How to Process the Pcard Reconciliation Report

At the beginning of each month, the Pcard Administrators will send out an email notifying all Pcard holders that it is time to reconcile their Pcards for the month.

Reconcile PCard Report and submit the complete report via AdobeSign by the 10th of every month, or if the 10th falls on a weekend, the following business day.

- Credit card statement (i.e., bank statement) must be also attached to the Pcard Report. The billing period is based on the date of the last bank statement (i.e., 12/26/2024).
- Save receipts and supporting documentation (hospitality forms, email approvals to exceptions, missing receipt forms, etc.) as individual PDFs and attach to the PCard Report. Receipts should be put in the same order as they appear on the PeopleSoft report.

This means that the signed and completed report must be received in your PCard Administrator's AdobeSign queue by the 10th of each month. No exception. Refer to Exhibit A for an example.

Please note: if the Pcard Administrator is not copied on the Adobesign submission, and the report is not received by the due date, it is considered late.

- If a pcard report is received by Accounts Payable after the deadline, the card limits will be reduced to $1 until the first of the next month, or as determined by Procurement.

If a cardholder has excessive infractions or late reports, Procurement may decide on the appropriate action as determined by the Director of Procurement.

Below are the steps for initiating the reconciliation of the monthly Pcard report.

Step 1:

Log into PeopleSoft:
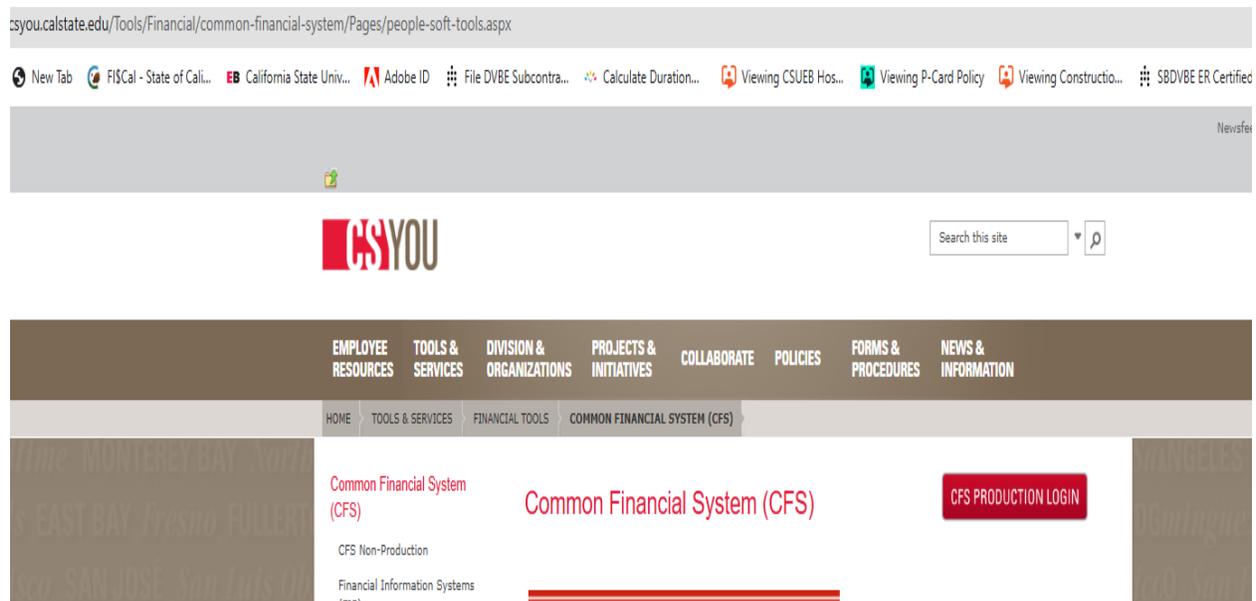
Step 2 - NavBar:
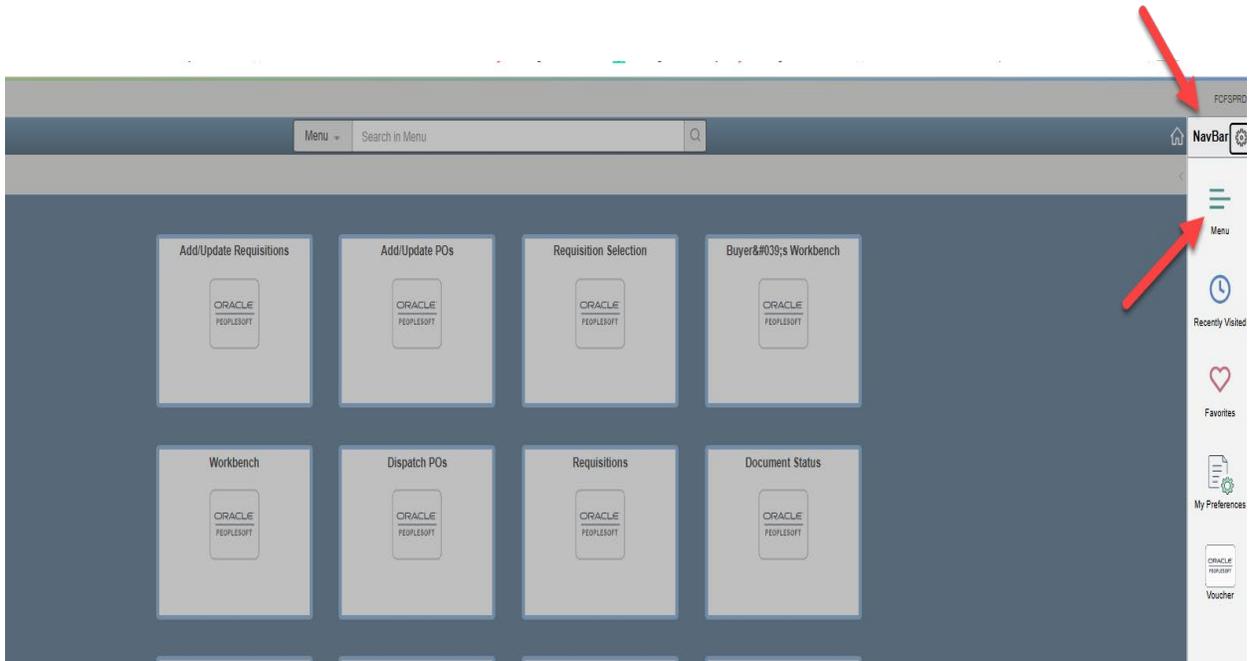
Step 3 – CSU Procard:
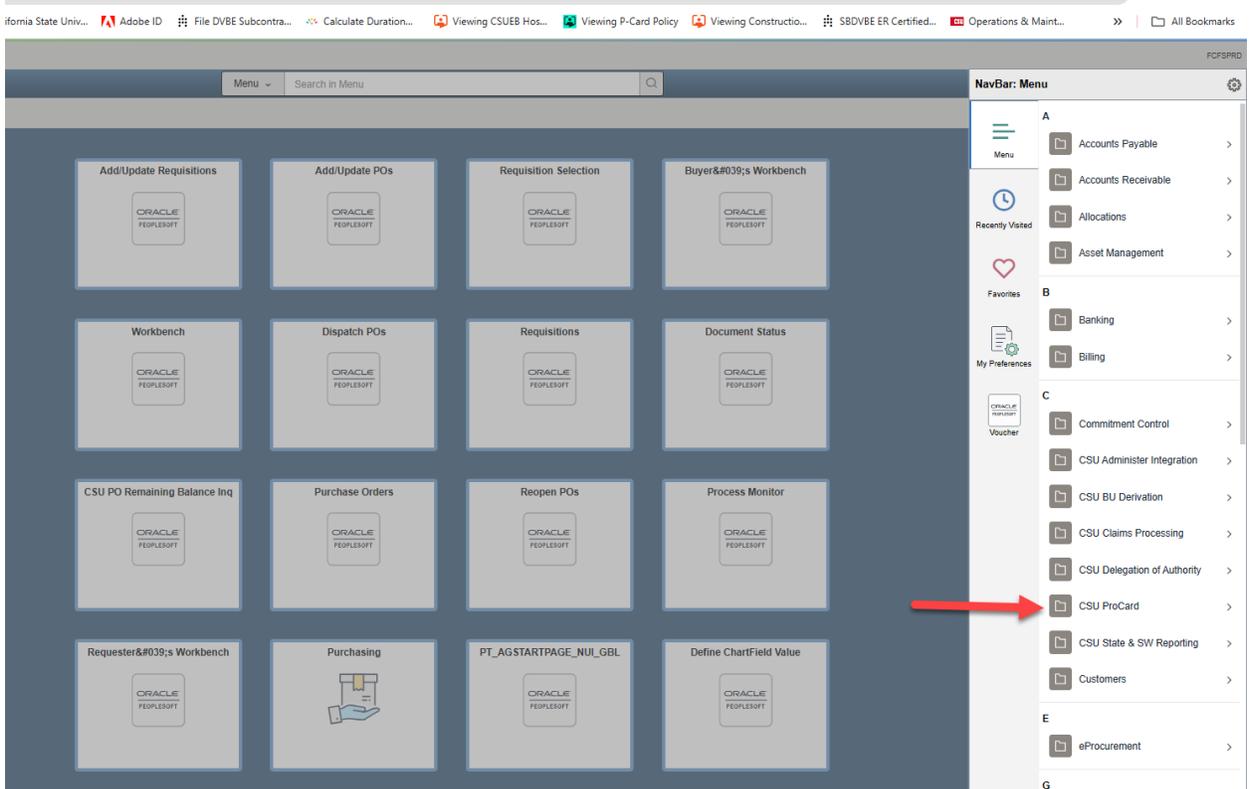
Step 4 – Use & Inquiry:
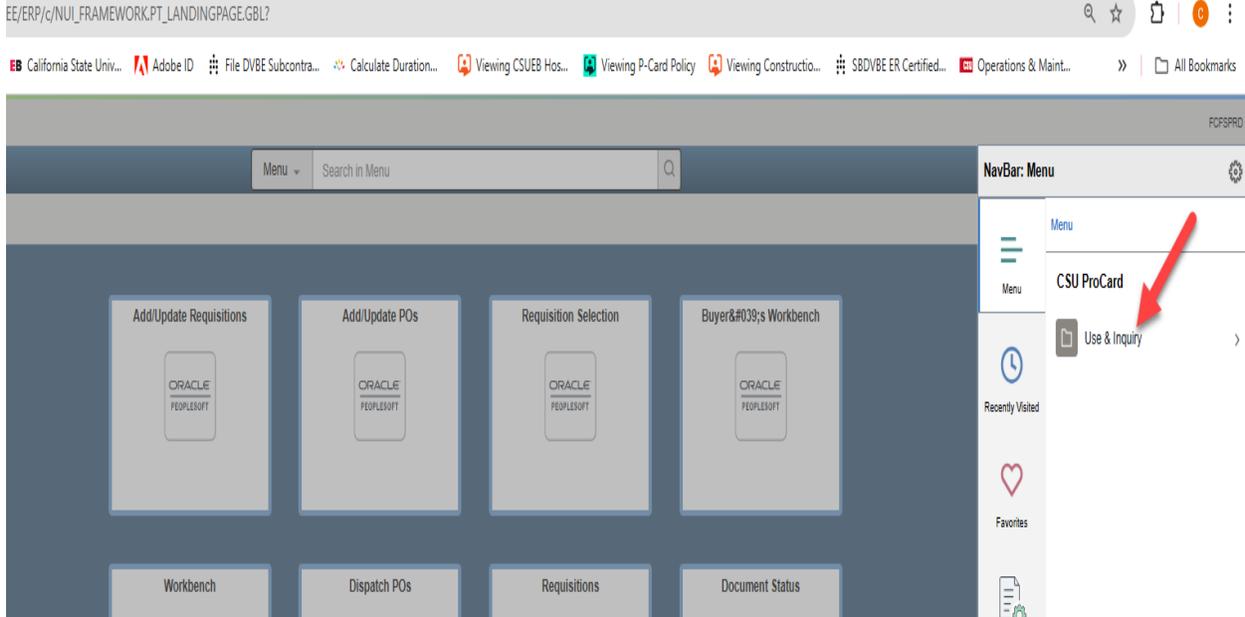
Step 5 – Procard Adjustment:
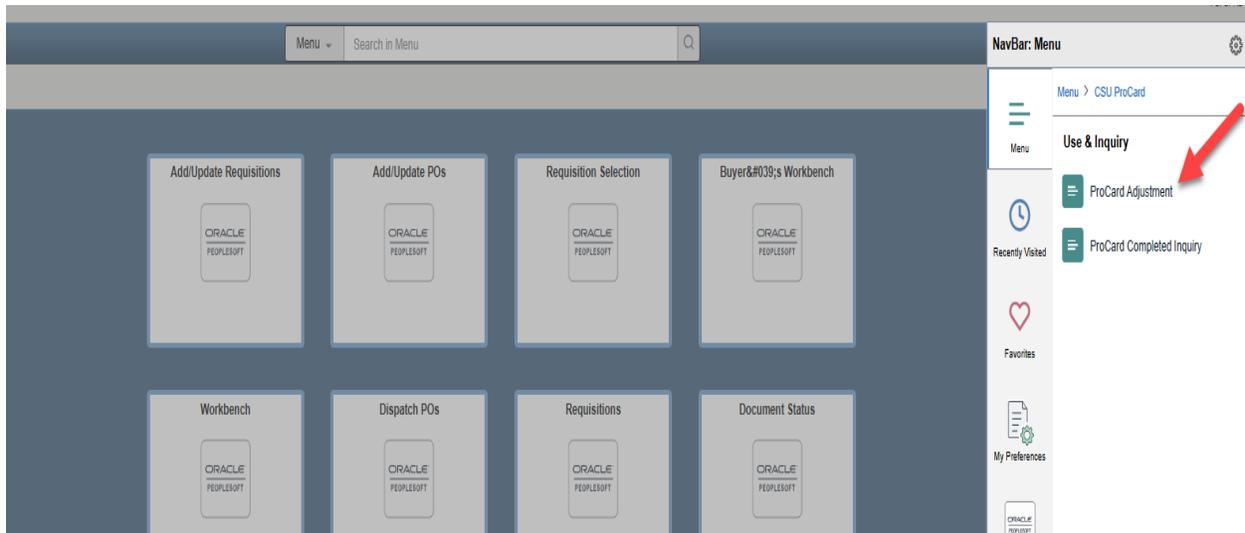
Step 6 – Type your first and or last name in the appropriate fields:

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	= ▾	EBCMP 🔍
Origin	begins with ▾	🔍
Invoice Date	= ▾	📅
Last Name	begins with ▾	⬅
First Name	begins with ▾	⬅
Invoice Number	begins with ▾	

☐ Case Sensitive

Step 7:

ProCard Adjustment

Business Unit:	EBCMP	ProCard Origin:	USB	Name:		🖨	Process Monitor
Invoice:	PC01250043	Invoice Date:	01/01/2025	Total:	1,155.90		

Attachments

Add Attachment	Attachment 1
	Attachment 2
	Attachment 3
	Attachment 4

> **If you have more than 1 expense, click "View All" hyperlink.
> **Update your chart string for each line item accordingly; ie: hospitality, etc.....
> **Replace the default description with a concise description appropriate for the item purchase
> **Upon completion of the above, then perform the steps below:
> 1. Click on the Printer Icon
> 2. Click on the Process Monitor hyper link

Transactions 🔍 | ◁ ◀ 1 of 8 ▾ ▶ ▶▶ | View All

Supplier Name:	COSTCO WHSE #1061		State:	CA	☐ Reconciled
Transaction Date:	11/27/2024	Merchandise Amount:		155.18	

Description: Restock of APISSC Center Supplies for Finals Week/Dec 2024

196 characters remaining

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	EBCMP 🔍	660898 🔍	EB001 🔍	14990 🔍	XA123 🔍	🔍	🔍	155.18	➕	➖

Step 8:

| Process List | Server List |

View Process Request For

User ID `05013546600` 🔍 Type `[     ▼]` `[Last ▼]` `[     1]` `[Days ▼]` [Refresh]

Server `[     ▼]` Name `[          🔍]` Instance From `[     ]` Instance To `[     ]` [Clear]

Run Status `[     ▼]` Distribution Status `[     ▼]` ☑ Save On Refresh   Report Manager [Reset]

> Click the "refresh" button, repeatedly until the run status update to "Success" and the Distribution Status update to "Posted".

▼ **Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	29588204		SQR Report	CSUPO008	05013546600	01/17/2025 9:55:12AM PST	Queued	N/A	Details	▼ Actions

Go back to ProCard Adjustment

[Save] [Notify]

Process List | Server List

Step 9:

| Process List | Server List | ⌖

View Process Request For

User ID `05013546600` 🔍 Type `[     ▼]` `[Last ▼]` `[     1]` `[Days ▼]` [Refresh]

Server `[     ▼]` Name `[          🔍]` Instance From `[     ]` Instance To `[     ]` [Clear]

Run Status `[     ▼]` Distribution Status `[     ▼]` ☑ Save On Refresh   Report Manager [Reset]

> Click on the "Detail" hyperlink

▼ **Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	29588204		SQR Report	CSUPO008	05013546600	01/17/2025 9:55:12AM PST	Success	Posted	Details	▼ Actions

Go back to ProCard Adjustment

[Save] [Notify]

Step 10:

Process Detail

Process

Instance	29588204	Type	SQR Report	
Name	CSUPO008	Description	ProCard Statement	
Run Status	Success	Distribution Status	Posted	

> Click on "View Log/Trace" hyperlink

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	01/17/2025	9:55:12AM PST
Run Anytime After	01/17/2025	9:55:12AM PST
Began Process At	01/17/2025	9:55:24AM PST
Ended Process At	01/17/2025	9:55:38AM PST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

OK   Cancel

Step 11:

View Log/Trace

Report

Report ID	19045709	Process Instance	29588204	Message Log
Name	CSUPO008	Process Type	SQR Report	
Run Status	Success			

> Click on "PDF", middle entry

ProCard Statement

Distribution Details

Distribution Node   FCFSPRD   Expiration Date   03/03/2025

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_29588204.log	1,796	01/17/2025 9:55:38.867144AM PST
csupo008_29588204.PDF	8,376	01/17/2025 9:55:38.867144AM PST
csupo008_29588204.out	333	01/17/2025 9:55:38.867144AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	05013546600

Return

Refer to Exhibit B

Exhibit A

Hello Everyone and Happy New Year!

Your credit card transactions have been loaded into PeopleSoft and you may start to reconcile your charges.

We are only accepting reports submitted through Adobe Sign, which should be completed, signed, and received by Accounts Payable no later than **January 10, 2025**.

A late report will be subject to reduction of your spending limit.

If your account has no bank statement dated 12/26/24 available, there will be no transactions in PeopleSoft under your name and you do not need to submit a credit card report this month.

IMPORTANT: Please CC your PCard Administrator when submitting your Adobe Sign report, and set a reminder for your approver(s) to sign by the deadline date. A report will be considered late if it is signed by your approver after the deadline.

- Last names beginning with A through K, please send to **Celestina Coleman**
- Last names beginning with L through Z, please send to **Anna Bento**.

If you have any questions, please feel free to contact us by email.

Thank you.

Exhibit B

Cal State East Bay
US Bank ProCard

This is a sample report once you click on the PDF file after running the report

Business Unit: EBCMP	Invoice Number: PC01250043
Account Name: ▇▇▇▇▇▇▇▇▇▇	Invoice Date: January 01, 2025
Origin: USB	Total Amount: $ 1,155.90

	Tran Dt	Supplier	St	Line Amt	Description				Reference			Pur Cat	Upd By	Upd Dt	Disp	Recon
				Distrib Ln#	BU/GL	Acct	Fund	Dept	Prgm	Class	Proj	Amount				
1	11/27/24	COSTCO WHSE #1061	CA	155.18	Restock of APISSC Center Supplies for Finals Week/Dec 2024							H	05011547512	01/02/25		
				1	EBCMP	660898	EB001	14990	XA123			155.18				
					Total Distribution							155.18				
2	11/27/24	COSTCO WHSE #1061	CA	173.25	Restock of USRC Center Snacks for Finals Week and December 2024							H	05011547512	01/02/25		
				1	EBCMP	660898	EB001	14990	XU024			173.25				
					Total Distribution							173.25				
3	12/04/24	CINEMARK 1009 ONLINE	CA	157.80	De-Stress Fest: End of Semester Movie Outing							H	05011547512	01/02/25		
				1	EBCMP	660809	EB001	14990	XA123			157.80				
					Total Distribution							157.80				
4	12/04/24	CINEMARK 1009 ONLINE	CA	157.80	De-Stress Fest: End of Semester Movie Outing							H	05011547512	01/02/25		
				1	EBCMP	660809	EB001	14990	XA123			157.80				
					Total Distribution							157.80				
5	12/04/24	CINEMARK 1009 ONLINE	CA	157.80	De-Stress Fest: End of Semester Movie Outing							H	05011547512	01/02/25		
				1	EBCMP	660809	EB001	14990	XA123			157.80				
					Total Distribution							157.80				
6	12/06/24	TARGET.COM *	MN	39.98	12/5 USRC End of Semester Gathering Event Supplies							H	05011547512	01/02/25		
				1	EBCMP	660809	EB001	14990	XU024			39.98				
					Total Distribution							39.98				
7	12/06/24	WING FIESTA	CA	64.20	12/4 Deconstructing Strength: API Men's Mental Health Wellness							H	05011547512	01/02/25		
				1	EBCMP	660898	EB001	14990	XA123			64.20				
					Total Distribution							64.20				
8	12/11/24	OLIVE GARDEN 0021382	CA	249.89	12/9 DISARC Winter Celebration ¿ Event Food							H	05011547512	01/02/25		
				1	EBCMP	660898	EB001	14990				249.89				
					Total Distribution							249.89				

Cal State East Bay
US Bank ProCard

Business Unit: EBCMP	Invoice Number: PC01250043
Account Name: ▇▇▇▇▇▇▇▇▇▇	Invoice Date: January 01, 2025
Origin: USB	Total Amount: $ 1,155.90

	Tran Dt	Supplier	St	Line Amt	Description				Reference			Pur Cat	Upd By	Upd Dt	Disp	Recon
				Distrib Ln#	BU/GL	Acct	Fund	Dept	Prgm	Class	Proj	Amount				

Purchase Categories:
E - Equipment
T - Tax
R - Registration
P - Printing/Promo
C - Computers
S - Service
H - Hospitality
O - Other

A A 🗑 ···

Type text here

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.)

▇▇▇▇▇▇▇▇▇▇   Date   ▇▇▇▇▇▇▇▇▇▇   Date