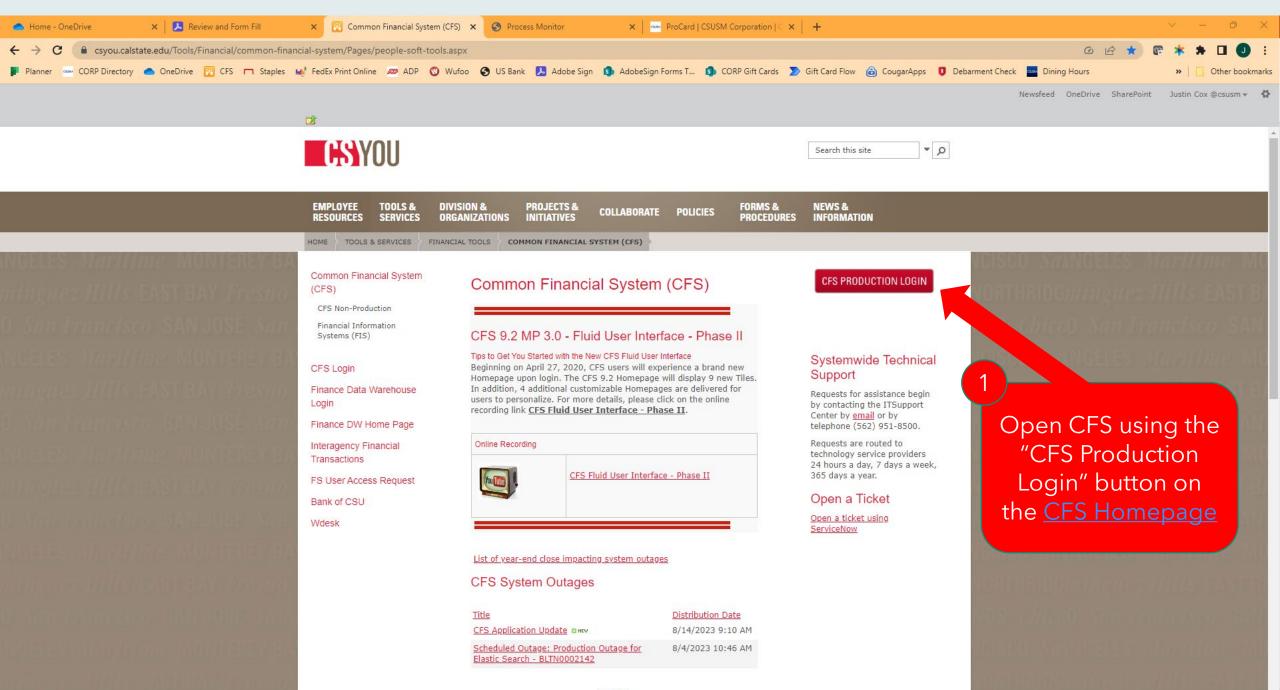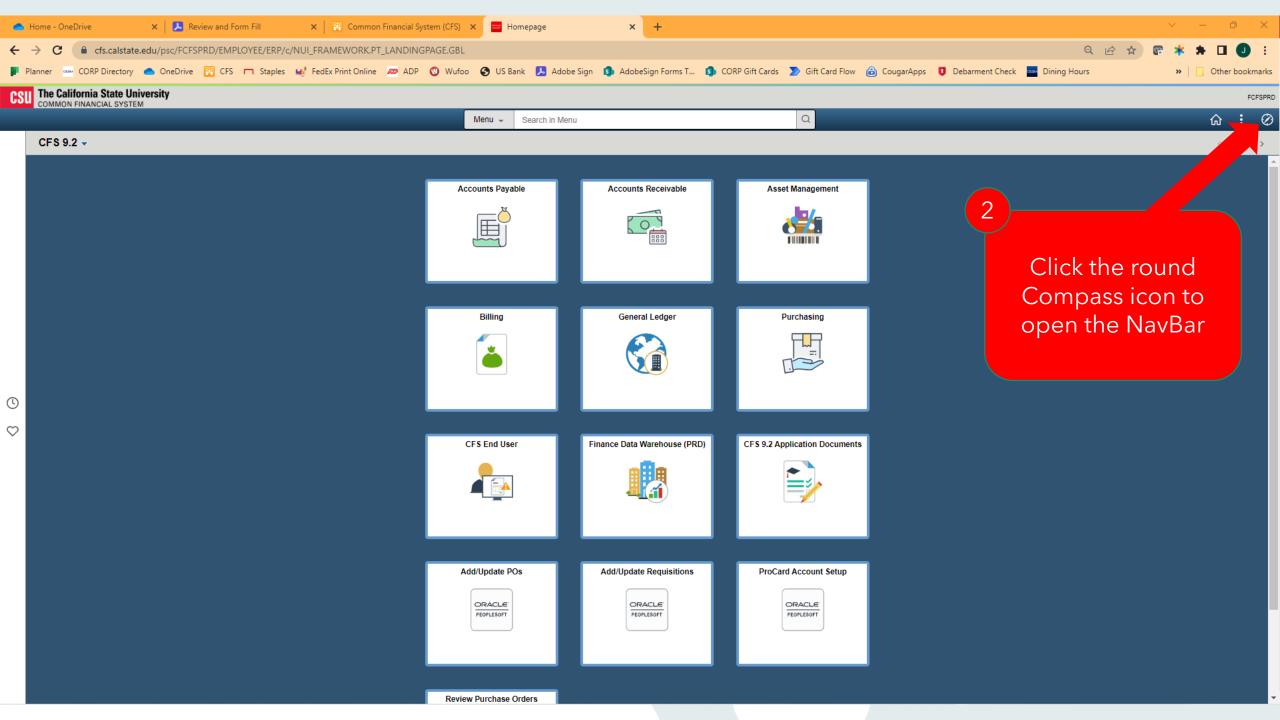# Prior Month ProCard Statement Guide
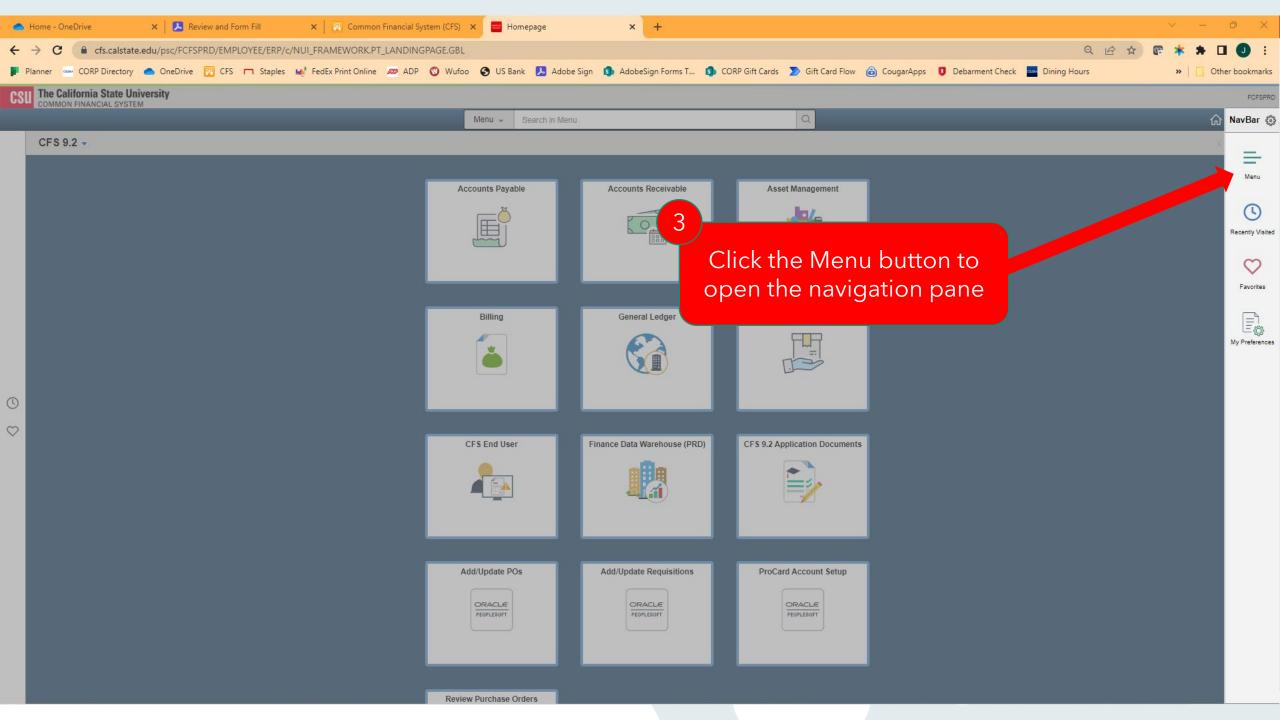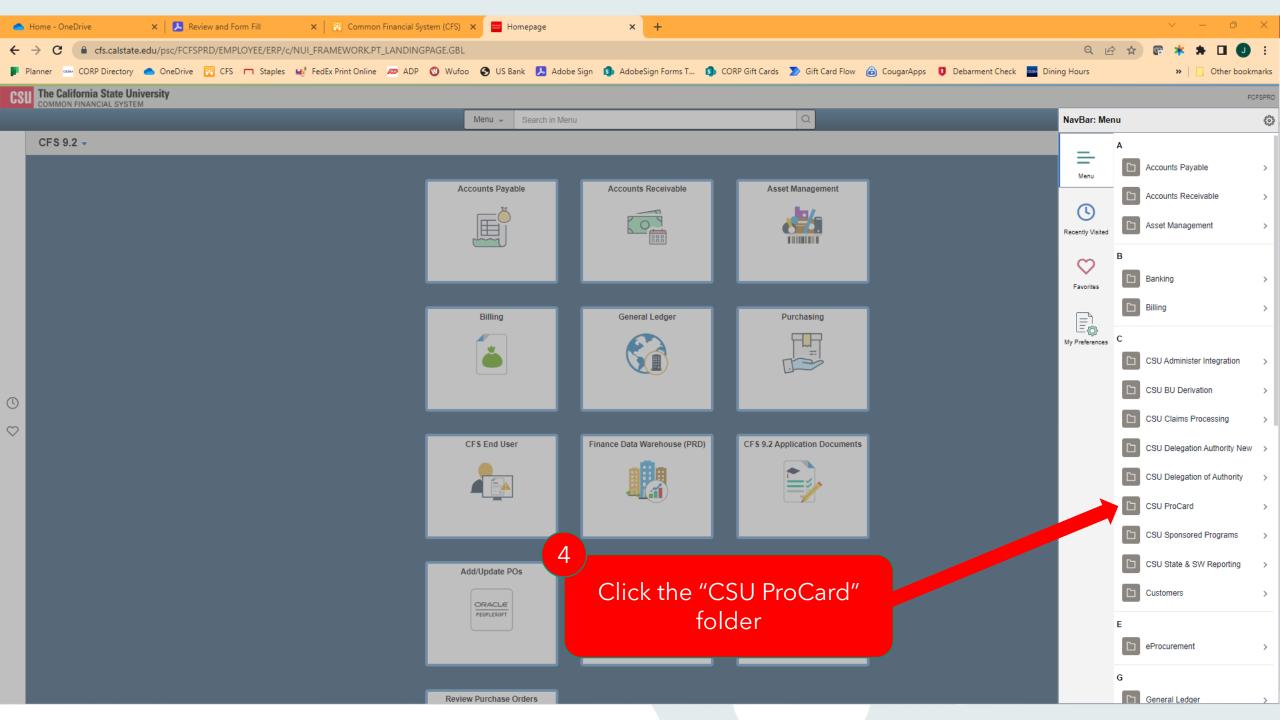
Step-by-step guide to accessing your ProCard Statement from past months

Common Financial System (CFS)

CFS PRODUCTION LOGIN

CFS 9.2 MP 3.0 - Fluid User Interface - Phase II

Tips to Get You Started with the New CFS Fluid User Interface
Beginning on April 27, 2020, CFS users will experience a brand new Homepage upon login. The CFS 9.2 Homepage will display 9 new Tiles. In addition, 4 additional customizable Homepages are delivered for users to personalize. For more details, please click on the online recording link **CFS Fluid User Interface - Phase II**.

Online Recording	
YouTube	CFS Fluid User Interface - Phase II

List of year-end close impacting system outages

CFS System Outages

Title	Distribution Date
CFS Application Update 🔷 NEW	8/14/2023 9:10 AM
Scheduled Outage: Production Outage for Elastic Search - BLTN0002142	8/4/2023 10:46 AM

View All...

Systemwide Technical Support

Requests for assistance begin by contacting the ITSupport Center by email or by telephone (562) 951-8500.

Requests are routed to technology service providers 24 hours a day, 7 days a week, 365 days a year.

Open a Ticket

Open a ticket using ServiceNow

1 Open CFS using the "CFS Production Login" button on the CFS Homepage

CSU The California State University
COMMON FINANCIAL SYSTEM

FCFSPRD

Menu ▾   Search in Menu

CFS 9.2 ▾

Accounts Payable

Accounts Receivable

Asset Management

Billing

General Ledger

Purchasing

CFS End User

Finance Data Warehouse (PRD)

CFS 9.2 Application Documents

Add/Update POs

ORACLE
PEOPLESOFT

Add/Update Requisitions

ORACLE
PEOPLESOFT

ProCard Account Setup

ORACLE
PEOPLESOFT

Review Purchase Orders

2

Click the round Compass icon to open the NavBar

FCFSPRD

CFS 9.2

Accounts Payable

Accounts Receivable

Asset Management

3

Click the Menu button to open the navigation pane

Billing

General Ledger

CFS End User

Finance Data Warehouse (PRD)

CFS 9.2 Application Documents

Add/Update POs

ORACLE
PEOPLESOFT

Add/Update Requisitions

ORACLE
PEOPLESOFT

ProCard Account Setup

ORACLE
PEOPLESOFT

Review Purchase Orders

NavBar

Menu

Recently Visited

Favorites

My Preferences

cfs.calstate.edu/psc/FCFSPRD/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL

CSU | The California State University
COMMON FINANCIAL SYSTEM

FCFSPRD

Menu ▾   Search in Menu

CFS 9.2 ▾

NavBar: Menu

Menu

Recently Visited

Favorites

My Preferences

Accounts Payable

Accounts Receivable

Asset Management

Billing

General Ledger

Purchasing

CFS End User

Finance Data Warehouse (PRD)

CFS 9.2 Application Documents

Add/Update POs

ORACLE PEOPLESOFT

Review Purchase Orders

A

📁 Accounts Payable   ›

📁 Accounts Receivable   ›

📁 Asset Management   ›

B

📁 Banking   ›

📁 Billing   ›

C

📁 CSU Administer Integration   ›

📁 CSU BU Derivation   ›

📁 CSU Claims Processing   ›

📁 CSU Delegation Authority New   ›

📁 CSU Delegation of Authority   ›

📁 CSU ProCard   ›

📁 CSU Sponsored Programs   ›

📁 CSU State & SW Reporting   ›

📁 Customers   ›

E

📁 eProcurement   ›

G

📁 General Ledger

4

Click the "CSU ProCard" folder

cfs.calstate.edu/psc/FCFSPRD/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL

CSU The California State University
COMMON FINANCIAL SYSTEM

FCFSPRD

Menu | Search in Menu

CFS 9.2

NavBar: Menu

Menu

CSU ProCard

📁 Process >

📁 Setup >

📁 Use & Inquiry >

Accounts Payable

Accounts Receivable

Asset Management

Billing

5

Click the "Use & Inquiry" folder

CFS End User

Finance Data Warehouse (PRD)

CFS 9.2 Application Documents

Add/Update POs

ORACLE
PEOPLESOFT

Add/Update Requisitions

ORACLE
PEOPLESOFT

ProCard Account Setup

ORACLE
PEOPLESOFT

javascript:PTNavBar.OpenInContentArea(%27https://cfs.calstate.edu/psc/FCFSPRD_newwin/EMPLOYEE/ERP/c/NUI_FR...

Review Purchase Orders

The California State University
COMMON FINANCIAL SYSTEM

FCFSPRD

Menu ▾   Search in Menu

CFS 9.2 ▾

NavBar: Menu

Menu ＞ CSU ProCard

Use & Inquiry

ProCard Adjustment

ProCard Completed Inquiry

Menu

Recently Visited

Favorites

My Preferences

Accounts Payable

Accounts Receivable

Asset Management

Billing

6

Click "ProCard Completed Inquiry"

CFS End User

Finance Data Warehouse (PRD)

CFS 9.2 Application Documents

Add/Update POs

ORACLE
PEOPLESOFT

Add/Update Requisitions

ORACLE
PEOPLESOFT

ProCard Account Setup

ORACLE
PEOPLESOFT

Review Purchase Orders

cfs.calstate.edu/psp/FCFSPRD/EMPLOYEE/ERP/c/CSU_PROCARD.CSU_PROCRD_INQ.GBL

CSU The California State University
COMMON FINANCIAL SYSTEM

FCFSPRD

ProCard Completed Inquiry Page

< CFS 9.2

New Window | Help

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 [=] SMURS

Origin [begins with]

Invoice Date [=]

Last Name [begins with] Hovis

First Name [begins with]

Invoice Number [begins with]

☐ Case Sensitive

[Search] [Clear]   Basic Search   📄 Save Search Criteria

(7) Enter your last name

(8) Click "Search"

The California State University
COMMON FINANCIAL SYSTEM

FCFSPRD

< CFS 9.2

ProCard Completed Inquiry Page

New Window | Help

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	=	SMURS
Origin	begins with	
Invoice Date	=	
Last Name	begins with	Hovis
First Name	begins with	
Invoice Number	begins with	

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All   1-15 of 15

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
SMURS	URS	03/26/2020	HOVIS	BRENDA	PC03200033	150007527301
SMURS	URS	08/26/2020	HOVIS	BRENDA	PC08200026	150007527301
SMURS	URS	09/28/2020	HOVIS	BRENDA	PC09200029	150007527301
SMURS	URS	10/27/2020	HOVIS	BRENDA	PC10200031	150007527301
SMURS	URS	12/29/2020	HOVIS	BRENDA	PC12200028	150007527301
SMURS	URS	02/28/2022	HOVIS	BRENDA	PC02220027	150007527301
SMURS	URS	06/28/2022	HOVIS	BRENDA	PC06220029	150007527301
SMURS	URS	09/27/2022	HOVIS	BRENDA	PC09220025	150007527301
SMURS	URS	10/26/2022	HOVIS	BRENDA	PC10220028	150007527301
SMURS	URS	11/28/2022	HOVIS	BRENDA	PC11220026	150007527301

9

A list will appear of all past months in which you had CORP ProCard Activity. Use the "Invoice Date" column to find the month you are looking for and click the date. (You may need to scroll down to see more months)

CSU The California State University
COMMON FINANCIAL SYSTEM

FCFSPRD

< CFS 9.2   ProCard Completed Inquiry

New Window | Help | Personalize Page

ProCard Completed Inquiry Page

Business Unit: SMURS   ProCard Origin: URS   Name: HOVIS, BRENDA #150007527301
Invoice: PC02230030   Invoice Date: 02/28/2023   Total: 75.00   🖨 Process Monitor

View Attachment

At...
Att...
Attachm...
Attachm...

10 **First** click the printer icon

11 **Then** click "Process Monitor"

Transactio...   🔍 | ◄ ◄ 1 of 1 ∨ ► ►| | View All

Supplier Name: SDSU   State: CA
Transaction Date: 02/23/2023   Merchandise Amount: 75.00
Description: SDSU 7th Annual Meeting of the Minds Idea Exchange. March 3, 2023

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	SMURS	606001	92001	1330		33023	81500	75.00

Return to Search   Previous in List   Next in List

This screen should be familiar to you from the monthly ProCard Reconciliation process, the only difference is that here you cannot make changes since this is a prior month (changes can only be made during the monthly Reconciliation Period for the current month).

Process Monitor   +

cfs.calstate.edu/psp/FCFSPRD/EMPLOYEE/ERP/c/REQUISITION_ITEMS.POY100.GBL

Planner   CORP Directory   OneDrive   CFS   Staples   FedEx Print Online   ADP   Wufoo   US Bank   Adobe Sign   AdobeSign Forms T...   CORP Gift Cards   Gift Card Flow   CougarApps   Debarment Check   Dining Hours   »   Other bookmarks

CSU The California State University
COMMON FINANCIAL SYSTEM

FCFSPRD

Process Monitor

< Print Requisition

| New Window | Help | Personalize Page

Process List   Server List

View Process Request For

User ID	68100263754	Type		Last		1	Days		Refresh
Server		Name		Instance From		Instance To			Clear
Run Status		Distribution Status		☑ Save On Refresh		Report Manager		Reset

▼ **Process List**

⊞ 🔍

| | | | | |◁ ◁ | 1-2 of 2 ▾ | ▷ ▷| | View All |

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25332397		SQR Report	PORQ010	68100263754	04/20/2023 5:02:53PM PDT	Success	Posted	Details	▼ Actions
☐	25331930		Application Engine	FS_BP	68100263754	04/20/2023 4:26:51PM PDT	Success	Posted	Details	▼ Actions

Go back to Requisition Print

Save   Notify

Process List | Server List

12

Click "Refresh" until Run Status shows "Success" and Distribution Status shows "Posted" on the top row. This may take approximately 30 seconds, and you may need to click "Refresh" multiple times

13

Once you see the correct Statuses, click "Details" on the top row.

CSU | The California State University
COMMON FINANCIAL SYSTEM

FCFSPRD

Process Monitor

< Process List

New Window | Help | Personalize Page

Process Detail

Process

Instance	25332397	Type	SQR Report	
Name	PORQ010	Description	Requisition Print SQR	
Run Status	Success	Distribution Status	Posted	

Run

Run Control ID PRINT
Location Server
Server PSUNX2
Recurrence

Update Process

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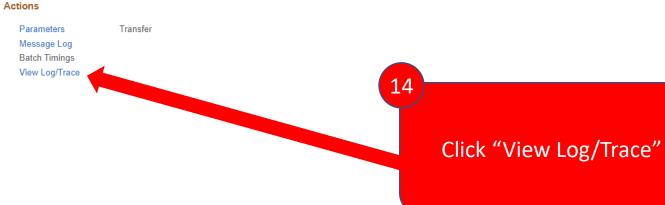○ Cancel Request
○ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On	04/20/2023 5:10:37PM PDT
Run Anytime After	04/20/2023 5:02:53PM PDT
Began Process At	04/20/2023 5:11:09PM PDT
Ended Process At	04/20/2023 5:11:23PM PDT

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

OK   Cancel

14

Click "View Log/Trace"

cfs.calstate.edu/psp/FCFSPRD/EMPLOYEE/ERP/c/REQUISITION_ITEMS.POY100.GBL

Planner   CORP Directory   OneDrive   CFS   Staples   FedEx Print Online   ADP   Wufoo   US Bank   Adobe Sign   AdobeSign Forms T...   CORP Gift Cards   Gift Card Flow   CougarApps   Debarment Check   Dining Hours   »   Other bookmarks

CSU The California State University
COMMON FINANCIAL SYSTEM   FCFSPRD

Process Monitor

< Process List

New Window | Help | Personalize Page

View Log/Trace

Report

Report ID   15517631   Process Instance   25332397   Message Log
Name   PORQ010   Process Type   SQR Report
Run Status   Success

Requisition Print SQR

Distribution Details

Distribution Node   FCFSPRD   Expiration Date   06/04/2023

File List

Name	File Size (bytes)	Datetime Created
SQR_PORQ010_25332397.log	1,670	04/20/2023 5:11:23.004026PM PDT
porq010_25332397.PDF	5,089	04/20/2023 5:11:23.004026PM PDT
porq010_25332397.out		04/20/2023 5:11:23.004026PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	68100263754

Return

15

Click the link to the PDF

16

Congratulations, here is your ProCard Statement! Save this PDF to a location of your choosing.

Use this saved PDF to attach your receipts and backup documents, then route it for signing by the Card Holder (you) and Approving Official. Finalized packets should be submitted to the CORP ProCard Reconciliation Form.

CSUSM Corporation
US Bank SMURS

Business Unit: SMURS		Invoice Number: PC02230030
Account Name: BRENDA HOVIS 760/750-4706 #150007527301		Invoice Date: February 28, 2023
Origin: URS		Total Amount: $ 75.00

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 02/23/23	SDSU	CA	75.00	SDSU 7th Annual Meeting of the Minds Idea Exchange. March 3, 2023								68150007527	03/06/23		
			1	SMURS	606001	92001	1330		33023	81500	75.00				
									Total Distribution		75.00				

Purchase Categories:
E - Equipment
T - Tax
R - Registration
H - Hospitality
O - Other
V - 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, BRENDA HOVIS   Date   Signature of Approving Official, Janine Prior   Date

| Program Name: CSUPO008 | The signatures above certify that none of the above transactions are or will be claimed for reimbursement from another source nor claimed | Report Date: 08/17/23 |
| Page 1 | for tax deduction.   US Bank CSUSM Corporation ProCard | Report Time: 14:26:26 |