SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Purchasing Card (PCard) Agency Administrators Tasks User Guide

May 31, 2024

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Contents

Overview

The PCard Agency Administrator reviews, modifies and approves transactions for Purchasing Card (PCard) holders and maintains Cardholders Profiles. This is a required role for all agencies, and each agency may have more than one PCard Agency Administrator.

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

- **Reconcile Statement:** Review, verify and approve PCard transactions.
- **Assign Proxies:** Update proxy information for cardholders.
- **Assign Accounting Tags:** Select agency-defined codes while entering transactions.
- **Add/update Cardholder Profile:** Maintain purchasing information, including PCard account numbers, assignments for reviewer, reconciler and approver, Accounting Tags, and default Chart of Accounts.
- **Review Bank Statement:** Review transaction summaries.
- **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
- Preferred Suppliers
- Unit of Measure Mappings

This User Guide covers the following PCard Agency Administrator Tasks in SWIFT:

- Search for PCard transactions
- Apply Chart of Account data to PCard transactions
- Add Comments and Attachments to PCard transactions
- View Level 3 data for PCard transactions
- Add or update Use Tax for PCard transactions
- Budget Check PCard transactions
- Add or update Accounting Tags for Pcard holders
- Add or update Proxies for PCard holders
- Add or delete PCard information on Cardholder Profiles

Search for PCard Transactions

PCard Agency Administrator 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.

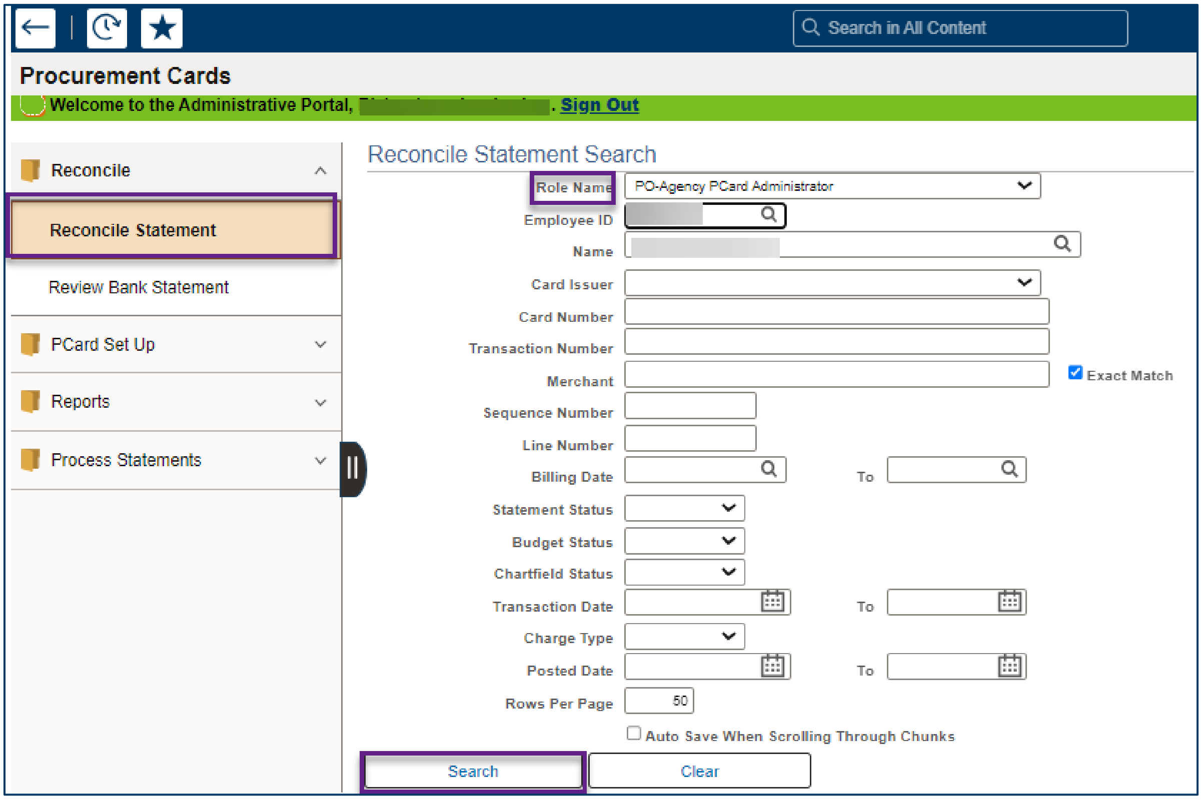
1. Navigate to the **Reconcile Statement Search** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, Reconcile folder, Reconcile Statement.

2. The Reconcile Statement Search page displays will display. Use the following fields to search for PCard transactions.

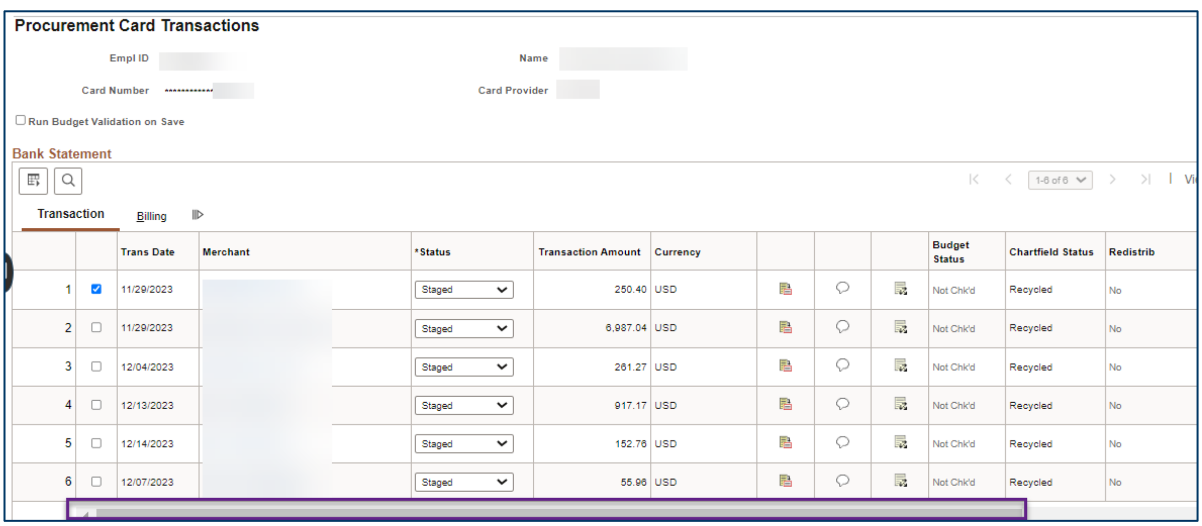
Field Name	Field Description
Role Name	Select a role from the drop-down list, such as Reconciler.
Employee ID	Select the **Look Up** glass icon to use the Look Up Employee ID search function.
Name	If you don't know the Employee ID, you may search using the employee name. Select the **Look Up** glass icon to use the *Look Up Name* search function.
Card Issuer	From the drop-down list, select an agency that issues PCards.
Billing Date	Select the **Look Up** glass icon to search for a billing date.
Statement Status	Select from the following drop-down list: • Approved. The transaction has been approved • Closed. The voucher has been built successfully • Error. The voucher has been built, but there is an error • Initial. SWIFT does not use this option. • Staged. The transaction has been loaded but not verified or approved • Verified. The transaction has been verified.
Budget Status	Select from the following drop-down list: • Document in Processing. The budget is processing in SWIFT • 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.

3. After entering these search criteria, press the **Search** button to view PCard transaction search results. **Note:** Not all of these fields are required, only the Role Name field and at least one other field.



4. The Procurement Card Transactions screen will display. Under the Bank Statement section, view search results in the Transaction tab.

Note: Use the scroll bar or select the **Show all columns** icon to view more statement information.



Apply Chart of Account Data to PCard Transactions

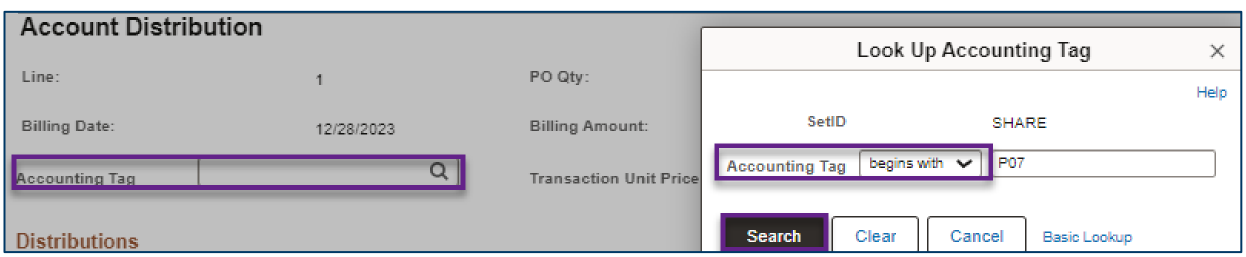
The PCard Agency Administrator applies Chart of Account data to PCard transactions. When applying Chart of Account data, some of the data may default from the cardholder's profile. \

1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, Reconcile folder, Reconcile Statement.

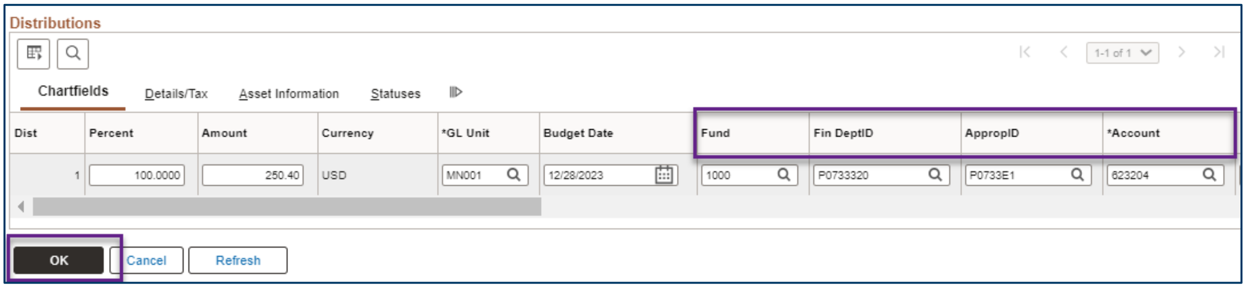
2. The PCard transaction will display on the Procurement Card Transactions screen. Select the **Distribution** icon.

3. When the Account Distribution window displays, apply **Chart of Account** data to the PCard transaction by entering the funding string values into fields on the ChartFields tab.
4. On the Account Distribution window, it is also possible to apply Chart of Account data **via Accounting Tags**. To look up Accounting Tags, use the **Look Up glass** icon next to the Accounting Tag field.

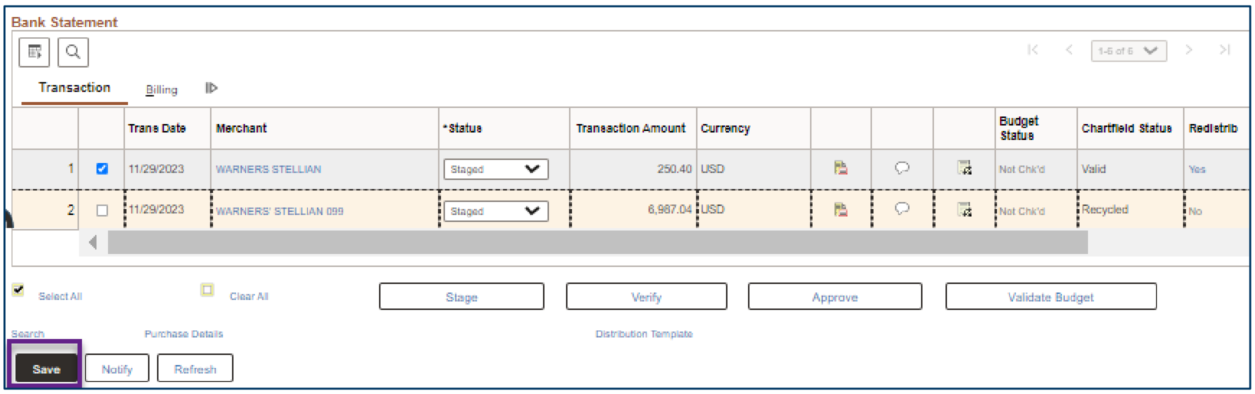


Note: For the Accounting Tag to be available to the PCard holder, the PCard Agency Administrator must grant cardholder access.

5. After entering the funding string values, press the **OK** button.

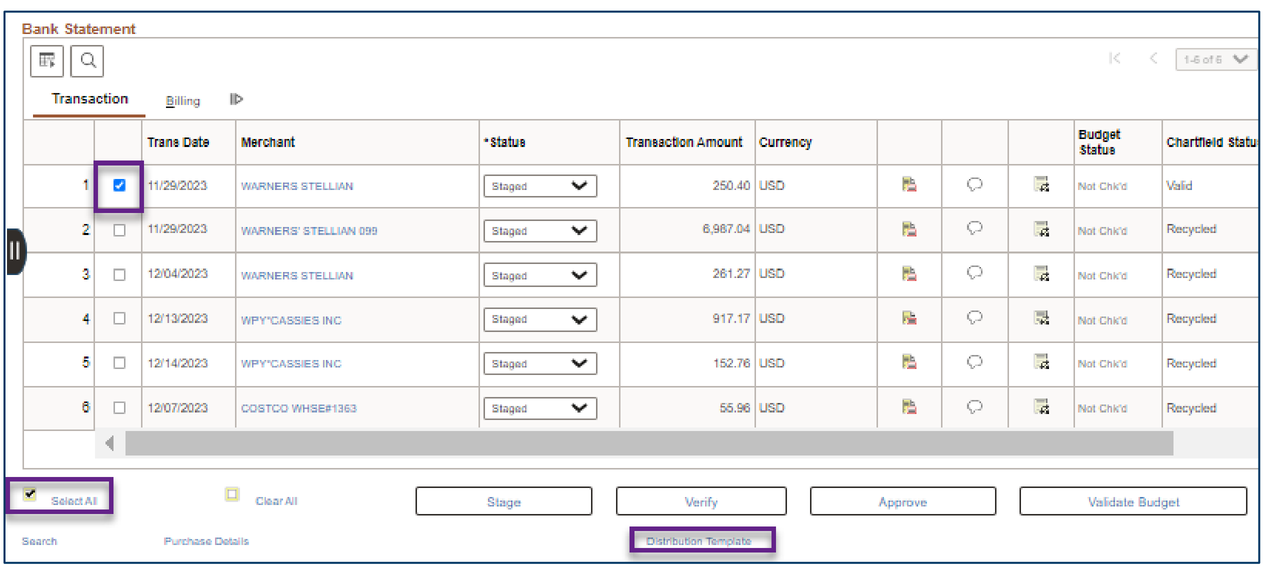


6. After returning to the Procurement Card Transactions screen, press the **Save** button.

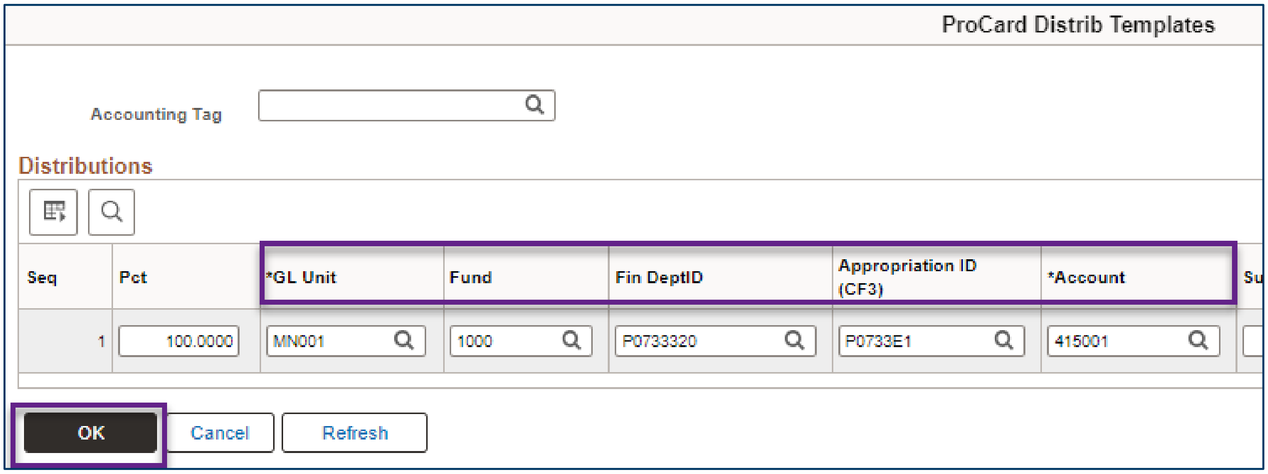


7. On the Procurement Card Transactions screen, you also may apply **Chart of Account** data for multiple PCard transactions at the same time by using the **Distribution Template**.

   a. Check mark the boxes for the transactions or press the **Select All** link to check mark all.
   b. Select the **Distribution Template** link.

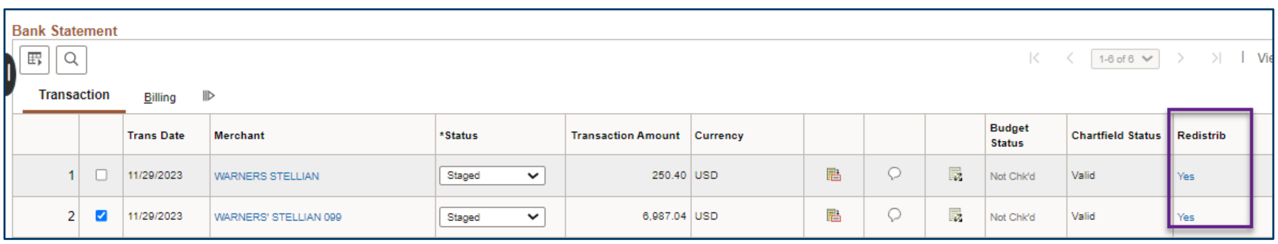


   c. On the **Distribution Template** screen, enter the funding string values, and press **OK**.



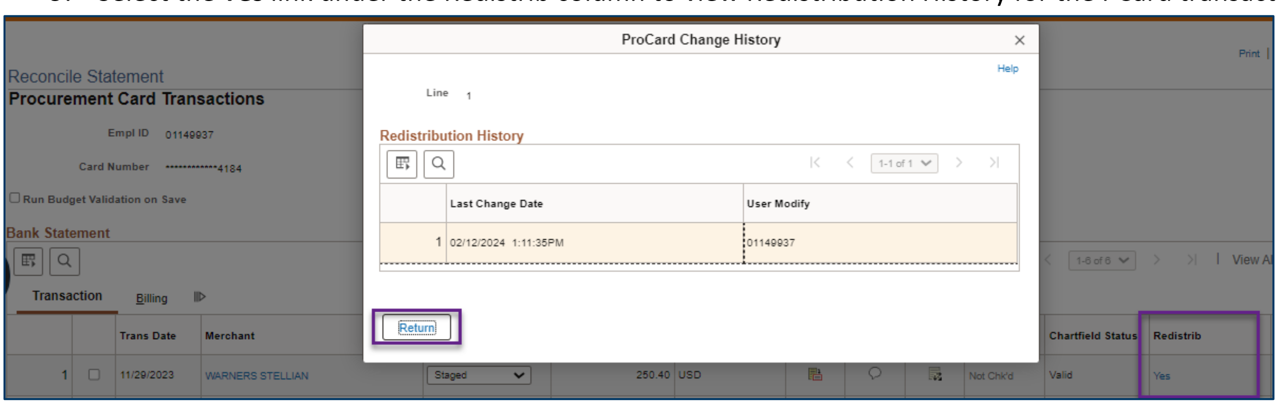
d. After returning to the Procurement Card Transactions screen, press the **Save** button.

8. Make sure the PCard transactions with applied Chart of Account data say **Yes** under the Redistrib column.



Note: If this column says **No** for any transactions, the funding string values have not yet been entered.

9. Select the **Yes** link under the Redistrib column to view Redistribution History for the PCard transaction.



Note: After updating the funding string to apply Chart of Account data, budget check the PCard transactions. See the **Budget Check PCard Transactions** section of this reference guide.

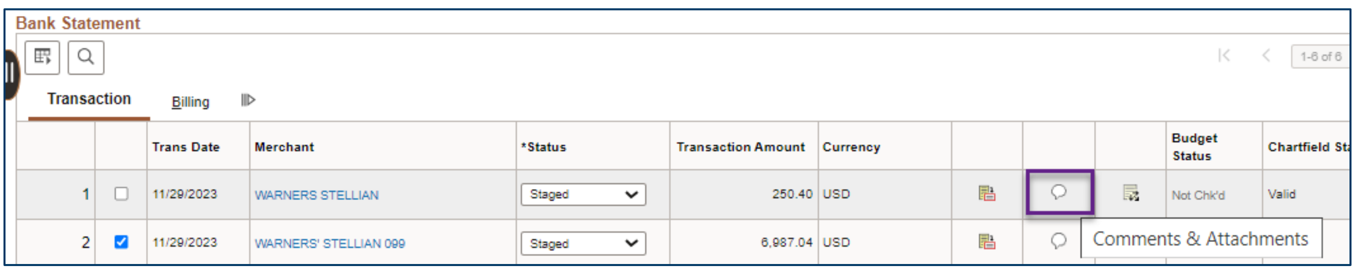
Add Comments and Attachments to PCard Transactions

In rare situations, such as if a PCard was misused or used for an incorrect or unauthorized transaction, the PCard Approver may need to enter comments and add attachments for individual PCard transactions.

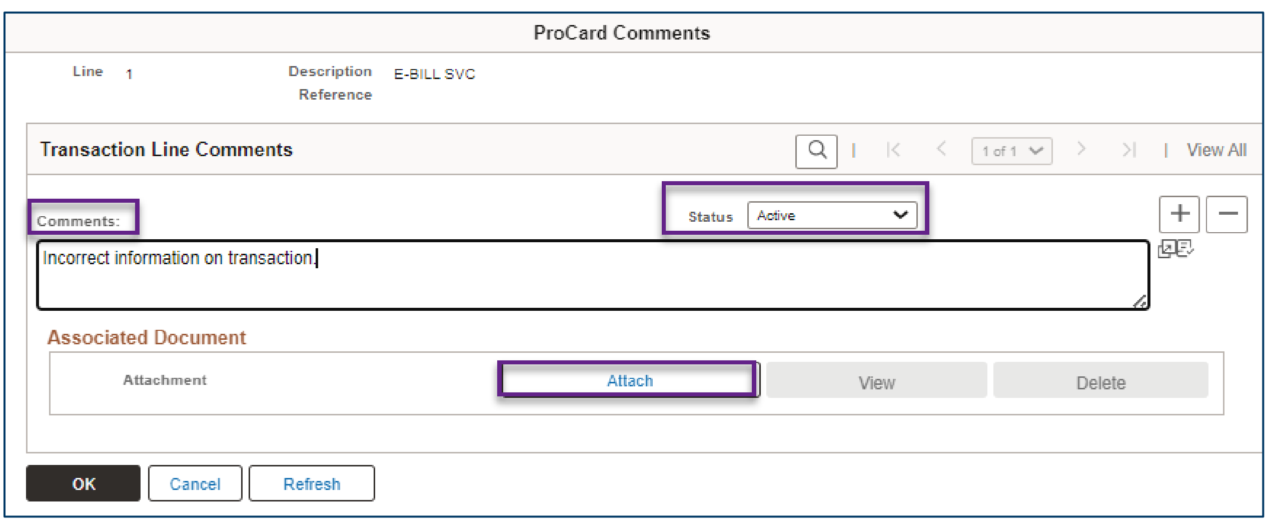
1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, Reconcile folder, Reconcile Statement defaults.

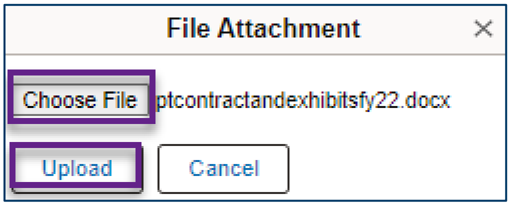
2. The PCard transaction will display on the Procurement Card Transactions screen. Select the **Comments** icon.



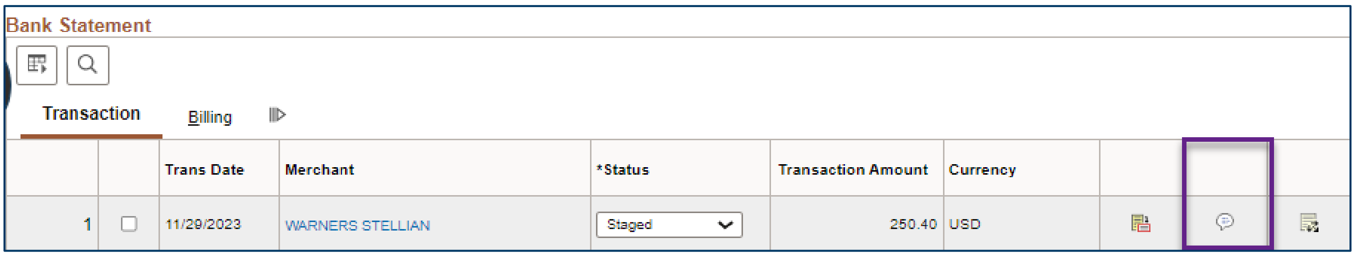
3. When the ProCard Comments screen displays, enter comments into the **Comments** field.
4. Select “Active” from the drop-down list in the Status field.
5. Press the **Attach** button to add an attachment.



6. When the File Attachment window displays, press the **Choose File** button, find and select the file to attach, and press the **Upload** button.



7. The attachment will display under the Associated Document section when uploaded. Press the **OK** button at the bottom of the page.
8. To verify comments and attachments have been added to the PCard transaction, make sure the Comments icon no longer appears blank.



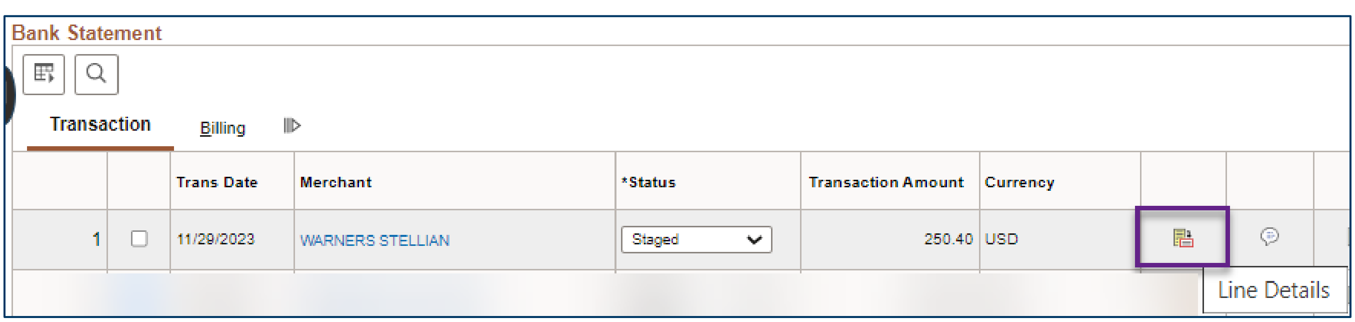
View Level 3 Data for PCard Transactions

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

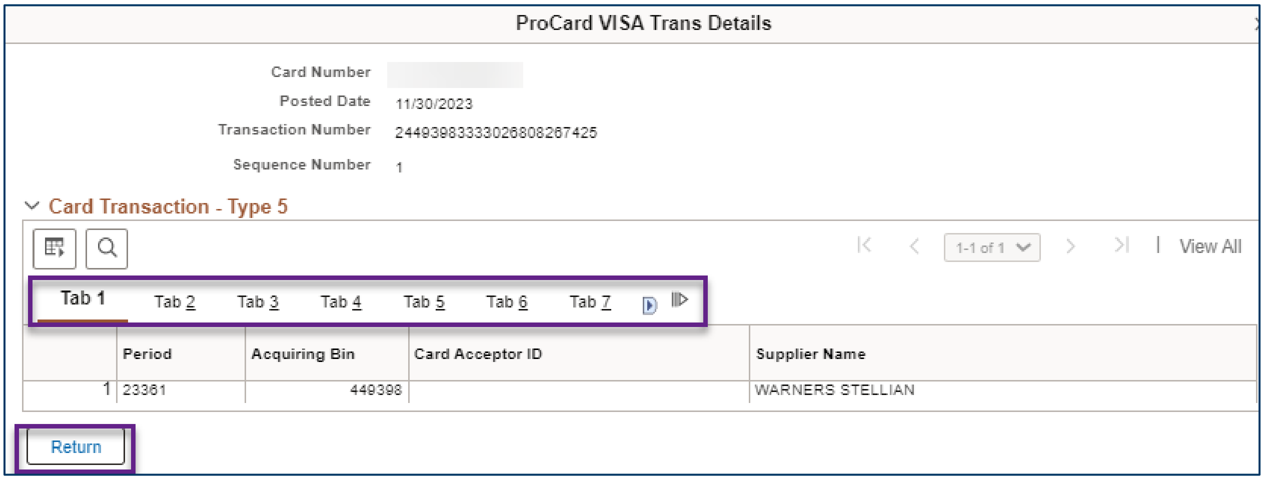
1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, Reconcile folder, Reconcile Statement defaults.

2. The PCard transaction will display on the Procurement Card Transactions screen. Select the **Line Details** icon.



3. When the ProCard Visa Trans Details screen displays, select Tab 1 through Tab 10 to view Level 3 data for the PCard transaction. Once finished, press the **Return** button.



Add or Update Use Tax for PCard Transactions

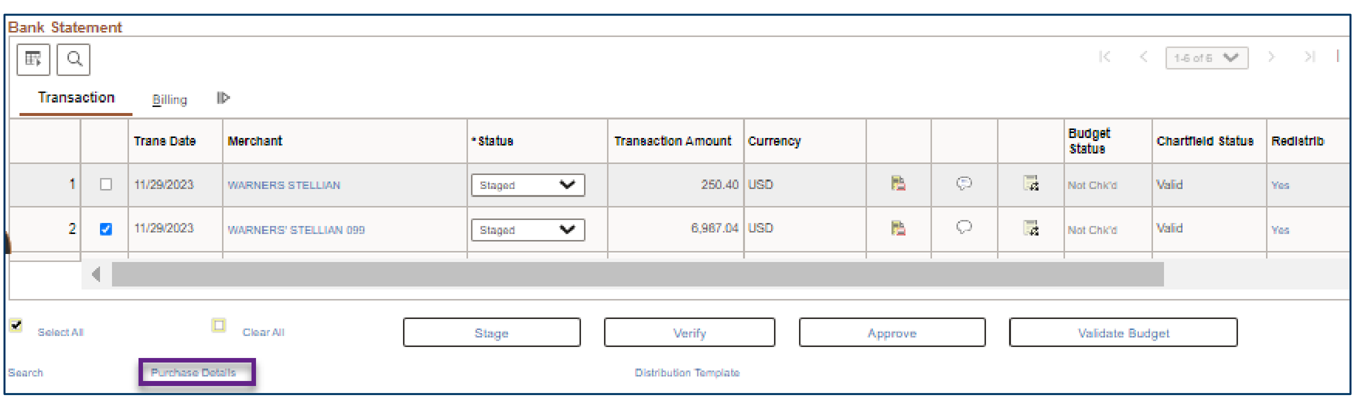
Use Tax includes state and local tax. If tax was not billed on a PCard transaction, make sure to apply Use Tax. To see if tax was billed on the transaction, check the transaction's invoices or receipts.

1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

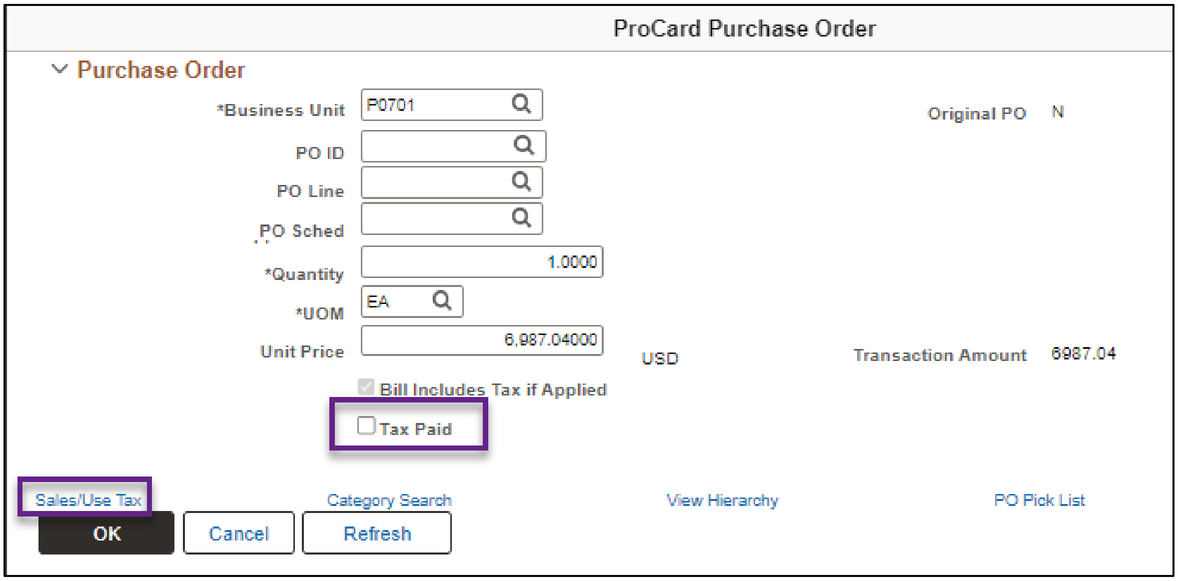
Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, Reconcile folder, Reconcile Statement defaults.

2. The PCard transaction will display on the Procurement Card Transactions screen. Check mark the box for the PCard transaction that needs Use Tax applied.

3. Select the **Purchase Details** link.



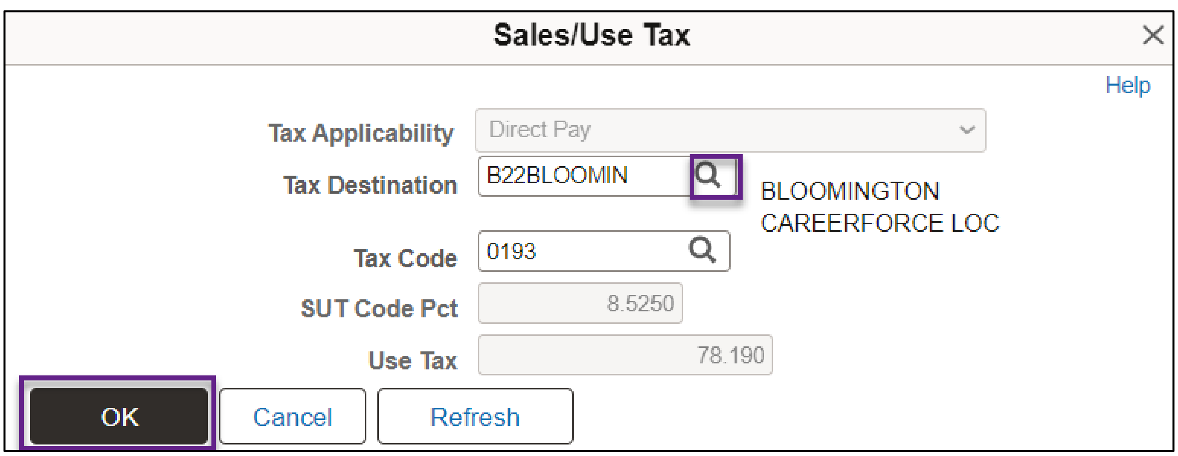
4. When the ProCard Purchase Order screen displays, uncheck the **Tax Paid** box, and select the **Sales/Use Tax** link.



5. When the Sales/Use Tax screen displays, search for and select a **Tax Destination** using the **Look Up** glass icon for the Tax Destination field.

Note: After selecting Tax Destination, Use Tax data will automatically default on remaining fields such as Tax Applicability, Tax Code, SUT Code Pct, and Use Tax.

6. Press the **OK** button on the Sales/Use Tax screen.



7. Press the **OK** button on the ProCard Purchase Order screen.
8. Back on the Procurement Card Transactions screen, press the **Save** button at the bottom of the page.
9. When the Sales/Use Tax screen displays, view the **Sales/Use Tax** screen to see if the Tax Destination and Tax Code fields contain information.

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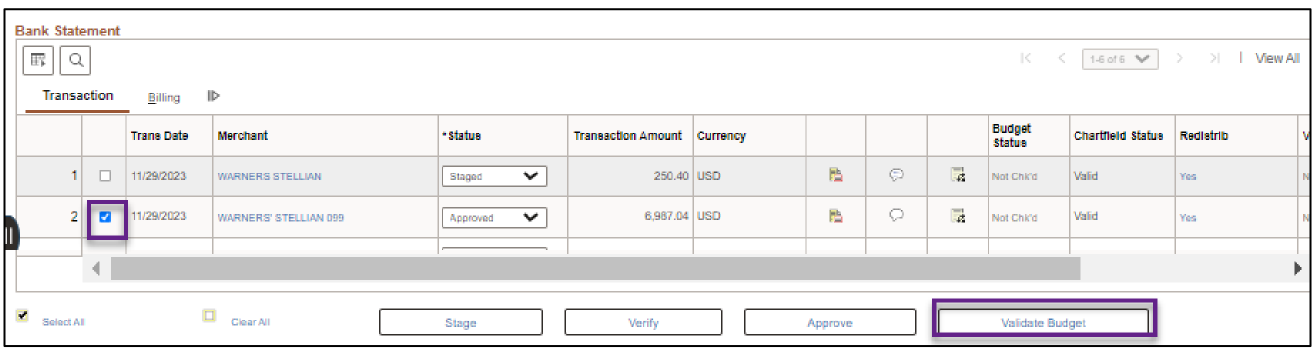
Budget Check PCard Transactions

Budget checking means running a process to verify if a valid funding string has been entered on a PCard transaction. However, budget checking does not create a budget or validate if the budget is available.

1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

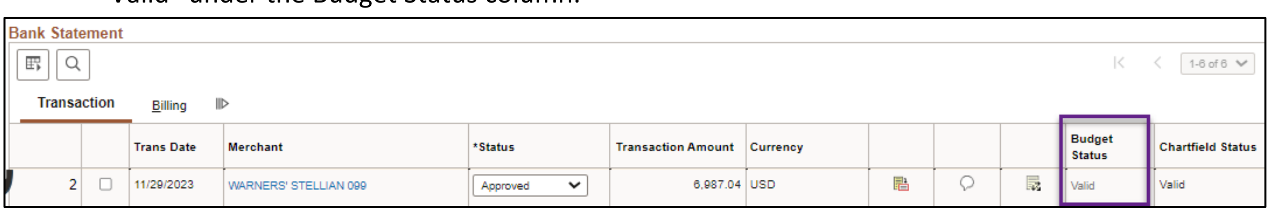
Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, Reconcile folder, Reconcile Statement defaults.

2. The PCard transaction will display on the Procurement Card Transactions screen. Check mark the boxes for PCard transactions to budget check.
3. Press the **Validate Budget** button.

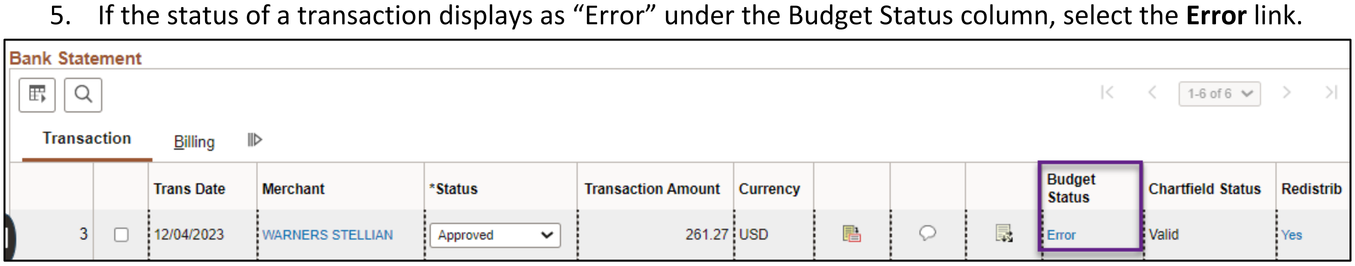


Note: SWIFT will run the budget check for the PCard transactions. During the budget check, the processing circle will display in the middle of the screen.

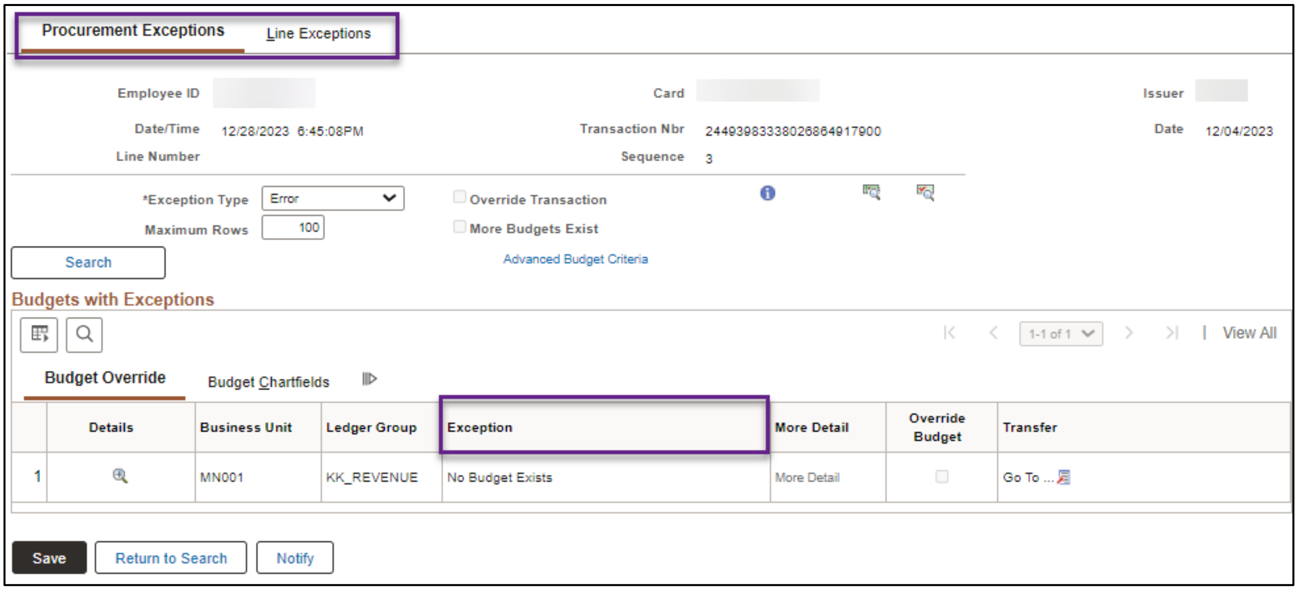
4. After the PCard transactions are budget checked, make sure the status of each transaction displays as "Valid" under the Budget Status column.



5. If the status of a transaction displays as "Error" under the Budget Status column, select the **Error** link.



6. Review the **Procurement Exceptions** and **Line Exceptions** tabs for details about why the error occurred.



7. Correct PCard transactions with budget errors using valid budget strings before budget checking them again. See the **Apply Chart of Account Data to PCard Transactions** section of this reference guide.
8. Press the **Save** button toward the bottom of the screen to save the Budget Status of the transactions.

Note: You can also budget check transactions by check marking the boxes for PCard transactions, check marking the **Run Budget Validation on Save** box, and pressing the **Save** button.

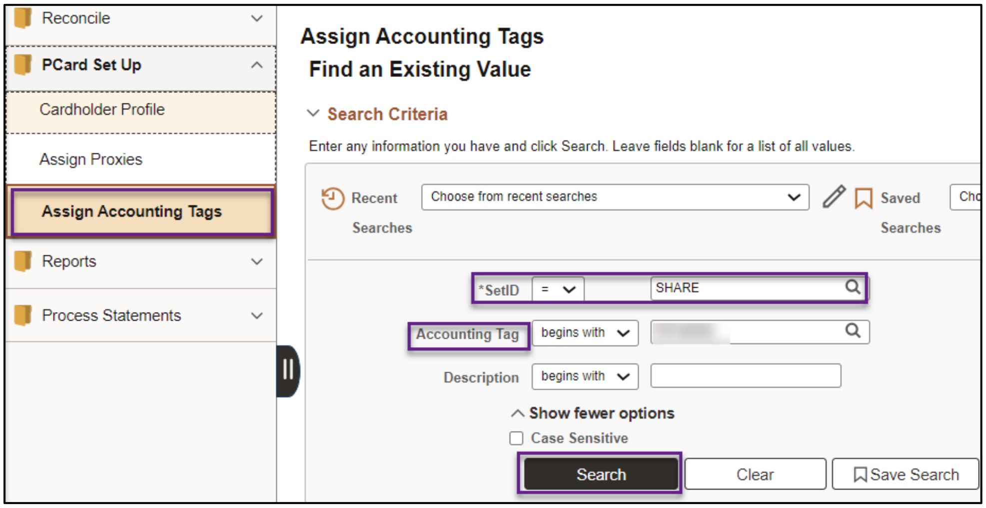
Add or Update Accounting Tags for Pcard Holders

Accounting Tags can be assigned to the appropriate cardholders such as reconcilers, approvers, or agency administrators, who may use these assigned Accounting Tags as default Chart of Account data for PCard transactions.

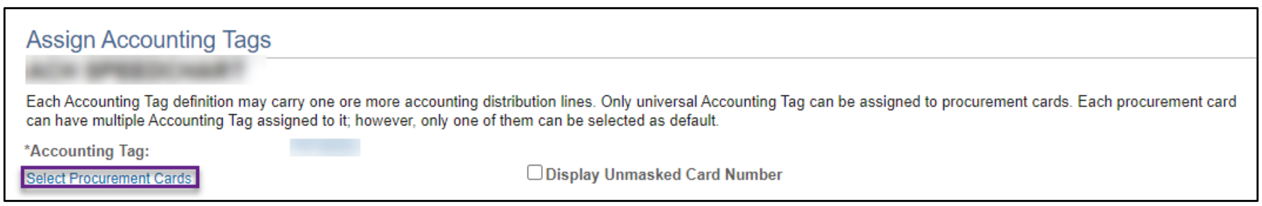
1. Navigate to the **Assign Accounting Tags** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, PCard Set Up folder, Assign Accounting Tags.

2. Make sure the SetID field has “SHARE” entered.
3. Enter the **Accounting Tag** value into the Accounting Tag field.
4. Press the **Search** button.

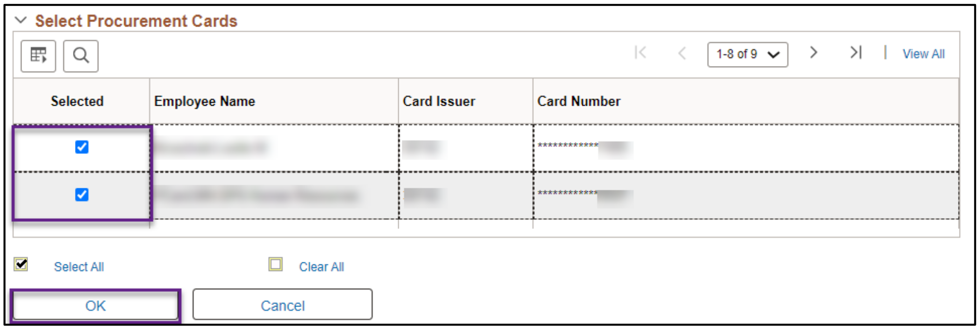


5. In the **Search Results** section, select the desired Accounting Tag.
6. The Assign Accounting Tags page appears for that Accounting Tag. Press the **Select Procurement Cards** link.



7. The Select Procurement Cards screen will display. Enter information into the **Business Unit** and **Card Issuer** fields and press the **Search** button.

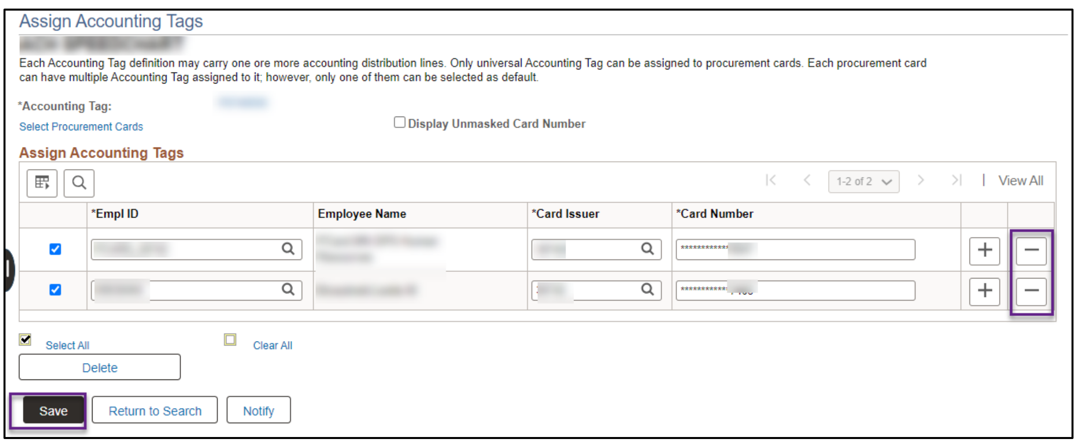
8. Cardholders that match the search criteria will display under the **Select Procurement Cards** section of the screen. Check mark the boxes to select the appropriate cardholders and press the **OK** button.



9. The selected cardholders will display in the Assign Accounting Tags page. Press the **Save** button.

Note: Accounting Tags will be assigned to the selected cardholders (Reconcilers, Approvers and PCard Agency Administrators) as default Chart of Account data for PCard transactions. However, Accounting Tags do not replace default Chart of Account data for PCard profiles.

10. To un-assign Accounting Tags from cardholders, select the **Delete Row** icon (-), and press the **Save** button.



Add or Update Proxies for PCard Holders

There are two ways The PCard Agency Administrator can assign proxies to a cardholder:

- Assign a proxy to a cardholder (using the Cardholder Profile process).
- Assign a proxy to multiple cardholders (using the Assign Proxy process).

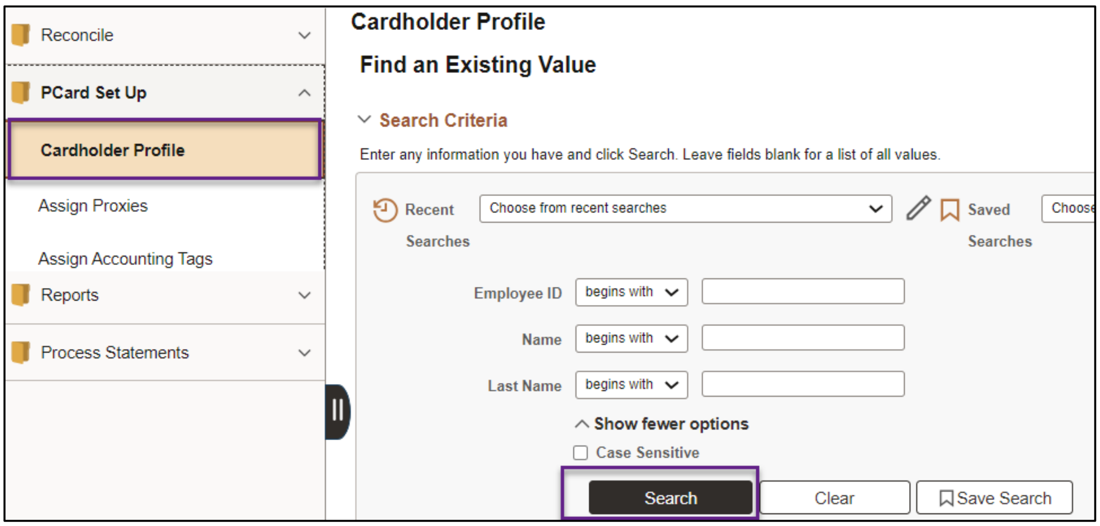
Note: Before assigning proxies to cardholders, the proxies must have the appropriate security role assigned to them on SWIFT, such as PCard Reconciler, PCard Approver or PCard Agency Administrator. For more information, view the SWIFT Security Access Forms webpage.

Assign Proxy to Cardholder

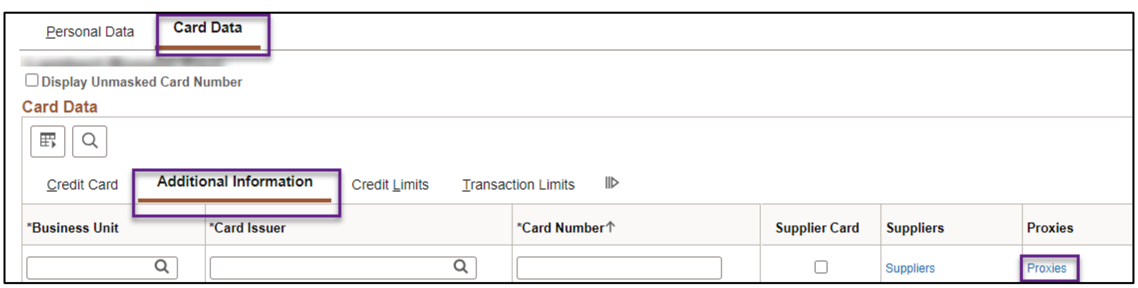
1. Navigate to the **Cardholder Profile** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, PCard Set Up folder, Cardholder Profile.

2. When the Cardholder Profile page displays, enter the employee's identification number in the **Employee ID** field.
3. Press the **Search** button.



4. In the Search Results section, press the Employee ID of the staff person you want to assign proxy rights.
5. The cardholder profile displays. Select the **Card Data** tab.
6. Under the **Card Data** section, select the **Additional Information** tab. Then, select the **Proxies** link.



7. The Assign Proxies window will display. To add proxies, press the **Add a New Row** button, which is a plus sign.
8. Use the **Look Up** glass icon to search for and select a user.
9. After selecting the user, select the proxy's role from the drop-down list under the **Role** column.

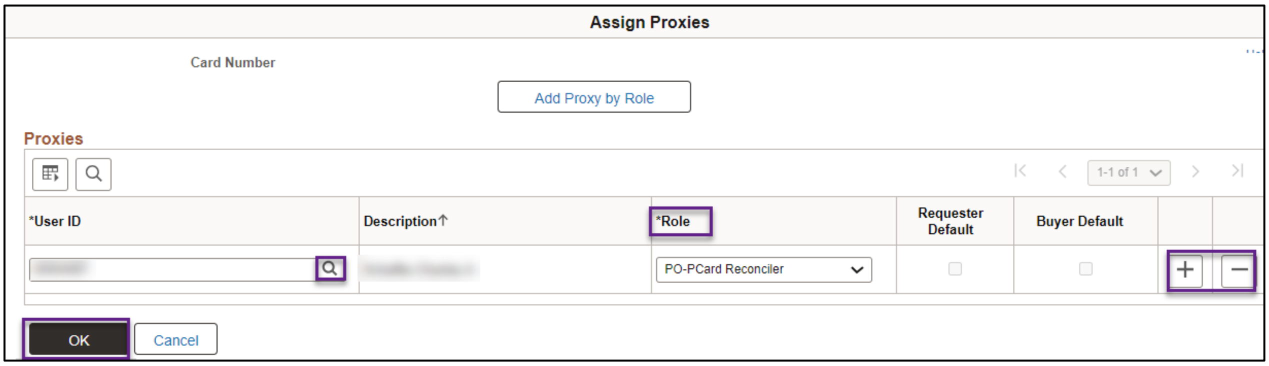
Note: Each PCard holder must have, at minimum, the following proxy roles assigned:

- PCard Central Administrator

- PCard Agency Administrator

Other roles such as Reconciler, Approver, and Reviewer are optional. For information about assigning roles, view the Security Access Forms webpage.

10. To remove a proxy from a cardholder, press the **Delete Row** button, which is a minus sign. Press **OK** on the Delete Confirmation window.
11. After adding or removing proxies, press the **OK** button on the Assign Proxies window.

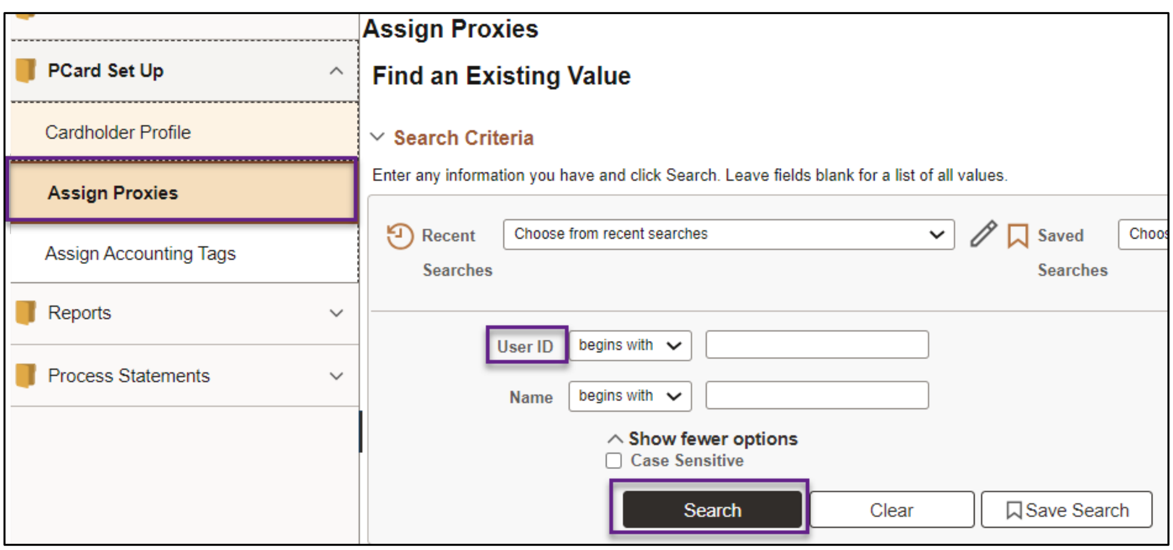


Assign Proxy to Multiple Cardholders

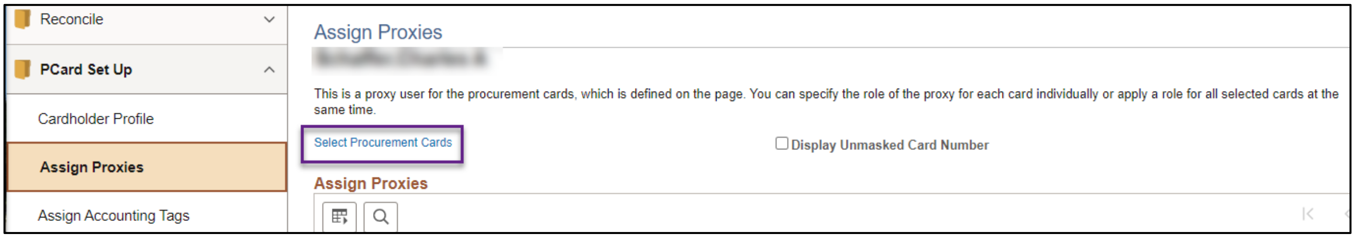
1. Navigate to the **Assign Proxies** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Cards. Left-menu, PCard Set Up folder, Assign Proxies.

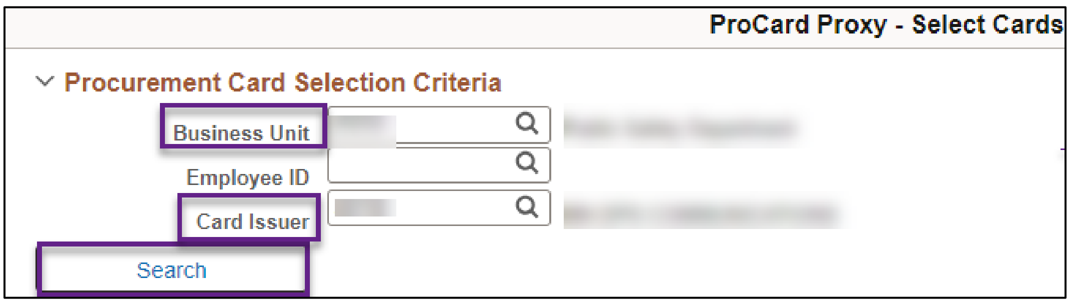
2. Enter the identification number of the proxy in the **User ID** field and press the **Search** button.



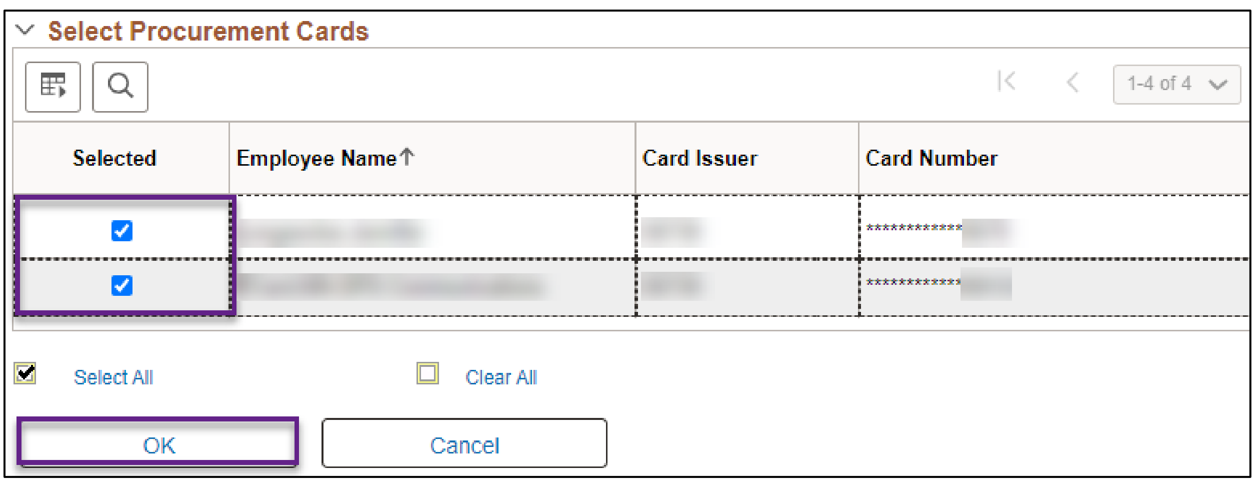
3. In the Search Results section, select the User ID.
4. The Assign Proxies page displays. Select the **Select Procurement Cards** link.



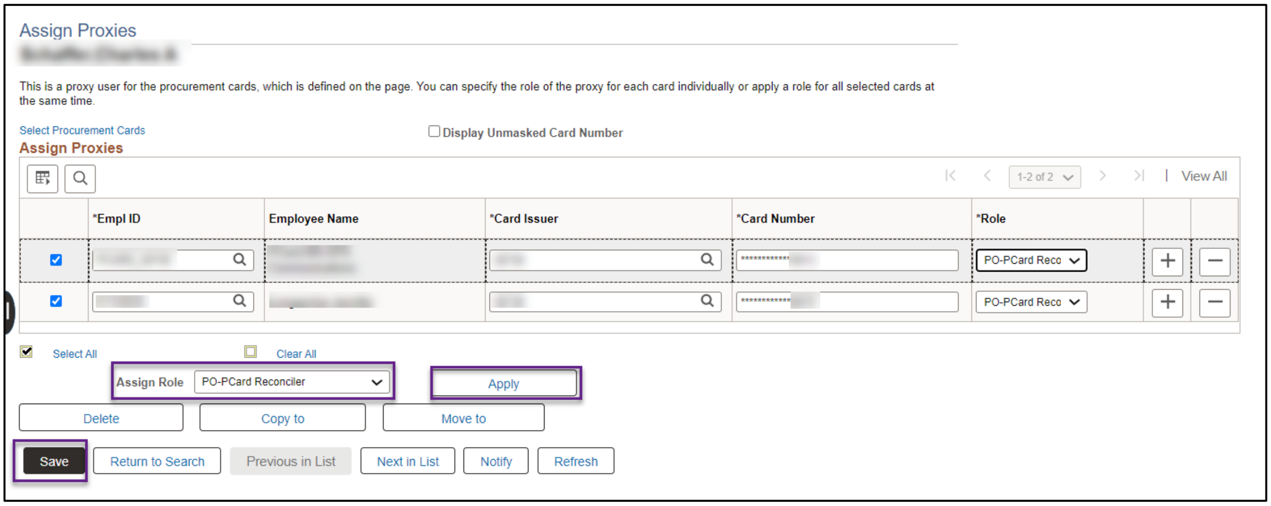
5. The ProCard Proxy – Select Cards window displays. Enter search criteria for cardholders in the **Business Unit** and **Card Issuer** fields and press the **Search** button.



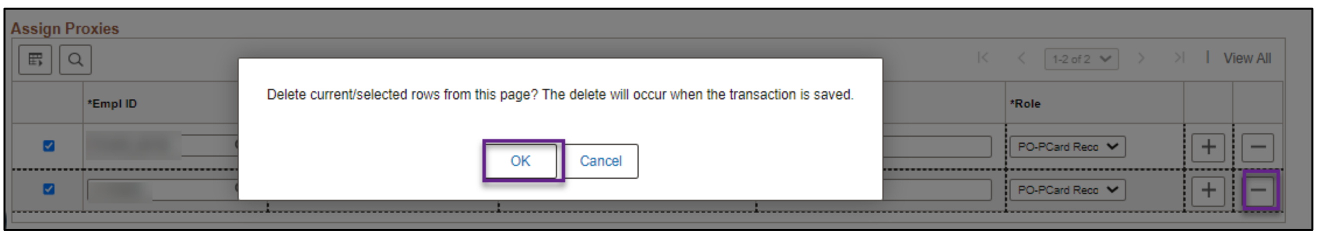
6. Cardholders that match the search criteria will display under the Select Procurement Cards section of the screen. Check mark all cardholders to assign the proxy to and press the **OK** button.



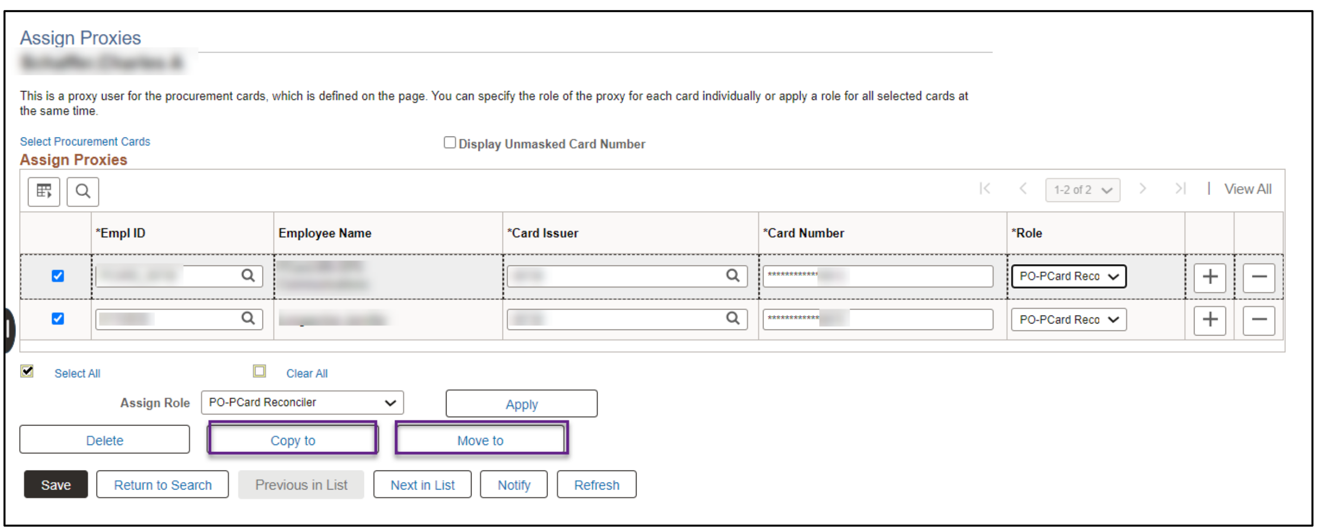
7. The selected cardholders will display in the Assign Proxies screen.
   a. In the Assign Role field, select the proxy role to assign to these cardholders from the drop-down list.
   b. Press the **Apply** button.
   c. Then press the **Save** button.



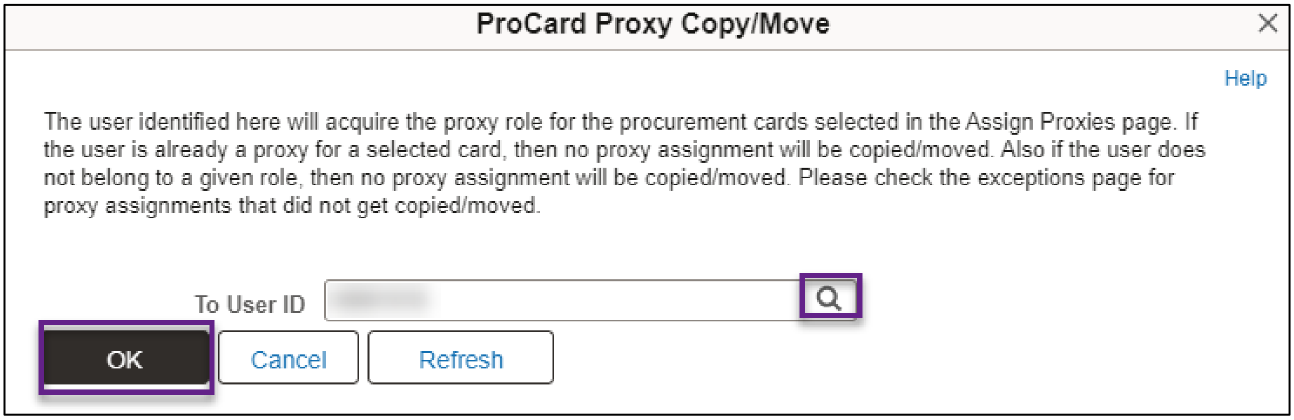
8. To remove the proxy from a cardholder, press the **Delete Row** button, which is the minus sign. Press **OK** on the Delete Confirmation window.



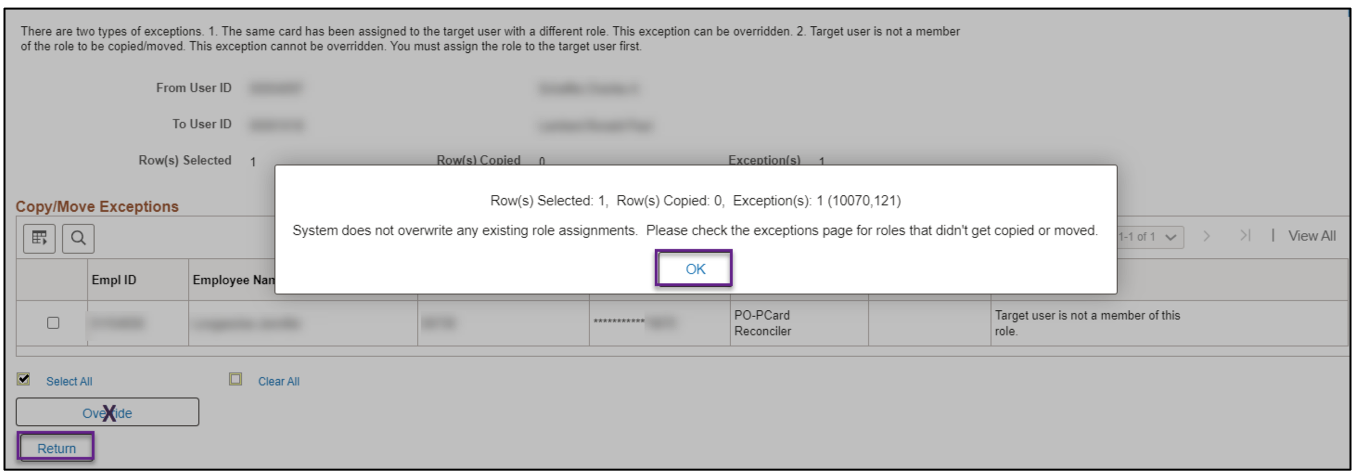
9. To copy or move cardholders from the proxy to another user, press the **Move To** or the **Copy To** button.



10. Use the **Look Up** glass icon on the ProCard Proxy Copy/Move window to find another user before pressing **OK**.



a. **Note:** When copying or moving cardholders from one proxy to another user, the following message will appear if that user does not have the proper security role.
b. After this message appears, do not press Override, because the users do not have the appropriate security role. Instead, press the **Return** button.



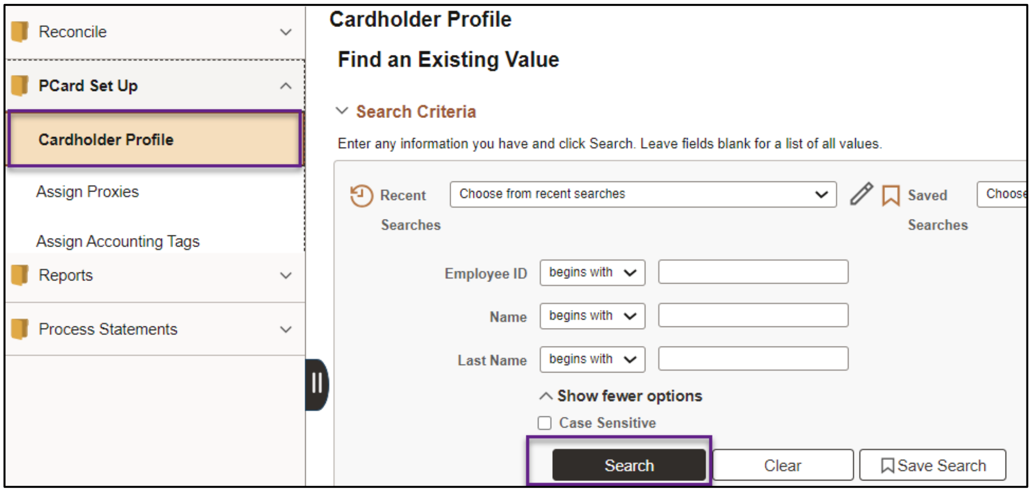
Add or Delete PCard information on Cardholder Profiles

The PCard Agency Administrator is responsible for adding or deleting PCard information on a cardholder profile.

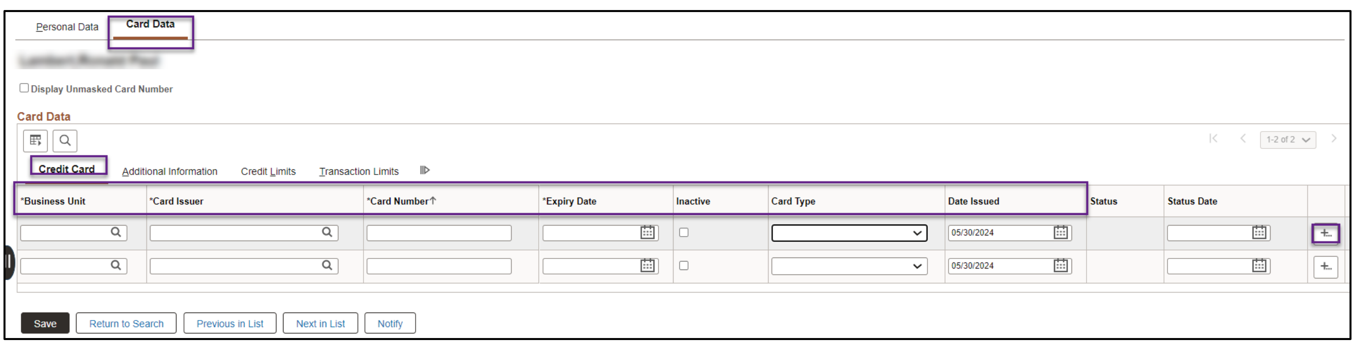
1. Navigate to the **Cardholder Profile** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, PCard Set Up folder, Cardholder Profile.

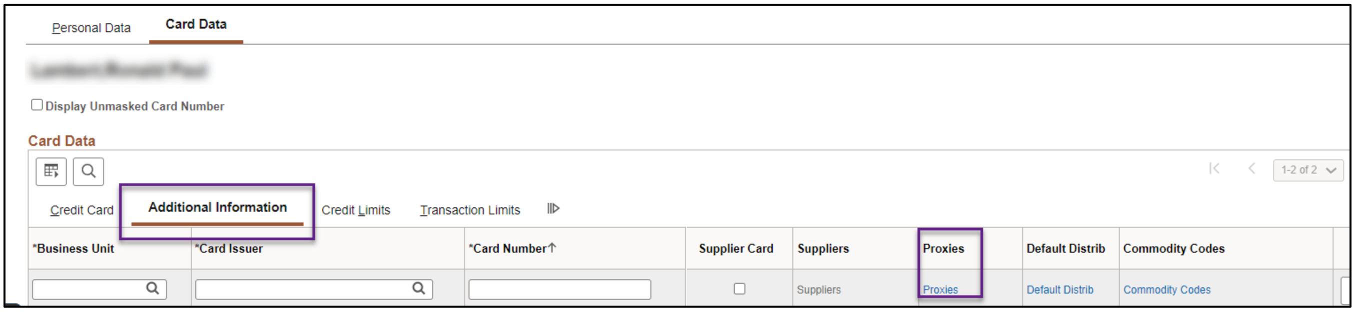
2. Enter the employee number for the cardholder profile to update in the **Employee ID** field and press the **Search** button.



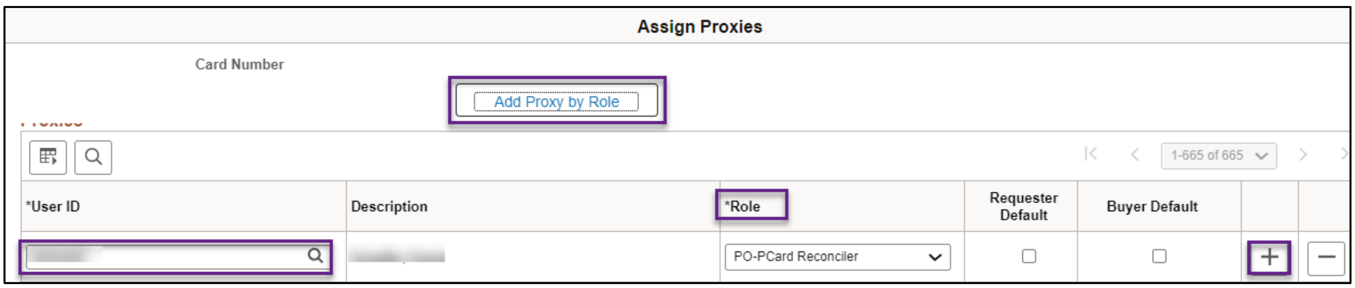
3. In the Search Results section, press the **Employee ID** of the staff person you want to assign proxy rights.
4. The cardholder profile displays. Select the **Card Data** tab.
5. To add PCard information, select the **Add** icon, which is a plus icon. Enter the following data in the Credit Card tab:
   - Business Unit
   - Card Issuer
   - Card Number, which is a 16-digit code
   - Expire Date
   - Card Type. Always select “Visa”
   - Date Issued



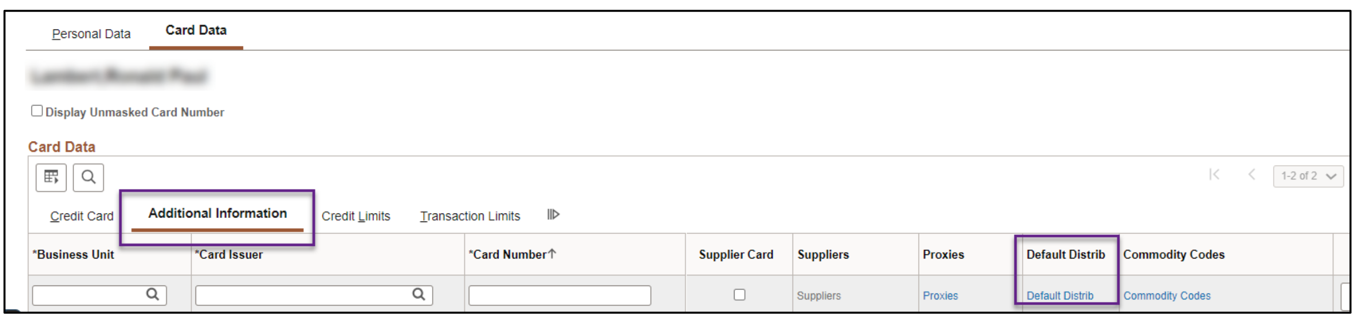
6. Select the **Additional Information** tab and select the **Proxies** link.



7. The Assign Proxies window will display.
    a. Select the **Add** icon to add an additional proxy for the cardholder. It is a plus sign.
    b. Enter the employee number in the User ID field.
    c. Select the proxy's role from the drop-down list under the Role column.
    d. Press the **OK** button at the bottom of the page.

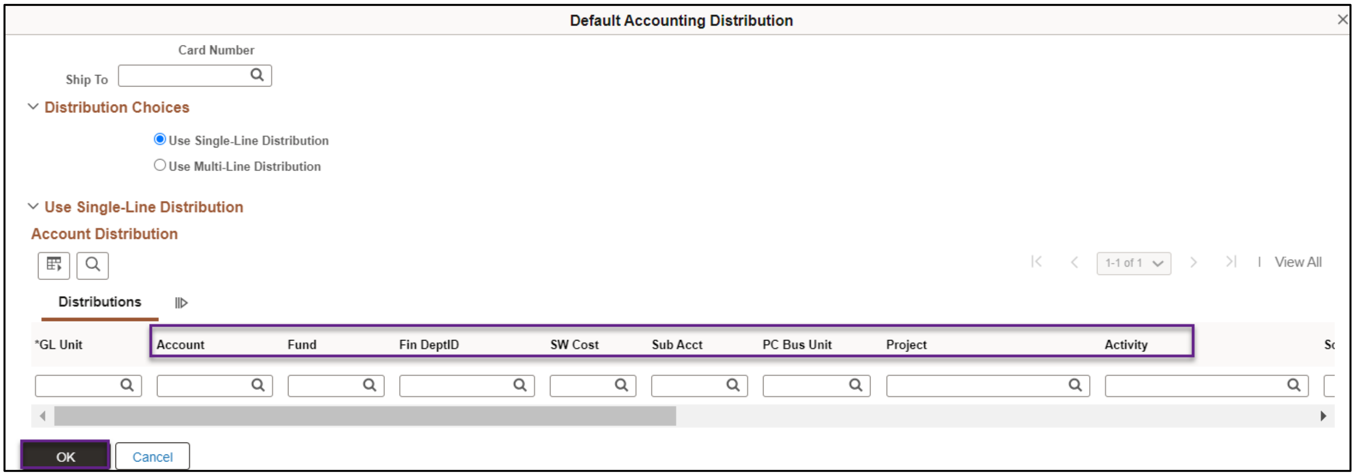


8. **Optional:** Add a funding string as default Chart of Account data.
    a. Select the **Default Distrib** link on the **Additional Information** tab under the Card Data tab.

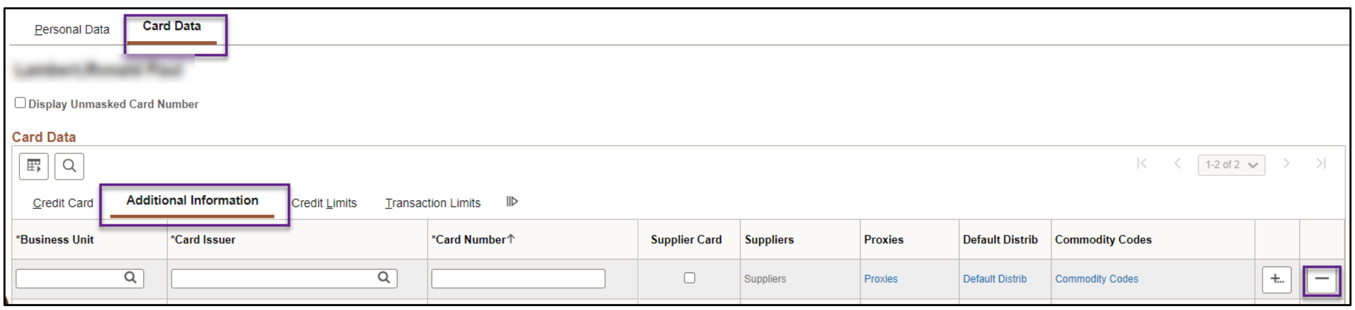


    b. When the Default Accounting Distribution screen displays, enter the **Chart of Account** data and press **OK**.

Note: The Credit Limits and Transaction Limits tabs on the cardholder profile are not used in SWIFT and are maintained within the U.S. Bank system. Leave fields in these tabs blank.



9. To delete PCard information for a user, select the **Delete** icon, which is a minus sign.



   a. When the Delete Confirmation window displays, press the **OK** button.
   b. Press the **Save** button at the bottom of the page to make sure the PCard information has been deleted.