

PROCUREMENT CARD

*Financial Systems Series*

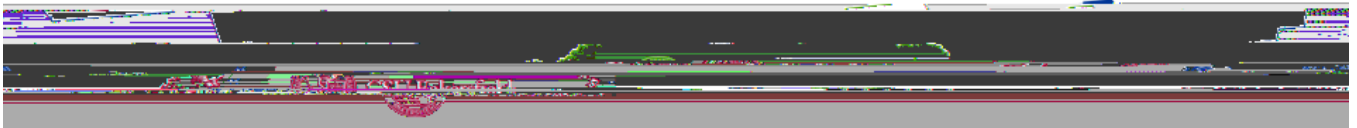
PROCUREMENT CARD

RECONCILIATION

*Quick Reference Guide*

JANUARY 2020

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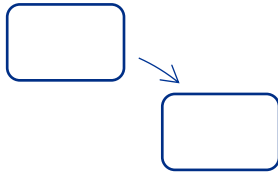
**REVISION CONTROL**

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



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

#### **1.4 Best Practices for Reconciliation**

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The best practices will help you in reconciling your ProCard

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









**3.2 Splitting Distributions**

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On occasion, you may need to share the expense of a transaction between more than one fund, account,

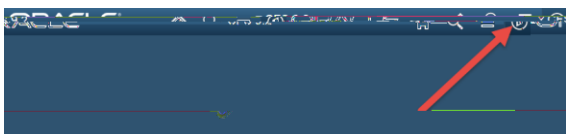
4. When the Process Detail page appears, click the View/Log/Trace link
5. The View Log/Trace page appears. In the File List, click the link for the name that ends with .PDF.
6. The **ProCard Report** opens in a new window or tab. Make sure your Pop-Up blockers are disabled. Use your web browser buttons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

### 3.4 Viewing Previous Statements

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

1. When the screen opens, click the NavBar icon



2. When the NavBar opens, click the Navigator icon
3. When the menu opens, scroll down and click CSU ProCard
4. Click Use & Inquiry
5. Click ProCard Completed Inquiry
6. The ProCard Completed Inquiry search page appears. Enter your search criteria to retrieve your transactions.

Enter Business Unit, such as *BKCMP*  
Enter the cardholder's last name, such as *Duck*  
If desired, enter the cardholder's first name, such as *Donald*  
Click the Search button

7. From the **Search Results**, select the statement you want to view.
8. The statement opens.

### 4.0 GETTING HELP

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

**Bethany Davis**  
ProCard Coordinator  
Procurement  
661-654-3185  
[bdavis33@csub.edu](mailto:bdavis33@csub.edu)

**Becky Lappin**  
Payment Services  
661-654-2862  
[blappin@csub.edu](mailto:blappin@csub.edu)

**Web Resources**

[Procurement ProCard website](#)

[ProCard Training website](#)

**Service Center**

661-654-4357