Errors on Transaction Log

1. Incorrect Warrant Hold Notation
   What: We are trying to verify if the vendor is indebted to the state or has a tax delinquency.
   When: If $500 or more and vendor is located in Texas
   Why: Notating it properly documents that we have done our due diligence.
   How: Verify on this website that the vendor is not on list. If vendor is on the list, you cannot use them. If not, notate with “OK.” The only responses here should be “OK” or “N/A.”

2. Incorrect Billing Cycle
   What: Identifies proper statement in conjunction with other identifiers
   When: Each statement month
   Why: UTShare does not have an unique identifier for each statement
   How: Standardized notation of 4th-3rd provides the proper posting dates for a statement’s transactions. Used in conjunction with name or card number allows for statements to be viewed in UTShare.

3. Abbreviating or Leaving Blank Reconciled and Support Attached columns
   What: Indicates if transaction has been reconciled to a statement and proper paperwork is in the packet
   When: Each transaction
   Why: Identifies if transaction has been processed in the system and if proper documentation is located within the current packet
   How: Yes or No. Abbreviated notations could lead to confusion.

4. Transaction Log not Signed or Dated prior to reconciliation
   What: Indicates if the responsible parties have physically processed and approved the statement. Although UTShare provides an electronic approval stamp, the signature is a hardcopy approval.
   When: Every statement month
   Why: Signing acknowledges that proper approvers have physically reviewed the statement prior to electronic approval.
   How: Cardholder, Reconciler, and Reviewer must sign and date on or before electronic approval.

5. Incorrect Last 4 of Card or Complete Card number
   What: This identifies the card associated with transactions/charges. Only putting the last 4 of the number ensures this while still protecting the security of the card number
   When: Each statement month for each card
   Why: This allows for easy identification of charges per card, and in conjunction with the billing cycle allows for the statement to be identified properly in UTShare.
   How: Look at your card and put the correct last 4 of your card on the Transaction Log each month
1. **Purchasing Snacks or Refreshments: Not filling out Official Occasion Expense Form or Not Signing It**
   - **What:** When purchasing snacks and/or refreshments, fill out and sign the Official Occasion Expense Form.
   - **When:** When you purchase snacks or refreshments that are not coffee supplies, used for instructional purposes in Nursing, or food for animals in experiments.
   - **Why:** Certifies that you are not purchasing food or refreshments for personal or recreational purposes.
   - **How:** Fill it out and sign the form each time a snack/refreshment is purchased on the ProCard and place with receipt in Transaction Log.

2. **Missing or Non-Itemized Receipts**
   - **What:** Each purchase requires an itemized receipt showing exactly who you purchased from, what was purchased, what quantity, unit price, extended price, total including any shipping or other fees.
   - **When:** Every time you purchase something with the ProCard.
   - **Why:** The University must know what is being purchased.
   - **How:** Each time you purchase something on behalf of the University make sure you get an itemized receipt. A payment confirmation is not an itemized receipt.

3. **Sales Taxes Charged to ProCard**
   - **What:** As a state institution, we are tax exempt.
   - **When:** Every time you make a purchase ensure that the transaction does not have tax. The University's tax information can be found on Form 2-5.
   - **Why:** We are a state institution and should not be charged sales tax.
   - **How:** Before purchasing, present the University's tax information to the vendor. They should not charge sales tax. If you have a reoccurring payment, it may take 2-4 billing cycles to receive a tax credit and the account to be coded as tax exempt.

4. **Fully Approving Statement in UTShare by the Deadline**
   - **What:** Although cardholders do not directly do this, they are responsible in making sure it is completed. The Reconciler and Reviewer must reconcile and correctly allocate the transactions to the correct cost center/project ID, and Account Code. Final step, approve them for payment in UTShare.
   - **When:** Once the billing cycle is complete, the transactions are uploaded into UTShare for processing. The deadline is sent out on the BATraining ListServ.
   - **Why:** Correct and timely approvals allow Disbursements to pay the bill on time to Citibank. Proper allocations also allow for timely posting to the correct cost center or projects. In turn, that leads to a more accurate account of spending throughout the fiscal year.
   - **How:** Reconcilers and Reviewers must make sure they are properly reviewing each transactions and approving. Once approved, make sure the “Save” button is clicked on. This process records the approval.