

PCard Approver Tasks

The PCard Approver approves PCard transactions for Purchasing Card (PCard) holders. This role is required for all cardholders, who are responsible for viewing and approving PCard transactions and Chart of Account data.

Users with this role have access to the following processes:

- **Reconcile Statement:** View and verify PCard transactions,
- **Run PCard Reports:** Look up account summary, cardholder info, purchasing details, and other information.

Users with this role have Inquiry/Display-only access to the following data, “Card Issuers.”

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

- Search for PCard Transactions
- View Chart of Account Data to PCard Transactions
- Add Comments and Attachments to PCard Transactions
- View Level 3 Data for PCard Transactions
- View Use Tax for PCard Transactions
- Change PCard Transaction Status as Approved

Search for PCard Transactions

PCard Approver 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 <i>Look Up Name</i> 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

- 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.

Procurement Cards

Welcome to the Administrative Portal, [Sign Out](#)

Reconcile Statement Search

Role Name: PO-Agency PCard Administrator

Employee ID: [Search]

Name: [Search]

Card Issuer: [Dropdown]

Card Number: [Text]

Transaction Number: [Text]

Merchant: [Text] Exact Match

Sequence Number: [Text]

Line Number: [Text]

Billing Date: [Text] To: [Text]

Statement Status: [Dropdown]

Budget Status: [Dropdown]

Chartfield Status: [Dropdown]

Transaction Date: [Text] To: [Text]

Charge Type: [Dropdown]

Posted Date: [Text] To: [Text]

Rows Per Page: 50

Auto Save When Scrolling Through Chunks

Search Clear

- 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.

Procurement Card Transactions

Empl ID: [Text] Name: [Text]

Card Number: [Text] Card Provider: [Text]

Run Budget Validation on Save

Bank Statement

Transaction Billing

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	<input checked="" type="checkbox"/>	11/29/2023	[Blurred]	Staged	250.40	USD	Not Chk'd	Recycled	No
2	<input type="checkbox"/>	11/29/2023	[Blurred]	Staged	6,987.04	USD	Not Chk'd	Recycled	No
3	<input type="checkbox"/>	12/04/2023	[Blurred]	Staged	261.27	USD	Not Chk'd	Recycled	No
4	<input type="checkbox"/>	12/13/2023	[Blurred]	Staged	917.17	USD	Not Chk'd	Recycled	No
5	<input type="checkbox"/>	12/14/2023	[Blurred]	Staged	152.76	USD	Not Chk'd	Recycled	No
6	<input type="checkbox"/>	12/07/2023	[Blurred]	Staged	55.96	USD	Not Chk'd	Recycled	No

View Chart of Account Data to PCard Transactions

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

1. 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.

Bank Statement											
Transaction											
	Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib
1	11/29/2023	WARNERS STELLIAN	Staged	250.40	USD				Not Chk'd	Recycled	No

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

Distributions										
Chartfields										
Dist	Percent	Amount	Currency	*GL Unit	Budget Date	Fund	Fin DeptID	AppropID	*Account	
1	100.0000	250.40	USD	MN001	12/28/2023	1000	P0733320	P0733E1	823204	

OK Cancel Refresh

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.

Bank Statement										
Transaction		Billing								
		Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status	Chartfield St
1	<input type="checkbox"/>	11/29/2023	WARNERS STELLIAN	Staged	250.40	USD			Not Chk'd	Valid
2	<input checked="" type="checkbox"/>	11/29/2023	WARNERS' STELLIAN 099	Staged	6,987.04	USD			Comments & Attachments	

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

ProCard Comments

Line 1 Description E-BILL SVC
Reference

Transaction Line Comments [Search] | [Back] | [Forward] | 1 of 1 | [View All]

Comments: Status Active

Incorrect information on transaction

Associated Document

Attachment **Attach** View Delete

OK Cancel Refresh

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

File Attachment

Choose File ptcontractandexhibitsfy22.docx

Upload Cancel

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

Bank Statement

Transaction Billing

	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1	11/29/2023	WARNERS STELLIAN	Staged	250.40	USD	

View Level 3 Data for PCard Transactions

The PCard Approver 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.

Bank Statement

Transaction Billing

	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1	11/29/2023	WARNERS STELLIAN	Staged	250.40	USD	Line Details

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.

ProCard VISA Trans Details

Card Number [Redacted]
 Posted Date 11/30/2023
 Transaction Number 24493983333028808287425
 Sequence Number 1

Card Transaction - Type 5

1-1 of 1 View All

Tab 1 Tab 2 Tab 3 Tab 4 Tab 5 Tab 6 Tab 7

Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1 23361	449398		WARNERS STELLIAN

Return

View Use Tax for PCard Transactions

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

1. 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.

The screenshot shows the 'Bank Statement' interface. At the top, there are navigation icons and a search bar. Below that, there are tabs for 'Transaction' and 'Billing'. A table lists transactions with columns for 'Trans Date', 'Merchant', '*Status', 'Transaction Amount', 'Currency', 'Budget Status', 'Chartfield Status', and 'Redistrib'. Transaction 2 is selected with a blue checkmark. Below the table, there are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', 'Approve', and 'Validate Budget'. A 'Purchase Details' link is highlighted in a purple box.

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

The screenshot shows the 'ProCard Purchase Order' form. Fields include: *Business Unit (P0701), PO ID, PO Line, PO Sched, *Quantity (1.0000), *UOM (EA), Unit Price (6,987.04000), USD, Transaction Amount (6987.04), and Original PO (N). There is a checkbox for 'Bill Includes Tax if Applied' which is checked, and a 'Tax Paid' checkbox which is unchecked and highlighted in a purple box. At the bottom left, there is a 'Sales/Use Tax' link highlighted in a purple box, and buttons for 'OK', 'Cancel', and 'Refresh'.

5. 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. If these fields are blank, notify the PCard Reconciler.

Change PCard Transaction Status as Approved

When PCard transactions are loaded into the SWIFT, they default to “Staged” status and must be changed to “Verified” and then “Approved” status. The PCard Reconciler changes the transactions from “Staged” to “Verified” status, while the PCard Approver changes the transactions from “Verified” to “Approved” status.

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 verify or approve.
3. Press the **Verify** button (if PCard Reconciler) or the **Approve** button (if PCard Approver).

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 that is a 'Bank Statement' section with a search bar and a table. The table has columns: Transaction, Employee Name, Card Issuer, Card Number, Trans Date, Merchant, Budget Status, Status, Chartfield Status, Transaction Amount, and Curre. The first row is selected, and the 'Status' dropdown is set to 'Staged'. At the bottom, there are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', 'Approve', and 'Validate Budget'.

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.

This screenshot shows the same 'Bank Statement' table as the previous one, but with the 'Status' dropdown menu open for the first transaction. The dropdown menu shows four options: 'Approved', 'Verified', 'Staged', and 'Verified'. The first option is 'Approved', the second is 'Verified', the third is 'Staged', and the fourth is 'Verified'. The 'Verify' button from the previous screenshot is highlighted with a purple box.

5. Press the **Save** button to save the status of the transactions.

Note: After the PCard transaction is Approved, the PCard batch stream will process it as a voucher for payment. The PCard Approver can reference the voucher for each PCard transaction by running the following query: M_PO_GBL_PCARD_TRAN_DETAILS – PCard transaction details. For more information about running queries, view the [Overview of SWIFT Reporting](#) User Guide.