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## Overview

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California State University Chico participates in a CSU Systemwide Procurement Credit Card program.

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 (AP), the following will occur:

- The ProCard bank file will be loaded into the PeopleSoft ProCard module. Upon completion, the Procurement Cardholder email group will be notified.
- The Procurement cardholder/designee will modify/redistribute the chartfield expense and complete the description of the purchase. They will have a period of time to reconcile the charges per the procurement credit card reconciliation cycle calendar.
- After the reconciliation window is closed the billing cycle will be finalized in CFS.
- ProCard statement history will be available in both CFS PeopleSoft and 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 the Purchasing [Procurement Credit Card Guideline](#).

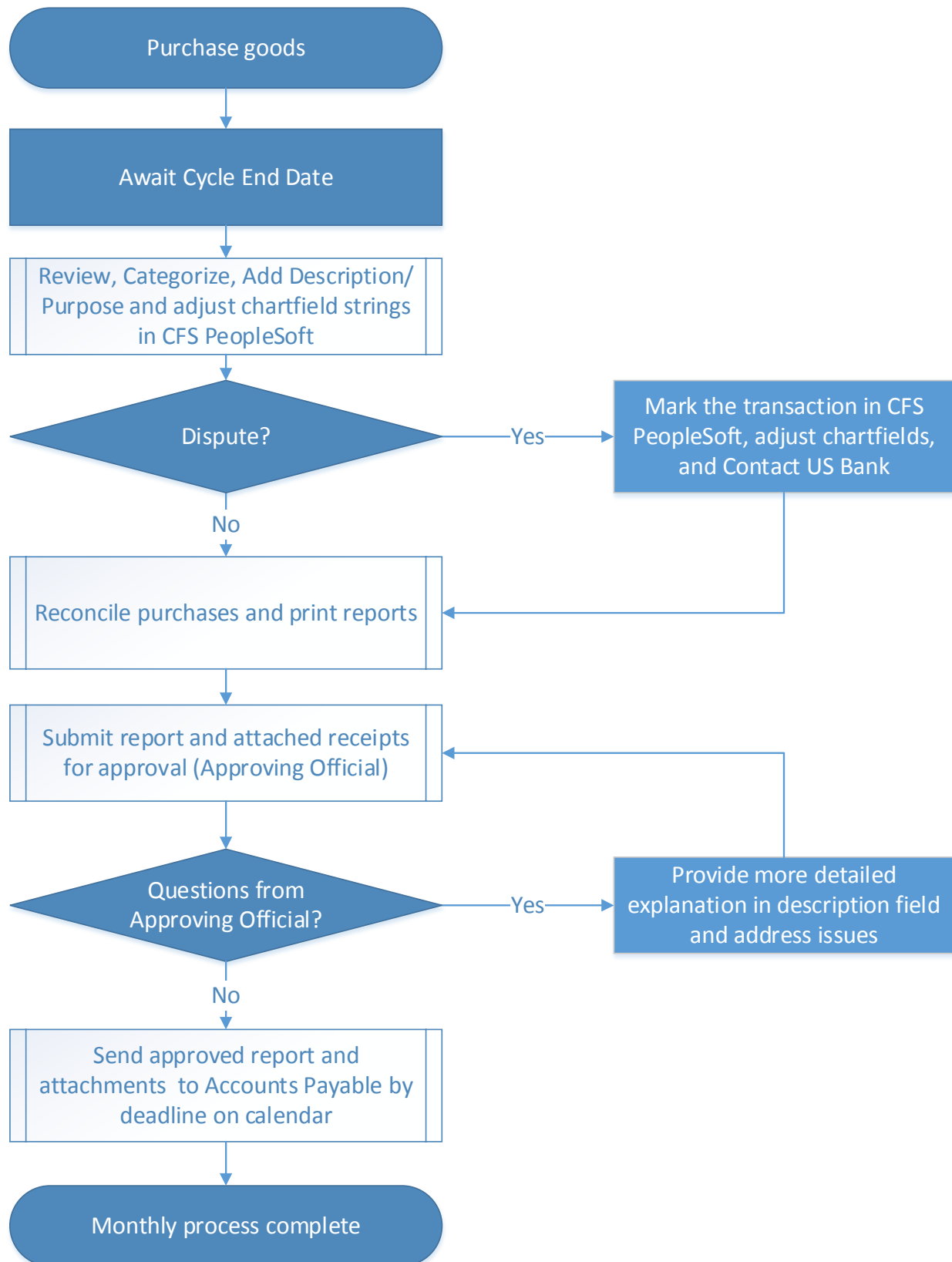
### Objectives:

In this 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.
- Navigate Access Online US Bank resource.

## 1.0 Procurement Card Monthly Process Flow

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## 2.0 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 providing AP a signed and approved CFS report along with all necessary documentation (as per the [Procurement Credit Card Guideline](#) ).

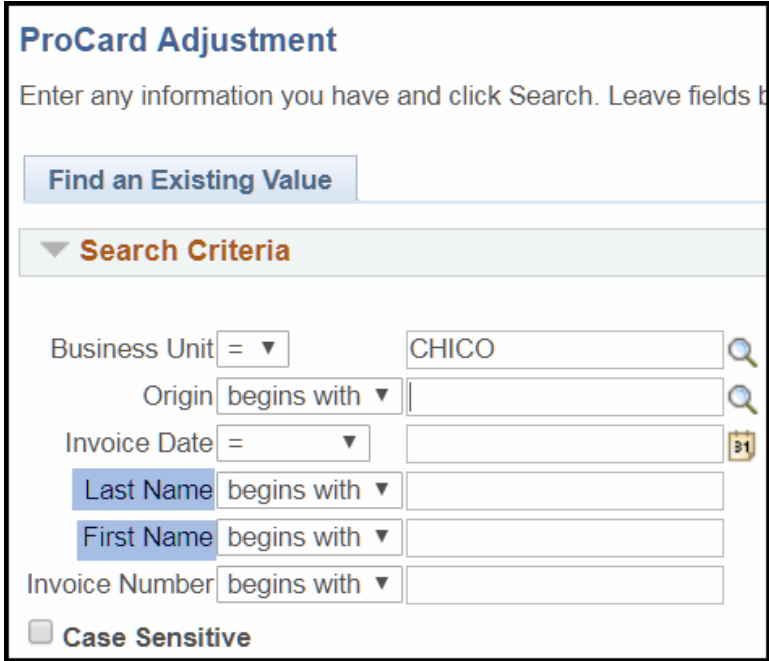
### Billing Cycle Schedule

A current [Procurement Credit Card Reconciliation calendar](https://www.csuchico.edu/fin/resources/policies.shtml) with monthly cycle dates is available at <https://www.csuchico.edu/fin/resources/policies.shtml>.

### 2.1 ProCard Adjustments

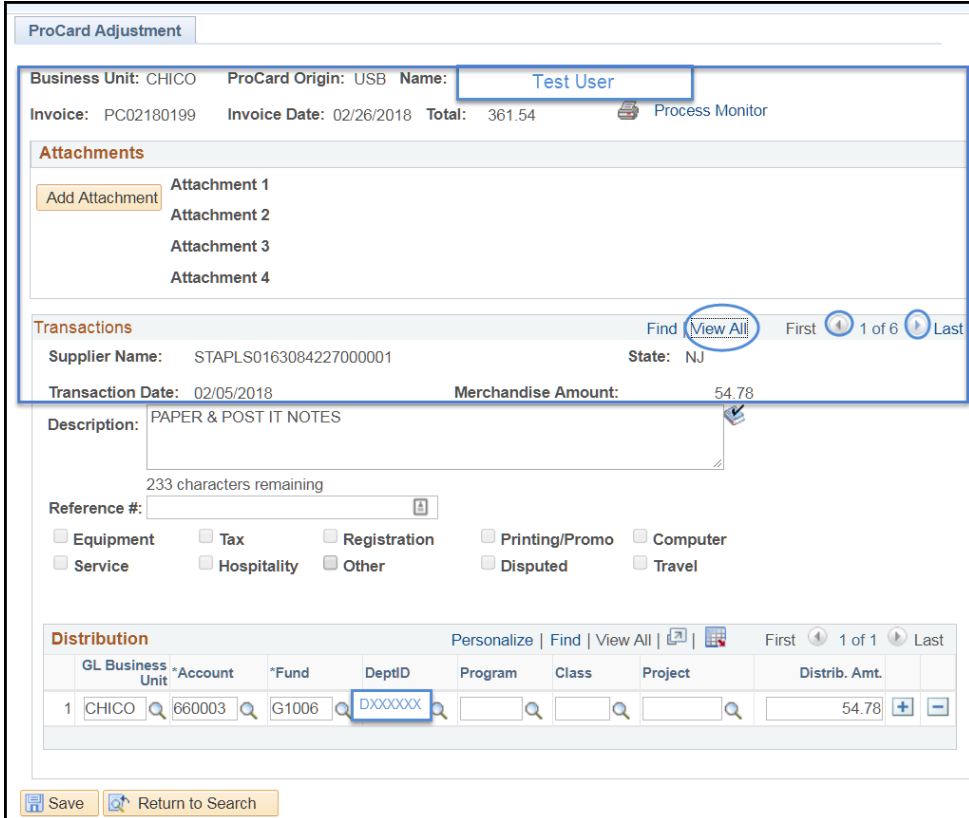
Once a month, a ProCard transaction file will be received from the bank. Once AP loads the file into the CFS PeopleSoft ProCard module (generally the next business morning after the cycle close date), the ProCard group will receive a courtesy email stating that the statement is ready for reconciliation. At that point the person performing the monthly reconciliation can adjust chartfields and add the description/purpose for their charges. The following navigation is used to make updates to your monthly statement:

**Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment**

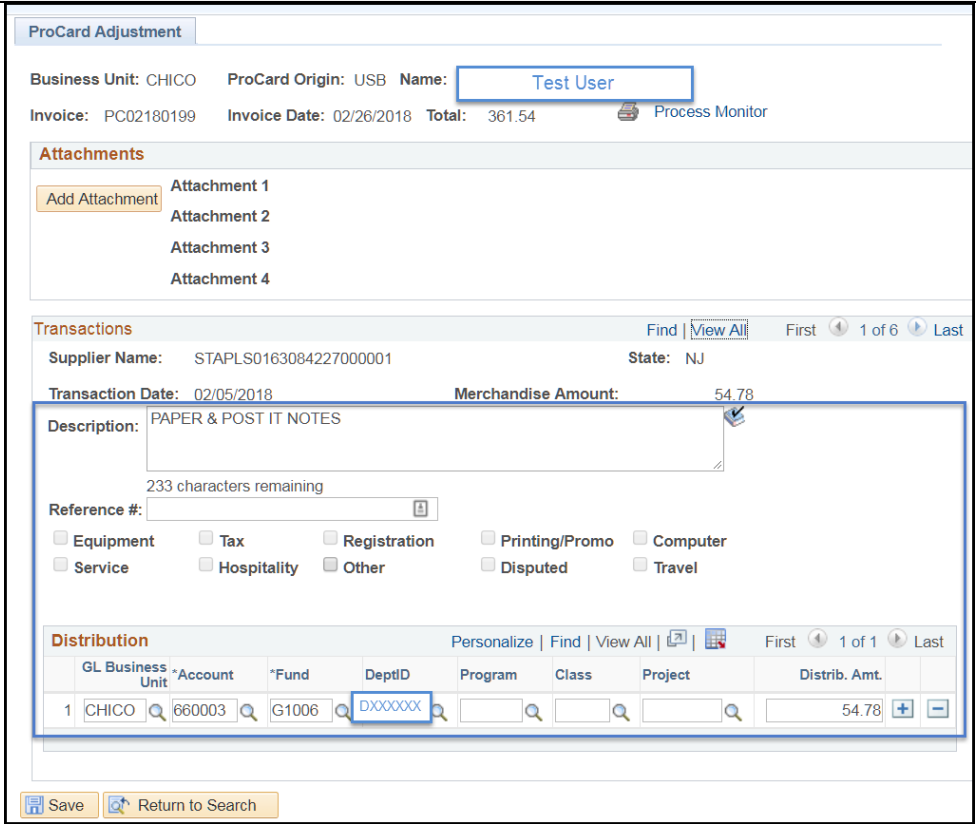
Processing Steps / Field Name	Screenshot / Description
<p><b>Enter the following information:</b></p> <p><b>Business Unit:</b> The business unit is CHICO. <b>Required.</b></p> <p><b>Origin:</b> Enter USB.</p> <p><b>Invoice Date:</b> Billing Statement Date (not required, but will narrow the search). This will be provided in the email from Accounts Payable.</p> <p><b>Last Name:</b> Enter the cardholder's last name. <b>Required.</b></p> <p><b>First Name:</b> Enter the cardholder's first name. (Not required, but will narrow the search).</p> <p><b>Invoice Number:</b> System generated. The first two characters are PC, the next four characters are MMY, the month and year the billing statement is for, the last 4 are sequential numbers. (Not required).</p> <p>Select the <b>Search</b> button.</p>	

### 2.1.1 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
<p><b>Business Unit:</b> The business unit from which the credit card has been issued.</p> <p><b>Origin:</b> Represents the Credit Card Program you are enrolled in, which is USB.</p> <p><b>Name:</b> Cardholders name.</p> <p><b>Invoice:</b> System generated. The first two characters are PC, the next four characters are MMY, the month and year the billing statement is for, the last 4 are sequential numbers.</p> <p><b>Invoice Date:</b> The billing cycle statement date.</p> <p><b>Total:</b> The total amount for the card for this billing cycle.</p> <p><b>Supplier Name:</b> The Vendor name the charge was from.</p> <p><b>State:</b> The state the purchase was made from.</p> <p><b>Transaction Date:</b> The date of the charge.</p> <p><b>Merchandise Amt:</b> The amount of the charge.</p>	 <p>The screenshot displays the ProCard Adjustment interface. At the top, it shows 'Business Unit: CHICO', 'ProCard Origin: USB', and 'Name: Test User'. Below this, 'Invoice: PC02180199' and 'Invoice Date: 02/26/2018' are listed, along with a 'Total' of 361.54 and a 'Process Monitor' icon. The 'Attachments' section lists 'Attachment 1' through 'Attachment 4'. The 'Transactions' section shows 'Supplier Name: STAPLS0163084227000001', 'State: NJ', 'Transaction Date: 02/05/2018', and 'Merchandise Amount: 54.78'. The description is 'PAPER &amp; POST IT NOTES'. Below the description is a 'Reference #' field and a list of categories with checkboxes: Equipment, Tax, Registration, Printing/Promo, Computer, Service, Hospitality, Other, Disputed, and Travel. The 'Distribution' table at the bottom has columns for GL Business Unit, Account, Fund, DeptID, Program, Class, Project, and Distrib. Amt. The first row shows '1', 'CHICO', '660003', 'G1006', 'DXXXXXX', and a distribution amount of 54.78. Navigation buttons like 'Save' and 'Return to Search' are at the bottom.</p> <p>Navigate to the next transaction using the single arrow or to view all transactions/charges for the billing cycle, select the <b>View All</b>.</p>

## 2.1.2 ProCard Adjustment Page – Updatable Fields

Processing Steps / Field Name	Screenshot / Description
<p><b>Enter the following information:</b></p> <p><b>Description:</b></p> <p>Information downloaded from the bank may not be descriptive but should include invoice/order number reference when available. <u>At a minimum</u>, enter a more detailed explanation of what was purchased and/or purpose. Additional information can be added if desired. <b>Required.</b></p> <p><b>Reference #:</b> You can choose to enter a department reference number or another note for your department. This field carries through to Data Warehouse.</p> <p><b>Transaction Categories:</b> N/A other than disputed.</p> <p><b>Distribution:</b> The Chartfield string to which the charge will be distributed. These values default from the setup of the Cardholder. Update accordingly. <b>Required.</b></p> <p><b>GL Business Unit:</b> CHICO When you have completed your updates, select the <b>Save</b> button. If you receive an error message, the error must be corrected before you can Save your changes.</p>	 <p>The screenshot displays the 'ProCard Adjustment' form. At the top, it shows 'Business Unit: CHICO', 'ProCard Origin: USB', 'Name: Test User', 'Invoice: PC02180199', 'Invoice Date: 02/26/2018', and 'Total: 361.54'. Below this is an 'Attachments' section with an 'Add Attachment' button and four attachment slots. The 'Transactions' section is highlighted with a blue border. It includes a 'Find' button, a 'View All' button, and a 'First' button. The 'Supplier Name' is 'STAPLS0163084227000001' and the 'State' is 'NJ'. The 'Transaction Date' is '02/05/2018' and the 'Merchandise Amount' is '54.78'. The 'Description' field contains 'PAPER &amp; POST IT NOTES' with a '233 characters remaining' indicator. Below the description is a 'Reference #' field and a grid of checkboxes for transaction categories: Equipment, Tax, Registration, Printing/Promo, Computer, Service, Hospitality, Other, Disputed, and Travel. The 'Distribution' section is also highlighted, showing a table with columns for GL Business Unit, Account, Fund, DeptID, Program, Class, Project, and Distrib. Amt. The table has one row with values: 1, CHICO, 660003, G1006, DXXXXXX, and 54.78. At the bottom of the screenshot are 'Save' and 'Return to Search' buttons.</p> <p>Edits performed when the record is saved:</p> <ul style="list-style-type: none"> <li>The total Distrib Amt must sum to the Merchandise Amt.</li> <li>All Chartfields and combo edits are validated.</li> </ul>

### 2.1.3 Split Distribution

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

Processing Steps / Field Name	Screenshot / Description
<p>If you want to split the distribution, select the plus sign at the end of the distribution line to insert a new row.</p> <p>Update the Distrib. Amt and Chartfield string accordingly. When you are finished, select the <b>Save</b> button.</p> <p>The following Edits are performed when the record is saved:</p> <ul style="list-style-type: none"> <li>The total Distrib Amt must sum to the Merchandise Amt.</li> <li>All Chartfields and combo edits are validated at the save.</li> </ul>	<p>The screenshot displays the 'Transactions' and 'Distribution' sections of a software interface. In the 'Transactions' section, the 'Merchandise Amount' field is highlighted with a blue box and contains the value '54.78'. Below it, the 'Distribution' section contains a table with two rows. The first row has a 'Distrib. Amt.' of 50.00, and the second row has a 'Distrib. Amt.' of 4.78. Both rows have a plus sign in a blue circle at the end of the 'Distrib. Amt.' column, indicating they can be edited. The 'Save' button at the bottom left is also circled in blue.</p>

The person performing the monthly reconciliation will have approximately five to seven (except in June) business days to complete the reconciliation. Upon the 8<sup>th</sup> to 9<sup>th</sup> 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.

### 2.1.4 Purchase Transaction Categories

Certain purchases may be made on the ProCard if established approvals and criteria are met as stated in the Procurement Credit Card Procedures. Several of those items are also associated with a category below and require additional forms. As applicable, select the appropriate checkbox within ProCard Adjustment page.

Category	Description: When you select the box, you are stating that you purchased...	Possible Accounts
Equipment (E)	N/A for ProCard Adjustment selection. Prohibited or special approval/documentation required.	Refer to Account Codes Matrix – Equipment Software/Hardware/Furniture listing <a href="http://www.csuchico.edu/far/chartfields.shtml">http://www.csuchico.edu/far/chartfields.shtml</a>
Tax (T)	A taxable good and Sales Tax <b>was already included</b> . Taxable items without this box checked will have tax applied. Services are not taxable.	Not applicable
Registration (R)	<b>Non-Travel</b> (i.e. web training at your desk) registration for conferences, seminars, memberships, training, etc.	660009 -- Professional Development
Computer (C)	N/A for ProCard Adjustment selection. Prohibited or special approval/documentation required.	Refer to Account Codes Matrix – Equipment Software/Hardware/Furniture listing <a href="http://www.csuchico.edu/far/chartfields.shtml">http://www.csuchico.edu/far/chartfields.shtml</a>
Hospitality (H)	N/A for ProCard Adjustment selection. Prohibited or special approval/documentation required.	660H54 -- Hospitality Expense
Other (O)	N/A for ProCard Adjustment selection. Prohibited or special approval/documentation required.	Refer to CORE & Specialized Expense Accounts listing <a href="http://www.csuchico.edu/far/chartfields.shtml">http://www.csuchico.edu/far/chartfields.shtml</a>
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.	

Reference CORE & Specialized Expense Accounts listing <http://www.csuchico.edu/far/chartfields.shtml>

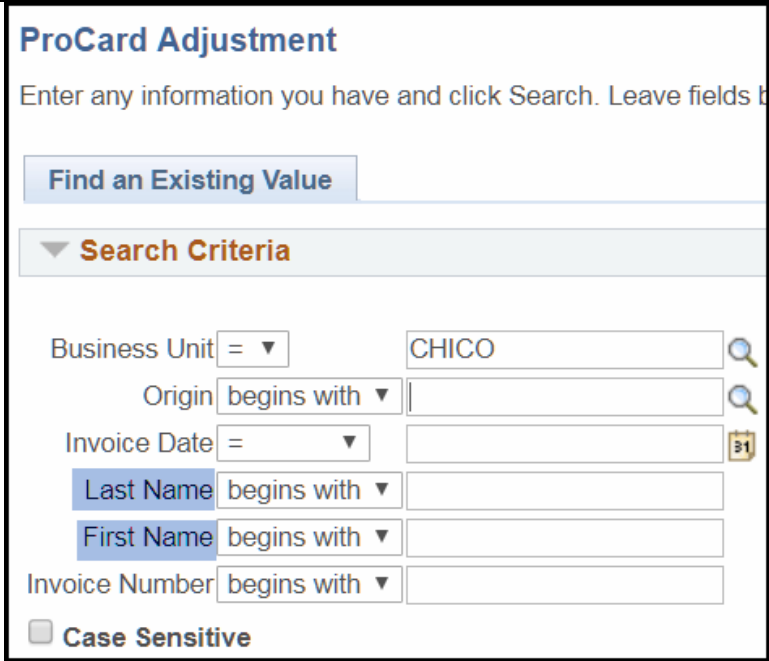


## 2.2 ProCard – No Purchases

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
<p><b>Enter the following information:</b></p> <p><b>Business Unit:</b> CHICO. <b>Required.</b></p> <p><b>Origin:</b> Represents the Credit Card Program you are enrolled in, which is USB.</p> <p><b>Invoice Date:</b> Billing Statement Date (not required, but will narrow the search). This will be provided in the email from Accounts Payable.</p> <p><b>Last Name:</b> Enter the cardholder's last name. <b>Required.</b></p> <p><b>First Name:</b> Enter the cardholder's first name. (Not required, but will narrow the search). Select the <b>Search</b> button.</p> <p>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.</p> <p>You can print/save this page to keep with your ProCard documents and for audit. There is no need to submit documentation to Accounts Payable.</p>	

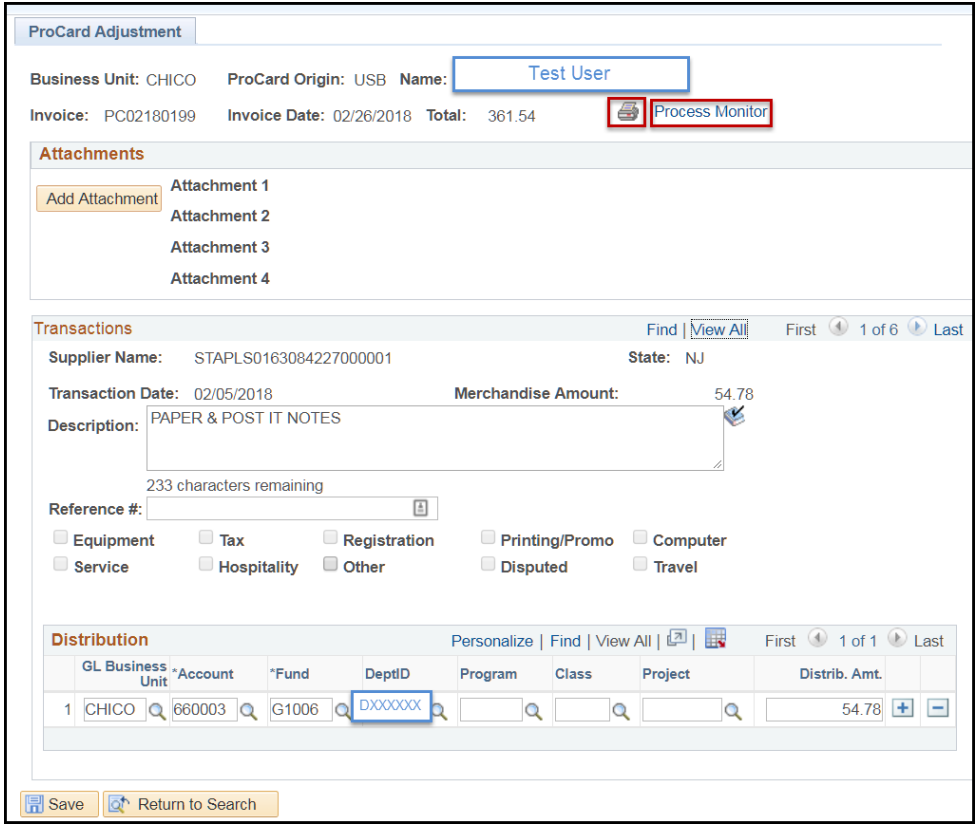
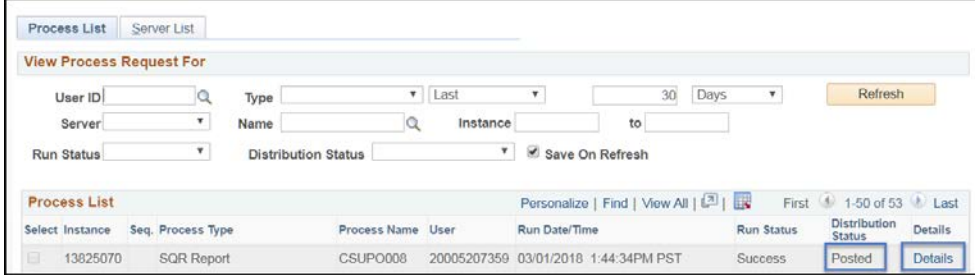
### 3.0 Monthly Procurement Credit Card Statement

Once reconciliation is complete, print the ProCard Statement report. Both the Procurement Cardholder and Approving Official must sign the report. Attach all backup documentation (itemized receipts/invoices and any additional required documentation) in the same order as it appears on the report. Send to the AP office no later than the dates specified on the Procurement Credit Card Reconciliation Cycle calendar <https://www.csuchico.edu/fin/resources/policies.shtml>.

#### 3.1 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
<p><b>Print:</b> Select the <b>Printer</b> Icon to make a hard copy of your ProCard Statement.</p> <p><b>Retrieve:</b> Select the <b>Process Monitor</b> link to retrieve the report.</p>	 <p>The screenshot shows the 'ProCard Adjustment' interface. At the top, there are fields for 'Business Unit: CHICO', 'ProCard Origin: USB', and 'Name: Test User'. Below these are 'Invoice: PC02180199', 'Invoice Date: 02/26/2018', and 'Total: 361.54'. A 'Process Monitor' link is highlighted with a red box. The 'Attachments' section lists four attachments. The 'Transactions' section shows a transaction for 'PAPER &amp; POST IT NOTES' with a merchandise amount of 54.78. The 'Distribution' table shows one row with a distribution amount of 54.78.</p>
<p><b>Process List Tab</b></p> <p>Select the <b>Details</b> link to retrieve the Monthly Procurement Credit Card Statement.</p> <p><b>Note:</b> The Distribution Status must be "Posted" prior to selecting the Details link. Select the Refresh button to update this status.</p>	 <p>The screenshot shows the 'Process List' interface. At the top, there are fields for 'User ID', 'Type', 'Last', and 'Days'. Below these are 'Server', 'Name', 'Instance', and 'to'. A 'Refresh' button is highlighted with a blue box. The 'Process List' table shows one row with a distribution status of 'Posted'.</p>

Processing Steps / Field Name	Screenshot / Description												
<p><b>Process Detail Page</b> Select the <b>View Log/Trace</b> link.</p>	<div><h3>Process Detail</h3><div><div>Process</div><div><div>Instance 13825070</div><div>Type SQR Report</div><div>Name CSUPO008</div><div>Description ProCard Statement</div><div>Run Status Success</div><div>Distribution Status Posted</div></div></div><div><div>Run</div><div><div>Run Control ID 002</div><div>Location Server</div><div>Server PSUNX</div><div>Recurrence</div></div><div><div>Update Process</div><div><div><input type="radio"/> Hold Request</div><div><input type="radio"/> Queue Request</div><div><input type="radio"/> Cancel Request</div><div><input type="radio"/> Delete Request</div><div><input type="radio"/> Re-send Content</div></div></div></div><div><div>Date/Time</div><div><div>Request Created On 03/01/2018 1:44:34PM PST</div><div>Run Anytime After 03/01/2018 1:44:34PM PST</div><div>Began Process At 03/01/2018 1:45:22PM PST</div><div>Ended Process At 03/01/2018 1:45:29PM PST</div></div><div><div>Actions</div><div><div><a href="#">Parameters</a></div><div><a href="#">Message Log</a></div><div><a href="#">Batch Timings</a></div><div><a href="#">View Log/Trace</a></div></div></div><div><div>OK</div><div>Cancel</div></div></div></div>												
<p><b>View Log/Trace Page</b> Select the <b>PDF file</b> from the file list.</p> <p>The Procurement Credit Card Statement will open. Print, sign, and attach supporting documentation to the printed statement then send to the Delegation of Authority (DOA) Appropriate Administrator for approval.</p> <p>The statement must be submitted by the deadline specified on the Procurement Credit Card Reconciliation Cycle calendar</p>	<div><h3>View Log/Trace</h3><div><div>Report</div><div><div>Report ID 6274405</div><div>Process Instance 13825070</div><div>Name CSUPO008</div><div>Process Type SQR Report</div><div>Run Status Success</div></div><div><div>Message Log</div></div></div><div>ProCard Statement</div><div><div>Distribution Details</div><div><div>Distribution Node FCFSPRD</div><div>Expiration Date 04/15/2018</div></div></div><div><div>File List</div><table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td><a href="#">SQR_CSUPO008_13825070.log</a></td><td>1,760</td><td>03/01/2018 1:45:29.754989PM PST</td></tr><tr><td><a href="#">csupo008_13825070.PDF</a></td><td>6,942</td><td>03/01/2018 1:45:29.754989PM PST</td></tr><tr><td><a href="#">csupo008_13825070.out</a></td><td>282</td><td>03/01/2018 1:45:29.754989PM PST</td></tr></table></div><div><div>Distribute To</div><div><div>Distribution ID Type</div><div>*Distribution ID</div></div></div></div>	Name	File Size (bytes)	Datetime Created	<a href="#">SQR_CSUPO008_13825070.log</a>	1,760	03/01/2018 1:45:29.754989PM PST	<a href="#">csupo008_13825070.PDF</a>	6,942	03/01/2018 1:45:29.754989PM PST	<a href="#">csupo008_13825070.out</a>	282	03/01/2018 1:45:29.754989PM PST
Name	File Size (bytes)	Datetime Created											
<a href="#">SQR_CSUPO008_13825070.log</a>	1,760	03/01/2018 1:45:29.754989PM PST											
<a href="#">csupo008_13825070.PDF</a>	6,942	03/01/2018 1:45:29.754989PM PST											
<a href="#">csupo008_13825070.out</a>	282	03/01/2018 1:45:29.754989PM PST											

### 3.1.1 ProCard Sample Statement

California State Univ, Chico US Bank Pro-Card														
Business Unit: CHICO Account Name: <input type="text" value="Test User"/> Origin: USB										Invoice Number: PC02180199 Invoice Date: February 26, 2018 Total Amount: \$ 361.54				
Tran Dt	Supplier	St	Line Amt Distrib Ln# BU/GL	Description	Acct	Fund	Dept	Reference Prgrm	Class	Proj	Pur Cat Amount	Upd By	Upd Dt	Disp
1 02/05/18	STAPLS0163084227000001	NJ	54.78 1 CHICO 660003	PAPER & POST IT NOTES		<input type="text" value="G1006"/>	<input type="text" value="DXXXX"/>				54.78	20005207359	03/01/18	
								Total Distribution			54.78			
2 02/08/18	STAPLS0163211616000001	NJ	64.31 1 CHICO 660003	CLASSIFICATION FOLDERS		<input type="text" value="G1006"/>	<input type="text" value="DXXXX"/>				64.31	20008562282	02/27/18	
								Total Distribution			64.31			
3 02/12/18	STAPLS0163279696000001	NJ	55.12 1 CHICO 660003	PAPER, HIGHLIGHTERS, BINDER CLIPS		<input type="text" value="G1006"/>	<input type="text" value="DXXXX"/>				55.12	20008562282	02/27/18	
								Total Distribution			55.12			
4 02/12/18	AMAZON.COM	WA	53.85 1 CHICO 660003	CLASSIFICATION FOLDERS		<input type="text" value="G1006"/>	<input type="text" value="DXXXX"/>				53.85	20008562282	02/27/18	
								Total Distribution			53.85			
5 02/12/18	AMAZON.COM	WA	99.51 1 CHICO 660003	CLASSIFICATION FOLDERS		<input type="text" value="G1006"/>	<input type="text" value="DXXXX"/>				99.51	20008562282	02/27/18	
								Total Distribution			99.51			
6 02/21/18	STAPLS0163531625000001	NJ	33.97 1 CHICO 660003	MISC OFFICE SUPPLIES		<input type="text" value="G1006"/>	<input type="text" value="DXXXX"/>				33.97	20008562282	02/27/18	
								Total Distribution			33.97			

**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.)

Signature of Card Holder, <input type="text" value="Test User"/>	Date	Signature of Approving Official, <input type="text" value="Test Approver"/>	Date
--	------	---	------

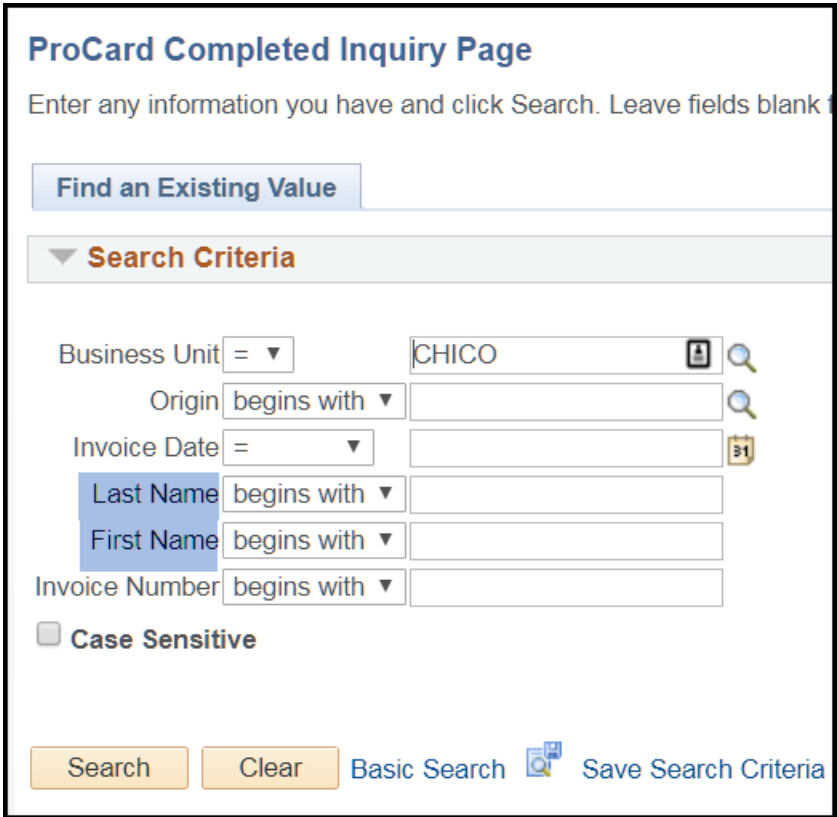
## 4.0 Review ProCard History

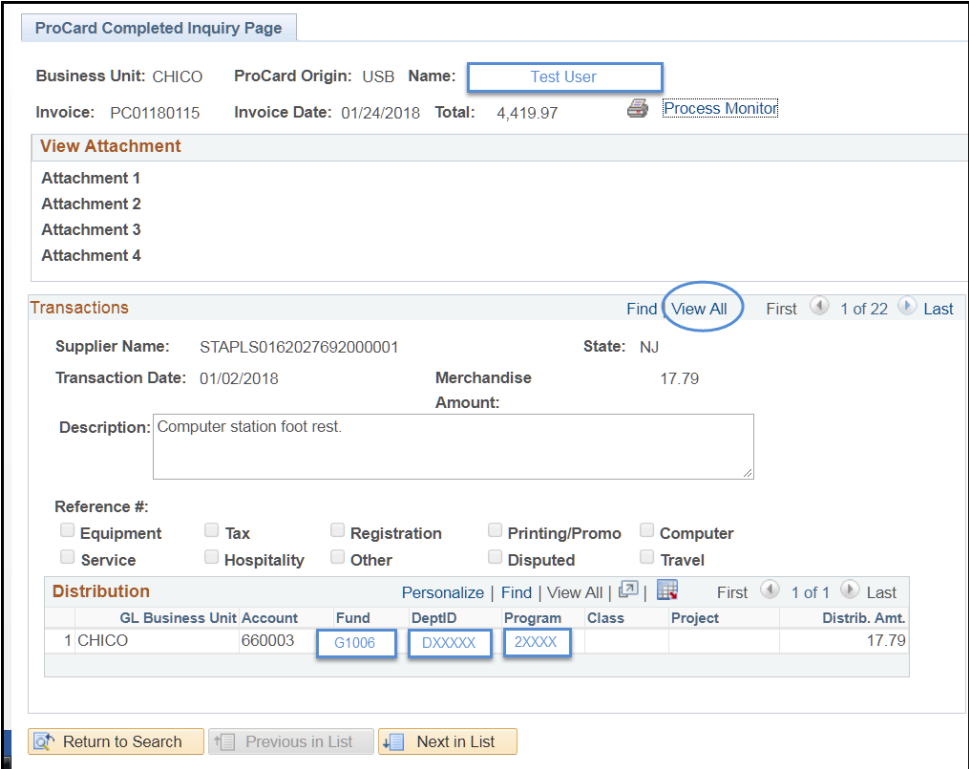
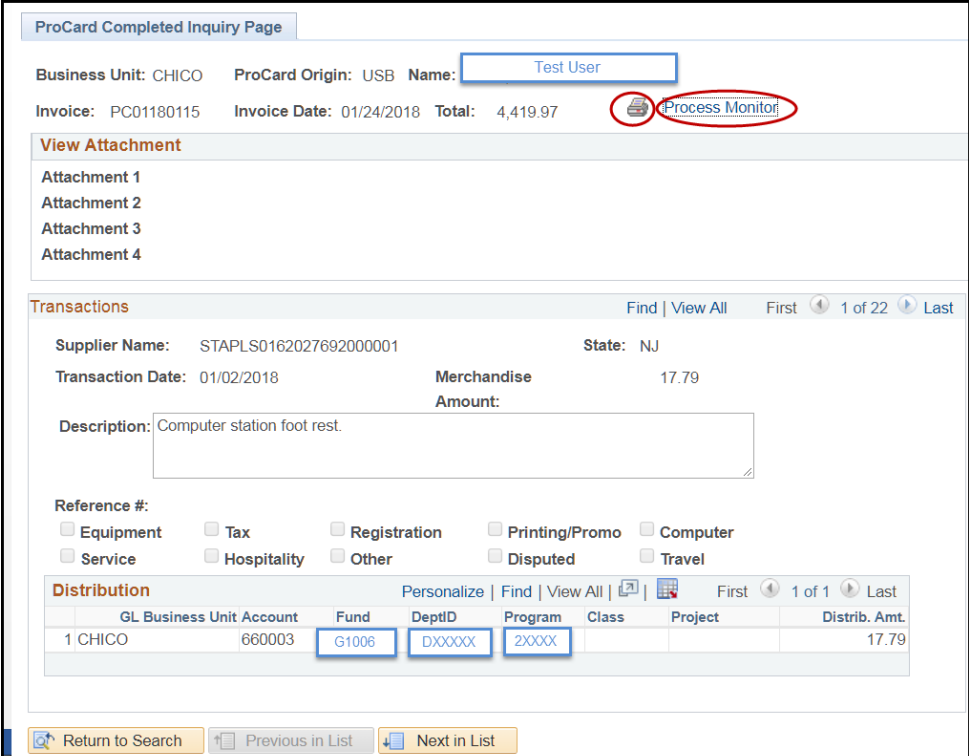
### 4.1 ProCard Completed Inquiry

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:** CSU ProCard > Use & Inquiry > ProCard Completed Inquiry

Processing Steps / Field Name	Screenshot / Description
<p><b>Business Unit:</b> CHICO. <b>Required.</b></p> <p><b>Origin:</b> Represents the Credit Card Program you are enrolled in, which is USB.</p> <p><b>Invoice Date:</b> Billing Statement Date (not required, but will narrow the search). This will be provided in the email from Accounts Payable.</p> <p><b>Last Name:</b> Enter the cardholder's last name. <b>Required.</b></p> <p><b>First Name:</b> Enter the cardholder's first name. (Not required, but will narrow the search).</p> <p><b>Invoice Number:</b> System generated. The first two characters are PC, the next four characters are MMY, the month and year the billing statement is for, the last 4 are sequential numbers. (Not required).</p> <p>Select the <b>Search</b> button. All previous statements will display. Select accordingly.</p>	

Processing Steps / Field Name	Screenshot / Description
<p>Select <b>View All</b> 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.</p> <p>To return to one transaction at a time, select the <b>View 1</b> option at the top of the transaction list.</p>	 <p>The screenshot shows the 'ProCard Completed Inquiry Page' for Business Unit: CHICO, ProCard Origin: USB, Name: Test User, Invoice: PC01180115, Invoice Date: 01/24/2018, Total: 4,419.97. It includes a 'View Attachment' section with Attachment 1 through 4. The 'Transactions' section shows a list with 'Find   View All' and 'First 1 of 22 Last'. The transaction details for Supplier Name: STAPLS0162027692000001, State: NJ, Transaction Date: 01/02/2018, Merchandise Amount: 17.79, and Description: Computer station foot rest. Reference # includes checkboxes for Equipment, Tax, Registration, Printing/Promo, Computer, Service, Hospitality, Other, Disputed, and Travel. The 'Distribution' table shows GL Business Unit Account, Fund, DeptID, Program, Class, Project, and Distrib. Amt. The 'View All' button is circled in blue.</p>
<p>Select the <b>Printer</b> Icon if you wish to make a hard copy of your transaction details and distributions.</p> <p>Select the <b>Process Monitor</b> link to retrieve the report.</p> <p>See the above section, Printing the Procurement Credit Card Statement, for details on how to retrieve your report.</p>	 <p>The screenshot is identical to the one above, but the 'Process Monitor' button is circled in red.</p>

## 4.2 Data Warehouse Reports

Once logged into CSYou (where you connect to CFS) navigate to Tools & Services > Financial Tools > CFS Data Warehouse. Alternatively, you can use the breadcrumbs below and then click on the “CFS Data Warehouse” button.

CSYOU

EMPLOYEE RESOURCES

TOOLS & SERVICES

DIVISION & ORGANIZATIONS

PROJECTS & INITIATIVES

COLLABORATE

POLICIES

FORMS

NEWS & INFORMATION

HOME

DIVISIONS & ORGANIZATIONS

BUSINESS & FINANCE

INFORMATION TECHNOLOGY SERVICES

BUSINESS INTELLIGENCE / DATA WAREHOUSE

CFS DATA WAREHOUSE

ITS Staff

ITSupport Center

IT Projects and Initiatives

Client Services

CO Data Center Services

CFS Data Warehouse

Check the Message Board regularly for current CFS DW news (located in Quick Links section).

The CFS Data Warehouse (also referred to as the Finance Data Warehouse) contains reporting capabilities that provide campuses with

Quick Links

CFS Data Warehouse

Reports are available in Data Warehouse Transaction Inquiry section. You can choose Dashboards menu and then Transaction Inquiry. Choose the ProCard Transaction Report.

Transaction Inquiry

Home

Open PO Reports

Open Requisition Reports

Actuals Reports

Budget F

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

Business Unit: CHICO

Make necessary selections for Fiscal year, period, chartfields and then click Apply Filters

Report Filters

Business Unit

Fiscal Year

Period From

To

Account Type

Account Category

Fund

Dept

Account

Project

Program

Class

NOT Fund

NOT Dept

NOT Account

NOT Project

NOT Program

NOT Class

NOT Acct Cat

Invoice Id

Invoice Date

PC Supplier

PC Reference #

PC State

PC Business Unit

PC Origin

PC Owner

PC Account

Advanced Filters

Apply Filters

Reset Filters

Refine report output to contain the fields that you are interested in. You can also choose the drop down at "Select report view" and export to Excel.

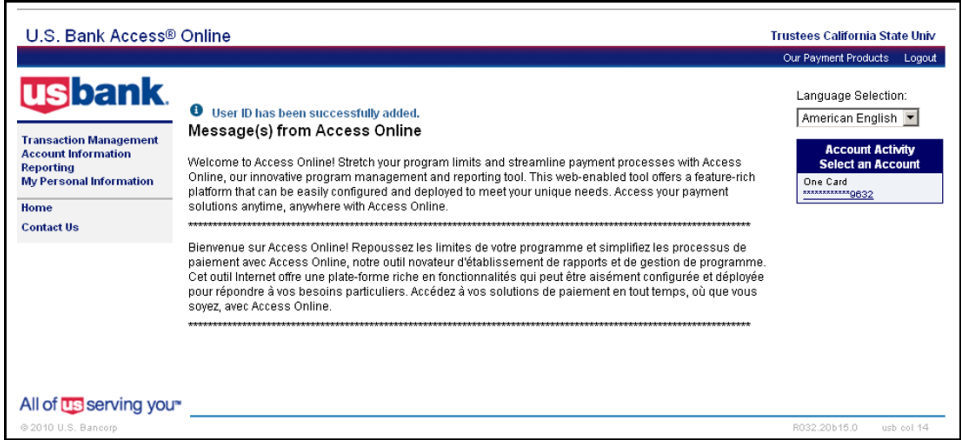
## 5.0 US Bank Access Online

### 5.1 Registering US Bank ProCard

Navigate to the US Bank Access Online platform at <https://access.usbank.com/>

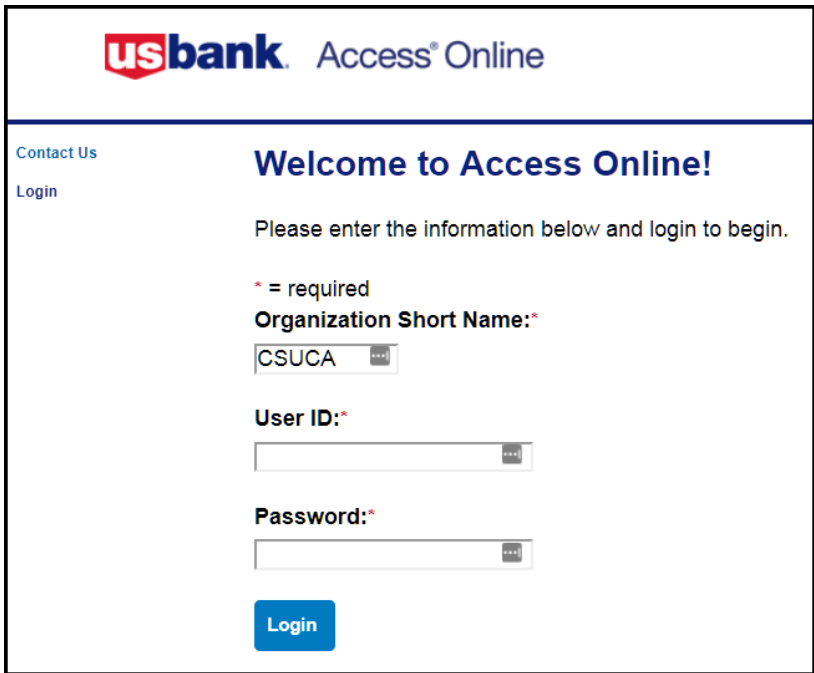
Processing Steps / Field Name	Screenshot / Description
Click on the Register Online link.	
<p><b>Organization Short Name:</b> CSUCA. <b>Required.</b></p> <p><b>Account Number:</b> Enter your 16 digit account number and select the expiration date on your card. <b>Required.</b></p> <p>Click on <b>Register This Account</b></p> <p><b>User ID:</b> Use your campus portal ID (first part of your campus email address, <a href="mailto:jsmith@csuchico.edu">jsmith@csuchico.edu</a>)</p> <p><b>Password:</b> Enter password of your choice that meets criteria.</p>	

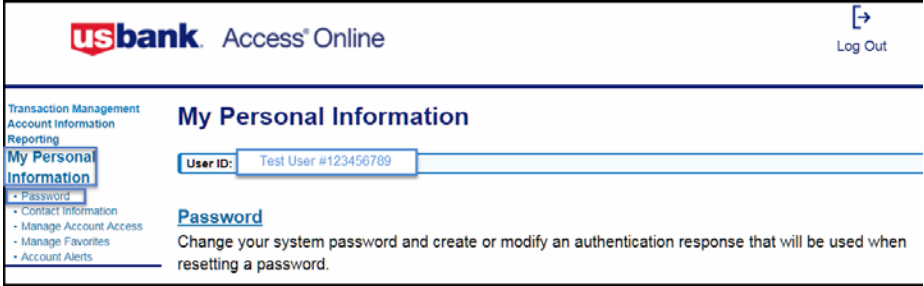
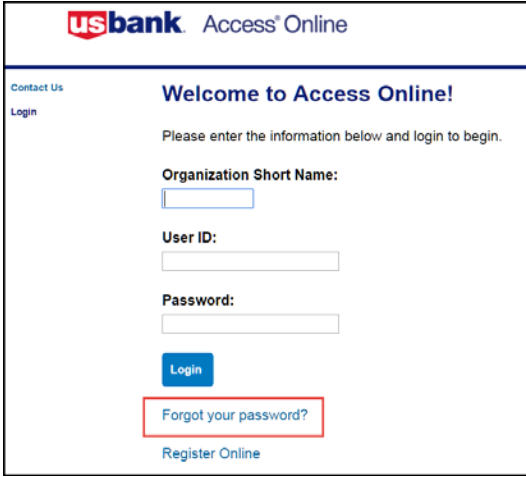


Processing Steps / Field Name	Screenshot / Description
<p><b>Authentication Questions:</b> Choose questions and enter related answers.</p> <p><b>Contact Information:</b></p> <ul style="list-style-type: none"> <li>First Name</li> <li>Last Name</li> <li>Address – 400 W First St, Chico CA 95929-XXXX (Campus Zip)</li> <li>Country – US</li> <li>Phone – 530-898-XXXX (Campus Ext.)</li> <li>Email address – campus email (must be @csuchico.edu address)</li> </ul> <p>Click <b>Continue</b> and will receive message to the right confirming your account has been saved.</p>	

## 5.2 Logging In and Changing/Forgotten Password

You can log in to the US Bank Access Online platform by visiting <https://access.usbank.com/>

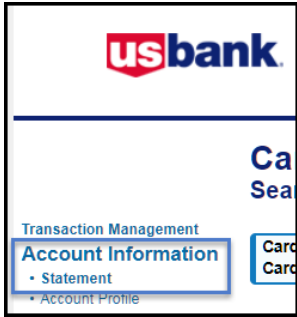
Processing Steps / Field Name	Screenshot / Description
<p><b>Organization Short Name:</b> CSUCA. <b>Required.</b></p> <p><b>User ID:</b> Enter the User ID value that was given to you by AP &amp; Procurement team.</p> <p><b>Password:</b> Enter the password you created, OR if this is the first time you are logging in use the temporary password given to you and you will be prompted to set up a new password and security authentication questions</p> <p>Select the <b>Login</b> button.</p>	

Processing Steps / Field Name	Screenshot / Description
<p>To change password, choose <b>My Personal Information</b> and choose <b>Select Password</b></p> <p><b>Forgotten Password</b></p> <p>Choose the Forgot your password link and follow instructions. You will receive an email with a temporary password once the request is processed.</p>	 <p>The screenshot shows the 'My Personal Information' page in US Bank Access Online. The sidebar on the left has 'My Personal Information' selected, with a sub-menu showing 'Password' as the active option. The main content area is titled 'My Personal Information' and contains a 'User ID' field with the value 'Test User #123456789'. Below this is a 'Password' link and a description: 'Change your system password and create or modify an authentication response that will be used when resetting a password.'</p>  <p>The screenshot shows the 'Welcome to Access Online!' login page in US Bank Access Online. The page has a sidebar with 'Contact Us' and 'Login' options. The main content area is titled 'Welcome to Access Online!' and contains the instruction 'Please enter the information below and login to begin.' Below this are three input fields: 'Organization Short Name:', 'User ID:', and 'Password:'. A blue 'Login' button is positioned below the password field. At the bottom, there is a red-bordered box containing the link 'Forgot your password?' and a 'Register Online' link below it.</p>

## 5.3 Review and/or Dispute Transactions

Processing Steps / Field Name	Screenshot / Description																																																																		
Choose Transaction Management and View Pending Transactions	<div><div><div>Transaction Management<ul style="list-style-type: none"><li>Transaction List</li></ul></div><div>Account Information</div><div>Reporting</div><div>My Personal Information</div></div><div><div>Transaction Management</div><div>Transaction List</div><div>View, review, allocate/reallocate and add comments to</div><div>Home</div><div>Contact Us</div><div>Training</div><div>View Previous Cycle</div><div>Presents the Transaction list for the previous cycle.</div><div>View Pending Transactions</div><div>Presents the pending transactions list.</div></div></div>																																																																		
Scroll down to the Transaction List section and to review activity.	<div><div><div>Transaction List</div><div>Records 1 - 25 of 92 Page: 1   2   3   4</div><div>Check All Show   Uncheck All Show</div><table><thead><tr><th>Select</th><th>Status</th><th>Trans Date</th><th>Posting Date</th><th>Merchant</th><th>City/State</th><th>Amount</th><th>Detail</th><th>Purchase ID</th><th>Comments</th><th>Accounting Code</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td></td><td>12/27</td><td>12/28</td><td>CBORD GROUP</td><td>607-2572410, NY</td><td>\$324.75</td><td></td><td>2404810</td><td></td><td>Add Allocation</td></tr><tr><td><input type="checkbox"/></td><td></td><td>12/23</td><td>12/26</td><td>STAPLS0162056035000001</td><td>877-8267755, NJ</td><td>\$78.12</td><td></td><td>000000000000000000</td><td></td><td>Add Allocation</td></tr><tr><td><input type="checkbox"/></td><td></td><td>12/22</td><td>12/26</td><td>STAPLS0162019533000002</td><td>877-8267755, NJ</td><td>\$15.65</td><td></td><td>000000000000000000</td><td></td><td>Add Allocation</td></tr><tr><td><input type="checkbox"/></td><td></td><td>12/21</td><td>12/22</td><td>STAPLS0162019533000001</td><td>877-8267755, NJ</td><td>\$230.84</td><td></td><td>000000000000000000</td><td></td><td>Add Allocation</td></tr><tr><td><input type="checkbox"/></td><td></td><td>12/21</td><td>12/22</td><td>STAPLS0162019534000001</td><td>877-8267755, NJ</td><td>\$101.16</td><td></td><td>000000000000000000</td><td></td><td>Add Allocation</td></tr></tbody></table></div><div>If you need to dispute transaction choose Add Allocation link</div></div>	Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code	<input type="checkbox"/>		12/27	12/28	CBORD GROUP	607-2572410, NY	\$324.75		2404810		Add Allocation	<input type="checkbox"/>		12/23	12/26	STAPLS0162056035000001	877-8267755, NJ	\$78.12		000000000000000000		Add Allocation	<input type="checkbox"/>		12/22	12/26	STAPLS0162019533000002	877-8267755, NJ	\$15.65		000000000000000000		Add Allocation	<input type="checkbox"/>		12/21	12/22	STAPLS0162019533000001	877-8267755, NJ	\$230.84		000000000000000000		Add Allocation	<input type="checkbox"/>		12/21	12/22	STAPLS0162019534000001	877-8267755, NJ	\$101.16		000000000000000000		Add Allocation
Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code																																																									
<input type="checkbox"/>		12/27	12/28	CBORD GROUP	607-2572410, NY	\$324.75		2404810		Add Allocation																																																									
<input type="checkbox"/>		12/23	12/26	STAPLS0162056035000001	877-8267755, NJ	\$78.12		000000000000000000		Add Allocation																																																									
<input type="checkbox"/>		12/22	12/26	STAPLS0162019533000002	877-8267755, NJ	\$15.65		000000000000000000		Add Allocation																																																									
<input type="checkbox"/>		12/21	12/22	STAPLS0162019533000001	877-8267755, NJ	\$230.84		000000000000000000		Add Allocation																																																									
<input type="checkbox"/>		12/21	12/22	STAPLS0162019534000001	877-8267755, NJ	\$101.16		000000000000000000		Add Allocation																																																									
To dispute a transaction choose Add allocation link. Click on the Dispute button. Choose a dispute reason and click Save. Click on the Transaction Detail link to return to the Summary Tab. You will now see a D icon displayed under the status column of that transaction. You can cancel the dispute by clicking Cancel Dispute in the same place where you initiated the dispute.	<div><div><div>Transaction Summary</div><table><thead><tr><th>Status</th><th>Trans Date</th><th>Posting Date</th><th>Merchant</th><th>City, State/Province</th><th>Amount</th><th>Detail</th></tr></thead><tbody><tr><td></td><td>12/23</td><td>12/26</td><td>STAPLS0162056035000001</td><td>877-8267755, NJ</td><td>78.12</td><td></td></tr></tbody></table><div>Disputed Trans Detail Level Reallocated Reallocation Locked</div><div><div>Summary</div><div>Allocations</div><div>Transaction Line Items</div><div>Comments</div></div><div>The Summary tab shows high-level transaction information.</div><div>The review status cannot be changed because the review day limit has been reached. To initiate a dispute, click the "Dispute" button.</div><div><div>Transaction</div><div>Date: 12/23/2017</div><div>Purchase ID: 000000000000000000</div><div>Total Amount: 78.12</div><div>Memo Post: Yes</div><div>Reference Information</div><div>Billing Cycle: 12/26/2017</div><div>Posting Date: 12/26/2017</div><div>Reference Number: 24164077358105213935112</div><div>Authorization Number: 000402</div><div>Extract Date(s)</div><div>Most Recent Standard</div><div>Financial Extract:</div><div>General Ledger Extract:</div><div>Payment Extract:</div><div>Merchant</div><div>Name: STAPLS0162056035000001</div><div>City, State/Province: 877-8267755, NJ</div><div>Transaction Type: SALES DRAFT</div><div>MCC Code: 5111</div><div>MCC Description: WHOLESALE OFFICE SUP</div><div>Currency</div><div>Billing Currency: U.S. Dollar</div><div>Source Currency: U.S. Dollar</div><div>Source Currency Amt: 78.12</div></div><div>Print Transaction</div><div><div>Dispute</div><div>Sales Draft Requests<ul style="list-style-type: none"><li>none</li></ul></div><div>Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.</div><div>Dispute</div></div></div></div>	Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail		12/23	12/26	STAPLS0162056035000001	877-8267755, NJ	78.12																																																					
Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail																																																													
	12/23	12/26	STAPLS0162056035000001	877-8267755, NJ	78.12																																																														

## 5.4 Review Monthly Statement

Processing Steps / Field Name	Screenshot / Description
<p>Choose Account Information and Statement.</p> <p>Choose statement for billing cycle of your choice.</p>	 <p>The screenshot shows the US Bank logo at the top. Below it, there is a navigation menu with the following items: 'Transaction Management', 'Account Information' (which is highlighted with a blue box and contains sub-items 'Statement' and 'Account Profile'), 'Card', and 'Card'. To the right of the menu, the text 'Ca Sea' is partially visible.</p>

## 6.0 Appendix A – Contacts/Resources

### 6.1 Contacts

Contacts are available for questions regarding Procurement Credit Card Program.

1. For all Procurement card questions, contact the Procurement Credit Card Coordinator Cindy Reiswig, x 5137, [creiswig@csuchico.edu](mailto:creiswig@csuchico.edu)
2. For questions regarding Procurement Credit Card Reconciliation contact the Accounts Payable Coordinator Janita Pierce, x 3163, [japierce@csuchico.edu](mailto:japierce@csuchico.edu)
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 Property Management Office at x5176
5. For questions regarding the CFS data warehouse contact [fincfs@csuchico.edu](mailto:fincfs@csuchico.edu)

### 6.2 Resources

Procurement Credit Card Guideline <https://www.csuchico.edu/fin/resources/policies.shtml>  
 Procurement Credit Card Cycle Dates <https://www.csuchico.edu/fin/resources/policies.shtml>  
 Procurement Credit Card related forms <https://www.csuchico.edu/fin/resources/forms.shtml>  
 ProCard Training Classes <http://www.csuchico.edu/ehs/>  
 Commonly Used Account numbers <http://www.csuchico.edu/far/chartfields.shtml>



**APLES**  
MORE HAPPEN

Order	Ship Date	Order Date	Master Number
015171000-000-001	01/05/2018	01/05/2018	0001020707
Deliver to	Phone	Ordered by	
		Test User	
Budget Center	Purchase Order #	Refused #	
	70025		

Ship to 601315: CSU CHICO RECEIVING DEPT  
840 W 1ST ST  
RECEIVING  
CHICO, CA 95929

### CREDIT CARD RECEIPT

SKU	Product Description	Budget Center	Order UOM	Qty Ord	Qty Ship	Unit Price	Extended Price
53049	STAPLES COPY PAPER, RECYCLED		CT	1	1	\$26.99	\$26.99
438167	SHARPE LIQUID ACCENT HIGHLIGHTER		DZ	1	1	\$9.51	\$9.51
39320	STAPLES MULTIPURPOSE BINDER CLIPS		PK	1	1	\$6.99	\$6.99
480114	STAPLES SMALL METAL BINDER CLIP		PK	1	1	\$3.21	\$3.21
821610	STAPLES LARGE BINDER CLIPS, 2"		PK	1	1	\$1.69	\$1.69
						Subtotal	\$11.39
						Freight/Misc Charges	\$0.00
						Tax	\$3.73
Last 4 Digits of Credit Card:						Amount Paid via Credit Card	\$55.12

amazon.com

### Final Details for Order #112-3146925-3405824

[Print this page for your records.](#)

Order Placed: February 9, 2018  
Amazon.com order number: 112-3146925-3405824  
Order Total: \$53.85

Shipped on February 10, 2018

**Items Ordered**

2 of: Smead Pressboard Classification Folder with SafeSHIELD Fasteners, 1 Divider, 2" Expansion, Letter, Bright Red, 10 per box (13731)  
Sold by: Amazon.com Services, Inc.  
Condition: New

**Shipping Address:**

Test User

**Shipping Speed:**  
Two-Day Shipping

**Payment information**

Payment Method: Visa | Last digits:   
Billing address: 400 W FIRST STREET  
CHICO, CA 95929-0001  
United States

**Credit Card transactions** Visa ending li 5: February 10, 2018: \$53.85

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2018, Amazon.com, Inc. or its affiliates

amazon.com

### Final Details for Order #112-9815213-9376210

[Print this page for your records.](#)

Order Placed: February 9, 2018  
Amazon.com order number: 112-9815213-9376210  
Order Total: \$99.51

Shipped on February 10, 2018

**Items Ordered**

1 of: Smead Pressboard Fastener Folder with SafeSHIELD Fasteners, 2 Fasteners, 1/3-Cut Tab, 2" Expansion, Letter Size, Yellow, 25 per Box (14939)  
Sold by: Amazon.com Services, Inc.  
Condition: New

1 of: Smead Pressboard Fastener Folder with SafeSHIELD Fasteners, 2 Fasteners, 1/3-Cut Tab, 2" Expansion, Letter Size, Bright Red, 25 per Box (14936)  
Sold by: Amazon.com Services, Inc.  
Condition: New

**Shipping Address:**

Test User

**Shipping Speed:**  
Two-Day Shipping

**Payment information**

Payment Method: Visa | Last digits:   
Billing address: 400 W FIRST STREET  
CHICO, CA 95929-0001  
United States

**Credit Card transactions** Visa ending li 5: February 10, 2018: \$99.51

To view the status of your order, return to [Order Summary](#).

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**APLES**  
MORE HAPPEN

Order	Ship Date	Order Date	Master Number
015171000-000-001	02/10/2018	02/10/2018	0001024707
Deliver to	Phone	Ordered by	
		Test User	
Budget Center	Purchase Order #	Refused #	
	71400		

Ship to 601315: CSU CHICO RECEIVING DEPT  
840 W 1ST ST  
RECEIVING  
CHICO, CA 95929

### CREDIT CARD RECEIPT

SKU	Product Description	Budget Center	Order UOM	Qty Ord	Qty Ship	Unit Price	Extended Price
482163	EXPLO TOWELETTES (BIS00)		PK	1	1	\$5.03	\$5.03
AC0110	PAPERPRO POWER+ 38 PREMIUM O		EA	1	1	\$18.23	\$18.23
374266	LYSOL DISINFECTING WIPES (LMO)		PK	1	1	\$4.82	\$4.82
360517	PILOT DA GMP CENTER OF GRAVITY		PK	1	1	\$3.79	\$3.79
						Subtotal	\$31.67
						Freight/Misc Charges	\$0.00
						Tax	\$2.30
Last 4 Digits of Credit Card:						Amount Paid via Credit Card	\$33.97