



University of Wisconsin System SFS Business Process Guide PCard Approver

Table of Contents

Overview	2
Log into SFS	2
Role of PCard Approver	2
Email Notification to Reconcile Transactions for Approval	2
Review PCard Transaction for Approval	3
Review Business Purpose.....	4
Review Attachment(s).....	4
Review or Edit Accounting Code/Funding Source for each transaction line	5
Add Comments (Optional)	5
Review Card Nickname Field (Optional)	6
Review Level 3 Data (If Available).....	6
Approve or Send Back Procurement Card Transaction(s) (Last Step).....	7
Send Back Procurement Card Transaction(s) if Not “Approved”	7
Appendix	8
Re-Route Emails for PCard Transaction Approval (Add Alternate Approvers)	8
View Closed and Current Transactions PCard Transactions from Reconcile Statement Page	8
Add Pcard Pages to Recent Places Icon	10
Add Pcard Pages to NavBar and My Favorites.....	10
Add Pcard Pages to Homepage tile.....	12
Add Pcard Pages to any WorkCenter (Personalize WorkCenter)	13
Personalize Reconcile Statement Page (Reorder column fields).....	15
Search Pcard Transaction using Billing Date	16
What Happens After PCard Transaction Approval?.....	16
What Happens If a PCard Transaction is Not Approved?	16



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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.

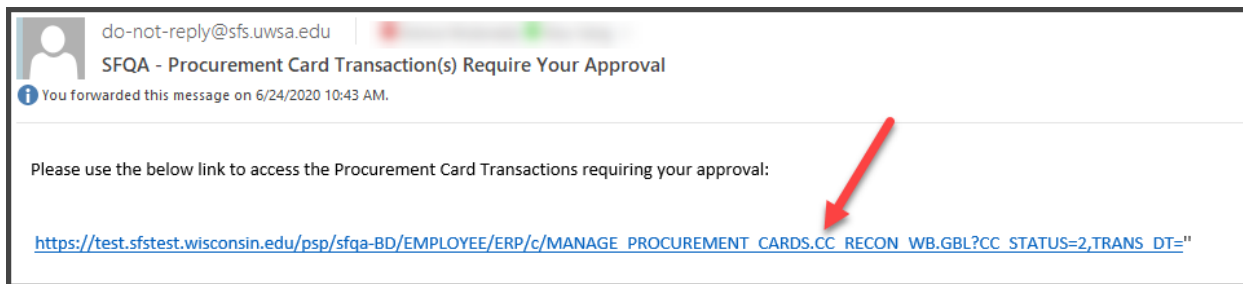
Review PCard Transaction for Approval

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 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
2. Click Link in email to access the Reconcile Statement Page



Reconcile Statement

Reconcile Statement
Procurement Card Transactions

Empl ID EXAUD40K Name Employee EXAUD40K
 Display Unmasked Card Number

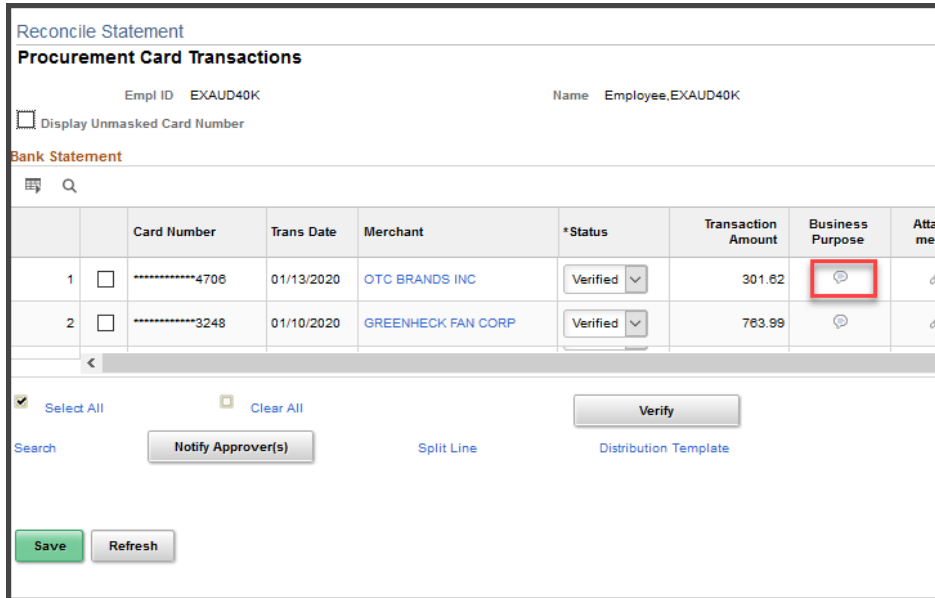
Trans Date	Merchant	Status	Transaction Amount	Business Purpose	Attachments	Accounting Code	Distribution	Reallocated	Chartfield Status	Card Nickname	Prepaid Ref	Purchase ID	Comments
1/17/2020	AERLING	Verified	-698.32			2623/136/038844/4		Yes	Valid	Card Nickname	2020052901		
2/18/2020	LOT AIRLINE 0807515720766	Staged	-116.00			3100/128/255000/0		Yes	Valid	Card Nickname	2020052901		

Select All Clear All

- 1) Click to confirm/edit the Business Purpose
- 2) Click to view and/or add Attachment(s)
- 3) Click to confirm/edit Distribution
- 4) Click to add Comments if desired. If "declining" transaction add comments on what additional action is required by the PCard Holder (Reconciler)

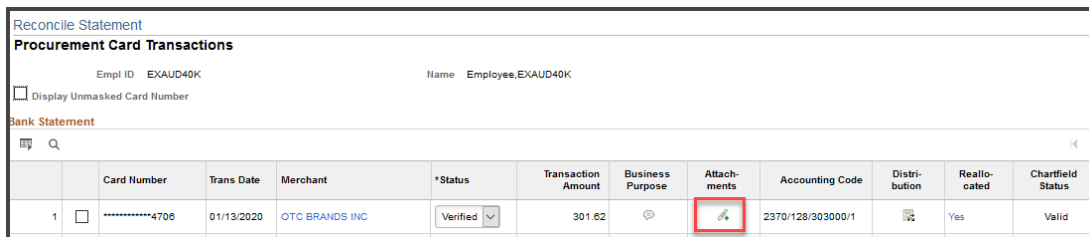
Review Business Purpose

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.

Card Number	Trans Date	Merchant	*Status	Transaction Amount	Business Purpose	Attachments	Accounting Code	Distribution	Reallocated	Chartfield Status
1	01/13/2020	OTC BRANDS INC	Verified	301.62			2370/128/303000/1		Yes	Valid

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.

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA
 Billing Date 08/06/2020 Billing Amount 192.09 USD Unit Price 192.09000
 SpeedChart Transaction Unit Price 192.09000 *Distribute By Amount

Distributions

Chartfields Details/Tax Asset Information Statuses

Agency	GL Unit	*Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
	UWMSN	2164	128	427605	0	TE_02	UWMSN	AAG2339	

OK Cancel Refresh

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.

Date	Merchant	*Status	Transaction Amount	Business Purpose	Attachments	Accounting Code	Distribution	Reallocated	Chartfield Status	Card Nickname	Prepaid Ref	Purchase ID	Comments
1/2020	TRANE SUPPLY-116414	Staged	722.00			3100/128/303000/0		No	Recycled	Card Nickname	2020012407		
2/2020	TRANE SUPPLY-116414	Staged	256.00			3100/128/303000/0		No	Recycled	Card Nickname	2020012407		
3/2020	SHERWIN WILLIAMS 703183	Staged	50.04			3100/128/303000/0		No	Recycled	Card Nickname	2020012407		

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.

Reconcile Statement
Reconcile Statement

Reconcile Statement
Procurement Card Transactions

Empl ID [redacted] Name [redacted]
Card Number *****3491 Card Provider UWOSH

Bank Statement

Merchant	*Status	Transaction Amount	Business Purpose	Attachments	Accounting Code	Distribution	Reallocated	Chartfield Status	Card Nickname	Billing Date
1 L BARNHOUSE SHIPPING	Staged	105.00			3790/128/255100/0		No	Recycled	Card Nickname	08/07/2020
2 B* ABEBOOKS.CO GKRTBC	Staged	37.18			3790/128/255100/0		No	Recycled	Card Nickname	08/07/2020

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.

Reconcile Statement
Reconcile Statement

Reconcile Statement
Procurement Card Transactions

Display Unmasked Card Number
The Card Number field is populated with the Unique Acct ID assigned by US Bank, not the Card Acct#.

Bank Statement

Click link to view Level 3 data

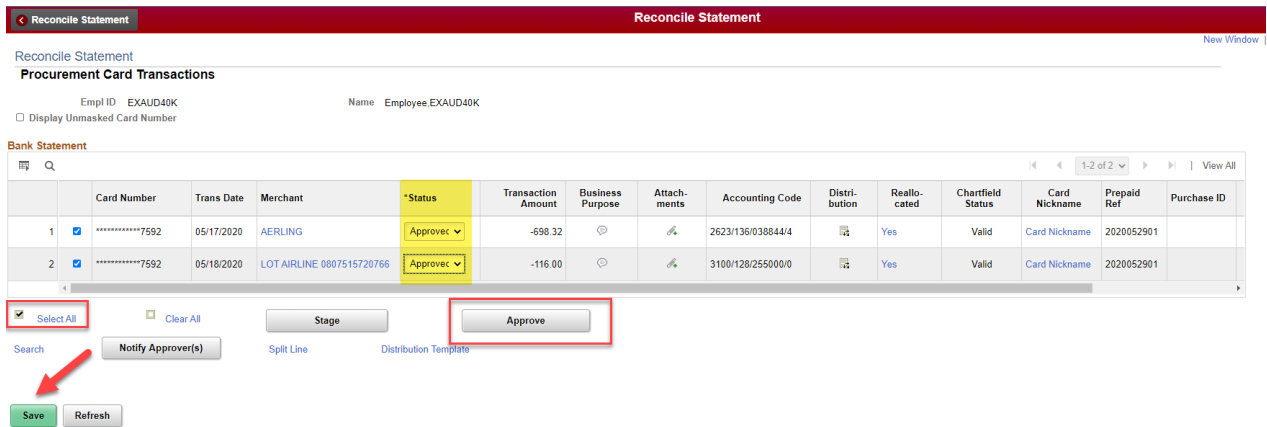
LEVEL 3 DATA COLUMN (WILL ONLY APPEAR IF ONE OR MORE TRANSACTIONS HAVE LEVEL 3 DATA)

Status	Business Purpose	Attachments	Accounting Code	Distribution	Reallocated	Chartfield Status	Level 3 Data	Card Nickname	Billing Date	Prepaid Ref	Purchase ID
1 ged			2320/144/304500/2/ /AAG5259		Yes	Valid		Card Nickname	09/30/2020	2020093001	
2 ged			3100/128/613072/0/ /		No	Valid		Card Nickname	09/28/2020	2020092801	
3 ged			3100/128/613072/0/ /		No	Valid		Card Nickname	10/12/2020	2020101201	1009202958
4 ged			3100/128/613072/0/ /		No	Valid		Card Nickname	10/01/2020	2020100102	

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

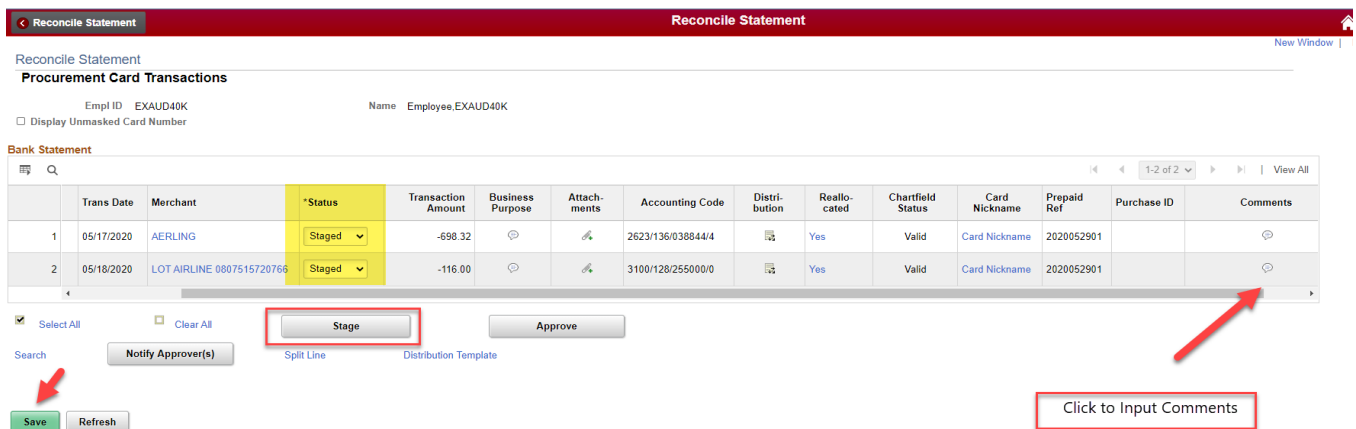
“Approve” Procurement Card Transaction(s)

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.



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.

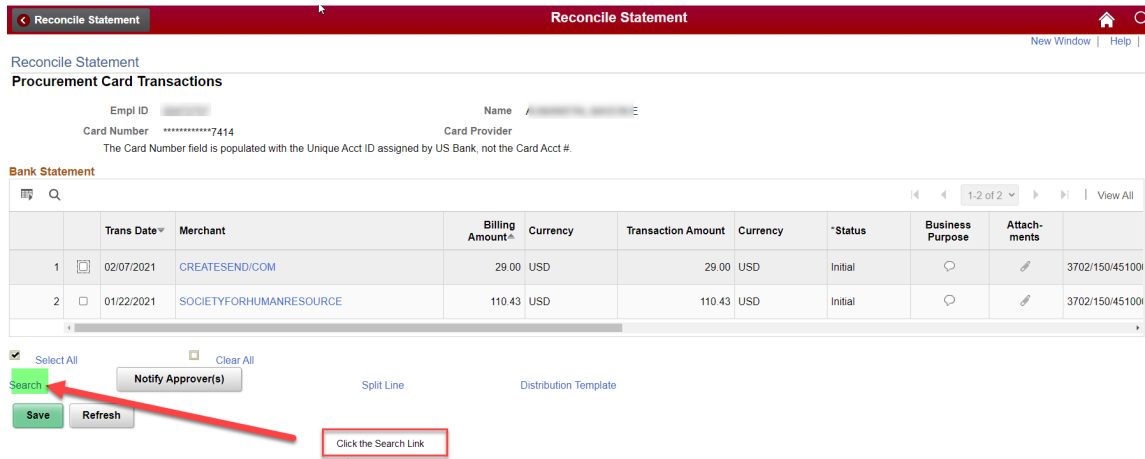
Contact the Campus PCard Admin, and have them give the Alternate Approver, the Approval Proxy on Profiles you approve. The alternate approvers must already have the Approval role.

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

Navigators: *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.



The screenshot shows the 'Reconcile Statement' page for 'Procurement Card Transactions'. It includes fields for Empl ID, Name, Card Number, and Card Provider. Below this is a table of transactions:

	Trans Date	Merchant	Billing Amount	Currency	Transaction Amount	Currency	Status	Business Purpose	Attachments	
1	02/07/2021	CREATESEND/COM	29.00	USD	29.00	USD	Initial			3702/150/45100
2	01/22/2021	SOCIETYFORHUMANRESOURCE	110.43	USD	110.43	USD	Initial			3702/150/45100

At the bottom of the page, there are several buttons: 'Select All', 'Clear All', 'Search', 'Notify Approver(s)', 'Split Line', 'Distribution Template', 'Save', and 'Refresh'. A red arrow points to the 'Search' button, and a red box highlights a 'Click the Search Link' button below it.

Click Search at the bottom of the page to clear out the default date range.

ProCard Recon Workbench x

[Help](#)

Reconcile Statement Search

Employee ID

Name

Card Number

Merchant Exact Match

Billing Date To

Statement Status NO Attachments
 NO Business Purpose

Budget Status

Chartfield Status

Transaction Date To

Rows Per Page

Auto Save When Scrolling Through Chunks

Click OK AFTER entering in selected criteria

↓

- Click Clear to remove default date range

- Select Statement Status from the Statement Status Drop Down Menu

- Select any other criteria from magnifying glass/drop down menus

- Click OK

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

← Homepage
Reconcile Statement

Reconcile Statement Search

Employee ID

Name

Card Number

Merchant Exact Match

Billing Date To

Statement Status NO Attachments
 NO Business Purpose

Budget Status

Chartfield Status

Transaction Date To

Rows Per Page

Auto Save When Scrolling Through Chunks

- click Clear to clear date range

- Enter Employee ID

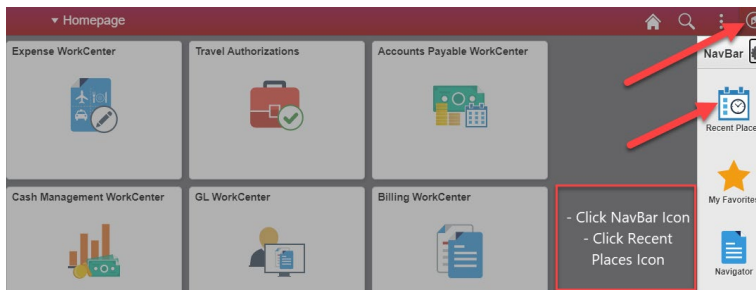
- Select "Closed" as Statement Status

- 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.



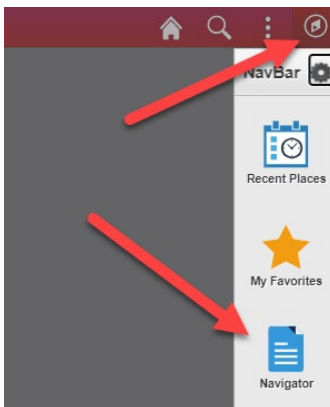
Add Pcard Pages to NavBar and My Favorites


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](#)*

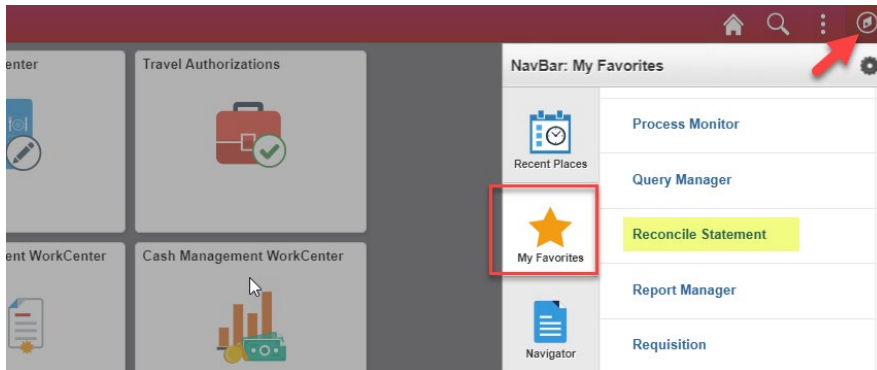


- 4) Page will appear
- 5) Click the Action Menu  and select either **“Add To NavBar”** or **“Add To Favorites”**

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

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) The My Favorite icon will appear after clicking the NavBar Icon.



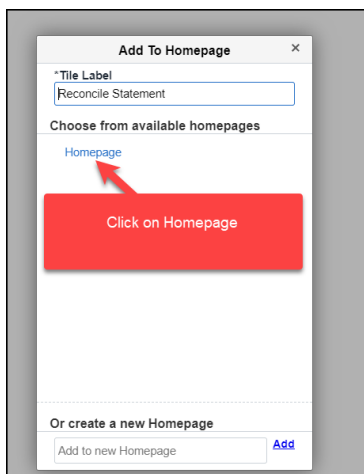
Add Pcard Pages to Homepage tile

Navigator: [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)

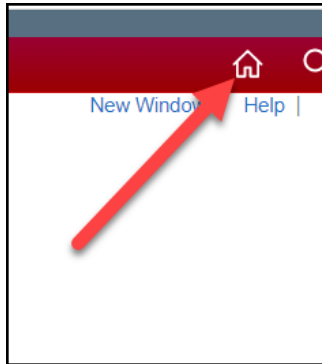
Click on the three dots – Select Add To Homepage



Click on Homepage from the popup window.



Click on the Homepage icon and confirm the Reconcile Statement page tile is now there.

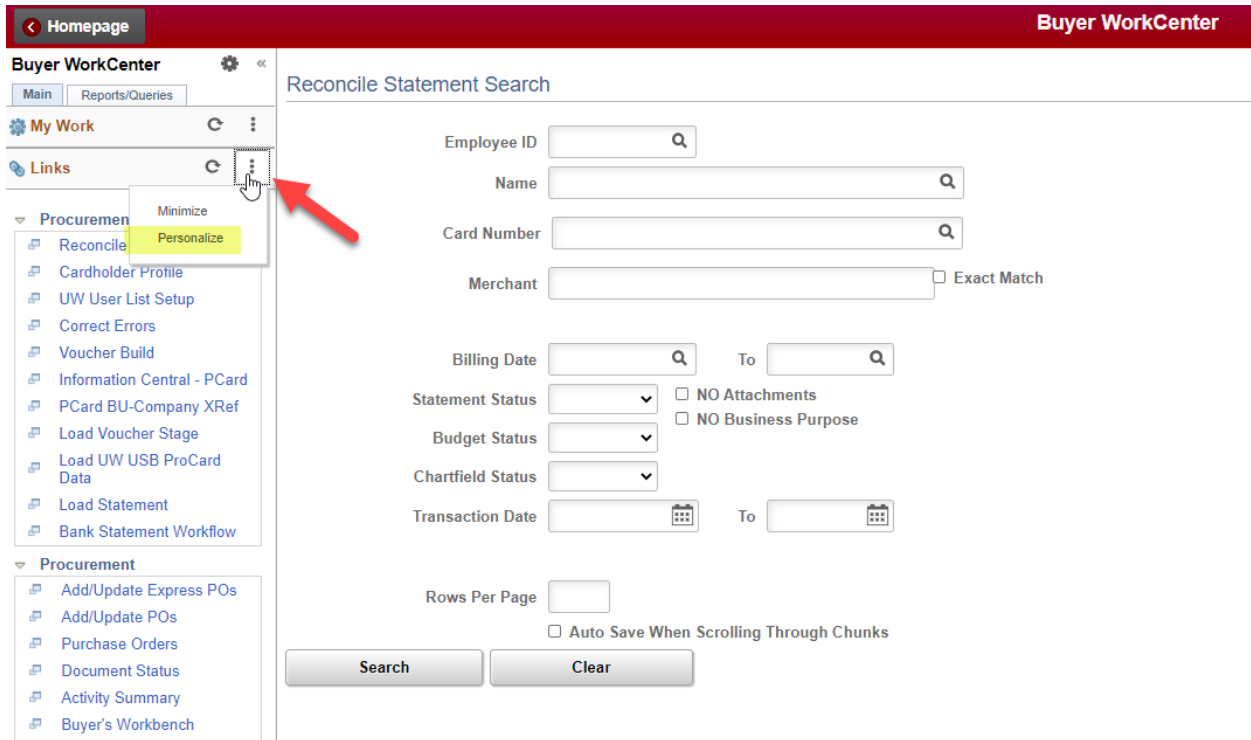


Add Pcard Pages to any WorkCenter (Personalize WorkCenter)

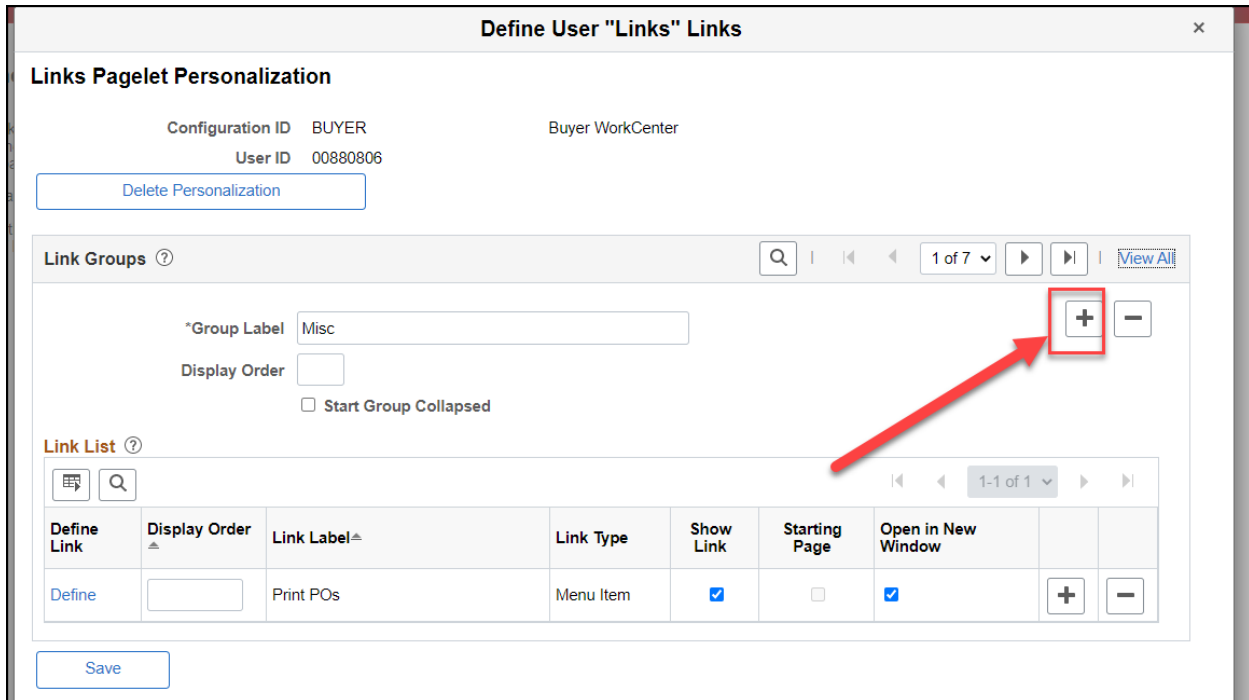
Use the Personalize function to create a Procurement Card Section on a workcenter. Add the needed pcard pages.

Select the WorkCenter you mostly use.

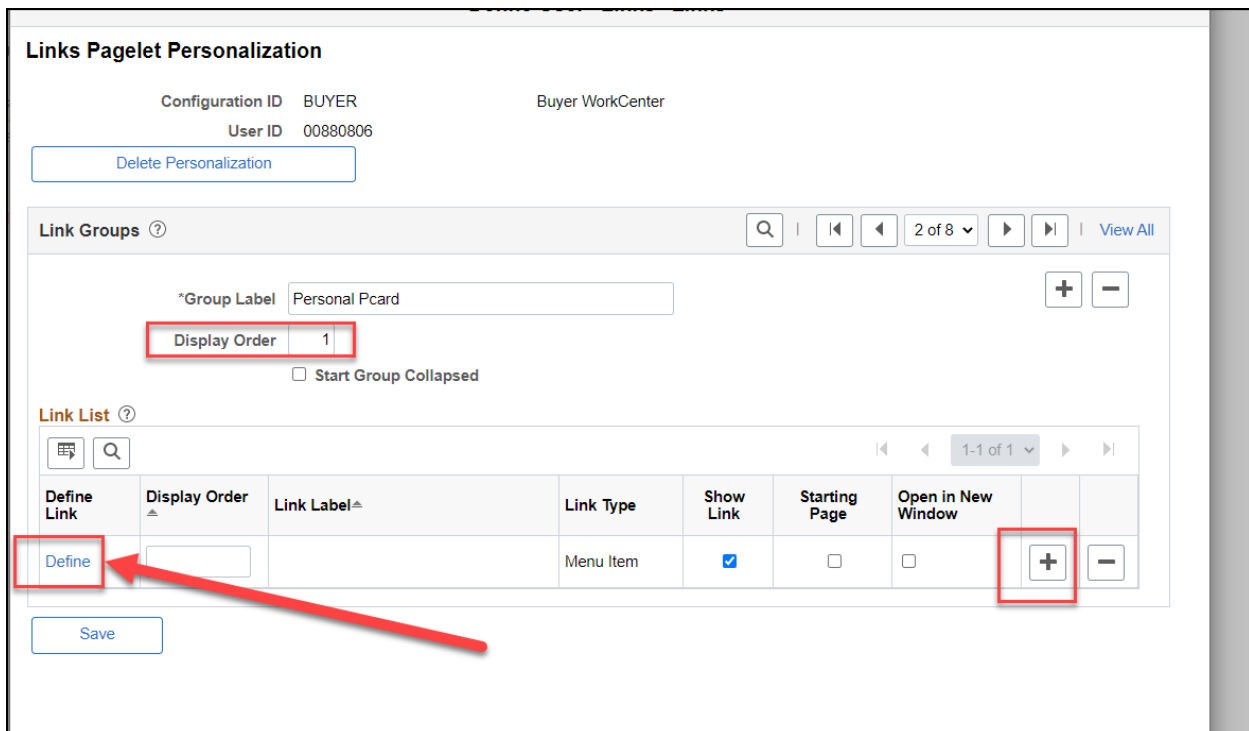
1. Click on the three dots under the Links section
2. Select Personalize



3. Click on the Plus sign to add another Group



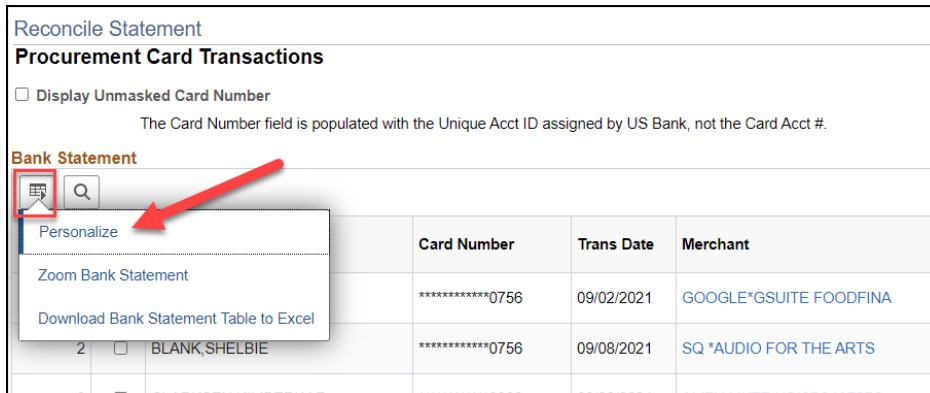
4. Label the Group
5. Display order enter number 1. You will need to view all and change the other group that is currently label as number 1 to a different number so that your group shows up at the top.
6. Click on Define for each row and navigate to the page. Add them to your group.



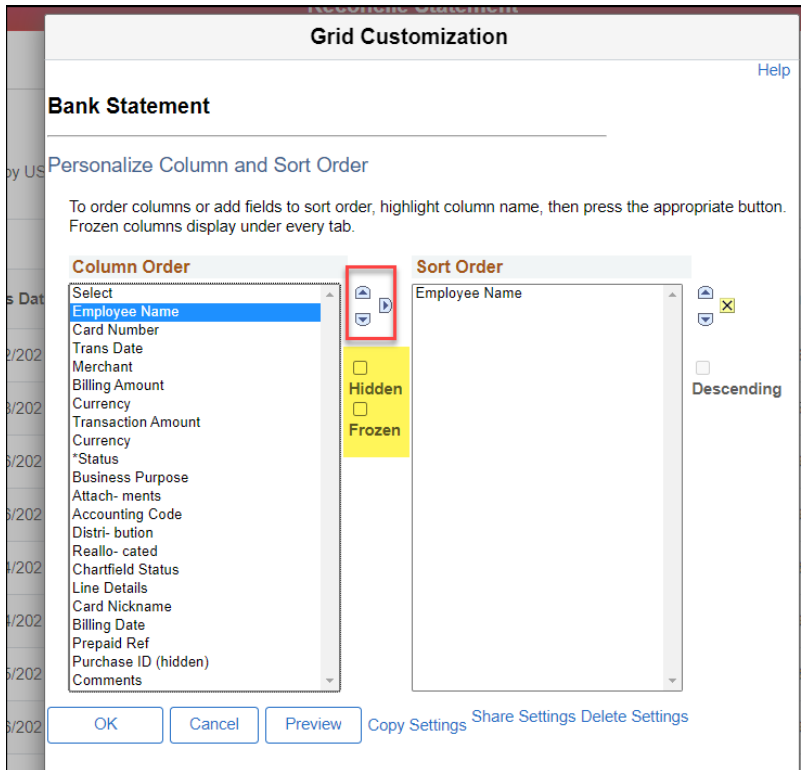
Personalize Reconcile Statement Page (Reorder column fields)

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

Employee ID

Name

Card Issuer **UWMSN**

Card Number

Merchant Exact Match

Billing Date To

Statement Status NO Attachments

Budget Status NO Business Purpose

Chartfield Status

Transaction Date To

Rows Per Page

Auto Save When Scrolling Through Chunks

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.**