

QUICK REFERENCE GUIDE

PCard Central Administrator Tasks

January 9, 2013

PCard Central Administrator Tasks in SWIFT

The Central PCard Administrator role will have the ability to review, modify and approve transactions for all 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 central role.

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 Central Administrator Tasks QRG:

- 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
- Add PCard Issuer

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 are 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-Central 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:

Search

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

Apply Chart of Account Data to PCard Transactions

Note: A portion or the entire 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 Search. 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.

The screenshot shows the 'Reconcile Statement' window with the following details:

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

The 'Distributions' table below shows one entry:

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					

A speedchart can also be applied to this page.

The screenshot shows the 'Reconcile Statement' window with the following details:

- 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

The 'Distributions' table below shows one entry:

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	R29300	413001			23161		

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 have a **Yes** in the Redistrib column and the history of the update will be captured.

Bank Statement										
Transaction Billing [SEE]										
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		
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 **Search**. The applicable PCard transactions will be returned.

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

Select the Comments () icon for the PCard transaction.

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

Enter Comments into the Comments field.

Line: 1 Description: Reference:

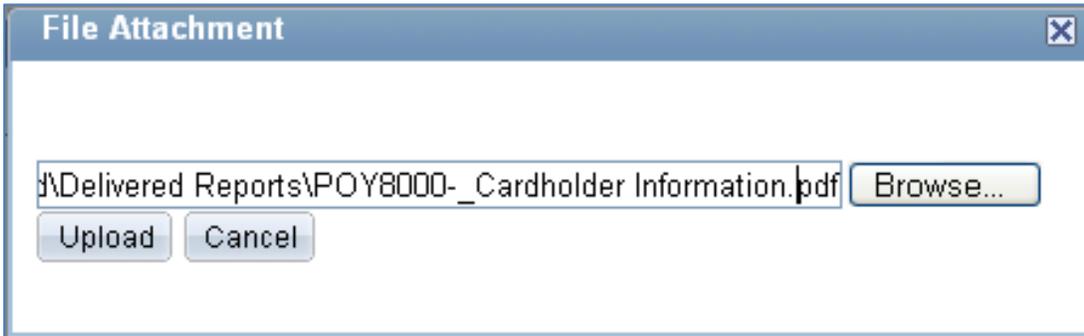
Transaction Line Comments

Comments: PCard comments are entered here. Status: Active

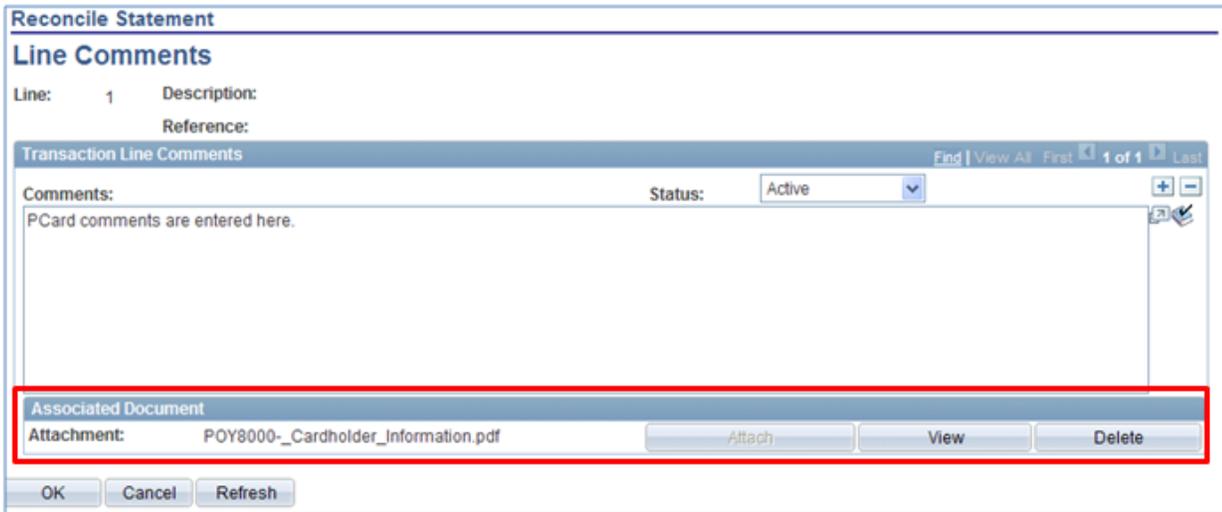
Associated Document Attachment: Attach View Delete

OK Cancel Refresh

Select **Attach**, choose the file to be attached and click **Upload**.



The attachment is successfully uploaded.



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

The image shows a 'Bank Statement' table with columns: Employee Name, Card Issuer, Card Number, Trans Date, Merchant, *Status, Transaction Amount, and Currency. The first row is highlighted, and a red box is drawn around the comments icon in the rightmost column of that row.

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 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 select **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	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 | 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	Staged	-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

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 **Search**. 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 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: 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](#)

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

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 Search. 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.

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 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** | **Approve** | Validate Budget

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.

9	<input type="checkbox"/> Persons,Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	<div style="border: 1px solid red; padding: 2px;"> Staged Approved Staged Verified </div>	30.00	USD
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Select All
 Clear All
 Stage Verify Approve Validate Budget

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 Search. The applicable PCard transactions will be returned.

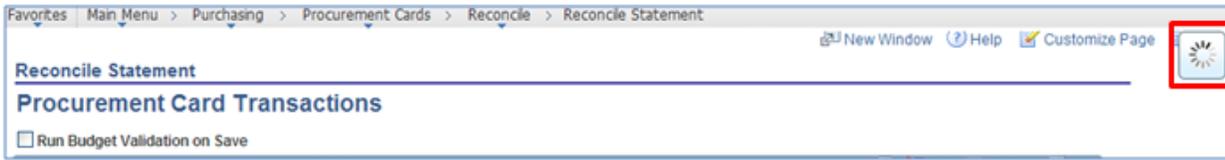
Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/> Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2	<input type="checkbox"/> Phillips,Sylvester O	34538	*****0889	11/30/2012	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
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 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

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

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.

A screenshot of the 'Bank Statement' grid. The breadcrumb trail is 'Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement'. The window title is 'Bank Statement'. The grid has columns: Card Number, Trans Date, Merchant, *Status, Transaction Amount, Currency, Budget Status, Chartfield Status, and Redistr. A red box highlights the 'Budget Status' column. The data is as follows:

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 Chk'd	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.



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): 300

SetID: = SHARE

SpeedChart Key: begins with R29323111D

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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](#)

Select Procurement Cards Display Unmasked Card Number

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

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

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

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

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 matches 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

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 – select **Save**.

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, approver 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 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 select Search.

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 and the Additional Information tab in the grid and then select the Proxies hyperlink.

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

Personal Data **Card Data** New Window Help Customize Page

Buckingham, Todd B

Display Unmasked Card Number

Card Data							
Credit Card	Additional Information	Credit Limits	Transaction Limits				
*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
H5501	36846	*****5918	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes

Personal Data | Card Data

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 have:

- 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 employee to update and select Search.

The screenshot shows the 'Assign Proxies' search interface. At the top, there is a breadcrumb trail: Favorites | Main Menu > Purchasing > Procurement Cards > Security > Assign Proxies. Below the title 'Assign Proxies', there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. The form includes a text input for 'Maximum number of rows to return (up to 300):' with the value '300'. There are two search criteria fields: 'User ID: begins with' with a dropdown arrow and the text '_PCARD_RECONCILER', and 'Name: begins with' with a dropdown arrow and an empty text box. A checkbox for 'Case Sensitive' is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

The screenshot shows the 'Assign Proxies' results page. The breadcrumb trail is the same as in the previous screenshot. The title is 'Assign Proxies' and the user identifier is 'M_FS_PO_PCARD_RECONCILER'. Below the title, there is a description: '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.' There are two checkboxes: 'Select Procurement Cards' and 'Display Unmasked Card Number'. Below this is a table with the following columns: *Emp ID, Employee Name, *Card Issuer, *Card Number, and *Role. The table contains 8 rows of data. At the bottom of the table, there are buttons for 'Select All' (checked), 'Clear All', 'Assign Role:' (with a dropdown menu set to 'PO-PCard Reconciler' and an 'Apply' button), 'Delete', 'Copy to', and 'Move to'. At the very bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

*Emp 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
<input type="checkbox"/> 00001982	Goslovich, Eric L	34540	*****3656	PO-PCard Ret
<input type="checkbox"/> 00001982	Goslovich, Eric L	34540	*****6763	PO-PCard Ret
<input type="checkbox"/> 00002080	Walker, William J	36737	*****0536	PO-PCard Ret
<input type="checkbox"/> 00002758	Landers, Michael J	37417	*****5674	PO-PCard Ret
<input type="checkbox"/> 00003007	Pereira, Donald	34538	*****7274	PO-PCard Ret

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

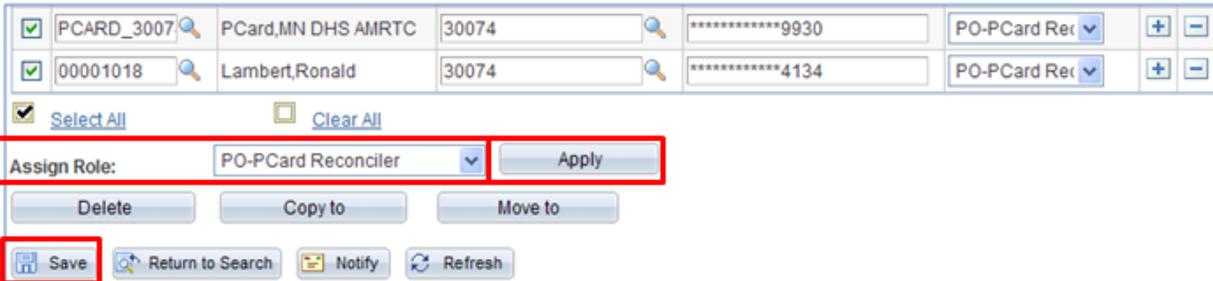
Select All Clear All

OK Cancel

Select the applicable users and select the OK button.

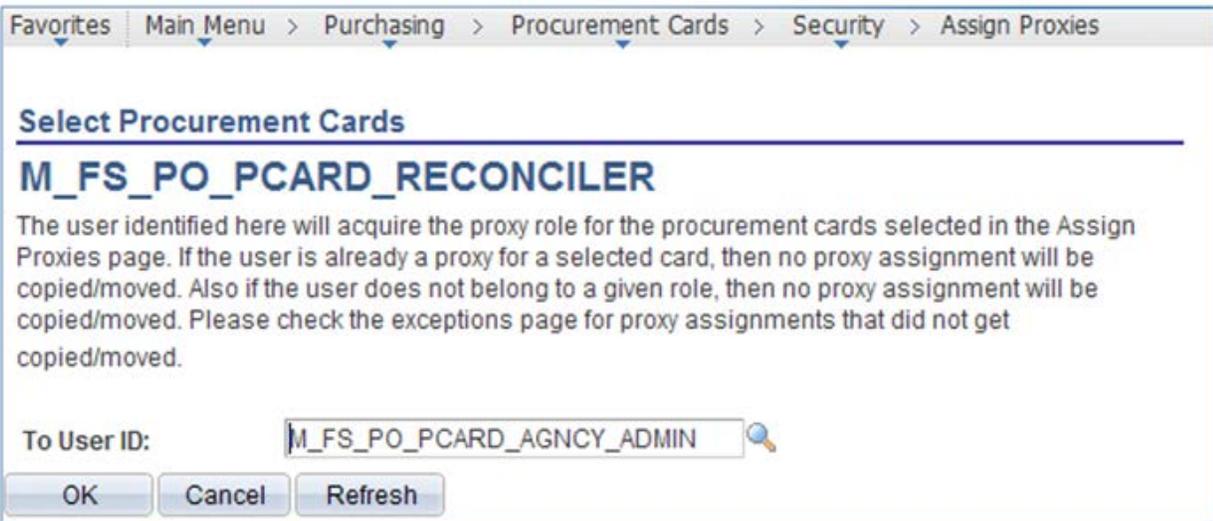


Select the applicable role and select the Apply button and Save.



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.



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.

OK

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

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](#)

Override

Return

Note: Do not use the override functionality 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 **Search**.

The screenshot shows a web application interface for searching cardholder profiles. At the top, a breadcrumb trail reads: Favorites > Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile. Below this is the title "Cardholder Profile" and a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." A tab labeled "Find an Existing Value" is active. The search criteria section includes: "Maximum number of rows to return (up to 300):" with a text input containing "300"; "Employee ID:" with a dropdown menu set to "begins with" and a text input containing "01042374"; "Name:" with a dropdown menu set to "begins with" and an empty text input; "Last Name:" with a dropdown menu set to "begins with" and an empty text input. There is an unchecked checkbox for "Case Sensitive". At the bottom, there are buttons for "Search" and "Clear", and links for "Basic Search" and "Save Search Criteria".

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

Save | Return to Search | Notify

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 | Custom

Assign Proxies

Buckingham, Todd B

36846 Card Number: *****5918

Proxies Customize | Find | First 1-5 of 5 Last

*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

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

*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.

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

Personal Data Card Data

Buckingham, Todd B

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	*****5918	12/01/2013	Visa	01/01/1999	+ -

Save Return to Search Notify

Personal Data | Card Data

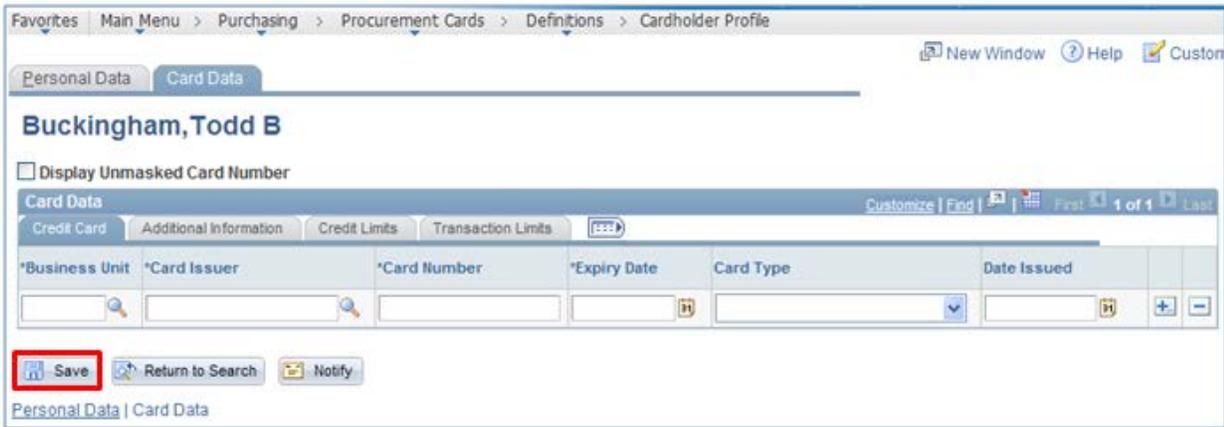
Select the **OK** button.

Delete Confirmation [X]

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

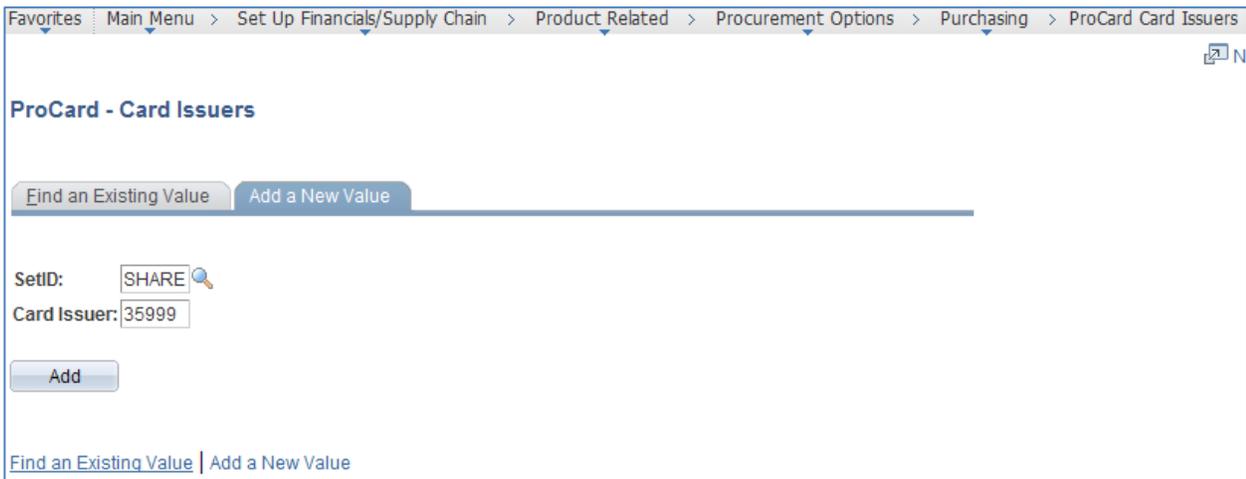
The PCard information will be deleted once the **Save** button is selected.



Add PCard Issuer

Navigation: Set Up Financials/Supply Chain, Product Related, Procurement Options Purchasing, ProCard Card Issuers

Select the Add a New Value tab and Enter 5 digit company code assigned by US Bank.



Enter the following information:

- Effective Date: **01/01/1901** or date company code was started
- Status: **Active**
- Description: **MN + 3 or 4 digit agency code + Description (e.g. MN DNR Central Office, MN DPS Commissioners Office, MN DHS Forensic Services, etc.)**
- Short Description: **4 digit Agent Code assigned by US Bank**
- AP Business Unit: **The AP business unit associated with company code**
- Vendor ID: **0000237943 (US Bank)**
- Vendor Location: **Enter 3 digit vendor location**
 - **Note:** This represents the payment location that will be used when the vouchers are automatically built from the PCard transactions.
- Corporate Number: The full 16 digit managing account number
 - **Note:** This will default into the Customer Number field on the voucher for all PCard transactions so it is very important that this 16 digit number be correct.
- Load Level 3 Data (Purchasing): **Yes**
- Bill Includes Tax (if applied): **Yes**
- Bill Includes VAT (if applied): **No**
- Days after Billing Date: **10**
- Expiration Grace Days: **10**
- Create Prepayment Voucher: **No**

[Favorites](#) | [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Procurement Options](#) > [Purchasing](#) > [P](#)

New

Card Issuer

SetID: SHARE Card Issuer: 35999

Credit Card Provider Record Find | View All | First 1 of 1 Last

*Effective Date: 01/01/1901 + -

*Status: Active v

*Description: MN TST Test Description

*Short Description: 3799

AP Business Unit: G0201 🔍

*Vendor ID: 0000237943 🔍 US BANK

Vendor Location: 171 🔍

Corporate Number: 4246999999999999

Load Level 3 Data (Purchasing)
 Bill Includes Tax (if applied)
 Bill Includes VAT (if applied)

VAT Default

Days After Billing Date: 10

Expiration Grace Days: 10

Prepayment Voucher Default

Create Prepayment Voucher
 Prepayment Voucher Options: v
 Payment Terms ID: v

Expenses Level 3 Options

Load Level 3 Data (Expenses)

Delay Days: v

Credit Card Import Hierarchy

All
 Detail
 Summary

Statement as Approved VAT Receipt

Some countries allow credit card statements to be used in lieu of actual receipts for VAT tax reporting purposes. If a country allows this type of reporting for the above Credit Card Provider, please enter that information here.

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

	*Country	Description	
1	<input type="text"/>		+ -

Save Notify Add Update/Display Include History Correct History

Once the PCard Card Issuer has been entered, the following must be complete in order for the company code rebates to be processed successfully into the system since they are attached to the managing account number for the company code.

Navigation: Set Up Financials/Supply Chain, Common Definitions, Employee Data Create / Update Personal Data

Select the **Add a New Value** Tab

Enter: PCARD_Company Code (e.g. PCARD_35999) and select the **Add** button.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Employee Data > Create / Update Personal Data

Personal Data (Edit)

Find an Existing Value | Add a New Value

Employee ID: PCARD_35999

Add

Find an Existing Value | Add a New Value

Enter the following:

- Last Name: **PCard-**
- First Name: **Description used in PCard Card Issuer configuration (e.g. MN DNR Central Office, MN DPS Commissioners Office, MN DHS Forensic Services, etc.)**
- Telephone: **Blank**
- Personnel Status: **Non-Employee**

Note: The address information should be left blank.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Employee Data > Create / Update Personal Data

Personal Data (Edit) New Window ? Help

Employee Information

*Last Name: *First Name:

Telephone:

*Personnel Status: Employee Base: Home Office

Payments Sent To: Home Address Mailing Address

Home Address

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Mailing Address

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Note: The SWIFT PO Production Support and Appworks teams need to be notified of any new company code (PCard Card Issuers) as there needs to be a new run control setup for the Voucher Stage Process. Without this setup, vouchers will NOT be automatically created. The run control setup is completed by the Appworks team using the FIOPR01 oprid.

Navigation: Purchasing, Procurement Cards, Process Statements, Load Voucher Stage