# REVISION CONTROL

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1.0 Overview

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

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:

http://www.csub.edu/bas/fiscal/procurement/procard%20/index.html

1.2 Reconciliation Workflow

As part of your cardholder responsibilities, you must reconcile your ProCard every month and submit your reconciliation packet to Payment 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 print the statement, add the supporting documentation (i.e. receipts), acquire the necessary signatures, make a copy for your records, and send the originals to Payment Services. See Figure 1 below for a summary of this workflow. If you failed 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 menu.

1.3 Best Practices for Reconciliation

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 make a copy of your reconciliation packet before submitting it
- 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.

1. Open your Internet Explorer by clicking the icon on your desktop.

2. In the address bar, type the following:

   http://www.csub.edu

3. From the CSUB webpage, Click the Faculty / Staff link.

4. Under the Login To heading, Click the CSU Portal link

5. On the CSU Portal page, perform the following tasks:
   
   Select Bakersfield from the Campus drop down menu
   
   Click the Login button

6. On the CSU Bakersfield authentication page,
   
   • Enter your Net ID and Password
   
   • Click the Login button
7. On the **CSYOU** page, click the **CFS Login** link.

8. Your CFS home page appears. Don’t worry if the page is blank.

9. 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 your transactions
- Printing 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 CSU ProCard and click it

4. Click Use & Inquiry

5. Click ProCard Adjustment
6. The **ProCard Adjustment** search page appears.
   Enter your search criteria to retrieve your transactions.
   - Enter Business Unit, such as **BKCMP**
   - 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.

   ![Image of Search Results](image)

   **Search Results**
   
<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1-2 of 2</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Origin</td>
<td>Invoice Date</td>
<td>Last Name</td>
</tr>
<tr>
<td>BKCMP</td>
<td>USB</td>
<td>10/21/2015</td>
<td>Washington</td>
</tr>
<tr>
<td>BKCMP</td>
<td>USB</td>
<td>12/21/2017</td>
<td>Washington</td>
</tr>
</tbody>
</table>

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

   ![Image of Transactions](image)

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

   - In the **Description**, add a meaning full 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.
<table>
<thead>
<tr>
<th>Equipment</th>
<th>Equipment: one item total acquisition of $2500 or greater (requires permission by Procurement Director)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax</td>
<td>CA Sales Tax/Out of State Use Tax</td>
</tr>
<tr>
<td>Registration</td>
<td>Registration for Conferences, Seminars, Memberships, etc.</td>
</tr>
<tr>
<td>Printing/Promo</td>
<td>Not Used</td>
</tr>
<tr>
<td>Computer</td>
<td>Not Used</td>
</tr>
<tr>
<td>Service</td>
<td>Non Contractual Services, less than $1000</td>
</tr>
<tr>
<td>Hospitality</td>
<td>Hospitality, Food Expenses</td>
</tr>
<tr>
<td>Other</td>
<td>Fixed Assets Equipment: one item total acquisition of $5000 and greater (requires permission by Procurement Director)</td>
</tr>
<tr>
<td>Disputed</td>
<td>Disputed transaction</td>
</tr>
</tbody>
</table>

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.

1. In the Distribution section of the desired transaction, click the button to add a row below the entry.

2. If necessary, click the **View All** to see both lines.

3. In the **Distrib. Amt**, change the dollar amount, such as **70.00**. Make sure the chartfields are appropriate.

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

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

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

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

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

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

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.

**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 **Save**
3.3 Printing a ProCard Statement

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

1. From the ProCard Adjustment page,
   - Click the button.

2. After the Processing message disappears, click the Process Monitor link.

3. The Process List page appears,
   - Click the button until the Run Status shows Success and the Distribution Status shows Posted.
   - Click the Details link.

4. The Process Detail page appears.
   - Click the View/Log/Trace link.

5. The View Log/Trace page appears. In the File List, click the link for the name that ends with .PDF.

6. The ProCard Report opens in a new window or tab. Make sure your Pop-Up blockers are disabled. Use your web browser buttons to print the report.
4.0 ProCard Transaction History

If you failed 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 menu.

4.1 Viewing your ProCard Report History

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

1. Click the NavBar icon.

2. When the NavBar opens, click the Navigator button.

3. When the menus appear, scroll down to CSU ProCard and click it.

4. Click Use & Inquiry.

5. Click ProCard Completed Inquiry.

6. The ProCard Completed Inquiry search page appears. Enter your search criteria to retrieve your transactions.
   - Enter Business Unit, such as BKCMP
   - Enter the cardholder’s last name, such as Duck
   - If desired, enter the cardholder’s first name, such as Donald
   - Click the button.
7. From the Search Results, select the one you want to view.

8. The ProCard Completed Inquiry page appears.
   - In the Transactions section, click the View All link to show all your transactions or charges.

9. To print this report,
   - Click the Print button.

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.

11. The Process Detail page appears.
    - Click the View/Log/Trace link.

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.

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 the report.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$77.22</td>
<td>4/27/2018</td>
</tr>
</tbody>
</table>

**Purchase Order**

- Equipment (Ref: 5930)
- Computer Software (Ref: 1100)
- Other (Ref: 9999)

I have entered the information and have approved the transactions. I certify that all the information listed on the statement, unless identified as “Adjusted Info,” is accurate, complete and correct and has been funded for official CSU purposes. All purchases or services have been received and paid in accordance with the approved PO. The requesting department has been notified of all approved items. A copy of the certification statement of disbursements is on file.

**Signature of Card Holder**

Signatory: [Signature]
Date: [Date]

**Signature of Approving Official**

Signatory: [Signature]
Date: [Date]
5.0 Getting Help

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

- **Carrie Rockwell**  
  ProCard Coordinator  
  Procurement  
  661-654-3185  
  crockwell@csub.edu

- **Crystal Jenkins**  
  ProCard Coordinator (Backup)  
  Procurement  
  661-654-3187  
  cjenkins@csub.edu

- **Becky Lappin**  
  Payment Services  
  661-654-2862  
  blappin@csub.edu

- **Procurement ProCard web-site**  
  [http://www.csub.edu/bas/fiscal/procurement/procard%20/index.html](http://www.csub.edu/bas/fiscal/procurement/procard%20/index.html)

- **Help Desk**  
  661-654-2307