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:

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Step 5 – Procard Adjustment:

Menu	J → Search in Menu		۵	١	NavBar: Men	u ©
					_	Menu > CSU ProCard
					Menu	Use & Inquiry
Add/Update Requisitions	Add/Update POs	Requisition Selection	Buyer's Workbench		•	ProCard Adjustment
ORACLE	ORACLE	ORACLE	ORACLE PEOPLESOFT		Recently Visited	FroCard Completed Inquiry
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Workbench	Dispatch POs	Requisitions	Document Status			
ORACLE	ORACLE	ORACLE	ORACLE	,	My Preferences	
PEOPLESOFT	PEOPLESOFT	PEOPLESOFT	PEOPLESOFT		OR4CLE ROLEON	

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.



Step 7:

Pro	Card Adjustme	nt								
Business nvoice: Attacht	s Unit: EBCM PC01250043 ments Id Attachment	ProCard Ori Invoice Date Attachment 1 Attachment 2	gin: USB Namo	otal: 1,155.90		Process Monito	n		**If you have mo **Update your ch hospitality, etc **Replace the de appropriate for th **Upon completii	re than 1 expense, click "View All" hyperlink, art string for each line item accordingly; ie: fault description with a concise description he item purchase on of the above, then perform the steps below:
		Attachment 3 Attachment 4							 Click on the P Click on the P 	rinter Icon rocess Monitor hyper link
Transa	actions						Q 4	< 1 of 8 V	View All	
Suppli	er Name:	COSTCO WHSE #	1061		Stat	e: CA	0	Reconciled		
Transa	iction Date:	11/27/2024		Merchandise Ar	nount:	155.1	8			
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Step 8:

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Step 10:



Step 11:

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Report			
Report ID 19045709	Process Instance 2958820	4 Message Log	
Name CSUPO008	Process Type SQR Rep	port	Click on "PDF", middle entry
Run status Success			Cherron P Dr., mildule chury
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 <u>January</u> **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

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⊢				Distrib Ln#	BU/GL	Acct	Fund	Dept	Prgm	Class	Proj	Amount				
1	11/27/24	COSTCO WHSE #1061	CA	155.1	Restock	of APISS	C Center					н	05011547512	01/02/25		
					Supplies	for Fina	als Week,	/Dec								
1					2024											
				1	EBCMP	660898	EB001	14990	XA123			155.18				
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					Semester	Movie O	uting									
				1	EBCMP	660809	EB001	14990	XA123			157.80				
										Total Distr	ibution	157.80				
4	12/04/24	CINEMARK 1009 ONLINE	CA	157.80	De-Stres	s Fest: 1	End of					н	05011547512	01/02/25		
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6	12/06/24	TARGET.COM *	MN	39.9	8 12/5 USF	C End of	Semester	r				н	05011547512	01/02/25		
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8	12/11/24	OLIVE GARDEN 0021382	CA	249.89) 12/9 DIS	ARC Wint	er Celebi	ration				н	05011547512	01/02/25		
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										Total Distr	ibution	249.89				

Program Name: CSUPO008 Send a hard copy with Signature and backup to the Account: Payable Department Page 1

Report Date: 01/17/25 Report Time: 09:55:24

Cal State East Bay US Bank ProCard

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