

## Procurement Card Adjustments

On or around the 23<sup>rd</sup> of each month, the procurement card holders will be notified by email that their monthly statement is available for reconciliation. Reconciliation must be completed by the last business day of the month. On or about the 1<sup>st</sup> of the following month the procurement card charges will be uploaded to the Accounts Payable system and the cardholder will no longer be able to make any changes to their charges.

**ProCard Adjustment**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Business Unit:** begins with SACST

**Invoice Date:** =

**Last Name:** begins with JOHNSON

**First Name:** begins with ARDENE

Case Sensitive

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

**Navigation:** CSUS Custom Objects> ProCard > Use & Inquiry > ProCard Adjustment

### Notes:

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

### Action:

1. Last Name: Enter the cardholder's last name.
2. First Name: Enter the cardholder's first name you wish to update.
3. Select [Search](#).

**Menu**

Search:

- ▷ My Favorites
- ▷ Manager Self-Service
- ▷ Purchasing
- ▷ Projects
- ▷ Accounts Payable
- ▷ Asset Management
- ▷ Banking
- ▷ Commitment Control
- ▷ General Ledger
- ▷ CSU CDIP
- ▷ Allocations
- ▷ CSU Manage CO/State Requirement
- ▷ CSU Administer Integration
- ▷ Set Up Financials/Supply Chain
- ▽ CSUS Custom Objects
  - ▽ ProCard
    - ▷ Setup
    - ▷ Process
    - ▽ Use & Inquiry
      - ProCard Adjustment
      - ProCard Completed Inquiry Page

**ProCard Adjustment**

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**Business Unit:** SACST    **Name:** JOHNSON, ARDENE

**Invoice:** PC02060019    **Invoice Date:** 02/17/2006    **Total:** 644.91    [Process Monitor](#)

**Transactions**    [Find | View All](#)    First 1 of 4 Last

**Vendor Name:** SACRAMENTO WDU00003236    **State:** CA

**Transaction Date:** 12/27/2005    **Merchandise Amt:** 325.84

**Description:**

Fixed Asset     Tax     Disputed

**Distribution**    [Customize | Find | View 1](#)    First 1 of 1 Last

*Account	*Fund	*DeptID	Class	Distrib. Amt.
1 660003	MDR01	53700	0786A	325.84

The cardholder's charges are available to reconcile. The cardholder is required to add descriptions. Also, changes may be made to the chartfields.

**Notes:**

- **Business Unit:** The BU defaults to SACST.
- **Invoice:** System generated. The first two characters are PC, the next four characters are MMY (the month and year the billing statement is for), and the last 4 are sequential numbers. Make note of the Invoice for this will be used to cross reference the AP voucher created in CMS.
- **Invoice Date:** The billing statement date.
- **Total:** The total amount for the card for this billing cycle.
- **Vendor Name:** The vendor the charge was for.
- **Transaction Date:** The date of the charge.
- **Merchandise Amt:** The amount of the charge

**Action:**

**Description:** This is a required field and must be completed. A description of what was purchased must be entered. This field is for informational and audit purposes and will only appear in the ProCard Use & Inquiry Section.

**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 include 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.


**Menu**

Search:

- ▷ My Favorites
- ▷ Manager Self-Service
- ▷ Purchasing
- ▷ Projects
- ▷ Accounts Payable
- ▷ Asset Management
- ▷ Banking
- ▷ Commitment Control
- ▷ General Ledger
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      - ProCard Completed Inquiry Page
- ▷ Process
- ▷ Worklist

**ProCard Adjustment**

Business Unit: SACST Name: JOHNSON, ARDENE

Invoice: PC02060019 Invoice Date: 02/17/2006 Total: 644.91  [Process Monitor](#)

**Transactions** Find | View All First 1 of 4 Last

Vendor Name: SACRAMENTO WDU00003236 State: CA


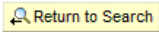
Transaction Date: 12/27/2005 Merchandise Amt: 325.84


Description:

Fixed Asset  Tax  Disputed

**Distribution** Customize | Find | View 1 First 1 of 1 Last

	*Account	*Fund	*DeptID	Class	Distrib. Amt.
1	660003	MDR01	53700	0786	325.84


 Save  Return to Search

To see the next transaction, select the .

To see all charges for the billing cycle, select View All.

ProCard Adjustment

Business Unit: SACST Name: JOHNSON, ARDENE

Invoice: PC02060019 Invoice Date: 02/17/2006 Total: 644.91  [Process Monitor](#)

Transactions Find | View 1 First 1-4 of 4 Last

Vendor Name: SACRAMENTO WDU00003236 State: CA  
 Transaction Date: 12/27/2005 Merchandise Amt: 325.84  
 Description:   
 Fixed Asset  Tax  Disputed

Distribution <span style="float: right;">Customize   Find   View 1 First 1 of 1 Last</span>				
*Account	*Fund	*DeptID	Class	Distrib. Amt.
1 660003	MDR01	53700	0786A	325.84 + -

Vendor Name: THE HOME DEPOT 4616 State: CA  
 Transaction Date: 01/11/2006 Merchandise Amt: 64.27  
 Description:   
 Fixed Asset  Tax  Disputed

Distribution <span style="float: right;">Customize   Find   View All First 1 of 1 Last</span>				
*Account	*Fund	*DeptID	Class	Distrib. Amt.
1 660003	MDR01	53700	0786A	64.27 + -

Vendor Name: THE HOME DEPOT 4616 State: CA  
 Transaction Date: 01/17/2006 Merchandise Amt: 192.74  
 Description:   
 Fixed Asset  Tax  Disputed

Distribution <span style="float: right;">Customize   Find   View All First 1 of 1 Last</span>				
*Account	*Fund	*DeptID	Class	Distrib. Amt.
1 660003	MDR01	53700	0786A	192.74 + -


Vendor Name: CAPITAL SAND AND GRAVEL State: CA  
 Transaction Date: 01/20/2006 Merchandise Amt: 62.06  
 Description:   
 Fixed Asset  Tax  Disputed

Distribution <span style="float: right;">Customize   Find   View All First 1 of 1 Last</span>				
*Account	*Fund	*DeptID	Class	Distrib. Amt.
1 660003	MDR01	53700	0786A	62.06 + -

Results of selecting View All.

**ProCard Adjustment**

**Business Unit:** SACST **Name:** JOHNSON, ARDENE

**Invoice:** PC02060019 **Invoice Date:** 02/17/2006 **Total:** 644.91  [Process Monitor](#)

**Transactions** Find | View All First 1 of 4 Last

**Vendor Name:** SACRAMENTO WDU00003236 **State:** CA



**Transaction Date:** 12/27/2005 **Merchandise Amt:** 325.84


**Description:**

Fixed Asset  Tax  Disputed

**Distribution** Customize | Find | View 1 | First 1-2 of 2 Last

	*Account	*Fund	*DeptID	Class	Distrib. Amt.		
1	660003	MDR01	53700	0786A	225.84	+	-
2	660003	MDS01	53700		100.00	+	-

 Save  Return to Search

To split the distribution on a transaction, select the  on the distribution line to insert a new row.

Add the chartfields for the second distribution. You may enter additional lines for additional distributions.

When you are finished, select  Save .

When the record is saved, the system automatically checks for the following:

- The total Distribution Amt must equal the Merchandise Amt
- You must have valid chartfield combinations.