

QUICK REFERENCE GUIDE

PCard Reviewer Tasks

01/08/2013; Revised 02/19/2018

Review PCard Transactions in SWIFT

The PCard Reviewer reviews, but does not update, transactions for Purchasing Card (PCard) holders. Reviewers have the ability to add comments and attachments to transaction lines, but they do not have the ability to apply Chart of Account data to transaction lines. This role is optional for agencies and is not required for cardholders.

This role has agency-wide access to the following processes:

- **Reconcile Statement:** Review PCard transactions.
- **Run PCard Reports:** Look up account summary, cardholder info, purchasing details, etc.

Users with this role have Inquiry/Display-only access to the following data:

- **Card Issuers**

This Quick Reference Guide covers the following PCard Reviewer Tasks in SWIFT:

- [Search for PCard Transactions](#)
- [View Chart of Account Data to PCard Transactions](#)
- [Add Comments and Attachments to PCard Transactions](#)
- [View Level 3 Data for PCard Transactions](#)
- [View Use Tax for PCard Transactions](#)

Search for PCard Transactions

PCard Reviewer tasks usually begin by searching for PCard transactions. To search for transactions, navigate to the Reconcile Statement page. This page provides several fields that can aid your search.

Note: Documentation for PCard transactions may include bank statements, invoices, and cardholder receipts. Cardholders provide these documents to Reconcilers, Reviewers, and/or Approvers, who are responsible for filing and sorting this information in cabinets designated by their managers.

1. **Navigation:** Purchasing, Procurement Cards, Reconcile, Reconcile Statement
2. The Reconcile Statement Search page will display with fields that let you search for PCard transactions. Commonly used fields include the following:
 - *Role Name:* Select a role from the drop-down options (e.g., Reconciler).
 - *Employee ID:* Click the Look Up glass icon to use the Look Up Employee ID search function.
 - *Name:* If you don't know the Employee ID, you also may search using the name of an employee. Click the Look Up glass icon to use the Look Up Name search function.
 - *Card Issuer:* From the drop-down options, select an agency that issues PCards.
 - *Billing Date:* Click the Look Up glass icon to search for a billing date.
 - *Statement Status:* Select from the following drop-down options:
 - "Approved" = transaction has been approved.
 - "Closed" = voucher has been built successfully.
 - "Error" = voucher has been built, but there is an error.
 - "Initial" = N/A (this option is no longer used).
 - "Staged" = transaction has been loaded but not verified or approved.
 - "Verified" = transaction has been verified.
 - *Budget Status:* Select from the following drop-down options:
 - "Error in Budget Check" = the budget has an error status.
 - "Not Budget Checked" = the budget has not yet undergone a budget check.
 - "Provisionally Valid" = the budget is pending validation.
 - "Valid" = the budget has been validated.

Financial Management System

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

Reconcile Statement Search

Role Name:

Employee ID:

Name:

Card Issuer:

Card Number:

Transaction Number:

Merchant:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Transaction Date:

Charge Type:

Posted Date:

Max Rows:

Search

3. After entering these search criteria, click the **Search** button to view the PCard transaction search results.
4. The Procurement Card Transactions screen will display search results in the *Transaction* tab under the *Bank Statement* section.

Note: Use the scroll bar, or click the 'Show all columns' icon, to view more bank statement information.

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

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-9 of 23 | Last

Transaction Billing

	Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/>		*****	11/19/2017	HOTEL UNION FD	Staged	912.94	USD
2	<input type="checkbox"/>		*****	10/30/2017	THE BENSON HOTEL	Staged	-619.17	USD
3	<input type="checkbox"/>		*****	10/24/2017	CANAL PARK LODGE	Staged	430.46	USD
4	<input type="checkbox"/>		*****	10/24/2017	CANAL PARK LODGE	Staged	293.80	USD
5	<input type="checkbox"/>		*****	10/24/2017	CANAL PARK LODGE	Staged	293.80	USD
6	<input type="checkbox"/>		*****	10/24/2017	CANAL PARK LODGE	Staged	293.80	USD
7	<input type="checkbox"/>		*****	10/24/2017	CANAL PARK LODGE	Staged	297.02	USD
8	<input type="checkbox"/>		*****	10/31/2017	FACEBK WW57HDAZ52	Staged	20.08	USD
9	<input type="checkbox"/>		*****	11/22/2017	FACEBK YEKH9DSY52	Staged	12.69	USD

View Chart of Account Data for PCard Transactions

The PCard Reviewer can view Chart of Account data on PCard transactions. When viewing Chart of Account data, be aware that some of the data may have defaulted over from the cardholder's profile.

1. **Navigation:** Purchasing, Procurement Cards, Reconcile, Reconcile Statement
2. Search for the PCard transaction (see [Search for PCard Transactions](#)).
3. When the search result displays, click the Distribution icon for the PCard transaction.

Bank Statement											
Personalize Find View All First 1-9 of 23 Last											
Transaction Billing											
	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status
1		*****	11/19/2017	HOTEL UNION FD	Staged	912.94	USD				Not Chk'd

4. When the Account Distribution screen displays, view Chart of Account data on the PCard transaction by looking over the funding string values in fields on the ChartFields tab.

Account Distribution												
Line: 1 PO Qty: 1.0000 UOM: EA												
Billing Date: 11/29/2017 Billing Amount: 912.94 USD Unit Price: 912.94000												
SpeedChart: Transaction Unit Price: 912.94000 *Distribute By: Amount												
Distributions Personalize Find View All First 1 of 1 Last												
Chartfields Details/Tax Asset Information Statures												
Dist	Percent	Amount	Currency	*GL Unit	Budget Date	Fund	Fin DeptID	AppropID	*Account	Sub Acct	SW Cost	Agcy Cost
1	100.0000	912.94	USD	MNC	11/29/2017							

OK Cancel Refresh

Add Comments and Attachments to PCard Transactions

In some situations (e.g., if a PCard was misused or used for an incorrect or unauthorized transaction), the PCard Reviewer may need to enter comments and add attachments for individual PCard transactions.

Note: This is the main task for the Reviewer.

1. **Navigation:** Purchasing, Procurement Cards, Reconcile, Reconcile Statement
2. Search for the PCard transaction (see [Search for PCard Transactions](#)).
3. When the search result displays, click the Comments icon for the PCard transaction.

Bank Statement									
Transaction		Billing		Personalize Find View All First 1-2 of 2 Last					
	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistrib	Voucher Error	
1	Staged	912.94	USD		Not Chk'd	Recycled	No	No	
2	Staged	-619.17	USD		Not Chk'd	Recycled	No	No	

4. When the Line Comments screen displays, enter Comments into the *Comments* field, and select “Active” from the drop-down options in the *Status* field.
5. Click the **Attach** button.

Reconcile Statement

Line Comments

Line: 1 Description: 1

Reference:

Transaction Line Comments

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

Comments:

Status: Active

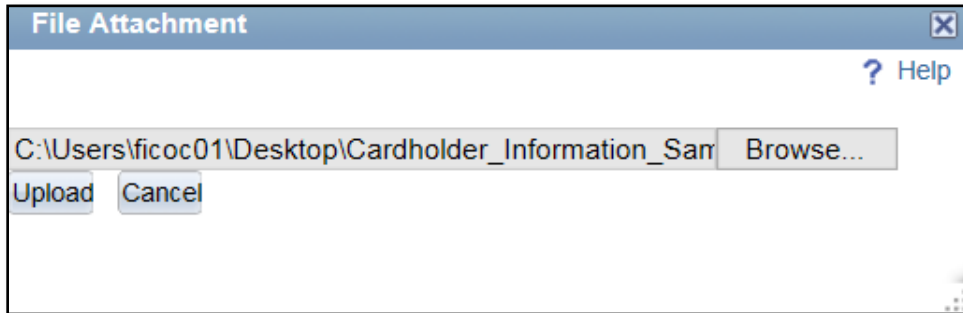
Associated Document

Attachment: **Attach** View Delete

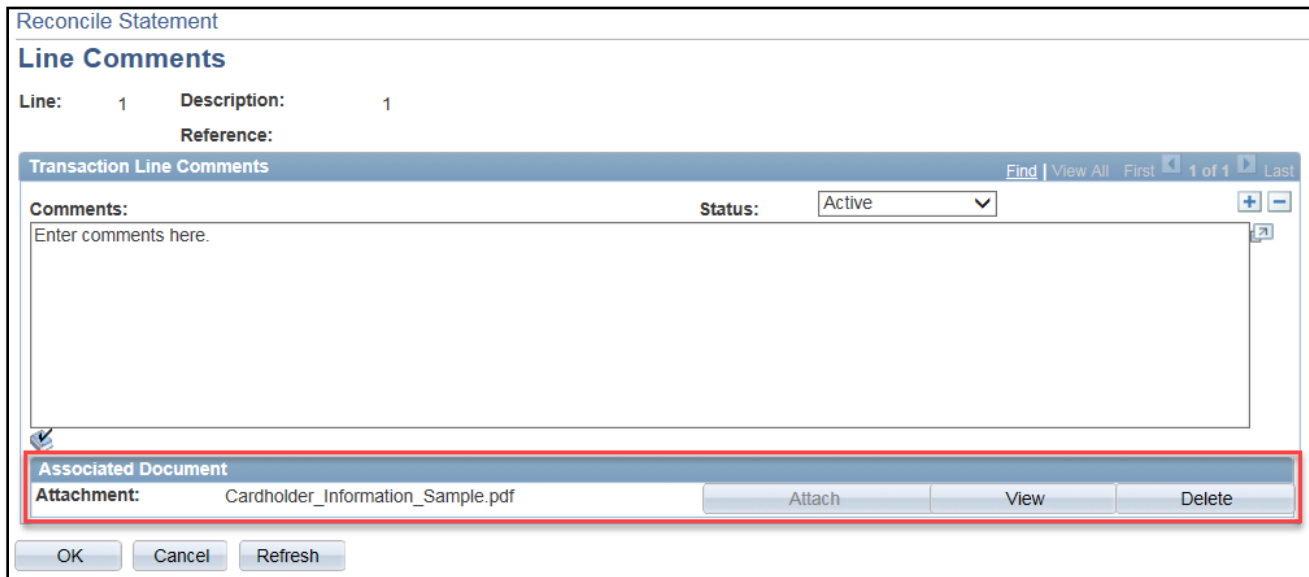
Upload File Attachment

OK Cancel Refresh

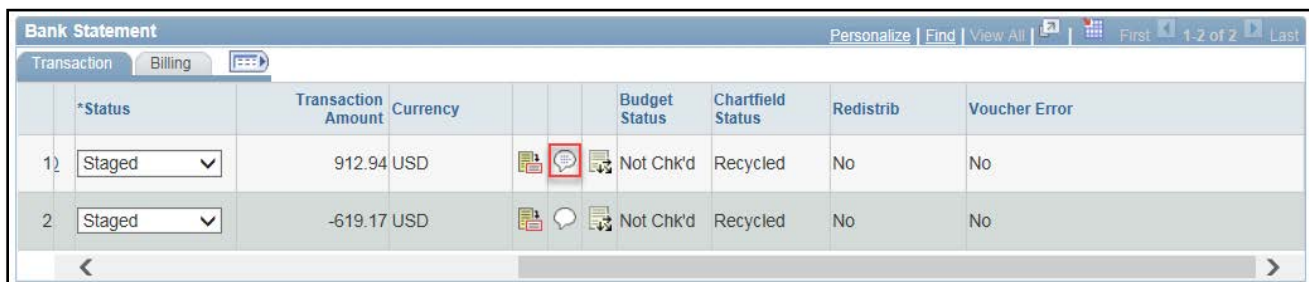
- When the File Attachment window displays, click the **Browse** button, find and select the file to open, and click the **Upload** button.



- The attachment will display under the *Associated Document* section when successfully uploaded. Click the **OK** button.



- To verify that comments and attachments have been added to a PCard transaction, the Comments icon will no longer appear blank.



View Level 3 Data for PCard Transactions

The PCard Reviewer can view Level 3 data to see additional information that merchants supply about PCard transactions.

1. **Navigation:** Purchasing, Procurement Cards, Reconcile, Reconcile Statement
2. Search for the PCard transaction (see [Search for PCard Transactions](#)).
3. When the search result displays, click the Line Details icon for the PCard transaction.

Bank Statement									
Transaction		Billing							
	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistrib	Voucher Error	
1	Staged	912.94	USD		Not Chk'd	Recycled	No	No	
2	Staged	-619.17	USD		Not Chk'd	Recycled	No	No	

4. When the Visa Transaction Details screen displays, click Tab 1 through Tab 10 to view Level 3 data for the PCard transaction.

Reconcile Statement

Visa Transaction Details

Card Number: *****

Posted Date: 11/21/2017

Transaction Number: _____

Sequence Number: _____

Card Transaction - Type 5

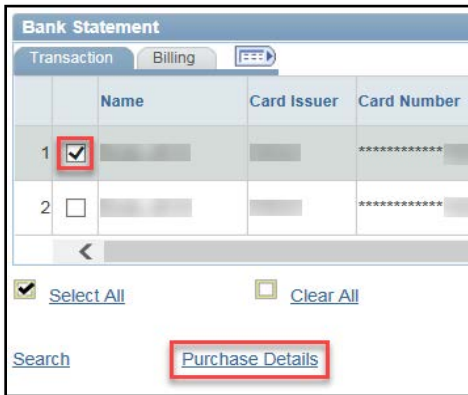
Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1 17332	476197		HOTEL UNION FD

Return

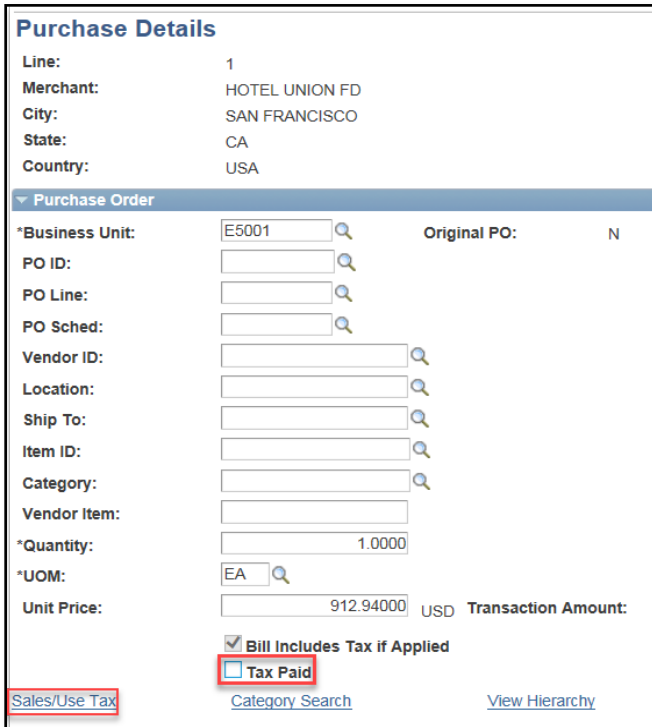
View Use Tax for PCard Transactions

Use Tax includes both State and Local tax. The Reviewer must make sure that Use Tax has been applied to the PCard transaction if tax was not billed on the transaction. To see if tax was billed on the transaction, check the transaction's invoices or receipts.

1. **Navigation:** Purchasing, Procurement Cards, Reconcile, Reconcile Statement
2. Search for the PCard transaction (see [Search for PCard Transactions](#)).
3. When the search result displays, check mark the box for the transaction that needs Use Tax, and click the Purchase Details link.



4. When the Purchase Details screen displays, uncheck the Tax Paid box, and click the Sales/Use Tax link.



5. View the Sales/Use Tax screen to see if the *Tax Destination* and *Tax Code* fields contain information. If these fields are blank, notify the PCard Reconciler.

Sales/Use Tax

Tax Applicability:

Tax Destination: ADMIN/MATERIALS MANAGEMENT DIV

Tax Code:

SUT Code Pct:

Use Tax: