CSULB ProCard Training Guide - CFS 9.2

CALIFORNIA STATE UNIVERSITY
LONG BEACH

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Overview

The Procurement Card Program is offered to the campus as an alternative payment method for low dollar value transactions. California State University Long Beach (LBCMP) and the Research Foundation (LBFDN) business units participate in a CSU Systemwide Procurement Card program. CSULB participants in this program are issued a single card from either the Campus or Foundation Business Unit accounts.

This card may be used for the following 3 Business Units (if approved for the requestor):

- LBCMP – California University Long Beach Campus
- LBFDN – CSULB Research Foundation
- LB49R – CSULB 49R Foundation

A ProCard module in the CFS PeopleSoft system will be used by the cardholder (and/or designee) to perform their monthly reconciliation. This module is used to make adjustments to the transactions expense (Chartfield distribution string), record detail descriptions for each transaction, and review historical billing statement information.

Once a month, the bank will produce a monthly file reflecting transactions for all of the ProCard account holders. Once the file has been received by Accounts Payable, the following will occur:

- The ProCard bank file will be loaded into the PeopleSoft ProCard module. Upon completion, the Procurement Cardholders will receive a courtesy notification.
- The Procurement Cardholders will modify/redistribute the chartfield expense, complete the description of the purchase and select options where applicable. They will have a period of time to reconcile the charges per the procurement card cycle calendar.
- After the reconciliation process is complete, the file will be loaded into Accounts Payable.
- ProCard statement history will be available in both the CFS PeopleSoft and the Data Warehouse systems.

To determine the appropriate guidelines for the various types of transactions as well as what can/cannot be purchased using the ProCard, refer to How to Purchase and Pay. These guidelines, in addition to the appropriate delegations referenced on the Signature Authority Overview are the foundation for the Procurement Card Program (ProCard). To better understand the ProCard Program and cardholder and approver responsibilities, refer to the Purchasing Procurement Credit Card Guideline.

Objectives:

In this training guide, you will learn how to:

- Make adjustments to your current month ProCard Statement.
- Obtain an understanding of the ProCard processes.
- Obtain an understanding of how to inquire and report on the ProCard history.

1.0   Program Information

1.1   Card Options

Cardholder requests are processed through a Procurement Card Application for one of the following types

1.1.1   Procurement Credit Card (ProCard issued through LBCMP or LBFDN)

- Selected Goods or Services as defined on How to Purchase and Pay

1.1.2   One Card (only issued through LBCMP)

- Selected Goods or Services as defined on How to Purchase and Pay

- Frequent Travel (often back to back trips not allowing enough time to be repaid by Accounts Payable before the next trip and as further defined in the 'Qualifications' heading within Procurement Card Guideline)

1.2   Responsibilities

The Procurement Card Guideline defines both Cardholder and Approving Official Responsibilities. Focus on turning in approved statements with complete support documentation. The ProCard Credit Card Cycle calendar will help in keeping on schedule.

1.3   Infractions

The Infractions are issued on a monthly basis as described in the Procurement Card Guideline.

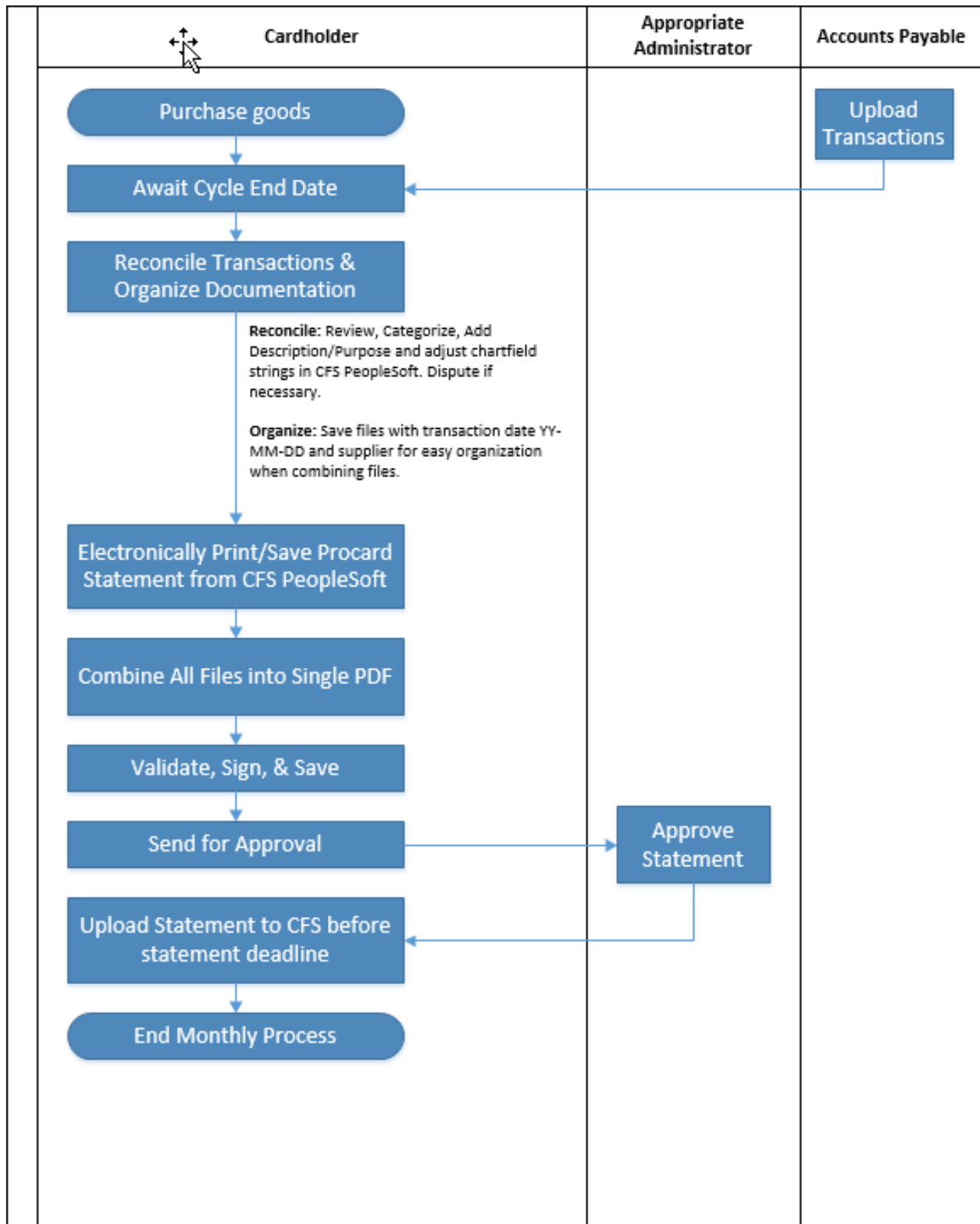#### 1.3.1   Infraction Categories:

- Late Statement Submission

- Unreconciled Statements

- Personal Purchases

- Prohibited Transactions

- Missing Receipts or Documentation

- Appropriate approvals

1.3.2   Incomplete Submission

Cardholders with an incomplete submission uploaded to CFS ProCard module, regardless of the documents provided after the deadline, will receive an infraction.

- Please note that you must have COMPLETE documentation by the AP Reports deadline.

- Accounts Payable may request missing documents from you during their audit process.

2.0   Procurement Card Monthly Process Flow

Cardholder	Appropriate Administrator	Accounts Payable
Purchase goods		Upload Transactions
Await Cycle End Date		
Reconcile Transactions & Organize Documentation		
Reconcile: Review, Categorize, Add Description/Purpose and adjust chartfield strings in CFS PeopleSoft. Dispute if necessary. **Organize:** Save files with transaction date YY-MM-DD and supplier for easy organization when combining files.		
Electronically Print/Save Procard Statement from CFS PeopleSoft		
Combine All Files into Single PDF		
Validate, Sign, & Save		
Send for Approval	Approve Statement	
Upload Statement to CFS before statement deadline		
End Monthly Process		

3.0   ProCard Month End Reconciliation & Adjustments

At each billing cycle end date, cardholders have a responsibility to reconcile their monthly statement. This includes making adjustments to the transaction expense (Chartfield distribution string), recording detailed descriptions for each transaction and uploading a Signed and Approved Statement along with all necessary documentation to the CFS PeopleSoft ProCard module (as per the [Procurement Credit Card Guideline](#)).

Billing Cycle Schedule

A current Procurement Card Cycle Table is available at https://www.csulb.edu/financial-management/controllers-office/procard-cycle-calendar.

3.1   ProCard Adjustments

Once a month, a ProCard transaction file will be received from the bank. Accounts Payable (AP) loads the file into the CFS PeopleSoft ProCard module (the next business morning after the cycle close date). The cardholder then receives a courtesy email from AP stating that the statement is ready for reconciliation. At that point the person performing the monthly reconciliation can adjust chartfields, add the description/business purpose for their charges, and identify additional information required. To make the adjustments, the user logs into PeopleSoft CFS using the icon at sso.csulb.edu.

The following navigation is used to make updates to your monthly statement:
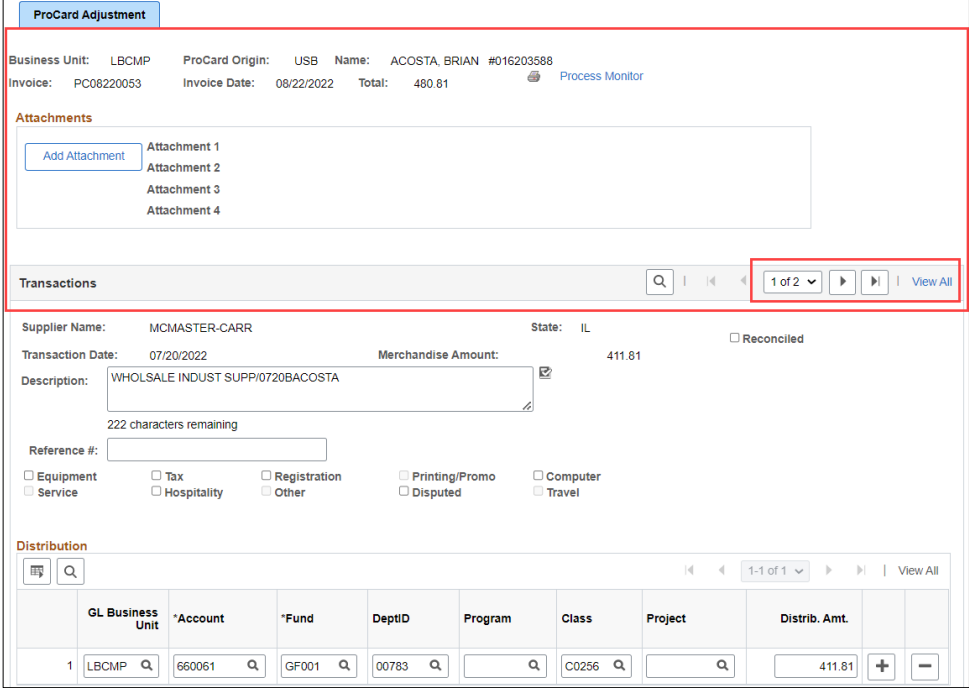
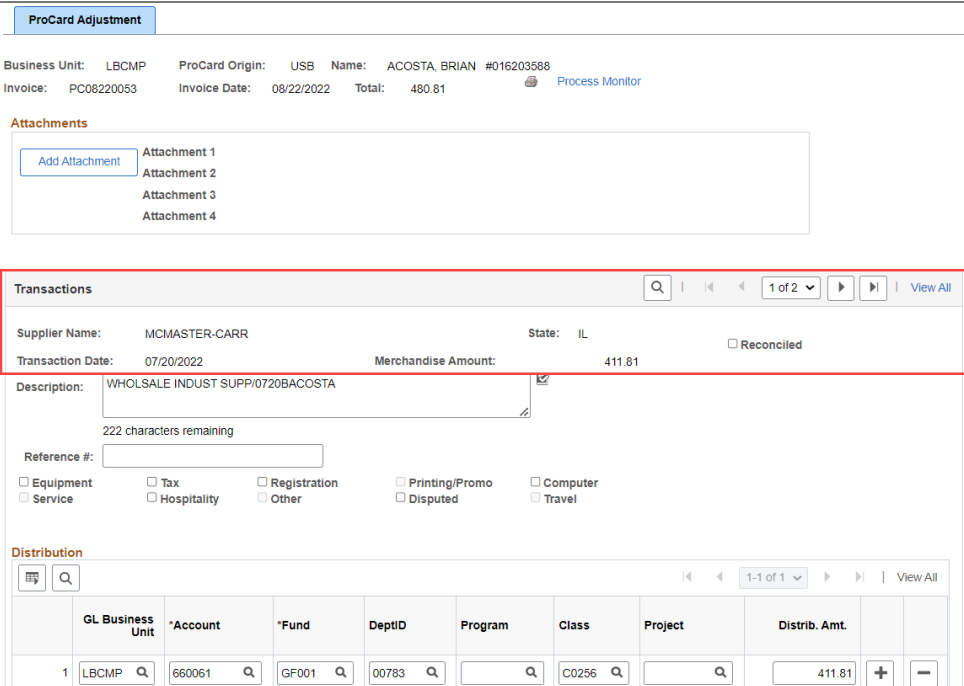**Navigation: CSU End User Tile > ProCard > ProCard Adjustment**

Processing Steps / Field Name	Screenshot / Description
Enter the following information: **Business Unit:** The business unit where your card was issued - LBCMP or LBFDN. **Required.** **Origin:** Represents the Credit Card Program you are enrolled in. For example, USB for US Bank Procurement Card or USO for the US Bank One Card. **Required.** **Invoice Date:** Billing Statement Date (not required, however this will narrow the search). This will be provided in the email from Accounts Payable. **Last Name:** Enter the cardholder's last name. **Required.** **First Name:** Enter the cardholder's first name. (Not required, however this will narrow the search). **Invoice Number:** System generated. The first two characters are PC for ProCard or OC for One Card, the next four characters are MMYY (month and year of billing statement), the last 4 are sequential numbers. (Not required).	

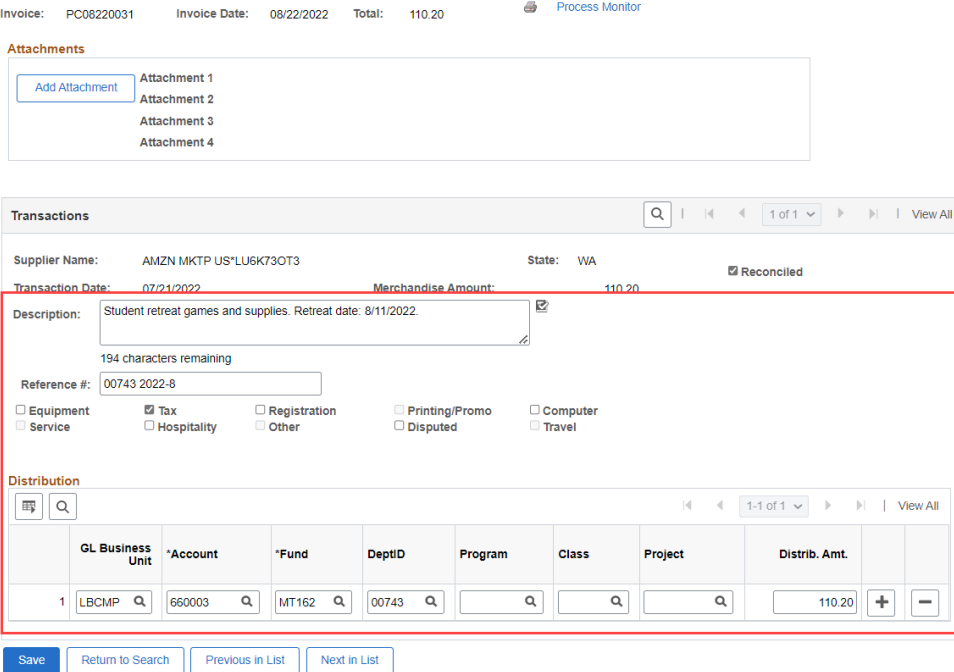| Processing Steps / Field Name	Screenshot / Description
Select the **Search** button.	

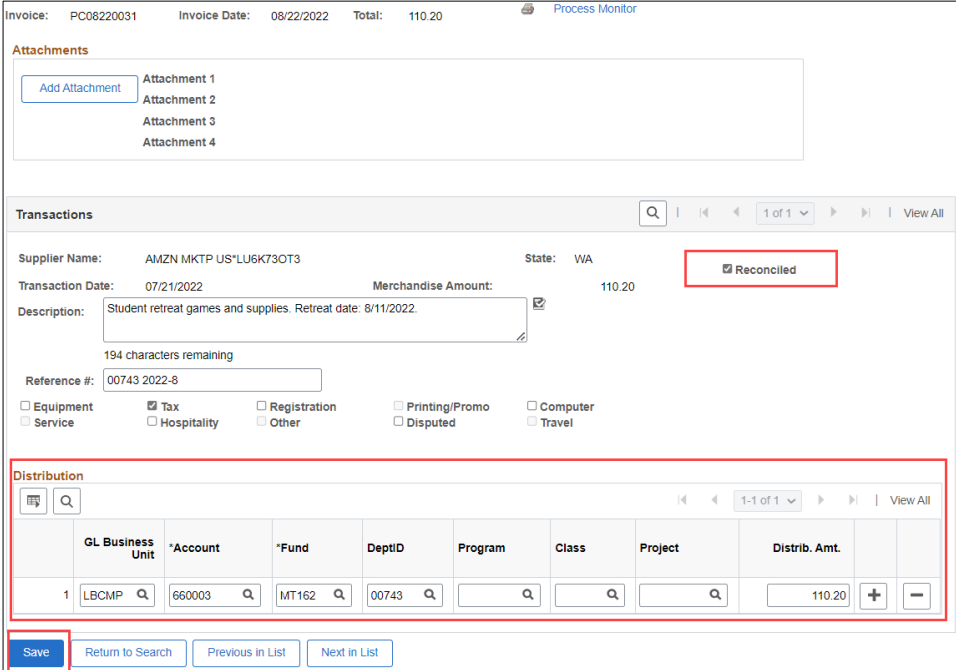### 3.1.1   ProCard Adjustment Page – Display Only Fields

All of the transactions that were processed during the billing cycle will display. You can see them one at a time using the single arrow or to view all transactions/charges select View All.

Processing Steps / Field Name	Screenshot / Description
Business Unit: The business unit from which the credit card has been issued. **ProCard Origin:** Represents the Credit Card Program you are enrolled in. For Example, USB for US Bank Procurement Card or USO for the US Bank One Card. **Name:** Cardholders name and ID number. **Invoice**: System generated. The first two characters are PC, the next four characters are MMYY, the month and year the billing statement is for, the last 4 are sequential numbers. Make note of the **Invoice** for this will be used to cross reference the voucher created in CFS Accounts Payable module. **Invoice Date**: The billing cycle statement date. **Total**: The total amount for the card for this billing cycle. Navigate to the next transaction using the single arrow or to view all transactions/charges for the billing cycle, select the **View All**.	

Processing Steps / Field Name	Screenshot / Description
Supplier Name: The Vendor name the charge was from. **State:** The state the purchase was made from. **Transaction Date**: The date of the charge. **Merchandise Amt**: The amount of the charge.	

3.1.2   ProCard Adjustment Page – Updatable Fields

Processing Steps / Field Name	Screenshot / Description
Enter the following information: **Description**: Information downloaded from the bank is not descriptive. At a minimum, enter a more detailed explanation of what was purchased and for the business purpose. Additional information can be added if desired. **Required.** **Reference #:** You can choose to enter a department reference number or another note for your department. This field carries through to Data Warehouse. **Transaction Categories:** See Purchase Transaction Categories section below. **Distribution**: The Chartfield string to which the charge will be distributed. These values default from the setup of the Cardholder. Update accordingly. **Required.**	

Processing Steps / Field Name	Screenshot / Description
GL Business Unit: If the expense is being charged to a different business unit (LBCMP, LBFDN or LB49R), enter the GL business unit to narrow the remaining chartfield options. At a minimum include the GL Business Unit, Account, Fund and Department CF values. Use of the following program codes are no longer valid – R0102, R0103, or R1200, due to Inter Unit, use the correct GL Business Unit. When you have completed your updates, check the **Reconciled** box to indicate the transaction is reconciled and does not need to be reviewed again. Then, select the **Save** button. If you receive an error message, the error must be corrected before you can Save your changes. Edits performed when the record is saved: • The total Distrib Amt must sum to the Merchandise Amt. • All Chartfields and combo edits are validated.	

3.1.3   Split Distribution

If applicable, you can split the transaction/charge to multiple Chartfields and/or GL Business Units.

Processing Steps / Field Name	Screenshot / Description
If you want to split the distribution, select the plus sign at the end of the distribution line to insert a new row. Update the Distrib. Amt and Chartfield string accordingly. When you are finished, select the **Save** button. The following Edits are performed when the record is saved: • The total Distrib Amt must sum to the Merchandise Amt.	

Processing Steps / Field Name	Screenshot / Description
• All Chartfields and combo edits are validated at the save.	

The person performing the monthly reconciliation will have approximately five business days to complete the reconciliation. Upon the 6th day, the person reconciling will no longer be able to make changes. Accounts Payable will perform their validations and then process the file into the Accounts Payable System.

3.1.4   ProCard Transaction Navigation

To navigate to a different record, utilize the options in the top right of the Transaction table

Select the right arrow to navigate to the next transaction, left arrow to navigate to the previous transaction or use the magnifying glass to "Find" and type in the vendor/supplier name to quickly locate the record. After making modifications on a record, be sure to select "Save".

We recommend navigating one record at a time instead of using the View All feature.

3.1.5   Purchase Transaction Categories

Certain purchases may be made on the Procurement Credit Card if established approvals and criteria are met as stated in the Procurement Credit Card guideline. Several of those items are also associated with a category below and require additional forms. The guideline provides a link to all required forms. Select the appropriate checkbox within ProCard Adjustment page when evaluating a transaction and then use one of the associated accounts for the distribution.

- **Equipment (E) -** Laptops, computers or other equipment that may contain or store "Level 1 – Confidential" data per CSULB Information Classification Standard. ***Attach pre-approved E&IT checklist.***

    Do ***NOT*** include *S*ports and maintenance equipment.

- **Tax (T)** - A taxable good and Sales Tax was already included. Taxable items without this box checked will have tax applied. Services are not taxable.

- **Registration (R) -** Registration for conferences, seminars, memberships, training, etc. Registration is typically non-taxable.
    - *Accounts:*
      660009 -- Professional Development

- **Computer (C)** - Computer Hardware and/or Software. Select for any computer related purchase including computer, ipad, laptop, or software, etc (ATI). **Attach pre-approved E&IT checklist.**

    - *Accounts:*
      616002 -- I/T Hardware
      616003 -- I/T Software
      616005 – Misc Info Tech Costs

- **Hospitality (H)** - Hospitality/food expenses. **Attach completed/approved hospitality form.**

    - *Accounts:*
      660922 -- Hospitality Expense
      660042 – Recruitment and Employee Relocation

- **Disputed (D)** - For all disputed charges, cardholder will contact US Bank. The selected checkbox is for information purposes only. The amount will be charged to your account. Based on the resolution, a credit may or may not be applied to your account.

See table below for examples of purchase types and common mistakes by end users.

PURCHASE TYPE	DOCUMENTATION REQUIRED	DESCRIPTION TEMPLATE	EXAMPLE	*COMMON MISTAKES*
Conference Registration Fees **(R)**	Invoice/Purchase Receipt with proof of payment	Unabbreviated name of Conference - Name of employee/student attending conference - Date of Conference - Business purpose	CSWE Council on Social Work Education Conference - October 10, 2019 - Dr. Jane Gutierrez presenting paper	*Name of conference attendee not provided.*
Memberships Subscriptions **(R)**	Membership showing the name of the University and University mailing address (documentation to show membership is a job requirement)	Unabbreviated name of organization - Business purpose of membership/ subscription - Name of faculty or staff member	Membership in the Society of Civil Engineers for Dr. Jonathan Nguyen - Required to attend Conference	*Membership/ Subscriptions solely in the employee's name. Membership mailed to home address. Job requirement not provided.*
Computer Purchases **(C)**	Invoice/Purchase Receipt with proof of payment, EI&T (ATI compliance) Checklist signed by Purchasing	Product description - Business purpose of purchase	Laptop purchased for Dr. Graham, Chair of Mechanical Engineering Department, College of Engineering	*EI&T Checklist not signed by Purchasing. Quote submitted.*
Hospitality Expense **(H)**	Hospitality Form, Invoice/Receipt, Guest List, Level 3 approving authority	Event name/description - Business purpose of purchase - Name if applicable	Retirement reception for Emily Smith after 30 years of service to CSULB	*Official Host cannot approve own expense.*
Goods/ Merchandise	Invoice/Purchase Receipt/Order document with proof of payment	Product description - Business purpose of purchase	Robotic parts purchased for Student projects in MAE476	*Quote, Packing Slip submitted.*
Gifts	Gifts & Awards Form, Invoice/Receipt, Name of recipient, Level 3 approving authority	Business purpose of gift - Name of recipient	Engraved clock presented Emily Smith for 30 years of service to CSULB	*Presenting Official cannot approve own expense. Level 3 approver did not sign.*
Gift Cards	Gifts Cards	Business purpose of gift - Name of recipient -Attach log if disbursed Remember to remove dept ID from chartfield string IF the gift card is an advance purchase	5-$20 gift cards to incentivize survey participants.	*If gift card advance, Dept ID is not removed from chartfield string.*

TRAVEL CARDS (ONE CARDS) ONLY

PURCHASE TYPE	DOCUMENTATION REQUIRED	DESCRIPTION TEMPLATE	EXAMPLE	*COMMON MISTAKES*
Airline Tickets	Airline or Travel Website Purchase Receipt/Confirmation including Itinerary with Traveler's name	Name of traveler - Destination - Trip dates	Dean Antonio Chavez - Seattle, WA - June 2, 2019 to June 5, 2019	*Itinerary provided with no purchase details. Itinerary provided without traveler's name.*
Car Rental	Invoice/Rental Receipt with payment details	Name of traveler (faculty, staff, candidate, student, campus guest) - Business purpose of purchase	Car rental for Coach John Bishop - Baseball team recruiting	*Pre-booking acknowledgement submitted instead of final receipt.*
Hotel Expense	Hotel Folio with name of Traveler	Name of traveler (faculty, staff, candidate, student, campus guest) - Business purpose of purchase	Lodging for Dr. Amy Rodriguez, Candidate for Tenure Track position in College of Business Administration	*Statement submitted instead of detailed Hotel Folio with traveler's name.*

3.2   One Card Reconciliation Notes

One Cards can be utilized for travel purchases (e.g., airfare, hotel, car rental) as well as merchandise purchases.

3.2.1   Travel Purchases

- All Travel Expenses should be reconciled in the CFS PeopleSoft ProCard module (detailed description and business purpose, purchase categories, department reference numbers) during the monthly reconciliation period. However, all travel expenses must be coded to the **Travel Advance account (107001)** and the designated Fund.

- All travel transactions coded to 107001 should not have a Department ID listed in PeopleSoft. Only Account and Fund are required.

- Travel purchases supporting documentation (e.g., receipts, invoices, hotel folio, etc.) is submitted with the Travel Expense Claim. Invoices/receipts for Travel purchases are not submitted with the monthly OneCard reconciliation statement.

- A copy of the OneCard reconciliation statement will need to be submitted with the Travel Claims, as needed.

- When submitting a Travel Expense Claim that includes OneCard charges include a copy of the associated OneCard reconciliation statement along with all original travel receipts placed behind the OneCard statement copy.

- OneCard Travel expenses for each trip should be highlighted in yellow on the copy of OneCard reconciliation statement.

- OneCard Travel expenses will be cleared and charged to the appropriate travel expense account when the final Travel Claim is submitted within 30 days of the trip return date.

3.2.2   Goods/Merchandise Purchases

- All goods/merchandise purchases must be reconciled in the CFS PeopleSoft ProCard module. Chartfields (along with detailed description and business purpose, purchase categories, department reference numbers) are updated during the monthly reconciliation period.

- All merchandise transactions coded to expense accounts (accounts beginning with the number 6) must have a Department ID number in PeopleSoft. Account, Fund, and Department ID are required.

- Merchandise purchases are submitted to Accounts Payable following the standard processing guidelines and reconciliation timeframes.

3.3   ProCard – No Purchases

Although a cardholder may not have used their card during the month, the person reconciling must complete the following steps to ensure there are no transactions to be reconciled.

The following navigation is used to confirm:

Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment

Processing Steps / Field Name	Screenshot / Description
Enter the following information: **Business Unit:** The business unit where your card was issued - LBCMP or LBFDN. **Required.** **Origin:** Represents the Credit Card Program you are enrolled in. For Example, USB for US Bank Procurement Card or USO for the US Bank One Card. **Required.** **Invoice Date:** Billing Statement Date (not required, however this will narrow the search). This will be provided in the email from Accounts Payable. **Last Name:** Enter the cardholder's last name. **Required.** **First Name:** Enter the cardholder's first name. (Not required, however this will narrow the search). Select the **Search** button. If no purchases were made for the month you will see the message "No matching values were found". This indicates that there were no purchases recorded for the month you are reconciling. Print this page to keep with your ProCard documents and for audit. There is no need to submit documentation to Accounts Payable as there is no way to upload a file to a non-existent statement.	**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 = ▼ LBCMP 🔍 Origin begins with ▼ USB 🔍 Invoice Date = ▼ 📅 Last Name begins with ▼ ALVEAR First Name begins with ▼ MARCELLA Invoice Number begins with ▼ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria No matching values were found.

4.0   Monthly Procurement Credit Card Statement
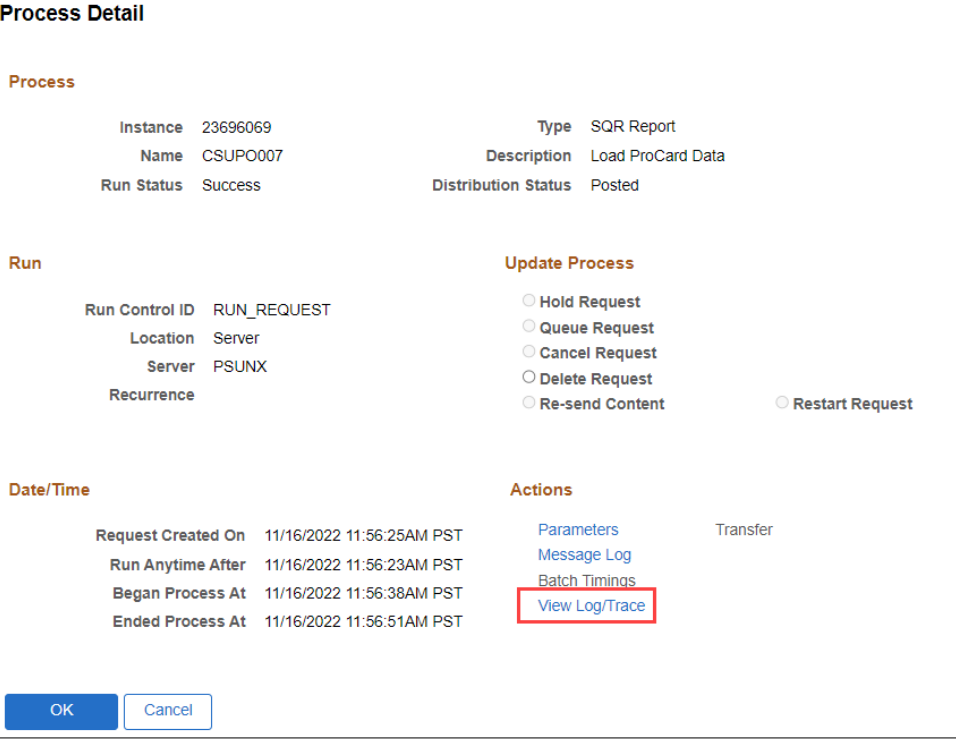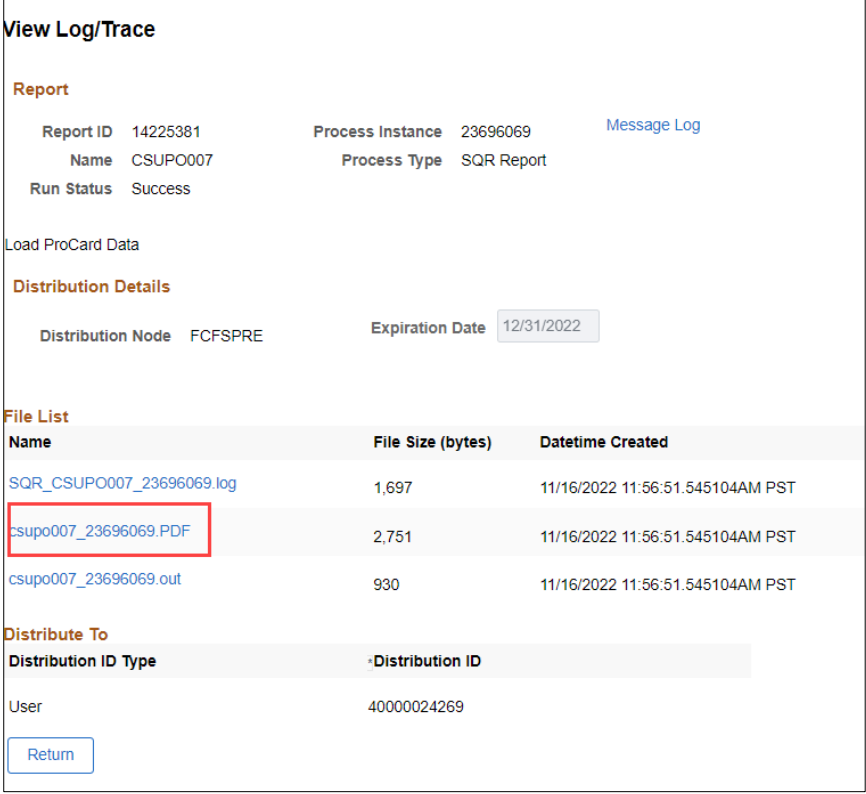
Once reconciliation is complete, electronically print/save the ProCard Statement report. Both the Procurement Cardholder and Approving Official must sign the report. Combine the statement and all backup documentation (itemized receipts/invoices and any additional required documentation) in the same order as it appears on the report. Upload the approved and completed statement and documents to the CFS PeopleSoft ProCard mdoule no later than the dates specified on the Procurement Credit Card Cyle calendar.

4.1   Printing the Procurement Credit Card Statement

The following navigation is used to print the ProCard statement:

Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment

Processing Steps / Field Name	Screenshot / Description

Print: Select the **Printer** Icon to create a PDF version of your ProCard Statement.
 	
Retrieve: Select the **Process Monitor** link to retrieve the report.
	ProCard Adjustment
	
	Business Unit: LBCMP ProCard Origin: USO Name: HABURA, MIKE #017451692
	Invoice: OC07220038 Invoice Date: 07/20/2022 Total: 6,619.96 🖨 Process Monitor
	
	Attachments
	
	Add Attachment Attachment 1
	                          Attachment 2
	                          Attachment 3
	                          Attachment 4

Process List Tab The Run Status must be "Success", and the Distribution Status must be "Posted". Select the **Refresh** button to update this status. Select the **Details** link to retrieve the Monthly Procurement Credit Card Statement.	New Window | Help Process List | Server List **View Process Request For** User ID 40000024269 🔍 Type [ ] [Last] [1] [Days] Refresh Server [ ] Name [ ] 🔍 Instance From [ ] Instance To [ ] Clear Run Status [ ] Distribution Status [ ] ☑ Save On Refresh Report Manager Reset ▼ **Process List** | Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
---	---	---	---	---	---	---	---	---	---	---
☐	23696069		SQR Report	CSUPO007	40000024269	11/16/2022 11:56:23AM PST	Success	Posted	Details	▼Actions	 Go back to ProCard Adjustment Save Notify Process List | Server List

Processing Steps / Field Name	Screenshot / Description
Process Detail Page Select the **View Log/Trace** link.	**Process Detail** **Process** Instance 23696069 Type SQR Report Name CSUPO007 Description Load ProCard Data Run Status Success Distribution Status Posted **Run** **Update Process** Run Control ID RUN_REQUEST ○ Hold Request Location Server ○ Queue Request Server PSUNX ○ Cancel Request Recurrence ○ Delete Request ○ Re-send Content ○ Restart Request **Date/Time** **Actions** Request Created On 11/16/2022 11:56:25AM PST Parameters Transfer Run Anytime After 11/16/2022 11:56:23AM PST Message Log Began Process At 11/16/2022 11:56:38AM PST Batch Timings Ended Process At 11/16/2022 11:56:51AM PST View Log/Trace OK Cancel
View Log/Trace Page Select the **PDF file** from the file list. The Procurement Credit Card Statement will open. Save to PDF, insert your electronic signature. Combine statement and all supporting documentation then send to the Delegation of Authority (DOA) Appropriate Administrator for approval. The statement must be uploaded to the CFS PeopleSoft ProCard Module by the deadline specified on the Procurement Credit Card Cycle calendar.	**View Log/Trace** **Report** Report ID 14225381 Process Instance 23696069 Message Log Name CSUPO007 Process Type SQR Report Run Status Success Load ProCard Data **Distribution Details** Distribution Node FCFSPRE Expiration Date 12/31/2022 **File List** | Name	File Size (bytes)	Datetime Created
---	---	---
SQR_CSUPO007_23696069.log	1,697	11/16/2022 11:56:51.545104AM PST
csupo007_23696069.PDF	2,751	11/16/2022 11:56:51.545104AM PST
csupo007_23696069.out	930	11/16/2022 11:56:51.545104AM PST | **Distribute To** | Distribution ID Type	*Distribution ID
User	40000024269 | Return

4.1.1   ProCard Sample Statement

CA State University Long Beach
US BANK

Business Unit: LBCMP	Invoice Number: PC03160112
Account Name: MARCELLA ALVEAR 562-985-4663 #001862651	Invoice Date: March 23, 2016
Origin: USB	Total Amount: $ 5,394.13

	Tran Dt	Supplier	St	Line Amt Distrib Ln#	Description BU/GL	Acct	Fund	Dept	Reference Prgm	Class	Proj	Pur Cat Amount	Upd By	Upd Dt	Disp
1	02/26/16	DMI* DELL HIGHER EDUC	TX	114.44	R37754/WHOLESALE COMPUTERS/								40000031627	06/27/16	
				1	LBCMP	660003	GF001	00748				114.44			
										Total Distribution		114.44			
2	03/11/16	GM BUSINESS INTERIORS	CA	1,355.09	114829/WHOLESALE CONSTRUCT								40000031627	06/27/16	
				1	LBCMP	660003	GF001	00748				1,355.09			
										Total Distribution		1,355.09			
3	02/29/16	AMAZON.COM AMZN.COM/BILL	WA	339.20	263-1163/R37761/BOOK STORES								40000031627	06/27/16	
				1	LBCMP	660003	GF001	00748				339.20			
										Total Distribution		339.20			
4	02/29/16	PAYPAL *JKAV	CA	315.00	59VJ22XWC9RXS/PROFESSIONAL SERVICES								40000031627	06/27/16	
				1	LBCMP	660003	GF001	00748				315.00			
										Total Distribution		315.00			
5	03/22/16	PAYPAL *ERGONOMICTO	CA	1,009.20	18495072/ELECTRONICS STORES								40000031627	06/27/16	
				1	LBCMP	660003	GF001	00748				1,009.20			
										Total Distribution		1,009.20			
6	03/01/16	AMAZON.COM AMZN.COM/BILL	WA	722.64	263-1163/R37761/BOOK STORES								40000031627	06/27/16	
				1	LBCMP	660003	GF001	00748				722.64			
										Total Distribution		722.64			
7	03/01/16	AMAZON MKTPLACE PMTS	WA	1,399.56	263-1163/R37761/BOOK STORES								40000031627	06/27/16	
				1	LBCMP	660003	GF001	00748				1,399.56			
										Total Distribution		1,399.56			
8	03/01/16	BEACH CAMERA	NJ	139.00	AT0AE24E2E1D/CAMERA & PHOTOGRAPHIC SUP								40000031627	06/27/16	
				1	LBCMP	660003	GF001	00748				139.00			
										Total Distribution		139.00			

Purchase Categories:
E -   Equipment that is a capitalized asset The item has a unit acquisition cost of at least $5000 (includes software) OR is a sensitive item (laptop and/or camera).
T -   A taxable good and Sales Tax was included (Services are not taxable.)
R -   Registration for conferences, seminars, memberships, training, etc. (no food included)
C -   Computer Hardware and/or Software. Select for any computer related purchase including computer, ipad, laptop, or software, etc (ATI). For all items requiring a checkmark, ensure you have attached the E&IT checklist with the receipt.

H -   Hospitality/food expenses - additional form is required.
O -   Select if the purchase is an Emergency or a Gift purchase.

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.)

_____   _____
Signature of Card Holder, MARCELLA ALVEAR   Date

_____   _____
Signature of Approving Official, DOA APPROPRIATE ADMINISTRATOR   Date

Program Name: CSUPO008   The signatures above certify the funds are available for these expenditures, the purchases comply with Procurement Card Guideline and   Report Date: 07/06/16
Page   1   Procedures, and the expenditures are reasonable and necessary for the department operations and University's mission.   Report Time: 07:34:57
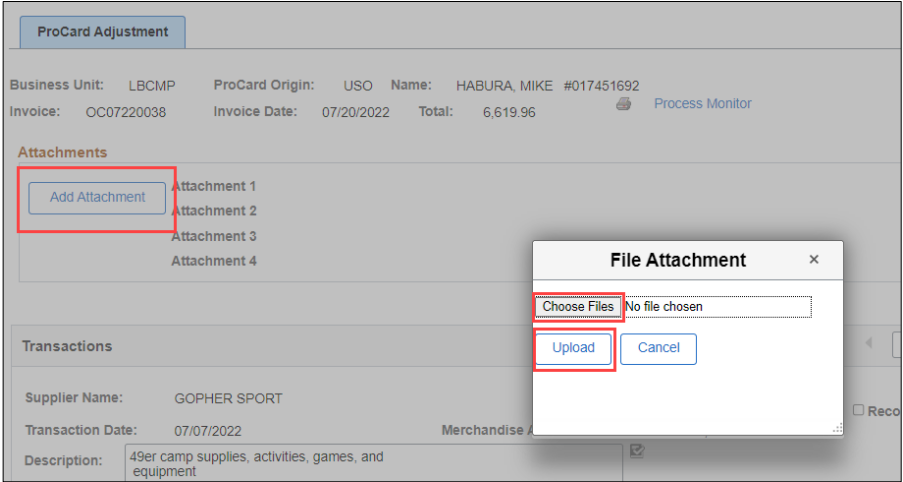
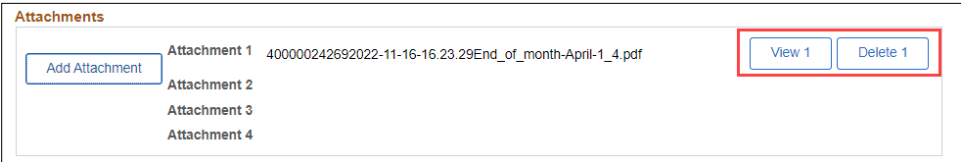# 5.0   Add Attachments to ProCard Statement

5.1   Add Attachments

Upload attachments with all supporting documentation. While there is the ability to upload up to four attachments, you will only upload a single attachment with the approved statement and all supporting documentation in the order is appears on the statement.

Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment

Processing Steps / Field Name	Screenshot / Description
Select the **Add Attachment** button. In the file attachment box, select the first **Choose File** button. Browse on your computer for the combined statement with all supporting documentation and select "Open". Select "**Upload**" The file name will be visible. File Name helpers: • Limit the length of the file name. • Consider using the format YYYY-MM-DD LastName + FirstName + Statement for consistency and ease of finding.	

5.2   View or Delete Attachments

Processing Steps / Field Name	Screenshot / Description
Use the buttons to the right of the file name to view and/or delete the file. Use the View button to validate that the document upload was successful and that AP will be able to view the attachment. Adjust if necessary.	

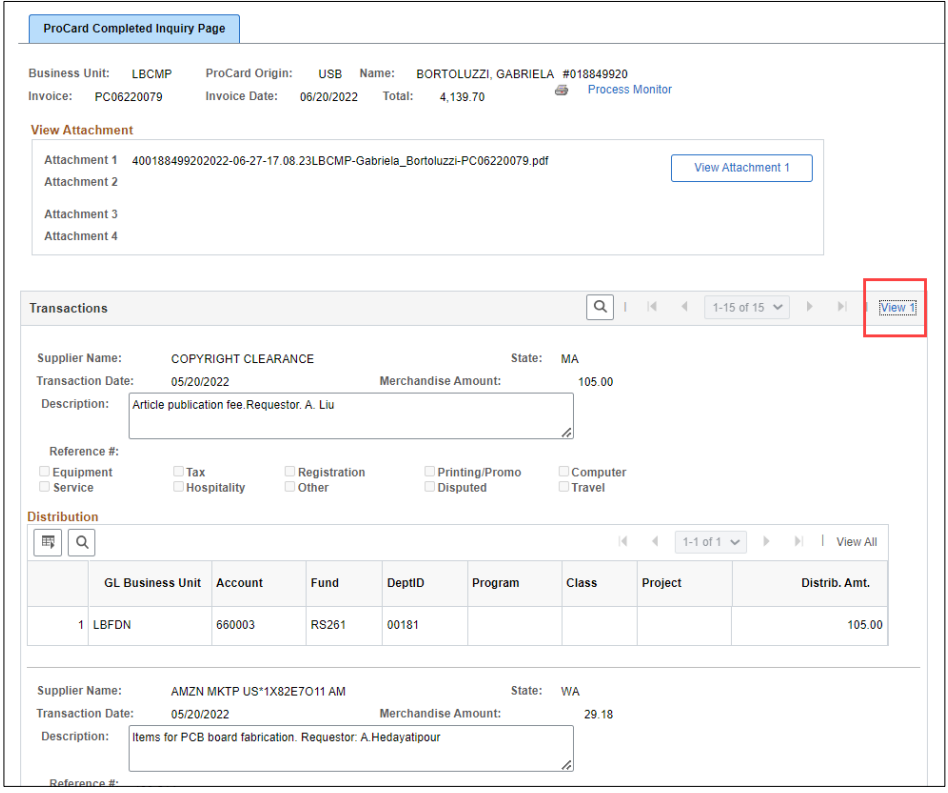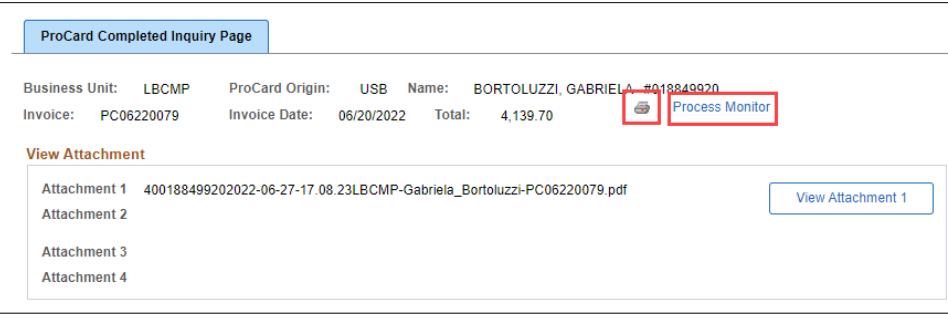# 6.0   Review ProCard History

6.1   ProCard Completed Inquiry

Once the ProCard Billing statements have been loaded into the Accounts Payable system, the person reconciling will no longer be able to update/adjust the transaction details for the month. To view historical information, use the ProCard Completed Inquiry page.

The following navigation is used to view your ProCard Transaction history:

Navigation: CFS End User Tile > ProCard > ProCard Completed Inquiry

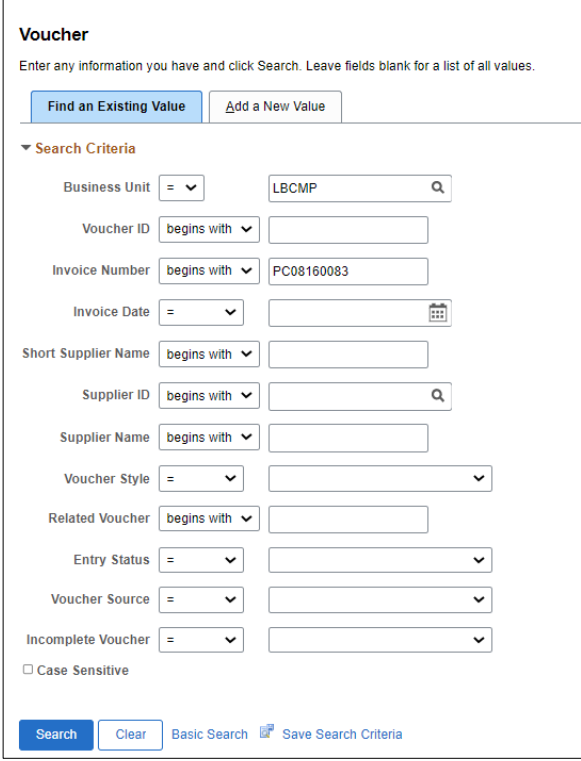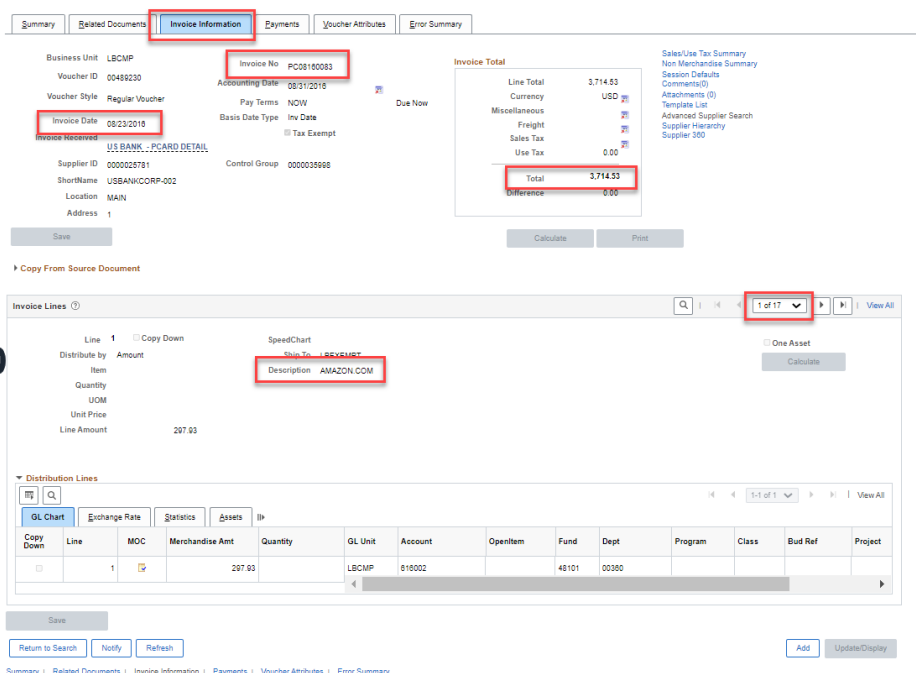| Processing Steps / Field Name	Screenshot / Description
Business Unit: The business unit where your card was issued - LBCMP or LBFDN. **Required.** **Origin:** Represents the Credit Card Program you are enrolled in. For Example, USB for US Bank Procurement Card or USO for the US Bank One Card. **Required.** **Invoice Date:** Billing Statement Date (not required, however this will narrow the search). **Last Name:** Enter the cardholder's last name. **Required.** **First Name:** Enter the cardholder's first name. (Not required, however this will narrow the search). **Invoice Number:** System generated. The first two characters are PC, the next four characters are MMYY, the month and year the billing statement is for, the last 4 are sequential numbers. (Not required). Select the **Search** button. All previous statements will display. Select accordingly.	**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 [= ▾] [LBCMP 🔍] Origin [begins with ▾] [USB 🔍] Invoice Date [= ▾] [📅] Last Name [begins with ▾] [BORTOLUZZI] First Name [begins with ▾] [GABRIELA] Invoice Number [begins with ▾] [ ] ☐ Case Sensitive [Search] [Clear] Basic Search 🔲 Save Search Criteria Search Results View All ⏮ ◀ [1-14 of 14 ▾] ▶ ⏭ | Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
---	---	---	---	---	---	---
LBCMP	USB	06/21/2021	BORTOLUZZI	GABRIELA	PC06210159	018849920
LBCMP	USB	07/20/2021	BORTOLUZZI	GABRIELA	PC07210060	018849920
LBCMP	USB	08/20/2021	BORTOLUZZI	GABRIELA	PC08210042	018849920
LBCMP	USB	09/20/2021	BORTOLUZZI	GABRIELA	PC09210118	018849920
LBCMP	USB	10/20/2021	BORTOLUZZI	GABRIELA	PC10210051	018849920	

Processing Steps / Field Name	Screenshot / Description
Select **View All** option at the top of the transaction list to see all transactions for this statement and related information, including descriptions and distributions for each transaction. To return to one transaction at a time, select the **View 1** option at the top of the transaction list.	
Select the **Printer** Icon if you wish to save a soft copy of your transaction details and distributions. Select the **Process Monitor** link to retrieve the report. See the above section, Printing the Procurement Credit Card Statement, for details on how to retrieve your report.	

6.2   AP Voucher Inquiry

Another way to view historical information is to view the Invoice in the Accounts Payable module.

The following navigation is used to view your ProCard Transaction history in AP:

Navigation: Accounts Payable Tile > Vouchers > Voucher Entry

Processing Steps / Field Name	Screenshot / Description
Select the **Find an Existing Value** tab. **Business Unit:** The business unit where your card was issued - LBCMP or LBFDN. **Required.** **Invoice Number:** System generated. The first two characters are PC, the next four characters are MMYY, the month and year the billing statement is for, the last 4 are sequential numbers. **Required.** Select the **Search** button.	
Select the Invoice Information Tab	

6.3   Data Warehouse Reports

Reports are available in Data Warehouse Transaction Inquiry section. Refer to the DWH 11g ALL BU's Reporting Training Manual, located in the Financial Management Course Catalog under "Data Warehouse Reporting-All BU Reporting".

Transaction Inquiry

Home	Open PO Reports	Open Requisition Reports	Actuals Reports	Budget Rep

Select primary business unit for campus level reporting   Select pr

(All Column Val ▾)   --Select

** All Filters/Prompts

Report Index

Open PO Reports
Displays open PO reports and transactions with varying views based on filter selection
Open Requisition Reports
Displays open requisitions reports and transactions with various chartfield views
Actuals Reports
Displays actuals transactions activity
Budget Reports
Displays budget transaction activity
Encumbrance Reports
Displays encumbrance ledger activity
Requisition Reports
Displays requisition activity in the ledger
Pro Card Transaction Report
Displays Pro Card Transaction Detail Report

7.0   Appendix A – Resources/Contacts

7.1   Contacts

Contacts are available for questions regarding Procurement Credit Card Program.

1. For all Procurement card questions, contact the Procurement Card Administrator
   Angelina Castilo, angelina.castillo@csulb.edu
   or the Purchasing Front Office at Ext 54296

2. For questions regarding Cardholder Reports, contact the Accounts Payable Technician responsible for cardholder reports.
   Orly Fuentes Rios, Ext. 54054, orly.fuentes@csulb.edu
   or the Accounts Payable department at Ext 54171

3. For disputes or to report a lost card, contact US Bank
   24 hour Customer Service 800-344-5696

4. For property/asset tagging, contact the Property Management Office (PMO) at (562) 985-4880

5. For questions regarding the CFS PeopleSoft ProCard module or DWH system, contact
   fishelpdesk@csulb.edu

7.2   Resources

How to Purchase and Pay
How to Purchase and Pay | California State University Long Beach (csulb.edu)

Signature and Delegation of Authority Overview
Signature Levels and Delegation of Authority (DOA) Search (sharepoint.com)

Procurement Credit Card Guideline
Procurement Card Guideline | California State University Long Beach (csulb.edu)

Procurement Credit Card Cycle Dates
ProCard Cycle Calendar | California State University Long Beach (csulb.edu)

Procurement Credit Card Overview and related forms page
Procurement Credit Card Overview | California State University Long Beach (csulb.edu)

CFS Training Classes and Materials
Financial Management Course Catalog | California State University Long Beach (csulb.edu)

8.0   Appendix B: Sample Monthly Report Package

CA State University Long Beach
US BANK

Business Unit: LBCMP	Invoice Number: PC06160361
Account Name: NOREEN KIMURA 562-985-8072 #014842761	Invoice Date: June 24, 2016
Origin: USB	Total Amount: $ 226.46

	Tran Dt	Supplier	St	Line Amt Distrib Ln#	Description BU/GL	Acct	Fund	Dept	Reference Prgm	Class	Proj	Pur Cat Amount	Upd By	Upd Dt	Disp
1	12/02/15	LAZY ACRES	GA	12.19	Food prep for "FARAWAY" last weekend				00219-101				40000031627	07/05/16	
				1	LBCMP	660003	46335	00219				12.19			
										Total Distribution		12.19			
2	12/07/15	GRAINGER	WI	53.53	Disinfectant, lamps, tool				00219-110				40000031627	07/05/16	
				1	LBCMP	660003	46335	00219				53.53			
										Total Distribution		53.53			
3	12/04/15	FOLDINGCHAIRSANDTABLES	CA	132.12	folding chair, replacement feet				00219-108				40000031627	07/05/16	
				1	LBCMP	660003	46335	00219				132.12			
										Total Distribution		132.12			
4	12/10/15	HOME DEPOT	GA	28.62	instant cold packs				00219-115				40000031627	07/05/16	
				1	LBCMP	660003	46335	00219				28.62			
										Total Distribution		28.62			

Purchase Categories:

E -   Equipment that is a capitalized asset. The item has a unit acquisition cost of at least $5000 (includes software) OR is a sensitive item (laptop and/or camera).

T -   A taxable good and Sales Tax was included (Services are not taxable.)

R -   Registration for conferences, seminars, memberships, training, etc. (no food included)

C -   Computer Hardware and/or Software. Select for any computer related purchase including computer, ipad, laptop, or software, etc (ATI). For all items requiring a checkmark, ensure you have attached the E&IT checklist with the receipt.

H -   Hospitality/food expenses - additional form is required.

O -   Select if the purchase is an Emergency or a Gift purchase.

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.)

Sign   _Date_   _Sign_   _Date_

Signature of Card Holder; NOREEN KIMURA   Date   Signature of Approving Official, DOA APPROPRIATE ADMINISTRATOR   Date

Program Name: CSUPO008	The signatures above certify the funds are available for these expenditures, the purchases comply with Procurement Card Guideline and	Report Date: 07/05/16
Page 1	Procedures, and the expenditures are reasonable and necessary for the department operations and University's mission.	Report Time: 09:44:03