

ProCard Reconciliation



ProCard owners are responsible for verifying that all charges to their ProCard are valid. CFS users follow this job aid to view, update and approve charges on a monthly basis. The Statement can be printed from this view as well.

Review/Approval History

Date	By	Action	Pages
15 July 2010	J Stone	Original updated for CFS v 9.0	1-9
2 September 2010	J Stone	Updated Purchasing Categories and process for access.	4, 8-9
15 April 2011	J Stone	Rebranded and updated navigation for CFS	1-2

TABLE OF CONTENTS

Summary of Reconciliation Process	2
ProCard Reconciliation Process	3
Navigation:	3
Find Invoice	3
Verify/Update Invoice Information	4
Split Distribution	5
Print Transaction Detail	6
Sample ProCard Statement (CPUPO008)	7
Appendix A. How to Obtain a ProCard and Access to CFS	8
To Obtain a New Procurement Card (State)	8
Initial Steps Performed by Procurement (State)	8
To Obtain a New Procurement (Corporation)	8
To Obtain Access in CFS for Reconciliation (State or Corporation)	9
References	9

Summary of Reconciliation Process

1. Department reconciles data in CFS according to the posted [Reconciliation Deadline Schedule](#) (on or around the 22th of each month).
2. Department performs reconciliation:
 - Review transactions to ensure accuracy;
 - Correct the chartfield (if necessary) otherwise it will use default;
 - Add detail explanation of the purchase;
 - Check the appropriate boxes if the item is:
 - i. a fixed asset
 - ii. taxable (apply Use Tax)
 - iii. computer hardware or software
 - iv. if the item is disputed (wrong price or item)
3. Department prints the ProCard Statement (Transaction Detail report), obtains signatures by both the ProCard holder and the Approving Official.
4. Department submits signed report to the appropriate contact in Accounts Payable by the 5th business day of the following month for CSUMB State departments, and by the 10th business day of the following month for CSUMB Corporation of Monterey Bay departments.



NOTE: For State ProCard holders, refer to the Procurement Department's [ProCard Reconciliation Deadline Details](#) page for exact deadline dates.

ProCard Reconciliation Process

Navigation:

Main Menu > CSU ProCard > **ProCard Adjustment**

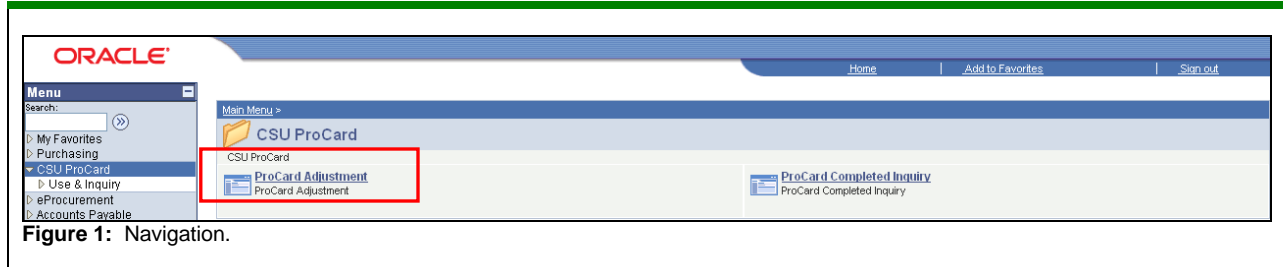


Figure 1: Navigation.

Find Invoice

Enter one or more of the following values to search for a Procurement Card statement. Each field helps narrow the search to target your own current statement.

1. **Business Unit** – enter MB000 (State) or MB075 (Corporation).
2. **Origin** – select **USB**.
3. **Invoice Date** - Statement download date (in email from Procurement).
4. **Last Name** – enter card holder's last name.
5. **First name** – enter card holder's first name.
6. **Invoice Number** – number is system generated with the first two characters (PC), next four characters (MMYY) are the billing statement and the last four numbers are sequential.
7. Click the **Search** button.
8. The **ProCard Adjustment** page displays.

The screenshot shows the 'ProCard Adjustment' search form. The title is 'ProCard Adjustment' and the instruction is 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the instruction is a 'Find an Existing Value' button. The form contains several search fields, each with a dropdown menu for the search criteria and a text input field for the value. The fields are: 'Business Unit' (dropdown: '=', value: MB000), 'Origin' (dropdown: 'begins with', value: USB), 'Invoice Date' (dropdown: '=', value: 04/30/2010), 'Last Name' (dropdown: 'begins with', value: USER1), 'First Name' (dropdown: 'begins with', value: TEST), and 'Invoice Number' (dropdown: 'begins with', value: PC04100001). There is also a 'Case Sensitive' checkbox which is currently unchecked. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Figure 2: Find Invoice.

Verify/Update Invoice Information

ProCard Adjustment

Business Unit: SMCMP ProCard Origin: USB Name: COWELL, SIMON #1234567890 # 3
 Invoice: PC04100002 Invoice Date: 04/28/2010 Total: 2,781.65 [Process Monitor](#)

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

Vendor Name: WW GRAINGER 916 State: IL
 Transaction Date: 04/28/2010 Merchandise Amt: 111.05 # 2
 Description: 6119778757 WHOLESALE INDUST SUPP 6119778757

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

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

	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	660003	48500	1010				111.05

Summary of Steps:

1. View all transaction records (click **View All**)
2. Review, verify and make corrections to description and/or charges if required.
3. **Save** changes to page when finished.

Figure 3: ProCard Adjustment Page with Categories

Fields to Verify

Header Section:

1. **Invoice** - System generated; used to cross reference the Accounts Payable voucher.
2. **Invoice Date** - Date statement was downloaded (check email from Procurement).
3. **Total** - Total amount for the card for this billing cycle (to date).
4. **Print** – provides the ability to print the ProCard Statement.
5. **Process Monitor Link** – link to retrieve the print job.

Transaction Section:

6. **Vendor Name** - Vendor to whom this charge applies.
7. **State** – the State where Vendor resides.
8. **Transaction Date** - Date of the charge.
9. **Merchandise Amt** - Amount of the charge.
10. **Description** - the vendor may provide the description and reference #. Add additional descriptive information if desired.

NOTE: This is **not** loaded into the AP invoice and will not appear on the invoice from the vendor.

11. **Spell Check** – new feature.
12. **Purchase Categories** – check all that apply:
 - a. **Equipment** – Equipment less than \$5000.
 - b. **Tax** – CA Sales Tax/Out of State Use Tax.
 - c. **Registration** – Registration for conferences, seminars, memberships, etc.
 - d. **Printing Promo** – Printing.

- e. **Computer (C)** - Computer. Notify Assets Management.
- f. **Services (S)** – Contractual services, MOU's, Service Agreements.
- g. **Hospitality (H)** – Hospitality, food expenses.
- h. **Other (O)** – Fixed Assets. Equipment \$5,000 and greater.
- i. **Disputed (D)** – Disputed charges. Cardholder will contact the merchant.

Distribution Section:

- 13. **Distribution** – chart field string to be charged. This defaults from the ProCard Account Set up. Contact ASM@csumb if account needs to be updated.
- 14. **Save the record** by clicking on the Save button (bottom left). The following edits are performed when the record is saved:
 - The total Distributed Amount must equal to the Merchandise Amount.
 - Chartfield Combinations must be valid.

Split Distribution

- 15. To split the distribution of the merchandise amount over more than one chartfield, click **+** on the distribution line to insert a new row.
- 16. Reduce the **Dist. Amount** on the first line by the amount that you want to charge on the second line.
- 17. Use the new row to enter the second, different chartfield information (account, Fund, and/or Department) and the remaining **Distribution Amount**.
- 18. The distribution amounts must total to the Line Merchandise amount.

ProCard Adjustment

Business Unit: SMCMP **ProCard Origin:** USB **Name:** COWELL, SIMON #1234567890

Invoice: PC04100002 **Invoice Date:** 04/28/2010 **Total:** 2,781.65 [Process Monitor](#)

Transactions Find | View All First 1 of 5 Last

Vendor Name: WW GRAINGER 916 **State:** IL

Transaction Date: 04/28/2010 **Merchandise Amt:** 111.05

Description: 6119778757 WHOLESALE INDUST SUPP 6119778757


Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

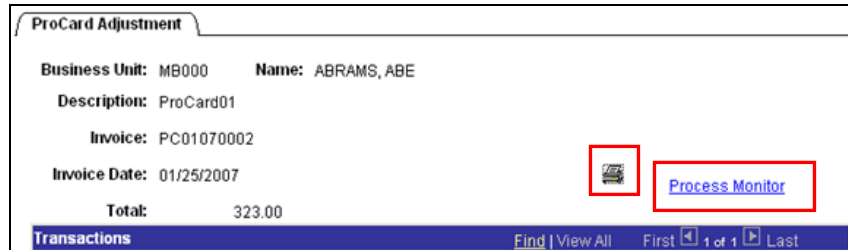
	Account	Fund	DeptID	Program	Class	Project	Dist. Amt.
1	660003	48500	1010				100.00
2	660003	48500	1010	109			11.05

Figure 4: Split Distribution

Print Transaction Detail

Both the ProCard holder and Approving Official must sign the report, attach all backup documentation in the same order as it appears on the statement and submit to Accounts Payable by the 5th business day of the month (for State) and by the 10th day of the month (for CSUMB Corporation).

1. Click the Printer Icon  to launch the print request for the ProCard Statement.
2. Click the [Process Monitor](#) link.
3. On the Process List page, click the [Refresh](#) button until the Run Status of the report (typically, the top report on the list) is **Success**, and the Distribution Status is **Posted**.
4. Click the [Details](#) link on the far right of the line displaying the report you wish to view (typically, the top line).
5. On the Process Details page, click the [View Log/Trace](#) link.
6. On the View Log/Trace page click the [.PDF file name](#) to view the ProCard Statement in Adobe Acrobat.
7. Click the printer icon on the toolbar to print the ProCard Statement from Adobe Acrobat.
8. The PDF file opened in a new browser window. Close the browser window to return to the main menu.

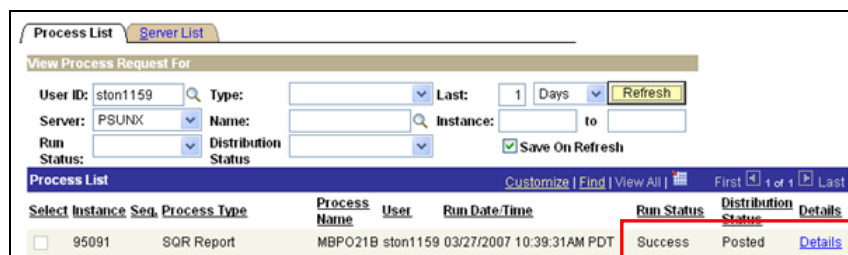


ProCard Adjustment

Business Unit: MB000 Name: ABRAMS, ABE
 Description: ProCard01
 Invoice: PC01070002
 Invoice Date: 01/25/2007
 Total: 323.00

Transactions Find | View All First 1 of 1 Last

Figure 5: Print Transaction Detail



Process List Server List

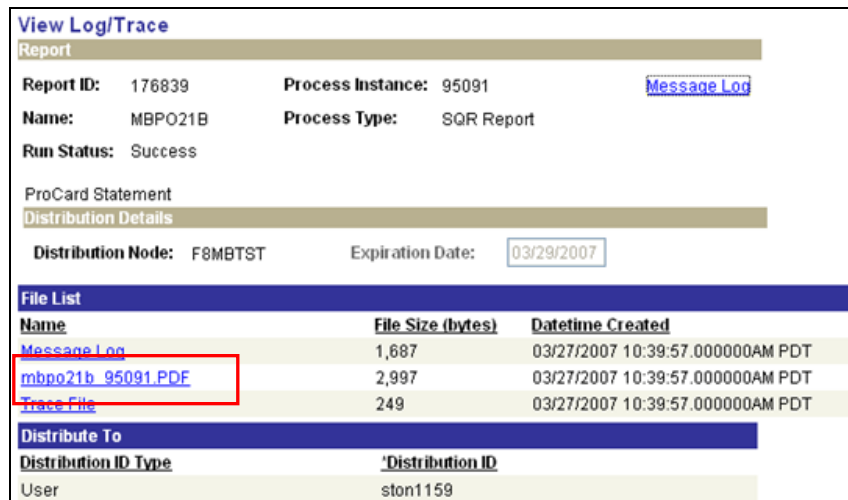
View Process Request For

User ID: ston1159 Type: Last: 1 Days Refresh
 Server: PSUNX Name: Instance: to
 Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	95091		SQR Report	MBPO21B	ston1159	03/27/2007 10:39:31AM PDT	Success	Posted	Details

Figure 6: Process List page



View Log/Trace

Report

Report ID: 176839 Process Instance: 95091 [Message Log](#)
 Name: MBPO21B Process Type: SQR Report
 Run Status: Success

ProCard Statement

Distribution Details

Distribution Node: F8MBTST Expiration Date: 03/29/2007

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,687	03/27/2007 10:39:57.000000AM PDT
mbpo21b_95091.PDF	2,997	03/27/2007 10:39:57.000000AM PDT
ProCard.stm	249	03/27/2007 10:39:57.000000AM PDT

Distribute To


Distribution ID Type	Distribution ID
User	ston1159

Figure 7: PDF link in File List

Appendix A: How to Obtain a ProCard and Access to CFS

To Obtain a New Procurement Card (State)

1. Complete a [Procurement Card Request Form](#).
2. Submit it to the **Procurement** department (Mountain Hall, Suite E).

 **NOTE:** Departments may assign staff or faculty a second ProCard to correspond to a separate funding source. These would be identified as ProCard01 and ProCard02 in the Description field.

Initial Steps Performed by Procurement (State)

The information submitted on the **Procurement Card Request Form** is used by the Procurement Department to define relevant information within CFS to help with the monthly submittal of procurement card reports. This set up information is defined as follows:

Field	Value
Business Unit	MB000 (State).
Account Number	15-digit account number. This information is available for viewing by the procurement card administrator only.
Description	To distinguish between a Procurement Card (ProCard 01 or ProCard02).
Last Name	Cardholder's last name.
First Name	Cardholder's first name.
Approving Official	The Approving Official for this account number.
Chartfield Values	The Chartfield values defined on the initial Procurement Card Request Form will be used as the default values for this account number's transactions.

Table 1: Procurement Card Request Form Fields

To Obtain a New Procurement (Corporation)

Fill out the Corporation [ProCard](#) Application and send to Purchasing in Corporation Building, Suite 109A. With appropriate authorization, single card is used for both purchases and travel.

To Obtain Access in CFS for Reconciliation (State or Corporation)

1. **ProCard reconciler has no prior access to CFS:** Upon receipt of the approved ProCard Application from the User, Procurement staff will notify Administrative Systems Management (ASM) of the need for access to CFS. ASM staff will email the User login information to access CFS.
2. **ProCard reconciler has prior access to CFS:** The User must submit an approved Revised ProCard Application indicating the new Department ID to Procurement. Procurement staff will notify ASM of the change in access in CFS. ASM staff will email the User when access is updated.
3. **ProCard reconciler is not the same person as the ProCard Account holder (e.g. ProCard Buddy):** The primary cardholder emails Procurement the name of the ProCard Buddy. Procurement staff will notify ASM. ASM staff will email the ProCard Buddy when access is updated.
4. Department provides internal training on the ProCard Reconciliation process to the new cardholder using this Job Aid.
5. (Optional) Training in the ProCard Reconciliation process may be requested by contacting CMSQuestions@csumb.edu.

References

[Procurement Card Handbook \(State\)](#)

[Corporation Frequently Asked Questions](#)