ProCard - Reconciliation

The purpose of this job aid is to explain how to reconcile a UTShare ProCard statement.

Seven tasks must be completed once the Reconcile Statement is accessed (See Accessing ProCard Reconcile Statement Screen Job Aid).

- Review each transaction line for accuracy.

- Update the default ChartField values (if necessary) and assign the appropriate GL account code (required).

- Enter a description on the billing tab (required).

- Add comments (optional) with the supporting documentation (required).

- Ensure all lines are in budget status "Valid."

- Update the status to Verified and save.

- Notify Approver that the ProCard statement is ready for their review.

Steps for Reconciling

Access the **Reconcile Statement** Page (See Accessing ProCard Reconcile Statement Screen Job Aid). The default screen will display as below. To reconcile a Procard statement, do the following:

1. Review each of the transaction lines for accuracy.

   A. If using the Purchasing Card Transaction Log, compare data in UTShare with what is recorded on the Log. If the amounts match, move on.

B. If using the ProCard Attestation Form, download the transactions for the given billing period from the Reconcile PCard Page and have Cardholder verify transactions then sign the ProCard Attestation Form.

2. Update ChartField values if needed and assign the appropriate GL account code.

A. Click the **Distribution Icon** to open the ProCard Account Distribution page for the line.

B. Update the ChartField values if necessary and each GL Account code (**Account**). In general, only GL Account codes that begin with a 6 (Non-Payroll Expense) should be used for ProCard Transactions. If a capital asset is purchased with a ProCard, a GL Account that begins with an 8 can be used. When feasible, use the **SpeedChart** field to update the accounting details. Click the **OK** to return to the Procurement Card Transactions page.

Note: *SpeedCharts are entered on the staging table manually. If encountering an error while attempting to charge to a new cost center or project, likely, the manual process required for this action hasn't been completed yet. Contact the Payment Card Services (paymentcard@uta.edu) to add new SpeedCharts to the ProCard staging table.*

C. If the purchase needs to be split among multiple cost centers, click on the **Distribution Icon** to open the ProCard Account Distribution page for the line, scroll to the far right, and use the **Add Icon** to add additional lines. Enter the number of lines to be added and click **OK**. Fill in the additional chartfield strings. For each line, if the % or amount to be paid is updated, the subsequent column will auto-populate when the **tab** key is hit. The Percent must equal 100% throughout all lines, or an error message will appear.

Note: *Once a second distribution line is added, the SpeedChart function cannot be used.*

Click the **OK** button to return to the Procurement Card Transactions page.

D. Alternatively, if one account is used for multiple purchases, the **Distribution Template** can be used. Check all boxes for lines to update on the **Procurement Card Transactions** page, then click the **Distribution Template** link.

Enter a **SpeedChart, GL Unit (UTARL),** and *Account, then click **OK** to apply the same ChartFields to all selected lines.

Note: *This feature will make each line have the same **Account** code (i.e., same item category). It is important for the user to update the GL account codes to categorize each line accurately*

3. Click the **Billing** tab to add a description to each ProCard line (must know which line corresponds to which item). Information entered in this section will appear on ProCard Reports, Payment Vouchers, and SAHARA Reconciliation, making purchases easier to track within UTShare. Enter a meaningful description (up to 30 characters) in the Description field.

Alternatively, click the **Tabs** icon to display all the transaction and billing information on one screen. Scroll to the far right and enter a description in the **Description** field. If desired, scroll back to the left and press the **Tabs** icon to collapse the screen back to two tabs.

4. Add comments and supporting documentation. Click the **Comments** icon on the first line. Attach **one** PDF that includes **all** supporting documentation for items purchased in the statement period. Click **Attach** (1) and follow the prompts (2,3) to attach the receipts and forms. Click **OK** (4) to save the attachment and return to the Procurement Card Transactions page.

Note: *Support documentation includes certification form, itemized receipts, proof of warrant hold or Specially Designated Nationals (SDN) list search, and all other forms completed for purchases.*

5. If a ChartField string is updated, a budget check must be performed. After changing accounting details, the line will have a "Not Chk'd" status. **Select lines** and click the **Validate Budget** button. This process checks for available funds and does not encumber or expense the funds. If funds are available, the budget status will be "Valid." If the funds are invalid, the budget status will return as "Not Chk'd" with a warning message.

   Note: *The Budget Status must be "Valid" by the deadline stated in the emails from BATraining Listserv.*

6. To show the transaction line as reconciled, click the **Status** drop-down menu and select "Verified" (A). Alternatively, users can mass update the status by clicking **Select All** (B) and **Verify** (C). Click the **Save** button to commit changes to the system (D).

7. Once the reconciliation process is complete, the Reconciler should notify the "Reviewer" in the department to "Approve" the statement.