

QUICK REFERENCE GUIDE

PCard Agency Administrator Tasks

January 8, 2013

PCard Agency Administrator Tasks in SWIFT

The Agency PCard Administrator role will have the ability to review, modify and approve transactions for the applicable PCard holders. This role will also maintain the PCard holders' profile including: PCard account numbers, reviewer, reconciler and approver assignments, and speedchart assignments, as well as the default chart of accounts tied to the applicable PCard holders. This is a required role for each agency. An agency may have multiple PCard administrators.

Users with this role have access to:

- Reconcile Statement - Review, Verify and Approve PCard transactions
- Assign Proxies
- Assign Speedcharts
- Add and Update Cardholder Profile
- Review Bank Statement
- Run PCard Reports

Users with this role have Inquiry/Display only access to:

- Card Issuers
- Preferred Vendors
- Unit of Measure Mappings

The following topics will be covered in the PCard Agency Administrator Quick Reference Guide:

- Searching for PCard Transactions
- Apply Chart of Account Data to PCard Transactions
- Add Comments and Attachments to PCard Transactions
- View Level 3 Data on PCard Transactions
- Add Use Tax to PCard Transactions
- Mark PCard Transaction as Verified or Approved
- Budget Check PCard Transactions
- Add/Update Speedchart to PCard holder
- Add/Update Proxies for PCard holder
- Add or Remove PCard information from employee

Searching for PCard Transactions

Navigation: Purchasing, Procurement Cards, Reconcile, Reconcile Statement

The Reconcile Statement Search page allows a user multiple ways to search for PCard transactions. The most common search criteria are Role Name, Card Issuer (Managing Account) and Billing Date, which is depicted in the screen shot below. This will return all non-closed transactions that meet the search criteria. Other common search criteria are listed below.

- Employee ID
- Employee Name
- Statement Status
 - Staged (Transaction has been loaded but not verified or approved)
 - Verified (Transaction has been verified)
 - Approved (Transaction has been approved)
 - Closed (Voucher has been built successfully)
 - Error (Voucher has been built but there is an error)
- Budget Status
- Transaction Date

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement Search

Role Name: PO-Agency PCard Administrator

Employee ID:

Name:

Card Issuer: MN DNR Central Office

Card Number:

Transaction Number:

Merchant:

Sequence Number:

Line Number:

Billing Date: 12/05/2012

Statement Status:

Budget Status:

Chartfield Status:

Transaction Date:

Charge Type:

Posted Date:

Once the search criteria has been entered, the **Search** button can be selected to return the PCard transactions.

Apply Chart of Account Data to PCard Transactions

Note: A portion or all of the chart of account and/or project related data may default from the cardholder's profile.

Navigation: Purchasing, Procurement Cards, Reconcile, Reconcile Statement

Enter the applicable search criteria and select the Search button. The applicable PCard transactions will be returned.

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement Search

Role Name: PO-Agency PCard Administrator
 Employee ID:
 Name:
 Card Issuer: MN DNR Central Office
 Card Number:
 Transaction Number:
 Merchant:
 Sequence Number:
 Line Number:
 Billing Date: 12/05/2012
 Statement Status:
 Budget Status:
 Chartfield Status:
 Transaction Date:
 Charge Type:
 Posted Date:

Select the Distribution () icon for the PCard transaction.

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	Valid	Recycled

Enter the applicable chart of account funding string and select the **OK** button.

Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 12/05/2012 Billing Amount: -31.06 USD Unit Price: -31.06000
 SpeedChart: Transaction Unit Price: -31.06000 *Distribute By: Amount

Distributions

Dist	Percent	Amount	Currency	*GL Unit	Fund	Fin DeptID	AppropID	*Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC Bus Unit
1	100.0000	-31.06	USD	MN00	5100	G023720	G02190	413001					

OK Cancel Refresh

A speedchart can also be applied to this page.

Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 12/05/2012 Billing Amount: -31.06 USD Unit Price: -31.06000
 SpeedChart: R29323161D Transaction Unit Price: -31.06000 *Distribute By: Amount

Distributions

Dist	Percent	Amount	Currency	*GL Unit	Fund	Fin DeptID	AppropID	*Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC Bus Unit
1	100.0000	-31.06	USD	MN00	1000	R293371	R29300E	413001			23161		

OK Cancel Refresh

Note: The PCard holder must be granted access to the speedchart before it is available to the PCard holder. This must be done by the PCard Agency Administrator role and can be viewed at: [Add/Update Proxies for PCard holder.](#)

Multiple PCard transactions can have the chart of account data entered. Select the applicable transactions and select the Distribution Template hyperlink.

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

1	<input type="checkbox"/>	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2	<input type="checkbox"/>	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3	<input checked="" type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD
4	<input checked="" type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	40.44	USD
5	<input checked="" type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	1.11	USD
6	<input checked="" type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	19.94	USD
7	<input checked="" type="checkbox"/>	Schad,David R	34538	*****5186	11/30/2012	MEI	Staged	60.00	USD
8	<input type="checkbox"/>	Barnes,Felicia A	34538	*****8144	12/01/2012	BREDE	Staged	138.12	USD
9	<input type="checkbox"/>	Persons,Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD

Select All Clear All Stage Verify Validate Budget
 Search Purchase Details Split Line **Distribution Template**

Enter the chart of account data and select the **OK** button.

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement New Window Help

Reconcile Statement

Distribution Template

SpeedChart:

Seq	Pct	*GL Unit	Fund	Fin DeptID	AppropID	*Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project
1	100.0000	MN00	5100	50237200	5021903	413001						

OK Cancel Refresh

Transactions that have chart of account data applied will indicate **Yes** in the Redistrib column and the history of the update will be captured.

Bank Statement									
Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher	Erro
1 11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	Not Chk'd	Valid	Yes	No	
2 11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	Valid	Recycled	No	No	
3 11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD	Not Chk'd	Recycled	Yes	No	
4 11/30/2012	BALDWIN SUPPLY COMPANY	Staged	40.44	USD	Not Chk'd	Recycled	Yes	No	
5 11/30/2012	BALDWIN SUPPLY COMPANY	Staged	1.11	USD	Not Chk'd	Recycled	Yes	No	
6 11/30/2012	BALDWIN SUPPLY COMPANY	Staged	19.94	USD	Not Chk'd	Recycled	Yes	No	
7 11/30/2012	MEI	Staged	60.00	USD	Not Chk'd	Recycled	Yes	No	
8 12/01/2012	BREDE	Staged	138.12	USD	Valid	Recycled	No	No	

[Favorites](#) |
 [Main Menu](#) >
 [Purchasing](#) >
 [Procurement Cards](#) >
 [Reconcile](#) >
 Reconcile Statement

Reconcile Statement

Redistribution History

Line: 1

Redistribution History		Customize	Find	First	1-2 of 2	Last
Last Change Date	User Modify					
1 12/24/2012 9:58:33AM	M_FS_PO_PCARD_RECONCILER					
2 12/24/2012 10:13:07AM	M_FS_PO_PCARD_RECONCILER					

[Return](#)

Note: If the funding string is updated, the transaction(s) will need to be budget checked.

Add Comments and Attachments to PCard Transactions

Note: The comments entered are tied to the individual transaction line.

Navigation: Purchasing, Procurement Cards, Reconcile, Reconcile Statement

Enter the applicable search criteria and select the Search button. The applicable PCard transactions will be returned.

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

New Window Help Customiz

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 41 Last

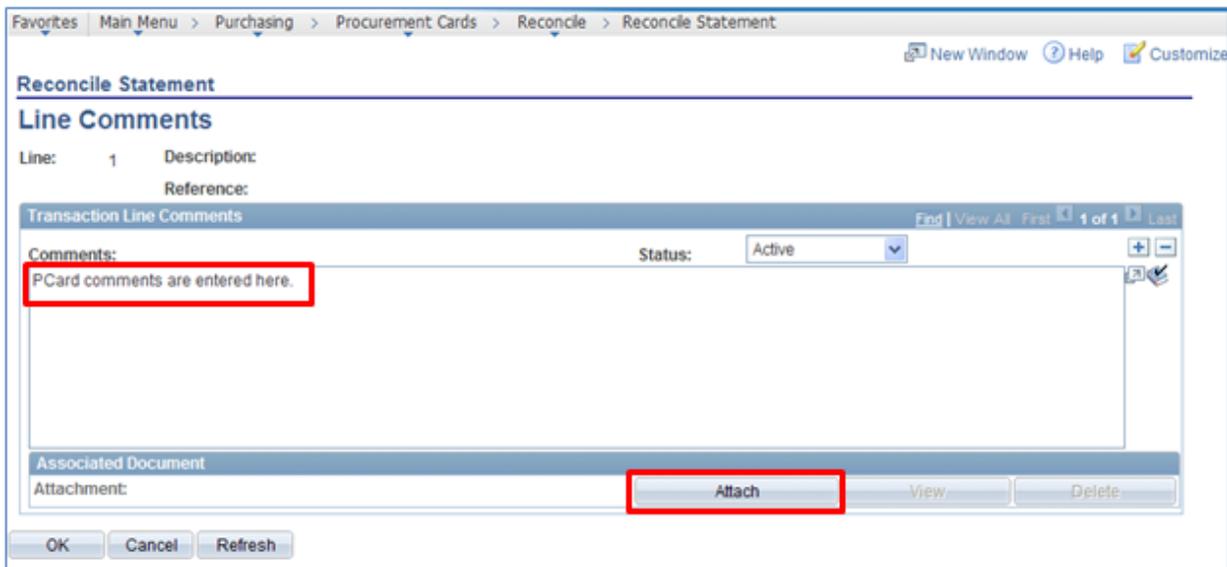
Transaction	Billing	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/>	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2	<input type="checkbox"/>	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3	<input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD

Select the Comments () icon for the PCard transaction.

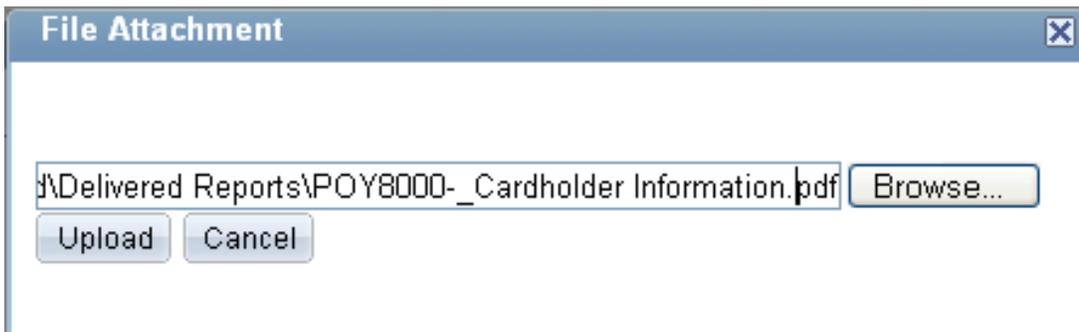
Bank Statement Customize | Find | View All | First 1-9 of 41 Last

Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistr
1 *****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD		Not Chk'd	Valid	Yes

Enter Comments into the Comments field.



Click the **Attach** button and select the file to be attached and select the Upload button.



The attachment is successfully uploaded.

Reconcile Statement

Line Comments

Line: 1 Description:
Reference:

Transaction Line Comments End | View All | First | 1 of 1 | Last

Comments: Status: Active

PCard comments are entered here.

Associated Document

Attachment: POY8000_-_Cardholder_Information.pdf Attach View Delete

OK Cancel Refresh

The comments icon is updated to show that comments or attachments have been added.

Bank Statement Customize | End | View All | First | 1-9 of 41 | Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1	Romaine, Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	
2	Phillips, Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	
3	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD	
4	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	40.44	USD	

Viewing Level 3 Data for PCard Transactions

Note: Level 3 is additional data sent by some merchants that provides more information on the transaction. Not all merchants are able to send Level 3 information.

Navigation: Purchasing, Procurement Cards, Reconcile, Reconcile Statement

Enter the applicable search criteria and select the **Search** button. The applicable PCard transactions will be returned.

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

New Window | Help | Customiz

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | 1-9 of 41 | First | Last

Transaction | Billing

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1	<input checked="" type="checkbox"/> Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	
2	<input type="checkbox"/> Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	
3	<input type="checkbox"/> Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD	

Select the Line Details () icon for the PCard transaction.

Bank Statement Customize | Find | View All | 1-9 of 41 | First | Last

Transaction | Billing

Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1 Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	

Select the various tabs to view the Level 3 data.

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

New V

Reconcile Statement

Visa Transaction Details

Card Number: *****0883
 Posted Date: 12/03/2012
 Transaction Number: 74013392335000013464133
 Sequence Number: 6

Card Transaction - Type 5 Customize | Find | View All | 1 of 1 | First | Last

Tab 1 | Tab 2 | Tab 3 | Tab 4 | Tab 5 | Tab 6 | Tab 7 | Tab 8 | Tab 9 | Tab 10

Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1 12332	401339		CLAREYS SAFETY EQUIPMENT

Return

Add Use Tax to PCard Transactions

Note: Use tax will include both State and Local tax. Use tax should only be applied when tax is not billed on the transaction.

Navigation: Purchasing, Procurement Cards, Reconcile, Reconcile Statement

Enter the applicable search criteria and select the Search button. The applicable PCard transactions will be returned.

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

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Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 41 Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1 <input checked="" type="checkbox"/>	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2 <input type="checkbox"/>	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3 <input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD

Select the transaction that needs use tax applied and then select the Purchase Details hyperlink.

6 <input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	19.94	USD
7 <input checked="" type="checkbox"/>	Schad,David R	34538	*****5186	11/30/2012	MEI	Staged	60.00	USD
8 <input type="checkbox"/>	Barnes,Felicia A	34538	*****8144	12/01/2012	BREDE	Staged	138.12	USD
9 <input type="checkbox"/>	Persons,Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD

Select All
 Clear All
 Stage Verify Validate Budget

Search
 Purchase Details
 Split Line Distribution Template

Unselect the Tax Paid checkbox and select the Sales/Use Tax hyperlink

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Purchase Details

Line: 7
Merchant: MEI
City: 888-955-5455
State: MN
Country: USA

▼ Purchase Order

*Business Unit:	<input type="text" value="R2901"/>	Original PO:	N
PO ID:	<input type="text"/>		
PO Line:	<input type="text"/>		
PO Sched:	<input type="text"/>		
Vendor ID:	<input type="text"/>		
Location:	<input type="text"/>		
Ship To:	<input type="text"/>		
Item ID:	<input type="text"/>		
Category:	<input type="text"/>		
Vendor Item:	<input type="text"/>		
*Quantity:	<input type="text" value="1.0000"/>		
*UOM:	<input type="text" value="EA"/>		
Unit Price:	<input type="text" value="60.00000"/>	USD Transaction Amount:	60.00

Bill Includes Tax if Applied
 Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

Enter a Tax Destination and the use tax information will automatically default.

Sales/Use Tax

Tax Applicability: Direct Pay

Tax Destination: G020060000 ADMIN/MATERIALS MANAGEMENT DIV

Tax Code: 1943

SUT Code Pct: 7.6250

Use Tax: 4.580

OK Cancel Refresh

Note: The Tax Code can also be updated as necessary.

Mark PCard Transaction as Verified or Approved

Navigation: Purchasing, Procurement Cards, Reconcile, Reconcile Statement

Enter the applicable search criteria and select the Search button. The applicable PCard transactions will be returned.

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

New Window Help Customiz

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 41 Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1 <input checked="" type="checkbox"/>	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2 <input type="checkbox"/>	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3 <input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD

Select the applicable transaction(s) and select the Verify or Approve button.

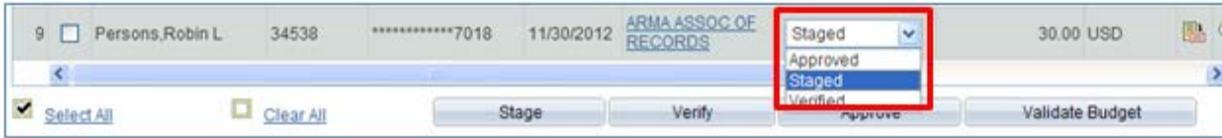
	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
<input checked="" type="checkbox"/>	Romaine, Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	
<input type="checkbox"/>	Phillips, Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD	
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	40.44	USD	
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	1.11	USD	
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	19.94	USD	
<input checked="" type="checkbox"/>	Schad, David R	34538	*****5186	11/30/2012	MEI	Staged	60.00	USD	
<input type="checkbox"/>	Barnes, Felicia A	34538	*****8144	12/01/2012	BREDE	Staged	138.12	USD	
<input type="checkbox"/>	Persons, Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD	

Select All
 Clear All

The transaction will move from a Staged to Verified or Approved Status and then select the Save button.

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1 <input checked="" type="checkbox"/>	Romaine, Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Verified	-31.06	USD	
2 <input type="checkbox"/>	Phillips, Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	
3 <input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD	
4 <input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	40.44	USD	
5 <input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	1.11	USD	
6 <input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	19.94	USD	
7 <input checked="" type="checkbox"/>	Schad, David R	34538	*****5186	11/30/2012	MEI	Verified	60.00	USD	
8 <input type="checkbox"/>	Barnes, Felicia A	34538	*****8144	12/01/2012	BREDE	Staged	138.12	USD	
9 <input type="checkbox"/>	Persons, Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD	

Individual transactions can also be marked as Verified or Approved by changing the status from Staged to Verified or Approved. Once this is done, select the Save button.



Budget Check PCard Transaction

Note: Budget checking the PCard transaction does NOT create any budget rows or validate if there is budget available. The process just validates that a valid funding string has been entered on the transaction. The budget check process on the related voucher will create the expense budget entries.

Navigation: Purchasing, Procurement Cards, Reconcile, Reconcile Statement

Enter the applicable search criteria and select the Search button. The applicable PCard transactions will be returned.

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

New Window | Help | Customiz

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement | Customize | Find | View All | First | 1-9 of 41 | Last

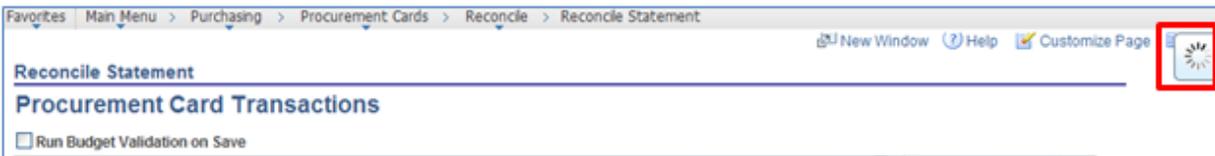
Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1 <input checked="" type="checkbox"/>	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2 <input type="checkbox"/>	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3 <input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD

Select the applicable transaction(s) to budget check and then select the Validate Budget button.

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
<input checked="" type="checkbox"/>	Romaine, Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
<input type="checkbox"/>	Phillips, Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	40.44	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	1.11	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	19.94	USD
<input checked="" type="checkbox"/>	Schad, David R	34538	*****5186	11/30/2012	MEI	Staged	60.00	USD
<input type="checkbox"/>	Barnes, Felicia A	34538	*****8144	12/01/2012	BREDE	Staged	138.12	USD
<input type="checkbox"/>	Persons, Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD

Select All
 Clear All

The system will then budget check the applicable lines. During this time you will see the processing icon.



The status of the budget will then be displayed in the Budget Status column.

Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistr
1 *****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Verified	-31.06	USD	Valid	Valid	Yes
2 *****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	Valid	Recycled	No
3 *****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD	Valid	Valid	Yes
4 *****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	40.44	USD	Valid	Valid	Yes
5 *****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	1.11	USD	Valid	Valid	Yes
6 *****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	19.94	USD	Valid	Valid	Yes
7 *****5186	11/30/2012	MEI	Verified	60.00	USD	Not Chkd	Valid	Yes
8 *****8144	12/01/2012	BREDE	Staged	138.12	USD	Valid	Recycled	No
9 *****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD	Valid	Recycled	No

The option of Run Budget Validation at Save can also be selected and leveraged. This will budget check all transactions in the Bank Statement grid once the save button is selected.

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistr
1 *****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Verified	-31.06	USD	Valid	Valid	Yes
2 *****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	Valid	Recycled	No

Note: Transactions that return with a budget error need to be updated with a valid budget string and re-budget checked.

Add/Update Speedchart to PCard Holder

Speedcharts can be assigned to a cardholder. Once this access is granted, the reconciler, approver or agency administrator can use this speedchart to default the chart of account data onto PCard transactions.

Navigation: Purchasing, Procurement Cards, Security, Assign SpeedCharts

Enter the Speedchart Key information and select the Search button.

Favorites | Main Menu > Purchasing > Procurement Cards > Security > Assign SpeedCharts

Assign SpeedCharts

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

SetID:

SpeedChart Key:

Description:

Case Sensitive

[Basic Search](#)

Select the Select Procurement Cards hyperlink to select applicable PCard holders.

Favorites | Main Menu > Purchasing > Procurement Cards > Security > Assign SpeedCharts New Window

Assign SpeedCharts

FOR Fire Prevention

Each SpeedChart definition may carry one or more accounting distribution lines. Only universal SpeedCharts can be assigned to procurement cards. Each procurement card can have multiple SpeedCharts assigned to it; however, only one of them can be selected as default.

*SpeedChart Key: [R29323111D](#)

Display Unmasked Card Number

Select Procurement Cards

Assign SpeedCharts				Customize Find View All First 1 of 1 Last	
*Empl ID	Employee Name	*Card Issuer	*Card Number		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[Select All](#) [Clear All](#)

Enter the applicable search criteria and hit the **Search** button.

Favorites | Main Menu > Purchasing > Procurement Cards > Security > Assign SpeedCharts

Select Procurement Cards

FOR Fire Prevention

*SpeedChart Key: R29323111D

Procurement Card Selection Criteria
 Business Unit: Department of Natural Resource
 Employee ID:
 Card Issuer: MN DNR Central Office

Select Procurement Cards Customize | Find | View All | First 1 of 1 Last

Selected	Employee Name	Card Issuer	Card Number
<input type="checkbox"/>			

[Select All](#) [Clear All](#)

The employee that match the search criteria will be returned in the grid below. Select the applicable PCard holders and select the **OK** button.

Favorites | Main Menu > Purchasing > Procurement Cards > Security > Assign SpeedCharts

Select Procurement Cards

FOR Fire Prevention

*SpeedChart Key: R29323111D

Procurement Card Selection Criteria
 Business Unit: Department of Natural Resource
 Employee ID:
 Card Issuer: MN DNR Central Office

Select Procurement Cards Customize | Find | View 100 | First 1-8 of 366 Last

Selected	Employee Name	Card Issuer	Card Number
<input checked="" type="checkbox"/>	Aadland,Luther P	34538	*****4234
<input type="checkbox"/>	Anderson,Chel E	34538	*****3257
<input type="checkbox"/>	Anderson,Denise M	34538	*****1366
<input checked="" type="checkbox"/>	Anderson,Derek S	34538	*****3044
<input type="checkbox"/>	Anderson,William A	34538	*****6069
<input type="checkbox"/>	Andrews,Keylor	34538	*****3616
<input type="checkbox"/>	Anspach,Bruce W	34538	*****2848
<input type="checkbox"/>	Antonson,David A	34538	*****5344

[Select All](#) [Clear All](#)

The applicable employees will be returned and select the **Save** button.

Favorites Main Menu > Purchasing > Procurement Cards > Security > Assign SpeedCharts New Window

Select Procurement Cards

FOR Fire Prevention

Each SpeedChart definition may carry one or more accounting distribution lines. Only universal SpeedCharts can be assigned to procurement cards. Each procurement card can have multiple SpeedCharts assigned to it; however, only one of them can be selected as default.

*SpeedChart Key: [R29323111D](#) Display Unmasked Card Number

[Select Procurement Cards](#)

Assign SpeedCharts					Customize Find View All First 1-2 of 2 Last	
	*Empl ID	Employee Name	*Card Issuer	*Card Number		
<input checked="" type="checkbox"/>	<input type="text" value="01091793"/>	Anderson, Derek S	<input type="text" value="34538"/>	<input type="text" value="*****3044"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input checked="" type="checkbox"/>	<input type="text" value="00429147"/>	Aadland, Luther P	<input type="text" value="34538"/>	<input type="text" value="*****4234"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[Select All](#) [Clear All](#)

Note: Speedcharts are then available for the reconcilers, approvers and PCard Agency administrators to use to default chart of accounts.

Note: Speedcharts do NOT replace the default chart of accounts that are setup as part of the PCard profile.

Note: Speedcharts can be removed from employees by selecting the applicable employees and selecting the Delete button.

Add/Update Proxies for PCard holder

Proxies are individuals that fulfill a PCard function on behalf of the cardholder. Proxies can be assigned two ways at the PCard holder Profile where proxies for an individual are updated or an individual can be assigned a proxy to multiple PCard holders.

PCard holder Profile

Navigation: Purchasing, Procurement Cards, Definitions, Cardholder Profile

Enter the Employee ID or Name of employee to update and click the Search button.

Select the Card Data tab on the page and the Additional Information tab in the grid and then select the Proxies hyperlink.

Proxies can be added or removed as necessary.

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

New Window | Help | Customi

Assign Proxies

Buckingham, Todd B

36846 Card Number: *****5918

*User ID	Description	*Role	Requester Default	Buyer Default		
M_FS_PO_PCARD_AGENCY_	M_FS_PO_PCARD_AGENCY_ADMIN	PO-Agency PCard Adminis	<input type="checkbox"/>	<input type="checkbox"/>	+	-
M_FS_PO_PCARD_APPROVE	M_FS_PO_PCARD_APPROVER	PO-PCard Approver	<input type="checkbox"/>	<input type="checkbox"/>	+	-
M_FS_PO_PCARD_CNTRL_	M_FS_PO_PCARD_CNTRL_ADMIN	PO-Central PCard Adminis	<input type="checkbox"/>	<input type="checkbox"/>	+	-
M_FS_PO_PCARD_RECONC	M_FS_PO_PCARD_RECONCILER	PO-PCard Reconciler	<input type="checkbox"/>	<input type="checkbox"/>	+	-
M_FS_PO_PCARD_REVIEWE	M_FS_PO_PCARD_REVIEWER	PO-PCard Reviewer	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

Note: Each PCard holder must have at a minimum:

- PCard Central Administrator
- PCard Agency Administrator

The other roles of Reconciler, Approver and Reviewer are optional (Agency administrator can mark transaction as verified and approved as necessary).

Note: Before assigning Proxies, the proxy(ies) must have the security role assigned to them (PCard Reconciler, PCard Approver or PCard Agency Administrator) before the system will allow the proxy to be assigned the role for cardholders.

The SWIFT security access form can be found at:

<http://www.mn.gov/mmb/accounting/swift/security/security-forms.jsp>

Individual Assigned to Multiple PCard holders

A proxy can also be assigned to multiple cardholders using the Assign Proxy functionality.

Navigation: Purchasing, Procurement Cards, Security, Assign Proxies

Enter the Employee ID or Name of proxy to update and hit the Search button.

Favorites | Main Menu > Purchasing > Procurement Cards > Security > Assign Proxies

Assign Proxies

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

User ID:

Name:

Case Sensitive

[Basic Search](#)

The page is displayed with the current PCard holders assigned to the user.

Favorites | Main Menu > Purchasing > Procurement Cards > Security > Assign Proxies

Assign Proxies

M_FS_PO_PCARD_RECONCILER

This is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards in mass.

[Select Procurement Cards](#) Display Unmasked Card Number

Assign Proxies							Customize Find View 100 First 1-8 of 4492 Last	
	*Empl ID	Employee Name	*Card Issuer	*Card Number	*Role			
<input type="checkbox"/>	00001027	Heydinger, Beverly Jones	36844	*****4955	PO-PCard Rec	<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="checkbox"/>	00001571	Diedrich, Paul J	34544	*****3523	PO-PCard Rec	<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="checkbox"/>	00001571	Diedrich, Paul J	34544	*****5060	PO-PCard Rec	<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="checkbox"/>	00001982	Goslovich, Eric L	34540	*****3656	PO-PCard Rec	<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="checkbox"/>	00001982	Goslovich, Eric L	34540	*****6763	PO-PCard Rec	<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="checkbox"/>	00002080	Walker, William J	36737	*****0536	PO-PCard Rec	<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="checkbox"/>	00002758	Landers, Michael J	37417	*****5674	PO-PCard Rec	<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="checkbox"/>	00003007	Pereira, Donald	34538	*****7274	PO-PCard Rec	<input type="button" value="+"/>	<input type="button" value="-"/>	

Select All Clear All

Assign Role:

To add additional PCard holders to this user, select the Select Procurement Card hyperlink.

Assign Proxies

M_FS_PO_PCARD_RECONCILER

This is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards in mass.

Select Procurement Cards Display Unmasked Card Number

*Empl ID	Employee Name	*Card Issuer	*Card Number	*Role
<input type="checkbox"/> 00001027	Heydinger,Beverly Jones	36844	*****4955	PO-PCard Ret
<input type="checkbox"/> 00001571	Diedrich,Paul J	34544	*****3523	PO-PCard Ret
<input type="checkbox"/> 00001571	Diedrich,Paul J	34544	*****5060	PO-PCard Ret

Enter the applicable search criteria and select the **Search** button.

Select Procurement Cards

M_FS_PO_PCARD_RECONCILER

Procurement Card Selection Criteria

Business Unit: Human Services Department

Employee ID:

Card Issuer: MN DHS AMRTC

Search

Selected	Employee Name	Card Issuer	Card Number
<input type="checkbox"/>	Lambert,Ronald	30074	*****4134
<input type="checkbox"/>	PCard,MN DHS AMRTC	30074	*****9930

Select All Clear All

OK Cancel

Select the applicable users and select the **OK** button.

Selected	Employee Name	Card Issuer	Card Number
<input checked="" type="checkbox"/>	Lambert,Ronald	30074	*****4134
<input checked="" type="checkbox"/>	PCard,MN DHS AMRTC	30074	*****9930

Select All Clear All

OK Cancel

Select the applicable role and select the **Apply** button and **Save**.

<input checked="" type="checkbox"/>	PCARD_3007	PCard,MN DHS AMRTC	30074	*****9930	PO-PCard Reconciler	+ -
<input checked="" type="checkbox"/>	00001018	Lambert,Ronald	30074	*****4134	PO-PCard Reconciler	+ -

[Select All](#) [Clear All](#)

Assign Role:

Note: To remove PCard holders from this user, select the applicable PCard holders and the select the Delete button.

Note: To move or Copy PCard holders from this user to another user, select the applicable PCard holders and the select the Move To or Copy To button.

Favorites : Main Menu > Purchasing > Procurement Cards > Security > Assign Proxies

Select Procurement Cards

M_FS_PO_PCARD_RECONCILER

The user identified here will acquire the proxy role for the procurement cards selected in the Assign Proxies page. If the user is already a proxy for a selected card, then no proxy assignment will be copied/moved. Also if the user does not belong to a given role, then no proxy assignment will be copied/moved. Please check the exceptions page for proxy assignments that did not get copied/moved.

To User ID:

Note: If the User ID entered does not have the proper security role, the following message will appear.

Message X

Row(s) Selected: 2, Row(s) Copied: 0, Exception(s): 2 (10070,121)

System does not overwrite any existing role assignments. Please check the exceptions page for roles that didn't get copied or moved.

Copy/Move Exceptions

There are two types of exceptions. 1. The same card has been assigned to the target user with a different role. This exception can be overridden. 2. Target user is not a member of the role to be copied/moved. This exception cannot be overridden. You must assign the role to the target user first.

From User ID: M_FS_PO_PCARD_RECONCILER M_FS_PO_PCARD_RECONCILER
 To User ID: M_FS_PO_PCARD_AGENCY_ADMIN M_FS_PO_PCARD_AGENCY_ADMIN

Row(s) Selected: 2 Row(s) Copied: 0 Exception(s): 2

Copy/Move Exceptions						
Empl ID	Employee Name	Card Issuer	Card Number	Source Role	Target Role	Exception Message
<input type="checkbox"/> PCARD_30074	PCard,MN DHS AMRTC	30074	*****9930	PO-PCard Reconciler		Target user is not a member of this role.
<input type="checkbox"/> 00001018	Lambert,Ronald	30074		PO-PCard Reconciler		Target user is not a member of this role.

[Select All](#) [Clear All](#)

Note: DO NOT USE the override functionality available as the proxy user still does not have the proper security role so s/he will not be able to perform the functionality within SWIFT until the proper security role(s) are granted.

Add or Remove PCard information from employee

Navigation: Purchasing, Procurement Cards, Definitions, Cardholder Profile

Enter the Employee ID or Name of employee to update and select the Search button.

Favorites Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Cardholder Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Employee ID:

Name:

Last Name:

Case Sensitive

[Basic Search](#)

Select the Card Data tab on the page.

To add PCard information, enter the following:

- Business Unit
- Card Issuer
- Card Number (full 16 digit code needed)
- Expire Date
- Card Type (Always put Visa)
- Date Issued

Favorites Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

New Window Help Custom

Personal Data **Card Data**

Buckingham, Todd

Display Unmasked Card Number

Card Data Customize Find First 1 of 1 Last

Credit Card Additional Information Credit Limits Transaction Limits

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued
H5501	36846	*****9999	12/01/2013	Visa	01/01/2001

Personal Data | Card Data

Select the Additional Information tab, select the Proxies hyperlink and enter the applicable proxies for the cardholder. Select the **OK** button.

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

New Window | Help | Customi

Assign Proxies

Buckingham, Todd B

36846 Card Number: *****5918

*User ID	Description	*Role	Requester Default	Buyer Default		
M_FS_PO_PCARD_AGENCY_	M_FS_PO_PCARD_AGENCY_ADMIN	PO-Agency PCard Adminis	<input type="checkbox"/>	<input type="checkbox"/>	+	-
M_FS_PO_PCARD_APPROVE	M_FS_PO_PCARD_APPROVER	PO-PCard Approver	<input type="checkbox"/>	<input type="checkbox"/>	+	-
M_FS_PO_PCARD_CNTRL_	M_FS_PO_PCARD_CNTRL_ADMIN	PO-Central PCard Adminis	<input type="checkbox"/>	<input type="checkbox"/>	+	-
M_FS_PO_PCARD_RECONC	M_FS_PO_PCARD_RECONCILER	PO-PCard Reconciler	<input type="checkbox"/>	<input type="checkbox"/>	+	-
M_FS_PO_PCARD_REVIEWE	M_FS_PO_PCARD_REVIEWER	PO-PCard Reviewer	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

Select the Default Distrib tab and enter default chart of account data (Optional).

Default Accounting Distribution

Buckingham, Todd

36846 Card Number: *****9999

Default Values

Ship To:

Distribution Choices

Use Single-Line Distribution
 Use Multi-Line Distribution

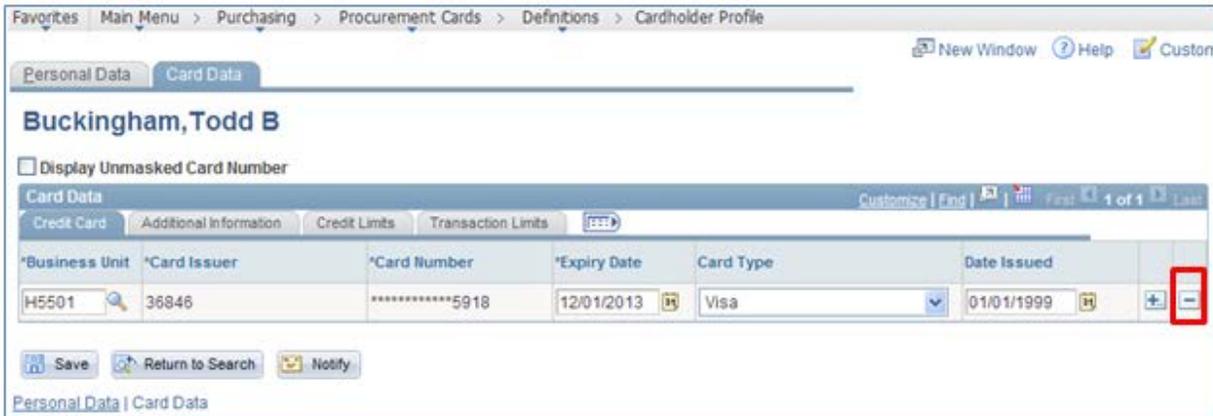
Use Single-Line Distribution

*GL Unit	Fund	Fin DeptID	AppropID	Account	SW Cost	Agcy Cost 1	Agcy Cost 2	PC Business Unit	Project	Activity	Source Type
MN00											

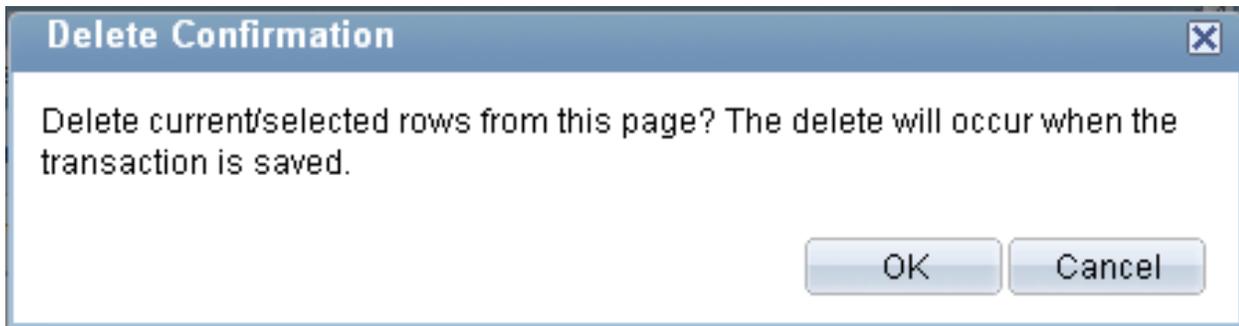
OK Cancel

Note: The Credit Limits and Transaction Limits tabs on the Cardholder Profile are not leveraged in SWIFT. These will continue to be maintained in the US Bank system. As a result, these fields in these tabs are left blank.

To delete PCard information for a user, select the minus () icon.



Select the **OK** button.



The PCard information will be deleted once the **Save** button is selected.

