

ProCard – Approval Process

The purpose of this job aid is to explain how to review and approve a UTShare ProCard statement.

Five tasks must be completed by the Approver (Reviewer) once the Reconcile Statement is accessed (See “Accessing ProCard Reconcile Statement Screen” Job Aid).

- Ensure each transaction was verified by the reconciler and is accurate.
- Ensure each line and description to ensure purchases follow policy.
- Review comments to ensure all supporting documents are attached and disputes are documented.
- Ensure all lines are in budget status “Valid” with appropriate chartfields.
- Update the status to Approved and save by the designated deadline.

Approver Process





Access the **ProCard Reconcile Statement** Page (See “Accessing ProCard Reconcile Statement Screen” Job Aid).

The **Procurement Card Transactions** page is displayed. This page displays the cardholder’s Empl ID, Name, the last 4 digits of the cardholder’s bank card, and the ProCard charges for a specific billing cycle. The action buttons will now read **Verify** and **Approve** instead of Staged and Verify, as they appear on the reconciler screen. Otherwise, the pages are identical.

The screenshot shows the 'Procurement Card Transactions' page for Empl ID 1000012345 and Name Maverick, Sam. The page includes a table of transactions with columns for Card Issuer, Card Number, Trans Date, Merchant, *Status, Transaction Amount, Currency, and Budget Status. The *Status column contains dropdown menus, all of which are currently set to 'Verified'. The Budget Status column shows 'Valid' for all transactions. There are also action buttons for 'Verify', 'Approve', and 'Validate Budget' at the bottom of the page. Red callouts 1, 2, 3, and 4 highlight specific elements: 1 points to the *Status dropdown, 2 points to the Billing button, 3 points to the comment icon, and 4 points to the document icon.





Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status
1	MC	*****1234	02/07/2023	PARTY CITY 62	Verified	16.60	USD	Valid
2	MC	*****1234	02/07/2023	TOM THUMB #3617	Verified	51.96	USD	Valid
3	MC	*****1234	02/10/2023	WPY Flying Pig Balloon	Verified	4,086.00	USD	Valid
4	MC	*****1234	02/14/2023	DRI PRINTPLACE	Verified	92.50	USD	Valid
5	MC	*****1234	02/17/2023	WESTLAKE HARDWARE #053	Verified	36.99	USD	Valid


1. Check all lines with a status of “Verified.” This status indicates that the cardholder or proxy has reconciled the statement and is awaiting approval.


- Review each line item and click on the **Billing** tab to view the corresponding description (must know which line corresponds to which item). The Approver is responsible for ensuring purchased items verified by the Reconciler comply with the Procurement Card Program policy. Information entered in **Description** field will appear on ProCard Reports and Payment Vouchers making purchases easier to track within UTShare. The reconciler should have entered a meaningful description in the **Description** field, such as “Printer for Prof Maverick” (up to 30 characters). Alternatively, instead of pressing the **Billing** tab, users can click the **tabs** icon  to display all the transaction and billing information on one screen. After review, scroll back to the left and press the **tabs**  icon to collapse the screen back to two tabs.
- Review the **comment** bubbles. If there are lines in a Comment bubble, this indicates that an attachment and/or remarks are available to review for the transaction line. Click the **Comments** icon  to view the remarks and ensure all **supporting documentation is attached to the first line** and any disputed transaction(s) has a comment detailing actions taken. After viewing this section, click the **OK** button to return to the **Procurement Card Transactions** page.
- Ensure each line’s Budget status is Valid and select the **Distribution** icon  to access the **Account Distribution** page. This page allows users to view the budget information used for a specific transaction line but notice there is nowhere to enter changes. Here, ensure the correct (GL) **Account** is used and that the remaining ChartField values are assigned correctly. After viewing this section, click the **OK** button to return to the **Procurement Card Transactions** page.

ProCard Account Distribution

Line 1	PO Qty	1.0000	UOM	EA
Billing Date 03/04/2023	Billing Amount	16.60 USD	Unit Price	16.60000
SpeedChart	Transaction Unit Price	16.60000	Distribute By	Amount

Distributions Personalize | Find | View All |  |  First  1 of 1  Last

Chartfields	Details/Tax	Asset Information	Statuses								
Dist	Percent	Amount	Currency	GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit
1	100.0000	16.60	USD	UTARL	63001	4700	315202	470084	500		

OK  Cancel

Note: Changes to ChartField values should only be made by the Reconciler. Leave lines with incorrect ChartField values as “Verified” and notify the reconciler to correct them.

Reconcile Statement

Procurement Card Transactions
Empl ID 1000012345 Name Maverick, Sam

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | [Print] [Refresh] First 1-5 of 5 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status
1 <input checked="" type="checkbox"/>	MC	*****1234	02/07/2023	PARTY CITY 62	Verified	16.60	USD	[Comment]	Valid
2 <input type="checkbox"/>	MC	*****1234	02/07/2023	TOM THUMB #3617	Approved	51.96	USD	[Comment]	Valid
3 <input type="checkbox"/>	MC	*****1234	02/10/2023	WPY Flying Pig Balloon	Verified	4,086.00	USD	[Comment]	Valid
4 <input type="checkbox"/>	MC	*****1234	02/14/2023	DRI PRINTPLACE	Verified	92.50	USD	[Comment]	Valid
5 <input type="checkbox"/>	MC	*****1234	02/17/2023	WESTLAKE HARDWARE #053	Verified	36.99	USD	[Comment]	Valid

Select All Clear All
 Verify
Approve
Validate Budget

Search Purchase Details Split Line Distribution Template

5. To show the transaction line as reviewed, click the **Status** menu, and select the appropriate option (i.e., Approved). Users can also complete this by checking the lines of each row they want to approve, then clicking the **Approve** button.
6. Click the **Save** button to commit changes to the system.