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Overview
The Procurement Card (PCard) Module is not a workflow module. The Procurement Module is a repository of PCard transactions and the corresponding support documentation. It facilitates the Reconciliation, Verification, and Approval of employee assigned to Procurement Card activity.

The role of the PCard Approver, is to review transactions and initiate any necessary corrective action post PCard spend.

Log into SFS
Please log into SFS through your campus website or the link below.
https://www.wisconsin.edu/sfs/

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

Email Notification to Reconcile 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 accessed 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
2. Click Link in email to access the Reconcile Statement Page
Review Business Purpose
Click the quote icon in the Business Purpose column to View the Business Purpose. Approver cannot change the Business Purpose.

Review Attachment(s)
Click the Attachment icon under the Attachment column to View attachments. Approver cannot remove attachments but can add additional supporting documents.

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. Please note, if adding Project to the chart field, PC Bus Unit is a required input.

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

From the Statement page scroll to the far right. Comments is the last field. Click quote box.

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.

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”

1. Select All or Select specific transaction(s)
2. Use drop down in Status column to select “Staged” or Click the Stage Button at the bottom of the page.
3. Click Save
4. The next day Pcard Holder will received another email or Approver can always send a personal email to the Pcard Holder.
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

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

If the navigation automatically takes you to the Reconcile Statement Page and lists transactions at the Initial Status, click **Search** at the bottom of the page to access the Reconcile Search page. See below screen shots.

Click Search at the bottom of the page to clear out the default date range.
Selecting Statement Status of “Closed” will return all Approved and Closed and System Closed transactions.

Enter the below criteria to view System Closed transactions that need attachment(s) and business purpose:

- Click Clear to clear date range
- Enter Employee ID
- Select "Closed" as Statement Status
- Click Search
Add Pcard Pages to 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. Follow navigations below to find the Recent Places Icon.

1. Click and click Recent Places Icon.

Add Pcard Pages to 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
2) Click NavBar
3) Click Navigator and navigate to the Pcard Reconcile Statement page

_**Navigator:** Purchasing > Procurement Cards > Reconcile > Reconcile Statement_

4) Page will appear
5) Click the Action Menu and select either “Add To NavBar” or “Add To Favorites”
6) One of the below messages will appear. Confirm or modify Tile Label and click Add.

![Add To NavBar dialog](image)

7) NavBar additions will appear in the NavBar after clicking the NavBar icon. The Reconcile Statement page can now be accessed directly from the NavBar without navigation.

![NavBar additions](image)

8) The My Favorite icon will appear after clicking the NavBar Icon.
Add Pcard Pages to Homepage tile

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

Click on the three dots – Select Add To Homepage

Click on Homepage from the popup window.

Click on the Homepage icon and confirm the Reconcile Statement page tile is now there.
Add Pcard Pages to any WorkCenter (Personalize WorkCenter)

Use the Personalize function to create a Procurement Card Section on a workcenter. Add the needed pcard pages.

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 (Reorder column fields)
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.

4. Click on Okay when done.
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.

![Reconcile Statement Search](image)

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 dater 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.

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 pcard holder’s profile is not the appropriate funding source.