

PROCARD RECONCILIATION GUIDE

FOR ASSISTANCE Email: corppcard@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:

- 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.
- 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 5^{th} of the following month at 4:00 pm. On the next business day following the 5^{th} , 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 | ProCard Adjustment | | | |
|--|--|---------------|-----------------------|----------|
| Last Name: Enter the cardholder's last name, | Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria | | | |
| click Search | | | | |
| · | Business Unit: | = • | SMCMP | Q |
| | Origin: | begins with ▼ | | Q |
| | Invoice Date: | = • | | 31 |
| | Last Name: | begins with ▼ | | |
| | First Name: | begins with ▼ | | |
| | Invoice Number: | begins with ▼ | | |
| | Case Sensitive | | | |
| | Search | Clear Basic S | earch 📳 Save Search C | Criteria |

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 MMYY, (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.

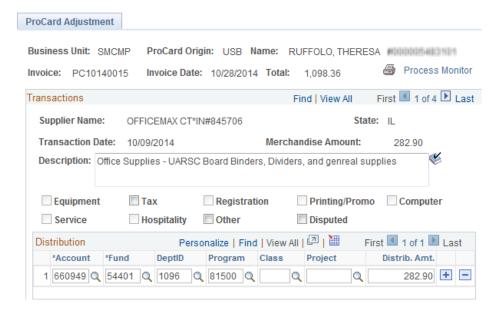
Transaction Date: The date the transaction posted.

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.

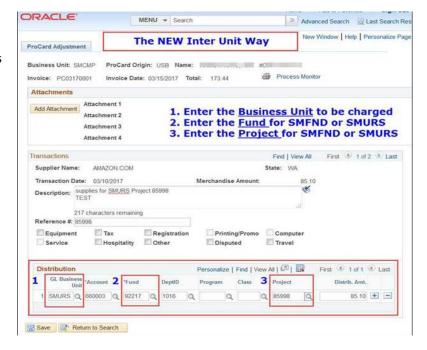


Tax, Other and **Disputed** are the only boxes that are interactive. You may choose to use them or not. If you choose to use them a "T" and/or an "O" will print on your statement in the Purchase Category column as a reminder to you.

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**.

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

Split Distribution

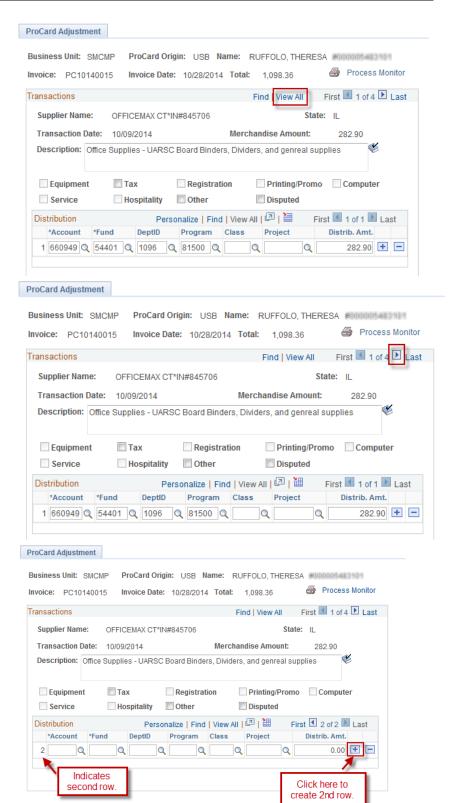
If you want to split the distribution, select the on the distribution line to insert a new row.

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.

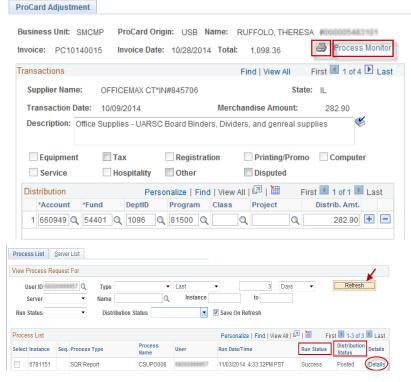


Save Return to Search

Printing the ProCard Statement

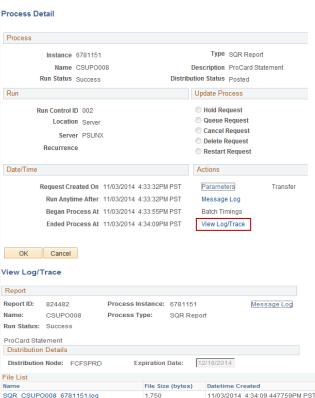
When finished with the reconciliation you need to print the statement. Follow navigation below.





Click Refresh until Run Status shows "Success" and Distribution Status shows "Posted". Then click Details





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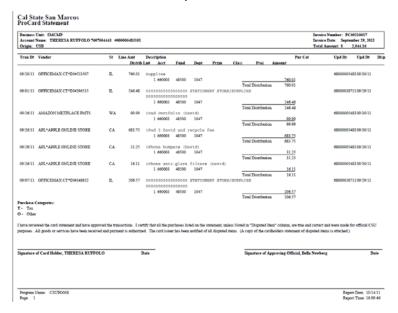
11/03/2014 4:34:09.447759PM PST

Select the csupo008_6781151.PDF link. Your statement will appear. Print the hardcopy from this page.

csupo008_6781151.PDF csupo008_6781151.out

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 5^{th} of each month unless otherwise indicated by the ProCard Administrator.



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.

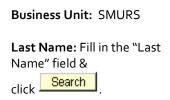
Go to http://www.csusm.edu/procurement/procurementservices/ebusinessprocard/procard_submittals.html Fill out the form and attach your scanned PDF document for that month.

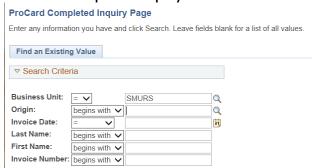
Review ProCard History

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.

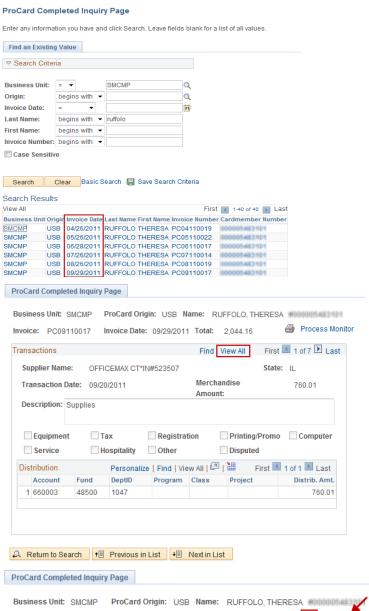
The following navigation is used to view your ProCard Transaction history:

CSU ProCard > Use & Inquiry > ProCard Completed Inquiry





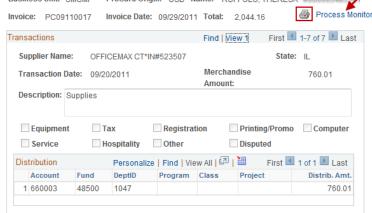
Click on the month you want to review.



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

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

Select Process Monitor



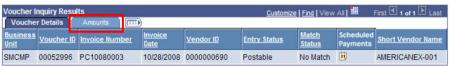
Accounts Payable Voucher Inquiry

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 Search





Select the Amounts Tab to see Line Details.

Select the Detail Lines Icon to see ProCard Transaction Details.

