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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 record the chartfield for each expense transaction, record detail descriptions for each transaction, and review historical billing statement information.

Once a month, the bank will produce a monthly file reflecting charge transactions for ProCard cardholders. 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](#).

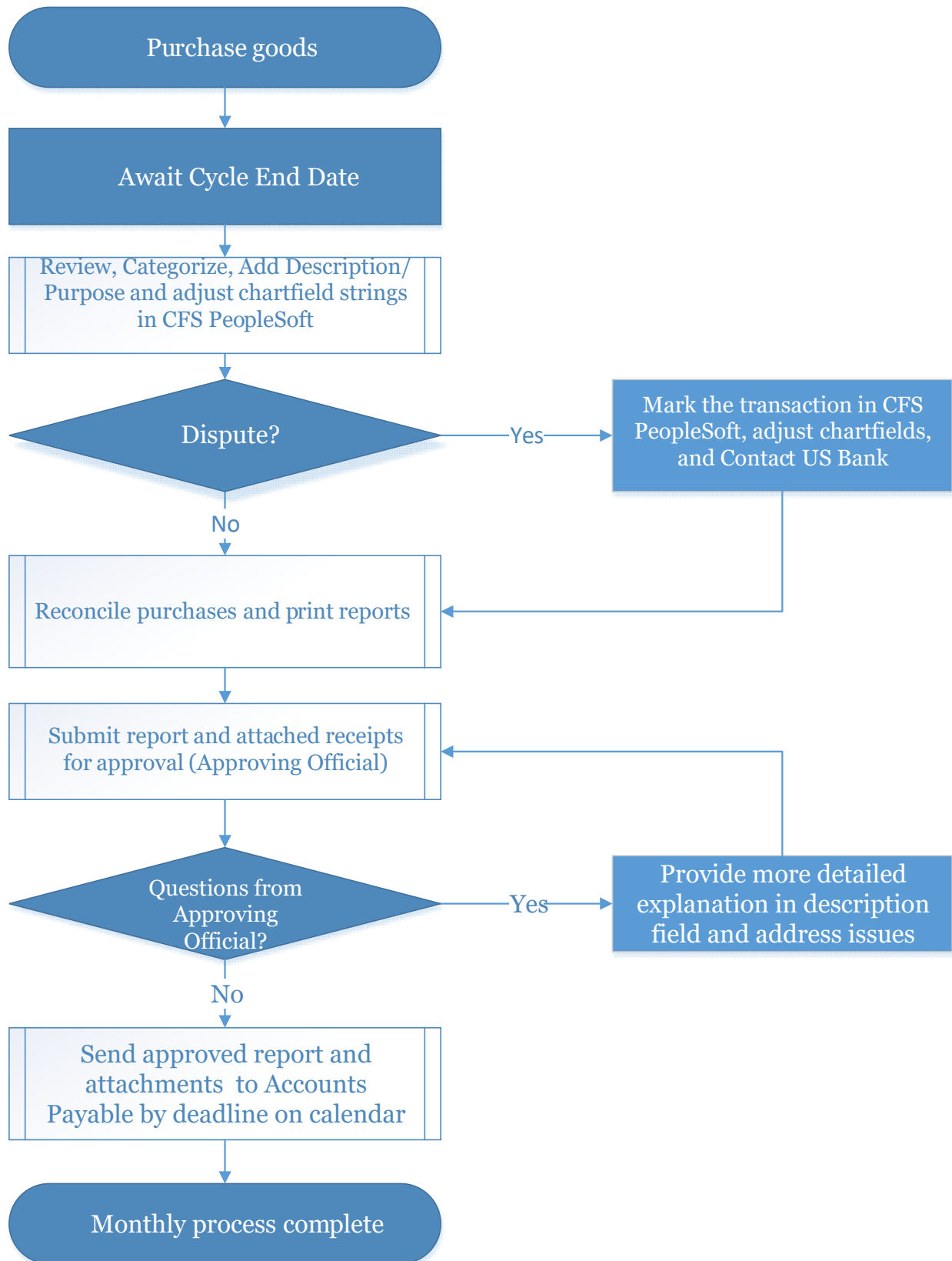
### Objectives:

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 recording the correct department funding chartfield, recording detailed descriptions for each transaction, and providing AP a signed and approved CFS report along with all necessary receipt and supporting documentation.


### Billing Cycle Schedule

A current schedule of monthly reconciliation cycle dates is available for reference on the Financial Services Policies and Procedures [page](#).

### 2.1 ProCard Adjustments

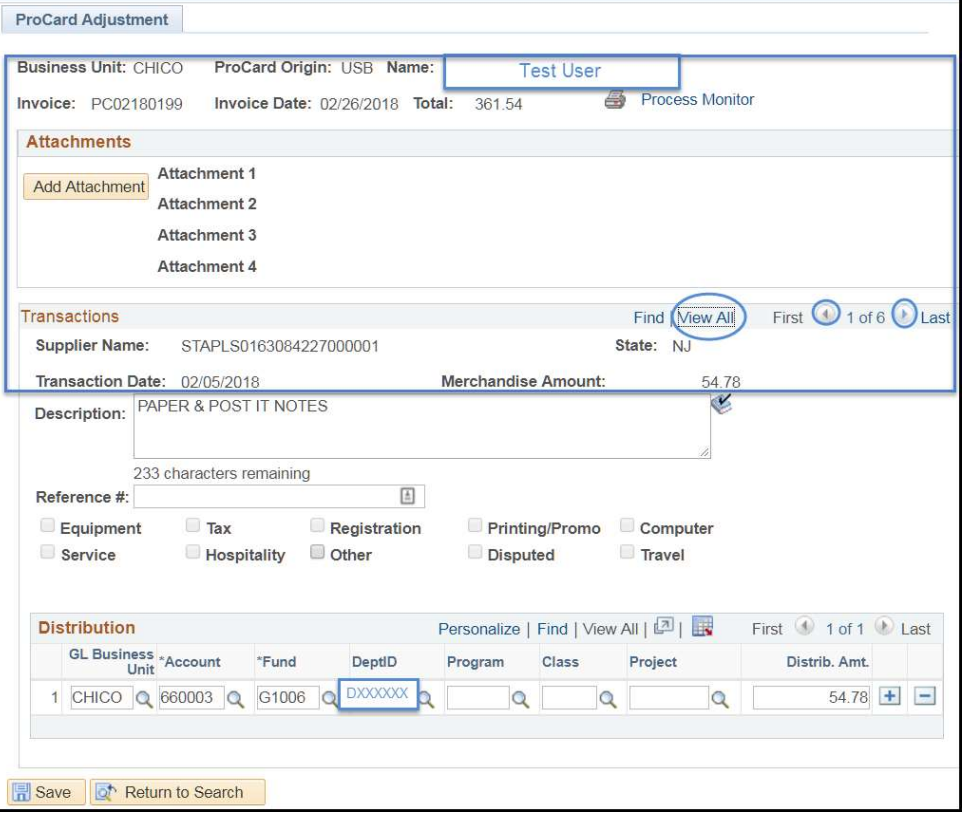
Once a month, a ProCard transaction file will be received from the bank. Once AP loads the file into the CFS PeopleSoft ProCard module (generally the next business morning after the cycle close date), the Procard group will receive a courtesy email stating that the statement is ready for reconciliation. 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**

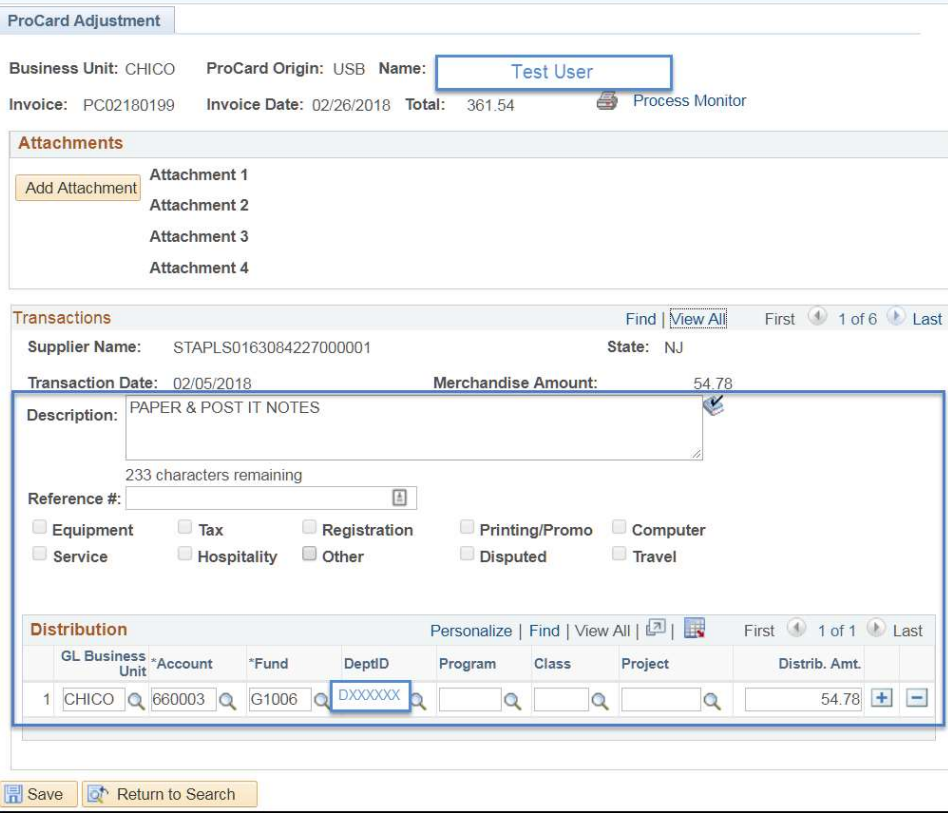
Processing Steps / Field Name	Screenshot / Description
<p><b>Enter the following information:</b></p> <p><b>Business Unit:</b> The business unit is CHICO. <b>Required.</b></p> <p><b>Origin:</b> Enter USB.</p> <p><b>Invoice Date:</b> Billing Statement Date (not required, but will narrow the search). This 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 shows the 'ProCard Adjustment' interface. At the top, it displays 'Business Unit: CHICO', 'ProCard Origin: USB', and 'Name: Test User'. Below this, it shows 'Invoice: PC02180199', 'Invoice Date: 02/26/2018', and 'Total: 361.54'. There is a 'Process Monitor' icon. The 'Attachments' section lists 'Attachment 1' through 'Attachment 4'. The 'Transactions' section shows 'Supplier Name: STAPLS016308422700001', 'State: NJ', 'Transaction Date: 02/05/2018', and 'Merchandise Amount: 54.78'. The description is 'PAPER &amp; POST IT NOTES'. There are checkboxes for 'Equipment', 'Tax', 'Registration', 'Printing/Promo', 'Computer', 'Service', 'Hospitality', 'Other', 'Disputed', and 'Travel'. The 'Distribution' table is shown below 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. Navigation buttons like 'View All', 'First', and 'Last' are visible. At the bottom, there are 'Save' and 'Return to Search' buttons.</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> <b>Description:</b></p> <p>Information downloaded from the bank may not be descriptive but should include invoice/order number reference when available. <b>At a minimum</b>, 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 shows the ProCard Adjustment interface. At the top, it displays 'Business Unit: CHICO', 'ProCard Origin: USB', and 'Name: Test User'. Below this, it shows 'Invoice: PC02180199', 'Invoice Date: 02/26/2018', and 'Total: 361.54'. There is an 'Attachments' section with 'Add Attachment' and four attachment slots. The 'Transactions' section shows 'Supplier Name: STAPLS0163084227000001', 'State: NJ', 'Transaction Date: 02/05/2018', and 'Merchandise Amount: 54.78'. A description field contains 'PAPER &amp; POST IT NOTES'. Below the description are checkboxes for various categories: 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 table contains 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' form with the following details:</p> <ul style="list-style-type: none"> <li>Supplier Name: STAPLS0163084227000001</li> <li>State: NJ</li> <li>Transaction Date: 02/05/2018</li> <li>Merchandise Amount: 54.78</li> <li>Description: PAPER &amp; POST IT NOTES</li> <li>Reference #: [Empty]</li> <li>Options: Equipment, Tax, Registration, Printing/Promo, Computer, Service, Hospitality, Other, Disputed, Travel.</li> </ul> <p>The 'Distribution' table is shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>GL Business Unit</th> <th>Account</th> <th>Fund</th> <th>DeptID</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Distrib. Amt</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CHICO</td> <td>660003</td> <td>G1006</td> <td>DXXXXXX</td> <td></td> <td></td> <td></td> <td>50.00</td> </tr> <tr> <td>2</td> <td>CHICO</td> <td>660003</td> <td>G1006</td> <td>DXXXXX1</td> <td>2XXXX</td> <td></td> <td></td> <td>4.78</td> </tr> </tbody> </table> <p>A 'Save' button is circled in red at the bottom left of the screenshot.</p>		GL Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt	1	CHICO	660003	G1006	DXXXXXX				50.00	2	CHICO	660003	G1006	DXXXXX1	2XXXX			4.78
	GL Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt																				
1	CHICO	660003	G1006	DXXXXXX				50.00																				
2	CHICO	660003	G1006	DXXXXX1	2XXXX			4.78																				

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

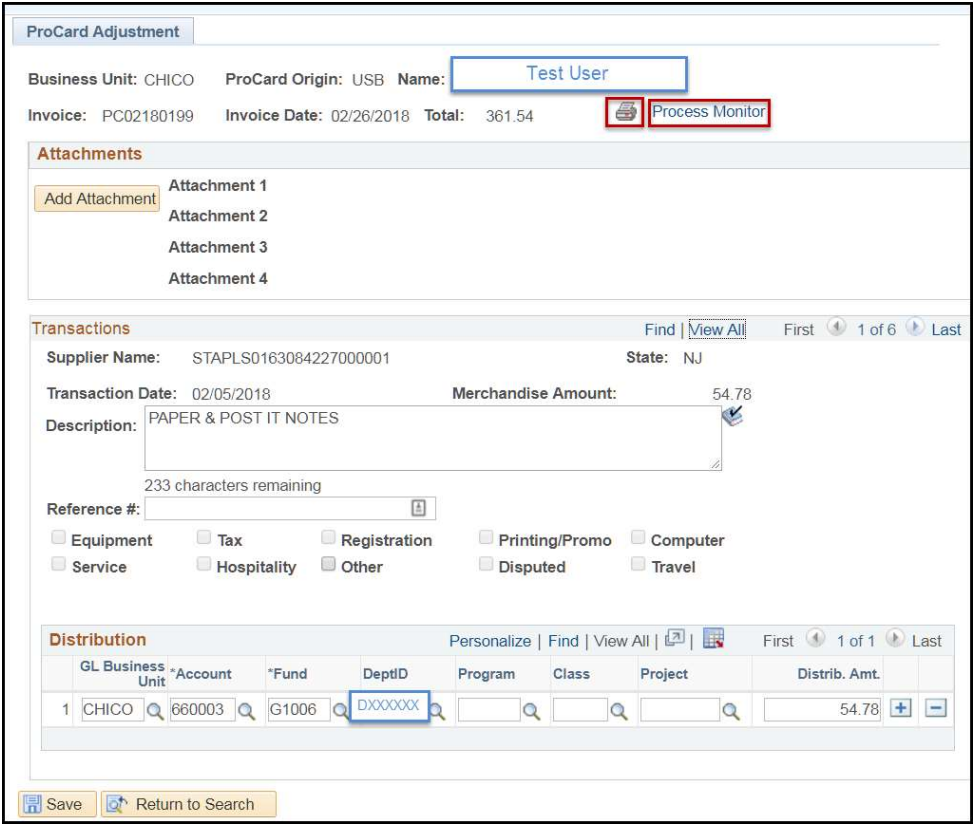
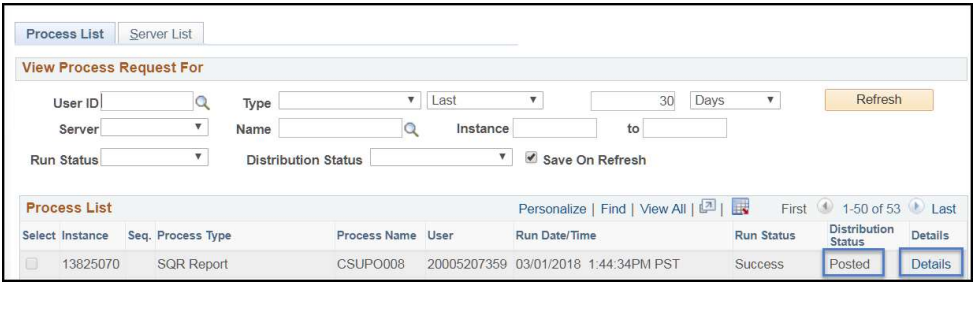
Once reconciliation is complete, print the ProCard Statement report. Both the Procurement Cardholder and Approving Official must sign the report. Attach all backup documentation (itemized receipts/ invoices and any additional required documentation) in the same order as it appears on the report. Send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

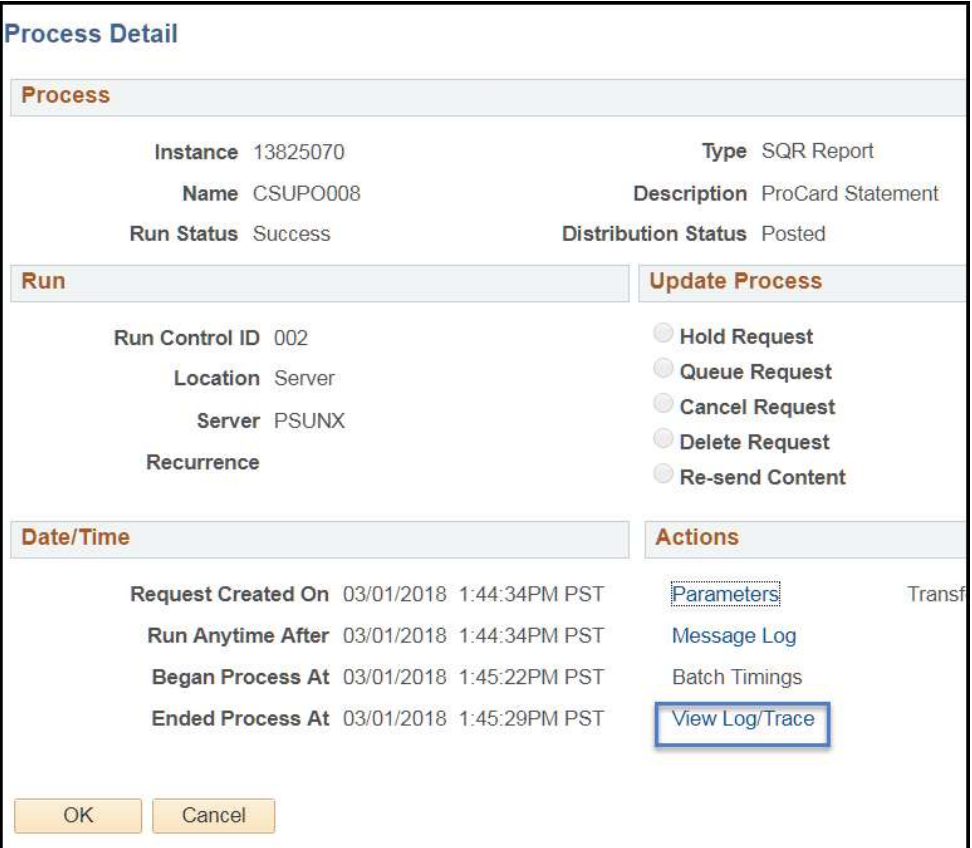
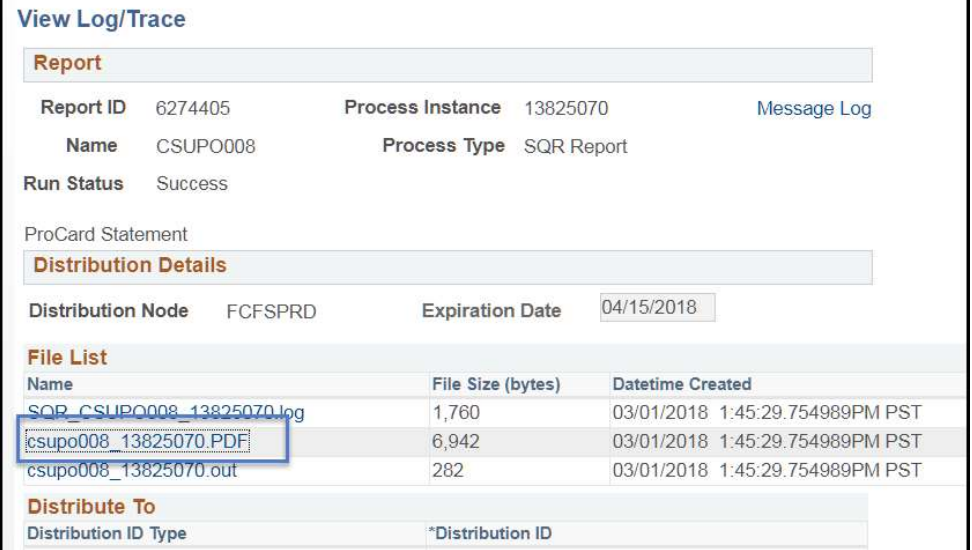
<http://www.csuchico.edu/fin/forms.shtml#policies-procedures--pcs>.

#### 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' page. At the top right, there is a 'Process Monitor' button highlighted with a red box. Below it, the 'Attachments' section lists Attachment 1 through 4. The 'Transactions' section shows a transaction for 'PAPER &amp; POST IT NOTES' with a merchandise amount of 54.78. The 'Distribution' table at the bottom shows a single entry for CHICO 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' page. The 'Details' link in the table below is highlighted with a blue box. The table lists a process instance with ID 13825070, type SQR Report, and status Success. The 'Posted' link in the 'Distribution Status' column is also highlighted.</p>

Processing Steps / Field Name	Screenshot / Description												
<p><b><u>Process Detail Page</u></b> Select the <b>View Log/Trace</b> link.</p>	 <p><b>Process Detail</b></p> <p><b>Process</b></p> <p>Instance 13825070      Type SQR Report  Name CSUPO008      Description ProCard Statement  Run Status Success      Distribution Status Posted</p> <p><b>Run</b>      <b>Update Process</b></p> <p>Run Control ID 002      <input type="radio"/> Hold Request  Location Server      <input type="radio"/> Queue Request  Server PSUNX      <input type="radio"/> Cancel Request  Recurrence      <input type="radio"/> Delete Request                                   <input type="radio"/> Re-send Content</p> <p><b>Date/Time</b>      <b>Actions</b></p> <p>Request Created On 03/01/2018 1:44:34PM PST      <a href="#">Parameters</a>      Transf  Run Anytime After 03/01/2018 1:44:34PM PST      <a href="#">Message Log</a>  Began Process At 03/01/2018 1:45:22PM PST      <a href="#">Batch Timings</a>  Ended Process At 03/01/2018 1:45:29PM PST      <a href="#">View Log/Trace</a></p> <p><input type="button" value="OK"/>      <input type="button" value="Cancel"/></p>												
<p><b><u>View Log/Trace Page</u></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>	 <p><b>View Log/Trace</b></p> <p><b>Report</b></p> <p>Report ID 6274405      Process Instance 13825070      <a href="#">Message Log</a>  Name CSUPO008      Process Type SQR Report  Run Status Success</p> <p>ProCard Statement</p> <p><b>Distribution Details</b></p> <p>Distribution Node FCFSPRD      Expiration Date 04/15/2018</p> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_CSUPO008_13825070.log</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>csupo008_13825070.out</td> <td>282</td> <td>03/01/2018 1:45:29.754989PM PST</td> </tr> </tbody> </table> <p><b>Distribute To</b></p> <p>Distribution ID Type      *Distribution ID</p>	Name	File Size (bytes)	Datetime Created	SQR_CSUPO008_13825070.log	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	csupo008_13825070.out	282	03/01/2018 1:45:29.754989PM PST
Name	File Size (bytes)	Datetime Created											
SQR_CSUPO008_13825070.log	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											
csupo008_13825070.out	282	03/01/2018 1:45:29.754989PM PST											

### 3.1.1 ProCard Sample Statement

California State Univ, Chico US Bank Pro-Card												Invoice Number: PC02180199	
Business Unit: CHICO										Invoice Date: February 26, 2018		Total Amount: \$ 361.54	
Account Name: <input type="text" value="Test User"/>													
Origin: USB													

Tran Dt	Supplier	St	Line Amt	Description	Acct	Fund	Dept	Reference	Class	Proj	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL				Prgm			Amount			
1	02/05/18	STAPLS0163084227000001	NJ	54.78	PAPER & POST IT NOTES									
			1	CHICO	660003	<input type="text" value="G1006"/>	<input type="text" value="DXXXXX"/>				54.78		20005207359	03/01/18
								Total Distribution			54.78			
2	02/08/18	STAPLS0163211616000001	NJ	64.31	CLASSIFICATION FOLDERS									
			1	CHICO	660003	<input type="text" value="G1006"/>	<input type="text" value="DXXXXX"/>				64.31		20008562282	02/27/18
								Total Distribution			64.31			
3	02/12/18	STAPLS0163279696000001	NJ	55.12	PAPER, HIGHLIGHTERS, BINDER CLIPS									
			1	CHICO	660003	<input type="text" value="G1006"/>	<input type="text" value="DXXXXX"/>				55.12		20008562282	02/27/18
								Total Distribution			55.12			
4	02/12/18	AMAZON.COM	WA	53.85	CLASSIFICATION FOLDERS									
			1	CHICO	660003	<input type="text" value="G1006"/>	<input type="text" value="DXXXXX"/>				53.85		20008562282	02/27/18
								Total Distribution			53.85			
5	02/12/18	AMAZON.COM	WA	99.51	CLASSIFICATION FOLDERS									
			1	CHICO	660003	<input type="text" value="G1006"/>	<input type="text" value="DXXXXX"/>				99.51		20008562282	02/27/18
								Total Distribution			99.51			
6	02/21/18	STAPLS0163531625000001	NJ	33.97	MISC OFFICE SUPPLIES									
			1	CHICO	660003	<input type="text" value="G1006"/>	<input type="text" value="DXXXXX"/>				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
--	------	---	------

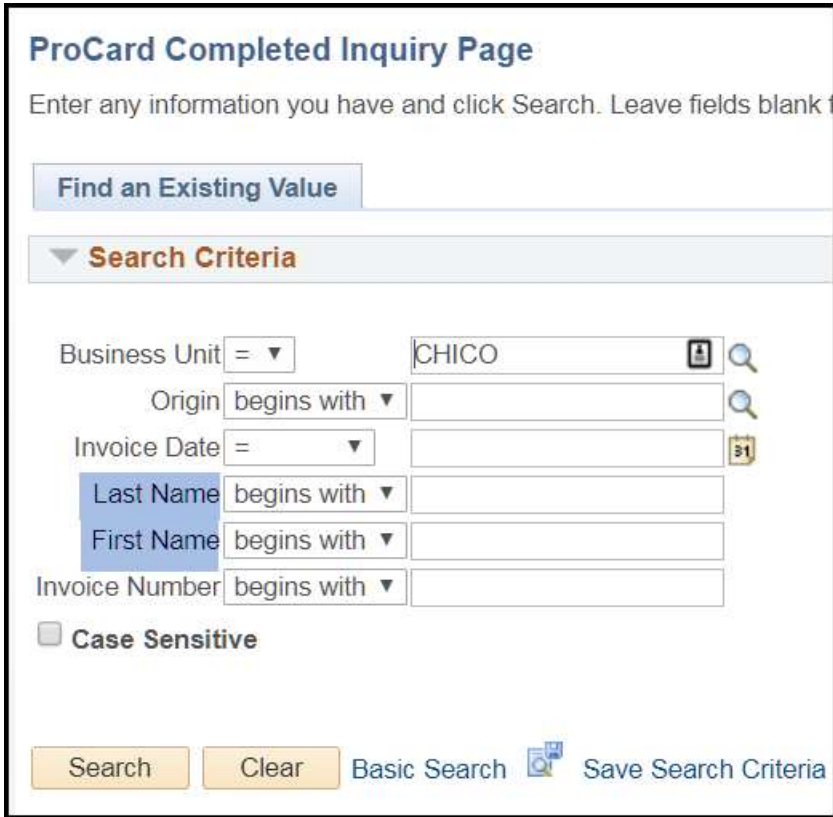
## 4.0 Review ProCard History

### 4.1 ProCard Completed Inquiry

Once the ProCard Billing statements have been loaded into CFS, 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**

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.

**Screenshot / Description**

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 four attachments listed. The 'Transactions' section shows a transaction for Supplier Name: STAPLS0162027692000001, State: NJ, Transaction Date: 01/02/2018, Merchandise Amount: 17.79, and Description: Computer station foot rest. Below this are reference categories like Equipment, Tax, Registration, etc. A 'Distribution' table is also present with columns for GL Business Unit Account, Fund, DeptID, Program, Class, Project, and Distrib. Amt. The 'View All' button in the Transactions section is circled in blue.

Select the **Printer** Icon if you wish to make a hard 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.

This screenshot is identical to the one above, showing the same ProCard inquiry page. However, the 'Process Monitor' button, which is represented by a printer icon, is circled in red to highlight it.

## 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  
IT Support 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 Reports

#### 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	
CHICO - California	2017	Between 1	-12	60 - Expenditures	--Select Value--	
Fund	Dept	Account	Project	Program	Class	
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	
NOT Fund	NOT Dept	NOT Account	NOT Project	NOT Program	NOT Class	NOT Acct Cat
NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--
Invoice Id	Invoice Date	PC Supplier	PC Reference #	PC State		
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--		
PC Business Unit	PC Origin	PC Owner	PC Account			
--Select Value--	--Select Value--	--Select Value--	--Select Value--			

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.

ProCard Transaction Details

Business Unit = CHICO - California State Univ, Chico, Fiscal Year = 2017, Period is between 1,12  
Time run: 3/1/2018 4:43:00 PM

Column 1: PC Owner    Column 2: Acct Fdescr    Column 3: Hide    Column 4: Hide    Column 5: Hide    Column 6: Hide

Select Report View: Pro Card Transaction Details

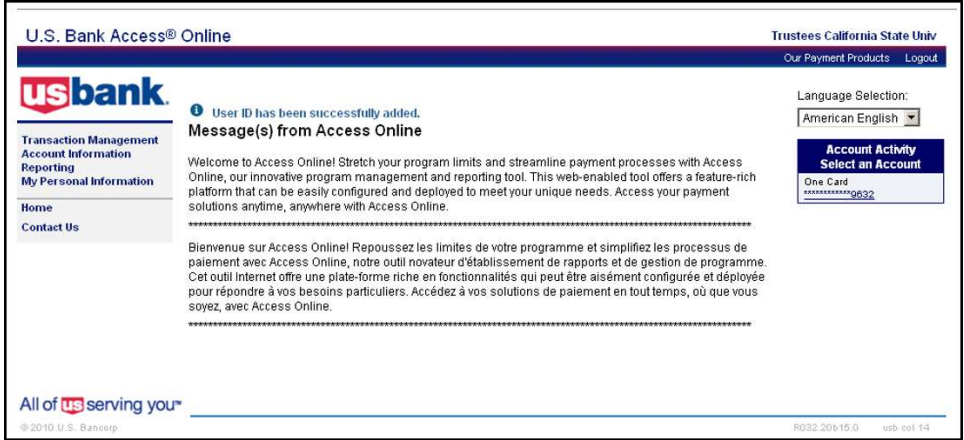
PC Owner	Acct Fdescr	Invoice ID	Invoice Date	PC Trans Date	PC Supplier Name	PC State	PC Dist Amt	PC Reference #	PC Description	Fiscal Year	Period
Test User	660003 - Supplies And Services	PC01180183	01/24/2018	01/15/2018	STAPLS0162500141000001	NO	115.01	-	MISC. OFFICE SUPPLIES	2017	8
Test User	<b>660003 - Supplies And Services Total</b>						<b>115.01</b>				
Test User	<b>Total</b>						<b>115.01</b>				

## 5.0 US Bank Access Online

### 5.1 Registering US Bank ProCard

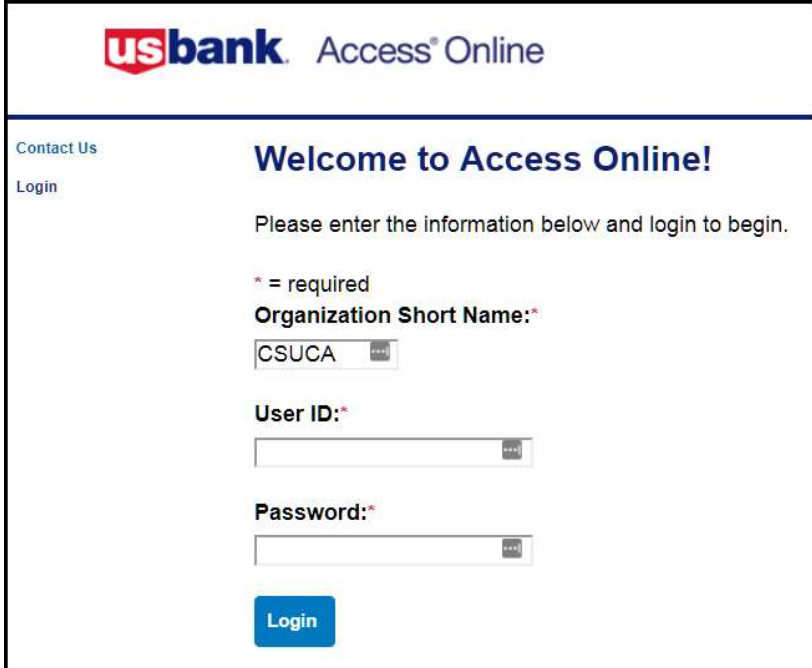
Navigate to the US Bank Access Online platform at <https://access.usbank.com/>

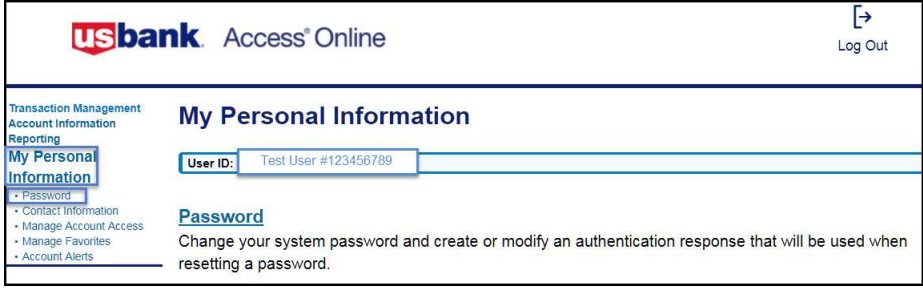
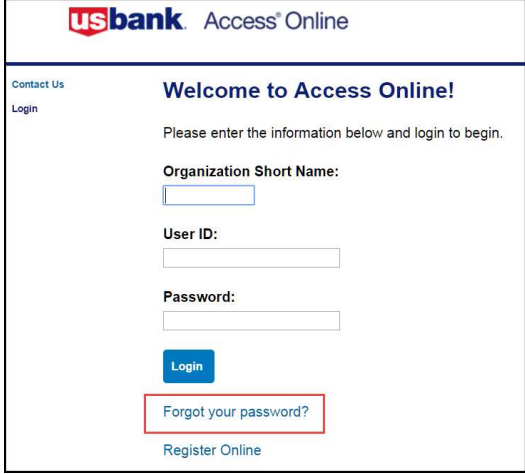
Processing Steps / Field Name	Screenshot / Description
Click on the Register Online link.	
<p><b>Organization Short Name:</b> CSUCA. <b>Required.</b></p> <p><b>Account Number:</b> Enter your 16 digit account number and select the expiration date on your card. <b>Required.</b></p> <p>Click on <b>Register 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>	

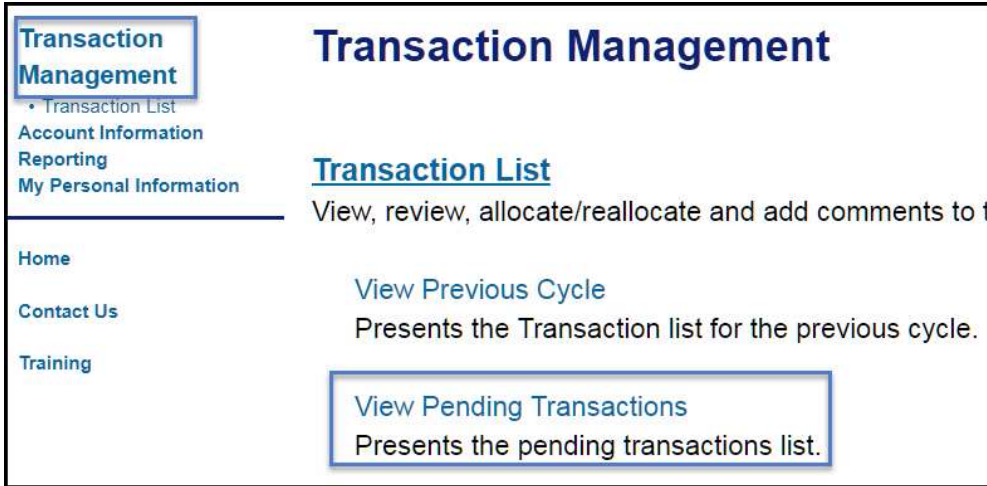

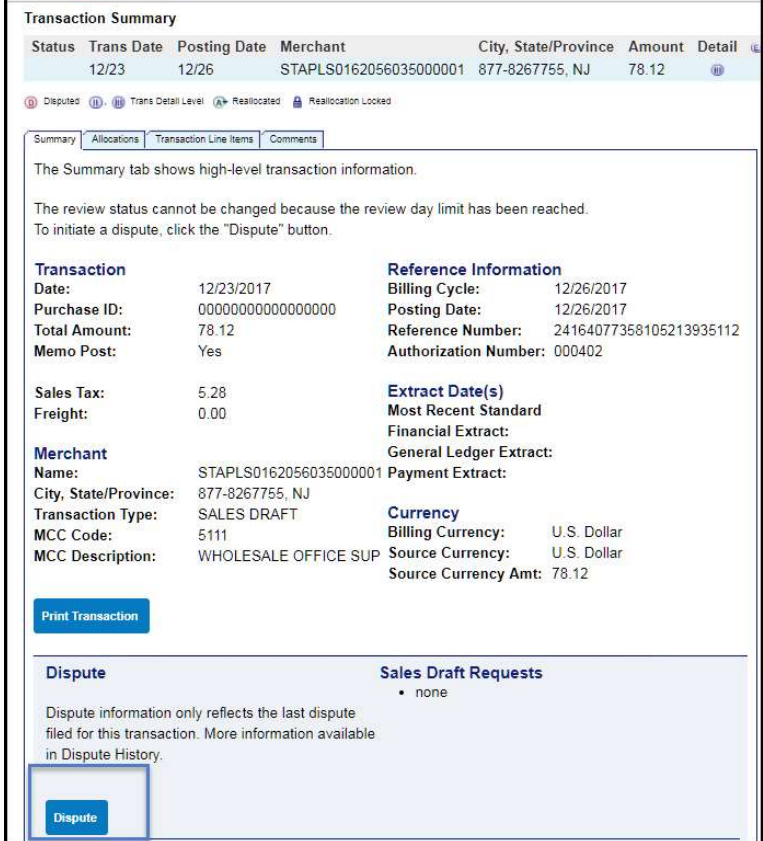
## 5.2 Logging In and Changing/Forgotten Password

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>	 

## 5.3 Review and/or Dispute Transactions

Processing Steps / Field Name	Screenshot / Description
<p>Choose <b>Transaction Management</b> and <b>View Pending Transactions</b></p>	 <p>The screenshot shows the 'Transaction Management' page. On the left, there is a navigation menu with 'Transaction Management' highlighted. Below it are links for 'Transaction List', 'Account Information', 'Reporting', and 'My Personal Information'. The main content area has a 'Transaction List' section with a description: 'View, review, allocate/reallocate and add comments to'. Below this are links for 'Home', 'Contact Us', and 'Training'. A 'View Pending Transactions' link is highlighted with a blue box, with the description 'Presents the pending transactions list.' below it.</p>
<p>Scroll down to the <b>Transaction List</b> section and to review activity.</p>	 <p>The screenshot shows a table titled 'Transaction List'. It includes a 'Return to top' link and a note: 'If you need to dispute transaction choose Add Allocation link'. The table has columns: Select, Status, Trans Date, Posting Date, Merchant, City/State, Amount, Detail, Purchase ID, Comments, and Accounting Code. The first row is highlighted with a blue box, showing a transaction for CBORD GROUP on 12/27 with an amount of \$324.75 and a purchase ID of 2404810.</p>
<p>To dispute a transaction choose <b>Add allocation</b> link. Click on the <b>Dispute</b> button. Choose a dispute reason and click <b>Save</b>. Click on the <b>Transaction Detail</b> link to return to the Summary Tab. You will now see a <b>D</b> icon displayed under the status column of that transaction. You can cancel the dispute by clicking <b>Cancel Dispute</b> in the same place where you initiated the dispute.</p>	 <p>The screenshot shows the 'Transaction Summary' page for a transaction. It includes a 'Dispute' button highlighted with a blue box. The page displays various details for the transaction, including Date, Purchase ID, Total Amount, Memo Post, Sales Tax, Freight, Merchant Name, City, State/Province, Transaction Type, MCC Code, MCC Description, Reference Information, Billing Cycle, Posting Date, Reference Number, Authorization Number, Extract Date(s), Most Recent Standard, Financial Extract, General Ledger Extract, Payment Extract, Currency, Billing Currency, Source Currency, and Source Currency Amt.</p>

## 5.4 Review Monthly Statement

Processing Steps / Field Name	Screenshot / Description
<p>Choose <b>Account Information</b> and <b>Statement</b>.</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 are navigation links for 'Transaction Management', 'Account Information', and 'Card'. The 'Account Information' link is highlighted with a blue box, and a sub-menu is visible below it, containing 'Statement' and 'Account Profile'. To the right, there are partial links for 'Ca Sea' and 'Card Card'.</p>

## 6.0 Appendix A – Contacts/Resources

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### 6.1 Contacts

1. For all Procurement card questions, contact your designated [Procurement Specialist](#).
2. For questions regarding Procurement Credit Card Reconciliation contact your designated [Accounts Payable Specialist](#).
3. For disputes or to report a lost card, contact US Bank’s 24-hour Customer Service at 800-344-5696
4. For property/asset tagging, contact the Property Management Office at x5176
5. For questions regarding the CFS data warehouse contact [budgetcfs@csuchico.edu](mailto:budgetcfs@csuchico.edu) or [far@csuchico.edu](mailto:far@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 <https://shibboleth.csuchico.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s2>  
 Commonly Used Campus Accounts <http://www.csuchico.edu/far/chartfields.shtml>

# 7.0 Appendix B: Sample Monthly Report Package

**California State Univ, Chico**  
**US Bank Pro-Card**

Business Unit: CHICO  
Account Name: Test User  
Origin: USB

Invoice Number: PC02180199  
Invoice Date: February 26, 2018  
Total Amount: \$ 361.54

Tran Dt	Supplier	St	Line Amt	Description	Reference	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL Acct Fund Dept	Prgm Class Proj	Amount			
1	02/05/18 STAPLS0163084227000001	NJ	54.78	PAPER & POST IT NOTES					
			1	CHICO 660003	G1006 DXXXX	54.78			
					Total Distribution	54.78			
2	02/08/18 STAPLS0163211616000001	NJ	64.31	CLASSIFICATION FOLDERS					
			1	CHICO 660003	G1006 DXXXX	64.31			
					Total Distribution	64.31			
3	02/12/18 STAPLS0163279696000001	NJ	55.12	PAPER, HIGHLIGHTERS, BINDER CLIPS					
			1	CHICO 660003	G1006 DXXXX	55.12			
					Total Distribution	55.12			
4	02/12/18 AMAZON.COM	WA	53.85	CLASSIFICATION FOLDERS					
			1	CHICO 660003	G1006 DXXXX	53.85			
					Total Distribution	53.85			
5	02/12/18 AMAZON.COM	WA	99.51	CLASSIFICATION FOLDERS					
			1	CHICO 660003	G1006 DXXXX	99.51			
					Total Distribution	99.51			
6	02/21/18 STAPLS0163531625000001	NJ	33.97	MISC OFFICE SUPPLIES					
			1	CHICO 660003	G1006 DXXXX	33.97			
					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: Test User Date: \_\_\_\_\_ Signature of Approving Official: Test Approver Date: \_\_\_\_\_

To reach Customer Service, please dial (877)826-7755.

**STAPLES**  
MAKE IT OR HAPPEN

Staples Business Advantage

SHIP TO: CSU CHICO RECEIVING DEPT  
Test User

SHIP FROM: STOCKTON, CA PC

SHIP TO: CALIFORNIA STATE UNIVERSITY CHICO  
400 WEST 1ST ST  
CHICO, CA 959290244

SHIP DATE: 2/20/18

ORDER NO.: 0163211616-000001

PURCHASE ORDER NO.: 69775

CARRIER: BOUTER/GEN/COO /SA

TOTAL PACKAGES: 3

PAGE: 1

LINE	ITEM NUMBER	ITEM DESCRIPTION / MODEL	UNIT OF MEAS	QTY ORDERED	QTY SHIPPED	U/P QTY	UNIT PRICE	EXTENDED PRICE
1	135848	STAPLES COPY PAPER, RECYCLED, /132350/461757	CT	3	3	0	29.99	29.99
2	30965389A	POST-IT GREENNER NOTES, 1 1/2" /63282A	PK	3	3	0	5.84	5.84
3	421818	POST-IT NOTES, 1 1/2" X 2", CA/653AN	PK	1	1	0	5.26	5.26
4	576253	STAPLES STICKLER NOTES, BLANK, /17762	PK	1	1	0	9.99	9.99
Merchandise Total.....								51.08
Delivery.....								.50
Tax.....								3.70
TOTAL VALUE OF ORDER:								54.78

2002 078 001 Thank You For Your Order! Staples, Inc. THIS IS NOT AN INVOICE

To reach Customer Service, please dial (877)826-7755.

**STAPLES**  
MAKE IT OR HAPPEN

Staples Business Advantage

SHIP TO: CSU CHICO RECEIVING DEPT  
Test User

SHIP FROM: STOCKTON, CA PC

SHIP TO: CALIFORNIA STATE UNIVERSITY CHICO  
400 WEST 1ST ST  
CHICO, CA 959290244

SHIP DATE: 2/06/18

ORDER NO.: 0163211616-000001

PURCHASE ORDER NO.: 72282

CARRIER: BOUTER/GEN/COO /SA

TOTAL PACKAGES: 1

PAGE: 1

LINE	ITEM NUMBER	ITEM DESCRIPTION / MODEL	UNIT OF MEAS	QTY ORDERED	QTY SHIPPED	U/P QTY	UNIT PRICE	EXTENDED PRICE
1	8M012940	8M012940 TOP-TAB COLORED FASTENERS/32940	BX	1	1	0	29.98	29.98
2	781674	8M012940 FASTENER FILE FOLDER, 2 /12740	BX	1	1	0	29.98	29.98
Merchandise Total.....								59.96
Delivery.....								.00
Tax.....								4.35
TOTAL VALUE OF ORDER:								64.31

0224 017 001 Thank You For Your Order! Staples, Inc. THIS IS NOT AN INVOICE

**APLES**  
MORE HAPPEN

Order #	Ship Date	Order Date	Master Number
01017000-000-001	02/09/2018	02/09/2018	801120210
Deliver to	Phone #	Ordered by	
		Test User	
Budget Center	Purchase Order #	Balance #	
	70025		

Ship to 65131B CSU CHCO RECEIVING DEPT  
940 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
13398	STAPLES COPY PAPER, RECYCLED,		CT	1	1	\$26.99	\$26.99
43817	SHARPE LIQUID ACCENT HIGHLIGHT		OZ	1	1	\$9.51	\$9.51
39020	STAPLES MULTIPURPOSE BINDER CLIPS		PK	1	1	\$8.99	\$8.99
48614	STAPLES SMALL METAL BINDER CLIP		PK	1	1	\$3.21	\$3.21
62160	STAPLES LARGE BINDER CLIPS, 2"		PK	1	1	\$1.69	\$1.69
						Subtotal	\$51.39
						Freight/Misc Charges	\$2.73
						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	Price
2 of: Smead Pressboard Classification Folder with SafeSHIELD Fasteners, 1 Divider, 2" Expansion, Letter, Bright Red, 10 per box (13731)	\$26.99

Sold by: Amazon.com Services, Inc.  
Condition: New

<b>Shipping Address:</b>	Item(s) Subtotal: \$53.98
Test User	Shipping & Handling: \$0.00
	Your Coupon Savings: -\$4.05
	Total before tax: \$49.93
	Sales Tax: \$3.92
	<b>Total for This Shipment: \$53.85</b>

**Shipping Speed:** Two-Day Shipping

**Payment information**

**Payment Method:** Visa | Last digits: Test User  
Item(s) Subtotal: \$53.98  
Shipping & Handling: \$0.00  
Your Coupon Savings: -\$4.05

**Billing address**  
400 W FIRST STREET  
CHICO, CA 95929-0001  
United States  
Total before tax: \$49.93  
Estimated tax to be collected: \$3.92

**Grand Total: \$53.85**

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

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

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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	Price
1 of: Smead Pressboard Fastener Folder with SafeSHIELD Fasteners, 2 Fasteners, 1/3-Cut Tab, 2" Expansion, Letter Size, Yellow, 25 per Box (14939)	\$45.04

Sold by: Amazon.com Services, Inc.  
Condition: New

<b>Shipping Address:</b>	Item(s) Subtotal: \$92.78
Test User	Shipping & Handling: \$0.00
	Total before tax: \$92.78
	Sales Tax: \$6.73
	<b>Total for This Shipment: \$99.51</b>

**Shipping Speed:** Two-Day Shipping

**Payment information**

**Payment Method:** Visa | Last digits: Test User  
Item(s) Subtotal: \$92.78  
Shipping & Handling: \$0.00

**Billing address**  
400 W FIRST STREET  
CHICO, CA 95929-0001  
United States  
Total before tax: \$92.78  
Estimated tax to be collected: \$6.73

**Grand Total: \$99.51**

**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
020532625-000-001	02/10/2018	02/10/2018	8011204707
Deliver to	Phone #	Ordered by	
Budget Center	Purchase Order #	Balance #	
	71100		

Ship to 65131B CSU CHCO RECEIVING DEPT  
940 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
40255	EXPO TOWELETTES (BIBS)		PK	1	1	\$5.03	\$5.03
AC0110	PAPERPRO POWWER - 28 PREMIUM O		EA	1	1	\$18.23	\$18.23
37426	LYSOX DISINFECTING WIPES (LMO)		PK	1	1	\$4.62	\$4.62
360517	PILOT DL 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
-------------------------------	-----------------------------	---------