# Table of Contents

I. Overview ......................................................................................................................... 2

II. PCard Holder Role ........................................................................................................... 2

III. Log into SFS .................................................................................................................... 2

IV. Navigation to Key Procurement Card Pages ............................................................... 3

V. Email Notification to Reconcile PCard Transactions ..................................................... 4

VI. Reconciliation Process .................................................................................................. 5

VII. Steps to Reconcile Transactions and Submit for Approval .......................................... 6

  1. Add Business Purpose (Required Action) .................................................................... 6
  2. Add Attachments (i.e. Receipts) (Required Action) ..................................................... 7
  3. Reallocate Accounting Code/Funding Source for each transaction line, if required .... 9
  4. Update Card Nickname (Optional Update) ................................................................. 10
  5. Add Comments (Optional Update) ............................................................................. 11
  6. Review Level 3 Data (Optional) .................................................................................. 12
  7. Update Transaction Status to Verified and Submit for Approval (Last Step) ............ 12

VIII. Appendix ..................................................................................................................... 15

  Add Reconcile Statement Page to Recent Places Icon, NavBar, My Favorites Icon and Homepage tile ................................................................. 15

  Personlize WorkCenter to Include PCard Page ................................................................. 19
  Personlize Reconcile Statement Page ............................................................................. 21
  Business Purpose Criteria ............................................................................................... 22
  Distribution Template ..................................................................................................... 23
  Mass Verified .................................................................................................................. 24
  Speedchart ...................................................................................................................... 25
  Search Pcard Transaction using Billing Date .................................................................... 26
  Split Level Funding ......................................................................................................... 26
  Re-Route Emails for PCard Transaction Reconciliation ................................................. 28
  View Closed and Current Transactions from Reconcile Statement Page ..................... 30
  View Transactions that were sent back .......................................................................... 31
  View PCard Holder Profile ............................................................................................. 32
What Happens If a PCard Transaction IS NOT Submitted for Approval? ............................................ 35

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

II. PCard Holder Role
Employees assigned procurement cards are called PCard Holders. They are also called Reconcilers. PCard Holders are expected to use their individual card per campus policy and procedures. PCard Holders are responsible for reviewing, reconciling, and submitting their individual PCard transactions for approval. PCard Holders can complete the below actions on the reconcile statement page.

- Add a Business Purpose
- Add attachment(s) i.e. receipts to each transaction
- Reallocation field funding source (distribution)
- Verify transaction(s) and submit for Approval

III. Log into SFS

https://www.wisconsin.edu/sfs/sfs-environments/
IV. Navigation to Key Procurement Card Pages

Navigation to Reconcile Statement Page - Page to Complete PCard Reconciliation Process

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

1. Click on the compass icon to the right.

2. Click on the Navigator icon
V. Email Notification to Reconcile PCard Transactions

PCard Holders will receive an email notification when PCard transactions have been uploaded into SFS and are ready for review and reconciliation.

The link in the email will take the PCard Holder directly to the Reconcile Statement Page. Transactions at a “Initial” status will be displayed. You may have transactions at the Staged status. These will also require your review and reconciliation.

PCard transactions at an “Initial” or “Staged” Status require verification and reconciliation by the PCard Holder.

Please note, the Reconcile Statement page can be accessed at any time through Navigation. See the navigation step above.
VI. Reconciliation Process

Required Steps (Cannot submit transaction for approval unless these steps are completed)

1. Add a Business Purpose to each transaction
2. Attach receipt and other supporting documentation to each transaction
3. Review and/or edit Distribution (Accounting Code/Funding Source).

Optional Steps

4. Update/Review Card Nickname
5. Add Comments
6. Review Level 3 Data (Some merchants will provide Level 3 data with the pcard transactions)
   a. A column with Level 3 data will be visible only if one or more of the selected pcard transactions to review have Level 3 data. If none of the transactions have Level 3 data, the column will not appear.

Last Step

7. Update transaction status to Verified and Submit for Approval
VI. Steps to Reconcile Transactions and Submit for Approval

1. Add Business Purpose (Required Action)
   Click the quote icon in the Business Purpose column to add Business Purpose. Business purpose must be 10 Characters long with a maximum of 2000 characters.
   
   Enter Business Purpose. Use plain text and type in business purpose, as opposed to using the copy/paste function. See the appendix for more specifics.

   Click OK
If you enter a business purpose greater than 2000 characters you will receive the error message below.

```
The value for the field 'Business Purpose' (UW_PCARD_TRNS.UW_BUSINESS) was over by 5413 characters. Reduce to 2000 or less characters. (126,141)
```

A long edit box on the page allows essentially unlimited text, but the record field specified that the field is of fixed length. You entered a value longer than that limitation, so the value requires truncation to fit the record field.

2. **Add Attachments (i.e. Receipts) (Required Action)**

1. Click the Attachments icon under the Attachment column to add receipts and/or other supporting documentation for each transaction.

2. Click Attach button and browse to find supporting documentation.
Drag and Drop is available by clicking on Attach icon and dropping the file right into the Choose file box.

3. Click on the “+” sign to add multiple attachments per transaction line, if needed.

4. Click OK to Save.
3. Reallocate Accounting Code/Funding Source for each transaction line, if required

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

Update the account distribution for each transaction line as required. 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. The PC Bus Unit will be the 5-digit Business Unit.

You will receive the following error if a PC Business Unit is not entered.

The SpeedChart functionality is available in the PCard Module, but setup is required. Please work with the Campus PCard Administrator to set up speed charts.
4. Update Card Nickname (Optional Update)

Card Nickname is an **optional** card identifier field. It is especially helpful for PCard Holders with multiple pcards. Updates to this page flow to the pcard holder profile and will be on future pcard transactions uploaded into SFS. Complete the below steps to update or view the Card Nickname field.

1. From the Statement page, scroll to the far right.

2. Click Card Nickname link and enter Description.

3. Click OK and Save
5. Add Comments (Optional Update)
Additional comments can be added to the Comments field. This is not a required input.

2. Add Comments Click OK

3. Click Save
6. Review Level 3 Data (Optional)

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.

7. Update Transaction Status to Verified and Submit for Approval (Last Step)

After the business purpose and attachments are added and the reallocation of the funding source is completed, MULTIPLE or INDIVIDUAL transactions on the Reconcile Statement page can be “Verified” and Submitted for Approval.

VERIFY MULTIPLE TRANSACTIONS ON THE RECONCILE STATEMENT PAGE

PLEASE NOTE, IT IS BEST TO COMPLETE ACTIONS FOR MULTIPLE TRANSACTIONS ONE PAGE AT A TIME. SELECTION OF MORE MAY TIMEOUT.

1. Check the “Select All” box at bottom of the page, if 9 or less transactions are displayed. If more than 9, check box next to each transaction displayed on the page.
2. Click the “Verify” tile at the bottom of the page
3. Click Save at the bottom of the page
4. Click the Notify Approver(s) Button at the bottom of the page
VERIFY INDIVIDUAL TRANSACTION(S) ON THE RECONCILE STATEMENT PAGE

1. Check box next to Each transaction to Verify and Submit for Approval
   - Page data is inconsistent with database error message. If box is not check, you will receive the following error message.

2. Go to the Status column Select “Verified” from the drop-down menu on EACH transaction.
3. Click Save at the bottom of the page
4. Click the Notify Approver(s) button at the bottom of the page
After the Notify Approver(s) button is clicked, a message box will appear with the email address of the Approver(s) that will receive the notification email. Approvers are Site Department Managers/Employee’s assigned to the PCard Holders’ Approval Proxy. Approvers are assigned by department and added by the Campus PCard Administrators.

If there are transactions on the page with invalid chart field combination, the below message will appear. This is ok if there are transactions still on the page that have not yet been reallocated. Click OK and the above message should still appear for the transactions that have been reallocated, verified, and submitted for approval.

Once the transaction(s) is verified and saved, and the PCard Holder exits the page, the transaction Business Purpose cannot be deleted or edited. Notify the PCard Admin to set the status back to Staged or have the Approver make any required updates.
VIII. Appendix

Add Reconcile Statement Page to Recent Places Icon, NavBar, My Favorites Icon and Homepage tile

The Reconcile Statement page is accessed by clicking the link in the Reconcile Transaction Email Notification. The PCard holder can also use manual navigation to access this page.

**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
- Add page to Homepage

**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 the 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
**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 Navigator and navigate to Reconcile Statement page

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

3) Click Navigator and navigate to Reconcile Statement page

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. The Reconcile Statement page 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.

Add 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.

Personalize WorkCenter to Include PCard Page
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**

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.
Business Purpose Criteria

- Business Purpose field cannot exceed 2000 characters in length
- Business Purpose must be plain text
- Do Not use 'Rich Text' in Business Purpose
- Business Purpose should be typed. Typing is highly recommended because it eliminates the chance of embedded formatting.
- Copying from a Word document is not advised, as the copy may contain special formatting that could cause issues.
  - If copy/paste is used, the copied text must be from a plain text source with zero formatting.
- PeopleSoft 'Spell Checking' is enabled in the Business Purpose field. After typing the text, click the Spell check icon to the right of the Business Purpose field to spell check the contents.
Distribution Template

Distribution Template is used to reallocate multiple transaction lines at one time.

Select one or more lines that needs to be reallocated.

Click on Distribution Template link at the bottom of the Reconcile Statement Page.

Enter the Funding string and click okay to save.

Or to use Speedchart click on the Speedchart magnify glass and Click okay to Save.
Mass Verified

1. From the Procurement Card Transactions page click *Select All*
2. Click *Verify* Button
3. Click *Save*
Speedchart
PCard Speedcharts are set up by the Campus PCard Admin. Please work with your Campus PCard Admin to create speedcharts. Once they are set up, follow the below steps to pull them into your transactions during the reconciliation process.

To use Speedchart when reallocating, click on the distribution icon.

Click on the Speedchart magnify glass and select the Speedchart.

Click Okay when finish.
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.

Split Level Funding
If split distribution is required, click the *distribution icon*.

1. Use the scroll bar and scroll to the far right. Click the “+” sign to add another line.
2. A box will pop up. Enter how many lines to add and click **OK**.

4. **Click OK** when finish.

5. **Transaction line will still be one, just split between two different funding strings.**
Re-Routing Emails for PCard Transaction Reconciliation

PCard Holders may have the need to re-route email notifications and have another individual reconcile their transactions. **RULES CAN BE CREATED IN OUTLOOK EMAIL TO FORWARD EMAILS. IF THIS OPTION IS SELECTED, HAVE THE CAMPUS PCARD ADMINISTRATOR GIVE YOUR REPLACEMENT RECONCILER PROXY ON YOUR PCARD ACCOUNT. VERIFY YOUR BACKUP IS LISTED IN YOUR PROXY PROFILE.**

The other option is to re-route emails per SFS. Below are the steps to re-route emails for Reconciliation.

1. Navigate to the My System Profile page in SFS to re-route email notifications. Any users in SFS can be added as a Reconciler. Enter the Alternate User Employee ID and the From and To Date of your time away. Click Save at the bottom of the page after making the updates.

**Navigation: Navigator > My System Profile**
3. Once the PCard Admin indicates the update has been completed, navigate to the Card Profile page to verify the alternate you requested, is listed as a Reconciler.

4. Contact the PCard Admin to remove the additional Reconciler from your Proxy after coverage is no longer needed. If they are not removed, they will continue to have the ability to reconcile your pcard transactions.
View Closed and Current Transactions from Reconcile Statement Page

The Reconcile Statement page can be accessed at any time to view history and current transactions. The PCard Holder can access the Reconcile Statement page via navigation. Per the above, it may also be accessed via Recent Places, My Favorites, or the Nav Bar. Below is the navigation.

**Navigation: 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. PCard Transactions are System closed if they are not reconciled and approved 30 days from the posted date. For audit purposes, system closed transactions still require the following:

1. Some type of attachment that will confirm the approver viewed the transactions.
2. Business Purpose and Attachment

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

View Transactions that were sent back

The PCard Holder can also navigate to the reconcile statement page to view procurement card transactions that have been “Sent Back” and require additional attention. These transactions would be at a “Staged” status.
Enter other filters, date fields, budget and/or chart field status, etc. to search transactions.

  a. Selecting Statement Status of “Staged” will return new transactions or transactions that have been returned for further review.

If an employee has multiple Cards, the magnify glass can be used to select a specific card. A blank Card Number field will allow all transactions assigned to the employee to be displayed on the statement page, per the selected filters. **Note:** If a card is missing, contact the PCard Admin to add the card.

Click Search

View PCard Holder Profile
The PCard Holder may have the need to view their profile. The profile includes specific cardholder data. Below are some of the most common data points to view.
Credit cards assigned to Cardholder. The Unique Account ID of each card will be displayed, not the actual credit card number.
- Accounting Defaults (chartfield where pcard transactions will be charged if costs are not reallocated)
- Proxy Assignments
- Credit Limits and Transaction Limits are recorded in the initial upload. This data may not be reflected accurately with US Bank Access online as updates are being made in Access Online.

The Pcard Holder has **view only** access to their card profile. If changes are needed, contact the Campus PCard Administrator. Only the PCard Administrator can make updates to the card holder profile page.

The below steps provide instructions on viewing the Cardholder Profile Page.

1) **Navigate to the Cardholder Profile Page**
   
   **Navigation:** Purchasing > Procurement Cards > Definitions > Cardholder Profile

2) **Enter Employee ID and click Search.**

   ![Cardholder Profile Page](image)

   All cards assigned to the employee will be listed. Select the Card Data tab to view the pcard data.

3) **Click on the Additional Information Tab to view the Proxies and Default Distribution.**
4) To View Proxies, click the Proxies link. The Proxies assigned to the PCard Holder will be listed.

5) To view the Default distribution, click the Default Distrib link. The default distribution will be listed.
6) To view PCard Holder non-transactional data, click the Credit Limit and/or Transaction Limits tab(s).

What Happens If a PCard Transaction IS NOT Submitted for Approval?

If PCard transactions are not approved within 30 days of the billing date, the System will automatically close the transactions. This will allow the transaction to be picked up in an overnight batch job for vouchering.

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 pcard 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.