

Quick Reference Guide for monthly acquisition card reconciliation

This quick guide was made to remind you the timeline for the actions that you need to do during a month to facilitate your monthly reconciliation.

This is not a replacement of the [AC1e - Acquisition Card Processing](#) training.

Please consult the links below that will explain the step-by-step process or give you more information on each steps. *Press F5 if the myEMS pages do not load.*

1. Obtaining a valid expenditure initiation prior of making any purchase

Please refer to the [NEW* iService page](#) for more information

2. After making a payment, create a card document (CRK1)

It is recommended to create your card document as soon as you know that you will be making a purchase. This will commit the fund in the appropriate budget. The amount, the authorisation number and all other information can be amended when you have the confirmation.

**The modification have to be made prior of the upload by the accounts payable.*

Note that no invoice nor any expenditure initiation should be attached here. Attaching a document in CRK1 will save it in your credit card master record and not to a specific transaction nor card document.

CRK1: <http://nspkipws.service.gc.ca/gm/folder-1.11.3924?mode=EU&originalContext=1.11.3176>

3. Attach your supporting documentation to your card document (CRK2)

As soon as you have your card document number (99*****), you can go into this screen to attach your invoice and your expenditure initiation.

CRK2: <http://nspkipws.service.gc.ca/gm/folder-1.11.526222?mode=EU>

4. Generate your Outstanding Card document Report (ZZCCVR)

Before the monthly report goes out (Before the 2nd days of every month):

Generate that report to confirm that your have created all the card documents that you need, and to verify the authorization number and total amount with your online VISA statement.

ZZCCVR: <http://nspkipws.service.gc.ca/gm/folder-1.11.224961?mode=EU&originalContext=1.11.3179>

5. Open the Unaccepted Transaction Report (ZZCR)

Once you received the email notifying you that the upload has been completed, you need to generate that report to ACCEPT the transactions that were matched and to CORRECT/CHANGE your unmatched transactions.

ZZCR: <http://nspkipws.service.gc.ca/gm/folder-1.11.225084?mode=EU&originalContext=1.11.3179>

6. Generate your Acquisition Card Activity Report (ZZCCAR)

Make sure there is no "X" in the **Unaccepted** column and generate your activity report in a PDF format.

ZZCCAR: <http://nspkipws.service.gc.ca/gm/folder-1.11.4552?mode=EU&originalContext=1.11.3179>

2016-10-03 Acquisition Card Activity Page no. 1
Program : ZEFPCRO5
 Card Type: VSDJ Fiscal Year: 2017 Log Period: 06 /All/Include corrections/Show tax

File Number 00001	Holder Name RAJESH SHARMA	
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Trans Date	Supplier	Unaccepted	Card Voucher Text
20160830	RECOMPENSES TORONTO	X	
20160830	RECOMPENSES TORONTO	X	
20160830	RECOMPENSES TORONTO	X	

No. Recs. 1 No. Unaccepted Recs. 1

File Totals: No. Recs. 1 **No. Unaccepted Recs. 1**

I certify that I have reviewed this report and verified in accordance with Section 34 of the Access to Information Act.

Print Name _____ Date _____

How to generate the PDF:

- a. Click on "Print". The output device should say "LOCL", click on the green checkmark.
- b. In the "Print" window, in the "Printer" drop-down menu select **Microsoft Print to PDF** or **Foxit Phantom PDF Printer**
- c. Select the Print button. Rather than going to your printer, the document will be saved as a new PDF file. Save this file with the following naming convention: *FIRST NAME_LAST NAME_Fiscal YearPeriod*
Ex : MARIE-JOSEE_BOUTIN_202105
- d. For all initial transactions that were unmatched, you will need to manually write the card document number in the "Matched Voucher" column so your manager will be able to go in myEMS to view the attachment.

29.07.2020 Acquisition Card Activity Page no. 1
Program : ZEFPCRO5
 Card Type: VSDJ Fiscal Year: 2020 Log Period: 13 /All/Include corrections/Show tax



File Number 00001	Holder Name [REDACTED]	
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Trans Date	Supplier	Amount	Document	Authorization #	Fund	Cost Centre	GL Account	GL Account Description	Matched Voucher	Unaccepted	Card Voucher Text
20200331	CORPORATE EXPRESS MISSISSAUGA,	691.87	202148699	010929	B001	214400	541161	Office Supplies			
20200331	CORPORATE EXPRESS MISSISSAUGA,	691.87	202151997	010929	B001	214400	541161	Office Supplies			
20200331	CORPORATE EXPRESS MISSISSAUGA,	612.28	202151997	010929	B001	214400	541421	Computer Equip DCE	9900002222		
20200331	CORPORATE EXPRESS MISSISSAUGA,	30.61	202151997	010929	G111		133251	GST/HST Refundable			
20200331	CORPORATE EXPRESS MISSISSAUGA,	48.98	202151997	010929	G111		133251	GST/HST Refundable			
		691.87									

- e. Send this report by email to your section 34 manager for his digital signature.

7. Attach the signed report to SAP (CRK1)

Once you received the signed report from your manager, you need to attach it in CRK1
If each invoices are signed under section 34, simply add a comment on your report and attach the unsigned document to SAP.

- a. Enter your card number and choose the last date of the month for which you are attaching the report. Then click the **Enter** button 
- b. You do not have to fill in any information in this screen, only attach the signed report and then you can close this screen using the  You have to click on **Yes** to the question "Should processing be cancel?"

CRK1: <http://nspkipws.service.gc.ca/gm/folder-1.11.526218?mode=EU>

Your reconciliation is now complete!