Employment and Social Development Canada
Emploi et Développement social Canada

Service Canada

Acquisition Cards: New Process for Documentation Submission and Approval

Acquisition Cards Documentation

New Process 100% paperless

Efficiencies – For cardholder and manager:

- ✓ Avoid printing emails and electronic invoices
- ✓ Ability to reconcile and submit while Working from Home
- ✓ Reduced paper handling and risk of losing documents

Minimum impact for the cardholders

One of the advantages of this new process is to reinforce the importance of Expenditure Initiation for acquisition card purchases

Acquisition Cards Changes

- ✓ Old process: Paper invoices, Supporting documents and the Signed Activity Report Log were mailed to the National Accounts Payables Office.

- ✓ New process: Invoices and Supporting Documents are attached electronically in SAP under CRK2.

*** NEW PROCESS IS EFFECTIVE AS OF THE OCTOBER 2020 STATEMENT***

Acquisition Cards Changes

- ✓ Old process: Section 34 provides wet signature on Activity Report Log and the signed report and all invoices/supporting documents are mailed to the National Accounts Payables Office.

- ✓ New process: The Activity Report Log is **emailed** to Section 34 manager(s) in PDF format. Managers can view the invoices through myEMS. The manager will Digitally sign the log and email it back to the cardholder. The cardholder then attaches this signed log in SAP under CRK1. Alternatively, the manager can digitally sign the invoices separately.

Two options are available for the approval under section 34 of the FAA

OPTION 1

1. The cardholder will attach all invoices and supporting documents to SAP in CRK2
2. The cardholder will email the Section 34 manager(s) a pdf of the Activity Report Log
3. The manager can view the attachments directly in myEMS for further review
4. Manager will then digitally sign the activity report
5. The cardholder will attach this signed report to SAP in CRK1

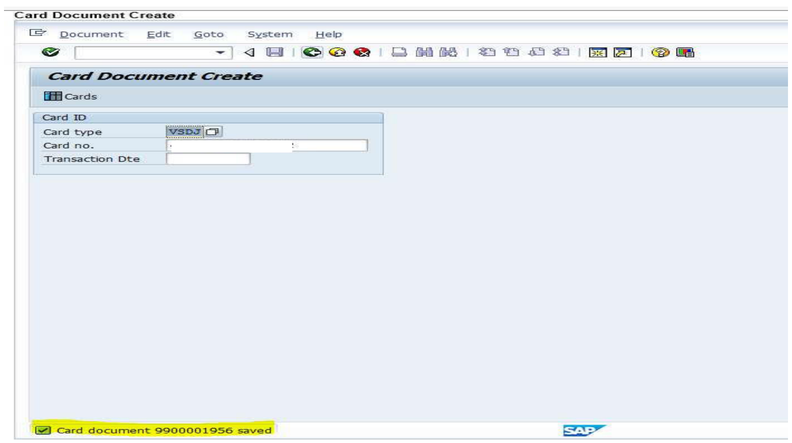
OPTION 2

1. The cardholder sends a copy of each invoice to the manager
2. The manager digitally signs on each invoice
3. The cardholder will attach the signed invoice to SAP in CRK2
4. The cardholder will leave a note on the Activity Report Log and attach the unsigned report to SAP in CRK1

Cardholder Instructions:
Create Card Document in CRK1
Attaching Invoices in CRK2

1. Once you receive your invoice electronically, save it to one of your folders that you can easily find. If you still receive paper invoices, you will need to scan or take a picture of the invoice, and then electronically save it in a folder on your computer.

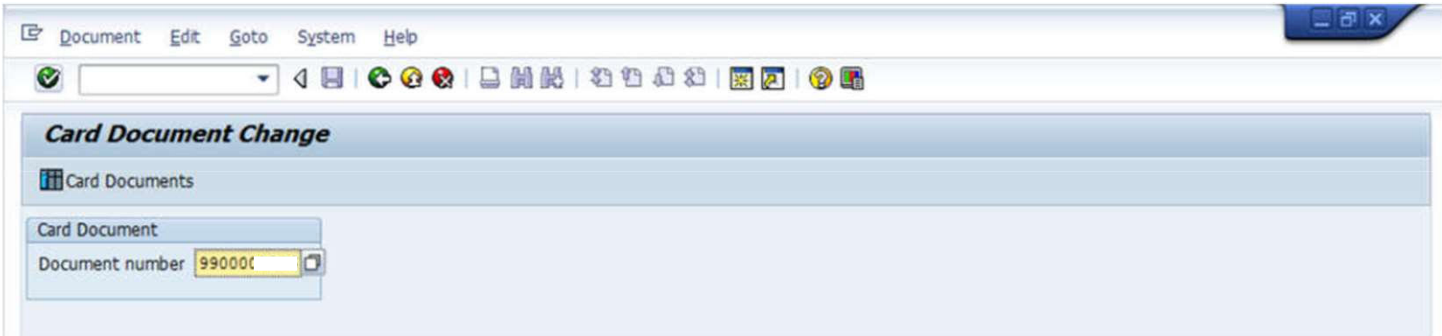
2. Create a card document as you usually do in CRK1. Take note of the card document number once completed.



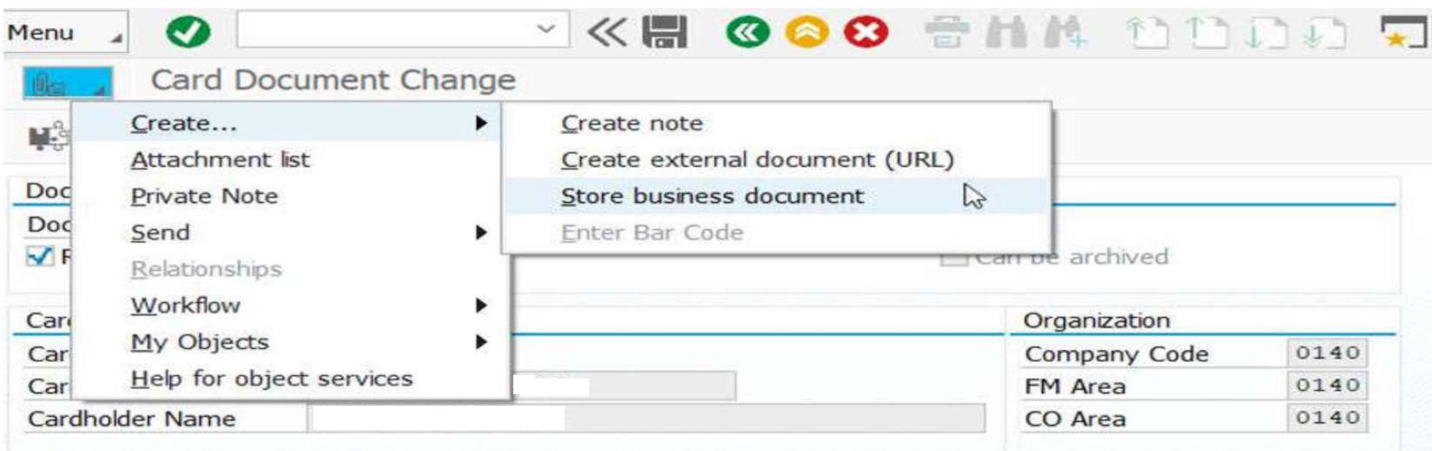
3. Click the Back button to return to the SAP Easy Access screen.

3. *****NEW*** Open CRK2 – Modify Card Document.**
   This is where you are going to attach your invoices and supporting docs.

4. Enter the card document you just created in Step 2:

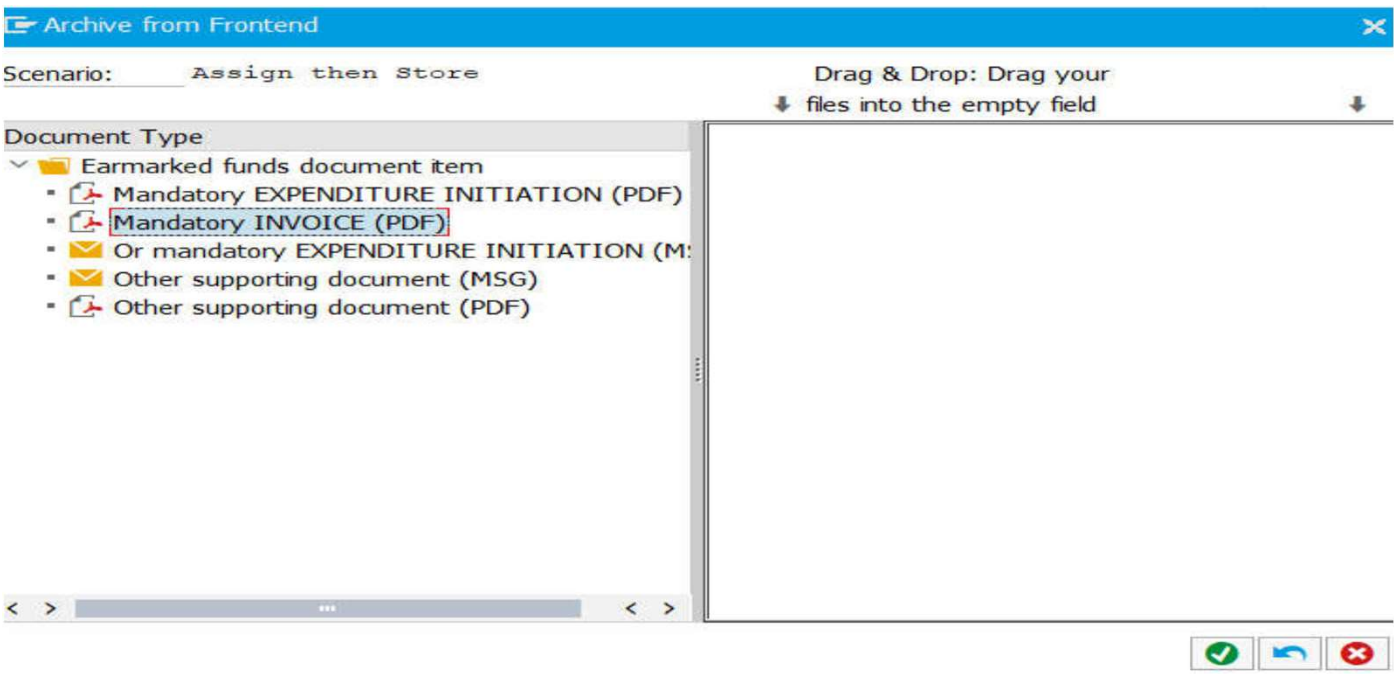


5. Select the black arrow next to the Attachment (paperclip) icon and select the **Store business document** option:



6. Attach the document according to their format - either PDF or Email :

Note: For every transaction, you must at least attach the invoice and the expenditure initiation. The expenditure initiation can be a specific form or an email depending on the expense type, refer to the iService page for more details.



7. Double click on the type and format of your attachment:
Mandatory INVOICE (PDF), or Other supporting document (MSG).

   A box will pop up to find your file that you want to attach. Find your document and double click on it to attach. It will ask you to enter a description. Then click the green check button.

   Note: If you have your invoice and initiation already in one pdf, then attach as is and write in the description field that pdf includes both.

8. Repeat steps 5, 6 and 7 to attach the expenditure initiation (and other supporting document if needed), then click the Enter button.

9. Click the Save  button to save the attachment and exit the page.

NOTE: You will not be able to delete an attachment once you have clicked on the Enter button. You can view what has been attached by viewing under 'Attachment list' once you click the paper clip (Attachments).

Monthly Reconciliation

When you receive your monthly statement, proceed to complete your monthly reconciliation as you normally would.

1. Go into ZZCR – Generate Acquisition Cards Unaccepted Transactions Report.

2. Accept or Match any items listed on this report.

3. Go into ZZCCAR – Generate Acquisition Card Activity Report.

4. *****NEW*** Print Activity Report Log in PDF format.**
   Select "MICROSOFT PRINT TO PDF"

5. A box will pop up to save it on your computer. You will not physically be printing this on paper. You are just saving a copy in PDF.

6. **Send an Email to the Section 34 Manager(s) or RMS Portal and attach this copy of the PDF Activity Report Log for approval.**

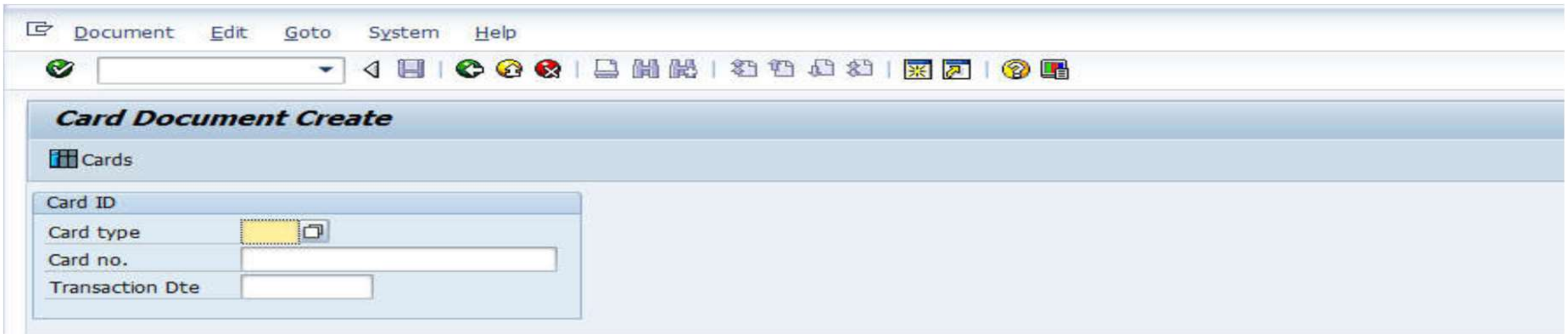
7. The Section 34 Manager will need to review the invoices in myEMS then can Digitally Sign the Activity Report Log.
   If the manager requires assistance with the Digital Signature, please direct them to iService or to call the Travel Helpline.

8. The Manager will then email back the signed report to the cardholder.

Cardholder Instructions:
Attaching Signed Activity Report in CRK1

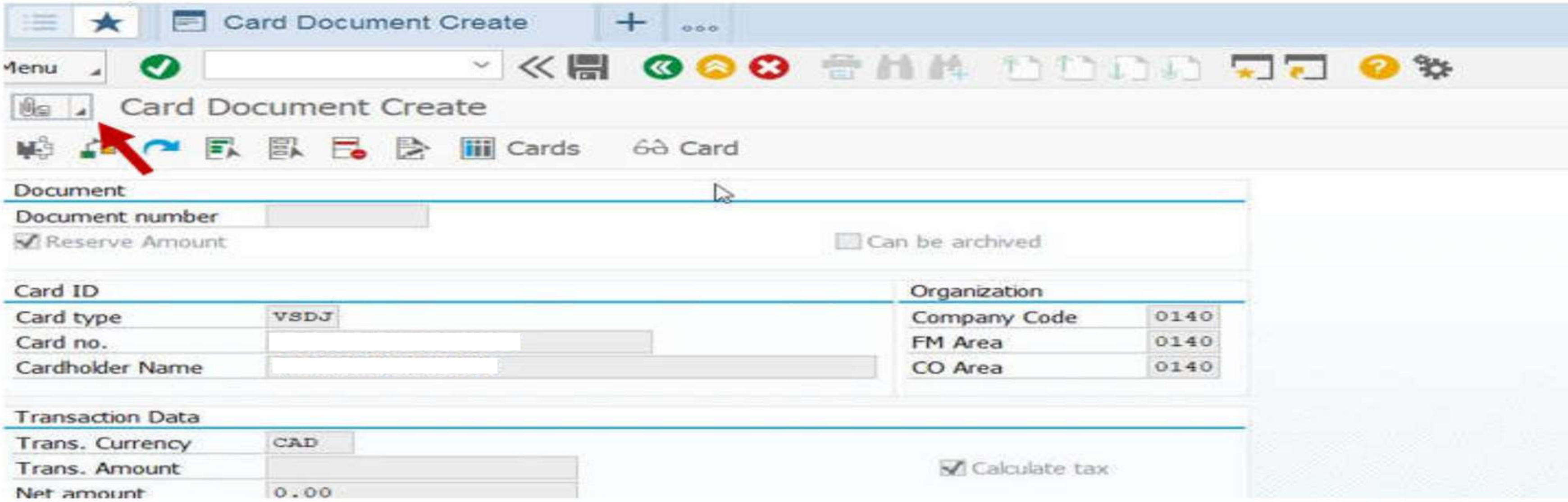
*****NEW***Once you receive the Digitally Signed Activity Report Log by the Section 34 Manager, you will then proceed to attaching this in SAP*****

1. Go into CRK1– Create a Card Document.
   For Transaction Date: Enter the last day of the month that the charges were made.

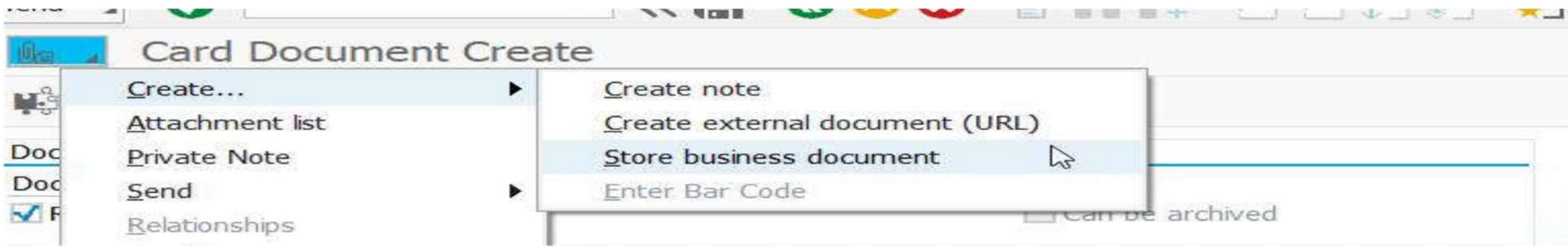


2. Click the Enter button.

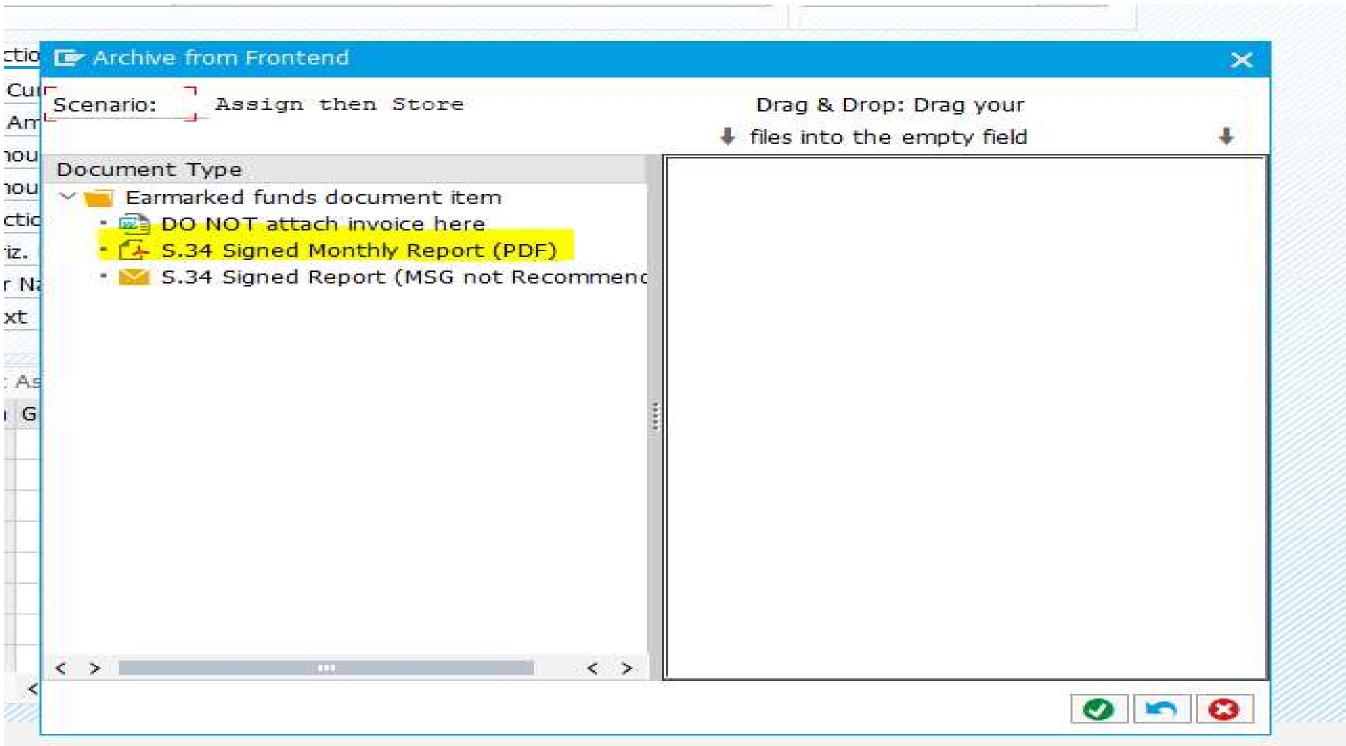
3. Select the black arrow next to the attachment (paperclip) icon.



4. Click on Create, then choose the **Store business document** option.



5. Double click on S.34 Signed Monthly Report (PDF).



6. A window will open and you can select the folder that you had saved the Signed Activity Report Log.

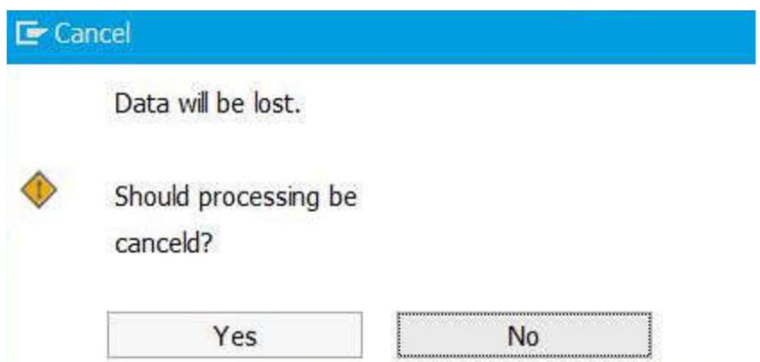
7. You will be asked to include a description.
   In the description, use the following naming convention:

   FIRST NAME_LAST NAME_Fiscal YearPeriod
   (Ex : GIGI_MUNGAL_202105)

8. Click on the green check mark.

9. ***Click the Cancel button to exit this page.***
   Don’t worry, your attachment is still filed in there.

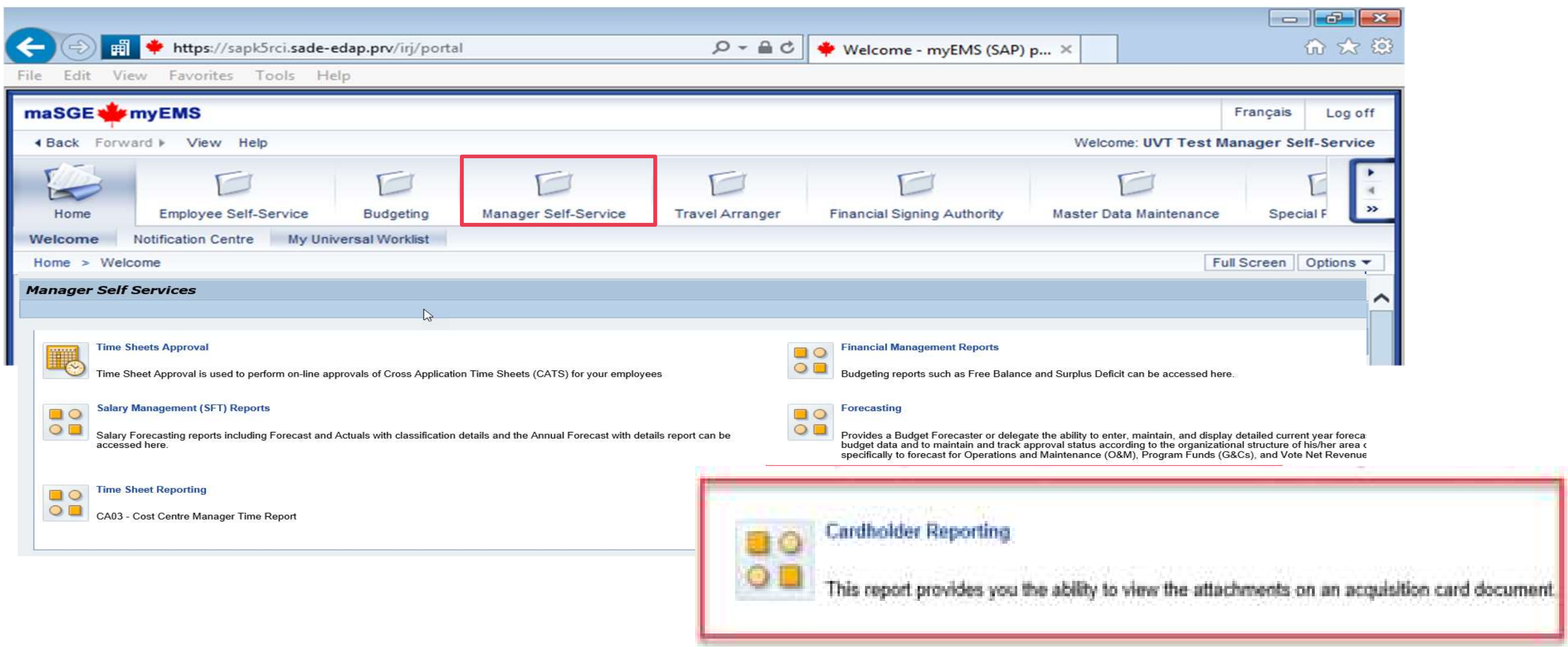
10. Click YES to the following question: Data will be lost. Should processing be cancel?



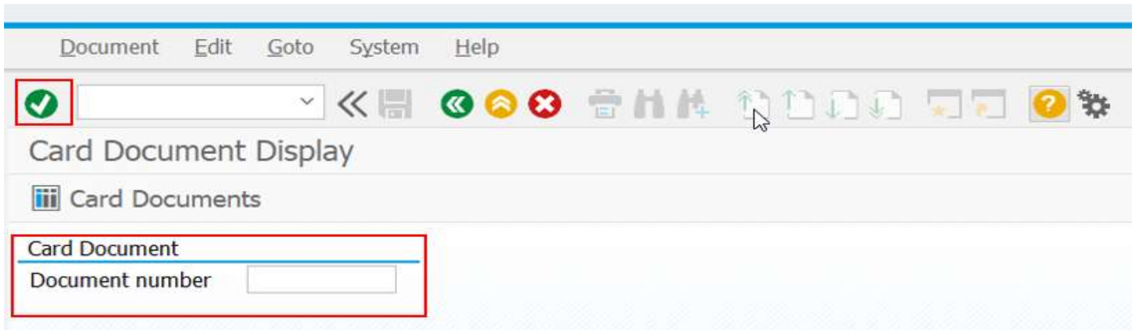
Section 34 Manager Instructions: View Invoice Attachments

Upon the Section 34 Manager receiving the PDF Activity Report Log email from the cardholder, the Manager can go into myEMS to view the Invoices:

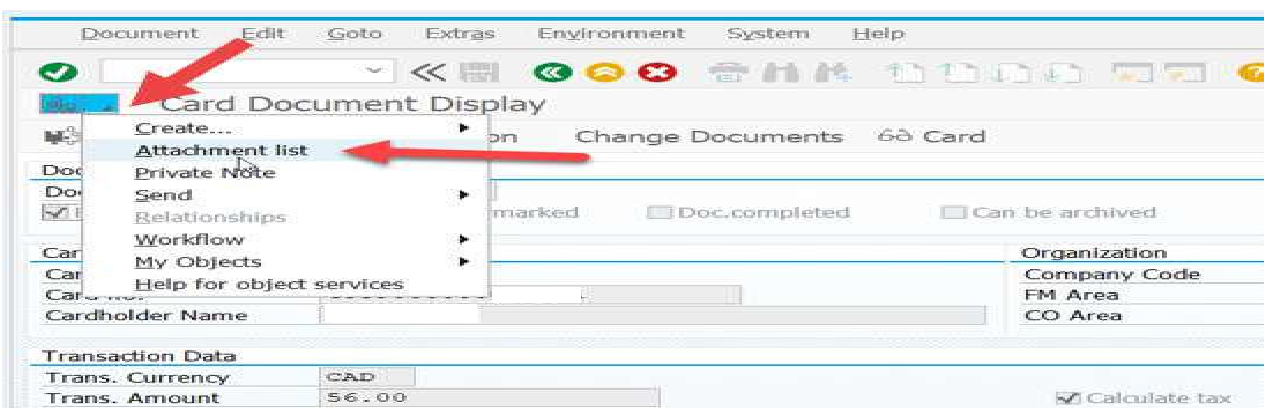
myEMS > Manager Self-Service > Cardholder Reporting



The Manager will need to enter in the Card Document Number from the PDF Activity Report Log to review the Invoice Attachment.



Select the black arrow next to the attachment (paperclip) icon.
And then select ‘Attachment List’. Here they will be able to view the invoices that you attached in SAP.



Section 34 Instructions: Digital Approval

- The approval under Section 34 of the FAA will have to be done with a **Digital Signature** using an Entrust Signature certificate.

- IITB recommends using **Adobe Acrobat Reader** for digital signature, but Foxit Phantom PDF is also a possibility.

  View the complete process in the appendices or on iService: http://iservice.prv/eng/imit/catalogue/dig-elec-signatures/digital/index.shtml

iService Links with Step by Step Instructions

For Cardholder and Manager step by step instructions on this new process, please visit:

http://iservice.prv/eng/finance/card/acquisition_card/reconcile-month-statements.shtml

Be sure to also review the *Frequently Asked Questions*:

http://iservice.prv/eng/finance/card/acquisition_card/faq-reconcile-month-statements.shtml

Client Support

For any questions, comments or inquiries regarding this new process,
Please contact Accounts Payable Travel Helpline for Assistance:

Helpline: **1-855-684-7827** option 1

Gateway: Government Acquisition Card

We want to help!