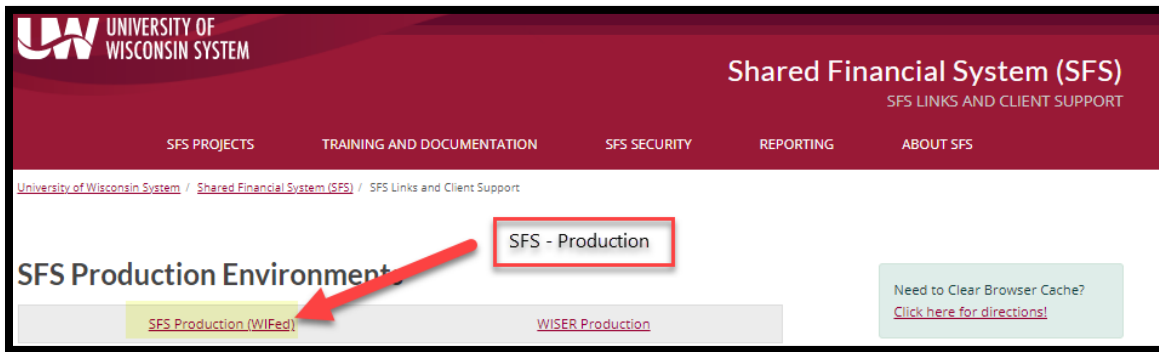


# Approval Steps – SFS P-Card Module

- Review Business Purpose
- Review/Add Attachments
- Review/Update Funding Source
- Review Level 3 Data (Optional)
- Approve Transaction(s) or Send Back Transaction(s)

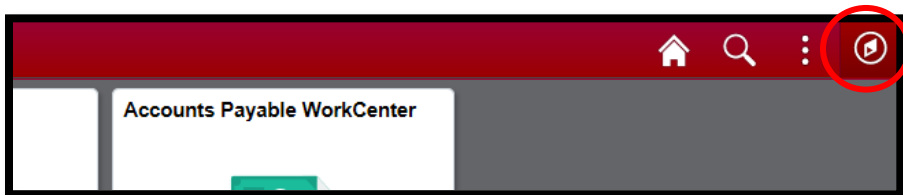
## Login to SFS

<https://www.wisconsin.edu/sfs/sfs-environments/> - Click SFS Production link

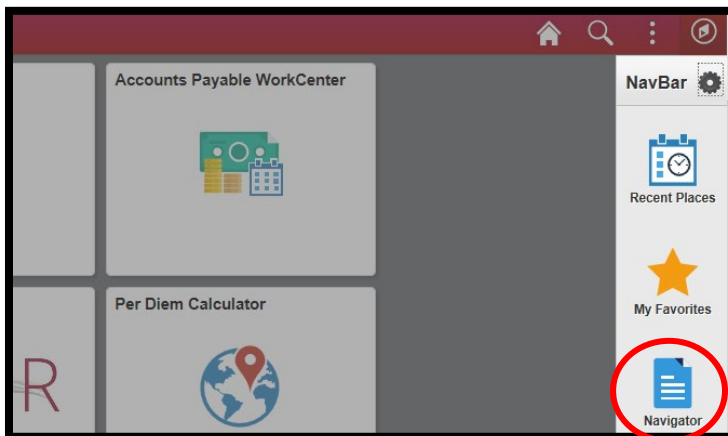


## Navigate to Reconcile Statement Page

1. Click on the NavBar icon in the top right-hand corner.



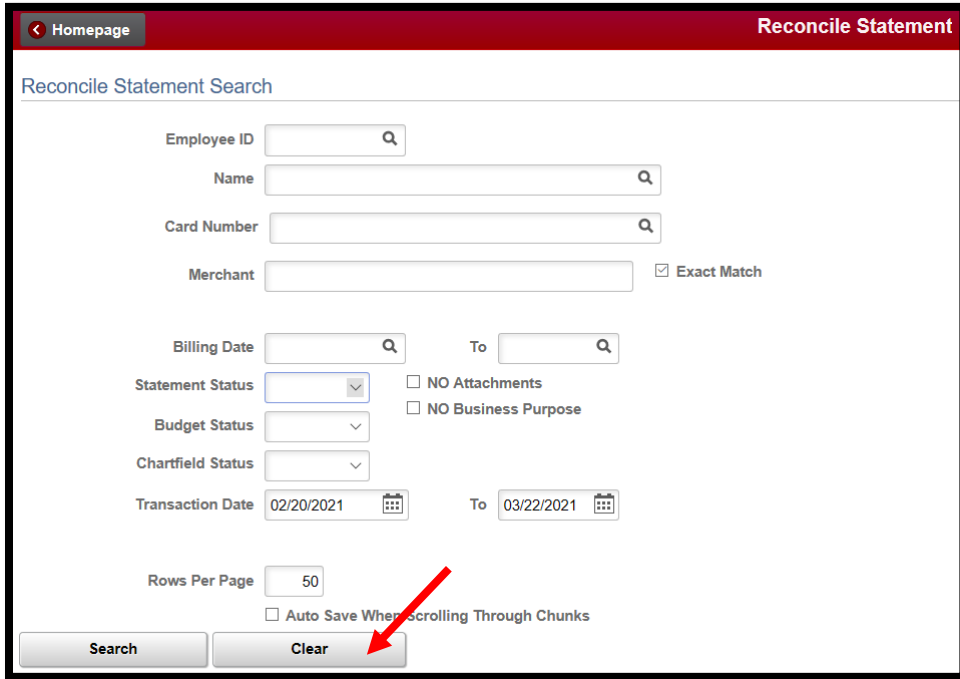
2. Click Navigator.



3. Navigator: Click “Purchasing” → “Procurement Cards” → “Reconcile” → “Reconcile Statement”

The Reconcile Statement page or the Reconcile Statement Search page will appear.

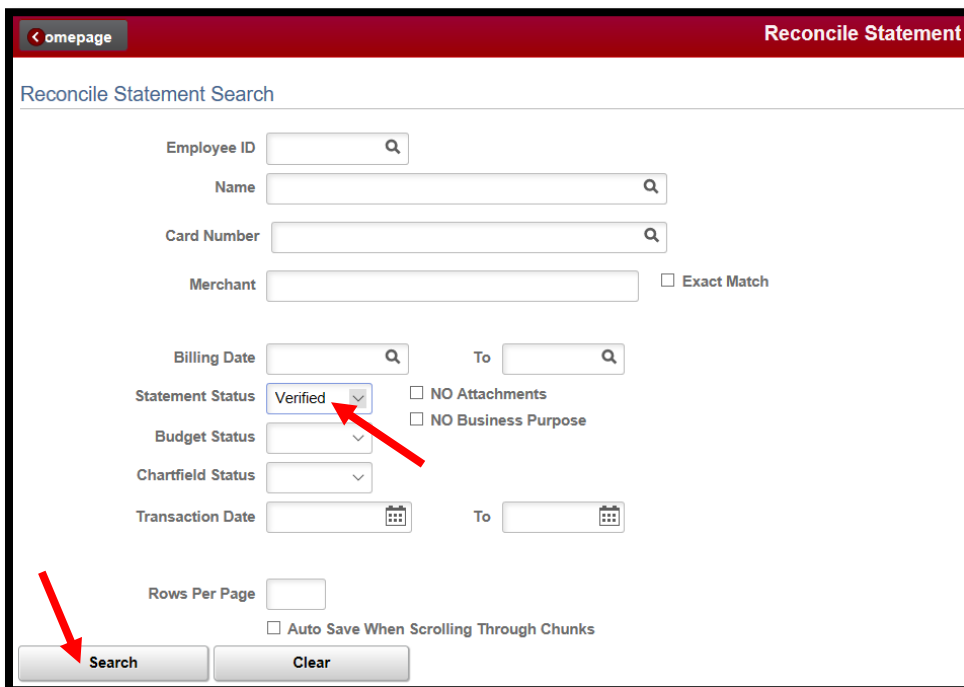
4. If the Reconcile Statement Search page appears, click “Clear” button at bottom of page to empty criteria.



The screenshot shows the 'Reconcile Statement Search' page. At the top, there is a navigation bar with a back arrow and 'Homepage' on the left, and 'Reconcile Statement' on the right. Below this is the title 'Reconcile Statement Search'. The form contains several input fields: 'Employee ID', 'Name', 'Card Number', and 'Merchant'. There are also date pickers for 'Billing Date' and 'Transaction Date', and dropdown menus for 'Statement Status', 'Budget Status', and 'Chartfield Status'. Checkboxes for 'Exact Match', 'NO Attachments', and 'NO Business Purpose' are present. At the bottom, there are buttons for 'Search' and 'Clear', with a red arrow pointing to the 'Clear' button.

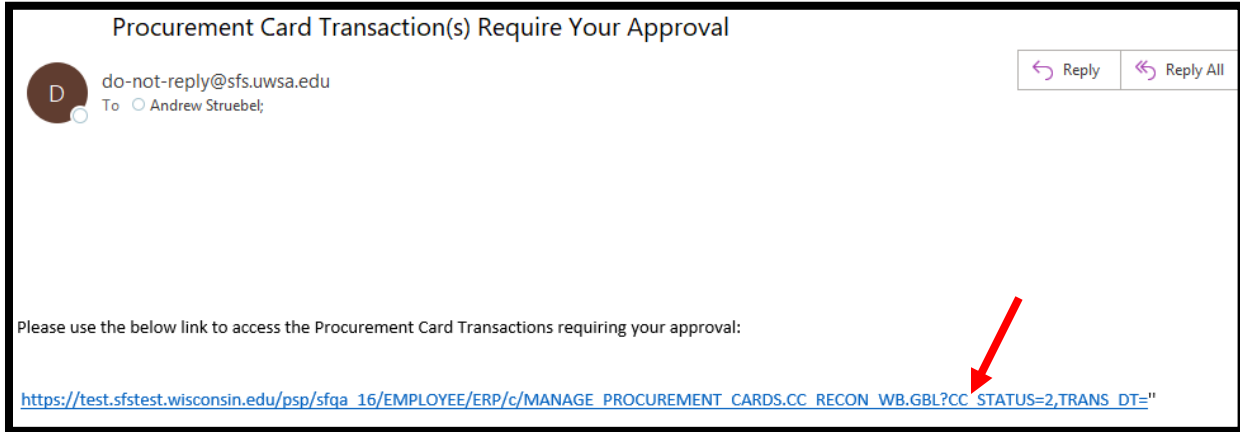
5. Click the drop-down menu next to “Statement Status”, select “Verified”, and then click “Search”.

a. Transactions requiring approval will be in the “Verified” status.



The screenshot shows the 'Reconcile Statement Search' page with the 'Statement Status' dropdown menu set to 'Verified'. A red arrow points to the 'Verified' option. Another red arrow points to the 'Search' button at the bottom left of the form.

Approvers can also navigate **directly** to the reconcile statement page for all transactions requiring their approval by clicking the hyperlink included within the automatic email notifications they receive.



## Review Business Purpose

1. Click on the quote icon under the “Business Purpose” column.

The screenshot shows a table titled "Procurement Card Transactions". There is a checkbox for "Display Unmasked Card Number" and a note: "The Card Number field is populated with the Unique Acct ID assigned by US Bank, not the Card Acct #." Below this is a "Bank Statement" section with a search icon and "1-2 of" items. The table has the following columns: Card Number, Trans Date, Merchant, Billing Amount, Currency, Transaction Amount, Currency, \*Status, and Business Purpose. Two rows are visible. The second row has a red circle around a quote icon in the Business Purpose column.

	Card Number	Trans Date	Merchant	Billing Amount	Currency	Transaction Amount	Currency	*Status	Business Purpose
1	*****6809	03/22/2021	MADISON NEWSPAPERS	49.00	USD	49.00	USD	Verified	
2	*****6809	03/22/2021	THE BUSINESS JORNALS	135.00	USD	135.00	USD	Verified	

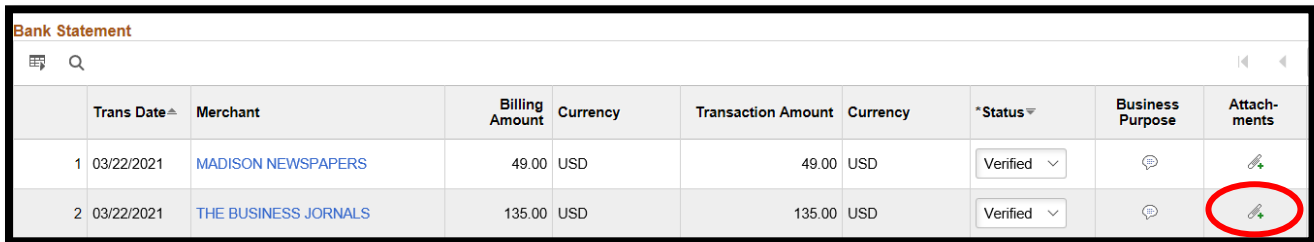
2. Review the business purpose justification.

- a. Approvers are not able to update or change the business purpose.
- b. Click “OK” to exit.

The screenshot shows a form with the following fields: Card Number: \*\*\*\*\*6809, Merchant: THE BUSINESS JORNALS, Transaction Date: 03/22/2021, Transaction Amount: 135.00. Below these is a section titled "Business Purpose" with a text area containing "The business journal subscription". At the bottom are three buttons: "OK", "Cancel", and "Refresh".

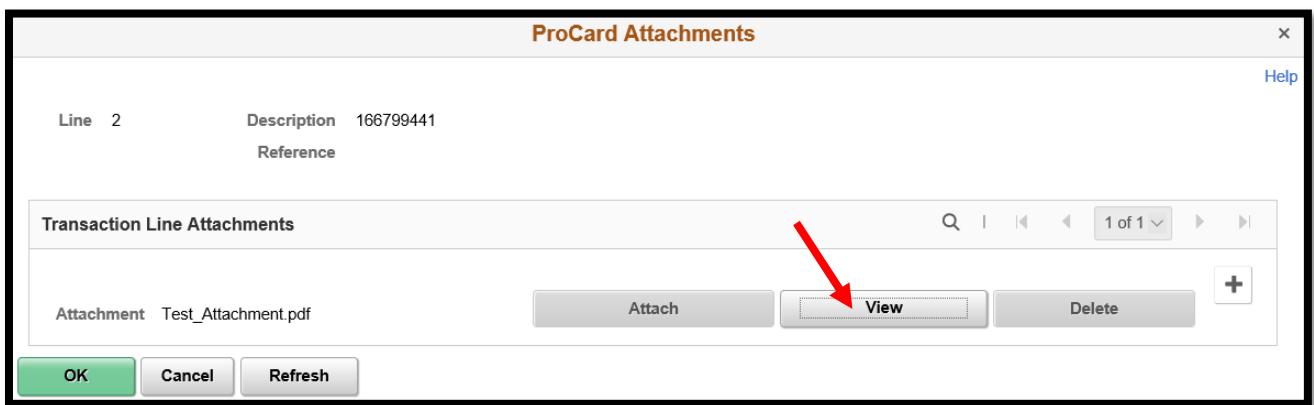
## Review/Add Attachments

1. Click the paper clip icon underneath the “Attachments” column.



	Trans Date	Merchant	Billing Amount	Currency	Transaction Amount	Currency	Status	Business Purpose	Attachments
1	03/22/2021	MADISON NEWSPAPERS	49.00	USD	49.00	USD	Verified		
2	03/22/2021	THE BUSINESS JOURNALS	135.00	USD	135.00	USD	Verified		

2. Click “View” button to review attachments and receipts.



ProCard Attachments

Line 2 Description 166799441 Reference

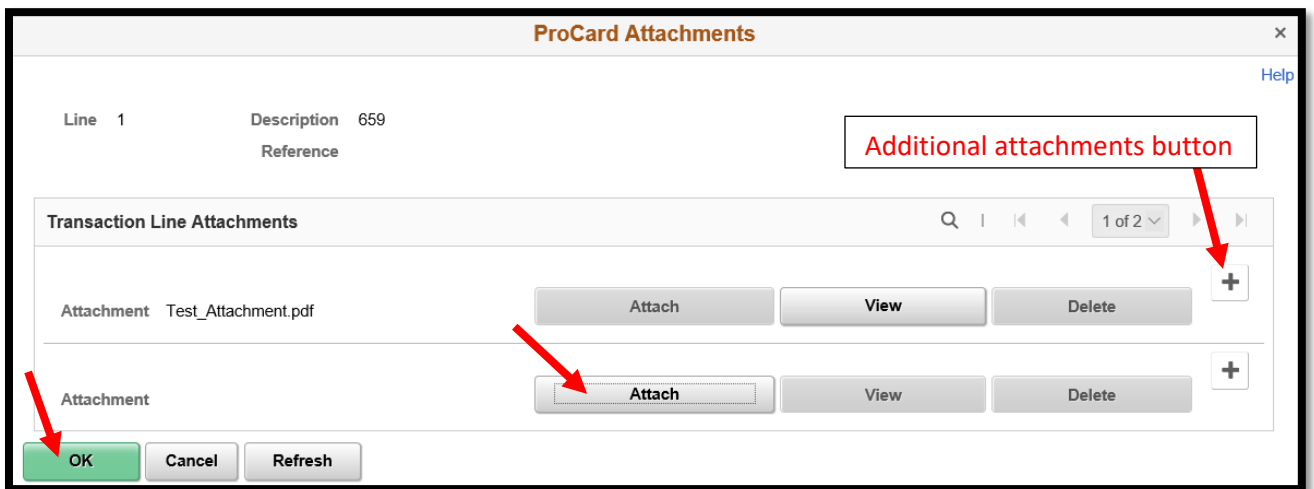
Transaction Line Attachments

Attachment Test\_Attachment.pdf

Buttons: Attach, View, Delete, +

Bottom buttons: OK, Cancel, Refresh

3. Approvers can add attachments themselves by clicking the “+” button off to the right.  
a. Then click the “Attach” button to browse and upload files.  
b. Click “OK” when finished.



ProCard Attachments

Line 1 Description 659 Reference

Transaction Line Attachments

Attachment Test\_Attachment.pdf

Buttons: Attach, View, Delete, +

Additional attachments button

Attachment

Buttons: Attach, View, Delete, +

Bottom buttons: OK, Cancel, Refresh

## Review/Update Funding Source

1. Review the funding string under the “Accounting Code” column.

Bank Statement								
	Transaction Amount	Currency	*Status	Business Purpose	Attachments	Accounting Code	Distribution	Reallocated
1	49.00	USD	Verified			3720/150/010300/1/ /		Yes
2	135.00	USD	Verified			3720/150/010300/1/ /		Yes

2. If the funding needs to be changed click the distribution icon under the “Distribution” column.

Bank Statement								
	Transaction Amount	Currency	*Status	Business Purpose	Attachments	Accounting Code	Distribution	Reallocated
1	49.00	USD	Verified			3720/150/010300/1/ /		Yes
2	135.00	USD	Verified			3720/150/010300/1/ /		Yes

3. Update the accounting code(s) as appropriate.

- a. If adding a Project code to the Chartfields, “PC Bus Unit” is a required input. The “PC Bus Unit” is UWSYS.

**ProCard Account Distribution**

Line 2      PO Qty 1.0000      UOM EA

Billing Date 03/23/2021      Billing Amount 135.00 USD      Unit Price 135.00000

SpeedChart       Transaction Unit Price 135.00000      \*Distribute By Amount

**Distributions**

Chartfields   Details/Tax   Asset Information   Statuses

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Class	PC Bus Unit
1	100.0000	135.00	USD	UWSYS	3720	150	010300	1		

OK   Cancel   Refresh

4. Click “OK” when finished.

## Review Level 3 Data (Optional)

1. The column with the Level 3 p-card transaction data will be directly to the right of the “Chartfield Status” column. To view Level 3 data, click the below icon.

- a. 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.

Click link to view Level 3 data

LEVEL 3 DATA COLUMN (WILL ONLY APPEAR IF ONE OR MORE TRANSACTIONS HAVE LEVEL 3 DATA)

Attachments	Accounting Code	Distribution	Reallocated	Chartfield Status	Card Nickname	Billing Date	Prepaid Ref	Purchase ID
	2320/144/304500/2//AAG5259		Yes	Valid	Card Nickname	09/30/2020	2020093001	
	3100/128/613072/0//		No	Valid	Card Nickname	09/28/2020	2020092801	
	3100/128/613072/0//		No	Valid	Card Nickname	10/12/2020	2020101201	1009202958
	3100/128/613072/0//		No	Valid	Card Nickname	10/01/2020	2020100102	

## Approve Transaction(s) (Last Step)

1. Use drop down in “Status” column to select Approved on each transaction.

OR

Click the check box on the far left for individual transactions and click the “Approve” button at the bottom of the page.

- a. “Select All” can also be selected, if approving all transactions.

Bank Statement

	Employee Name	Card Number	Trans Date	Merchant	Billing Amount	Currency	Transaction Amount	Currency	Status
1		*****6809	03/22/2021	MADISON NEWSPAPERS	49.00	USD	49.00	USD	Verified
2		*****6809	03/22/2021	THE BUSINESS JORNALS	135.00	USD	135.00	USD	Approve

Select All  Clear All  Stage

Search  Notify Approver(s)

2. Click “Save” button at bottom of screen. Wait for the green saving page bar at the top of screen to disappear.

The transaction(s) are now approved and ready to be picked up for vouchering.

## Send Back Transaction(s) for Revision (Last Step)

1. If a transaction is not adequate for approval it can be sent back to cardholder. Scroll all the way to the far-right column and click the quote icon below the “Comments” column.

Attachments	Accounting Code	Distribution	Reallocated	Chartfield Status	Card Nickname	Billing Date	Prepaid Ref	Purchase ID	Comments
	3720/150/010300/1//		Yes	Valid	Card Nickname	03/23/2021	2021032302		
	3720/150/010300/1//		Yes	Valid	Card Nickname	03/23/2021	2021032302		

2. Type in reason for sending back transaction and click “OK”.

**ProCard Comments**

Line 1      Description 19823631-11978810  
Reference

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Transaction Line Comments      1 of 1      View All

Comments:      Status: Active

attach correct receipt, further justify business purpose

3. Use drop down in “Status” column to select “Staged” on each transaction.

**OR**

Click the check box on the far left for individual transactions and click the “Stage” button at the bottom of the page.

a. “Select All” can also be selected, if sending back all transactions.

	Employee Name	Card Number	Trans Date	Merchant	Billing Amount	Currency	Transaction Amount	Currency	*Status*
1	<input checked="" type="checkbox"/>	*****6809	03/22/2021	MADISON NEWSPAPERS	49.00	USD	49.00	USD	Staged
2	<input type="checkbox"/>	*****6809	03/22/2021	THE BUSINESS JOURNALS	135.00	USD	135.00	USD	Approver

Select All     Clear All

4. Click “Save” button at bottom of screen. Wait for the green saving page bar at the top of screen to disappear.

The above actions place the p-card transaction back on the cardholder’s reconcile statement page. The cardholder (reconciler) will receive an email notification the next business day.