

QUICK REFERENCE GUIDE

Updated November 01, 2019

PCard Reconciler Tasks

The PCard Reconciler reconciles PCard transactions for cardholders. This role is required for all cardholders, who are responsible for reviewing PCard transactions and applying Chart of Account data to transaction lines.

Agencies may assign this role to users who verify transactions for multiple cardholders within their agency.

Users with this role have access to the following processes:

- **Reconcile Statement:** Review 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 Reconciler 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](#)
- [Budget Check PCard Transactions](#)

Search for PCard Transactions

PCard Reconciler 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 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. 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" – transaction has been approved • "Closed" – voucher has been built successfully • "Error" – voucher has been built, but there is an error • "Initial" – N/A (this option is no longer used) • "Staged" – transaction has been loaded but not verified or approved • "Verified" – 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

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- 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.

Reconcile Statement Search

Role Name
 Employee ID
 Name
 Card Issuer

Card Number

Transaction Number

Merchant Exact Match

Sequence Number

Line Number

Billing Date To
 Statement Status
 Budget Status Document
 Chartfield Status

Transaction Date To

Charge Type

Posted Date To

Rows Per Page
 Auto Save When Scrolling Through Chunks

Search

- 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

1 to 50 of 13536

Bank Statement

Transaction Billing

1-9 of 50 | View All

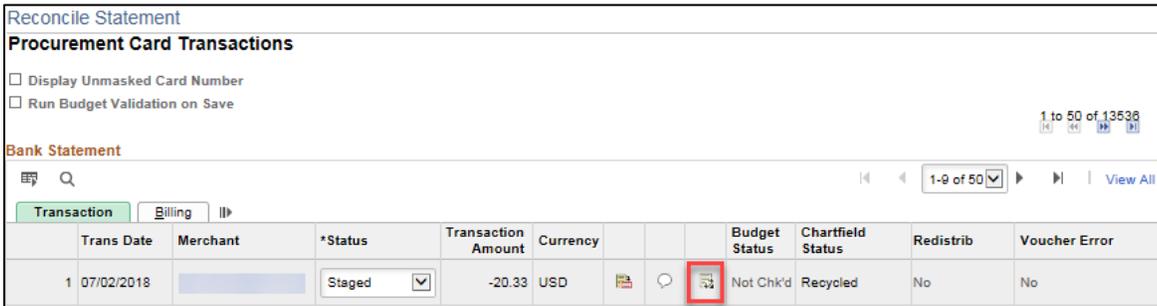
	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1			*****4594	07/02/2018		Staged	-20.33	USD	
2			*****8330	06/06/2018		Staged	138.71	USD	
3			*****0878	05/24/2018		Staged	29.00	USD	
4			*****0878	05/24/2018		Staged	67.86	USD	
5			*****0878	06/12/2018		Staged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

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

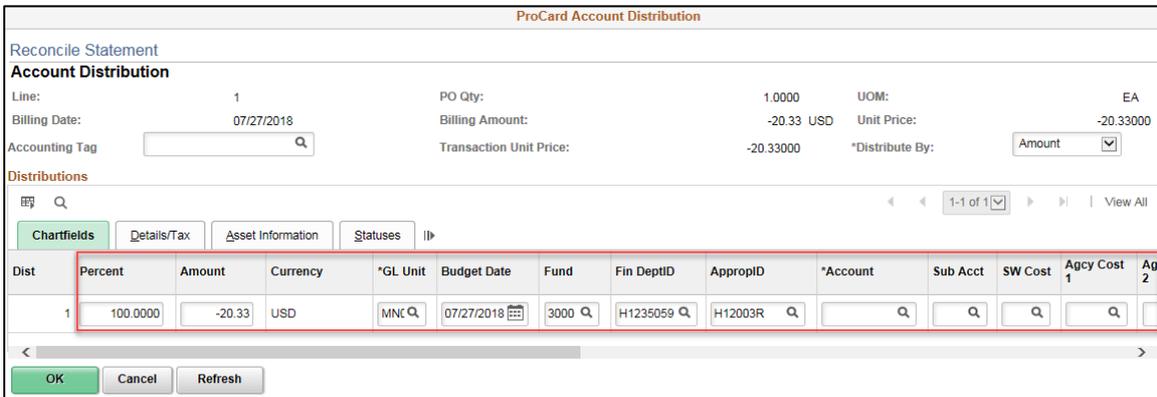
Apply Chart of Account Data for PCard Transactions

The PCard Reconciler 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.

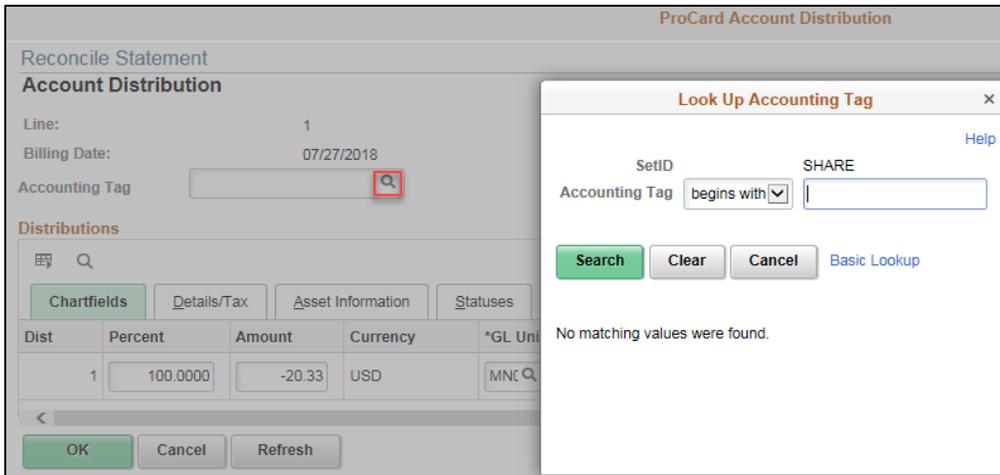
1. Navigate to the *Reconcile Statement Search* page and search for the PCard transaction.
(See [Search for PCard Transactions](#).)
2. The PCard transaction will display on the *Procurement Card Transactions* screen. Select the **Distribution** icon.



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.

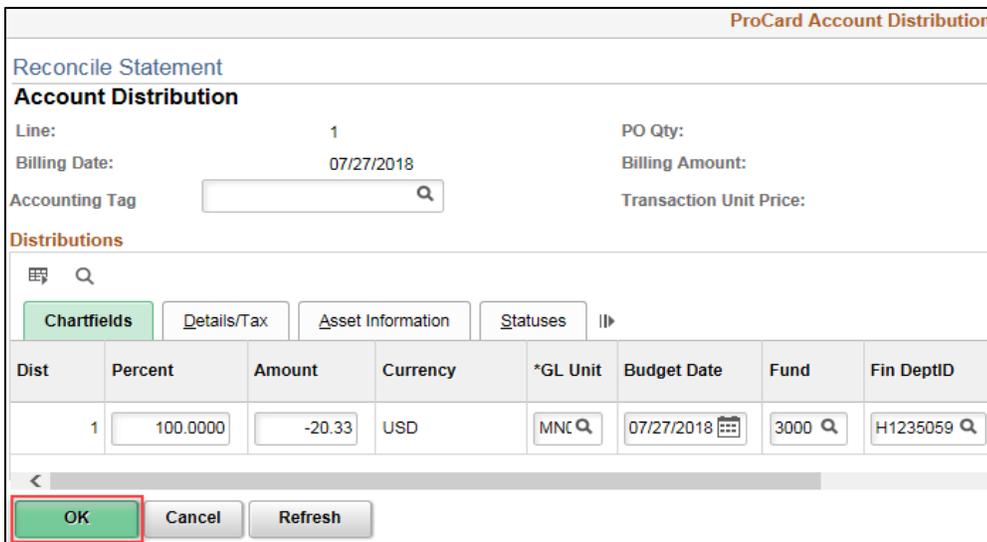


4. On the *Account Distribution* window, it is also possible to apply Chart of Account data via Accounting Tags. To look up Accounting Tags, use the **Look Up** glass icon next to the *Accounting Tag* field.



Note: For the Accounting Tag to be available to the PCard holder, the PCard Agency Administrator must grant cardholder access.

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



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

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement

Transaction | Billing | II▶

	Trans Date	Merchant	*Status
1	07/02/2018		Staged <input type="checkbox"/>

Select All Clear All

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).
- Select the *Distribution Template* link.

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement

Transaction | Billing | II▶

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant
1			*****4303	06/11/2018	
2			*****4303	06/18/2018	
3			*****4303	06/07/2018	

Select All Clear All

- 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											

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

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- 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.

Transaction		Billing								
Chart	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	
1	Verified <input type="button" value="v"/>	37.29	USD				Valid	Valid	No	
2	Verified <input type="button" value="v"/>	34.92	USD				Valid	Valid	No	
3	Verified <input type="button" value="v"/>	148.55	USD				Valid	Valid	No	
4	Verified <input type="button" value="v"/>	42.98	USD				Valid	Valid	No	
5	Verified <input type="button" value="v"/>	42.83	USD				Valid	Valid	No	
6	Verified <input type="button" value="v"/>	-192.70	USD				Valid	Valid	No	
7	Verified <input type="button" value="v"/>	637.90	USD				Valid	Valid	Yes	
8	Verified <input type="button" value="v"/>	64.17	USD				Valid	Valid	Yes	
9	Verified <input type="button" value="v"/>	5.53	USD				Valid	Valid	Yes	

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

The screenshot shows a 'ProCard Change History' dialog box overlaid on a table. The dialog box title is 'ProCard Change History' and it has a 'Help' link. It displays 'Line 7' and a 'Redistribution History' section with a search bar and a table. The table has two columns: 'Last Change Date' and 'User Modify'. The first row shows '1 07/17/2018 11:11:55AM' and '00244266'. There is a 'Return' button at the bottom left of the dialog box. In the background table, the 'Redistrib' column for line 7 has a 'Yes' link highlighted with a red box.

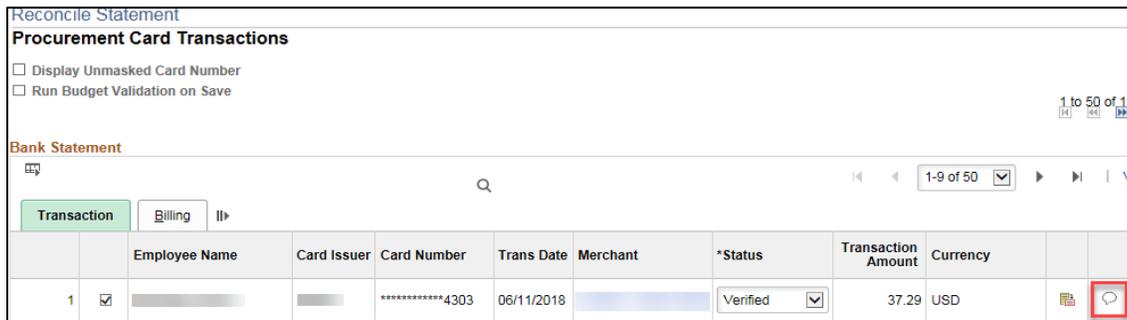
Note: After updating the funding string to apply Chart of Account data, budget check the PCard transactions. (See [Budget Check PCard Transactions.](#))

Add Comments and Attachments to PCard Transactions

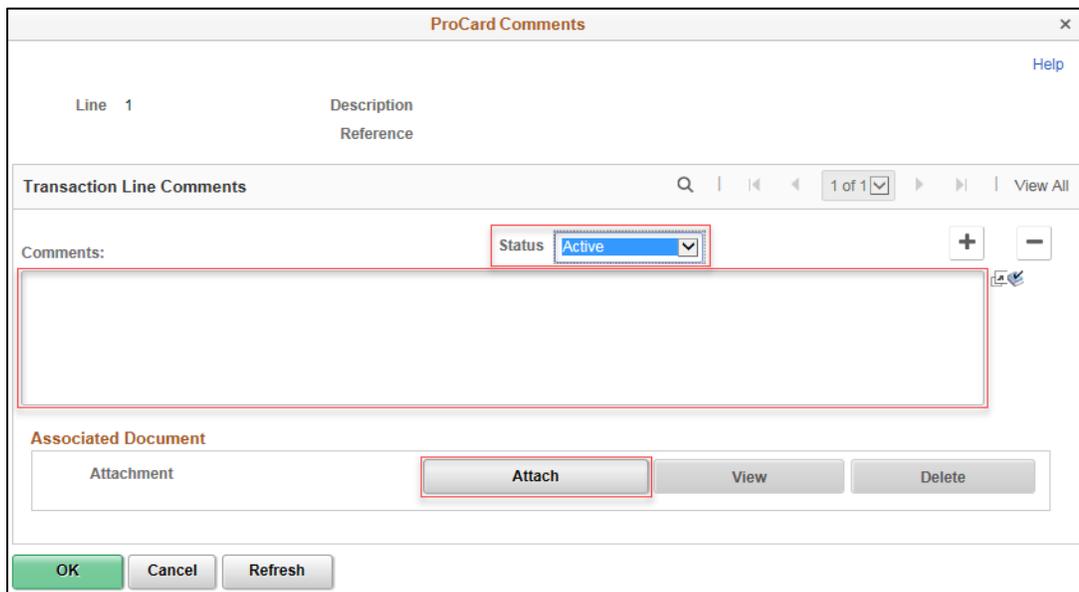
In rare situations (e.g., if a PCard was misused or used for an incorrect or unauthorized transaction), the PCard Reconciler may need to enter comments and add attachments for individual PCard transactions.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

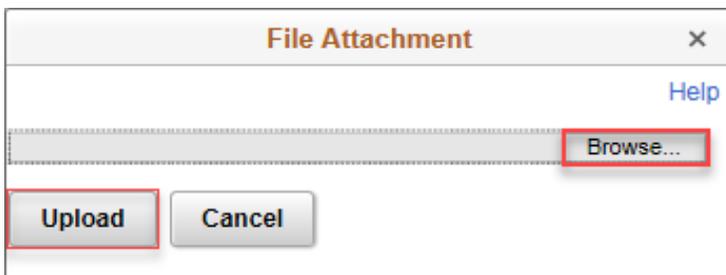
1. Navigate to the *Reconcile Statement Search* page and search for the PCard transaction.
(See [Search for PCard Transactions](#).)
2. The transaction will display on the *Procurement Card Transactions* screen. Select the **Comments** icon.



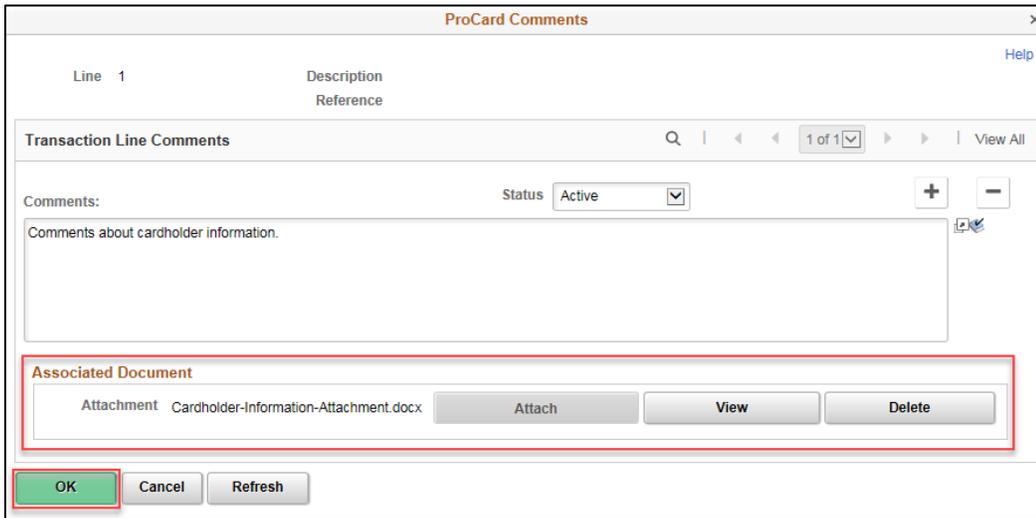
3. When the *ProCard Comments* screen displays, enter comments into the *Comments* field.
4. Select “Active” from the drop-down list in the *Status* field.
5. Press the **Attach** button to add an attachment.



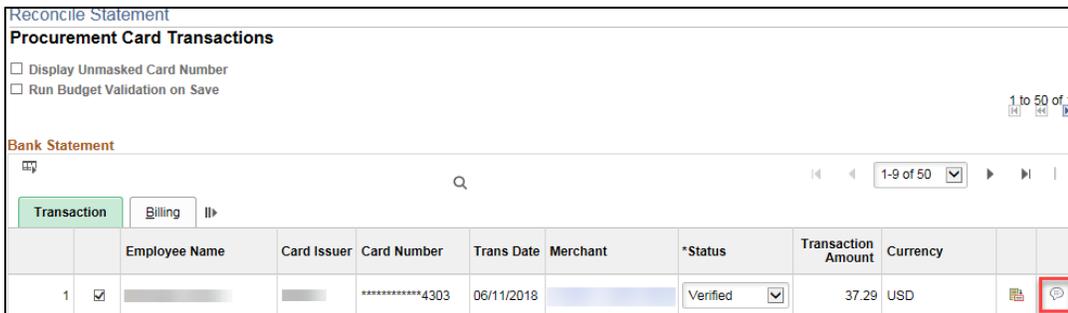
6. When the *File Attachment* window displays, press the **Browse** button, find and select the file to attach, and press the **Upload** button.



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



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 Reconciler 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.

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

1 to 50 of 19

Bank Statement

Transaction | Billing | ||>

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1			*****4303	06/11/2018		Verified	37.29	USD	

- 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 *****4594
 Posted Date 07/04/2018
 Transaction Number
 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 | Tab 8 | Tab 9 | Tab 10 | ||>

	Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1	18207	475542		

Return

Add or Update Use Tax for PCard Transactions

Use Tax includes both State and Local tax. The Reconciler 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.

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

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement

Transaction | Billing | II

	Employee Name	Card Issuer	Card Number
1			*****0613

Select All Clear All **Stage**

Search **Purchase Details**

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

ProCard Purchase Order

Line 1
 Merchant
 City
 State
 Country

Purchase Order

*Business Unit R2901 Original PO
 PO ID
 PO Line
 PO Sched
 Supplier ID
 Location
 Ship To
 Item ID
 Category
 Supplier Item
 *Quantity 1.0000
 *UOM EA
 Unit Price 37.22000 USD Transaction Amount 37.22

Bill Includes Tax if Applied
 Tax Paid

Sales/Use Tax Category Search View Hierarchy

OK Cancel Refresh

- 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.

Sales/Use Tax

Tax Applicability

Tax Destination

Tax Code

SUT Code Pct

Use Tax

OK Cancel Refresh

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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

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 transactions to **Verified** status after applying Chart of Accounts. The PCard Approver changes 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).

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

- 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.

The screenshot shows a 'Bank Statement' interface with a table of transactions. The table has columns for Employee Name, Card Issuer, Card Number, Trans Date, and Merchant. The Status column is highlighted with a red box, and a dropdown menu is open, showing options: Approved, Staged, and Verified. The first three rows of the table are visible, each with a checkbox in the first column and a status dropdown in the last column.

		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
3	<input checked="" type="checkbox"/>			*****0613	08/16/2018		Verified

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

Note: After the status of a PCard transaction has been Verified, the PCard Approver or PCard Agency Administrator will approve the transaction. Then make sure to run a budget check after the transaction has been both verified and approved. (See [Budget Check PCard Transactions](#).)

Budget Check PCard Transactions

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.

- Navigate to the *Reconcile Statement Search* page and search for the PCard transaction.
(See [Search for PCard Transactions](#).)
- The PCard transaction will display on the *Procurement Card Transactions* screen. Check mark the boxes for PCard transactions to budget check.
- Press the **Validate Budget** button.

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

1 to 50 of 29146

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			*****0878	08/14/2018		Staged	91.69	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 [Advanced Budget Criteria](#)

Search

Budgets with Exceptions

1-3 of 3 | View All

Budget Override	Budget Chartfields	II>					
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 ...	

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 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 | II>

		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**