



ProCard Newsletter

JANUARY 2023

[Links to ProCard reference documents](#)

[ProCard Handbook](#)

[ProCard Reconciliation Guide](#)

[ProCard Cycle End Dates](#)

CARDHOLDER HALL OF FAME

Outstanding Cardholder:

Georgie Ash

Submits complete statements, correctly documents hospitality purchases, and stays on top of ProCard policies and procedures. Way to go, Georgie!

CSUB PROCARD TEAM

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FRIENDLY REMINDERS FROM THE PROCARD TEAM - RECONCILING IN CFS

- Cardholders will receive an email each month from Sally Shaff in Payment Services, letting them know that their ProCard statement is available to reconcile in CFS.
- The ProCard billing cycle ends on the **10th** of each month, or the next business day if the 10th falls on a weekend or holiday. The email will be sent within 1-3 days of the billing cycle end date.
- The reconciliation window in CFS will end **7 business days** from the date of the email.
- Completed digital statements with backup documentation and approving signatures are due to Business Services **7 business days** after the reconciliation window closes.
- Step-by-step instructions for reconciling a statement in CFS are provided in the [ProCard Reconciliation Quick Reference Guide](#).
- The Quick Reference Guide also includes instructions for downloading a prior month's statement from CFS (Viewing Your ProCard Report History, page 12).
- ProCard transactions may be reallocated to a new chartfield string **only while the reconciliation window is open**. After the window closes, all reallocations will require a journal entry transfer.
- Cardholders should check CFS for a statement every month, even if they have not made transactions during the current billing cycle. If the account has been subject to fraud, a statement may post with transactions not made by the cardholder.

NEW TO CSUB PROCARD? OPEN ZOOM LAB OCCURS EVERY OTHER FRIDAY FROM 10:00 AM TO 12:00 NOON

Zoom labs are moderated by Bethany Davis and are open to all ProCard holders. A meeting invitation will be sent to all cardholders prior to each lab date. This month's featured topic will be **RECONCILING IN CFS**, so come prepared with your reconciliation questions!

This month's Zoom labs will occur on **JANUARY 13TH** and **JANUARY 27TH**.