

**I. Important Notification:**

Please be informed that if you receive a message from your Reconciler that procurement card transaction(s) has/have been reconciled and is ready for review and approval, it means that there are transactions for the given day that the reconciler has completed the reconciliation process. It does not mean that the entire cycle month has been completed. Procurement card transactions are uploaded on a daily basis from State Board to the ctclink system. Approving Officer/Manager's are encouraged to review and approve P-Card transactions that have been successfully reconciled by reconciler on a weekly basis.


**II. Important Information Needed to Display, Review, Approve and Return Procurement Card Transactions:**

- A. Role Name: Approver
- B. Primary Reconciler's Employee ID:
  - i. <999999999> - Nine Numeric Characters
- C. Primary Reconciler's Name:
  - i. Lastname, Firstname Middle Initial – Must match HR information
- D. Card Number:
  - i. 9999-9999-9999-9999 (Sixteen Alpa-Numeric Characters)
- E. Posting Dates:
  - i. From Date (mm/dd/yyyy)
  - ii. To Date (mm/dd/yyyy)
- F. Statement Status:
  - i. Staged – Reconciler is in the process of reconciling line item transaction
  - ii. Reviewed – Reconciler has completed the reconciliation process and has submitted line item to Approving Officer/Manager for review and approval
  - iii. Approved – Approving Officer/Manager has reviewed line item transaction for accuracy and have concluded that purchase was made within parameters of existing Federal, State, and Local policies and procedures.

**III. Display All Transactions:**

A. Login to [Oracle PeopleSoft](#):

---

  
WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

**ctcLink ID**

**Password**

**Enable Screen Reader Mode**

Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

[Forgot your password?](#)   [First Time User?](#)

---

B. Home page will open:

The screenshot shows the ctcLink Gateway home page. At the top right, there is a navigation menu with links for HCM, FSCM, Tiles, Reset Question, Home, and Sign Out. The main header features the ctcLink logo and the text "My Institution View" and "Welcome Vicente Gatmaytan!". Below the header, there is a large banner for "ctcLink GATEWAY". On the left side, there are two buttons: "HCM Self-Service" and "Financials Self-Service". The main content area is divided into three columns. The first column is titled "Your Gateway to ctcLink" and contains a "Welcome!" message and two paragraphs of text explaining the gateway and user ID. The second column is titled "How do I...?" and contains a paragraph of text about training resources. At the bottom of the page, there is a footer with copyright information and links for Privacy Policy, Non-discrimination, and Report a Problem.

Page Break

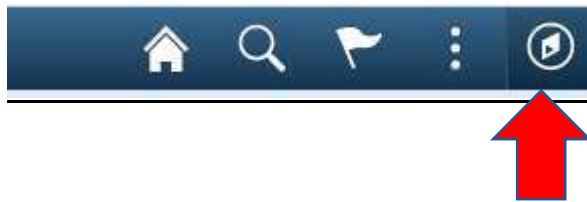
C. Click on **FSCM** icon on the upper right top menu bar:



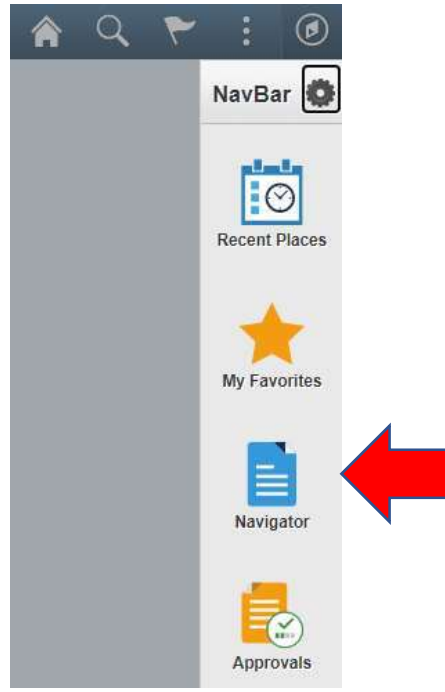
D. New window will open.



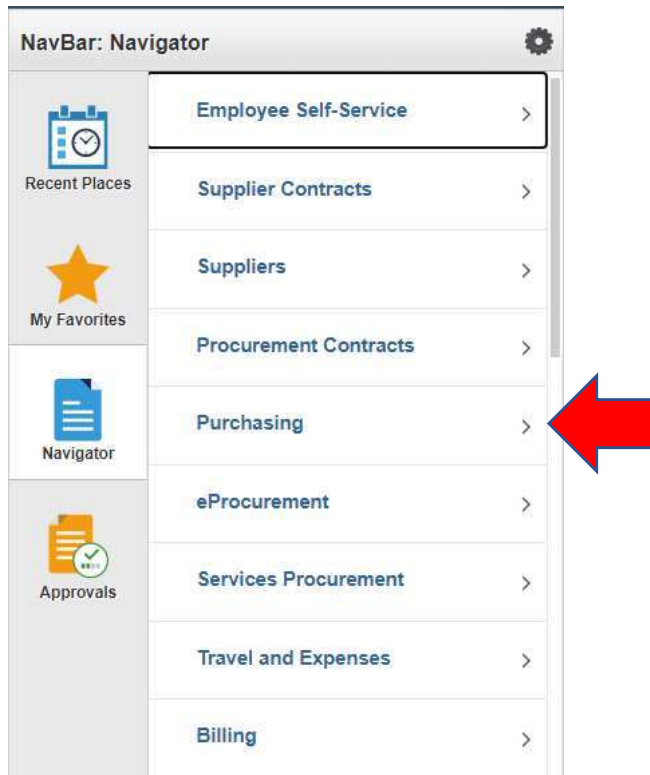
E. Click on the NavBar icon. Drop down menu will open.



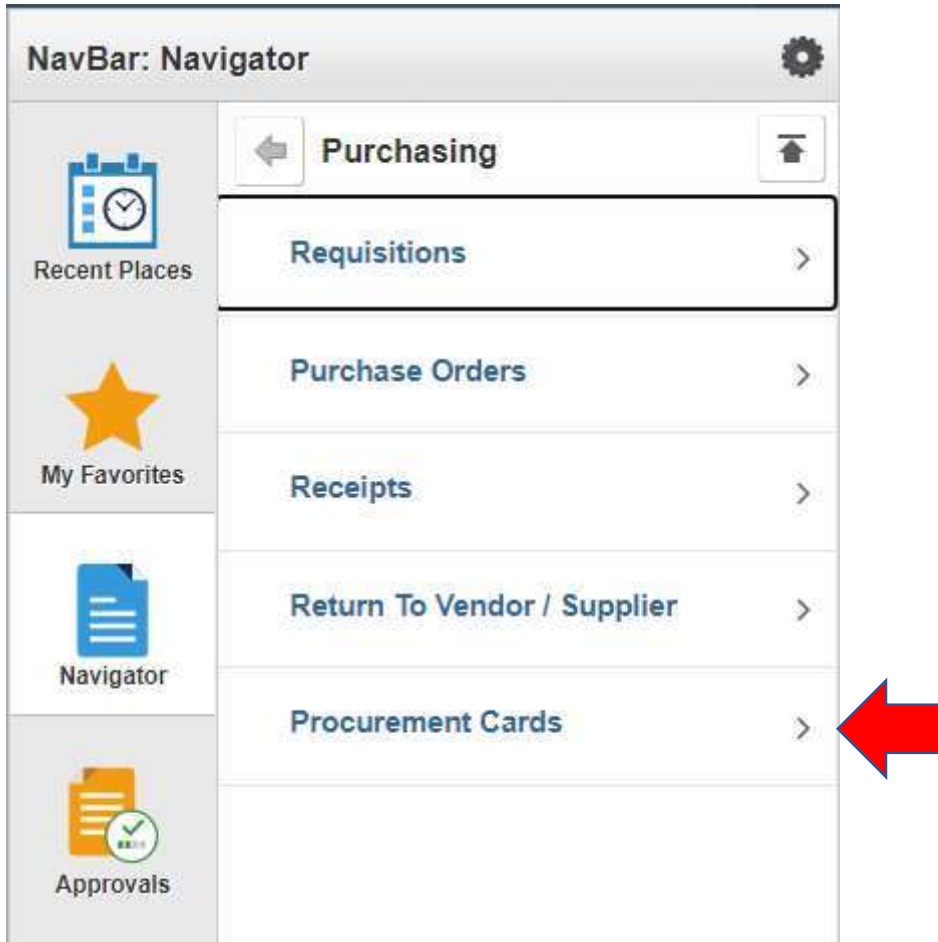
F. Click on **Navigator** icon.



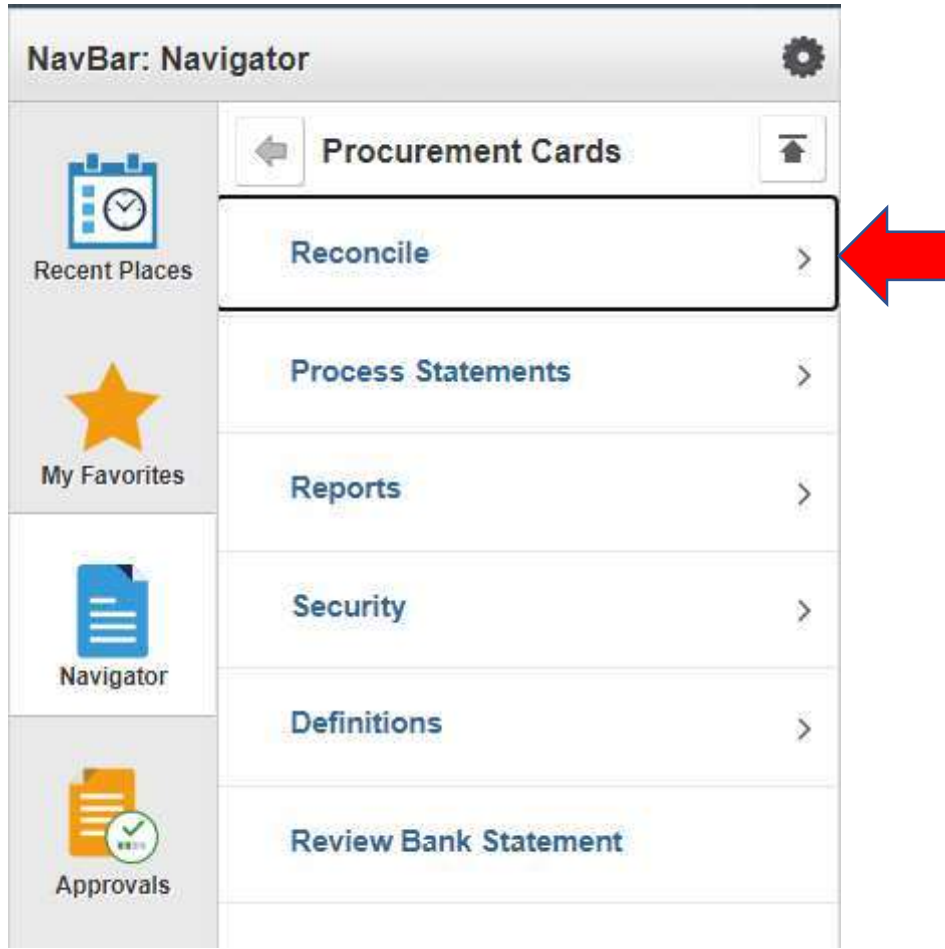
G. **Navigator** menu will expand. Click on **Purchasing**.



H. Purchasing menu will open. Please click on Procurement Cards.



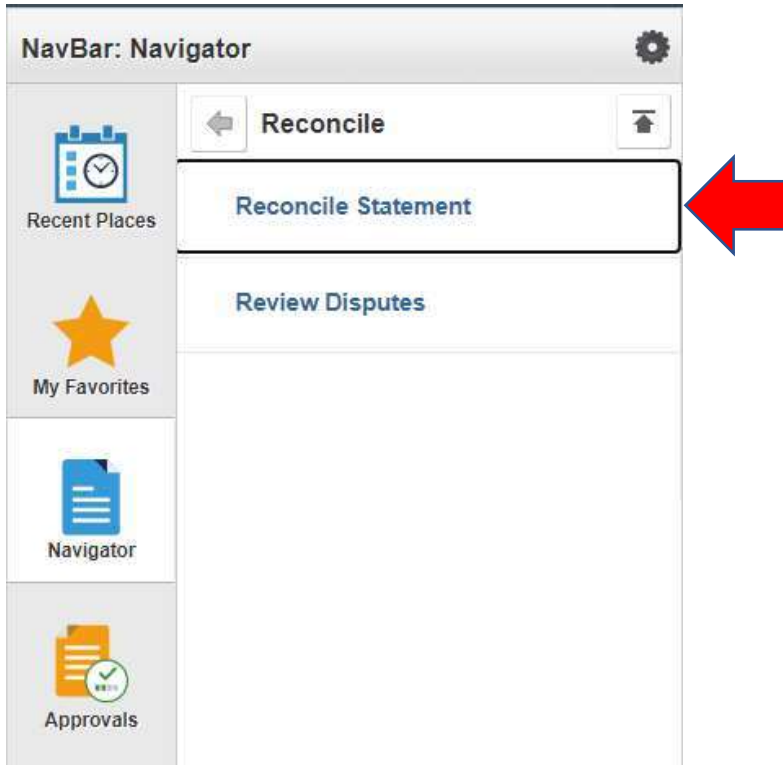
- I. Procurement Cards menu will open. Please click on Reconcile.



Page Break



J. **Reconcile Menu** opens. Click on **Reconcile Statement**.



K. **Reconcile Statement** page opens.

The image shows a search form titled "Reconcile Statement Search". The form has a header with a back arrow and "Process List" on the left, and "Reconcile Statement" on the right. Below the header are several input fields: "Role Name" (dropdown), "Employee ID" (text with search icon), "Name" (text with search icon), "Card Issuer" (dropdown), "Card Number" (text with "\*\*\*\*\*9999"), "Transaction Number" (text), "Merchant" (text), "Sequence Number" (text), "Line Number" (text), "Billing Date" (text with search icon), "To" (text with search icon), "Statement Status" (dropdown), "Budget Status" (dropdown), "Chartfield Status" (dropdown), "Transaction Date" (text with calendar icon), "To" (text with calendar icon), "Charge Type" (dropdown), "Posted Date" (text with calendar icon), "To" (text with calendar icon), and "Rows Per Page" (text with "100"). There is a checkbox labeled "Exact Match" which is checked. At the bottom, there are "Search" and "Clear" buttons. A large red arrow points to the "Card Number" field.

Enter sixteen digits card number, or enter primary reconciler's Employee ID, and click search.

L. Procurement Card Transactions page will open.

Reconcile Statement

Procurement Card Transactions

Empl ID: [redacted] Name: [redacted]  
Card Number: [redacted] Card Provider: USB

Run Budget Validation on Save

Bank Statement

| Transaction | Trans Date                                     | Merchant                | Status   | Transaction Amount | Currency | Budget Status | Chartfield Status |
|-------------|--|-------------------------|----------|--------------------|----------|---------------|-------------------|
| 1           | <input checked="" type="checkbox"/> 02/11/2021 | DYNASCAPE SOFTWARE INC. | Approved | 900.00             | USD      | Valid         | Valid             |
| 2           | <input type="checkbox"/> 03/10/2021            | PAYPAL *EBAY US         | Approved | -25.69             | USD      | Valid         | Valid             |
| 3           | <input type="checkbox"/> 02/02/2021            | PHOENIX COMICS AND GAM  | Approved | -8.35              | USD      | Valid         | Valid             |
| 4           | <input type="checkbox"/> 01/30/2021            | QR-CODE-GENERATOR.COM   | Approved | -74.77             | USD      | Valid         | Valid             |

Select All  Clear All

System will display information with a thirty days (30) day window from current date. If a larger set of date is being requested, the range of either the transaction date or posting range can be extended to cover desired parameter.

#### **IV. Review and Approve Transactions:**

##### **A. Important things to remember:**

- i. The logic behind the reconciliation process is that line item transactions are reviewed on a daily basis as they are uploaded into ctclink. As such, the logic behind the review and approval process is pretty much the same. The assumption is, transactions are reviewed and approved as notices from Reconciler's are received that line item transactions have been fully reconciled and are ready for Approving Officer/Manager's review and approval.
- ii. A lot of the workflow processes involving purchase requisitions and purchase orders were not incorporated in the procurement card process. As such, do not expect to find procurement card purchases that have been reconciled and awaiting to be reviewed and approved under the *Approvals* icon under the NavBar. An actual search is needed to actually locate said line items.
- iii. In compliance to College's response to State Auditor's Office 2019 Audit and Seattle Colleges own internal fiscal controls, the following conditions were hard coded into the ctclink system in order for line items to be approved:
  1. A scanned copy of the Purchase Authorization Form (optional, if purchased goods/services is self-explanatory) and receipt must be attached to each line item (this includes credits).
  2. The budget distribution that is entered must be verified by system as a **Valid** combination
  3. A budget validation must have been run by the system to confirm funds availability on a line item and must return a value of **Valid**.
- iv. If any of the above conditions are not met, the line item cannot be marked as **Approved**.

B. Login to [Oracle PeopleSoft](#):



WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

**ctcLink ID**

**Password**

**Enable Screen Reader Mode**

Sign In

Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

[Forgot your password?](#) [First Time User?](#)

---

C. Home page will open:

The screenshot shows the ctcLink Gateway home page. At the top right, there is a navigation menu with links for HCM, FSCM, Tiles, Reset Question, Home, and Sign Out. The main header features the ctcLink logo and the text "My Institution View" and "Welcome Vicente Gatmaytan!". Below the header, there is a large banner for "ctcLink GATEWAY". On the left side, there are two buttons: "HCM Self-Service" and "Financials Self-Service". The main content area is divided into three sections: "Your Gateway to ctcLink" which includes a welcome message and information about user ID; "How do I...?" which provides information about training resources; and a footer with copyright information and links for Privacy Policy, Non-discrimination, and Report a Problem.

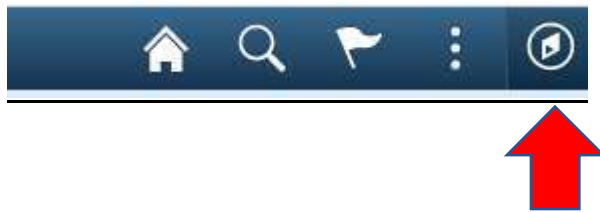
D. Click on **FSCM** icon on the upper right top menu bar:



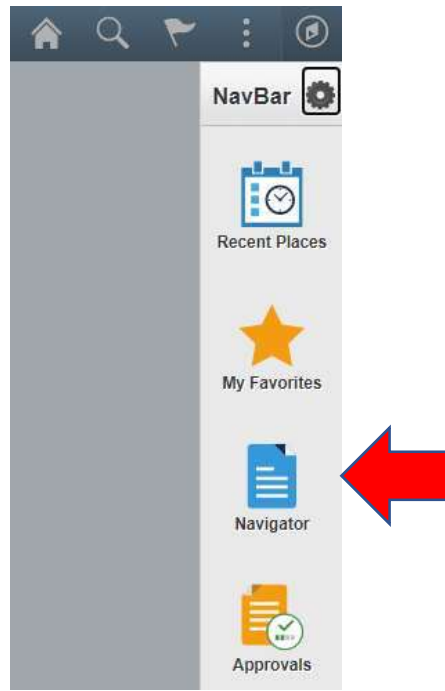
E. New window will open.



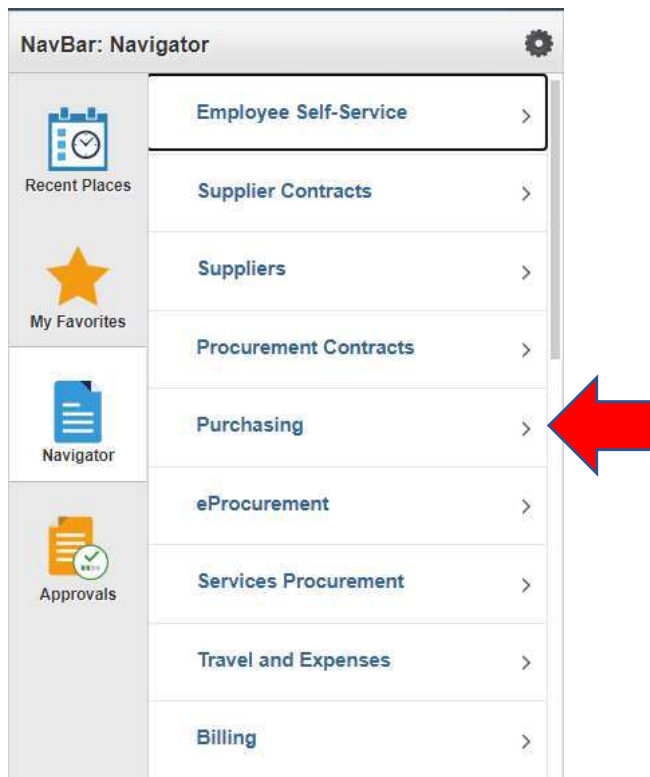
F. Click on the NavBar icon. Drop down menu will open.



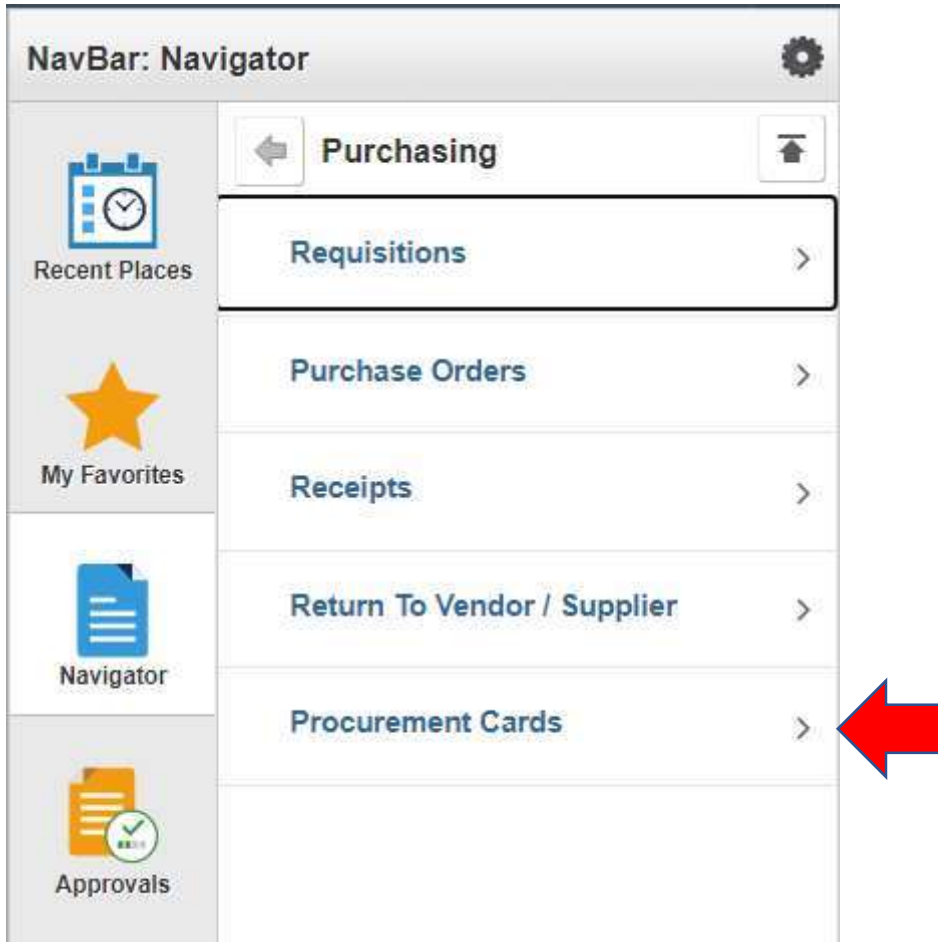
G. Click on **Navigator** icon.



H. **Navigator** menu will expand. Click on **Purchasing**.

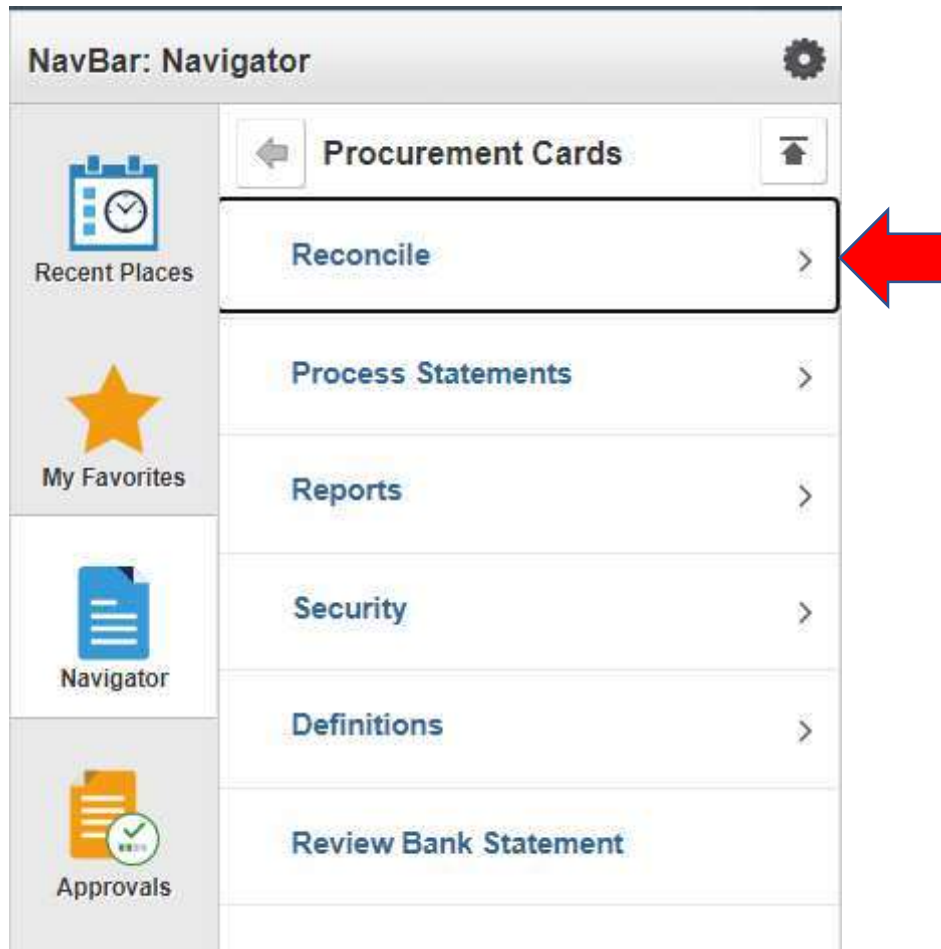


- I. Purchasing menu will open. Please click on Procurement Cards.



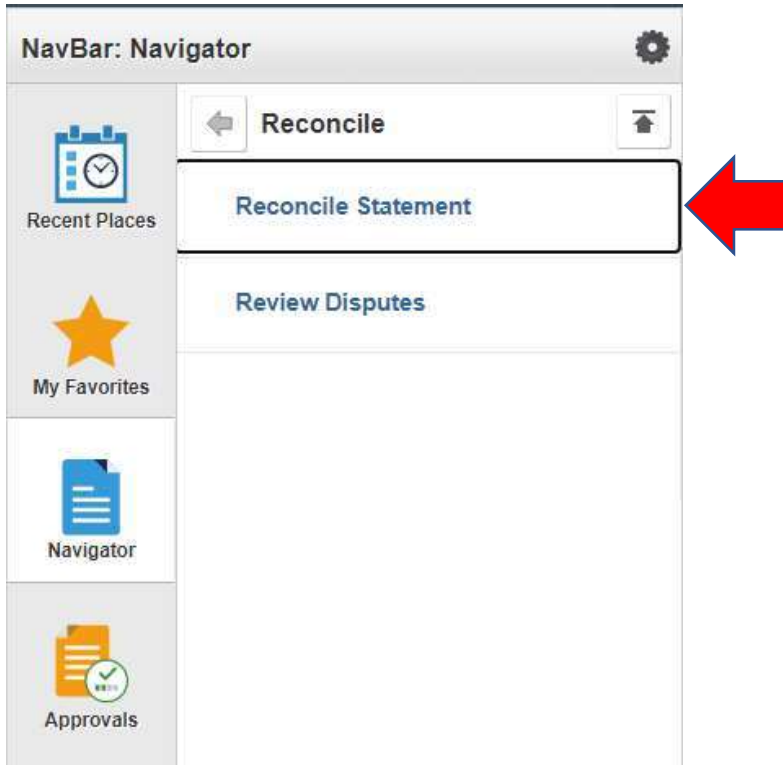


J. Procurement Cards menu will open. Please click on Reconcile.



Page Break

K. **Reconcile Menu** opens. Click on **Reconcile Statement**.



L. **Reconcile Statement** page opens.

The image shows the "Reconcile Statement Search" page. At the top, there are two tabs: "Process List" and "Reconcile Statement". Below the tabs is a search form with the following fields and options:


- Role Name: dropdown menu
- Employee ID: text input with search icon
- Name: text input with search icon
- Card Issuer: dropdown menu
- Card Number: text input with "\*\*\*\*\*9999"
- Transaction Number: text input
- Merchant: text input with "Exact Match" checkbox
- Sequence Number: text input
- Line Number: text input
- Billing Date: text input with search icon and "To" field with search icon
- Statement Status: dropdown menu
- Budget Status: dropdown menu
- Chartfield Status: dropdown menu
- Transaction Date: text input with calendar icon and "To" field with calendar icon
- Charge Type: dropdown menu
- Posted Date: text input with calendar icon and "To" field with calendar icon
- Rows Per Page: dropdown menu with "100" selected
- Auto Save When Scrolling Through Chunks: checkbox


At the bottom of the form are two buttons: "Search" and "Clear".

M. On the **Card Number** field, enter the sixteen digit card number (red arrow - preferred). Optionally, you can prefer to enter **primary** reconciler's name (blue arrow - **Recommended**) or Employee ID number (green arrow). Note: If you have a primary and secondary reconciler, a search will not be possible under the secondary reconciler's name. ctcLink was designed to do searches only based upon the primary reconciler's name. The system allows a proxy for the primary reconciler, but it will not execute a search based upon the secondary reconciler's name. Additionally, you would like to enter date value on the **From** and **To** (gold arrow) in the **Posted Date** fields. Lastly, you would like to place a **Verified** (purple arrow) value on **Statement Status** field.


Reconcile Statement Search

Role Name

Employee ID   

Name   

Card Issuer

Card Number  


Transaction Number

Merchant   Exact Match

Sequence Number

Line Number

Billing Date   To

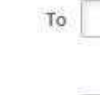
Statement Status   

Budget Status

Chartfield Status

Transaction Date   To

Charge Type

Posted Date   To   

Rows Per Page

Auto Save When Scrolling Through Chunks

N. **Procurement Card Transactions** page will open. The line items are now open for your review. To review the documentations supporting the purchase, click on the **comments bubble** (red arrow – must be shaded). To review the budget distribution, click on the **budget distribution** icon (blue arrow).

Reconcile Statement

Procurement Card Transactions

Empl ID: \_\_\_\_\_ Name: \_\_\_\_\_

Display Unmasked Card Number

Run Budget Validation on Save

Bank Statement

| Transaction # | Card Issuer | Card Number | Trans Date | Merchant | Status   | Transaction Amount | Currency | Comments | Budget Status | Chartfield Status |
|---------------|-------------|-------------|------------|----------|----------|--------------------|----------|----------|---------------|-------------------|
| 1             | USB         | *****7      | 01/27/2021 |          | Verified | 13,563.48          | USD      |          |               | Valid             |
| 2             | USB         | *****4      | 01/25/2021 |          | Verified | 3,446.50           | USD      |          |               | Valid             |
| 3             | USB         | *****4      | 01/25/2021 |          | Verified | 1,722.54           | USD      |          |               | Valid             |
| 4             | USB         | *****4      | 02/21/2021 |          | Verified | 674.62             | USD      |          |               | Valid             |
| 5             | USB         | *****4      | 01/25/2021 |          | Verified | 433.08             | USD      |          |               | Valid             |
| 6             | USB         | *****0      | 02/07/2021 |          | Verified | 144.54             | USD      |          |               | Valid             |
| 7             | USB         | *****0      | 02/03/2021 |          | Verified | 68.13              | USD      |          |               | Valid             |
| 8             | USB         | *****0      | 02/08/2021 |          | Verified | 67.13              | USD      |          |               | Valid             |
| 9             | USBR        | *****       | 01/21/2021 |          | Verified | 65.32              | USD      |          |               | Empty             |

Select All  Clear All

Stage:

Save

- O. To mark the line items as “Approved” the following conditions again must be true:
- Comments Section must be shaded – signifying that supporting documentation describing, justifying, and receipt of purchase purchase have been uploaded into ctcLink.
  - Budget Status** must be marked as **Valid**. This signifies that a budget check has been run and the funds are available to cover said purchase.
  - Chartfield Status** must be marked as **Valid**. This signifies that the budget distribution entered on ctcLink is valid combination.
  - Status** Inde is marked **Verified**. This is a ctcLink system additional requirement. This signifies to the system that the reconciler has successfully executed the reconciliation process and is now allowed to proces transactions as **“Approved.”**

P. If upon review all line items are in your opinion are within existing Federal, State, and Local policies and procedures, you can click on **Select All** (red arrow) and then click on **Approve** (blue arrow). Then click on **Save**.



Q. You have now successfully reviewed and approved procurement card transactions. You can now log off.