SWIFT

STATEWIDE INTEGRATED FINANCIAL TOOLS

# PCard Admin

# Purchasing Card Agency Admin Tasks

**User Guide**

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Minnesota Management & Budget



For updates to this and other training information, please see the SWIFT web pages at http://www.mn.gov/mmb/accounting/swift/

MANAGEMENT AND BUDGET

# Purchasing Card Agency Admin Tasks

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**SWIFT** STATEWIDE INTEGRATED FINANCIAL TOOLS

# PCard Agency Administrator Tasks in SWIFT

## Course 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 (SpeedCharts)**: 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

## Lesson Overview

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.

## Process Steps

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

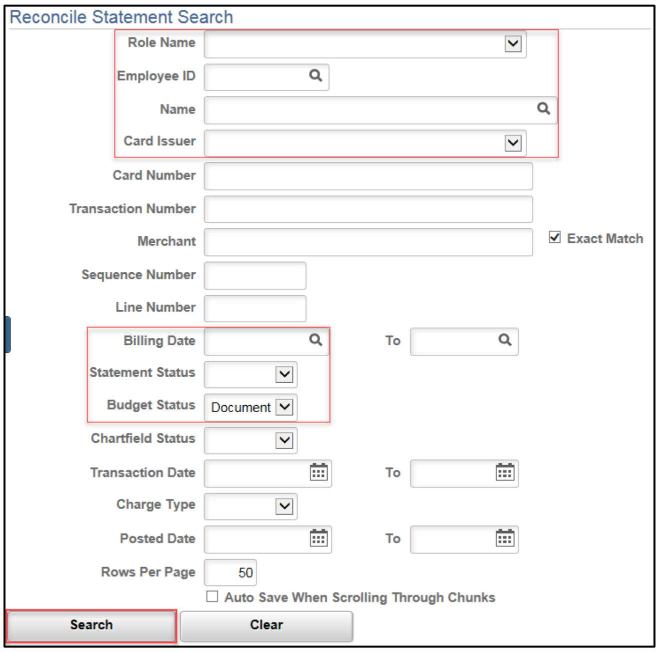
| Navigation Option | Navigation Path |
|---|---|
| **Navigation Collection** | Procurement, Purchasing, Procurement Card, left-menu, Reconcile folder, Reconcile Statement |

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

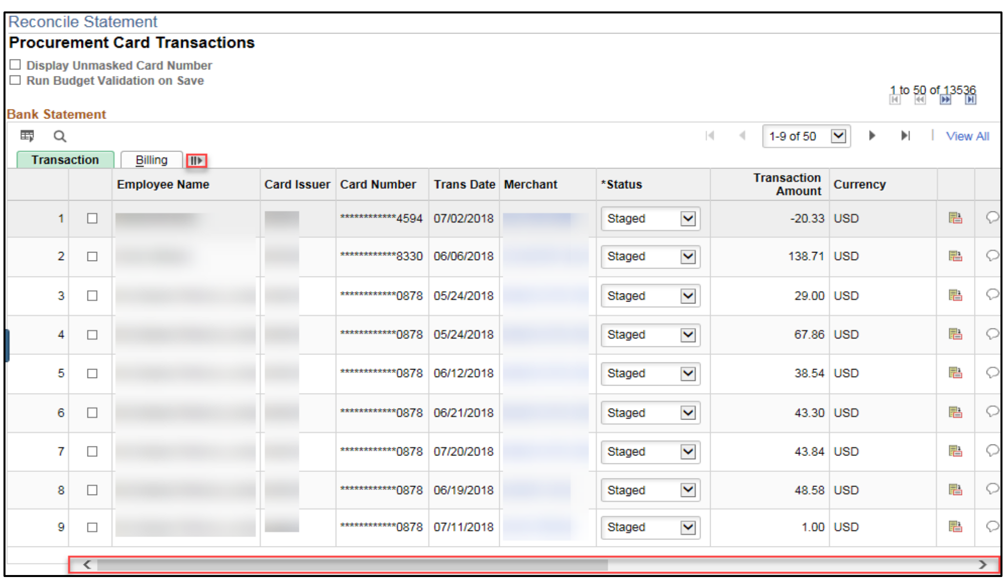
| Field | Field Description |
|---|---|
| **Role Name** | Select a role from the drop-down list (e.g., Reconciler). |
| **Employee ID** | Select the **Look Up** glass icon to use the Look Up Employee ID search function. |
| **Name** | If you don’t know the Employee ID, you may search using the employee name.<br>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:<br>• “Approved” – transaction has been approved<br>• “Closed” – voucher has been built successfully<br>• “Error” – voucher has been built, but there is an error<br>• “Initial” – N/A (this option is no longer used)<br>• “Staged” – transaction has been loaded but not verified or approved<br>• “Verified” – transaction has been verified |

| | |
|---|---|
| **Budget Status** | Select from the following drop-down list:<br>• "Document in Processing" –budget is processing in SWIFT<br>• "Error in Budget Check" – budget has an error status<br>• "Not Budget Checked" – budget has not yet undergone a budget check<br>• "Provisionally Valid" – budget is pending validation<br>• "Valid" – budget has been validated |

3. After entering these search criteria, press the **Search** button to view PCard transaction search results.




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 for PCard Transactions

## Lesson Overview

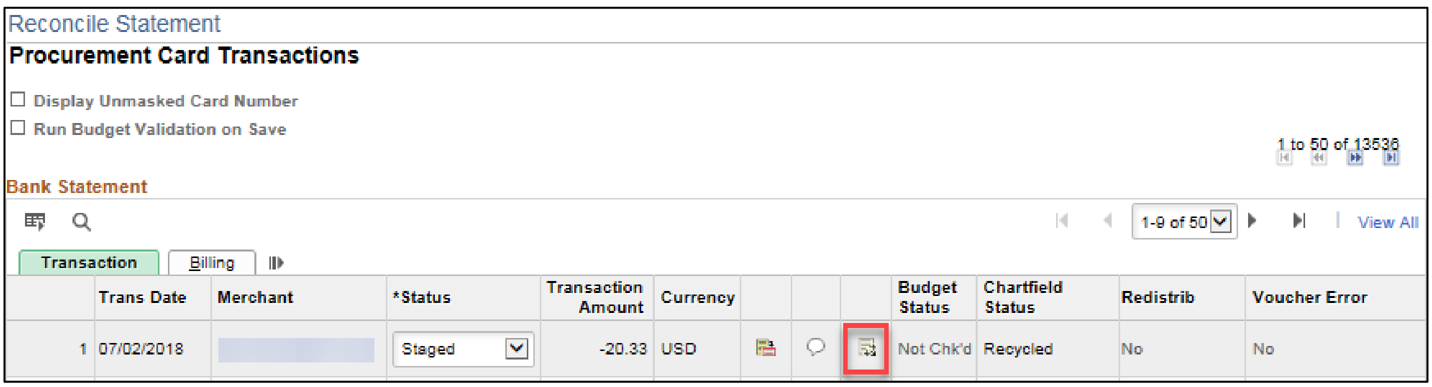
The PCard Agency Administrator applies Chart of Account data to PCard transactions. When applying Chart of Account data, some of the data may default from the cardholder’s profile.

## Process Steps

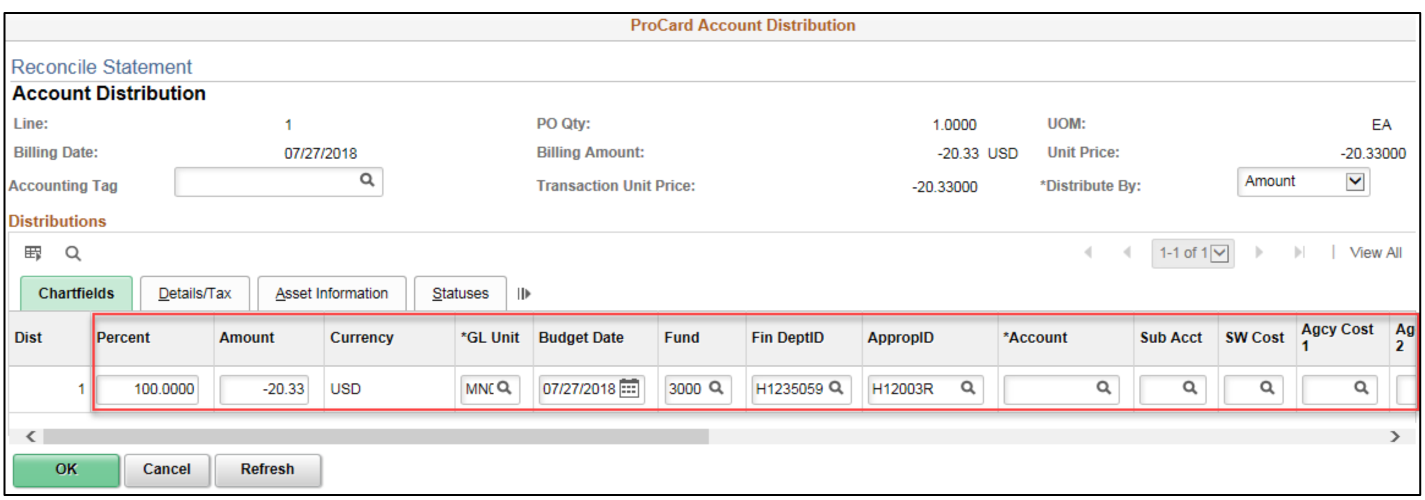
1. Navigate to the *Reconcile Statement Search* page and search for the PCard transaction.

   (See Search for PCard Transactions.)

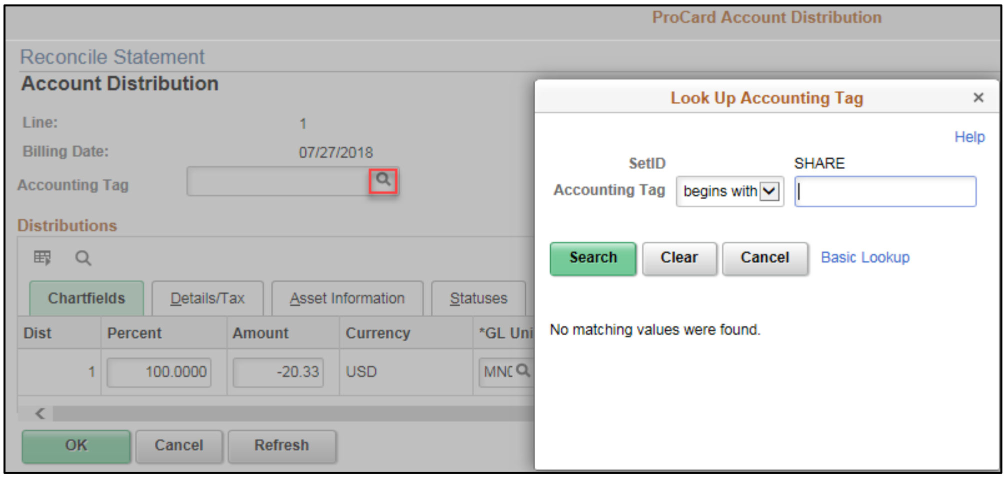
2. The PCard transaction will display on the *Procurement Card Transactions* screen. Select the **Distribution** icon.




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.

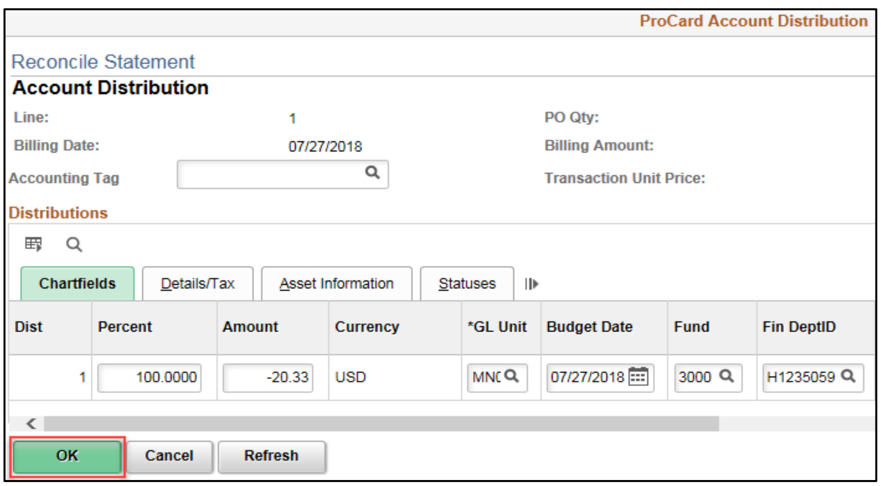


4. On the *Account Distribution* window, it is also possible to apply Chart of Account data via Accounting Tags. To look up Accounting Tags, use the **Look Up** glass icon next to the *Accounting Tag* field.

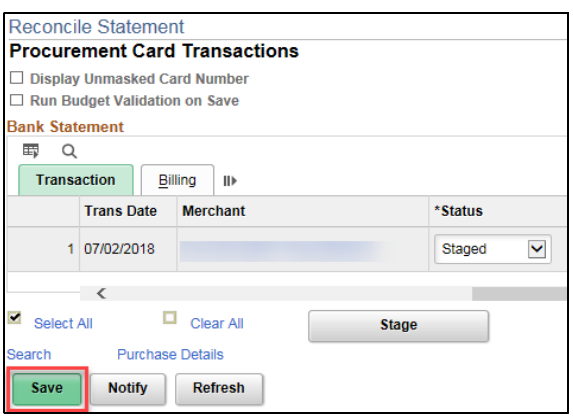



**Note**: For the Accounting Tag to be available to the PCard holder, the PCard Agency Administrator must grant cardholder access. (See [Add/Update Accounting Tags (SpeedCharts) for PCard Holder](#).)

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

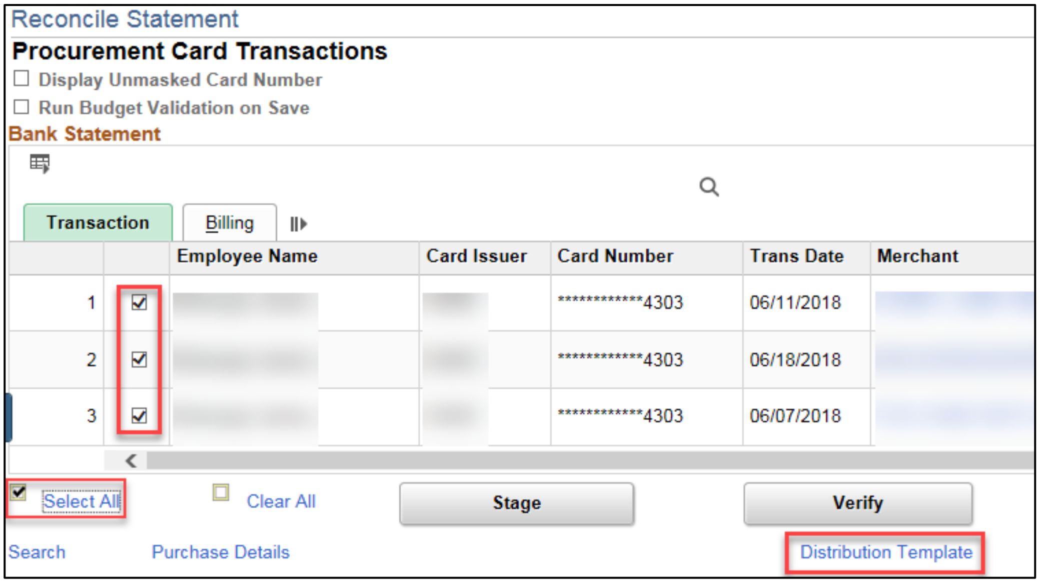



6. After returning to the *Procurement Card Transactions* screen, press the **Save** button.

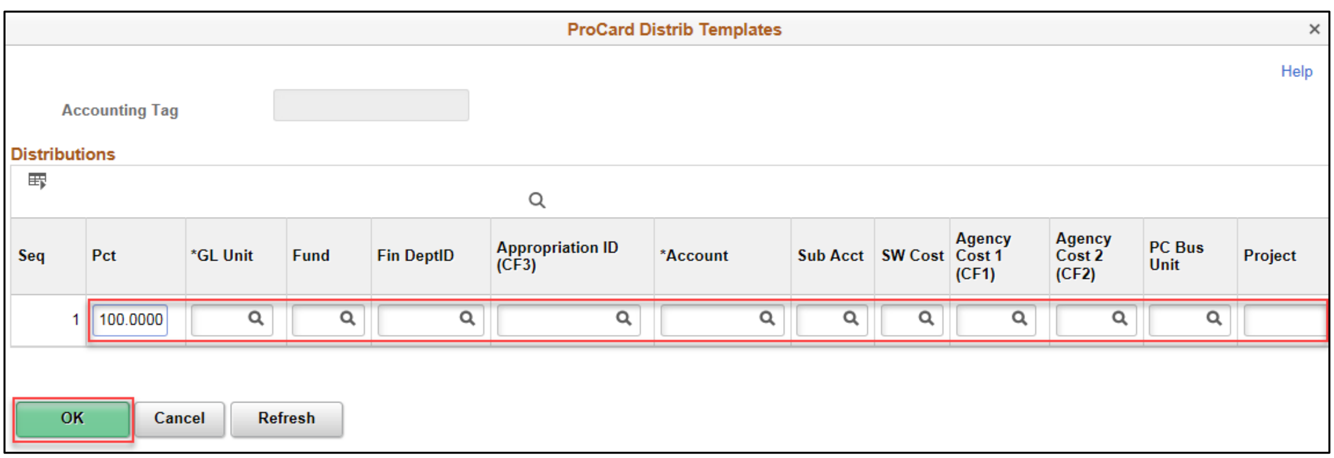


7. On the *Procurement Card Transactions* screen, you also may apply Chart of Account data for multiple PCard transactions at the same time by using the *Distribution Template*.

    - Check mark the boxes for the transactions (or select the *Select All* link to check mark all transactions).
    - Select the *Distribution Template* link.



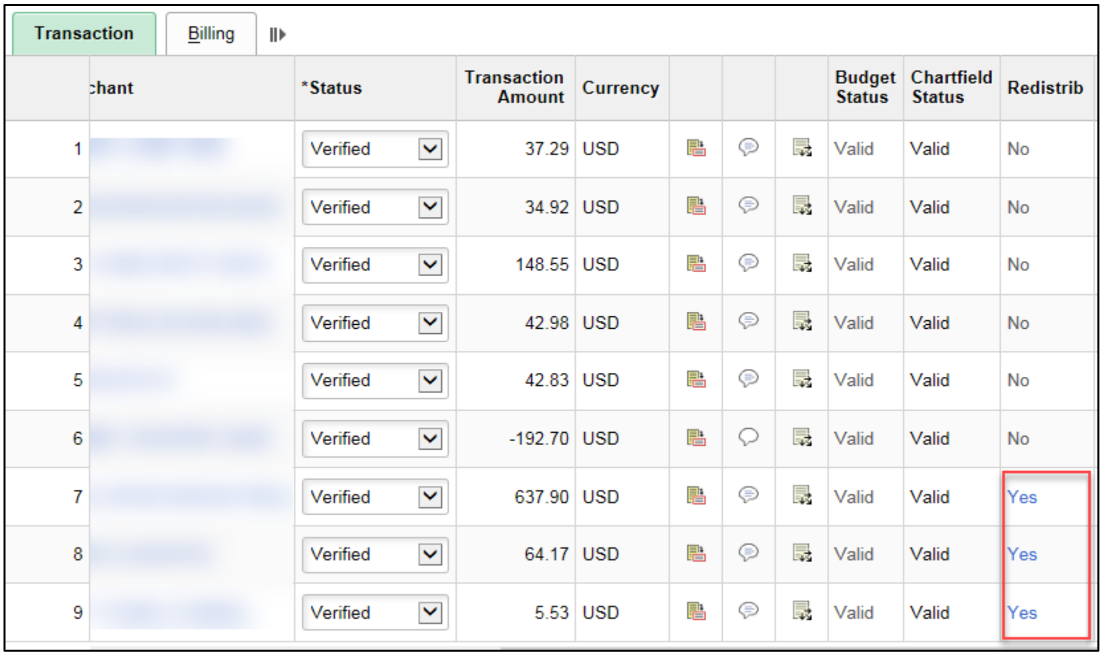

    - On the *Distribution Template* screen, enter the funding string values, and press **OK**.



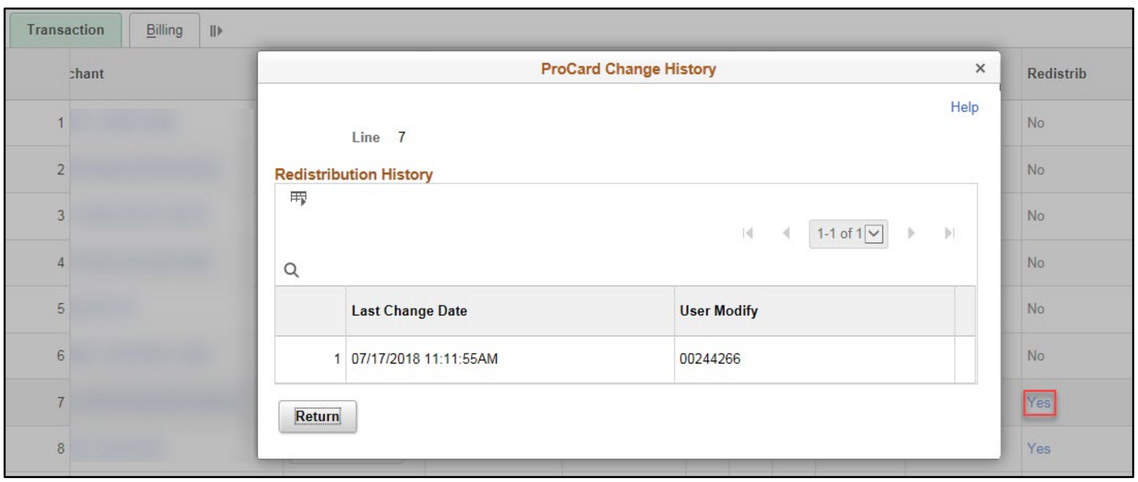

    - After returning to the *Procurement Card Transactions* screen, press the **Save** button.

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 Budget Check PCard Transactions.)

# Add Comments and Attachments to PCard Transactions

## Lesson Overview

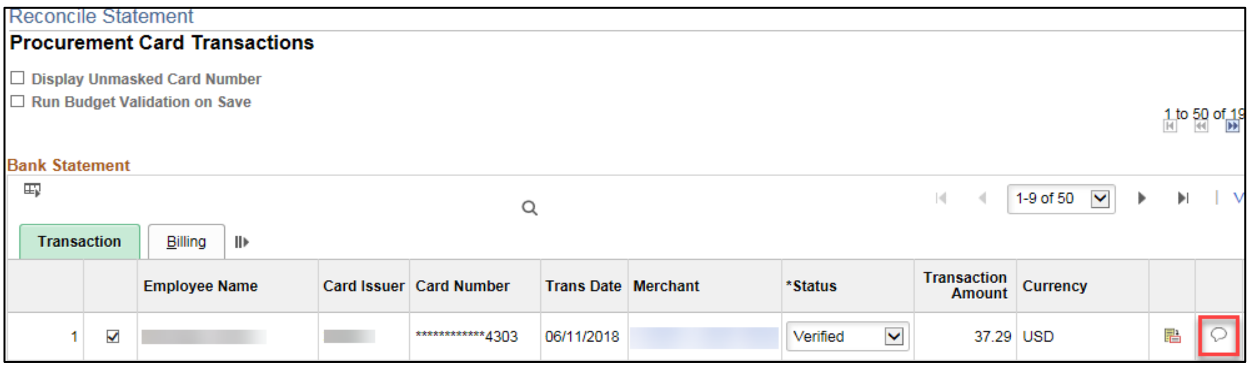
In rare situations (e.g., if a PCard was misused or used for an incorrect or unauthorized transaction), the PCard Agency Administrator may need to enter comments and add attachments for individual PCard transactions.

## Process Steps

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

   (See [Search for PCard Transactions](#).)

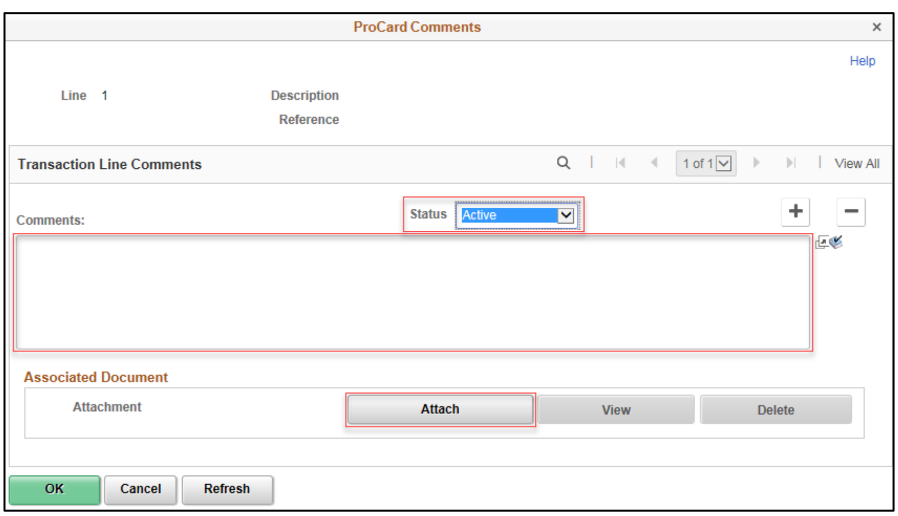
2. The PCard transaction will display on the *Procurement Card Transactions* screen. Select the **Comments** icon.



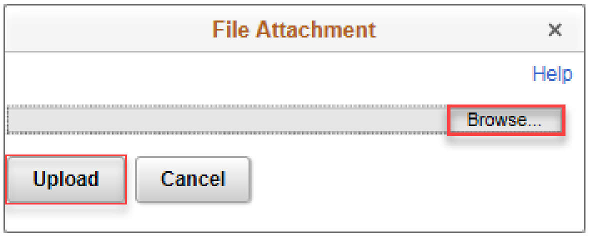

3. When the *ProCard Comments* screen displays, enter comments into the *Comments* field.

4. Select “Active” from the drop-down list in the *Status* field.

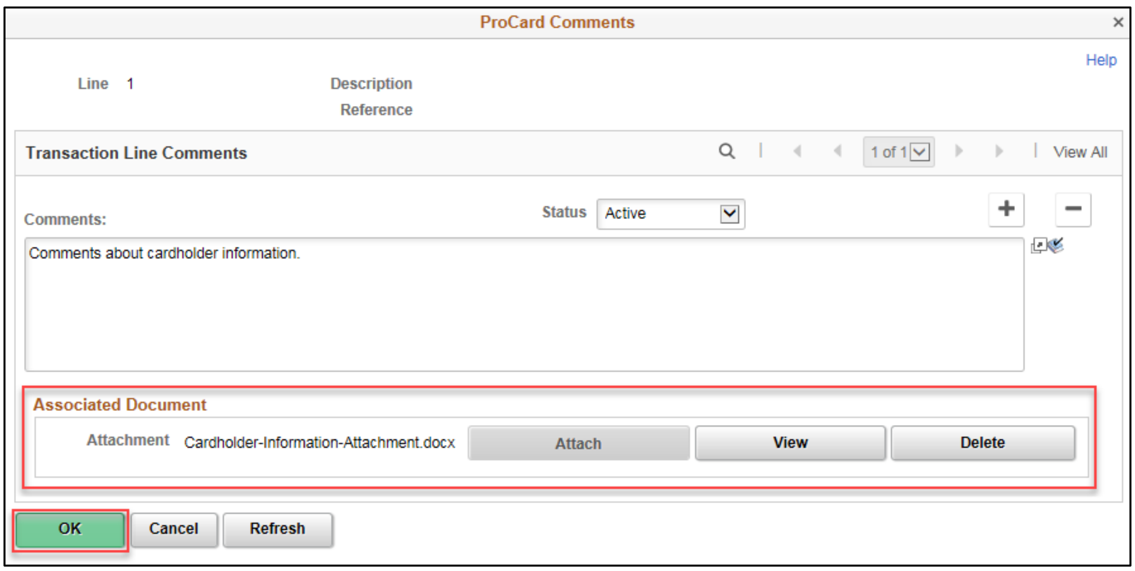
5. Press the **Attach** button to add an attachment.



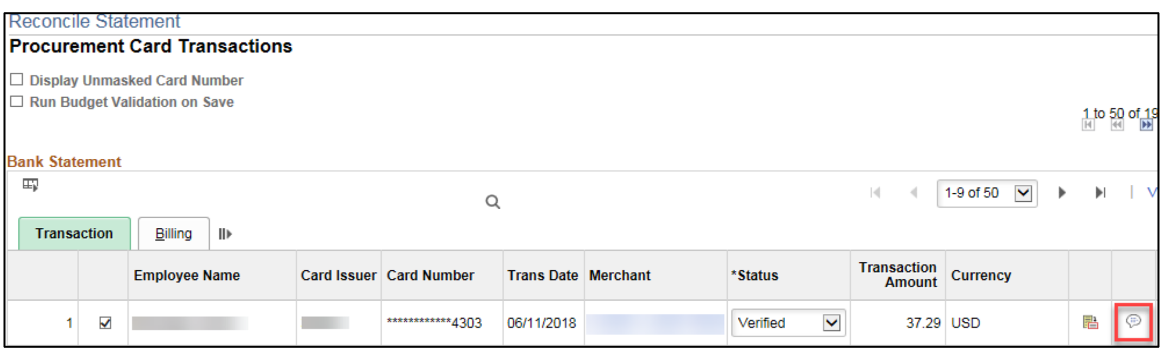
6. When the *File Attachment* window displays, press the **Browse** button, find and select the file to attach, and press the **Upload** button.




7. The attachment will display under the *Associated Document* section when uploaded. Press the **OK** button.




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

## Lesson Overview

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

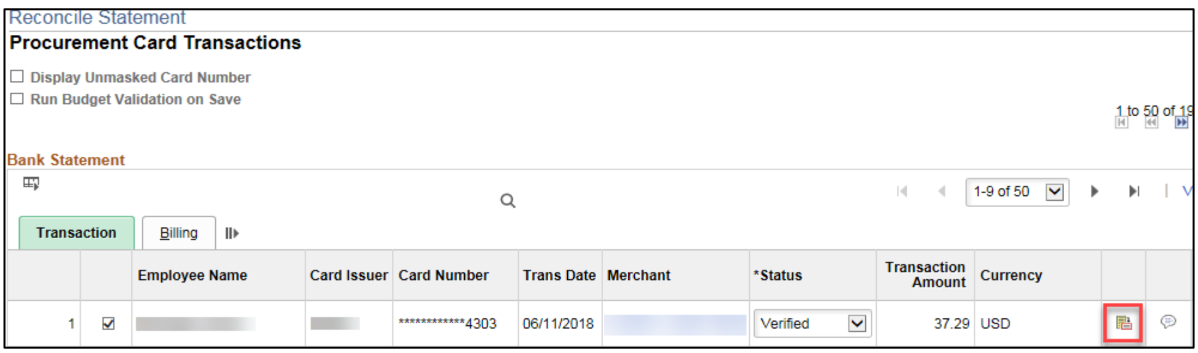
## Process Steps

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

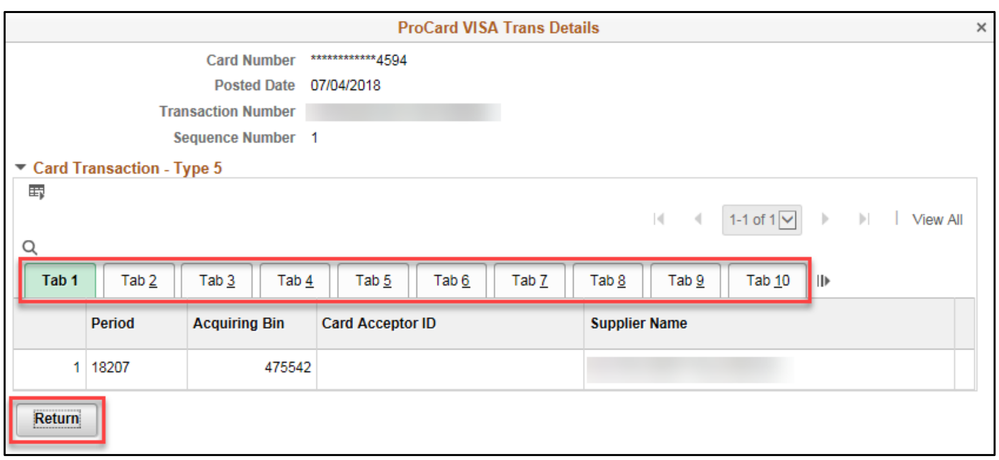
   (See Search for PCard Transactions.)

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

## Lesson Overview

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.

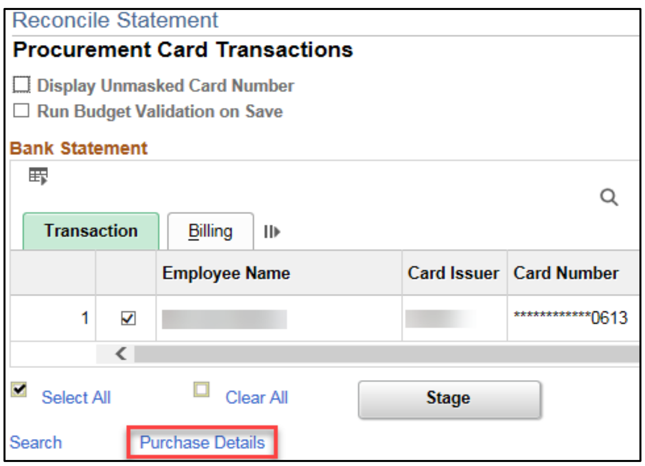
## Process Steps

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

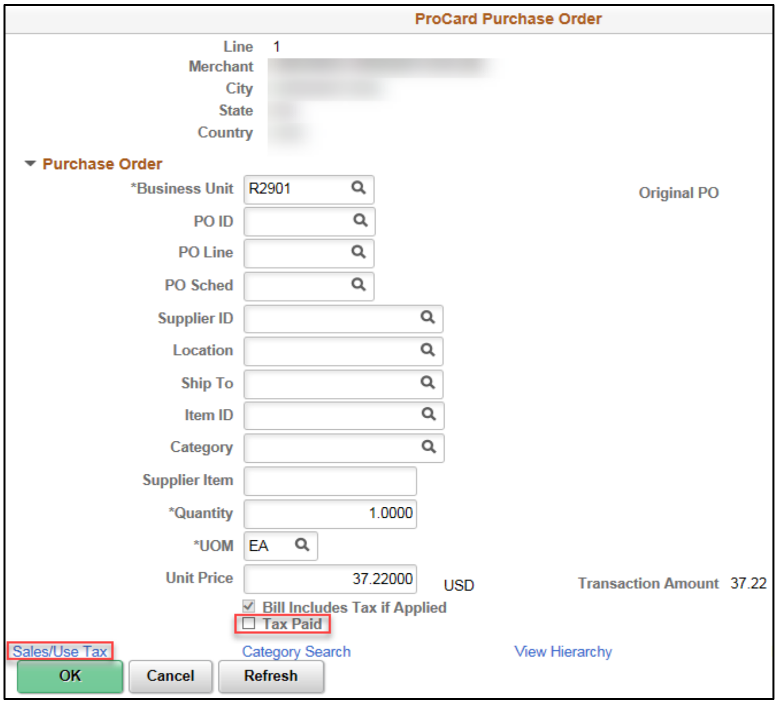
   (See Search for PCard Transactions.)

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.

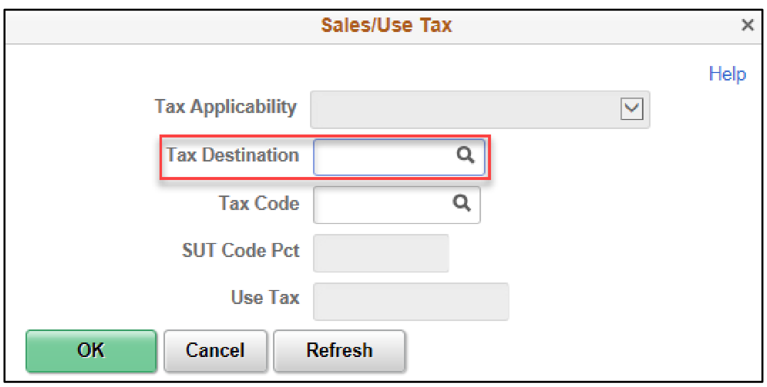
3. Select the *Purchase Details* link.



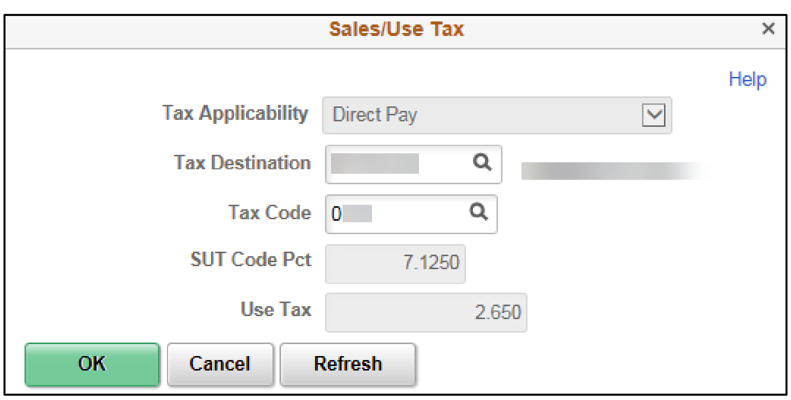

4. When the *ProCard Purchase Order* screen displays, uncheck the **Tax Paid** box, and select the *Sales/Use Tax* link.




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 (*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 *Purchase Details* screen.
8. Back on the *Procurement Card Transactions* screen, press the **Save** button.

# Change PCard Transaction Status as Verified or Approved

## Lesson Overview

When PCard transactions are loaded into the SWIFT, they default to "Staged" status and must be changed to "Verified" or "Approved" status.

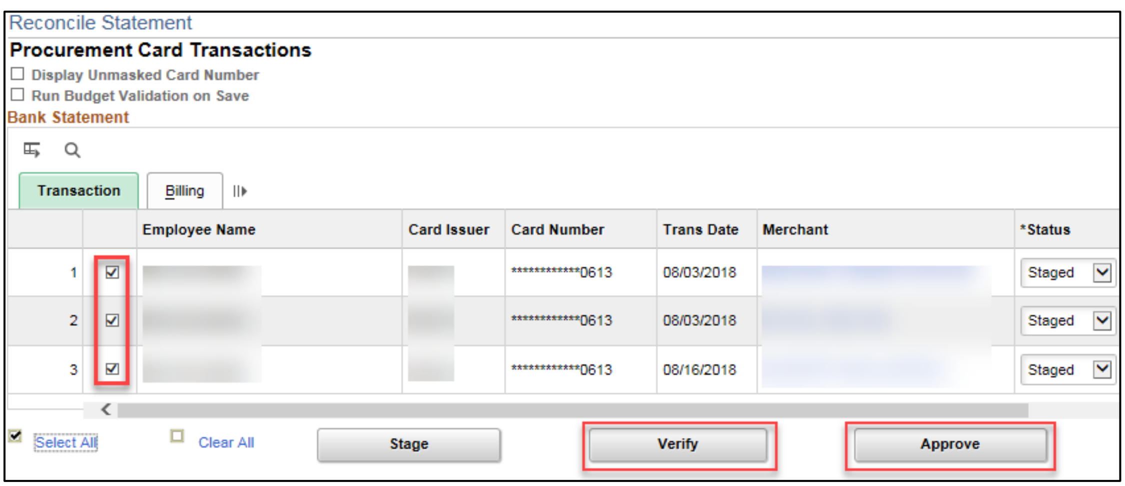
- The PCard Reconciler changes the transactions to **Verified** status after applying the Chart of Accounts.
- The PCard Approver changes the transactions to **Approved** status.

## Process Steps

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

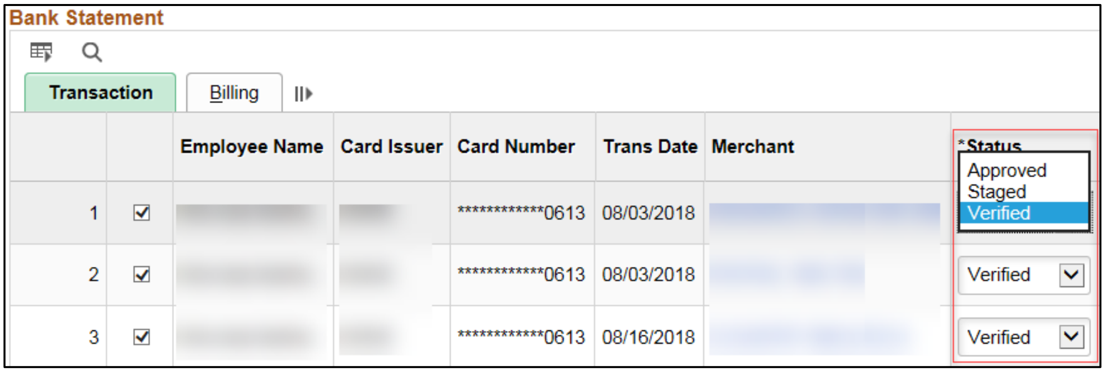
   (See [Search for PCard Transactions](#).)

2. The PCard transaction will display on the *Procurement Card Transactions* screen. Check mark the boxes for PCard transactions to verify or approve.
3. Press the **Verify** button (if PCard Reconciler) or the **Approve** button (if PCard Approver).




4. Under the *Status* column, the transaction status will change from "Staged" to "Verified" or "Approved."

   **Note**: It is also possible to change the status of each individual transaction as "Verified" or "Approved" by selecting from the drop-down list under the *Status* column.




5. Press the **Save** button to save the status of the transactions.
6. Run a budget check after verifying and approving a transaction. (See Budget Check PCard Transactions.)

# Budget Check PCard Transactions

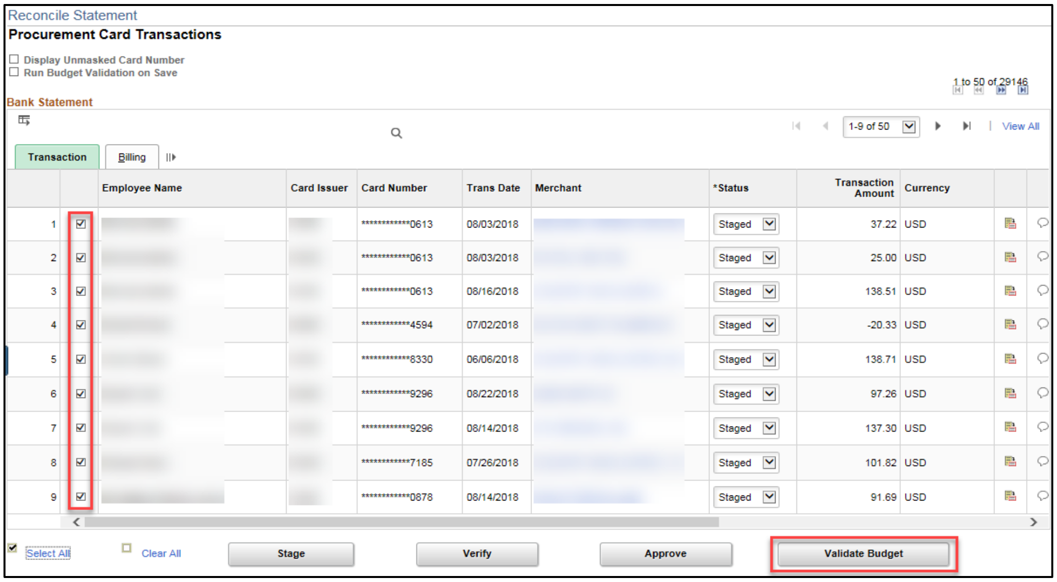
## Lesson Overview

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.

## Process Steps

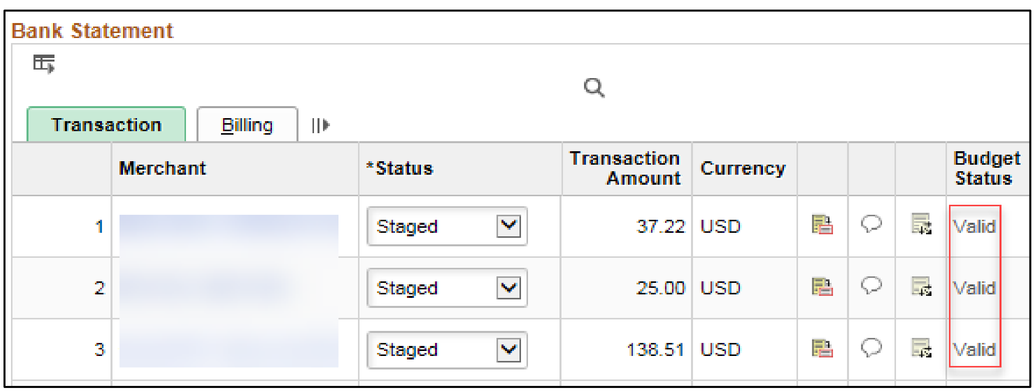
1. Navigate to the *Reconcile Statement Search* page and search for the PCard transaction.

   (See Search for PCard Transactions.)
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.

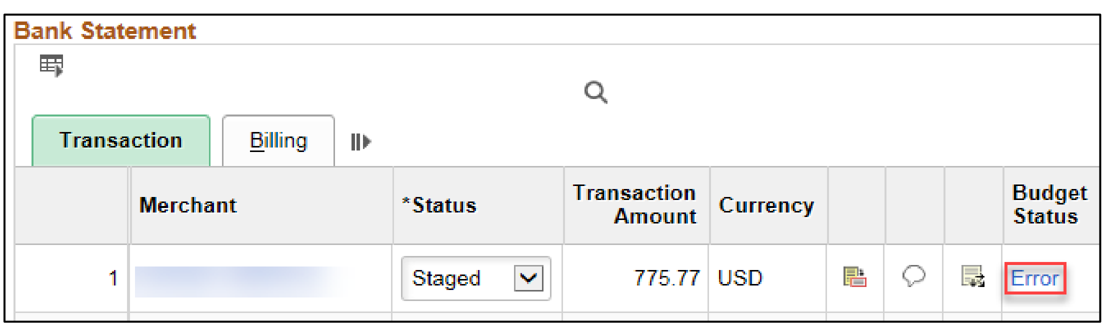



**Note**: SWIFT will run the budget check for the PCard transactions. During the budget check, the processing circle will display in the middle of the screen.

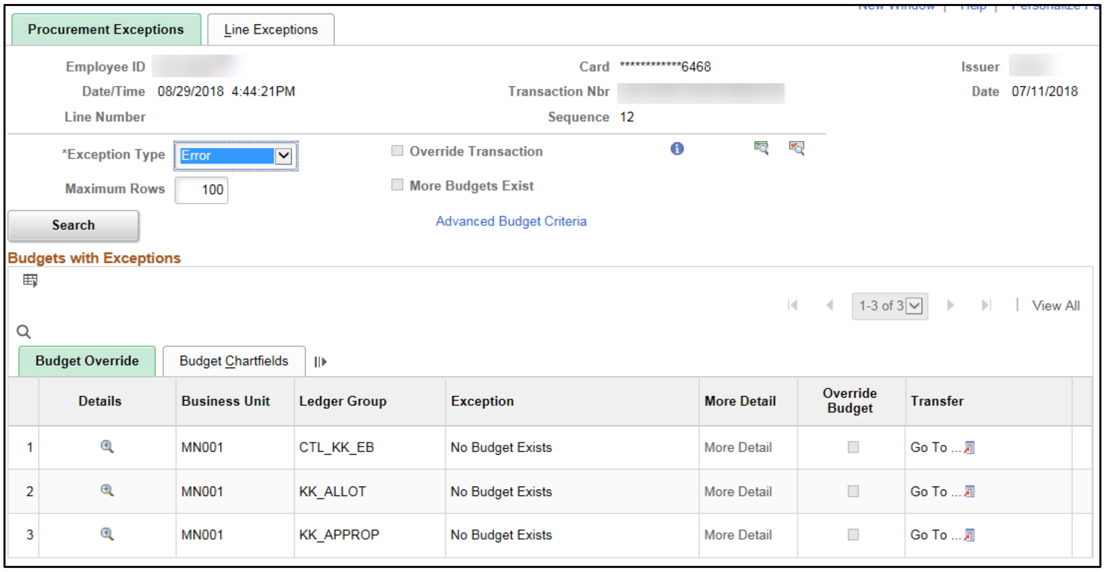
4. After the PCard transactions are budget checked, make sure the status of each transaction displays as "Valid" under the *Budget Status* column.




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



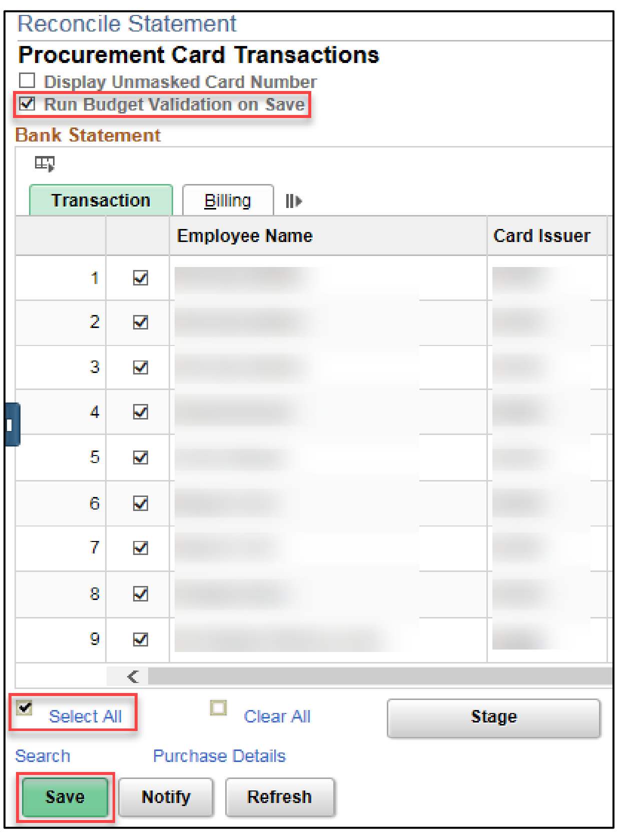

6. Review the *Procurement Exceptions and Line Exceptions* tabs for details about why the error occurred.




7. Correct PCard transactions with budget errors using valid budget strings before budget checking them again. (See Apply Chart of Account Data to PCard Transactions.)

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/Update Accounting Tags (SpeedCharts) for Cardholder

## Lesson Overview

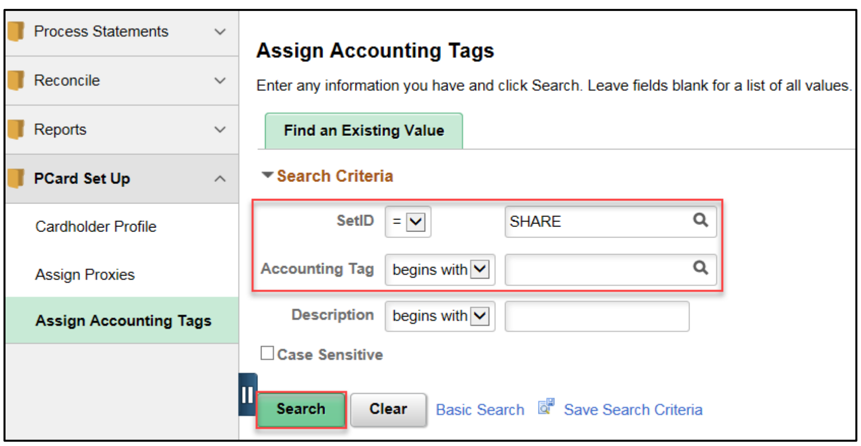
Accounting Tags (a.k.a. SpeedCharts) can be assigned to the appropriate cardholders (reconcilers, approvers, or agency administrators), who may use these assigned Accounting Tags as default Chart of Account data for PCard transactions.

## Process Steps

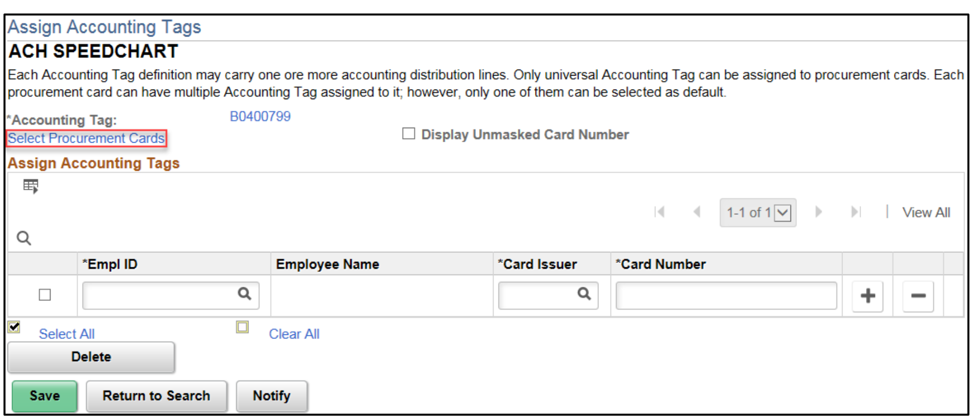
1. Navigate to the *Assign Accounting Tags* page.

| Navigation Option | Navigation Path |
| --- | --- |
| **Navigation Collection** | Procurement, Purchasing, Procurement Cards, left-menu, PCard Set Up folder, Assign Accounting Tags. |

2. Make sure the *SetID* field has "SHARE" entered.
3. Enter the Accounting Tag value (a.k.a., SpeedChart Key information) into the *Accounting Tag* field.
4. Press the **Search** button.

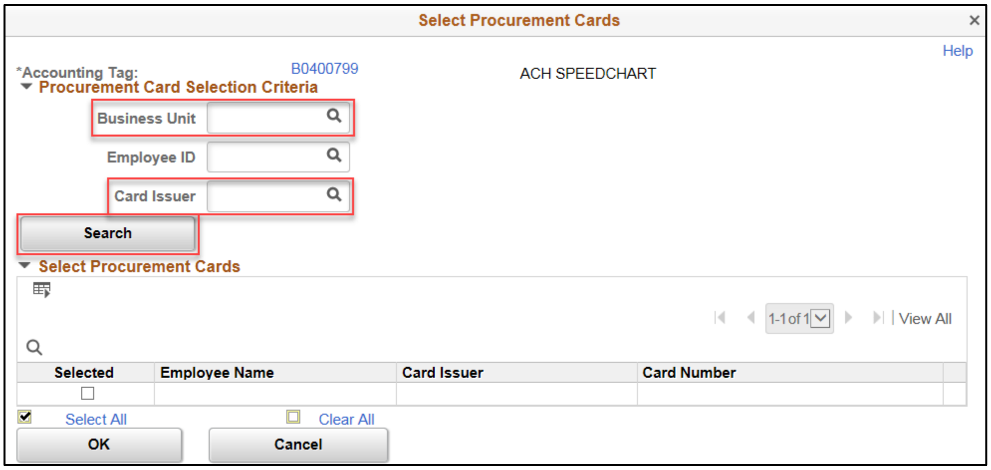



5. When the search result for the Accounting Tag displays, select the *Select Procurement Cards* link.

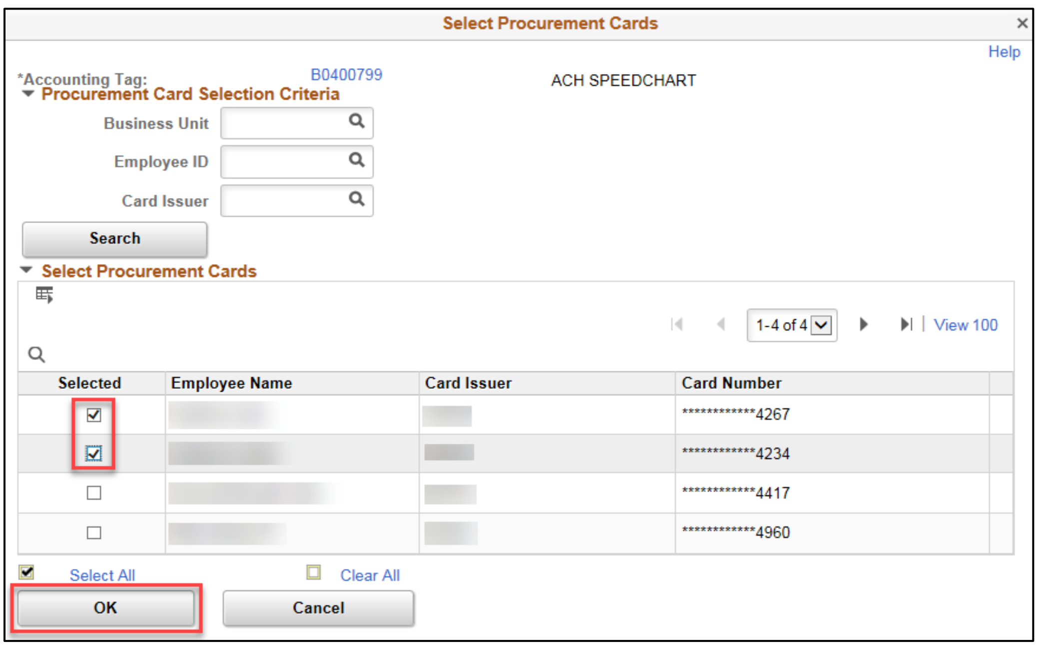


6. The *Select Procurement Cards* screen will display. Enter information into the *Business Unit* and *Card Issuer* fields.

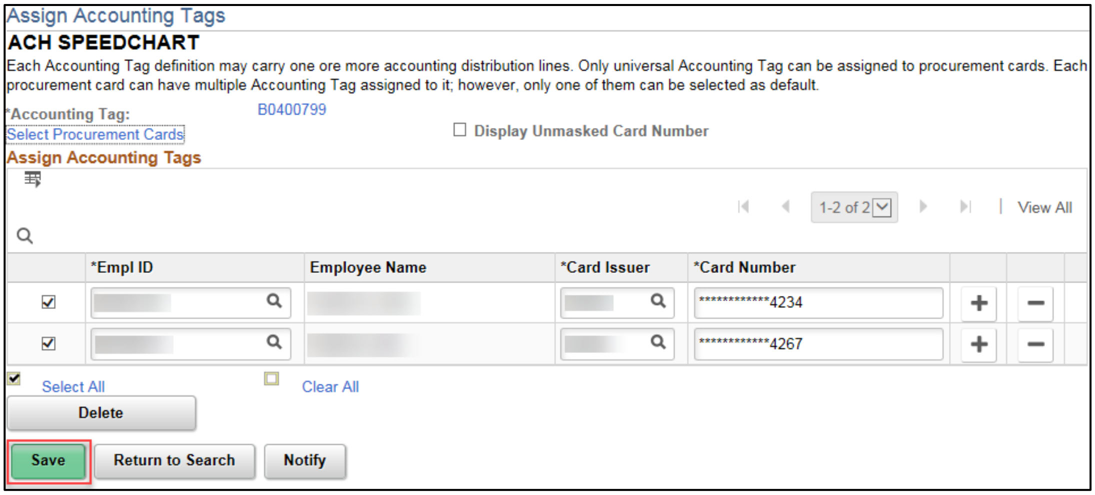
7. Press the **Search** button.




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.

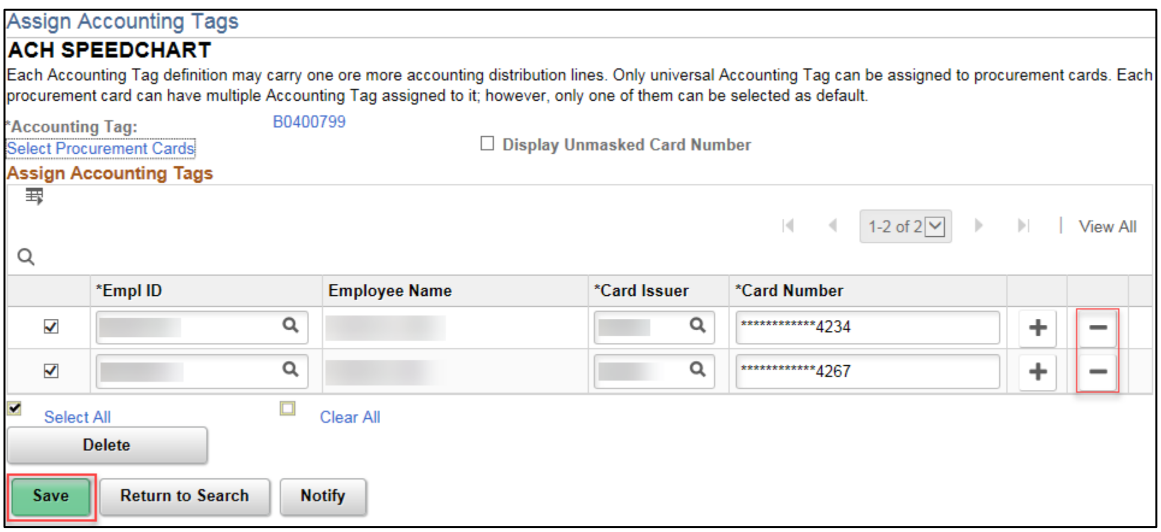



9. The selected cardholders will display in the *Assign Accounting Tags* page. Press the **Save** button.




**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/Update Proxies for Cardholder

## Lesson Overview

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—e.g., PCard Reconciler, PCard Approver or PCard Agency Administrator. (See SWIFT Security Access Forms.)

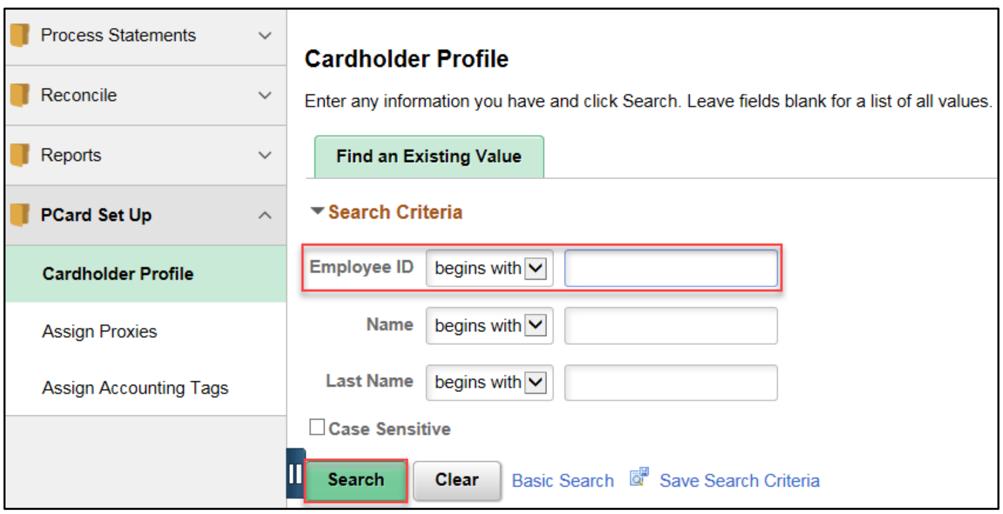
## Process Steps – Assign Proxy to Cardholder

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.

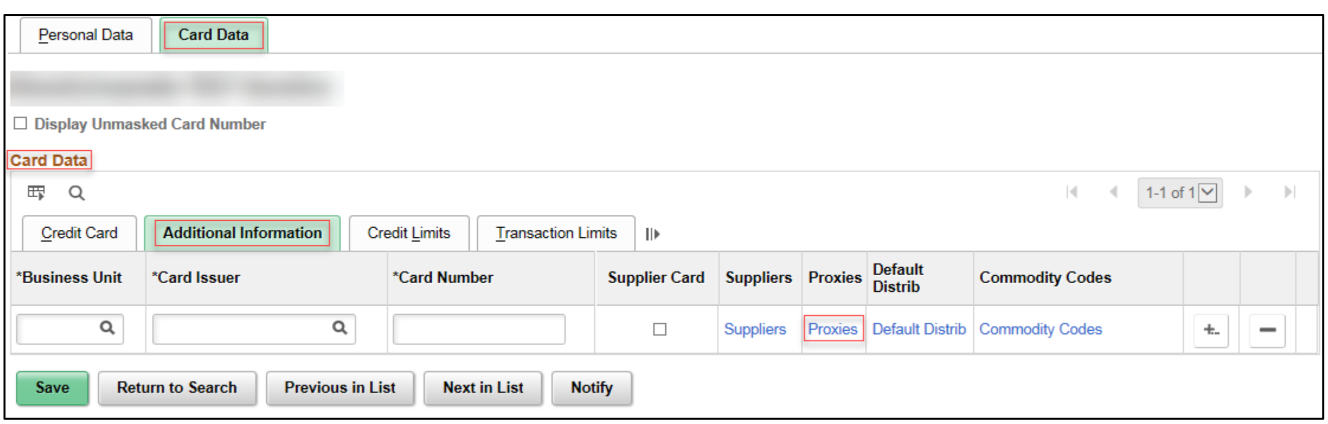
3. Press the **Search** button.



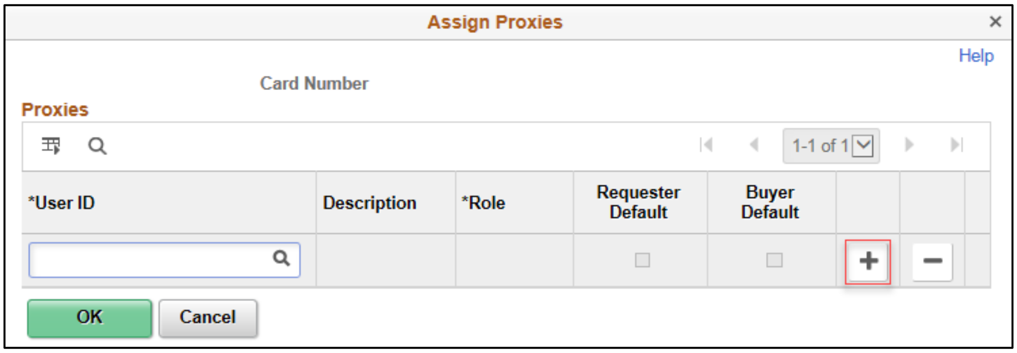

4. When the cardholder profile displays, select the *Card Data* tab.

5. Under the *Card Data* section, select the *Additional Information* tab.

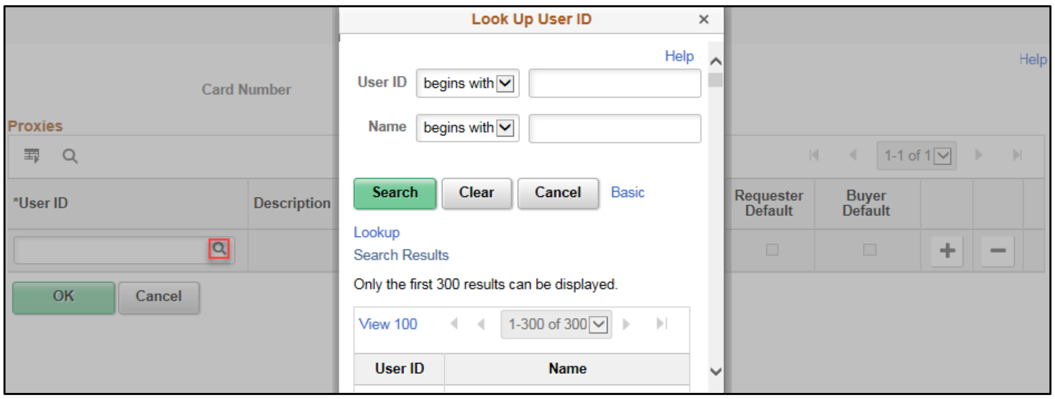
6. Select the *Proxies* link.



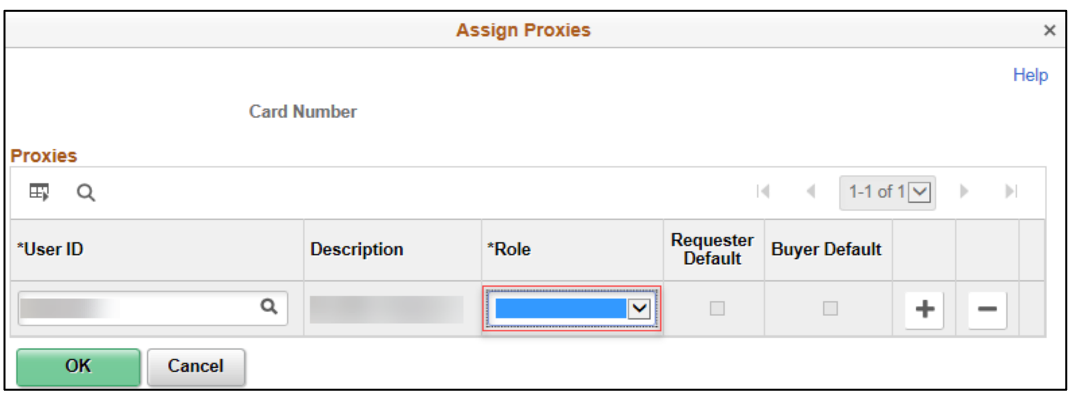
7. The *Assign Proxies* window will display. To add proxies, press the **Add a New Row** button (**+**).




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.

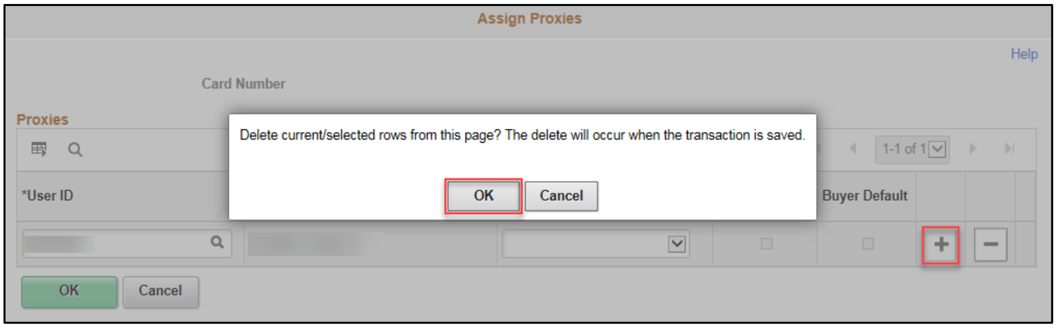



**Note**: Each PCard holder must have, at minimum, the following proxy roles assigned:

- PCard Central Administrator
- PCard Agency Administrator

Other roles (Reconciler, Approver, and Reviewer) are optional. (See Security Access Forms to assign roles.)

10. To remove a proxy from a cardholder, press the **Delete Row** button (**-**), and press **OK** on the *Delete Confirmation* window.



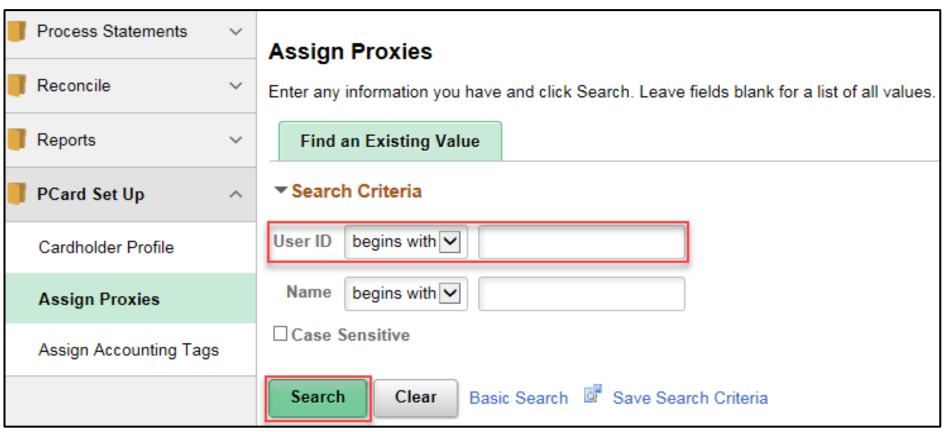

11. After adding or removing proxies, press the **OK** button on the *Assign Proxies* window.

## Process Steps – Assign Proxy to Multiple Cardholders

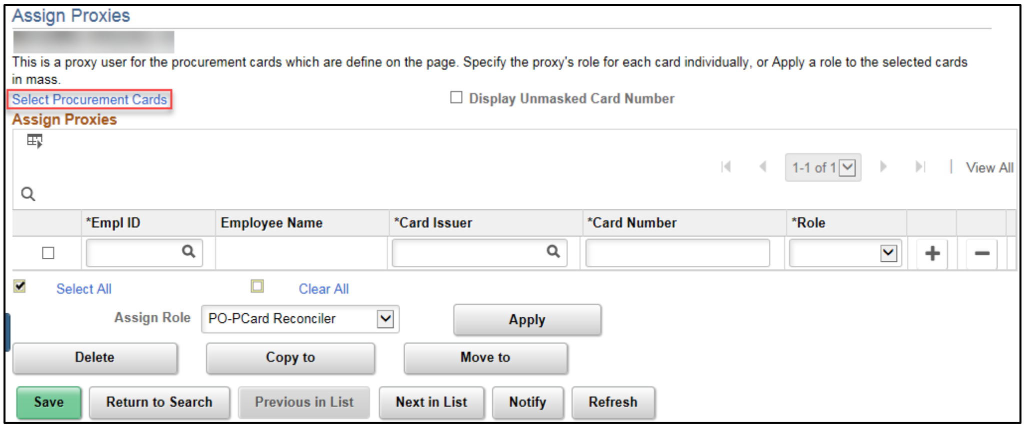
1. Navigate to the *Assign Proxies* page.

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

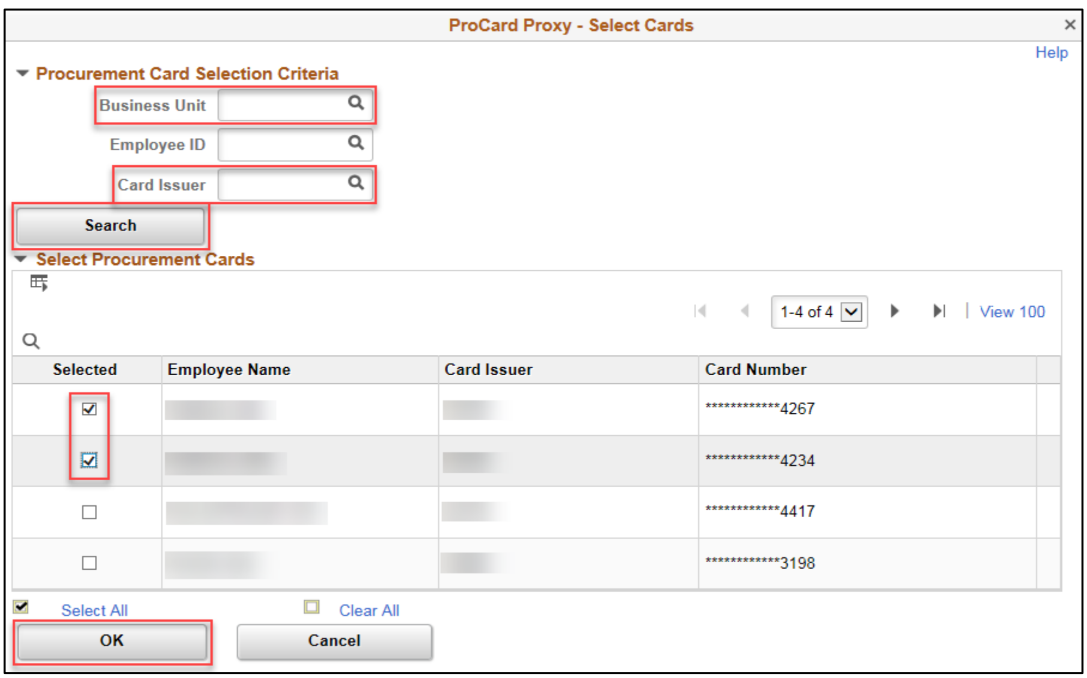
2. Enter the identification number of the proxy in the *User ID* field.
3. Press the **Search** button.



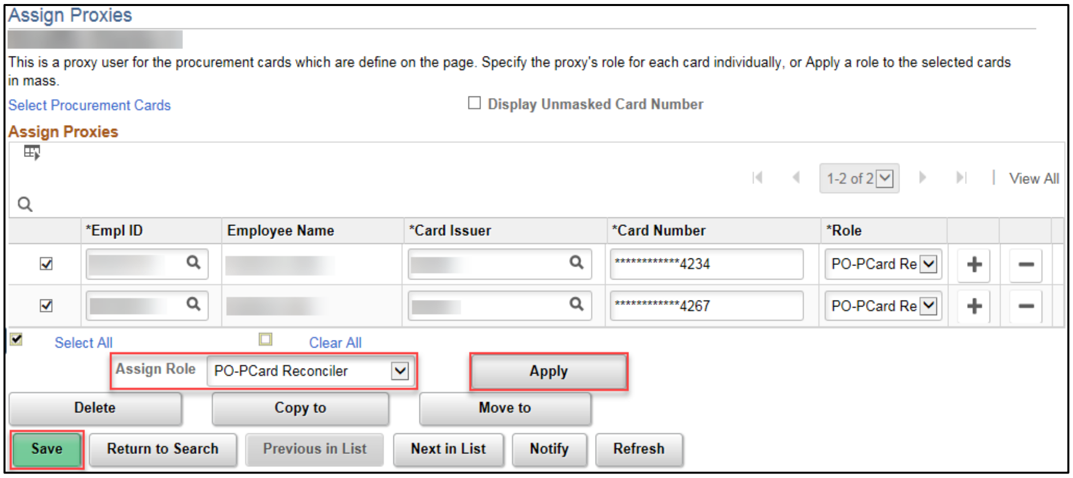

4. When the *Assign Proxies* screen displays, select the *Select Procurement Cards* link.



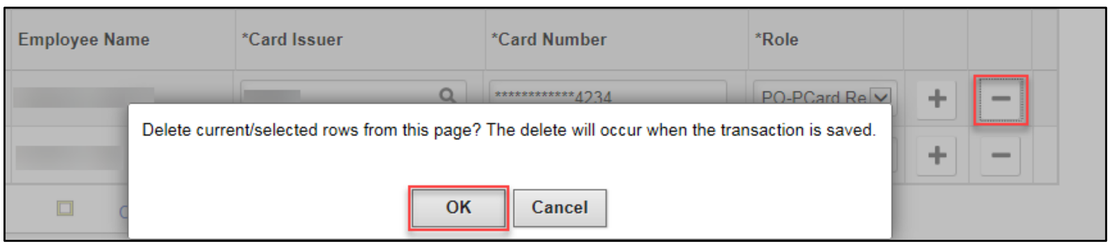

5. The *ProCard Proxy – Select Cards* screen will display. Enter search criteria for cardholders in the *Business Unit* and *Card Issuer* fields, and press the **Search** button.
6. Cardholders that match the search criteria will display under the *Select Procurement Cards* section of the screen. Check mark all cardholders to assign the proxy to, and press the **OK** button.



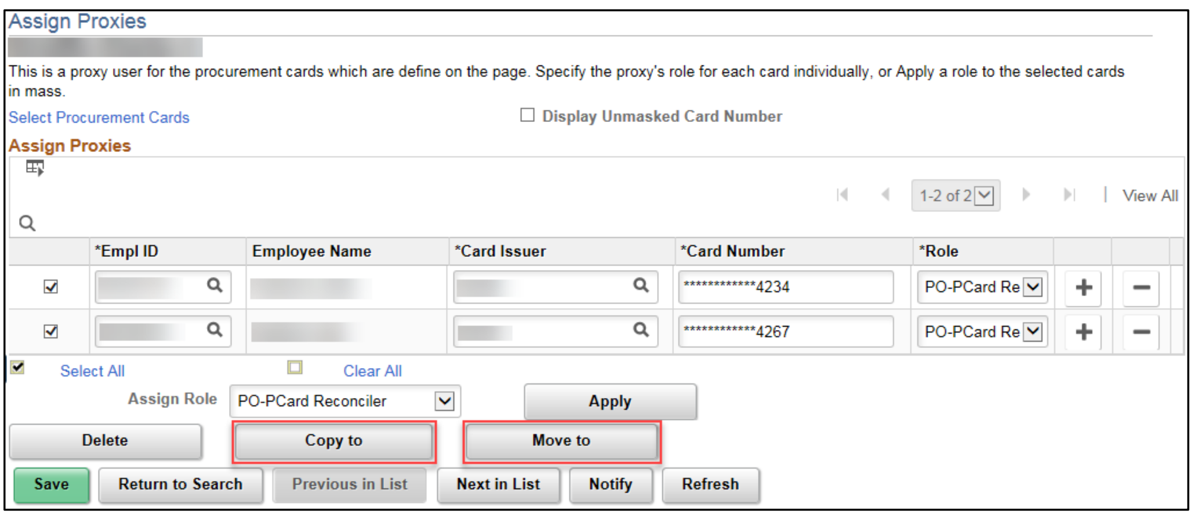

7. The selected cardholders will display in the *Assign Proxies* screen. In the *Assign Role* field, select the proxy role to assign to these cardholders from the drop-down list.
8. Press the **Apply** button, and then press the **Save** button.



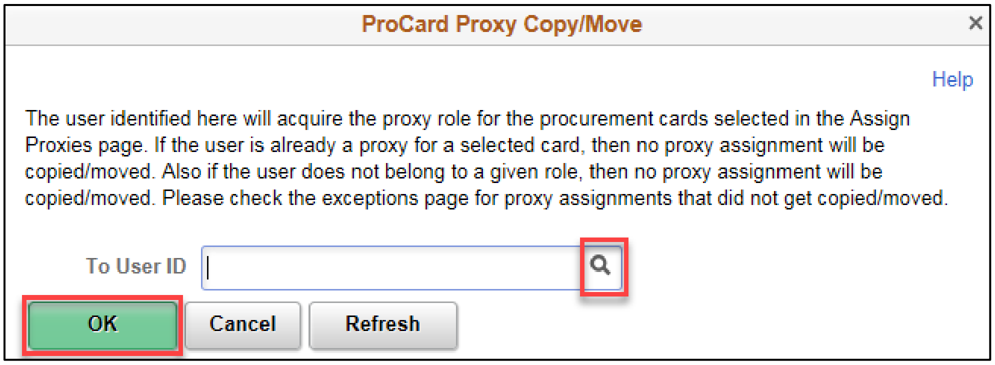

9. To remove the proxy from a cardholder, press the **Delete Row** button (**-**), and press **OK** on the *Delete Confirmation* window.



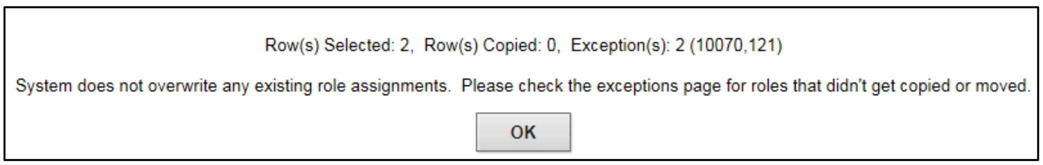

10. To copy or move cardholders from the proxy to another user, press the **Move To** or the **Copy To** button.



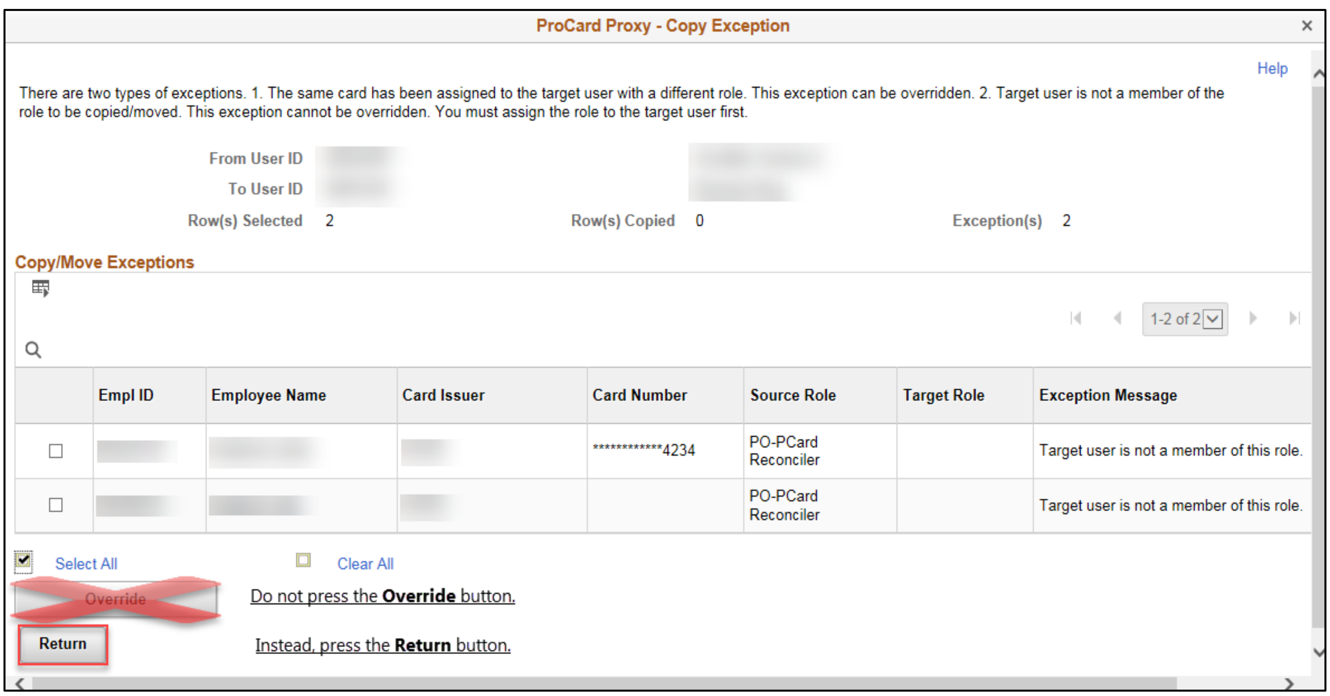

Use the **Look Up** glass icon on the *ProCard Proxy Copy/Move* screen to find another user before pressing **OK**.




**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.




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 Profile

## Lesson Overview

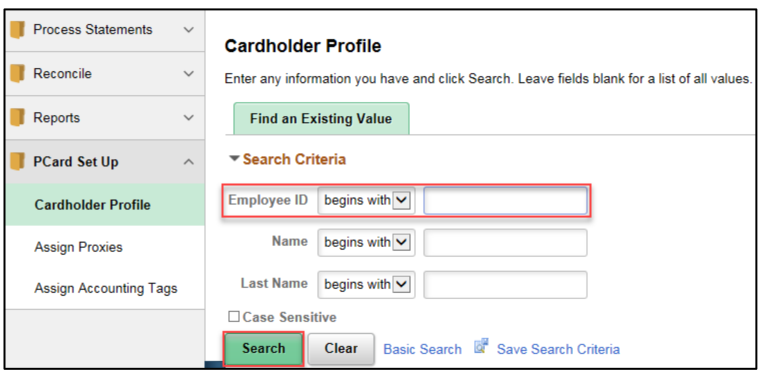
The PCard Agency Administrator is responsible for adding or deleting PCard information on a cardholder profile.

## Process Steps

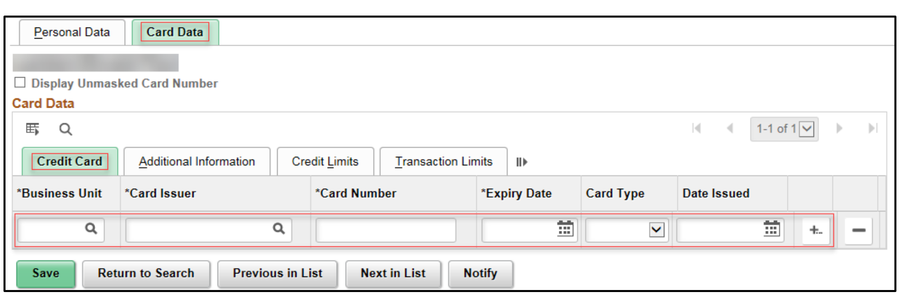
1. Navigate to the *Cardholder Profile* page.

| Navigation Option | Navigation Path |
|---|---|
| **Navigation Collection** | Procurement, Purchasing, Procurement Cards, left-menu, PCard Set Up folder, Cardholder Profile. |

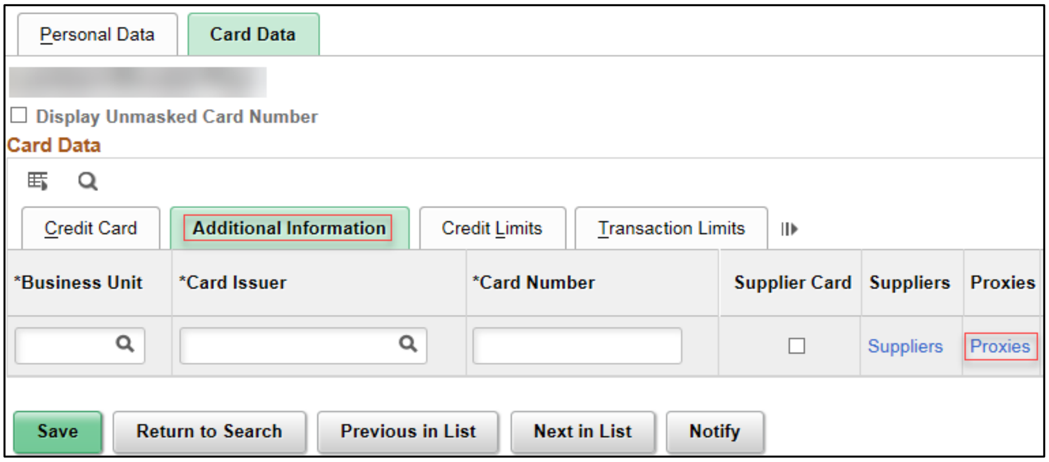
2. Enter the employee number for the cardholder profile to update in the *Employee ID* field.
3. Press the **Search** button.



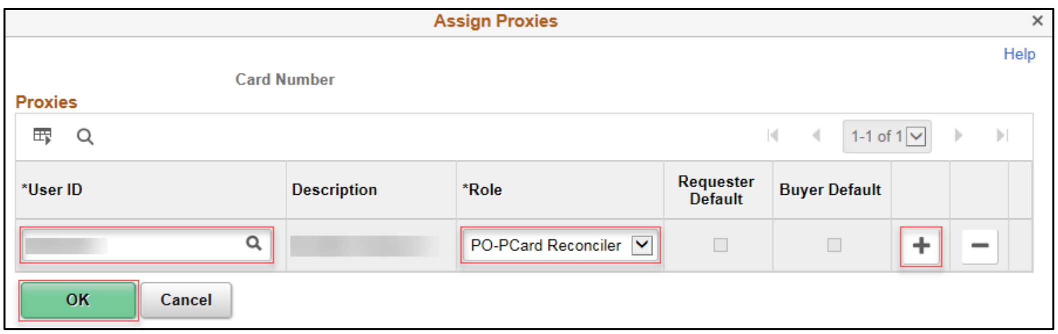

4. The cardholder profile data will display. Select the *Card Data* tab.
5. To add PCard information, select the **Add** icon (**+**), and enter the following data in the *Credit Card* tab:
   - Business Unit
   - Card Issuer
   - Card Number (16-digit code)
   - Expire Date
   - Card Type (Always select "Visa")
   - Date Issued



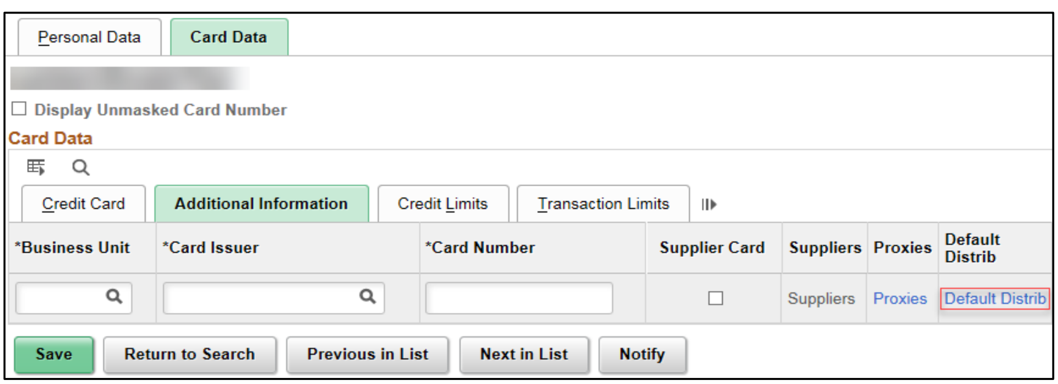
6. Select the *Additional Information* tab, and select the *Proxies* link.




7. The *Assign Proxies* screen will display. Select the **Add** icon (**+**) to add an additional proxy for the cardholder.
8. Enter the employee number in the *User ID* field.
9. Select the proxy's role from the drop-down list under the *Role* column.
10. Press the **OK** button.

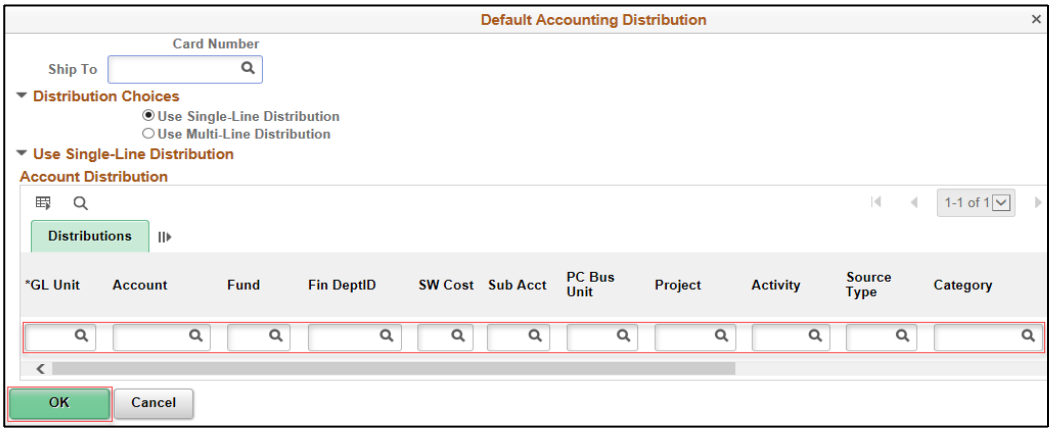



11. **Optional**: Add a funding string as default Chart of Account data.
    - Select the *Default Distrib* link (on the *Additional Information* tab under the *Card Data* tab).



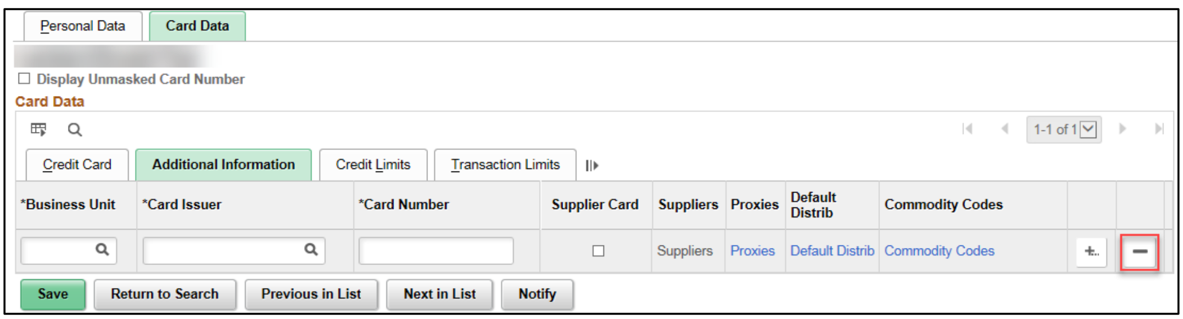

- When the *Default Accounting Distribution* screen displays, enter the Chart of Account data.

- Press **OK**.

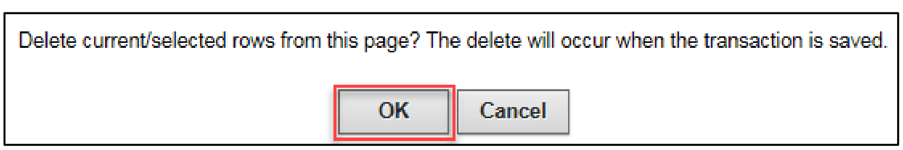



**Note**: The *Credit Limits* and *Transaction Limits* tabs on the cardholder profile are not used in SWIFT and are maintained within the U.S. Bank system, so leave fields in these tabs blank.

12. To delete PCard information for a user, select the **Delete** (-) icon.




13. When the *Delete Confirmation* window displays, press the **OK** button.




14. Press the **Save** button to make sure the PCard information has been deleted.