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, etc.

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.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Purchasing, Procurement Card, left-menu, Reconcile folder, Reconcile Statement</td>
</tr>
</tbody>
</table>
2. The *Reconcile Statement Search* page will display. Use the following fields to search for PCard transactions.

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role Name</td>
<td>Select a role from the drop-down list (e.g., Reconciler).</td>
</tr>
<tr>
<td>Employee ID</td>
<td>Select the <strong>Look Up</strong> glass icon to use the Look Up Employee ID search function.</td>
</tr>
<tr>
<td>Name</td>
<td>If you don’t know the Employee ID, you may search using the employee name.</td>
</tr>
<tr>
<td></td>
<td>Select the <strong>Look Up</strong> glass icon to use the <strong>Look Up Name</strong> search function.</td>
</tr>
<tr>
<td>Card Issuer</td>
<td>From the drop-down list, select an agency that issues PCards.</td>
</tr>
<tr>
<td>Billing Date</td>
<td>Select the <strong>Look Up</strong> glass icon to search for a billing date.</td>
</tr>
<tr>
<td>Statement Status</td>
<td>Select from the following drop-down list:</td>
</tr>
<tr>
<td></td>
<td>• “Approved” – transaction has been approved</td>
</tr>
<tr>
<td></td>
<td>• “Closed” – voucher has been built successfully</td>
</tr>
<tr>
<td></td>
<td>• “Error” – voucher has been built, but there is an error</td>
</tr>
<tr>
<td></td>
<td>• “Initial” – N/A (this option is no longer used)</td>
</tr>
<tr>
<td></td>
<td>• “Staged” – transaction has been loaded but not verified or approved</td>
</tr>
<tr>
<td></td>
<td>• “Verified” – transaction has been verified</td>
</tr>
<tr>
<td>Budget Status</td>
<td>Select from the following drop-down list:</td>
</tr>
<tr>
<td></td>
<td>• “Document in Processing” – the budget is processing in SWIFT</td>
</tr>
<tr>
<td></td>
<td>• “Error in Budget Check” – the budget has an error status</td>
</tr>
<tr>
<td></td>
<td>• “Not Budget Checked” – the budget has not yet undergone a budget check</td>
</tr>
<tr>
<td></td>
<td>• “Provisionally Valid” – the budget is pending validation</td>
</tr>
<tr>
<td></td>
<td>• “Valid” – the budget has been validated</td>
</tr>
</tbody>
</table>
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.
View Chart of Account Data for 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. (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 screen displays, view Chart of Account data on the PCard transaction by looking over the funding string values in fields on the Chartfields tab.

Add Comments and Attachments to PCard Transactions

In rare situations (e.g., 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.
2. The 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

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.
   
   (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.

### 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.  
   (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, 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.  
   (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.
   
   **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 details on running queries, see Reports and Queries Quick Reference Guides.)