

Review Procurement Card History

Once the procurement card billing statements have 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.

The screenshot shows a web application interface for "ProCard Completed Inquiry". On the left is a navigation menu with categories like "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", "Use & Inquiry", and "Process". The "ProCard Completed Inquiry Page" is selected under "Use & Inquiry".

The main content area is titled "ProCard Completed Inquiry" and includes the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a search form with the following fields:

- Business Unit:** begins with [dropdown] SACST [search icon]
- Invoice Date:** [=] [dropdown] [calendar icon]
- Last Name:** begins with [dropdown] JOHNSON
- First Name:** begins with [dropdown] ARDENE

There is a checkbox for "Case Sensitive" which is unchecked. Below the search fields are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

The "Search Results" section shows "View All" and "First 1-3 of 3 Last". The results are displayed in a table:

Business Unit	Invoice Date	Last Name	First Name
SACST	10/11/2005	JOHNSON	ARDENE
SACST	11/14/2005	JOHNSON	ARDENE
SACST	01/23/2006	JOHNSON	ARDENE

Navigation:

CSUS Custom Objects > ProCard > Use & Inquiry > ProCard Completed Inquiry Page

Business Unit: SACST

Invoice Date: Billing Statement Date (not required, however this will narrow the search).


Last Name: Last name of the cardholder.

First Name: First name of the cardholder.

Select

ProCard Completed Inquiry Page


Business Unit: SACST Name: JOHNSON, ARDENE

Invoice: PC11050033 Invoice Date: 11/14/2005 Total: 10725.42  [Process Monitor](#)

Transactions Find | **View All** First 1 of 10 Last

Vendor Name: THE HOME DEPOT 4616 State: CA
Transaction Date: 09/23/2005 Merchandise Amt: 229.82


Description:
 Fixed Asset Tax Disputed

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

Account	Fund	DeptID	Class	Distrib. Amt.
1 660003	G05DR	53700	0786A	229.82

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

Select **View All** to see all transactions for this billing cycle and the distributions for each transaction. If split, the View All link will be active and not grayed out.

 Select the printer icon if you wish to print a hardcopy of your transaction report.