UTA
Knowledge Services
OFFICE OF LEARNING AND COMMUNICATION

Procurement Card (ProCard)
Training Guide

Table of Contents

Overview

The Procurement Card (ProCard) is a MasterCard issued by Citibank. ProCards are issued to individuals on the University's behalf and are designed to simplify purchasing goods and services costing $4,000 or less. There is a default maximum limit of $10,000 per month per card.

Every ProCard has pre-defined ChartField values that it will charge purchases to. These can be updated when reconciling the ProCard statement in UTShare.

ProCard transactions are downloaded into UTShare and placed on a staging table once a month. The billing cycle for the charges will be the 4th through the 3rd of the following month (e.g., Feb 4th – Mar 3rd). When the files are loaded, the cardholder and/or proxy is notified via email from the BATraining Listserv. The email message will contain a deadline date for all approvals. Users can opt into BATraining Listserv messages from the [Knowledge Services Site](#).

The cardholder or proxy should reconcile the statements. Once the reconciliation process is complete, the status should be changed from "Staged" to "Verified" and the reconciler should notify the approver the statement is ready for final approval. There is no automatic workflow, so it is suggested that the reconciler emails the approving official.

The approving official will review the statements. If <u>correct</u>, the status should be changed from "Verified" to "Approved." If <u>incorrect</u>, leave the "Verified" status and notify the Reconciler (cardholder/proxy) about needed corrections. Once the Reconciler makes the suggested corrections, the approver will review the transaction again and change the status to "Approved" if satisfied.

Statements are pulled by Accounts Payable to generate a payment to Citibank. This process occurs 10 calendar days after the date the ProCard charges were loaded into the system. Once the statements are pulled, the status of the statements will change to "Closed." When the status changes to "Closed," the departments can no longer change the statements.

Record Keeping

Each transaction must have an itemized receipt for record-keeping. The support documentation should display the following:

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

Examples of receipts include, but are not limited to, the following:

- Web Receipt
- E-mail Acknowledgment/Confirmation
- Cash Register Tape
- Detailed Packing Slip

Copies of any forms or exceptions granted, such as the Business Affairs Exception Tracker or Technology Approval Program (TAP) form, must be included with the ProCard Transaction Log. See Useful Links at the end of this guide for links to these forms.

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 each billing cycle. The log should be signed and dated by the cardholder, reconciler, and the approving official.

UTA Procurement and Payment Services

7/2022 BF-PGC-F6
219 West Main Street, Box 19136, Arlington, TX 76019
T 817-272-2194   paymentcard@uta.edu

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

At the end of the billing period, transaction logs will be reconciled to the ProCard statements in UTShare.

Note: *If the transaction has yet to be posted, that transaction cannot be reconciled. Include this transaction on the Carry Over Log to keep a record of items that will show up on the following UTShare ProCard statement.*

Once reconciliation is complete, the cardholder, reconciler, and reviewer must sign and date before approval in UTShare. The ProCard Transaction Log (Form BF-PGC-F6) is available from the Business Affairs Forms Page.

Carry Over Log

The Purchasing Card Carry Over Transaction Log tracks items that straddle ProCard statement periods.

On the top, there is a table for "Items Not on Current Billing Cycle." These are items that were reported on the cardholder's Transaction Log, but were not reported by Citibank therefore will need to be "carried over" to the next reconciliation. On the bottom, there is a table for "Items Not on Purchasing Card Transaction Log." These items are reported by Citibank (in UTShare) but are not on the current Transaction Log.

In addition, the Carry Over Log is used to track the resolution of erroneous charges and other corrections. The most common is recouping state sales tax paid. As a state institution, UT Arlington purchases are exempt from state tax. However, if users do not bring the exemption form when purchasing, tax will be charged, and they will have to resolve it after the fact.

The log should be signed and dated by the cardholder, reconciler (if different), and the approving official. The Purchasing Card Carry Over Transaction Log (Form BF-PGC-F5) is available from the Business Affairs Forms page.

Roles

Cardholder

- Maintain the ProCard Transaction and Purchasing Card Carry Over Transaction Log.

- Provide Support documentation for each transaction.

Reconciler

- Review each transaction line for accuracy.

- Assign the appropriate General Ledger Account codes.

- Ensure expenses are charged to the correct ChartField string.

- Provide adequate comments and descriptions.

- Manage disputes and reconciles items.

Note: *In some instances, the cardholder and reconciler can be the same person.*

The ProCard process does not utilize "Workflow." Therefore, it is the responsibility of the Reconciler to notify the Reviewer (Approver) that a task awaits their attention.

Approver

The Reviewer (Approver) is responsible for reviewing items verified by the Reconciler.

- Ensure purchases are allowed and in compliance with the procurement card program.

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

- Ensure that support documentation is available for each transaction.

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

Reconciliation Checklist

1. Compare each transaction in UTShare to the Transaction Log to verify charges.

2. Promptly investigate any differences between the Transaction Log and the statement.

3. If discrepancies are found and the purchase was made by the cardholder, record the action taken to correct the discrepancy in the Comments column of the Transaction Log. If the purchase was fraudulent, record the action taken in the description column for the line item in UTShare. Then, complete the ProCard Carry Over Transaction Log accordingly to reflect the fraudulent charge.

4. For the next billing cycle, verify that the items listed on the prior ProCard Carry Over Transaction Log have been corrected.

5. The cardholder/proxy and the approving official must process the online statement in UTShare (Verify and Approve) by the deadline date provided in the email message from the BATraining Listserv.

6. The cardholder, reconciler (if different), and the approving official must sign and date the ProCard Transaction Log and the ProCard Carry Over Transaction Log.

7. The signed and dated logs and supporting documentation should be maintained in the department and attached with supporting documentation within UTShare.

Reconciliation Process

Accessing ProCard Reconcile Statement Screen

1. To reconcile the ProCard statement, navigate to the **Procurement Operations Homepage** and click the **Reconcile PCards** tile.
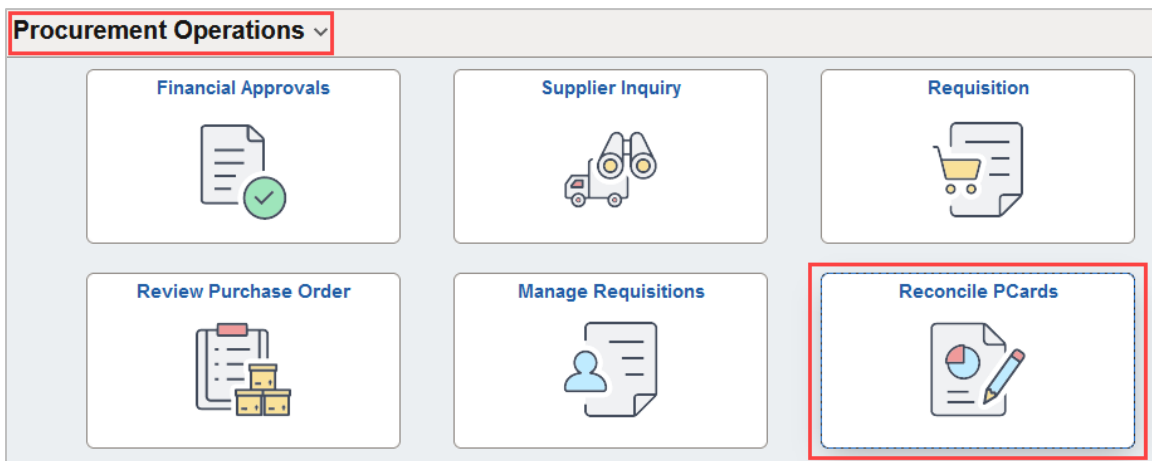
Alternatively, navigate to the Reconcile PCards using the NavBar: **NavBar > Menu > Financials > Purchasing > Procurement Cards > Reconcile > Reconcile PCard Statement**.

2. The **Reconcile Statement Search** page is displayed. This page provides several options for performing a search. To search for a specific cardholder, search by the Employee ID, Name, or the last 4-digits of the cardholder's Card Number.

A. When using the Employee ID or Name, use the **magnifying glass** by either field to access the Search Results Table. This displays a list of cardholder's names for which a user has proxy authority. To reconcile, select the Name or Empl ID of the cardholder.

B. When entering the Card Number, only the last 4-digits are needed.

C. If necessary, modify the transaction dates to capture the entire period to be reconciled.

D. Once the search criteria is entered, click the **Search** button to view the cardholder's Procurement Card Transactions.

3. The **Procurement Card Transactions** page is displayed. This page displays the cardholder's Empl ID, Name, the last 4 digits of the cardholder's bank card, and the ProCard charges for a specific billing cycle. The initial Status of each transaction is "Staged." This status indicates that the ProCard statement from the bank is loaded into the staging table and ready to be reconciled.

Reconciler – Steps for Reconciling

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

- 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.

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

1. Review each of the transaction lines for accuracy. Compare data in UTShare with what is recorded on the Transaction and Carry Over Logs. If the amounts match, move on.

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**). 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, it's likely that 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 **tab** 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). User may need to update GL account codes as needed.*

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 the **Attach** link (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.

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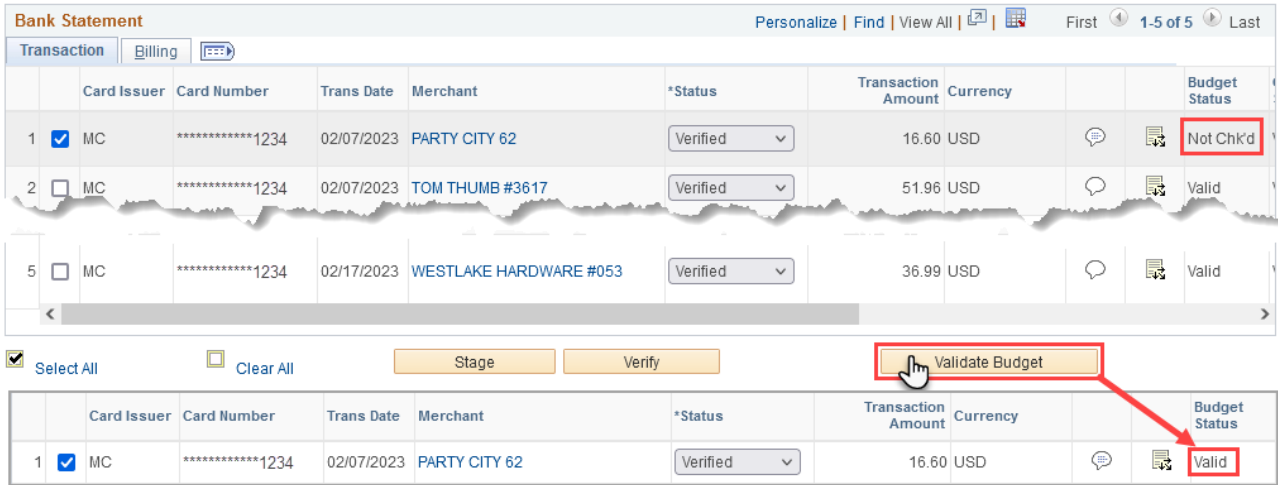
6. To show the transaction line as reconciled, click the **Status** drop-down menu and select "Verified" (A). Alternatively, users can mass update the status by clicking **Select All** (B) and **Verify** (C). Click the **Save** button to commit changes to the system (D).
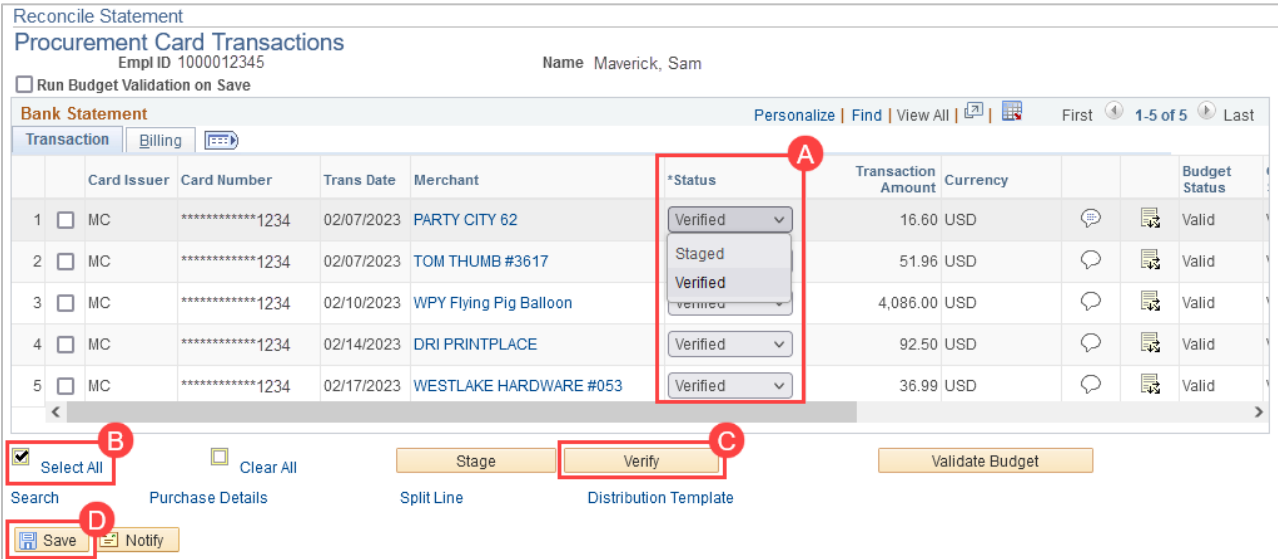

7. Once the reconciliation process is complete, the Reconciler should notify the "Reviewer" in the department to "Approve" the statement.

Dispute Transactions

If a transaction on the reconciliation log does not match receipts from the vendor, a dispute must be filed. See **Purchasing Card (ProCard) Program Procedure** (BF-PGC-PR2); Section VI for more information. Disputes must be tracked on the Transaction and Carryover Logs. Additionally, features within the UTShare ProCard staging table can be used to track disputes.

1. From the **Procurement Card Transactions** page, click the **Comments** icon ⟋ to enter remarks about the dispute. Be specific about the amount and what actions have been taken.
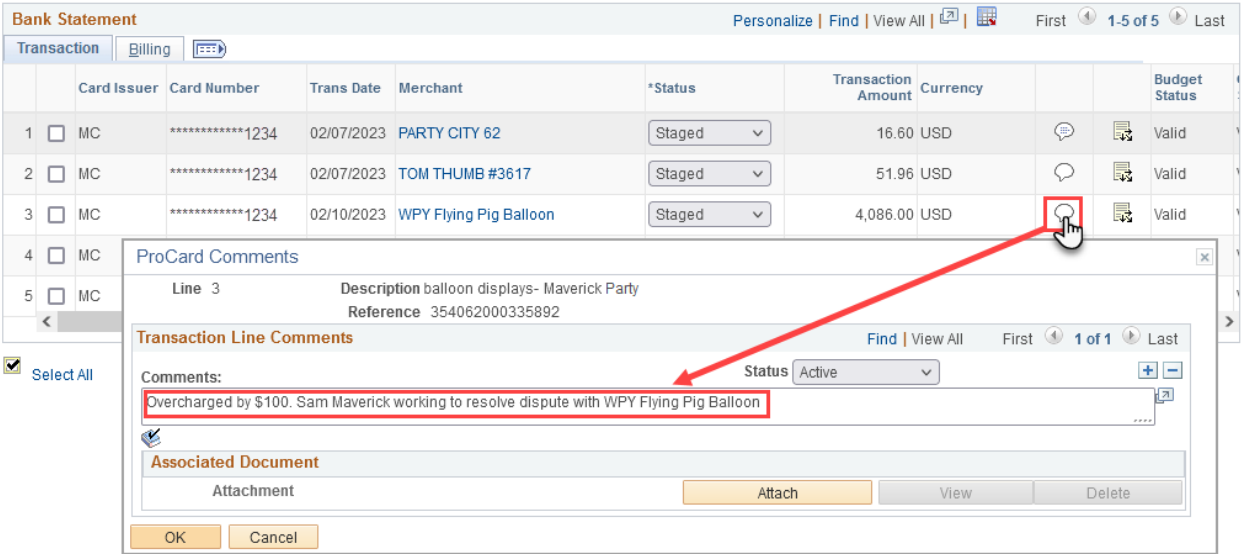
2. On the **Billing** tab in the **Description** field, specify the charge that will be disputed. In the **Dispute Amount**, enter the amount of the transaction that is in dispute.
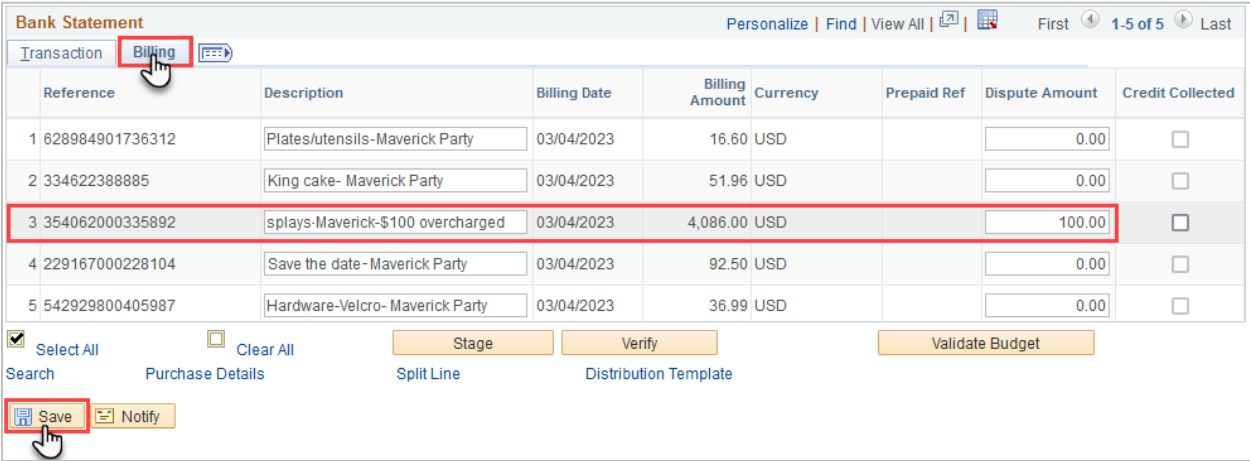
3. Click the **Save** button to commit changes to the system.

Approver – Steps for Approving

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

- Ensure each transaction was verified by the reconciler and is accurate.

- Ensure each line and description to ensure purchases follow policy.

- Review comments to ensure all supporting documents are attached and disputes are documented.

- Ensure all lines are in budget status "Valid" with appropriate chartfields.

- Update the status to Approved and save by the designated deadline.

The **Procurement Card Transactions** page is displayed. This page displays the cardholder's Empl ID, Name, the last 4 digits of the cardholder's bank card, and the ProCard charges for a specific billing cycle. The action buttons will now read **Verify** and **Approve** instead of Staged and Verify, as they appear on the reconciler screen. Otherwise, the pages are identical.


1. Check all lines with a status of "Verified." This status indicates that the cardholder or proxy has reconciled the statement and is awaiting approval.

2. Review each line item and click on the **Billing** tab to view the corresponding description (must know which line corresponds to which item). The Approver is responsible for ensuring purchased items verified by the Reconciler comply with the Procurement Card Program policy. Information entered in **Description** field will appear on ProCard Reports and Payment Vouchers making purchases easier to track within UTShare. The reconciler should have entered a meaningful description in the **Description** field, such as "Printer for Prof Maverick" (up to 30

characters). Alternatively, instead of pressing the **Billing** tab, users can click the **tabs** icon ⊞
to display all the transaction and billing information on one screen. After review, scroll back to
the left and press the **tabs** icon ⊞ to collapse the screen back to two tabs.

3. Review the **comment** bubbles. If there are lines in a Comment bubble, this indicates that an
    attachment and/or remarks are available to review for the transaction line. Click
    the **Comments** icon 💬 to view the remarks and ensure all **supporting documentation is
    attached to the first line** and any disputed transaction(s) has a comment detailing actions taken.
    After viewing this section, click the **OK** button to return to the **Procurement Card Transactions**
    page.

4. Ensure each line's Budget status is Valid and select the **Distribution** icon 📑 to access the
    Account Distribution page. This page allows users to view the budget information used for a
    specific transaction line but notice there is nowhere to enter changes. Here, ensure the correct
    (GL) **Account** is used and that the remaining ChartField values are assigned correctly. After
    viewing this section, click the **OK** button to return to the **Procurement Card Transactions** page.

ProCard Account Distribution									
Line 1			PO Qty	1.0000				UOM EA	
Billing Date 03/04/2023			Billing Amount	16.60 USD			Unit Price	16.60000	
SpeedChart			Transaction Unit Price	16.60000			Distribute By Amount		

Distributions — Personalize | Find | View All | 🔲 | 📊 First ◀ **1 of 1** ▶ Last

Chartfields | Details/Tax | Asset Information | Statuses | ⊞

Dist	Percent	Amount	Currency	GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit
1	100.0000	16.60	USD	UTARL	63001	4700	315202	470084	500		

OK   Cancel

Note: *Changes to ChartField values should only be made by the Reconciler. Leave lines with
incorrect ChartField values as "Verified" and notify the reconciler to correct them.*

5. To show the transaction line as reviewed, click the **Status** menu, and select the appropriate option (i.e., Approved). Users can also complete this by checking the lines of each row they want to approve, then clicking the **Approve** button.

6. Click the **Save** button to commit changes to the system.

Identifying Changes & Disputes Noted by Reconciler

1. If there is an active link (**Yes**) under the **Redistrib** column, a change has been made to the distribution lines, i.e., the account the transaction is charged to. Click the **Yes** link to view the date, time, and Employee ID of the person who modified the transaction line.

2. Select the **Billing** tab to view ProCard transaction descriptions. The **Description** field displays general information about the goods or services purchased. Information entered in this field will appear on SAHARA statements, ProCard Reports and Payment Vouchers.

3. If the Reconciler's records disagree with the billing amount, the discrepancy can be entered into the **Dispute Amount** field. The use of this field is optional. Departments are still required to maintain the ProCard Carry Over Transaction Log. The **Credit Collected** checkbox can be used to display the status of the disputed amount.

Queries

Navigation: **Navigator > Menu > Financials > Reporting Tools > Query > Query Viewer**

Name	Description
UTA_AP_PROCARD_TRANS_DTL_RECON	The ProCard Transaction Register provides information such as accounting, voucher, and transaction details.
UTZ_GL_GL_ACCOUNT	Listing of all GL Accounts
UTA_GM_AP_PROCARD_DIST_BY_ID	Accounting details for all ProCard transactions based on Employee ID

Useful Links

UTA Policies (Business & Finance > ProCard & Gasoline Card > Purchasing Card (ProCard) Program Procedure BF-PGC-PR12)	https://policy.uta.edu
Warrant Hold Status of a Vendor	https://fmcpa.cpa.state.tx.us/tpis/
Business Affairs Exception Tracker	https://mavsuta.sharepoint.com/sites/forms/baet
Business Affairs Forms	https://resources.uta.edu/business-affairs/forms/index.php
Technology Approval Process (TAP)	https://go.UTA.edu/tapreq
Payment Card Services	https://www.uta.edu/business-affairs/faculty-staff/payment-card-services
Creating a Citibank CitiManager account	https://resources.uta.edu/business-affairs/payment-card-services/files/CitiManager-job-aid.pdf