

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:

Reconcile Statement

Procurement Card Transactions

Empl ID 1000012345 Name Maverick, Sam

☐ Run Budget Validation on Save

Bank Statement 3 Personalize | Find | View All | [Icons] First 1-5 of 5 Last

Transaction 3 Billing [Icon]

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


6 ☒ Select All ☐ Clear All Stage Verify 5 Validate Budget

6 Save Notify Search Purchase Details Split Line Distribution Template



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.

Bank Statement Personalize Find View All 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	Valid
2 <input checked="" type="checkbox"/>	MC	*****1234	02/07/2023	TOM THUMB #3617	Verified	51.96	USD	Valid
3 <input checked="" type="checkbox"/>	MC	*****1234	02/10/2023	WPY Flying Pig Balloon	Verified	4,086.00	USD	Valid
4 <input type="checkbox"/>	MC	*****1234	02/14/2023	DRI PRINTPLACE	Verified	92.50	USD	Valid
5 <input type="checkbox"/>	MC	*****1234	02/17/2023	WESTLAKE HARDWARE #053	Verified	36.99	USD	Valid

☒ Select All ☐ Clear All
 Search Purchase Details Split Line **Distribution Template**

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

ProCard Distrib Templates

SpeedChart

Distributions

Seq	Pct	*GL Unit	*Account	Fund
1	100.0000	UTARL	<input type="text"/>	<input type="text"/>

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

- 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.

Bank Statement Personalize Find View All First 1 of 5 Last

Transaction **Billing**

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1 628984901736312	Plates/utensils- Maverick Party	03/04/2023	16.60	USD		0.00	<input type="checkbox"/>
2 334622388885	King cake- Maverick Party	03/04/2023	51.96	USD		0.00	<input type="checkbox"/>
3 354062000335892	balloon displays- Maverick Party	03/04/2023	4,086.00	USD		0.00	<input type="checkbox"/>
4 229167000228104	Save the date- Maverick Party	03/04/2023	92.50	USD		0.00	<input type="checkbox"/>
5 542929800405987	Hardware-Velcro- Maverick Party	03/04/2023	36.99	USD		0.00	<input type="checkbox"/>

Select All Clear All Stage Verify Validate Budget
Search Purchase Details Split Line Distribution Template
Save Notify

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.

- 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.

ProCard Comments

Line 1 Description Plates/utensils- Maverick Party
Reference 628984901736312

Transaction Line Comments Find View All First 1 of 1 Last

Comments: Status Active

File Attachment

Browse... No file selected.

Upload Cancel

Associated Document

Attachment Attach View Delete

OK Cancel

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.

- 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.

Bank Statement Personalize | Find | View All | 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	Not Chk'd
2 <input type="checkbox"/>	MC	*****1234	02/07/2023	TOM THUMB #3617	Verified	51.96	USD	Valid
5 <input type="checkbox"/>	MC	*****1234	02/17/2023	WESTLAKE HARDWARE #053	Verified	36.99	USD	Valid

☒ Select All ☐ Clear All

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	Valid

- 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).

Reconcile Statement
Procurement Card Transactions
Empl ID 1000012345 Name Maverick, Sam
☐ Run Budget Validation on Save

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2 <input type="checkbox"/>	MC	*****1234	02/07/2023	TOM THUMB #3617	Staged	51.96	USD	Valid
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4 <input type="checkbox"/>	MC	*****1234	02/14/2023	DRI PRINTPLACE	Verified	92.50	USD	Valid
5 <input type="checkbox"/>	MC	*****1234	02/17/2023	WESTLAKE HARDWARE #053	Verified	36.99	USD	Valid

☒ Select All ☐ Clear All

Search Purchase Details Split Line Distribution Template

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