ProCard Reconciliation
Agenda

- ProCard Overview
- Required Recordkeeping
- Reconciling ProCard Statements
- Demonstration
- Recap
Overview

The ProCard is a MasterCard issued by Citibank.

- Reconciling Citibank Statement to recorded purchases
- Billing Cycle (4\textsuperscript{th} thru 3\textsuperscript{rd})
- Notifications for Reconciliation
States loaded into UTShare by Citibank

- Status: Staged

Cardholder or Proxy completes reconciliation

- Status: Staged > Verified

Approver reviews reconciliation

- Status: Verified > Approved
Record Keeping
Support documentation for each purchase should display:

- Vendor’s Name
- Date of Purchase
- Description of Item(s)
- Unit Price and Total Cost

Copies of forms or exceptions that were granted must be included with the ProCard support documentation.
The ProCard Transaction Log is used to track the items purchased by the cardholder. This form is used to manage all activity associated with the use of the card.

- The log should be updated as transactions occur.
- A separate log should be maintained for each card and for each billing cycle.
- The log should be signed and dated by cardholder and reconciler.
- The ProCard Transaction Log (Form BF-PGC-F6) is available at: https://resources.uta.edu/business-affairs/forms/
## Purchasing Card Carry Over Transaction Log:

- The Purchasing Card Carry Over Transaction Log is used to track reconciling items.
- The log should be signed and dated by cardholder, reconciler and the approving official.
- The Purchasing Card Carry Over Transaction Log (Form BF-PGC-F5) is available at: www.uta.edu/policy/

### Procurement

**Purchasing Card Carry Over Transaction Log Example**

<table>
<thead>
<tr>
<th>Items not on Log</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amazon (cleared bank this month)</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>Items Not on Current Billing Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1500.00</td>
<td>projector</td>
</tr>
</tbody>
</table>

**Cardholder Name:** Jane Doe

**Last 4 of Card:** XXXX-XXXX-XXXX-1234

**Billing Cycle Date:** 01/04/14 to 02/03/14

**Cardholder Signature:**

**Reconciler Signature:**

**Reviewer Signature:**

(Make sure to sign in appropriate space)
Roles and Responsibilities
Roles and Responsibilities

Cardholder or Reconciler is responsible for:

– Maintaining Logs and Support Documentation
– Reviewing transactions
– Managing disputes
– Notifying Approver
Demonstration

1. Reconcile ProCard Statement
2. ProCard Distribution Template
Approver Roles and Responsibilities

The Reviewer (Approver) is responsible for:

– Reviewing transactions verified by reconciler
– Confirming purchases follow policy
– Confirming support documentation
– Checking ChartFields
– Ensuring the process is complete by deadline
The approver reviews transaction lines, attachments, and accounting information.
Approving Procedures (2)

If everything looks good, approve and save!

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**Reconcile Statement**

**Procurement Card Transactions**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Card Number</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>*Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
<th>Budget Status</th>
<th>Chartfield Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>************0526</td>
<td>10/02/2020</td>
<td>CISCO SYSTEMS INC</td>
<td>Approved</td>
<td>1,896.00 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>2</td>
<td>************0526</td>
<td>10/02/2020</td>
<td>MBM FINANCIAL INTEREST</td>
<td>Approved</td>
<td>77.26 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Invalid</td>
</tr>
<tr>
<td>3</td>
<td>************7846</td>
<td>10/02/2020</td>
<td>AMZN MKTP US MK3GP7ED1</td>
<td>Approved</td>
<td>31.90 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>4</td>
<td>************7846</td>
<td>10/01/2020</td>
<td>QUENCH USA, INC.</td>
<td>Approved</td>
<td>375.00 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
</tr>
</tbody>
</table>

- **Select All**
- **Clear All**

**Actions:**

- **Verify**
- **Approve**
- **Validate Budget**

**Search**

- **Purchase Details**
- **Split Line**
- **Distribution Template**
ProCard Reconciliation Recap
1. Make a purchase with your ProCard
2. Record in Transaction Log
3. Citibank pulls all charges in billing period, posted to UTShare statement
4. Cardholder/reconciler verify statement (attach documentation!)
5. Approver reviews and approves statement
6. Payment voucher generated to pay Citibank
7. UTA pays Citibank!
## Reconciliation Summary

Compare your Transaction Log to the statement in UTShare. If lines...

<table>
<thead>
<tr>
<th>Match</th>
<th>Don’t Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Indicate in the Support Attached field of the Transaction Log that each transaction agrees to the ProCard statement.</td>
<td>• Promptly investigate any differences between the Transaction Log and the statement.</td>
</tr>
<tr>
<td></td>
<td>• If differences are found, record the action taken to correct the discrepancy in the Comments column of Transaction log.</td>
</tr>
<tr>
<td></td>
<td>• Update the ProCard Carry Over Transaction Log to track any disputed or erroneous charges.</td>
</tr>
</tbody>
</table>
Don’t Forget To…

- Complete reconciliation by the monthly deadline
- Verify items from prior month ProCard Carry Over Transaction Log have been corrected
- Have the cardholder/ reconciler and approver sign and date Transaction and Carry Over logs
- Upload supporting documentation and signed logs to the UTShare statement
## Queries

<table>
<thead>
<tr>
<th>Report /Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTZ_GL_GL_ACCOUNT</td>
<td>Listing of all GL Accounts</td>
</tr>
<tr>
<td>UTA_AP_PROCARD_TRANS_DTL_RECON</td>
<td>The ProCard Transaction Register provides information such as accounting,</td>
</tr>
<tr>
<td></td>
<td>voucher, and transaction details.</td>
</tr>
</tbody>
</table>

**Navigation Path:** NavBar > Menu > Financials > Reporting Tools > Query > Query Viewer

**Note:** You must have the appropriate security role to view reports in UT Share. Your security role determines the results.
## Contacts

**ProCard Analyst**  
Paul Anderson  
Phone: 2-6338  
Email: paulfa@uta.edu  
Alternate Email: paymentcard@uta.edu

| **ProCard Orientation** | • Conducts ProCard Orientation classes for new cardholders.  
| | • Reviews cardholders ProCards to ensure that the guidelines of the procurement card program are followed. |
| **ProCard Maintenance** | • Process ProCard Applications  
| | • Add a Proxy  
| | • Delete a Proxy  
| | • Update the ChartField Values |
Policies are located at:
https://www.policy.uta.edu/

ProCard - Procedures Index BF-PGC-PR12

Business Affairs forms are located at:
https://resources.uta.edu/business-affairs/forms/index.php
More Information

UT Share Support & Help:

– ServiceNow
– 817-272-2155
– Online Chat

Training Resources:

– Knowledge Services Website:
  https://www.uta.edu/business-affairs/training/
  • Register for UTShare Classes
  • Join Business Affairs Listserv
  • View and/or Print UT Share Training Materials
    – Training Guides
    – Job Aid