SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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

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.

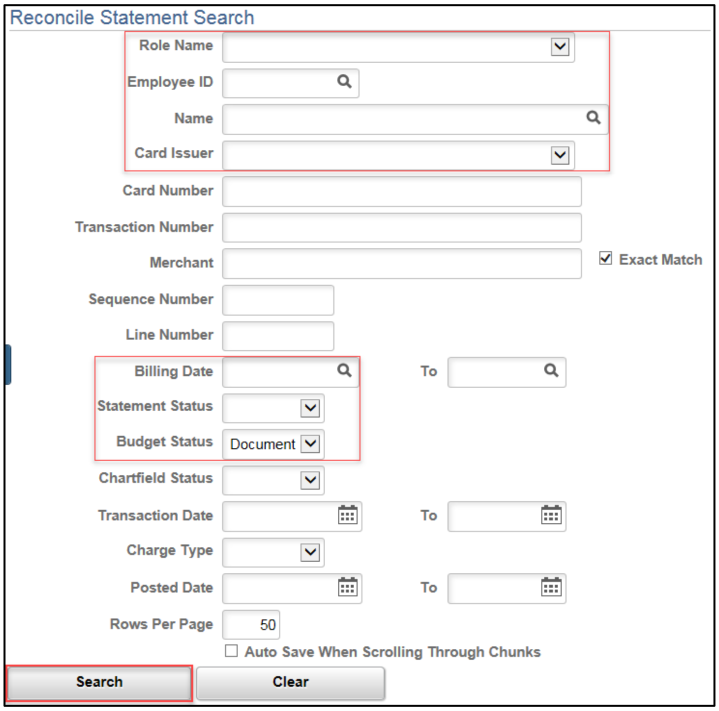
1. Navigate to the *Reconcile Statement Search* page.

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

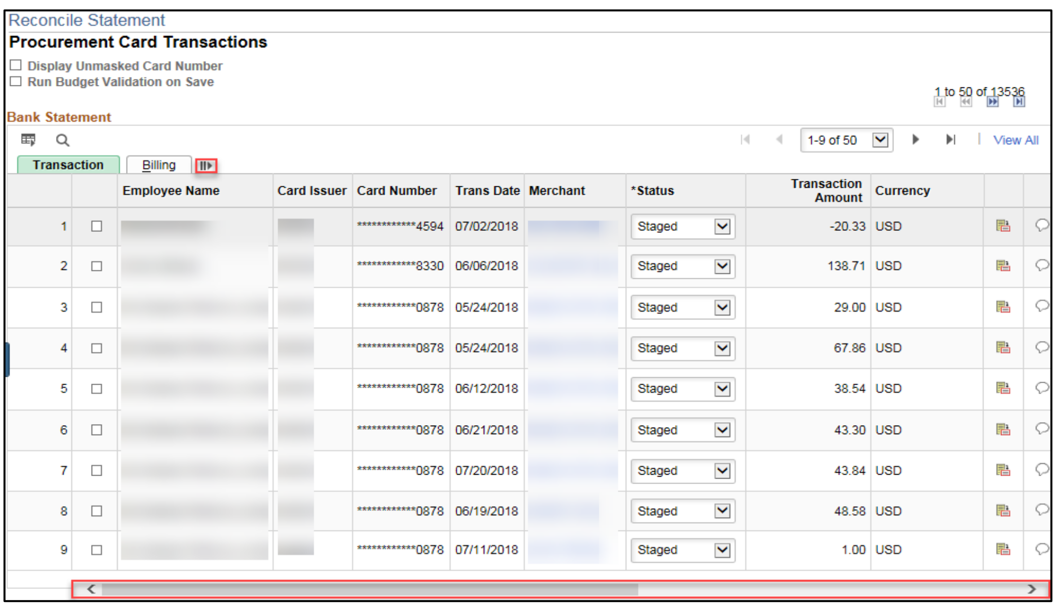
2. The *Reconcile Statement Search* page will display. Use the following fields to search for PCard transactions.

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 *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" – 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: • "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.



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.

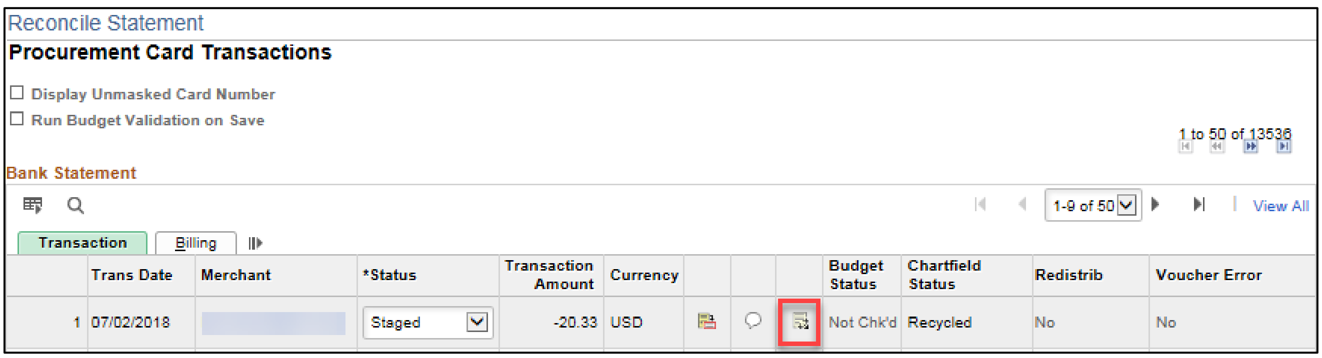
View Chart of Account Data for PCard Transactions

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.

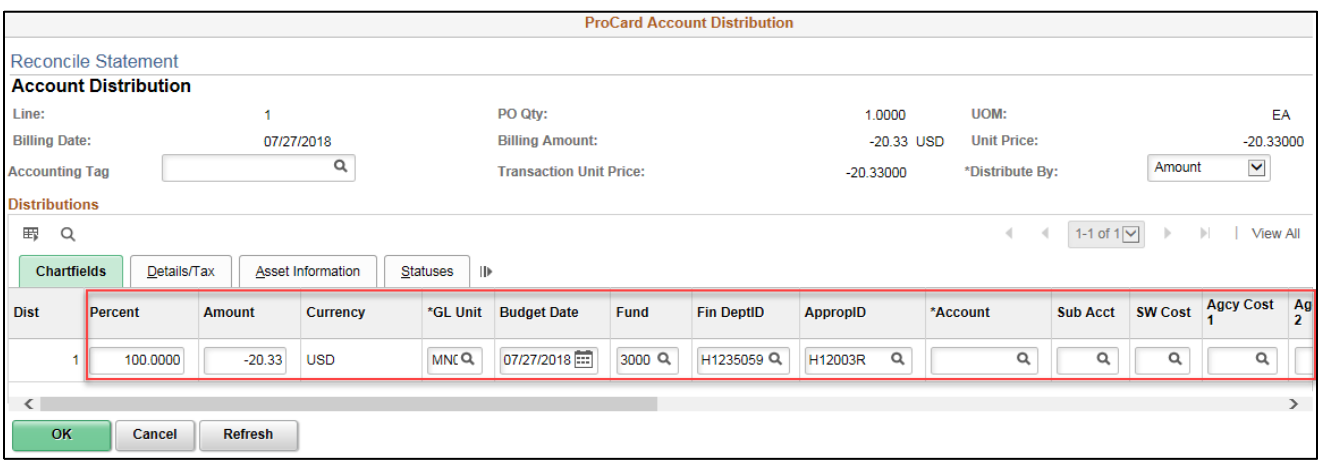
1. Navigate to the *Reconcile Statement Search* page and search for the PCard transaction.

   (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.



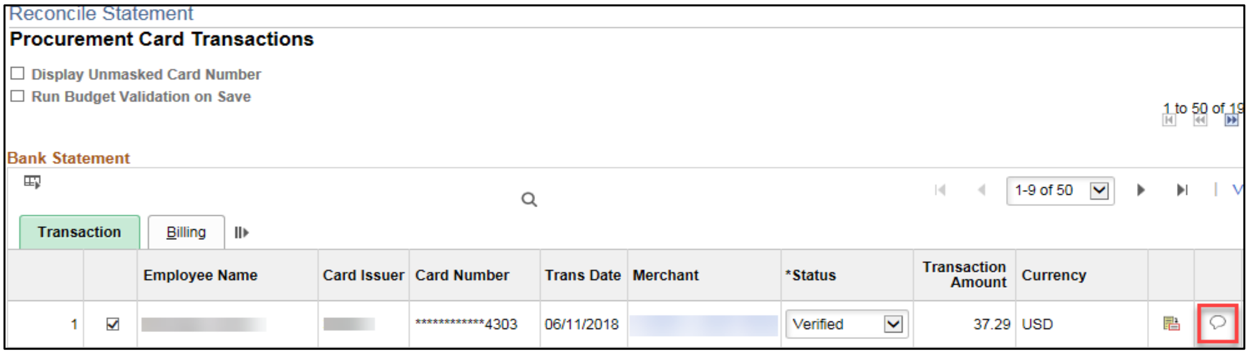
Add Comments and Attachments to PCard Transactions

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.

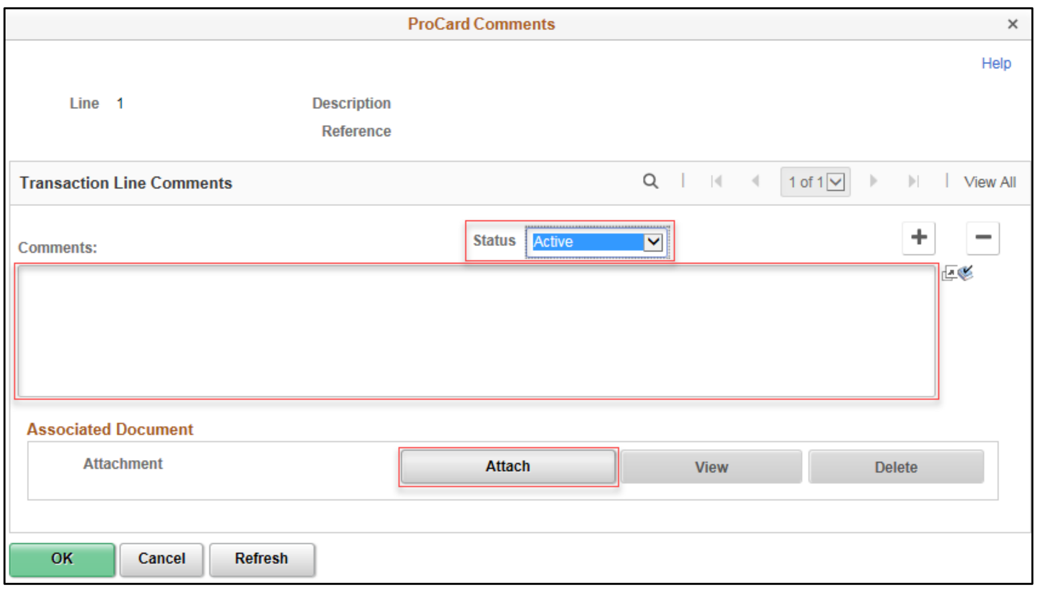
1. Navigate to the *Reconcile Statement Search* page and search for the PCard transaction.

   (See Search for PCard Transactions.)

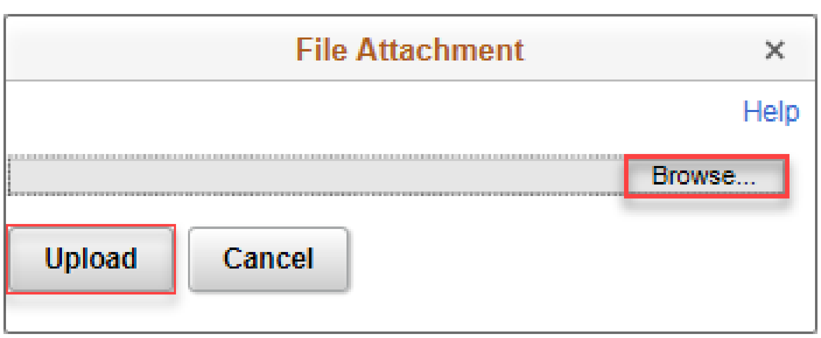
2. The PCard transaction will display on the *Procurement Card Transactions* screen. Select the **Comments** icon.



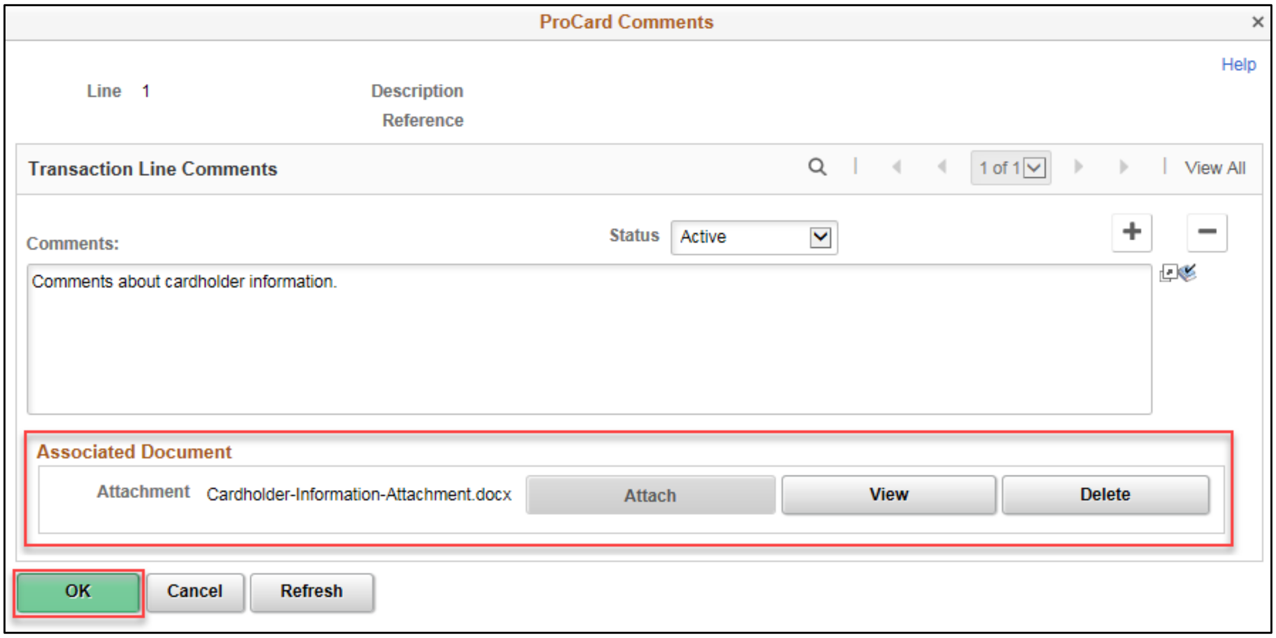
3. When the *ProCard Comments* screen displays, enter comments into the *Comments* field.
4. Select "Active" from the drop-down list in the *Status* field.
5. Press the **Attach** button to add an attachment.



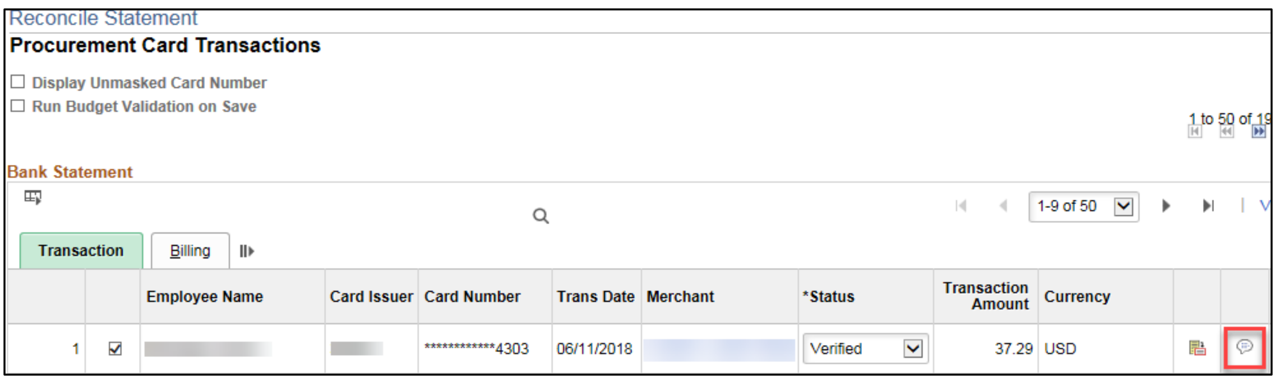
6. When the *File Attachment* window displays, press the **Browse** button, find and select the file to attach, and press the **Upload** button.



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

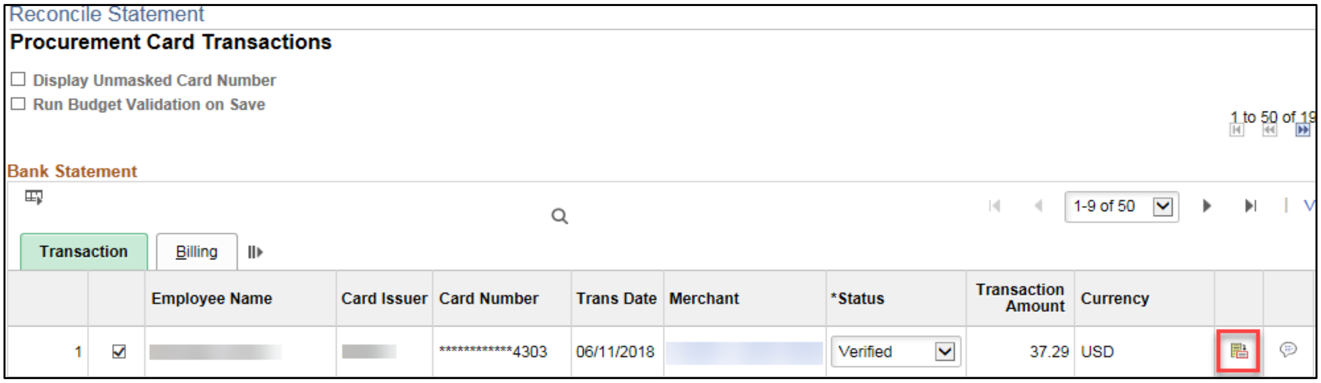
The PCard Reviewer can view Level 3 data to see additional information that merchants supply about PCard transactions.

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

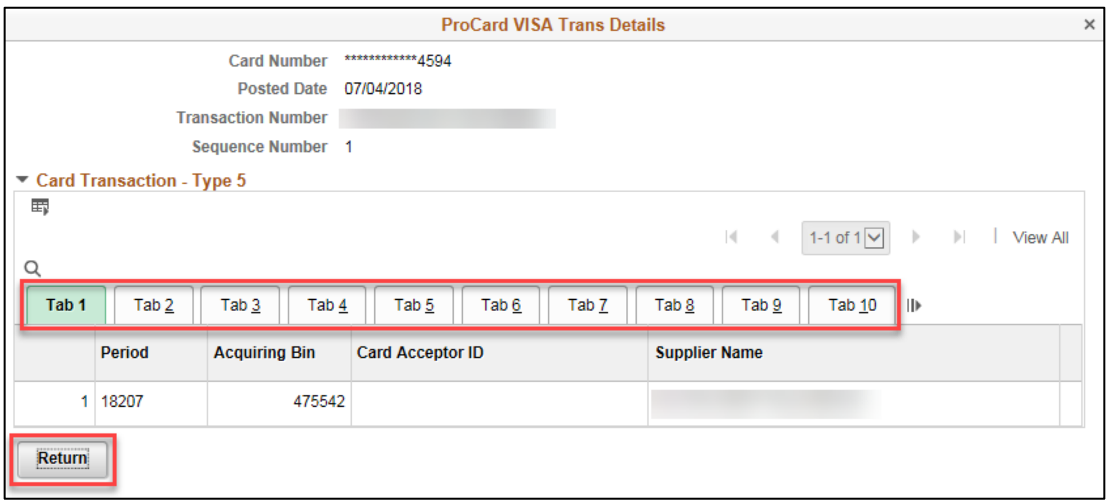
   (See Search for PCard Transactions.)

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

   Select the **Line Details** icon.



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

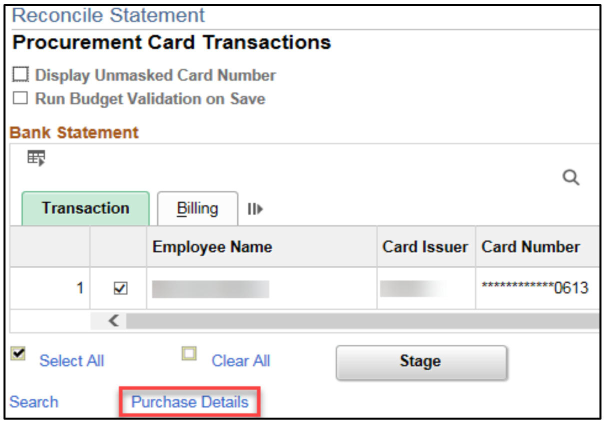
Use Tax includes both State and Local tax. The Reviewer must make sure that Use Tax has been applied to the PCard transaction if tax was not billed on the transaction. To see if tax was billed on the transaction, check the transaction's invoices or receipts.

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

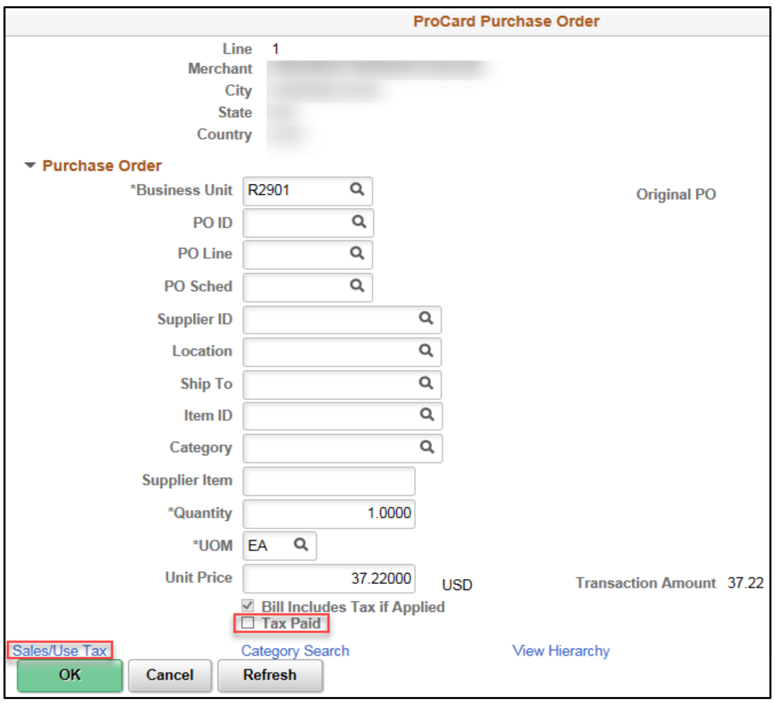
   (See Search for PCard Transactions.)

2. The PCard transaction will display on the *Procurement Card Transactions* screen. Check mark the 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.