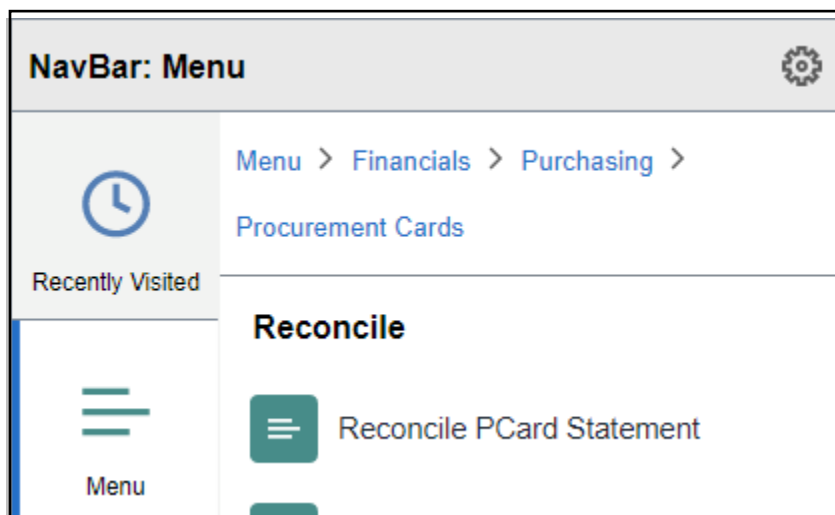


Budget Authority

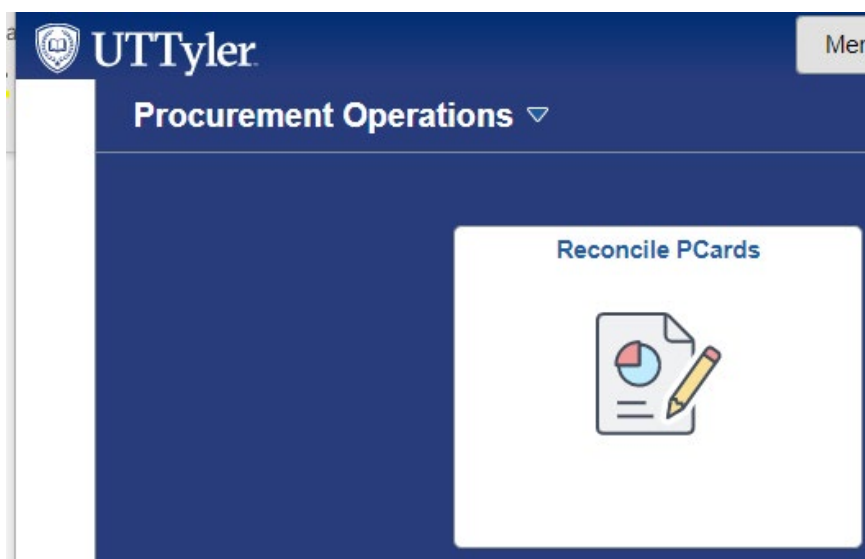
Review and approval of Procurement Card transactions

1. Review Statements

- a. Budget Authority or his/her Reports To supervisor, reviews Procard transactions and Approves for further processing
 - i. Navigation: **Menu>Financials>Purchasing> Procurement Cards> Reconcile> Reconcile PCard Statement**
 - ii. Function: The Budget Authority / Supervisor approver accesses Procard Transactions and reviews items showing a Status of “Verified”
 - iii. 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.

Reconcile Statement Search

Role Name	<input type="text"/>	
Employee ID	<input type="text"/>	<input type="button" value="🔍"/>
Name	<input type="text"/>	<input type="button" value="🔍"/>
Card Issuer	<input type="text"/>	
Card Number	<input type="text"/>	
Transaction Number	<input type="text"/>	
Merchant	<input type="text"/>	<input checked="" type="checkbox"/> Exact Match
Sequence Number	<input type="text"/>	
Line Number	<input type="text"/>	
Billing Date	<input type="text"/>	To <input type="text"/>
Statement Status	<input type="text"/>	
Budget Status	<input type="text"/>	
Chartfield Status	<input type="text"/>	
Transaction Date	<input type="text" value="08/19/2022"/>	To <input type="text" value="11/17/2022"/>
Charge Type	<input type="text"/>	
Posted Date	<input type="text"/>	To <input type="text"/>
Rows Per Page	<input type="text" value="50"/>	
<input type="checkbox"/> Auto Save When Scrolling Through Chunks		
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

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.

Reconcile Statement
Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

1 to 50 of 389

Bank Statement Personalize | Find **View All** First 1-9 of 50 Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status
<input checked="" type="checkbox"/> 1	Hill, Melissa K	MC	*****0148	10/04/2022	SQ EAST TEXAS WATER S	Verified	29.00	USD	Valid
<input type="checkbox"/> 2	Hill, Melissa K	MC	*****0148	10/05/2022	AMZN Mktp US 147N56822	Verified	65.44	USD	Valid
<input type="checkbox"/> 3	Hill, Melissa K	MC	*****0148	10/06/2022	AMZN MKTP US 1463C0UG2	Verified	20.99	USD	Valid
<input type="checkbox"/> 4	Hill, Melissa K	MC	*****0148	10/05/2022	EAST TEXAS TROPHIES	Verified	2,305.47	USD	Valid
<input type="checkbox"/> 5	Hill, Melissa K	MC	*****0148	10/25/2022	AMZN Mktp US H82O17WG1	Verified	17.99	USD	Valid
<input type="checkbox"/> 6	Hill, Melissa K	MC	*****0148	10/27/2022	THE SWEET GOURMET	Verified	29.96	USD	Valid
<input type="checkbox"/> 7	Hill, Melissa K	MC	*****0148	10/28/2022	SAMS CLUB #8284	Verified	254.39	USD	Valid
<input type="checkbox"/> 8	Hill, Melissa K	MC	*****0148	10/28/2022	SAMSCLUB #8284	Verified	20.96	USD	Valid
<input type="checkbox"/> 9	Hill, Melissa K	MC	*****0148	11/02/2022	SQ EAST TEXAS WATER S	Verified	29.00	USD	Valid

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

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.

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA
 Billing Date 11/03/2022 Billing Amount 29.00 USD Unit Price 29.00000
 SpeedChart [] Transaction Unit Price 29.00000 *Distribute By Amount

Distributions Personalize Find View All First 1 of 1 Last

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Cost Center	Function	Program
1	100.0000	29.00	USD	UTTYL	64031					

OK Cancel Refresh

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.

Reconcile Statement

Line Comments

Line: 1 Description:
 Reference: 4445001420794

Transaction Line Comments Find | Vie

Comments: Status: Active

Test comment for Procard Transaction.

Associated Document

Attachment: Attach View

OK Cancel Refresh

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.

Reconcile Statement

Procurement Card Transactions

Empl ID: 5000 Name: Hargrove,L
 Card Number: ***** Card Provider: MC

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-9 of 10 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher
1	02/06/2014	HOBBY-LOBBY #0031	Approved	81.67	USD	Valid	Valid	No	No
2	02/07/2014	BARNES & NOBLE #2624	Approved	120.04	USD	Valid	Valid	No	No
3	02/11/2014	TOYS R US #7825	Verified	41.94	USD	Valid	Valid	No	No
4	02/16/2014	TARGET 00007757	Verified	130.63	USD	Valid	Valid	No	No
5	02/16/2014	WAL-MART #2688	Verified	10.42	USD	Valid	Valid	No	No
6	02/17/2014	HOBBY-LOBBY #0031	Verified	233.59	USD	Valid	Valid	No	No
7	02/20/2014	WAL-MART #1044	Verified	118.81	USD	Valid	Valid	No	No
8	02/25/2014	OFFICE DEPOT #242	Verified	19.99	USD	Valid	Valid	No	No
9	02/25/2014	OFFICE DEPOT #242	Verified	260.89	USD	Valid	Valid	No	No

[Select All](#) [Un-select All](#) Verify **Approve** Validate Budget

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.

10	<input checked="" type="checkbox"/>	03/02/2014	WAL-MART #2688	Approved	90.85	USD	Valid	Valid	No	No
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[Select All](#) [Un-select All](#) Verify Approve Validate Budget

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Save Notify Refresh

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