QUICK REFERENCE GUIDE

February 20, 2024

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:** 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 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.

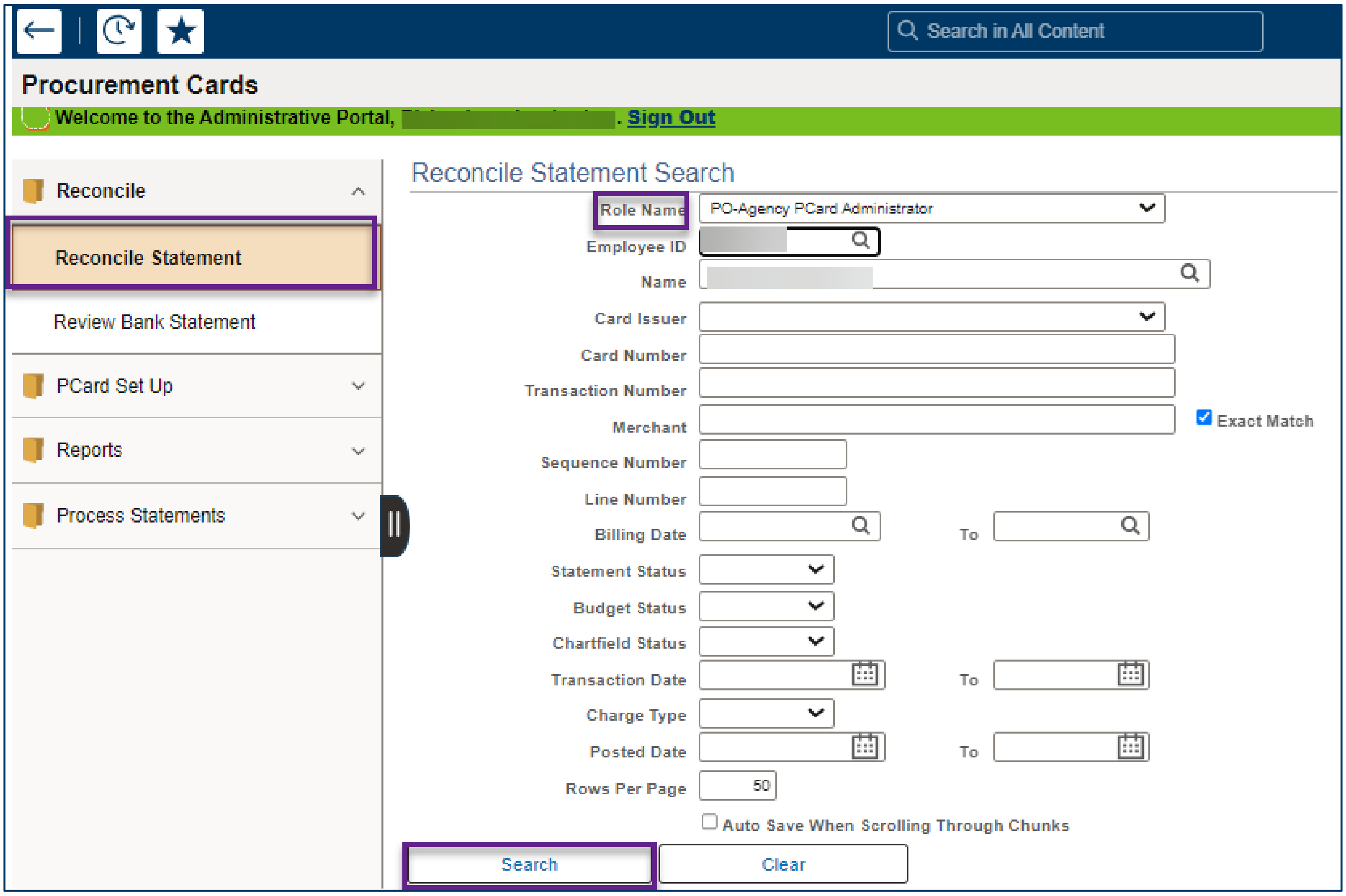
Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, Reconcile folder, Reconcile Statement.

2. The Reconcile Statement Search page 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.

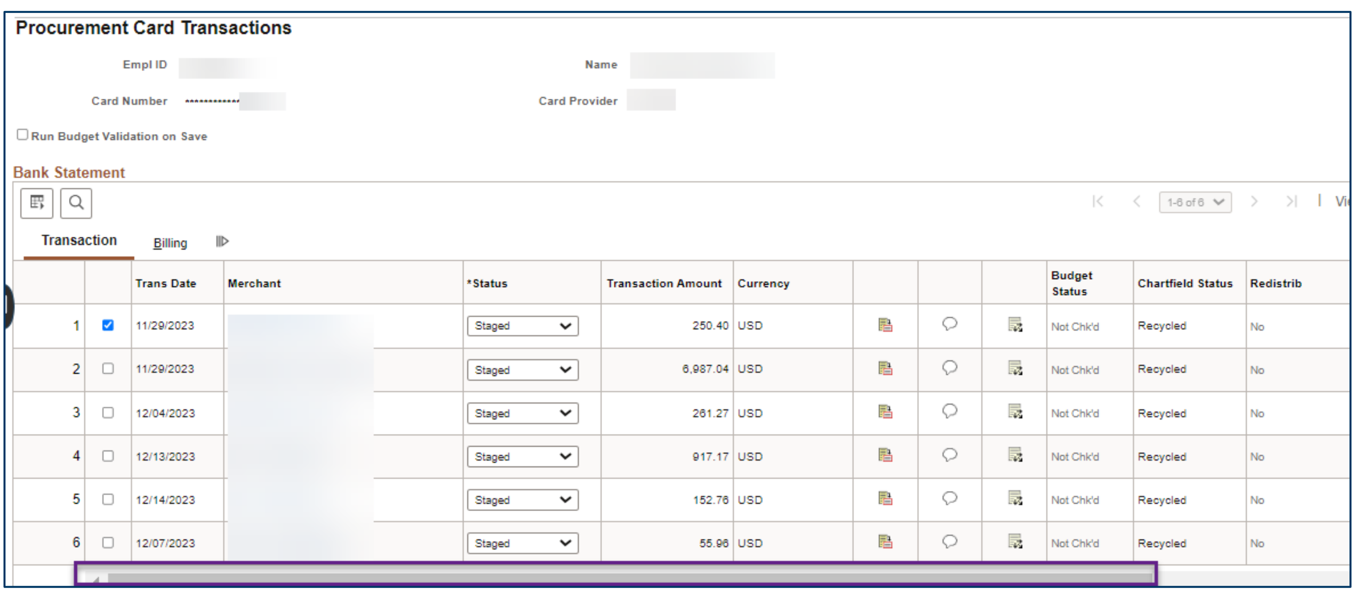
3. After entering these search criteria, press the **Search** button to view PCard transaction search results.

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.



Apply Chart of Account Data to PCard Transactions

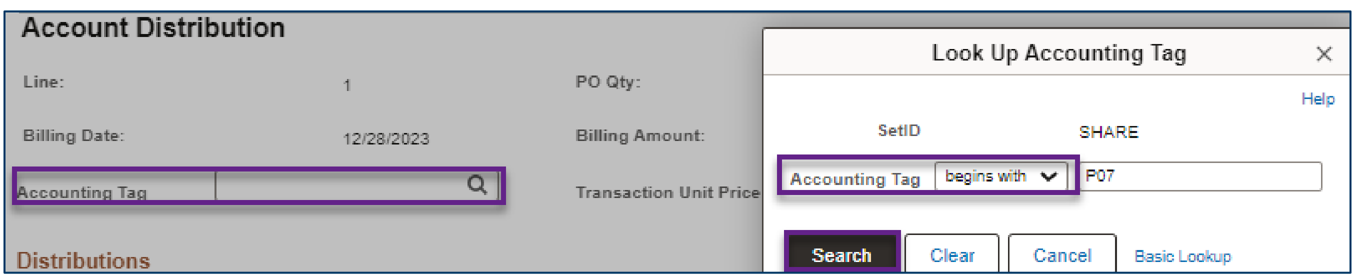
The PCard Reconciler applies Chart of Account data to PCard transactions. When applying Chart of Account data, some of the data may default from the cardholder's profile.

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

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

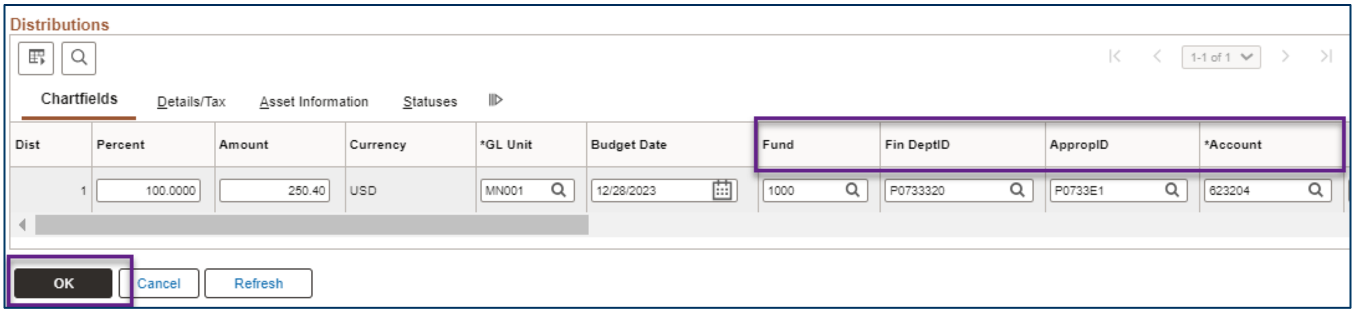
2. The PCard transaction will display on the Procurement Card Transactions screen. Select the **Distribution** icon.

3. When the Account Distribution 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.

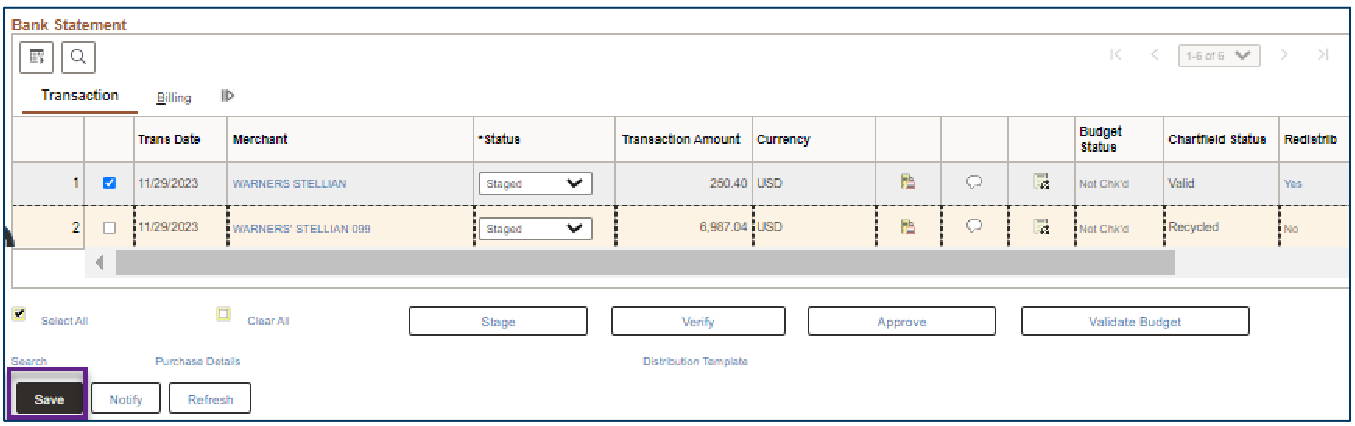


Note: For the Accounting Tag to be available to the PCard holder, the PCard Agency Administrator must grant cardholder access.

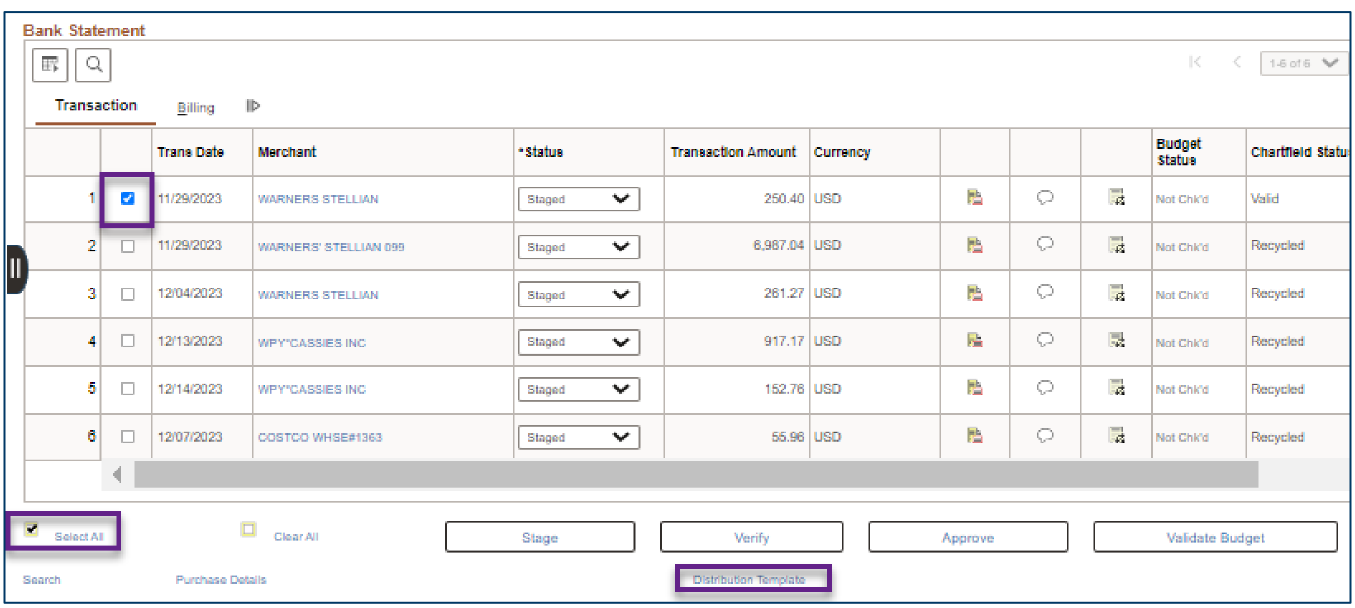
5. After entering the funding string values, press the **OK** button.



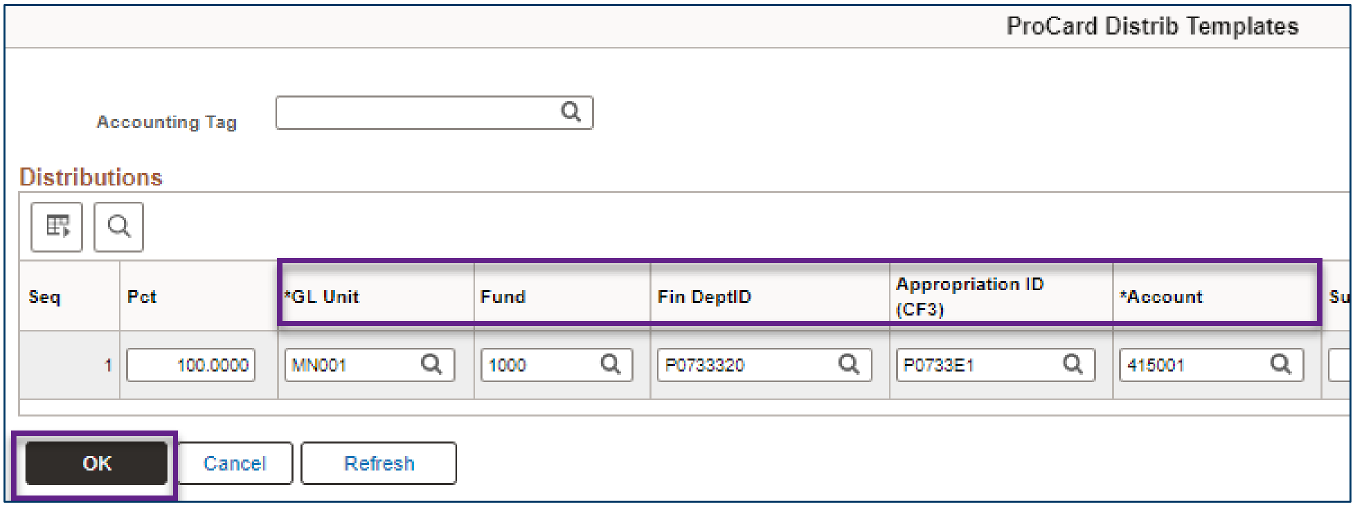
6. After returning to the Procurement Card Transactions screen, press the **Save** button.



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.
   a. Check mark the boxes for the transactions (or select the Select All link to check mark all).
   b. Select the Distribution Template link.

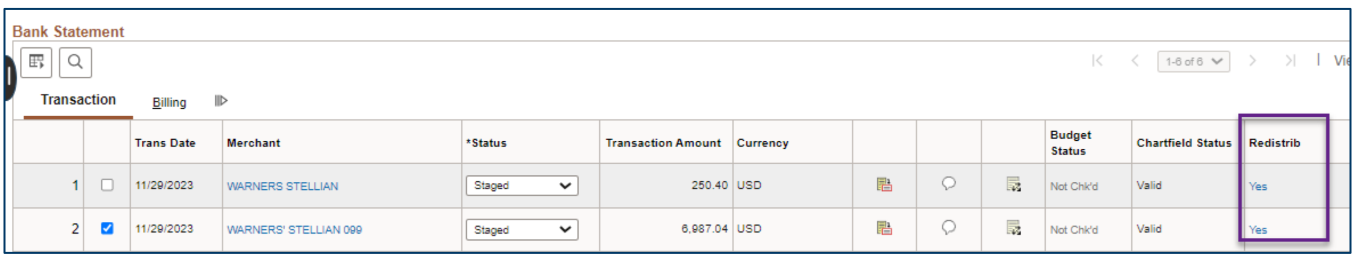


   c. On the Distribution Template screen, enter the funding string values, and press **OK**.



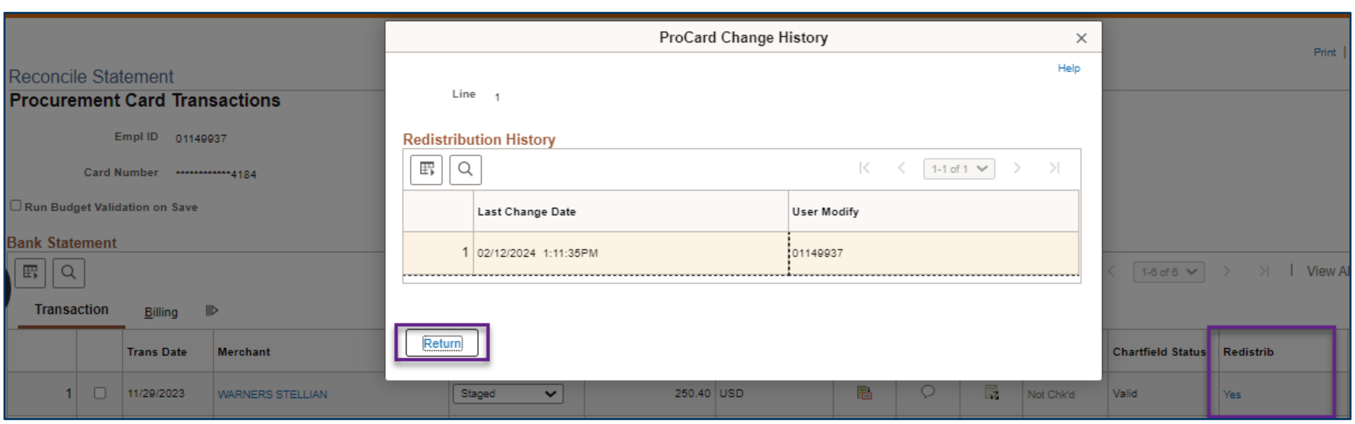
d. After returning to the Procurement Card Transactions screen, press the **Save** button.

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.

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



Note: After updating the funding string to apply Chart of Account data, budget check the PCard transactions. See the **Budget Check PCard Transactions** section of this reference guide.

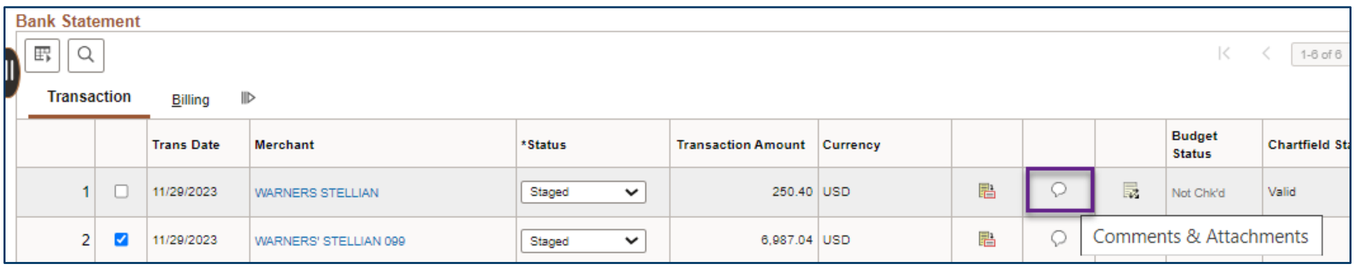
Add Comments and Attachments to PCard Transactions

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

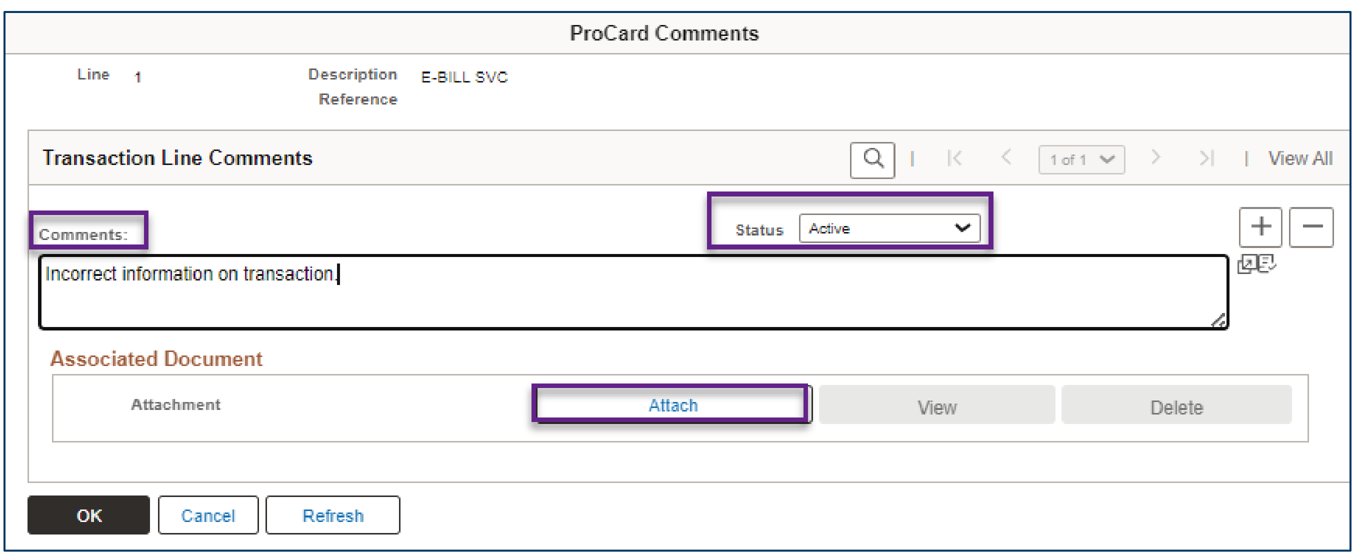
1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

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

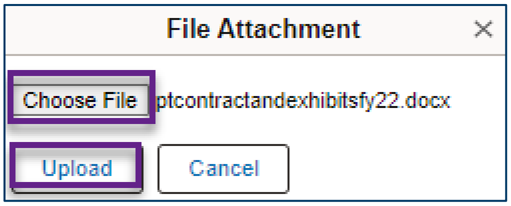
2. The PCard transaction will display on the Procurement Card Transactions screen. Select the **Comments** icon.



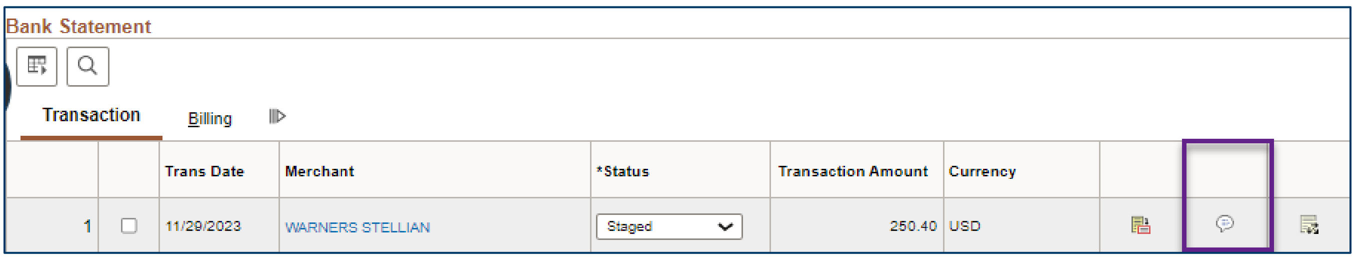
3. When the ProCard Comments screen displays, enter comments into the **Comments** field.
4. Select "Active" from the drop-down list in the Status field.
5. Press the **Attach** button to add an attachment.



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.



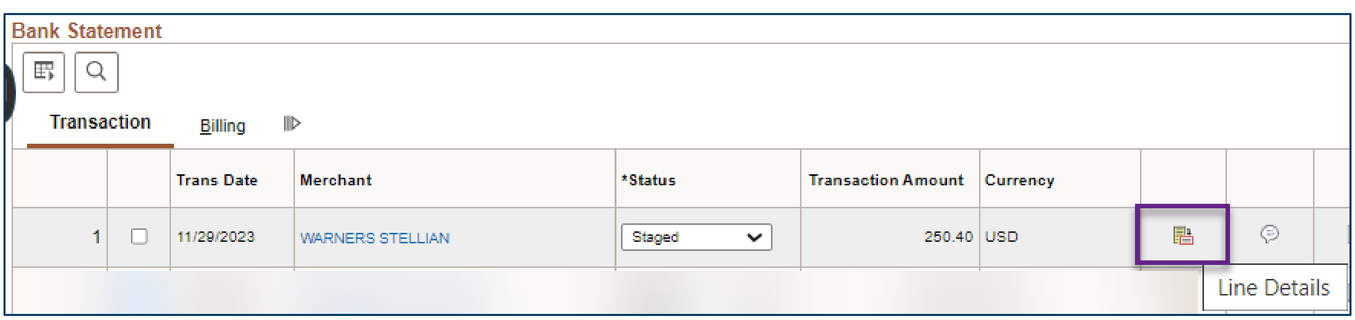
View Level 3 Data for PCard Transactions

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

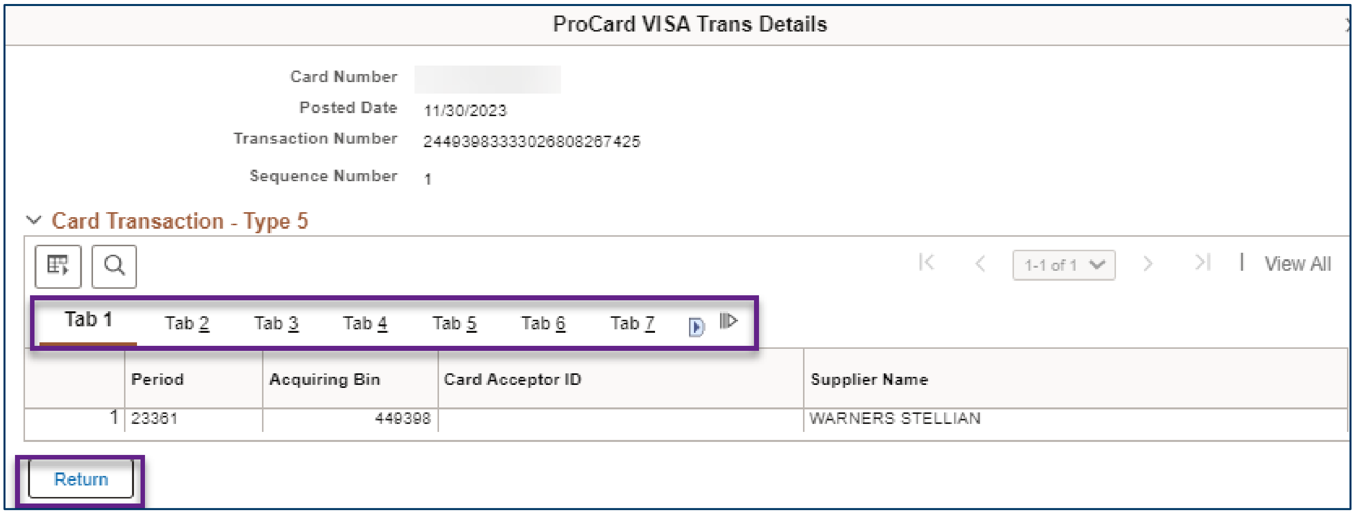
1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

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.



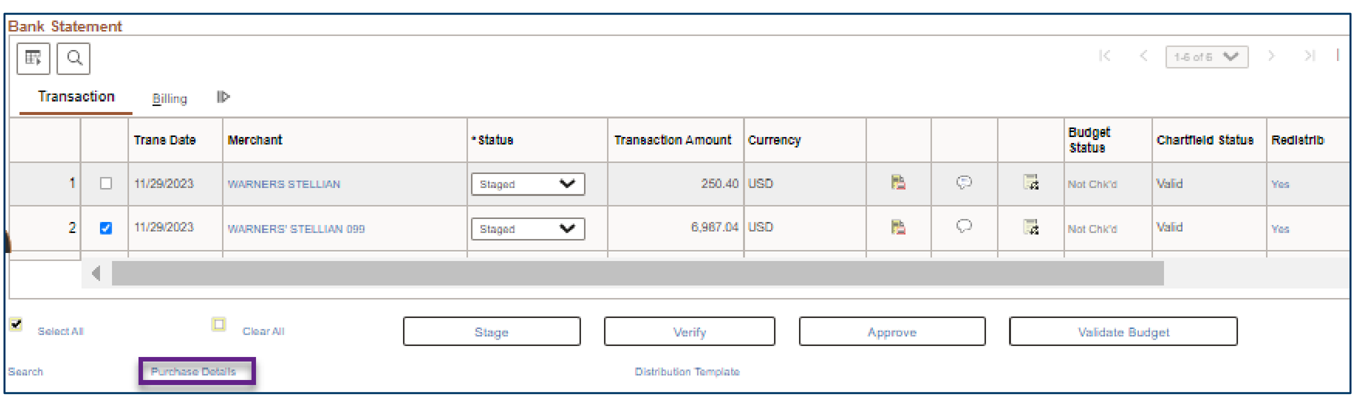
Add or Update Use Tax for PCard Transactions

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.

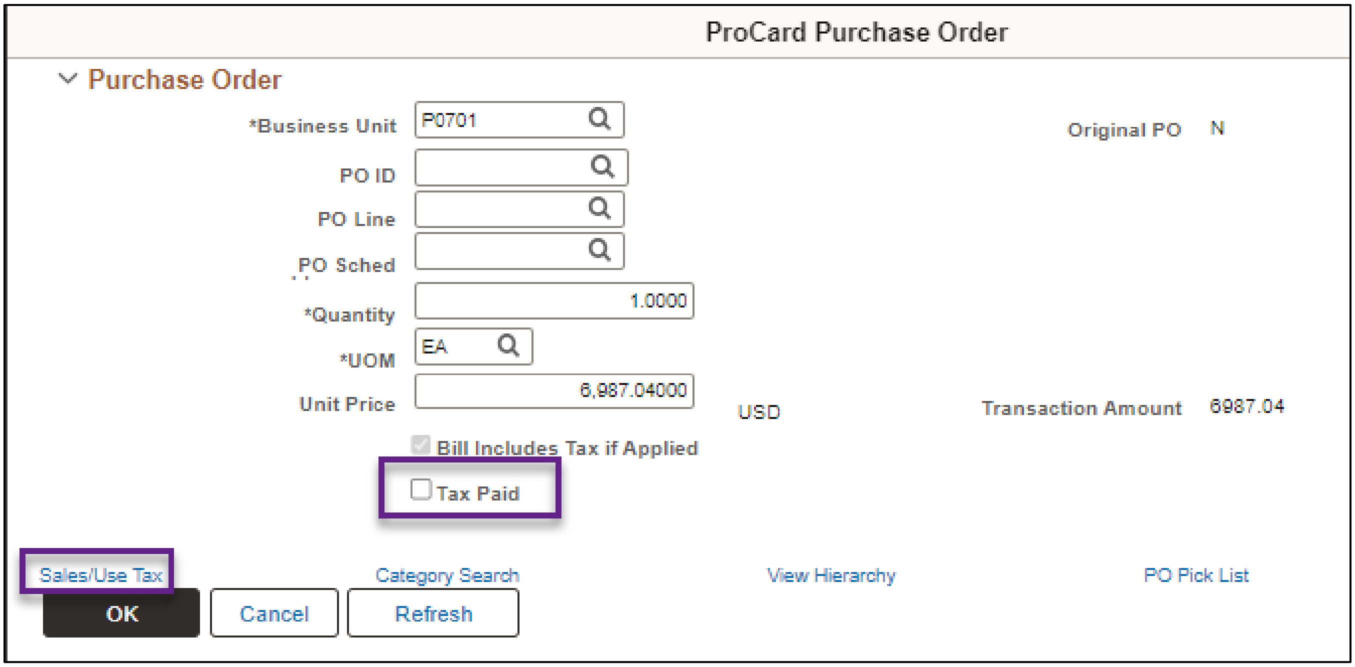
1. Navigate to the **Reconcile Statement Search** page and search for the PCard transaction.

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.



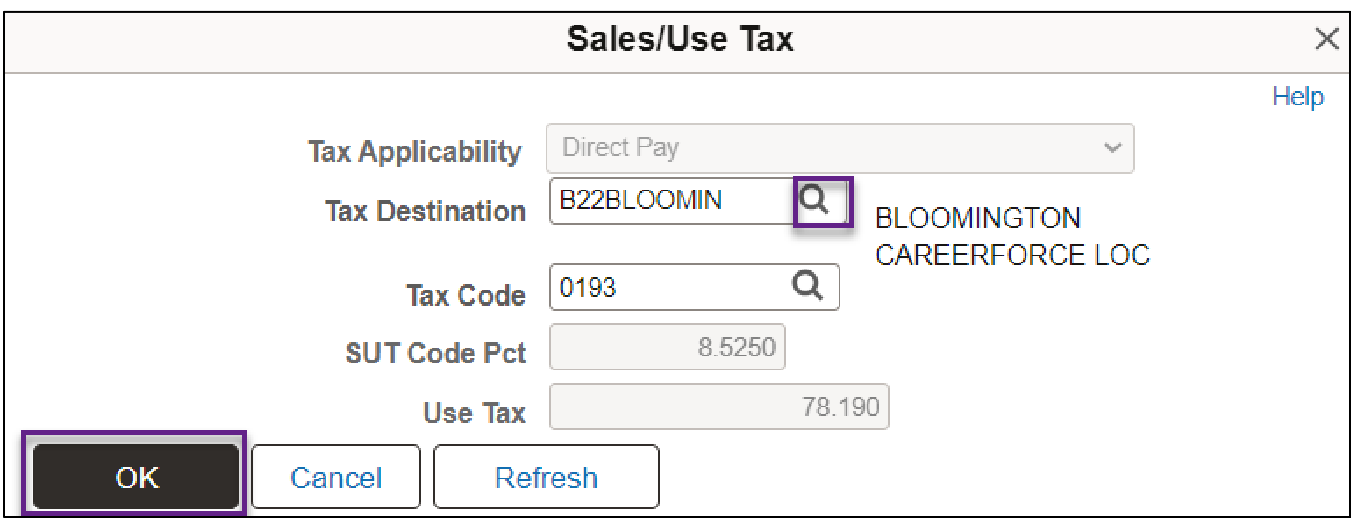
4. When the ProCard Purchase Order screen displays, uncheck the **Tax Paid** box, and select the **Sales/Use Tax** link.



5. When the Sales/Use Tax screen displays, search for and select a **Tax Destination** using the **Look Up** glass icon for the Tax Destination field.

Note: After selecting Tax Destination, Use Tax data will automatically default on remaining fields such as 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 ProCard Purchase Order screen.
8. Back on the Procurement Card Transactions screen, press the **Save** button at the bottom of the page.
9. 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 Verified

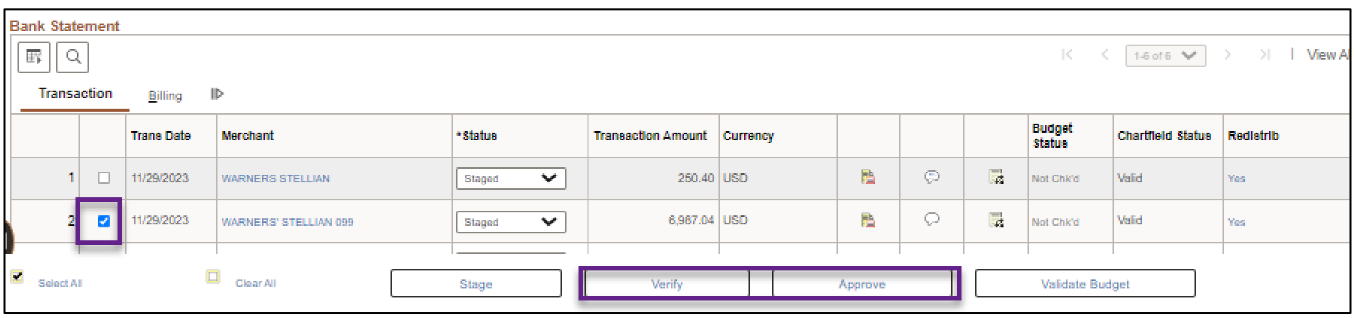
When PCard transactions are loaded into the SWIFT, they default to “Staged” status and must be changed to “Verified” and then “Approved” status.

- The PCard Reconciler changes the transactions from Staged to Verified status.
- 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.

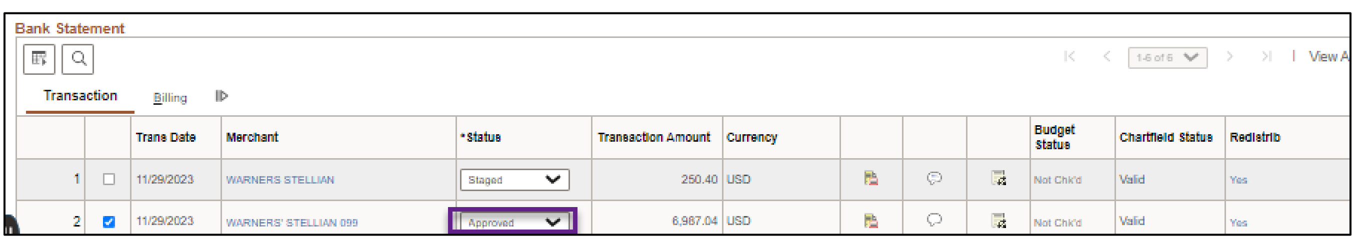
Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, Reconcile folder, Reconcile Statement defaults.

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 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 the **Budget Check PCard Transactions** section of this guide.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

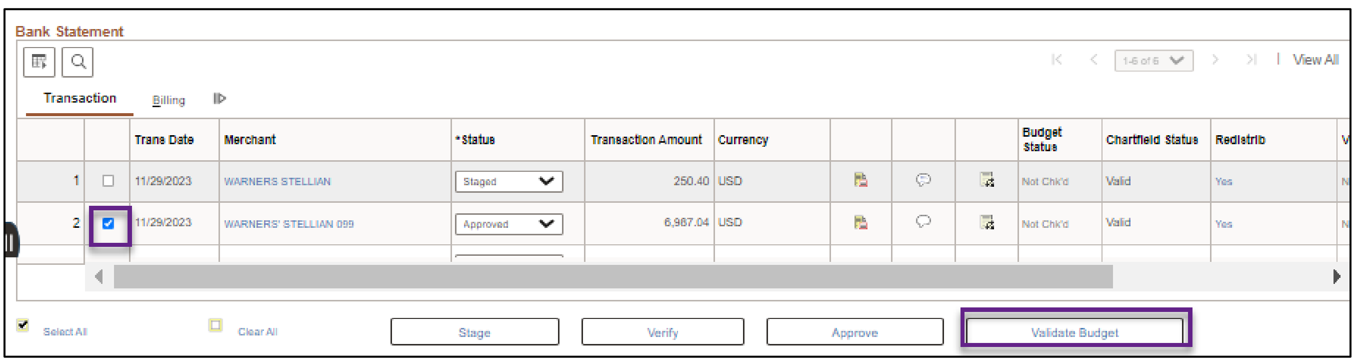
Budget Check PCard Transactions

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.

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

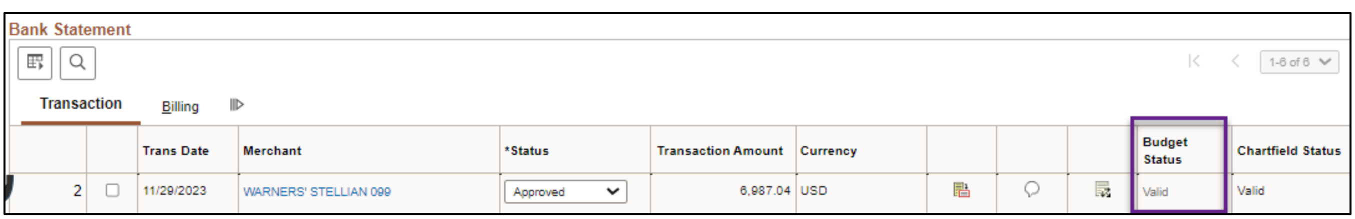
Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Procurement Card. Left-menu, Reconcile folder, Reconcile Statement defaults.

2. The PCard transaction will display on the Procurement Card Transactions screen. Check mark the boxes for PCard transactions to budget check.
3. Press the **Validate Budget** button.

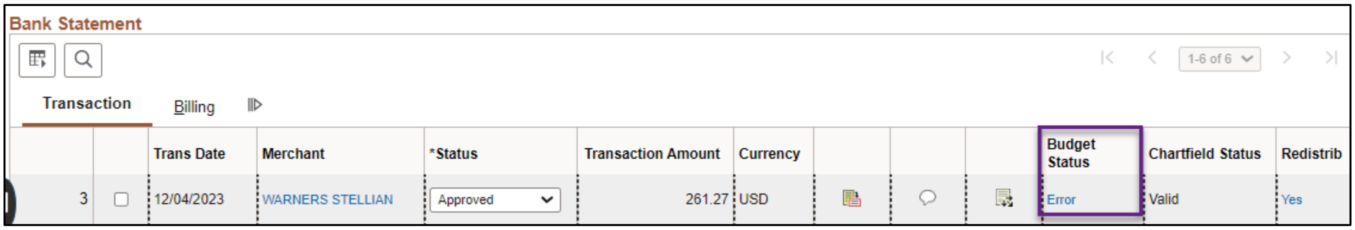


Note: SWIFT will run the budget check for the PCard transactions. During the budget check, the processing circle will display in the middle of the screen.

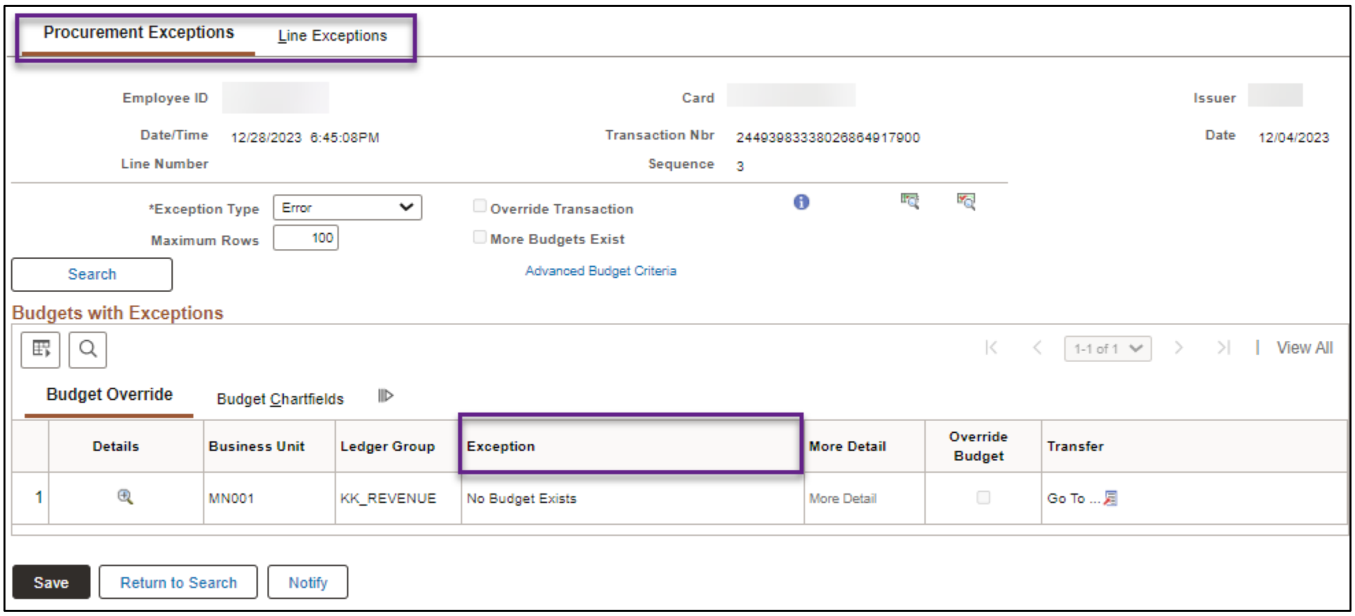
4. After the PCard transactions are budget checked, make sure the status of each transaction displays as "Valid" under the Budget Status column.



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



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



7. Correct PCard transactions with budget errors using valid budget strings before budget checking them again. See the **Apply Chart of Account Data to PCard Transactions** section of this reference guide.
8. 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.