ProCard Reconciliation
Training Topics

- ProCard Overview
- Recordkeeping
- Roles and Responsibilities
- Reconciliation Process
- ProCard Reconciliation Review
Learning Objectives

AFTER THIS CLASS YOU WILL BE ABLE TO:

- Identify necessary and accurate support documentation.
- Compare the roles and responsibilities of individuals involved in the ProCard reconciliation process.
- Reconcile Citibank statements to recorded purchases by the stated deadline.
ProCard Overview
ProCard Overview

The ProCard is a MasterCard issued by Citibank.

- Reconciling Citibank Statement to recorded purchases
- Billing Cycle (4th thru 3rd)
- Notifications for Reconciliation
**ProCard Overview: UTShare Process**

1. **Statements loaded into UTShare by Citibank**
   - **Status:** Staged

2. **Cardholder or Proxy completes reconciliation**
   - **Status:** Staged > Verified

3. **Approver reviews reconciliation**
   - **Status:** Verified > Approved
Recordkeeping
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.
To reconcile transactions, one of the following “Certification Forms” will be utilized:

- **DF-BF-PGC-F6 Purchasing Card Transaction Log**; or

- **BF-PGC-F-07 ProCard Attestation Form**

Cardholder, Reconciler, and Final Approver must sign the Certification Form, which confirms that the purchases are:

1. True, correct, and were incurred by the cardholder for University business.
2. Not unallowable charges
3. The charges were not for personal use.

**Note:** All signers certify they understand that improper use of the ProCard is subject to the corrective actions found in **UTA ProCard Findings and Actions**.
Purchasing Transaction Log

- Tracks items purchased by the cardholder. Used to manage all activity associated with the use of the card.
- Updated as transactions occur.
- Separate log for each card and for each billing cycle.

The ProCard Transaction Log (Form BF-PGC-F6) is available at: https://resources.uta.edu/business-affairs/forms/
Attestation Form

- Reconciler downloads all monthly transactions from UTShare.
- Cardholder reviews transactions for accuracy.
- If all are accurate, sign and submit the Attestation form to the reconciler.

The ProCard Attestation (Form BF-PGC-F7) is available at: https://resources.uta.edu/business-affairs/forms/
Roles and Responsibilities
Roles and Responsibilities

The Cardholder:

- Maintains ProCard Transaction Log or signs the ProCard Attestation Form verifying all transactions are accurate.
- Provides Support documentation for each transaction.
- Notifies and disputes fraudulent charges with Citibank.
- Ensures sales tax is not charged for purchases of tangible goods made in Texas.

The Reconciler:

- Reviews each transaction line for accuracy.
- Provides adequate comments and descriptions for each transaction line.
- Assigns the appropriate General Ledger Account codes for each purchase.
- Ensures expenses are charged to the correct ChartField string.
- Notifies the Reviewer (Approver) when reconciliation process has been verified and awaiting approval.

Note: In some instances, the cardholder and reconciler can be the same person.
Approver Roles and Responsibilities

The Reviewer (Approver):

• Ensures the correct General Ledger Account codes and ChartField strings are applied to each transaction line.

• Verifies support documentation is available for each transaction.

• Ensures transactions are processed and approved by the deadline date provided by Procurement Services, sent by BATraining listserv message.

• Investigates and reports misuse of card to program administrator.
Reconciliation Process
Reconciler – Step for Reconciling

Note: GL Account codes typically start with a 6 (e.g., 6XXX).
Class Activity
- ProCard Distribution
- Reconcile ProCard Statement
Approver Process (1)

The approver reviews transaction lines, descriptions, attachments, and accounting information.
If everything looks good, approve and save!
ProCard Reconciliation Review
ProCard Process Map

Cardholder makes a purchase with ProCard

Record On Transaction Log (if utilizing)

Citibank posts transactions to UTShare

Reconciler reviews transaction in UTShare for Accuracy

Reconciler Notifies Approver

Approver Reviews and approves statement

Payment voucher generated to pay Citibank

UTA pays Citibank!
Reconciliation Summary

Begin the reconciliation process as soon as possible.

<table>
<thead>
<tr>
<th>No Discrepancies</th>
<th>Discrepancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sign the Transaction log or Attestation form.</td>
<td>• Promptly investigate any differences between the Transaction Log or what cardholder states was purchased.</td>
</tr>
<tr>
<td>• Cardholder</td>
<td>• Record the action taken to correct the discrepancy in the <strong>Comments</strong> within UTShare and</td>
</tr>
<tr>
<td>• Reconciler</td>
<td></td>
</tr>
<tr>
<td>• Approver</td>
<td></td>
</tr>
</tbody>
</table>

- Promptly investigate any differences between the Transaction Log or what cardholder states was purchased.
- Record the action taken to correct the discrepancy in the **Comments** within UTShare and
Don’t Forget To…

- Complete reconciliation by the monthly deadline
- Have the cardholder/reconciler and approver sign and date the Transaction Log or Attestation form
- Upload supporting documentation and signed Certification form 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, 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 UTShare. Your security role determines the results.
# Contacts

## ProCard Department

Phone: 2-2194  
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 |
Procedures Index
BF-PGC-PR12

• Purchasing Card (ProCard) Program

*Policies, Procedures, and Official University forms are located at: https://www.uta.edu/policy/procedure
More Information

UTShare Support & Help:

- ServiceNow
- 817-272-2155
- Online Chat

Training Resources:

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