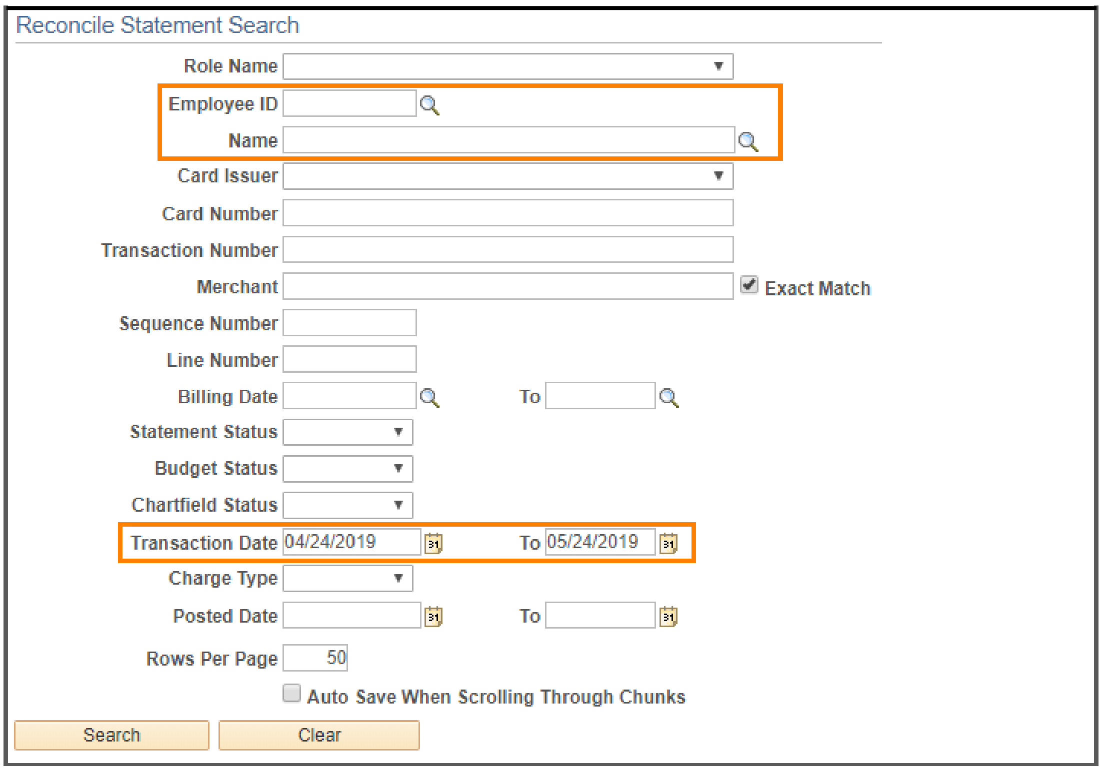
ProCard Approval

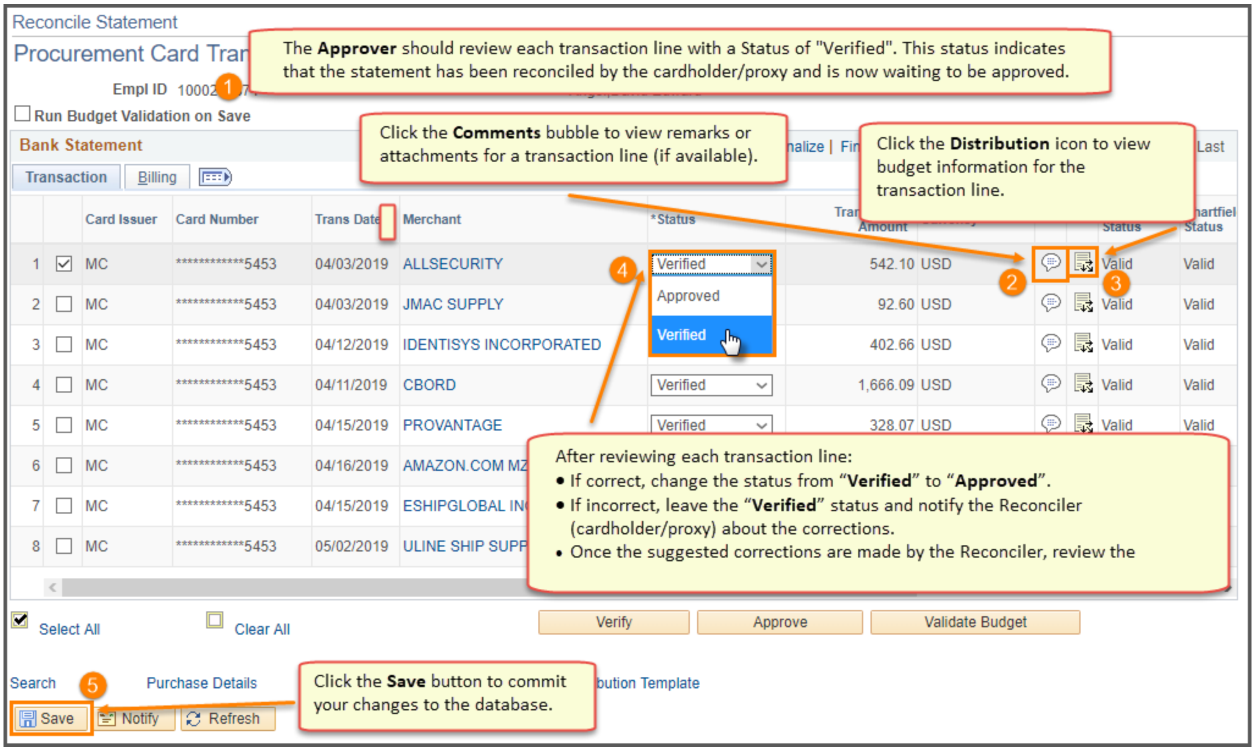
1. To approve the ProCard statement begin by navigating to: **Navigator > Financials > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**
2. The Reconcile Statement Search page is displayed. This page provides several options for performing a search. To search for a specific cardholder, you may search by the Employee ID, Name, or by the last 4-digits of the cardholders Card Number.
    a. The Search Results table displays a list of cardholder's names for which you have approval authority. Select the Name or Empl ID of the cardholder's statement you want to approve.
    b. If necessary, modify the transaction dates to capture the whole period to be reconciled.
    c. Click the Search button to view the cardholders Procurement Card Transactions



3. The Procurement Card Transactions page is displayed. This page displays the cardholders Empl ID, Name, the last 4-digits of the cardholders bank card and the ProCard charges for a specific billing cycle. The Approver should review transaction lines with a Status of "Verified". This status indicates that the statement has been reconciled by the cardholder or proxy and is now waiting to be approved. The Approver is responsible for reviewing items verified by the Reconciler by confirming:
    a. The purchase is in compliance with the procurement card program and the supporting documentation is available.
    b. The correct Account code is used.

c. The correct ChartField values are assigned.

Click the **Show all columns** icon to display all the billing information on one page



4. Starting with the first transaction line:
   a. If there are lines in the Comments bubble, this indicates that remarks and/or attachments are available to review for the transaction line. Click the **Comments** icon to view the remarks. After viewing this section, click the **OK** button to return to the **Procurement Card Transactions** page.
   b. The **Distribution** icon is used to access the **Account Distribution** page. This page allows you to view the budget information used for a specific transaction line. **Note:** Changes to ChartField Values can only be made by the Reconciler. After viewing this section, click the **OK** button to return to the **Procurement Card Transactions** page.
   c. The active link (Yes) under the **Redistrib** column will allow you to view the date, time and the empl ID of the person who modified the transaction line.
   d. The **Description** field displays general information about the goods or services purchased. Information entered in this field will appear on ProCard Reports and Payment Vouchers.
   e. 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 displays the status of the disputed amount.

f. To show the transaction line as reviewed, click the **Status** menu and select the appropriate option (i.e. Approved).
g. Repeat steps 4a - 4f until all transaction lines are reviewed and the status has been updated accordingly.

5. Click the **Save** button to commit your changes to the system.