

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:

[LESSON 1: PROCARD ADJUSTMENT PG. 1](#)

NEED ADDITIONAL INFORMATION?

For further questions on this process please contact
Jenifer Crist – Purchasing 707-664-3102 or jenifer.crist@sonoma.edu

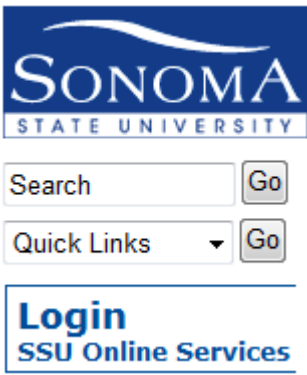

Or

Tania Crane – Accounts Payable 707-664-2451 or tania.crane@sonoma.edu

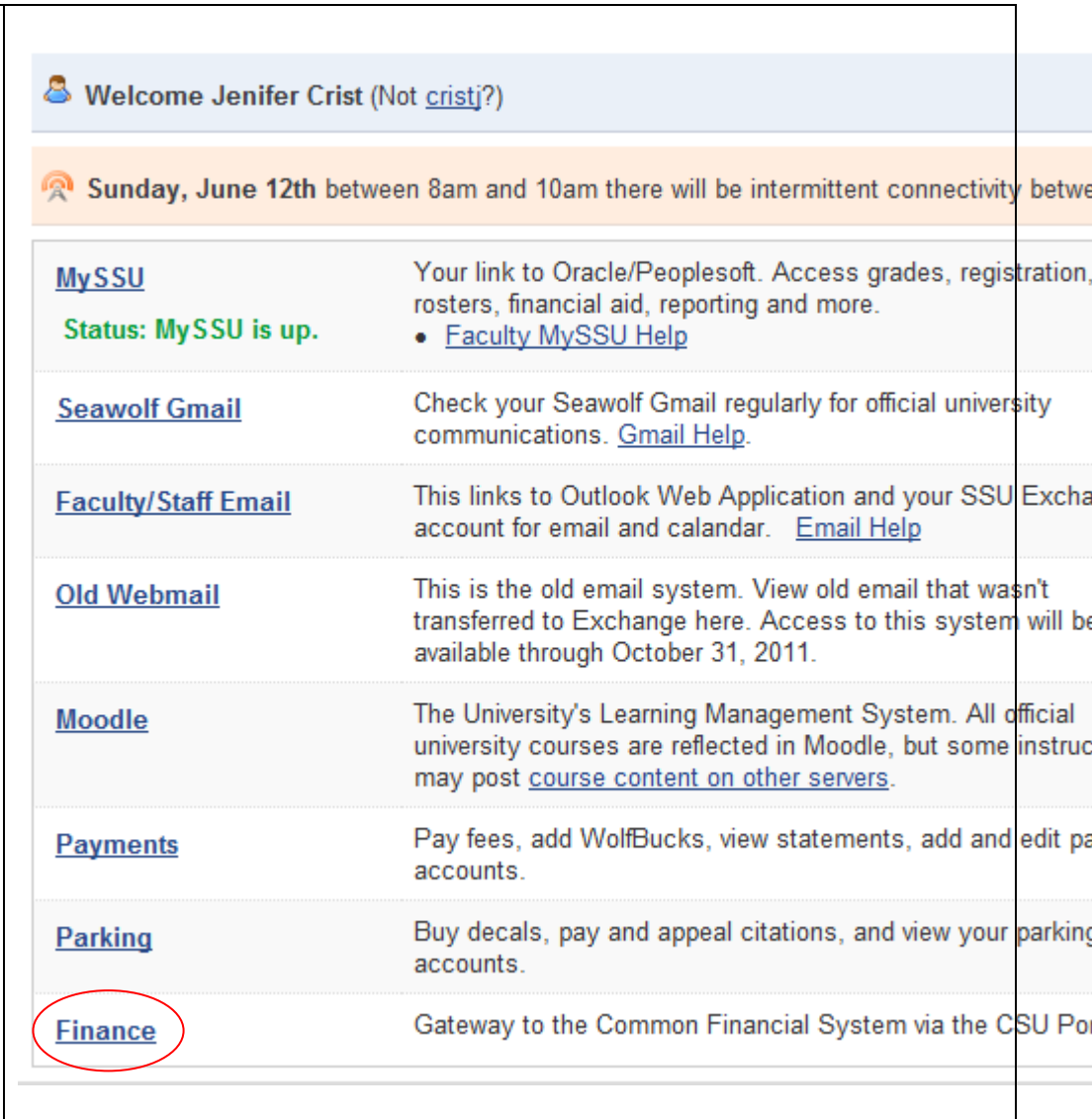
Lesson 1: ProCard Adjustment

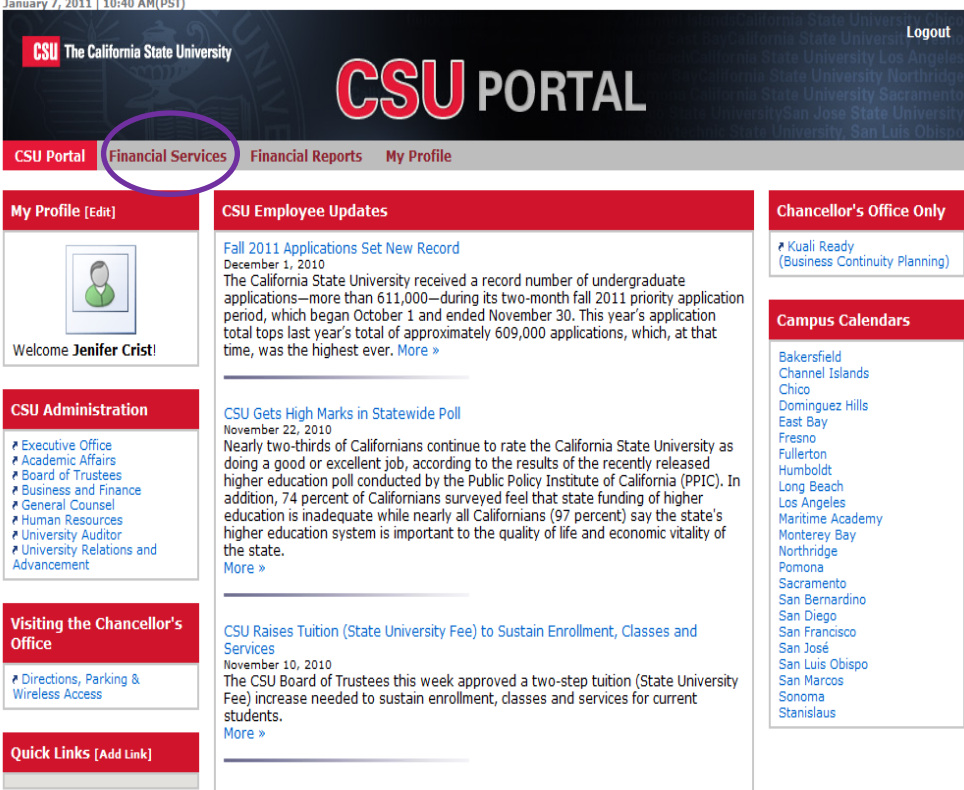
Navigation: CSU ProCard>Use & Inquiry>ProCard Adjustment


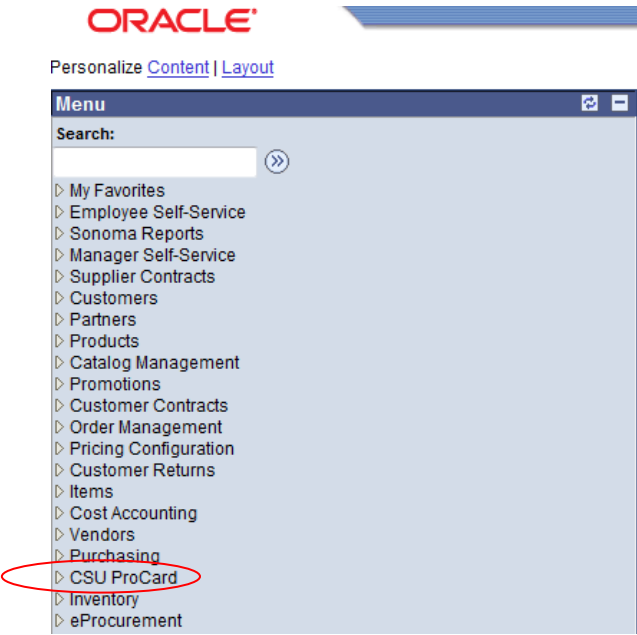
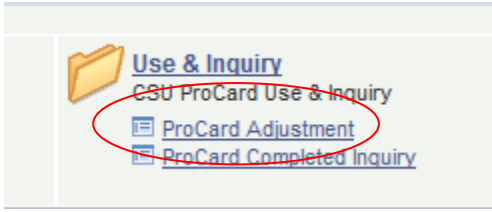
Title: ProCard Adjustment

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


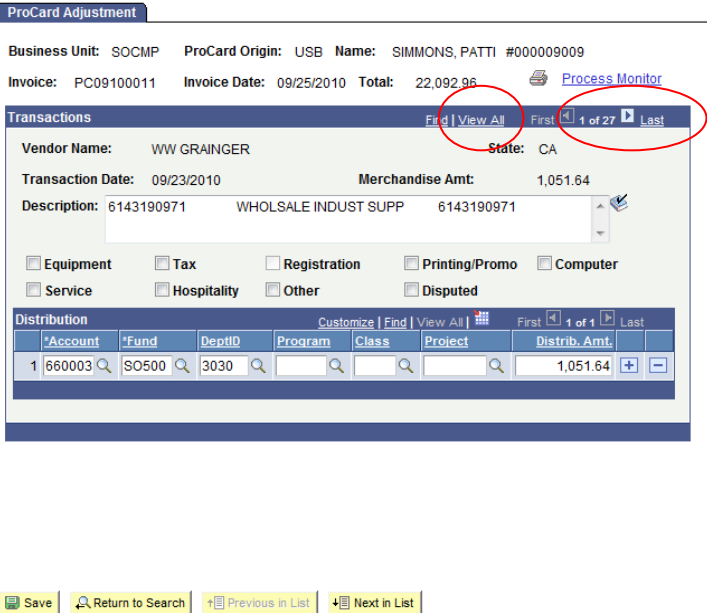
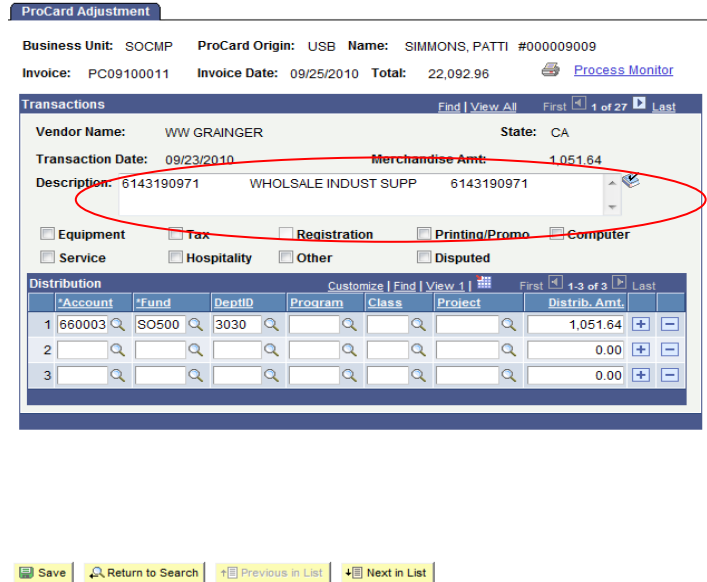
ProCard


4	Click on Finance	 <p>The screenshot shows a user interface for Jenifer Crist. At the top, it says "Welcome Jenifer Crist (Not cristj?)". Below that is a notification: "Sunday, June 12th between 8am and 10am there will be intermittent connectivity between...". A list of links follows:</p> <ul style="list-style-type: none"> MySSU: Your link to Oracle/Peoplesoft. Access grades, registration, rosters, financial aid, reporting and more. <ul style="list-style-type: none"> • Faculty MySSU Help Seawolf Gmail: Check your Seawolf Gmail regularly for official university communications. Gmail Help. Faculty/Staff Email: This links to Outlook Web Application and your SSU Exchange account for email and calendar. Email Help Old Webmail: This is the old email system. View old email that wasn't transferred to Exchange here. Access to this system will be available through October 31, 2011. Moodle: The University's Learning Management System. All official university courses are reflected in Moodle, but some instructors may post course content on other servers. Payments: Pay fees, add WolfBucks, view statements, add and edit payment accounts. Parking: Buy decals, pay and appeal citations, and view your parking accounts. Finance: Gateway to the Common Financial System via the CSU Portal. (This link is circled in red in the original image.)
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<p>5</p>	<p>Click on Financial Services</p>	 <p>The screenshot shows the CSU Portal homepage for Jenifer Crist. At the top, there is a navigation bar with 'CSU Portal', 'Financial Services' (circled in purple), 'Financial Reports', and 'My Profile'. Below this, the page is divided into several sections: 'My Profile [Edit]' with a user profile picture and name; 'CSU Administration' with a list of links; 'Visiting the Chancellor's Office' with links for directions and wireless access; 'Quick Links [Add Link]'; 'CSU Employee Updates' with news articles; 'Chancellor's Office Only' with a link for business continuity planning; and 'Campus Calendars' with a list of campus locations.</p>
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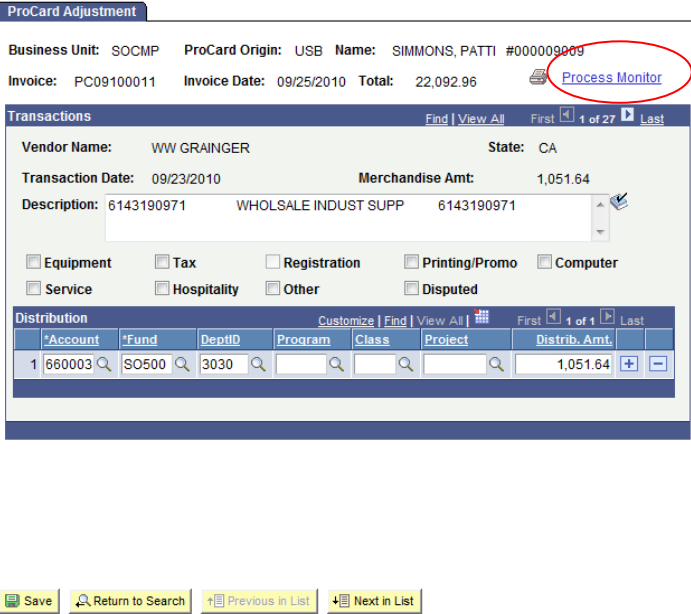
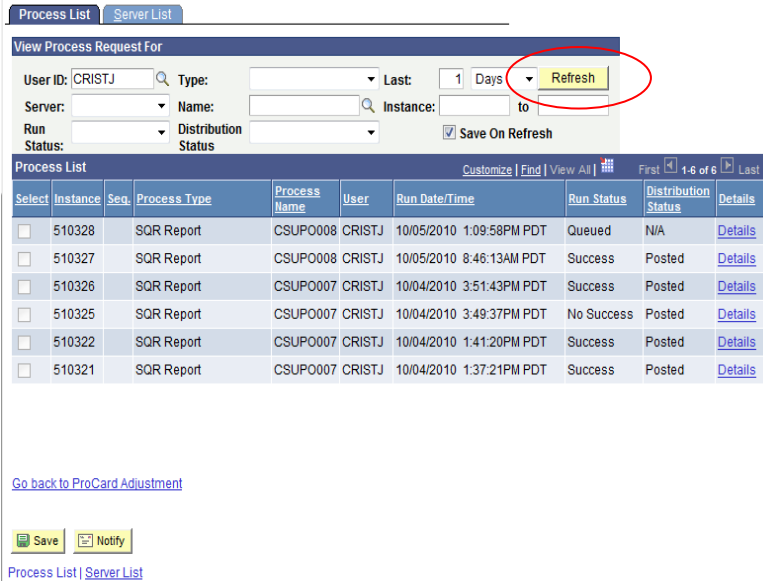
6	Click on Production	 <p>The screenshot shows the top navigation bar of the CSU Portal. The text 'CSU The California State University' is on the left. On the right, 'CSU PORTAL' is displayed in large red and white letters. Below this, a horizontal menu contains 'CSU Portal', 'Financial Services', 'Financial Reports', and 'My Profile'. Underneath, a 'CFS Login' section has a sub-menu with 'Production' highlighted by a red circle.</p>
7	Click on CSU ProCard (everyone's menu choices may vary, based on access)	 <p>The screenshot shows the Oracle menu interface. At the top, it says 'ORACLE' and 'Personalize Content Layout'. Below is a 'Menu' section with a search box. A list of menu items is shown, including 'My Favorites', 'Employee Self-Service', 'Sonoma Reports', 'Manager Self-Service', 'Supplier Contracts', 'Customers', 'Partners', 'Products', 'Catalog Management', 'Promotions', 'Customer Contracts', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'CSU ProCard', 'Inventory', and 'eProcurement'. The 'CSU ProCard' item is circled in red.</p>
8	Click on ProCard Adjustment	 <p>The screenshot shows a folder icon labeled 'Use & Inquiry'. Below it are three links: 'CSU ProCard Use & Inquiry', 'ProCard Adjustment', and 'ProCard Completed Inquiry'. The 'ProCard Adjustment' link is circled in red.</p>

<p>9</p> <ul style="list-style-type: none"> • 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 		<p>ProCard Adjustment Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Business Unit: = SOCMP</p> <p>Origin: begins with USB</p> <p>Invoice Date: =</p> <p>Last Name: begins with simmons</p> <p>First Name: begins with patti</p> <p>Invoice Number: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																					
<p>10</p>	<p>Select the file to be updated</p>	<p>ProCard Adjustment Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Business Unit: = SOCMP</p> <p>Origin: begins with USB</p> <p>Invoice Date: =</p> <p>Last Name: begins with simmons</p> <p>First Name: begins with patti</p> <p>Invoice Number: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Origin</th> <th>Invoice Date</th> <th>Last Name</th> <th>First Name</th> <th>Invoice Number</th> <th>Cardmember Number</th> </tr> </thead> <tbody> <tr> <td>SOCMP</td> <td>USB</td> <td>09/25/2010</td> <td>SIMMONS</td> <td>PATTI</td> <td>PC09100011</td> <td>000009009</td> </tr> <tr> <td>SOCMP</td> <td>USB</td> <td>10/04/2010</td> <td>SIMMONS</td> <td>PATTI</td> <td>PC10100011</td> <td>000009009</td> </tr> </tbody> </table>	Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number	SOCMP	USB	09/25/2010	SIMMONS	PATTI	PC09100011	000009009	SOCMP	USB	10/04/2010	SIMMONS	PATTI	PC10100011	000009009
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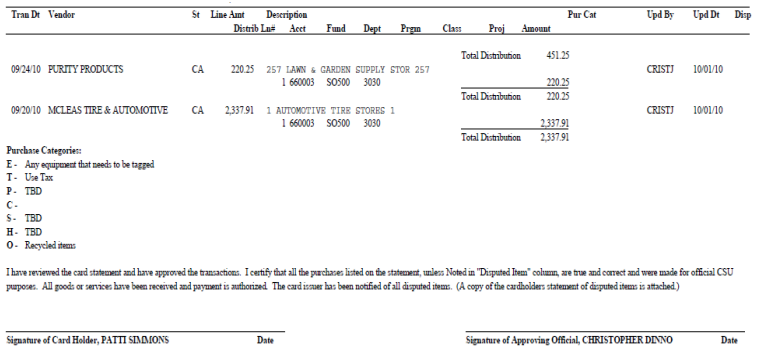
<p>11</p>	<ul style="list-style-type: none"> If there are more than one transaction in the file you can go through each one using the  or you can click View All 	 <p>The screenshot shows the ProCard Adjustment interface. At the top, it displays 'Business Unit: SOCOMP', 'ProCard Origin: USB', 'Name: SIMMONS, PATTI #000009009', 'Invoice: PC09100011', 'Invoice Date: 09/25/2010', and 'Total: 22,092.96'. Below this, there are 'Transactions' and 'Distribution' sections. In the 'Transactions' section, the 'View All' button and the 'Process Monitor' link are circled in red. The 'Distribution' table shows one row with a distribution amount of 1,051.64.</p>
<p>12</p>	<ul style="list-style-type: none"> 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. 	 <p>This screenshot is similar to the first one but shows the 'Description' field circled in red. The 'Distribution' table now has three rows: the first with 1,051.64, and the second and third with 0.00.</p>

<p>13</p>	<p>Categories</p> <ul style="list-style-type: none"> • 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 	<p>ProCard Adjustment</p> <p>Business Unit: SOCMP ProCard Origin: USB Name: SIMMONS, PATTI #000009009 Invoice: PC09100011 Invoice Date: 09/25/2010 Total: 22,092.96 Process Monitor</p> <p>Transactions Find View All First 1 of 27 Last</p> <p>Vendor Name: WW GRAINGER State: CA Transaction Date: 09/23/2010 Merchandise Amt: 1,051.64 Description: 6143190971 WHOLESALE INDUST SUPP 6143190971</p> <p><input type="checkbox"/> Equipment <input type="checkbox"/> Tax <input type="checkbox"/> Registration <input type="checkbox"/> Printing/Promo <input type="checkbox"/> Computer <input type="checkbox"/> Service <input type="checkbox"/> Hospitality <input type="checkbox"/> Other <input type="checkbox"/> Disputed</p> <table border="1"> <thead> <tr> <th>*Account</th> <th>*Fund</th> <th>DeptID</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Distrib. Amt.</th> </tr> </thead> <tbody> <tr> <td>1 660003</td> <td>SO500</td> <td>3030</td> <td></td> <td></td> <td></td> <td>1,051.64</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List</p>	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	1 660003	SO500	3030				1,051.64
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<p>14</p>	<ul style="list-style-type: none"> • 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 	<p>ProCard Adjustment</p> <p>Business Unit: SOCMP ProCard Origin: USB Name: SIMMONS, PATTI #000009009 Invoice: PC09100011 Invoice Date: 09/25/2010 Total: 22,092.96 Process Monitor</p> <p>Transactions Find View All First 1 of 27 Last</p> <p>Vendor Name: WW GRAINGER State: CA Transaction Date: 09/23/2010 Merchandise Amt: 1,051.64 Description: 6143190971 WHOLESALE INDUST SUPP 6143190971</p> <p><input type="checkbox"/> Equipment <input type="checkbox"/> Tax <input type="checkbox"/> Registration <input type="checkbox"/> Printing/Promo <input type="checkbox"/> Computer <input type="checkbox"/> Service <input type="checkbox"/> Hospitality <input type="checkbox"/> Other <input checked="" type="checkbox"/> Disputed</p> <table border="1"> <thead> <tr> <th>*Account</th> <th>*Fund</th> <th>DeptID</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Distrib. Amt.</th> </tr> </thead> <tbody> <tr> <td>1 660003</td> <td>SO500</td> <td>3030</td> <td></td> <td></td> <td></td> <td>1,051.64</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List</p>	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	1 660003	SO500	3030				1,051.64
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<p>15</p> <ul style="list-style-type: none"> The distribution amounts must sum to the line merchandise amount. When complete click Save It is recommended to save after updating each transaction. 		<p>ProCard Adjustment</p> <p>Business Unit: SOCOMP ProCard Origin: USB Name: SIMMONS, PATTI #000009009 Invoice: PC09100011 Invoice Date: 09/25/2010 Total: 22,092.96 Process Monitor</p> <p>Transactions Find View All First 1 of 27 Last</p> <p>Vendor Name: WW GRAINGER State: CA Transaction Date: 09/23/2010 Merchandise Amt: 1,051.64 Description: 6143190971 WHOLESALE INDUST SUPP 6143190971</p> <p><input type="checkbox"/> Equipment <input type="checkbox"/> Tax <input type="checkbox"/> Registration <input type="checkbox"/> Printing/Promo <input type="checkbox"/> Computer <input type="checkbox"/> Service <input type="checkbox"/> Hospitality <input type="checkbox"/> Other <input type="checkbox"/> Disputed</p> <table border="1"> <thead> <tr> <th>*Account</th> <th>*Fund</th> <th>DeptID</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Distrib. Amt.</th> </tr> </thead> <tbody> <tr> <td>1 660003</td> <td>SO500</td> <td>3030</td> <td></td> <td></td> <td></td> <td>1,051.64</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List</p>	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	1 660003	SO500	3030				1,051.64	2						0.00	3						0.00
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3						0.00																								
<p>16</p> <ul style="list-style-type: none"> 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 complete and you are ready to obtain signatures and send your paperwork to Accounts Payable 		<p>ProCard Adjustment</p> <p>Business Unit: SOCOMP ProCard Origin: USB Name: SIMMONS, PATTI #000009009 Invoice: PC09100011 Invoice Date: 09/25/2010 Total: 22,092.96 Process Monitor</p> <p>Transactions Find View All First 1 of 27 Last</p> <p>Vendor Name: WW GRAINGER State: CA Transaction Date: 09/23/2010 Merchandise Amt: 1,051.64 Description: 6143190971 WHOLESALE INDUST SUPP 6143190971</p> <p><input type="checkbox"/> Equipment <input type="checkbox"/> Tax <input type="checkbox"/> Registration <input type="checkbox"/> Printing/Promo <input type="checkbox"/> Computer <input type="checkbox"/> Service <input type="checkbox"/> Hospitality <input type="checkbox"/> Other <input type="checkbox"/> Disputed</p> <table border="1"> <thead> <tr> <th>*Account</th> <th>*Fund</th> <th>DeptID</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Distrib. Amt.</th> </tr> </thead> <tbody> <tr> <td>1 660003</td> <td>SO500</td> <td>3030</td> <td></td> <td></td> <td></td> <td>1,051.64</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List</p>	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	1 660003	SO500	3030				1,051.64														
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<p>17</p>	<ul style="list-style-type: none"> Click on the Process Monitor to retrieve the ProCard Statement PDF file 	 <p>The screenshot shows the 'ProCard Adjustment' screen. At the top, it displays 'Business Unit: SOCMP', 'ProCard Origin: USB', 'Name: SIMMONS, PATTI #000009009', 'Invoice: PC09100011', 'Invoice Date: 09/25/2010', and 'Total: 22,092.96'. A 'Process Monitor' button is circled in red. Below this is a 'Transactions' section with fields for Vendor Name (WW GRAINGER), State (CA), Transaction Date (09/23/2010), and Merchandise Amt (1,051.64). A description of '6143190971 WHOLESALE INDUST SUPP' is shown. There are checkboxes for Equipment, Tax, Registration, Printing/Promo, Computer, Service, Hospitality, Other, and Disputed. A 'Distribution' table is visible at the bottom of the transaction details.</p>																																																																						
<p>18</p>	<ul style="list-style-type: none"> Click the Refresh button until the Process is complete 	 <p>The screenshot shows the 'Process List' screen. At the top, it says 'View Process Request For'. Fields include 'User ID: CRISTJ', 'Type', 'Last: 1 Days', 'Server', 'Name', 'Instance', and 'Run Status'. A 'Refresh' button is circled in red. Below is a table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains six rows of SQR Report data.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>510328</td> <td></td> <td>SQR Report</td> <td>CSUP008</td> <td>CRISTJ</td> <td>10/05/2010 1:09:58PM PDT</td> <td>Queued</td> <td>N/A</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510327</td> <td></td> <td>SQR Report</td> <td>CSUP008</td> <td>CRISTJ</td> <td>10/05/2010 8:46:13AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510326</td> <td></td> <td>SQR Report</td> <td>CSUP007</td> <td>CRISTJ</td> <td>10/04/2010 3:51:43PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510325</td> <td></td> <td>SQR Report</td> <td>CSUP007</td> <td>CRISTJ</td> <td>10/04/2010 3:49:37PM PDT</td> <td>No Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510322</td> <td></td> <td>SQR Report</td> <td>CSUP007</td> <td>CRISTJ</td> <td>10/04/2010 1:41:20PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510321</td> <td></td> <td>SQR Report</td> <td>CSUP007</td> <td>CRISTJ</td> <td>10/04/2010 1:37:21PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	510328		SQR Report	CSUP008	CRISTJ	10/05/2010 1:09:58PM PDT	Queued	N/A	Details	<input type="checkbox"/>	510327		SQR Report	CSUP008	CRISTJ	10/05/2010 8:46:13AM PDT	Success	Posted	Details	<input type="checkbox"/>	510326		SQR Report	CSUP007	CRISTJ	10/04/2010 3:51:43PM PDT	Success	Posted	Details	<input type="checkbox"/>	510325		SQR Report	CSUP007	CRISTJ	10/04/2010 3:49:37PM PDT	No Success	Posted	Details	<input type="checkbox"/>	510322		SQR Report	CSUP007	CRISTJ	10/04/2010 1:41:20PM PDT	Success	Posted	Details	<input type="checkbox"/>	510321		SQR Report	CSUP007	CRISTJ	10/04/2010 1:37:21PM PDT	Success	Posted	Details
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<p>19</p> <ul style="list-style-type: none"> • Complete means Run Status reads Success and Distribution Status reads Posted • Click on Details 	<p>Process List Server List</p> <p>View Process Request For</p> <p>User ID: CRISTJ Type: Last: 1 Days Refresh</p> <p>Server: Name: Instance: to</p> <p>Run Status: Distribution Status Save On Refresh</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>510328</td> <td></td> <td>SQR Report</td> <td>CSUPO008</td> <td>CRISTJ</td> <td>10/05/2010 1:09:58PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510327</td> <td></td> <td>SQR Report</td> <td>CSUPO008</td> <td>CRISTJ</td> <td>10/05/2010 8:46:13AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510326</td> <td></td> <td>SQR Report</td> <td>CSUPO007</td> <td>CRISTJ</td> <td>10/04/2010 3:51:43PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510325</td> <td></td> <td>SQR Report</td> <td>CSUPO007</td> <td>CRISTJ</td> <td>10/04/2010 3:49:37PM PDT</td> <td>No Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510322</td> <td></td> <td>SQR Report</td> <td>CSUPO007</td> <td>CRISTJ</td> <td>10/04/2010 1:41:20PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510321</td> <td></td> <td>SQR Report</td> <td>CSUPO007</td> <td>CRISTJ</td> <td>10/04/2010 1:37:21PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Go back to ProCard Adjustment</p> <p>Save Notify</p> <p>Process List Server List</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	510328		SQR Report	CSUPO008	CRISTJ	10/05/2010 1:09:58PM PDT	Success	Posted	Details	<input type="checkbox"/>	510327		SQR Report	CSUPO008	CRISTJ	10/05/2010 8:46:13AM PDT	Success	Posted	Details	<input type="checkbox"/>	510326		SQR Report	CSUPO007	CRISTJ	10/04/2010 3:51:43PM PDT	Success	Posted	Details	<input type="checkbox"/>	510325		SQR Report	CSUPO007	CRISTJ	10/04/2010 3:49:37PM PDT	No Success	Posted	Details	<input type="checkbox"/>	510322		SQR Report	CSUPO007	CRISTJ	10/04/2010 1:41:20PM PDT	Success	Posted	Details	<input type="checkbox"/>	510321		SQR Report	CSUPO007	CRISTJ	10/04/2010 1:37:21PM PDT	Success	Posted	Details
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<p>20</p> <ul style="list-style-type: none"> • Click on View Log/Trace 	<p>Process Detail</p> <p>Process</p> <p>Instance: 510328 Type: SQR Report</p> <p>Name: CSUPO008 Description: ProCard Statement</p> <p>Run Status: Success Distribution Status: Posted</p> <p>Run</p> <p>Run Control ID: 002</p> <p>Location: Server</p> <p>Server: PSUNX</p> <p>Recurrence:</p> <p>Update Process</p> <p>Hold Request</p> <p>Queue Request</p> <p>Cancel Request</p> <p>Delete Request</p> <p>Restart Request</p> <p>Date/Time</p> <p>Request Created On: 10/05/2010 1:09:59PM PDT</p> <p>Run Anytime After: 10/05/2010 1:09:58PM PDT</p> <p>Began Process At: 10/05/2010 1:10:30PM PDT</p> <p>Ended Process At: 10/05/2010 1:10:42PM PDT</p> <p>Actions</p> <p>Parameters Transfer</p> <p>Message Log</p> <p>Batch Timings</p> <p>View Log/Trace</p> <p>OK Cancel</p>																																																																						

<p>21</p>	<ul style="list-style-type: none"> Click on the PDF file 	
<p>22</p>	<ul style="list-style-type: none"> 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 	

***Once the statement is signed no changes to the transactions can be made.**