

QUICK REFERENCE GUIDE

PCard Reviewer Tasks

January 8, 2013

Reviewing PCard Transactions in SWIFT

The PCard Reviewer will have the ability to review but not update transactions for the applicable PCard holders. Reviewers will have the ability to add comments to the transaction lines and add attachments. This role will NOT have the ability to apply chart of accounts to the transaction lines. This is an optional role and is not required for each PCard holder.

Users with this role have access to:

- Reconcile Statement - Review 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 Reviewer 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

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 (typically the 25th of each month), 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:	<input type="text" value="PO-PCard Reviewer"/>
Employee ID:	<input type="text"/>
Name:	<input type="text"/>
Card Issuer:	<input type="text" value="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:	<input type="text" value="12/26/2012"/>
Statement Status:	<input type="text"/>
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 Search to return the PCard transactions.

View Chart of Account Data for PCard Transactions

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 | Custom

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

New Window | Help | Customize 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: 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	Proj
1	100.0000	-31.06	USD	MN001	1000	R2933711	R293008	413002			23161			

OK | Cancel | Refresh

Add Comments and Attachments to PCard Transactions

Note: This is the main task for the PCard Reviewer.

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	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	

Select the Comments () icon for the PCard transaction.

Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistrib
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

Enter Comments into the Comments field.

Line: 1 Description: Reference:

Transaction Line Comments

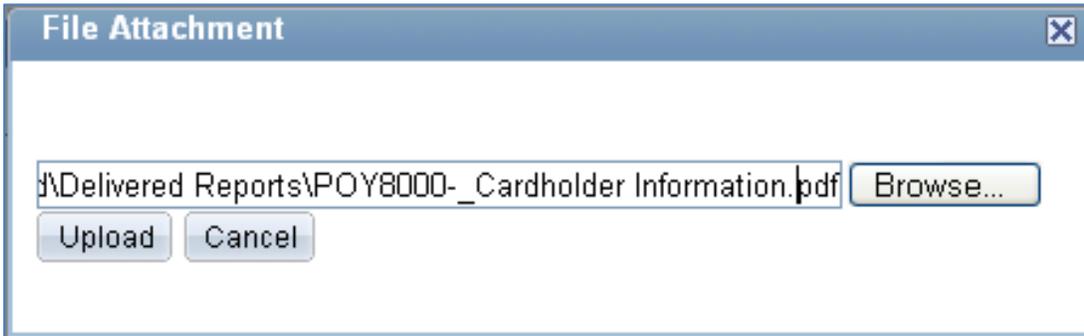
Comments: PCard comments are entered here.

Status: Active

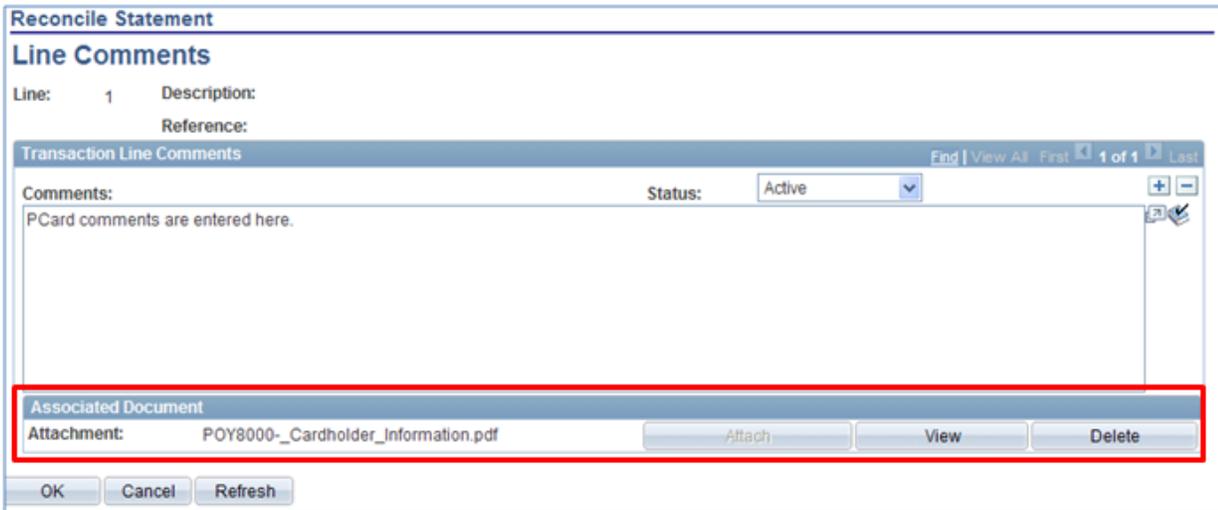
Associated Document Attachment:

OK Cancel Refresh

Click Attach, select the file to be attached and Upload.



The attachment is successfully uploaded.



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

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 select Search. The applicable PCard transactions will be returned.

Bank Statement

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

Select the Line Details () 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

Select the various tabs to view the Level 3 data.

Reconcile Statement

Visa Transaction Details

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

Card Transaction - Type 5

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

View Use Tax for 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 | Customi

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	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 | [Purchase Details](#) | [Split Line](#) | [Distribution Template](#) | [Validate Budget](#)

Select the Sales/Use Tax hyperlink.

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [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:
 *UOM:
 Unit Price: 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