



# Knowledge Services

OFFICE OF LEARNING AND COMMUNICATION

## ProCard Reconciliation

# Agenda



ProCard Overview

Required Recordkeeping

Reconciling ProCard  
Statements

Demonstration

Recap



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## ProCard Overview

# Overview

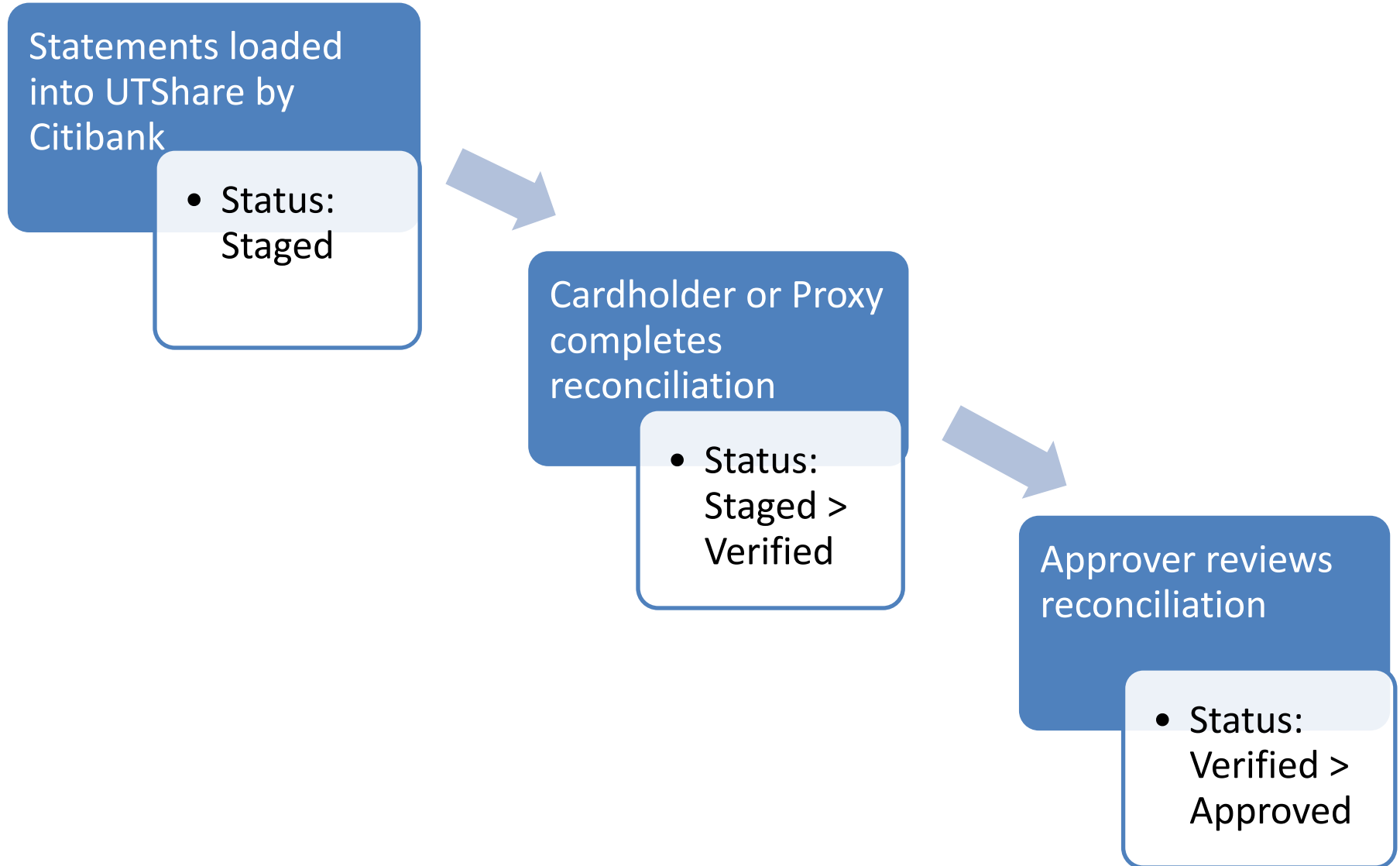


**The ProCard is a MasterCard issued by Citibank.**

- **Reconciling Citibank Statement to recorded purchases**
- **Billing Cycle (4<sup>th</sup> thru 3<sup>rd</sup>)**
- **Notifications for Reconciliation**



# UTShare Process





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## **Record Keeping**

# Support Documentation

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.

# Transaction Log

## Purchasing Card Transaction Log

### Cardholder Information

Name Jane Doe Department Office of Disbursements Last 6 Digits of Card Number 12-3456

### Transaction Information

Billing Cycle Dates From 01/04/23 to 02/03/23

► **Warrant Hold check** is required only if purchase is over \$500 and the vendor is located in Texas.  
If not, check "N/A." If checked and the supplier is not on hold, check "Yes."  
This must be done no earlier than 7 days prior to purchase.

Date	Vendor Name	Purchase Description	Support Attached	Controlled Asset	Warrant Hold	Comments (if applicable)	Cost Center or Project #	Account #	Purchase Amount
1/7/23	Home Depot	Nails	Yes	No	N/A	Nails for facility repair	312345	63204	\$ 10.00
1/15/23	NACUBO	Annual Membership	Yes	No	N/A	Annual membership to professional association	312345	67101	\$ 1,346.00
2/2/23	Austin Ribbon	Projector	Yes	No	N/A	Projector for conf. room. See BAET	312345	63163	\$ 1,500.00

## Purchasing Card Transaction Log

- 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/>



# Carry Over Log



Procurement

## Purchasing Card Carry Over Transaction Log Example

Form 4-4  
05/06/2015  
Page 1 of 1

Cardholder Name: Jane Doe

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

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

Items not on Log	Amount
Amazon (cleared bank this month)	\$25.00

Amount	Items Not on Current Billing Cycle
\$1500.00	projector

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

**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/](http://www.uta.edu/policy/)

Cardholder Signature: \_\_\_\_\_

Reconciler Signature: (If applicable) \_\_\_\_\_

Reviewer Signature: (Supervisor/Manager) \_\_\_\_\_



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## **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

# Approving Procedures (1)

The approver reviews transaction lines, attachments, and accounting information.

Reconcile Statement

Procurement Card Transactions

Empl ID 1000123456 Name Sam Maverick

Run Budget Validation on Save

**Bank Statement** Personalize | Find | View All | First 1-4 of 4 Last

Transaction	Billing	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	*****0526	10/02/2020	CISCO SYSTEMS INC	Verified	1,896.00	USD		Valid	Valid
2	<input type="checkbox"/>	*****0526	10/02/2020	MBM FINANCIAL INTEREST	Verified	77.26	USD		Valid	Valid
3	<input type="checkbox"/>	*****7846	10/02/2020	AMZN MKTP US MK3GP7ED1	Verified	31.90	USD		Valid	Valid
4	<input type="checkbox"/>	*****7846	10/01/2020	QUENCH USA, INC.	Verified	375.00	USD		Valid	Valid

Select All  Clear All

Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

**Annotations:** 1: \*Status dropdown menu; 2: Comment icon; 3: Attachment icon.

# Approving Procedures (2)

If everything looks good, approve and save!

Reconcile Statement

Procurement Card Transactions

Empl ID 1000123456 Name Sam Maverick

Run Budget Validation on Save

**Bank Statement** Personalize | Find | View All | First 1-4 of 4 Last

Transaction Billing

	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status	Chartfield Status	
1	<input checked="" type="checkbox"/>	*****0526	10/02/2020	CISCO SYSTEMS INC	Verified Approved Verified	1,896.00	USD			Valid	Valid
2	<input type="checkbox"/>	*****0526	10/02/2020	MBM FINANCIAL INTEREST	Verified	77.26	USD			Valid	Valid
3	<input type="checkbox"/>	*****7846	10/02/2020	AMZN MKTP US MK3GP7ED1	Verified	31.90	USD			Valid	Valid
4	<input type="checkbox"/>	*****7846	10/01/2020	QUENCH USA, INC.	Verified	375.00	USD			Valid	Valid

Select All  Clear All

Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

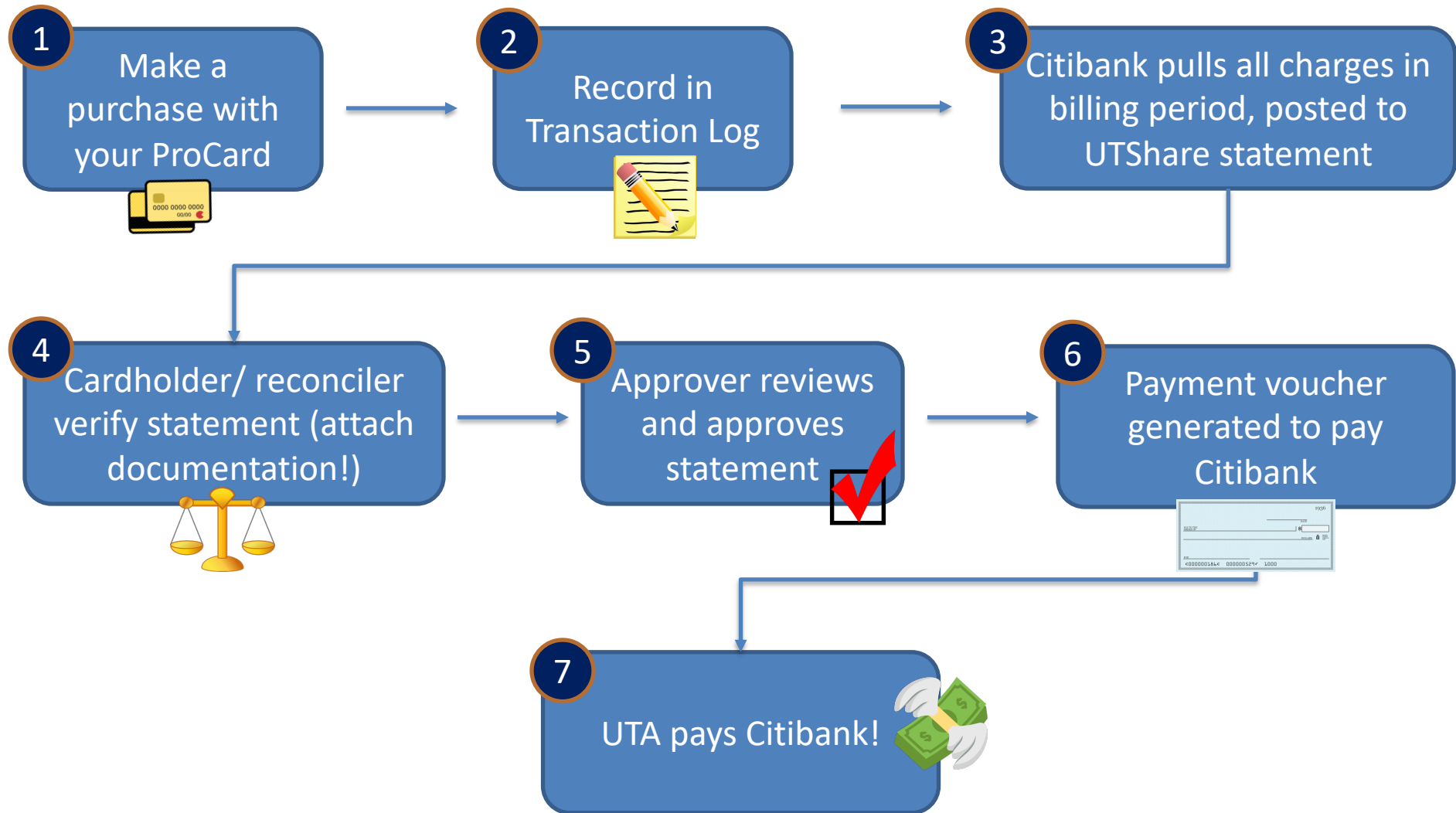


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## **ProCard Reconciliation Recap**




# ProCard Process Map



# Reconciliation Summary

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

<b>Match</b>	<b>Don't Match</b>
<ul style="list-style-type: none"><li>Indicate in the Support Attached field of the Transaction Log that each transaction agrees to the ProCard statement.</li></ul> 	<ul style="list-style-type: none"><li>Promptly investigate any differences between the Transaction Log and the statement.</li><li>If differences are found, record the action taken to correct the discrepancy in the Comments column of Transaction log.</li><li>Update the ProCard Carry Over Transaction Log to track any disputed or erroneous charges.</li></ul>

# 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

Report /Query Name	Description
UTZ_GL_GL_ACCOUNT	Listing of all GL Accounts
UTA_AP_PROCARD_TRANS_DTL_RECON	The ProCard Transaction Register provides information such as accounting, voucher, and transaction details.

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](mailto:paulfa@uta.edu)

Alternate Email: [paymentcard@uta.edu](mailto: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 & Procedures

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