



## REVISION CONTROL

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## 1.0 Overview

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The ProCard Reconciliation Guide aims to teach you effective practices for reconciling your credit card. In addition, it will familiarize you with the activities required to reconcile your credit card and submit it to Payment Services.

### 1.1 Cardholder Responsibilities

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As a ProCard cardholder, you are responsible for reviewing your credit card statements for accuracy and submitting required signatures and supporting documentation to Payment Services.

The CSUB [Procurement Credit Card \(ProCard\) Handbook](#) covers all policies and procedures governing the responsibility and use of the ProCard. The ProCard Handbook is located on the Procurement & Contract Services website, along with other helpful information. See the following link for more information:

### 1.2 Reconciliation Workflow

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As part of your cardholder responsibilities, you must reconcile your ProCard every month and submit your digital reconciliation packet to Business Services on time.

The reconciliation workflow begins with you receiving an email reminder from Payment Services. You will reconcile your credit card statement online adding descriptions and other relevant information. Once you complete the online entries, you will download the statement, add the supporting documentation (i.e. receipts), acquire the necessary signatures, forward your packet to Business Services, and save a copy for your records. See Figure 1 below for a summary of this workflow. If you fail to update your transactions prior to the due date, Payment Services will process your transactions using your default chartfield accounts. You can review your processed transactions using the ProCard Completed Inquiry module in CFS.

### **1.3 Best Practices for Reconciliation**

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The best practices will help you in reconciling your ProCard

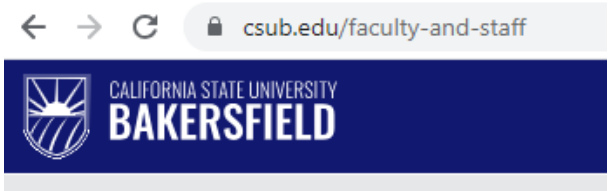
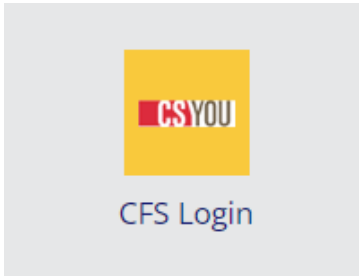
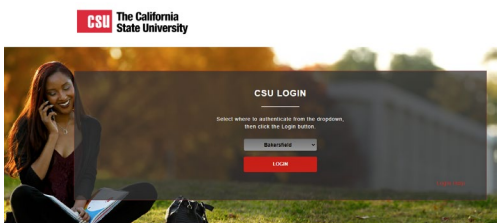
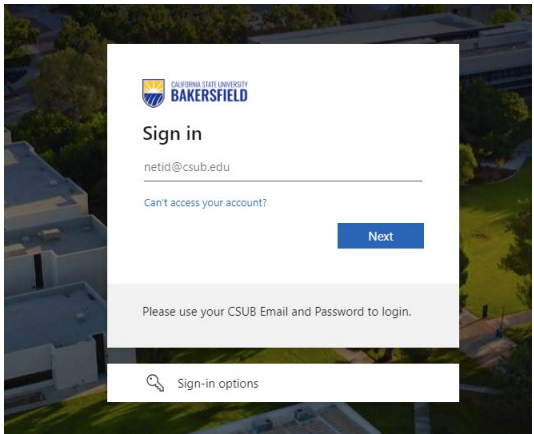
- Comply with all the policies and procedures outlined in the ProCard Handbook
- Be vigilant in safeguarding your credit card and credit card information
- Keep a log or transaction register of all your purchases
- Store your receipts and other supporting documentation in a safe place
- Reconcile your statement every month
- Make sure you use the appropriate chartfields and categories
- Exercise care when splitting distributions so that the correct chartfields are charged
- Always save a copy of your completed reconciliation packet
- Submit your reconciliation packet on time

## 2.0 Getting Started

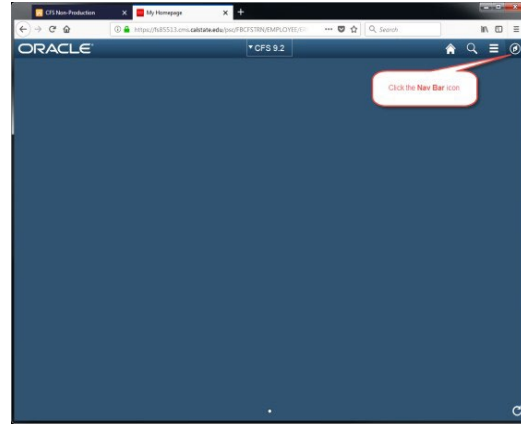
Before you can get started with reconciling your ProCard, you will need to access the Common Financial System (CFS). You will need your Net ID and password.

### 2.1 Accessing CFS

Before you begin, you will need to navigate to the CFS and login using your Net ID and password. The following instructions will guide you through this process.

<p>1. Open your preferred internet browser.</p> <p>In the address bar, type the following:</p> <p><a href="http://www.csub.edu/faculty-and-staff">http://www.csub.edu/faculty-and-staff</a></p>	
<p>2. From the All Faculty and Staff Links</p> <p>Click the <b>CFS Login</b></p>	
<p>3. On the CSU Portal page, perform the following tasks:</p> <p>Select <i>Bakersfield</i> from the <b>Campus</b> drop-down menu</p> <p>Click the <b>Login</b> button</p>	
<p>4. On the CSU Bakersfield authentication page,</p> <ol style="list-style-type: none"> <li>Enter your CSUB email</li> <li>On the next screen, enter your password</li> <li>On the next screen, enter your SSO verification</li> </ol>	

5. Your CFS home page appears. Don't worry if the page is blank.



6. Now that you are logged in, please remember the following tips:
- Log out** when you are done
  - Don't use your browser buttons to navigate

### 3.0 ProCard Reconciliation


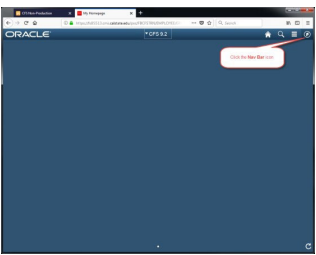

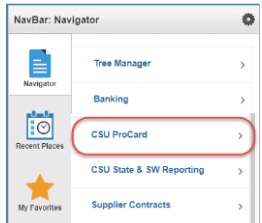
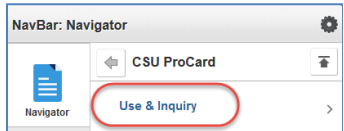
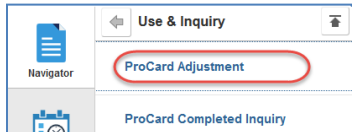
When you complete the Monthly ProCard Report, you will perform tasks, such as:

- Adding descriptions and categories
- Updating your transactions
- Splitting distributions
- Printing/downloading your statement

The following sections will guide you in performing each of these activities.

### 3.1 Updating your credit card transactions

Once a month, you will need to review your transactions for accuracy and update your transactions by adding descriptions, selecting categories, and adjusting your chartfields, where appropriate. These instructions will guide you through this process.

1. Click the NavBar  icon.	
2. When the NavBar opens, click the Navigator button	
3. When the menus appear, scroll down to <b>CSU ProCard</b> and click it	
4. Click <b>Use &amp; Inquiry</b>	
5. Click <b>ProCard Adjustment</b>	



6. The **ProCard Adjustment** search page appears. Enter your search criteria to retrieve your transactions.

- Enter Business Unit, such as *BKCM*
- Enter the cardholder's last name, such as *Radney*
- If desired, enter the cardholder's first name, such as *Terri*
- Click the **Search** button

7. From the **Search Results**, select the hyperlink for the invoice you would like to view. You may not see Search Results, if there is only one row to select.

Search Results

View All First 1-2 of 2 Last

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
<a href="#">BKCM</a>	<a href="#">USB</a>	<a href="#">10/21/2015</a>	<a href="#">Washington</a>	<a href="#">George</a>	<a href="#">PC10150002</a>	<a href="#">999999999</a>
<a href="#">BKCM</a>	<a href="#">USB</a>	<a href="#">12/21/2017</a>	<a href="#">Washington</a>	<a href="#">George</a>	<a href="#">PC11150002</a>	<a href="#">999999999</a>

8. The **ProCard Adjustment** page appears.

In the **Transactions** section, click the **View All** link to show all your transactions or charges, if necessary. Review each transaction for accuracy

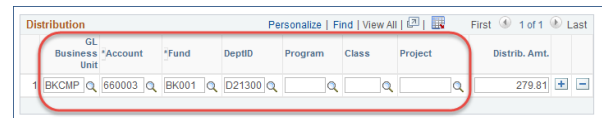
9. In the **Transactions** section, update each transaction as follows:


- In the **Description**, add a meaningful description, such as *Office supplies (paper, pens, pencils, toner, etc.)*.

10. If necessary, select a category by checking the appropriate box, such as *Registration*. If you are disputing the charge, be sure to check the *Disputed* box.

<b>Equipment</b>	Equipment: one item total acquisition of \$2500 or greater (requires permission by Procurement Director)
<b>Tax</b>	CA Sales Tax/Out of State Use Tax
<b>Registration</b>	Registration for Conferences, Seminars, Memberships, etc.
<b>Printing/Promo</b>	Not Used
<b>Computer</b>	Not Used
<b>Service</b>	Non-Contractual Services, less than \$1000
<b>Hospitality</b>	Hospitality, Food Expenses
<b>Other</b>	Fixed Assets Equipment: one item total acquisition of \$5000 and greater (requires permission by Procurement Director)
<b>Disputed</b>	Disputed transaction


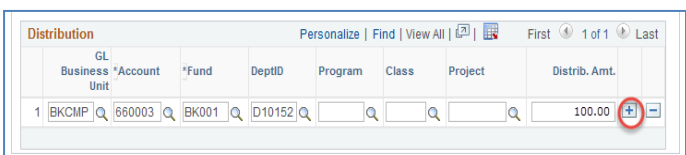
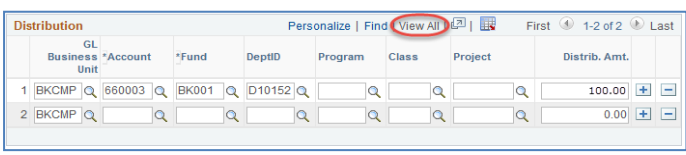
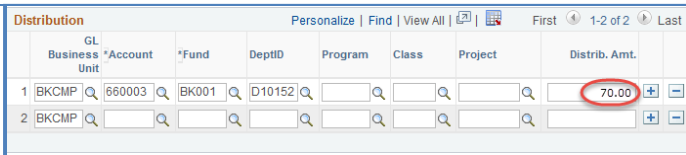

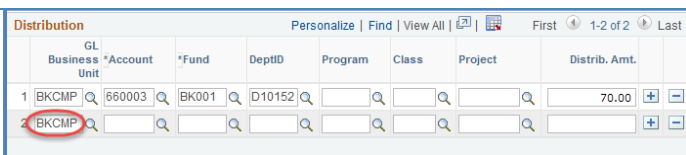
11. In the **Distribution** section, change the chartfields, if necessary, such as adding a Program, Class, or Project code. Please note that changing the Business Unit is not an option.




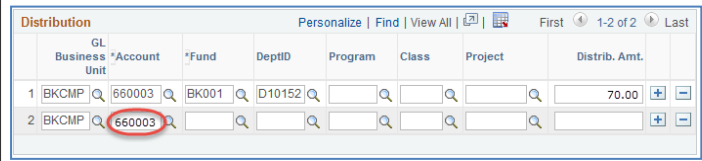
12. Scroll down to your next transaction and repeat the steps for the remaining transactions. When you are satisfied, click  Save.

### 3.2 Splitting Distributions


On occasion, you may need to share the expense of a transaction between more than one fund, account, project, program, or class. You can accomplish this by performing a split distribution. These instructions will guide you through splitting distributions.

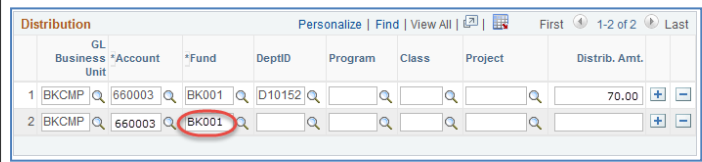
<p>1. In the Distribution section of the desired transaction, click the  button to add a row below the entry</p>	
<p>2. If necessary, click the <b>View All</b> to see both lines</p>	
<p>3. In the <b>Distrib. Amt.</b>, change the dollar amount, such as <b>70.00</b>. Make sure the chartfields are appropriate.</p>	
<p>4. In the <b>GL Business Unit</b> box of the newly added row, enter the desired Business Unit, such as <b>BKCMP</b> or search for an account using the  icon.</p>	

5. In the **Account** box of the newly added row, enter the desired account, such as **660003** or search for an account using the  icon.




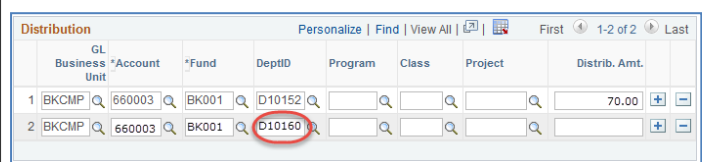
Distribution								Personalize	Find	View All	First	1-2 of 2	Last
GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.						
1	BKCMF	660003	BK001	D10152			70.00						
2	BKCMF	660003											

6. In the **Fund** box, enter the desired account, such as **BK001** or search for a fund using the  icon.




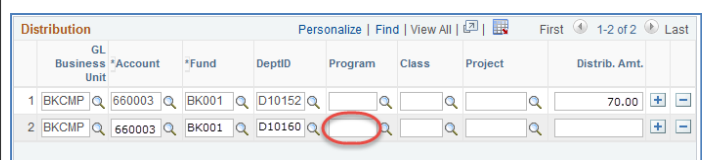
Distribution								Personalize	Find	View All	First	1-2 of 2	Last
GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.						
1	BKCMF	660003	BK001	D10152			70.00						
2	BKCMF	660003	BK001										

7. In the **DeptID**, enter the desired account, such as **D22320** or search for the department using the  icon.




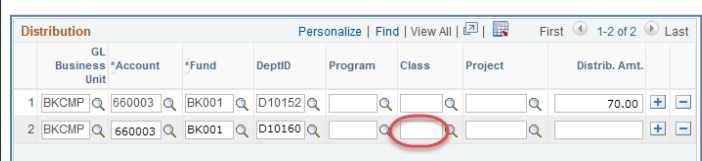
Distribution								Personalize	Find	View All	First	1-2 of 2	Last
GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.						
1	BKCMF	660003	BK001	D10152			70.00						
2	BKCMF	660003	BK001	D10160									

8. In the **Program**, enter the desired account, such as **A101** or search for the program using the  icon.




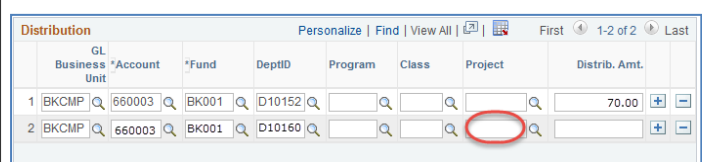
Distribution								Personalize	Find	View All	First	1-2 of 2	Last
GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.						
1	BKCMF	660003	BK001	D10152			70.00						
2	BKCMF	660003	BK001	D10160									

9. In the **Class**, enter the desired account, such as **C1016** or search for the class using the  icon.





Distribution								Personalize	Find	View All	First	1-2 of 2	Last
GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.						
1	BKCMF	660003	BK001	D10152			70.00						
2	BKCMF	660003	BK001	D10160									

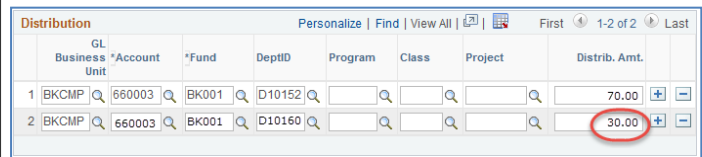
10. In the **Project**, enter the desired account, such as **PR3003** or search for the project using the  icon.



Distribution								Personalize	Find	View All	First	1-2 of 2	Last
GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.						
1	BKCMF	660003	BK001	D10152			70.00						
2	BKCMF	660003	BK001	D10160									

11. In the **Distrib. Amt**, enter the dollar amount for the remaining dollar amount, such as **27.00**.

If you need to add another row, click the  button. If you need to remove a row, click the  button.



Distribution								Personalize	Find	View All	First	1-2 of 2	Last
GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.						
1	BKCMF	660003	BK001	D10152			70.00						
2	BKCMF	660003	BK001	D10160			30.00						


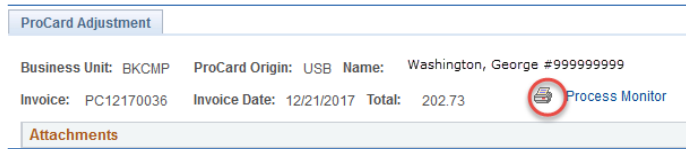
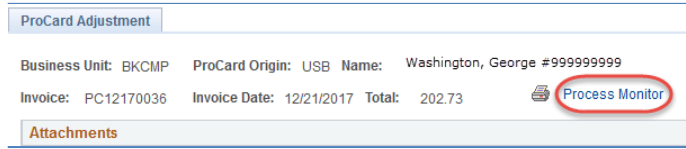
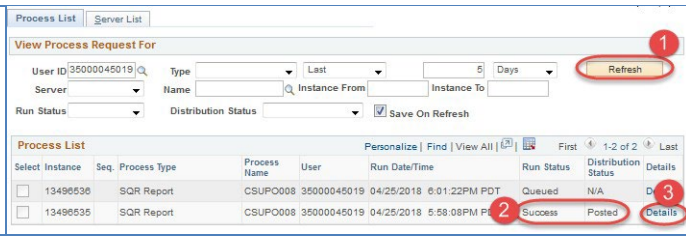
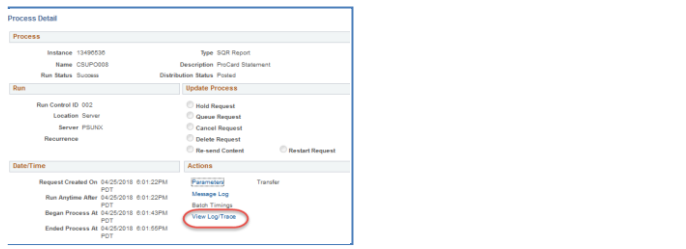
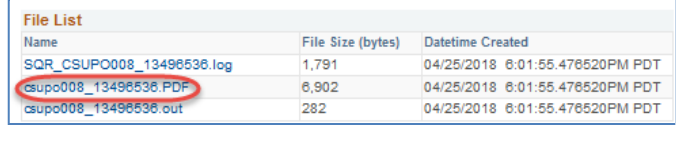
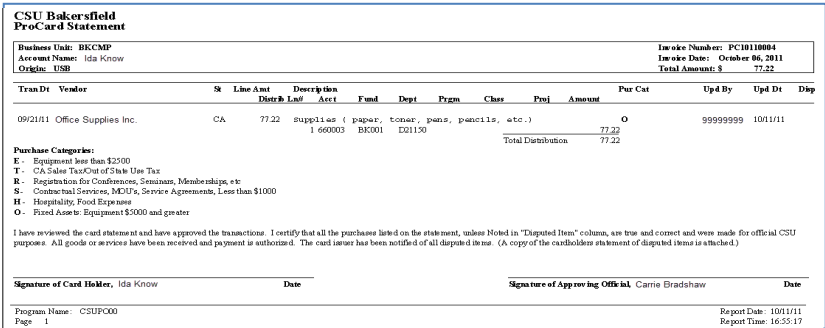
**Note:**

The system will total the Distrib. Amt for the split distributions and make sure they are equal to the total transaction amount. If not, the system will display an error.

12. Click 

### 3.3 Printing a ProCard Statement

In order to complete your packet, you will need to print/download your ProCard Adjustment Report. These instructions will guide you through generating your report.


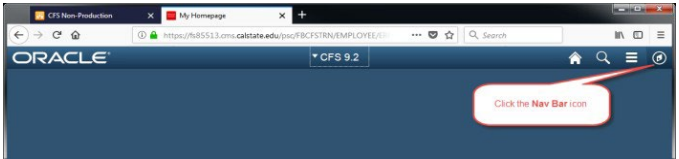
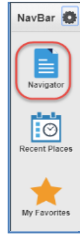
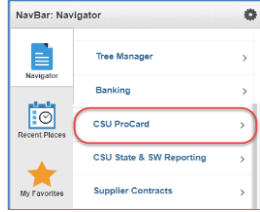
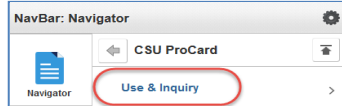
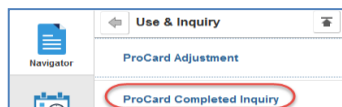
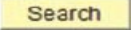
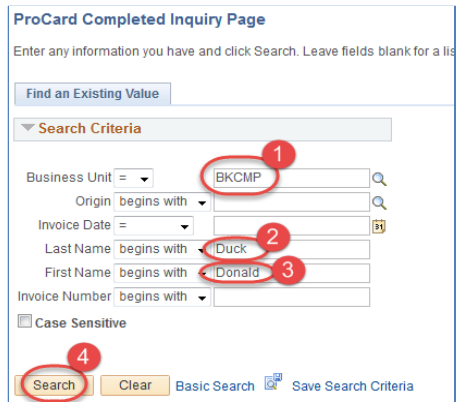
<p>1. From the <b>ProCard Adjustment</b> page,</p> <ul style="list-style-type: none"> <li>Click the </li> </ul>	
<p>2. After the Processing message disappears, click the <b>Process Monitor</b> link</p>	
<p>3. The <b>Process List</b> page appears,</p> <ul style="list-style-type: none"> <li>Click the <b>Refresh</b> button until the <b>Run Status</b> shows <i>Success</i> and the <b>Distribution Status</b> shows <i>Posted</i>.</li> <li>Click the <b>Details</b> link</li> </ul>	
<p>4. The <b>Process Detail</b> page appears.</p> <ul style="list-style-type: none"> <li>Click the <b>View/Log/Trace</b> link</li> </ul>	
<p>5. The <b>View Log/Trace</b> page appears. In the <b>File List</b>, click the link for the name that ends with <b>.PDF</b>.</p>	
<p>6. The <b>ProCard Report</b> opens in a new window or tab. Make sure your Pop-Up blockers are disabled. Use your web browser buttons to print or download the report.</p> 	

## 4.0 ProCard Transaction History

If you fail to update your transactions prior to the due date, Payment Services will process your transactions using your default Chartfield accounts. You can review your processed transactions using the ProCard Completed Inquiry module.

### 4.1 Viewing your ProCard Report History

You can view your ProCard Report history from the ProCard Completed Inquiry module. These instructions will guide you through viewing your history.

<p>1. Click the NavBar  icon.</p>	
<p>2. When the NavBar opens, click the Navigator button</p>	
<p>3. When the menus appear, scroll down to <b>CSU ProCard</b> and click it</p>	
<p>4. Click Use &amp; Inquiry</p>	
<p>5. Click ProCard Completed Inquiry</p>	
<p>6. The <b>ProCard Completed Inquiry</b> search page appears. Enter your search criteria to retrieve your transactions.</p> <ul style="list-style-type: none"> <li>• Enter Business Unit, such as <i>BKCMF</i></li> <li>• Enter the cardholder's last name, such as <i>Duck</i></li> <li>• If desired, enter the cardholder's first name, such as <i>Donald</i></li> <li>• Click the  button</li> </ul>	

7. From the **Search Results**, select the one you want to view.


Search Results						
View All						
Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
BKCOMP	USB	10/21/2015	Washington	George	PC10150002	999999999
BKCOMP	USB	12/21/2017	Washington	George	PC11150002	999999999


8. The ProCard Completed Inquiry page appears.

- In the **Transactions** section, click the **View All** link to show all your transactions or charges.


Transactions		Find	View All	First	1 of 3	Last
Supplier Name:						
Transaction Date:	06/18/2012	Merchandise	CA			174.69
Description:	1283078301	CONTINUITY SUBSCRIPTION	1283078301			

9. To print this report,

- Click the 

ProCard Completed Inquiry Page						
Business Unit:	BKCOMP	ProCard Origin:	USB	Name:		
Invoice:	PC06120071	Invoice Date:		Total:	421.24	
<a href="#">View Attachment</a>						

7. After the Processing message disappears, click the **Process Monitor** link

ProCard Completed Inquiry Page						
Business Unit:	BKCOMP	ProCard Origin:	USB	Name:		
Invoice:	PC06120071	Invoice Date:		Total:	421.24	
<a href="#">View Attachment</a>						

10. The **Process List** page appears,

- Click the **Refresh** button until the **Run Status** shows *Success* and the **Distribution Status** shows *Posted*.
- Click the **Details** link

Process List		Server List							
View Process Request For									
User ID	35000045019	Type		Last		5 Days			
Server:		Name		Instance From		Instance To			
Run Status:		Distribution Status		<input checked="" type="checkbox"/> Save On Refresh					
<a href="#">Refresh</a>									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13496536		SQR Report	CSUPO008	35000045019	04/25/2018 6:01:22PM PDT	Queued	N/A	<a href="#">D</a>
<input type="checkbox"/>	13496535		SQR Report	CSUPO008	35000045019	04/25/2018 5:58:08PM PDT	Success	Posted	<a href="#">Details</a>

11. The **Process Detail** page appears.

- Click the **View/Log/Trace** link

Process Detail	
Invoice	13496536
Name	CSUPO008
Run Status	Success
Type	SQR Report
Description	ProCard Statement
Distribution Status	Posted
Update Process	
Run Control ID	002
Location	Server
Server	PSU001
Recurrence	
Actions	
<input type="checkbox"/>	Hold Request
<input type="checkbox"/>	Cancel Request
<input type="checkbox"/>	Delete Request
<input type="checkbox"/>	Revert Request
Date/Time	
Request Created On	04/25/2018 6:01:22PM PDT
Run Awaiting	04/25/2018 6:01:22PM PDT
Request Processed	04/25/2018 6:01:43PM PDT
Ended Process	04/25/2018 6:01:55PM PDT
<a href="#">View Log/Trace</a>	

12. The **View Log/Trace** page appears. In the **File List**, click the link for the name that ends with .PDF, such as *csupo008 786678.PDF*.

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_CSUPO008_13496536.log</a>	1,791	04/25/2018 6:01:55.476520PM PDT
<a href="#">csupo008_13496536.PDF</a>	6,902	04/25/2018 6:01:55.476520PM PDT
<a href="#">csupo008_13496536.out</a>	282	04/25/2018 6:01:55.476520PM PDT

13. The **ProCard Statement** opens in a new window or tab. Make sure your Pop-Up blockers are disabled. Use your web browser buttons to print or download the report.

**ProCard Reconciliation Guide**

*Quick Reference Guide*

CSU Bakersfield ProCard Statement														
Business Unit: BKCMP										Invoice Number: PCI0110004				
Account Name: Ida Know										Invoice Date: October 06, 2011				
Origin: USB										Total Amount: \$ 77.22				
Tran Dt	Vendor	St	Line Amt	Description	Fund	Dept	Prgrm	Class	Proj	Amount	Pur Cat	Upd By	Upd Dt	Disp
09/21/11	Office Supplies Inc.	CA	77.22	supplies ( paper, toner, pens, pencils, etc.)	1 660003	BK001	D21150			77.22	O	99999999	10/11/11	
										Total Distribution	77.22			

**Purchase Categories:**  
 E - Equipment less than \$2500  
 T - CA Sales Tax/Out of State Use Tax  
 R - Registration for Conferences, Seminars, Memberships, etc  
 S - Commercial Services, MED's, Service Agreements, Less than \$1000  
 H - Hospitality, Food Expenses  
 O - Fixed Assets: Equipment \$5000 and greater

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, Ida Know	Date	Signature of Approving Official, Carrie Bradshaw	Date
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Program Name: CSUPC00	Report Date: 10/11/11
Page 1	Report Time: 16:55:17

## 5.0 Getting Help

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If you are unsure or need assistance, please consider the preferred sources and order in which to contact listed below:

- **Bethany Davis**  
ProCard Technician  
Business Services  
661-654-3202  
[bdavis@csub.edu](mailto:bdavis@csub.edu)
  
- **Terri Kelly**  
ProCard Backup  
Procurement  
661-654-3185  
[tkelly13@csub.edu](mailto:tkelly13@csub.edu)
  
- **Becky Lappin**  
Payment Services  
661-654-2531  
[blappin@csub.edu](mailto:blappin@csub.edu)
  
- **Procurement ProCard website**  
<http://www.csub.edu/bas/fiscal/procurement/procard%20/index.html>
  
- **Help Desk**  
661-654-2307