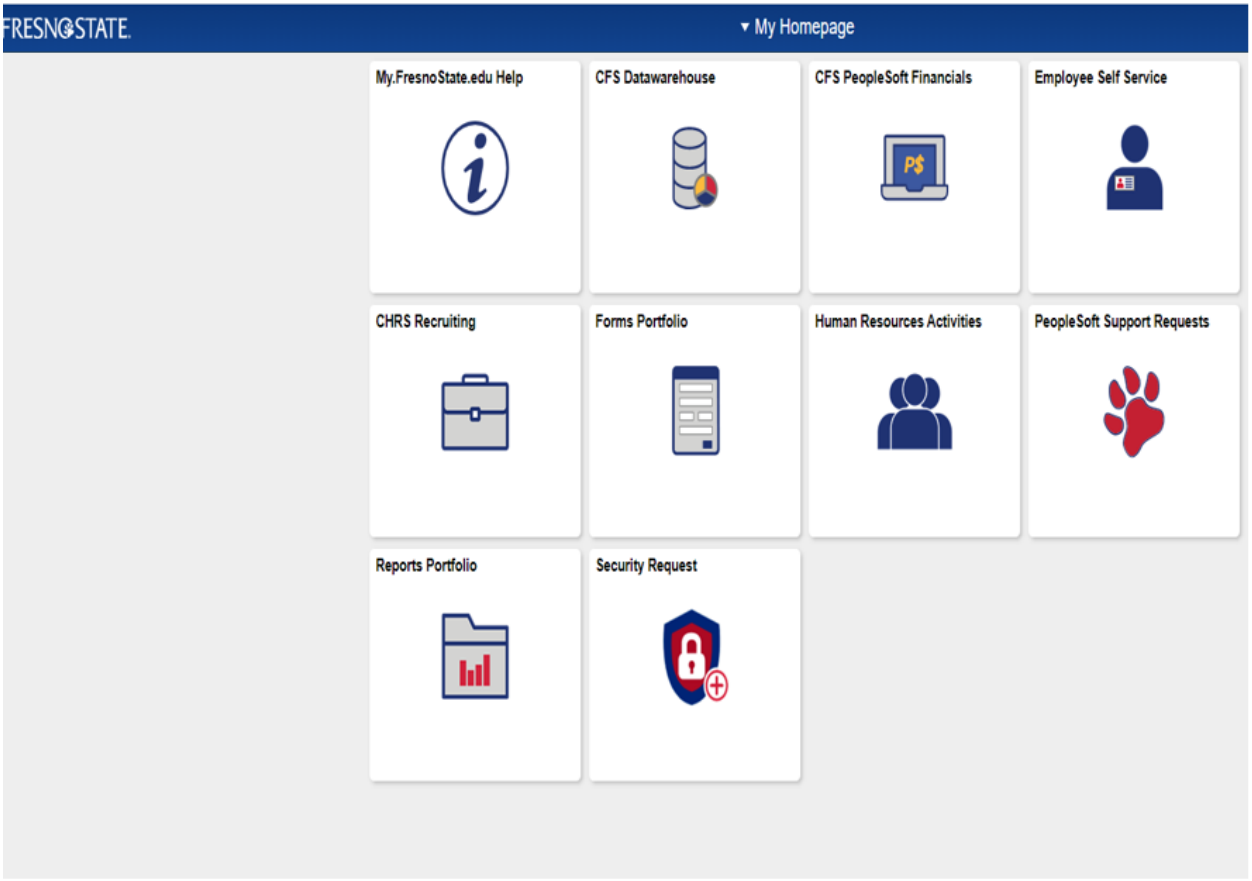
PEOPLESOFT PROCARD MODULE LOG ON INSTRUCTIONSFOR CARDHOLDERS AND NON CARDHOLDERS

- All ProCard holders when applying for the Procard have been granted Security access to the ProCard Module.
- Non-Cardholders such as Administrative Staff who assist with the monthly reconciliation of procurement card transactions may also be granted access to the ProCard Module for:
- Review of transactions
- Chartfield adjustments
- Printing Reports

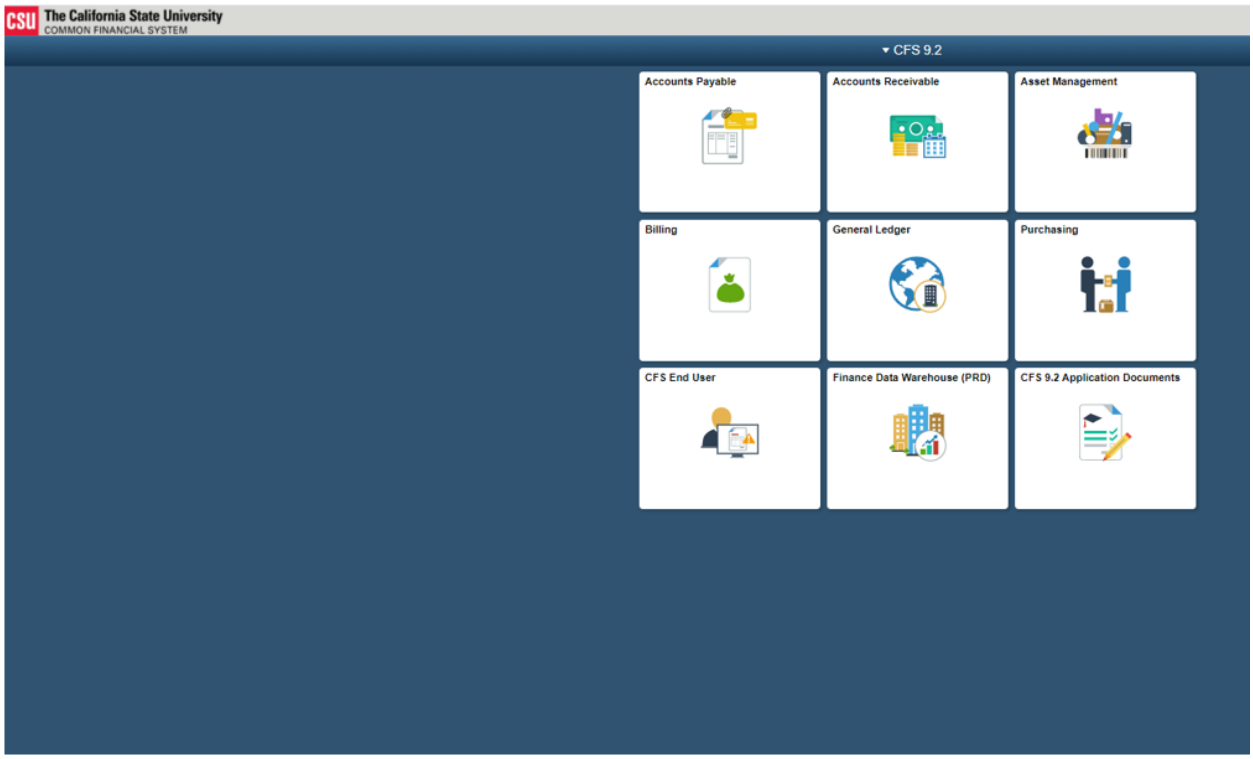
If your Administrative Staff needs access to the PeopleSoft ProCard Module, please email Celia Gonzalez: cegonzalez@csufresno.edu

You will receive an email once the request has been completed and access established.

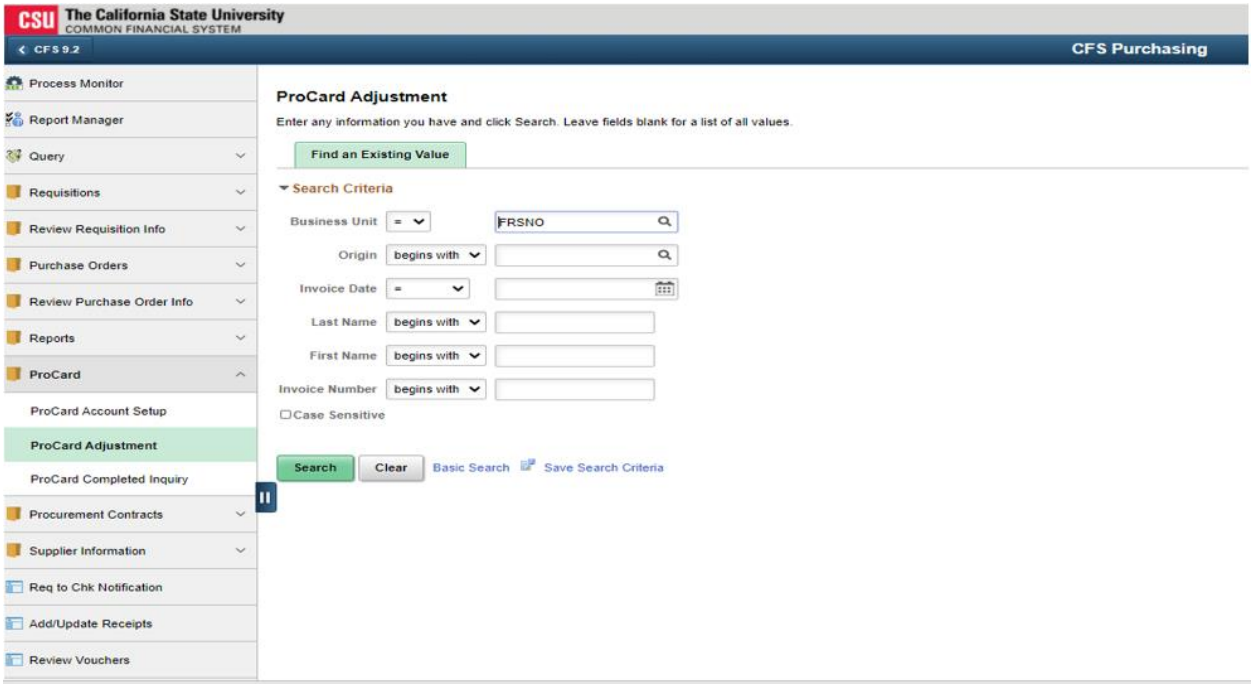
- Log on to **My Fresno State**
- On My Homepage – click on the **CFS PeopleSoft Financials** tile



- Click on the **Purchasing** tile



- Click on the left side of the menu **Procard.**
- Then click **Procard Adjustment**.
- Use the ProCard Adjustment Screen for current month transactions:
    - Change chartfields
    - Print the Cardholder Statement



- Click on the left side of the menu **Procard Completed Inquiry**.
- Use the ProCard Completed Inquiry Screen to view prior month transactions:
    - View transactions
    - Print Cardholder's Statement

