Procurement Card Certification Instructions

- Open Internet Explorer and go to: www.SUNY.edu; Click on: “Faculty, Staff & Employment”
- Click on: “Sign On” and type in your morning login and click on “login”
- Click on the tab: “E-Business Services” and then click on “webconnect”
- A box will open. Click on “Connect to System Administration”
- Maximize the black screen that opens. Press the F9 key and Type “1”. Press Enter.
- Clear the screen using “Control Z” or click on the “clear” box (this is the last time you can use your mouse during the certification process)
- Type “SCSO” to sign on and press Enter
- Type in the Organization Type: SU, your USER ID:________________, Password:______________, and Job Function____________. Hit Enter.
- Clear the screen (Control Z). Type “AEPC” and press Enter. Enter previous month/year of bills being certified (ie 04/08)
- Tab to “VI03”. Log List” and press Enter.
  (“Reconciled” appears next to each item, however this only means that payment has been made to the credit card)

  **If the default budget account for a particular charge is not correct:**
  Tab to the charge and put an “X” before it. Press enter.Tab to the line below the default account # and type in the new account number. Copy the object code from above unless it is incorrect. Type “C” for current year, (“L” refers to lapsing payments). Enter the amount. Use the up arrow to move the cursor back up to the default account and change the amount that is being charged (enter zero if none of the payment is to be charged to the default account). Enter “S” as the function (F>) and “C” as the action (A>). Press “Enter” twice. Enter “X” as the function (ignore) and “3” as the action to return to log list if additional account number changes are required. Press Enter.

  When all necessary account number changes have been made tab to F> and enter “X” (ignore). Enter “2” next to A> (Recon). Press Enter. You will see “Ready for Cardholder Certification. All Items Matched.”Enter “S” as the function and “C” (Certify) as the action. Hit Enter twice. Enter “C” as the function (no action is necessary). Press Enter. Your name will appear stating that you have certified all payments. Press Enter again. **Make sure it says “Transactions Completed” at the bottom of the screen or certification will not be complete.**

  **If the default budget account is correct for all charges:**
  If all charges for the month are to be certified to the default account you can certify very quickly. Tab to VI02 (Recon) instead of VI03 (Log List) when you first go into AEPC. Enter “S” as the function (F>) and “C” as the action (A>). Press “Enter” twice. Enter “C” as the function (no action is necessary). Press Enter. Your name will appear stating that you have certified all payments. Press Enter again. **Make sure it says “Transactions Completed” at the bottom of the screen or certification will not be complete.**

- Print two copies of the screen (Use mouse to go to “File” and “Print Screen”)
- One copy is for your records and the second copy is to be sent along with all original receipts to Carol Vosatka in the business office.
- Enter “X” to Ignore as the function and “E” as the action. Clear the screen (Control Z) and type “OFF” to log out; Close out of all three boxes; Click on “Sign Off” (green circle-upper right hand corner)