Title: ProCard

OBJECTIVE: The intention of the ProCard Adjustment page is to eliminate the need for the PC holder to manually track purchases. This page is used to update the CardHolders transactions prior to loading into the Accounts Payable (AP) system.

CONTENTS:

NEED ADDITIONAL INFORMATION?

For further questions on this process please contact
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Or
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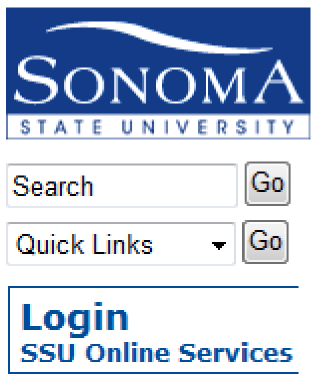
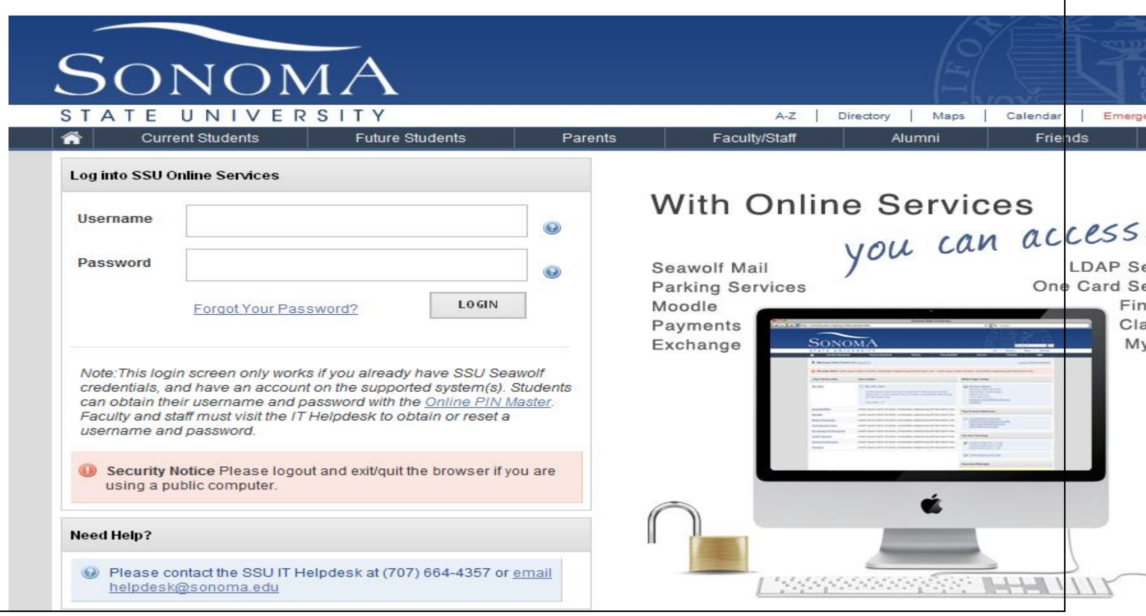
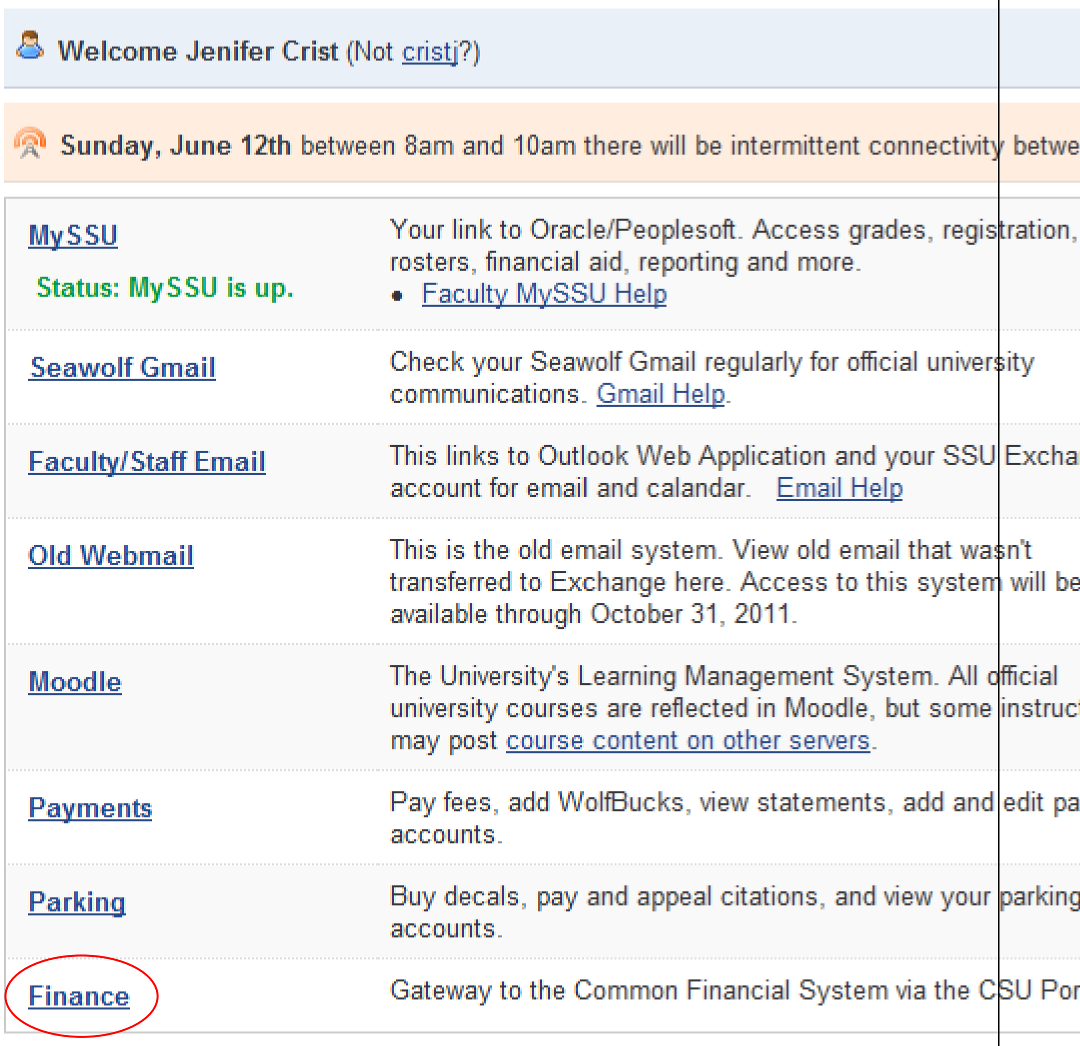
Lesson 1: ProCard Adjustment

Navigation: CSU ProCard>Use & Inquiry>ProCard Adjustment

Title: ProCard Adjustment

Step	Action	
1		Go to http://www.sonoma.edu/
2	Click on Login SSU Online Services	
3	Enter your Seawolf username and password	

4	Click on Finance	

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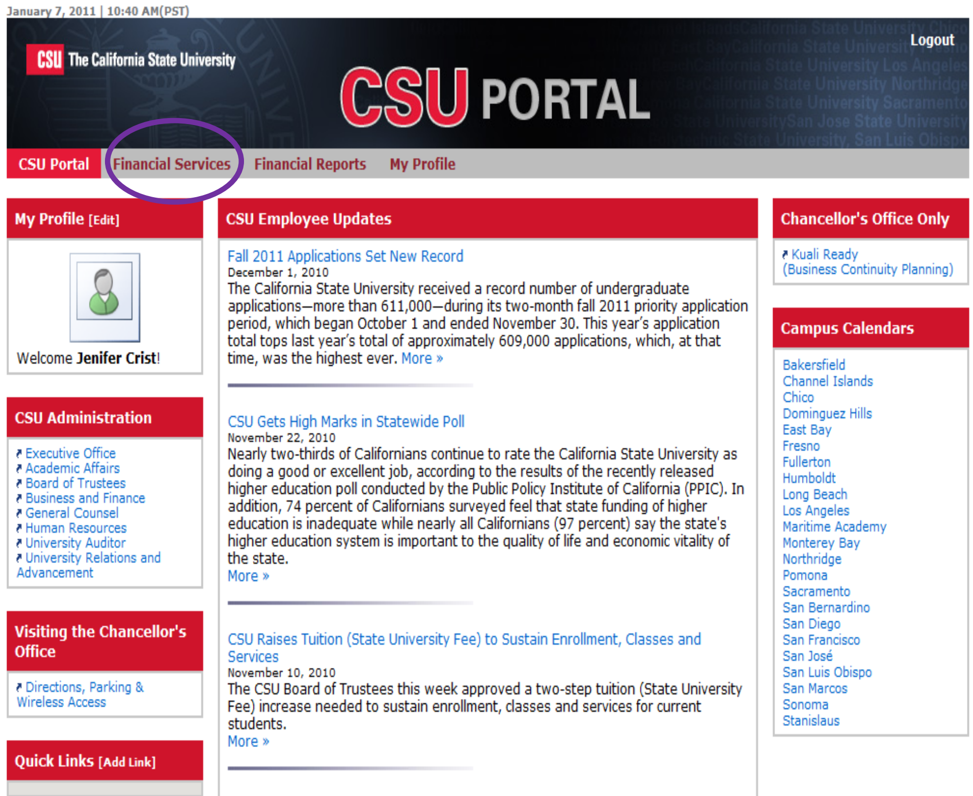
<td>Click on Financial Services</td>
<td>
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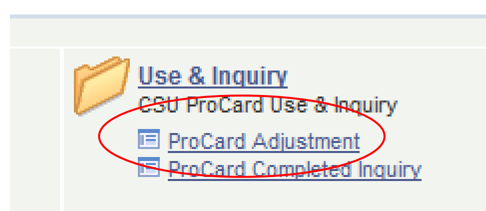
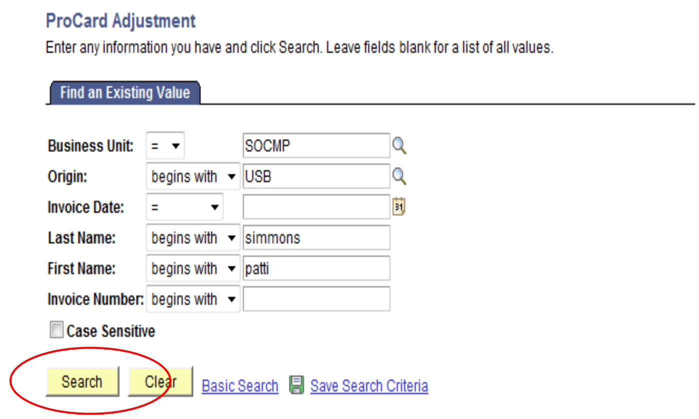
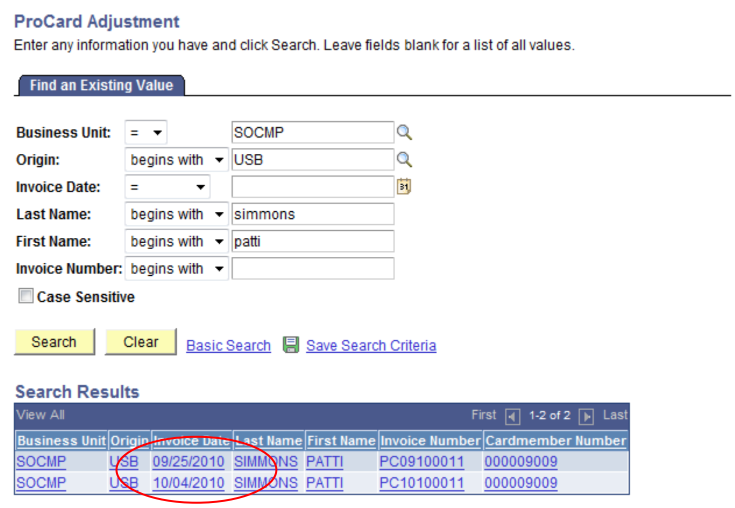
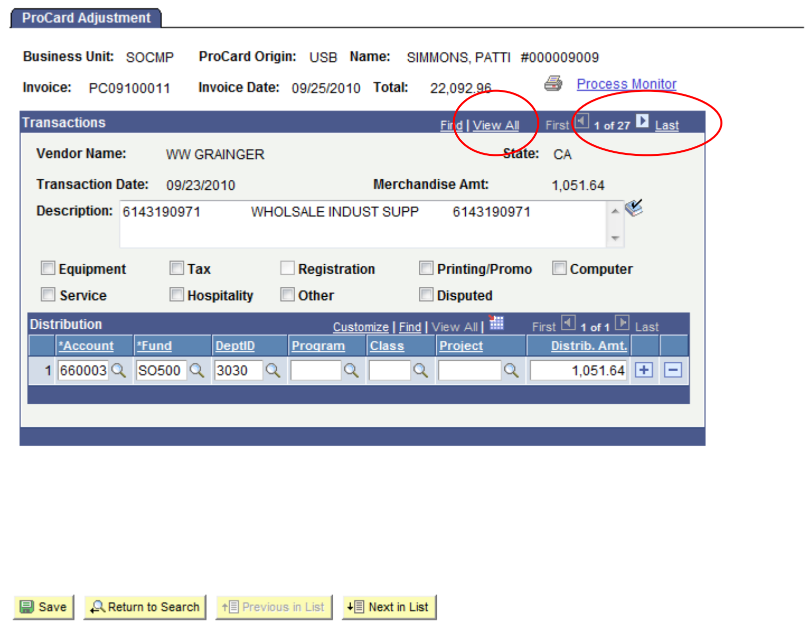
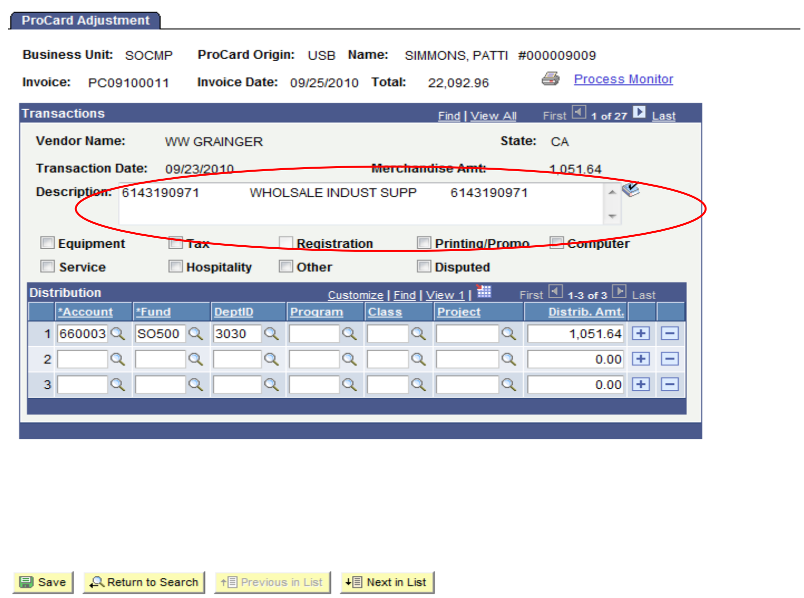
6	Click on Production	
7	Click on CSU ProCard (everyone's menu choices may vary, based on access)	
8	Click on ProCard Adjustment	

9	• Business Unit • Origin – USB • Invoice Date is not required, however it can narrow your search • Last Name • First Name • Invoice Number is system generated and not required • Click Search	
10	Select the file to be updated	

11	• If there are more than one transaction in the file you can go through each one using the [next button] or you can click View All	
12	• Update Description- The description will have some detail in it from US Bank, if this information is useful to you then you can leave it, if not you can delete it. But either way you need to also type in this field what it is you purchased.	

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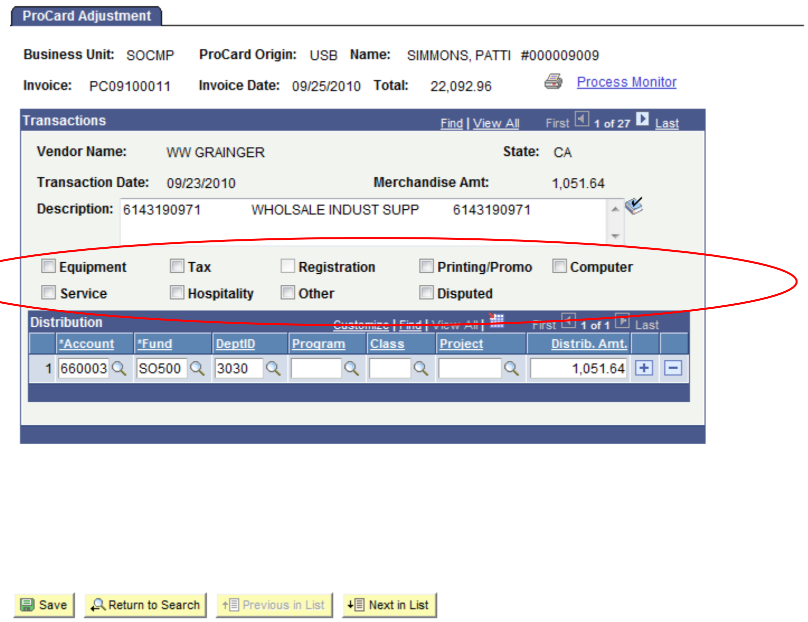
<td>13</td>
<td>Categories
• Equipment – Valued at $500-$5000, Use Account 619801
• Printing/Promo – Disregard Promo
• Computer – Hardware, Software, Peripherals
• Services – Simple Service Up To $1000
• Hospitality – Hospitality Form is Required
• Other – Any purchase of a recycled product
• Disputed – Transaction in Dispute</td>
<td>
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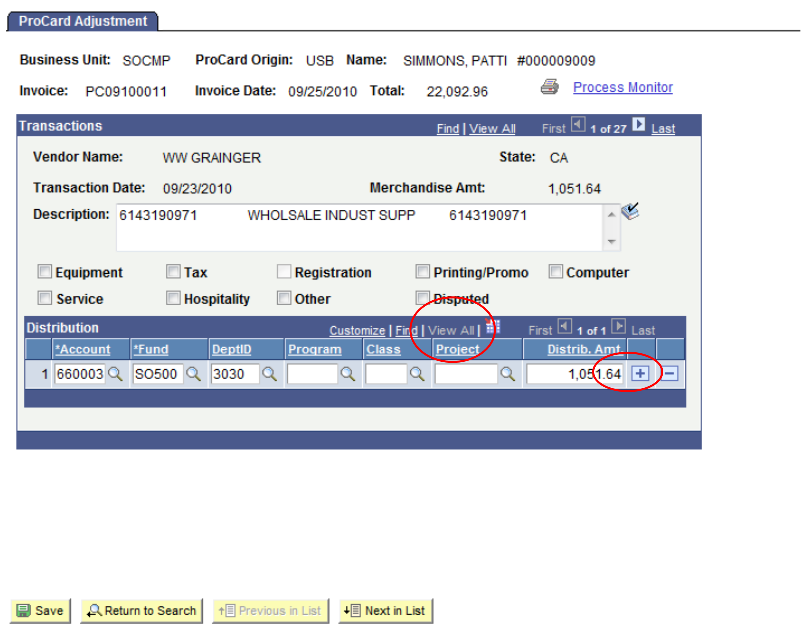
<td>14</td>
<td>• If one chartfield is being used to fund the expense you can update the chartfield here
• If you want to split distribution select the  and click view all to see all distribution lines</td>
<td>
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The distribution amounts must sum to the line merchandise amount.
When complete click Save
It is recommended to save after updating each transaction.

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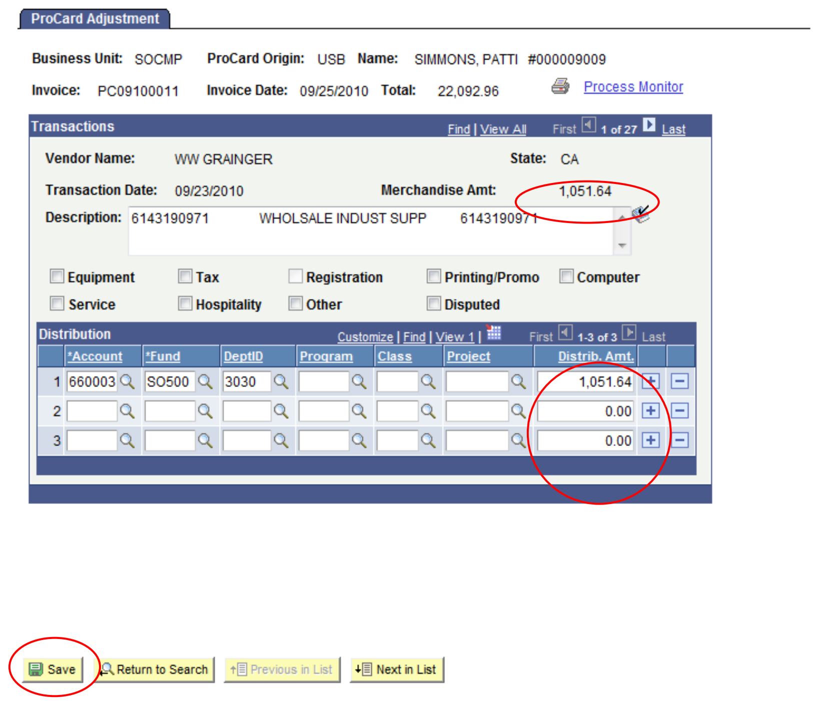

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Click on the printer icon to make a hard copy of your transaction details/distribution
Upon notification that the billing cycle is closed the CardHolder has seven (7) business days to go in and make final adjustments to purchases
Once all transactions are <u>complete</u> and you are ready to obtain signatures and send your paperwork to Accounts Payable

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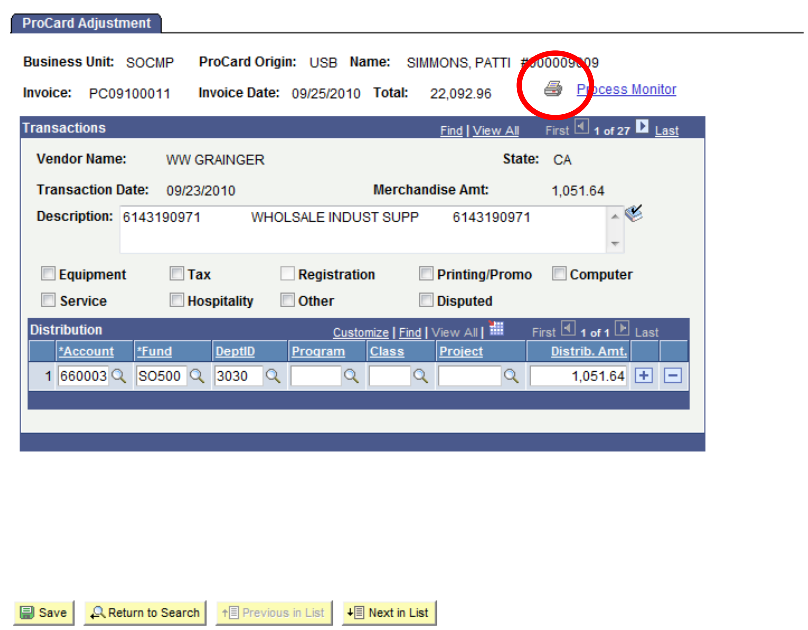

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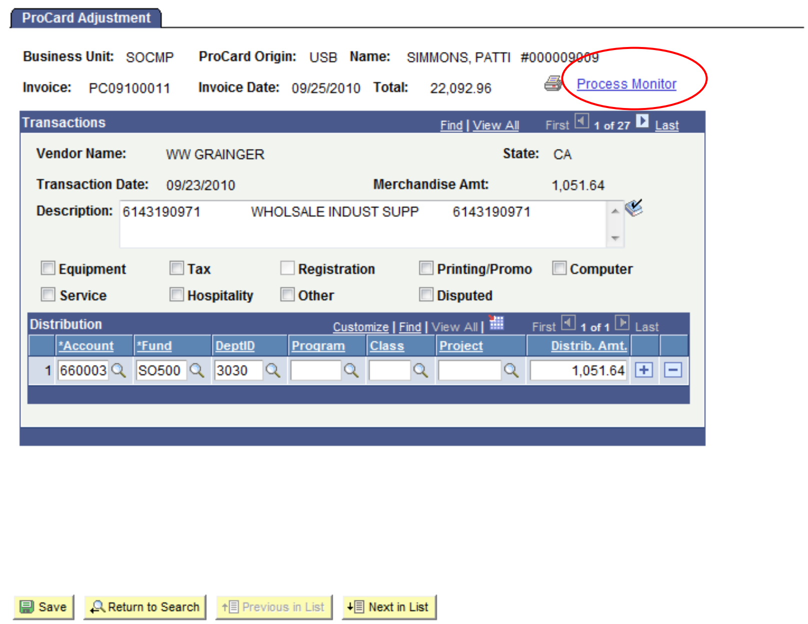
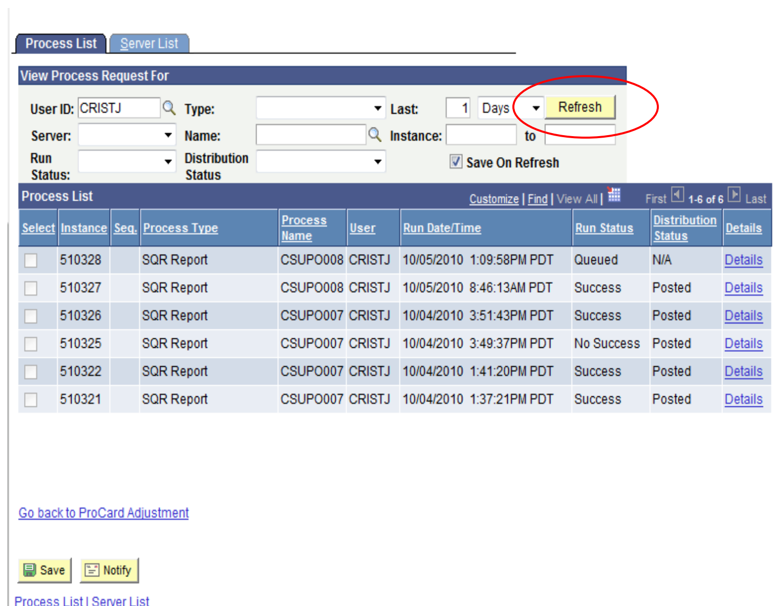
17	• Click on the Process Monitor to retrieve the ProCard Statement PDF file	
18	• Click the Refresh button until the Process is complete	

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- Complete means Run Status reads Success and Distribution Status reads Posted
- Click on Details

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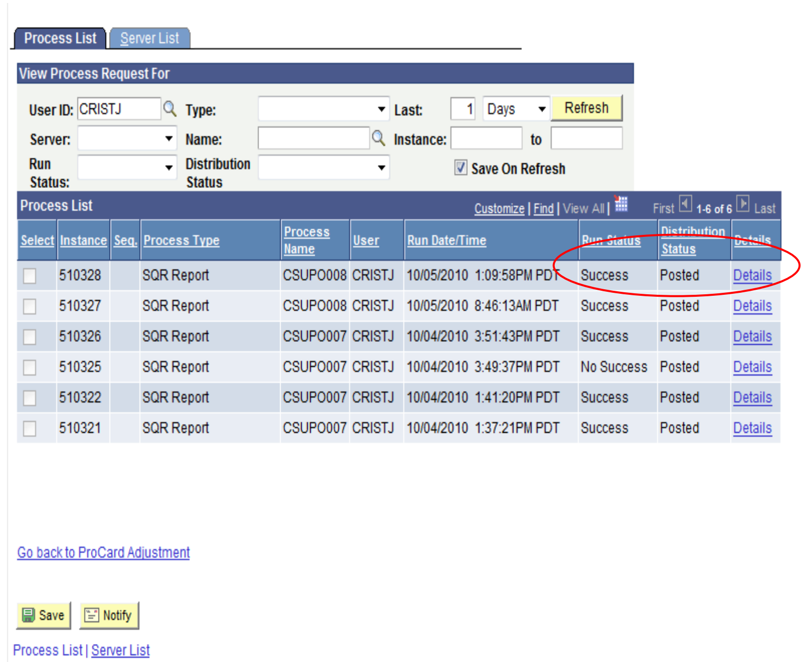

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- Click on View Log/Trace

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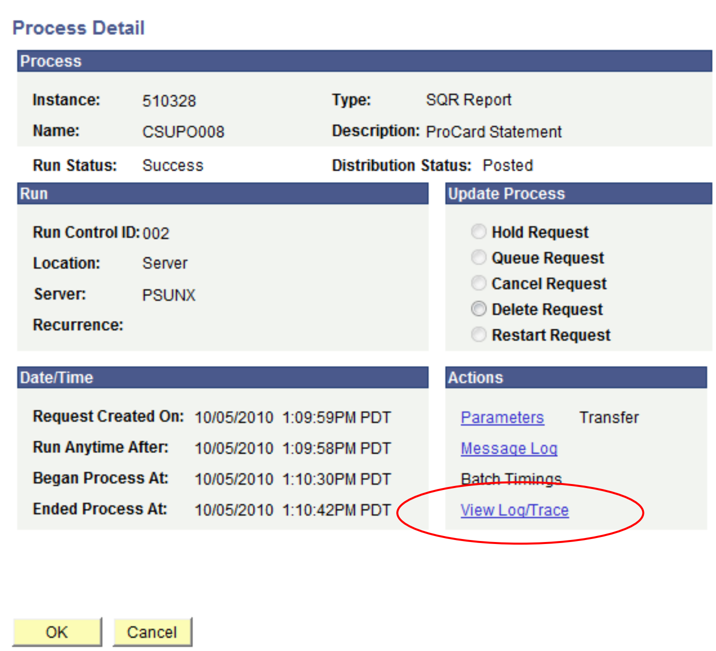

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- Click on the PDF file

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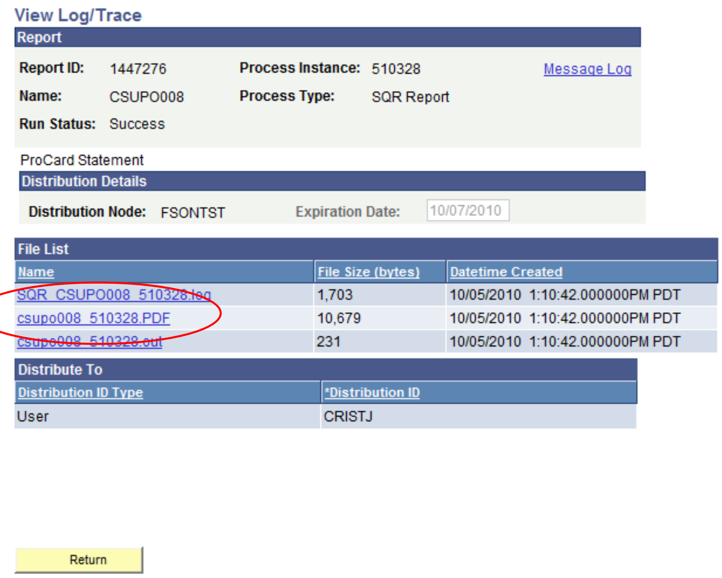

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- Print ProCard Statement
- Number the Transactions on the Statement
- Write the number on the corresponding receipt
- Attach Original Receipts
- Obtain Appropriate Signatures
- Send to Accounts Payable

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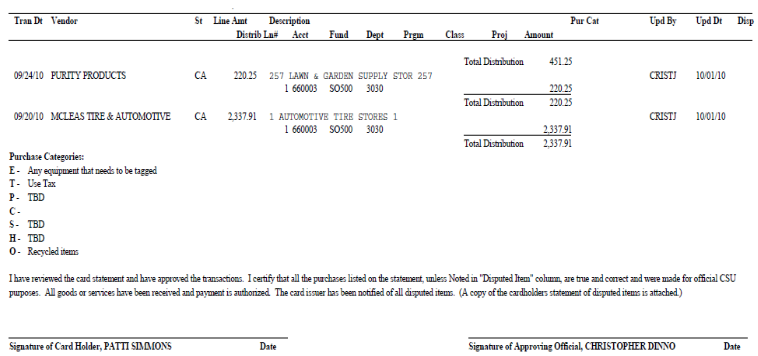

Tran Dt Vendor St Line Amt Description Pur Cat Upd By Upd Dt Disp
Distrib Ln# Acct Fund Dept Prgm Class Proj Amount

Total Distribution 451.25
09/24/10 PURITY PRODUCTS CA 220.25 257 LAWN & GARDEN SUPPLY STOR 257 CRISTJ 10/01/10
1 660003 SO500 3030 220.25
Total Distribution 220.25
09/20/10 MCLEAS TIRE & AUTOMOTIVE CA 2,337.91 1 AUTOMOTIVE TIRE STORES 1 CRISTJ 10/01/10
1 660003 SO500 3030 2,337.91
Total Distribution 2,337.91

Purchase Categories:
E - Any equipment that needs to be tagged
T - Use Tax
P - TBD
C -
S - TBD
H - TBD
O - Recycled items

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, PATTI SIMMONS Date

Signature of Approving Official, CHRISTOPHER DINNO Date
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***Once the statement is signed no changes to the transactions can be made.**