

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 <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.

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.

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**

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.

Procurement Card Transactions

Empl ID: [Text] Name: [Text]

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

Run Budget Validation on Save

Bank Statement

[Icons] [Search] [1-6 of 6] [Dropdown] [Icons]

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	[Icons]	[Icons]	[Icons]	Not Chk'd	Recycled	No
2	<input type="checkbox"/>	11/29/2023	[Blurred]	Staged	6,987.04	USD	[Icons]	[Icons]	[Icons]	Not Chk'd	Recycled	No
3	<input type="checkbox"/>	12/04/2023	[Blurred]	Staged	261.27	USD	[Icons]	[Icons]	[Icons]	Not Chk'd	Recycled	No
4	<input type="checkbox"/>	12/13/2023	[Blurred]	Staged	917.17	USD	[Icons]	[Icons]	[Icons]	Not Chk'd	Recycled	No
5	<input type="checkbox"/>	12/14/2023	[Blurred]	Staged	152.78	USD	[Icons]	[Icons]	[Icons]	Not Chk'd	Recycled	No
6	<input type="checkbox"/>	12/07/2023	[Blurred]	Staged	55.96	USD	[Icons]	[Icons]	[Icons]	Not Chk'd	Recycled	No

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.

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	<input checked="" type="checkbox"/>	11/29/2023	WARNERS STELLIAN	Staged	250.40	USD	Not Chk'd	Recycled	No

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.

Account Distribution

Line: 1 PO Qty:

Billing Date: 12/28/2023 Billing Amount:

Accounting Tag [Search Icon]

Transaction Unit Price:

Look Up Accounting Tag

SetID: SHARE

Accounting Tag: begins with [dropdown] P07

Buttons: Search, Clear, Cancel, Basic Lookup

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.

Distributions

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	Budget Date	Fund	Fin DeptID	AppropriID	*Account
1	100.0000	250.40	USD	MN001	12/28/2023	1000	P0733320	P0733E1	623204

OK Cancel Refresh

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

Bank Statement

Transaction Billing

	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	
1	<input checked="" type="checkbox"/>	11/29/2023	WARNERS STELLIAN	Staged	250.40	USD	Not Chk'd	Valid	Yes
2	<input type="checkbox"/>	11/29/2023	WARNERS' STELLIAN 099	Staged	6,987.04	USD	Not Chk'd	Recycled	No

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Distribution Template

Save Notify Refresh

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.

Bank Statement

Transaction Billing

	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	
1	<input checked="" type="checkbox"/>	11/29/2023	WARNERS STELLIAN	Staged	250.40	USD	Not Chk'd	Valid
2	<input type="checkbox"/>	11/29/2023	WARNERS' STELLIAN 099	Staged	6,987.04	USD	Not Chk'd	Recycled
3	<input type="checkbox"/>	12/04/2023	WARNERS STELLIAN	Staged	261.27	USD	Not Chk'd	Recycled
4	<input type="checkbox"/>	12/13/2023	WPY*CASSIES INC	Staged	917.17	USD	Not Chk'd	Recycled
5	<input type="checkbox"/>	12/14/2023	WPY*CASSIES INC	Staged	152.76	USD	Not Chk'd	Recycled
6	<input type="checkbox"/>	12/07/2023	COSTCO WHSE#1363	Staged	55.96	USD	Not Chk'd	Recycled

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Distribution Template

c. 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	Su
1	100.0000	<input type="text" value="MN001"/>	<input type="text" value="1000"/>	<input type="text" value="P0733320"/>	<input type="text" value="P0733E1"/>	<input type="text" value="415001"/>	

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

- Make sure the PCard transactions with applied Chart of Account data say **Yes** under the Redistrib column.

Bank Statement

Transaction

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	Valid	Yes
2	11/29/2023	WARNERS' STELLIAN 009	Staged	6,987.04	USD	Not Chk'd	Valid	Yes

Note: If this column says **No** for any transactions, the funding string values have not yet been entered.

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

Reconcile Statement

Procurement Card Transactions

Empl ID 01149937
Card Number *****4184

Run Budget Validation on Save

Bank Statement

Transaction

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	Valid	Yes

ProCard Change History

Line 1

Redistribution History

	Last Change Date	User Modify
1	02/12/2024 1:11:35PM	01149937

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.

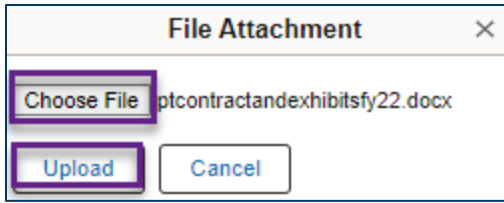
2. The PCard transaction will display on the Procurement Card Transactions screen. Select the **Comments** icon.

The screenshot shows a table titled "Bank Statement" with columns: Trans Date, Merchant, *Status, Transaction Amount, Currency, Budget Status, and Chartfield St. Two transactions are listed. The second transaction (ID 2) has a status of "Staged" and a transaction amount of 6,987.04 USD. A comment icon (a speech bubble) is highlighted with a purple box in the action column for this transaction. A tooltip labeled "Comments & Attachments" is visible over the icon.

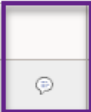
3. When the ProCard Comments screen displays, enter comments into the **Comments** field.
4. Select "Active" from the drop-down list in the Status field.
5. Press the **Attach** button to add an attachment.

The screenshot shows the "ProCard Comments" interface. At the top, it displays "Line 1" and "Description E-BILL SVC Reference". Below this is a "Transaction Line Comments" section with a search icon and "1 of 1" indicator. A "Comments:" label is next to a text input field containing "Incorrect information on transaction.". To the right of the input field is a "Status" dropdown menu set to "Active". Below the comment field is an "Associated Document" section with an "Attachment" label and an "Attach" button highlighted with a purple box. There are also "View" and "Delete" buttons. At the bottom of the screen are "OK", "Cancel", and "Refresh" buttons.

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



- 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	<input type="checkbox"/>	11/29/2023	WARNERS STELLIAN	Staged	250.40	USD	


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.

- 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.

- 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	<input type="checkbox"/>	11/29/2023	WARNERS STELLIAN	Staged	250.40	USD	

Line Details

- 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
▶▶

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

Return

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.

Bank Statement

1-6 of 6 | View All

Transaction Billing ▶▶

		Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib
1	<input type="checkbox"/>	11/29/2023	WARNERS STELLIAN	Staged ▼	250.40	USD				Not Chk'd	Valid	Yes
2	<input checked="" type="checkbox"/>	11/29/2023	WARNERS' STELLIAN 099	Staged ▼	6,987.04	USD				Not Chk'd	Valid	Yes

Select All Clear All
 Stage
Verify
Approve
Validate Budget

Purchase Details
Distribution Templates

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

ProCard Purchase Order

▼ **Purchase Order**

*Business Unit: P0701

PO ID:

PO Line:

PO Sched:

*Quantity: 1.0000

*UOM: EA

Unit Price: 6,987.04000 USD

Transaction Amount: 6987.04

Bill Includes Tax if Applied

Tax Paid

[View Hierarchy](#) [PO Pick List](#)

- 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.

- Press the **OK** button on the Sales/Use Tax screen.

Sales/Use Tax [Help](#)

Tax Applicability: Direct Pay

Tax Destination: B22BLOOMIN BLOOMINGTON CAREERFORCE LOC

Tax Code: 0193

SUT Code Pct: 8.5250

Use Tax: 78.190

- Press the **OK** button on the ProCard Purchase Order screen.
- Back on the Procurement Card Transactions screen, press the **Save** button at the bottom of the page.
- 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.

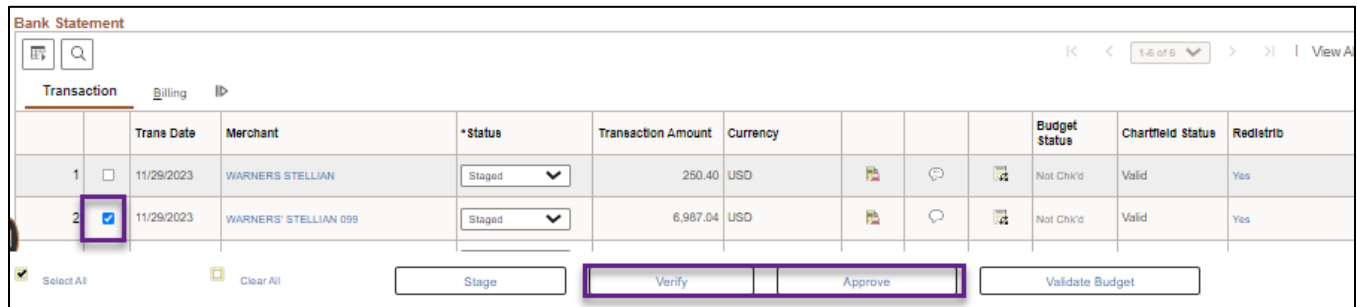
- The PCard Reconciler changes the transactions from Staged to Verified status.
- The PCard Approver changes the transactions from Verified to Approved status.

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.

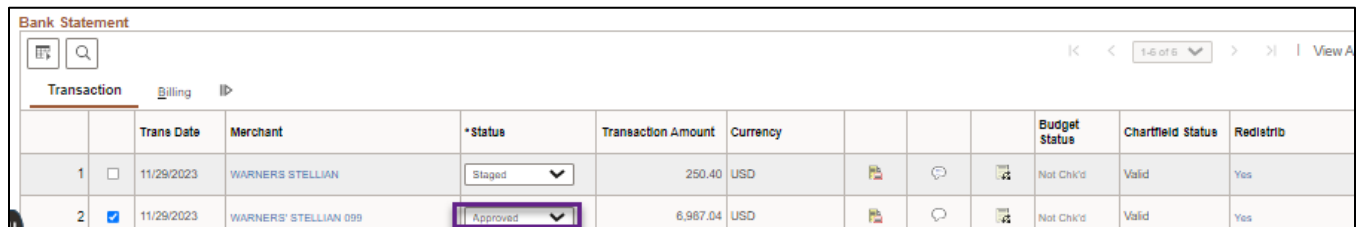
2. The PCard transaction will display on the Procurement Card Transactions screen. Check mark the boxes for PCard transactions to verify or approve.

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.

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.

The screenshot shows the 'Bank Statement' interface with a table of transactions. The second transaction is selected with a checkmark in a box. Below the table, the 'Validate Budget' button is highlighted with a purple box.

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	Valid	Yes
2	11/29/2023	WARNERS' STELLIAN 099	Approved	6,987.04	USD	Not Chk'd	Valid	Yes

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.

The screenshot shows the 'Bank Statement' interface with the same table of transactions. The 'Budget Status' column for the second transaction now displays 'Valid', which is highlighted with a purple box.

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
2	11/29/2023	WARNERS' STELLIAN 099	Approved	6,987.04	USD	Valid	Valid

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

Bank Statement

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
3	<input type="checkbox"/>	12/04/2023	WARNERS STELLIAN	Approved	261.27	USD	Error	Valid	Yes

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

Procurement Exceptions | Line Exceptions

Employee ID: [Redacted] Card: [Redacted] Issuer: [Redacted]
 Date/Time: 12/28/2023 6:45:08PM Transaction Nbr: 24493983338026864917900 Date: 12/04/2023
 Line Number: [Redacted] Sequence: 3

*Exception Type: Error Override Transaction More Budgets Exist
 Maximum Rows: 100 [Advanced Budget Criteria](#)

Budgets with Exceptions

Budget Override	Budget Chartfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1			MN001	KK_REVENUE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

- 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.
- 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.