

# Reviewing Transactions In the PeopleSoft ProCard Module

-Log into “My Fresno State”

- Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment or ProCard Completed Inquiry.

Your transactions will be available for adjustment in the ProCard Adjustment panel for 5 business days after the monthly cycle end (@ the 18<sup>th</sup> of the month). After 5 business days the transactions are downloaded into the General Ledger and are no longer available for adjustments. However, they are still available for viewing and statements may be printed by accessing the ProCard Completed Inquiry Panel.

## **ProCard Adjustment**

- Access during the 5-business day period after monthly cycle end.
- Adjust chartfields, and item description
- Print Cardholder Statement

## **ProCard Completed Inquiry Panel**

- View all transactions that have been downloaded into General Ledger.
- Print Cardholder Statement

# Reviewing Transactions In the PeopleSoft ProCard Module

-Log into “My Fresno State”

-Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment

- Your transactions will only appear in the ProCard Adjustment panel during the 5-business day period used for reconciliation.

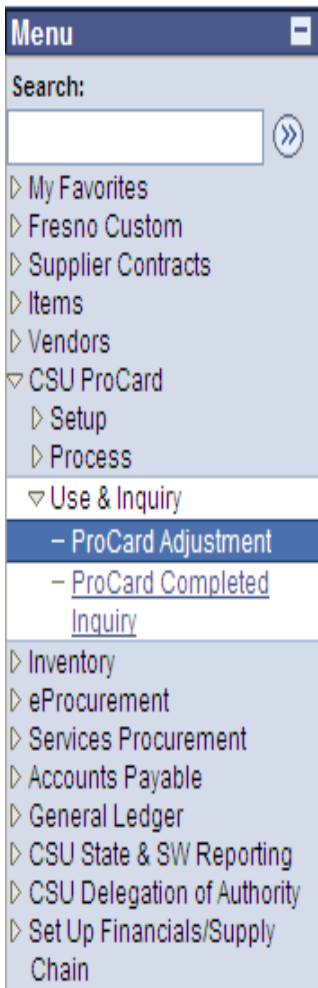
After that the transactions will be downloaded into the General Ledger and will no longer be available for adjustment.

-Select Business Unit of either FRSNO (default) or FRATH (for Athletics)

-Enter Cardholder’s last name

-Enter Cardholder’s first name

-Select 






The screenshot shows the PeopleSoft navigation menu. The 'Menu' title is at the top left. Below it is a search box with a magnifying glass icon. A list of menu items follows, including 'My Favorites', 'Fresno Custom', 'Supplier Contracts', 'Items', 'Vendors', 'CSU ProCard' (with sub-items 'Setup' and 'Process'), 'Use & Inquiry' (with sub-items 'ProCard Adjustment', 'ProCard Completed Inquiry'), 'Inventory', 'eProcurement', 'Services Procurement', 'Accounts Payable', 'General Ledger', 'CSU State & SW Reporting', 'CSU Delegation of Authority', and 'Set Up Financials/Supply Chain'. The 'ProCard Adjustment' item is highlighted in blue.

## ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing Value

Business Unit:	=	▼	FRSNO	
Origin:	begins with	▼		
Invoice Date:	=	▼		
Last Name:	begins with	▼	Harbin	
First Name:	begins with	▼		
Invoice Number:	begins with	▼		


Case Sensitive


  [Basic Search](#)  [Save Search Criteria](#)


## ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing Value

Business Unit: =  

Origin: begins with  

Invoice Date: =  

Last Name: begins with

First Name: begins with

Invoice Number: begins with

Case Sensitive

Search



Clear

[Basic Search](#)



[Save Search Criteria](#)

## Search Results

View All First  1-2 of 2  Last


Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
<a href="#">FRSNO</a>	<a href="#">USB</a>	<a href="#">09/10/2010</a>	<a href="#">HARBIN</a>	<a href="#">MELANIE</a>	<a href="#">PC09100001</a>	<a href="#">[REDACTED]</a>
<a href="#">FRSNO</a>	<a href="#">USB</a>	<a href="#">09/11/2010</a>	<a href="#">HARBIN</a>	<a href="#">MELANIE</a>	<a href="#">PC09100002</a>	<a href="#">[REDACTED]</a>

- Double click on invoice date for current accounting cycle.

## ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE #105090843



**1** Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63

 [Process Monitor](#)

**2** Transactions [Find](#) | [View All](#) First  1 of 3  Last

Vendor Name: HUGHES SECURITY SOLUTI State: ID









Transaction Date: 09/06/2010 Merchandise Amt: 117.54

Description: 00147168 DETECTIVE/PROTECTIVE SERV 00147168  

**3**

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

**4** Distribution [Customize](#) | [Find](#) | [View All](#)  First  1 of 1  Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	660820 	90000 	41408 	0000 	00000 		117.54		

1. Invoice #: System generated. The first two characters are PC, the next four characters are MMYT (the month and year of the billing statement, and the last 4 are sequential numbers.
2. Invoice Date: The billing statement date
3. Description: Default description based upon vendor's MCC ( merchant category code.)
4. Distribution: These fields are automatically populated with the cardholder's default chartstring.

**ProCard Adjustment**

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE #

Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63



[Process Monitor](#)

**Transactions** Find | View All First 1 of 3 Last

Vendor Name: HUGHES SECURITY SOLUTI State: ID  
Transaction Date: 09/06/2010 Merchandise Amt: 117.54  
Description: 00147168 DETECTIVE/PROTECTIVE SERV 00147168

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

**Distribution** Customize | Find | View All First 1 of 1 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	660820	90000	41408	0000	00000		117.54	+	-

## ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE #

Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63

 [Process Monitor](#)

**Transactions** Find | View All First 1 of 3 Last

Vendor Name: HUGHES SECURITY SOLUTI State: ID

Transaction Date: 09/06/2010 Merchandise Amt: 117.54

Description: TR #87568 SECURITY CAMERA, DOME, WARNING STICKER

Equipment  Tax  Registration  Printing/Promo  Computer

Service  Hospitality  Other  Disputed

**Distribution** Customize | Find | View All First 1 of 1 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	660817	49695	64506	0000	00000		117.54	+	-

1. Description: Enter a brief description of the item purchased and it's business purpose.
2. Distribution: If required, change chartfields here. Click on magnifying glass to view chartfield list.


To see the next transaction, select the ▶

To see all charges for the billing cycle select View All

**ProCard Adjustment**

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE :

Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63

 [Process Monitor](#)

**Transactions** Find | View All First 2 of 3 Last

Vendor Name: SCANTRON CORPORATION State: CA

Transaction Date: 09/09/2010 Merchandise Amt: 181.07

Description: 470532539WT08SD00TM5L MISCELLANEOUS AND SPECIAL  
470532539WT08SD00TM5


- Equipment
- Tax
- Registration
- Printing/Promo
- Computer
- Service
- Hospitality
- Other
- Disputed

**Distribution** Customize | Find | View All First 1 of 1 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	660820	90000	41408	0000	00000		181.07	+	-

## ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE #105090843

Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63  [Process Monitor](#)

**Transactions** Find | View All First 2 of 3 Last

Vendor Name: SCANTRON CORPORATION State: CA

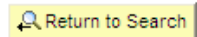
Transaction Date: 09/09/2010 Merchandise Amt: 181.07


Description: TR# 87561 TEST FORMS PRINT SHOP & PROCUREMENT

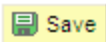
Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

**Distribution** Customize | Find | View 1 | First 1-2 of 2 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	660820	90000	41408	0000	00000		90.53	+	-
2	660814	54301	41410	0000	00000		90.54	+	-


 Save  Return to Search  Previous in List  Next in List

To split the distribution on a transaction, select the  on the distribution line to insert a new row. Add the chartfields for the second distribution. You may enter additional lines for additional distributions.

When you are finished, select  Save

## ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE :

Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63  [Process Monitor](#)

Transactions Find | View All | First 2 of 3 Last

Vendor Name: SCANTRON CORPORATION State: CA

Transaction Date: 09/09/2010 Merchandise Amt: 181.07


Description: TR# 87561 TEST FORMS PRINT SHOP & PROCUREMENT

Equ  
 Ser

Distribu

	+Ac
1	66
2	66

**Windows Internet Explorer**

 Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

When the record is saved, the system automatically checks for the following:

- The total Distribution Amount must equal the Merchandise Amount
- You must have valid chartfield combinations

## Printing Procurement Card Statements

When you are finished reconciling your charges, you will need to print your ProCard Statement.

To print the statement click on the printer icon in the upper right corner of the ProCard Adjustment panel.

Click on the Process Monitor link.

### ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE #

Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63

 [Process Monitor](#)

**Transactions** Find | View All First 2 of 3 Last


Vendor Name: SCANTRON CORPORATION State: CA  
Transaction Date: 09/09/2010 Merchandise Amt: 181.07  
Description: TR# 87561 TEST FORMS PRINT SHOP & PROCUREMENT


Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed


**Distribution** Customize | Find | View 1 First 1-2 of 2 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	660820	90000	41408	0000	00000		90.53	+	-
2	660814	54301	41410	0000	00000		90.54	+	-

 Save

 Return to Search

 Previous in List

 Next in List

Enter Server Name: PSUNX

Process List Server List

View Process request For

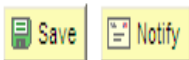
User ID: 17403  Type:  Last: 3 Days   
Server: PSUNX  Name:  Instance:  to   
Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	455898		SQR Report	CSUP008	17403	09/20/2010 8:41:11AM PDT	Success	N/A	<a href="#">Details</a>

Click on the yellow refresh button until the Run Status changes to success.

Click on the Details link

[Go back to ProCard Adjustment](#)



Process List | [Server List](#)

## Process Detail

Process	
Instance: 455898	Type: SQR Report
Name: CSUP0008	Description: ProCard Statement
Run Status: Success	Distribution Status: N/A

Run	Update Process
Run Control ID: 002	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 09/20/2010 8:41:12AM PDT	<a href="#">Parameters</a> Transfer
Run Anytime After: 09/20/2010 8:41:11AM PDT	<a href="#">Message Log</a>
Began Process At: 09/20/2010 8:41:34AM PDT	Batch Timings
Ended Process At: 09/20/2010 8:41:35AM PDT	<a href="#">View Log/Trace</a>

Click on the View Log/Trace link yellow

OK

Cancel

## View Log/Trace

Report		
Report ID:	392937	Process Instance: 455898 <a href="#">Message Log</a>
Name:	CSUP0008	Process Type: SQR Report
Run Status:	Success	

### ProCard Statement

Distribution Details	
Distribution Node:	FFRTST
Expiration Date:	<input type="text" value="09/22/2010"/>

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SOR_CSUP0008_455898.log</a>	1,737	09/20/2010 8:41:47.000000AM PDT
<a href="#">csupo008_455898.PDF</a>	3,183	09/20/2010 8:41:47.000000AM PDT
<a href="#">csupo008_455898.out</a>	231	09/20/2010 8:41:47.000000AM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	17403

Click on the PDF link.

[Return](#)

California State Univ, Fresno  
ProCard Statement

Business Unit: FRSNO	Invoice Number: PC09100002
Account Name: MELANIE .....N 559-278-2111 #1.....	Invoice Date: September 11, 2010
Origin: USB	Total Amount: \$ 885.63

Tran Dt	Vendor	St	Line Amt	Description	Fund	Dept	Prgm	Class	Proj	Amount	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	Acct										
09/06/10	HUGHES SECURITY SOLUTI	ID	117.54	TR #87568 SECURITY CAMERA, DOME, WARNING STICKER	49695	64506	0000	00000		117.54		17403	09/20/10	
			1	660817										
										Total Distribution	117.54			
09/09/10	SCANTRON CORPORATION	CA	181.07	TR# 87561 TEST FORMS PRINT SHOP & PROCUREMENT	90000	41408	0000	00000		90.53		17403	09/20/10	
				1	660820									
				2	660814	54301	41410	0000	00000	90.54				
										Total Distribution	181.07			
09/06/10	MIDWEST TUNGSTEN SERVICE	IL	587.02	54595 WHOLESALE METAL SVC 54595	90000	41408	0000	00000		587.02		101865955	09/17/10	
				1	660820									
										Total Distribution	587.02			

Purchase Categories:

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached.)

Signature of Card Holder, MELANIE ..... Date

Signature of Approving Official, BRIAN ..... Date

- Both the Cardholder and Approving Official must sign the ProCard Statement.
- If your Approving Official is unavailable to review and approve your purchases you are responsible for contacting your designated Alternate Approver to review and approve your purchases.
  - If your paperwork is late any three times in a 12-month period, your card WILL be suspended for a minimum of 90 days. If you continue to late submissions of your paperwork to Accounts Payable, your Procurement Credit Card will be revoked.
- Staple all backup documentation (original receipts/invoices) in the same order as they appear on the transaction detail report.
- Individual receipts/invoices smaller than 4 1/4" x 5 1/2" should be taped to an 8 1/2 x 11" sheet of paper to ensure they are not lost in transit.
- The ProCard Statement and attached backup should be submitted:
  - To: Celia Gonzalez, Accounts Payable Dept, M/S JA58
  - When: By the 5<sup>th</sup> business day following the cycle end (@18<sup>th</sup>. of month – See Exhibit ).
- Keep a copy of your US Bank ProCard Statement, and all invoices/receipts for a minimum of 90 days (preferably 1 year).