

PROCUREMENT CARD
Financial Systems Series

PROCUREMENT CARD RECONCILIATION

Quick Reference Guide

JANUARY 2020
© 2020. All Rights Reserved.



CSU Bakersfield

REVISION CONTROL

Document Title:	PROCARD Reconciliation Guide
Author:	Campus Training, Dr. Tammara Sherman

Revision History

<i>Revision Date</i>	<i>Revised By</i>	<i>Summary of Revisions</i>	<i>Section(s) Revised</i>
7/13/2011	T. Sherman	Created document	All
11/3/2011	M. Manzano	Updated Category Description	3.1
3/10/2014	T. Sherman	Updated Navigation	2.1, 3.1, 4.1
12/11/2014	T. Sherman	Updated text	5.0
11/8/2017	C. Rockwell	Updated	
3/22/2018	T. Sherman	Updated screen shots and text for MP3	Multiple
1/3/2020	T. Sherman	Updated content and screen shots; Improved accessibility	All

Review / Approval History

REVIEW DATE	REVIEWED BY	ACTION (REVIEWED, RECOMMENDED OR APPROVED)
10/12/2011	Mike Chavez	Approved
10/12/2011	Marina Manzano	Recommended
10/12/2011	Max Thakar	Reviewed
10/12/2011	Doug Wade	Reviewed
10/13/2011	Laramie Lyda-Craft	Reviewed

TABLE OF CONTENTS

OVERVIEW	4
1.1 Introduction	4
1.2 Cardholder Responsibilities	4
1.2.1 Prohibited and Restricted Uses of ProCard:.....	4
1.3 Reconciliation Process.....	4
1.4 Best Practices for Reconciliation	5
2.0 GETTING STARTED	6
2.1 Receiving Access to CFS	6
2.2 Accessing CFS.....	6
2.3 Viewing Statements	6
3.0 RECONCILIATION	8
3.1 Updating Transactions	8
3.2 Splitting Distributions.....	9
3.3 Printing Statements.....	9
3.4 Viewing Previous Statements	10
4.0 GETTING HELP.....	10

OVERVIEW

1.1 Introduction

The ProCard Reconciliation Guide aims to teach you effective practices for reconciling your procurement credit card. In addition, it will familiarize you with the activities required to reconcile your credit card and submit it to Payment Services.

1.2 Cardholder Responsibilities

As a ProCard cardholder, you are responsible for reviewing your credit card statements for accuracy and submitting required signatures and supporting documentation to Payment Services every month. Additionally, you shall not use your ProCard to purchase prohibited and restricted items.

1.2.1 Prohibited and Restricted Uses of ProCard:

Prohibited and Restricted Items include:

- Information and Communication Technology: includes computers, smartphones, printing devices, software and applications.
- Personal Purchases: fans, space heaters, refrigerators, microwaves, breakroom supplies, etc.
- Furniture: Desks, modular/cubicle panels and task chairs may not be purchased. File cabinets, bookcases, reception furniture/seating is allowable. However, if vendor will deliver, install/assemble furniture onsite, this becomes an on-campus service and must be processed on a Purchase Order.
- Onsite Services such as equipment repair, delivery/installation, etc. must be processed on a Purchase Order.
- Food & Catering: Prohibited unless special approval is granted by the Procurement Director. On-site catering must be processed on a Purchase Order. If granted, the University's Hospitality Policy applies.
- Gifts: Tangible goods for employees, students and visitors such as flowers, candy, etc. are prohibited using stateside funds.
- Gift Card/Certificate: Gift cards/certificates are considered cash equivalent and must be pre-approved on a CSUB Gift Card/Certificate Purchase Pre-Authorization Form and follow the gift policy.
- Memberships: e.g. Amazon Prime, Costco, Sam's Club, etc. or other personal memberships are prohibited.
- Printing/Postal Services: Services are provided by on-campus operations such as Print Shop and Mailroom.

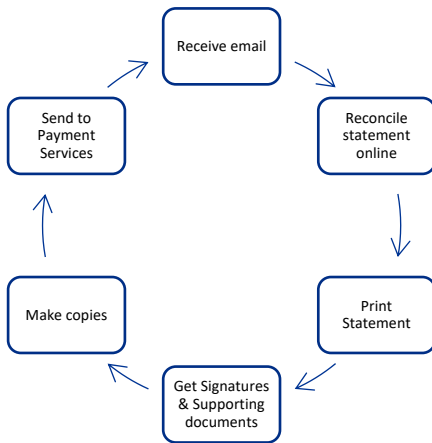
The ProCard Handbook is located on the [Procurement ProCard website](#). It contains a complete list of Prohibited and Restricted Uses of ProCard, along with other policies and procedures governing the ProCard. If a prohibited item is purchased, the cardholder is responsible for returning to vendor for refund or reimbursing the University for the expense. When in doubt if a purchase is permitted, contact the ProCard Technician @ ext. 3202.

1.3 Reconciliation Process

As part of your cardholder responsibilities, you must reconcile your ProCard every month and submit your reconciliation packet to Payment Services on time.

The reconciliation workflow begins with you receiving an email reminder from Payment Services. You will reconcile your credit card statement online adding descriptions and other relevant information. Once you complete the online entries, you will print the statement, add the supporting documentation (i.e. receipts),

acquire the necessary signatures, make a copy for your records, and send the originals to Payment Services. See Figure 1 below for a summary of this workflow.



If you failed to update your transactions prior to the due date, Payment Services will process your transactions using your default chartfield accounts. You can review your processed transactions using the ProCard Completed Inquiry menu.

1.4 Best Practices for Reconciliation

The best practices will help you in reconciling your ProCard

- Comply with all the policies and procedures outlined in the ProCard Handbook
- Be vigilant in safeguarding your credit card and credit card information
- Keep a log or transaction register of all your purchases
- Store your receipts and other supporting documentation in a safe place
- Reconcile your statement every month
- Make sure you use the appropriate chartfields and categories
- Exercise care when splitting distributions so that the correct chartfields are charged
- Always make a copy of your reconciliation packet before submitting it
- Submit your reconciliation packet on time

2.0 GETTING STARTED

Before you can get started with reconciling your ProCard, you will need to receive access to the Common Financial System (CFS), navigate to CFS, and login with your Net ID and password.

2.1 Receiving Access to CFS

To gain access to CFS, you will need to complete an access request form. Prior to completing the form, check with your department administrator or supervisor to see if one was completed for you. If not, click the link below to access the form. Follow the form instructions to complete it.

[CFS Access Request Form](#)

2.2 Accessing CFS

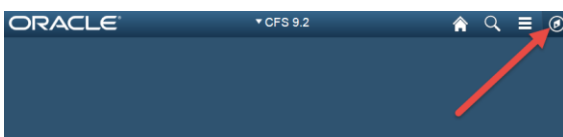
CFS is a web-enabled application. As such, you will access it using your web browser. These instructions will walk you through access CFS and the CFS ProCard Adjustment Feature.


1. Open a web browser.
2. In the address bar, type the following: **employees.csub.edu**
3. When the page opens,
 - Scroll down to All Faculty and Staff Links
 - Click the View More Links button
4. Click the **CFS Login** icon
5. On the Campus Login page, perform the following tasks:
 - Select *Bakersfield* from the **Campus** drop down menu
 - Click the Login button
6. On the CSU Bakersfield authentication page,
 - Enter your Net ID and Password
 - Click the Login button
7. CFS screen opens.

2.3 Viewing Statements

You can view your ProCard statement during the Reconciliation Window, using the ProCard Adjustment feature. After the Reconciliation Window is closed, you will use the ProCard Completed Inquiry feature. These instructions will walk you through viewing your statement during the Reconciliation Window.

1. On the CFS screen, click the NavBar icon



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

3. When the menu opens on the left,
 - Scroll down and click CSU ProCard
4. Click Use & Inquiry
5. Click ProCard Adjustment
6. The ProCard Adjustment search page opens.

7. On the ProCard Adjustment search page, enter your search criteria to retrieve your transactions.
 - Enter Business Unit, such as *BKCMP*
 - Enter the cardholder's last name, such as *Duck*
 - If desired, enter the cardholder's first name, such as *Donald*
 - Click the Search button

8. From the Search Results, select the hyperlink for the invoice you would like to view. You may not see Search Results, if there is only one row to select.

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
BKCMP	USB	10/21/2015	Washington	George	PC10150002	999999999
BKCMP	USB	12/21/2017	Washington	George	PC11150002	999999999

9. The **ProCard Adjustment** page appears. In the **Transactions section**, click the **View All** link to show all your transactions or charges, if necessary.

3.0 RECONCILIATION

Reconciliation involves completing your monthly ProCard report. To complete this report, you will perform tasks, such as:

- Adding descriptions and categories
- Updating your transactions
- Splitting your transactions and
- Printing your statement

3.1 Updating Transactions

Once a month, you will need to review your transactions for accuracy and update your transactions by adding descriptions, selecting categories, and adjusting your chartfields, where appropriate. These instructions will guide you through this process.

1. The **ProCard Adjustment** page appears. In the **Transactions section**, click the **View All** link to show all your transactions or charges, if necessary.
2. In the **Transactions** section, update each transaction as follows:
 - In the **Description**, add a meaning full description, such as *Office supplies (paper, pens, pencils, toner, etc.)*.
3. If necessary, select a category by checking the appropriate box, such as *Registration*. If you are disputing the charge, be sure to check the *Disputed* box.

<input type="checkbox"/> Equipment	<input type="checkbox"/> Tax	<input type="checkbox"/> Registration	<input type="checkbox"/> Printing/Promo	<input type="checkbox"/> Computer
<input type="checkbox"/> Service	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Other	<input type="checkbox"/> Disputed	<input type="checkbox"/> Travel

Categories and Descriptions

- **Equipment:** One item total acquisition of \$2500 or greater (requires permission by Procurement Director)
 - **Tax :** CA Sales Tax/Out of State Use Tax
 - **Registration:** Registration for Conferences, Seminars, Memberships, etc.
 - **Printing/Promo:** Not Used
 - **Computer:** Not Used
 - **Service:** Non Contractual Services, less than \$1000
 - **Hospitality:** Hospitality, Food Expenses
 - **Other:** Fixed Assets Equipment: one item total acquisition of \$5000 and greater (requires permission by Procurement Director)
 - **Disputed:** Disputed transaction
4. In the **Distribution** section, change the chartfields, if necessary, such as adding a Program, Class, or Project code.
 5. Please note that changing the Business Unit is not an option.
 6. Scroll down to your next transaction and repeat the steps for the remaining transactions. When you are satisfied, click Save.

3.2 Splitting Distributions

On occasion, you may need to share the expense of a transaction between more than one fund, account, project, program, or class. You can accomplish this by performing a split distribution. These instructions will guide you through splitting distributions.

1. In the Distribution section of the desired transaction, click the plus button to add a row below the entry
2. If necessary, click the **View All** to see both lines
3. In the **Distrib. Amt**, change the dollar amount, such as *70.00*.
 - Make sure the chartfields are appropriate.
4. In the **GL Business Unit** box of the newly added row, enter the desired Business Unit, such as *BKCMP* or search for an account using the Search Glass icon.
5. In the **Account** box of the newly added row, enter the desired account, such as *660003* or search for an account using the Search Glass icon.
6. In the **Fund** box, enter the desired account, such as *BK001* or search for a fund using the Search Glass icon.
7. In the **DeptID**, enter the desired account, such as *D22320* or search for the department using the Search Glass icon.
8. In the **Program**, enter the desired account, such as *A101* or search for the program using the Search Glass icon.
9. In the **Class**, enter the desired account, such as *C1016* or search for the class using the Search Glass icon.
10. In the **Project**, enter the desired account, such as *PR3003* or search for the project using the Search Glass icon.
11. In the **Distrib. Amt**, enter the dollar amount for the remaining dollar amount, such as *27.00*.

If you need to add another row, click the plus button. If you need to remove a row, click the minus button.

Note:

- *The system will total the Distrib. Amt for the split distributions and make sure they are equal to the total transaction amount. If not, the system will display an error.*

3.3 Printing Statements

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

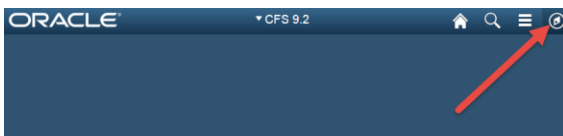
1. From the ProCard Adjustment page, click the Printer icon
2. After the Processing message disappears, click the **Process Monitor** link
3. The Process List page appears,
 - Click the Refresh button until the Run Status shows *Success* and the Distribution Status shows *Posted*.
 - Click the **Details** link

4. When the Process Detail page appears, click the View/Log/Trace link
5. The View Log/Trace page appears. In the File List, click the link for the name that ends with .PDF.
6. The **ProCard Report** opens in a new window or tab. Make sure your Pop-Up blockers are disabled. Use your web browser buttons to print the report.

3.4 Viewing Previous Statements

If you failed to update your transactions prior to the due date, Payment Services will process your transactions using your default Chartfield accounts. You can review your processed transactions using the ProCard Completed Inquiry menu.

1. When the screen opens, click the NavBar icon



2. When the NavBar opens, click the Navigator icon
3. When the menu opens, scroll down and click CSU ProCard
4. Click Use & Inquiry
5. Click ProCard Completed Inquiry
6. The ProCard Completed Inquiry search page appears. Enter your search criteria to retrieve your transactions.
 - Enter Business Unit, such as *BKCMP*
 - Enter the cardholder's last name, such as *Duck*
 - If desired, enter the cardholder's first name, such as *Donald*
 - Click the Search button
7. From the **Search Results**, select the statement you want to view.
8. The statement opens.

4.0 GETTING HELP

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

- **Bethany Davis**
ProCard Coordinator
Procurement
661-654-3185
bdavis33@csub.edu
- **Becky Lappin**
Payment Services
661-654-2862
blappin@csub.edu

- **Web Resources**
[Procurement ProCard website](#)
[ProCard Training website](#)
- **Service Center**
661-654-4357