

## **ProCard - Approval Process**

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

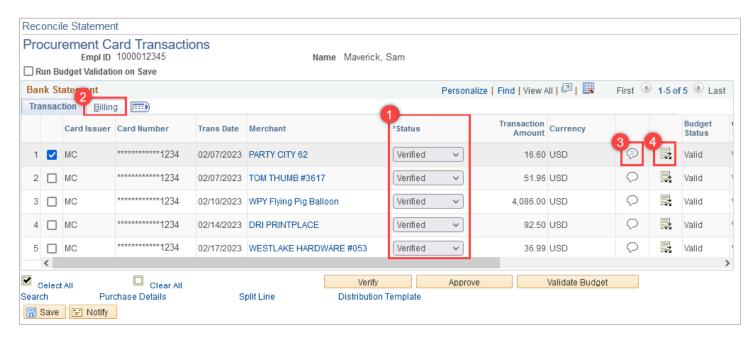
Five tasks must be completed by the Approver (Reviewer) once the Reconcile Statement is accessed (See "Accessing ProCard Reconcile Statement Screen" Job Aid).

- 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).

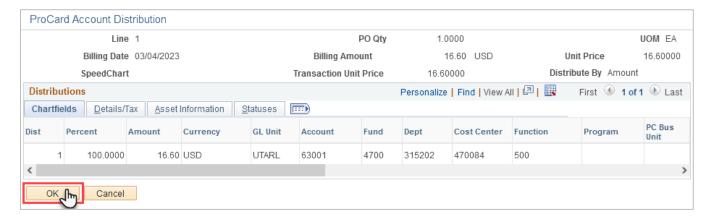
The **Procurement Card Transactions** page is displayed. This page displays the cardholder's Empl ID, Name, the last 4 digits of the cardholder's bank card, and the ProCard charges for a specific billing cycle. The action buttons will now read **Verify** and **Approve** instead of Staged and Verify,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



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.



- 2. 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.
- 3. 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.
- 4. Ensure each line's Budget status is Valid and select the **Distribution** icon 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.

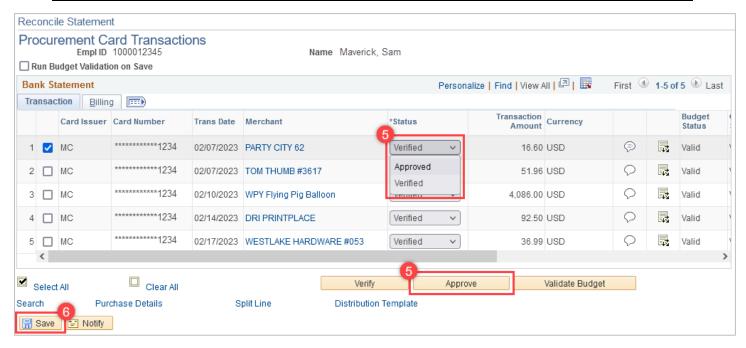


**Note:** Changes to ChartField values should only be made by the Reconciler. Leave lines with incorrect ChartField values as "Verified" and notify the reconciler to correct them.

Last Revision: 3/18/2024



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- 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.

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