

QUICK REFERENCE GUIDE

PCard Approver Tasks

January 8, 2013

Approving PCard Transactions in SWIFT (Available on January 25, 2013)

The PCard Approver will have the ability to verify and approve PCard transactions for the applicable PCard holders. This is a required role for each PCard holder.

Users with this role have access to:

- Reconcile Statement - Review, Verify and Approve PCard transactions
- Run PCard Reports

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

- Card Issuers

The following topics will be covered in the PCard Approver Tasks QRG:

- Searching for PCard Transactions
- View Chart of Account Data for PCard Transactions
- Add Comments and Attachments to PCard Transactions
- Viewing Level 3 Data for PCard Transactions
- View Use Tax for PCard Transactions
- Mark PCard Transaction as Approved

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), Billing Date and Statement Status, which are depicted in the screen shot below. Other common search criteria are listed below.

- Employee ID
- Employee Name
- Budget Status
- Transaction Date
- Charge Type

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

Reconcile Statement Search

Role Name:	PO-PCard Approver
Employee ID:	<input type="text"/>
Name:	<input type="text"/>
Card Issuer:	MN DNR Central Office
Card Number:	<input type="text"/>
Transaction Number:	<input type="text"/>
Merchant:	<input type="text"/>
Sequence Number:	<input type="text"/>
Line Number:	<input type="text"/>
Billing Date:	12/05/2012
Statement Status:	Verified
Budget Status:	<input type="text"/>
Chartfield Status:	<input type="text"/>
Transaction Date:	<input type="text"/>
Charge Type:	<input type="text"/>
Posted Date:	<input type="text"/>

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

View Chart of Account Data for 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

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	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 type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD

Select the Distribution () icon for the PCard transaction.

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

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

View the chart of account data (if entered).

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

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 Customize | Find | View All | First 1 of 1 Last

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	R293000	413002			23161		

OK Cancel Refresh

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	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 type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD

Select the Comments () icon for the PCard 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	Verified	-31.06	USD			
2 Phillips, Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD			

Enter Comments into the Comments field.

Reconcile Statement
Line Comments

Line: 1 Description:
Reference:

Transaction Line Comments

Comments: PCard comments are entered here. Status: Active

Associated Document

Attachment: **Attach** View Delete

OK Cancel Refresh

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

File Attachment

J:\Delivered Reports\POY8000- _Cardholder Information.pdf Browse...

Upload Cancel

The attachment is successfully uploaded.

Reconcile Statement

Line Comments

Line: 1 Description:
Reference:

Transaction Line Comments Find | 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 | Find | 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	Verified	-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	Verified	310.20	USD			

Viewing Level 3 Data for PCard Transactions

Note: Level 3 is additional data sent by some merchants that provides additional 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 click Search. The applicable PCard transactions will be returned.

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

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	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 type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD

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

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

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	Verified	-31.06	USD

Select the various tabs to view the Level 3 data.

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

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 | First 1 of 1 Last

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

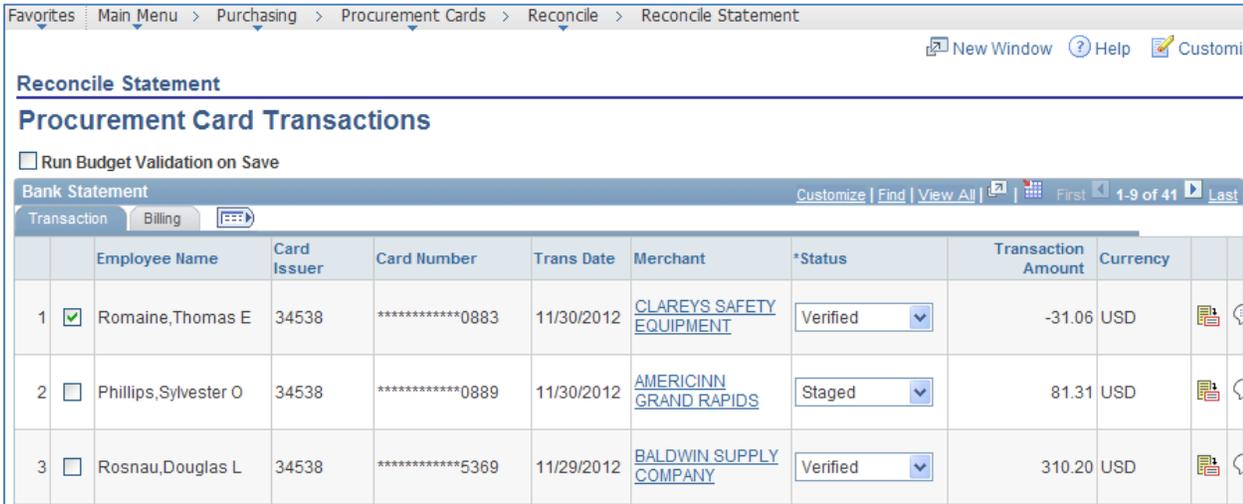
Return

View Use Tax for PCard Transactions

Note: Use tax will include both State and Local tax. Use tax should be only 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.



	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 type="checkbox"/> Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD

Select the transaction that has 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	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

Select All
 Clear All
 Stage
 Verify
 Approve
 Validate Budget

[Search](#)
[Purchase Details](#)
[Split Line](#)
[Distribution Template](#)

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: R2901 Original PO: N
 PO ID:
 PO Line:
 PO Sched:
 Vendor ID:
 Location:
 Ship To:
 Item ID:
 Category:
 Vendor Item:
 *Quantity: 1.0000
 *UOM: EA
 Unit Price: 60.00000 USD Transaction Amount: 60.00
 Bill Includes Tax if Applied
 Tax Paid

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

View the use tax information.

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

Mark PCard Transaction as Approved

Note: The PCard transactions are initially loaded into the system in a **Staged** Status. The PCard Reconciler marks the transaction to **Verified** after chart of accounts have been applied. The PCard approver marks the transaction to **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.

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-6 of 6 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	Verified	-31.06	USD		
2 <input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD		
3 <input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	40.44	USD		
4 <input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	1.11	USD		
5 <input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	19.94	USD		
6 <input type="checkbox"/>	Schad,David R	34538	*****5186	11/30/2012	MEI	Verified	60.00	USD		

Select All Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

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

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
<input type="checkbox"/>	Romaine, Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Verified	-31.06	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	40.44	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	1.11	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	19.94	USD
<input type="checkbox"/>	Schad, David R	34538	*****5186	11/30/2012	MEI	Verified	60.00	USD

Buttons: Select All, Clear All, Stage, Verify, **Approve**, Validate Budget

The transaction will move from a Verified to Approved status; select the **Save** button.

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
<input type="checkbox"/>	Romaine, Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Verified	-31.06	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Approved	310.20	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Approved	40.44	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Approved	1.11	USD
<input checked="" type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Approved	19.94	USD
<input type="checkbox"/>	Schad, David R	34538	*****5186	11/30/2012	MEI	Verified	60.00	USD

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

6	<input type="checkbox"/>	Schad, David R	34538	*****5186	11/30/2012	MEI	60.00	USD
---	--------------------------	----------------	-------	-----------	------------	-----	-------	-----

Buttons: Select All, Clear All, Stage, Verify, **Approved**, Validate Budget

Note: Once transactions are marked as Approved and they have a Valid Budget Status, they will be built into vouchers for payment by the nightly PCard batch stream.

The voucher reference for each PCard transaction line can be obtained by running the following query:

- M_PO_GBL_PCARD_TRAN_DETAILS – PCard transaction details