRE Purchase Card Annual Review Guide

310PV3000

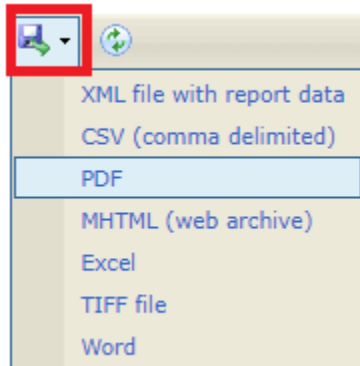
<b>A. Training Standards</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Have the A/OPC, approving official, and cardholder completed the required TMS and GSA initial and refresher training? (Refresher training is due every 2 years)	*		
2	Are the VA Forms 0242 available and completed in the Charge Card Portal?	*		
3	Are all the TMS and GSA Training Certificates of Completion on required training available?	*		
4	Was the M24-4 Chapter 01 Purchase Card reviewed by the A/OPC, approving official and cardholder?	*		
5	Was the VA Financial Policy, Volume XVI, Chapters 1A and 1B reviewed by the A/OPC, approving official and cardholder?	*		
<b>B. Proper Costing</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Does the cardholder have the correct fund control point?	*		
2	Does the cardholder have the correct cost center?	*		
3	Does the cardholder have the correct budget object code?	*		
4	Were purchases within the single purchase and monthly limits?	*		
<b>C. Timeliness Standards</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Are the annual reviews and focus reviews being completed as required and submitted timely?	*		
2	If the payment was disputed, was the dispute submitted within 30 calendar days?	*		
3	Are the cardholder and the AO completing the reconciliation in a timely manner?	*		
<b>D. CAATS Processing:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Did the cardholder reconcile within 15 days of receipt of CAATS e-mail notification of unreconciled purchase card charges?	*		
2	Did the approving official reconcile/certify within 10 days of receipt of the CAATS e-mail notification of cardholder charge?	*		
3	Is the purchase transaction noted on the CAATS-generated supply log?	*		
4	Are all documents, including receipts, sales slips, invoices, etc., attached to the CAATS purchase order?	*		
<b>E. Verification that purchases are within regulations</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Were taxes accounted for on the purchase where the VA is considered a third-party?	*		
2	Was the purchase on behalf of a Veteran and/or valid VR&E participant only?	*		
3	Are back-up documents available to support the transaction? (receipts, purchase card acquisition checklist, invoices, supply/purchase card log, etc.)	*		
4	Was the order split to stay within dollar limits (fragmented/split)?		*	
5	Was receipt of goods and services verified with the Veteran (e.g. signature on receiving report, receipt, invoice or e-mail from the Veteran, or VA Form 28-1905r, etc.) prior to reconciliation?	*		
<b>F. Administrative and Record Keeping</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Is the VBA organization's A/OPC using the U.S. Bank Access Online System?	*		
2	Is the cardholder inquiring about prompt-pay discounts with the vendor?	*		
3	Is there documentation supporting a valid need for the purchase?	*		
4	Is there a blanket AO pre-approval memorandum available which provides the written approval to make purchases for services, supplies, and / or equipment for a rehabilitation plan for the fiscal year?	*		
5	Is the Charge Card Portal being used and does the A/OPC have access to the cardholders under their purview?	*		

Auditor: OFM\_Auditor TEST\_Auditor

Date: 11/1/2022 9:49:43 AM

(Print name & Signature)

This report can be exported in different formats and saved to your desired location by selecting the disk icon below:



The user can then close the review checklist and purchase order to go back to the “Orders By Cardholder” report so that other orders can be reviewed. In the status field of the “Orders By Cardholders” report, in addition to the All option there are two other options (1) Reviewed and (2) Not Reviewed. See below:

### CAATS Reports (VRE Purchase Card Audit Annual Orders By Card Holders)

Report Parameters					
<b>Station:</b> 310 ▼ *	<b>Start Date:</b> 10/01/2022 <small>AMN 12</small> *	<b>End Date:</b> 10/31/2022 <small>AMN 12</small> *	<b>Status:</b> All ▼ All Reviewed Not Reviewed	<b>Card Number:</b> All ▼	<b>Card Holder:</b> All ▼
<input type="button" value="Run Report"/>					

1. **Reviewed** will list all purchase orders that are in “Reconciled Approved” status that have had the annual review performed along with the percentage of total purchase orders reviewed for the current fiscal year. The order number is hyperlinked so users can view the orders.

CAATS Reports (VRE Purchase Card Audit Annual Orders By Card Holders)

**Report Parameters**

Station: 310 \* Start Date: 10/01/2022 \* End Date: 10/31/2022 \* Status: **Reviewed** Card Number: All Card Holder: All

Run Report

1 of 1 Find | Next

VRE Purchase Card Orders Not Reviewed - Annual Review

**% of total purchase orders reviewed: 100.00%**

Order Number	Card Holder	Card Number	Total Price	Order Date	Approved Date	Date Created	Reconciled Date	Reconciled Approved Date	Reviewed By	Date Reviewed
<a href="#">310PV3000</a>	TEST_Creator, OFM Creator	352167	\$2,000.00	10/26/2022	10/27/2022	10/27/2022	10/27/2022	10/28/2022	OFM_Auditor TEST_Auditor	11/01/2022

- Not Reviewed** will list all purchase orders that are in “Reconciled Approved” status that have not had the annual review performed along with the percentage of total purchase orders not reviewed. The percentage is based on the total number of orders in “Reconciled Approved” status input for the current fiscal year. The hyperlink will allow the user to perform other reviews if needed.

CAATS Reports (VRE Purchase Card Audit Annual Orders By Card Holders)

**Report Parameters**

Station: 310 \* Start Date: 09/01/2022 \* End Date: 09/30/2022 \* Status: **Not Reviewed** Card Number: All Card Holder: All

Run Report

1 of 1 Find | Next

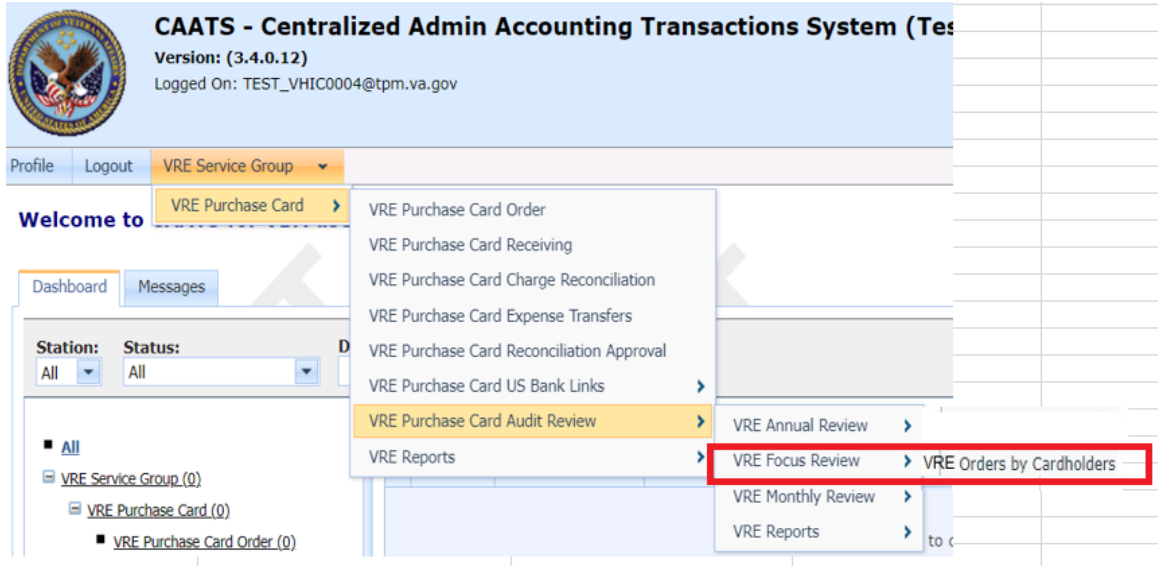
VRE Purchase Card Orders Not Reviewed - Annual Review

**% of total purchase orders not reviewed: 60.00%**

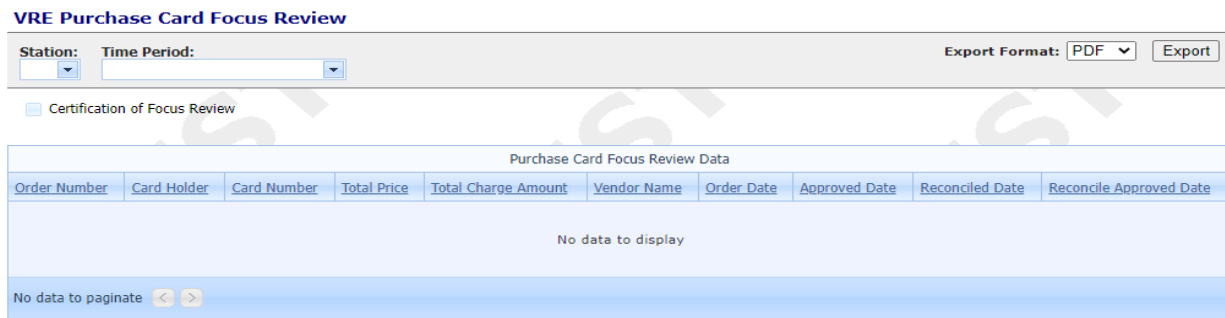
Order Number	Card Holder	Card Number	Total Price	Order Date	Approved Date	Date Created	Reconciled Date	Reconciled Approved Date
<a href="#">310PV2003</a>	TEST_Creator, OFM Creator	352167	(\$100.00)	09/08/2022	09/09/2022	09/09/2022	09/09/2022	09/12/2022
<a href="#">310PV2004</a>	TEST_Creator, OFM Creator	352167	\$1,000.00	09/08/2022	09/09/2022	09/09/2022	09/12/2022	09/12/2022
<a href="#">310PV2005</a>	TEST_Creator, OFM Creator	352167	\$750.00	09/08/2022	09/09/2022	09/09/2022	09/11/2022	09/12/2022

### 3.8.2 VRE Purchase Card Audit – VRE Focus Review

The VRE Purchase Card Audit Review – VRE Focus Review option will allow the auditor to perform focus reviews on the purchase card program. There is only one item to select “Orders by Cardholders”.



Once the auditor selects that, the following screen will appear:



The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- Time Period: Select from drop down

When the auditor selects the time period the following screen will appear:

**VRE Purchase Card Focus Review**

Station:  Time Period:  Export Format:

Certification of Focus Review

VRE Purchase Card Focus Review Data									
Order Number	Card Holder	Card Number	Total Price	Total Charge Amount	Vendor Name	Order Date	Approved Date	Reconciled Date	Reconcile Approved Date
<a href="#">310PV2001</a>	TEST_Creater, OFM Creator	352167	\$1,000.00		Garrett Car Services	9/8/2022	9/9/2022		
<a href="#">310PV2002</a>	TEST_Creater, OFM Creator	352167	\$250.00	\$250.00	AirForce Joes	9/8/2022	9/9/2022	9/9/2022	9/11/2022
<a href="#">310PV2003</a>	TEST_Creater, OFM Creator	352167	(\$100.00)	(\$100.00)	Wal Mart	9/8/2022	9/9/2022	9/9/2022	9/12/2022
<a href="#">310PV2004</a>	TEST_Creater, OFM Creator	352167	\$1,000.00	\$1,000.00	Best Buy	9/8/2022	9/9/2022	9/12/2022	9/12/2022
<a href="#">310PV2004</a>	TEST_Creater, OFM Creator	352167	\$1,000.00	\$1,000.00	Best Buy	9/8/2022	9/9/2022	9/12/2022	9/12/2022
<a href="#">310PV2005</a>	TEST_Creater, OFM Creator	352167	\$750.00	\$750.00	Amazon	9/8/2022	9/9/2022	9/11/2022	9/12/2022
<a href="#">310PV2000</a>	TEST_Creater, OFM Creator	352167	\$500.00	\$200.00	Wal Mart	9/8/2022	9/8/2022	9/11/2022	9/12/2022
<a href="#">310PV2000</a>	TEST_Creater, OFM Creator	352167	\$500.00	\$200.00	Wal Mart	9/8/2022	9/8/2022	9/11/2022	9/12/2022
<a href="#">310PV2000</a>	TEST_Creater, OFM Creator	352167	\$500.00	\$300.00	Wal Mart	9/8/2022	9/8/2022	9/11/2022	9/12/2022
<a href="#">310PV2008</a>	TEST_Creater, OFM Creator	352167	(\$1,000.00)		Wal Mart	9/12/2022			
<a href="#">310PV2006</a>	TEST_Creater, OFM Creator	352167	\$1,000.00	\$1,000.00	Amazon	9/8/2022	9/9/2022	10/28/2022	
<a href="#">310PV3000</a>	TEST_Creater, OFM Creator	352167	\$2,000.00	\$2,000.00	Amazon	10/26/2022	10/27/2022	10/27/2022	10/28/2022
<a href="#">310PV3000</a>	TEST_Creater, OFM Creator	352167	\$2,000.00	\$2,000.00	Amazon	10/26/2022	10/27/2022	10/27/2022	10/28/2022

Page 1 of 1 (13 items) < [1] >

The auditor should be reviewing the whole process not individual orders. However, the auditor can use the hyperlinked to review individual purchase card order. To complete the focus, review the auditor will check the box at the top left beside Certification of Focus Review. Once the auditor checks that box, the VRE purchase card review checklist following screen will appear:

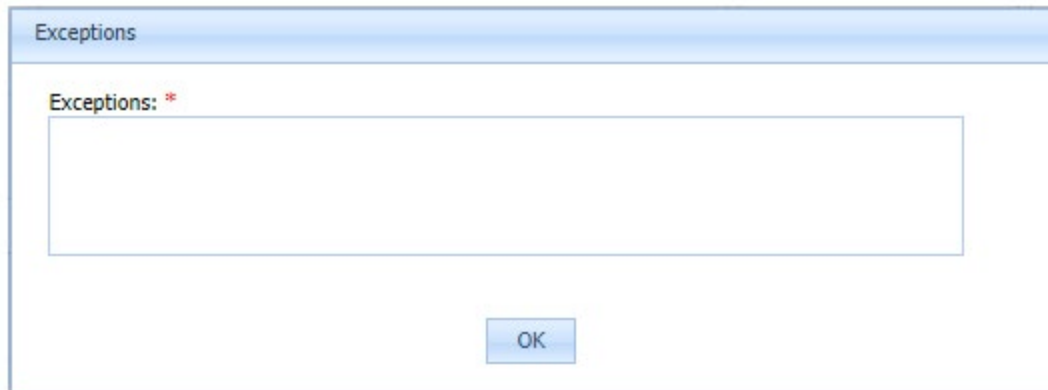
VRE Purchase Card Review Guide		
<b>A. TRAINING STANDARDS</b>		
1	Have the A/OPC, approving official, and cardholder completed the required TMS and GSA initial and refresher training? (Refresher training is due every 2 years)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2	Are the VA Forms 0242 available and completed in the Charge Card Portal?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3	Are all the TMS and GSA Training Certificates of Completion on required training available?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4	Was the M24-4 Chapter 01 Purchase Card reviewed by the A/OPC, approving official and cardholder?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5	Was the VA Financial Policy, Volume XVI, Chapters 1A and 1B reviewed by the A/OPC, approving official and cardholder?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<b>B. PROPER COSTING</b>		
1	Does the cardholder have the correct fund control point?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

See Appendix 4.3 for the VRE Purchase Card Audit Review Questions

All the questions are required so the auditor has to answer all questions. If the user missed a question, then the below will appear:

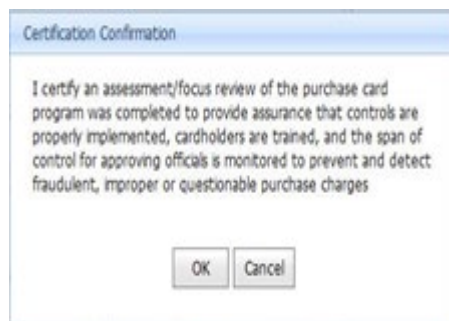
1	Were taxes accounted for on the purchase where the VA is considered a third-party?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A <span style="color: red;">Check is required</span>
---	--	--

If the user selects NO to any of the question, a required explanation box will appear. See below:



**Exception:** Section E, Question 4 “Was this order split to stay within the dollar limit(fragmented/split)” will get the exception box on Yes answer.

Once all the questions have been answered, the auditor will select OK. A certification statement appears. See below:



The Certification Confirmation states:

“I certify an assessment/focus review of the purchase card program was completed to provide assurance that controls are properly implemented, cardholders are trained, and the span of control for approving officials is monitored to prevent and detect fraudulent, improper or questionable charges.”

Auditor has the options to say OK or Cancel. If select OK, the following screen will appear:

VRE Purchase Card Focus Review

• Focus review was successfully saved.

Station: 310 Time Period: July 2022 - December 2022

Export Format: PDF Export

Certification of Focus Review  
[Focus Review Certification Report](#)

Purchase Card Focus Review Data									
Order Number	Card Holder	Card Number	Total Price	Total Charge Amount	Vendor Name	Order Date	Approved Date	Reconciled Date	Reconcile Approved Date
<a href="#">310PV2001</a>	TEST_Creator, OFM Creator	352167	\$1,000.00		Garrett Car Services	9/8/2022	9/9/2022		
<a href="#">310PV2008</a>	TEST_Creator, OFM Creator	352167	(\$1,000.00)		Wal Mart	9/12/2022			
<a href="#">310PV2003</a>	TEST_Creator, OFM Creator	352167	(\$100.00)	(\$100.00)	Wal Mart	9/8/2022	9/9/2022	9/9/2022	9/12/2022
<a href="#">310PV2000</a>	TEST_Creator, OFM Creator	352167	\$500.00	\$200.00	Wal Mart	9/8/2022	9/8/2022	9/11/2022	9/12/2022
<a href="#">310PV2000</a>	TEST_Creator, OFM Creator	352167	\$500.00	\$200.00	Wal Mart	9/8/2022	9/8/2022	9/11/2022	9/12/2022
<a href="#">310PV2002</a>	TEST_Creator, OFM Creator	352167	\$250.00	\$250.00	AirForce Joes	9/8/2022	9/9/2022	9/9/2022	9/11/2022
<a href="#">310PV2000</a>	TEST_Creator, OFM Creator	352167	\$500.00	\$300.00	Wal Mart	9/8/2022	9/8/2022	9/11/2022	9/12/2022
<a href="#">310PV2005</a>	TEST_Creator, OFM Creator	352167	\$750.00	\$750.00	Amazon	9/8/2022	9/9/2022	9/11/2022	9/12/2022
<a href="#">310PV2004</a>	TEST_Creator, OFM Creator	352167	\$1,000.00	\$1,000.00	Best Buy	9/8/2022	9/9/2022	9/12/2022	9/12/2022
<a href="#">310PV2004</a>	TEST_Creator, OFM Creator	352167	\$1,000.00	\$1,000.00	Best Buy	9/8/2022	9/9/2022	9/12/2022	9/12/2022
<a href="#">310PV2006</a>	TEST_Creator, OFM Creator	352167	\$1,000.00	\$1,000.00	Amazon	9/8/2022	9/9/2022	10/28/2022	
<a href="#">310PV3000</a>	TEST_Creator, OFM Creator	352167	\$2,000.00	\$2,000.00	Amazon	10/26/2022	10/27/2022	10/27/2022	10/28/2022
<a href="#">310PV3000</a>	TEST_Creator, OFM Creator	352167	\$2,000.00	\$2,000.00	Amazon	10/26/2022	10/27/2022	10/27/2022	10/28/2022

Page 1 of 1 (13 items) [1]

A box will be displayed to show that the focus review was successfully saved and a link to the focus review certification report is provided. If auditor selects the link, the report will be as follows:



VRE Focus Review Guide Report

1 of 1 Find | Next

### VRE Purchase Card Focus Review Guide

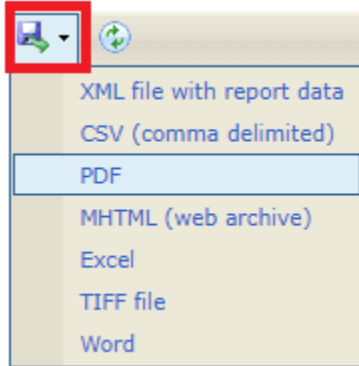
Station 310 for  
Time Period  
July 2022 -  
December  
2022

<b>A. Training Standards</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Have the A/OPC, approving official, and cardholder completed the required TMS and GSA initial and refresher training? (Refresher training is due every 2 years)	*		
2	Are the VA Forms 0242 available and completed in the Charge Card Portal?	*		
3	Are all the TMS and GSA Training Certificates of Completion on required training available?	*		
4	Was the M24-4 Chapter 01 Purchase Card reviewed by the A/OPC, approving official and cardholder?	*		
5	Was the VA Financial Policy, Volume XVI, Chapters 1A and 1B reviewed by the A/OPC, approving official and cardholder?	*		
<b>B. Proper Costing</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Does the cardholder have the correct fund control point?	*		
2	Does the cardholder have the correct cost center?	*		
3	Does the cardholder have the correct budget object code?	*		
4	Were purchases within the single purchase and monthly limits?	*		
<b>C. Timeliness Standards</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Are the annual reviews and focus reviews being completed as required and submitted timely?	*		
2	If the payment was disputed, was the dispute submitted within 30 calendar days?	*		
3	Are the cardholder and the AO completing the reconciliation in a timely manner?	*		
<b>D. CAATS Processing:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Did the cardholder reconcile within 15 days of receipt of CAATS e-mail notification of unreconciled purchase card charges?	*		
2	Did the approving official reconcile/certify within 10 days of receipt of the CAATS e-mail notification of cardholder charge?	*		
3	Is the purchase transaction noted on the CAATS-generated supply log?	*		
4	Are all documents, including receipts, sales slips, invoices, etc., attached to the CAATS purchase order?	*		
<b>F. Administrative and Record Keeping</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Is the VBA organization's A/OPC using the U.S. Bank Access Online System?	*		
2	Is the cardholder inquiring about prompt-pay discounts with the vendor?	*		
3	Is there documentation supporting a valid need for the purchase?	*		
4	Is there a blanket AO pre-approval memorandum available which provides the written approval to make purchases for services, supplies, and / or equipment for a rehabilitation plan for the fiscal year?	*		
5	Is the Charge Card Portal being used and does the A/OPC have access to the cardholders under their purview?	*		

Auditor: OFM\_Auditor TEST\_Auditor Date: 9/11/2022 7:08:03 PM  
(Print name & Signature)

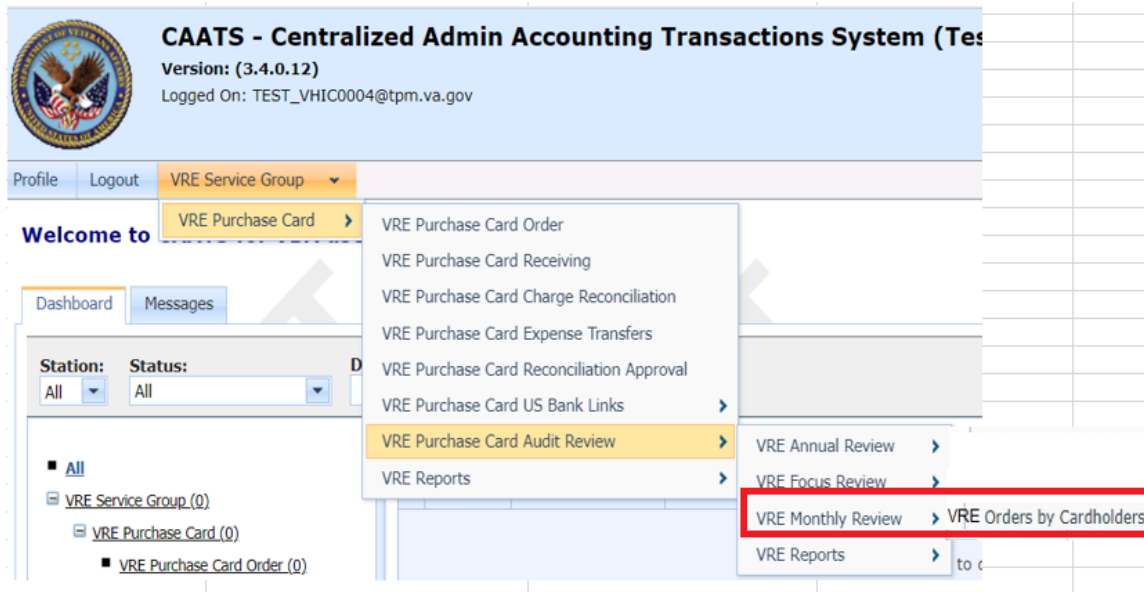
**Note:** This same report is also located under the VRE Purchase Card → VRE Purchase Card Audit Review → VRE Audit Reports area as well.

This report can be exported in different formats and saved to your desired location by selecting the disk icon below:



### 3.8.3 VRE Purchase Card Audit – VRE Monthly Review

The VRE Purchase Card Audit Review – VRE Monthly Review option will allow the auditor to perform monthly reviews on purchase card orders that are in any status. This is not a mandatory review. There is only one item to select Orders by Cardholders.



Once the auditor selects that option, the following screen will appear:

### CAATS Reports (VRE Purchase Card Audit Monthly Orders By Card Holders)

Report Parameters					
Station: 310 ▼ *	Start Date: <input type="text"/> 12 *	End Date: <input type="text"/> 12 *	Status: All ▼	Card Number: All ▼	Card Holder: All ▼
Run Report					

The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- Start Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
  - Status: Select from drop down. Choices are as follows:
    - All: shows all purchase card orders in any status whether they have been reviewed or not reviewed by the auditor
    - Reviewed: shows all purchase card orders in any status that have been reviewed along with the percentage reviewed.
    - Not Reviewed: shows all the purchase orders in any status that have not been reviewed along with the percentage not reviewed
  - Card Number: Select from drop down
  - Cardholder: Select from drop down

Once the auditor inputs the date range (based on the order date) and makes selections for the card number and/or cardholder the following screen will appear:

#### CAATS Reports (VRE Purchase Card Audit Monthly Orders By Card Holders)

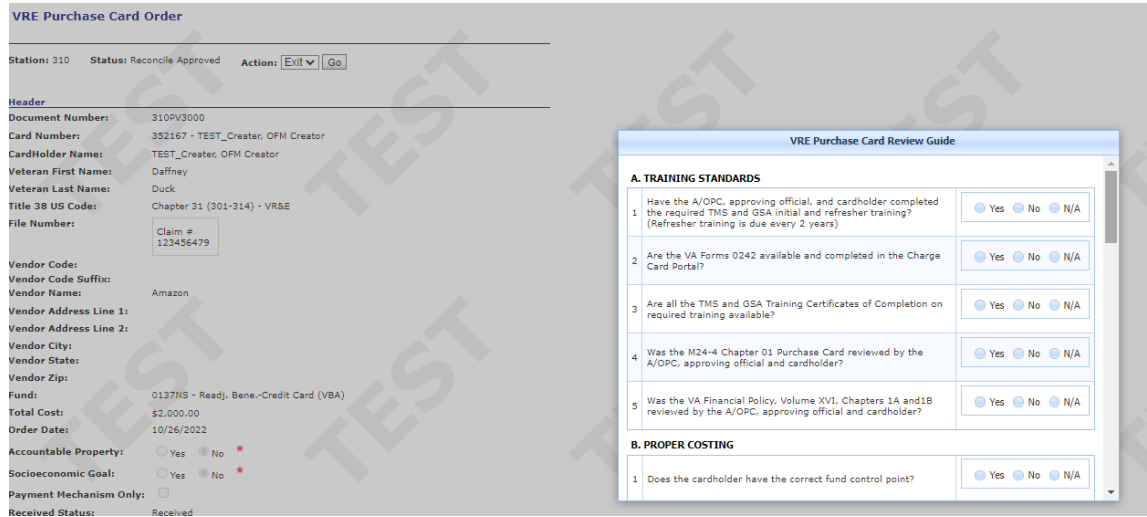
Report Parameters										
Station: 310 ▼ *	Start Date: 10/01/2022 12 *	End Date: 10/31/2022 12 *	Status: All ▼	Card Number: All ▼	Card Holder: All ▼					
Run Report										

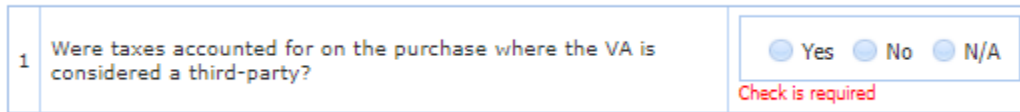
Total Orders by VRE Purchase Cardholder - Monthly Review										
Order Number	Card Holder	Card Number	Total Price	Total Charge Amount	Vendor's Name	Order Date	Approved Date	Date Created	Reconciled Date	Reconciled Approved Date
<a href="#">310PV3000</a>	TEST_Creator, OFM Creator	352167	\$2,000.00	\$2,000.00	Amazon	10/26/2022	10/27/2022	10/27/2022	10/27/2022	10/28/2022

The auditor would select the hyperlink to the purchase order in the above screen. The monthly review checklist questions will appear in front of the order. The auditor can move the checklist

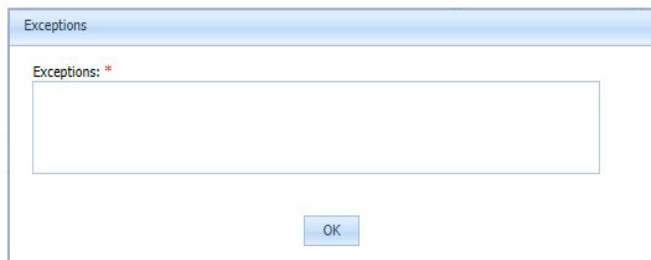
around the screen in order to see the purchase order to answer all of the purchase card review questions. See below:



All the questions are required so the auditor has to answer all questions. If the user missed a question, then the below will appear:



If the user selects NO to any of the question, a required explanation box will appear. See below:



**Exception:** Section E, Question 4 “Was this order split to stay within the dollar limit(fragmented/split)” will get the exception box on Yes answer.

When all the questions have been answered, the auditor will select OK. The auditor will then see the purchase order screen where the monthly review box will be checked along with a link to the monthly review checklist. See below:

## VRE Purchase Card Order

Station: 310    Status: Reconcile Approved    Action: [Exit](#) [Go](#)

### Header

**Document Number:** 310PV3000  
**Card Number:** 352167 - TEST\_Creator, OFM Creator  
**CardHolder Name:** TEST\_Creator, OFM Creator  
**Veteran First Name:** Daffney  
**Veteran Last Name:** Duck  
**Title 38 US Code:** Chapter 31 (301-314) - VR&E  
**File Number:**

**Vendor Code:**  
**Vendor Code Suffix:**  
**Vendor Name:** Amazon  
**Vendor Address Line 1:**  
**Vendor Address Line 2:**  
**Vendor City:**  
**Vendor State:**  
**Vendor Zip:**  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA)  
**Total Cost:** \$2,000.00  
**Order Date:** 10/26/2022  
**Accountable Property:**  Yes  No \*  
**Socioeconomic Goal:**  Yes  No \*  
**Payment Mechanism Only:**   
**Received Status:** Received  
**Annual Review:**  [Annual Review](#)  
**Monthly Review:**  [Monthly Review](#)

### Associated Transactions:

[3103CV00000 - VRE Purchase Card Expense Transfer](#)  
[3103CV00001 - VRE Purchase Card Expense Transfer](#)

[VRE Purchase Card Checklist](#)  
[Remaining Balance Report](#)

If the user selects the Monthly Review link, a separate window will open for the monthly annual review checklist, which can be exported into a file or printed out. See below:

VRE Monthly Review Guide

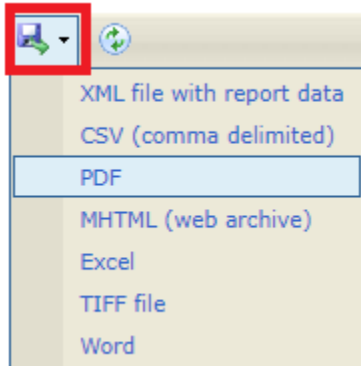
310PV3000

A. Training Standards		Yes	No	N/A
1	Have the A/OPC, approving official, and cardholder completed the required TMS and GSA initial and refresher training? (Refresher training is due every 2 years)	*		
2	Are the VA Forms 0242 available and completed in the Charge Card Portal?	*		
3	Are all the TMS and GSA Training Certificates of Completion on required training available?	*		
4	Was the M24-4 Chapter 01 Purchase Card reviewed by the A/OPC, approving official and cardholder?	*		
5	Was the VA Financial Policy, Volume XVI, Chapters 1A and 1B reviewed by the A/OPC, approving official and cardholder?	*		
B. Proper Costing		Yes	No	N/A
1	Does the cardholder have the correct fund control point?	*		
2	Does the cardholder have the correct cost center?	*		
3	Does the cardholder have the correct budget object code?	*		
4	Were purchases within the single purchase and monthly limits?	*		
C. Timeliness Standards		Yes	No	N/A
1	Are the annual reviews and focus reviews being completed as required and submitted timely?	*		
2	If the payment was disputed, was the dispute submitted within 30 calendar days?	*		
3	Are the cardholder and the AO completing the reconciliation in a timely manner?	*		
CAATS Processing:		Yes	No	N/A
1	Did the cardholder reconcile within 15 days of receipt of CAATS e-mail notification of unreconciled purchase card charges?	*		
2	Did the approving official reconcile/certify within 10 days of receipt of the CAATS e-mail notification of cardholder charge?	*		
3	Is the purchase transaction noted on the CAATS-generated supply log?	*		
4	Are all documents, including receipts, sales slips, invoices, etc., attached to the CAATS purchase order?	*		
D. Verification that purchases are within regulations		Yes	No	N/A
1	Were taxes accounted for on the purchase where the VA is considered a third-party?	*		
2	Was the purchase on behalf of a Veteran and/or valid VR&E participant only?	*		
3	Are back-up documents available to support the transaction? (receipts, purchase card acquisition checklist, invoices, supply/purchase card log, etc.)	*		
4	Was the order split to stay within dollar limits (fragmented/split)?		*	
5	Was receipt of goods and services verified with the Veteran (e.g. signature on receiving report, receipt, invoice or e-mail from the Veteran, or VA Form 28-1905r, etc.) prior to reconciliation?	*		

E. Administrative and Record Keeping		Yes	No	N/A
1	Is the VBA organization's A/OPC using the U.S. Bank Access Online System?	*		
2	Is the cardholder inquiring about prompt-pay discounts with the vendor?	*		
3	Is there documentation supporting a valid need for the purchase?	*		
4	Is there a blanket AO pre-approval memorandum available which provides the written approval to make purchases for services, supplies, and / or equipment for a rehabilitation plan for the fiscal year?	*		
5	Is the Charge Card Portal being used and does the A/OPC have access to the cardholders under their purview?	*		

Auditor: OFM\_Auditor TEST\_Auditor Date: 11/1/2022 2:58:37 PM  
 (Print name & Signature)

This report can be exported in different formats and saved to your desired location by selecting the disk icon below:



The user can then close the review checklist and purchase order to go back to the “Orders By Cardholder” report so that other orders can be reviewed. In the status field of the “Orders By Cardholders” report, in addition to the All option there are two other options (1) Reviewed and (2) Not Reviewed. See below:

**CAATS Reports (VRE Purchase Card Audit Monthly Orders By Card Holders)**

Report Parameters					
Station: 310 *	Start Date: 10/01/2022 *	End Date: 10/31/2022 *	Status: Reviewed	Card Number: All	Card Holder: All
Run Report			All		
			Reviewed		
			Not Reviewed		

1. **Reviewed** will list all purchase orders that are in “Reconciled Approved” status that have had the annual review performed along with the percentage of total purchase orders reviewed for the current fiscal year. The order number is hyperlinked so users can view the orders.

**CAATS Reports (VRE Purchase Card Audit Monthly Orders By Card Holders)**

Report Parameters					
Station: 310 *	Start Date: 10/01/2022 *	End Date: 10/31/2022 *	Status: Reviewed	Card Number: All	Card Holder: All
Run Report					

1 of 1 Find | Next

Purchase Card Orders Reviewed - Monthly Review

<b>% of total purchase orders reviewed:</b>		<b>100.00%</b>								
Order Number	Card Holder	Card Number	Total Price	Order Date	Approved Date	Date Created	Reconciled Date	Reconciled Approved Date	Reviewed By	Date Reviewed
<a href="#">310PV3000</a>	TEST_Creator, OFM Creator	352167	\$2,000.00	10/26/2022	10/27/2022	10/27/2022	10/27/2022	10/28/2022	OFM_Auditor TEST_Auditor	11/01/2022

2. **Not Reviewed** will list all purchase orders that are in “Reconciled Approved” status that have not had the annual review performed along with the percentage of total purchase orders not reviewed. The percentage is based on the total number of orders in “Reconciled Approved” status input for the current fiscal year. The hyperlink will allow the user to perform other reviews if needed.

**CAATS Reports (VRE Purchase Card Audit Monthly Orders By Card Holders)**

Report Parameters					
Station: 310 *	Start Date: 09/01/2022 *	End Date: 09/30/2022 *	Status: Not Reviewed	Card Number: All	Card Holder: All
Run Report					

1 of 1 Find | Next

Purchase Card Orders Not Reviewed - Monthly Review

% of total purchase orders not reviewed:		62.50%						
Order Number	Card Holder	Card Number	Total Price	Order Date	Approved Date	Date Created	Reconciled Date	Reconciled Approved Date
<a href="#">310PV2002</a>	TEST_Creator, OFM Creator	352167	\$250.00	09/08/2022	09/09/2022	09/09/2022	09/09/2022	09/11/2022
<a href="#">310PV2004</a>	TEST_Creator, OFM Creator	352167	\$1,000.00	09/08/2022	09/09/2022	09/09/2022	09/12/2022	09/12/2022
<a href="#">310PV2005</a>	TEST_Creator, OFM Creator	352167	\$750.00	09/08/2022	09/09/2022	09/09/2022	09/11/2022	09/12/2022

### 3.8.4 VRE Purchase Card Audit – VRE Reports

There are 4 reports in the Purchase Card Audit Review – Report sub module. They are as follows:

1. VRE Timeliness
2. VRE Not Completed
3. VRE Any Review Completed
4. VRE Focus Review

See below for description of each report.

#### 3.8.4.1 – VRE Audit Reports – VRE Timeliness

The Timelines report is used to show whether the purchase card orders are being approved and reconciled timely. Once the user selects the report the following screen will appear:

**CAATS Reports (VRE Purchase Card Audit Timeliness)**

Report Parameters				
Station: 310 *	Start Date: *	End Date: *	Card Number: All	Card Holder: All
Run Report				

The report parameters are as follows:



- Station: based on access [REQUIRED FIELD]
- Start Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY
- Card Number: Select from drop down
- Cardholder: Select from drop down

User will input the required data and the report will generate.

CAATS Reports (VRE Purchase Card Audit Timeliness)

Report Parameters

Station:	Start Date:	End Date:	Card Number:	Card Holder:
310	09/01/2022	09/30/2022	All	All

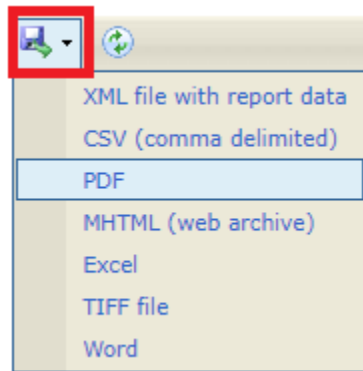
Run Report

---

VRE Timeliness Report

Order Number	Card Holder	Card Number	Total Price	Order Date	Approved Date	# of Days to Approve	Date Created	Received Date	Reconciled Date	# of Days to Reconcile	Reconciled Date	Reconciled Approved Date	# of Days Reconciliation Approval
<a href="#">310P/2002</a>	TEST_Creater, OFM Creator	352167	\$250.00	09/08/2022	09/09/2022	1 days 10 hours	09/09/2022	09/09/2022	09/09/2022	0 days 14 hours	09/09/2022	09/11/2022	2 days 2 hours
<a href="#">310P/2003</a>	TEST_Creater, OFM Creator	352167	(\$100.00)	09/08/2022	09/09/2022	1 days 10 hours	09/09/2022	09/09/2022	09/09/2022	0 days 14 hours	09/09/2022	09/12/2022	2 days 22 hours
<a href="#">310P/2004</a>	TEST_Creater, OFM Creator	352167	\$1,000.00	09/08/2022	09/09/2022	1 days 10 hours	09/09/2022	09/09/2022	09/12/2022	3 days 10 hours	09/12/2022	09/12/2022	0 days 2 hours
<a href="#">310P/2005</a>	TEST_Creater, OFM Creator	352167	\$750.00	09/08/2022	09/09/2022	1 days 12 hours	09/09/2022	09/11/2022	09/11/2022	0 days 18 hours	09/11/2022	09/12/2022	0 days 18 hours
<a href="#">310P/2000</a>	TEST_Creater, OFM Creator	352167	\$500.00	09/08/2022	09/08/2022	0 days 18 hours	09/09/2022	09/02/2022	09/11/2022	9 days 18 hours	09/11/2022	09/12/2022	0 days 18 hours
<a href="#">310P/2000</a>	TEST_Creater, OFM Creator	352167	\$500.00	09/08/2022	09/08/2022	0 days 18 hours	09/09/2022	09/02/2022	09/11/2022	9 days 18 hours	09/11/2022	09/12/2022	0 days 18 hours
<a href="#">310P/2006</a>	TEST_Creater, OFM Creator	352167	\$1,000.00	09/08/2022	09/09/2022	1 days 13 hours	09/09/2022	09/09/2022	09/09/2022	0 days 14 hours	09/09/2022	N/A	N/A

A hyperlink to the actual purchase order is provided in this report. This report can be exported into a variety of formats as shown in the following screen print:



### 3.8.4.2 – VRE Audit Reports – VRE Not Completed

The VRE Purchase Card Review Not Completed will show all purchase card orders in any status that have not had any review performed. Once the user selects the report the following screen will appear:

## CAATS Reports (VRE Purchase Card Audit No Review Done)

Report Parameters				
Station: 310 ▼ *	Start Date: <input type="text"/> *	End Date: <input type="text"/> *	Card Number: All ▼	Card Holder: All ▼
<input type="button" value="Run Report"/>				

The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- Start Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY
- Card Number: Select from drop down
- Cardholder: Select from drop down

User will input the required data and the report will generate.

## CAATS Reports (VRE Purchase Card Audit No Review Done)

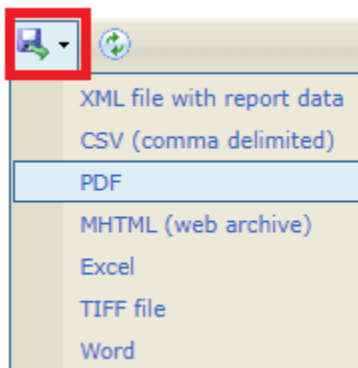
Report Parameters				
Station: 310 ▼ *	Start Date: 09/01/2022 *	End Date: 09/30/2022 *	Card Number: All ▼	Card Holder: All ▼
<input type="button" value="Run Report"/>				

14 | 1 of 1 | Find | Next

Total Orders by VRE Purchase Cardholder - Review Not Completed

Order Number	Card Holder	Card Number	Total Price	Total Charge Amount	Vendor's Name	Order Date	Approved Date	Date Created	Reconciled Date	Reconciled Approved Date
<a href="#">310PV2004</a>	TEST_Creator, OFM Creator	352167	\$1,000.00	\$1,000.00	Best Buy	09/08/2022	09/09/2022	09/09/2022	09/12/2022	09/12/2022
<a href="#">310PV2005</a>	TEST_Creator, OFM Creator	352167	\$750.00	\$750.00	Amazon	09/08/2022	09/09/2022	09/09/2022	09/11/2022	09/12/2022

A hyperlink to the actual purchase order is provided in this report. This report can be exported into a variety of formats as shown in the following screen print:



### 3.8.4.3 – VRE Audit Reports – VRE Any Review Completed

The VRE Purchase Card Any Review Completed will show all purchase card orders in any status that have had any review (annual, focus or monthly) performed. Once the user selects the report the following screen will appear:

**CAATS Reports (VRE Purchase Card Audit One Review)**

Report Parameters				
Station: 310 ▼ *	Start Date: [ ] * <small>MM/DD/YYYY</small>	End Date: [ ] * <small>MM/DD/YYYY</small>	Card Number: All ▼	Card Holder: All ▼
Run Report				

The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- Start Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY
- Card Number: Select from drop down
- Cardholder: Select from drop down

User will input the required data and the report will generate.

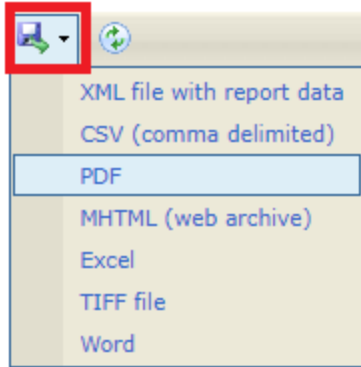
**CAATS Reports (VRE Purchase Card Audit One Review)**

Report Parameters										
Station: 310 ▼ *	Start Date: 09/01/2022 * <small>MM/DD/YYYY</small>	End Date: 09/30/2022 * <small>MM/DD/YYYY</small>	Card Number: All ▼	Card Holder: All ▼						
Run Report										

Order Number	Card Holder	Card Number	Total Price	Total Charge Amount	Vendor's Name	Order Date	Approved Date	Date Created	Reconciled Date	Reconciled Approved Date
<a href="#">310PV2002</a>	TEST_Creator, OFM Creator	352167	\$250.00	\$250.00	AirForce Joes	09/08/2022	09/09/2022	09/09/2022	09/09/2022	09/11/2022
<a href="#">310PV2003</a>	TEST_Creator, OFM Creator	352167	(\$100.00)	(\$100.00)	Wal Mart	09/08/2022	09/09/2022	09/09/2022	09/09/2022	09/12/2022
<a href="#">310PV2000</a>	TEST_Creator, OFM Creator	352167	\$500.00	\$200.00	Wal Mart	09/08/2022	09/08/2022	09/09/2022	09/11/2022	09/12/2022
<a href="#">310PV2000</a>	TEST_Creator, OFM Creator	352167	\$500.00	\$300.00	Wal Mart	09/08/2022	09/08/2022	09/09/2022	09/11/2022	09/12/2022
<a href="#">310PV2006</a>	TEST_Creator, OFM Creator	352167	\$1,000.00	\$1,000.00	Amazon	09/08/2022	09/09/2022	09/09/2022	09/09/2022	N/A

A hyperlink to the actual purchase order is provided in this report. This report can be exported into a variety of formats as shown in the following screen print:



### 3.8.4.4 – VRE Audit Reports – VRE Focus Review Certification

The VRE Purchase Card Focus Review Certification will allow users to view and print out the Focus Review certification report. Once the user selects the report the following screen will appear:



The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- Time Period: Select from dropdown [REQUIRED FIELD]

User will input the required data and the report will generate.

VRE Focus Review Guide Report

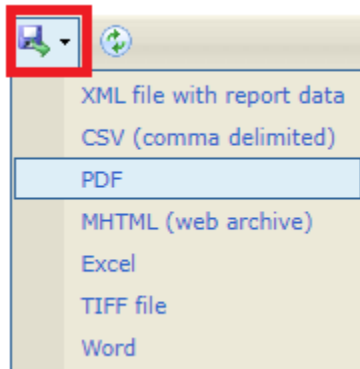
Station: \* [dropdown] Time Period: \* July 2022 - December 2022 [dropdown] Run Report

VRE Purchase Card Focus Review Guide

Station 310 for  
Time Period  
July 2022 -  
December  
2022

A. Training Standards	Yes	No	N/A
1 Have the A/OPC, approving official, and cardholder completed the required TMS and GSA initial and refresher training? (Refresher training is due every 2 years)	*		
2 Are the VA Forms 0242 available and completed in the Charge Card Portal?	*		
3 Are all the TMS and GSA Training Certificates of Completion on required training available?	*		
4 Was the M24-4 Chapter 01 Purchase Card reviewed by the A/OPC, approving official and cardholder?	*		
5 Was the VA Financial Policy, Volume XVI, Chapters 1A and 1B reviewed by the A/OPC, approving official and cardholder?	*		
B. Proper Costing	Yes	No	N/A
1 Does the cardholder have the correct fund control point?	*		
2 Does the cardholder have the correct cost center?	*		
3 Does the cardholder have the correct budget object code?	*		
4 Were purchases within the single purchase and monthly limits?	*		
C. Timeliness Standards	Yes	No	N/A
1 Are the annual reviews and focus reviews being completed as required and submitted timely?	*		
2 If the payment was disputed, was the dispute submitted within 30 calendar days?	*		
3 Are the cardholder and the AO completing the reconciliation in a timely manner?	*		

This report can be exported into a variety of formats as shown in the following screen print:



### 3.9 VRE Purchase Card –VRE Reports

There are 6 reports that are specific to the VRE Purchase Card module but are not contained in the Reports module due to the sensitivity of the data. Anyone with access to CAATS has access to the reports module to view all reports for their station(s). These reports were put as a sub module to the VRE Purchase Card module to ensure that purchase card information is only available to the cardholder, approving officials, and the setup admin (AOPC).

#### 3.9.1 VRE Reports - VRE Purchase Card Log

The VRE purchase card log will provide a listing of all purchase card orders by purchase card number for a given period of time that are in reconciled approved status. Once the user selects that option, the following screen will appear:

##### CAATS Reports (VRE Purchase Card Log)

Report Parameters				
Station:	Start Date:	End Date:	Card Number:	Card Holder:
All	09/28/2022	10/28/2022	All	All
Run Report				

The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- Start Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]

- End Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- Card Number: Select from drop down
- Cardholder: Select from drop down

User will input the required data and the report will generate.

CAATS Reports (VRE Purchase Card Log)

Report Parameters

Station: All Start Date: 09/28/2022 End Date: 10/28/2022 Card Number: All Card Holder: All

Run Report

Government VRE Purchase Card Log

Card Holder: TEST\_Creator, OFM Creator Date Range: 09/28/2022 to 10/28/2022  
 Single Purchase Limit: \$3,500.00 Monthly Purchase Limit: \$3,500.00

Instructions: Use this form to document all government purchase card transactions. The total of all items on an order must not exceed your single purchase limit. Your monthly total must not exceed your monthly purchase limit.

Order Number	Order Date	Item Description	FCP	BOC	Cost Center	Quantity	Total Price	Actual Quantity Received	Total Charge Amount	Vendor's Name	Requested By	Approved By	Approval Date	Purchase Card Charge Date	Date Created	Reconciled Date	Reconciled Approval Date	Date of Receipt	Received By	Acct Prop? Y/N	Socio Goal Purchase? Y/N
110FV2000	10/28/2022	Supplies for Veteran	0137000CC	4177	308000	10.00	\$2,000.00	10.00	\$2,000.00	Amazon	OFM Creator TEST_Creator	OFM Approver TEST_Approver	10/27/2022	10/27/2022	10/27/2022	10/27/2022	10/29/2022	10/27/2022	Minnie Mouse	N	N

All items hyperlinked can be selected and system will take the user back to the original screen of input to display additional information regarding the transaction. This report can be exported into a variety of formats as shown in the following screen.

Government VRE Purchase Card Log

Card Holder: TEST\_Creator, OFM Creator Date Range: 09/28/2022 to 10/28/2022  
 Single Purchase Limit: \$3,500.00 Monthly Purchase Limit: \$3,500.00

Export Options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, Word

Select the format and the system will ask you to download.

Sample Report – Excel Format

Government VRE Purchase Card Log

Card Holder: TEST\_Creator, OFM Creator Date Range: 09/28/2022 to 10/28/2022  
 Single Purchase Limit: \$3,500.00 Monthly Purchase Limit: \$3,500.00

Instructions: Use this form to document all government purchase card transactions. The total of all items on an order must not exceed your single purchase limit. Your monthly total must not exceed your monthly purchase limit.

Order Number	Order Date	Item Description	FCP	BOC	Cost Center	Quantity	Total Price	Actual Quantity Received	Total Charge Amount	Vendor's Name	Requested By	Approved By	Approval Date	Purchase Card Charge Date	Date Created	Reconciled Date	Reconciled Approval Date	Date of Receipt	Received By	Acct Prop? Y/N	Socio Goal Purchase? Y/N
110FV2000	10/28/2022	Supplies for Veteran	0137000CC	4177	308000	10.00	\$2,000.00	10.00	\$2,000.00	Amazon	OFM Creator TEST_Creator	OFM Approver TEST_Approver	10/27/2022	10/27/2022	10/27/2022	10/29/2022	10/27/2022	10/27/2022	Minnie Mouse	N	N

3.9.2 VRE Reports – VRE Purchase Card Reconciled Items

The VRE Purchase Card Reconcile report will show a list of reconciled purchase card orders and purchase card charges by station. This will be useful for the setup admin (AOPC) and approving officials to ensure that orders are being reconciled in a timely manner. Once the auditor selects that option, the following screen will appear:

### CAATS Reports (VRE Purchase Card Reconciled)

**Report Parameters**

<b>Station:</b>	<b>End Date:</b>	<b>Card Number:</b>
All <span style="font-size: small;">*</span>	<input type="text"/>	<input type="text"/>
<input type="button" value="Run Report"/>		

The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- Card Number: Select from drop down

User will input the required data and the report will generate.

#### CAATS Reports (VRE Purchase Card Reconciled)

**Report Parameters**

<b>Station:</b>	<b>End Date:</b>	<b>Card Number:</b>
All <span style="font-size: small;">*</span>	10/27/2022	352167 - TEST_Creator, OFM Creator
<input type="button" value="Run Report"/>		

14	1	of 1	Find   Next	Print	Refresh	Home	Back
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Station	All	Reconciled VRE Purchase Card Orders								
Status	Card Number	Document ID	Total Amount	Vendor	Updated Date	Created By	Fund			
Reconcile Approved	352167	<a href="#">310PV3000</a>	\$2,000.00	Amazon	10/28/2022	OFM Creator TEST_Creator	0137NS			
	<b>Line No.</b>	<b>Fiscal Year</b>	<b>Amount</b>	<b>FCP</b>	<b>Cost Center</b>	<b>BOC</b>				
	1	2023	\$2,000.00	0137000CC	308000	4177				
		<b>Total:</b>	\$2,000.00							
Reconciled VRE Purchase Card Charges										
Card Number	Ref Number	Total Amount	Vendor	Purchase Date	Date Created	Fiscal Year	Fund	FCP	Cost Center	BOC
Reconcile Approved	352167	<a href="#">24638187158518068560152</a>	\$2,000.00	Amazon	10/27/2022	10/27/2022	2022	0137NS	0137000CC	308000 4177
		<b>Total:</b>	\$2,000.00							

10/28/2022 12:21:19 PM Page 1 of 1

All items hyperlinked can be selected and system will take the user back to the original screen of input to display additional information regarding the transaction. This report can be exported into a variety of formats as shown in the following screen.

14	1	of 1	Find   Next	Print	Refresh	Home	Back
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<div style="border: 1px solid black; padding: 2px;">                 XML file with report data                  CSV (comma delimited)                  PDF                  MHTML (web archive)                  Excel                  TIFF file                  Word             </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Government VRE Purchase Card Log</b></td> <td style="width: 50%;"></td> </tr> <tr> <td>Creator, OFM Creator</td> <td><b>Date Range:</b> 09/28/2022 to 10/28/2022</td> </tr> <tr> <td>1.00</td> <td><b>Monthly Purchase Limit:</b> \$3,500.00</td> </tr> </table>	<b>Government VRE Purchase Card Log</b>		Creator, OFM Creator	<b>Date Range:</b> 09/28/2022 to 10/28/2022	1.00	<b>Monthly Purchase Limit:</b> \$3,500.00
<b>Government VRE Purchase Card Log</b>							
Creator, OFM Creator	<b>Date Range:</b> 09/28/2022 to 10/28/2022						
1.00	<b>Monthly Purchase Limit:</b> \$3,500.00						

Select the format and the system will ask you to download.

### Sample Report – Excel Format

Station 310 Reconciled VRE Purchase Card Orders							
Status	Card Number	Document ID	Total Amount	Vendor	Updated Date	Created By	Fund
Reconcile Approved	352167	310PV3000	\$2,000.00	Amazon	10/28/2022	OFM Creator	0137NS
	Line No. 1	Fiscal Year 2023	Amount \$2,000.00	FCP 0137000CC	Cost Center 308000	BOC 4177	
<b>Total:</b>			\$2,000.00				

Reconciled VRE Purchase Card Charges											
Status	Card Number	Ref Number	Total Amount	Vendor	Purchase Date	Date Created	Fiscal Year	Fund	FCP	Cost Center	BOC
Reconcile	352167	24638187156518068560152	\$2,000.00	Amazon	10/27/2022	10/27/2022	2022	0137NS	0137000CC	308000	4177
<b>Total:</b>			\$2,000.00								

### 3.9.3 VRE Reports – VRE Purchase Card Unreconciled Items

The VRE Purchase Card Unreconciled report will show a list of unreconciled purchase card orders and unreconciled purchase card charges by station. This will be useful for the Setup Admin (AOPC) and approving officials to ensure that orders are being reconciled in a timely manner. Once the user selects that option, the following screen will appear:

#### CAATS Reports (VRE Purchase Card Unreconciled)

**Report Parameters**

<b>Station:</b> <input type="text" value="310"/> *	<b>End Date:</b> <input type="text"/>	<b>Card Number:</b> <input type="text" value="All"/>
<input type="button" value="Run Report"/>		

The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- Card Number: Select from drop down

User will input the required data and the report will generate.



CAATS Reports (VRE Purchase Card Unreconciled)

Report Parameters

Station: 310 End Date: Card Number: All

Run Report

Station 310 Unreconciled VRE Purchase Card Orders

Status	Card Number	Document ID	Total Amount	Vendor	Updated Date	Created By	Fund
Approved	352167	<a href="#">310PV2001</a>	\$1,000.00	Garrett Car Services	09/09/2022	OFM Creator TEST_Creator	0137NS
				FCP		BOC	
	Line No.	Fiscal Year	Amount	FCP	Cost Center	BOC	
	1	2022	\$1,000.00	0137000CC	308000	4109	
		Total:	\$1,000.00				

Unreconciled VRE Purchase Card Charges

Status	Card Number	Card Holder Name	Ref Number	Total Amount	Vendor	Purchase Date	Date Created	Fiscal Year	Fund	FCP	Cost Center	BOC
Unreconciled	352167	OFM Creator TEST_Creator	<a href="#">24638187156518068560558</a>	\$1,000.00	Garrett Car	09/08/2022	09/09/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	OFM Creator TEST_Creator	<a href="#">24638187156518068560159</a>	(\$1,000.00)	Amazon	09/09/2022	09/09/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	OFM Creator TEST_Creator	<a href="#">24638187156518068560150</a>	\$300.00	WallMart	10/27/2022	10/27/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	OFM Creator TEST_Creator	<a href="#">24638187156518068560151</a>	\$100.00	WallMart	10/27/2022	10/27/2022	2022	0137NS	0137000CC	308000	4177
		Total:		\$400.00								

All items hyperlinked can be selected and system will take the user back to the original screen of input to display additional information regarding the transaction. This report can be exported into a variety of formats as shown in the following screen.

Government VRE Purchase Card Log

Card Sing... Creator, OFM Creator Date Range: 09/28/2022 to 10/28/2022 Monthly Purchase Limit: \$3,500.00

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Select the format and the system will ask you to download.

Sample Report – Excel Format

Station 310 Unreconciled VRE Purchase Card Orders

Status	Card Number	Document ID	Total Amount	Vendor	Updated Date	Created By	Fund
Approved	352167	<a href="#">310PV2001</a>	\$1,000.00	Garrett Car Services	09/09/2022	OFM Creator	0137NS
				FCP		BOC	
	Line No.	Fiscal Year	Amount	FCP	Cost Center	BOC	
	1	2022	\$1,000.00	0137000CC	308000	4109	
		Total:	\$1,000.00				

Unreconciled VRE Purchase Card Charges

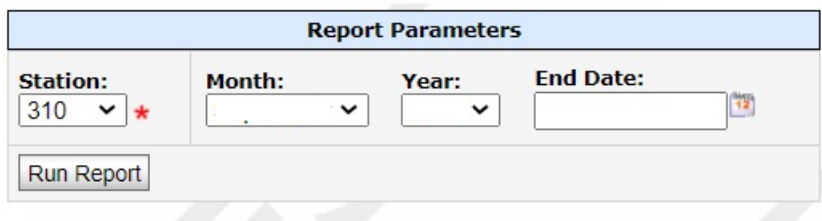
Status	Card Number	Card Holder Name	Ref Number	Total Amount	Vendor	Purchase Date	Date Created	Fiscal Year	Fund	FCP	Cost Center	BOC
Unreconciled	352167	OFM Creator TEST_Creator	<a href="#">24638187156518068560558</a>	\$1,000.00	Garrett Car	09/08/2022	09/09/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	OFM Creator TEST_Creator	<a href="#">24638187156518068560159</a>	(\$1,000.00)	Amazon	09/09/2022	09/09/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	OFM Creator TEST_Creator	<a href="#">24638187156518068560150</a>	\$300.00	WallMart	10/27/2022	10/27/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	OFM Creator TEST_Creator	<a href="#">24638187156518068560151</a>	\$100.00	WallMart	10/27/2022	10/27/2022	2022	0137NS	0137000CC	308000	4177
		Total:		\$400.00								


**Note:** The VRE Purchase Card Unreconciled Report can be used to determine the amount of the month end accruals. The monthly accruals will be generated the third business day prior to the end of the month and based on the approved unreconciled purchase orders not including the purchase orders used as payment mechanism. An email notification on the fifth day prior to the end of the month will be sent to the purchase cardholder and approving official informing about unreconciled purchase card orders that could result in an accrual. To view the purchase card accruals, see the Accruals –Purchase Card module/submodule.

### 3.9.4 VRE Reports – VRE Purchase Accrual Report

The VRE Purchase Card Accrual report will show the purchase card orders detail that pertain to each accrual transaction created by the system. Once the auditor selects that option, the following screen will appear:

#### CAATS Reports (VRE Purchase Card Accrual)



Report Parameters			
Station: 310 ▼ *	Month: ▼	Year: ▼	End Date: <input type="text"/> 
Run Report			

The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- Month: Select from drop down
- Year: Select from drop down
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY

User will input the required data and the report will generate.

CAATS Reports (VRE Purchase Card Accrual)

**Report Parameters**

Station: 310 \*    Month: September    Year: 2022    End Date:

---

1 of 1    Find | Next

Station 310    VRE Purchase Card Accrual Report -    September 2022

<b>Document ID</b>	<b>Total Amount of Accrual</b>					
<a href="#">3102CRC0902</a>	\$1,000.00					
<b>Purchase Card Order</b>	<b>Total Amount of Order</b>	<b>Fund</b>				
310PV2001	\$1,000.00	0137NS				
<b>Line</b>	<b>Amount</b>	<b>Fiscal Year</b>	<b>FCP</b>	<b>Cost Center</b>	<b>BOC</b>	
1	\$1,000.00	2022	0137000CC	308000	4109	

<b>Document ID</b>	<b>Total Amount of Accrual</b>					
<a href="#">3102CRC0900</a>	\$1,750.00					
<b>Purchase Card Order</b>	<b>Total Amount of Order</b>	<b>Fund</b>				
310PV2001	\$1,000.00	0137NS				
<b>Line</b>	<b>Amount</b>	<b>Fiscal Year</b>	<b>FCP</b>	<b>Cost Center</b>	<b>BOC</b>	
1	\$1,000.00	2022	0137000CC	308000	4109	

A hyperlink to the actual accrual transaction is provided in this report. This report can be exported into a variety of formats as shown in the following screen print:

1 of 1    Find | Next

**Government VRE Purchase Card Log**

Creator: OFM Creator    Date Range: 09/28/2022 to 10/28/2022

00    Monthly Purchase Limit: \$3,500.00

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Select the format and the system will ask you to download.

**Sample Report – Excel Format**

Station 310 VRE Purchase Card Accrual September 2022

<b>Document ID</b> <a href="#">3102CRC0902</a>	<b>Total Amount of Accrual</b> \$1,000.00					
	<b>Purchase Card Order</b> 310PV2001		<b>Total Amount of Order</b> \$1,000.00		<b>Fund</b> 0137NS	
	<b>Line</b>	<b>Amount</b>	<b>Fiscal Year</b>	<b>FCP</b>	<b>Cost Center</b>	<b>BOC</b>
	1	\$1,000.00	2022	0137000CC	308000	4109

<b>Document ID</b> <a href="#">3102CRC0900</a>	<b>Total Amount of Accrual</b> \$1,750.00					
	<b>Purchase Card Order</b> 310PV2001		<b>Total Amount of Order</b> \$1,000.00		<b>Fund</b> 0137NS	
	<b>Line</b>	<b>Amount</b>	<b>Fiscal Year</b>	<b>FCP</b>	<b>Cost Center</b>	<b>BOC</b>
	1	\$1,000.00	2022	0137000CC	308000	4109

	<b>Purchase Card Order</b> 310PV2005		<b>Total Amount of Order</b> \$750.00		<b>Fund</b> 0137NS	
	<b>Line</b>	<b>Amount</b>	<b>Fiscal Year</b>	<b>FCP</b>	<b>Cost Center</b>	<b>BOC</b>
	1	\$750.00	2022	0137000CC	308000	4109

### 3.9.5 VRE Reports – VRE Purchase Card Charges Over 15 Days

The VRE Purchase Card Charges over 25 Days report will show a detail list of unreconciled purchase card charges that are over 25 days old. Once the auditor selects that option, the following screen will appear:

#### CAATS Reports (VRE Purchase Card Unreconciled Charges Overdue)

Report Parameters		
<b>Station:</b> 310	<b>Start Date:</b> [Calendar Icon]	<b>End Date:</b> [Calendar Icon]
Run Report		

The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- Start Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]

User will input the required data and the report will generate.

**CAATS Reports (VRE Purchase Card Unreconciled Charges Overdue)**

**Report Parameters**

<b>Station:</b> 310 *	<b>Start Date:</b> 09/01/2022 *	<b>End Date:</b> 10/09/2022 *
--------------------------	------------------------------------	----------------------------------

---

Station 310      VRE Purchase Card Charges Over 25 Days

Status	Card Number	Total Amount	Vendor	Purchase Date	Fiscal Year	Fund	FCP	Cost Center	BOC
Unreconciled	352167	\$1,000.00	Garrett Car	09/08/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	(\$1,000.00)	Amazon	09/09/2022	2022	0137NS	0137000CC	308000	4177

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This report can be exported into a variety of formats as shown in the following screen.

Station 310      VRE Purchase Card Charges Over 25 Days

Status	Card Number	Total Amount	Vendor	Purchase Date	Fiscal Year	Fund	FCP	Cost Center	BOC
Unreconciled	352167	\$1,000.00	Garrett Car	09/08/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	(\$1,000.00)	Amazon	09/09/2022	2022	0137NS	0137000CC	308000	4177

Government VRE Purchase Card Log

Creator, OFM Creator	Date Range: 09/28/2022 to 10/28/2022
Monthly Purchase Limit: \$3,500.00	

Select the format and the system will ask you to download.

### Sample Report – Excel Format

Station 310      VRE Purchase Card Charges Over 25 Days

Status	Card Number	Total Amount	Vendor	Purchase Date	Fiscal Year	Fund	FCP	Cost Center	BOC
Unreconciled	352167	\$1,000.00	Garrett Car	09/08/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	(\$1,000.00)	Amazon	09/09/2022	2022	0137NS	0137000CC	308000	4177

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### 3.9.6 VRE Reports – VRE Socioeconomic Goals

The VRE Purchase Socioeconomic Goals report will show all the purchase card transactions that reference one of the socioeconomic vendors. Once the auditor selects that option, the following screen will appear:

CAATS Reports (VRE Purchase Card Socioeconomic Goals)

Report Parameters					
Station: 349 *	Start Date: [ ] *	End Date: [ ] *	Status: All	Card Number: All	Socioeconomic Goal: All
Run Report					

The report parameters are as follows:

- Station: based on access [REQUIRED FIELD]
- Start Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- Status: Select from drop down
- Card Number: Select from drop down
- Socioeconomic Goal: Select from drop down

User will input the required data and the report will generate.

CAATS Reports (VRE Purchase Card Socioeconomic Goals)

Report Parameters							
Station: 349 *	Start Date: 08/01/2022 *	End Date: 09/30/2022 *	Status: All	Card Number: All	Socioeconomic Goal: All	Run Report	

Station 349 VRE Purchase Card Socioeconomic Goals								
Status	Card Number	Document ID	Total Amount	Vendor	Created Date	Created By	Fund	Socioeconomic Goal:
Reconcile Approved	121215	<a href="#">349PY2000</a>	\$3,600.00	Framing Shop	08/24/2022	OFM Creator TEST_Creator	0137NS	Women-Owned Small Business (WOSB)
<b>Total:</b>			\$3,600.00					

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This report can be exported into a variety of formats as shown in the following screen.

Government VRE Purchase Card Log			
Card Sing	Creator, OFM Creator	Date Range:	09/28/2022 to 10/28/2022
	.00	Monthly Purchase Limit:	\$3,500.00

Select the format and the system will ask you to download.

### Sample Report – Excel Format

Station 349		VRE Purchase Card Socioeconomic Goals						
Status	Card Number	Document ID	Total Amount	Vendor	Created Date	Created By	Fund	Socioeconomic Goal:
Reconcile Approved	121215	<a href="#">349PV2000</a>	\$3,600.00	Framing Shop	08/24/2022	OFM Creator TEST_Creator	0137NS	Women-Owned Small Business (WOSB)
Total:			\$3,600.00					

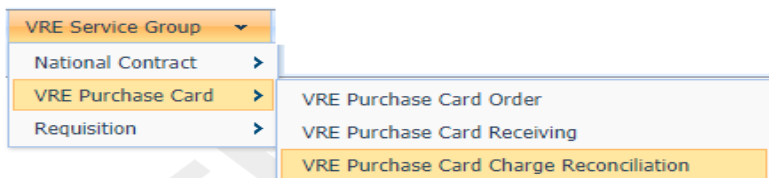
## 4. Common Issues

This section will explore some of the common issues purchase cardholders faces with the CAATS VRE Purchase card module. They are as follows:

1. No available orders to reconcile: This section will review when the purchase cardholder is trying to reconcile a purchase card order to a charge and no available purchase card orders are available. See section [4.1 No Available Orders](#)
2. Purchase Card Order Updates – Decrease/Increase Order: This section will review when the need to update a purchase orders. See Section [4.2 Purchase Card Order Updates](#)
3. Purchase card credit order – Refund: This section will review inputting a credit order. See Section [4.3 Credit Orders](#)
4. Reconciliation Partial to Final: This section will review the process of reconciling multiple charges to one order. See Section [4.4 Reconciliation Partial to Final](#)
5. Correcting Purchase Card Orders – Different Statuses: This section will review the correction process for purchase card orders in different statuses. See Section [4.4. Correcting Purchase Card Orders – Different Statuses](#)

### 4.1 No Available Orders


When the purchase cardholder go to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Charge Reconciliation module/submodule, there will be a list of purchase card charges:



List of purchase card charges (come from US Bank):

**VRE Purchase Card Charge Reconciliation**

Station: 310 Cardholder:   Show Reconciled  Disputed Only  Active Only

	Charge Status	Card Number	Cardholder	Net Amount	Vendor	Disputed	Active	Date Created	Updated
 <input type="button" value="View"/>	Unreconciled	128453	Test_Creator TEST_vaausiam- victest41	1000.00	Amazon		✓	10/31/2023	11/15/2023
<input type="button" value="View"/>	Unreconciled	128453	Test_Creator TEST_vaausiam- victest41	-1000.00	Amazon		✓	5/2/2023	5/2/2023
<input type="button" value="View"/>	Unreconciled	128453	Test_Creator TEST_vaausiam- victest41	750.00	Amazon		✓	3/27/2023	3/27/2023
<input type="button" value="View"/>	Unreconciled	128453	Test_Creator TEST_vaausiam- victest41	300.00	WalMart		✓	3/27/2023	3/27/2023
<input type="button" value="View"/>	Unreconciled	128453	Test_Creator TEST_vaausiam- victest41	-1000.00	Amazon		✓	3/27/2023	3/27/2023

Page 1 of 1 total page(s) (0 record(s) total)


User selects the View button for first item to try to see if they can reconcile. See below:

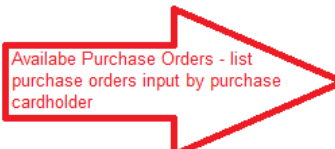
**VRE Purchase Card Charge**

**Bank Charge Information**

Charge Status: Unreconciled  
 Credit Card Number: 128453  
 Date Created: 10/31/2023  
 Purchase Date: 10/31/2023  
 Net Amount: \$1,000.00  
 Vendor Name: Amazon  
 Vendor City: Austin  
 Vendor State: TX  
 Fund: 0137NS  
 FCP: 0137000CC  
 Cost Center: 308000  
 BOC: 4177  
 AO: 20  
 Budget Fiscal Year: 2024  
 Purchase ID: 8257157900165312457689347  
 Reference Number: 24638187156518068560155

Disputed:   
 Active:   
 Charge Detail:

 Bank Charges Information comes from US Bank

 Available Purchase Orders - list purchase orders input by purchase cardholder

**Available Purchase Card Orders**

**Audit History**

Action	Action By	Action Date	Comments
--------	-----------	-------------	----------

If there are no purchase card orders listed in the Available Purchase Card Orders section, that means the following:

1. No purchase order have been input for that purchase card charge. The purchase cardholder must go to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Order module/submodule to add the purchase order. See Section **3.1 VRE Purchase Card Order**
2. The purchase cardholder has input a purchase order. However, the receiving for the purchase order hasn't been completed. To do that the purchase cardholder has to go to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Receiving to input the receiving data. Details for that process is outlined in **3.2 VRE Purchase Card Receiving**



## 4.2 Purchase Card Order Updates

This section will review the process when the purchase cardholder have to update the purchase card orders.

### 4.2.1 Purchase Card Charge less than Purchase Card order

The system will allow the purchase cardholder to reconcile a purchase card order to a purchase card charge that is under the tolerance of 10% or 50 whichever is less. For example, the purchase cardholder input a purchase order 349PV4000 for \$135.00. However, the charge was for \$125.00. The user would perform the reconciliation as normal. See below:

**VRE Purchase Card Transactions**

Station: 349 Status: All Active Document ID: Created By: All Total: Vendor Name:

Export Format: PDF

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	Approved	349PV4001	Test_Creator TEST_vaausiam- victest41	11/24/2023	Test_Creator TEST_vaausiam- victest41	11/24/2023	Test_Approver TEST_vaausiam- victest42	11/24/2023	1	\$135.00	11/24/2023

The purchase card order has gone through the process of being approved by both the approver and finance approver. The purchase cardholder has input the receiving information as well. The purchase cardholder receives email that there are items to reconcile. Goes to the purchase card reconciliation page and sees a charge for \$125.00 instead of the amount of the purchase card order that was input. The purchase cardholder should still be able to reconcile the order.

**VRE Purchase Card Charge Reconciliation**

Station: 349 Cardholder:   Show Reconciled  Disputed Only

	Charge Status	Card Number	Cardholder	Net Amount ▲	Vendor	Disputed	Active	Date Created	Updated
<input type="button" value="View"/>	Unreconciled	246999	Test_Creator TEST_vaausiam- victest41	125.00	Book Store		<input checked="" type="checkbox"/>	9/20/2022	9/20/2022

Select View

**VRE Purchase Card Charge**

Bank Charge Information

**Charge Status:** Unreconciled  
**Credit Card Number:** 246999  
**Date Created:** 9/20/2022  
**Purchase Date:** 9/20/2022  
**Net Amount:** \$125.00  
**Vendor Name:** Book Store  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4108  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689346  
**Reference Number:** 24638187156518068560451  
**Disputed:**   
**Active:**   
**Charge Detail:**

[Edit](#)

Available Purchase Card Orders

	Document #	Card Holder	Vendor	Location	Order Date	Total	Remaining
<a href="#">Add</a>	<a href="#">349PV4001</a>	TEST_vaausiam-victest41, RATS_Lead Analyst	Book Store	,	11/30/2023	\$135.00	\$135.00
Line	Description	Quantity	Qty Received	Line Total	Remaining		
001	testing tolerance	1.00	1.00	\$135.00	\$135.00		

The purchase order that was input for \$135.00 is listed as the available purchase card order to reconcile that purchase card charge. Select the Add button

**VRE Purchase Card Charge**

**Bank Charge Information**

Charge Status: Unreconciled  
 Credit Card Number: 246999  
 Date Created: 9/20/2022  
 Purchase Date: 9/20/2022  
 Net Amount: \$125.00  
 Vendor Name: Book Store  
 Vendor City: Austin  
 Vendor State: TX  
 Fund: 0137NS  
 FCP: 0137000CC  
 Cost Center: 308000  
 BOC: 4108  
 AO: 20  
 Budget Fiscal Year: 2022  
 Purchase ID: 8257157900165312457689346  
 Reference Number: 24638187156518068560451  
 Disputed:   
 Active:   
 Charge Detail:

**Selected Purchase Card Order**

Document #: 349PV4001  
 Card Holder: TEST\_vaausiam-victest41, RATS\_Lead Analyst  
 Order Date: 11/30/2023  
 Vendor: Book Store  
 Vendor Location: ,  
 Order Total: \$135.00  
 Order Total Remaining: \$135.00  
 Order Status: Approved  
 Applied from Charge: \$0.00  
 Remaining on Charge: \$125.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	testing tolerance	1.00	1.00	\$135.00	\$135.00	125.00 *

Reconcile Final Reconcile Partial Cancel

The applied amount can't exceed the Amount of the purchase card charge

Check the box, input the amount of the purchase card charge amount, and select Reconcile Final. **NOTE: The applied amount can't exceed the amount of the purchase card charge (Bank Charge Information).** The purchase card order is an estimate of what you are anticipating spending for the purchase.

Once you answer the checklist questions that pertains to the reconciliation process, the reconciliation should be completed. Both the charge and order are in Fully Reconciled status.

**VRE Purchase Card Transactions**

Station: 349 Status: All Active Document ID: Created By: All Total: Vendor Name: Submit

Add Document Export Format: PDF Export

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<a href="#">View</a> <a href="#">Copy</a>	Fully Reconciled	349PV4001	Test_Creator TEST_vaausiam-victest41	11/24/2023	Test_Creator TEST_vaausiam-victest41	11/24/2023	Test_Approver TEST_vaausiam-victest42	11/24/2023	1	\$135.00	11/24/2023

**VRE Purchase Card Charge Reconciliation**

Station: 349 Cardholder: Show Reconciled Disputed Only

	Charge Status	Card Number	Cardholder	Net Amount	Vendor	Disputed	Active	Date Created	Updated
<a href="#">View</a>	Fully Reconciled	246999	Test_Creator TEST_vaausiam-victest41	125.00	Book Store		✓	9/20/2022	11/24/2023

That completes this process for items that are less than the order amount for the purchase cardholder. The approver still needs to approve to be in the final state of "Reconciled Approved".

#### 4.2.2 Purchase card charge greater than purchase card order

If the purchase card charge is over the purchase card order by any amount, the purchase cardholder will have to update the purchase card order. Using the same example from above, the purchase cardholder input an order for 349PV4002 in the amount of \$145.00. However, the vendor charged shipping charges and some of fees which made the charge amount to \$250.00. See Order below:

##### VRE Purchase Card Transactions

Station:  Status:  Document ID:  Created By:  Total:  Vendor Name:

Export Format:

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	Approved	349PV4002	Test_Creator TEST_vaausiam- victest41	11/24/2023	Test_Creator TEST_vaausiam- victest41	11/24/2023	Alice Garrett	11/24/2023	1	\$145.00	12/04/2023

The user will go to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Reconciliation to try to reconcile the that purchase order 349PV4002 to the purchase card charge of \$250.00:

##### VRE Purchase Card Charge Reconciliation

Station:  Cardholder:   Show Reconciled  Disputed Only  Active Only

	Charge Status	Card Number	Cardholder	Net Amount ▲	Vendor	Disputed	Active	Date Created	Updated
<input type="button" value="View"/>	Unreconciled	246999	Test_Creator TEST_vaausiam- victest41	250.00	Book Store		✓	9/20/2022	12/4/2023

Select the View button.

## VRE Purchase Card Charge

### Bank Charge Information

**Charge Status:** Unreconciled  
**Credit Card Number:** 246999  
**Date Created:** 9/20/2022  
**Purchase Date:** 9/20/2022  
**Net Amount:** \$250.00  
**Vendor Name:** Book Store  
**Vendor City:** Dallas  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4108  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689341  
**Reference Number:** 24638187156518068560455  
**Disputed:**   
**Active:**   
**Charge Detail:**

[Edit](#)

### Available Purchase Card Orders

	Document #	Card Holder	Vendor	Location	Order Date	Total	Remaining
<a href="#">Add</a>	<a href="#">349PV4002</a>	TEST_vaausiam-victest41, RATS_Lead Analyst	Book Store	,	11/30/2023	\$145.00	\$145.00
Line	Description	Quantity	Qty Received	Line Total	Remaining		
001	testing tolerance	1.00	1.00	\$145.00	\$145.00		

Select the Add button to apply the purchase card order 349PV4002 to the purchase card charge of \$250.00

### VRE Purchase Card Charge

- Applied Amount must be within the lessor of 10% or \$50 of the available amount.

---

**Bank Charge Information**

Charge Status: Unreconciled  
 Credit Card Number: 246999  
 Date Created: 9/20/2022  
 Purchase Date: 9/20/2022  
 Net Amount: \$250.00  
 Vendor Name: Book Store  
 Vendor City: Dallas  
 Vendor State: TX  
 Fund: 0137NS  
 FCP: 0137000CC  
 Cost Center: 308000  
 BOC: 4108  
 AO: 20  
 Budget Fiscal Year: 2022  
 Purchase ID: 8257157900165312457689341  
 Reference Number: 24638187156518068560455

Disputed:   
 Active:   
 Charge Detail:

---

**Selected Purchase Card Order**

<b>Document #:</b> <a href="#">349PV4002</a>	<b>Order Total:</b> \$145.00
<b>Card Holder:</b> TEST_vaausiam-victest41, RATS_Lead Analyst	<b>Order Total Remaining:</b> \$145.00
<b>Order Date:</b> 11/30/2023	<b>Order Status:</b> Approved
<b>Vendor:</b> Book Store	<b>Applied from Charge:</b> \$0.00
<b>Vendor Location:</b> ,	<b>Remaining on Charge:</b> \$250.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	testing tolerance	1.00	1.00	\$145.00	\$145.00	250.00 * ⚠

Select the Check Box and input the applied amount. The applied amount has to be equal to the charge amount. The user will get an error stating that the Applied amount must be within the lessor of 10% or \$50 of the available amount. In this case, the user will need to adjust the order. Select Cancel.

#### 4.2.2.1 Updating the Purchase order

Go to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Order to find the purchase order 349PV4002.

**VRE Purchase Card Transactions**

Station:  Status:  Document ID:  Created By:  Total:  Vendor Name:

Export Format:

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	Approved	349PV4002	Test_Creator TEST_vaausiam- victest41	11/24/2023	Test_Creator TEST_vaausiam- victest41	11/24/2023	Alice Garrett	11/24/2023	1	\$145.00	12/04/2023

Select View.

**VRE Purchase Card Order**

Station: 349 Status: Approved Action:

**Header**

Document Number: 349PV4002

In the Action field, purchase cardholder will use the dropdown to select “Return to Edit” then select Go. The system will take the user back to the VRE Purchase Card Order desktop screen which shows now that the purchase card order status has been updated to “Return to Station”.

**VRE Purchase Card Transactions**

Station:  Status:  Document ID:  Created By:  Total:  Vendor Name:

Export Format:

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	Returned To Station	349PV4002	Test_Creator TEST_vaausiam- victest41	11/24/2023	Test_Creator TEST_vaausiam- victest41	11/24/2023	Alice Garrett	11/24/2023	1	\$145.00	12/05/2023

Select the View button

## VRE Purchase Card Order

Station: 349    Status: Returned To Station    Action:

### Header

Document Number: 349PV4002  
Card Number: 246999 - TEST\_vaausiam-victest41, Test\_ Creator  
CardHolder Name: TEST\_vaausiam-victest41, RATS\_Lead Analyst  
Veteran First Name: Daffney  
Veteran Last Name: October  
Title 38 US Code: Chapter 31 - VR&E  
File Number:

Vendor Code:  
Vendor Code Suffix:  
Vendor Name: Book Store  
Vendor Address Line 1:  
Vendor Address Line 2:  
Vendor City:  
Vendor State:  
Vendor Zip:  
Fund: 0137NS - Readj. Bene.-Credit Card  
Total Cost: \$145.00  
Order Date: 11/30/2023  
Accountable Property:  Yes  No \*  
Socioeconomic Goal:  Yes  No \*  
Payment Mechanism Only:   
Received Status: Received  
Annual Review:   
Monthly Review:

Select the Edit button to update the amounts in the header.



### VRE Purchase Card Order

Station: 349    Status: Returned To Station    N/A Action:

#### Header

**Document Number:** 349PV4002

**Card Number:** 246999 - TEST\_vaausiam-victest41, Test\_Creator \*  
**CardHolder Name:** TEST\_vaausiam-victest41, RATS\_Lead Analyst

**Veteran First Name:** Daffney \*  
**Veteran Last Name:** October \*

**Title 38 US Code:** Chapter 31 - VR&E \*

**File Number:**  
 Claim # \*  
 SSN  
123456636 \*

**Vendor Code:**   
**Vendor Code Suffix:**

**Vendor Name:** Book Store \*  
**Vendor Address Line 1:**   
**Vendor Address Line 2:**   
**Vendor City:**   
**Vendor State:**   
**Vendor Zip:**

**Fund:** 0137NS - Readj. Bene.-Credit Card \*  
**Total Cost:** 250.00 \*  
**Order Date:** 11/30/2023 \*  
**Accountable Property:**  Yes  No \*  
**Socioeconomic Goal:**  Yes  No \*  
**Payment Mechanism Only:**   
**Received Status:** Received  
**Annual Review:**   
**Monthly Review:**

Select Save

**VRE Purchase Card Order**

Station: 349    Status: Returned To Station    Action:

**Header**

Document Number: 349PV4002  
 Card Number: 246999 - TEST\_vaausiam-vicetest41, Test\_Creator  
 CardHolder Name: TEST\_vaausiam-vicetest41, RATS\_Lead Analyst  
 Veteran First Name: Daffney  
 Veteran Last Name: October  
 Title 38 US Code: Chapter 31 - VR&E  
 File Number:

Vendor Code:  
 Vendor Code Suffix:  
 Vendor Name: Book Store  
 Vendor Address Line 1:  
 Vendor Address Line 2:  
 Vendor City:  
 Vendor State:  
 Vendor Zip:  
 Fund: 0137NS - Readj. Bene.-Credit Card  
 Total Cost: \$250.00  
 Order Date: 11/30/2023

Accountable Property:  Yes  No \*  
 Socioeconomic Goal:  Yes  No \*  
 Payment Mechanism Only:   
 Received Status: Received  
 Annual Review:   
 Monthly Review:

[VRE Purchase Card Checklist](#)

[Remaining Balance Report](#)

**Line Items**

Total: \$145.00    Header Total: \$250.00    Difference: \$105.00

<b>Line 01</b>	
Budget Fiscal Year:	2022
Cost Center:	308000 Voc Rehab&Counsel Ser
BOC:	4108 CH 31 BOOKS
ACC/FCP:	0137000CC - VBA Readjust Bene Credit Card
Quantity:	1.00
Total Cost:	\$145.00 <input checked="" type="radio"/> Increase <input type="radio"/> Decrease
Description:	testing tolerance
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/>	

Select Edit in the line to update the amount in the Line

**Line Items**

Total: \$145.00 Header Total: \$250.00 Difference: \$105.00

**Line 01**

[Use Default Accounting on Purchase Card](#)

Budget Fiscal Year: 2022 \*

Cost Center: 308000 Voc Rehab&Counsel Ser \*

BOC: 4108 CH 31 BOOKS \*

ACC/FCP: 0137000CC - VBA Readjust Bene Credit Card \*

Quantity: 1.00 \*

Total Cost: 250.00  Increase  Decrease \*

Description: testing \*

Save Save And Finish Cancel

Total Lines: 1

Select Save if you want to stay in the document to maybe add additional attachment or Save and Finish to submit it to the approving official to approve. Once the approver official and finance approver have approved it. The status will be in "Approved". When it is back in Approved Status, the purchase card holder will be able to now reconcile that purchase card order since the receiving has already been completed.

**VRE Purchase Card Transactions**

Station: 349 Status: All Active Document ID: Created By: All Total: Vendor Name: Submit

Add Document Export Format: PDF Export

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<a href="#">View</a> <a href="#">Copy</a>	Approved	349PV4002	Test_Creator TEST_vaausiam- victest41	11/24/2023	Alice Garrett	12/05/2023	Alice Garrett	12/05/2023	1	\$250.00	12/05/2023

**4.2.2.2 Reconciling an updated Purchase order**

Go to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Reconciliation to try to reconcile that updated purchase order 349PV4002 to the purchase card charge of \$250.00:

**VRE Purchase Card Charge Reconciliation**

Station: 349 Cardholder:   Show Reconciled  Disputed Only  Active Only

	Charge Status	Card Number	Cardholder	Net Amount ▲	Vendor	Disputed	Active	Date Created	Updated
<input type="button" value="View"/>	Unreconciled	246999	Test_Creator TEST_vaausiam- victest41	250.00	Book Store		✓	9/20/2022	12/4/2023

Select the View Button

**VRE Purchase Card Charge**

Bank Charge Information

Charge Status: Unreconciled  
 Credit Card Number: 246999  
 Date Created: 9/20/2022  
 Purchase Date: 9/20/2022  
 Net Amount: \$250.00  
 Vendor Name: Book Store  
 Vendor City: Dallas  
 Vendor State: TX  
 Fund: 0137NS  
 FCP: 0137000CC  
 Cost Center: 308000  
 BOC: 4108  
 AO: 20  
 Budget Fiscal Year: 2022  
 Purchase ID: 8257157900165312457689341  
 Reference Number: 24638187156518068560455  
 Disputed:   
 Active:   
 Charge Detail:

Available Purchase Card Orders

	Document #	Card Holder	Vendor	Location	Order Date	Total	Remaining
<input type="button" value="Add"/>	<a href="#">349PV4002</a>	TEST_vaausiam- victest41, RATS_Lead Analyst	Book Store	,	11/30/2023	\$250.00	\$250.00
Line	Description	Quantity	Qty Received	Line Total	Remaining		
001	testing	1.00	1.00	\$250.00	\$250.00		

**Audit History**

Select the Add button to apply the purchase card order 349PV4002 to the purchase card charge of \$250.00

## VRE Purchase Card Charge

### Bank Charge Information

**Charge Status:** Unreconciled  
**Credit Card Number:** 246999  
**Date Created:** 9/20/2022  
**Purchase Date:** 9/20/2022  
**Net Amount:** \$125.00  
**Vendor Name:** Book Store  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4108  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689346  
**Reference Number:** 24638187156518068560451  
**Disputed:**   
**Active:**   
**Charge Detail:**

### Selected Purchase Card Order

**Document #:** [349PV2001](#) **Order Total:** \$250.00  
**Card Holder:** TEST\_vaausiam-vicetest41, RATS\_Lead Analyst **Order Total Remaining:** \$250.00  
**Order Date:** 9/20/2022 **Order Status:**  
**Vendor:** Book Store **Applied from Charge:** \$0.00  
**Vendor Location:** , **Remaining on Charge:** \$125.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	testing focus review	1.00	1.00	\$250.00	\$250.00	<input type="text" value="250.00"/> *

Select the Check box, input the Applied amount of \$250.00, and select Reconcile Final

## VRE Purchase Card Charge

### Bank Charge Information

**Charge Status:** Fully Reconciled  
**Credit Card Number:** 246999  
**Date Created:** 9/20/2022  
**Purchase Date:** 9/20/2022  
**Net Amount:** \$250.00  
**Vendor Name:** Book Store  
**Vendor City:** Dallas  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4108  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689341  
**Reference Number:** 24638187156518068560455  
**Disputed:**   
**Active:**   
**Charge Detail:**

[Edit](#)

Purchase Card Charge was successfully reconciled. [Return to Purchase Card Charge List](#)

### Selected Purchase Card Order

**Document #:** [349PV4002](#) **Order Total:** \$250.00  
**Card Holder:** TEST\_vaausiam-victest41, RATS\_Lead Analyst **Order Total Remaining:** \$0.00  
**Order Date:** 11/30/2023 **Order Status:**  
**Vendor:** Book Store **Applied from Charge:** \$250.00  
**Vendor Location:** , **Remaining on Charge:** \$0.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	testing	1.00	1.00	\$250.00	\$0.00	\$250.00

[Edit](#) [Delete](#) [Mark as Partial](#) [Return To Charge List](#)

Purchase card order status updates to Fully Reconciled. This completes the process for the purchase cardholder. The Approver will still need to approve the reconciliation.

### 4.3 Credit Orders – Refund of purchase

When the purchase is returned, the vendor will credit the purchase cardholders credit card. CAATS will receive a credit charge. When this happens, the user has to input a **separate purchase card order** with a credit amount. To do that the user will follow the same process in 3.1.1 for adding a new purchase order or can copy using process outlined in section 3.1.1.8. **To make the purchase card order a credit order, the**

**purchase card holder will select the decrease for the increase/decrease indicator on the line.**

For this example, the user made a purchase for supplies to the Veteran for \$1,000.00. The purchase cardholder reconciled the original charge with no issue(PO 310PV2002). However, the Veteran returned the items. The vendor issues a separate credit charge for the (\$1,000.00). Purchase card holder will see the credit in the VRE Purchase Card Charge Reconciliation screen

**VRE Purchase Card Charge Reconciliation**

Station: 310		Cardholder: <input type="text"/>		<input type="checkbox"/> Show Reconciled		<input type="checkbox"/> Disputed Only		<input checked="" type="checkbox"/> Active Only	
	Charge Status	Card Number	Cardholder	Net Amount ▲	Vendor	Disputed	Active	Date Created	Updated
<input type="button" value="View"/>	Unreconciled	128453	Test_Creator TEST_vaausiam- victest41	-1000.00	Amazon		✓	9/14/2022	9/14/2022
<input type="button" value="View"/>	Reconcile Approved	128453	Test_Creator TEST_vaausiam- victest41	1000.00	Garrett Car		✓	9/14/2022	9/15/2022

The purchase cardholder can find the original order from the VRE Purchase Card Transactions submodule. Select the view button,

**VRE Purchase Card Transactions**

Station: 310	Status: Reconcile Approved	Document ID: <input type="text"/>	Created By: All	Total: <input type="text"/>	Vendor Name: <input type="text"/>	<input type="button" value="Submit"/>					
<input type="button" value="Add Document"/>	Export Format: PDF	<input type="button" value="Export"/>									
VRE Purchase Card Transactions											
	Status	Document ID ▲	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	Reconcile Approved	310PV2002	Test_Creator TEST_vaausiam- victest41	09/15/2022	Test_Creator TEST_vaausiam- victest41	09/15/2022	Test_Approver TEST_vaausiam- victest42	09/15/2022	1	\$1,000.00	02/17/2023



Select the View button

## VRE Purchase Card Order

Station: 310    Status: Reconcile Approved

Action:  


### Header

**Document Number:** 310PV2002  
**Card Number:** 128453 - TEST\_vaausiam-victest41, Test\_Creator  
**CardHolder Name:** TEST\_vaausiam-victest41, RATS\_Lead Analyst  
**Veteran First Name:** Cooper  
**Veteran Last Name:** Baker  
**Title 38 US Code:** Chapter 31 - VR&E  
**File Number:**

Claim # 56478990
---------------------

Select the copy button to create a new purchase card order

**VRE Purchase Card Order**

Station: 310    Status: Working    N/A Action:

**Header**

**Document Number:**

**Card Number:** 128453 - TEST\_vaausiam-victest41, Test\_Creator \*

**CardHolder Name:** TEST\_vaausiam-victest41, Test\_Creator

**Veteran First Name:** Cooper \*

**Veteran Last Name:** Baker \*

**Title 38 US Code:** Chapter 31 - VR&E

**File Number:**

Claim # \*  
 SSN  
 \*

**Vendor Code:**

**Vendor Code Suffix:**

**Vendor Name:** Amazon \*

**Vendor Address Line 1:**

**Vendor Address Line 2:**

**Vendor City:**

**VRE Purchase Card Checklist**

1	Are funds available for the purchase? Not applicable (N/A) for VR&E Veteran Purchases.	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
2	Has an approving official (AO) authorized/approved this purchase prior to making the purchase? For VR&E, each cardholder should have a signed AO Pre-Approval Blanket Memorandum on file for the current fiscal year.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3	In accordance with the Federal Acquisition Regulation (FAR), have the required sources of supply or services been checked prior to ordering on the open market? Is the Veterans First Program being considered? (I.e. JWOD/Ability One, GSA schedule, GSA Advantage, socioeconomic vendors, etc.)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4	Have you verified with the vendor that the payment processor is not a third-party payer, such as, PayPal, Ecount, eMoney, etc.? Third party payer is permitted for Loan Guaranty Service's Specially Adapted Housing compliance inspection payment if both the third-party payer's and the payee's names are identified on the cardholder's credit card statement.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5	Have you informed the vendor that charges are tax-exempt? (Unless government purchasing is not tax-exempt in your state.) Sales taxes are allowed on VR&E purchases.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6	If you have multiple cards, are you verifying that you are using the appropriate purchase card? Example: For supply purchases, the 2620 BOC card will be used.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Once the questions are answered, the user will see the new purchase card order. Will need to update any information in the header and save. Then the document id will be populated. **Remember to change the increase/decrease indicator on the line to decrease to make it a credit.**



### VRE Purchase Card Order

Station: 310    Status: Working    Action:     

#### Header

Document Number: 310PV4006

Card Number: 128453 - TEST\_vaausiam-victest41, Test\_Creator

CardHolder Name: TEST\_vaausiam-victest41, Test\_Creator

Veteran First Name: Cooper

Veteran Last Name: Baker

Title 38 US Code: Chapter 31 - VR&E

File Number:

Claim #  
56478990

Vendor Code:

Vendor Code Suffix:

Vendor Name: Amazon

Vendor Address Line 1:

Vendor Address Line 2:

Vendor City:

Vendor State:

Vendor Zip:

Fund: 0137NS - Readj. Bene.-Credit Card

Total Cost: \$1,000.00

Order Date: 09/15/2022

Accountable Property:     Yes     No    \*

Socioeconomic Goal:     Yes     No    \*

Payment Mechanism Only:

Received Status: Not Received

Annual Review:

Monthly Review:

[VRE Purchase Card Checklist](#)

[Remaining Balance Report](#)

#### Line Items

Total: \$1,000.00    Header Total: \$1,000.00    Difference: \$0.00

<b>Line 01</b>	
Budget Fiscal Year:	2022
Cost Center:	308000 Voc Rehab&Counsel Ser
BOC:	4109 CH 31 SUPPLIES
ACC/FCP:	0137000CC - VBA Readjust Bene Credit Card
Quantity:	1.00
Total Cost:	<span style="border: 1px solid red; padding: 2px;">(\$1,000.00)</span> <input type="radio"/> Increase <input checked="" type="radio"/> Decrease
Description:	testing
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/>	



Total Lines: 1

Once the credit purchase order has been input, gone through the approval process, and receiving status updated, the purchase cardholder will be able to use that credit order to reconcile with the credit purchase card charge.

Purchase cardholder goes to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Reconciliation to find the credit charge (\$1,000.00)

### VRE Purchase Card Charge Reconciliation

Station: 310 ▾ Cardholder:  ▾  Show Reconciled  Disputed Only  Active Only

	Charge Status	Card Number	Cardholder	Net Amount ▲	Vendor	Disputed	Active	Date Created	Updated
<a href="#">View</a>	Reconcile Approved	128453	Test_Creator TEST_vaausiam- victest41	-1000.00	Amazon		✓	9/14/2022	12/30/2022
<a href="#">View</a>	Unreconciled	128453	Test_Creator TEST_vaausiam- victest41	-1000.00	Amazon		✓	3/27/2023	3/27/2023

Select View

**Bank Charge Information**

**Charge Status:** Unreconciled  
**Credit Card Number:** 128453  
**Date Created:** 3/27/2023  
**Purchase Date:** 3/27/2023  
**Net Amount:** (\$1,000.00)  
**Vendor Name:** Amazon  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4177  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689343  
**Reference Number:** 24638187156518068560152  
**Disputed:**   
**Active:**   
**Charge Detail:**

**Available Purchase Card Orders**

	Document #	Card Holder	Vendor	Location	Order Date	Total	Remaining
<input type="button" value="Add"/>	<a href="#">310PV4003</a>	TEST_vaausiam-victest41, Test_Creator	Amazon	,	10/30/2023	\$2,000.00	\$2,000.00
	<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty Received</b>	<b>Line Total</b>	<b>Remaining</b>	
	001	testing - partial recon	100.00	50.00	\$2,000.00	\$2,000.00	
<input type="button" value="Add"/>	<a href="#">310PV4005</a>	TEST_vaausiam-victest41, Test_Creator	Best Buy	,	11/16/2022	\$1,000.00	(\$1,000.00)
	<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty Received</b>	<b>Line Total</b>	<b>Remaining</b>	
	001	returned because incorrect items were shipped.	5.00	1.00	(\$1,000.00)	(\$1,000.00)	

Select the add button beside the Credit purchase card order 310PV4005.

### VRE Purchase Card Charge

**Bank Charge Information**

**Charge Status:** Unreconciled  
**Credit Card Number:** 128453  
**Date Created:** 3/27/2023  
**Purchase Date:** 3/27/2023  
**Net Amount:** (\$1,000.00)  
**Vendor Name:** Amazon  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4177  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689343  
**Reference Number:** 24638187156518068560152  
**Disputed:**   
**Active:**   
**Charge Detail:**

**Selected Purchase Card Order**

**Document #:** [310PV4005](#) **Order Total:** \$1,000.00  
**Card Holder:** TEST\_vaausiam-vicetest41, Test\_ Creator **Order Total Remaining:** (\$1,000.00)  
**Order Date:** 11/16/2022 **Order Status:** Approved  
**Vendor:** Best Buy **Applied from Charge:** \$0.00  
**Vendor Location:** , **Remaining on Charge:** (\$1,000.00)

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	returned because incorrect items were shipped	5.00	1.00	(\$1,000.00)	(\$1,000.00)	-1000 *

Check the box and input minus sign in front of the amount to make it a credit and select either "Reconciled Final" or "Reconciled Partial". In this example, selecting reconcile final.

**VRE Purchase Card Checklist**

12	Are the appropriate receipts records, packing slips, cash register slip, sales slip, invoice, etc. for this purchase in the file?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
13	If order total is incorrect, have you disputed the charge and followed up on the overage and credit?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

OK

Answer the two VRE purchase card checklist questions and select OK

## VRE Purchase Card Charge

### Bank Charge Information

**Charge Status:** Fully Reconciled  
**Credit Card Number:** 128453  
**Date Created:** 3/27/2023  
**Purchase Date:** 3/27/2023  
**Net Amount:** (\$1,000.00)  
**Vendor Name:** Amazon  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4177  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689343  
**Reference Number:** 24638187156518068560152  
**Disputed:**   
**Active:**   
**Charge Detail:**

[Edit](#)

Purchase Card Charge was successfully reconciled. [Return to Purchase Card Charge List](#)

### Selected Purchase Card Order

**Document #:** [310PV4005](#)  
**Card Holder:** TEST\_vaausiam-victest41, Test\_Creator  
**Order Date:** 11/16/2022  
**Vendor:** Best Buy  
**Vendor Location:** ,  
**Order Total:** \$1,000.00  
**Order Total Remaining:** \$0.00  
**Order Status:** Fully Reconciled  
**Applied from Charge:** (\$1,000.00)  
**Remaining on Charge:** \$0.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	returned because incorrect items were shipped.	5.00	1.00	(\$1,000.00)	\$0.00	(\$1,000.00)

[Edit](#)
[Delete](#)
[Mark as Partial](#)
[Return To Charge List](#)

That completes that reconciliation. Both the purchase card charge, and purchase card order are in “Fully Reconciled “status.

That is the final step for the purchase cardholder. The approving official will have to approve it the reconciliation.

## 4.4 Reconciliation Partial to Final

CAATS will allow users to input 1 purchase order and apply that to multiple charges. In this example, the purchase cardholder input an order 349PV4003 for \$425.00. However, the vendor submitted two separate charges of 300.00 and 125.00 for this purchase card order.

VRE Purchase Card Order

Station: 349 Status: Approved Action:

**Header**

Document Number: 349PV4003  
 Card Number: 246999 - TEST\_vaausiam-victest41, Test\_Creator  
 CardHolder Name: TEST\_vaausiam-victest41, Test\_Creator  
 Veteran First Name: Spring  
 Veteran Last Name: Fall  
 Title 38 US Code: Chapter 31 - VR&E  
 File Number:

Vendor Code:  
 Vendor Code Suffix:  
 Vendor Name: Book Store  
 Vendor Address Line 1:  
 Vendor Address Line 2:  
 Vendor City:  
 Vendor State:  
 Vendor Zip:  
 Fund: 0137NS - Readj. Bene.-Credit Card  
 Total Cost: \$425.00  
 Order Date: 12/11/2023

Accountable Property:  Yes  No \*  
 Socioeconomic Goal:  Yes  No \*  
 Payment Mechanism Only:   
 Received Status: Received  
 Annual Review:   
 Monthly Review:

[VRE Purchase Card Checklist](#)  
[Remaining Balance Report](#)

[VRE Purchase Card Checklist](#)  
[Remaining Balance Report](#)

**Line Items**

Total: \$425.00 Header Total: \$425.00 Difference: \$0.00

**Line 01**

Budget Fiscal Year: 2024  
 Cost Center: 308000 Voc Rehab&Counsel Ser  
 BOC: 4108 CH 31 BOOKS  
 ACC/FCP: 0137000CC - VBA Readjust Bene Credit Card  
 Quantity: 1.00  
 Total Cost: \$300.00  Increase  Decrease  
 Description: books

**Line 02**

Budget Fiscal Year: 2024  
 Cost Center: 308000 Voc Rehab&Counsel Ser  
 BOC: 4108 CH 31 BOOKS  
 ACC/FCP: 0137000CC - VBA Readjust Bene Credit Card  
 Quantity: 1.00  
 Total Cost: \$125.00  Increase  Decrease  
 Description: books

Total Lines: 2

**Attachments**

Attachment	Name	Created By	Date Created	
<a href="#">fbaa3452-82cb-4b3b-b677-5a9af860e79e.pdf</a>	VAFom 28-1905M.pdf	Alice Garrett	12/12/2023	<input type="button" value="Delete"/>

**Receipts**

Attachment	Name	Created By	Date Created	
<a href="#">19f84e92-5433-48b3-8b9b-3d6194c32298.pdf</a>	VAFom 28-1905R.pdf	Alice Garrett	12/12/2023	

**Action Comments**

The purchase cardholder will input the purchase order as performed in Section 3.1.1 and perform the receiving which is detailed in section 3.2 . Go to the VRE Service Group→ VRE Purchase Card → VRE Purchase Card Reconciliation to perform the reconciliation.

VRE Purchase Card Charge Reconciliation

Station:  Cardholder:   Show Reconciled  Disputed Only  Active Only

	Charge Status	Card Number	Cardholder	Net Amount	Vendor	Disputed	Active	Date Created	Updated
<input type="button" value="View"/>	Unreconciled	246999	Test_Creator TEST_vaausiam-victest41	125.00	Book Store		✓	9/20/2022	12/5/2023
<input type="button" value="View"/>	Unreconciled	246999	Test_Creator TEST_vaausiam-victest41	300.00	Book Store		✓	9/20/2022	12/4/2023
<input type="button" value="View"/>	Unreconciled	264999	Test_Creator TEST_vaausiam-victest41	300.00	Book Store		✓	3/31/2023	3/31/2023

Page 1 of 1 total page(s) (0 record(s) total)

The two items highlighted will be used to reconcile to purchase card order 349PV4003. Select View for the first charge of \$125.00

**VRE Purchase Card Charge**

Bank Charge Information

Charge Status: Unreconciled  
 Credit Card Number: 246999  
 Date Created: 12/4/2023  
 Purchase Date: 12/1/2023  
 Net Amount: \$125.00  
 Vendor Name: Book Store  
 Vendor City: Austin  
 Vendor State: TX  
 Fund: 0137NS  
 FCP: 0137000CC  
 Cost Center: 308000  
 BOC: 4108  
 AO: 20  
 Budget Fiscal Year: 2024  
 Purchase ID: 8257157900165312457689346  
 Reference Number: 24638187156518068560451

Disputed:   
 Active:

[Edit](#)

Available Purchase Card Orders

	Document #	Card Holder	Vendor	Location	Order Date	Total	Remaining
<a href="#">Add</a>	<a href="#">349PV2001</a>	TEST_vaausiam-victest41, RATS_Lead Analyst	Book Store	,	9/20/2022	\$250.00	\$250.00
	<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty Received</b>	<b>Line Total</b>	<b>Remaining</b>	
	001	testing focus review	1.00	1.00	\$250.00	\$250.00	
<a href="#">Add</a>	<a href="#">349PV4003</a>	TEST_vaausiam-victest41, Test_Creator	Book Store	,	12/11/2023	\$425.00	\$425.00
	<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty Received</b>	<b>Line Total</b>	<b>Remaining</b>	
	001	books	1.00	1.00	\$300.00	\$300.00	
	002	books	1.00	1.00	\$125.00	\$125.00	

Select the Add button besides 349PV4003.



## VRE Purchase Card Charge

## Bank Charge Information

**Charge Status:** Fully Reconciled  
**Credit Card Number:** 246999  
**Date Created:** 12/4/2023  
**Purchase Date:** 12/1/2023  
**Net Amount:** \$125.00  
**Vendor Name:** Book Store  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4108  
**AO:** 20  
**Budget Fiscal Year:** 2024  
**Purchase ID:** 8257157900165312457689346  
**Reference Number:** 24638187156518068560451  
**Disputed:**   
**Active:**   
**Charge Detail:**

[Edit](#)

Purchase Card Charge was successfully reconciled. [Return to Purchase Card Charge List](#)

## Selected Purchase Card Order

**Document #:** [349PV4003](#)  
**Card Holder:** TEST\_vaausiam-victest41, Test\_Creator  
**Order Date:** 12/11/2023  
**Vendor:** Book Store  
**Vendor Location:** ,  
**Order Total:** \$425.00  
**Order Total Remaining:** \$300.00  
**Order Status:** Partially Reconciled  
**Applied from Charge:** \$125.00  
**Remaining on Charge:** \$0.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input type="checkbox"/>	001	books	1.00	1.00	\$300.00	\$300.00	
<input checked="" type="checkbox"/>	002	books	1.00	1.00	\$125.00	\$0.00	\$125.00

[Edit](#)
[Delete](#)
[Mark as Final](#)
[Return To Charge List](#)

Input the following:



1. Check mark in the Box
2. Input \$125.000 (amount of the charge to be applied) for line 2
3. Select Reconcile Partial

**Note:** The applied amount in the reconciliation can't exceed the amount of the charge.

The Charge status has been updated to "Fully Reconciled" and the Purchase card order status updates to "Partially Reconciled" status. Select Return to Charge List to go to the next charge to reconcile.

**VRE Purchase Card Charge Reconciliation**

Station:  Cardholder:   Show Reconciled  Disputed Only  Active Only

	Charge Status	Card Number	Cardholder	Net Amount	Vendor	Disputed	Active	Date Created	Updated
	Unreconciled	246999	Test_Creator TEST_vaausiam- victest41	300.00	Book Store		✓	9/20/2022	12/4/2023
	Unreconciled	264999	Test_Creator TEST_vaausiam- victest41	300.00	Book Store		✓	3/31/2023	3/31/2023

Page 1 of 1 total page(s) (0 record(s) total)



Select View beside the first \$300.00 charge to complete the reconciliation for the purchase order 349PV4003

**VRE Purchase Card Charge**

**Bank Charge Information**

Charge Status: Unreconciled  
 Credit Card Number: 246999  
 Date Created: 12/4/2023  
 Purchase Date: 12/1/2023  
 Net Amount: \$300.00  
 Vendor Name: Book Store  
 Vendor City: Austin  
 Vendor State: TX  
 Fund: 0137NS  
 FCP: 0137000CC  
 Cost Center: 308000  
 BOC: 4177  
 AO: 20  
 Budget Fiscal Year: 2024  
 Purchase ID: 8257157900165312457689346  
 Reference Number: 24638187156518068560456  
 Disputed:   
 Active:   
 Charge Detail:

**Available Purchase Card Orders**

	Document #	Card Holder	Vendor	Location	Order Date	Total	Remaining
<input type="button" value="Add"/>	<a href="#">349PV2001</a>	TEST_vaausiam- victest41, RATS_Lead Analyst	Book Store	,	9/20/2022	\$250.00	\$250.00
	<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty Received</b>	<b>Line Total</b>	<b>Remaining</b>	
	001	testing focus review	1.00	1.00	\$250.00	\$250.00	
<input type="button" value="Add"/>	<a href="#">349PV4003</a>	TEST_vaausiam- victest41, Test_ Creator	Book Store	,	12/11/2023	\$425.00	\$300.00
	<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty Received</b>	<b>Line Total</b>	<b>Remaining</b>	
	001	books	1.00	1.00	\$300.00	\$300.00	
	002	books	1.00	1.00	\$125.00	\$0.00	

Select Add besides 349PV4003 (Notice that it is bright yellow now)

**VRE Purchase Card Charge**

Bank Charge Information

**Charge Status:** Unreconciled  
**Credit Card Number:** 246999  
**Date Created:** 12/4/2023  
**Purchase Date:** 12/1/2023  
**Net Amount:** \$300.00  
**Vendor Name:** Book Store  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4108  
**AO:** 20  
**Budget Fiscal Year:** 2024  
**Purchase ID:** 8257157900165312457689346  
**Reference Number:** 24638187156518068560451  
**Disputed:**   
**Active:**   
**Charge Detail:**

Selected Purchase Card Order

**Document #:** [349PV4003](#) **Order Total:** \$425.00  
**Card Holder:** TEST\_vaausiam-victest41, Test\_Creator **Order Total Remaining:** \$300.00  
**Order Date:** 12/11/2023 **Order Status:**  
**Vendor:** Book Store **Applied from Charge:** \$0.00  
**Vendor Location:** , **Remaining on Charge:** \$300.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	books	1.00	1.00	\$300.00	\$300.00	300.00 *
<input type="checkbox"/>	002	books	1.00	1.00	\$125.00	\$0.00	

Input the following:

4. Check mark in the Box
5. Input \$300.00 (amount of the charge to be applied) for line 1
6. Select Reconcile Final

**Note:** This example only have two charges. If there are more charges, the user will only continue to select “Reconcile Partial” until the last charge that needs to be applied. For the last charge, the purchase cardholder will select “Reconcile Final”.

### VRE Purchase Card Charge

#### Bank Charge Information

**Charge Status:** Fully Reconciled

**Credit Card Number:** 246999

**Date Created:** 12/4/2023

**Purchase Date:** 12/1/2023

**Net Amount:** \$300.00

**Vendor Name:** Book Store

**Vendor City:** Austin

**Vendor State:** TX

**Fund:** 0137NS

**FCP:** 0137000CC

**Cost Center:** 308000

**BOC:** 4108

**AO:** 20

**Budget Fiscal Year:** 2024

**Purchase ID:** 8257157900165312457689346

**Reference Number:** 24638187156518068560451

**Disputed:**

**Active:**

**Charge Detail:**

[Edit](#)

Purchase Card Charge was successfully reconciled. [Return to Purchase Card Charge List](#)

#### Selected Purchase Card Order

**Document #:** [349PV4003](#)

**Card Holder:** TEST\_vaausiam-vicetest41, Test\_Creator

**Order Date:** 12/11/2023

**Vendor:** Book Store

**Vendor Location:** ,

**Order Total:** \$425.00

**Order Total Remaining:** \$0.00

**Order Status:** Fully Reconciled

**Applied from Charge:** \$300.00

**Remaining on Charge:** \$0.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	books	1.00	1.00	\$300.00	\$0.00	\$300.00
<input type="checkbox"/>	002	books	1.00	1.00	\$125.00	\$0.00	

[Edit](#) [Delete](#) [Mark as Partial](#) [Return To Charge List](#)

This completes the process for the purchase cardholder. The status of the purchase order will now be in Fully Reconciled status.

#### VRE Purchase Card Transactions

**Station:** 
**Status:** 
**Document ID:** 
**Created By:** 
**Total:** 
**Vendor Name:**

**Export Format:**

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<a href="#">View</a> <a href="#">Copy</a>	Fully Reconciled	349PV4003	Alice Garrett	12/12/2023	Alice Garrett	12/12/2023	Alice Garrett	12/12/2023	2	\$425.00	12/12/2023

The approver will need to approve the reconciliations. When that is done the status for the purchase card order will be updated to Reconciled Approved.

**VRE Purchase Card Transactions**

Station: 349 Status: Reconcile Approved Document ID: Created By: All Total: Vendor Name:

Export Format: PDF

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	Reconcile Approved	349PV4003	Alice Garrett	12/12/2023	Alice Garrett	12/12/2023	Alice Garrett	12/12/2023	2	\$425.00	12/18/2023

Page 1 of 1 (1 items) < [1] >

### 4.5. Correcting Purchase Card Orders – Different Statuses

Sometimes the purchase cardholder will need to adjust the purchase card order or the reconciliation. The status of the purchase card order will dictate the correct process. This section will detail what is required for all the different statuses.

#### 4.5.1. Correcting Purchase Card Orders – In Review Status

If the purchase cardholder realizes something was incorrect on the purchase card order and the status of the purchase card order is in “In Review” status, the purchase cardholder will have to contact the approver to reject that purchase card order. The approver will go to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Order:

**VRE Purchase Card Transactions**

Station: 349 Status: In Review Document ID: Created By: All Total: Vendor Name:

Export Format: PDF

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	In Review	349PV2000	Alice Garrett	09/20/2022	Alice Garrett	12/18/2023	Alice Garrett	09/20/2022	1	\$125.00	12/18/2023

Page 1 of 1 (1 items) < [1] >

In the status field, select “In Review” to only show the purchase card orders that are in that status. Select View

**VRE Purchase Card Order**

Station: 349 Status: In Review

Action: Exit Go

- Exit
- Approve
- Reject

Copy

**Header**

Document Number: 349PV2000

In the Action Field, select Reject

**VRE Purchase Card Order**

Station: 349 Status: In Review

Action: Reject Go

Copy

**Reason:**

Purchase cardholder is requesting the purchase card order to be returned to make

**Header**

Document Number: 349PV2000

Input a reason for the rejection and Select Go.

**VRE Purchase Card Transactions**

Station: 349 Status: Returned To Station Document ID: Created By: All Total: Vendor Name: Submit

Add Document Export Format: PDF Export

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<span>View</span> <span>Copy</span>	Returned To Station	349PV2000	Alice Garrett	09/20/2022	Alice Garrett	12/18/2023	Alice Garrett	09/20/2022	1	\$125.00	12/18/2023

Page 1 of 1 (1 items) < [1] >

Status updates to "Returned to Station". The purchase cardholder can now go into the purchase card order to update the purchase card order and make the necessary updates and submit for approval.

**Note:** Adding attachments can be done in any status. No need to have the purchase card order returned.

### 4.5.2. Correcting Purchase Card Orders – Finance Review Status

If the purchase cardholder realizes something was incorrect on the purchase card order and the status of the purchase card order is in “Finance Review” status, the purchase cardholder will have to contact the finance approver to reject that purchase card order. The finance approver will go to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Order:

**VRE Purchase Card Transactions**

Station: 349 Status: Finance Review Document ID: Created By: All Total: Vendor Name: Submit

Add Document Export Format: PDF Export

VRE Purchase Card Transactions											
Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated	
View Copy	Finance Review	349PV2000	Alice Garrett	09/20/2022	Alice Garrett	12/18/2023	Alice Garrett	12/18/2023	1	\$125.00	12/18/2023

Page 1 of 1 (1 items) [1]

In the status field, select “Finance Review” to only show the purchase card orders that are in that status. Select View

**VRE Purchase Card Order**

Station: 349 Status: Finance Review Action: Exit Go Copy

Header

Document Number: 349PV2000

*(Note: In the original image, the 'Action' dropdown menu is open, showing 'Exit', 'Approve', and 'Reject' options. 'Reject' is circled in red.)*

In the Action Field, select Reject

**VRE Purchase Card Order**

Station: 349 Status: Finance Review Action: Reject Go Copy

Reason:  \*

Header

Document Number: 349PV2000

Input a reason for the rejection and Select Go.



**VRE Purchase Card Transactions**

Station:  Status:  Document ID:  Created By:  Total:  Vendor Name:

Export Format:

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	Returned To Station	349PV2000	Alice Garrett	09/20/2022	Alice Garrett	12/18/2023	Alice Garrett	12/18/2023	1	\$125.00	12/18/2023

Status updates to “Returned to Station”. The purchase cardholder can now go into the purchase card order to update the purchase card order and make the necessary updates and submit for approval.

**Note:** Adding attachments can be done in any status. No need to have the purchase card order returned.

### 4.5.3. Correcting Purchase Card Order – Approved Status

The purchase cardholder has the ability to correct any purchase card order that is in “Approved” Status. The purchase cardholder will go to VRE Service Group → VRE Purchase Card → VRE Purchase Card Order to find the order that needs adjusting

**VRE Purchase Card Transactions**

Station:  Status:  Document ID:  Created By:  Total:  Vendor Name:

Export Format:

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	Approved	349PV2000	Alice Garrett	09/20/2022	Alice Garrett	09/20/2022	Alice Garrett	09/20/2022	1	\$125.00	09/20/2022

Select the view



## VRE Purchase Card Order

Station: 349    Status: Approved    Action: Exit

Exit  
Return To Edit

### Header

Document Number: 349PV2000  
 Card Number: 246999 - TEST\_vaausiam-vicetest41, Test\_Creator  
 CardHolder Name: TEST\_vaausiam-vicetest41, RATS\_Lead Analyst

In the action field, Select the “Return to Edit” from the drop down and select Go.

### VRE Purchase Card Transactions

Station: 349    Status: All    Document ID:     Created By: All    Total:     Vendor Name:    

   Export Format: PDF   

VRE Purchase Card Transactions											
	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<input type="button" value="View"/> <input type="button" value="Copy"/>	Returned To Station	349PV2000	Alice Garrett	09/20/2022	Alice Garrett	09/20/2022	Alice Garrett	09/20/2022	1	\$125.00	12/15/2023

The status of the transaction will update to “Return to Station” status. The purchase cardholder can view and many any updates that are needed. The purchase card order will need to go back through the approval process before the reconciliation process.

**NOTE:** If the user needs to add attachments, do not need to edit the status of the transactions. Attachments can be added in any status.

### 4.5.4. Correcting Purchase card orders – Fully Reconciled Status/Partially Reconciled Status

If user mistakenly reconciled a bank charge to the wrong purchase order and status is “Fully Reconciled/Partially Reconciled”, the user could go back into the reconciled item and correct the mistake. Go to the VRE Purchase Card Charge Reconciliation sub module which will show the list of all the purchase card charges reconciled. Check the Show Reconciled box to show all items previously reconciled.

## VRE Purchase Card Charge Reconciliation

Station: 310		Cardholder:		<input checked="" type="checkbox"/> Show Reconciled	<input type="checkbox"/> Disputed Only				
	Charge Status	Card Number	Cardholder	Net Amount	Vendor	Disputed	Active	Date Created	Updated
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	300.00	WalMart		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	100.00	WalMart		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Fully Reconciled	352167	OFM Creator TEST_Creater	2000.00	Amazon		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	-1000.00	Amazon		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	300.00	WalMart		✓	9/9/2022	9/11/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	-100.00	WalMart		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	250.00	AirForce Joes		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	1000.00	Best Buy		✓	9/9/2022	9/12/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	750.00	Amazon		✓	9/9/2022	9/11/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creater	1000.00	Garrett Car		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Rejected	352167	OFM Creator TEST_Creater	1000.00	Amazon		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creater	200.00	WalMart		✓	9/9/2022	9/11/2022

Page 1 of 1 total page(s) (0 record(s) total)

Select the View button to view the previously reconciled item.

**VRE Purchase Card Charge**

**Bank Charge Information**

**Charge Status:** Fully Reconciled  
**Credit Card Number:** 352167  
**Date Created:** 10/27/2022  
**Purchase Date:** 10/27/2022  
**Net Amount:** \$2,000.00  
**Vendor Name:** Amazon  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4177  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689343  
**Reference Number:** 24638187156518068560152  
**Disputed:**   
**Active:**   
**Charge Detail:**

[Edit](#)

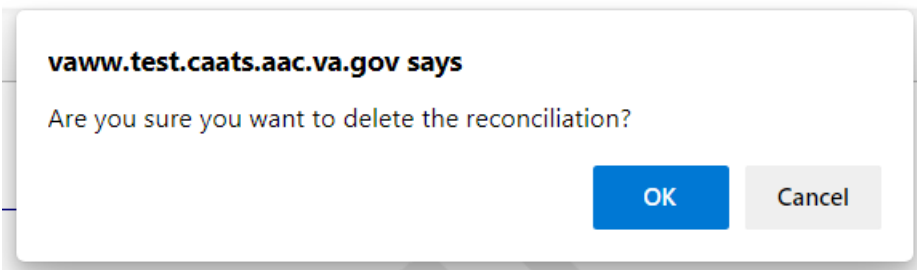
**Selected Purchase Card Order**

**Document #:** [310PV3000](#)  
**Card Holder:** TEST\_Creator, OFM Creator  
**Order Date:** 10/26/2022  
**Vendor:** Amazon  
**Vendor Location:** ,  
**Order Total:** \$2,000.00  
**Order Total Remaining:** \$0.00  
**Order Status:** Fully Reconciled  
**Applied from Charge:** \$2,000.00  
**Remaining on Charge:** \$0.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	supplies for Veteran	10.00	10.00	\$2,000.00	\$0.00	\$2,000.00

[Edit](#)
[Delete](#)
[Mark as Partial](#)

Select the "Delete" button to completely unreconcile the charge. The system will ask the following question:



Select Ok to perform the action or Cancel to discontinue

The status of both the purchase card order and charge will go back the previous statuses of Approved and Unreconciled respectively. Then the purchase cardholder can then reconcile the correct order to the correct purchase card charge.

**NOTE:** The system will not allow the purchase cardholder to reconcile a purchase card charge that is over the purchase card order. In that case the user will have to update the purchase order. Follow the process outlined in section **3.1.1.9 Editing an Approved Purchase Order**.

An automated expenditure transfer will be submitted to reverse the initial one that was submitted when the charge was initially reconciled. If the original EW has not been submitted to FMS it will be deleted. If the original EW has been submitted to FMS, the reversal will be generated in “Approved” status and submitted to FMS during the nightly processing.

The user can then go back to the charge list and reconcile this item to the correct purchase card charge.

CAATS does have a tolerance of 10% or 50 under the purchase card order. For example, an order was input for \$100.00. The vendor gave a discount so only \$90.00 was submitted for payment. The purchase cardholder can reconcile fully without having to adjust the purchase card order. If the charge is over the purchase card order, then the purchase cardholder has to update the order.

### 4.5.5. Correcting Purchase Orders - Reconciled Approved Status

If purchase cardholder mistakenly reconciled a bank charge to the wrong purchase order and status is “Reconciled Approved”, the purchase cardholder will have to contact the approver to have them to reject the reconciliation. The approver will go to the VRE Purchase Card Charge Reconciliation Approval sub module which will show the list of all the purchase card reconciliations.

#### VRE Purchase Card Reconciliation Approval

Station:	349	Status:	Fully Reconciled	Cardholder:					
			<input type="checkbox"/> Fully Reconciled <input type="checkbox"/> Reconcile Approved <input type="checkbox"/> Reconcile Rejected	Order Number	Card Number	Card Holder	Net Amount	Vendor	Purchase Date
<input type="button" value="View"/>				349PV4003	246999	TEST_vaausiam-victest41, Test_Creator	125.00	Book Store	9/20/2022
<input type="button" value="View"/>			Fully Reconciled	349PV4002	246999	TEST_vaausiam-victest41, RATS_Lead Analyst	250.00	Book Store	9/20/2022
Page 1 of 1 total page(s) (0 record(s) total)									
<input type="button" value="Submit"/>									

Update the Status field to “Reconciled Approved” Status

#### VRE Purchase Card Reconciliation Approval

Station:	349	Status:	Reconcile Approved	Cardholder:					
			<input type="checkbox"/> Approve <input type="checkbox"/> Reject	Order Number	Card Number	Card Holder	Net Amount	Vendor	Purchase Date
<input type="button" value="View"/>				349PV4003	246999	TEST_vaausiam-victest41, Test_Creator	300.00	Book Store	9/20/2022
Page 1 of 1 total page(s) (0 record(s) total)									
<input type="button" value="Submit"/>									

Find the purchase card order that needs to be reject. Check the Reject box.

**VRE Purchase Card Reconciliation Approval**

Station: 349 Status: Reconcile Approved Cardholder: [dropdown]

	Status	Order Number
<input type="button" value="View"/> <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Reject	Reconcile Approved	349PV4003

Page 1 of 1 total page(s) (0 record(s) total)

Rejection Reason

Reason: \*

Incorrect order was applied to the charge.

Input the reason for the rejection and select OK and then select Submit

**VRE Purchase Card Reconciliation Approval**

Station: 349 Status: Reconcile Rejected Cardholder: [dropdown]

	Status	Order Number	Card Number	Card Holder	Net Amount	Vendor	Purchase Date
<input type="button" value="View"/> <input type="checkbox"/> Approve <input type="checkbox"/> Reject	Reconcile Rejected	349PV4003	246999	TEST_vaausiam-victest41, Test_Creator	300.00	Book Store	9/20/2022

Page 1 of 1 total page(s) (0 record(s) total)

Status of the purchase card order and order is updated to “Reconciled Rejected Status”

The purchase cardholder will go to the VRE Service Group → VRE Purchase Card → VRE Purchase Card Reconciliation to delete the reconciliation and reconcile to the correct purchase card order

**VRE Purchase Card Charge Reconciliation**

Station: 349 Cardholder: [dropdown]  Show Reconciled  Disputed Only  Active Only

	Charge Status	Card Number	Cardholder	Net Amount	Vendor	Disputed	Active	Date Created	Updated
<input type="button" value="View"/>	Unreconciled	264999	Test_Creator TEST_vaausiam-victest41	300.00	Book Store		✓	3/31/2023	3/31/2023
<input type="button" value="View"/>	Reconcile Rejected	246999	Test_Creator TEST_vaausiam-victest41	125.00	Book Store		✓	9/20/2022	12/12/2023
<input type="button" value="View"/>	Fully Reconciled	246999	Test_Creator TEST_vaausiam-victest41	250.00	Book Store		✓	9/20/2022	12/5/2023
<input type="button" value="View"/>	Reconcile Rejected	246999	Test_Creator TEST_vaausiam-victest41	300.00	Book Store		✓	9/20/2022	12/12/2023

Page 1 of 1 total page(s) (0 record(s) total)

Check the box beside the Show Reconciled to display the orders that needs to be corrected. Find the Reconciled Rejected one and select View

**VRE Purchase Card Charge**

Bank Charge Information

Charge Status: Reconcile Rejected  
 Credit Card Number: 246999  
 Date Created: 9/20/2022  
 Purchase Date: 9/20/2022  
 Net Amount: \$300.00  
 Vendor Name: Book Store  
 Vendor City: Austin  
 Vendor State: TX  
 Fund: 0137NS  
 FCP: 0137000CC  
 Cost Center: 308000  
 BOC: 4177  
 AO: 20  
 Budget Fiscal Year: 2022  
 Purchase ID: 8257157900165312457689346  
 Reference Number: 24638187156518068560456  
 Disputed:   
 Active:   
 Charge Detail:

[Edit](#)

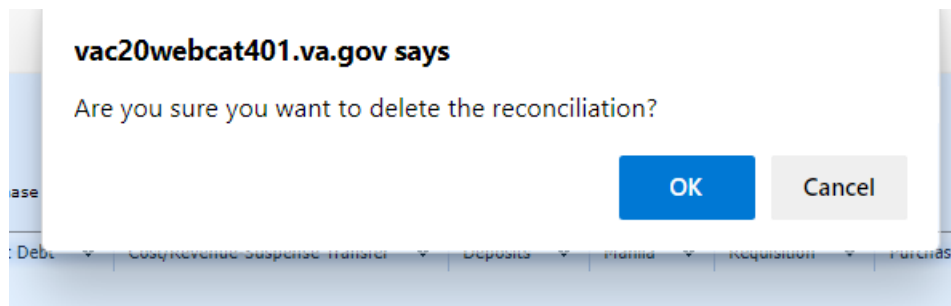
Selected Purchase Card Order

Document #: [349PV4003](#)      Order Total: \$425.00  
 Card Holder: TEST\_vaausiam-victest41, Test\_Creator      Order Total Remaining: \$0.00  
 Order Date: 12/11/2023      Order Status: Reconcile Rejected  
 Vendor: Book Store      Applied from Charge: \$300.00  
 Vendor Location:      Remaining on Charge: \$0.00

<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	books	1.00	1.00	\$300.00	\$0.00	\$300.00
<input type="checkbox"/>	002	books	1.00	1.00	\$125.00	\$0.00	

[Edit](#) [Delete](#) [Resubmit](#)

The purchase cardholder can now select Delete to delete this reconciliation.



System will ask the question are you sure that you want to delete the reconciliation. Select Ok

### VRE Purchase Card Charge

#### Bank Charge Information

**Charge Status:** Unreconciled  
**Credit Card Number:** 246999  
**Date Created:** 9/20/2022  
**Purchase Date:** 9/20/2022  
**Net Amount:** \$300.00  
**Vendor Name:** Book Store  
**Vendor City:** Austin  
**Vendor State:** TX  
**Fund:** 0137NS  
**FCP:** 0137000CC  
**Cost Center:** 308000  
**BOC:** 4177  
**AO:** 20  
**Budget Fiscal Year:** 2022  
**Purchase ID:** 8257157900165312457689346  
**Reference Number:** 24638187156518068560456  
**Disputed:**   
**Active:**   
**Charge Detail:**

[Edit](#)

#### Available Purchase Card Orders

	Document #	Card Holder	Vendor	Location	Order Date	Total	Remaining
<a href="#">Add</a>	<a href="#">349PV2001</a>	TEST_vaausiam-victest41, RATS_Lead Analyst	Book Store	,	9/20/2022	\$250.00	\$250.00
	<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty Received</b>	<b>Line Total</b>	<b>Remaining</b>	
	001	testing focus review	1.00	1.00	\$250.00	\$250.00	
<a href="#">Add</a>	<a href="#">349PV4003</a>	TEST_vaausiam-victest41, Test_Creator	Book Store	,	12/11/2023	\$425.00	\$300.00
	<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty Received</b>	<b>Line Total</b>	<b>Remaining</b>	
	001	books	1.00	1.00	\$300.00	\$300.00	
	002	books	1.00	1.00	\$125.00	\$0.00	

Status of the purchase card charges updates to “Unreconciled”

Now the purchase cardholder will be able to reconcile that purchase card charge to the correct purchase card order.

## 5. Appendices

### 5.1 CAATS Access Form

#### VA Form 8824H – CAATS Employee Access Card order Form (For Support Services Division and Vocational, Readiness and Employment)

##### Section 1:

1. ACTION REQUESTED <i>(Check only one)</i>		
<input checked="" type="checkbox"/> CREATE NEW CUSTOMER	<input type="checkbox"/> MODIFY EXISTING CUSTOMER	<input type="checkbox"/> DELETE EXISTING CUSTOMER

- The VRE office must select one of the following.
  - “Create New Customer” – the user has never had access to CAATS
  - “Modify Existing Customer” – the user is adding / removing CAATS modules / roles
  - “Delete Existing Customer” – deleting all modules / roles for the user

##### Section 2:

2. CUSTOMER INFORMATION		
A. FULL NAME <i>(Last Name, First Name, Middle Initial)</i>		B. CAATS USER ID <i>(Email Address)</i>
C. TELEPHONE NUMBER <i>(Include Area Code)</i>	D. FACILITY (STATION) NUMBER/SUFFIX	E. MAIL ROUTING SYMBOL OR STOP CODE
F. JOB TITLE		G. DEPARTMENT DESIGNATION
H. COMMENTS		

- A. Full Name
  - Required field. Reject form if blank. VRE must submit a new form. An e-mail will not suffice.
- B. CAATS User ID
  - Required field. Reject form if blank. VRE must submit a new form. An e-mail will not suffice.
  - Continue to process if there is a typo but verify the employee’s e-mail in Outlook.
- C. Telephone Number
  - Required field. If blank, VRE can e-mail us correct telephone number.
- D. Facility (Station) Number / Suffix
  - Required field. If blank, VRE can e-mail us correct station number.
- E. Mail Routing Symbol or Stop Code
  - Preferred; however, continue to process if blank.
- F. Job Title
  - Preferred; however, continue to process if blank.
- G. Department Designation
  - Preferred; however, continue to process if blank.
- H. Comments



- Preferred; however, continue to process if blank.

**Section A:**

SECTION A (For all modules except Purchase Card)		
STATION ACCESS NEEDED <i>(List all stations you need access to in CAATS)</i>	MODULES (List Module Name from CAATS, use Section B for Purchase Card) <i>(List which modules you need access to in CAATS)</i>	ROLE <i>(Initiator, Approver, Finance Approver, Initiator/Approver or Read Only)</i> <i>(NOTE: For Initiator/Approver for Payment Module Requires a Waiver)</i>
		<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Finance Approver <input type="checkbox"/> Initiator/Approver <input type="checkbox"/> Read Only

- Skip this section and proceed to page 2: Section B

**Section B:**

SECTION B (For Purchase Card module only)		
STATION ACCESS NEEDED <i>(List all stations you need access to in CAATS)</i>	LAST SIX DIGITS OF PURCHASE CARD NUMBER <i>(Purchase Card Module Only)</i>	ROLE <i>(Initiator, Approver Finance Approver, Setup Admin, Auditor or Reports)</i> <i>(NOTE: An Individual can not be an Approver and Setup Admin for the same station)</i>
		<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Finance Approver <input type="checkbox"/> Reports Only <input type="checkbox"/> Setup Admin <input type="checkbox"/> Auditor

- The VRE Office must input a station number and input the necessary information on screen

**VRE Purchase Card Module**

- An initiator cannot be the approver of his own card.
- An approver cannot be a setup admin.
- Approver and finance approver are separate functions and need to be perform by separate employees.

**Section 3:**

3. SIGNATURES	
APPROVING OFFICIAL AND TITLE	DATE
ISO CONCURRENCE	DATE
CAATS DIVISION APPROVAL	DATE
VBA CO AOPC LEVEL 2 APPROVAL ( <i>Purchase Card setup Admin Role only</i> )	DATE

- The VRE RO must include the signature for the approving official along with date and submit to ALAC.
- For the setup admin role, need signature from the Level 2 AOPC. Please send for to VAVBAWAS/CO/241C/PURCHASE [241CPURCHASE.VBACO@va.gov](mailto:241CPURCHASE.VBACO@va.gov)) prior to sending to ALAC for processing

#### Access Form Location

- VRE Office need to submit access forms (8824H) to VBAALAC\_CAATSTEAM.

## 5.2 Appendix B – VRE Purchase Card Checklist

### 5.2.1 Checklist from VBA Purchase Card Policy

Below is the VBA Purchase Card Checklist from the Purchase card policies

### VBA - Purchase Card Checklist

The purchase card acquisition checklist is provided as a tool to assist in the transaction process. Cardholders are required to complete a checklist for every single micro-purchase \$10,000 and below (For VR&E cardholder, the current threshold is \$3,500). Items 1 – 11 on the checklist must be completed prior to the transactions being placed, and items 12 – 13 are to be completed during the reconciliation process (only for VR&E cardholders). The checklist must be completed and verified no later than 10 business days immediately after the billing cycle. The completed and signed checklist must be maintained in the purchase card reconciliation file.

Number	Item	Check
1	Are funds available for the purchase? <b>Not applicable (N/A) for VR&amp;E Veteran Purchases.</b>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2	Has an approving official (AO) authorized/approved this purchase prior to making the purchase?  For VR&E, each cardholder should have a signed AO Pre-Approval Blanket Memorandum on file for the current fiscal year.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3	In accordance with the Federal Acquisition Regulation (FAR), have the required sources of supply or services been checked prior to ordering on the open market? Is the Veterans First Program being considered? (e.g., AbilityOne, GSA schedule, GSA Advantage, socioeconomic vendors, etc.)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4	Have you verified with the vendor that the payment processor is not a third-party payer, such as, PayPal, Ecount, eMoney, etc.?  Third party payer is permitted for Loan Guaranty Service's Specially Adapted Housing compliance inspection payment if both the third-party payer's and the payee's names are identified on the cardholder's credit card statement.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5	Have you informed the vendor that charges are tax-exempt? (Unless government purchasing is not tax-exempt in your state.) Sales taxes are allowed on VR&E purchases.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6	If you have multiple cards, are you verifying that you are using the appropriate purchase card? Example: For supply purchases, the 2620 BOC card will be used.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7	Have you verified with the vendor that the order total, shipping charges (destination or origin), etc. are accurate?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
8	Have you asked the vendor if there are any discounts associated with the purchase? (Prompt Payment Act)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
9	Have you entered the purchase card order on the buying	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

	log?	
10	Did you verify that the purchase has not been split to avoid competition?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
11	Did you verify that the purchase has not been split to circumvent the micro-purchase threshold for a single purchase?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

### AFTER THE ORDER IS PLACED

**12 – 13 are only applicable for VR&E purchase cardholders**

Number	Item	Check
12	Are the appropriate receipts records, packing slips, cash register slip, sales slip, invoice, etc. for this purchase on file?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
13	If order total is incorrect, have you disputed the charge and followed up on the overage and credit?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

A copy of this checklist will be maintained in the purchase card file folder with the other supporting documents.

The submitter of this document confirms the information provided in the checklist above has been completed accurately.

Name (Typed): \_\_\_\_\_

Signature: \_\_\_\_\_

### 5.2.2 Checklist in CAATS

Below is the checklist that is in CAATS.

Number	Item	Check
1	Are funds available for the purchase? <b>Not applicable (N/A) for VR&amp;E Veteran Purchases.</b>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2	Has an approving official (AO) authorized/approved this purchase prior to making the purchase?  For VR&E, each cardholder should have a signed AO Pre-Approval Blanket Memorandum on file for the current fiscal year.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3	In accordance with the Federal Acquisition Regulation (FAR), have the required sources of supply or services been checked prior to ordering on the open market? Is the Veterans First Program being considered? (e.g. AbilityOne, GSA schedule, GSA Advantage, socioeconomic vendors, etc.)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4	Have you verified with the vendor that the payment processor is not a third-party payer, such as, PayPal, Account eMoney, etc.?  Third party payer is permitted for Loan Guaranty Service's Specially Adapted Housing compliance inspection payment if both the third-party payer's and the payee's names are identified on the cardholder's credit card statement.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5	Have you informed the vendor that charges are tax-exempt? (Unless government purchasing is not tax-exempt in your state.) Sales taxes are allowed on VR&E purchases.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6	If you have multiple cards, are you verifying that you are using the appropriate purchase card? Example: For supply purchases, the 2620 BOC card will be used.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7	Have you verified with the vendor that the order total, shipping charges (destination or origin), etc. are accurate?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
8	Have you asked the vendor if there are any discounts associated with the purchase? (Prompt Payment Act)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
9	Have you entered the purchase card order on the buying log?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
10	Did you verify that the purchase has not been split to avoid competition?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
11	Did you verify that the purchase has not been split to circumvent the micro-purchase threshold for a single purchase?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Question # 2 is grayed out at the time of initial input

# 9 is grayed out. System will populate the answer

These questions will be displayed at the time of reconciliation.

AFTER THE ORDER IS PLACED		
12 - 13 are only applicable for VR&E purchase cardholders		
Number	Item	Check
12	Are the appropriate receipts records, packing slips, cash register slip, sales slip, invoice, etc. for this purchase on file?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
13	If order total is incorrect, have you disputed the charge and followed up on the overage and credit?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Questions 12 and 13 will display at the time of reconciliations

### 5.3 VRE Purchase Card Audit Review

		YES	NO	N/A
--	--	-----	----	-----

#### A. TRAINING STANDARDS

1	Have the A/OPC, approving official, and cardholder completed the required TMS and GSA initial and refresher training? (Refresher training is due every 2 years)			
2	Are the VA Forms 0242 available and completed in the Charge Card Portal?			
3	Are all the TMS and GSA Training Certificates of Completion on required training available?			
4	Was the M24-4 Chapter 01 Purchase Card reviewed by the A/OPC, approving official and cardholder?			
5	Was the VA Financial Policy, Volume XVI, Chapters 1A and 1B reviewed by the A/OPC, approving official and cardholder?			

#### B. PROPER COSTING

1	Does the cardholder have the correct fund control point?			
2	Does the cardholder have the correct cost center?			
3	Does the cardholder have the correct budget object code?			
4	Were purchases within the single purchase and monthly limits?			

#### C. TIMELINESS STANDARDS

1	Are the annual reviews and focus reviews being completed as required and submitted timely?			
2	If the payment was disputed, was the dispute submitted within 30 calendar days?			
3	Are the cardholder and the AO completing the reconciliation in a timely manner?			

		YES	NO	N/A
<b>D. CAATS PROCESSING</b>				
1	Did the cardholder reconcile within 15 days of receipt of CAATS e-mail notification of unreconciled purchase card charges?			
2	Did the approving official reconcile/certify within 10 days of receipt of the CAATS e-mail notification of cardholder charge?			
3	Is the purchase transaction noted on the CAATS-generated supply log?			
4	Are all documents, including receipts, sales slips, invoices, etc., attached to the CAATS purchase order?			

**E. VERIFICATION THAT PURCHASES ARE WITHIN REGULATIONS**

1	Were taxes accounted for on the purchase where the VA is considered a third-party?			
2	Was the purchase on behalf of a Veteran and/or valid VR&E participant only?			
3	Are back-up documents available to support the transaction? (receipts, purchase card acquisition checklist, invoices, supply/purchase card log, etc.)			
4	Was the order split to stay within dollar limits (fragmented/split)?			
5	Was receipt of goods and services verified with the Veteran (e.g., signature on receiving report, receipt, invoice or e-mail from the Veteran, or VA Form 28-1905r, etc.) prior to reconciliation?			

**F. ADMINISTRATIVE AND RECORD KEEPING**

1	Is the VBA organization's A/OPC using the U.S. Bank Access Online System?			
2	Is the cardholder inquiring about prompt-pay discounts with the vendor?			
3	Is there documentation supporting a valid need for the purchase?			
4	Is there a blanket AO pre-approval memorandum available which provides the written approval to make purchases for services, supplies, and / or equipment for a rehabilitation plan for the fiscal year?			
5	Is the Charge Card Portal being used and does the A/OPC have access to the cardholders under their purview?			

## 5.4 Frequently Ask Questions (FAQ)

1. **How do I gain access to the purchase card module and or accrual-purchase card module in CAATS?**

**Answer:** You will need to fill out an Access form, see Appendix 4.1.

2. **I have been given access to the purchase card module as an initiator. However, I can't input in anything.**

**Answer:** Your card has not been established by the setup admin (AOPC) in CAATS yet. Contact the AOPC (setup admin) to let them know so that they can complete that task.

3. **I have been given access to the purchase card module as an approver. I am receiving email notifications for cards that I am not the approver for. What do I need to do?**

Please notify the CAATS administrators. Either the incorrect access was given upon setup, or all card access was given because no cards were setup at the time user was given access to the purchase card module. The CAATS administrators will be able to tell which of these are correct.

4. **I input a purchase order. However, my supervisor does not see the document to approve. What is the problem?**

**Answer:** First, the user should check the status of the document. If the status is "Working", then the purchase cardholder (initiator) has to actually submit it for approval. To submit a document for approval, the purchase cardholder (initiator) has to select "Submit" in the Action field at the top of the document and select "Go". That will put the document into "In Review" status and will allow the approving official to see the document.

Second, if the status of the document is "In Review", then the approver might not have access to that card. Check with ALAC to ensure that that approver in question has access to that card.

5. **I input a purchase order for \$100. When the charge came in, it was for \$165. I tried to reconcile it. However, the system would not let me do it. What do I need to do to be able to reconcile?**

**Answer:** The purchase cardholder (initiator) has to adjust the order. The purchase cardholder (initiator) will go to the Purchase Card Order sub module and find that order. Select the view button to open the document, the



select “Return to Edit” in the action field. The document status changes to “Return to Station”. The purchase cardholder (initiator) can now update that document and submit it for review again. Once in approved status, the document can be reconciled.

**6. How do I input a credit order?**

**Answer:** The purchase cardholder (initiator) would enter the amount in the total cost field on the header. On the line the purchase cardholder (initiator) will input the amount and select the decrease option to the right on the amount field.

**7. I am an approving official, and I didn’t receive the email notification that I have items to approve. What can I do?**

**Answer:** The approving official can still sign into CAATS and go to that module to review the items that need approving. For example, if the user has purchase orders to approve. The approving official can sign into CAATS and go to the Purchase Card Order submodule. The approving official will see all the documents that have been input by the purchase cardholder (initiator) that is in active status. The approving official will select the “VIEW” button to review the transaction. If all is correct, can approve by selecting the “APPROVE” in the action field.

**8. I am a purchase cardholder and I need to correct a purchase order that is in “Approved” status. What can I do?**

**Answer:** The purchase cardholder would go to the VRE Purchase Card Order submodule and do the following:

- Find the order
- Select View
- In the Action field using the drop down select, Return to edit option
- Select go. This will take you back to the desktop screen where now the order status has changed to “Returned to Station” status.
- Select view again so that you can edit it.
- The document will have to be submitted again for approval.

**9. I am a purchase cardholder and I need to correct a purchase order that is in “In Review” status. What can I do?**

**Answer:** The purchase cardholder would need to contact the approving official to have them to reject the document back to purchase cardholder. If the approver rejects, the document, the status will change to “Return to

Station”. The purchase cardholder will then be able to update the purchase order accordingly.

**10. I am a purchase cardholder and I need to correct a purchase order that is in “Finance Review” status. What can I do?**

**Answer:** The purchase cardholder would need to contact the finance approver to have the purchase order rejected back to you. If the approver rejects, the document, the status will change to “Return to Station”. The user will then be able to update the purchase order accordingly. It will need to be resubmitted for approval.

**11. I am a purchase cardholder and I need to correct a purchase order that is in “Fully Reconciled/Partially Reconciled” status. What can I do?**

**Answer:** The purchase cardholder would have to delete the reconciliation first by going into the VRE Purchase Card Reconciliation submodule. Do the following:

- Check the box beside – Show Reconcile field
- Find the item and select View
- At the bottom, before Audit History, select Delete
- Answer the Question “Are you sure you want to delete” will appear. Say Yes
- The status of the order will change to “Approved” and the charge status changes to “Unreconciled.
- Then user will have to follow the steps for # 7 above.

**12. I am a purchase cardholder and I need to correct a purchase order that is in “Reconciled Approved” status. What can I do?**

**Answer:** The purchase cardholder would have to contact the approver to reject a previously approved reconciliation. The approver would go to the Purchase Card Charge Reconciliation Approval submodule. Change the status of the drop down to “Reconciled Approved” and find the order. Check reject and a reason box will appear. Fill in and hit submit. Once the reconciliation has been rejected, the status will change to “Reconciled Rejected. The purchase cardholder would then follow the same instructions as in # 18 above.

## 5.5 Acronyms

A&MM	Acquisition and Material Management
A/P	Accounts Payable
A/R	Accounts Receivable
AAC	Austin Automation Center
AAD	Administrative Accounting Division
ACC	Accounting Code Classification
ACH	Automated Clearing House
ALAC	Administrative and Loan Accounting Center
ALC	Agency Location Code (Fiscal Systems)
AO	Approving Officials
AO	Architect-Engineer Order
AO	Administrative Office
BCA	Budget Clearing Account (36F3875)
BD	Billing Document
BDN	Benefits Delivery Network
BO	Budget Officer
BOC	Bill Of Collection
BOC	Budget Object Code
CAATS	Centralized Administrative Accounting Transaction System
CAC	Centralized Accounting Center
CAT	Centralized Accounting Team
CCS	Credit Card System
CFO	Chief Finance Officer
CO	Contract Order
CO	Central Office
CP&E	Compensation, Pension & Education
CR	Cash Receipt
CT	Certified Payment Voucher
CX	Check Cancellation
CXRC	Cancellation Reason Code
DCO	Delegated Certifying Official
DD	Direct Disbursement/(Deposit)
DFAS	Defense Finance and Accounting Services
DLN	Document Locator Number
DMC	Debt Management Center
DMS	Document Management System
DV	Disbursement Voucher
EB	Expenditure Transfer Between Stations

ED&T	Employee Development and Training
EF	Escrow Funds (36X6501E)
EFT	Electronic Funds Transfer
EOFY	End Of Fiscal Year
ET	Expenditure Transfer
ET 90/91	Expenditure Transfer To/From Hines
ETA	Enhanced Time and Attendance System
EW	Expenditure Transfer Within Stations
EZ	Miscellaneous Cash Payment Suspense Fund Voucher
FA	Fixed Asset - Acquisition
FAC	Federal Acquisition Circular (GSA)
FAR	Federal Acquisition Regulation (GSA)
FASAB	Federal Accounting Standards Advisory Board
FB	Fixed Asset - Betterment
FC	Fixed Asset - Modification
FCP	Fund Control Point
FD	Fixed Asset - Disposition
FL	Finance Liaison
FMS	Financial Management Service (Dept of Treasury)
FMS	Financial Management System
FR	Fixed Asset - Transfer
FRPT	Authorized Fiscal Transaction Report (C & P)
FSC	Financial Services Center
FSR	Field Service Receipt
FTE/FTEE	Full-Time Employee / Full-Time Employee Equivalent
FY	Fiscal Year
GAO	General Accounting Office
GC	General Council
GOALS	Government Online Accounting Link System (Treasury)
GOE	General Operating Expense
GSA	Government
HFC	Hines Finance Center
HRC	Human Resource Center
IE	Internet Explorer
IFCAP	Integrated Funds Distribution, Control Point Activity, Accounting and Procurement
JV	Journal Voucher
LAN	Local Area Network
LOTA	Limited Open Travel Authorization

MO	Miscellaneous Order
MOU	Memorandum Of Understanding
MQAS	Management Quality Assurance Reviews
MR	Mortgage Loan Receipt
OFM	Office Of Financial Management
OFO	Office Of Field Operations (VBA)
OIG	Office Of the Inspector General
OLCS	Online Certification System
OPAC	Online Payment and Collections (Treasury Fiscal System)
ORM	Office Resources Management (VBA)
PA	Privacy Act
PAID	Payment Advice Internet Delivery (Treasury)
PCMBL	Purchase Card Manual Buying Log
PCS	Permanent Change of Station
PFOP	Personal Funds of Patient
PIN	Personal Identification Number
PL	Public Law
POC	Point of Contact
PPA	Prompt Payment Act of 1982
PS	Suspense Payment Voucher
PV	Payment Voucher
QAR	Quality Assurance Review
RC	Receiver
RCHT	Receiver Header Table
RCS	Record Control Schedule
RFW	Reader Focused Writing (VBA)
RLC	Regional Loan Center
ROI	Return On Investment
RPO	Regional Processing Office (Education - Atlanta, Buffalo, Muskogee, & St. Louis)
RSD	Rodgers Software Development (Austin)
RWA	Reimbursable Work Authorizations
SA	Sub-allowance Document
SAH	Special Adaptive Housing
SAO	Systematic Analysis of Operations
SBP	Survivor Benefit Plan
SCA	Standardized Cost Adjustment Form
SF	Standard Forms
SO	Service Order

SOW	Statement Of Work
SSD	Support Service Division
ST	Sub-allowance Transfer Document
SV	Standard Voucher
TAR	Target (used in ALAC Doc ID for transfer out of suspense done through BDN)
TB	Transit Benefits (36X6501)
TI	Transfer In (used in ALAC Doc ID for transfer into suspense)
TIN	Taxpayer Identification Number
TDY	Temporary Duty
TO	Travel Order
TO	Transfer Out (used in ALAC Doc ID for transfer out of suspense)
TOP	Treasury Offset Program
TSO	Time Shared Operations
TR	Transfer of Receipt
TV/TY	Travel Voucher
UIP	Undistributed Intergovernmental Payments (36F3885)
UPVT	Unpaid Voucher Table
VA	Department of Veterans Affairs
VACO	Veterans Affairs Central Office
VAMC	Veterans Administrative Medical Center
VAMROC	Veterans Administrative Medical and Regional Office Center
VBA	Veterans Benefits Administration
VAOPC	Veterans Administrative Outpatient Clinic
VR&E	Vocational Readiness & Education
VARO	Veterans Administrative Regional Office (RO)
VCM	Veterans Case Managers
VCS	Video Conferencing System
VETSNET	Veterans Services Network
VHA	Veterans Health Administration
VIS	Vendor Inquiry System (VA FSC, Austin)
VISN	Veterans Integrated Service Network (VHA)
VSC	Veterans Service Center
WWW	World Wide Web