



# **Humboldt State University**

## **PeopleSoft 9.2 ProCard Training Manual**

**ProCard Overview**

A ProCard application has been designed for ProCard holders at Humboldt State University. This application is used to make adjustments to the transactions' chartfield (CF) distribution string, record detail descriptions per transaction, and review historical billing statement information.

Once a month, the Bank produces a monthly file for all of the ProCard account holders. The end post date for the cycle is the 15<sup>th</sup> of the month unless it falls on a Saturday or Sunday, then the next business day is the end post date, e.g., Monday the 16<sup>th</sup>. Once Accounts Payable has approved the statement, the following will occur:

1. Load ProCard bank file into PeopleSoft, then notify ProCard holders.
2. The ProCard holders will modify/redistribute the CF expense. They will have approximately seven to nine business days to complete their changes.
3. On or before the 1<sup>st</sup> of the following month, the file will be loaded into Accounts Payable.
4. End User will be able to review their ProCard statement history.

### **Objectives:**

In this training guide you will learn how to:

1. Make adjustments to your current month ProCard Statement.
2. Obtain an understanding of the ProCard processes.
3. Obtain an understanding of how to Inquire and Report ProCard history.

## **ProCard Adjustments**

Once the monthly file has been loaded into PeopleSoft, the ProCard holder will be notified by email that they have approximately seven to nine business days to change the chartfields and add descriptions for their charges. On or about the 1<sup>st</sup> of the following month the Procard charges will be transferred to Accounts Payable and the user will no longer be able to make any changes to their charges.

*Navigation:*

CSU ProCard > Use & Inquiry > ProCard Adjustment

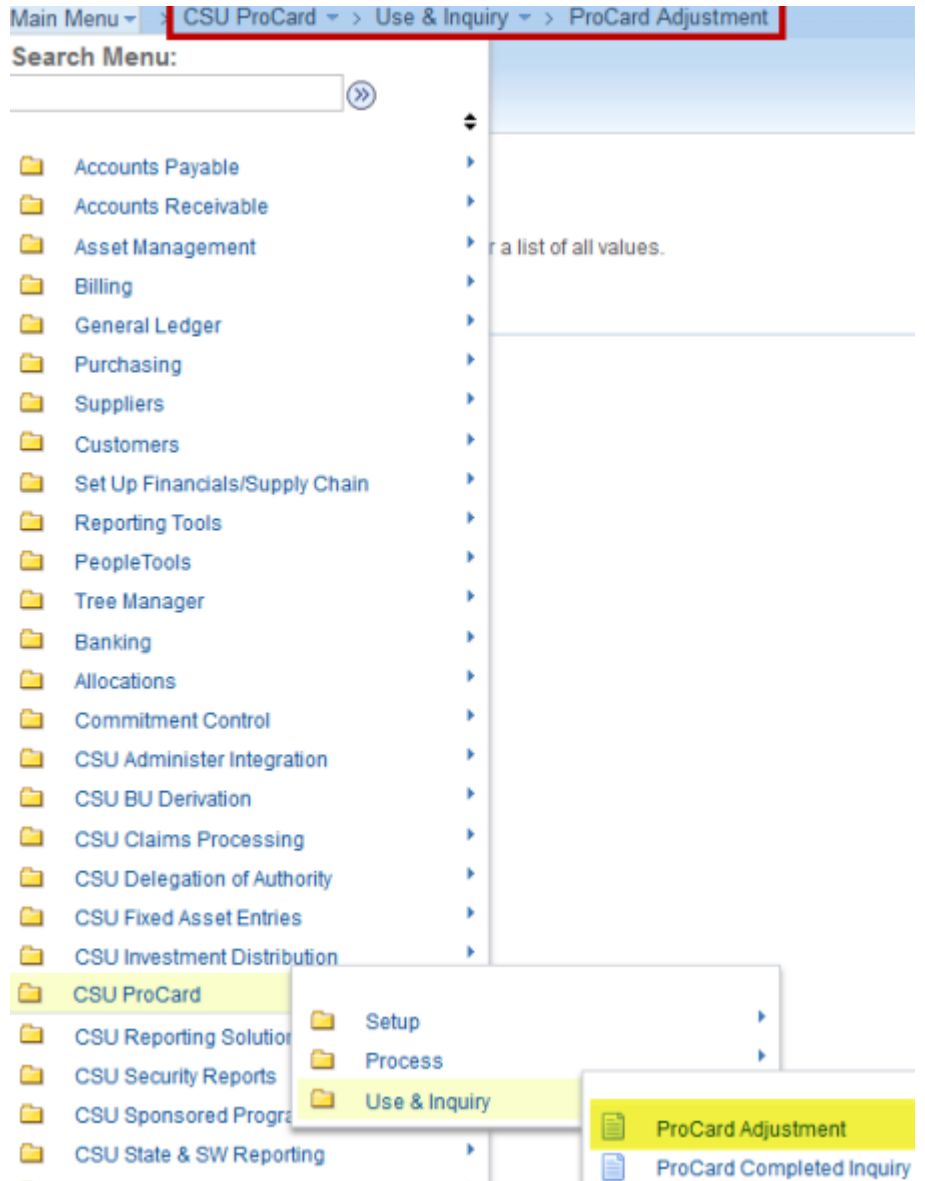
**Business Unit:** HMADV, HMCMP or HMSPF

**Invoice Date:** Billing Statement Date (not required, however this will narrow the search).

**Last Name:** Enter the cardholder's last name you wish to update (required).

**First Name:** Enter the cardholder's first name you wish to update. (Not required, however this will narrow the search).

Select  .



On the search page – type in your last name & click the  button

Click on the name & open the reconciliation panel. On the Procard Adjustment panel – if there's more than one row – click on the [View All](#) link.

**Business Unit:** The BU the expense will be charged to (HMADV, HMCMP or HMSPF).

**Invoice:** 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. Make note of the **Invoice** as this will be used to cross reference the AP voucher created in PeopleSoft.

**Invoice Date:** The billing statement date.

**Total:** The total amount for the card for this billing cycle.

**Supplier Name:** The Vendor the charge was for.

**Transaction Date:** The date of the charge.

**Merchandise Amt:** The amount of the charge.

**Description:** This is a required field. At a minimum enter a more detailed explanation of what was purchased. Additional information can be added if desired. It will not get loaded into the Accounts Payable invoice.

**Distribution:** The Chartfield string the charge will go to. Defaults from the setup of the ProCard Account holder. The user is able to make changes and have multiple distributions lines.

**ProCard Completed Inquiry Page**

Enter any information you have and click Search. Leave fields blank fo

Find an Existing Value

Search Criteria

Business Unit: = HMCMP

Origin: begins with

Invoice Date: =

Last Name: begins with GENTRY

First Name: begins with

Invoice Number: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Equipment:** For equipment purchases

**Service:** For service purchases

**Tax:** For taxable goods and Sales Tax was NOT included on the receipt/invoice.


**Hospitality:** For Hospitality services,

**Registration:** For Registration fees

**Other:** For Other purchases/expenses

**Printing/Promo:** Printing or Promotional items which require pre-approval by the Communications Department.

**Disputed:** Costs to be disputed and will remain on your account until resolution is reached with merchant and the bank.

In order to see all charges for the billing cycle, select the **View All**. Or if you want to go to the next transactions, select the .

**ORACLE** Menu Search Advanced Search

**ProCard Adjustment**

Business Unit: HMCMP ProCard Origin: USB Name: G  
 Invoice: PC03150040 Invoice Date: 03/17/2015 Total:

Transactions Find **View All** First 1 of 2 Last

Supplier Name: WESTERN BUSINESS PRODUCT  
 Transaction Date: 02/27/2015 Merc  
 Description: Copier Procurement Staples - Chem/Physics

Equipment  Tax  Registration  
 Service  Hospitality  Other

Distribution Personalize Find View All First 1 of 1 Last

*Account	*Fund	DeptID	Program
1 660003	HM500	D30020	R0064

Save Return to Search

**ORACLE** Menu Search Advanced Search

Business Unit: HMCMP ProCard Origin: USB Name: G  
 Invoice: PC03150040 Invoice Date: 03/17/2015 Total:

Transactions Find View 1 First 1-2 of 2 Last

Supplier Name: WESTERN BUSINESS PRODUCT  
 Transaction Date: 02/27/2015 Merchandis  
 Description: Copier Procurement Staples - Chem/Physics

Equipment  Tax  Registration  
 Service  Hospitality  Other

Distribution Personalize Find View All First 1 of 1 Last


*Account	*Fund	DeptID	Program	Clas
1 660003	HM500	D30020	R0064	


Supplier Name: OFFICEMAX CT#N#743205  
 Transaction Date: 03/16/2015 Merchandis  
 Description: Copier Procurement Paper - MCC

Equipment  Tax  Registration  
 Service  Hospitality  Other

Distribution Personalize Find View All First 1 of 1 Last

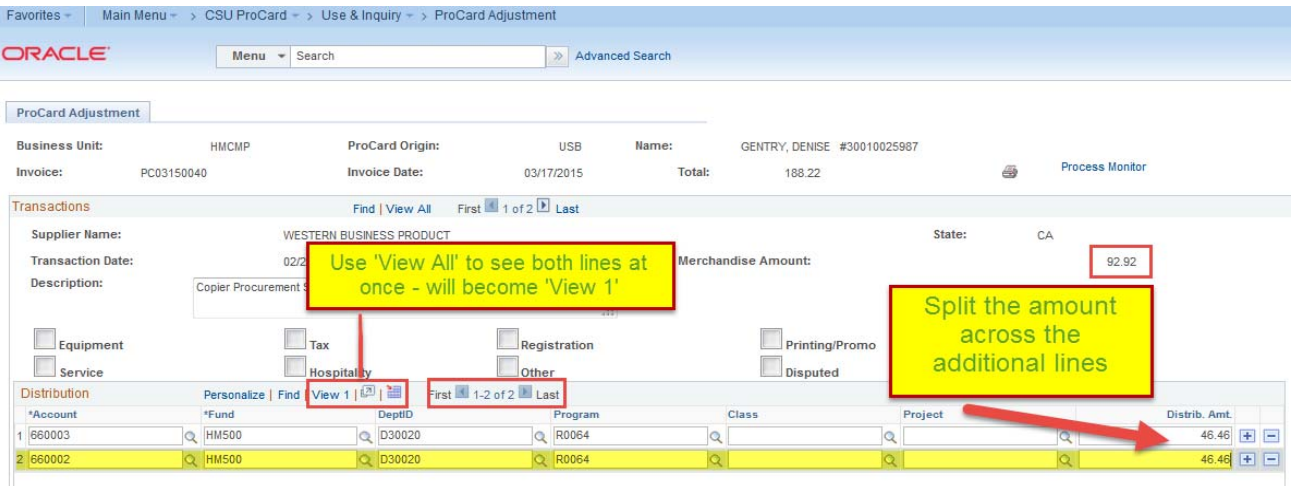
*Account	*Fund	DeptID	Program	Clas
1 660003	HM500	D30020	R0064	

If you want to split the distribution, select the  on the distribution line to insert a new row.

When you are finished, select .

The following Edits are performed when the record is saved:

- The total Distrib Amt must equal to the Merchandise Amt.
- Valid Chartfield Combinations.



The screenshot shows the Oracle ProCard Adjustment interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'CSU ProCard', 'Use & Inquiry', and 'ProCard Adjustment'. Below this is the Oracle logo and a search bar. The main header area displays 'ProCard Adjustment' and various fields: Business Unit (HMCMP), ProCard Origin (USB), Name (GENTRY, DENISE #30010025987), Invoice (PC03150040), Invoice Date (03/17/2015), Total (188.22), and a Process Monitor icon.

The 'Transactions' section shows 'Supplier Name: WESTERN BUSINESS PRODUCT', 'Transaction Date: 02/20/2015', 'Description: Copier Procurement', and 'Merchandise Amount: 92.92'. There are checkboxes for 'Equipment', 'Service', 'Tax', 'Hospitality', 'Registration', 'Other', 'Printing/Promo', and 'Disputed'.

The 'Distribution' table is highlighted with a yellow background. It has columns for \*Account, \*Fund, DeptID, Program, Class, Project, and Distrib. Amt. The table contains two rows:

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660003	HMS00	D30020	R0064			46.46
2 660002	HMS00	D30020	R0064			46.46

Annotations in the screenshot include:

- A yellow box with the text 'Use 'View All' to see both lines at once - will become 'View 1'' pointing to the 'View All' button in the 'Transactions' section.
- A yellow box with the text 'Split the amount across the additional lines' pointing to the 'Distrib. Amt.' column in the 'Distribution' table.
- A red arrow points from the 'Distrib. Amt.' column of the second row to the 'Distrib. Amt.' column of the first row.
- Red boxes highlight the 'View 1' button and the '1-2 of 2' indicator in the 'Distribution' section.

# Printing ProCard Statements

Once finished, print the transaction detail. Both the ProCard holder and Approving Official must sign the report. Attach all backup documentation in the same order as it appears on the transaction detail and submit to Business Services on or before the due date.



Select the Printer Icon then Process Monitor to make a hard copy of your transaction Details/Distribution.

The screenshot shows the Oracle ProCard Adjustment interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'CSU ProCard', 'Use & Inquiry', and 'ProCard Adjustment'. Below this is the Oracle logo and a search bar. The main content area displays transaction details for Business Unit HMCMP, ProCard Origin USB, Name GENTRY, DENISE #30010025987, Invoice PC03150040, Invoice Date 03/17/2015, and Total 188.22. A 'Process Monitor' button is visible. A red box highlights a printer icon, and a yellow callout box with a red arrow points to it, containing the text 'Press the printer icon to print your statement'. Below the transaction details is a 'Distribution' table with columns for Account, Fund, DeptID, Program, Class, and Project. The table contains one row with values 660003, HM500, D30020, R0064, and empty cells for Class and Project. At the bottom, there are 'Save' and 'Return to Search' buttons.

Go to the process monitor after clicking the printer icon one time. Refresh until the Run Status says Success and the Distribution Status says Posted.

Select the [Details](#) link.

The screenshot shows the Oracle Process Monitor interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'CSU ProCard', 'Use & Inquiry', 'ProCard Adjustment', and 'Process Monitor'. Below this is the Oracle logo and a search bar. The main content area displays a 'Process List' section with a 'Server List' tab. There are several search and filter fields: 'User ID' (30010025987), 'Type', 'Last' (5 Days), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is present. A yellow callout box with a red arrow points to a 'Details' link in the 'Process List' table, containing the text 'Click on the Details link'. The 'Process List' table has columns for Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with values: 7500821, SQR Report, CSUPO008, 30010025987, 03/24/2015 10:04:05AM PDT, Success, Posted, and Details.

Select the [View Log/Trace](#) link.

The screenshot shows the Oracle ProCard interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > CSU ProCard > Use & Inquiry > ProCard. Below this is the Oracle logo. The main section is titled "Process Detail".

**Process**

Instance	4693387	Type	SQR Re
Name	CSUPO008	Description	ProCard
Run Status	Success	Distribution Status	Posted

**Run**

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 checked="" type="radio"/> Delete Request
		<input type="radio"/> Restart Request

**Date/Time**

Request Created On	02/18/2014 1:22:34PM PST	Parameters
Run Anytime After	02/18/2014 1:22:33PM PST	Message Log
Began Process At	02/18/2014 1:22:48PM PST	Batch Timings
Ended Process At	02/18/2014 1:23:00PM PST	<b>View Log/Trace</b>



Select the [csupo08\\_4693387.PDF](#) link.



ProCard Statement

CSU Office of the Chancellor ProCard Statement																		
Business Unit: COCSU Account Name: MARY CARRILLO #01929 Origin: USB										Invoice Number: PC06130057 Invoice Date: June 25, 2013 Total Amount: \$ 55,478.00								
Tran Dt	Vendor	St	Line Amt	Description	Distrib Ln#	Acct	Fund	Dept	Prgrm	Class	Proj	Amount	Pur Cat	Upd By	Upd Dt	Disp		
06/20/13	FILEMAKER,INC.	CA	6,478.00	Licenses for the CSU Chancellor's Office												0100000631906/25/13		
				1 616003 48501 1023								740.35						
				2 660003 48501 1103								370.00						
				3 616003 48106 1093								740.35						
				4 616003 48501 1074								1,480.65						
				5 616003 48501 1085								370.00						
				6 616003 54209 1038					03802			1,480.65						
				7 660003 48501 1106								370.00						
				8 616003 48104 1034								926.00						
				Total Distribution											6,478.00			
06/03/13	LAWROOM.COM	CA	49,000.00	Online training licenses for CSU campuses and Chancellor's Office 45,000 general seats												0100000631906/25/13		
				1 617001 48501 1080								24,500.00						
				2 660009 48503 1142								24,500.00						
				Total Distribution											49,000.00			

**Purchase Categories:**  
 E - Equipment - Fixed Assets  
 T - Tax  
 R - Registration  
 P - Printing/Promo  
 C - Computers  
 S - Service  
 H - Hospitality  
 O - Other

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, MARY CARRILLO	Date	Signature of Approving Official, KOJIMA ROBERTS	Date
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Program Name: CSUPO008	Report Date: 02/24/14
Page 1	Report Time: 10:36:32