

## QUICK REFERENCE GUIDE

Updated November 01, 2019

### PCard Reviewer Tasks

The PCard Reviewer reviews, but does not update, transactions for Purchasing Card (PCard) holders. Reviewers have the ability to add comments and attachments to transaction lines, but they do not have the ability to apply Chart of Account data to transaction lines. This role is optional for agencies and is not required for cardholders.

This role has agency-wide access to the following processes:

- **Reconcile Statement:** Review 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 Reviewer 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](#)

### Search for PCard Transactions

PCard Reviewer 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

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2. The *Reconcile Statement Search* page will display. Use the following fields to search for PCard transactions.

Field	Field Description
<b>Role Name</b>	Select a role from the drop-down list (e.g., Reconciler).
<b>Employee ID</b>	Select the <b>Look Up</b> glass icon to use the Look Up Employee ID search function.
<b>Name</b>	If you don't know the Employee ID, you may search using the employee name. Select the <b>Look Up</b> glass icon to use the <i>Look Up Name</i> search function.
<b>Card Issuer</b>	From the drop-down list, select an agency that issues PCards.
<b>Billing Date</b>	Select the <b>Look Up</b> glass icon to search for a billing date.
<b>Statement Status</b>	Select from the following drop-down list: <ul style="list-style-type: none"> <li>• "Approved" – transaction has been approved</li> <li>• "Closed" – voucher has been built successfully</li> <li>• "Error" – voucher has been built, but there is an error</li> <li>• "Initial" – N/A (this option is no longer used)</li> <li>• "Staged" – transaction has been loaded but not verified or approved</li> <li>• "Verified" – transaction has been verified</li> </ul>
<b>Budget Status</b>	Select from the following drop-down list: <ul style="list-style-type: none"> <li>• "Document in Processing" – the budget is processing in SWIFT</li> <li>• "Error in Budget Check" – the budget has an error status</li> <li>• "Not Budget Checked" – the budget has not yet undergone a budget check</li> <li>• "Provisionally Valid" – the budget is pending validation</li> <li>• "Valid" – the budget has been validated</li> </ul>

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

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**

4. 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

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Bank Statement

Transaction  Billing

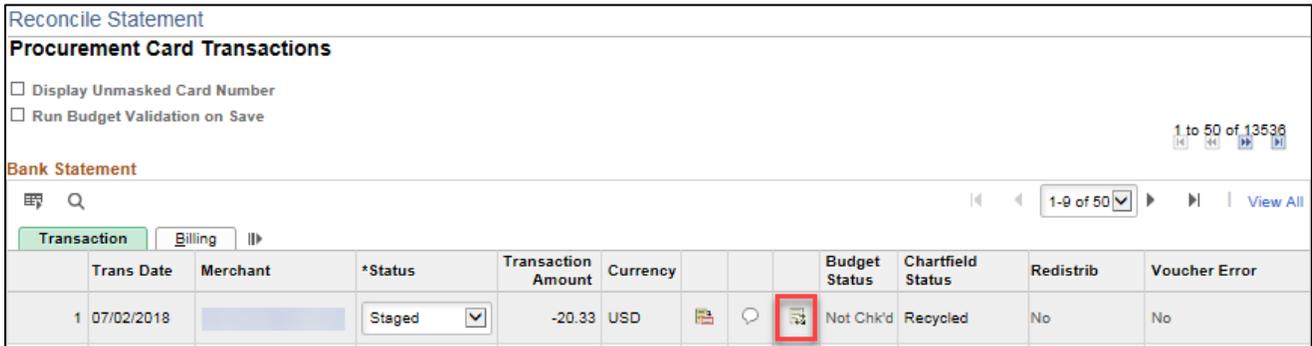
	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		
1			*****4594	07/02/2018		Staged <input type="checkbox"/>	-20.33	USD		
2			*****8330	06/06/2018		Staged <input type="checkbox"/>	138.71	USD		
3			*****0878	05/24/2018		Staged <input type="checkbox"/>	29.00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

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

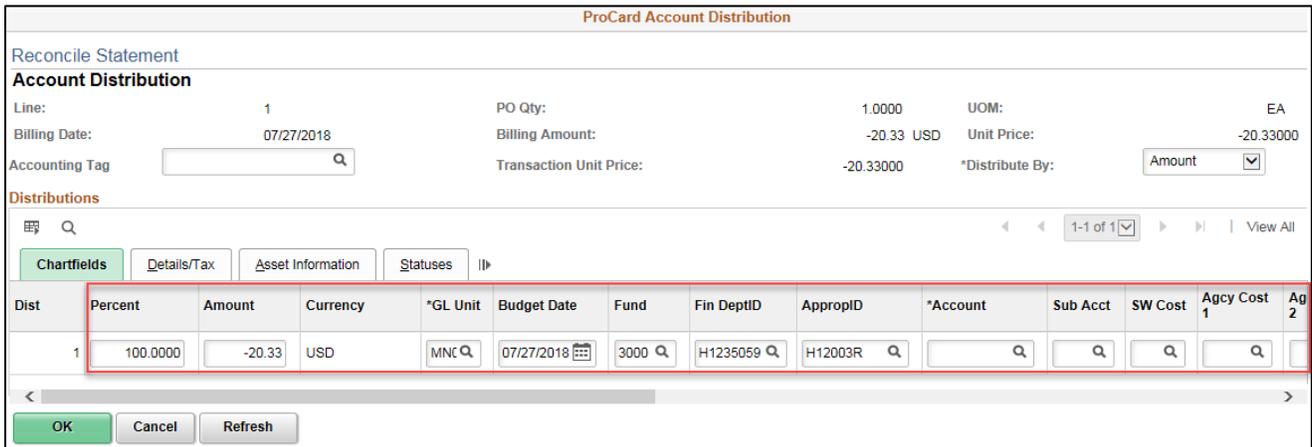
## View Chart of Account Data for PCard Transactions

The PCard Reviewer 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.



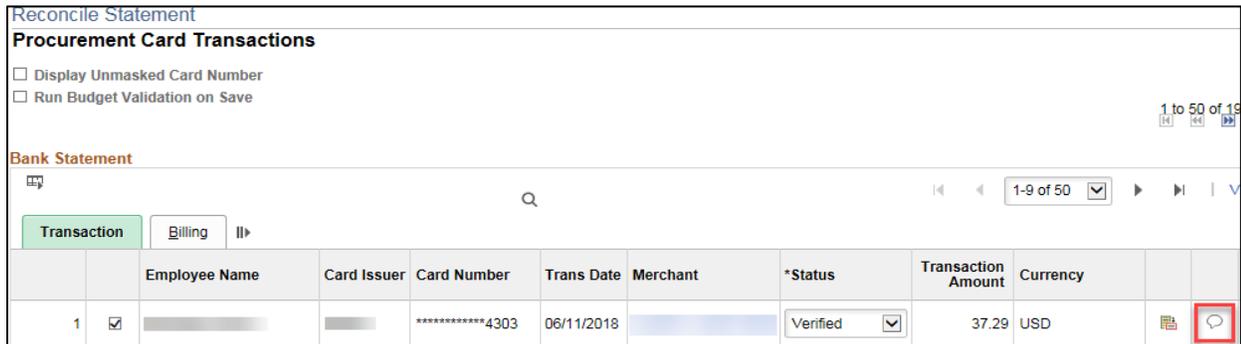
## Add Comments and Attachments to PCard Transactions

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

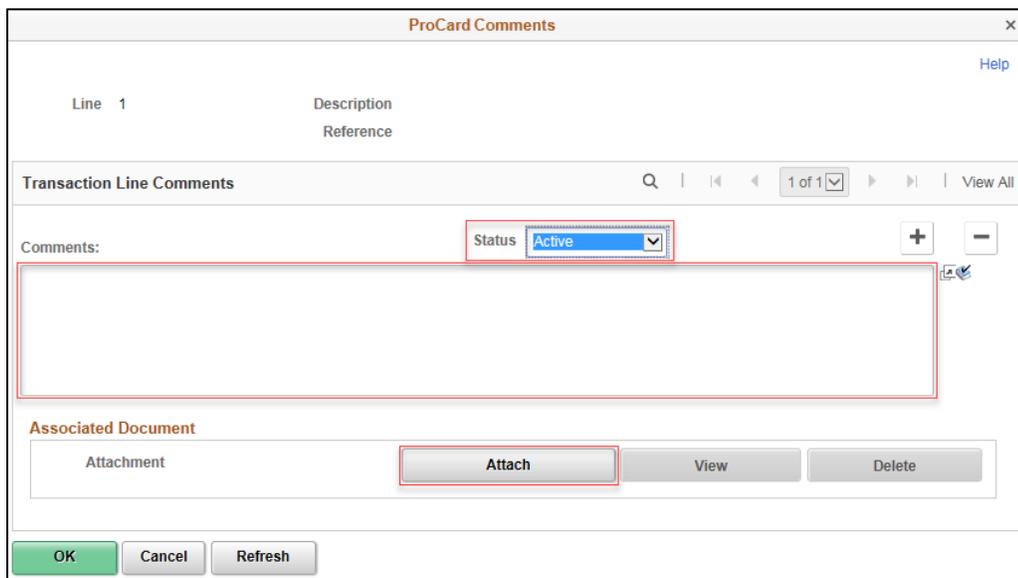
1. Navigate to the *Reconcile Statement Search* page and search for the PCard transaction.  
(See [Search for PCard Transactions.](#))

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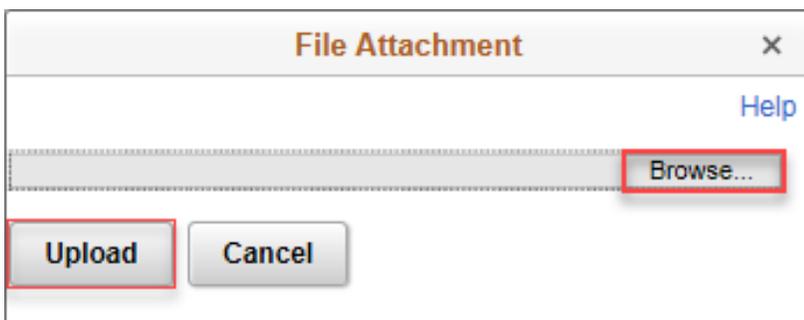
2. The PCard transaction will display on the *Procurement Card Transactions* screen. Select the **Comments** icon.



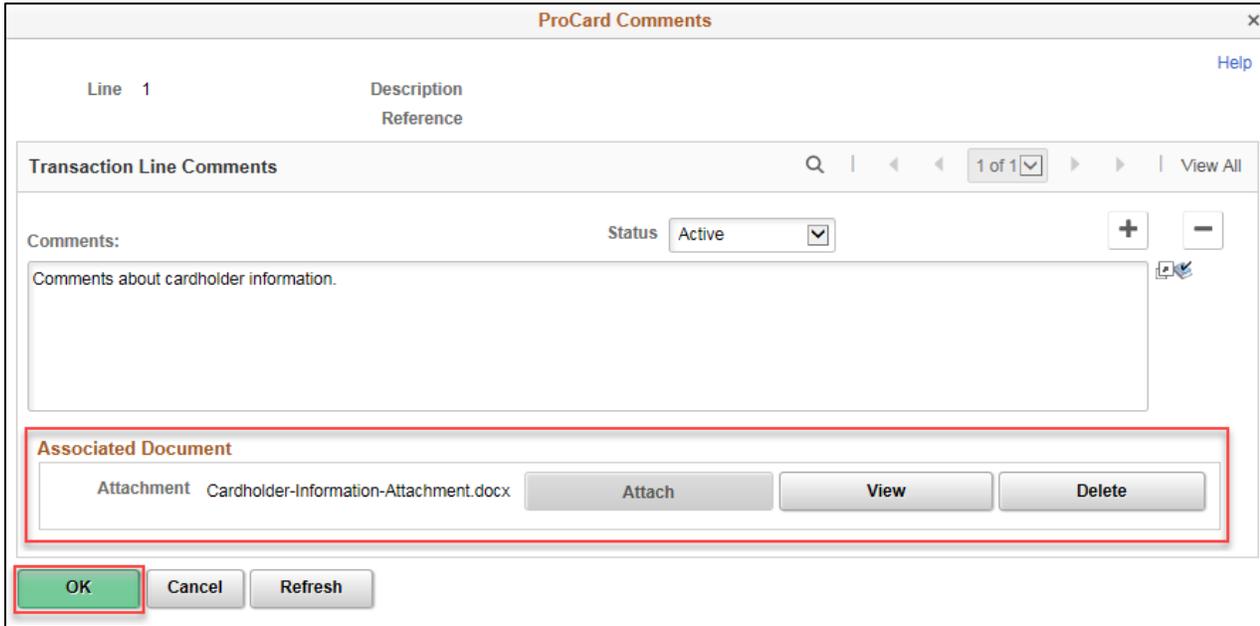
3. When the *ProCard Comments* screen displays, enter comments into the *Comments* field.
4. Select "Active" from the drop-down list in the *Status* field.
5. Press the **Attach** button to add an attachment.



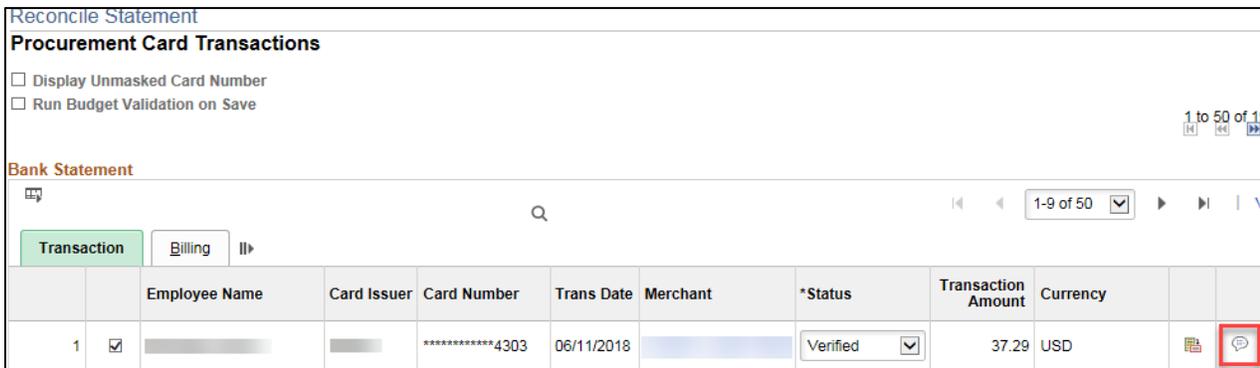
6. When the *File Attachment* window displays, press the **Browse** button, find and select the file to attach, and press the **Upload** button.



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 Reviewer 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

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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 [Redacted]  
 Sequence Number 1

▼ Card Transaction - Type 5

1-1 of 1 | View All

Q

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		[Redacted]

Return

## View Use Tax for PCard Transactions

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

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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	<input checked="" type="checkbox"/>			*****0613

Select All    Clear All   **Stage**

Search   **Purchase Details**

4. 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   [Q](#)   Original PO

PO ID   [Q](#)

PO Line   [Q](#)

PO Sched   [Q](#)

Supplier ID   [Q](#)

Location   [Q](#)

Ship To   [Q](#)

Item ID   [Q](#)

Category   [Q](#)

Supplier Item

\*Quantity 1.0000

\*UOM EA   [Q](#)

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

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.

**Sales/Use Tax**

Tax Applicability

**Tax Destination**   [Q](#)

**Tax Code**   [Q](#)

SUT Code Pct

Use Tax

**OK**   Cancel   Refresh