Procurement Card (ProCard)
Training Guide
Table of Contents

Overview ......................................................................................................................................................... 1

Record Keeping .............................................................................................................................................. 1

Transaction Log ........................................................................................................................................... 2

Carry Over Log ........................................................................................................................................... 3

Roles ............................................................................................................................................................. 4

Reconciler .................................................................................................................................................. 4

Approver .................................................................................................................................................. 4

Reconciliation Checklist ............................................................................................................................. 5

Reconciliation Process ................................................................................................................................. 6

Reconciler – Accessing Reconcile Statement Screen .................................................................................. 6

Reconciler – Steps for Reconciling .............................................................................................................. 8

Dispute Transactions ................................................................................................................................. 12

Approver Process ...................................................................................................................................... 13

Identifying Changes & Disputes Noted by Reconciler .............................................................................. 16

Queries ...................................................................................................................................................... 17

Useful Links ............................................................................................................................................... 17
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 the purchasing of 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. You can opt in to BATraining listserv messages from the Knowledge Services site.

The statements should be reconciled by the cardholder or proxy. Once the reconciliation process is complete, the status should be changed from “Staged” to “Verified”.

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 suggested corrections are made by the Reconciler, the approver will review the transaction once again and if satisfied, change the status to “Approved”.

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 has changed to “Closed”, the departments will no longer be able to make changes to the statements. If funds are not available an error message will be displayed at top of ProCard statement “The transaction(s) did not pass funds availability check” and the budget status will be “Not Chk’d.”

Record Keeping

For record keeping purposes, you must have an itemized receipt for each transaction. The support documentation should display:

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

At the beginning of the month, set Reconciled and Support Attached columns to “No.” This action will turn the text in each line red, as a reminder to reconcile and add supporting
documents for each line. At the end of the month, reconcile your transaction log to the statement in UTShare. If everything agrees, you can then switch Reconciled from “No” to “Yes” and the line will change to black.

**Note** - If the transaction has not posted yet, you will not be able to reconcile that transaction. It will remain red. Include this transaction on your Carry Over log, to keep a record of items that will show up on your next UTShare ProCard statement.

Once reconciliation is complete, the cardholder, reconciler, and reviewer must sign and date prior to 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 is used to track items that straddle ProCard statement periods. Transactions that occurred in the previous month (carried over) will be posted on the left side of the form. Transactions that have occurred this month but will not post until the next month (being carried over) go on the right side of the form. Another common use of the Carry Over log is 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 you don’t bring the exemption form when making a purchase, tax will be charged and you will have to resolve after the fact.

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

**Roles**

**Reconciler**
Cardholder or Reconciler:

- Maintain the ProCard Transaction and Reconciliation Log.
- Provide Support documentation for each transaction.
- Review each transaction line for accuracy.
- Provide adequate comments and descriptions.
- Assign the appropriate General Ledger Account codes.
- Make sure expenses are charged to the correct ChartField string.
- Manage disputes and reconcile items.

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. Below are some of the responsibilities of the Reviewer:

- Make sure purchases are allowed and in compliance with the procurement card program.
- Ensure that support documentation is available for each transaction.
- Make sure the correct General Ledger Account codes and ChartField strings are applied to each transaction line.
- Make sure transactions are processed and approved by the deadline date provided by Procurement Services, sent by BATraining listserv message.
Reconciliation Checklist

1. Compare each transaction on the Transaction Log to the entries on the ProCard statement.

2. Indicate in the Reconciled column of the Transaction Log that each transaction agrees to the ProCard statement.

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

4. If differences are found, record the action taken to correct the discrepancy in the Comments column. The ProCard Carry Over Transaction Log must be completed accordingly.

5. When the next ProCard statement is loaded into the system, verify that the reconciling items from the prior month ProCard Carry Over Transaction Log have been corrected.

6. After the reconciliation process is complete, the cardholder/proxy and the approving official must process the online statement (Verify and Approve) by the deadline date provided in the email message.

7. The cardholder, reconciler and the approving official must sign and date the ProCard Transaction Log and the ProCard Carry Over Transaction Log.

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

Reconciler – Accessing Reconcile Statement Screen

1. To reconcile the ProCard statement begin by navigating to: NavBar > Menu > Financials > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. Alternatively, you can use the Homepages feature, select the Procurement Operations homepage, then Reconcile PCards.

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.

![Reconcile Statement Search](image)

a. The Search Results table displays a list of cardholder’s names for which you have proxy authority. Select the Name or Empl ID of the cardholder’s statement you want to reconcile. Here, I am looking for someone whose last name begins with “M”.
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. 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

The Reconciler is responsible for:

1. Reviewing each transaction line for accuracy.
2. Assigning the appropriate GL account code (required) and updating the default ChartField values (if necessary).
3. Entering a description (best practice, but not required).
4. Adding comments with the supporting documentation (required).
5. Ensuring all lines are budget checked.
6. Updating the status and saving.
7. Notifying your approver the ProCard statement is ready for their review.

We’ll now go through each of these actions, step-by-step.

1. The reconciler will first review each of the transaction lines for accuracy. Compare the entries in UTShare with what is recorded in the transaction and carry over log. If the amounts match, move on to the next step.
2. Next, check that the appropriate GL account code is entered and update ChartField values if necessary. Click the Distribution icon to open the ProCard Account Distribution page for the line. On this screen, one can update the GL Account code and the default ChartField values. It is recommended to use the SpeedChart field rather than entering in all ChartFields if you do need to update the accounting details. After
updating this section, click the OK button to return to the Procurement Card Transactions page.

**Note** – **SpeedCharts** are entered on the staging table manually. If you are trying to charge to a new cost center or project and receive an error, it could be that this manual process has not occurred yet. **Contact the ProCard Analyst to add new SpeedCharts to the ProCard staging table.**

![ProCard Account Distribution](image)

a. If the purchase needs to be split among multiple cost centers, you can include 2 or more ChartField lines. Scroll to the right and use the + to add additional lines. If you update the % or amount to be paid on the first line, the second line will autopopulate once you press the “+” button. The Percent must equal 100% throughout all lines and you will get an error message should this not be true. **Note** - **Once you add a second distribution line, you will not be able to use the SpeedChart function to update distribution information.**

b. Alternatively, if one account will be 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 below. Enter a **SpeedChart** and **Account**, then click **OK** to apply the same ChartFields to all selected lines. **Note** – **Only use this feature when all lines will have the same Account code, i.e. same item category.**

3. Next, add a description to each ProCard line. Information entered in this section will appear on ProCard Reports and Payment Vouchers making your purchases easier to track within UTShare. Click the **Billing** tab to enter the Description (you will have to know which line corresponds to which item). Enter a meaningful description in the **Description** field, such as “Staples Printer Prof X Maverick” or “Bookstore T-shirts wkstdy Maverick” (up to 30 characters). “At a minimum, the description should include the name of the Vendor and the Cardholder (e.g. Target-Flowers-Sam-Maverick).”
Instead of pressing the **Billing** tab, you can click the **Show all columns** 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. Then scroll back to the left and press the **show tabs** icon to collapse the screen back to two tabs.

4. Now add comments and supporting documentation. Click the **Comments** icon on the first line. Attach (a) PDF(s) with all supporting documentation, including receipts and necessary forms, for items purchased in the statement period. Click the **Attach** link and follow the prompts to attach the receipts. To save the attachment, add a comment in the **Comments** field. After updating this section, click the **OK** button to return to the Procurement Card Transactions page.

5. If you update the ChartFields on any item, you will need to budget check the line once you return to the Procurement Card Transactions page. After changing accounting details, the line will have a status of “Not Chk’d”. Select these lines and click the **Validate Budget** button. This process checks for available funds. This does not
encumber or expense the funds. If funds are available, the budget status will be “Valid”. If the funds are not valid, the budget status will return as “Not Chk’d” and a warning message will appear.

6. Finally, update the status and save the reconciliation. To show the transaction line as reconciled, click the Status drop-down menu and select “Verified” (A). Alternatively, you can mass update the status by clicking Select All and Verify (B). Click the Save button to commit your changes to the system (C).
7. Once the reconciliation process is complete, you should notify the “Reviewer” in your department to “Approve” the statement.

Dispute Transactions
In the event a transaction on your reconciliation log does not match receipts from the vendor, a dispute must be filed. See Policy Document BF-PGC-PR2; Section VI for more information. You must track disputes on your Transaction and Carryover Logs. Additionally, you can use features within the UTShare ProCard staging table to track disputes.

1. Click the Comments icon to enter remarks about the dispute.

2. On the Billing tab in the Description field, specify the charge will be disputed. In the Dispute Amount, enter the amount of the transaction that is in dispute.
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. 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.
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 meaningful description in the Description field, such as “Staples Printer Prof X Maverick” or “Bookstore T-shirts wkstdy Maverick” (up to 30 characters). “At a minimum, the description should include the name of the Vendor and the Cardholder (e.g. Target-Flowers-Sam-Maverick).” Instead of pressing the Billing tab, you can click the Show all columns 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. Then scroll back to the left and press the show tabs icon to collapse the screen back to two tabs.

   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.

![Redistribution History](image)

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.

![Billing Tab](image)
Queries

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTA_AP_PROCARD_TRANS_DTL_RECON</td>
<td>The ProCard Transaction Register provides information such as accounting, 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>
</tbody>
</table>

Useful Links

| UTA Policies (see BF-PGC-PR12 Purchasing Card (ProCard) Program Procedure) | 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                                                              |
| Citibank Resources from Procurement                                     | https://www.uta.edu/business-affairs/procurement/payment-card-services/citibank-resources.php |