SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

May 30, 2024

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.

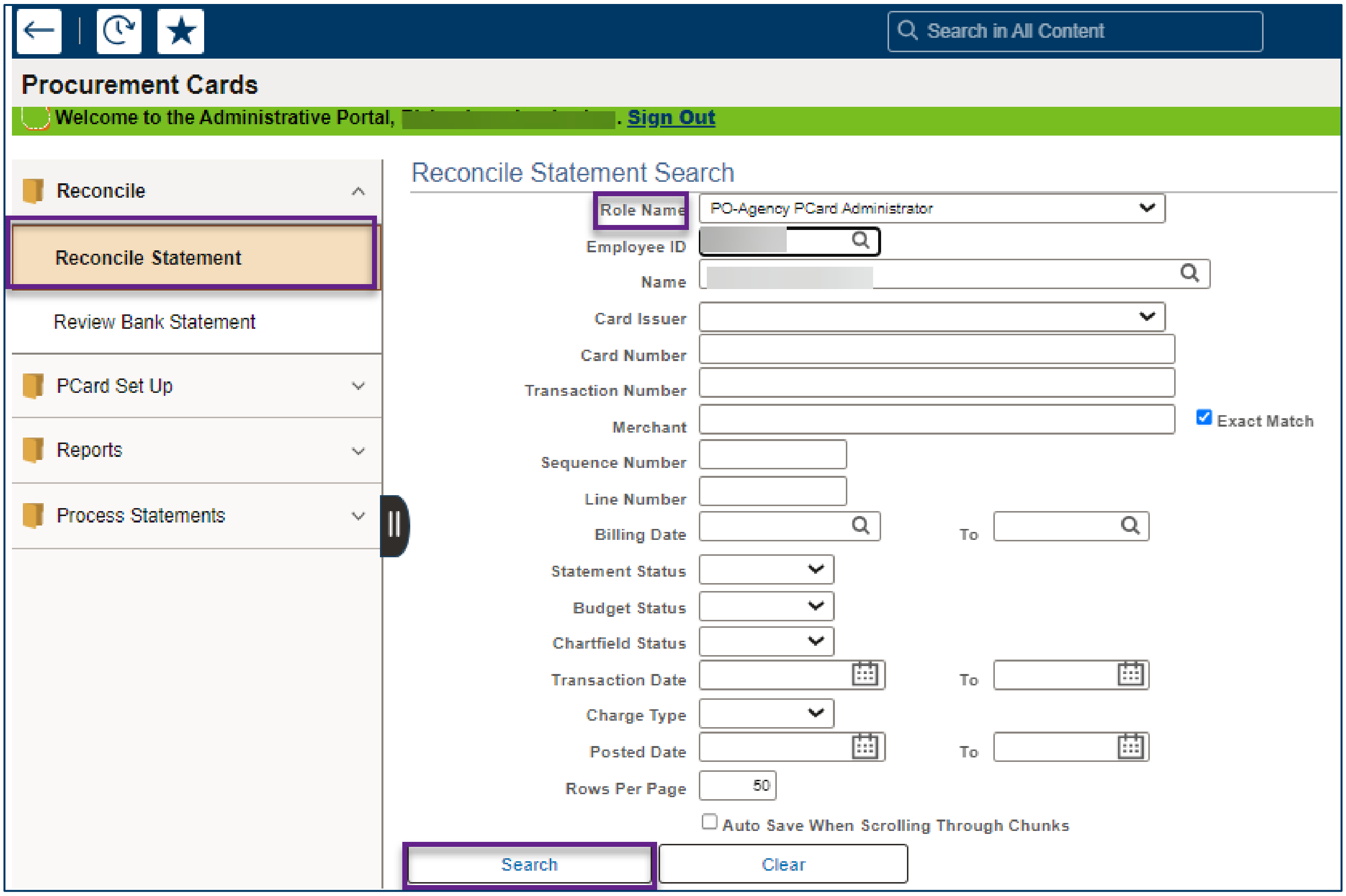
1. Navigate to the **Reconcile Statement Search** page.

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.

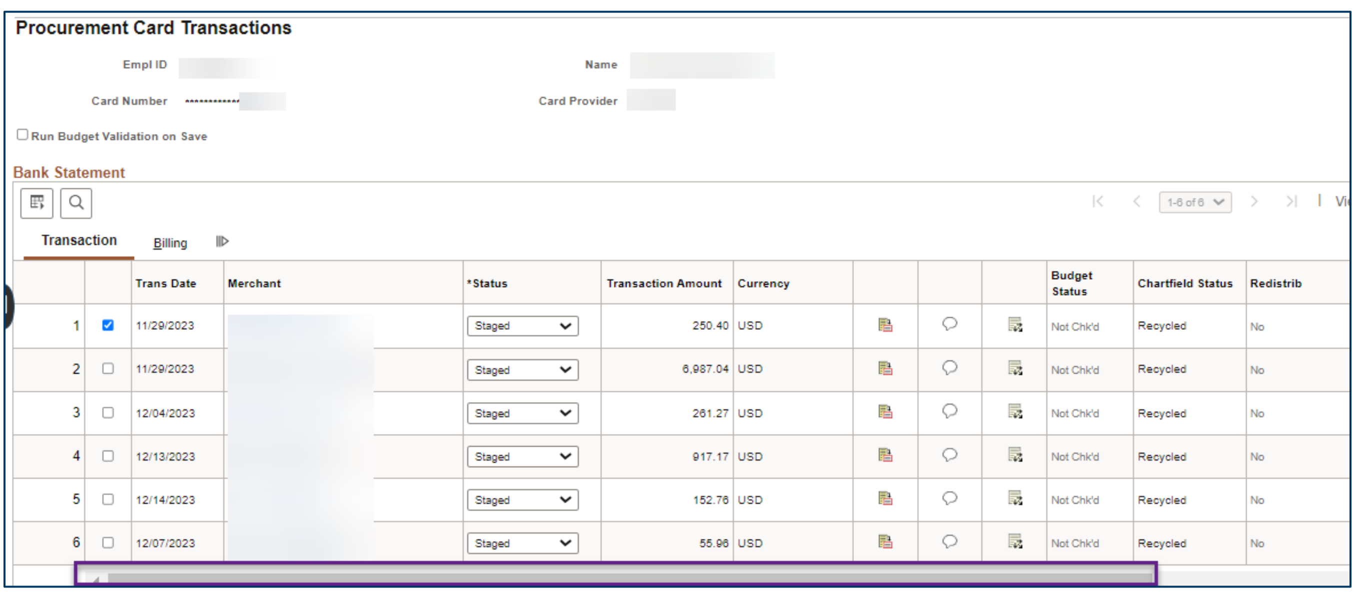
Field Name	Field Description
Role Name	Select a role from the drop-down list, such as Reconciler.
Employee ID	Select the **Look Up** glass icon to use the Look Up Employee ID search function.
Name	If you don't know the Employee ID, you may search using the employee name. Select the **Look Up** glass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

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



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

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



View Chart of Account Data to PCard Transactions

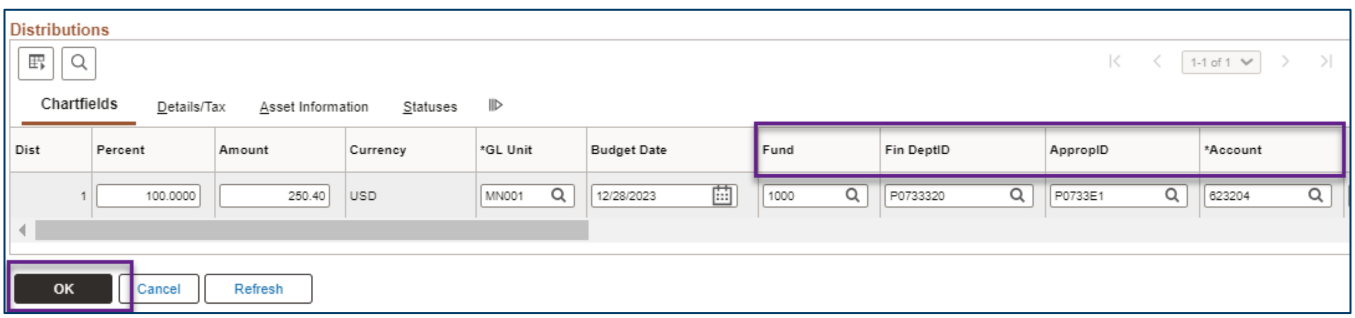
The PCard Approver can view Chart of Account data on PCard transactions. When viewing Chart of Account data, be aware that some of the data may have defaulted over from the cardholder's profile.

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.

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.



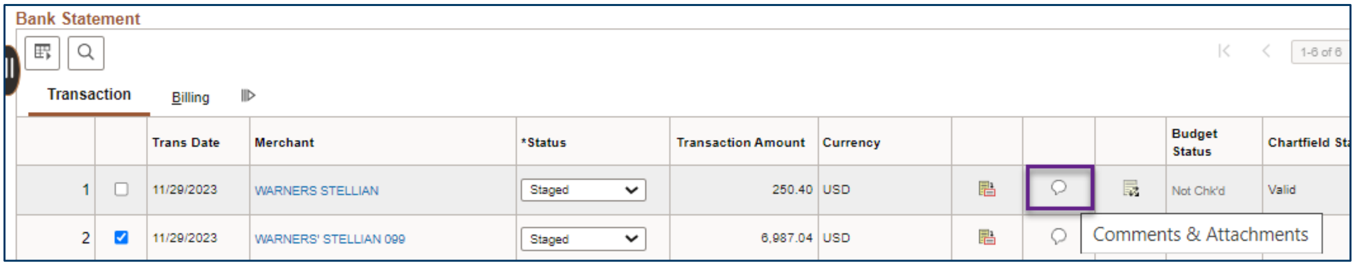
Add Comments and Attachments to PCard Transactions

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

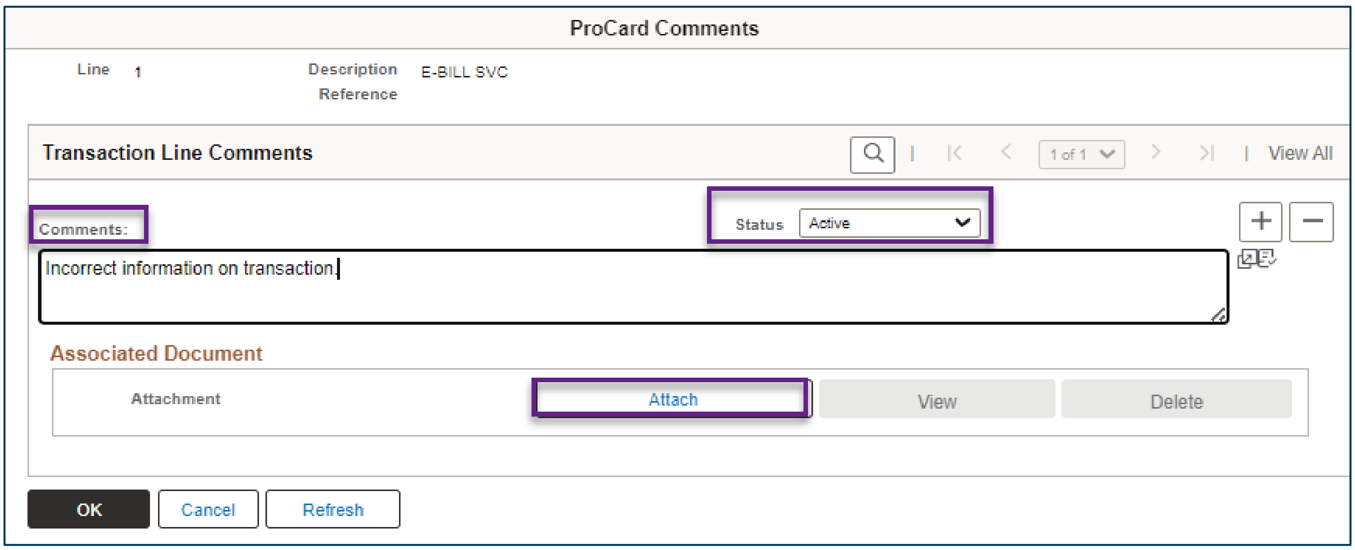
1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

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

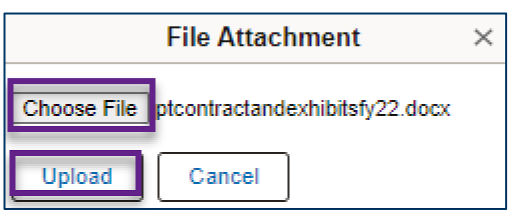
2. The PCard transaction will display on the Procurement Card Transactions screen. Select the **Comments** icon.



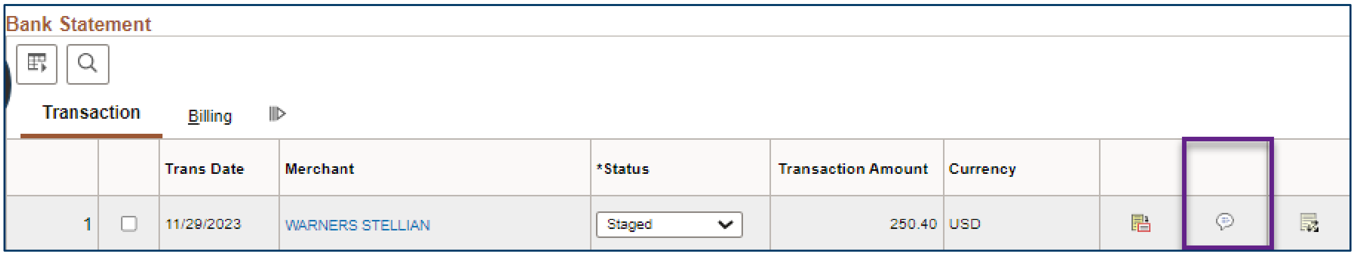
3. When the ProCard Comments screen displays, enter comments into the **Comments** field.
4. Select “Active” from the drop-down list in the Status field.
5. Press the **Attach** button to add an attachment.



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



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



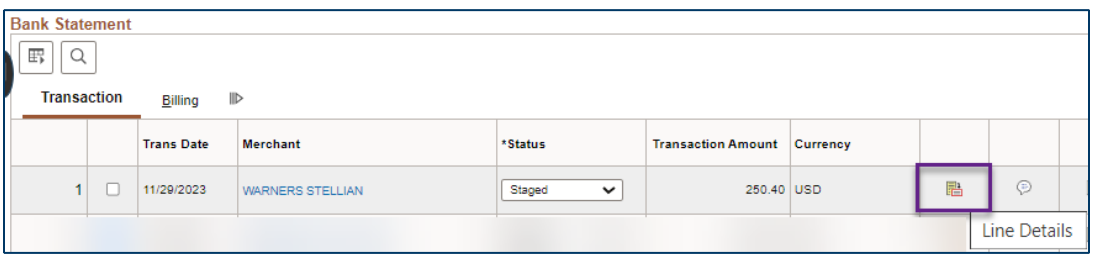
View Level 3 Data for PCard Transactions

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

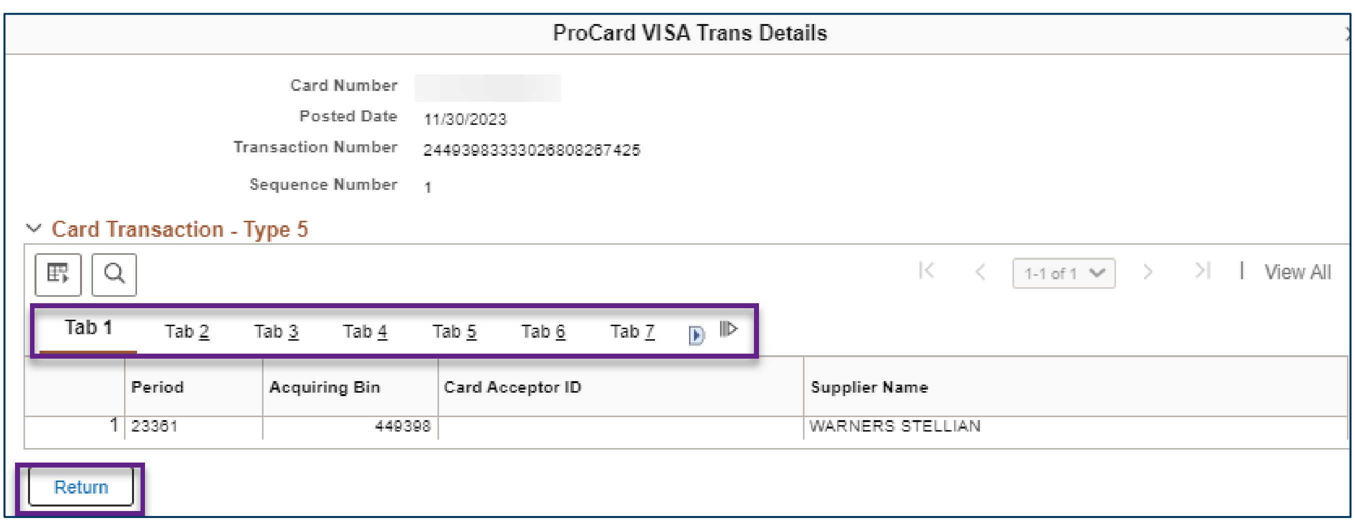
1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

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.



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.



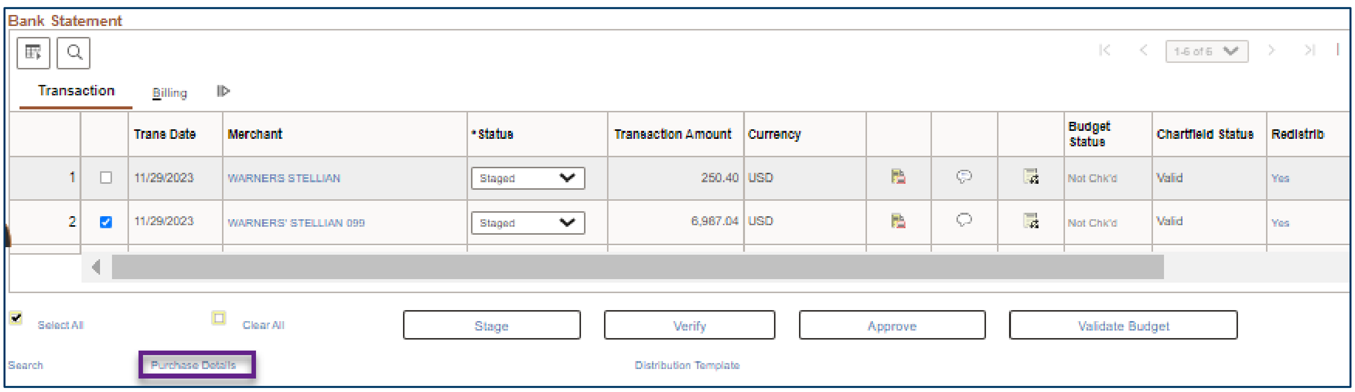
View Use Tax for PCard Transactions

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.

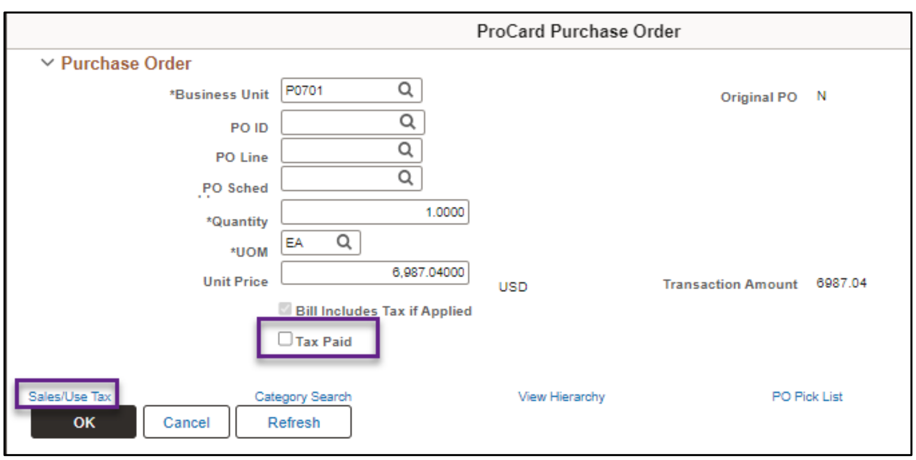
1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

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

2. The PCard transaction will display on the Procurement Card Transactions screen. Check mark the box for the PCard transaction that needs Use Tax applied.
3. Select the **Purchase Details** link.



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



5. When the Sales/Use Tax screen displays, 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.

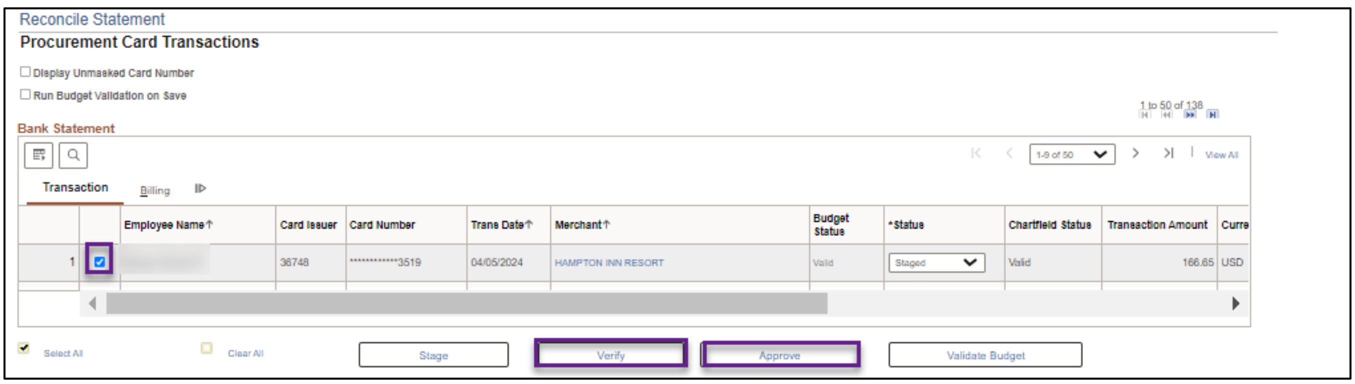
Change PCard Transaction Status as Approved

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.

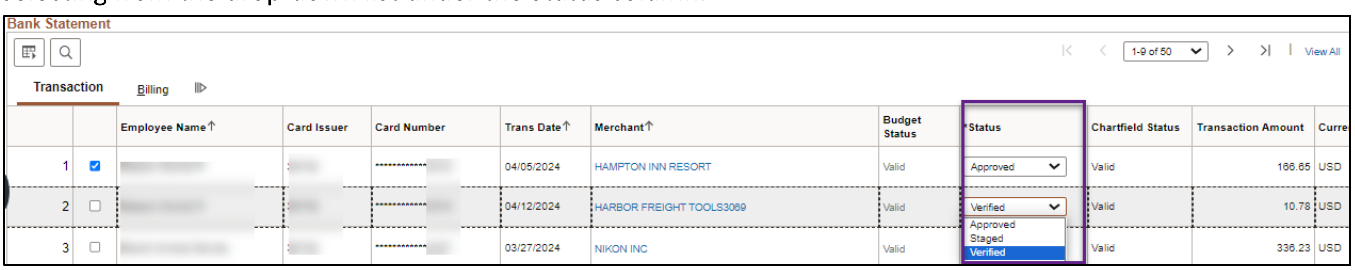
Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, Reconcile folder, Reconcile Statement defaults.

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).



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 more information about running queries, view the Overview of SWIFT Reporting User Guide.