Job Aid

The purpose of this job aid is to explain how a ProCard Approver can access, review, and approve a ProCard statement in UTShare as well as what to do when disputes are identified.

Approver Process

1. To approve the ProCard statement begin by navigating to: **NavBar > Menu> 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 cardholder’s bank card and the ProCard charges for a specific billing cycle.
4. Starting with the first transaction line:
   a. Check all 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 the purchase is in compliance with the procurement card program and the supporting documentation is available and matches the transaction lines.
   b. Next, you can review the description on each ProCard line. Information entered in this section will appear on ProCard Reports and Payment Vouchers making purchases easier to track within UTShare. Click the Billing tab to see the Description (you will have to know which line corresponds to which item). The reconciler should have entered a description in the Description field. “At a minimum, the description should include the name of the Vendor and the Cardholder (e.g. Target-Flowers-Sam-Maverick).”
   c. 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. Ensure there is supporting documentation attached for each line. After viewing this section, click the OK button to return to the Procurement Card Transactions page.
   d. 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, but you will 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 can only be made by the Reconciler. Leave lines with incorrect ChartField values as “Verified” and notify the reconciler to correct.
e. To show the transaction line as reviewed, click the **Status** menu and select the appropriate option (i.e. Approved). You can also complete this by using the **Approve** button, having checked the lines of each row you want to approve.

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

### Identifying Changes & Disputes Noted by Reconciler

1. If there is an active link (Yes) under the **Redistrib** column, this means a change has been made to the distribution lines, i.e. account the transaction is charged to. Click the link to view the date, time and the 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 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.