PROCARD COMPLIANCE & PROCESSING USING UTSHARE

Procard/Travel Card Administration

March 2017
Agenda

1. Introduction and Objectives
2. Purchase Policies and Procedures
3. Internal Controls & Audit and Reviews
4. Cardholder Roles & Responsibilities
5. Payment Processing in UTShare/PeopleSoft
Agenda

6. UTShare Roles and Responsibilities
7. Reconcile Statement
8. Account Distribution
9. Procard Reviewer Process
10. Summary
Introduction

• UTSA has been authorized by the Texas State Comptroller’s Office to participate in the Citibank® Procurement Card Program and issue state authorized procurement cards to eligible employees.

• Procurement costs are regulated by the following governing authorities. At a minimum, UTSA must meet the rules and requirements set forth by these authorities, although the university may also choose to be more restrictive.
Introduction

- Texas Administrative Code (TAC) Title 34 Part 1, Chapter 5, Subchapter E, Rule 5.57 – Use of Payment Cards by State Agencies
- Texas Government Code Title 10, Subtitle D - State Purchasing and General Services
- Citibank Charge Card Program: Card Security Controls and Restrictions (Texas Comptroller of Public Accounts)
- Citibank Charge Card Program: Features and Benefits (Texas Comptroller of Public Accounts)
Introduction

• UTSA’s procurement card policy is based on the aforementioned and the following:
  – Procard Program FMOG
  – Handbook of Operating Procedures (HOP)
  – Internal Controls FMOG
  – Official Procurement Policies and Procedures
  – Texas Prompt Payment Law FMOG
Objectives

At the end of this course you will be able to:

– Identify restricted businesses and commodities
– Understand card security
– Understand the Audit process
– Understand how to reconcile the transactions in UTShare/PeopleSoft to your Citibank statement and Procard Log
– Understand how to assign Chartfield Strings to transactions
Objectives

At the end of this course you will:

• Know how to conduct a vendor hold search

• Know the roles in Procard payment processing

• Know how to assign Chartfield Strings to transactions

• Know how to change the Account code
Prerequisites

To have a broader understanding of purchasing rules and to properly classify and allocate expenses, you will draw upon the information provided from the following courses and handbooks:

- **Purchasing Goods and Services**
- **Faculty and Staff Purchasing Handbook**
- **Introduction to UTShare/PeopleSoft**
- **Introduction to the Chart of Accounts**
- **Managing Departmental Expenses and Revenue Budgets**
Procard Compliance and Processing using UTShare

PURCHASE POLICIES AND PROCEDURES
General Provisions

• The Procard may be used to pay for the purchase of allowable good or services for amounts within your delegated purchasing authority.

• You must adhere to all purchasing statutes, rules, policies, and procedures when using the Procard.

• The Procard cannot be used to pay for capital or controlled assets.

• The Procard cannot be used for personal purchases.
General Provisions

• A Procard Log must be maintained, and each card transaction must include:
  • Receipts that include a description of the goods or service sufficient to support the expenditure.
  • Packing Slips.
  • Date of Vendor Standing Check for purchases over $500.
General Provisions

• A Procard Log must be maintained, and each card transaction must include:
  • ORI approval for foreign vendors.
  • Proper expense classification of items purchased.
  • Business Expense Form (BEF) for special event purchases.
  • Procard records must be retained for a period of five years plus the current fiscal year.
Historically Underutilized Business (HUB)

- UTSA is an equal opportunity, affirmative-action institution, giving women and minority-owned businesses a chance to provide their goods and services at a fair price.

- UTSA encourages, but does not require, engaging a HUB vendor. Review the current HUB Vendor List, available on the HUB Program website.
Delegated Purchase Authority

- Single purchase limit is $5,000
  - Do not split payment to circumvent rule
- Standard monthly credit limit is $10,000
  - Department Manager may request higher limit
    - Must complete Card Maintenance Request (CMR)
  - Limit refreshes on the 4th of each month
Restricted Businesses

• Vendor On Hold
  – Any purchase over $500 check the vendor status via the Texas Identification Number System (TINS) – Vendor Hold Search website prior to engaging the vendor

• Foreign Vendors on Federal Restricted List
  – Check status with Office of Research Integrity (ORI) prior to engaging any foreign vendor regardless of dollar amount
# Restricted Businesses

<table>
<thead>
<tr>
<th>Business Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorneys</td>
</tr>
<tr>
<td>Bank/ATM</td>
</tr>
<tr>
<td>Bars</td>
</tr>
<tr>
<td>Entertainment Provider</td>
</tr>
<tr>
<td>Gas Stations</td>
</tr>
<tr>
<td>Professional and Consultant/Contracted Service Providers</td>
</tr>
<tr>
<td>Travel-related: any business, including airlines, car rental, hotels/motels, travel agencies, etc.</td>
</tr>
<tr>
<td>Caterers/Restaurants</td>
</tr>
<tr>
<td>Hotel/Motels</td>
</tr>
<tr>
<td>Liquor Stores</td>
</tr>
<tr>
<td>Temporary Labor Agency</td>
</tr>
<tr>
<td>Transportation (taxi, limo, etc.)</td>
</tr>
</tbody>
</table>
Restricted Commodities

- Alcoholic Beverages
- Cash Advance and Gift Cards (Includes Prepaid and Declining Balance Cards)
- Ammunition and Weapons
- Animals
- Computer or Telecommunications Equipment over $500 Including Shipping
- Controlled Assets
- Controlled/Prescription Drugs
- Electronic Equipment over $500 Including Shipping
- Consulting Services
- Cylinder Gases, Liquid Nitrogen
- Equipment Trade-In Purchases
Restricted Commodities

- Decorations
- Entertainment
- Food
- Flowers
- Gasoline
- Gifts
- Radioactive Materials
- Hazardous Chemicals or Materials

- Purchases that Require a Contract or Include Auto-Renew or Auto-Pay or Click Agreements
- Social, Entertainment, and Recreational Memberships
- Social or Charitable Organization Dues
- Travel Related Expenses
- Landline Telephone Services
Special Event Privileges

- Special Event privileges allow the purchase of certain restricted businesses and commodities in support of business related hospitality.

- Special Event Procard holders are responsible for adhering to the requirements of the Business Related Hospitality and Entertainment Expenses FMOG.
Special Event Privileges

– Authorized expenditures for official occasions and university functions require a Business Expense Form (BEF).

– Funding for special events from designated tuition (fund 3105) is expressly disallowed.
## Restricted Businesses and Commodities Allowable with Special Event Privileges

<table>
<thead>
<tr>
<th>Alcoholic Beverages</th>
<th>Caterers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decorations</td>
<td>Food</td>
</tr>
<tr>
<td>Flowers</td>
<td>Restaurants</td>
</tr>
</tbody>
</table>
Other Exceptions to Restrictions

• UTSA may authorize certain exceptions to meet specific UTSA business requirements such as:
  – Purchases of restricted commodities or services.
  – Temporarily increasing dollar thresholds due to unusual circumstances or unexpected events.
  – Exceptions may require a CMR prior to approval.

• Documented approval must be retained in departmental files.
Procard Compliance and Processing using UTShare

INTERNAL CONTROLS & AUDIT AND REVIEW
Departmental Internal Controls

• The department is also responsible for establishing and documenting an appropriate Procard internal control environment to include:

  – Approvals
  – Adjustments
  – Record Keeping
  – Reporting
  – Reconciliation
  – Segregation of Procard duties and supervision

Departmental internal control documentation must be retained with the Procard Transaction Logs and readily available for audits and reviews.
Departmental Internal Controls (cont.)

• Card Security
  – Secure Procard to prevent unauthorized use
    • Only cardholder is authorized to make purchases
    • Use secure websites for internet orders
      – Monitor activity on Citibank’s website
      – Notify Citibank and PTCA of unauthorized use
    • Citibank Affidavit of Unauthorized Use
Procard Audit and Reviews

• PTCA continuously monitors and reviews Procard transactions by utilizing:
  – Management reports
  – Internal Control Questionnaires
  – Periodic compliance audits of
    • Procard Purchases
    • Segregation of Duties
    • Procard Transaction Logs
Procard Audit and Reviews

• Procard Transaction Logs with appropriate receipts must be made available to PTCA, internal and external auditors, and DTS upon request

• Compliance audit results and recommendations are communicated to appropriate levels of management
Procard Compliance and Processing using UTShare

CARDHOLDER ROLES & RESPONSIBILITIES
Department Manager Roles & Responsibilities

- Department Manager (or Designee)
  - Approves Procard applicant for the department
    - Establishes applicant’s purchasing authority
    - Authorizes purchases
    - Designates the default cost center and assures that sufficient funds are available to pay expenditures
Department Manager/Designee Roles & Responsibilities

• Department Manager (or Designee)
  – Approves Procard Log and Reconciled Transactions in UTShare/PeopleSoft
  – Approves Card Maintenance Requests CMR
Cardholder Roles & Responsibilities

- **Purchases**
  - Makes purchases in compliance with guidelines
    - Checks Vendor Standing
    - Seeks ORIs’ approval for All Foreign Vendors
    - Provides Tax Exemption Certificate
    - Uses only authorized businesses
    - Purchases only authorized commodities
    - Gains prior approval for prepayments, deposits, or purchases requiring a contract or signature agreement
Cardholder Roles and Responsibilities

• Records
  – Maintains documentation to support each purchase
  – Maintains Procard Transaction Log with approvals
  – Adheres to UTSA Records Retention Schedule
Cardholder Roles and Responsibilities

• Disputed Transactions
  – Cardholder resolves disputed charges promptly and completes:
    • UTSA Vendor Dispute Form
    • Citibank Government Cards Cardholder Dispute Form

Note: Sales tax cannot be disputed with Citibank
Procard Compliance and Processing using UTShare

PROCARD PAYMENT PROCESSING IN UTSHARE/PEOPLESOF

Office of Financial Affairs
Procard Travel Card Administration Office
Introduction

• Activities leading up to reconciliation of transactions in UTShare/PeopleSoft include:

  – Reconciliation of transactions to the Citibank statement and Procard Log

  – Documentation to support purchases

  – Allocation of expenses to cost centers and accounts as directed by the Department Manager
Introduction

• Activities required prior to reconciliation of transactions in UTShare/PeopleSoft include:
  
  – Verify Budget

  – Timely approval of the transaction log by the Department Manager
Procard Compliance and Processing using UTShare

UTSHARE ROLES & RESPONSIBILITIES
Procard Roles: Proxy Roles

- A proxy is a person who is given the power or authority to do something for someone else.
- Proxy roles are assigned in order to update and approve Procard transactions in UTShare/PeopleSoft.
- You can only access Procards for which you have been assigned a proxy role.
- You can only be assigned one proxy role per Procard.
Procard Roles: Reconciler

• **Reconciler** – updates the Account Code and Chartfield string as directed by the Department Manager
  – Each cardholder is assigned as a proxy for their own Procard in addition to others designated by the Department Manager
Procard Roles: Reviewer

• **Reviewer** – is the Department Manager or Designee that will approve the transactions
  – You cannot be assigned as a reviewer for your own Procard
Procard Compliance and Processing using UTShare

RECONCILE STATEMENTS
Reconciling Statements

• The **Reconciler** proxy role reconciles the Citibank statement to the transactions on the UTShare/PeopleSoft Reconcile Statement page
  
  – Every transaction from the Citibank statement must be listed on the Procard log

  – Every transaction from the Citibank statement must be on the Reconcile Statement page
Reconciling Statements: Exceptions

- These adjusting entries will not be on the **Reconcile Statement** page:
  - Credits issued by Citibank fraud department.
  - Credits issued by Citibank when the vendor does not respond timely to your dispute.
  - Courtesy credits issued by Citibank until dispute is resolved.
- Reversal of courtesy credit when disputed charges are ruled in the favor of the vendor.
- A manual entry for these adjustments will be made by Disbursements & Travel Services (DTS)
Navigation to Reconcile Statement

Once you received notice from PTCA that the bank statement is ready for reconciliation navigate to:

Main Menu >> Purchasing >> Procurement Cards >> Reconcile >> Reconcile Statement
Bank Statement: Reconcile Statement Page

If associated with one cardholder, this page will appear.

Relevant information is populated for the cardholder.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Merchant</th>
<th>Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
<th>Budget Status</th>
<th>Chartfield Status</th>
<th>Redistrib</th>
<th>Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>THE HOME DEPOT 588</td>
<td>Staged</td>
<td>-100.52 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Recycled</td>
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<td>No</td>
</tr>
<tr>
<td>2</td>
<td>THE HOME DEPOT 588</td>
<td>Staged</td>
<td>397.97 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Recycled</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>BP EQUIPMENT CO</td>
<td>Staged</td>
<td>1,077.50 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Recycled</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>AMAZON.COM</td>
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<td>14.22 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Recycled</td>
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<td>No</td>
</tr>
<tr>
<td>5</td>
<td>AMAZON.COM</td>
<td>Staged</td>
<td>14.24 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Recycled</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Bank Statement: Cardholder Search

Users who have proxy authority for multiple cards will first land on the Reconcile Statement Search page.
1. Select your **Role** from the dropdown menu.

2. Select the **Name** or **Employee ID Look Up icon** to see the list of cardholders you are responsible for or enter the **Employee ID** or **Name**.

3. Select the **Search** button.
Reviewer Process: Bank Statement

1. Navigate to the **Reconcile Statement** page

   **Main Menu >> Purchasing >> Procurement Cards >> Reconcile >> Reconcile Statement**

   • If you are the Reviewer for only one cardholder, you land on the **Reconcile Statement Procard Transactions** page.

   • Reviewers who have authority for multiple cards will land on the **Reconcile Statement Search** page. Select the Reviewer role from the Role Name Dropdown list

```plaintext
Reconcile Statement Search

Role Name:
- Accounts Payable-ProcardRecon

Employee ID:
- Accounts Payable-ProcardReview
```
Bank Statement: Reviewer’s Search

1. Select Accounts Payable-ProcardRecon from the Role Name in the dropdown menu list.

2. Select the Name Lookup Icon and double click on the name or type in the Name or Employee ID of the card holder.

3. When the Name, Card Issuer and Card Number fields are populated select the Search Button.
Bank Statement: Locating a Statement

5. Once the **Employee ID** and **Name** fields are populated, select the **Search** button.
Select the View all Columns icon to combine both Transaction and Billing tabs on one screen then utilize the Recon Workbench.
### View All Columns

#### Procurement Card Transactions

<table>
<thead>
<tr>
<th>Card Issuer</th>
<th>Card Number</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
<th>Budget Status</th>
<th>Chartfield Status</th>
<th>Redistribute</th>
<th>Voucher Error</th>
<th>Reference</th>
<th>Description</th>
<th>Billing Date</th>
<th>Billing Amount</th>
<th>Currency</th>
<th>Dispute Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC</td>
<td>0550</td>
<td>02/04/2014</td>
<td>THE HOME DEPOT</td>
<td>Staged</td>
<td>-100.52 USD</td>
<td>USD</td>
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<td>Not CH’d/Recoded</td>
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<td>No</td>
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<td></td>
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<tr>
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<td>0550</td>
<td>03/07/2014</td>
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<td>Not CH’d/Recoded</td>
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<td>No</td>
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<td></td>
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<tr>
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<td>0550</td>
<td>09/28/2014</td>
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<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>0550</td>
<td>03/07/2014</td>
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<td>USD</td>
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<td>Not CH’d/Recoded</td>
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<td>No</td>
<td>313241100889</td>
<td>03/07/2014</td>
<td>14.22 USD</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC</td>
<td>0550</td>
<td>03/10/2014</td>
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<td>Staged</td>
<td>14.22 USD</td>
<td>USD</td>
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<td>Yes</td>
<td>No</td>
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<td>03/10/2014</td>
<td>14.22 USD</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Bank Statement Navigation: Recon Workbench

Reconcile using the **Recon Workbench**

The Reconciler completes the transaction **Description** field

Return button closes the workbench and takes you back to the **Procurement Transactions** page
Bank Statement Page: Purchase Description

- Enter the **description of the purchase** and record any **disputed amounts**. Once dispute is resolved, check **Credit Collected**.

---

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Billing Date</th>
<th>Billing Amount</th>
<th>Currency</th>
<th>Repaid Ref</th>
<th>Dispute Amount</th>
<th>Credit Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 313241100889</td>
<td></td>
<td>03/03/2014</td>
<td>49.00</td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>2 101001001151141</td>
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<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>3 784959000762203</td>
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<td>USD</td>
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<td>4 67107005688</td>
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<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
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<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Note: Follow UTSA Vendor dispute process
Bank Statement Page: Transaction Date

Transaction Date – Sale Date

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Merchant</th>
<th>Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/04/2014</td>
<td>THE HOME DEPOT 588</td>
<td></td>
<td>100.52 USD</td>
<td>USD</td>
</tr>
<tr>
<td>03/07/2014</td>
<td>THE HOME DEPOT 588</td>
<td>Staged</td>
<td>397.97 USD</td>
<td>USD</td>
</tr>
<tr>
<td>02/25/2014</td>
<td>BP EQUIPMENT CO</td>
<td>Staged</td>
<td>1,077.50 USD</td>
<td>USD</td>
</tr>
<tr>
<td>03/07/2014</td>
<td>AMAZON.COM</td>
<td>Staged</td>
<td>14.22 USD</td>
<td>USD</td>
</tr>
<tr>
<td>03/10/2014</td>
<td>AMAZON.COM</td>
<td>Staged</td>
<td>14.24 USD</td>
<td>USD</td>
</tr>
</tbody>
</table>
Review merchant information by selecting the Merchant link.
The initial **Status** of all the transactions are **“Staged”** until you select **“Verify”**

**Warning:** Transaction **amount** may be in foreign currency and will not match the statement. Refer to the **Billed Amount** column.
Select the **Callout** to enter comments about the transaction.

Tip: Enter relevant information about disputed charges and expected credits.
Note: Enter comments that will remain associated with the transaction line.

Select **OK** to save

Attachments Not Required
Procard Compliance and Processing using UTShare

ACCOUNT DISTRIBUTION
Account Distribution

Select the **Account Distribution** icon (between the **Call out** and **Budget Status** column) to view the default Chartfield String.
Account Distribution

The Account Distribution page is where you
1. Split transactions to additional **Accounts** and/or **Cost Centers**
2. Assign **Accounts** to properly classify the expenditure
3. Change the **Chartfield String** manually
2. Use the Look up icon to search for an Account to properly classify the expenditure.

Note: Account “67660” must be changed to an appropriate expenditure classification.
Account Distribution: Account Lookup

You can search by the first few digits of the Account number or a keyword.

**NOTE:** Only use *Account Type E* (expense). Do not use Accounts containing keywords Capitalized, Cap, Asset, or Capital.
Account Distribution: Default Account Error Message

If the default Account is **not** changed, an error message will prompt you to make the change.
Account Distribution: Split Transactions

- You must have written authorization in order to allocate expenses to another Department Manager’s Cost Center.
  - Manually enter the Chartfield String
  - Retain written authorization with the Procard Transaction Log

![Account Distribution Table]

<table>
<thead>
<tr>
<th>Line</th>
<th>PO Qty</th>
<th>Billing Date</th>
<th>Billing Amount</th>
<th>UOM</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1.0000</td>
<td>03/03/2014</td>
<td>1077.50 USD</td>
<td>EA</td>
<td>1077.50000</td>
</tr>
</tbody>
</table>

**Distributions**

<table>
<thead>
<tr>
<th>Dist</th>
<th>Percent</th>
<th>Amount</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Centr</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Chartfield</th>
<th>Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100.0000</td>
<td>1077.50</td>
<td>67860</td>
<td>4400</td>
<td>BAA002</td>
<td>AX0028</td>
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<td></td>
<td></td>
<td></td>
<td>Recycled</td>
<td>Not Chkd</td>
<td></td>
</tr>
</tbody>
</table>
Account Distribution: Split Transactions

1. Change the Amount or the Percentage in the Distribution Line

In this example, the Amount is changed
Account Distribution: Split Transactions

2. To add a transaction line, scroll to the right and click on the + sign.

3. A dialogue box appears to enter the number of rows to be added – make your entry and select the **OK** button.

Note: you may receive a prompt to allow “Scripted Windows”. Allow and click the + sign again.
Account Distribution: Split Transactions

When the row is added, the remaining amount is added to the next row.

Notice the percentage and the remaining amount is automatically calculate.
Account Distribution: Split Transaction
Changing the Chartfield String

The default Chartfield String is populated on the second line and can be changed at the direction of the Department Manager/Designee. Use the **Lookup** icon to search for the appropriate Chartfield.
Account Distribution: Split Transactions

Complete Account Distribution

When the Account Distributions are completed, select the OK button to return to the **Procurement Card Transactions** page.

**TIP:** Remember to change the default Account.
Once a change is made to the Chartfield String, the **Budget Status** changes to “Not Chk’d” and the **Redistrib** column changes to **Yes**
Account Distribution: Redistrib Column

**OPTIONAL:** Select the **Yes** link under the **Redistrib** column to view the **Redistribution History**

Selecting the **Return** button takes you back to the **Procurement Card Transaction** page.
Procurement Card Transactions

After all updates have been made to each transaction, select the link **Select All** and then select the **Validate Budget** button.

**Validate Budget:**
- Does not check for funds availability
- Checks to see if a budget was set-up for that funding source.
Procurement Card Transactions: Bank Statement Summary - Budget Status Error

- Select the **Budget Status** column header to sort the transactions by type ("**Error**" or "**Valid**")

- Sorting the column will bring rows that show "**Error**" to the top of the list
Procurement Card Transactions: Bank Statement Summary

- Select the **Error** link to review the message and make changes to the Chartfield String
- Repeat steps to Validate Budget until the Budget Status column shows “**Valid**”
Procurement Card Transactions: Bank Statement Summary

1. Select the **Select All** link (make sure all transactions are selected)

2. Select the **Verify** Button

3. Select the **Save** Button

4. Select the **Notify** Button
Procurement Card Transactions: Bank Statement Page: Notify

- The Procard Process does not utilize “Workflow” so this task will not appear in the Reviewers “Worklist”

- Automated emails will not be generated in UTShare/PeopleSoft therefore it is the responsibility of the Reconciler to notify the cardholder Reviewer proxy that a task awaits their attention.
Procurement Card Transactions: Bank Statement Page: Notify

• A “Workflow Notification” email appears when you select Notify.
  – Enter the Reviewer’s email address
  – Enter information in the subject line
  – In the message ask the Reviewer to
    • Logon to UTShare/PeopleSoft
    • Then click the link to the reconciled transactions
Procurement Card Transaction Bank Statement Page: Notify

- Use the **Lookup Recipient** link to insert the correct email address.

- Fill the **Priority**, **Subject** and **Message** then select the **OK** button to send the notification and exit the page.
Reconciler: Helpful Tips

- Select **View All** to see all transactions.
- Sort column header by **Budget Status** – all “Error” status will appear at the top of the column (Status must show “Valid”).
- Sort column header by **Redistrib** column – ensure all rows in this column reads “Yes” (“No” indicates the transaction was not reconciled).
- Sort column header by **Chartfield Status** – “Recycled” status indicates the default Account code was NOT changed (All status must show “Valid”).
- Reconcile all transactions against your documentation (Invoices, Receipts, Procard log, etc.)
- Utilize the **Recon Workbench** to see more transactions on the page.
Procard and Compliance Processing using UTShare/PeopleSoft

PROCARD REVIEWER PROCESS
No Workflow - Notifying the Reviewer

• The Procard Process does not utilize “Workflow” so this task will not appear in the “Worklist”.

• Automated emails will not be generated in UTShare/PeopleSoft therefore it is the responsibility of the **Reviewer** to notify the **Reconciler** if corrections or changes are needed.
Reviewer Process: Bank Statement

1. Navigate to the **Reconcile Statement** page

   **Main Menu >> Purchasing >> Procurement Cards >> Reconcile >> Reconcile Statement**

   - If you are the Reviewer for only one cardholder, you land on the **Reconcile Statement Procard Transactions** page.
   - Reviewers who have authority for multiple cards will land on the **Reconcile Statement Search** page. Select the Reviewer role from the Role Name Dropdown list.
2. Select the **Name Lookup Icon** and double click on the name whose transaction you want to review.

3. When the **Name**, **Card Issuer** and **Card Number** fields are populated select the **Search Button**.
Reviewer Process: Reviewing Transactions

• If you do not select a card holder and select the **Search** button, all transactions for all card holders that you review will appear.

  – The page will group order transactions by Employee.

  – **NOTE:** If you utilize this option, you must ensure that all of the transactions were reconciled, budget checked, etc.
4. **Option #1**: Select the **Show All Columns** Icon

- Select View All or the Forward/Backward Icons to page through the transactions (only 9 transactions show on each page by default)

- Use the scroll bar to move through the transactions
Procard Reviewer Process

4. **Option #2**: Procard Recon Workbench

- Open the Procard **Recon Workbench** by selecting the Workbench Icon
- Select the show all columns icon
- Use the scroll bar to move up and down the page
Reviewer Process: Reconcilers Workbench

Ensure the Reconciler fills in the transaction Description field.

Return button closes the workbench and takes you back to the Procurement Transactions page.
Procard Reviewer Process: Checking Account Distribution

4. Select the **Account Distribution** Icon to drill down to the Transaction Distributions.

   - Ensure that all transactions have the correct **Account** code and **Chartfield String**.
   - If changes are needed contact the **Reconciler** to make that change.

   ![Image of Account Distribution]

   - Select the **OK** button to return to the **Transaction** page.
Procard Reviewer Process

After reviewing and confirming each transaction:

5. Select the **Select All** link and then select the **Validate Budget** button (Note: The **Select All** link will only mark transactions that appear on the page.)

   - If changes are needed refer to the next slide.

6. Select the **Select All** link again, then select the **Approve** button. This will change all transaction in the *Status* column to “Approved”.

7. Select the **Save** button to complete the review process.
Procard Reviewer Process

• If changes are required prior to approval, respond to the "Workflow Notification" you received or select "Notify" to create a new message.

• If changes are required after approved and saved, change the status for the affected line item(s) back to "Verified" and save the change. Respond to the "Workflow Notification" you received or select "Notify" to create a new message.

• Once Reconciler has notified the Reviewer that the changes are made, repeat steps 1-7 to approve the transactions.
Reviewer Process: Helpful Tips

- Select **View All** to see all transactions.
- Sort column header by **Budget Status** – all “Error” status will appear at the top of the column (Status must show “Valid”).
- Sort column header by **Redistrib** column – ensure all rows in this column reads “Yes” (“No” indicates the transaction was not reconciled).
- Sort column header by **Chartfield Status** – “Recycled” status indicates the default Account code was **NOT** changed (All status must show “Valid”).
- Review all transactions against your documentation (Invoices, Receipts, Procard log, etc.)
- Utilize the **Recon Workbench** to see more transactions on the page.
QUESTIONS
Thank you!

The University of Texas at San Antonio

UTSA Financial Affairs

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