



CFS Entry

- **Login to CFS**

- If you do not have the link saved you can access it by way of this [page](#) or from the [Financial Services page](#).
- If you are not familiar with CFS, have never logged in before, or are unsure if you have access please contact the Accounts Payable office.

- **Navigate to the CSU ProCard menu**

- Choose Main Menu

- Choose CSU ProCard

- Choose Use & Inquiry, then ProCard Adjustment

- Search by cardholder

- Review charges and update transaction(s) to reflect description of item and chartfield

The screenshot shows the Oracle ProCard Adjustment interface. Key elements include:

- Business Unit:** CHICO
- ProCard Origin:** USB
- Name:** Test User #123456789
- Invoice:** PC11170009
- Invoice Date:** 11/20/2017
- Total:** -777.51
- Attachments:** Section with 'Add Attachment' button and callout: "Please do not attach anything, not using this function at this time."
- Transactions:**
 - Supplier Name: WW GRAINGER
 - Transaction Date: 10/31/2017
 - Description: Paper towels
 - Merchandise Amount: 126.20
 - Callout: "Add description of item purchased"
 - Callout: "Can look at one row at a time or select view all to scroll through all rows."
 - Callout: "Can use '+' to split transaction, but totals must balance to 'Merchandise Amt' above"
 - Callout: "Can leave on default chartfield or change values as needed."
- Distribution Table:**

GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	CHICO	660003	G1006	D12345			126.20

- Click Save
- Print the summary report by clicking printer icon, then click on Process Monitor link

This screenshot shows the same Oracle ProCard Adjustment screen as above, but with the 'Process Monitor' link highlighted in a red box.

- Once job runs to "Success Posted" click on the Details link

The screenshot shows the Oracle Process Monitor interface. Key elements include:

- Process List:** Tab selected.
- View Process Request For:**
 - User ID: [Searchable]
 - Type: [Dropdown]
 - Name: [Searchable]
 - Instance: [Searchable]
 - Run Status: [Dropdown]
 - Distribution Status: [Dropdown]
 - Save On Refresh:
 - Refresh button
 - Callout: "Click refresh until you see 'Success - Posted' status below"
- Process List Table:**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13460274		SQR Report	CSUPO008	20005207359	01/11/2018 11:47:17AM PST	Success	Posted	Details

- Click on View Log/Trace link

Process Detail

Process

Instance 13460274 Type SQR Report
 Name CSUPO008 Description ProCard Statement
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID 002 Hold Request
 Location Server Queue Request
 Server PSUNX Cancel Request
 Recurrence Delete Request
 Re-send Content Re

Date/Time **Actions**

Request Created On 01/11/2018 11:47:17AM PST Transfer
 Run Anytime After 01/11/2018 11:47:17AM PST
 Began Process At 01/11/2018 11:47:45AM PST
 Ended Process At 01/11/2018 11:47:55AM PST

- Click on the .pdf file

View Log/Trace

Report

Report ID 5973169 Process Instance 13460274
 Name CSUPO008 Process Type SQR Report
 Run Status Success

ProCard Statement

Distribution Details

Distribution Node FBCFSPSB Expiration Date 02/25/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_13460274.log	1,791	01/11/2018 11:47:55.199793AM PST
csupo008_13460274.PDF	6,608	01/11/2018 11:47:55.199793AM PST
csupo008_13460274.out	282	01/11/2018 11:47:55.199793AM PST

Distribute To

Distribution ID Type *Distribution ID

- Review the report to make sure no further chartfield changes are necessary and then attach supporting receipts and route for approving authority signature.

California State Univ, Chico
US Bank Pro-Card

Business Unit: CHICO Invoice Number: PC11170609
 Account Name: Test User #123456709 Invoice Date: November 20, 2017
 Origin: USB Total Amount: \$ -777.81

Tran Dt	Supplier	SI	Line Amt	Description	Distrib L	BU/GI	Acct	Fund	Dept	Reference	Class	Proj	Par Cat	Amount	Upd By	Upd Dt	Disp	
1	10/31/17	WW GRAINGER	IL	126.20	6376859706 WHOLESALE INDUST													
														126.20				
														126.20				
														524.67				
														524.67				
														-1,428.38				
														-1,428.38				

Purchase Categories:
 0 -

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, Date Signature of Approving Official, Date