

# **SWIFT**

STATEWIDE INTEGRATED FINANCIAL TOOLS

## **PCard Admin**

### **Purchasing Card Agency Admin Tasks**

#### **User Guide**

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Version 3

Minnesota Management & Budget  
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<http://www.mn.gov/mmb/accounting/swift/>



## Purchasing Card Agency Admin Tasks

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## 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](#)
- [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](#)
- [Change PCard Transaction Status as Verified or Approved](#)
- [Budget Check PCard Transactions](#)
- [Add/Update Accounting Tags \(SpeedCharts\) for PCard Holder](#)
- [Add/Update Proxies for PCard Holder](#)
- [Add or Delete PCard Information on Cardholder Profile](#)

## 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 <b>Look Up</b> 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 <b>Look Up</b> glass icon to use the <i>Look Up Name</i> search function.
Card Issuer	From the drop-down list, select an agency that issues PCards.
Billing Date	Select the <b>Look Up</b> glass icon to search for a billing date.
Statement Status	Select from the following drop-down list: <ul style="list-style-type: none"> <li>• "Approved" – transaction has been approved</li> <li>• "Closed" – voucher has been built successfully</li> <li>• "Error" – voucher has been built, but there is an error</li> <li>• "Initial" – N/A (this option is no longer used)</li> <li>• "Staged" – transaction has been loaded but not verified or approved</li> <li>• "Verified" – transaction has been verified</li> </ul>

<p><b>Budget Status</b></p>	<p>Select from the following drop-down list:</p> <ul style="list-style-type: none"> <li>• “Document in Processing” –budget is processing in SWIFT</li> <li>• “Error in Budget Check” – budget has an error status</li> <li>• “Not Budget Checked” – budget has not yet undergone a budget check</li> <li>• “Provisionally Valid” – budget is pending validation</li> <li>• “Valid” – budget has been validated</li> </ul>
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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.

Reconcile Statement

**Procurement Card Transactions**

Display Unmasked Card Number  
 Run Budget Validation on Save

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Bank Statement

Transaction  Billing

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		
1			*****4594	07/02/2018		Staged <input type="checkbox"/>	-20.33	USD		
2			*****8330	06/06/2018		Staged <input type="checkbox"/>	138.71	USD		
3			*****0878	05/24/2018		Staged <input type="checkbox"/>	29.00	USD		
4			*****0878	05/24/2018		Staged <input type="checkbox"/>	67.86	USD		
5			*****0878	06/12/2018		Staged <input type="checkbox"/>	38.54	USD		
6			*****0878	06/21/2018		Staged <input type="checkbox"/>	43.30	USD		
7			*****0878	07/20/2018		Staged <input type="checkbox"/>	43.84	USD		
8			*****0878	06/19/2018		Staged <input type="checkbox"/>	48.58	USD		
9			*****0878	07/11/2018		Staged <input type="checkbox"/>	1.00	USD		

**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.

Reconcile Statement

**Procurement Card Transactions**

Display Unmasked Card Number  
 Run Budget Validation on Save

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Bank Statement

Transaction | Billing

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	07/02/2018		Staged	-20.33	USD	Not Chk'd	Recycled	No	No

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.

ProCard Account Distribution

Reconcile Statement

**Account Distribution**

Line: 1 PO Qty: 1.0000 UOM: EA  
 Billing Date: 07/27/2018 Billing Amount: -20.33 USD Unit Price: -20.33000  
 Accounting Tag: Transaction Unit Price: -20.33000 \*Distribute By: Amount

Distributions

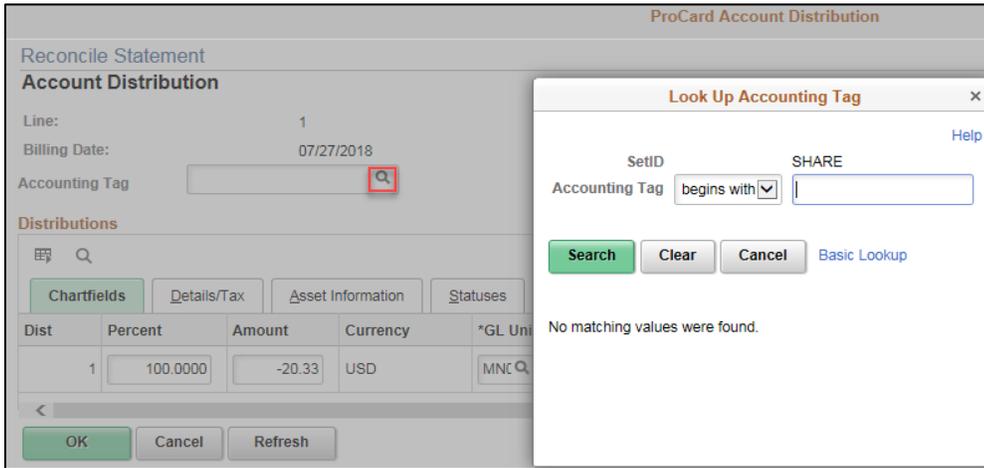
Chartfields | Details/Tax | Asset Information | Statuses

Dist	Percent	Amount	Currency	*GL Unit	Budget Date	Fund	Fin DeptID	AppropID	*Account	Sub Acct	SW Cost	Agcy Cost 1	Ag 2
1	100.0000	-20.33	USD	MNC	07/27/2018	3000	H1235059	H12003R					

OK Cancel Refresh

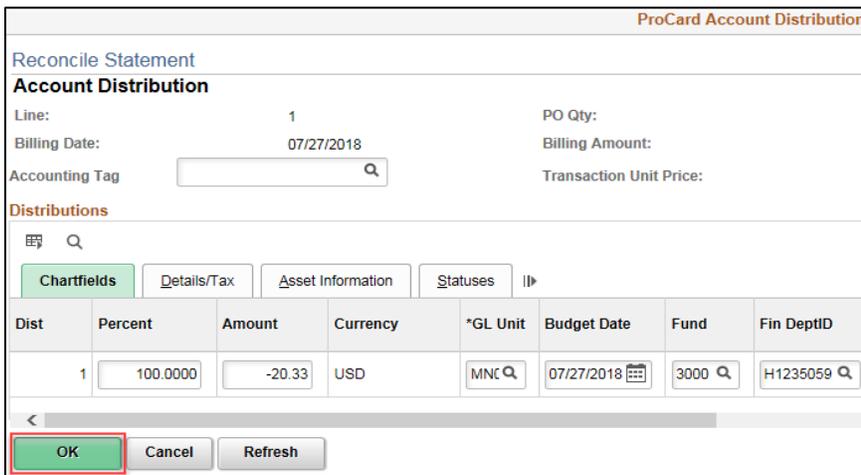
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- On the *Account Distribution* window, it is also possible to apply Chart of Account data via Accounting Tags. To look up Accounting Tags, use the **Look Up** glass icon next to the *Accounting Tag* field.

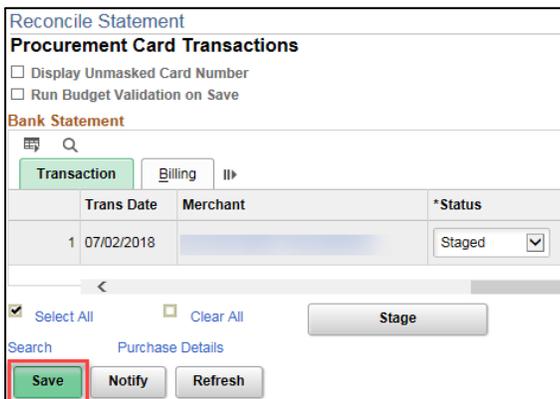


**Note:** For the Accounting Tag to be available to the PCard holder, the PCard Agency Administrator must grant cardholder access. (See [Add/Update Accounting Tags \(SpeedCharts\) for PCard Holder.](#))

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



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



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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.

**Reconcile Statement**

**Procurement Card Transactions**

Display Unmasked Card Number  
 Run Budget Validation on Save

**Bank Statement**

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant
1 <input checked="" type="checkbox"/>			*****4303	06/11/2018	
2 <input checked="" type="checkbox"/>			*****4303	06/18/2018	
3 <input checked="" type="checkbox"/>			*****4303	06/07/2018	

**Select All**     Clear All    **Stage**    **Verify**

[Search](#)    [Purchase Details](#)    **Distribution Template**

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

**ProCard Distrib Templates**

Accounting Tag:

**Distributions**

Seq	Pct	*GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	*Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Bus Unit	Project
1	100.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**OK**    Cancel    Refresh

- 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.

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Transaction		Billing								
Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	
1	Verified	37.29	USD				Valid	Valid	No	
2	Verified	34.92	USD				Valid	Valid	No	
3	Verified	148.55	USD				Valid	Valid	No	
4	Verified	42.98	USD				Valid	Valid	No	
5	Verified	42.83	USD				Valid	Valid	No	
6	Verified	-192.70	USD				Valid	Valid	No	
7	Verified	637.90	USD				Valid	Valid	Yes	
8	Verified	64.17	USD				Valid	Valid	Yes	
9	Verified	5.53	USD				Valid	Valid	Yes	

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

The screenshot shows a 'ProCard Change History' window overlaid on a transaction list. The window title is 'ProCard Change History' and it includes a 'Help' link. It displays 'Line 7' and a 'Redistribution History' section with a search icon and a '1-1 of 1' dropdown. Below this is a table with the following data:

	Last Change Date	User Modify
1	07/17/2018 11:11:55AM	00244266

A 'Return' button is located at the bottom left of the window. In the background, the transaction list from the previous image is visible, with the 'Yes' link in the 'Redistrib' column for Line 7 highlighted with a red box.

**Note:** After updating the funding string to apply Chart of Account data, budget check the PCard transactions. (See [Budget Check PCard Transactions.](#))

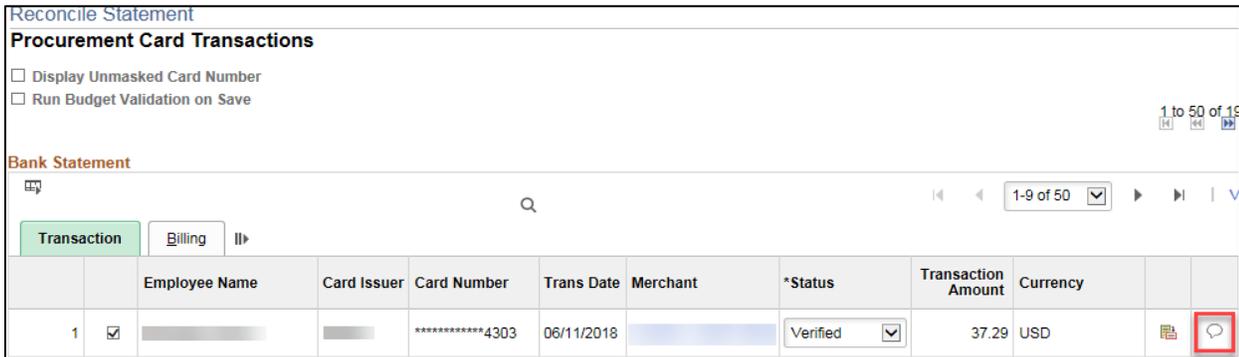
## Add Comments and Attachments to PCard Transactions

### Lesson Overview

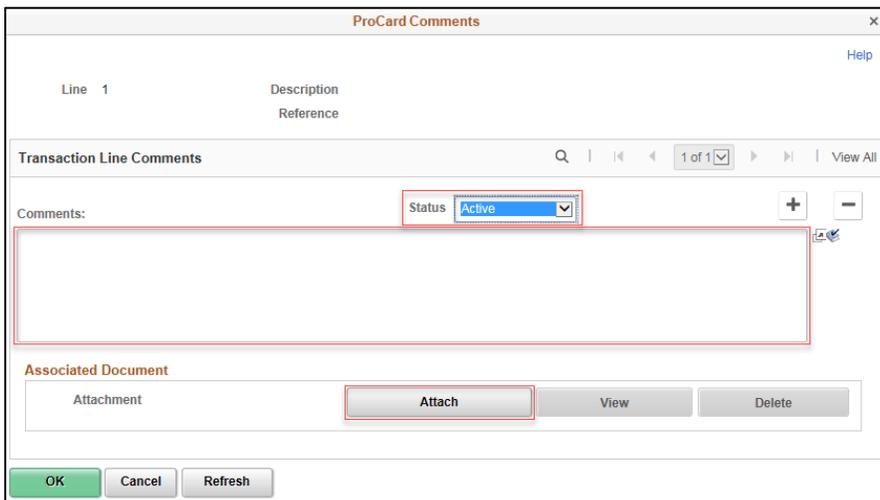
In rare situations (e.g., if a PCard was misused or used for an incorrect or unauthorized transaction), the PCard Agency Administrator may need to enter comments and add attachments for individual PCard transactions.

### 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.

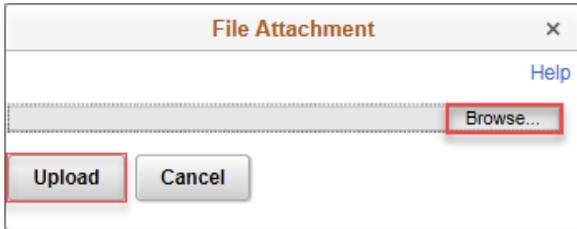


3. When the *ProCard Comments* screen displays, enter comments into the *Comments* field.
4. Select "Active" from the drop-down list in the *Status* field.
5. Press the **Attach** button to add an attachment.

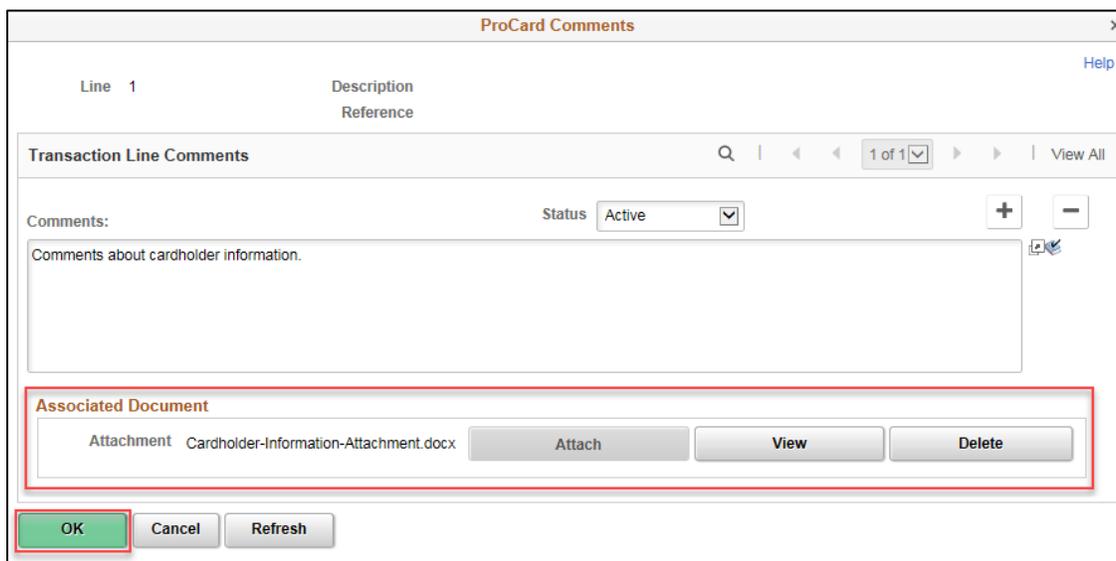


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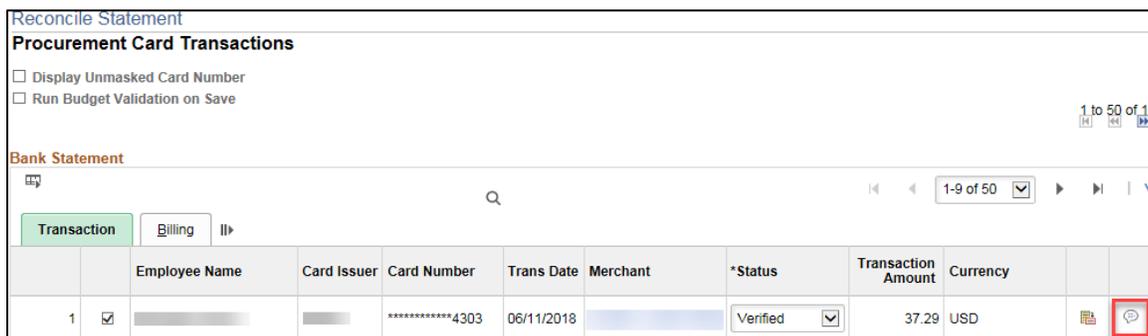
- When the *File Attachment* window displays, press the **Browse** button, find and select the file to attach, and press the **Upload** button.



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



- 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

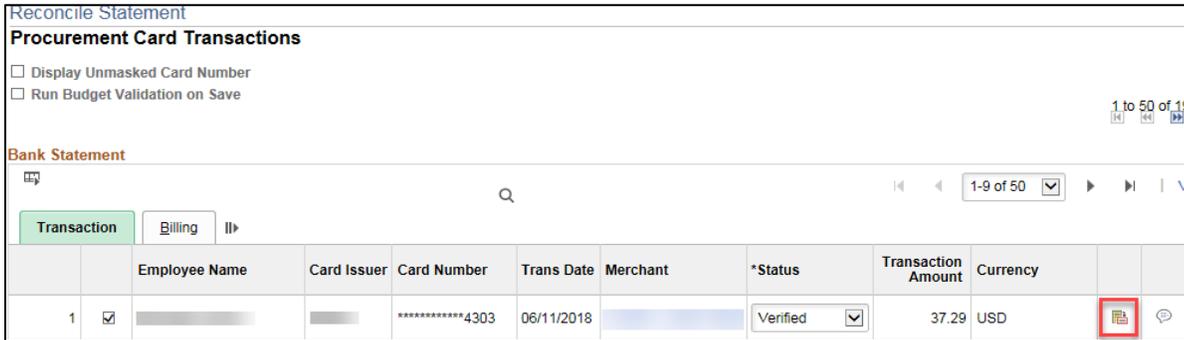
### Lesson Overview

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

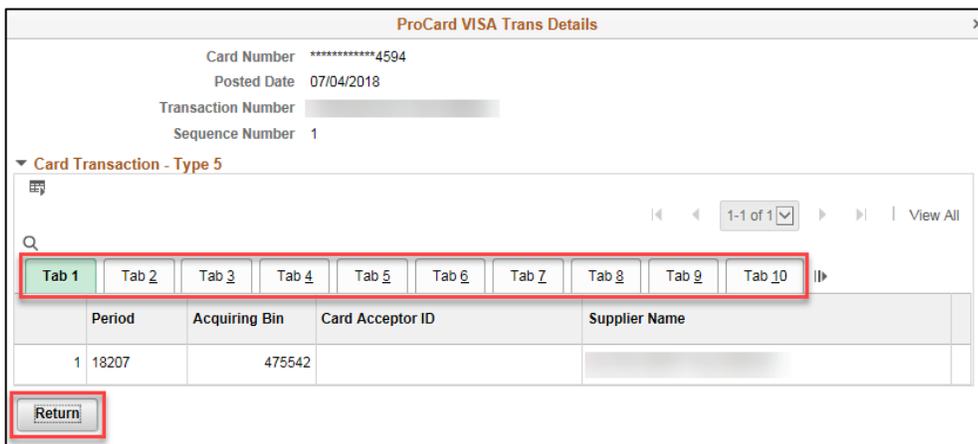
### Process Steps

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

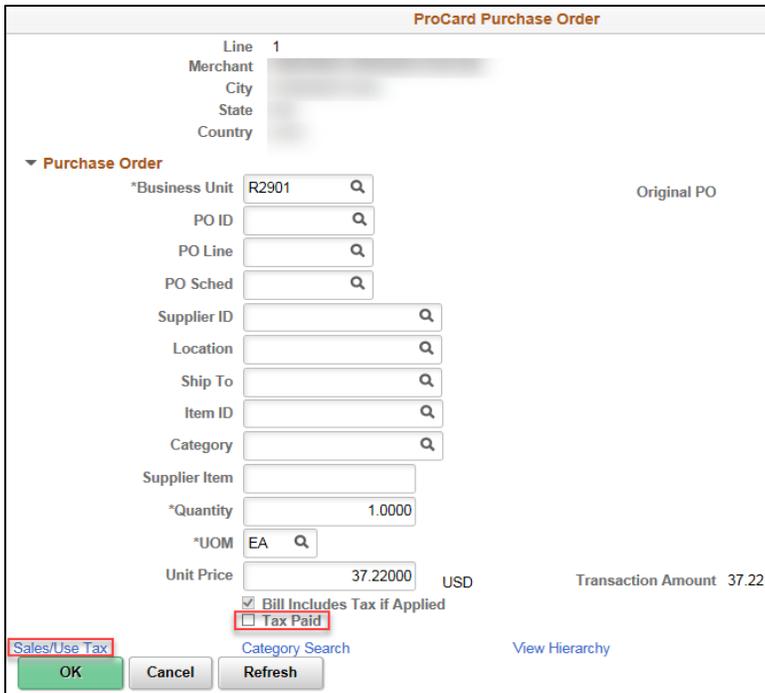
1. Navigate to the *Reconcile Statement Search* page and search for the PCard transaction.  
(See [Search for PCard Transactions](#).)
2. The PCard transaction will display on the *Procurement Card Transactions* screen. Check mark the box for the PCard transaction that needs Use Tax applied.
3. Select the *Purchase Details* link.

The screenshot shows the 'Reconcile Statement' interface. At the top, there are checkboxes for 'Display Unmasked Card Number' and 'Run Budget Validation on Save'. Below this is the 'Bank Statement' section, which includes a search icon and a table of transactions. The table has columns for 'Transaction', 'Employee Name', 'Card Issuer', and 'Card Number'. A single transaction is listed with a checked checkbox in the 'Transaction' column and a card number ending in '0613'. Below the table are buttons for 'Select All', 'Clear All', and 'Stage'. At the bottom left, there is a 'Search' field and a 'Purchase Details' link, which is highlighted with a red box.

Transaction	Employee Name	Card Issuer	Card Number
1 <input checked="" type="checkbox"/>			*****0613

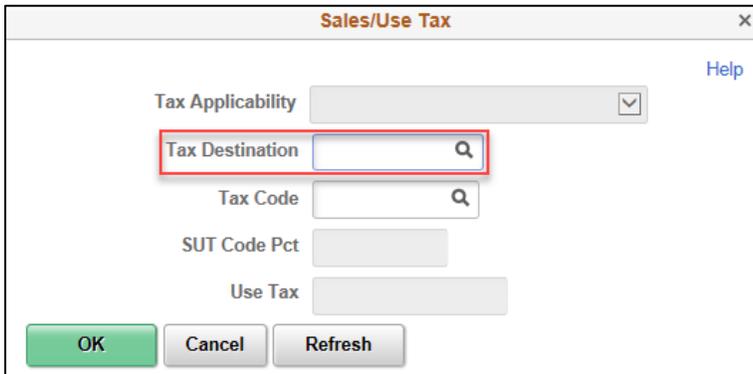
4. When the *ProCard Purchase Order* screen displays, uncheck the **Tax Paid** box, and select the *Sales/Use Tax* link.

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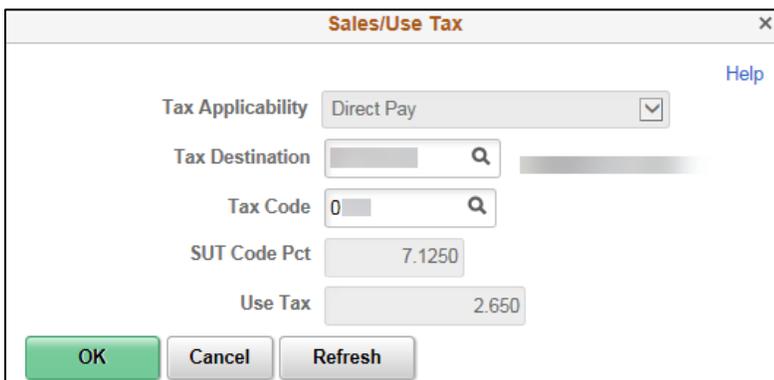
The screenshot shows the 'ProCard Purchase Order' form. At the top, it displays 'Line 1' and merchant information (Merchant, City, State, Country). Below this is a 'Purchase Order' section with various fields: \*Business Unit (R2901), PO ID, PO Line, PO Sched, Supplier ID, Location, Ship To, Item ID, Category, Supplier Item, \*Quantity (1.0000), \*UOM (EA), and Unit Price (37.22000 USD). The Transaction Amount is 37.22. There are checkboxes for 'Bill Includes Tax if Applied' (checked) and 'Tax Paid' (unchecked). A 'Sales/Use Tax' button is highlighted with a red box. Other buttons include 'OK', 'Cancel', and 'Refresh'. Links for 'Category Search' and 'View Hierarchy' are also present.

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.



The screenshot shows the 'Sales/Use Tax' dialog box. It has a 'Tax Applicability' dropdown menu and a 'Tax Destination' field with a search icon. Below these are 'Tax Code', 'SUT Code Pct', and 'Use Tax' fields. The 'OK', 'Cancel', and 'Refresh' buttons are at the bottom. A 'Help' link is in the top right corner.

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



The screenshot shows the 'Sales/Use Tax' dialog box after a tax destination has been selected. The 'Tax Applicability' dropdown is now set to 'Direct Pay'. The 'Tax Code' field contains '0', 'SUT Code Pct' is '7.1250', and 'Use Tax' is '2.650'. The 'OK', 'Cancel', and 'Refresh' buttons are at the bottom. A 'Help' link is in the top right corner.

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).

**Reconcile Statement**

**Procurement Card Transactions**

Display Unmasked Card Number  
 Run Budget Validation on Save

**Bank Statement**

Transaction | Billing | ||>

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status
1			*****0613	08/03/2018		Staged <input type="checkbox"/>
2			*****0613	08/03/2018		Staged <input type="checkbox"/>
3			*****0613	08/16/2018		Staged <input type="checkbox"/>

Select All    Clear All        

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.

**Bank Statement**

Transaction Billing ||>

		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status
1	<input checked="" type="checkbox"/>			*****0613	08/03/2018		Approved Staged Verified
2	<input checked="" type="checkbox"/>			*****0613	08/03/2018		Verified <input type="button" value="v"/>
3	<input checked="" type="checkbox"/>			*****0613	08/16/2018		Verified <input type="button" value="v"/>

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.

Reconcile Statement  
Procurement Card Transactions

Display Unmasked Card Number  
 Run Budget Validation on Save

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Bank Statement

Transaction | Billing

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1			*****0613	08/03/2018		Staged	37.22	USD
2			*****0613	08/03/2018		Staged	25.00	USD
3			*****0613	08/16/2018		Staged	138.51	USD
4			*****4594	07/02/2018		Staged	-20.33	USD
5			*****8330	06/06/2018		Staged	138.71	USD
6			*****9296	08/22/2018		Staged	97.26	USD
7			*****9296	08/14/2018		Staged	137.30	USD
8			*****7185	07/26/2018		Staged	101.82	USD
9			*****0676	08/14/2018		Staged	91.68	USD

Select All | Clear All | Stage | Verify | Approve | **Validate Budget**

**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.

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

Bank Statement

Transaction | Billing

	Merchant	*Status	Transaction Amount	Currency	Budget Status
1		Staged	37.22	USD	Valid
2		Staged	25.00	USD	Valid
3		Staged	138.51	USD	Valid

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

Bank Statement

Transaction | Billing

	Merchant	*Status	Transaction Amount	Currency	Budget Status
1		Staged	775.77	USD	Error

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

Procurement Exceptions | Line Exceptions

Employee ID [redacted] Card \*\*\*\*\*6468 Issuer [redacted]  
 Date/Time 08/29/2018 4:44:21PM Transaction Nbr [redacted] Date 07/11/2018  
 Line Number [redacted] Sequence 12

\*Exception Type **Error**  Override Transaction  More Budgets Exist  
 Maximum Rows 100

**Search** [Advanced Budget Criteria](#)

**Budgets with Exceptions**

1-3 of 3 | View All

**Budget Override** | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		MN001	CTL_KK_EB	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2		MN001	KK_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
3		MN001	KK_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

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

Reconcile Statement

**Procurement Card Transactions**

Display Unmasked Card Number  
 **Run Budget Validation on Save**

**Bank Statement**

Transaction | Billing

		Employee Name	Card Issuer
1	<input checked="" type="checkbox"/>	[redacted]	[redacted]
2	<input checked="" type="checkbox"/>	[redacted]	[redacted]
3	<input checked="" type="checkbox"/>	[redacted]	[redacted]
4	<input checked="" type="checkbox"/>	[redacted]	[redacted]
5	<input checked="" type="checkbox"/>	[redacted]	[redacted]
6	<input checked="" type="checkbox"/>	[redacted]	[redacted]
7	<input checked="" type="checkbox"/>	[redacted]	[redacted]
8	<input checked="" type="checkbox"/>	[redacted]	[redacted]
9	<input checked="" type="checkbox"/>	[redacted]	[redacted]

**Select All**  Clear All **Stage**

Search [Purchase Details](#)

**Save** **Notify** **Refresh**

## 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
<b>Navigation Collection</b>	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.

**Assign Accounting Tags**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

SetID =

Accounting Tag

Description

Case Sensitive

[Basic Search](#)

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

**Assign Accounting Tags**

**ACH SPEEDCHART**

Each Accounting Tag definition may carry one or more accounting distribution lines. Only universal Accounting Tag can be assigned to procurement cards. Each procurement card can have multiple Accounting Tag assigned to it; however, only one of them can be selected as default.

\*Accounting Tag:   Display Unmasked Card Number

[Select Procurement Cards](#)

**Assign Accounting Tags**

1-1 of 1 | View All

*Empl ID	Employee Name	*Card Issuer	*Card Number		
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Select All  Clear All

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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

The screenshot shows the 'Select Procurement Cards' window. At the top, it displays '\*Accounting Tag: B0400799' and 'ACH SPEEDCHART'. Under the 'Procurement Card Selection Criteria' section, there are three search fields: 'Business Unit', 'Employee ID', and 'Card Issuer', each with a magnifying glass icon. A 'Search' button is located below these fields. The 'Select Procurement Cards' section below shows a table with columns for 'Selected', 'Employee Name', 'Card Issuer', and 'Card Number'. The table is currently empty, and the '1-1 of 1' indicator is visible. At the bottom, there are 'Select All' and 'Clear All' checkboxes, and 'OK' and 'Cancel' buttons.

- 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.

The screenshot shows the 'Select Procurement Cards' window after a search. The search criteria fields are the same as in the previous screenshot. The 'Select Procurement Cards' section now displays a table with four rows of results. The first two rows have their 'Selected' checkboxes checked, and these checkboxes are highlighted with a red box. The table columns are 'Selected', 'Employee Name', 'Card Issuer', and 'Card Number'. The 'Card Number' column shows values: '\*\*\*\*\*4267', '\*\*\*\*\*4234', '\*\*\*\*\*4417', and '\*\*\*\*\*4960'. At the bottom, the 'Select All' checkbox is checked, and the 'OK' button is highlighted with a red box.

Selected	Employee Name	Card Issuer	Card Number
<input checked="" type="checkbox"/>			*****4267
<input checked="" type="checkbox"/>			*****4234
<input type="checkbox"/>			*****4417
<input type="checkbox"/>			*****4960

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

Assign Accounting Tags

**ACH SPEEDCHART**

Each Accounting Tag definition may carry one or more accounting distribution lines. Only universal Accounting Tag can be assigned to procurement cards. Each procurement card can have multiple Accounting Tag assigned to it; however, only one of them can be selected as default.

\*Accounting Tag: B0400799  Display Unmasked Card Number

[Select Procurement Cards](#)

Assign Accounting Tags

1-2 of 2 | View All

	*Empl ID	Employee Name	*Card Issuer	*Card Number		
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*****4234	+	-
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*****4267	+	-

Select All  Clear All

Delete

Save Return to Search Notify

**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.

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

Assign Accounting Tags

**ACH SPEEDCHART**

Each Accounting Tag definition may carry one or more accounting distribution lines. Only universal Accounting Tag can be assigned to procurement cards. Each procurement card can have multiple Accounting Tag assigned to it; however, only one of them can be selected as default.

\*Accounting Tag: B0400799  Display Unmasked Card Number

[Select Procurement Cards](#)

Assign Accounting Tags

1-2 of 2 | View All

	*Empl ID	Employee Name	*Card Issuer	*Card Number		
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*****4234	+	-
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*****4267	+	-

Select All  Clear All

Delete

Save Return to Search Notify

## 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

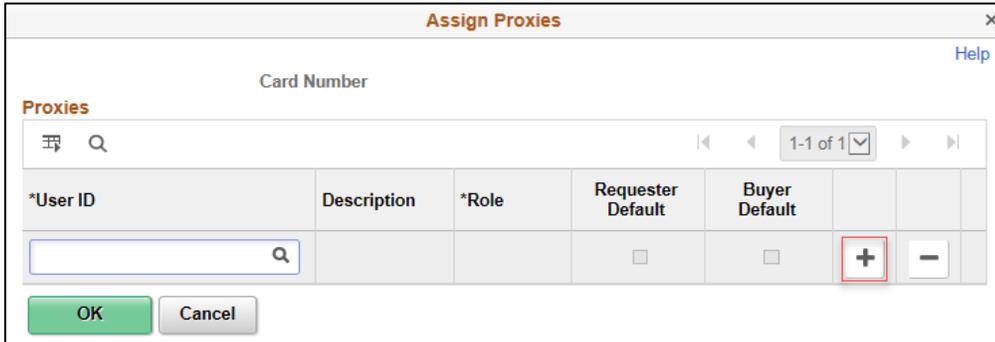
1. Navigate to the *Cardholder Profile* page.

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

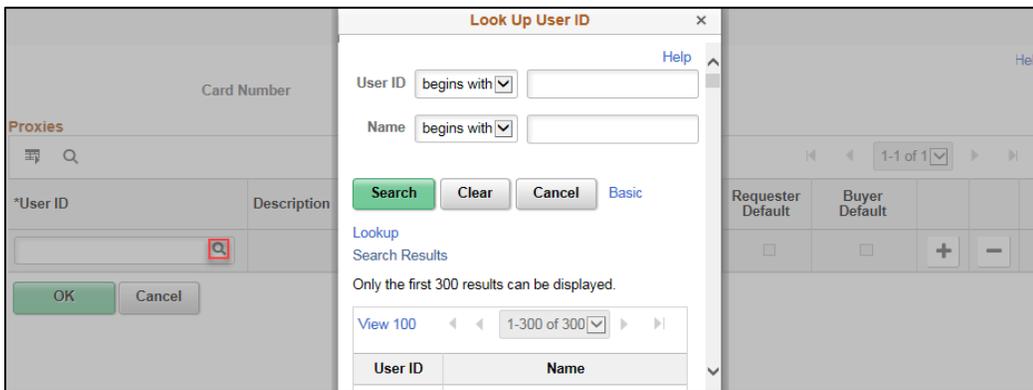
2. When the *Cardholder Profile* page displays, enter the employee’s identification number in the *Employee ID* field.
3. Press the **Search** button.

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.

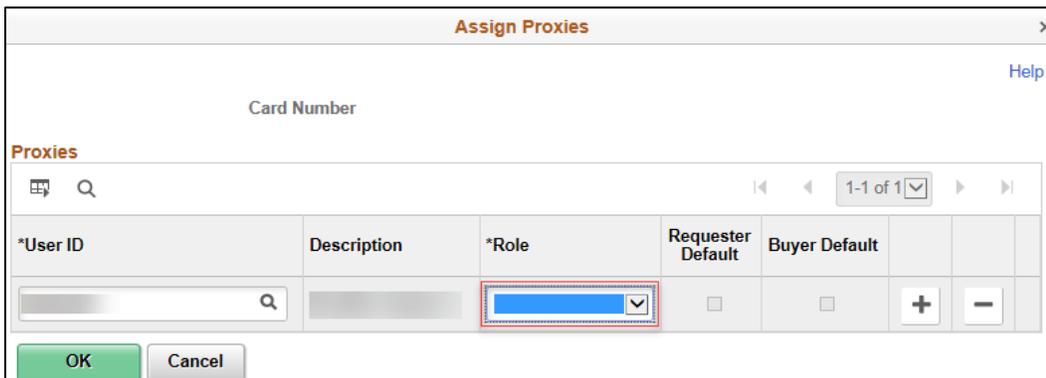
7. The *Assign Proxies* window will display. To add proxies, press the **Add a New Row** button (+).



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.

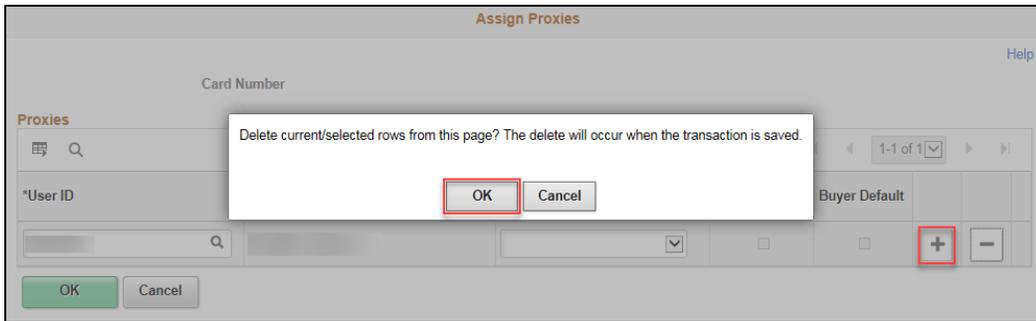


**Note:** Each PCard holder must have, at minimum, the following proxy roles assigned:

- 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.

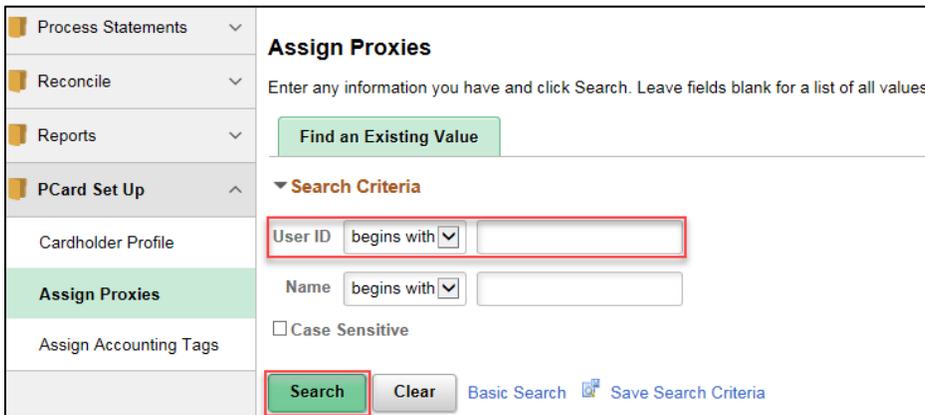
## Process Steps – Assign Proxy to Multiple Cardholders

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.

Selected	Employee Name	Card Issuer	Card Number
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	*****4267
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	*****4234
<input type="checkbox"/>	[Redacted]	[Redacted]	*****4417
<input type="checkbox"/>	[Redacted]	[Redacted]	*****3198

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.

**Assign Proxies**

This is a proxy user for the procurement cards which are define on the page. 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

**Assign Proxies**

1-2 of 2 | View All

	*Empl ID	Employee Name	*Card Issuer	*Card Number	*Role		
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*****4234	PO-PCard Re	+	-
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*****4267	PO-PCard Re	+	-

Select All  Clear All

Assign Role PO-PCard Reconciler

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

Employee Name	*Card Issuer	*Card Number	*Role
<input type="text"/>	<input type="text"/>	*****4234	PO-PCard Re

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

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

**Assign Proxies**

This is a proxy user for the procurement cards which are define on the page. 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

**Assign Proxies**

1-2 of 2 | View All

	*Empl ID	Employee Name	*Card Issuer	*Card Number	*Role		
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*****4234	PO-PCard Re	+	-
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*****4267	PO-PCard Re	+	-

Select All  Clear All

Assign Role PO-PCard Reconciler

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

**ProCard Proxy Copy/Move** x

[Help](#)

The user identified here will acquire the proxy role for the procurement cards selected in the Assign Proxies page. If the user is already a proxy for a selected card, then no proxy assignment will be copied/moved. Also if the user does not belong to a given role, then no proxy assignment will be copied/moved. Please check the exceptions page for proxy assignments that did not get copied/moved.

To User ID  Q

OK Cancel Refresh

**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.

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

After this message appears, do not press **Override**, because the users do not have the appropriate security role. Instead, press the **Return** button.

**ProCard Proxy - Copy Exception** x

[Help](#)

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  To User ID

Row(s) Selected 2 Row(s) Copied 0 Exception(s) 2

**Copy/Move Exceptions**

1-2 of 2

	Empl ID	Employee Name	Card Issuer	Card Number	Source Role	Target Role	Exception Message
<input type="checkbox"/>	<span style="background-color: #ccc; padding: 2px 10px;"></span>	<span style="background-color: #ccc; padding: 2px 10px;"></span>	<span style="background-color: #ccc; padding: 2px 10px;"></span>	*****4234	PO-PCard Reconciler		Target user is not a member of this role.
<input type="checkbox"/>	<span style="background-color: #ccc; padding: 2px 10px;"></span>	<span style="background-color: #ccc; padding: 2px 10px;"></span>	<span style="background-color: #ccc; padding: 2px 10px;"></span>		PO-PCard Reconciler		Target user is not a member of this role.

Select All      Clear All

Override

Do not press the **Override** button.

Instead, press the **Return** button.

Return

## 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.

The screenshot shows the 'Card Data' section with the 'Additional Information' sub-tab active. Below the sub-tabs, there is a table with columns: \*Business Unit, \*Card Issuer, \*Card Number, Supplier Card, Suppliers, and Proxies. The 'Proxies' link is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

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.

The screenshot shows the 'Assign Proxies' dialog box. It has a table with columns: \*User ID, Description, \*Role, Requester Default, Buyer Default, and two empty columns. The \*Role dropdown is set to 'PO-PCard Reconciler'. The '+' button in the last column is highlighted with a red box. At the bottom, there are 'OK' and 'Cancel' buttons.

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).

The screenshot shows the 'Card Data' section with the 'Additional Information' sub-tab active. Below the sub-tabs, there is a table with columns: \*Business Unit, \*Card Issuer, \*Card Number, Supplier Card, Suppliers, Proxies, and Default Distrib. The 'Default Distrib' link is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

- 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.

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

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

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