



California State University  

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# **ProCard Reconciliation Guide**

FOR ASSISTANCE  
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## ProCard Overview

A ProCard application in PeopleSoft has been designed for the ProCardholder at Cal State San Marcos (CSUSM). 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 ProCardholders will be notified that the reconciliation period is open.
2. The ProCardholders can modify/redistribute the expense, revise the description of the purchase and select options where applicable. They will have until the 5<sup>th</sup> 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.

## 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.
3. Review ProCard history and print statements from prior months.

## ProCard Reconciliation

Once the monthly file has been loaded into PeopleSoft, the ProCardholder will be notified via email by the ProCard Coordinator 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<sup>th</sup> of the following month at 4:00 pm. On the next business day following the 5<sup>th</sup>, 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:** SMCMP

**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

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▼ Search Criteria

<b>Business Unit:</b>	<input style="width: 100%;" type="text" value="="/>	<input style="width: 95%;" type="text" value="SMCMP"/>	
<b>Origin:</b>	<input style="width: 100%;" type="text" value="begins with"/>	<input style="width: 95%;" type="text"/>	
<b>Invoice Date:</b>	<input style="width: 100%;" type="text" value="="/>	<input style="width: 95%;" type="text"/>	
<b>Last Name:</b>	<input style="width: 100%;" type="text" value="begins with"/>	<input style="width: 95%;" type="text"/>	
<b>First Name:</b>	<input style="width: 100%;" type="text" value="begins with"/>	<input style="width: 95%;" type="text"/>	
<b>Invoice Number:</b>	<input style="width: 100%;" type="text" value="begins with"/>	<input style="width: 95%;" type="text"/>	

Case Sensitive

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

**ProCard Adjustment**

Business Unit: SMCMP ProCard Origin: USB Name: RUFFOLO, THERESA #XXXXXXXXXX4E31D1  
 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 #XXXXXXXXXX4E31D1  
 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	+ -

**Business Unit:** The BU the expense will be charged to (SMCMP).

**Origin:** The Credit Card Vendor.

**Invoice:** System generated. The first two characters are PC, the next four characters are MMY, the month and year the billing statement is for, the last 4 are sequential numbers. Make note of the **Invoice** for 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 the charge will go to. Defaults from the setup of the ProCard Account holder. The user is able to make changes to these.

**ProCard Adjustment**

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

Invoice: PC10140015    Invoice Date: 10/28/2014    Total: 1,098.36    Process Monitor

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**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	+ -


**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.

## 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 .


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 #XXXXXXXXXXXX  
 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.
2						0.00  

 Save  Return to Search

*Indicates second row.*

*Click here to create 2nd row.*


## 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 #000005463901

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: [text] Type: [dropdown] Last: [dropdown] [3] Days [Refresh]

Server: [dropdown] Name: [text] Instance: [text] to: [text]

Run Status: [dropdown] Distribution Status: [dropdown]  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6781151		SQR Report	CSUPO008	[text]	11/03/2014 4:33:32PM PST	Success	Posted	<a href="#">Details</a>

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

**Process Detail**

**Process**

Instance 6781151 Type SQR Report  
 Name CSUPO008 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: CSUPO008      Process Type: SQR Report  
 Run Status: Success

ProCard Statement

**Distribution Details**

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

**File List**

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_6781151.log	1,750	11/03/2014 4:34:09.447759PM PST
<a href="#">csupo008_6781151.PDF</a>	6,738	11/03/2014 4:34:09.447759PM PST
csupo008_6781151.out	234	11/03/2014 4:34:09.447759PM PST

**Distribute To**

Distribution ID Type	*Distribution ID
User	68000999957

[Return](#)

# ProCard Statement

Both the ProCardholder and Approving Official must sign the statement. Attach all backup documentation (receipts, forms, etc.) in the same order as it appears on the statement and file with your ProCard records. Reconciliation must be completed, including all signatures, by 4:00 pm on the 5<sup>th</sup> of each month.

Cal State San Marcos ProCard Statement														
Business Unit: SMCMP						Invoice Number: PC09110017								
Account Name: THERESA RUFFOLO 7607504443 #000005483101						Invoice Date: September 29, 2011								
Origin: USB						Total Amount: \$ 2,044.16								
Tran Dt	Vendor	St	Line Amt	Description	Fund	Dept	Przm	Class	Proj	Amount	Pur Cat	Upd By	Upd Dt	Disp
				Distrib La# Acct										
09/20/11	OFFICEMAX CT*N#523507	IL	760.01	Supplies										
				1 660003 48500 1047						760.01				
										Total Distribution				
										760.01				
09/01/11	OFFICEMAX CT*N#296515	IL	246.48	STATIONERY STORE/SUPPLIES										
				000000000000000000000000										
				1 660003 48500 1047						246.48				
										Total Distribution				
										246.48				
09/26/11	AMAZON MKTPLACE PMTS	WA	99.99	iPad Portfolio (David)										
				1 660003 48500 1047						99.99				
										Total Distribution				
										99.99				
09/26/11	APL*APPLE ONLINE STORE	CA	683.75	iPad 2 David and recycle fee										
				1 660003 48500 1047						683.75				
										Total Distribution				
										683.75				
09/26/11	APL*APPLE ONLINE STORE	CA	31.25	iPhone bumpers (David)										
				1 660003 48500 1047						31.25				
										Total Distribution				
										31.25				
09/26/11	APL*APPLE ONLINE STORE	CA	16.11	iPhone anti-glare filters (David)										
				1 660003 48500 1047						16.11				
										Total Distribution				
										16.11				
09/07/11	OFFICEMAX CT*N#348632	IL	206.57	STATIONERY STORE/SUPPLIES										
				000000000000000000000000										
				1 660003 48500 1047						206.57				
										Total Distribution				
										206.57				

**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 cardholders 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

## 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.*

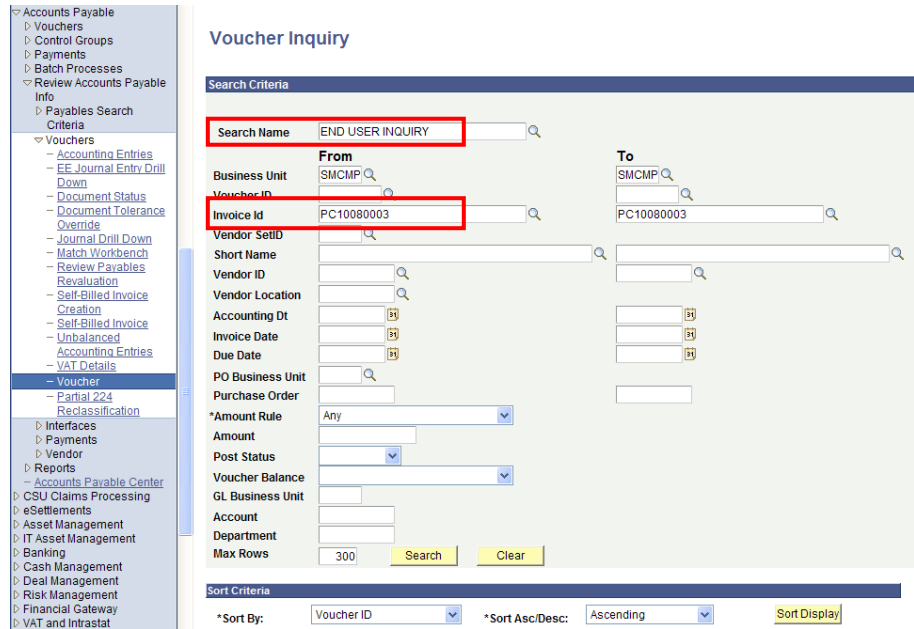
To view the Invoice use the following navigation:

**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.

Voucher Inquiry Results								
Voucher Details		Amounts						
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.

Voucher Inquiry Results												
Voucher Details		Amounts										
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  
 Name: AMERICANEX-001

Gross Amount: 93.67  
 Misc Charges: 0.00  
 Total VAT: 0.00  
 Transaction Currency: USD

Invoice Lines									
Line	Description	Amount							
1	WAL-MART	61.51							
Item ID:		Quantity:	UOM:		Unit Price:				
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	
Line:	2	Description:	CSUSM UNIVERSITY STORE	Amount:	32.16				
Item ID:		Quantity:	UOM:		Unit Price:				
PO Business Unit:		PO Number:		PO Line:		PO Schedule:			
Receipt Unit:		Receipt Number:		Receipt Line:		Schedule:			
Distributions									
GL Chartfields									
Distrib Line	Amount	GL Unit	Account	Dept	Program	Class	Project	Fund	
1	32.16	SMCMP	660003	1089				44101	

## Review ProCard History

Once the ProCard billing statements have been loaded into the Accounts Payable system, the ProCardholder 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:** SMCMP

**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.

Find an Existing Value

▼ Search Criteria

Business Unit:	= ▼	<input type="text" value="SMCMP"/>	
Origin:	begins with ▼	<input type="text"/>	
Invoice Date:	= ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	
Invoice Number:	begins with ▼	<input type="text"/>	

Case Sensitive

Search
Clear
Basic Search
 Save Search Criteria

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	000005483901
SMCMP	USB	05/26/2011	RUFFOLO	THERESA	PC05110022	000005483901
SMCMP	USB	06/28/2011	RUFFOLO	THERESA	PC06110017	000005483901
SMCMP	USB	07/26/2011	RUFFOLO	THERESA	PC07110014	000005483901
SMCMP	USB	08/26/2011	RUFFOLO	THERESA	PC08110019	000005483901
SMCMP	USB	09/29/2011	RUFFOLO	THERESA	PC09110017	000005483901

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

**ProCard Completed Inquiry Page**

Business Unit: SMCMP ProCard Origin: USB Name: RUFFOLO, THERESA #000005483901

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](#)

Refer to page 9 for the remaining steps for printing a statement.

**ProCard Completed Inquiry Page**

Business Unit: SMCMP ProCard Origin: USB Name: RUFFOLO, THERESA #00000548337  
 Invoice: PC09110017 Invoice Date: 09/29/2011 Total: 2,044.16  [Process Monitor](#)

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**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 | [1](#) First 1 of 1 Last

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

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Supplier Name: OFFICEMAX CT\*IN#296515 State: IL  
 Transaction Date: 09/01/2011 Merchandise Amount: 246.48  
 Description: 00000000000000000000 STATIONERY STORE/SUPPLIES  
 00000000000000000000

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

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

Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660003	48500	1047				246.48