APPROVING TRAVEL TRANSACTIONS
Basic Navigation, Reconciliation and Approval of Charges in PantherSoft 9.0

On **the first business day after the 4th of each month**, ProCard transactions will load into the Purchasing module of PantherSoft 9.0.

Once charges are loaded, you will have ten (10) business days to complete the reconciliation and Approval process of all transactions.

You can use the **Procurement Card Transactions** page to review, manage, and approve the Card transactions loaded by the Load Statement Process.

As a reminder, **ALL** ProCard charges are required to be included on travel expense report and the receipts and backup documentation must be faxed with the expense report. Make notation on the receipt that it is “Pcard.”

**MODULE NAVIGATION**
- Purchasing
- Procurement Cards
- Reconcile
- Reconcile Statement
- Click the dropdown and select “Employee Name”
- Click “Search” to process activity.
1) Click on “View All” to review all pending charges.

2) To review additional information for each transaction, click on the “Line Details” icon.

3) Click on the “show all columns” icon to expand the column information to review additional transaction details, including (when available):
   Additional Merchant contact information, traveler name, airline ticket information and other 3rd tier information, refer to sample under item #4 below.
4) After reviewing the transaction details, click the “Return” button to proceed with the verification process.

5) Click on the “show All Columns” icon to reveal the field that will be used to enter the valid TA Number.
6) In the “Description” field, enter the Travel Authorization number for the traveler. Please enter TA followed by the 10 digit number (no spaces). See sample below: TA0000012345.

If travel charges were incurred during the system conversion “down time” (the period between 6/20-7/13/2009) when TA #'s were not issued and Paper Authorizations were obtained for travel, enter “Manual TA” in the description field.

**NOTE 1:** A copy of the paper TA must accompany the backup documentation and faxed with the expense report and all receipts to 305-348-1355.

**NOTE 2:** If there is information automatically populated in this field, highlight and delete and replace with the TA information.

7) Click on the “Comments” icon to enter additional information about the transaction.

If the cardholder is not the traveler, you must enter the name(s) of the traveler(s) and purpose of the travel. In the case of a job candidate, list the traveler’s name and Position #.
8) Click on the “Distribution” icon to update the accounting information for each charge in the “Account Distribution page.”

9) The funding source (Dept and/or Project ID) should be the same funding source authorized on the Travel Authorization (TA).

Update the Travel Account # to reflect the actual purchase using the table below:
10) When the accounting has been updated, click on the “refresh” button and the “OK,” located at the bottom of the page to return to the Procurement Transaction page.

11) When all charge have been processed, check click on the “Select All” button located at the bottom of the page, this will check the select box for all expenses on the page.

12) When all boxes are selected, click “Validate Budget” button. The status will update from Not Chkd to Valid for all charges.

13) Click the “Save” button.

14) To finalize the Approval process, click “Select All” and the “Approve” button. All charges will update from Staged to Approved.