**Budget Authority**

**Review and approval of Procurement Card transactions**

1. **Review Statements**
	1. Budget Authority or his/her Reports To supervisor, reviews Procard transactions and Approves for further processing
		1. Navigation: ***Menu>Financials>Purchasing> Procurement Cards> Reconcile> Reconcile PCard Statement***
		2. Function: The Budget Authority / Supervisor approver accesses Procard Transactions and reviews items showing a Status of “Verified”
		3. Role: ProCard Reviewer



**Or** go to the Procurement Operations Drop Down and click on the Reconcile PCards tile



On the resulting screen, select appropriate Role Name, Employee ID and/or name of one of your cardholders. Select Statement Status of “Verified” then clear the **50** Rows Per Page limitation and click the “Search” button.

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Once cardholder transactions populate the screen, verify that all transactions agree to receipts and the required Procard Log. Note, as with other UT Share/PeopleSoft screens, you may click the “**View All**” link to view more transactions than show on the screen initially. (See screen shot below).

Review the attached receipts, Procard Log, and other supporting documentation by clicking on the **text “bubble**”. Only one attachment may be made per screen, so you may need to click the View All option to see all attachments.

Review the **accounting information** by clicking on the “More Detail” icon. The More Detail icon (looks like a page with 3 arrows in bottom right corner) will access the **Account Distribution** screen.



On the **Account Distribution** screen, pull the scroll bar left or right as needed to review budget chart field information then click OK to review to the **Procurement Card Transactions** screen.

If charges should be posted to a different set of budget chart fields or split between two or more sets of chart fields notify your Procard Reconciler/Administrative Assistant to login to PeopleSoft and make the necessary changes or corrections BEFORE you **Approve** that transaction.



Note any discrepancies to discuss with cardholder. **NOTE: ALL CHARGES MUST BE RECONCILED AND APPROVED FOR PAYMENT PRIOR TO THE DEADLINE.** If there is a discrepancy, the cardholder must either work with the vendor to obtain a credit (applied to a future month’s statement) or if a charge is unauthorized, the cardholder must work with Citibank. Citibank will credit fraudulent charges on a future month’s statement.

Review or add Comments as needed for each transaction by clicking on the Comments “balloon” icon found on the **Procurement Card Transactions** screen. Click the “OK” button if Comments were added or click the “Cancel” button when done to return to the Procurement Card Transactions screen.



When a transaction is determined to be acceptable, click the Drop-down box in the “**\*Status**” column and change the status from “**Verified**” to “**Approved**. Optionally, after you have reviewed and reconciled ALL transactions, you may click the “**Select All**” link and then click the “**Approve**” button to change the status from “**Verified**” to “**Approved**” for all transactions at once.



When all transactions have been Reconciled for this cardholder and “**\*Status**” changed from “**Verified**” to “**Approved**”, click the “**Save**” button at the bottom left corner of the screen. Note, if necessary, you can “**Save**” your work before all transactions have been marked for Approval and log in later to complete the Review and Approval process.



**Please note that often the “Save” button is below the bottom horizon of the screen. You must scroll down to click the Save button!**