

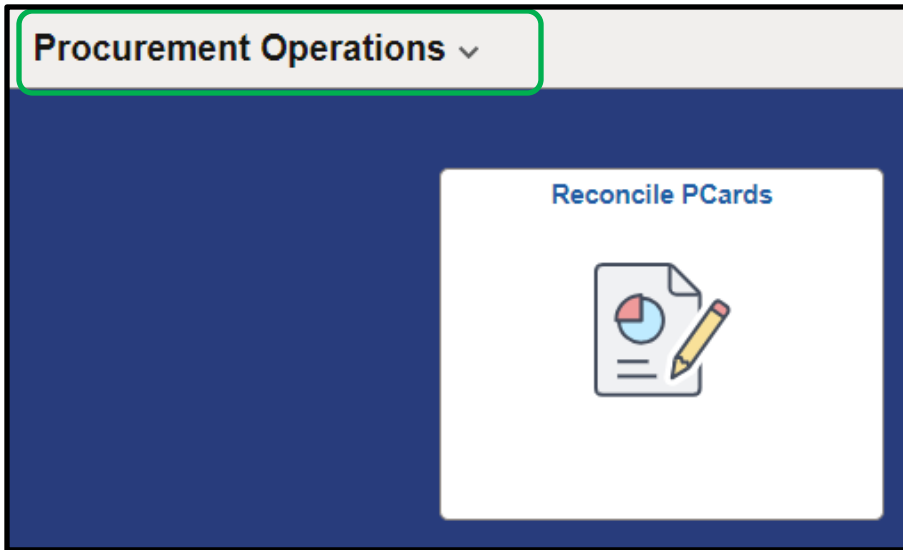
## UT Tyler - UT Share / PeopleSoft Department Reconciliation and Processing for Procard Transactions

### To reconcile Procurement credit card transactions:

After logging in to the UT Share/PeopleSoft accounting system, the assigned Reconciler will navigate to

***Financials>Purchasing> Procurement Cards> Reconcile> Reconcile PCard Statement***

Reconciliation requires a review of individual transactions by merchant, date, amount, and chart field distribution for validity and appropriate accounting.



On the next screen, select appropriate Role Name, Employee ID and/or name of one of cardholder. Select Statement Status of "Staged" and clear Rows Per Page then click the "Search" button. NOTE: If you only reconcile ONE Procard account, PeopleSoft will direct you to that set of transactions without having to Search.

A screenshot of the "Reconcile PCard Statement" search form. The form is titled "Reconcile PCard Statement" and "Reconcile Statement Search". It contains several input fields and dropdown menus: Role Name (dropdown), Employee ID (text with search icon), Name (text with search icon), Business Unit (text with search icon), Card Issuer (dropdown), Card Number (text), Transaction Number (text), Merchant (text with search icon and a checked "Exact Match" checkbox), Sequence Number (text), Line Number (text), Billing Date (text with search icon), To (text with search icon), Statement Status (dropdown), Budget Status (dropdown), Chartfield Status (dropdown), Transaction Date (text with calendar icon, value: 06/24/2023), To (text with calendar icon, value: 09/22/2023), Charge Type (dropdown), Posted Date (text with calendar icon), To (text with calendar icon), and Rows Per Page (text, value: 50). There is also an unchecked checkbox for "Auto Save When Scrolling Through Chunks". At the bottom, there are two buttons: "Search" (highlighted with a green box) and "Clear".

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

Note any discrepancies to discuss with cardholder. **NOTE: ALL CHARGES MUST BE RECONCILED, SHOW A BUDGET STATUS OF VALID, BE APPROVED AND PAID.** 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.

Click on the more detail for “**Distribution**” icon (looks like a page with 3 arrows in bottom right corner).

Reconcile Statement

### Procurement Card Transactions

Empl ID: 5000006664      Name: Hargrove, Lesley  
 Card Number: \*\*\*\*\*4413      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
1 <input checked="" type="checkbox"/>	02/06/2014	HOBBY-LOBBY #0031	Verified	81.67	USD	Valid	Valid	Yes
2 <input type="checkbox"/>	02/07/2014	BARNES & NOBLE #2624	Verified	120.04	USD	Valid	Valid	No

The default Account Code on all Procard transactions is 63003 for “Office/Computer Supplies”. If this is not correct for the transaction you are reconciling, click on the magnify glass search icon and search for an Account Code which appropriately represents the transaction. **Please note: Expenditure Transactions begin with a “6...”** If you believe that an Account Code starting with some other number is the one you should use, please contact Accounts Payable to discuss BEFORE selecting it.

Account Distribution

Line: 1      PO Qty:      Billing Date: 03/04/2014      Billing Amount:      SpeedChart:      Transaction Unit Price:

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept
1	51.0224	41.67	USD	UTTYL	63003	5100	124
2	48.9776	40.00	USD	UTTYL	63003	3105	115

**Look Up Account**      ? Help

SetID:      UTSHR

Account:      begins with      63003

Description:      begins with     

Look Up      Clear      Cancel      Basic Lookup

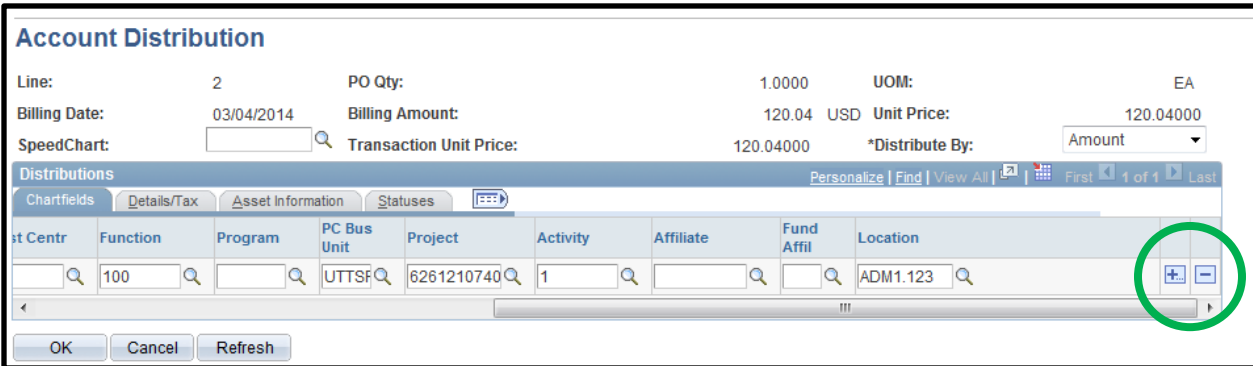
**Search Results**

View 100      First      1 of 1      Last

Account	Description	Account Type
63003	Office/Computer Supplies	E

Review budget chart fields. If charges should be posted to a different set of chart fields or split between two or more sets of chart fields, pull the scroll bar all the way to the right side and **click the “+” or “-”** button depending on what your intention is and what is needed

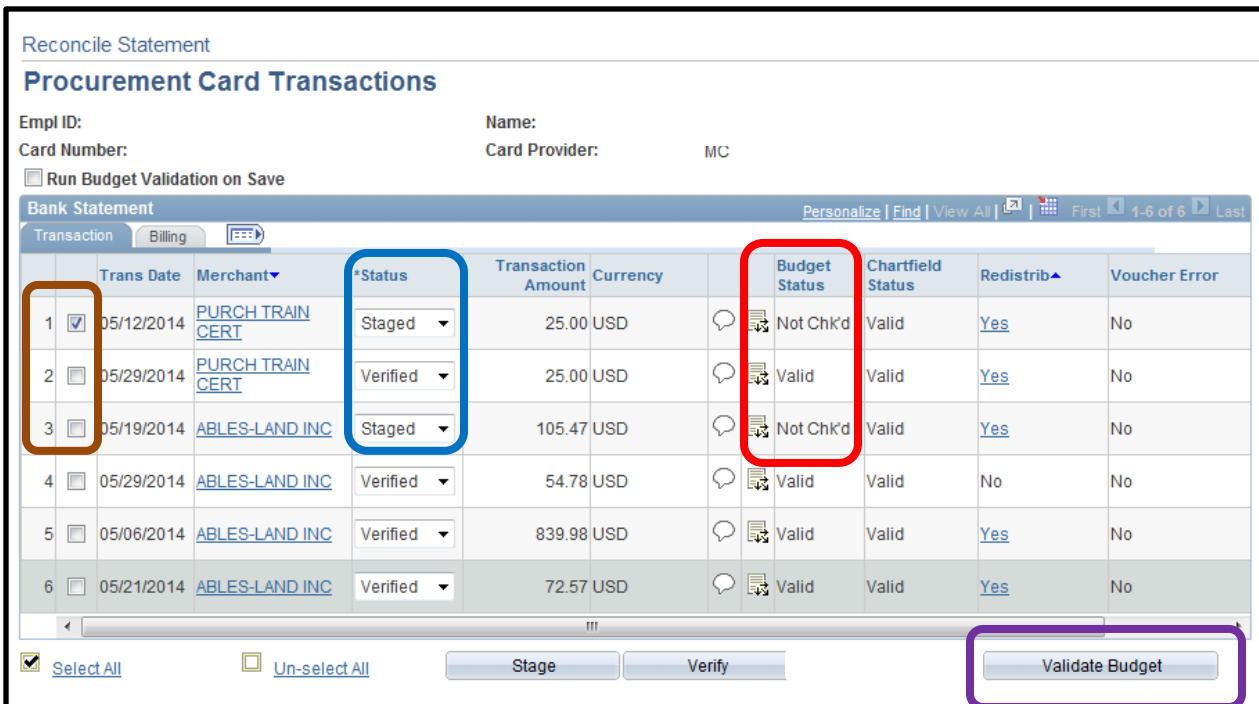
Click the “OK” button once changes to the Account Code and funding chart fields are complete.



**NOTE: The Account Distribution screen is also the screen to review an ERROR “Budget Status.”**

If you have made changes to **ANY of the chart fields**, including the Account code, the Budget Status of your Reconcile Statement screen will have changed from “**VALID**” to “**NOT CHK'D.**”

Click the **CHECK BOX** on the left side next to the transaction number of **EACH** row showing “**NOT CHK'D**” then click the “**VALIDATE BUDGET**” button. It will take a few seconds to process. When it has finished processing the Budget Status **SHOULD** have changed to **VALID**. **If so, you may then mark this transaction to Verified**. If the Budget Status shows “**ERROR**”, **STOP**, do NOT mark the transaction to Verified. Send an email to [Budget@uttyler.edu](mailto:Budget@uttyler.edu) and include screen shots of the **Error details shown on the Account Distribution screen**. Once the Budget Office has run their process OR once you have changed the funding chart field string to a set that has good funding, you can click the “**VALIDATE BUDGET**” button again to see if the transactions process to a **VALID** status.





Please do NOT enter a “Description” on the Billing tab. Entering information in this field overwrites the merchant information that should populate the payment voucher. The merchant information is required on payment vouchers for state required Historically Underutilized Business (HUB) reporting.

Instead, please use the Comments “balloon” icon as described above.

Reference	Description	Billing Date	Billing Amount	Currency	Pr
1 948908470794785		03/03/2016	374.77	USD	
2 948908470794785		03/03/2016	104.75	USD	

As each transaction is reconciled, budget chart field information verified, and Budget Status shows **VALID**, you may click the Status Drop down box and change the status from “**Staged**” to “**Verified**” OR after you have reconciled ALL transactions and ALL transactions show a Budget Status of **VALID** you may click the “**Select All**” link and then click the “**Verify**” button to change the status from “**Staged**” to “**Verified**” for all transactions at once.

Reconcile Statement

### Procurement Card Transactions

Empl ID: 5000 Name: Adams  
Card Number: \*\*\*\*\* Card Provider: MC

Run Budget Validation on Save

Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1 01/08/2014	WAL-MART #1044	Verified	26.55	USD	Valid	Valid	No
2 01/10/2014	ARC SERVICES/TRAINING	Verified	19.00	USD	Valid	Valid	No
3 01/10/2014	ARC SERVICES/TRAINING	Verified	216.00	USD	Valid	Valid	No
4 01/23/2014	BSN SPORT SUPPLY GROUP	Verified	421.18	USD	Valid	Valid	No
5 01/26/2014	AMAZON.COM	Verified	3.24	USD	Valid	Valid	No
6 01/29/2014	WAL-MART #1044	Verified	37.06	USD	Valid	Valid	No

**Select All**    Un-select All        

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

When all transactions have been Reconciled and show a Budget Status of **“VALID”** for this cardholder and **“\*Status”** changed from **“Staged”** to **“Verified”** for all transactions, 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 as **“Verified”** and log in later on to complete the Reconcile and Verify process.

				Amount			Status	Status	
1	<input checked="" type="checkbox"/>	02/06/2014	HOBBY-LOBBY #0031	Verified	81.67	USD	Valid	Valid	No
2	<input type="checkbox"/>	02/07/2014	BARNES & NOBLE #2624	Verified	120.04	USD	Valid	Valid	No
3	<input type="checkbox"/>	02/11/2014	TOYS R US #7825	Verified	41.94	USD	Valid	Valid	No
4	<input type="checkbox"/>	02/16/2014	TARGET 00007757	Verified	130.63	USD	Valid	Valid	No
5	<input type="checkbox"/>	02/16/2014	WAL-MART #2688	Verified	10.42	USD	Valid	Valid	No
6	<input type="checkbox"/>	02/17/2014	HOBBY-LOBBY #0031	Verified	233.59	USD	Valid	Valid	No
7	<input type="checkbox"/>	02/20/2014	WAL-MART #1044	Verified	118.81	USD	Valid	Valid	No
8	<input type="checkbox"/>	02/25/2014	OFFICE DEPOT #24	Verified	19.99	USD	Valid	Valid	No
9	<input type="checkbox"/>	02/25/2014	OFFICE DEPOT #24	Verified	260.89	USD	Valid	Valid	No

Select All     Un-select All           

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

**Note:** There are NO automated notifications generated from PeopleSoft to let the budget authority Reviewer know it is their turn to access the Procard transaction data to Review and mark the transactions to Approved status.

It is the Admin Assistant/Support Specialist Procard Reconciler’s responsibility to notify the Budget Authority Reviewer when transactions **show a Budget Status of “VALID”** and have been **marked “VERIFIED”** so the Budget Authority “Reviewer” may Review and Approve the transactions to facilitate payment processing prior to the Procard Payment Deadline.

**Note:** There is NO electronic Workflow for Procard transaction processing. The Budget Authority must login to PeopleSoft using the same navigation you do to get to the transactions and look at the same transaction data on the same screens you do.