

Monthly Processing Instructions - Monthly Reconciliation of Procurement Card Transactions

Log into “My Fresno State”

On My Homepage – click on the **CFS Peoplesoft Financials** Tile

Then Click on the **Purchasing** Tile

Click on the **Procard Adjustment** that is on the left side of your screen

- Select Business Unit or either FRSNO (default) or FRATH (for athletics)
- Enter **Cardholder’s last name**
- Click on “**Search**”

The screenshot shows the CFS Purchasing interface. On the left is a navigation menu with the following items: Review Purchase Order Info, Reports, ProCard (expanded), ProCard Account Setup, ProCard Adjustment (highlighted in green), ProCard Completed Inquiry, Procurement Contracts, and Supplier Information. The main content area is titled "ProCard Adjustment" and contains the following elements:

- A red box highlights the "ProCard Adjustment" title.
- Text: "Enter any information you have and click Search. Leave fields blank for a list of all values."
- A button: "Find an Existing Value"
- A section titled "Search Criteria" with the following fields:
 - Business Unit: dropdown set to "=", text box containing "FRSNO", search icon.
 - Origin: dropdown set to "begins with", text box, search icon.
 - Invoice Date: dropdown set to "=", text box, calendar icon.
 - Last Name: dropdown set to "begins with", text box (highlighted with a red box), search icon.
 - First Name: dropdown set to "begins with", text box.
 - Invoice Number: dropdown set to "begins with", text box.
- A checkbox: "Case Sensitive" (unchecked).
- Buttons: "Search", "Clear", "Basic Search" (with a magnifying glass icon), "Save Search Criteria" (with a save icon).

Monthly Reconciliation of Procurement Card Transactions (Cont'd)

Procurement

Business Unit: FRSNO ProCard Origin: USB Name: VICTORY, BULLDOG # 123456789

Invoice: PC08200020 Invoice Date: 08/11/2020 Total: 24,617.66 Process Monitor

Attachments

Add Attachment Attachment 1
Attachment 2
Attachment 3
Attachment 4

Transactions Find | View All First 1 of 10 Last

Supplier Name: AMZN MKTP US*MJ31W2740 State: WA

Transaction Date: 07/12/2020 Merchandise Amount: 205.14

Description: 20396 MISCELLANEOUS AND SPECIAL 20396

Reference #:

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

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

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	FRSNO	660820	90000	41408		00000		205.14

Save Return to Search

1. Invoice#: System generated. The first two characters are PC, the next four characters are MMY (the month and year of the billing statement), and the last 4 are sequential numbers.
2. Invoice Date: The billing statement date
3. Description: Default description based upon vendor's MCC (merchant category code)
4. Distribution: These fields are automatically populated with cardholder's default chartfield string.

Monthly Reconciliation of Procurement Card Transactions (Cont'd)

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: VICTORY, BULLDOG #123456789
 Invoice: PC08200020 Invoice Date: 08/11/2020 Total: 24,617.66 Process Monitor

Attachments

Add Attachment Attachment 1
 Attachment 2
 Attachment 3
 Attachment 4

Transactions Find | View All First 1 of 10 Last

Supplier Name: AMZN MKTP US*MJ31W2740 State: WA
 Transaction Date: 07/13/2020 Merchandise Amount: 205.14
 Description: Modular carrying case for Outreach
 220 characters remaining
 Reference #:
 Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

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

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	
1	FRSNO	660820	90000	41408		00000		205.14	+ -

Save Return to Search

1. Description: Delete default description and enter a brief description of the item purchased and it's business purpose.
2. Distribution: If required, change chartfields here. Click on magnifying glass to view additional chartfield selection.
3. To see the next transaction, click on the icon button. To see all charges for the billing cycle select "View All"

Transactions Find **View All** First 1 of 10 Last

Supplier Name: AMZN MKTP US*MJ31W2740 State: WA


Save

If you are adjusting multiple transactions please remember to click on at the bottom of the transaction page so that your changes are retained.

Monthly Reconciliation of Procurement Card Transactions (Cont'd)

Split Distributions

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: VICTORY, BULLDOG #123456789
Invoice: PC08200020 Invoice Date: 08/11/2020 Total: 24,617.66  Process Monitor

Attachments

[Add Attachment](#)

- Attachment 1
- Attachment 2
- Attachment 3
- Attachment 4

Transactions

Find | View 1 First 1-10 of 10 Last

Supplier Name: AMZN MKTP US*MJ31W2740 State: WA
Transaction Date: 07/13/2020 Merchandise Amount: 205.14
Description: Modular carrying case for Outreach

220 characters remaining

Reference #:

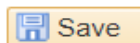
- Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Distribution

Personalize | Find **View All** First 1-2 of 2 Last

	GL Business Unit	Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	
1	FRSNO	660820	90000	41408		00000		105.14	+ -
2	FRSNO	660003	90000	20123		COV19		100.00	+ -


To split the distribution on a transaction, click on “**View All**” on the Distribution line, then click on the “**+**” at the end of the chartstring row to insert a new distribution row. Add the chartfields for the second distribution. You may split a transaction up to 9 lines.



When you are finished, select “**Save**”.

Monthly Reconciliation of Procurement Card Transactions (Cont'd)

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: VICTORY, BULLDOG #123456789
Invoice: PC08200020 Invoice Date: 08/11/2020 Total: 24,617.66  [Process Monitor](#)

Attachments


[Add Attachment](#) Attachment 1
Attachment 2
Attachment 3
Attachment 4

Transactions

Find | View 1 First 1-10 of 10 Last

Supplier Name: AMZN MKTP US*MJ31W2740 State: WA

Transaction Date: 07/13/2020 Merchandise Amount: 205.14



Description: Modular carrying case for Outreach 

220 characters remaining

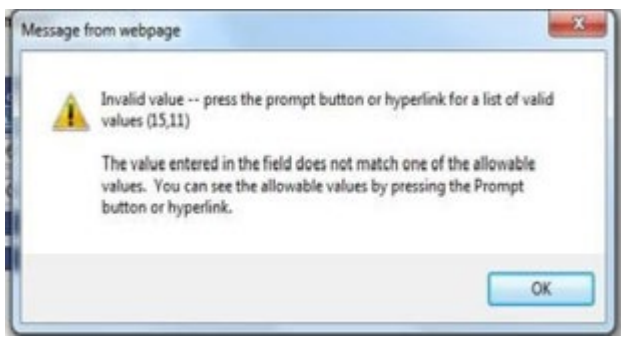
Reference #:

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Distribution

Personalize | Find | View All |   First 1-2 of 2 Last

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	
1	FRSNO	660820	90000	41408		00000		105.14	+ -
2	FRSNO	660003	90000	20123		COV19		100.00	+ -



When you click on “Save” the PeopleSoft system automatically checks for the following:

- The total Distribution Amount must equal the Merchandise Amount.
- The transaction must have valid chartfield combinations. The PeopleSoft system will permit you to save the transaction until the distribution amounts and chartfields are valid.

Printing Procurement Card Statements

When you are finished making adjustments to your procurement card transactions, you will need to print your ProCard Statement.

The ProCard Statement may be printed from the ProCard Adjustment panel or the ProCard Completed Inquiry panel.

To print the statement first click on the **printer icon** on the upper right corner of the ProCard Adjustment panel, then click on **“Process Monitor”** located next to the printer icon.

The screenshot displays the 'ProCard Completed Inquiry Page' with the following information:

- Business Unit:** FRSNO | **ProCard Origin:** USB | **Name:** VICTORY, BULLDOG | **#123456789**
- Invoice:** PC07200013 | **Invoice Date:** 07/13/2020 | **Total:** 85.94

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

View Attachment

- Attachment 1
- Attachment 2
- Attachment 3
- Attachment 4

Transactions | Find | View All | First | 1 of 1 | Last

Supplier Name: AMZN MKTP US*MJ8JP9GA2 | **State:** WA

Transaction Date: 07/09/2020 | **Merchandise Amount:** 85.94

Description: COVID19 Chair for Sieumuoi Delcroix, Earth & Environmental Sciences

Reference #:

- Equipment
- Tax
- Registration
- Printing/Promo
- Computer
- Service
- Hospitality
- Other
- Disputed
- Travel

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

	GL Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	FRSNO	660003	90000	32243		COV19		85.94

Printing Procurement Card Statements (Cont'd)

Click on the yellow refresh button until the Run Status changes to "Success" and the Distribution Status is "Posted".

Process List | Server List

View Process Request For

User ID Type Last 7 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List										Personalize	Find	View All	First	1-2 of 2	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details						
<input type="checkbox"/>	19700596		SQR Report	CSUPO008		08/26/2020 8:51:44PM PDT	Queued	N/A	Details						
<input type="checkbox"/>	19700595		SQR Report	CSUPO008		08/26/2020 8:48:41PM PDT	Success	Posted	Details						

Go back to ProCard Adjustment

Save Notify

Process List | Server List

Run Status	Distribution Status	Details
Success	Posted	Details
Success	Posted	Details



Click on the Details Link

Printing Procurement Card Statements (Cont'd)

Process Detail

Process	
Instance 19700597	Type SQR Report
Name CSUPO008	Description ProCard Statement
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID 002	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Re-send Content <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 08/27/2020 9:15:09AM PDT	Parameters Transfer
Run Anytime After 08/27/2020 9:15:09AM PDT	Message Log
Began Process At 08/27/2020 9:15:24AM PDT	Batch Timings
Ended Process At 08/27/2020 9:15:37AM PDT	View Log/Trace

Click on the View Log/Trace link

Printing Procurement Card Statements (Cont'd)

View Log/Trace

Report

Report ID	10962149	Process Instance	19700597	Message Log
Name	CSUPO008	Process Type	SQR Report	
Run Status	Success			

ProCard Statement

Distribution Details

Distribution Node	FBCFSPSC	Expiration Date	10/26/2020
-------------------	----------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_19700597.log	1,791	08/27/2020 9:15:37.157113AM PDT
csupo08_19700597.PDF	9,066	08/27/2020 9:15:37.157113AM PDT
csupo08_19700597.out	333	08/27/2020 9:15:37.157113AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	25105141517

[Return](#)

Click on the PDF Link

Print the ProCard Statement

Sample ProCard Statement

**CSU Fresno
US Bank ProCard**

Business Unit: FRSNO Account Name: BULLDOG VICTORY 559/278-2800 #100490178 Origin: USB	Invoice Number: PC08200020 Invoice Date: August 11, 2020 Total Amount: \$ 24,617.66
--	---

Tran Dt	Supplier	St	Line Amt	Description	Acct	Fund	Dept	Reference	Class	Proj	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL				Prgm			Amount			
1	07/13/20	AMZN MKTP US*MJ31W2740	WA	205.14	Modular carrying case for Outreach							25105141517	08/27/20	
			1	FRSNO	660820	90000	41408		00000		105.14			

**CSU Fresno
US Bank ProCard**

Business Unit: FRSNO Account Name: BULLDOG VICTORY 559/278-2800 #100490178 Origin: USB	Invoice Number: PC08200020 Invoice Date: August 11, 2020 Total Amount: \$ 24,617.66
--	---

Tran Dt	Supplier	St	Line Amt	Description	Acct	Fund	Dept	Reference	Class	Proj	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL				Prgm			Amount			
4	07/17/20			1	FRSNO	660002	48517	41410			21,740.23			
									00000		21,740.23			
									Total Distribution		21,740.23			
5	07/20/20	10 08/07/20 AMZN MKTP US	WA	-85.94	Sieumuoi Delcroix - Earth & Env Sciences - credit for chair not shipping (charge on previous month)							25100490178	08/11/20	
				1	FRSNO	660003	90000	32243			-85.94			
									COV19		-85.94			
									Total Distribution		-85.94			

Purchase Categories:

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.)

7 07/22/20

Signature of Card Holder, BULLDOG VICTORY	Date	Signature of Approving Official, Sally Pride	Date
---	------	--	------

8 07/27/20

9 07/30/20

Program Nam
Page 1

Monthly Processing Guidelines

Both the Cardholder and Approving Official must sign the ProCard Statement.

- If your Approving Official is unavailable to review and approve your purchases you are responsible for contacting your designated Alternate Approver to review and approve your purchases.
- If your paperwork is late any three times in a 12-month period, your card maybe temporarily suspended or the limits reduced. If your paperwork submissions to Accounts Payable continue to be late, your Procurement Credit Card maybe revoked.
- Please number the receipts/invoices to correspond with the line number on your ProCard Statement.
- Individual receipts/invoices smaller than 4 ¼" x 5 ½" should be taped to an 8 ½" x 11" sheet of paper to ensure they are not lost in transit.
- Email copy of the ProCard Statement with signatures and attached receipts to: Eva Owens at eowens@mail.fresnostate.edu. Send as attachment through email or through Adobe.
- When: By the 5th business day following the cycle end (@ 4th day of the month).
- Keep a copy of your US Bank ProCard Statement, and invoices/receipts for a minimum of 90 days (preferably 1 year).