

Procurement Card (ProCard) Training Guide

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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 <u>Knowledge Services Site</u>.

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 <u>Useful Links</u> 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 Pr Purchasing Cardholder In	ocurement and Payr Card Transaction Lo formation	ment Services Og								219 West Main Stre T 817-272-2194 g	7/2022 BF-PGC-F6 et, Box 19136, Arlington, TX 76019 aymentcard@uta.edu
Name Jane Doe			Dep	artn	nent Office	of	Disbursement	S	Last 6	Digits of Card Number	2-3456
Transaction In Billing Cycle Dates	formation From 01/04/23	to_02/03/2	3				► <u>Wan</u> If not, o This me	ant Hold check is required only heck "N/A." If checked and the ist be done no earlier than 7 day	if purchase is ov supplier is not or ys prior to purch	er \$500 and the vendor is n hold, check "Yes." ase.	located in Texas.
Date	Date Vendor Purchase Name Description				Controlled Asset	rolled Warr set Hol		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	1/15/23 NACUBO Annual Membershi		Yes	•	No	•	N/A -	Annual membership to professional association	312345	67101	\$ 1,346.00
2/2/23	Austin Ribbon	Yes	·	No	•	N/A -	Projector for conf. room. See BAET	312345	63163	\$ 1,500.00	
have	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	hnor	· · · · ·	-1			L. ~	Lan	m		Land

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 <u>Carry Over Log</u> 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 <u>Business</u> <u>Affairs Forms Page</u>.

Last Revision: 3/18/2024

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.

UTA Procurement and Payment Purchasing Card Carry Over	t Services 219 West Main Stre 817-272-2194	BF-PGC-F5 et, Box 19136 Arlington, TX 76019 procurement@uta.edu
Cardholder Name	Last 4 of Ca	Ird
Items Not on Current Billing Cycle		
Billing Cycle Date from	to	
Items Not on Current Billing Cycle		Amount
	тот	AL 0.00
Items Not on Purchasing Card Trans	saction Log	
Billing Cycle Date from	to	
Items Not on Purchasing Card Transaction Log (<u> 3F-PGC-F6)</u>	Amount
	тот	AL 0.00
Approvals		
Cardholder Signature		Date
Reconciler Signature (if applicable)		Date
Reviewer Signature (Supervisor/Manager)		Date
		10/2023 Page 1 of 1

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 <u>Business</u> <u>Affairs Forms page</u>.

Last Revision: 3/18/2024

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.

- 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.

Reconcile Statement												
Pro	cur	ement Ca	ard Transacti	ons								
		Empl ID	1000012345		Name Maveri	ck, Sam						
Run Budget Validation on Save												
Bank Statement Personalize Find View All 💷 🔢 First 🕚 1-5 of 5 🕑 Last												
Transaction Billing												
		Card Issuer	Card Number	Trans Date	Merchant	*Status		Transaction Amount	Currency			Budget Status
1	✓	MC	***************1234	02/07/2023	PARTY CITY 62	Staged	~	16.60	USD	P	R	Valid
2		MC	***********1234	02/07/2023	TOM THUMB #3617	Staged		51.96	USD	\bigcirc		Valid
3		MC	**********1234	02/10/2023	WPY Flying Pig Balloon	Jageu		4,086.00	USD	\bigcirc		Valid
4		MC	**********1234	02/14/2023	DRI PRINTPLACE	Staged	~	92.50	USD	\Diamond		Valid
5		MC	***********1234	02/17/2023	WESTLAKE HARDWARE #053	Staged	~	36.99	USD	\Diamond		Valid

Reconciler – Steps for Reconciling

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

- 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 <u>Accessing ProCard Reconcile Statement Screen</u>). The default screen will display as below. To reconcile a Procard statement, do the following:

Rec	onci	le Statemer	nt							
Pro	DCUI Run Br	Empl ID Empl ID	ard Transacti 1000012345 on on Save	ons	Name Maveric	k, Sam				
Ba Tra	nk St ansac	taterant tion <u>B</u> illin	g (====)			Person	alize Find View All 🔄 🔜	First 🤇	1-5 of	5 🕑 Last
-		Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount Currency	0	2	Budget Status
1	~	MC	************1234	02/07/2023	PARTY CITY 62	Staged v	16.60 USD	(P)		Valid
2		MC	************1234	02/07/2023	TOM THUMB #3617	Staged v	51.96 USD	Q	R	Valid
3		MC	************1234	02/10/2023	WPY Flying Pig Balloon	Staged v	4,086.00 USD	Q	R.	Valid
4		MC	************1234	02/14/2023	DRI PRINTPLACE	Staged v	92.50 USD	Q	R	Valid
5		МС	************1234	02/17/2023	WESTLAKE HARDWARE #053	Staged v	36.99 USD	Q		Valid
	<						•			>
	Select	t All	Clear All		Stage Veri	fy	Validate Budget			
Sear	ch	Pur	chase Details	\$	Split Line Distributi	on Template				
	Save	🖹 Notify]							

- 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.

ProCar	d Account Dis	stribution								×
										Help
	Line	1			PO Q	ty	1.0000		UC	DM EA
	Billing Date	03/04/2023			Billing Amount		16.60 USD	Uni	it Price 1	6.60000
	SpeedChart		Q	Trai	saction Unit Price	e 16	.60000	*Distrib	ute By Amount	~
Distribut	tions					Personali	ze Find View	AII 🖾 🔣	First 🕙 1 of 1	🕑 Last
Chartfiel	lds <u>D</u> etails/	ax <u>A</u> sset Ir	nformation <u>S</u> ta	atuses 💷						
Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Cost Center	Function	Program
1	100.0000	16.60	USD	UTARL Q	63001	4700 🔍	654321	123456	500 Q	
<										>
ОК	Cancel									

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.

B	ink St	tatement		ma	man	Persor	alize Find View A		First 🕚	1-5 of	5 DLast
Т	ansad	tion <u>B</u> illin	g 💷								
		Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status
		MC	***************1234	02/07/2023	PARTY CITY 62	Verified v	16.60	USD	ø		Valid
:	2	MC	*************1234	02/07/2023	TOM THUMB #3617	Verified v	51.96	USD	\bigcirc		Valid
:	3	MC	**************1234	02/10/2023	WPY Flying Pig Balloon	Verified v	4,086.00	USD	\bigcirc	,	Valid
		MC	**************1234	02/14/2023	DRI PRINTPLACE	Verified v	92.50	USD	\bigcirc		Valid
	5	MC	*************1234	02/17/2023	WESTLAKE HARDWARE #053	Verified 🗸	36.99	USD	\bigcirc		Valid
	<										>
⊠ Sea	Select All Clear All Stage Verify Validate Budget Search Purchase Details Split Line Distribution Template										
H	Save	🖹 Notify]			\cup					

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

Pro	Card Dist	rib Template:	ŝ								
SpeedChart											
Distributions											
Seq	Pct	*GL Unit	*Account	Fund <							
	1 100.000	UTARL	۹ 🗆] q [
	ок	Cancel									

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.

Ba	nk Statem	ent				Per	sonalize Fin	d View All 💷	💽 🛛 First 🕚	1-5 of 5 🛞 Last
I	ansaction	Billing)							
	Reference			Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	62898490	1736312		Plates/utensils-Maverick Party	03/04/2023	16.60	USD		0.00	
2	334622388	3885		King cake- Maverick Party	03/04/2023	51.96	USD		0.00	
3	3 354062000335892			balloon displays-Maverick Party	03/04/2023	4,086.00	USD		0.00	
4	22916700	0228104		Save the date-Maverick Party	03/04/2023	92.50	USD		0.00	
5	542929800	0405987		Hardware-Velcro-Maverick Party	03/04/2023	36.99	USD		0.00	
Sea	Select All Clear All Stage Verify Validate Budget Irch Purchase Details Split Line Distribution Template Save The Notify									

Alternatively, click the **Tabs** icon is 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 is to collapse the screen back to two tabs.

4. Add comments and supporting documentation. Click the **Comments** icon O 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.

Line 1	Description Reference	Plates/utensils-Maverick Party 628984901736312			
ansaction Line Co	mments			Find View All	First 🕚 1 of 1 🕑 Las
omments:			Status Active	~	+ -
Associated Docum	ient	File Attachment Browse No file selected.	.:		<i>li</i> .
	t		Attach	View	Delete

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.

Ba	nk S	tatement				Persona	alize Find View All 🖾 🔢	First 🍕	1-5 of	5 🕑 Last
Tr	ansa	ction <u>B</u> illin	g 💷 🗈							
		Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount Currency			Budget Status
1	~	MC	***********1234	02/07/2023	PARTY CITY 62	Verified v	16.60 USD	Þ	Ŗ	Not Chk'd
2	9	мс	*************1234	02/07/2023	TOM THUMB #3617	Verified 🗸	51.96 USD	9	R	Valid
	r -									
5		MC	************1234	02/17/2023	WESTLAKE HARDWARE #053	Verified v	36.99 USD	0	Ŕ	Valid
	<									>
	Selec	t All	Clear All		Stage Verify		Validate Budget			
		Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount Currency			Budget Status
	1 🔽	MC	**************1234	02/07/2023	PARTY CITY 62	Verified v	16.60 USD	P		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).

Re	conci	ile Statemer	nt								
Pr	ocui	rement Ca Empl ID	ard Transacti 1000012345	ons	Name Maverio	k, Sam					
	Run B	udget Validati	on on Save								
Ba	nk St	tatement					Persona	alize Find View All 💷 🔜	First 🕚	1-5 0	15 🕑 Last
Tr	ansad	ction Billin	g 💷								
		Card Issuer	Card Number	Trans Date	Merchant	*Status		Transaction Amount Currency			Budget Status
1		MC	***************1234	02/07/2023	PARTY CITY 62	Verified	~	16.60 USD	Þ	R	Valid
2		MC	***************1234	02/07/2023	TOM THUMB #3617	Staged		51.96 USD	\bigcirc	R	Valid
3		MC	**************1234	02/10/2023	WPY Flying Pig Balloon	vermed		4,086.00 USD	\Diamond	R	Valid
4		MC	**********1234	02/14/2023	DRI PRINTPLACE	Verified	~	92.50 USD	\Diamond		Valid
5		MC	**************1234	02/17/2023	WESTLAKE HARDWARE #053	Verified	~	36.99 USD	\bigcirc		Valid
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	Selec	t All	Clear All		Stage Ver	ify		Validate Budget			
Sea	ch Save		chase Details	\$	Split Line Distribut	ion Template					
	Save	= Nouly									

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** (<u>BF-PGC-PR2</u>); 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 \bigcirc to enter remarks about the dispute. Be specific about the amount and what actions have been taken.

Bar	ık S	tatem	ent					Persor	nalize Find Viev	w All 🖾 🔣	First 🔇	1-5 of	5 🕑 Last
Tra	nsa	ction	<u>B</u> illin	g 💷									
		Card	Issuer	Card Number	Trans Date	Merchant	*Status		Transactio Amou	nt Currency			Budget Status
1		MC		*************1234	02/07/2023	PARTY CITY 62	Stage	d v	16.	60 USD	ø	R	Valid
2		MC		*************1234	02/07/2023	TOM THUMB #3617	Stage	d v	51.	96 USD	\Diamond	R	Valid
3		MC	MC **********1234 02/10/2023 WPY Flying Pig Balloon		Stage	d v	4,086.	00 USD	<u>S</u>	R	Valid		
4		MC	ProCard Comments									×	
5		MC		Line 3	Descrip Refere	ntion balloon displays- Maveri Ince 354062000335892	ck Party						
	`		Tra	nsaction Line Co	mments				Find	View All	First 🕙 1 c	of 1 🕑	Last
3 5	Selec	t All	Cor	mments:			-	Statu	s Active	~		E	E —
			Ov	ercharged by \$100.	Sam Maverick	working to resolve dispute wi	th WPY Flying P	ig Balloon					2
			Associated Document										
	Attachment				Attach			View Delete					
				OK Capes	1								

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.

Bank Statement Personalize Find View All 🔄 🔣 First 🕚 1-5 of 5 🕑 Last										
I	Iransaction Billing IIII									
	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			
3	2 334622388885	King cake- Maverick Party	03/04/2023	51.96	USD		0.00			
	3 354062000335892	splays-Maverick-\$100 overcharged	03/04/2023	4,086.00	USD		100.00			
	4 229167000228104	Save the date-Maverick Party	03/04/2023	92.50	USD		0.00			
-	5 542929800405987	Hardware-Velcro-Maverick Party	03/04/2023	36.99	USD		0.00			
	Select All	ar All Stage	Ver	rify		Validat	e Budget			
Sea	arch Purchase Detail:	s Split Line	Distribu	tion Template						
G	R Save E Notify									

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 <u>Accessing ProCard</u> <u>Reconcile Statement Screen</u>).

- 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.

Re	Reconcile Statement													
Pr	Procurement Card Transactions Empl ID 1000012345 Name Maverick, Sam													
	Run E	udget Validati	on on Save											
Ba	ank S	tater ont						Personalize	Find View /	AH 🖾 🔣	First 🤇	1-5 of	5 🕑 La	st
T														
		Card Issuer	Card Number	Trans Date	Merchant		*Status		Transaction Amount	Currency	3	4	Budget Status	
	1 🔽	MC	***********1234	02/07/2023	PARTY CITY 62		Verified	~	16.60	USD	\bigcirc	R	Valid	1
4	2	MC	***********1234	02/07/2023	TOM THUMB #361	TOM THUMB #3617		~	51.96	USD	Q	R	Valid	1
3	3	MC	************1234	02/10/2023	WPY Flying Pig Bal	loon	Verified	~	4,086.00	USD	Q		Valid	1
4	4	MC	***********1234	02/14/2023	DRI PRINTPLACE		Verified	~	92.50	USD	\bigcirc	R	Valid	1
Ę	5 🗆	MC	*************1234	02/17/2023	WESTLAKE HARD	WESTLAKE HARDWARE #053		~	36.99	USD	\bigcirc		Valid	1
	<													>
Select All		Verify		Approve		Validate Budge	et							
Sea	Search Purchase Details Split Line Distribution Templa					Template								
G	Save E Notify													

- 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.

ProCar	ProCard Account Distribution											
Line 1					PO Qty			0000		UOM EA		
Billing Date 03/04/2023				Billing Amount		16.60 USD		Unit Price		16.60000		
SpeedChart					Transaction Un	saction Unit Price 16.60000 Distribute By			ribute By Amoun	t		
Distributions Personalize Find View All 🖾 🔣 First 🕚 1 of 1 🔅								1 🕑 Last				
Chartfie	elds <u>D</u> etails/	Tax <u>A</u> sset	Information St	atuses								
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			
<	< >>											
ОК	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.

Re	Reconcile Statement												
Pr	Procurement Card Transactions Empl ID 1000012345 Name Maverick, Sam												
	Run B	udget Validati	on on Save										
Ba	Bank Statement Personalize Find View All 🖾 👪 First 🕚 1-5 of 5 🕑 Last												
Tr	ansad	ction <u>B</u> illin	g 💷										
		Card Issuer	Card Number	Trans Date	Merchant		*Status	Trar	saction Amount	Currency			Budget Status
1	1 🔽	MC	**********1234	02/07/2023	PARTY CITY 62		Verified	\sim	16.60	USD	\bigcirc		Valid V
2	2	MC	**********1234	02/07/2023	TOM THUMB #3617		Approved		51.96	USD	\Diamond	R	Valid V
3	3	MC	**********1234	02/10/2023	WPY Flying Pig Ballo	on	vermen		4,086.00	USD	0	R	Valid
4	4	MC	***********1234	02/14/2023	DRI PRINTPLACE		Verified	~	92.50	USD	\bigcirc	R	Valid Y
5	5 🗆	MC	*************1234	02/17/2023	WESTLAKE HARDW	ARE #053	Verified	~	36.99	USD	\Diamond		Valid
	<												>
Select All Clear All Verify Approve Validate Budget													
Sea	earch 6 Purchase Details Split Line Distribution Template												

- 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.

Ba	Bank Statement Personalize Find View All 💷 👪 First 🕚 1-5 of 5 🕑 Last											
Tra	ansad	ction <u>B</u> illin	g 💷									
		Trans Date	Merchant		*Status	Transaction Amount	Currency			Budget Status	Chartfield Status	Redistrib
1	6	02/07/2023	PARTY CITY 62		Verified ~	16.60	USD	Ð	R	Valid	Valid	Yes
2	2 6 02/07/2023 TOM THUMB #3617 ProCard Change History Val								Valid	Yes		
3 6 02/10/2023 WPY Flying Pig Balloor Help							Valid	Yes				
4	6	02/14/2023	DRI PRINTPLACE	Line	1	Decempting Find	ual 💷 🔐	inst (4)	4 2 - 5 2	0	Valid	Yes
5	6	02/17/2023	WESTLAKE HARDWAR	Redistribu	tion History	Personalize Find		-irst 🐨	1-3 01 3	Last	Valid	Yes
	<			Last Ch	ange Date		User Modify)
•	Select All				1 03/10/2023 4:05:17PM			6001234567			dget	
Search Purchase Details Return Save È Notify												

- 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.

Bank Statement Personalize Find View All 🖾 👪 First 🕚 1-5 of 5 🕑 Last									
Iransaction 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			
2 334622388885	King cake- Maverick Party	03/04/2023	51.96	USD		0.00			
3 354062000335892	balloon displays-Maverick Party	03/04/2023	4,086.00	USD		100.00	<u>F</u>		
4 229167000228104	Save the date-Maverick Party	03/04/2023	92.50	USD		0.00	0		
5 542929800405987	Hardware-Velcro-Maverick Party	03/04/2023	36.99	USD		0.00			
Select All	Verify		Approve	Valida	ate Budget				
earch Purchase Details Split Line Distribution Template									

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	<u>https://mavsuta.sharepoint.com/si</u> <u>tes/forms/baet</u>
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