Procurement Card
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Overview

The Procurement Card (ProCard) is a MasterCard issued by Citibank. ProCards are issued to individuals on the universities behalf and are designed to simplify the purchasing of goods and services costing $4000 or less. There is a default maximum limit of $10k a month per card.

ProCard transactions are downloaded into UT Share 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. The email message will contain a deadline date for all approvals.

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 the 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. Only transactions that have both a “Valid” budget and “Approved” status will be included in the payment voucher generated to Citibank. 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:
Copies of any forms or exceptions that were granted must be included with the ProCard Transaction Log.

**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.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Vendor Name</th>
<th>Description of Purchase</th>
<th>Transaction Amount</th>
<th>Warrant Hold*</th>
<th>Reconciled</th>
<th>Support Attached</th>
<th>Controlled Asset</th>
<th>Comments</th>
<th>Cost Center/Project #</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/7/14</td>
<td>Home Depot</td>
<td>Nails</td>
<td>$10.00</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Nails for Watson Building Repair</td>
<td>312345</td>
<td>62024</td>
</tr>
<tr>
<td>1/15/14</td>
<td>Today's Business Solutions</td>
<td>Ink, Paper, Pens, Paper Clips, Coffee</td>
<td>$600.00</td>
<td>OK</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>Office Supplies - Transaction Separated in PeopleSoft</td>
<td>312345</td>
<td>63163</td>
</tr>
<tr>
<td>2/2/14</td>
<td>Austin Ribbon</td>
<td>Projector</td>
<td>$1000.00</td>
<td>OK</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Projector for Dr. John Doe</td>
<td>312345</td>
<td>63163</td>
</tr>
</tbody>
</table>

Cardholder Signature: ___________________________ Date: ____________
Reconciler Signature: ___________________________ Date: ____________
Reviewer Signature: ___________________________ Date: ____________

Throughout the month, the Reconciled and Support Attached columns will be “No” and will be red. At the end of the month, reconcile to your statement. You can then switch from “No” to “Yes.” The line will change to black.
If the transaction has not posted yet, you will not be able to reconcile that transaction. It will remain red. You will want to then complete a Carry Over log. 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 at: www.uta.edu/policy

**Carry Over Log**

The Purchasing Card Carry Over Transaction Log is used to track reconciling items. 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. 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 at: www.uta.edu/policy
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 reconciling 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. This task will not appear in the Reviewers “Worklist”.

Approver
The Reviewer (Approver) is responsible for reviewing items verified by the Reconciler. Below are some of the responsibilities of the Reviewer:

- Make sure purchase is 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.

Reconciliation

Process
1. To reconcile the ProCard statement begin by navigating to: Main Menu > 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 proxy authority. Select the Name or Empl ID of the cardholder’s statement you want to reconcile.
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 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. The Reconciler is responsible for:
   a. Reviewing each transaction line for accuracy.
   b. Adding comments.
   c. Assigning the appropriate account code.
   d. Updating the default chartfield values (if necessary).
Click the Show all columns icon to display all the billing information on one page.

4. Starting with the first transaction line:
   a. Click the Comments icon to enter remarks (i.e. what was purchased and the reason for the purchase). Click the Attach link (1) and follow the prompts (2,3) to attach the receipts for the entire reconciliation page to the first transaction line. After updating this section, click the OK button to return to the Procurement Card Transactions page.

   b. Click the Distribution icon to update the Account code and the default Chartfield values. It is recommended to use the SpeedChart field rather than entering in all chartfields. Update the Account field as needed. After updating this section, click the OK button to return to the Procurement Card Transactions page.
page. If Chartfields need to be split among multiple lines, scroll to the right and use the + to add additional lines. The Percent must equal 100% throughout all lines.

i. Alternatively, if one account will be used for multiple purchases, the Distribution Template can be used. Check all boxes for lines to update, then click the Distribution Template link below. Enter a SpeedChart and Account, then click OK to apply the same Chartfields to all selected lines.

c. If Description is not displayed, click Billing to display the rest of the Statement fields. Enter a brief description of the goods/services in the Description field (up to 30 characters). Information entered in this section will appear on ProCard Reports and Payment Vouchers. At a minimum, the description should include the name of the Vendor and the Cardholder (e.g. Target-Flowers-Sam-Maverick).

d. If your records disagree with the billing amount, the discrepancy can be entered into the Dispute Amount field. The use of this field is optional. You are still required to maintain the Purchasing Card Carry Over Transaction Log. The Credit Collected checkbox displays the status of the disputed amount.

e. To show the transaction line as reconciled, click the Status drop-down menu and select “Verified”.

5. 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. Click the **Save** button to commit your changes to the system. 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 BF-PGC-PO2 Section VI for more information.

- Click the **Comments** icon to enter remarks about the dispute.
- In the **Description** field, specify the charge will be disputed.
- In the **Dispute Amount**, enter the amount of the transaction that is in dispute.

**Resolve Disputed Transactions**
Navigate to **Main Menu > Purchasing > Procurement Cards > Reconcile > Review Disputes**

Search for the ProCard containing the transaction/s to be reviewed and marked as collected. The Procurement Card Transactions page is used to manage reconciling items. Once a disputed charge has been settled, you will mark the item as "Collected".

To show the item as resolved, click the **Collected** checkbox.

Click the **Save** button to commit your changes to the database.

**Approval**
1. To approve the ProCard statement begin by navigating to: **Main Menu > 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

![Reconcile Statement Search]

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.

**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.