CSUB ProCard

Reconciliation Guide

Reconciliation Notice

At the end of each ProCard billing cycle, all active cardholders will receive an email notifying them that their monthly statement report is available to be reconciled in CFS. Cardholders have 7 business days from the date of the notification email to edit their statement report. The ProCard Billing Cycle Calendar posted on the ProCard homepage lists all billing cycle end dates and deadlines for the current fiscal year.

Important: the statement report can only be edited in CFS during the 7-day reconciliation period. If the cardholder does not edit their statement during the reconciliation period, all transactions on the report will post to their default chartfield string. If the cardholder wants to reallocate transactions after the reconciliation period has passed, they will need to submit an Expenditure Transfer Form to Accounting & Reporting Services. Prior months' statement reports can be viewed and downloaded from a separate page in CFS but cannot be edited. Instructions for viewing and downloading a prior month's statement report are provided at the end of this guide.

Cardholders should log into CFS and check for a statement every month when they receive the reconciliation email, even if they do not believe they have made any transactions during the current billing period.
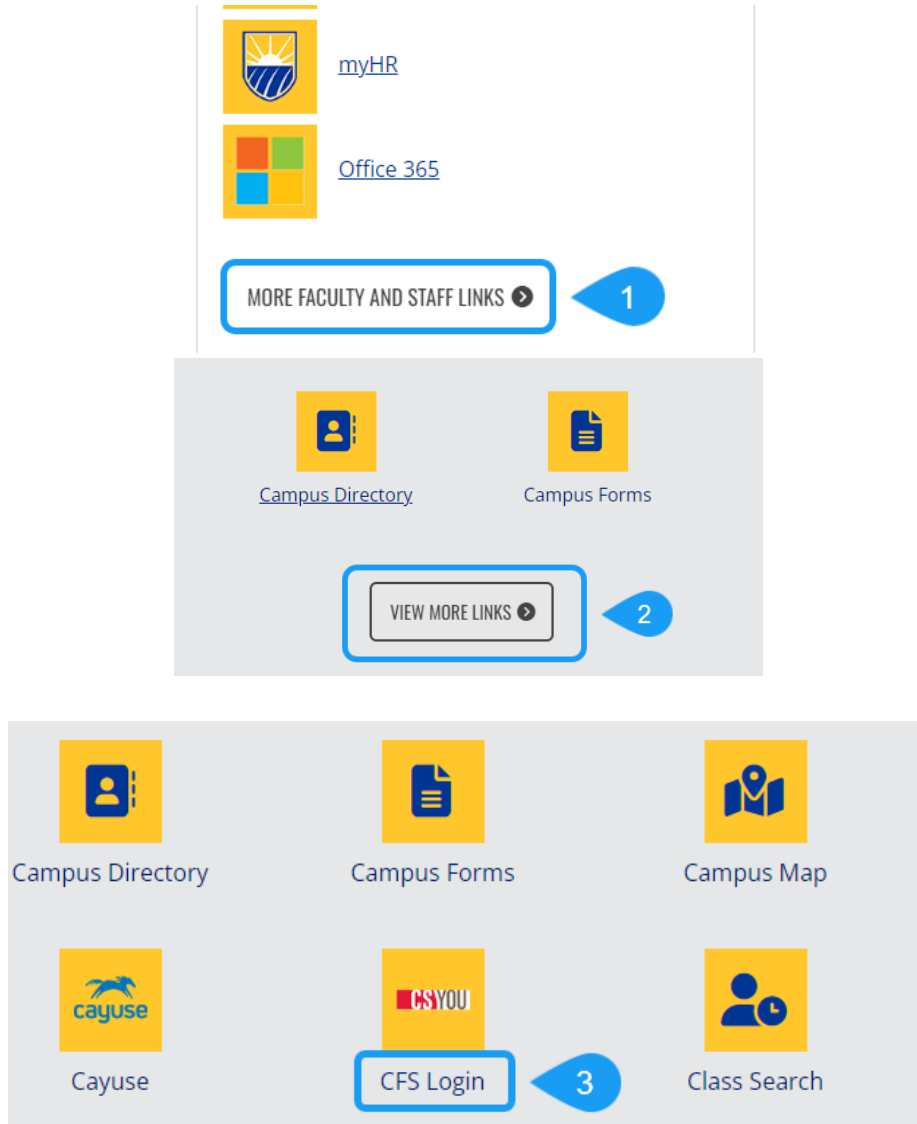
Navigation

Begin by logging into CFS:
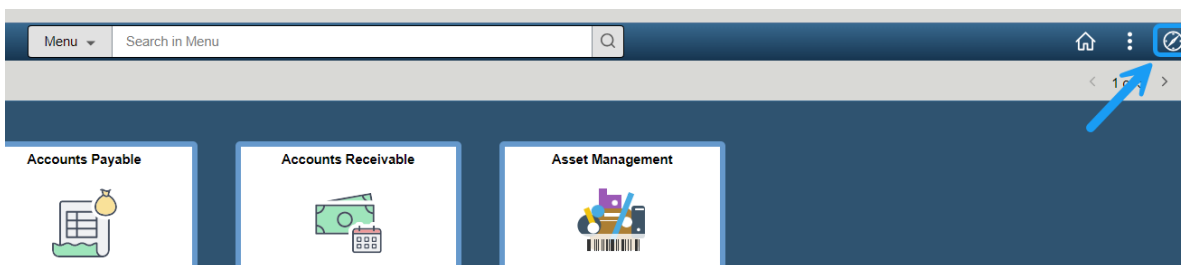
1. Go to **Faculty and Staff** on the CSUB homepage.

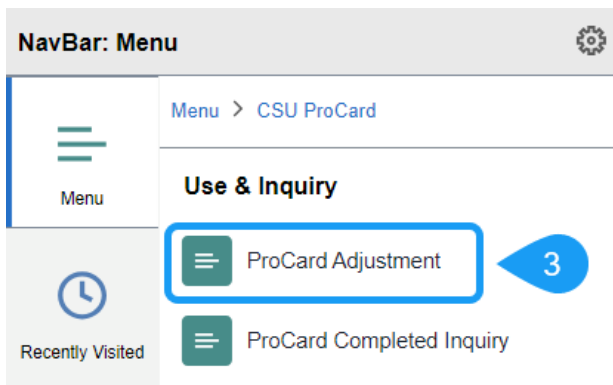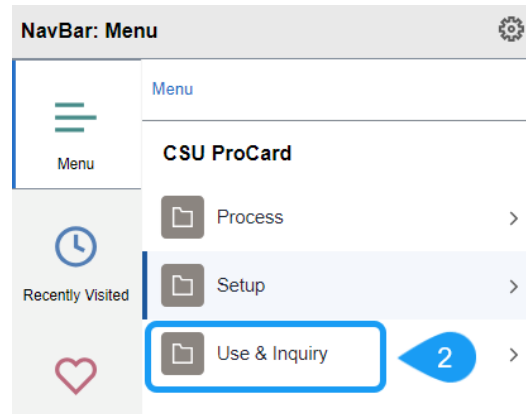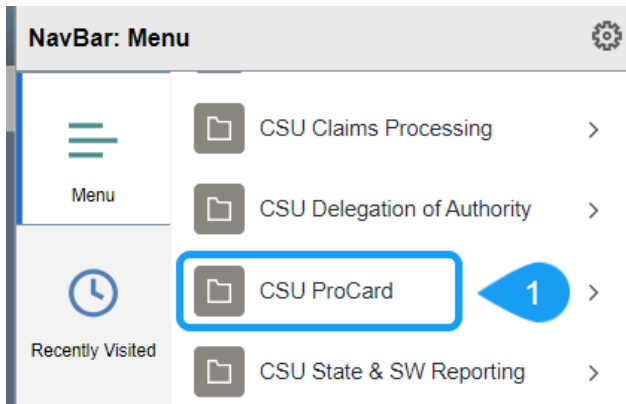2. Go to **More Faculty and Staff Links > View More Links > CFS Login.**

3. Select Bakersfield from the campus dropdown menu and sign into CFS using your SSO login. This will take you to the CFS homepage.

4. Click the NavBar icon in the top right corner of the screen.

5. In the NavBar menu, go to **CSU ProCard > Use and Inquiry > ProCard Adjustment.**

Edit Statement Report

Begin by searching for your report:

1. Enter your business unit and name into the search fields and click Search. This should open your statement report for the current month.

    Note: if you don't have a statement for the current month, the search will display no results. However, an incorrect business unit or name will have the same result, so if no search results are displayed, be sure to double-check that the business unit and name are entered correctly before assuming that you don't have a statement.

ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit	= ∨	BKCMP 🔍
Origin	begins with ∨	🔍
Invoice Date	= ∨	🗓
Last Name	begins with ∨	wohlgemuth
First Name	begins with ∨	
Invoice Number	begins with ∨	

☐ Case Sensitive

[Search] [Clear]   Basic Search 📇 Save Search Criteria

2. You are now viewing your statement report. If View All is highlighted, click on it to view all transactions on your report.

| Business Unit: | BKCMP | ProCard Origin: | USB | Name: | WOHLGEMUTH, BIANCA #200051805 |
| Invoice: | PC04240158 | Invoice Date: | 04/11/2024 | Total: | 405.72 | 🖨 Process Monitor |

View Attachment

> Attachment 1
> Attachment 2
> Attachment 3
> Attachment 4

Transactions   🔍 | ◁ ◀ 1 of 2 ∨ ▶ ▷ | View All

| Supplier Name: | ARAMARK CSUB CATERING | State: | CA |

3. Review the transactions and verify that all transactions are valid.

    Note on unauthorized transactions: if the statement report contains a transaction that is unauthorized, unrecognized, or erroneous, call US Bank Customer Service at **1-800-344-5696** and file a dispute. A dispute can be filed up to 30 days from the transaction date. When you call US Bank, you will need to give them the address, phone number, and card limits associated with your ProCard account. If you don't know this information, email procard@csub.edu, and the ProCard Office will provide it to you.

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4. Once all transactions have been verified, reconcile each transaction to your backup documents and add a description and category:

   a. Select the Reconciled checkbox to indicate that the transaction has been matched to your backup documentation.
   b. Delete the text in the Description field and enter a brief description of the transaction, including the business purpose.
   c. Select the checkbox for whichever item category best fits the transaction (Equipment, Service, Tax, Hospitality, Registration, Other, or Disputed).

Supplier Name:	AMERICAN RED CROSS		State:	DC	a ▸	☑ Reconciled
Transaction Date:	07/23/2024	Merchandise Amount:		37.00		
Description:	Employee CPR training from American Red Cross	b				

209 characters remaining

Reference #:

☐ Equipment   ☐ Tax   c ▸ ☑ Registration   ☐ Printing/Promo   ☐ Computer
☐ Service   ☐ Hospitality   ☐ Other   ☐ Disputed   ☐ Travel

Note on Hospitality and Travel: the description for hospitality and travel transactions should include the event/trip name and date(s).

Note on Disputed Transactions: if a transaction is being disputed, select Disputed as the item category and note in the description field that the transaction is fraudulent/erroneous. No backup documentation is required for disputed transactions when you submit your statement packet.

5. Review the chartfields for each transaction and edit them if needed. Use the magnifying glass icons beside each chartfield to search for and select active chartfields. All chartfields can be edited except for the business unit. If you are unsure which chartfield to charge, check with your department coordinator or budget analyst.

   Note on Hospitality: hospitality transactions must always be moved to a hospitality account code (660828, 660090, or 660932). Account 660003 (default account code for most ProCards) may not be used for hospitality.

Distribution

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	BKCMP 🔍	660003 🔍	MN001 🔍	D23330 🔍	🔍	🔍	🔍	37.00	➕	➖

1-1 of 1 | View All

Save   Return to Search

If you need to divide a transaction between multiple chartfields, you can add chartfield lines by clicking the +

icon at the right-hand side of the screen. Be sure to edit the distribution amounts for the lines when you're done so that the total of all lines adds up to the original transaction amount.

6. When you're finished making changes to your report, click **Save** at the bottom of the screen.

Note on Attachments: you do not need to use the attachment files provided in CFS. This feature was provided to the campus automatically and is not part of our ProCard reconciliation process. All necessary attachments will be uploaded to the ProCard Reconciliation and Approval Form before you route it for signatures.

Download Statement Report

1. Click the printer icon at the top of the screen to generate your report.

2. After you've clicked the printer, click **Process Monitor.** This will take you to the Process Monitor page.

3. The top row in the Process List will show you the status of your report. Initially, the Run Status will be Queued and the Distribution Status will be N/A. Click Refresh until the Run Status is **Success** and the Distribution Status is **Posted.**

4. Once the Run Status and Distribution Status have changed to Success and Posted, click **Details.**

5. Click **View Log/Trace.**

6. Click on the second file in the File List. This will open a PDF of your statement report.

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_28513990.log	1,796	08/06/2024 4:12:19.135278PM PDT
csupo008_28513990.PDF	6,937	08/06/2024 4:12:19.135278PM PDT
csupo008_28513990.out	282	08/06/2024 4:12:19.135278PM PDT

7. Save the PDF to your computer. You are now ready to compile your backup documentation and submit your reconciliation packet using the ProCard Reconciliation and Approval Form.

View and Download a Prior Month's Statement Report

Note that statement reports for prior months can only be viewed and downloaded, not edited. Prior months' reports are not available on the ProCard Adjustment page but can be viewed and downloaded from a separate page, ProCard Completed Inquiry.

1. In the NavBar menu, go to **CSU ProCard > Use & Inquiry > ProCard Completed Inquiry**.
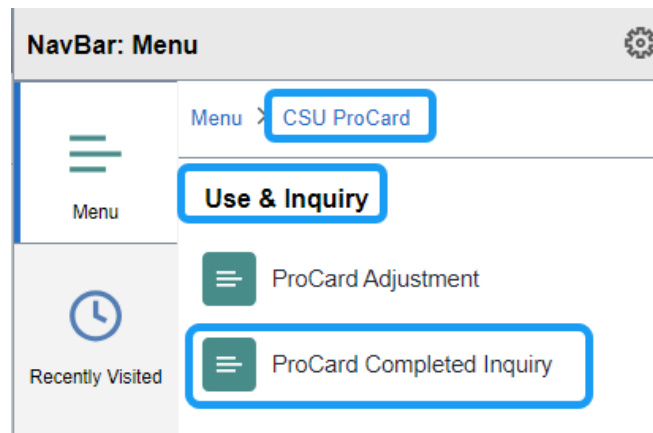
2. Enter your business unit and name in the search criteria. This will display a list of all your previous months' statement reports. Click on a statement in the search results to open it.

   Note: you can also search for a specific report by entering the invoice date and/or invoice number.

Find an Existing Value

▼ **Search Criteria**

Business Unit	= ⌄	BKCMP 🔍
Origin	begins with ⌄	🔍
Invoice Date	= ⌄	📅
Last Name	begins with ⌄	wohlgemuth
First Name	begins with ⌄	
Invoice Number	begins with ⌄	

☐ **Case Sensitive**

[Search] [Clear]   Basic Search ⊞ Save Search Criteria

Search Results

| View All | | | | | 1-10 of 10 ⌄ | ▶ ▶ |

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
BKCMP	USB	05/11/2023	WOHLGEMUTH	BIANCA	PC05230157	200051805
BKCMP	USB	06/13/2023	WOHLGEMUTH	BIANCA	PC06230155	200051805
BKCMP	USB	10/11/2023	WOHLGEMUTH	BIANCA	PC10230147	200051805
BKCMP	USB	11/13/2023	WOHLGEMUTH	BIANCA	PC11230154	200051805
BKCMP	USB	12/12/2023	WOHLGEMUTH	BIANCA	PC12230144	200051805

3. If View All is highlighted, click on it to view the full report.
4. Follow the steps provided in the **Download Statement Report** section to download the report.