



CSUSM

Corporation

***PROCARD
RECONCILIATION GUIDE***

FOR ASSISTANCE
Email: corpocard@csusm.edu

ProCard Overview

A ProCard application in PeopleSoft has been designed for the ProCard holder at CSUSM Corporation. This application is used to make adjustments to the chartfield string, record detailed descriptions per transaction, and review historical billing statement information.

Once a month, the bank produces a monthly file for all of the ProCard account holders. Once the statement has been approved, the following will occur:

1. The ProCard bank file will be loaded into PeopleSoft. The ProCard holders will be notified that the reconciliation period is open.
2. The ProCard holders can modify/redistribute the expense, revise the description of the purchase and select options where applicable. They will have until the 5th of the following month at 4:00 pm to complete their reconciliation.
3. On the next business day following the 5th, the file will be loaded into Accounts Payable.
4. End User will be able to review their ProCard statement history and submit for Audit.

Objectives

In this reconciliation guide you will learn how to:

1. Make adjustments/reconcile your current month ProCard purchases.
2. Print your monthly statement after making adjustments and submit for monthly Audit.
3. Review ProCard history and print statements from prior months.

ProCard Reconciliation

Once the monthly file has been loaded into PeopleSoft, the ProCard holder will be notified via email by the ProCard Administrator that the reconciliation period is open. This is your opportunity to make changes to the chartfield string, expand on the descriptions and identify additional information required. The reconciliation must be completed by the 5th of the following month at 4:00 pm. On the next business day following the 5th, the ProCard charges will be transferred to Accounts Payable and the user will no longer be able to make any changes to these transactions.

The following navigation is used to reconcile ProCard Transactions:

CSU ProCard > Use & Inquiry > ProCard Adjustment

Business Unit: SMURS

Last Name: Enter the cardholder’s last name,

click .

ProCard Adjustment

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:	=	<input type="text" value="SMCMP"/>	<input type="button" value="Q"/>
Origin:	begins with	<input type="text"/>	<input type="button" value="Q"/>
Invoice Date:	=	<input type="text"/>	<input type="button" value="B"/>
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	
Invoice Number:	begins with	<input type="text"/>	

Case Sensitive

Business Unit: The Default BU the expense will be charged to (SMURS).

Origin: The Credit Card Vendor.

Invoice: System generated. The first two characters are PC, the next four are MMY, (month and year of the billing statement), last 4 are sequential numbers. Make note of the **Invoice**, this will be used to cross reference the AP voucher created in PeopleSoft. *This is useful for Budget Managers with multiple cardholders in their area.*

Invoice Date: The date the file was loaded into PeopleSoft.

Total: The total amount for the card for this billing cycle.

Vendor Name: The Vendor the charge was for.

Transaction Date: The date the transaction posted.

Merchandise Amt: The amount of the charge.

Description: A summary of your purchase. Use this field to enter a more detailed explanation of what was purchased.

Distribution: The Account, Fund, Dept ID and Project of the charge. Defaults from the setup of the ProCard Account holder. The user is able to make changes to these.

Inter Unit Charges: Using the InterUnit method is as simple as entering the business unit to be charged and chartfield string for that business unit. For Campus ProCards, there will no longer be a need to use fund 54401 and "Project in the Program field" for billing back to another business unit.

Tax, Other and Disputed are the only boxes that are interactive. You may choose to use them or not. If you choose to use them a "T" and/or an "O" will print on your statement in the Purchase Category column as a reminder to you.

T = Tax: Select if this charge is for a taxable item and Sales Tax was **NOT included or was incorrect**. A Tax Accrual Form must be submitted. [ProCard Tax Accrual Form](#) Remember, services are not taxable.

O=Other: Use this for anything other than tax or disputed ie: E&IT Form, Fixed Assets or Computer. Again, it will just be a reminder to you.

Disputed: Select if you are disputing the charge. Remember, this is for informational purposes only. The purchase will be charged to your account and based on the resolution, either a credit will be applied to your account or not.

To see all charges for the billing cycle, select the **View All**.

ProCard Adjustment

Business Unit: SMCMP ProCard Origin: USB Name: RUFFOLO, THERESA #000005463101
 Invoice: PC10140015 Invoice Date: 10/28/2014 Total: 1,098.36 Process Monitor

Transactions Find **View All** First 1 of 4 Last

Supplier Name: OFFICEMAX CT*IN#845706 State: IL
 Transaction Date: 10/09/2014 Merchandise Amount: 282.90
 Description: Office Supplies - UARSC Board Binders, Dividers, and genreal supplies

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

Distribution Personalize Find View All First 1 of 1 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	660949	54401	1096	81500			282.90

If you are viewing charges one by one and want to go to the next transaction, select the .

ProCard Adjustment

Business Unit: SMCMP ProCard Origin: USB Name: RUFFOLO, THERESA #000005463101
 Invoice: PC10140015 Invoice Date: 10/28/2014 Total: 1,098.36 Process Monitor

Transactions Find View All First 1 of 4 **Next** Last

Supplier Name: OFFICEMAX CT*IN#845706 State: IL
 Transaction Date: 10/09/2014 Merchandise Amount: 282.90
 Description: Office Supplies - UARSC Board Binders, Dividers, and genreal supplies

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

Distribution Personalize Find View All First 1 of 1 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	660949	54401	1096	81500			282.90

Split Distribution

If you want to split the distribution, select the on the distribution line to insert a new row.

When you are finished, click Save.

The following Edits are performed when the record is saved:

- The total Distribution amount must equal the Merchandise Amt.

All Chartfields and combo edits are validated at the save.

ProCard Adjustment

Business Unit: SMCMP ProCard Origin: USB Name: RUFFOLO, THERESA #000005463101
 Invoice: PC10140015 Invoice Date: 10/28/2014 Total: 1,098.36 Process Monitor

Transactions Find View All First 1 of 4 Last

Supplier Name: OFFICEMAX CT*IN#845706 State: IL
 Transaction Date: 10/09/2014 Merchandise Amount: 282.90
 Description: Office Supplies - UARSC Board Binders, Dividers, and genreal supplies

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

Distribution Personalize Find View All First 2 of 2 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1							0.00
2							0.00


Save Return to Search

Printing the ProCard Statement


When finished with the reconciliation you need to print the statement. Follow navigation below.

Select the Printer Icon  then [Process Monitor](#).


ProCard Adjustment

Business Unit: SMCMP ProCard Origin: USB Name: RUFFOLO, THERESA #000005463194
 Invoice: PC10140015 Invoice Date: 10/28/2014 Total: 1,098.36  [Process Monitor](#)

Transactions Find | View All First 1 of 4 Last

Supplier Name: OFFICEMAX CT*IN#845706 State: IL
 Transaction Date: 10/09/2014 Merchandise Amount: 282.90
 Description: Office Supplies - UARSC Board Binders, Dividers, and genreal supplies 

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

Distribution Personalize | Find | View All  First 1 of 1 Last

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660949	54401	1096	81500			282.90


Click [Refresh](#) until Run Status shows "Success" and Distribution Status shows "Posted". Then click [Details](#).

Process List Server List

View Process Request For

User ID: Type: Last: Days: [Refresh](#)

Server: Name: Instance: to:
 Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All  First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6781151		SQR Report	CSUP0008	#000005463194	11/03/2014 4:33:32PM PST	Success	Posted	Details

Select the [View Log/Trace](#) link.

Process Detail

Process

Instance: 6781151 Type: SQR Report
 Name: CSUP0008 Description: ProCard Statement
 Run Status: Success Distribution Status: Posted

Run [Update Process](#)

Run Control ID: 002 Hold Request
 Location: Server Queue Request
 Server: PSUNX Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 11/03/2014 4:33:32PM PST [Parameters](#) Transfer
 Run Anytime After: 11/03/2014 4:33:32PM PST [Message Log](#)
 Began Process At: 11/03/2014 4:33:55PM PST [Batch Timings](#)
 Ended Process At: 11/03/2014 4:34:09PM PST [View Log/Trace](#)

[OK](#) [Cancel](#)

Select the [csupo008_6781151.PDF](#) link. Your statement will appear. Print the hardcopy from this page.

View Log/Trace

Report

Report ID: 824482 Process Instance: 6781151 [Message Log](#)
 Name: CSUP0008 Process Type: SQR Report
 Run Status: Success

ProCard Statement

Distribution Details

Distribution Node: FCFSRDP Expiration Date: 12/18/2014

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUP0008_6781151.log	1,750	11/03/2014 4:34:09.447759PM PST
csupo008_6781151.PDF	6,738	11/03/2014 4:34:09.447759PM PST
csupo008_6781151.out	234	11/03/2014 4:34:09.447759PM PST

ProCard Statement

Both the ProCard holder and Approving Official must sign the statement. Attach all backup documentation (receipts, forms, etc.) in the same order as it appears on the statement. Reconciliation must be completed, including all signatures, by 4:00 pm on the 5th of each month unless otherwise indicated by the ProCard Administrator.

Cal State San Marcos
ProCard Statement

Business Unit: SMURSP	Invoice Number: PC09110017
Account Name: THERESA RUFFOLO 7607504443 #00000483101	Invoice Date: September 29, 2011
Origin: USR	Total Amount: \$ 2,444.59

Trans ID	Vendor	St	Line Amt	Description	Trans Date	From	Class	Prty	Amount	Prd Cat	Upd By	Upd Dt	Dsp
08-20-11	OFFICEMAX CT*04023507	EL	760.01	supplies	1 660003 48500 1047				760.01		68000004483003011		
									Total Distribution				
08-01-11	OFFICEMAX CT*04046151	EL	248.48	STATIONERY STORE/SUPPLIES	1 660003 48500 1047				248.48		68000038711002011		
									Total Distribution				
08-26-11	AMAZON MCTPLACE PARTS	WA	89.89	trad partfeln (david)	1 660003 48500 1047				89.89		68000004483003011		
									Total Distribution				
08-26-11	APL*APPLE ONLINE STORE	CA	483.25	19ad 2 David and recycle fee	1 660003 48500 1047				483.25		68000004483003011		
									Total Distribution				
08-26-11	APL*APPLE ONLINE STORE	CA	31.25	iphone bumpers (david)	1 660003 48500 1047				31.25		68000004483003011		
									Total Distribution				
08-26-11	APL*APPLE ONLINE STORE	CA	16.11	iphone anti-glare filters (david)	1 660003 48500 1047				16.11		68000004483003011		
									Total Distribution				
08-07-11	OFFICEMAX CT*04046152	EL	206.57	STATIONERY STORE/SUPPLIES	1 660003 48500 1047				206.57		68000038711002011		
									Total Distribution				

Purchase Categories:
T - Tax
O - Other

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 cardholder's statement of disputed items is attached.)

Signature of Card Holder, THERESA RUFFOLO Date _____ Signature of Approving Official, Bella Newberg Date _____

Program Name: CSUPO008 Page: 1 Report Date: 10/14/11 Report Time: 16:09:46

Submitting for Audit

The following documents should be submitted for monthly audits.

1. Statement Sheet
2. All Receipts for purchases
3. All supporting documentation for receipts

Scan the items listed above as one PDF document.

Go to http://www.csusm.edu/procurement/procurementservices/ebusinessprocard/procard_submittals.html

Fill out the form and attach your scanned PDF document for that month.

Review ProCard History

Once the ProCard billing statements have been loaded into the Accounts Payable system, the ProCard holder will no longer be able to update their expense distribution for that month. However, you are still able to view previous monthly statements.

The following navigation is used to view your ProCard Transaction history:

CSU ProCard > Use & Inquiry > ProCard Completed Inquiry

Business Unit: SMURS

Last Name: Fill in the "Last Name" field &

click .

ProCard Completed Inquiry Page

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

Search Criteria

Business Unit:

Origin:

Invoice Date:

Last Name:

First Name:

Invoice Number:

Click on the month you want to review.

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: = SMCMP

Origin: begins with

Invoice Date: =

Last Name: begins with ruffolo

First Name: begins with

Invoice Number: begins with

Case Sensitive

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

Search Results

View All First 1-40 of 40 Last

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
SMCMP	USB	04/26/2011	RUFFOLO, THERESA		PC04110019	000005463101
SMCMP	USB	05/26/2011	RUFFOLO, THERESA		PC05110022	000005463101
SMCMP	USB	06/28/2011	RUFFOLO, THERESA		PC06110017	000005463101
SMCMP	USB	07/26/2011	RUFFOLO, THERESA		PC07110014	000005463101
SMCMP	USB	08/26/2011	RUFFOLO, THERESA		PC08110019	000005463101
SMCMP	USB	09/29/2011	RUFFOLO, THERESA		PC09110017	000005463101

Select **View All** to see all transactions for this billing cycle.

ProCard Completed Inquiry Page

Business Unit: SMCMP ProCard Origin: USB Name: RUFFOLO, THERESA #000005463101

Invoice: PC09110017 Invoice Date: 09/29/2011 Total: 2,044.16 [Process Monitor](#)

Transactions Find [View All](#) First 1 of 7 Last

Supplier Name: OFFICEMAX CT*IN#523507 State: IL

Transaction Date: 09/20/2011 Merchandise Amount: 760.01


Description: Supplies

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

Distribution Personalize Find View All First 1 of 1 Last


Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660003	48500	1047				760.01

[Return to Search](#) [Previous in List](#) [Next in List](#)

Select the Printer Icon  if you want to print a hardcopy of your transactions (a statement).

Select [Process Monitor](#)

ProCard Completed Inquiry Page

Business Unit: SMCMP ProCard Origin: USB Name: RUFFOLO, THERESA #000005463101 

Invoice: PC09110017 Invoice Date: 09/29/2011 Total: 2,044.16 [Process Monitor](#)

Transactions Find [View 1](#) First 1-7 of 7 Last

Supplier Name: OFFICEMAX CT*IN#523507 State: IL

Transaction Date: 09/20/2011 Merchandise Amount: 760.01

Description: Supplies

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed


Distribution Personalize Find View All First 1 of 1 Last

Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660003	48500	1047				760.01

Accounts Payable Voucher Inquiry

Once the ProCard transactions have been loaded into Accounts Payable you are able to view it through the Voucher inquiry. *Individual cardholders probably won't use this tool but it is highly useful for Budget Managers with multiple cardholders in their area.*

To view the Invoice use the following navigation: **Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher** Search Name = END USER INQUIRY

To find your ProCard details in PeopleSoft AP, enter the Invoice number for the month you wish to see. This can be found on the ProCard record. See above, on how to find this. Click .

Select the Amounts Tab to see Line Details.

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Match Status	Scheduled Payments	Short Vendor Name
SMCMP	00052996	PC10080003	10/28/2008	0000000690	Postable	No Match		AMERICANEX-001

Select the Detail Lines Icon to see ProCard Transaction Details.

Business Unit	Voucher ID	Gross Invoice Amount	Voucher Unpaid Balance	Gross Amount Paid	Vendor Loc	Detail Lines	Post Status	Approval Status	Close Status	Origin	Due Date	Accto Date
SMCMP	00052996	93.67	93.67	0.00	MAIN		Unposted	Approved	Open	PRC	10/28/2008	10/31/2008

Voucher Details

Business Unit: SMCMP
 Voucher ID: 00052996
 Invoice No: PC10080003
 Invoice Dt: 10/28/2008
 Vendor ID: 0000000690 AMERICANEX-001
 Name: AMERICANEX-001
 Gross Amount: 93.67
 Misc Charges: 0.00
 Total VAT: 0.00
 Transaction Currency: USD

Line	Description	Amount						
1	WAL-MART	61.51						
PO Business Unit: PO Number: PO Line: PO Schedule: Receipt Unit: Receipt Number: Receipt Line: Schedule:								
Distributions								
Distrib Line	Amount	GL Unit	Account	Dept	Program	Class	Project	Fund
1	51.51	SMCMP	660003	1089				44101
2	10.00	SMCMP	660003	1090				48500
2	CSUSM UNIVERSITY STORE	32.16						
PO Business Unit: PO Number: PO Line: PO Schedule: Receipt Unit: Receipt Number: Receipt Line: Schedule:								
Distributions								
Distrib Line	Amount	GL Unit	Account	Dept	Program	Class	Project	Fund
1	32.16	SMCMP	660003	1089				44101