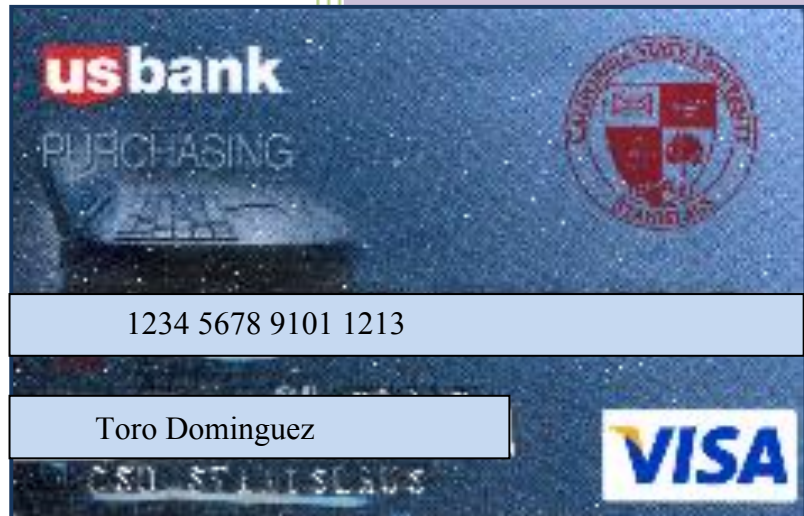


2018

Procurement Card (PCard)



**Reconciliation
Procedure Handbook**



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Overview

The cardholder will make adjustments to the chartfield distributions, edit detail descriptions and review historical billing information in the Procard PeopleSoft application as detailed below. U.S. Bank will generate a monthly file for each procard account listing all purchases made with the card.

On or around the 23rd of each month, the procurement card holders will be notified by email that their monthly statement is available for reconciliation. The reconciliation must be completed by the date indicated in the same e-mail. Once the procurement card charges are uploaded to the Accounts Payable system, the cardholder will no longer be able to make any changes.

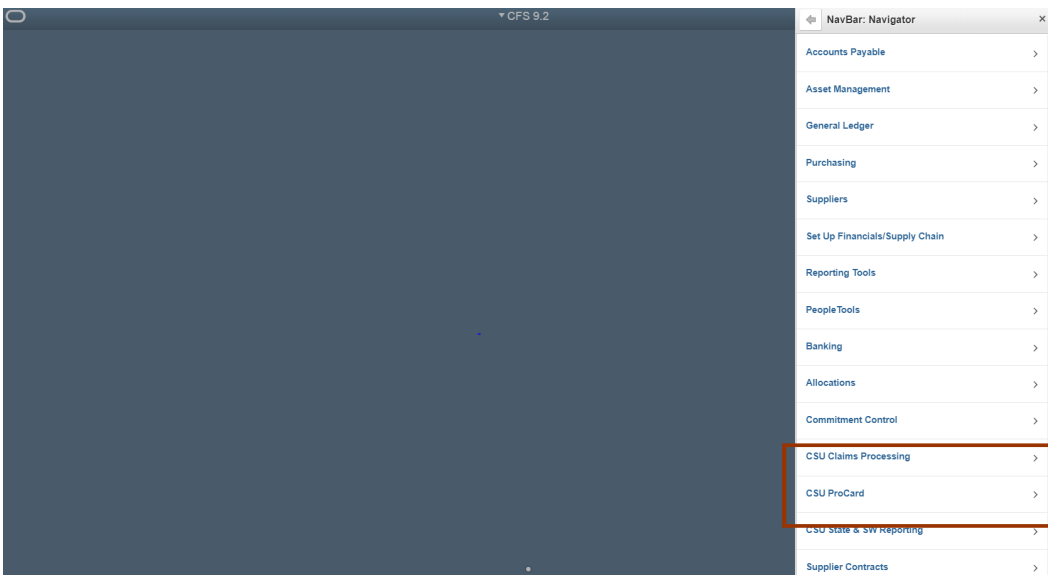
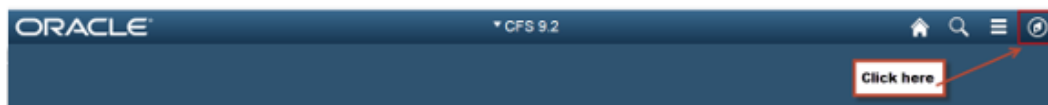
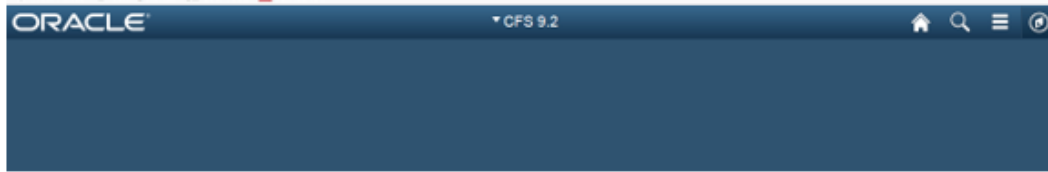
Event chronology:

- 1) Accounts Payable loads the procurement card transaction file into PeopleSoft and notifies card holders by e-mail
- 2) Card holders begin reconciliation entering/editing chartfields and descriptions for each charge item
- 3) At the beginning of the following month, the file is loaded into PeopleSoft Accounts Payable module and cardholders are no longer able to access their prior month charges
- 4) Cardholders have ability to review the Accounts Payable voucher created as well as the procard history

Navigation: CSUDH Main Menu

Action:

1. Go to CSU Procard

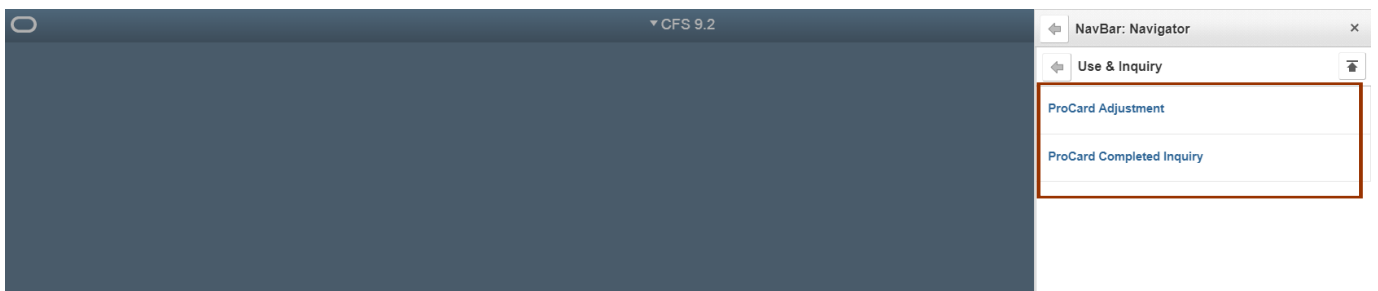
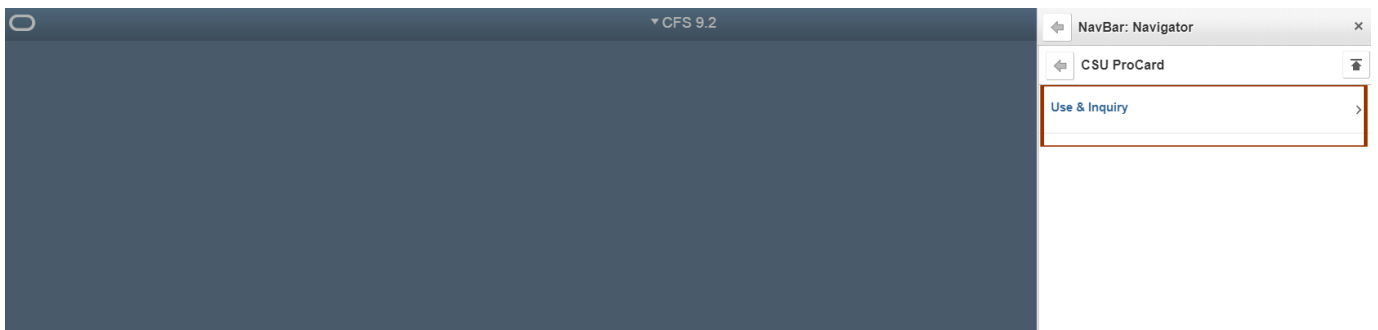


Navigation: CSUDH Main Menu > Use & Inquiry

Action:

1. Go to Use & Inquiry

2. Go to ProCard Adjustment



Navigation: CSUDH Main Menu > Use & Inquiry > ProCard Adjustment

1. Type in user first and last name or click on search

The screenshot shows the Oracle ProCard Adjustment search interface. The page title is "ProCard Adjustment". Below the title, there is a search criteria form. The form includes a "Find an Existing Value" button and a "Search Criteria" section. The search criteria section contains the following fields:

- Business Unit: = [DHCMP]
- Origin: begins with []
- Invoice Date: = []
- Last Name: begins with []
- First Name: begins with []
- Invoice Number: begins with []

There is a checkbox for "Case Sensitive". At the bottom of the form, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A red box highlights the "Search", "Clear", "Basic Search", and "Save Search Criteria" buttons.

Note:

- Business Unit : defaults to DHCMP
- Invoice Date: Billing Statement Date (not required, however this will narrow the search).

Action:

1. Last Name: Enter the cardholder's last name.
2. First Name: Enter the cardholder's first name.

3. Select .

Charges to the card are available to reconcile. The cardholder is required to add descriptions and edit chartfields.

Note:

- Business Unit: Defaults to DHCMP
- Invoice: System generated and used to cross reference AP voucher, note it
- Invoice Date: Billing statement date
- Total: Total amount charged to the card this billing cycle
- Vendor name: Vendor that the card was charged to
- Transaction date: Date of charge
- Merchandise amount: Amount of the charge


Action:

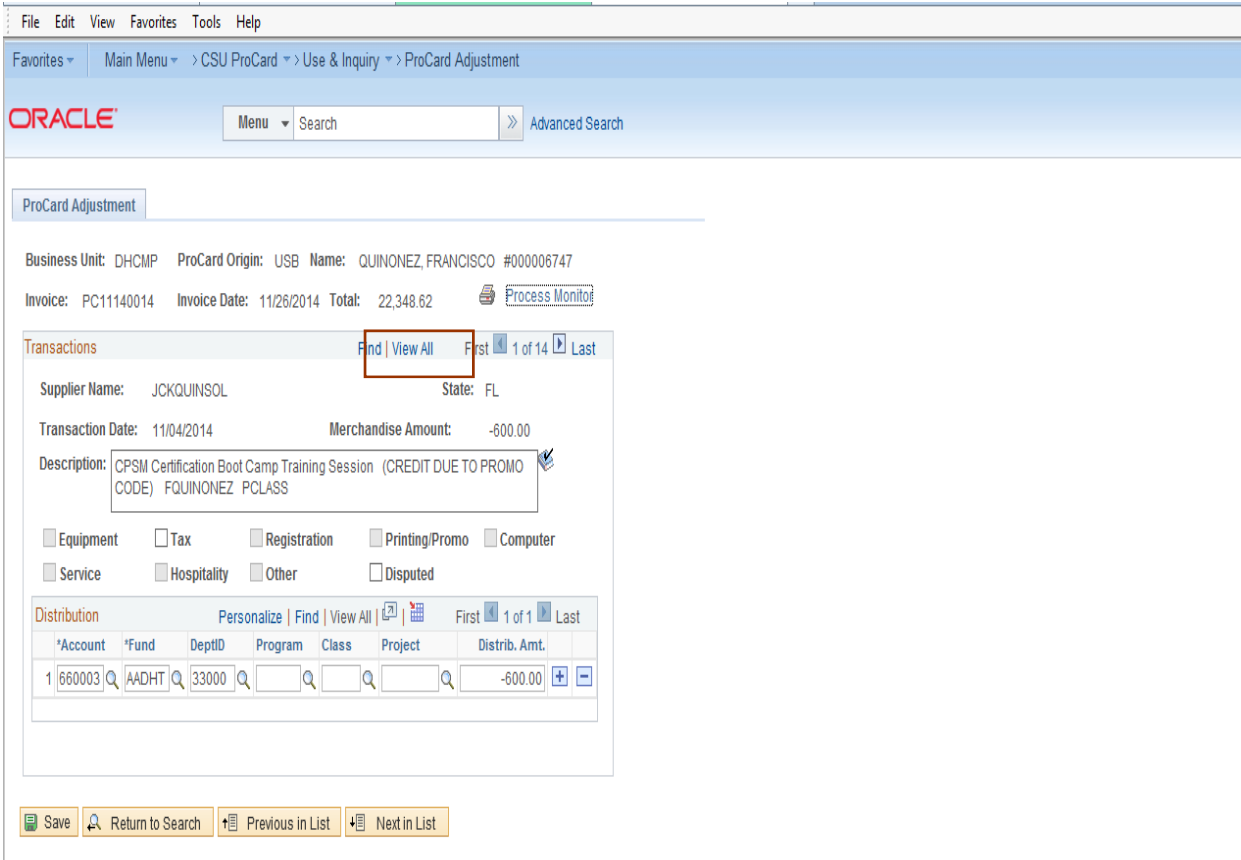
Description: A required field describing what was purchased. This field is for informational and audit purposes and will only appear in the ProCard Use & Inquiry Section. The description provided *must offer a business justification for the purchase if it is not immediately clear*. Attach a sheet with a typed explanation to the reconciliation packet if necessary. **For travel charges, the description must include the TI number issued by Accounting upon receipt of a travel pre-approval form.**

T = Tax: Select if this charge is for a taxable good, and Sales Tax was NOT included on the receipt/invoice, or was incorrect. Services are usually not taxable. Please check out-of-state charges carefully, as most out-of-state vendors do not collect tax.

Disputed: Select if you are disputing this charge. This is for informational purposes only. The disputed charge will remain on your account until resolution is reached with the merchant and the bank. Once resolution is reached, a credit may be applied.

Distribution: The ChartString for this credit card purchase defaults from the setup of the ProCard Account holder. The user will be able to adjust these ChartStrings.

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



Business Unit: DHCMP ProCard Origin: USB Name: QUINONEZ, FRANCISCO #000006747
 Invoice: PC11140014 Invoice Date: 11/26/2014 Total: 22,348.62 [Process Monitor](#)

Transactions [Find](#) | [View All](#) | [First](#) | 1 of 14 | [Last](#)


Supplier Name: JCKQUINSOL State: FL
 Transaction Date: 11/04/2014 Merchandise Amount: -600.00
 Description: CPSM Certification Boot Camp Training Session (CREDIT DUE TO PROMO CODE) FQUINONEZ PCLASS


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	AADHT	33000				-600.00

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

To split the distribution on a transaction, select the  button on the distribution line to insert a new row. Add the chartfields for the new distribution row. You may enter additional rows as needed.

When you are finished, select  **Save**. The system will automatically check to ensure that:

- The total Distribution Amt equals the Merchandise Amt
- Valid chart field combinations have been entered

File Edit View Favorites Tools Help

Favorites > Main Menu > CSU ProCard > Use & Inquiry > ProCard Adjustment

ORACLE® Menu Search >> Advanced Search

ProCard Adjustment

Business Unit: DHCMP ProCard Origin: USB Name: QUINONEZ, FRANCISCO #000006747
 Invoice: PC11140014 Invoice Date: 11/26/2014 Total: 22,348.62 [Process Monitor](#)

Transactions Find | View All First 1 of 14 Last

Supplier Name: JCKQUINSOL State: FL
 Transaction Date: 11/04/2014 Merchandise Amount: -600.00
 Description: CPSM Certification Boot Camp Training Session (CREDIT DUE TO PROMO CODE) FQUINONEZ PCLASS

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

Distribution Personalize | Find | View 1 1-2 of 2 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	
1	660003	AADHT	33000				-600.00	+ -
2	660003	aadht	33100				0.00	+ -

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

Printing Procurement Card Statements

The transaction detail report is printed once reconciliation of charges has been completed. Both the cardholder and approving official must sign the report. Attach all backup documentation in the same order as it appears on the transaction detail report and submit to the Accounts Payable department by the due date provided.



Select the printer icon to make a hardcopy of your transaction detail report.

Then select the Process Monitor link to retrieve the Report

The screenshot shows the Oracle ProCard Adjustment interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar, there is a breadcrumb trail: 'Main Menu > CSU ProCard > Use & Inquiry > ProCard Adjustment'. The Oracle logo is visible on the left. A search bar with a 'Menu' dropdown and 'Advanced Search' button is present. The main content area is titled 'ProCard Adjustment' and displays the following information:

Business Unit: DHCOMP ProCard Origin: USB Name: QUINONEZ, FRANCISCO #000006747
Invoice: PC11140014 Invoice Date: 11/26/2014 Total: 22,348.62

A red box highlights a printer icon and the text 'Process Monitor' next to it.

Below this, there is a 'Transactions' section with a 'Find | View All' link and 'First 1 of 14 Last' navigation. The transaction details are as follows:

Supplier Name: JCKQUINSOL State: FL
Transaction Date: 11/04/2014 Merchandise Amount: -600.00
Description: CPSM Certification Boot Camp Training Session (CREDIT DUE TO PROMO CODE) FQUINONEZ PCLASS

There are several checkboxes for transaction types: Equipment, Tax, Registration, Printing/Promo, Computer, Service, Hospitality, Other, and Disputed.

Below the transaction details is a 'Distribution' table with columns: *Account, *Fund, DeptID, Program, Class, Project, and Distrib. Amt. The table contains two rows:

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660003	AADHT	33000				-600.00
2 660003	aadht	33100				0.00

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.

Once the Distribution Status indicates "Posted," select the Details link.

Process List

View Process Request For

User ID: 55000006747 Type: Last 14 Days Refresh

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7081731		SQR Report	CSUPO008	55000006747	01/07/2015 3:23:39PM PST	Success	Posted	Details

Go back to ProCard Adjustment

Save Notify

Process List | Server List

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

The screenshot shows the Oracle Process Monitor interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a breadcrumb trail: 'Main Menu > CSU ProCard > Use & Inquiry > ProCard Adjustment > Process Monitor'. The Oracle logo is on the left, and there is a search bar with a 'Menu' dropdown and an 'Advanced Search' button.

The main content area is titled 'Process Detail'. It contains several sections:

- Process**: Instance 7081731, Type SQR Report, Name CSUPO008, Description ProCard Statement, Run Status Success, Distribution Status Posted.
- Run**: Run Control ID 002, Location Server, Server PSUNX, Recurrence. Actions include: Update Process, Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request.
- Date/Time**: Request Created On 01/07/2015 3:23:39PM PST, Run Anytime After 01/07/2015 3:23:39PM PST, Began Process At 01/07/2015 3:23:54PM PST, Ended Process At 01/07/2015 3:24:08PM PST. Actions include: Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace (highlighted with a red box).

At the bottom, there are 'OK' and 'Cancel' buttons.

Select the PDF link to access your monthly report.

The screenshot shows the Oracle ProCard Adjustment Process Monitor interface. The breadcrumb navigation is: Main Menu > CSU ProCard > Use & Inquiry > ProCard Adjustment > Process Monitor. The Oracle logo is visible in the top left. A search bar with a 'Menu' dropdown and 'Advanced Search' button is present. The main content area is titled 'View Log/Trace' and contains several sections:

- Report**: A summary box containing:
 - Report ID: 1038131
 - Process Instance: 7081731
 - Name: CSUP0008
 - Process Type: SQR Report
 - Run Status: Success
 - ProCard Statement
- Distribution Details**: A box containing:
 - Distribution Node: FCFSPRD
 - Expiration Date: 02/21/2015
- File List**: A table with columns 'Name', 'File Size (bytes)', and 'Datetime Created'.

Name	File Size (bytes)	Datetime Created
SQR_CSUP0008_7081731.log	1,744	01/07/2015 3:24:08.592386PM PST
csupo008_7081731.PDF	8,765	01/07/2015 3:24:08.592386PM PST
csupo008_7081731.out	231	01/07/2015 3:24:08.592386PM PST
- Distribute To**: A table with columns 'Distribution ID Type' and '*Distribution ID'.

Distribution ID Type	*Distribution ID
User	55000006747

A 'Return' button is located at the bottom of the interface.



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Procurement Card Statement

California State University, Dominguez Hills ProCard Statement									
Business Unit: DHCMF Account Name: FRANCISCO QUINONEZ 310/243-3799							Invoice Number: FC0607007 Invoice Date: June 13, 2007 Total Amount: \$ 5,785.73		
Tran Dt	Vendor	Line Amt	Description	Distrib Ln#	Acct	Fund	Dept	Amount	Restrictions: Upd By Upd Dt ST Disputed
02/09/07	EACCESS SOLUTIONS, INC	95.73	Transaction Line Item	1 660831	AADHT	10000		95.73	VP1 07/03/07 IL
								Total Distribution	95.73
02/12/07	SPRINT-STORE #4275	21.64	Transaction Line Item	1 660831	AADHT	10000		21.64	VP1 07/03/07 CA
								Total Distribution	21.64
02/13/07	SETON NAME PLATE COMPA	161.89	Transaction Line Item	1 660831	AADHT	10000		161.89	VP1 07/03/07 CT
								Total Distribution	161.89
02/15/07	SMARTPHONE EXPERTS	92.85	Transaction Line Item	1 660831	AADHT	10000		92.85	VP1 07/03/07 FL
								Total Distribution	92.85
02/16/07	EMED CO INC	244.95	Transaction Line Item	1 660831	AADHT	10000		200.00	mnsuds 07/12/07 NY
								44.95	
								Total Distribution	244.95
02/19/07	FRIEDMANS APPLIANCE CE	5,086.67	Transaction Line Item	1 660831	AADHT	10000		5,086.67	VP1 07/03/07 CA
								Total Distribution	5,086.67

Restricted Items:

F = Fixed Assets
 1. Equipment purchases that fall into the following categories should be noted:
 a. Capitalized assets - Has a unit acquisition cost of at least \$5,000. This includes software.
 b. Sensitive assets - Has a unit acquisition cost between \$500 and \$5,000 and is also concealable.

T = Tax NOT included
 1. A taxable good and Sales Tax was NOT included. Vendor is from outside California. Services and Labor are not taxable.

P = Printing/Promo
 1. Printing & Duplicating Services/Promotional Items require pre-approval from Publications Dept.

C = Computer
 1. Computer Hardware and Software requires pre-approval by Desktop Services. Submit proof of software purchases to Desktop Services.

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.)

_____ Card Holder Signature	_____ Date	_____ Approving Official's Signature / Printed Name	_____ Date
--------------------------------	---------------	--	---------------

DHPC03B
Page 1

Send a hard copy with Signature and backup to the Account Payable Dept.

Report Date: 07/12/07
Report Time: 16:14:39

Signatures are REQUIRED from Cardholder and Approving Official.

NOTE:

- 1) The Procurement Card statement should be printed in *landscape* orientation
- 2) Receipts/invoices should be attached in the *same order* as they appear on the statement

Review Procurement Card History

Once the procurement card billing statement has been loaded into the Accounts Payable system, the cardholder will no longer be able to update their expense distribution for that month. To view historical information, use the **Procurement Card Completed** inquiry pages:

Navigation: CSUDH Custom Objects > ProCard > Use & Inquiry > ProCard Completed Inquiry Page

Business

File Edit View Favorites Tools Help

Main Menu > CSU ProCard > Use & Inquiry > ProCard Completed Inquiry

ORACLE Menu Search >> Advanced Search

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: = DHCMP

Origin: begins with

Invoice Date: =

Last Name: begins with QUINONEZ

First Name: begins with FRANCISCO

Invoice Number: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-44 of 44 Last


Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
DHCMP	USB	03/26/2011	QUINONEZ	FRANCISCO	PC03110008	000006747
DHCMP	USB	04/26/2011	QUINONEZ	FRANCISCO	PC04110009	000006747
DHCMP	USB	05/26/2011	QUINONEZ	FRANCISCO	PC05110010	000006747
DHCMP	USB	06/28/2011	QUINONEZ	FRANCISCO	PC06110009	000006747
DHCMP	USB	07/26/2011	QUINONEZ	FRANCISCO	PC07110005	000006747
DHCMP	USB	08/26/2011	QUINONEZ	FRANCISCO	PC08110011	000006747
DHCMP	USB	09/27/2011	QUINONEZ	FRANCISCO	PC09110009	000006747
DHCMP	USB	10/26/2011	QUINONEZ	FRANCISCO	PC10110008	000006747
DHCMP	USB	11/26/2011	QUINONEZ	FRANCISCO	PC11110011	000006747
DHCMP	USB	12/27/2011	QUINONEZ	FRANCISCO	PC12110010	000006747
DHCMP	USB	01/26/2012	QUINONEZ	FRANCISCO	PC01120010	000006747
DHCMP	USB	02/28/2012	QUINONEZ	FRANCISCO	PC02120009	000006747
DHCMP	USB	03/27/2012	QUINONEZ	FRANCISCO	PC03120008	000006747
DHCMP	USB	04/26/2012	QUINONEZ	FRANCISCO	PC04120009	000006747
DHCMP	USB	05/27/2012	QUINONEZ	FRANCISCO	PC05120010	000006747
DHCMP	USB	06/26/2012	QUINONEZ	FRANCISCO	PC06120004	000006747
DHCMP	USB	07/26/2012	QUINONEZ	FRANCISCO	PC07120007	000006747
DHCMP	USB	08/28/2012	QUINONEZ	FRANCISCO	PC08120008	000006747
DHCMP	USB	09/26/2012	QUINONEZ	FRANCISCO	PC09120008	000006747
DHCMP	USB	10/26/2012	QUINONEZ	FRANCISCO	PC10120009	000006747
DHCMP	USB	11/27/2012	QUINONEZ	FRANCISCO	PC11120007	000006747

Unit: DHCMP

Invoice Date: Billing Statement Date (not required, however this will narrow the search).

Last Name: Last name of the cardholder.

First Name: First name of the cardholder.

Select 

Select **View All** to see all transactions for this billing cycle and the distributions for each transaction. If split, the View All link will be active and not grayed out.



Select the printer icon if you wish to print a hardcopy of your transaction report.


File Edit View Favorites Tools Help

Favorites Main Menu > CSU ProCard > Use & Inquiry > ProCard Completed Inquiry

ORACLE Menu Search >> Advanced Search

ProCard Completed Inquiry Page

Business Unit: DHCMP ProCard Origin: USB Name: QUINONEZ, FRANCISCO #000006747

Invoice: PC04110009 Invoice Date: 04/26/2011 Total: 5,633.38  Process Monitor

Transactions Find | View All First 1 of 17 Last

Supplier Name: ENVELOPES.COM State: NY

Transaction Date: 03/31/2011 Merchandise Amount: 1,308.39




Description: 9 x 12, Catalog, Window Envelopes (Registrar Ofc) - "PARTIAL" UPS/C. Brown

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	AA DHT	33120	FA027			1,308.39

 Return to Search  Previous in List  Next in List