

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



## Training Guide

Version 1

Department of Veterans Affairs  
Veterans Benefits Administration

**Version Control**

Date	Author	Version	Changed Performed
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 transaction 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 5.1**) to VBAALAC\_CAATSTEAM. 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					X	X
Auditor				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 that role and Reports Only roles.						
3. Set-Up Admin is never allowed to be an Initiator, Approver or Finance Approver. No waiver.						

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.

Station:  Status:  Document ID:

- All
- Accrual (13)
  - Payroll (11)
  - Purchase Cards (2)
- VRE Service Group (10)
  - VRE Purchase Card (4)
    - VRE Purchase Card Order (4)
    - VRE Purchase Card Expense Transfers (0)
  - Requisition (6)
    - Purchase Request (6)
    - Establish Purchase Order (0)
    - Modify Purchase Order (0)
    - Modify Purchase Order Accrual (0)

Transaction Dashboard										
	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	10/26/2022	
<a href="#">View</a>	Working	310PV2008	OFM Creator TEST_Creator					\$0.00	09/11/2022	
<a href="#">View</a>	Working	310PV2007	OFM Creator TEST_Creator					\$0.00	09/11/2022	
<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	09/11/2022	
<a href="#">View</a>	Working	3102C000001	OFM Creator TEST_Creator					\$0.00	09/09/2022	
<a href="#">View</a>	Working	348P20016	OFM Creator TEST_Creator					\$0.00	08/25/2022	
<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	07/31/2022	
<a href="#">View</a>	Working	349P00152	OFM Creator TEST_Creator					\$750.00	06/28/2022	

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

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>	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

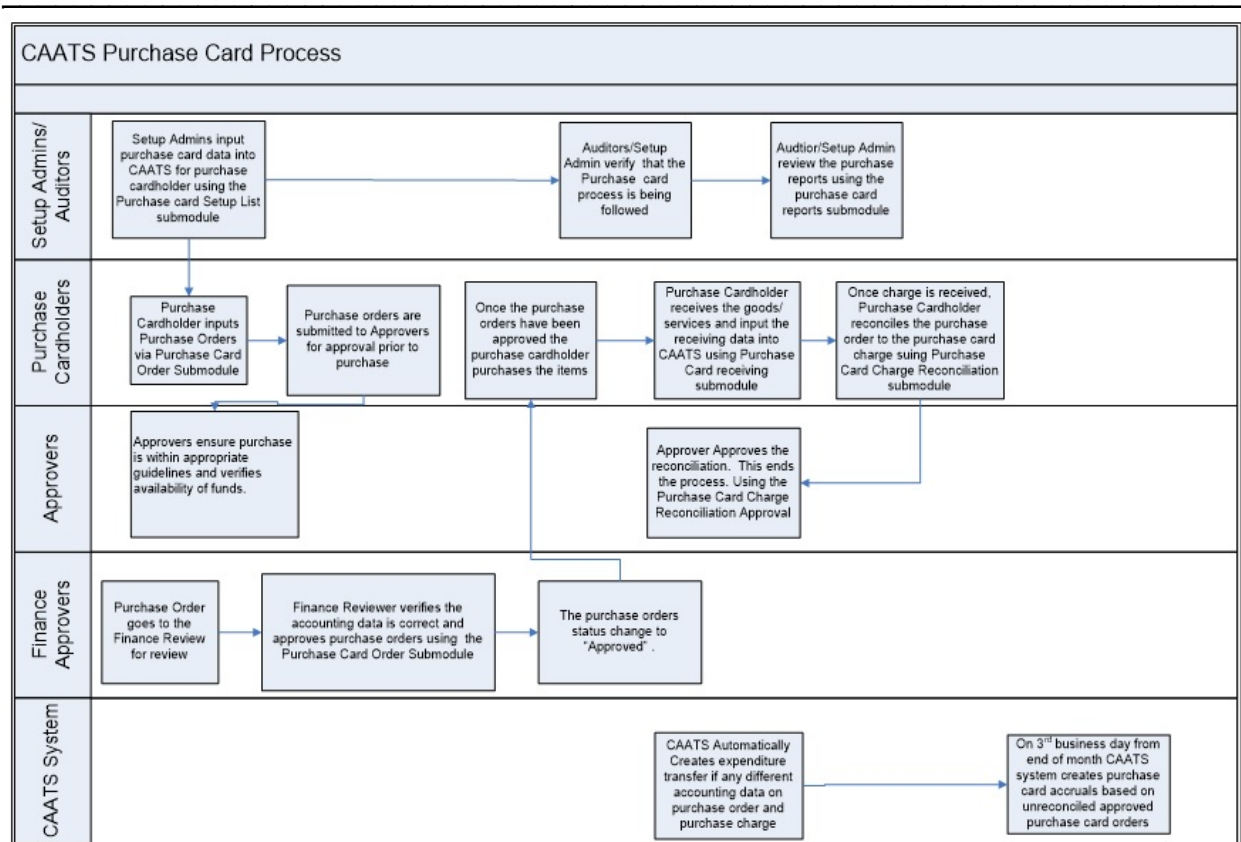
The VRE Purchase Card Module contains nine sub-modules:

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
  9. Purchase card accruals are generated on the 3<sup>rd</sup> business day from end of month for all unreconciled approved purchase card orders. They can be found under the Accrual → Purchase card module/submodule
    - a. Purchase cardholder (initiator) pulls the unreconciled approved purchase card order using VRE Reports → VRE Unreconciled Purchase Card Report
    - b. Purchase cardholder (initiator) checks the purchase card orders associated with the accruals using VRE Reports → VRE Purchase Card Accruals Report



## User Roles and Characteristics

- Initiator (Creator) – allows the users to create and reconciles purchase orders transactions. (purchase cardholder)
- Approver – allows users to approve purchase orders and reconciliations created by the initiator. (approving official – AO)
- Setup/Admin- allows users to establish credit card users in the purchase card module. (AOPC)
- Auditor-allows users to perform the audit reviews (monthly, focus, and annual) for the purchase card users and process.
- Finance Approver – allows users to review documentation prior to submission to FMS. This a second – level approver who purpose is to ensure the accounting data is correct.
- 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. 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.

**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

Dashboard Messages

Station: All Status: All Document ID:

- VRE Purchase Card Order
- VRE Purchase Card Receiving
- VRE Purchase Card Charge Reconciliation
- VRE Purchase Card Expense Transfers
- VRE Purchase Card US Bank Links
- VRE Reports

Select "Add Document" button.

**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: Submit

Add Document Export Format: PDF Export

The Purchase Card Checklist will be displayed:

**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 > VRE Purchase Card Order Edit

Profile Logout Accrual VRE Service Group Reports

**VRE Purchase Card Order**

Station: 310 Status: Working N/A Actions

Header

Document Number:

Card Number:

Cardholder Name:

Veteran First Name:

Veteran Last Name:

Title 38 US Code:

File Number:

Vendor Code:

Vendor Code Suffix:

Vendor Name:

Vendor Address Line 1:

Vendor Address Line 2:

Vendor City:

Vendor State:

Vendor Zip:

Fund: 0137NS - Read, Bone, Credit Card (VBA)

Total Cost:

Order Date:

Accountable Property:

**VRE Purchase Card Checklist**

1. Are funds available for the purchase? Not applicable (N/A) for VBAE Veterans Purchases. Yes No N/A
2. Has an approving official (AO) authorized/approved this purchase prior to making the purchase? For VBAE, each cardholder should have a signed AO Pre-approval Blanket Memorandum on file for the current fiscal year. Yes No 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. JMWOC/Ability One, GSA schedule, GSA Advantage, socioeconomic vendors, etc.) Yes No N/A
4. Have you verified with the vendor that the payment processor is not a third-party payer, such as, PayPal, Escrow, Affinity, etc.? Third party payer is permitted for Loan Guaranty Service & Specialty Adapted Housing compliance inspection payment if both the third-party payer's and the payer's names are identified on the cardholder's credit card statement. Yes No 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 VBAE purchases. Yes No N/A
6. If you have multiple cards, are you verifying that you are using the appropriate purchase card? Examples: For supply purchases, the 2020 BOC card will be used. Yes No N/A

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, 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

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 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

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 5.2 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:  \*

CardHolder Name:

Veteran First Name:  \*

Veteran Last Name:  \*

Title 38 US Code:  \*

File Number:

Claim # \*

SSN \*

Vendor Code:

Vendor Code Suffix:

Vendor Name:  \*

Vendor Address Line 1:

Vendor Address Line 2:

Vendor City:

Vendor State:

Vendor Zip:

Fund:  \*

Total Cost:  \*

Order Date:  \*

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**

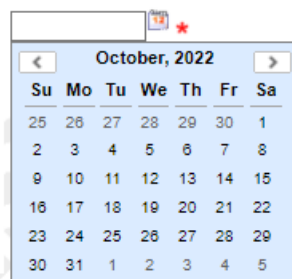
Transaction Status History Data				
Action	Status	Document Number	Action By	Action Date
No data to display				

### 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 System populated based on the card number
- 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:



- 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

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\_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:** 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

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:  \*

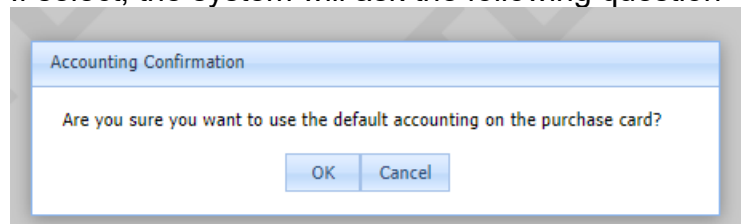
Total Lines: 1

**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.

**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?

- 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.

**Remainder:** 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	
<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>	1
<b>Total Cost:</b>	(\$1,000.00) <input type="radio"/> Increase <input checked="" type="radio"/> Decrease
<b>Description:</b>	buying supplies for Veteran
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/>	
<input type="button" value="Add New Line"/> <span style="float: right;">Total Lines: 1</span>	

### 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

### 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>		

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:** Exit ▼

Exit  
 Submit  
 Delete

---

**Header**

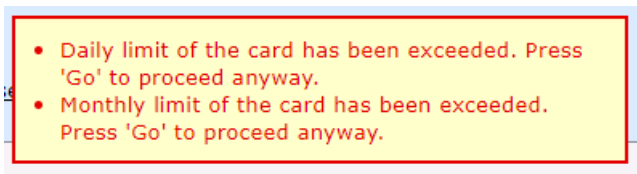
**Document Number:** 310PV3000  
**Card Number:** 352167 - TEST\_Creator, OFM Creator  
**CardHolder Name:** TEST\_Creator, OFM Creator  
**Veteran First Name:** Daffney  
**Veteran Last Name:** Duck



- **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.

### 3.1.1.8 Exceeding the limits

The system does have edits to not allow the user to go over 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.

### 3.1.1.7 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: | Submit

Add Document | Export Format: PDF | Export

	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
<a href="#">View</a> <a href="#">Copy</a>	In Review	310PV3002	OFM Creator TEST_Creater	11/02/2022	OFM Creator TEST_Creater	11/02/2022			1	\$100.00	11/02/2022
<a href="#">View</a> <a href="#">Copy</a>	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
<a href="#">View</a> <a href="#">Copy</a>	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
<a href="#">View</a> <a href="#">Copy</a>	Working	310PV2008	OFM Creator TEST_Creater	09/11/2022					1	(\$1,000.00)	10/27/2022
<a href="#">View</a> <a href="#">Copy</a>	Working	310PV2007	OFM Creator TEST_Creater	09/11/2022					0	\$0.00	09/11/2022
<a href="#">View</a> <a href="#">Copy</a>	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:



**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.

### 3.1.2 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



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: 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"/>	In Review	310PV3000	OFM Creator TEST_Creator	10/26/2022	OFM Creator TEST_Creator	10/26/2022			1	\$2,000.00	10/26/2022

Page 1 of 1 (4 items)

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:

**Header**

**Document Number:** 310PV3000

**Card Number:** 352167 - TEST\_Creator, OFM Creator

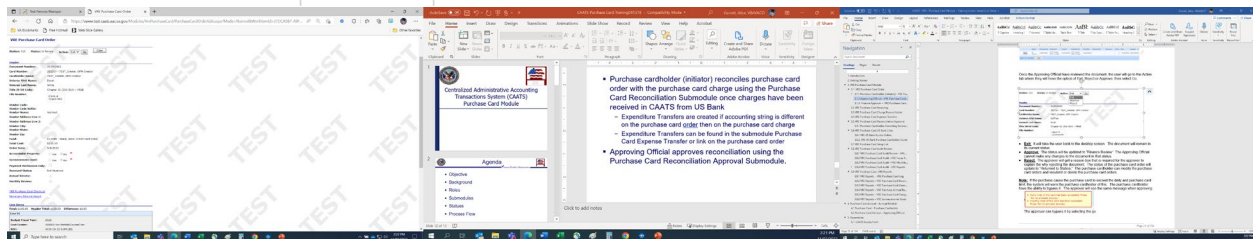
**CardHolder Name:** TEST\_Creator, OFM Creator

**Veteran First Name:** Daffney

**Veteran Last Name:** Duck

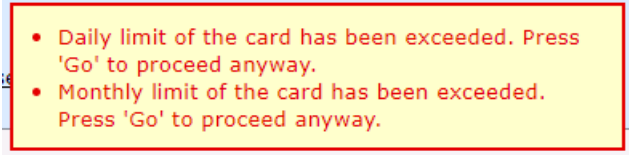
**Title 38 US Code:** Chapter 31 (301-314) - VR&E

**File Number:**



- **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.



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

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: 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: 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: 0137000CC - 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	
<a href="#">b452c776-2d37-48f2-9e94-a7fb0beb3ca.pdf</a>	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:

Vendor Code:  
 Vendor Code Suffix:  
 Vendor Name: Amazon  
 Vendor Address Line 1:  
 Vendor Address Line 2:  
 Vendor City:  
 Vendor State:  
 Vendor Zip:  
 Fund:  \*  
 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:  \*  
 Cost Center:  \*  
 BOC:  \*  
 ACC/FCP:  \*  
 Quantity: 10.00  
 Total Cost: \$2,000.00  Increase  Decrease  
 Description: supplies for Veteran

Total Lines: 1

Note: the purchase cardholder can not 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 Go

- Exit
- Approve
- Reject

**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

- **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 statuses 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: 310    Status: All Active    Document ID:     Created By: All    Total:     Vendor Name:     Submit

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>	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

**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:

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.

**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	
<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>	10
<b>Received Date:</b>	10/27/2022
<b>Received By:</b>	Minnie Mouse
<b>Receiving Remarks:</b>	
<input type="button" value="Edit"/>	

Total Lines: 1

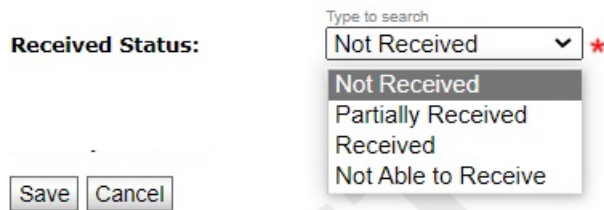
The final step in the receiving process is to update Received Status field on the header.  
**VRE Purchase Card Order Receiving**

Station: 310    Status: Approved    Action:

**Header**

<b>Document Number:</b>	310PV3000
<b>Card Number:</b>	352167 - TEST_Creator, OFM Creator
<b>CardHolder Name:</b>	TEST_Creator, OFM Creator
<b>Veteran First Name:</b>	Daffney
<b>Veteran Last Name:</b>	Duck
<b>Title 38 US Code:</b>	Chapter 31 (301-314) - VR&E
<b>File Number:</b>	<input type="text" value="Claim # 123456479"/>
<b>Vendor Code:</b>	
<b>Vendor Code Suffix:</b>	
<b>Vendor Name:</b>	Amazon
<b>Vendor Address Line 1:</b>	
<b>Vendor Address Line 2:</b>	
<b>Vendor City:</b>	
<b>Vendor State:</b>	
<b>Vendor Zip:</b>	
<b>Fund:</b>	0137NS - Readj. Bene.-Credit Card (VBA)
<b>Total Cost:</b>	\$2,000.00
<b>Order Date:</b>	10/26/2022
<b>Accountable Property:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No *
<b>Socioeconomic Goal:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No *
<b>Payment Mechanism Only:</b>	<input type="checkbox"/>
<b>Received Status:</b>	<input type="text" value="Not Received"/>
<b>Annual Review:</b>	<input type="checkbox"/>
<b>Monthly Review:</b>	<input type="checkbox"/>
<input type="button" value="Edit"/>	

## Select Edit



Received Status:

Type to search

Not Received ▼ \*

Not Received

Partially Received

Received

Not Able to Receive

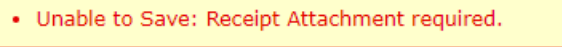
Save Cancel

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



caatssystem@va.gov  
To ● Garrett, Alice, VBAVACO

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="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_Creator	300.00	WalMart		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creator	100.00	WalMart		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creator	2000.00	Amazon		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creator	-1000.00	Amazon		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creator	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 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:

**Available Purchase Card Orders**

	Document #	Card Holder	Vendor	Location	Order Date	Total	Remaining
<input type="button" value="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 [REQUURED]

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.

If user mistakenly reconciled a bank charge to the wrong purchase order, the user could go back into the reconciled item and correct the mistake. Select the VRE Purchase Card Charge Reconciliation sub module which will show the list of all the purchase card charges for that cardholder. Check the Show Reconciled box. Click the View button to open the charge. The following screen will be displayed.

**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_Creator	300.00	WalMart		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creator	100.00	WalMart		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Fully Reconciled	352167	OFM Creator TEST_Creator	2000.00	Amazon		✓	10/27/2022	10/27/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creator	-1000.00	Amazon		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creator	300.00	WalMart		✓	9/9/2022	9/11/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creator	-100.00	WalMart		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creator	250.00	AirForce Joes		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creator	1000.00	Best Buy		✓	9/9/2022	9/12/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creator	750.00	Amazon		✓	9/9/2022	9/11/2022
<a href="#">View</a>	Unreconciled	352167	OFM Creator TEST_Creator	1000.00	Garrett Car		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Rejected	352167	OFM Creator TEST_Creator	1000.00	Amazon		✓	9/9/2022	9/9/2022
<a href="#">View</a>	Reconcile Approved	352167	OFM Creator TEST_Creator	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](#)

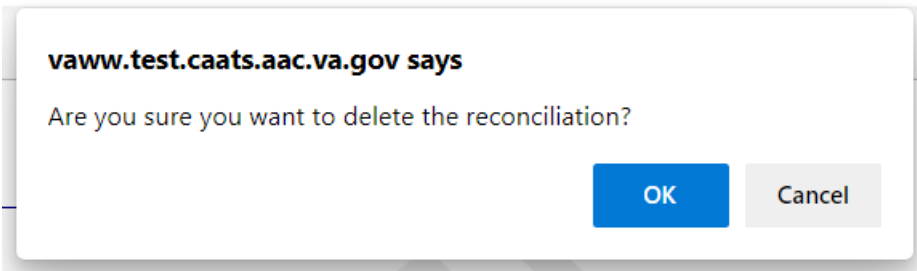
**Selected Purchase Card Order**

**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 or update the purchase order by returning the order to edit. **If the purchase order status is Fully Reconciled, the user has to delete any reconciliations before returning to edit the order. Once the reconciliation has been deleted, the order status goes back to Approved. The purchase cardholder can now returned to edit, the user will update, and order will go through the same approvals.**

On a monthly basis the accruals for unreconciled orders will be generated by CAATS in the Accrual – Purchase Card module. The approver and Setup Admin (AOPC) will get an email notification of all the accruals two days prior to the end of month. Within the email the user will be able to link directly to the accrual document in the Accrual-Purchase Card module. However, the user will have to sign onto the system if not already signed onto the system. If the amount needs adjusting the user will have to create a new manual accrual document by going to the Accrual – Purchase Card module.

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

Export Format: PDF Export

VRE Purchase Card Expense Transfer Transactions											
	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) [1]

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:

Header

Document Number: 3103CV00001  
 Header Total: \$2,000.00  
 Backout Transaction:

[VRE Purchase Card Order](#)

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

Transaction Status History

Transaction Status History Data				
Action	Status	Document Number	Action By	Action Date
Submitted	In Review	3103CV00001	OFM Creator TEST_Creator	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_Creator	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)

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  
**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

**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**

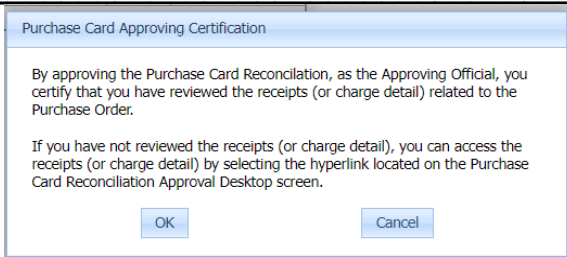
Station: 310 Status: Fully Reconciled Cardholder:

	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

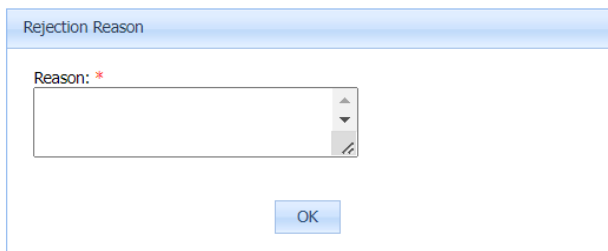
Page 1 of 1 total page(s) (0 record(s) total)

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:						
View	Approve / Reject	Status	Order Number	Card Number	Card Holder	Net Amount	Vendor	Purchase Date
<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="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)

Submit

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 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>	Reconcile Approved	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)

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](#)  
**Card Holder:** TEST\_Creator, OFM Creator  
**Order Date:** 9/8/2022  
**Vendor:** Amazon  
**Vendor Location:** ,

**Order Total:** \$1,000.00  
**Order Total Remaining:** \$0.00  
**Order Status:** Reconcile Rejected  
**Applied from Charge:** \$1,000.00  
**Remaining on Charge:** \$0.00

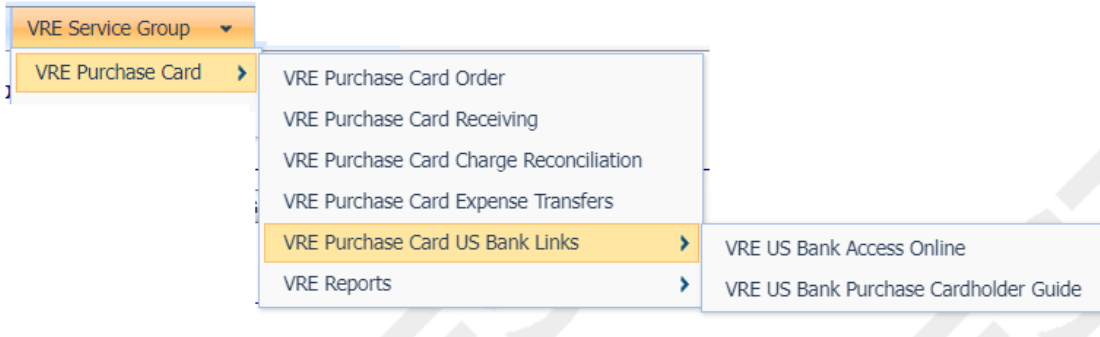
<input type="checkbox"/>	Line	Description	Quantity	Qty Received	Line Total	Remaining	Applied Amount
<input checked="" type="checkbox"/>	001	testing vre	25.00	25.00	\$1,000.00	\$0.00	\$1,000.00

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.



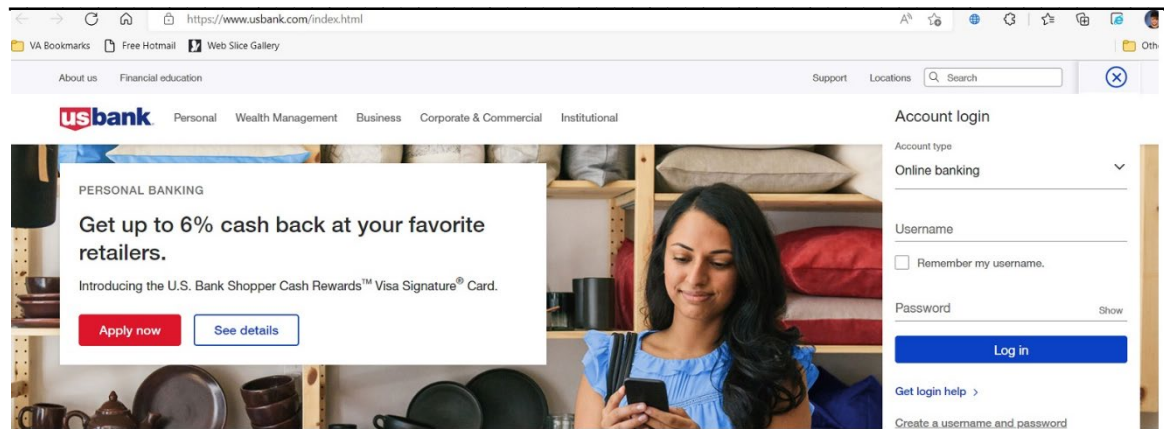
### 3.6.1 VRE US Bank Access Online

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.

 A screenshot of the US Bank Access Online login page. At the top left is the US Bank logo and the text "Access® Online". Below the logo are links for "Contact Us" and "Login". The main heading is "Welcome to Access Online!". Below this is the instruction "Please enter the information below and login to begin." followed by a note "\* = required". The form contains three input fields: "Organization Short Name:\*", "User ID:\*", and "Password:\*". Below the fields is a blue "Login" button. At the bottom of the form 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

[Save](#) [Cancel](#)

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

Save Cancel

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.

**CAATS - Centralized Admin Accounting Transactions System (Test)**  
Version: (3.4.0.12)  
Logged On: TEST\_VHIC0004@tpm.va.gov

Profile Logout VRE Service Group

Welcome to VRE Purchase Card

- VRE Purchase Card Order
- VRE Purchase Card Receiving
- VRE Purchase Card Charge Reconciliation
- VRE Purchase Card Expense Transfers
- VRE Purchase Card Reconciliation Approval
- VRE Purchase Card US Bank Links
- VRE Purchase Card Audit Review
  - VRE Annual Review
    - VRE Orders by Cardholders
  - VRE Focus Review
  - VRE Monthly Review
  - VRE Reports
- VRE Reports

Dashboard Messages

Station: All Status: All

- All
  - VRE Service Group (0)
    - VRE Purchase Card (0)
      - VRE Purchase Card Order (0)

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: [ ] *	End Date: [ ] *	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: 310 \* Start Date: 10/01/2022 \* End Date: 10/31/2022 \* Status: All \* Card Number: All \* Card Holders: 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:

**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: 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: Received

**VRE Purchase Card Review Guide**

**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)  Yes  No  N/A

2 Are the VA Forms 0242 available and completed in the Charge Card Portal?  Yes  No  N/A

3 Are all the TMS and GSA Training Certificates of Completion on required training available?  Yes  No  N/A

4 Was the M24-4 Chapter 01 Purchase Card reviewed by the A/OPC, approving official and cardholder?  Yes  No  N/A

5 Was the VA Financial Policy, Volume XVI, Chapters 1A and 1B reviewed by the A/OPC, approving official and cardholder?  Yes  No  N/A

**B. PROPER COSTING**

1 Does the cardholder have the correct fund control point?  Yes  No  N/A

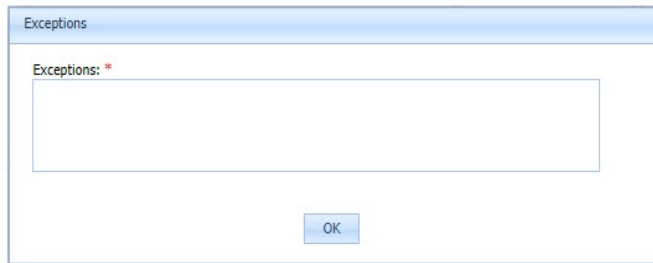
See Appendix 5.3 for the VRE Purchase Card Audit Review Questions

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?  Yes  No  N/A

Check is required

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



The image shows a screenshot of a software dialog box titled "Exceptions". Inside the dialog, there is a text input field with the label "Exceptions: \*" and a red asterisk indicating a required field. Below the text field is a single "OK" button.

**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\_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:**    **Associated Transactions:**  
[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

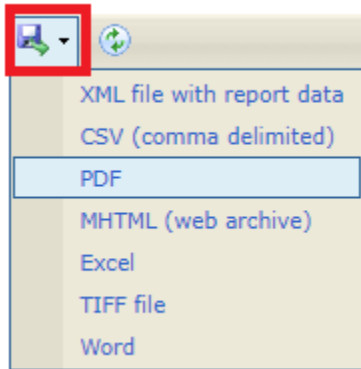
<b>A. Training Standards</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Have the A/OPC, approving official, and cardholder completed the required TMS and GSA initial and refresher training? (Refresher training is due every 2 years)	*		
2	Are the VA Forms 0242 available and completed in the Charge Card Portal?	*		
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  
(Print name & Signature)

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



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					
Station: 310 * <input type="button" value="v"/>	Start Date: 10/01/2022 * <input type="button" value="A"/>	End Date: 10/31/2022 * <input type="button" value="A"/>	Status: All <input type="button" value="v"/>	Card Number: All <input type="button" value="v"/>	Card Holder: All <input type="button" value="v"/>
<input type="button" value="Run Report"/>					

All  
 Reviewed  
 Not Reviewed

- 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 * <input type="button" value="v"/>	Start Date: 10/01/2022 * <input type="button" value="A"/>	End Date: 10/31/2022 * <input type="button" value="A"/>	Status: Reviewed <input type="button" value="v"/>	Card Number: All <input type="button" value="v"/>	Card Holder: All <input type="button" value="v"/>
<input type="button" value="Run Report"/>					

VRE Purchase Card Orders Not Reviewed - Annual 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 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

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”.

**CAATS - Centralized Admin Accounting Transactions System (Test)**  
Version: (3.4.0.12)  
Logged On: TEST\_VHIC0004@tpm.va.gov

Profile Logout VRE Service Group

Welcome to VRE Purchase Card

- VRE Purchase Card Order
- VRE Purchase Card Receiving
- VRE Purchase Card Charge Reconciliation
- VRE Purchase Card Expense Transfers
- VRE Purchase Card Reconciliation Approval
- VRE Purchase Card US Bank Links
- VRE Purchase Card Audit Review
  - VRE Annual Review
  - VRE Focus Review**
    - VRE Orders by Cardholders**
    - VRE Monthly Review
    - VRE Reports
- VRE Reports

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

VRE Purchase Card Focus Review

Station:  Time Period:  Export Format: PDF

Certification of Focus Review

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
No data to display									
No data to paginate < >									

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: PDF

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:

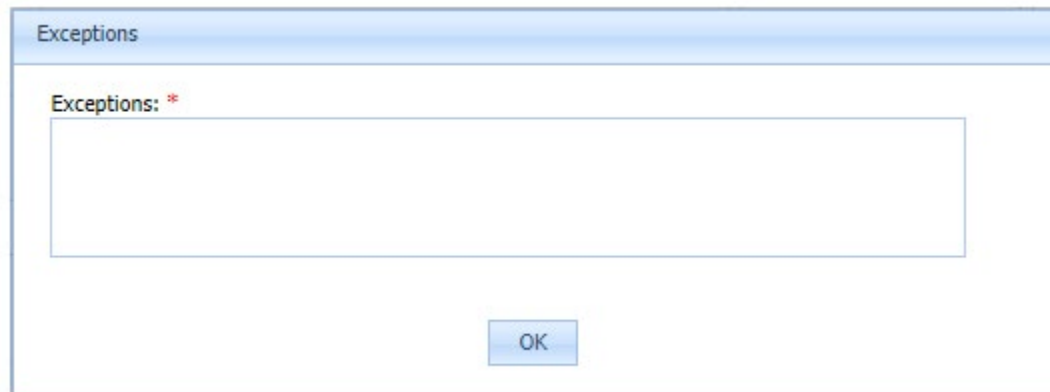
VRE Purchase Card Review Guide		
<b>A. TRAINING STANDARDS</b>		
1	Have the A/OPC, approving official, and cardholder completed the required TMS and GSA initial and refresher training? (Refresher training is due every 2 years)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
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 5.3 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:

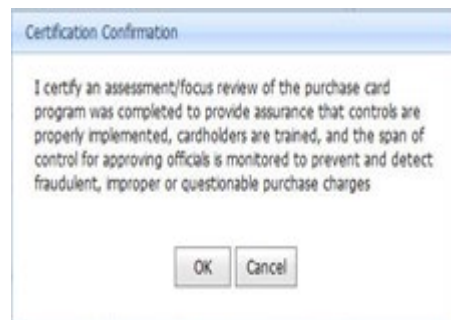
1	Were taxes accounted for on the purchase where the VA is considered a third-party?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A <span style="color: red;">Check is required</span>
---	--	--

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

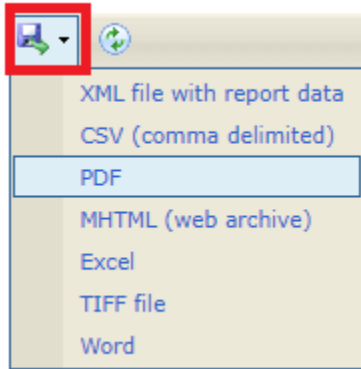
<b>A. Training Standards</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Have the A/OPC, approving official, and cardholder completed the required TMS and GSA initial and refresher training? (Refresher training is due every 2 years)	*		
2	Are the VA Forms 0242 available and completed in the Charge Card Portal?	*		
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.

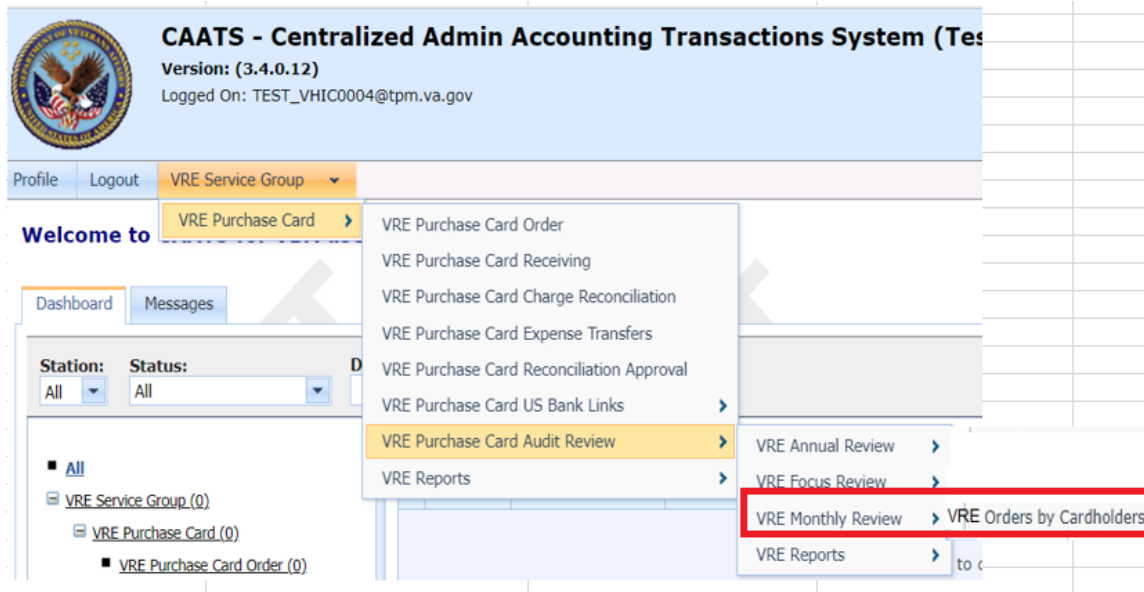
This report can be exported in different formats and saved to your desired location by selecting the disk icon below:





### 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: [ ] [12] *	End Date: [ ] [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 <sup>10</sup> *	End Date: 10/31/2022 <sup>10</sup> *	Status: All ▼	Card Number: All ▼	Card Holder: All ▼
Run Report					

1 of 1 Find | Next

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:  **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

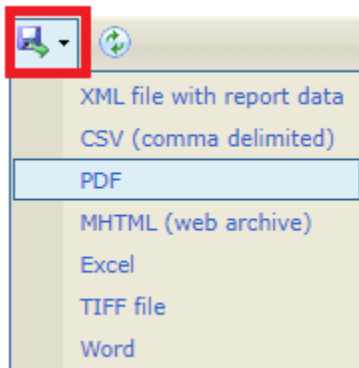
310PV3000

<b>A. Training Standards</b>				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>B. Proper Costing</b>				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?	*				
<b>C. Timeliness Standards</b>				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?	*				
<b>CAATS Processing:</b>				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?	*				
<b>D. Verification that purchases are within regulations</b>				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?	*				

<b>E. Administrative and Record Keeping</b>				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					

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					

Purchase Card Orders Reviewed - Monthly 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

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					

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:

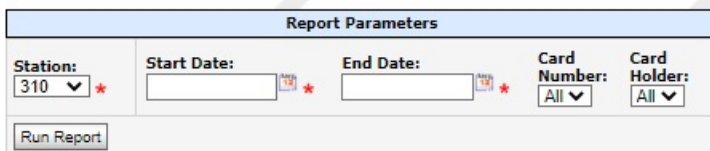
1. VRE Timeliness
2. VRE Not Completed
3. VRE Any Review Completed
4. VRE Focus Review

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)



The screenshot shows a web form titled "Report Parameters" for the "CAATS Reports (VRE Purchase Card Audit Timeliness)". The form contains the following fields:

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

The report parameters are as follows:

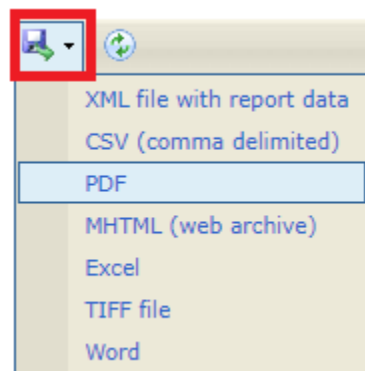
- Station: based on access [REQUIRED FIELD]
- Start Date: Fill in or select from calendar, format must be MM/DD/YYYY [REQUIRED FIELD]
- End Date: Fill in or select from calendar, format must be MM/DD/YYYY
- Card Number: Select from drop down
- Cardholder: Select from drop down

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

## CAATS Reports (VRE Purchase Card Audit 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/2006</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/2009</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:	Start Date:	End Date:	Card Number:	Card Holder:	
310			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

- 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)

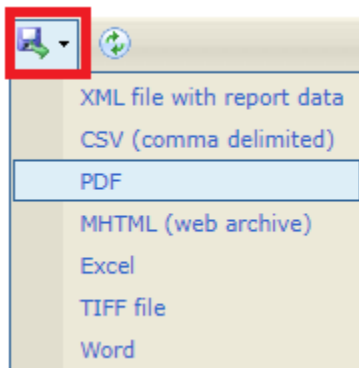
Report Parameters					
Station:	Start Date:	End Date:	Card Number:	Card Holder:	
310 *	09/01/2022 *	09/30/2022 *	All	All	
Run Report					

1 of 1

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

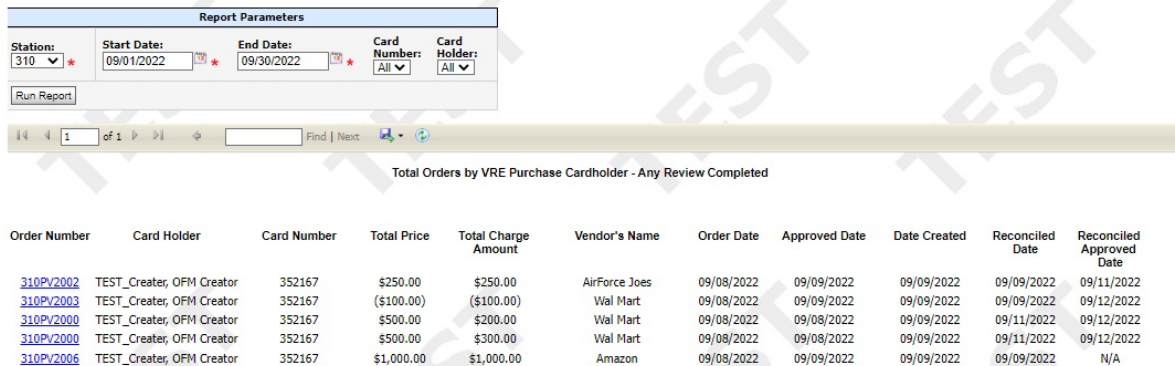


The report parameters are as follows:

- 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
- Card Number: Select from drop down
- Cardholder: Select from drop down

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

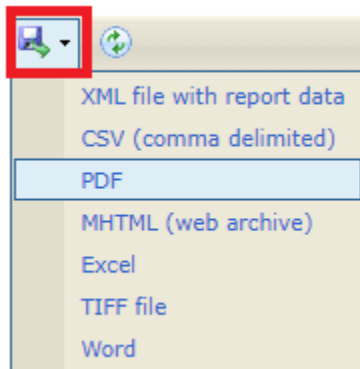
CAATS Reports (VRE Purchase Card Audit One Review)



The screenshot shows the 'Report Parameters' form with the following values: Station: 310, Start Date: 09/01/2022, End Date: 09/30/2022, Card Number: All, and Card Holder: All. Below the form is a 'Run Report' button and a navigation bar. The main content area displays a table titled 'Total Orders by VRE Purchase Cardholder - Any Review 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="#">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:

Station: \*  Time Period: \*  Run Report

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: 310 Time Period: July 2022 - December 2022 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:

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

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

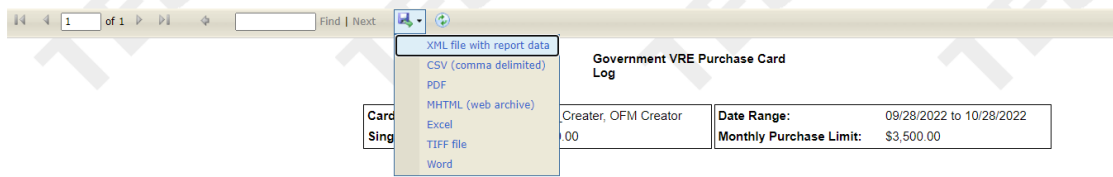
  

Instructions: Use this form to document all government purchase card transactions. The total of all items on an order must not exceed your single purchase limit. Your monthly total must not exceed your monthly purchase limit.

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 Prog? Y/N	Socio Goal Purchase? Y/N
110P1303	10/29/2022	Supplies for Veteran	013700CC	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	10/28/2022	10/27/2022	Minnie Mouse	N	N

10/29/2022 11:27:54 AM 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.



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

### Sample Report – Excel Format

Government VRE Purchase Card

<b>Card Holder:</b> TEST_Creator, OFM Creator	<b>Date Range:</b> 09/28/2022 to 10/28/2022
<b>Single Purchase Limit:</b> \$3,500.00	<b>Monthly Purchase Limit:</b> \$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	BDC	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	Accl Prog? Y/N	Socio Goal Purchase? Y/N
11EPV200	10/26/2022	supplies for Veterans	0127000CC	477	58800	10.00	\$2,000.00	10.00	\$2,000.00	Amazon	OFM Creator	OFM TEST_Create Approver	10/28/2022	10/27/2022	10/27/2022	10/27/2022	10/27/2022	10/27/2022	Mervin 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>
<input type="text" value="All"/> *	<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**

Station: All \* End Date: 10/27/2022 Card Number: 352167 - TEST\_Creator, OFM Creator

Run Report

1 of 1 Find | Next

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="#">24638187156518068560152</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.

1 of 1 Find | Next

Government VRE Purchase Card Log

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

Card Sing 1.00 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	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	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											
Status	Card Number	Ref Number	Total Amount	Vendor	Purchase Date	Date Created	Fiscal Year	Fund	FCP	Cost Center	BOC
Reconcile	352167	<a href="#">24638187156518068560152</a>	\$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> 310 <span style="color: red;">*</span>	<b>End Date:</b> <input type="text"/>	<b>Card Number:</b> All <span style="float: right;">▼</span>
<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**

<b>Station:</b> 310 <span style="color: red;">*</span>	<b>End Date:</b> <input type="text"/>	<b>Card Number:</b> All <span style="float: right;">▼</span>
<input type="button" value="Run Report"/>		

1 of 1 | Find | Next

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		
	<b>Line No.</b>	<b>Fiscal Year</b>	<b>Amount</b>	<b>FCP</b>	<b>Cost Center</b>	<b>BOC</b>			
	1	2022	\$1,000.00	0137000CC	308000	4109			
	<b>Total:</b>		\$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	WalMart	10/27/2022	10/27/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	OFM Creator TEST_Creator	<a href="#">24638187156518068560151</a>	\$100.00	WalMart	10/27/2022	10/27/2022	2022	0137NS	0137000CC	308000	4177
	<b>Total:</b>			\$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.

1 of 1 | Find | Next

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">                 XHML 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 colspan="2" style="text-align: center;"><b>Government VRE Purchase Card Log</b></td> </tr> <tr> <td style="width: 50%; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Card Sing</td> <td style="border: 1px solid black; padding: 2px;">Creator, OFM Creator</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Date Range:</td> <td style="border: 1px solid black; padding: 2px;">09/28/2022 to 10/28/2022</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Monthly Purchase Limit:</td> <td style="border: 1px solid black; padding: 2px;">\$3,500.00</td> </tr> </table> </td> <td style="width: 50%;"></td> </tr> </table>	<b>Government VRE Purchase Card Log</b>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Card Sing</td> <td style="border: 1px solid black; padding: 2px;">Creator, OFM Creator</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Date Range:</td> <td style="border: 1px solid black; padding: 2px;">09/28/2022 to 10/28/2022</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Monthly Purchase Limit:</td> <td style="border: 1px solid black; padding: 2px;">\$3,500.00</td> </tr> </table>	Card Sing	Creator, OFM Creator	Date Range:	09/28/2022 to 10/28/2022	Monthly Purchase Limit:	\$3,500.00	
<b>Government VRE Purchase Card Log</b>											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Card Sing</td> <td style="border: 1px solid black; padding: 2px;">Creator, OFM Creator</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Date Range:</td> <td style="border: 1px solid black; padding: 2px;">09/28/2022 to 10/28/2022</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Monthly Purchase Limit:</td> <td style="border: 1px solid black; padding: 2px;">\$3,500.00</td> </tr> </table>	Card Sing	Creator, OFM Creator	Date Range:	09/28/2022 to 10/28/2022	Monthly Purchase Limit:	\$3,500.00					
Card Sing	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		Unreconciled VRE Purchase Card Orders									
Status	Card Number	Document ID	Total Amount	Vendor	Updated Date	Created By	Fund				
Approved	352167	310PV2001	\$1,000.00	Garrett Car Services	09/09/2022	OFM Creator	0137NS				
	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_Creater	24638187156518068560558	\$1,000.00	Garrett Car	09/08/2022	09/09/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	OFM Creator TEST_Creater	24638187156518068560159	(\$1,000.00)	Amazon	09/09/2022	09/09/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	OFM Creator TEST_Creater	24638187156518068560150	\$300.00	WallMart	10/27/2022	10/27/2022	2022	0137NS	0137000CC	308000	4177
Unreconciled	352167	OFM Creator TEST_Creater	24638187156518068560151	\$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**

<b>Station:</b>	<b>Month:</b>	<b>Year:</b>	<b>End Date:</b>
310 <span style="color: red;">*</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Card Sing    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



Document ID [3102CRC0902](#) Total Amount of Accrual \$1,000.00

Purchase Card Order		Total Amount of Order		Fund		
310PV2001		\$1,000.00		0137NS		
Line	Amount	Fiscal Year	FCP	Cost Center	BOC	
1	\$1,000.00	2022	0137000CC	308000	4109	

Document ID [3102CRC0900](#) Total Amount of Accrual \$1,750.00

Purchase Card Order		Total Amount of Order		Fund		
310PV2001		\$1,000.00		0137NS		
Line	Amount	Fiscal Year	FCP	Cost Center	BOC	
1	\$1,000.00	2022	0137000CC	308000	4109	

Purchase Card Order		Total Amount of Order		Fund		
310PV2005		\$750.00		0137NS		
Line	Amount	Fiscal Year	FCP	Cost Center	BOC	
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		
Station: 310 *	Start Date: <input type="text"/> *	End Date: <input type="text"/> *
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**

Station: 310 \* Start Date: 09/01/2022 \* End Date: 10/09/2022 \*

Run Report

---

1 of 1 Find | Next

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

10/28/2022 12:48:49 PM Page 1 of 1

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

1 of 1 Find | Next

Government VRE Purchase Card Log

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 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:	Start Date:	End Date:	Status:	Card Number:	Socioeconomic Goal:
349 *	<input type="text"/> *	<input type="text"/> *	All	All	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[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:	Start Date:	End Date:	Status:	Card Number:	Socioeconomic Goal:			
349 *	08/01/2022 *	09/30/2022 *	All	All	All			
<input type="button" value="Run Report"/>								

Station	VRE Purchase Card Socioeconomic Goals								
349	Status	Card Number	Document ID	Total Amount	Vendor	Created Date	Created By	Fund	Socioeconomic Goal:
	Reconcile Approved	121215	349PV2000	\$3,600.00	Framing Shop	08/24/2022	OFM Creator TEST_Creator	0137NS	Women-Owned Small Business (WOSB)
	<b>Total:</b>			\$3,600.00					
	10/28/2022 2:47:02 PM				Page 1 of 1				

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

<ul style="list-style-type: none"> <li>XML file with report data</li> <li>CSV (comma delimited)</li> <li>PDF</li> <li>MHTML (web archive)</li> <li>Excel</li> <li>TIFF file</li> <li>Word</li> </ul>
--

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

### Sample Report – Excel Format

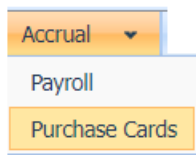
Station 549		VRE Purchase Card Socioeconomic Goals						
Status	Card Number	Document ID	Total Amount	Vendor	Created Date	Created By	Fund	Socioeconomic Goal:
Reconcile Approved	121215	<a href="#">349PV2000</a>	\$3,600.00	Framing Shop	08/24/2022	OFM Creator TEST_Creator	0137NS	Women-Owned Small Business (WOSB)
Total:			\$3,600.00					

## 4. Purchase Card Accrual – Accrual Module

This module/sub-module of the system will allow managing and entering manual purchase card accruals. Accruals will be automatically generated for VRE purchase card orders that are in approved/and or partially approved status on 3 business day from the end of the month. User will need to be assigned the initiator and approver role for this module.

### 4.1 Purchase Card – Purchase Cardholder

To access the module, the user will go to the following module/submodule: **Accrual → Purchase Cards**



The following Accrual desktop will appear.

**Accrual Purchase Card Transactions**

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

| Export Format: PDF |

Accrual 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	3102CRC0902	CAATS System	09/19/2022	CAATS System	09/19/2022	CAATS System	09/19/2022	1	\$1,000.00	09/19/2022

Select View to review the transactions for accuracy.

**VRE Purchase Card**

**SV Transaction**

Station: 310    Status: Approved    Action:

**Header**

**Document Number:** 3102CRC0902  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA)  
**Goods/Services:** Not Received  
**Header Total:** \$1,000.00

**Associated Purchase Card Orders:**

[310PV2001 - VRE Purchase Card](#)

[Remaining Balance Report](#)

**Line Items**

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

<b>Line 01</b>	
<b>Budget Fiscal Year:</b>	2022
<b>Cost Center:</b>	308000 Voc Rehab&Counsel Ser
<b>BOC:</b>	4109 CH 31 SUPPLIES
<b>ACC/FCP:</b>	0137000CC - VBA Readjust Bene Credit Card
<b>Amount:</b>	\$1,000.00 <input checked="" type="radio"/> Increase <input type="radio"/> Decrease
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/>	

Total Lines: 1

**Attachments**

**Notes**

There will be a link to all the transactions that make up the total amount of the accrual. If any adjustments are needed, then the user can create a new transaction by going back to the desktop screen and select the ADD DOCUMENT button the following screen will appear.

## VRE Purchase Card

### SV Transaction

Station: 310    Status: Working    N/A Action:

### Header

Document Number:

Fund:  \*

Goods/Services:  Received \*  
 Not Received

Header Total:  \*

### [Remaining Balance Report](#)

### Line Items

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

Total Lines: 0

### Attachments

### Notes

### Transaction Status History

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

The employee selects information from the drop downs or fill ins for the following fields in the Header:

- Fund – Limit to list. Select 0137NS **[REQUIRED FIELD]**
- Goods/Services: Select received or not received **[REQUIRED FIELD]**
- Header Total – Fill In **[REQUIRED FIELD]**

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

- Station - Pre-populated value that cannot be modified by user
- Document Number – Will populate once header is saved

Once the header is completed, select the SAVE or CANCEL button.

The ADD NEW LINE button appears, select the button to add a new line. The employee has the ability to add multiple line items to the transaction.

**Line Items**

Total: \$0.00 Header Total: \$500.00 Difference: \$500.00

Line 01	
Budget Fiscal Year:	2023 * *
Cost Center:	* *
BOC:	* *
ACC/FCP:	other
Description:	* *
Amount:	<input type="radio"/> Increase <input type="radio"/> Decrease * *
<input type="button" value="Save"/> <input type="button" value="Save And Finish"/> <input type="button" value="Cancel"/>	

Total Lines: 1

The employee selects information from the drop downs or fill ins for the following fields in the Line:

- Budget Fiscal Year – Limit to list (Defaults to current fiscal year) [REQUIRED FIELD]
- Cost Center – Limit to list. Select 308000 [REQUIRED FIELD]
- BOC – Limit to list [REQUIRED FIELD]
- ACC/FCP – Choose from list or select “Other” and fill in. Select 013700CC [REQUIRED FIELD]
- Amount – Fill in [REQUIRED FIELD]
- Increase/Decrease toggle – Select one
  - Increase- if the amount of the accruals need to be increased.
  - Decrease- if you need to decrease the original amount of the accrual

Once the line is completed, select the SAVE, SAVE AND FINISH or CANCEL button.

- **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 accrual transaction 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.

The user will then go to the action to select either Exit, Submit, or Delete

## VRE Purchase Card

### SV Transaction

Station: 310    Status: Working    Action: Exit Go Copy

- Exit
- Submit
- Delete

### Header

**Document Number:** 3103CRC1000  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA)  
**Goods/Services:** Received  
**Header Total:** \$500.00

Edit

- **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." The initiator 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 accrual 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 accrual can be viewed, but no other action may be taken on a deleted document.

## 4.2 Purchase Card Accrual – Approving Official

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

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



The following item has been submitted for approver review:

Module: Accrual  
 Type: Purchase Card  
 Station: 310  
 Document ID: 310CRC1000  
 Line Count: 1  
 Total Amount: (500.00)

[Link to Transaction](#)

The approval will have the ability to use the link to sign into CAATS and approve the transaction.

The purchase Card accrual is also listed on the Approving Officials dashboard.



**Accrual Purchase Card Transactions**

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

Export Format: PDF

Accrual 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	3103CRC1000	OFM Creator TEST_Creator	10/31/2022	OFM Creator TEST_Creator	10/31/2022			1	(\$500.00)	10/31/2022

The Approving Official will select the view button to review and approve the purchase card accrual. The following screen will be displayed.

**VRE Purchase Card**

**SV Transaction**

Station: 310 Status: In Review Action:

**Header**

Document Number: 3103CRC1000  
 Fund: 0137NS - Readj. Bene.-Credit Card (VBA)  
 Goods/Services: Received  
 Header Total: \$500.00

[Remaining Balance Report](#)

**Line Items**

Total: \$500.00 Header Total: \$500.00 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  
 Amount: (\$500.00)  Increase  Decrease

Total Lines: 1

**Attachments**

**Notes**

**Transaction Status History**

Transaction Status History Data				
Action	Status	Document Number	Action By	Action Date

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.

## VRE Purchase Card

### SV Transaction

Station: 310    Status: In Review    Action:

Exit  
Approve  
Reject

### Header

**Document Number:** 3103CRC1000  
**Fund:** 0137NS - Readj. Bene.-Credit Card (VBA)  
**Goods/Services:** Received  
**Header Total:** \$500.00

- **Exit:** The user will exit the document. The document will remain in its current status.
- **Approve:** The document will close, and the status will change from “In Review” to “Approved.”
- **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 initiator can modify the purchase card accrual and resubmit or delete the purchase card accrual.

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.

## 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 Regional Office (RO) 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. RO must submit a new form. An e-mail will not suffice.
- B. CAATS User ID
  - Required field. Reject form if blank. RO 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, RO can e-mail us correct telephone number.
- D. Facility (Station) Number / Suffix
  - Required field. If blank, RO 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

- The RO must input a station number and module and select a role for Finance Modules.

Accrual → Purchase Card

- Need access to this module to access the accrual transactions
- You cannot give an employee the initiator and approver role

Roles

- Initiator – Inputs / creates the document
- Approver – Approves the document
- Finance Approver – Second level approver ensuring accounting information is correct
- Initiator / Approver – Create and approve documents
- Read Only – View only, no input capability

**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

Leave blank not needed for VRE Local Contact Process

VRE Purchase Card Module

- An initiator cannot be the approver of his own card.
- An approver can 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 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

**Access Form Location**

- ROs 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 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

### 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, <del>Account</del> , eMoney, 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**

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 5.1.

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, then 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?

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

