



Discovery. Diversity. Distinction.

PROCUREMENT CARD HANDBOOK

Procurement & Support Services

August 1, 2023

Quick Reference Guide

CREDIT CARD PROCESSOR

U.S. Bank
P.O. Box 6318
Fargo, ND 58125-6318
24-Hour Customer Service: 800-344-5696

PROCUREMENT & SUPPORT SERVICES

Joyal Administration Building, Room 161, Mailstop JA111

Procurement Card Program Contacts:

Procard Administrator - Antoinette Castanon, 8-6595, acastanon@mail.fresnostate.edu

Kevin Taloza, ktaloza@mail.fresnostate.edu

Brian Cotham, bcotham@mail.fresnostate.edu

PROCARD WEBPAGE:

<http://www.fresnostate.edu/purchasing/purchasing/ways/procard.shtml>

PROCARD STATEMENT SUBMITTALS TO ACCOUNTS PAYABLE DEPARTMENT

Eva Owens 278-7831, ewens@mail.fresnostate.edu by Adobe or email

PROCARD ACTIVATION INFORMATION

Last 4 digits of employee ID#

PROCARD BILLING CYCLE

Begins on the 26th of current month – Ends on the 25th of following month
(Exception: If the 25th falls on a Saturday, Sunday, or Holiday the billing cycle will end at midnight on the following business day.)

PEOPLESOFT NAVIGATION

<https://www.fresnostate.edu>

My Fresno State > Reports Portfolio > Financials > Purchase Orders > CFS ProCard Adjustment

TABLE OF CONTENTS

Procurement Card Information	5
Why Should I have a Procurement Card?	5
Can I Use the Procurement Card For All My Purchases	5
Procurement Card Prohibited List	6
Procurement Card Allowable Services	7
Consequences for Misuse of the Procard	7
Obtaining A Procurement Card?	8
Applying for a Procurement Credit Card	8
Program Training	8
Card Activation	8
Card Chartfield Defaults	9
Card Holders Responsibilities	9
Security of the Card	9
Making a Commodity Purchase	10
Sales/Use Tax	10
Receiving the Shipment	10
Card Disputes	11
Returns and Credits	11
Procurement Card Receipt/Invoice	11
Raising Card Single & Monthly Spending Limits	12
Replacing Lost, Damaged, Stolen Cards	12
Changes In Cardholder Employment	12
Approver Responsibilities	13
US Bank Website	14
Peoplesoft Procard Module	15
Peoplesoft Procard Module Logon Instructions	15
Procard Module Access for Non-Cardholders	19
Procard Adjustment Panel	20
Procard Completed Inquiry Panel	21
Monthly Reconciliation Process	22
Monthly Reconciliation of ProCard Transactions	23
Changing Transactions Description and Distribution	24

Splitting Transaction Distributions	27
Printing Procard Statement	29
Monthly Processing Guidelines	34

Forms

US Bank Procard Application	35
Procard Lost Receipt Memo	36
Updated Procard Approver	37

Procurement Card General Information

Why have a Procurement Card?

Fresno State uses a variety of methods to purchase goods and services, purchase orders, and direct pay expense. Processing purchase orders is not cost effective for low-dollar value goods and occasionally suppliers refuse to accept a purchase order.

The Procurement Credit Card (also known as a Procard and Pcard) is an additional option for purchasing supplies (goods), and allowable services costing \$5,000 (including tax and shipping) or less, which are not restricted or prohibited. Cardholders are encouraged to use the Procurement Credit Card for low value purchase in order to achieve cost savings and improve processing time for such items. The Procurement Credit Card is for authorized University purchases only and is not for personal use. ProCard purchases must be shipped to the campus warehouse for all purchases (2671 E Barstow Ave, Fresno, Ca 93740-8007) unless preapproval is given by the Director of Procurement.

Can I use the Procurement Card for all of my Purchases?

The card may **NOT** be used to purchase everything. Some items and services are restricted by State law or University policy. Normally prohibited purchases include items within the following categories:

- **Hospitality:** Food, beverages, eating utensils, plates, catering, promotional products, gifts, etc. Hospitality items on the next page with an "*" may be purchased on the ProCard, only if preapproval for the Hospitality related expense is obtained by the AVP Financial Services (John Fugatt). Approval can be via email or the Hospitality Purchase Approval form and should be attached to the Monthly ProCard Reconciliation.
- **Travel:** Lodging, auto rental, air travel, entertainment, etc (Contact Cynthia Hanks for information on the University's travel corporate card).
- **Service:** Service/Maintenance agreements, repairs, leases, consulting, etc.
- **Personal:** Awards, certificates, flowers, gifts, artwork, office decorations, etc.
- **Capital Equipment and Sensitive Equipment**
- **IT Related Products** (Software and Computer equipment – laptop, desktop, tablet, printers, monitors, IT related maintenance agreements, and etc.) unless given written permission to purchase with Procard by the Procurement Department.

Prohibited Uses of Procurement Card

The card may **NOT** be used to purchase everything. Some items and services are restricted by State law or University policy. Hospitality items below are marked with an asterisk (*). The following is a representative list of prohibited uses of the ProCard. It is not intended to be all-inclusive. If you are not sure your purchase is allowed, please contact the ProCard Administrator before you acquire any product.

- Airline Tickets
- Alcoholic Beverages
- Ammunition/Firearms
- Animals and Animal Related Products
- Automotive Gasoline and Oil
- Awards, plaques, certificates, flowers, gifts*
- Bottled Water*
- Capital Equipment¹
- Car Washes (excludes Police Vehicles)
- Car Rental
- Cash Advances, Cash Refunds
- Catering Services*
- Cellular Phones and Service
- Computers & Computer Equipment
- Computer and Equipment Repairs
- Computer parts to build complete system
- Conflict of interest
- Consulting Services, Instructors & Guest Speakers
- Controlled Substances
- Food and Food Related Products & Services*
- Furniture
- Gift Cards*
- Hotels, Motels & other Lodging Expenses
- In Lieu of Supplemental Wages
- Leases and maintenance agreements
- Meals, Travel or Entertainment
- Expenses
- Office Decorations*
- Paper (Use University Warehouse)
- Party Favors*
- Personal Items/Purchases
- Promotional Items (Use Print Shop)
- Purchases resulting in personal gain
- Postage and Postage Stamps (Use mail services)
- Prescription Drugs
- Public Work Projects
- Purchases that violate CSU, Fresno State policy or procedures
- Radioactive/Hazardous Materials
- Rental Agreements
- Repairs, Computer and Equipment
- Restaurants
- Services and Service Agreements (Annual Maintenance Contracts)
- Services not explicitly allowed
- Splitting of purchases to circumvent daily/monthly spending limits or the \$5,000-dollar limitation/bidding process
- Uniforms
- Vehicle Repair

Cardholders may be given exceptions to purchase prohibited items on their Procard with an email written approval for the Procurement Director – Brian Cotham. Procurement Department Buyers are excluded from the Procard Prohibited Items List.

¹ Capital equipment - Real or personal property that has a unit acquisition cost equal to or greater than \$5,000 including sales tax, and which has an estimated life of one year or greater, and can stand

on its own (e.g. furniture, statue, vehicles or a combined component parts cost of \$5000 or more. An example of component parts system is a mixing machine that has three parts that are \$2000.00 each.

Procurement Card Allowable Services

- **Approved Advertisements** – must be approved by Procurement. Acceptable use would be candidate search advertisements in professional journals. Advertisements for promotional efforts are not allowed
- **FedEx/UPS** – When away from campus only. If on campus must use the Printing Services Department to have items shipped.
- **Subscriptions / Memberships** – these charges are allowed, provided that an acceptable Justification that details the benefit of the University is stated in the transaction description box within the Procard Adjustment panel. In addition, for subscriptions your itemized receipt must also detail the number of publications per year. Software subscriptions are not included and are a prohibited Procard item.
- **Professional Dues** – These charges are allowable, provided that an acceptable justification that details the benefit to the University is stated in the transaction description box within the Procard Adjustment panel.
- **Conference Registration Fees** – Registration fees are allowed, but fees associated with being an exhibitor at a conference, i.e. booth rental, electricity, carpet rental etc. are not allowed.

All requests for changes to any spending limits whether temporary or permanent will be printed and filed with the cardholders Procard file.

Consequences for misuse of the Procurement Card

- Revocation of the Card
- Disciplinary steps that may include termination and legal action
- **USE OF THE PROCARD IS SUBJECT TO REVIEW BY THE CAMPUS, CSU OR STATE AUDITOR AT ANY TIME!**

Conflict of Interest (COI) – see the Conflict of Interest Handbook for an explanation of what items are considered to be Conflict of Interest:

- <https://adminfinance.fresnostate.edu/hr/compliance/conflict-of-interest.html>

Obtaining a Procurement Card

Applying for a Procurement Card

- Complete a Procard application, available on our website:
<http://www.fresnostate.edu/purchasing/purchasing/ways/procard.shtml>
- Designate an Approving Official and an Alternate Approving Official. An Approving Official will review and authorize the cardholder's charges each month and should be at least one level above the cardholder. Cardholders cannot approve their own charges. The Approving Official should have a signature authority card on file with the Procurement Office.
- Determine spending limits. Generally, the cardholder's Approving Official or Department Budget Analyst will determine the spending limits for a cardholder. Spending limits should be set to accommodate your department needs and can be raised later if needed. The single item (what can be spent at one time with one merchant) is set to a maximum of \$5,000 per a transaction for all cardholders (without approval by Procurement Director.)
- Signatures. The application should have the signatures of the cardholder, the Approving Official, and an Alternate Approver.

Program Training

When your card arrives, you will be contacted for a short training session and delivery of your card. The training session is mandatory for all cardholders. The U.S. Bank Procard Handbook is available for download on our website at the following location:

<http://www.fresnostate.edu/purchasing/purchasing/ways/procard.shtml>

Card Activation

To activate your card, call the customer service phone number shown on your card (1-800-344-5696). Using your telephone keypad, enter your account zip code (**93740** for most cardholders.)

- Select "1" to activate your account
- Enter the last four numbers of your **employee ID number**, then press the "#" key
- Enter your preferred business telephone number that is on your procard application
- Sign the back of your procurement card

Card Defaults (Chartfields)

Your credit card transactions will automatically default to the chartfield string specified on your Procurement Card application. After each month's processing cycle ends, you will be given the opportunity to change the chartfields on the transactions not yet posted to the General Ledger. Contact the Procurement Card Administrator if you need a permanent change made to your default chartfield string.

Cardholder Responsibilities

Cardholders are responsible for ensuring the Procurement Credit Card is used in accordance with the policies outlines in this manual and that all purchase are in compliance with CSU procurement and contracting procedures and policies, including but not limited to:

- Comply with all CSU Procurement Procedures for the purchase of Commodities, Services, or Information Technology Acquisitions as described in the ICSUAM Section 5000 Contracts and Procurement
<http://calstate.edu/csp/crl/policy/policy07-07-096.doc>
- Make purchases that are reasonable, appropriate, and cost effective
- Obtain the best possible price for the merchandise purchased
- Verify and certify that all purchases listed on their bank statements are correct and made for official purposes which meet the business needs of the University
- Notify the Procard Administrator when their Approving Officer leaves or changes departments (See Update Procard Approver Form).
- Return the Procard to the Procard Administrator upon leaving the department or terminating employment with the University

Security of Procurement Card

You are responsible for ensuring the card is kept in a secure location. If kept in your office, the card should be kept out of sight, and preferably put in a place that can be locked during the evening. The cardholder is the **only** person that is authorized to use the card. **Do NOT lend your card to others to use.** If you are going to be absent for an extended length of time, please notify the Procard Administrator so that your card can be reduced to \$1 and no charges will occur during your absence. The department should request that a new card be issued to a different person for the duration. It takes approximately five to seven (5-7) working days to issue a new card, so plan ahead.

Making a Commodity Purchase

You may go to the place of business to obtain the commodity, place the order over the phone, or order via the Internet. In all cases, you will need an itemized receipt/invoice. An itemized/receipt consists of the following information:

- Description of commodities purchased
- Quantity purchased
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if applicable
- Name of vendor

If ordered via the Internet, provide the supplier with your name, card number, expiration date, department name, building and room number, and mailstop. If merchandise is to be shipped, the supplier must incorporate this information on the shipping label and ship to University Warehouse, 2671 E. Barstow Ave., Fresno, CA 93740-8007.

Before you finalize placing the order, check one last time to make sure all the information is correct. Make sure the appropriate department administrator is aware of your purchase and that you have followed all campus and departmental procedures regarding order processing and records retention.

Sales/Use Tax

The University is NOT exempt from paying California Sales Tax. Some out-of-state suppliers do not charge California State Sales Tax. It's the University's responsibility to remit use-tax (when applicable) and remit the use tax directly to the State Board of Equalization for our purchases. The Accounting department will accrue and remit use taxes for any transactions for which the University did not pay the appropriate sales tax, and these charges will appear in a future expense journal entry.

Receiving the Shipment

Cardholders are responsible for promptly and properly inspecting shipments when they arrive. In the case of returns, damages, etc., the cardholder is responsible for contacting the vendor and coordinating the problem resolution.

Card Disputes

In case of an exception or disputed charge, the Cardholder should first contact the supplier. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, you should see the correction on your next monthly statement. If you cannot reach an agreement with the supplier, the next step is to dispute the charge by calling U.S. Bank Customer Service at 800-344-5696. It is important to document all the steps taken to try to resolve the disputed charge, and to retain all relevant documentation to ensure proper resolution during the dispute process.

- If items purchased with the Procurement Card are received defective, you are responsible for returning the item(s) to the merchant for replacement or for receiving a credit on the purchase. If the merchant refuses to replace the defective item, then you must contact U.S. Bank Customer Service and dispute the transaction and note that charge was disputed on the PeopleSoft Procard adjustment screen.
- **IMPORTANT:** Failure to take immediate and appropriate action could result in a loss for the University, disciplinary action against the Cardholder and cancellation of their Procard.

Returns and Credits

- **Returns:** Returns should be made directly to the vendor according to the vendor requirements. Determine if the supplier will pick up the item, issue a “Call Tag”, or if it is necessary for you to return it to the supplier.
- **Credits:** The supplier should issue a credit for any item that has been discussed and agreed upon for return. It is the cardholder’s responsibility for ensuring that the proper credit is posted for any returned items. This credit will appear on a subsequent statement.

Procurement Credit Card Receipt/Invoice

- Whether the purchase is made by telephone, in person, or via the web, you will need an itemized receipt or invoice.
- If you have lost receipts/invoices, and a duplicate copy cannot be obtained from the vendor, attach a “ProCard Lost Receipt Memo” form available for download from the Procurement website at:
<http://fresnostate.edu/adminserv/purchasing/purchasing/ways/procard.html>
- **NOTE:** Your ProCard may be revoked if there are excessive instances of lost receipts.
- Procurement Credit Card receipts must be kept until the transaction(s) show up on the bank statement. Receipts should then be stapled behind the Cardholder’s ProCard Statement and forwarded to Accounts Payable.

Raising Card Spending Limits for Monthly or Single Credit Limit

Monthly / Single Credit Limit – Your ProCard has a Monthly & Single Credit Limit. If you reach your Monthly limit before the end of the month and try using your card, the transaction will be rejected by the merchant. If you exceed the Single Limit, the transaction will also be rejected by the merchant. Splitting the purchase of the merchandise in order to circumvent the Single Transaction is explicitly prohibited. To permanently or temporarily change either monthly or single limit, the card holder must email their Approving Official and copy the ProCard Administrator, Antoinette Castanon, acastanon@mail.fresnostate.edu on the email. Once the Approving official approves the increase by responding to the group email, the Campus Procard Administrator will go into US Bank to complete the changes. The Procard Administrator will also notify the group on the email that the changes have been made and that you can proceed with your transaction.

Replacing Lost and/or Damaged Cards

You, as the cardholder, are responsible for initiating the process to replace your ProCard when it becomes necessary because the card has become worn/defective, stolen, lost or compromised.

- Immediately contact US Bank at (800-344-5696)
- Also notify the Campus ProCard Administrator, Antoinette Castanon, acastanon@mail.fresnostate.edu

When your ProCard is reported lost or stolen, a new card will automatically be issued. If you receive a Fraud form from US Bank please make sure you fill out this form and save a copy to attach to your Procard statement. Replacement cards will be mailed to the Procurement Office. The Campus ProCard Administrator will notify the cardholder when the replacement card is available for pickup.

Changes in Cardholder Employment

When a cardholder transfers to another department, they must turn in their ProCard to the Campus ProCard Administrator.

When a cardholder leaves the University, the PeopleSoft Workflow module will notify the campus ProCard Administrator, who will close the cardholder's ProCard account (approximately one week prior to the expected severance date). The cardholder must submit all outstanding paperwork to Accounts Payable before separating from the University. If separation occurs during an open statement cycle, then the procard holder must contact the Procard Administrator for a copy of their procard activity report to submit to A/P along with supporting receipts.

Approver Responsibilities

On an ongoing basis:

- Be familiar with the nature and intended purpose of all purchases made by cardholders; ensure sending of complete, accurate, and timely documentation for all purchases to the Accounts Payable Department.
- Ensure retention of all documentation submitted to Accounts Payable Department.
- Ensure that only necessary products are purchased.
- Ensure purchase are reasonable, appropriate and cost effective.
- Ensure no prohibited items have been purchased (e.g., computer, equipment, etc.)
- Enhance oversight by performing and documenting periodic or surprise reviews of the cardholders ProCard usage.
- Stay current regarding acceptable and prohibited ProCard usage practices.

On a monthly bases:

- Review cardholders monthly ProCard Reconciliation Statement to ensure that all purchases were appropriate, especially take care to ensure that all invoices and receipts are attached, and that the report accurately details for each transaction made during the month:
 - The business purpose and how the item(s) were used
 - Where items were used or deployed; and
 - What benefit was provided to the University
- If approved, sign and date the ProCard Monthly Reconciliation Statement
- Ensure that all required paperwork is received by the Accounts Payable Department, to include all receipts and authorized signatures by the fifth business day after the monthly cycle closes. Incomplete or inaccurate paperwork submitted to the Accounts Payable Department will be considered to have been received late and will be tracked for the purpose of possibly taking remedial action including suspension or revocation of the ProCard usage.
- An Approving Official **cannot** approve his/her own purchases, nor can the cardholder's subordinate or peer.

ACCESS TO US BANK

US Banks provides an online system which allow cardholders to view information for their credit card transaction. Contact your campus Procard Administrator, Antoinette Castanon, if you need access to this website.

The screenshot displays the 'U.S. Bank Access® Online' interface for 'Trustees California State Univ'. The main heading is 'Transaction Management' with a sub-heading 'Card Account Summary with Transaction List'. The account details include Product: Purchasing Card, Card Account Number: ****2563, and Card Account ID: 212090273498. The account is marked as 'Closed Account'.

The 'Card Account Summary' section shows:

- Account Number: ..2563
- Billing Cycle Close Date: 09/30/2015
- Total Transactions: \$1,905.83 (4)
- Reallocated Transactions: \$0.00 (0)
- % Reallocated Transactions: 0.0% (0.0%)

The 'Transaction List' section shows 4 records:

Select	Status	Trans Date	Postdate Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>	Disputed	0432	0413	ACME ROTARY BROOM SERVICE	209-2753100, CA	\$669.89	Ⓢ			Adt.Allocation
<input type="checkbox"/>	Reallocated	0409	0412	RS WAGNER INC	414-214-8377, WI	\$905.00	Ⓢ	6760832951		Adt.Allocation
<input type="checkbox"/>	Reallocated	0409	0411	RS WAGNER INC	414-214-8377, WI	\$26.30	Ⓢ	6755517987		Adt.Allocation
<input type="checkbox"/>	Reallocated	0409	0411	MCMASTER-CARRS	630-8349650, IL	\$302.64	Ⓢ	032150806849		Adt.Allocation

Legend: Ⓢ Disputed, Ⓢ Reallocated, Ⓢ Third Detail Level, Ⓢ Reallocation Locked.

PEOPLESOFT PROCARD MODULE

Logon Instructions for Cardholders (Pathway 1)

The screenshot shows the My.FresnoState.edu homepage with a grid of application icons. A red box highlights the 'CFS PeopleSoft Financials' icon, which depicts a laptop with a dollar sign. To the left of the grid, there are two numbered callouts: a star with the number '1' and a text box, and a star with the number '2' and another text box.

1

Log into:
My.FresnoState.edu
(Make sure your internet browser has "popup blocker" set to off.)

2

Click on PeopleSoft Financials

The grid of icons includes: My.FresnoState.edu Help, CFS Datawarehouse, CFS PeopleSoft Financials (highlighted), Employee Self Service, CHRS Recruiting, Forms Portfolio, Human Resources Activities, PeopleSoft Support Requests, Reports Portfolio, and Security Request.

- If your internet browser's pop up blocker is turned on the Oracle panel will envelop your entire screen and you will not be able to view the menu of reports in Reports Portfolio. You will need to turn off your pop up blocker, close the internet browser, and login to My.Fresnostate.edu again.
- If your internet browser's pop up blocker is turned off the Oracle panel should appear small (as shown below). Click anywhere on the panel showing beneath the Oracle window.
- Under the Purchase Order Report List click on the CFS ProCard Adjustment link, or the CFS ProCard Completed Inquiry link

3

Click on the Purchasing tile

Accounts Payable	Accounts Receivable	Asset Management
Billing	General Ledger	Purchasing
CFS End User	Finance Data Warehouse (PRD)	CFS 9.2 Application Documents

- Process Monitor
- Report Manager
- Query
- Requisitions
- Review Requisition Info
- Purchase Orders
- Review Purchase Order Info
- Reports
- ProCard
 - ProCard Account Setup
 - ProCard Adjustment**
 - ProCard Completed Inquiry
- Procurement Contracts
- Supplier Information
- Req to Chk Notification
- Add/Update Receipts
- Review Vouchers

ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit =

Origin begins with

Invoice Date =

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

4

Click on the left side of the menu ProCard. Then click Procard Adjustment. Use the Procard Adjustment Screen for current month transactions:

- Change Chartfields
- Change the item description and enter the business purpose of the purchase
- Print the Cardholder Statement

CSU The California State University
COMMON FINANCIAL SYSTEM

CFS 9.2 CFS Purchasing

- Process Monitor
- Report Manager
- Query
- Requisitions
- Review Requisition Info
- Purchase Orders
- Review Purchase Order Info
- Reports
- ProCard**
 - ProCard Account Setup
 - ProCard Adjustment
 - ProCard Completed Inquiry**

ProCard Completed Inquiry Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit =

Origin begins with

Invoice Date =

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

5

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

PEOPLESFT PROCARD MODULE

Logon Instructions for Cardholders (Pathway 2)

The screenshot shows the FRESNOSTATE My Homepage dashboard. The dashboard contains a grid of application tiles. The 'Reports Portfolio' tile, located in the third row and fourth column, is highlighted with a red border. To the right of the dashboard, a red starburst contains the number '1', with the text 'Select "Reports Portfolio"' below it.

1

Select
"Reports
Portfolio"

My Homepage Reports Portfolio

Student Administration

Human Resources

Financials

Select "Financials"

2

Student Administration

Click the checkbox next to all the items you want to appear on your start page.

★ Recommended

Check All Uncheck All Save Cancel

Admissions

<input type="checkbox"/>	Admits by Academic Plan	Query Report	User Guide
<input type="checkbox"/>	Admits requiring EPT/ELM	Query Report	User Guide

Advising / Evaluations

<input type="checkbox"/>	Degree Applicants By Checkout Status	Formatted Extract	User Guide
<input type="checkbox"/>	Degree Applicants by Student Group	Query Report	User Guide
<input type="checkbox"/>	Degree Apps by School/Dept	Formatted Report	User Guide

Campus Community

<input type="checkbox"/>	List of Persons with Service Ind and Rsn	Query Report	User Guide
<input type="checkbox"/>	Report ID Change or ID Delete IDs	BI Publisher Report	User Guide
<input type="checkbox"/>	Student Group List	Query Report	User Guide

Course Scheduling / Curriculum

<input type="checkbox"/>	Academic Plans (Majors) Report	BI Publisher Report	User Guide
<input type="checkbox"/>	Active Courses with Course Attributes	Query Report	User Guide
<input type="checkbox"/>	Canceled Class List	BI Publisher Report	User Guide
<input checked="" type="checkbox"/>	★ Class Rosters	Formatted Report	User Guide
<input type="checkbox"/>	Course Enrollment History	Query Report	User Guide
<input type="checkbox"/>	Department Classes by Day and Hour	BI Publisher Report	User Guide
<input type="checkbox"/>	Kennel Bookstore Extract	Formatted Extract	User Guide
<input type="checkbox"/>	Schedule of Classes	Formatted Report	User Guide

Continuing and Global Education

<input type="checkbox"/>	CGE Session Enrolled Student Units	BI Publisher Report	User Guide
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My Homepage Reports Portfolio

Student Administration

Human Resources

Financials

Financials

Click the checkbox next to all the items you want to appear on your start page.

★ Recommended

Check All Uncheck All Save Cancel

Accounts Payable

<input type="checkbox"/>	CFS Vendor Lookup by Name	Query Report	Details...
<input checked="" type="checkbox"/>	★ CFS Vendor Summary Page	Electronic Form	Details...
<input checked="" type="checkbox"/>	★ CFS Voucher Summary Page	Electronic Form	Details...
<input type="checkbox"/>	CFS Vouchered Invoices	Query Report	Details...

Athletics General Ledger

<input type="checkbox"/>	CFS Expense, Benefit and Revenue Journals	Query Extract	Details...
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Financial Budgets

<input checked="" type="checkbox"/>	★ CFS Fund/Deptld Budget Report	Electronic Form	Details...
-------------------------------------	---------------------------------	-----------------	------------

Purchase Orders

<input checked="" type="checkbox"/>	★ CFS CSU PO Remaining Balance Inquiry	Electronic Form	Details...
<input checked="" type="checkbox"/>	★ CFS PO Activity Summary	Electronic Form	Details...
<input checked="" type="checkbox"/>	★ CFS PO Detail Activity Rpt	Electronic Form	Details...
<input checked="" type="checkbox"/>	★ CFS ProCard Adjustment	Electronic Form	Details...
<input checked="" type="checkbox"/>	★ CFS ProCard Completed Inquiry	Electronic Form	Details...
<input checked="" type="checkbox"/>	★ CFS Purchase Order Detail	Electronic Form	Details...
<input type="checkbox"/>	CFS Purchase Order Listing	Query Report	Details...
<input checked="" type="checkbox"/>	★ CFS Purchase Order Print (Copy)	Electronic Form	Details...
<input type="checkbox"/>	CFS Purchase Orders Not Invoiced	Query Report	Details...

Check All Uncheck All Save Cancel

Access To The ProCard Module For Non Cardholders

Non-cardholders, such as administrative staff, who assist with the monthly reconciliation of procurement card transactions may be granted access to the ProCard module for:

- Review of transactions
- Chartfield adjustments
- Printing Reports

To apply for access to the ProCard Module:

- Contact the Procurement Card Program Administrator at 278-2111.
- For instructions on submitting a PeopleSoft security request you may access Procurement and Support Services' website at:
<http://www.fresnostate.edu/purchasing/purchasing/ways/procard.shtml>

ProCard Adjustment Panel

The ProCard Adjustment Panel is used during the 5-Business day period immediately following the end of the monthly procurement cycle (5 business days approximately following the 25th)

Using this panel, cardholders may:

- Change chartfields
- Change the item description and enter the business purpose of the purchase
- Print the Cardholder Statement

CFS 9.2 **CFS Purchasing**

ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit

Origin

Invoice Date

Last Name

First Name

Invoice Number

Case Sensitive

ProCard Completed Inquiry Panel

The ProCard completed Inquiry Panel is used to view transactions from previous processing cycles.

Using this panel, cardholders may:

- View prior transactions detail, grouped by invoice month
- Vendor
- Chartfields
- Item Descriptions
- Transaction amounts
- Print the Cardholders Statement

CFS Purchasing

ProCard Completed Inquiry Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit

Origin

Invoice Date

Last Name

First Name

Invoice Number

Case Sensitive

[Basic Search](#)

MONTHLY RECONCILIATION PROCESS

Approving Transactions in the PeopleSoft ProCard Module

Credit card transactions are posted to the US Bank online account throughout the month. Once a month, (on or around the 25th of the month) Accounts Payable downloads these transactions from the US Bank website into PeopleSoft. After the download is completed cardholders are notified by email that their monthly statement is available for reconciliation. **Here is an example of the email sent to the Procard Listserv:**

ProCard End of Cycle Reminder - Due by 11/01/2022 - Accounting Services

 Cynthia Hanks <0000a4cc15d2b08b-dmarc-request@listserv.csufresno.edu> Wed, Oct 26, 12:00 PM (5 days ago) ☆ ↶ ⋮
to PROCARD ▾

Greetings,

****If any purchases are related to COVID-19 on their Procard statement, the class code must be changed to COV19.***

This email is a reminder that the US Bank Procurement Card cycle ending **October 25th has closed**. **If you had transactions during the month, you have just five business days available to adjust your transaction information in PeopleSoft.** Please keep the following in mind as you process your paperwork, also make sure to provide itemized receipts. *If you have not made any purchases during this billing period, we ask that you still check Peoplesoft due to fraudulent charges that may occur.*

Log onto your “My Fresno State” account at: <https://my.fresnostate.edu>

Access CFS ProCard Module Adjustment Screen by 11/01/22

- Navigation: Reports Portfolio > Financials > Purchase Orders > CFS ProCard Adjustment.
- A small Oracle login panel may appear. Ignore it. Click on the Reports Portfolio panel below it. If, however, you are unable to logon because a full-screen Oracle logon panel appears you will need to log out of My Fresno State. Turn off your Internet browser’s popup blocker and try logging in to My Fresno State again.

Audit Posted Transactions on ProCard Adjustment Screen

- Compare your receipts to the transactions posted.
- Add a description of the purchase and its business purpose.
- Adjust chartfields if required.

Print Cardholder ProCard Statement

- To print ProCard Statement see ProCard Manual for instructions.
- Both you and your authorized approver must sign the report.

Attach Receipts

- Include your original receipts with your ProCard Statement.
- Please number the receipts to correspond with the line number on your ProCard Statement.

Email paperwork to Eva Owens in Accounts Payable by 11/01/22

- ProCard Statement (signed by you and your approver)
- Receipts
- Paperwork should be emailed or sent via AdobeSign within 5 business days of the cycle close date.

Paperwork should be sent to the attention of Eva Owens at eowens@mail.fresnostate.edu.

Thank you,

Cynthia

Monthly Reconciliation of Procurement Card Transactions

- Log into “My Fresno State”
- Navigation: Reports > Financials > Purchase Orders > CFS ProCard Adjustment
- Select Business Unit or either FRSNO (default) or FRATH (for athletics)

The screenshot shows the 'CFS Purchasing' interface. On the left is a navigation menu with 'ProCard Adjustment' highlighted. The main content area is titled 'ProCard Adjustment' (highlighted with a red box) and contains a search form. Below the title is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. The search criteria section includes: Business Unit (dropdown set to 'FRSNO'), Origin (dropdown set to 'begins with'), Invoice Date (dropdown set to '='), Last Name (dropdown set to 'begins with' with a red box around the input field), First Name (dropdown set to 'begins with'), and Invoice Number (dropdown set to 'begins with'). There is a 'Case Sensitive' checkbox. At the bottom are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

- Enter **Cardholder’s last name**
- Click on “**Search**”

Monthly Reconciliation of Procurement Card Transactions (Cont'd)

Procurement 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: 20396 MISCELLANEOUS AND SPECIAL 20396

217 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. 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
1
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	<input type="text"/>	00000	<input type="text"/>	205.14		

2

Save Return to Search

1. Description: Delete default description and enter a brief description of the item purchased and its 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"



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

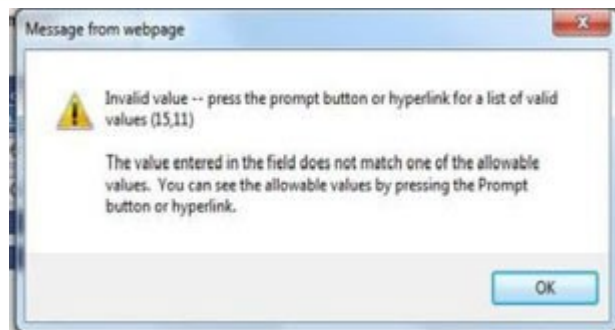
Reference #:

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 details:

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

A red box highlights the printer icon and the 'Process Monitor' button. A red star with the number '1' is placed over the 'Process Monitor' button.

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: 25105141517 Type: Last 7 Days Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

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
csupo008_19700597.PDF	9,066	08/27/2020 9:15:37.157113AM PDT
csupo008_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	Invoice Number: PC08200020
Account Name: BULLDOG VICTORY 559/278-2800 #100490178	Invoice Date: August 11, 2020
Origin: USB	Total Amount: \$ 24,617.66

Tran Dt	Supplier	St	Line Amt	Description	Fund	Dept	Reference	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL Acct			Prgm Class Proj	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	Invoice Number: PC08200020
Account Name: BULLDOG VICTORY 559/278-2800 #100490178	Invoice Date: August 11, 2020
Origin: USB	Total Amount: \$ 24,617.66

Tran Dt	Supplier	St	Line Amt	Description	Fund	Dept	Reference	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL Acct			Prgm Class Proj	Amount			
4	07/17/20			1	FRSNO 660002	48517	41410	00000			
								21,740.23			
								Total Distribution			
								21,740.23			
10	08/07/20	AMZN MKTP US	WA	-85.94	Sieuwuoi Delcroix - Earth & Env Sciences - credit for chair not shipping (charge on previous month)				25100490178	08/11/20	
5	07/20/20			1	FRSNO 660003	90000	32243	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
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8 07/27/20

9 07/30/20

Program Name
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).

ProCard Lost Receipt Memo

Cardholder Name:

Work Phone:

Employee #:

Date Purchased:

Vendor Name:

Vendor Street Address, City, State, Zip:

Description of Items Purchased	Quantity	Unit Price	Extended Price
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
		Tax	<input style="width: 40px; height: 20px;" type="text"/>
		Freight	<input style="width: 40px; height: 20px;" type="text"/>
		Total	<input style="width: 40px; height: 20px;" type="text"/>

Please accept this memo as evidence of purchase in lieu of the original receipt. I am aware that excessive instances of list receipts/invoices may result in my card being revoked.

 Cardholder Signature

 Date

Approving Official Update

Department Name: _____ Date: _____

Submitted by: _____ Phone #: _____

Former Approving Official:

Former Alternate Approver:

Print Name: _____

Signature: _____

New Approving Official:

New Alternate Approver:

Print Name: _____

Email address: _____

Signature: _____

Cardholder(s) under New Approving Official:

1	5
2	6
3	7
4	8

EMAIL COMPLETED FORM TO:

Antoinette Castanon (acastanon@mail.fresnostate.edu)