ProCard Reconciliation
Module: CFS ProCard

Table of Contents

Overview

This business process guide demonstrates how to reconcile your monthly ProCard statement, print your report and view your transactions and history. The ProCard module within the Common Finance System (CFS) is used to record detailed descriptions of ProCard charges, make adjustments to chartfield distributions, and review historical data.

ProCard university credit cards are issued to employees who have the responsibility of ordering goods for their department. Cardholders and their Approving Officials are to refer to the [Procurement Card Handbook](#) for program guidelines.

Once a month, USBank produces a file of all ProCard charges made for that specified time period. That file is loaded into the CFS ProCard module by Operations, Support, and Innovations (OSI). After the file is downloaded, cardholders are notified by the ProCard via email that their statements are ready for review. Due dates for ProCard statement processing are as follows:

1. On or about the 15th of each month, cardholders are notified via email that their ProCard statements are ready for reconciliation in CFS.

2. By the 3rd day after statements are loaded, cardholders must have reconciled their ProCard statements in CFS and save their ProCard Statement and receipts/backup documentation into one file.

3. By the 5th day after statements are loaded, Cardholders and their Approving Officials must electronically sign the ProCard Statement in Adobe Sign. The completed and signed ProCard reconciliation, matching receipts/backup documentation are submitted to the shared Google Drive.

The current schedules for Procard/DBC can be found below:

- [ProCard 2023 Schedule](#)
- [Declining Balance Card 2023 Schedule](#)

Training

The Cardholder is **required** to complete Procurement Card Training with the Program Administrators. This session provides an overview of policies/guidelines related to the university as well as the services they provide to the campus. The Cardholder may have to be granted access to the CFS system if not already set up, by submitting a [DAR form](#) to Operations Support and Innovations (OSI) at osi@csumb.edu.

Section 1: Reconcile ProCard

This section demonstrates searching for your ProCard statement, adding detail descriptions to each of the transactions, and changing chartfields/creating split chartfields, if needed.
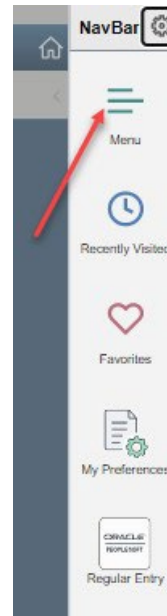
1. Log into CFS from the CSUMB Dashboard.
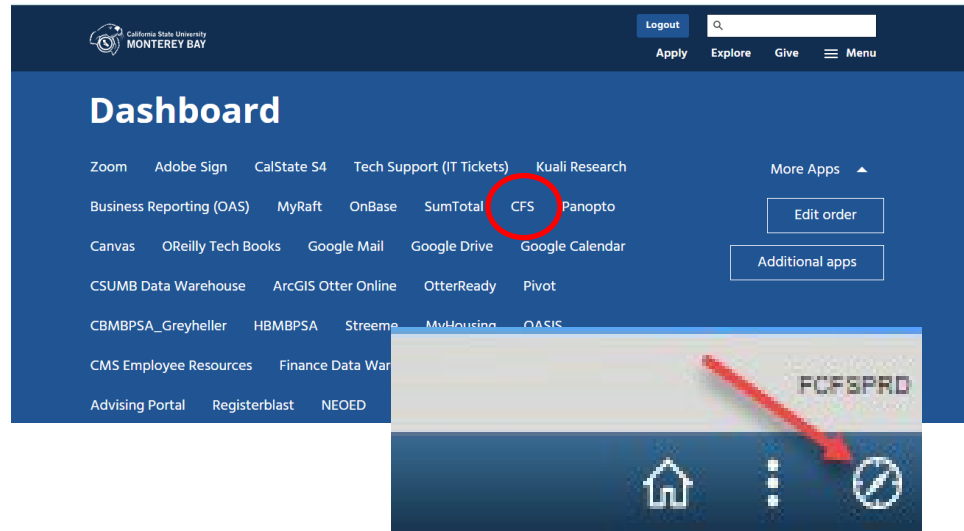
2. After successfully logging into CFS, click the ⊘ **NavBar** icon in the homepage.
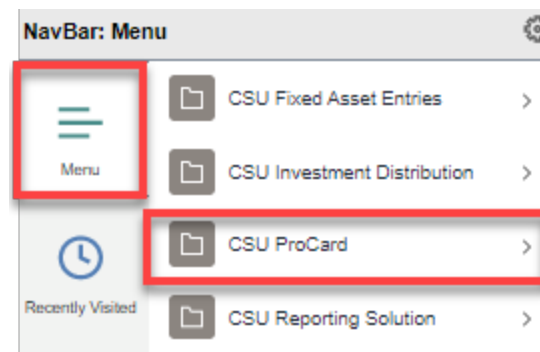
NavBar menu displays.

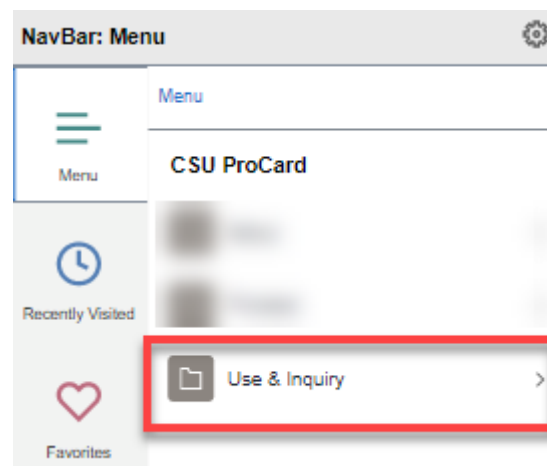3. Click on the [Menu] .

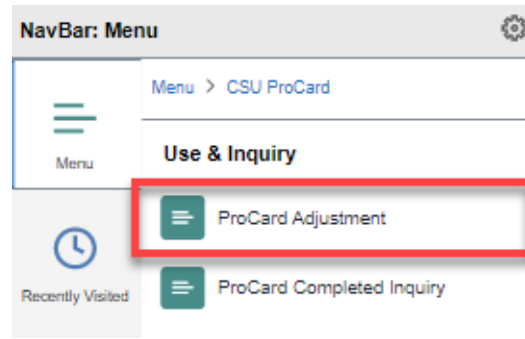**The Navigator menu displays the modules a user has access to.**

4. Select **CSU ProCard** module.

5. In the CSU ProCard module, select **Use & Inquiry**.

6. In Use & Inquiry, select **ProCard Adjustment**.

The ProCard Adjustment page displays.

7. Enter criteria:

   - **Business Unit**: MB000

   - **Origin**: Enter **USB** for ProCard

   - **Last Name**: Enter cardholder's last name.

   - **First Name:** Enter cardholder's first name (optional).

8. Click the **Search** button.

9. Search results will be displayed oldest to newest. Click **Invoice Date** to update filter to newest populating first.

   If your search produces multiple results, click the hyperlink for the name or statement you wish to view.

NavBar: Menu

Menu > CSU ProCard

Use & Inquiry

Recently Visited

ProCard Adjustment

ProCard Completed Inquiry

ProCard Adjustment

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

Find an Existing Value

▼ **Search Criteria**

Business Unit	= ▾	MB000 🔍
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

| View All | | | | | | | ▾ ▶ ▶| |

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
MB000	USB	04/21/2011			PC	
MB000	USB	04/21/2011			PC	
MB000	USB	05/21/2011			PC	

ProCard Adjustment page displays.

Sections:

- The **Header** provides basic information about the statement such as the origin, Cardholder's name and Otter ID login #, Invoice #, Invoice date, and Statement total.

- **Attachments**: Do not attach any documents. This feature is not used by CSUMB.

- **Transactions**: Displays the charges posted to the statement. Information includes the supplier name, transaction date, merchandise amount and a general description.

Transactions section-

10. **Description:** (Required).
    Delete data in this field and
    add your description of what
    was purchased.

    The Description field can be
    used to include information
    such as:

    - product description if
      receipt description is
      vague

    - activity name/description

    - business purpose for
      purchase

    - Event name this
      purchase went
      toward

    *Note: For Catering or ANY
    food expense, including pre-
    packaged food attaching a
    Catering/Food Expense Form
    to monthly reconciliation
    packet is REQUIRED.*

    Disputed Checkbox: Select
    box only if you are disputing a
    charge with US Bank. Please
    select AFTER you have
    contacted US Bank.

    It is the cardholder's
    responsibility to report
    questionable or fraudulent
    charges to the bank.

    All other checkboxes: Select
    other checkboxes as
    applicable to the charge.

Transactions								3 of 3		View All
Supplier Name:	ASSOCIATION OF OUTDOOR				**State:**	MI		☐ Reconciled		
Transaction Date:	09/29/2023			**Merchandise Amount:**		500.00				
Description:	AORE Conference Registration									
	226 characters remaining									
Reference #:										
☐ Equipment	☐ Tax		☐ Registration	☐ Printing/Promo	☐ Computer					
☐ Service	☐ Hospitality		☐ Other	☐ Disputed	☐ Travel					

Distribution

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	MB000	660009	TL003	1148				500.00	+	−

Save   Return to Search   Previous in List   Next in List

- **Distribution**: The default chartfields displayed are ones specified by cardholder in their ProCard application.

  The chartfield string are:

- **Account** (Required)
- **GL Business Unit [MB000]** (Required)
- **Fund** (Required)
- **DeptID** (Required)
- **Program** (Optional)
- **Class** (Optional)
- **Project** (Optional)

If needed, change the chartfield information. The change can be a split distribution if there is more than one chartfield string paying the expense.

11. By default, one transaction displays. To review next transaction, click the **Right Arrow** icon

    or

    to see all charges for the statement, click the **View All** hyperlink.

Field Description List: ProCard Adjustment page (above)

Field Name	Description
Business Unit	MB000
ProCard Origin	USB
Invoice Date	The billing statement date.
Total	The total amount for the ProCard used in this billing cycle.
Vendor Name	The vendor who was paid for this transaction.
Transaction Date	The date of the charge.
Merchandise Amt	The amount of the charge for each transaction.
Description	A description of what goods were purchased. This is a required field. The Description field should be used to include information such as product description if receipt description is vague and business purpose or justification for purchase.
Disputed (Checkbox)	This is for informational purposes only. Select this checkbox only if you are disputing this charge. The disputed charge will still be paid. It is the responsibility of the cardholder to obtain a credit from the vendor.
Distribution	This is the default chartfield string requested by the cardholder. The cardholder may make changes to any of the chartfields during the ProCard reconciliation.

Create a Split Distribution (if applicable):

15. Scroll down to the **Distribution** section of the appropriate transaction.

16. Click the ➕ **Add** icon on the distribution line.

    Note: To delete a line, click ➖ Minus icon.

Distribution Line 2 added.

17. To view all lines of the split distribution, click the **View All** hyperlink.

18. Enter the chartfields for the second distribution.

    Enter the **Distribution Amount**.

    Note: The sum of Distribution Amount has to equal the Merchandise Amount.

19. Click the **Save** button.

Section 2: Save ProCard Statement

This section demonstrates how to save the ProCard Statement for Cardholder's and Approving Official's electronic signature.

1. In the ProCard Adjustment
   page, click the
   Printer icon.

2. Click the **Process Monitor** hyperlink.

The Process List page displays.

3. Click the **Refresh** button every few seconds until:

   - Run Status is **Success**.

   - Distribution Status is **Posted**.

4. Click the **Details** hyperlink.

The Process Detail page displays.

5. Click the **View Log/Trace** hyperlink.

Process Detail

Process

Instance	24537174	Type	SQR Report
Name	CSUPO008	Description	ProCard Statement
Run Status	Success	Distribution Status	Posted

Run

Run Control ID   002
Location   Server
Server   PSUNX
Recurrence

Update Process

- ○ Hold Request
- ○ Queue Request
- ○ Cancel Request
- ○ Delete Request
- ○ Re-send Content   ○ Restart Request

Date/Time

Request Created On   12/08/2022 10:04:03AM PST
Run Anytime After   12/08/2022 10:04:03AM PST
Began Process At   12/08/2022 10:04:22AM PST
Ended Process At   12/08/2022 10:04:36AM PST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

[OK]   [Cancel]

The View Log/Trace displays.

6. Click the **PDF** document hyperlink.

View Log/Trace

Report

Report ID	14861019	Process Instance	24537174	Message Log
Name	CSUPO008	Process Type	SQR Report	
Run Status	Success			

ProCard Statement

Distribution Details

Distribution Node   FCFSPRD   Expiration Date   01/22/2023

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_24537174.log	1,796	12/08/2022 10:04:36.128809AM PST
csupo008_24537174.PDF	8,184	12/08/2022 10:04:36.128809AM PST
csupo008_24537174.out	333	12/08/2022 10:04:36.128809AM PST

The ProCard statement displays.

7. In web browser, either print or save report to your computer as a PDF.

Cal State Univ - Monterey Bay
US Bank ProCard

Business Unit: MB000		Invoice Number: PC0█████
Account Name: ████████████		Invoice Date: April 18, 2023
Origin: USB		Total Amount: $ 7,222.43

	Tran Dt	Supplier	St	Line Amt Distrib Ln#	Description BU/GL	Acct	Fund	Dept	Reference Prgm	Class	Proj	Pur Cat Amount	Upd By	Upd Dt	Disp	Recon
1	03/21/23	FRIPTY	TX	4,039.20	Supplies - SLP national Praxis exam, study guides								████	04/18/23		
				1	MB000	660003	TH001	1026	H12			4,039.20				
										Total Distribution		4,039.20				
2	03/22/23	CSU-MBCATERING	CA	79.96	catering -Science Illustration program review								████	04/18/23		
				1	MB000	660828	TH001	1026	G02			79.96				
										Total Distribution		79.96				
3	03/24/23	IN *NATIONAL STUDENT EXCH	IA	618.20	NSE Students placed in March 2023 conference								████	04/18/23		
				1	MB000	660009	TP158	1169	K03			618.20				
										Total Distribution		618.20				
4	03/27/23	AMZN MKTP US*H764O4II1	WA	28.31	supplies - SLP								████	04/18/23		
				1	MB000	660003	TH001	1026	H12			28.31				
										Total Distribution		28.31				
5	03/30/23	AMZN MKTP US*HY99852J0	WA	17.47	supplies - SLP adapter/M.Flores								████	04/18/23		
				1	MB000	660003	TH001	1026	H12			17.47				
										Total Distribution		17.47				
6	04/04/23	CSU-MBCATERING	CA	63.57	catering -Science Illustration Feb event								████	04/19/23		
				1	MB000	660828	TH001	1026	G02			63.57				
										Total Distribution		63.57				
7	04/07/23	AIRC	MD	600.00	Membership - AIRC B.Childs thru 07/01/24								████	04/18/23		
				1	MB000	660804	TH105	1169	K01			600.00				
										Total Distribution		600.00				
8	04/11/23	STICKER MULE	NY	639.11	supplies -Science Illustration stickers for Exhibit								████	04/18/23		
				1	MB000	660003	TH001	1026	G02	1026M		639.11				
										Total Distribution		639.11				
9	04/17/23	WEB*BLUEHOST.COM	UT	1,031.61	software-eeip.com: BusPro (Exp042726)$971.64; DedicatedIP (Exp042726)$0.0; DomainNmReg (Exp051026)$59.97; & illustratingnature.com: DomainNmReg (051124)$19.99, RegCr-$19.99								████	04/19/23		

| Program Name: CSUPO008 | Forward approved hard copy with signature and backup, including itemized receipts, to Procurement Office, Mountain Hall, Suite B. | Report Date: 10/01/23 |
| Page 1 | | Report Time: 17:32:03 |

	1	MB000	660090	TH001	1026	G02		105.00
							Total Distribution	105.00

Purchase Categories:
E - Equipment less than $5000
T - CA Sales Tax/Out of State Use Tax
R - Registration for Conferences, Seminars, Memberships, etc
P - Printing
C - Computers, Notify Asset Management
S - Contractual Services, MOU's, Service Agreements
H - Hospitality, Food Expenses
O - Fixed Assets: Equipment $5000 and greater
V - Corporation ProCard Travel only & State Declining Bal-Special Travel

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, ▓▓▓▓▓▓:	Date	Signature of Approving Official ▓▓▓▓▓▓	Date

1. After review, send reconciliation through Adobe Sign to be signed by Approving Official.

Section 3: Upload Signed ProCard Reconciliation into Google Drive

Once reconciliation is signed by approving authority, all statements will be uploaded to the [shared drive](#) with the rest of the cardholders' statements. An email with the google drive link will be shared at the beginning of each new Procard cycle.
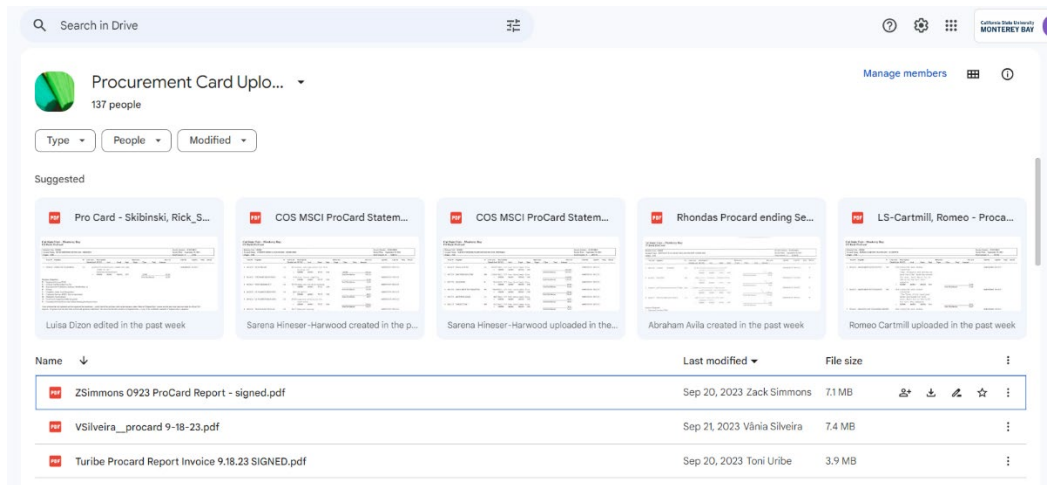
Other Features

This section demonstrates how to view your historical ProCard information and how to print the Statement Report in the CFS. Note that no changes to chartstring information can be made while in "Completed Inquiry" window.

1. Click the [icon] **NavBar** icon.

2. Click the [Menu icon] Menu icon.

3. From NavBar: Menu, go to **CSU ProCard** > **Use & Inquiry** > **ProCard Completed Inquiry**.

NavBar: Menu

Menu > CSU ProCard

Use & Inquiry

ProCard Adjustment

ProCard Completed Inquiry
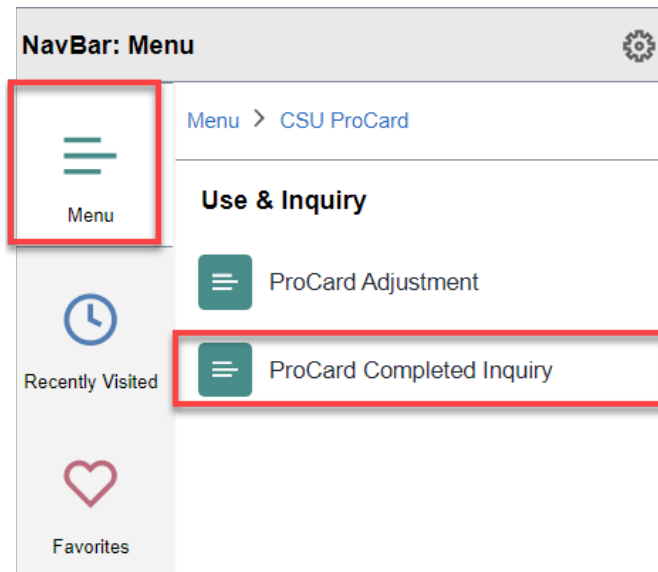
The ProCard Completed Inquiry page displays.

4. Enter criteria:

- **Business Unit:** Enter MB000.

- **Origin:** Enter USB for ProCard

- **Last Name:** Enter cardholder's last name.

- **First Name:** Enter cardholder's first name (Optional).

ProCard Completed Inquiry Page

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

Find an Existing Value

▼ **Search Criteria**

Business Unit	= ∨	MB000 🔍
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

5. Click the **Search** button.

The Search Results page displays.

6. Search results will be displayed oldest to newest. Click **Invoice Date** to update filter to newest populating first.

   To select a transaction, click the appropriate hyperlink.

View All						1-100 of 300
Business Unit	**Origin**	**Invoice Date**	**Last Name**	**First Name**	**Invoice Number**	**Cardmember Number**
MB000	USB	04/21/2011			PC	
MB000	USB	04/21/2011			PC	
MB000	USB	05/21/2011			PC	

The ProCard Completed Inquiry Page displays.

7. To see all transactions for the billing cycle, click the **View All** hyperlink.

ProCard Completed Inquiry Page

Business Unit: MB000   ProCard Origin: USB   Name: ⬛⬛⬛⬛⬛⬛
Invoice: PC04230079   Invoice Date: 04/18/2023   Total: 7,222.43   🖨 Process Monitor

View Attachment

Attachment 1
Attachment 2
Attachment 3
Attachment 4

Transactions	🔍	❘◀ ◀ 1 of 10 ▾ ▶ ▶❘	View All

Supplier Name: FRIPTY   State: TX
Transaction Date: 03/21/2023   Merchandise Amount: 4,039.20
Description: Supplies - SLP national Praxis exam, study guides

Reference #:
☐ Equipment   ☐ Tax   ☐ Registration   ☐ Printing/Promo   ☐ Computer
☐ Service   ☐ Hospitality ☐ Other   ☐ Disputed   ☐ Travel

Distribution

◀ 1-1 of 1 ▾ ▶ ▶❘ │ View All

	GL Business Unit	Account	Fund	DeptID⬆	Program	Class	Project	Distrib. Amt.
1	MB000	660003	TH001	1026	H12			4,039.20

Return to Search	Previous in List	Next in List

Print Statement:

8. To print your ProCard statement, click the 🖨 **Printer** icon.

ProCard Completed Inquiry Page

Business Unit: MB000   ProCard Origin: USB   Name: ⬛⬛⬛⬛⬛⬛
Invoice: PC⬛⬛⬛   Invoice Date: 04/18/2023   Total: 7,222.43   🖨 Process Monitor

View Attachment

Attachment 1

9. Click the **Process Monitor** hyperlink.

ProCard Completed Inquiry Page

Business Unit: MB000   ProCard Origin: USB   Name: ⬛⬛⬛⬛⬛⬛
Invoice: PC⬛⬛⬛   Invoice Date: 04/18/2023   Total: 7,222.43   🖨 Process Monitor

View Attachment

Attachment 1

The Process List page displays.

10. Click the **Refresh** button every few seconds until:

    • Run Status is **Success**.

    • Distribution Status is **Posted**.

11. Click the **Details** hyperlink.

The Process Details page displays.

12. Click the **View Log/Trace** hyperlink.

The View Log/Trace page displays.

13. Click the **PDF** document hyperlink.

| Process List | Server List |

View Process Request For

User ID 80	Type		Last		1	Days	Refresh
Server	Name		Instance From		Instance To		Clear
Run Status	Distribution Status		☑ Save On Refresh		Report Manager		Reset

▼ **Process List**

1-13 of 13   View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	24549579		SQR Report	CSUPO008	80	12/09/2022 4:28:20PM PST	Success	Posted	Details	▼ Actions

---

Process Detail

Process

Instance	24549579	Type	SQR Report
Name	CSUPO008	Description	ProCard Statement
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	002
Location	Server
Server	PSUNX
Recurrence	

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On	12/09/2022 4:28:20PM PST
Run Anytime After	12/09/2022 4:28:20PM PST
Began Process At	12/09/2022 4:28:27PM PST
Ended Process At	12/09/2022 4:28:41PM PST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

View Log/Trace

Report

Report ID	14871364	Process Instance	24549579	Message Log
Name	CSUPO008	Process Type	SQR Report	
Run Status	Success			

ProCard Statement

Distribution Details

Distribution Node	FCFSPRD	Expiration Date	01/23/2023

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_24549579.log	1,796	12/09/2022 4:28:41.419158PM PST
csupo008_24549579.PDF	9,021	12/09/2022 4:28:41.419158PM PST
csupo008_24549579.out	333	12/09/2022 4:28:41.419158PM PST

The ProCard Statement displays.

14. Print the statement or save as a PDF.

Cal State Univ - Monterey Bay
US Bank ProCard

Business Unit: MB000	Invoice Number: PC
Account Name:	Invoice Date: April 18, 2023
Origin: USB	Total Amount: $ 7,222.43

	Tran Dt	Supplier	St	Line Amt	Description				Reference			Pur Cat	Upd By	Upd Dt	Disp	Recon
				Distrib Ln#	BU/GL	Acct	Fund	Dept	Prgm	Class	Proj	Amount				
1	03/21/23	FRIPTY	TX	4,039.20	Supplies - SLP national Praxis exam, study guides									04/18/23		
				1	MB000	660003	TH001	1026	H12			4,039.20				
										Total Distribution		4,039.20				
2	03/22/23	CSU-MBCATERING	CA	79.96	catering -Science Illustration program review									04/18/23		
				1	MB000	660828	TH001	1026	G02			79.96				
										Total Distribution		79.96				
3	03/24/23	IN *NATIONAL STUDENT EXCH	IA	618.20	NSE Students placed in March 2023 conference									04/18/23		
				1	MB000	660009	TP158	I169	K03			618.20				
										Total Distribution		618.20				
4	03/27/23	AMZN MKTP US*H764O4II1	WA	28.31	supplies - SLP									04/18/23		
				1	MB000	660003	TH001	1026	H12			28.31				
										Total Distribution		28.31				
5	03/30/23	AMZN MKTP US*HY99852J0	WA	17.47	supplies - SLP adapter/M.Flores									04/18/23		
				1	MB000	660003	TH001	1026	H12			17.47				
										Total Distribution		17.47				
6	04/04/23	CSU-MBCATERING	CA	63.57	catering -Science Illustration Feb event									04/19/23		
				1	MB000	660828	TH001	1026	G02			63.57				
										Total Distribution		63.57				
7	04/07/23	AIRC	MD	600.00	Membership - AIRC B.Childs thru 07/01/24									04/18/23		
				1	MB000	660804	TH105	I169	K01			600.00				
										Total Distribution		600.00				
8	04/11/23	STICKER MULE	NY	639.11	supplies -Science Illustration stickers for Exhibit									04/18/23		
				1	MB000	660003	TH001	1026	G02	1026M		639.11				
										Total Distribution		639.11				
9	04/17/23	WEB*BLUEHOST.COM	UT	1,031.61	software-eeip.com: BusPro (Exp042726)$971.64; DedicatedIP (Exp042726)$0.0; DomainNmReg (Exp051026)$59.97; & illustratingnature.com: DomainNmReg (051124)$19.99, RegCr-$19.99									04/19/23		

Program Name: CSUPO008 **Forward approved hard copy with signature and backup, including itemized receipts, to Procurement Office, Mountain Hall, Suite B.**

Page 1

Report Date: 10/01/23
Report Time: 17:32:03

Contacts

Questions pertaining to the ProCard Program should be directed to the Program Coordinators:

- CSUMB Procard Email- procard@csumb.edu

- Calista Gasbarri- cgasbarri@csumb.edu

- Eva Salas- esalas@csumb.edu

Forms

- **Procurement Card Handbook**
  https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/Procurement-Card-Handbook_Rev02_2022.pdf

- **Catering/Food Approval Request Form**
  https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/Catering-Form_Rev2022.pdf

- **Procard Application**
  https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/ProCard-Application-Form.pdf

- **DAR Form**
  https://csumb.edu/media/csumb/section-editors/employees/9bsCqq9QKWaS2dSnyuXX_CFS-DAR-062020.pdf