



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS



Procurement Card (P-card) Reconciliation Procedure Handbook

**Procurement and Contracts
Division of Administration and Finance
October 2022**



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

CARDHOLDERS RECONCILIATION RESPONSIBILITIES

Policy

1. The cardholder is responsible for completing the monthly reconciliation of the P-card, including the final reconciliation in the event of employee separation or transfer to a new department.
2. Reconciliation shall be completed as detailed in the P-card Reconciliation Handbook and the Monthly Reconciliation Section of the Policy. Please review the handbook for step-by-step instructions on completing the reconciliation statement.
3. The cardholder will review each transaction in PeopleSoft, change the default chartfield as appropriate, and enter the proper description for each transaction. The "disputed" box must be checked for disputed transactions. The "tax" box must be checked for purchases where the card holder was not charged tax. In the event of errors, must work with Approving Official, and Accounting Services to correct the charges via expenditure transfer form.
4. The reconciliation page must be saved in PDF format and signed by both the cardholder and their approver. If the current approver is unavailable to sign, the department Dean or VP may be an alternate signer, and should be sent to Accounts Payable at PcardRecon@csudh.edu
5. If the cardholder is absent or on vacation during the period in which monthly submittals are due, it is the cardholders responsibility to identify a backup to complete the reconciliation, if no backup is identified, the approving official is responsible for ensuring timely submittal of the cardholder's packet. If the Approving Official is absent or on vacation during the period in which the monthly submittal is due, the cardholder is responsible for submitting completed package (excluding Approving Official signature) to avoid receiving an infraction. Once the Approving Official returns to campus, cardholder shall submit signed reconciliation statement to the Accounting Services department.
6. The billing cycle ends every 25th day of the month. The charges should be uploaded and available to reconcile in PeopleSoft 3-4 days after the billing cycle closes. Accounting Services will send an e-mail to all cardholders providing the reconciliation packet due date.

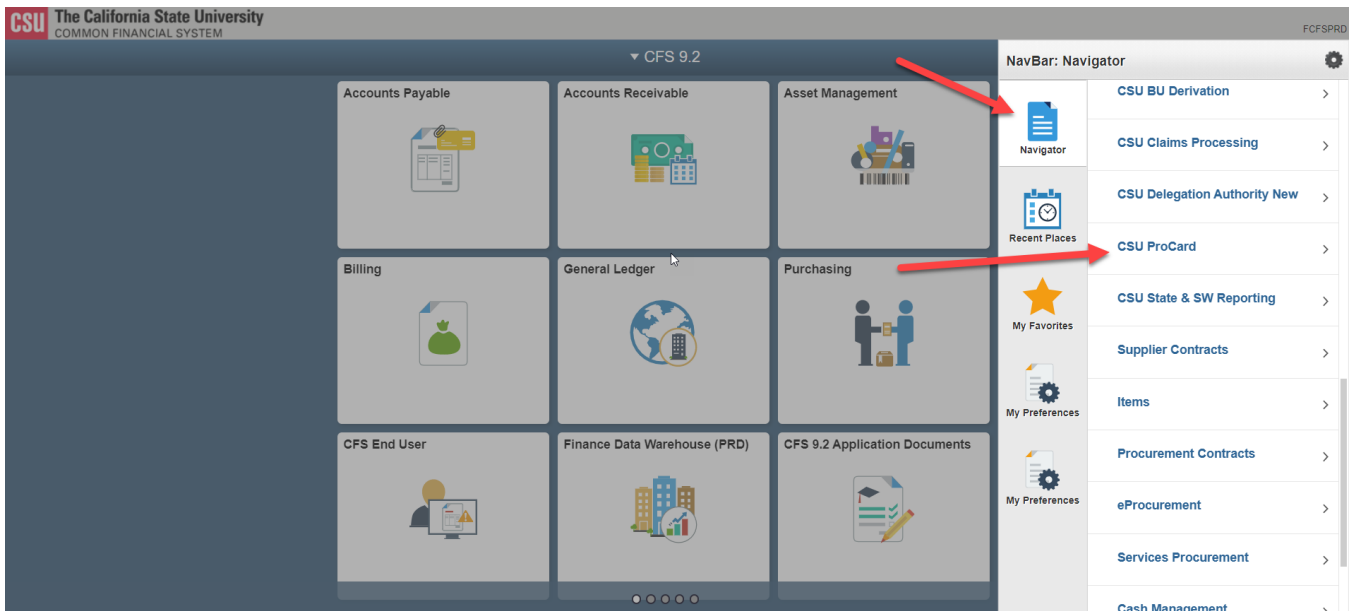
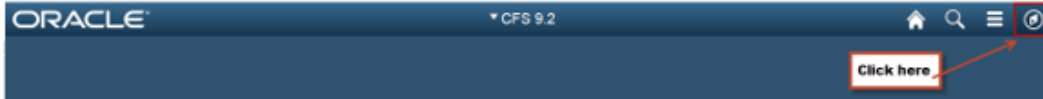
Event chronology:

1. Accounts Payable loads the P-card transaction file into PeopleSoft and notifies card holders by e-mail.
2. Card holders begin reconciliation entering/editing chartfields and descriptions for each charge item.
3. At the beginning of the following month, the file is loaded into PeopleSoft Accounts Payable module and cardholders are no longer able to access their prior month charges.
4. Cardholders have ability to review the Accounts Payable voucher created as well as the P-card history.

Navigation: CSUDH Main Menu > Navigator

Action:

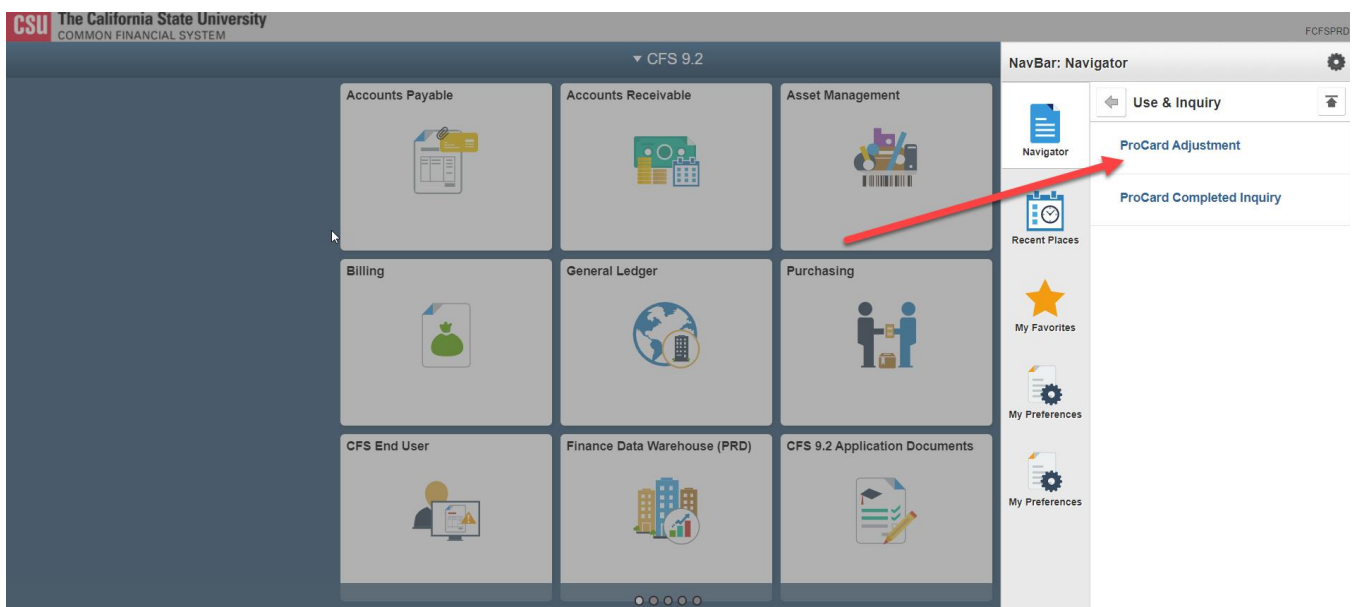
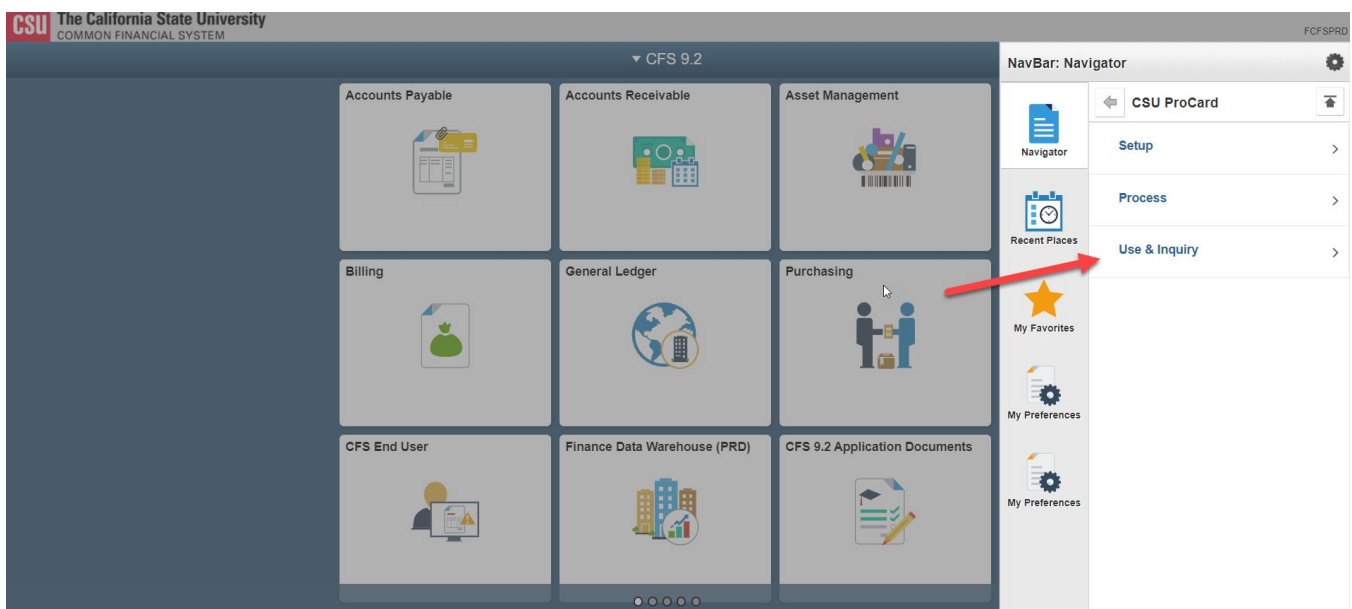
1. Go to CSU ProCard



Navigation: CSUDH Main Menu > Use & Inquiry

Action:

1. Go to Use & Inquiry
2. Go to ProCard Adjustment



Navigation: CSUDH Main Menu > Use & Inquiry > ProCard Adjustment

1. Type in user first and last name or click on search



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 =

Origin begins with

Invoice Date =

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

[Basic Search](#)

Note:

- Business Unit: defaults to DHCMP
- Invoice Date: Billing Statement Date (not required, however this will narrow the search).

Action:

- Last Name: Enter the cardholder's last name.
- First Name: Enter the cardholder's first name.

1. Select .

Charges to the card are available to reconcile. The cardholder is required to add descriptions and edit chartfields.

Transactions 1 of 3 [View All](#)

Supplier Name: INSTITUTE SUPPLY MGMT State: AZ
 Transaction Date: 09/01/2022 Merchandise Amount: 190.00
 Description: ISM Professional Membership for Maria Hernandez - annual renewal

Reference #:

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Distribution 1-1 of 1 [View All](#)

	GL Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	DHCMP	660003	AADHT	33000				190.00

[Return to Search](#) [Previous in List](#) [Next in List](#)

Note:

- Business Unit: Defaults to DHCMP
- Invoice: System generated and used to cross reference AP voucher, note it
- Invoice Date: Billing statement date
- Total: Total amount charged to the card this billing cycle
- Vendor name: Vendor that the card was charged to
- Transaction date: Date of charge
- Merchandise amount: Amount of the charge

Action:


Description: A required field describing what was purchased. This field is for informational and audit purposes and will only appear in the ProCard Use & Inquiry Section. The description provided *must offer a business justification for the purchase if it is not immediately clear*. Attach a sheet with a typed explanation to the reconciliation packet if necessary. *For travel charges, the description must include the TI number issued by Accounting upon receipt of a travel pre-approval form.*

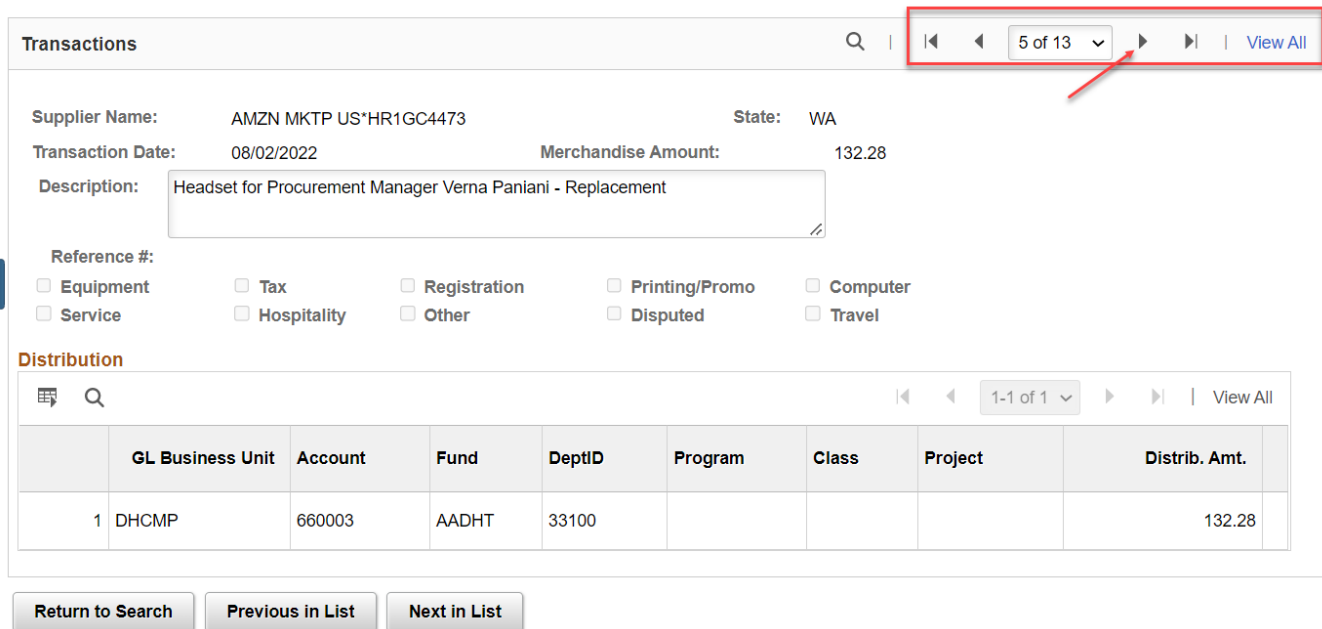
T = Tax: Select if this charge is for a taxable good, and Sales Tax was NOT included on the receipt/invoice, or was incorrect. Services are usually not taxable. Please check out-of-state charges carefully, as most out-of-

state vendors do not collect tax.

Disputed: Select if you are disputing this charge. This is for informational purposes only. The disputed charge will remain on your account until resolution is reached with the merchant and the bank. Once resolution is reached, a credit may be applied.

Distribution: The ChartString for this credit card purchase defaults from the setup of the ProCard Account holder. The user will be able to adjust these ChartStrings.

To see the next transaction, select the  button. To see all charges for the billing cycle, select *View All*.



Transactions Q | < < 5 of 13 > > [View All](#)


Supplier Name: AMZN MKTP US*HR1GC4473 State: WA
 Transaction Date: 08/02/2022 Merchandise Amount: 132.28
 Description: Headset for Procurement Manager Verna Paniani - Replacement

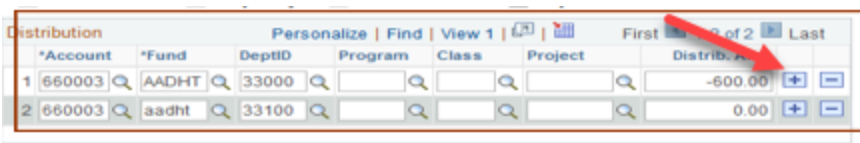
Reference #:
 Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Distribution

	GL Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	DHCMP	660003	AADHT	33100				132.28

[Return to Search](#) [Previous in List](#) [Next in List](#)

To split the distribution on a transaction, select the  button on the distribution line to insert a new row. Add the chartfields for the new distribution row. You may enter additional rows as needed.



Distribution Personalize | Find | View 1 | First 2 of 2 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	660003	AADHT	33000				-600.00
2	660003	aadht	33100				0.00

When you are finished, select **Save**. The system will automatically check to ensure that:

- The total Distribution Amt equals the Merchandise Amt
- Valid chart field combinations have been entered

Printing Procurement Card Statements

The transaction detail report is printed once reconciliation of charges has been completed. Both the cardholder and approving official must sign the report. Attach all backup documentation in the same order as it appears on the transaction detail report and submit to the Accounts Payable department by the due date provided.



Select the printer icon to make a hardcopy of your transaction detail report.

Then select the Process Monitor link to retrieve the Report

CSU The California State University
COMMON FINANCIAL SYSTEM

< CFS 9.2 CFS Purchasing

ProCard Completed Inquiry Page

Business Unit: DHCMP ProCard Origin: USB Name: HERNANDEZ, MARK [REDACTED]
 Invoice: PC09220008 Invoice Date: 09/27/2022 Total: 1,460.08

[Process Monitor](#)

Once the Distribution Status indicates “Posted,” select the Details link.

CSU The California State University
COMMON FINANCIAL SYSTEM

< CFS 9.2 CFS Purchasing New Window

Process List Server List

View Process Request For

User ID: [input] Type: [dropdown] Last: [dropdown] 30 Days Refresh
 Server: [dropdown] Name: [input] Instance From: [input] Instance To: [input] Report Manager
 Run Status: [dropdown] Distribution Status: [dropdown] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	24267822		SQR Report	CSUP0008	55000005889	10/23/2022 3:47:44PM PDT	Success	Posted	Details
<input type="checkbox"/>	24267808		SQR Report	CSUP0008	55000005889	10/23/2022 2:07:59PM PDT	Success	Posted	Details

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

Instance	24267822	Type	SQR Report
Name	CSUPO008	Description	ProCard Statement
Run Status	Success	Distribution Status	Posted

Run

Run Control ID 002
Location Server
Server PSUNX
Recurrence

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On	10/23/2022 3:47:44PM PDT
Run Anytime After	10/23/2022 3:47:44PM PDT
Began Process At	10/23/2022 3:47:53PM PDT
Ended Process At	10/23/2022 3:48:06PM PDT

Actions

- [Parameters](#) Transfer
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)



Select the PDF link to access your monthly report.

View Log/Trace

Report

Report ID 14639082 Process Instance 24267822 [Message Log](#)
Name CSUPO008 Process Type SQR Report
Run Status Success

ProCard Statement

Distribution Details

Distribution Node FCFSPRD Expiration Date 12/07/2022



File List

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_24267822.log	1,760	10/23/2022 3:48:06.541395PM PDT
csupo008_24267822.PDF	6,744	10/23/2022 3:48:06.541395PM PDT
csupo008_24267822.out	282	10/23/2022 3:48:06.541395PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	55000005889

[Return](#)



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

SAMPLE Procurement Card Statement

CSU Dominguez Hills
US Bank ProCard

Business Unit: DHCMP Invoice Number: PC09220008
Account Name: [Redacted] Invoice Date: September 27, 2022
Origin: USB Total Amount: \$ 1,460.08

Table with columns: Tran Dt, Supplier, St, Line Amt, Description, Fund, Dept, Reference, Pur Cat, Upd By, Upd Dt, Disp, Recon. Includes line items for Professional Membership, Gloves for Student Placements, and Total Distribution amounts.

Purchase Categories:
T - Tax

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.

Signature of Card Holder: [Redacted] Date Signature of Approving Official: [Redacted] Date

Signatures are REQUIRED from Cardholder and Approving Official.

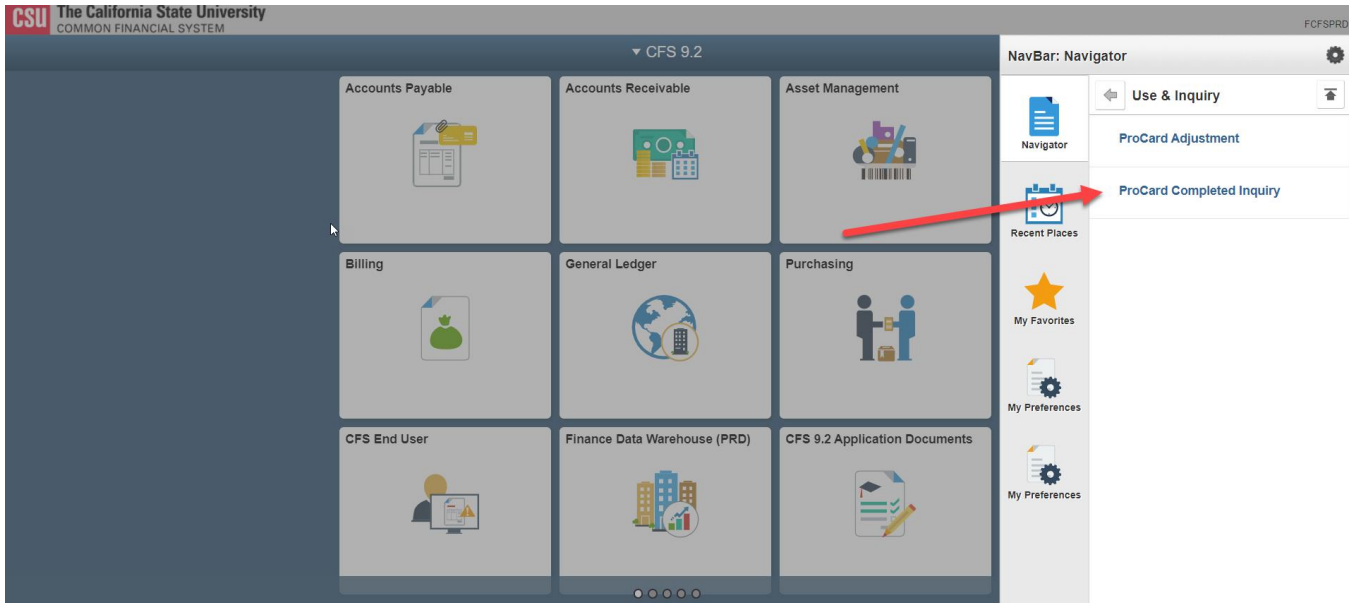
NOTE:

- 1) The Procurement Card statement should be printed in landscape orientation
2) Receipts/invoices should be attached in the same order as they appear on the statement
3) Reconciliation page must be saved in PDF format and signed by both the cardholder and their approver.

Review Procurement Card History

Once the procurement card billing statement has been loaded into the Accounts Payable system, the cardholder will no longer be able to update their expense distribution for that month. To view historical information, use the **Procurement Card Completed** inquiry pages:

Navigation: CSUDH Custom Objects > ProCard > Use & Inquiry > ProCard Completed Inquiry Page



ProCard Completed Inquiry Page

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 =

Origin begins with

Invoice Date =

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

▼ Search Criteria

Business Unit = ▾ DHCMP 🔍

Origin begins with ▾ 🔍

Invoice Date = ▾ 📅

Last Name begins with ▾ Hernandez

First Name begins with ▾ Maria

Invoice Number begins with ▾

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All |<< < 1-6

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number
DHCMP	USB	09/27/2022	HERNANDEZ	MARIA	PC09220008
DHCMP	USB	08/26/2022	HERNANDEZ	MARIA	PC08220007
DHCMP	USB	07/26/2022	HERNANDEZ	MARIA	PC07220007
DHCMP	USB	06/28/2022	HERNANDEZ	MARIA	PC06220005