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 uploaded 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 automated workflow, so it is suggested that the Reconciler emails the approving official.

The approving official will review the statements. If correct, the status should be changed from “Verified” to “Approved.” If incorrect, 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 transactions again and change the status to “Approved” if satisfied.

Statements are pulled by Accounts Payable to generate a payment to Citibank. This process occurs ten 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 except to upload or change attachments.

**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 support documentation. See Useful Links at the end of this guide for links to these forms.

**Certification Forms**

The Cardholder and/or Proxy will have two methods to choose from to reconcile ProCard transactions. The method will be determined by the following forms, now referred to as the “Certification Form”:

- Purchasing Card Transaction Log (**BF-PGS-F6**)
- ProCard Attestation Form (**BF-PGC-F7**)

To complete the reconciliation process, the Cardholder, Reconciler, and Final Approver must sign the chosen Certification Form, which confirms that all purchases are (1) true, correct, and were incurred by the Cardholder for University business, (2) not unallowable charges, and (3) the charges were not for personal use.

- All signers certify they understand that improper use of the ProCard is subject to the corrective actions found in UTA ProCard Findings and Actions.
- Additional disciplinary action may include termination of employment.

**The Purchasing Card Transaction Log**

The ProCard Transaction Log is used to track all items purchased by the Cardholder within a given billing period. This form is used to manage all activity associated with the use of the card and 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 Reviewer, which is the Approving Official, then uploaded with the ProCard Support Documentation.
At the end of the billing period, transaction logs will be reconciled to the ProCard statements in UTShare. The ProCard Transaction Log (Form BF-PGC-F6) is available from the Business Affairs Forms Page.

Note: If the transaction has yet to be posted in UTShare, that transaction cannot be reconciled.

The Attestation Form

The Attestation Form can be used in lieu of the ProCard Transaction Log. Reconcilers will download the statement of all transactions for the given billing period from the UTShare Reconcile Statement Page. Then, the Reconciler, or if different the Cardholder will review each transaction for accuracy.

Once the transactions are reviewed, the Attestation Form should be signed and dated by the Cardholder, Reconciler, and the Reviewer which is the Approving Official. Then, the Form and the downloaded, verified statement will be included in the ProCard support documentation attachment in UTShare.

The ProCard Attestation (Form BF-PGC-F7) is available from the Business Affairs Forms Page.

Note: If the transaction has yet to be posted in UTShare, that transaction cannot be reconciled.
Roles

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.

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.

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.

- 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 Checklist

1. Ensure all purchases are allowed and in compliance with University Policy and the Procurement Card Procedure.

2. Compare each transaction in UTShare to the Transaction Log to verify charges or review the downloaded transactions from UTShare and sign the ProCard Attestation form verifying all transactions are accurate.

3. If discrepancies are found, promptly investigate.
   a. If the Cardholder made the purchase, record the action taken to correct the discrepancy in the Comments column of the Transaction Log and/or within the comments section if the PCard Reconciliation module.
   b. If the purchase was fraudulent, record the action taken in the description column for the line item in UTShare.

4. 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.

5. The Cardholder, Reconciler (if different), and the approving official must sign and date the ProCard Transaction Log or the ProCard Attestation Form.

6. The signed and dated log/form and all other supporting documentation should be maintained in the department and uploaded as one pdf attachment to the first transaction line within the Reconcile PCard Module in UTShare.

Reconciliation Process

Accessing the 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. The Transaction Date will default to the previous 90 days. 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. For Approvers, the status will be “Verified.” This status indicates that the ProCard statement has been reconciled and awaiting final review and approval.
Reconciler – Steps for Reconciling

Seven tasks must be completed once the Reconcile Statement is accessed.

- 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.
   
   A. If using the Purchasing Card Transaction Log, compare data in UTShare with what is recorded on the Log. If the amounts match, move on.
   
   B. If using the ProCard Attestation Form, download the transactions for the given billing period from the Reconcile PCard Page and have Cardholder verify transactions then sign the ProCard Attestation Form.
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). In general, only GL Account codes that begin with a 6 (Non-Payroll Expense) should be used for ProCard Transactions. If a capital asset is purchased with a ProCard, a GL Account that begins with an 8 can be used. 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). It is important for the user to update the GL account codes to categorize each line accurately.*
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.

![ProCard Billing Tab](image1)

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 and follow the prompts to attach the receipts and forms. Click **OK** to save the attachment and return to the Procurement Card Transactions page.

![ProCard Comment Section](image2)

**Note:** Support documentation includes certification form, itemized receipts, proof of warrant hold or Specially Designated Nationals (SDN) list search, and all other forms completed for purchases.
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-PR-12]; 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.

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

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<th>Name</th>
<th>Description</th>
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<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>
<tr>
<td>UTZ_GL_GL_ACCOUNT</td>
<td>Listing of all GL Accounts</td>
</tr>
<tr>
<td>UTA_GM_AP_PROCARD_DIST_BY_ID</td>
<td>Accounting details for all ProCard transactions based on Employee ID</td>
</tr>
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Useful Links

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Affairs Exception Tracker</td>
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<td><a href="https://fmcpa.cpa.state.tx.us/tpis/">https://fmcpa.cpa.state.tx.us/tpis/</a></td>
</tr>
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