Table of Contents

I. Overview .................................................................................................................................................. 2
II. Log into SFS .............................................................................................................................................. 2
III. Navigation to Reconcile Statement Page ............................................................................................. 2
IV. Role of PCard Approver ........................................................................................................................ 3
V. Process to Review PCard Transactions for Approval ............................................................................ 3
   Review PCard Transaction for Approval ........................................................................................................ 3
   Review Business Purpose .............................................................................................................................. 5
   Review Attachment(s) .................................................................................................................................. 5
   Review or Edit Accounting Code/Funding Source for each transaction line ............................................... 6
   Add Comments (Optional) ........................................................................................................................... 7
   Review Card Nickname Field (Optional) ........................................................................................................ 8
   Review Level 3 Data (If Available) ............................................................................................................... 9
   Approve or Send Back Procurement Card Transaction(s) (Last Step) ......................................................... 9
   Send Back Procurement Card Transaction(s) if Not “Approved” ............................................................ 10
VI. Appendix ............................................................................................................................................ 11
   Re-Route Emails for PCard Transaction Approval (Add Alternate Approvers) ........................................ 11
   View Closed and Current Transactions PCard Transactions from Reconcile Statement Page ................. 11
   Add Reconcile Statement Page to Recent Places, NavBar or My Favorites) ............................................ 12
   Recent Places Icon ..................................................................................................................................... 13
   NavBar and My Favorites ........................................................................................................................... 13
   Search Pcard Transaction using Billing Date ............................................................................................. 15
   Personalize Workcenter to Include PCard Page ........................................................................................ 16
   Personalize Reconcile Statement Page ...................................................................................................... 18
   What Happens After PCard Transaction Approval? .................................................................................. 19
   What Happens If a PCard Transaction is Not Approved? ........................................................................ 19
I. Overview

The Procurement Module is a repository of PCard transactions and the corresponding support documentation. It is not a workflow module. Transactions have already been expensed and Suppliers have been paid. The module facilitates the Reconciliation, Verification, and Approval of employee assigned Procurement Card activity.

The role of the PCard Approver, is to review transactions and initiate any necessary corrective action post PCard spend. Once a transaction is approved, vouchers will be created, and the reallocated costs will be transferred to the general ledger and WISER.

PCard Approvers are manually assigned to departments via the PCard Approver/Assignment table, which is maintained by the Campus PCard Administrator.

II. Log into SFS

https://www.wisconsin.edu/sfs/sfs-environments/

III. Navigation to Reconcile Statement Page

Navigation to Reconcile Statement Page (Page to Review and Approve PCard Transactions)

**Navigator:** Purchasing > Procurement Card > Reconcile > Reconcile Statement.

1. Click on the compass to the right.
2. Click on the Navigator icon

IV. Role of PCard Approver

The PCard Approver is responsible for reviewing PCard transactions for approval after they are Verified and Submitted for approval by the PCard Holder (Reconciler). PCard Approvers can complete the below actions.

1) Review Business Purposes  2) Review/Add Attachments
3) Review Card Nickname   4) Review/Edit distributions
5) Add Comments     6) Review Level 3 Data, if available
7) Approve or Send Back Procurement Card transactions

V. Process to Review PCard Transactions for Approval

An email will route to a PCard Approver after the PCard Holder (Reconciler) verifies and submits a procurement card transaction for approval. The email includes a link that will take the PCard Approver directly to the Reconcile Statement page.

Please note, the Reconcile Statement page can also be accessed at any time through Navigation. The Appendix provides more information on this topic. The navigation to the Reconcile Statement page is

Navigator: Purchasing > Procurement Card > Reconcile > Reconcile Statement.

Review PCard Transaction for Approval

PCard Approver will know PCard Transactions require their attention upon receipt of an Approval Email Notification. Click link in the email to access the Reconcile Statement page and begin the approval process. Transactions requiring your attention, will be at the “Verified” status.

The Reconcile Statement page can be access at any time, by logging into SFS and using navigation. Below is the navigation to the Reconcile Statement page. Again, transactions to review for approval will be at the “Verified” status.
**Navigator:** Purchasing > Procurement Card > Reconcile > Reconcile Statement.

1. Receive Approval Email Notification
   a. Initial email may go to the Junk Folder. If expecting a notification email, go to Junk Folder and move to Inbox. Going forward emails should route to Inbox automatically.
2. Click Link in email to access the Reconcile Statement Page

![Email screenshot](https://test.ufost.wisc.edu/pasp/sfqa-OD/EMPLOYEE/FRP/p/FRP?APP=MANAGE PROCUREMENT CARDS,CC RECON WB:GB?CC STATUS=2,TRAN SD-)

3. The Approval process includes the below.

   **Required Actions**
   1. Review Business Purposes
   2. Review Attachment(s)
   3. Review Chart field Distribution
   4. “Approve” or “Send Back” transaction(s)

   **Optional Actions**
   4. Add Comments
   5. Review Card Nickname field (Optional)
   6. Review Level 3 Data, if available

![Reconcile Statement screenshot](https://test.ufost.wisc.edu/pasp/sfqa-OD/EMPLOYEE/FRP/p/FRP?APP=MANAGE PROCUREMENT CARDS,CC RECON WB:GB?CC STATUS=2,TRAN SD-)
Review Business Purpose

Review Attachment(s)
Click the Attachment icon under the Attachment column to View attachments. Approver cannot remove attachments but can add additional receipts and or other supporting documentation for each transaction.

It is best to have the PCard Holder add attachments. If for some reason the Approver needs to add attachments complete the below steps.

Click the “+” sign to add additional supporting documentation, if needed.
Click OK to Save.

Review or Edit Accounting Code/Funding Source for each transaction line

Under Distribution column, click the Distribution icon. It will take you to the ProCard Account Distribution box.

Review the account distribution for each transaction line. Approver can modify the account distribution. At minimum the Account, Fund, Department and Program fields must be populated. Please note, if adding Project to the chart field, PC Bus Unit is a required input.

Below are examples of valid chart field combinations.

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>PC Bus Unit</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1052</td>
<td>101</td>
<td>488204</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2164</td>
<td>128</td>
<td>420190</td>
<td>0</td>
<td>TE_02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2164</td>
<td>128</td>
<td>427605</td>
<td>0</td>
<td>TE_02</td>
<td>UWMSN</td>
<td>AAG2339</td>
</tr>
<tr>
<td>2184</td>
<td>101</td>
<td>482600</td>
<td>2</td>
<td></td>
<td>UWMSN</td>
<td>AAD2464</td>
</tr>
</tbody>
</table>
Add Comments (Optional)

Additional comments can be added to the Comments field. This is not a required input.

Add Comments Click OK

Click Save
Review Card Nickname Field (Optional)

Card Nickname is an optional card identifier field. It is especially helpful for PCard Holders with multiple pcards. Complete the below steps to view the Card Nickname field.

From the Statement page, scroll to the far right.

Click Card Nickname link and view Description. Please note this will not always be populated. It is not a required input. It is informational only.

Click OK
Review Level 3 Data (If Available)

Some merchants will include Level 3 data with pcard transactions. The column with this data, will be visible only if the transaction(s) displayed on the page have Level 3 data. If none of the transactions have Level 3 data, the below column will not appear.

The column with the Level 3 data will be to the right of the Chartfield Status column. To view Level 3 data, click the below icon.

Approve or Send Back Procurement Card Transaction(s) (Last Step)

“Approve” Procurement Card Transaction(s)

1. Select specific transaction(s) or Select All
2. Use drop down in Status column to select “Approved” or click Approve Button at the bottom of page.
   a. Transactions must be selected, if selecting Approve button at the bottom of the page.
3. Click Save
Send Back Procurement Card Transaction(s) if Not “Approved”

“Send Back” Procurement Card Transaction(s)

1. Click the Comments link on transaction to Input Comments on reason for sending transaction back for further review.
2. Click OK
3. Select All or Select specific transaction(s)
4. Use drop down in Status column to select “Staged” or Click the Stage Button at the bottom of the page.
   a. Transactions must be selected, if selecting Stage button at the bottom of the page.
5. Click Save

The above actions place the procurement card transaction back on the PCard Holder (Reconciler’s) reconcile statement page. The PCard Holder (Reconciler) will receive an email notification the next business day.
The PCard Approver can always email the PCard Holder (Reconciler) independently and let them know a transaction has been sent back, and what corrective action is needed.

VI. Appendix

Re-Route Emails for PCard Transaction Approval (Add Alternate Approvers)

PCard Approvers may have the need to re-route email notifications and have another individual approve transactions on their behalf.

Contact the Campus PCard Admin, and have them give the Alternate Approver, the Approval Proxy on Profiles you approve. The alternate approvers must already have the Approval role.

After your return, have the PCard Admin remove the additional Approver from the Proxies. If they are not removed, they will continue to have the ability to approve the pcard transactions.

View Closed and Current Transactions PCard Transactions from Reconcile Statement Page

The PCard Holder and Approver can always navigate to the Reconcile Statement Page to view transactions at any status. An example would be to view transactions at a Verified Status that require approval or System Approved Closed transactions that still require a Business Purpose and an Attachment. Below is the navigation to the Reconcile Statement page.

**Navigator:** Purchasing > Procurement Card > Reconcile > Reconcile Statement

1. Follow above navigation to Reconcile Statement Page.
2. Select Employee ID
3. Select required filters
   a. Selecting a Statement Status of “Verified” will display all transactions requiring an Approval
   b. Selecting a Statement Status of “Closed” will display all transactions that were approved and closed, or system closed after the 30-day reallocation period.

4. Select “Closed” Statement Status and check the “No Attachments” and “No Business Purpose” box to display closed transactions that still require a business purpose and an attachment. See below screen shot.

5. After entering all filters click Search

**NOTE:** The transaction date is a prepopulated field. Click Clear at the bottom of the page, and/or adjust criteria as required.
Add Reconcile Statement Page to Recent Places, NavBar or My Favorites

The Reconcile Statement page is accessed by clicking the link in the Reconcile Transaction Email Notification. This page can also be accessed by using manual navigation.

**Navigator:** Purchasing > Procurement Cards > Reconcile > Reconcile Statement

The below can be used in lieu of manual navigation.

- Recent Places Icon
- Add page to NavBar
- Add page to My Favorites Icon
Recent Places Icon

When a user navigates to a page in SFS, the page will be in the Recent Places icon. If SFS activity is minimal, the recently navigated to page will always be in the Recent Places icon. To see Reconcile Statement page in Recent Places complete the below steps.

1. Navigate to the Reconcile Statement Page.
   
   **Navigator: Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

2. The next time you log into SFS, the Reconcile Statement page will be in your Recent Places icon

![Recent Places Icon](image)

NavBar and My Favorites

The other option to easily access the Reconcile Statement Page is to add it to either the NavBar or My Favorites Icons.

Steps to Adding to NavBar or My Favorites Icon

1) Log into SFS

![NavBar and My Favorites](image)

3) Click Navigator and navigate to Reconcile Statement page

**Navigator: Purchasing > Procurement Cards > Reconcile > Reconcile Statement**
4) Page will appear

6) One of the below messages will appear. Confirm or modify Tile Label and click Add.

7) NavBar additions will appear in the NavBar after clicking the NavBar icon. They can now be accessed directly from the NavBar without navigation.
8) My Favorite additions will be listed after clicking the My Favorites Icon. The My Favorite icon will appear after clicking the NavBar Icon.

Search Pcard Transaction using Billing Date

If users are searching Pcard transactions by Billing Date, the Card Issuer must be selected for the Business Unit.
Personalize Workcenter to Include PCard Page

Use the Personalize function to create a Procurement Card Section on a workcenter. Add the needed pcard pages. Another option to access Pcard pages without navigation, is to add them to your NavBar or My Favorites. See next section.

Select the WorkCenter you mostly use.

1. Click on the three dots under the Links section
2. Select Personalize
3. Click on the Plus sign to add another Group

4. Label the Group

5. Display order enter number 1. You will need to view all and change the other group that is currently label as number 1 to a different number so that your group shows up at the top.
6. Click on Define for each row and navigate to the page. Add them to your group.

Personalize Reconcile Statement Page

The Reconcile Statement page can be personalized to hide or reorder the column fields.

1. From the Reconcile Statement page, click on the Action Grid Icon to the left.
2. Click on Personalize
3. Click on the Column and either hide or move it up or down.
What Happens After PCard Transaction Approval?

Once the PCard transaction is approved, it is picked up in an overnight batch job that triggers the creation of a voucher. These vouchers are excluded from Pay Cycle. Payment to the Supplier has already been completed. Voucher creation is needed to reduce the Prepaid Voucher created for the billing date and to transfer the reallocated costs to WISER.

What Happens If a PCard Transaction is Not Approved?

If PCard transactions are not approved within 30 days of the posted/billing date, the System will automatically close the transactions. This will allow the transaction(s) to be picked up in an overnight batch job for vouchering. These vouchers are excluded from Pay Cycle. Payment to the Supplier has already been completed. Voucher creation is needed to reduce the Prepaid Voucher created for the billing date and to transfer the reallocated costs to WISER.

Grace Period emails will be routed to PCard Holders a few days before PCard transactions are picked up for System Approval. The notification days will vary per campus. The Grace Period gives the PCard Holder time to review Sent Back and/or Unapproved transactions. The PCard Holder will continue to receive emails until the grace period has expired and/or the PCard transactions have been approved.

Please note, the Campus PCard Administrator will be able to identify System Approved PCard Transactions. These transactions still require a business purpose and attachments (i.e. receipts). For audit purposes, a document confirming the review and approval of the transaction may also need to
be attached to the transaction. Cost transfers may be required if the default funding string on the
card holder’s profile is not the appropriate funding source. It is a benefit to all involved to have all
PCard transactions approved within 30 days of the posted date.