



**University of Wisconsin System
SFS Business Process
PCard Holder (Reconciler)**

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University of Wisconsin System SFS Business Process PCard Holder (Reconciler)

I. 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.

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
- Reallocating chart field funding source (distribution)
- Verify transaction(s) and submit for Approval

III. Log into SFS

Please log into SFS through your campus website or the link below.

<https://www.wisconsin.edu/sfs/>



IV. 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 email will have the Unique Account ID. It will not have the actual Credit Card number because it is sensitive data.

From: do-not-reply@sfs.uwsa.edu <do-not-reply@sfs.uwsa.edu>
Sent: Friday, October 9, 2020 3:28 PM
To: Richard Linton <richard.linton@doit.wisc.edu>
Subject: Your Procurement Card Transaction(s) Have Arrived

The following transaction(s) has arrived:

Card Issuer: US Bank Corp
Unique Account ID: *****5410 (Visa) ➔
 Billing Date: 2020-10-01

Please click the following link to reconcile your transactions:
https://test.sfstest.wisconsin.edu/psp/sfdev/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECON_WB.GBL?Page=CC_RECON_WB&Action=U&EMPLID=XXXXXXXXXXXX&CREDIT_CARD_VENDOR=UWOSH&CC_SECURITY_ID=393135&BILLING_DATE=10-01

Reconcile Statement page will also have the Unique Account ID. It will be populated in the Credit Number field on the Reconcile Statement Page

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.

Reconcile Statement
Procurement Card Transactions

Card Number *****
Card Provider UWMSN

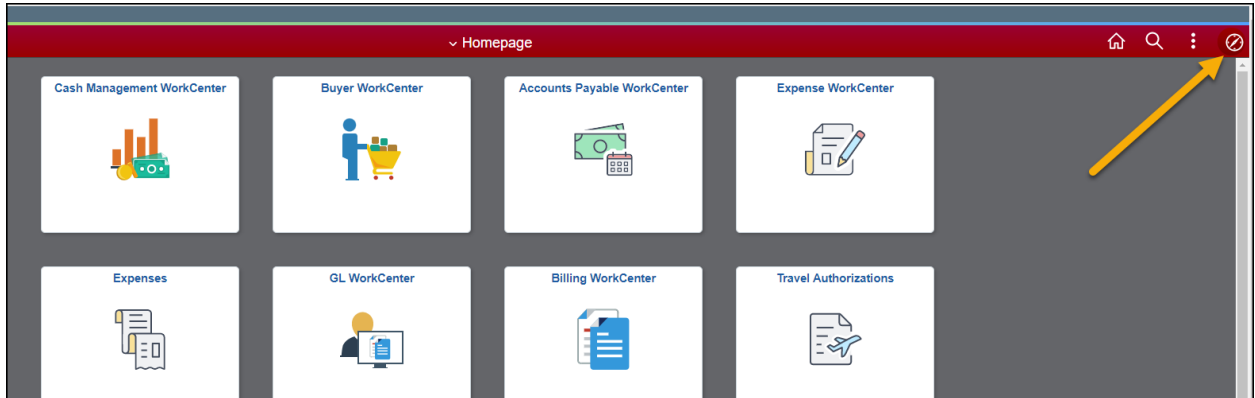
Bank Statement

| | Trans Date | Merchant | *Status | Transaction Amount | Business Purpose | Attachments | Accounting Code | Distribution | Reallocated | Chartfield Status | Card Nickname | Prepaid Ref |
|---|------------|---------------------------|---------|--------------------|------------------|-------------|-------------------|--------------|-------------|-------------------|---------------|-------------|
| 1 | 07/07/2020 | PHARMACY SOCIETY OF WISCO | Initial | 240.00 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 2 | 07/09/2020 | CADMUS JOURNAL SERVICES | Initial | 1,310.00 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 3 | 07/01/2020 | AACPORG | Initial | 199.00 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 4 | 07/03/2020 | FEDEX 94156440 | Initial | 59.31 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 5 | 07/08/2020 | UNIVERSITY BOOK STORE STA | Initial | 2,399.20 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 6 | 07/02/2020 | BECKMAN*COULTER | Initial | 3,208.73 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 7 | 07/03/2020 | AADE | Initial | 99.00 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |

Please note, the Reconcile Statement page can be accessed at any time through Navigation. See navigation path and steps below.

Navigator: Purchasing > Procurement Card > Reconcile > Reconcile Statement

1. Click on the compass icon to the right. Click on the navigator and follow the path above.



V. Reconciliation Process

The reconciliation process involves completing the below steps for each transaction. Transactions requiring review will be at an “Initial” or “Staged” status.

Reconcile Statement

Procurement Card Transactions

Card Number: [REDACTED] Card Provider: UWMSN

Bank Statement

| | Trans Date | Merchant | *Status | Transaction Amount | Business Purpose | Attachments | Accounting Code | Distribution | Reallo-cated | Chartfield Status | Card Nickname | Prepaid Ref |
|---|------------|---------------------------|---------|--------------------|------------------|-------------|-------------------|--------------|--------------|-------------------|---------------|-------------|
| 1 | 07/07/2020 | PHARMACY SOCIETY OF WISCO | Initial | 240.00 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 2 | 07/09/2020 | CADMUS JOURNAL SERVICES | Initial | 1,310.00 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 3 | 07/01/2020 | AACP.ORG | Initial | 199.00 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 4 | 07/03/2020 | FEDEX 94156440 | Initial | 59.31 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 5 | 07/08/2020 | UNIVERSITY BOOK STORE STA | Initial | 2,399.20 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 6 | 07/02/2020 | BECKMAN*COULTER | Initial | 3,208.73 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |
| 7 | 07/03/2020 | AADE | Initial | 99.00 | | | 2801/101/561000/0 | | No | Recycled | Card Nickname | 20200710 |

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. Update transaction status to Verified and Submit for Approval

Optional Steps

4. Redistribute Chartfield funding
5. Update/Review Card Nickname
6. Add Comments



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7. 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.

| Chartfield Status | | Card Nickname | Billing Date | Prepaid Ref | Purchase ID |
|-------------------|--|---------------|--------------|-------------|-------------|
| Valid | | Card Nickname | 09/30/2020 | 2020093001 | |
| Valid | | Card Nickname | 09/28/2020 | 2020092801 | |
| Valid | | Card Nickname | 10/12/2020 | 2020101201 | 1009202958 |

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.

Reconcile Statement

Procurement Card Transactions

Empl ID EXAUD40K Name Employee,EXAUD40K

Display Unmasked Card Number

Bank Statement

| | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Business Purpose | Attac |
|---|-------------|------------|--------------------|---|--------------------|------------------|-------|
| 1 | *****4706 | 01/13/2020 | OTC BRANDS INC | Verified <input type="button" value="v"/> | 301.62 | | |
| 2 | *****3248 | 01/10/2020 | GREENHECK FAN CORP | Verified <input type="button" value="v"/> | 763.99 | | |

Select All Clear All

[Search](#) [Split Line](#) [Distribution Template](#)



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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 Okay

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_TRAN.UW_BUS_PURPOSE) 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.

Reconcile Statement

Procurement Card Transactions

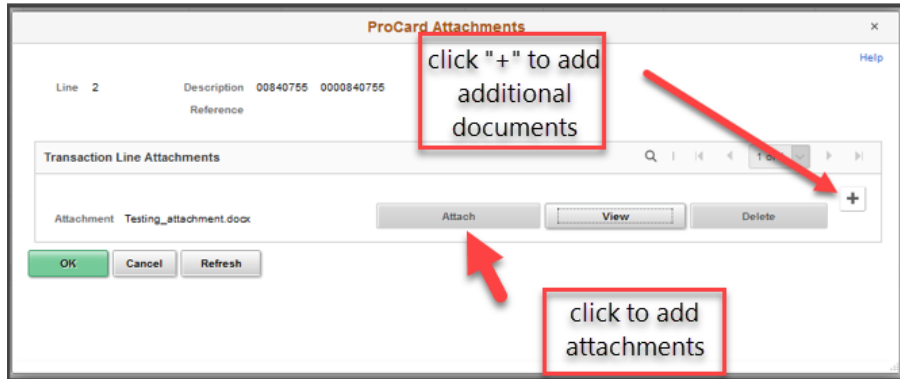
Empl ID EXAUD40K Name Employee,EXAUD40K

Display Unmasked Card Number

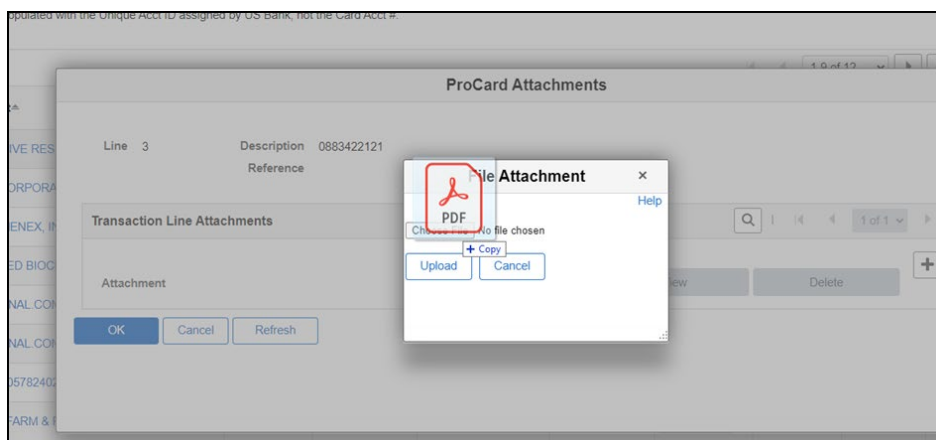
Bank Statement

| | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Business Purpose | Attachments | Accounting Code | Distribution | Reallocated | Chartfield Status |
|---|------------------------------------|------------|----------------|----------|--------------------|------------------|-------------|-------------------|--------------|-------------|-------------------|
| 1 | <input type="checkbox"/> *****4706 | 01/13/2020 | OTC BRANDS INC | Verified | 301.62 | | | 2370/128/303000/1 | | Yes | Valid |

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.



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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.

Reconcile Statement

Procurement Card Transactions

Empl ID EXAUD40K Name Employee,EXAUD40K

Display Unmasked Card Number

Bank Statement

| | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Business Purpose | Attachments | Accounting Code | Distribution | Reallocated | Chartfield Status |
|---|-------------|------------|----------------|----------|--------------------|------------------|-------------|-------------------|--------------|-------------|-------------------|
| 1 | *****4706 | 01/13/2020 | OTC BRANDS INC | Verified | 301.62 | | | 2370/128/303000/1 | | Yes | Valid |

Update the account distribution for each transaction line as required. At minimum the Account, Fund, Department and Program fields must be populated.

Please Note: When adding a **Project** to the chart field, **PC Bus Unit** is a required input. The PC Bus Unit will be the 5-digit Business Unit.

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA

Billing Date 08/05/2020 Billing Amount 192.09 USD Unit Price 192.09000

SpeedChart Transaction Unit Price 192.09000 *Distribute By Amount

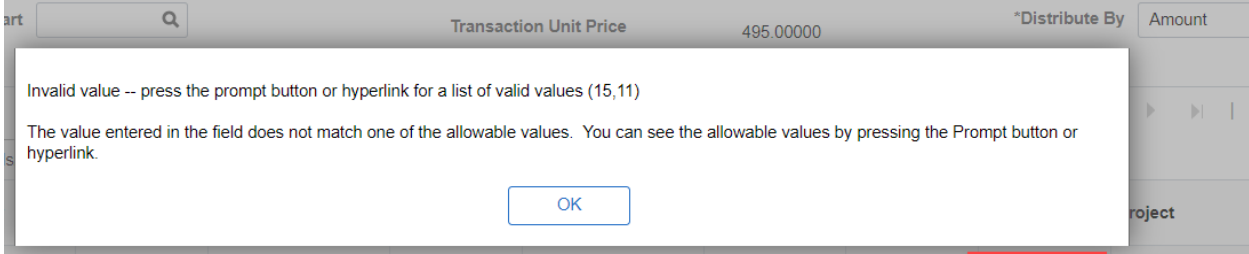
Distributions

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

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



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.

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 | 08/07/2021 |
| 2 AB ABEBOOKS.CO GKRTBC | Staged | 37.18 | | | 3790/128/255100/0 | | No | Recycled | Card Nickname | 08/07/2021 |

2. Click Card Nickname link and enter Description.

3. Click OK and Save

Reconcile Statement

Procurement Card Transactions

Empl ID 00489024 Name STOLL NIKKI E
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 C.L. BARNHOUSE SHIPPING | Staged | 105.00 | | | 3790/128/255100/0 | | No | Recycled | Card Nickname | 08/07/2021 |
| 2 AB ABEBOOKS.CO GKRTBC | Staged | 37.18 | | | 3790/128/255100/0 | | No | Recycled | Card Nickname | 08/07/2021 |
| 3 AB ABEBOOKS.CO GKRTBH | Staged | 35.15 | | | 3790/128/255100/0 | | No | Recycled | Card Nickname | 08/07/2021 |
| 4 AMZN MKTP US*MF21G13N1 | Staged | 45.99 | | | 3790/128/255100/0 | | No | Recycled | Card Nickname | 08/07/2021 |
| 5 AMZN MKTP US*MF47S13T1 | Staged | 37.84 | | | 3790/128/255100/0 | | No | Recycled | Card Nickname | 08/07/2021 |
| 6 AMZN MKTP US*MF23G63N1 | Staged | 42.99 | | | 3790/128/255100/0 | | No | Recycled | Card Nickname | 08/07/2021 |
| 7 AMZN MKTP US*MF3J8321 | Staged | 65.11 | | | 3790/128/255100/0 | | No | Recycled | Card Nickname | 08/07/2021 |
| 8 AMZN MKTP US*MV7D81R00 | Staged | 37.62 | | | 3790/128/255100/0 | | No | Recycled | Card Nickname | 08/07/2021 |
| 9 AMZN MKTP US*MF08J6JN1 | Staged | 59.98 | | | 3790/128/255100/0 | | No | Recycled | Card Nickname | 08/07/2021 |

Card Nickname

Description:

Select All Clear All Stage Verify Approve

Search Notify Approver(s) Split Line Distribution Template



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5. Add Comments (Optional Update)

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-118414 | Staged | 722.00 | | | 3100/128/303000/0 | | No | Recycled | Card Nickname | 2020012407 | | |
| 2/2020 | TRANE SUPPLY-118414 | Staged | 256.00 | | | 3100/128/303000/0 | | No | Recycled | Card Nickname | 2020012407 | | |
| 3/2020 | SHERWIN WILLIAMS 783183 | Staged | 50.04 | | | 3100/128/303000/0 | | No | Recycled | Card Nickname | 2020012407 | | |

- Add Comments
- Click OK
- 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.

| us | 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 | |

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

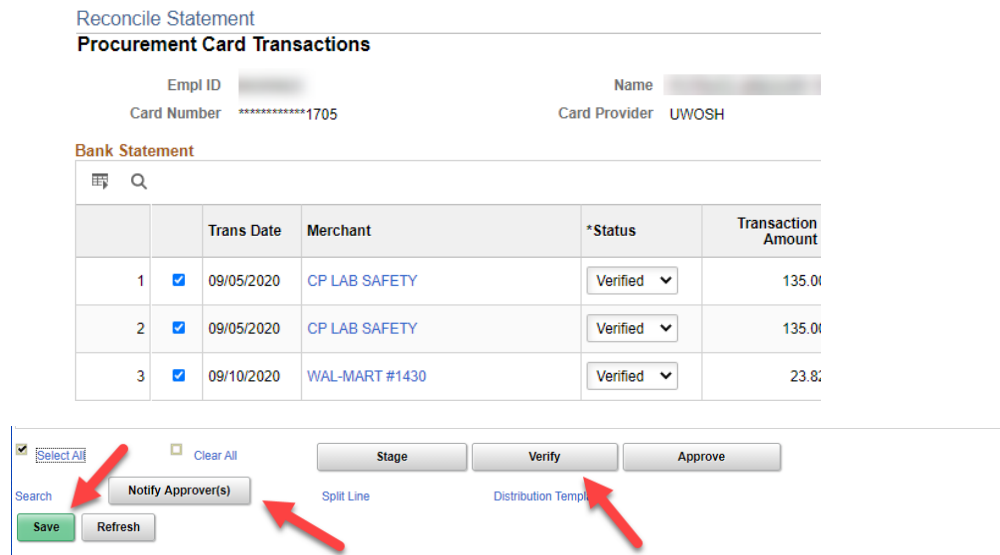
Reconcile Statement
Procurement Card Transactions

Empl ID [REDACTED] Name [REDACTED]
Card Number *****1705 Card Provider UWOSH

Bank Statement

| | | Trans Date | Merchant | *Status | Transaction Amount |
|---|-------------------------------------|------------|----------------|----------|--------------------|
| 1 | <input checked="" type="checkbox"/> | 09/05/2020 | CP LAB SAFETY | Verified | 135.00 |
| 2 | <input checked="" type="checkbox"/> | 09/05/2020 | CP LAB SAFETY | Verified | 135.00 |
| 3 | <input checked="" type="checkbox"/> | 09/10/2020 | WAL-MART #1430 | Verified | 23.80 |

Select All Clear All Stage Verify Approve
 Search Notify Approver(s) Split Line Distribution Temp. Save Refresh

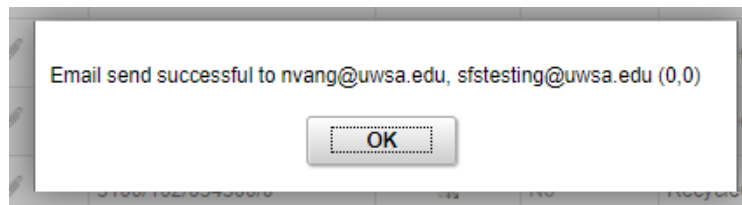


VERIFY INDIVIDUAL TRANSACTION(S) ON THE RECONCILE STATEMENT PAGE

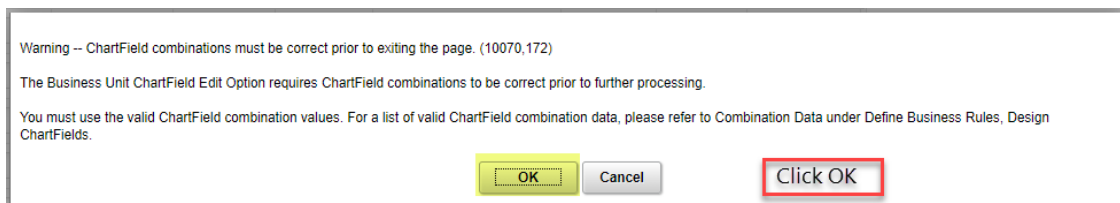
1. Check box next to **Each** transaction to Verify and Submit for Approval
2. Go to the Status column Select “**Verified**” from the drop-down menu on **EACH** transaction.
3. Click Save at the bottom of the page
4. Click the Notify Approver(s) button at the bottom of the page

| | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Business Purpose | Attachments |
|---|-------------|------------|--------------------|----------|--------------------|------------------|-------------|
| 1 | *****4706 | 01/13/2020 | OTC BRANDS INC | Verified | 301.62 | | |
| 2 | *****3248 | 01/10/2020 | GREENHECK FAN CORP | Verified | 763.99 | | |

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.



If there are transactions on the page with invalid chart field combination, the below message will appear. Please go back and make sure you have a valid Chartfield funding and the Chartfield Status says Valid.



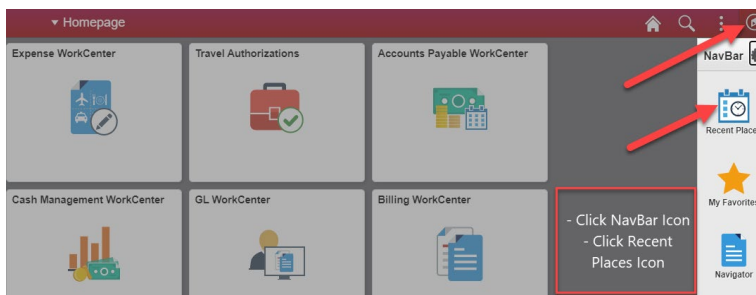
Once the transaction(s) is verified and saved, and the PCard Holder exits the page, the transaction Business Purpose cannot be deleted or edited. Notify the PCard Admin to set the status back to Staged or have the Approver make any required updates.

VII. Appendix

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.



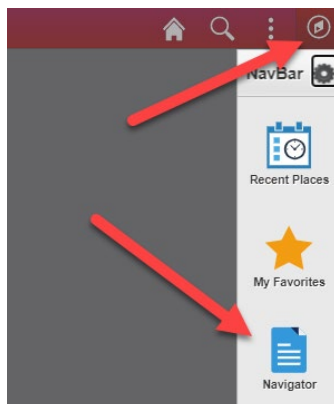
Add Pcard Pages to NavBar and My Favorites


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](#)*

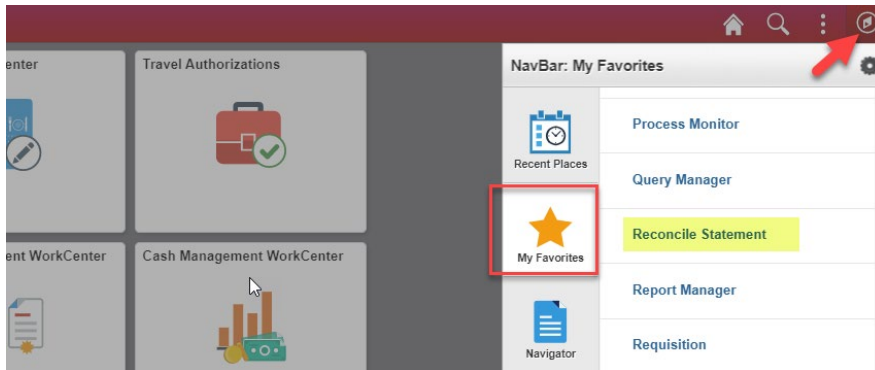


- 4) Page will appear
- 5) Click the Action Menu  and select either “Add To NavBar” or “Add To Favorites”

- 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.



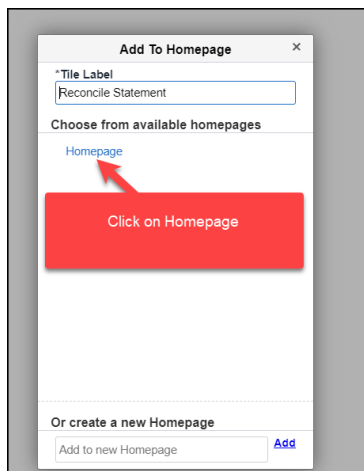
Add Pcard Pages to Homepage tile

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

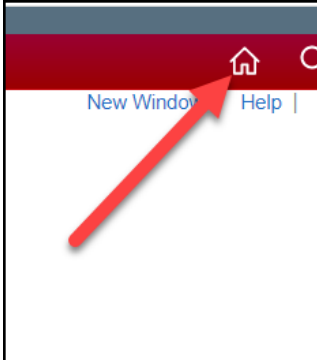
Click on the three dots – Select Add To Homepage



Click on Homepage from the popup window.



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

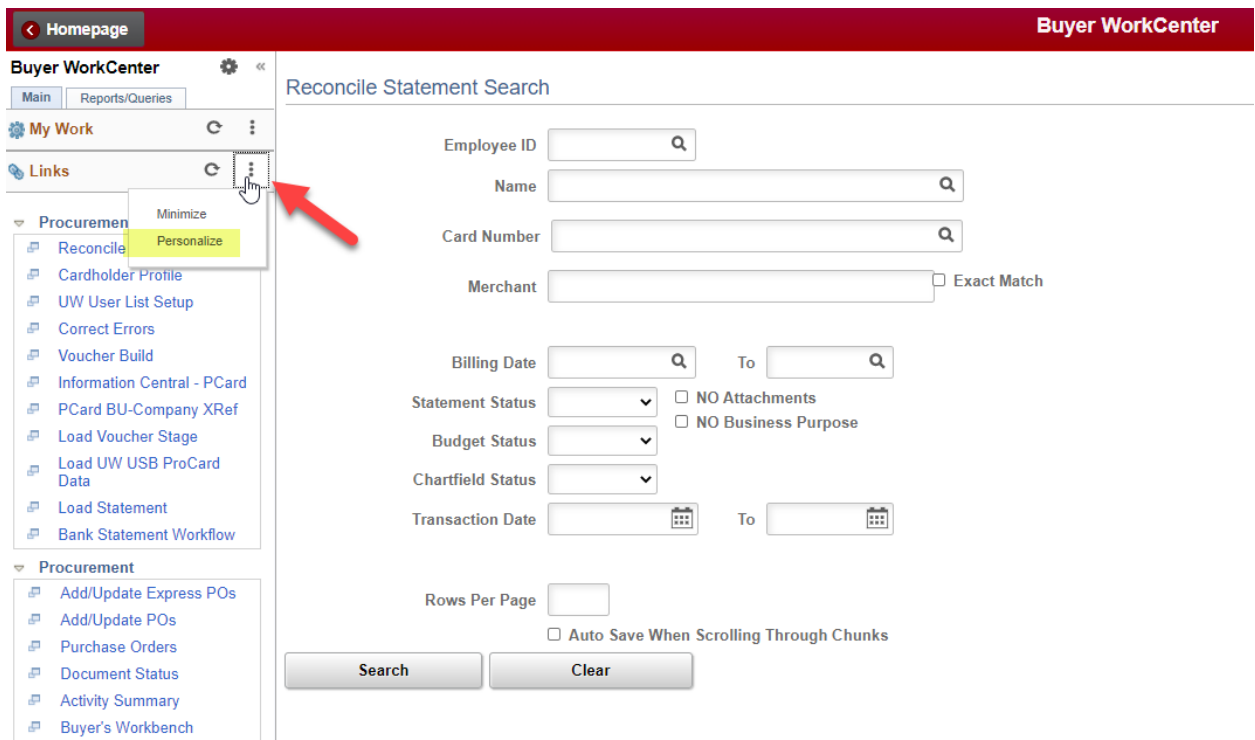


Add Pcard Pages to any WorkCenter (Personalize WorkCenter)

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

Define User "Links" Links

Links Pagelet Personalization

Configuration ID BUYER Buyer WorkCenter
User ID 00880806

Delete Personalization

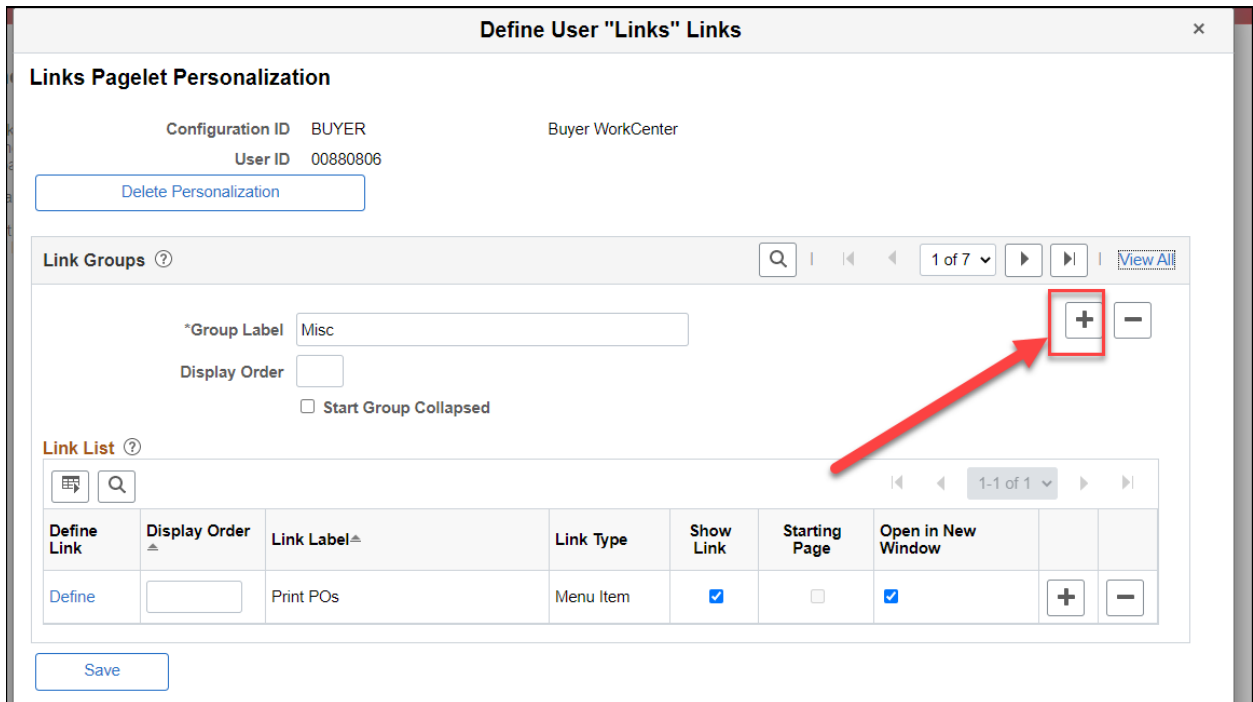
Link Groups 1 of 7 [View All](#)

*Group Label Misc
Display Order
 Start Group Collapsed

Link List 1-1 of 1

| Define Link | Display Order | Link Label | Link Type | Show Link | Starting Page | Open in New Window | | |
|-------------|----------------------|------------|-----------|-------------------------------------|--------------------------|-------------------------------------|----------------------|----------------------|
| Define | <input type="text"/> | Print POs | Menu Item | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Save



- Label the Group
- 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.
- Click on Define for each row and navigate to the page. Add them to your group.

Links Pagelet Personalization

Configuration ID BUYER Buyer WorkCenter
User ID 00880806

Delete Personalization

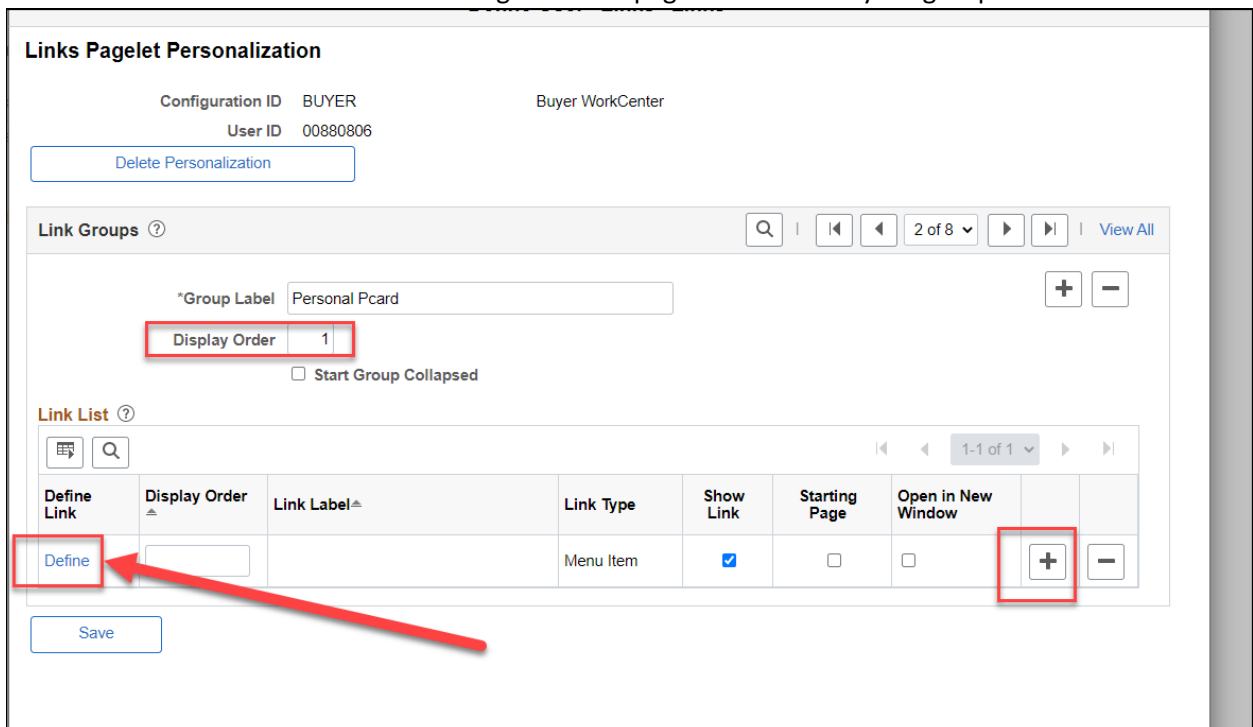
Link Groups 2 of 8 [View All](#)

*Group Label Personal Pcard
Display Order 1
 Start Group Collapsed

Link List 1-1 of 1

| Define Link | Display Order | Link Label | Link Type | Show Link | Starting Page | Open in New Window | | |
|-------------|----------------------|------------|-----------|-------------------------------------|--------------------------|--------------------------|----------------------|----------------------|
| Define | <input type="text"/> | | Menu Item | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

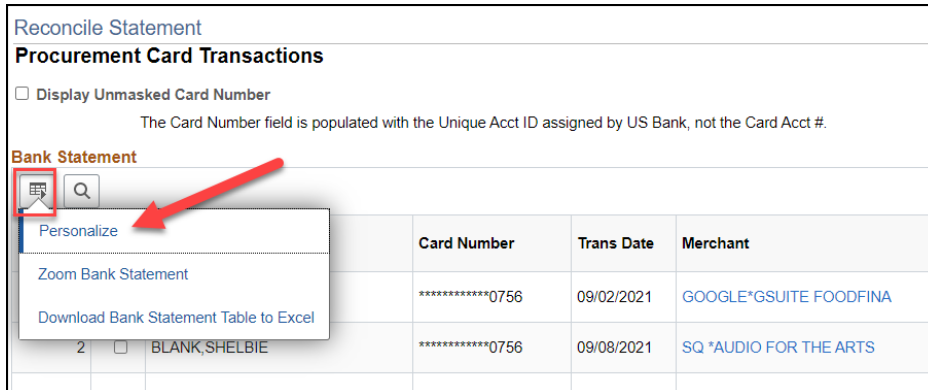
Save



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



Reconcile Statement
Procurement Card Transactions

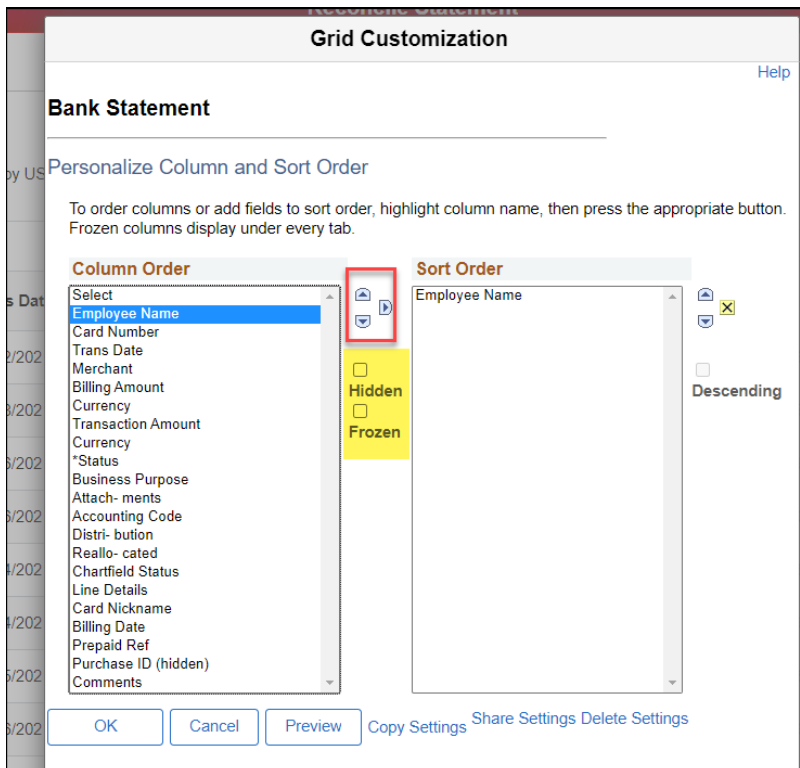
Display Unmasked Card Number
The Card Number field is populated with the Unique Acct ID assigned by US Bank, not the Card Acct #.

Bank Statement

Personalize
Zoom Bank Statement
Download Bank Statement Table to Excel

| Card Number | Trans Date | Merchant |
|-------------|------------|------------------------|
| *****0756 | 09/02/2021 | GOOGLE*GSUITE FOODFINA |
| *****0756 | 09/08/2021 | SQ *AUDIO FOR THE ARTS |

3. Click on the Column and either hide or move it up or down.



Grid Customization

Bank Statement

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order

- Select
- Employee Name
- Card Number
- Trans Date
- Merchant
- Billing Amount
- Currency
- Transaction Amount
- Currency
- *Status
- Business Purpose
- Attachments
- Accounting Code
- Distribution
- Reallocated
- Chartfield Status
- Line Details
- Card Nickname
- Billing Date
- Prepaid Ref
- Purchase ID (hidden)
- Comments

Sort Order

Employee Name

Hidden
 Frozen

Descending

OK Cancel Preview Copy Settings Share Settings Delete Settings

4. Click on Okay when done.

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.
 - o 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.

Reconcile Statement
Procurement Card Transactions

Empl ID 00137588 Name RAASCH,SUSAN C
 Card Number *****3606 Card Provider UWOSH
The Card Number field is populated with the Unique Acct ID assigned by US Bank, not the Card Acct #.

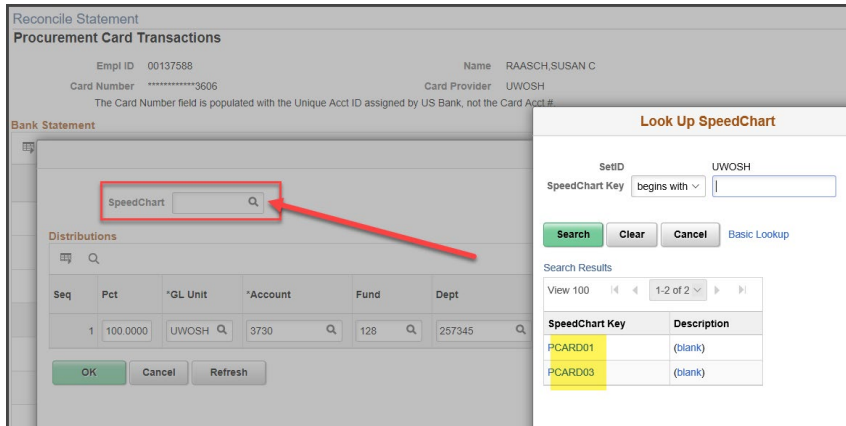
Bank Statement

| | Billing Date | Merchant | Billing Amount | Currency | *Status | Distribution | Business Purpose | Attachments | Accounting Code |
|---|-------------------------------------|---|----------------|----------|---------|--------------|------------------|-------------|----------------------|
| 1 | <input checked="" type="checkbox"/> | 01/11/2021 AMAZON.COM*ZU5257VP3 AMZN | 195.60 | USD | Staged | | | | 4800/102/175200/6 |
| 2 | <input checked="" type="checkbox"/> | 01/11/2021 AMAZON.COM*P6677VW3 AMZN | 168.18 | USD | Staged | | | | 4800/102/175200/6/ / |
| 3 | <input checked="" type="checkbox"/> | 01/11/2021 AMAZON.COM*DQ1X06E13 AMZN | 135.20 | USD | Staged | | | | 4800/102/175200/6/ / |
| 4 | <input checked="" type="checkbox"/> | 01/11/2021 AMAZON.COM*278PX2ZH3 AMZN | 55.78 | USD | Staged | | | | 4800/102/175200/6/ / |
| 5 | <input type="checkbox"/> | 01/11/2021 MCFARLAND | 35.95 | USD | Staged | | | | 4800/102/175200/6/ / |
| 6 | <input type="checkbox"/> | 01/11/2021 AMAZON.COM*FJ6B90ZB3 | 21.97 | USD | Staged | | | | 4800/102/175200/6/ / |
| 7 | <input type="checkbox"/> | 01/11/2021 WOMEN MAKE MOVIES | 510.00 | USD | Staged | | | | 4800/102/175200/6/ / |
| 8 | <input type="checkbox"/> | 01/11/2021 AMAZON.COM*1J9NK0LF3 | 54.60 | USD | Staged | | | | 4800/102/175200/6/ / |
| 9 | <input type="checkbox"/> | 01/11/2021 AMAZON.COM*WV26P1JA3 | 42.95 | USD | Staged | | | | 4800/102/175200/6/ / |

Select All Clear All

Enter the Funding string and click okay to save.

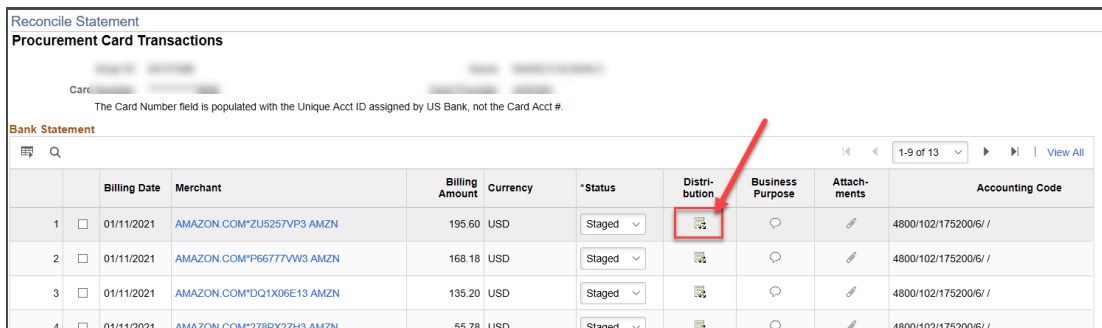
Or to use Speedchart click on the Speedchart magnify glass and Click okay to Save.



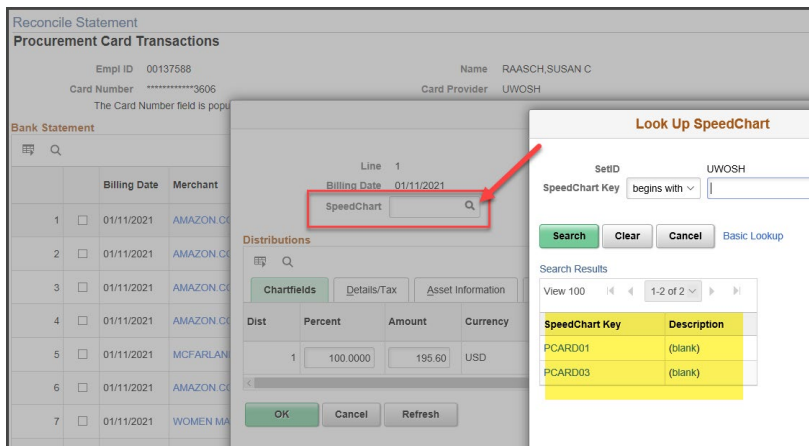
Speedchart

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.

Reconcile Statement Search

Employee ID

Name

Card Issuer **UWMSN**

Card Number

Merchant Exact Match

Billing Date **09/01/2021** To **09/01/2021**

Statement Status NO Attachments
 NO Business Purpose

Budget Status

Chartfield Status

Transaction Date To

Rows Per Page

Auto Save When Scrolling Through Chunks

Split Level Funding

If split distribution is required, click the *distribution icon*.

Reconcile Statement
Procurement Card Transactions

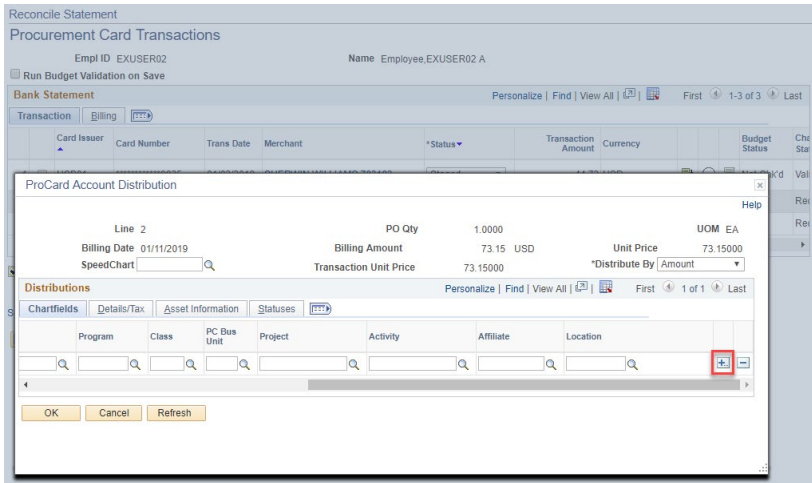
Empl ID: EXAUD40K Name: Employee.EXAUD40K

Display Unmasked Card Number

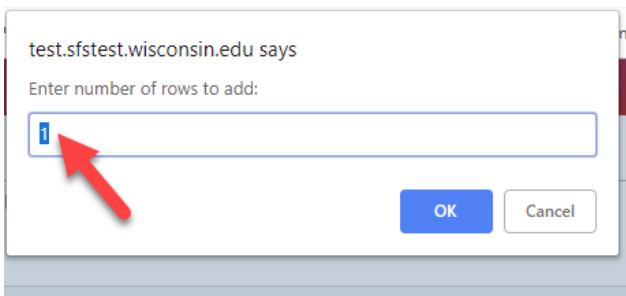
Bank Statement

| | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Business Purpose | Attachments | Accounting Code | Distribution | Split | Chartfield Status | Card Nickname | Prepaid Ref | Purchase ID |
|---|--------------------------|------------|-------------------------|---------|--------------------|------------------|-------------|-------------------|--------------|-------|-------------------|---------------|-------------|-------------|
| 1 | <input type="checkbox"/> | 01/09/2020 | TRANE SUPPLY-116414 | Staged | 977.00 | | | 3100/128/303000 0 | | No | Requid | Card Nickname | 2020012407 | |
| 2 | <input type="checkbox"/> | 01/10/2020 | SHERWIN WILLIAMS 703183 | Staged | 60.04 | | | 3100/128/303000 0 | | No | Requid | Card Nickname | 2020012407 | |

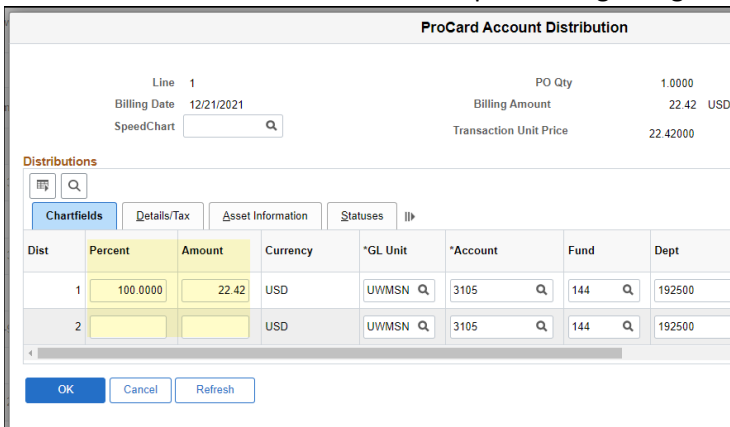
1. Use the scroll bar and scroll to the far right. Click the “+” sign to add another line.



2. A box will pop up. Enter how many lines to add and click **OK**.



3. Enter either the *Percent* or *Amount* to split funding string.



4. Click Refresh for the system to calculate the percentage or amount
5. Click Ok



University of Wisconsin System SFS Business Process PCard Holder (Reconciler)

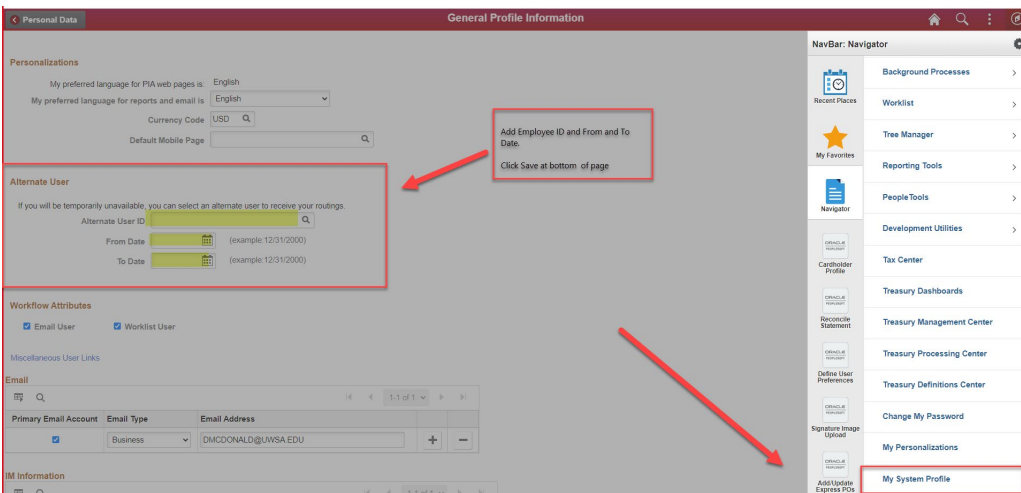
Re-Route Emails for PCard Transaction Reconciliation

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.**

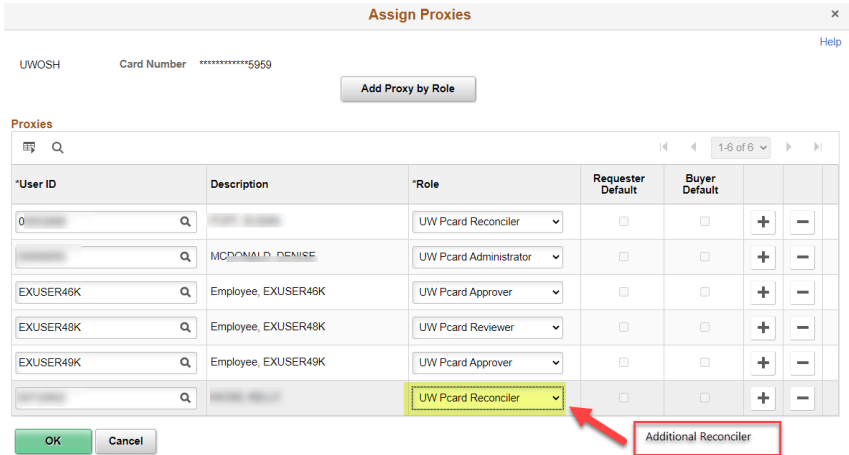
The other option is to re-route emails per SFS. Below are the steps to re-route emails for Reconciliation.

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



2. After the above update is completed, contact your Campus PCard Administrator, and have them give the alternate, the Reconciler Proxy on your Profile.





University of Wisconsin System SFS Business Process PCard Holder (Reconciler)

- 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

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.

The screenshot shows the 'Reconcile Statement' page with the following details:

- Procurement Card Transactions:** Empl ID, Name, Card Number (*****7414), Card Provider.
- Bank Statement Table:**

| Trans Date | Merchant | Billing Amount | Currency | Transaction Amount | Currency | Status | Business Purpose | Attachments |
|------------|-------------------------|----------------|----------|--------------------|----------|---------|------------------|-------------|
| 02/07/2021 | CREATESEND/COM | 29.00 | USD | 29.00 | USD | Initial | | |
| 01/22/2021 | SOCIETYFORHUMANRESOURCE | 110.43 | USD | 110.43 | USD | Initial | | |
- Bottom Controls:** Select All, Clear All, Search, Notify Approver(s), Split Line, Distribution Template, Save, Refresh, Click the Search Link.

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

The screenshot shows the 'ProCard Recon Workbench' search interface with the following fields and annotations:

- Search Fields:** Employee ID, Name, Card Number, Merchant, Billing Date, To, Statement Status, Budget Status, Chartfield Status, Transaction Date, To, Rows Per Page.
- Annotations:**
 - Red box: "Click OK AFTER entering in selected criteria" with an arrow pointing to the OK button.
 - Red box: "Click Clear to remove default date range" with an arrow pointing to the Clear button.
 - Red box: "Select Statement Status from the Statement Status Drop Down Menu" with an arrow pointing to the dropdown menu.
 - Red box: "Select any other criteria from magnifying glass/drop down menus" with an arrow pointing to the search icons.
 - Red box: "Click OK" with an arrow pointing to the OK button.
- Buttons:** OK, Cancel, Clear.



University of Wisconsin System SFS Business Process PCard Holder (Reconciler)

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

< Homepage
Reconcile Statement

Reconcile Statement Search

Employee ID

Name

Card Number

Merchant Exact Match

Billing Date To

Statement Status

Budget Status

Chartfield Status

Transaction Date To

Rows Per Page

Auto Save When Scrolling Through Chunks

- NO Attachments
- NO Business Purpose

- click Clear to clear date range
 - Enter Employee ID
 - Select "Closed" as Statement Status
 - 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.

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

| *Business Unit | *Card Issuer | *Card Number | *Expiry Date | Inactive | Card Type | Date Issued | Status | Status Date |
|----------------|--------------|--------------|--------------|--------------------------|-----------|-------------|--------|-------------|
| UWOSH | UWOSH | *****5959 | 05/31/2024 | <input type="checkbox"/> | Visa | 08/01/2013 | Active | 12/30/2020 |
| UWOSH | UWOSH | *****1107 | 05/31/2022 | <input type="checkbox"/> | Visa | 06/29/2018 | Active | 12/30/2020 |

- 3) Click on the Additional Information Tab to view the Proxies and Default Distribution.

| *Business Unit | *Card Issuer | *Card Number | Card Nickname | Supplier Card | Suppliers | Proxies | Default Distrib | Commodity Codes |
|----------------|--------------|--------------|---------------|--------------------------|-----------|---------|-----------------|-----------------|
| UWOSH | UWOSH | *****5959 | Card Nickname | <input type="checkbox"/> | Suppliers | Proxies | Default Distrib | Commodity Codes |
| UWOSH | UWOSH | *****1107 | Card Nickname | <input type="checkbox"/> | Suppliers | Proxies | Default Distrib | Commodity Codes |



University of Wisconsin System SFS Business Process PCard Holder (Reconciler)

4) To View Proxies, click the Proxies link. The Proxies assigned to the PCard Holder will be listed.

x
Help

UWOSH Card Number *****5959

Add Proxy by Role

Proxies

| *User ID | Description | *Role | Requester Default | Buyer Default | | |
|-------------------------------|-------------------------------|------------------------|--------------------------|--------------------------|---|---|
| <input type="text" value=""/> | <input type="text" value=""/> | UW Pcard Reconciler | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| <input type="text" value=""/> | <input type="text" value=""/> | UW Pcard Administrator | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| EXUSER46K | Employee, EXUSER46K | UW Pcard Approver | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| EXUSER48K | Employee, EXUSER48K | UW Pcard Reviewer | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| EXUSER49K | Employee, EXUSER49K | UW Pcard Approver | <input type="checkbox"/> | <input type="checkbox"/> | + | - |

OK
Cancel

5) To view the Default distribution, click the Default Distrib link. The default distribution will be listed.

x
Help

UWOSH Card Number *****5959

Ship To

Distribution Choices

Use Single-Line Distribution

Use Multi-Line Distribution

Use Single-Line Distribution

Account Distribution

| *GL Unit | *Account | Fund | Dept | Program | Class | PC Bus Unit | Project | Activity | Affili |
|------------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="text" value="UWOSH"/> | <input type="text" value="3100"/> | <input type="text" value="102"/> | <input type="text" value="381025"/> | <input type="text" value="7"/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |

OK
Cancel

6) To view PCard Holder non-transactional data, click the Credit Limit and/or Transaction Limits tab(s).



University of Wisconsin System SFS Business Process PCard Holder (Reconciler)

Personal Data | **Card Data**

POFF,SUSAN L

Display Unmasked Card Number

Card Data

1-2 of 2

Credit Card | **Additional Information** | Credit Limits | Transaction Limits

| *Business Unit | *Card Issuer | *Card Number | Card Nickname | Supplier Card | Suppliers | Proxies | Default Distrib | Commodity Codes | | |
|----------------|--------------|--------------|---------------|--------------------------|-----------|---------|-----------------|-----------------|-----|---|
| UWOSH | UWOSH | *****5959 | Card Nickname | <input type="checkbox"/> | Suppliers | Proxies | Default Distrib | Commodity Codes | +/- | - |
| UWOSH | UWOSH | *****1107 | Card Nickname | <input type="checkbox"/> | Suppliers | Proxies | Default Distrib | Commodity Codes | +/- | - |

Save | Return to Search | Notify

Personal Data | Card Data

Grace Period Emails

If PCard transactions are not approved within 30 days of the billing date, the System will automatically close the transactions.

Grace Period emails will be routed to PCard Holders a few days before PCard transactions are picked up for System Approval. 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.

Subject: Your Procurement Card Transaction(s) require your attention immediately.

A Procurement Card Transaction(s) has not been Reconciled and/or Approved. Please click the below link to view the status of the transaction.
https://test.sfstest.wisconsin.edu/psp/sfdev_85/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS_CC_RECON_WB.GBL?Page=CC_RECON_WB&Action=U&EMPLID:

Required Action Per Status

Initial- reconcile, verify, and click Notify Approver(s) button at the bottom of the page to submit transaction(s) for approval

Verified- select transaction(s) and click Notify Approver(s) button at the bottom of the page. This will re-route the transaction(s) for approval.

Approved- no action required, may be timing related.

Please note, system closed transactions will post to your default funding at the end of the reallocation period for your institution. Transaction(s) should be verified and approved as soon possible. Failure to do so may result in compliance-related findings.

Card Issuer: US Bank Corp
 Unique Account ID: *****0730 (Visa)
 Billing Date: 2021-01-22

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.**