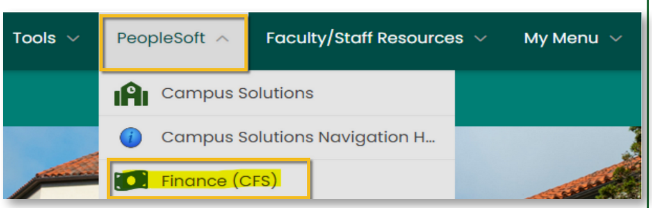
ProCard Reconciliation

Pro-card reconciliation is a two-step process. First you must reconcile your expenses in PeopleSoft and download a PDF of the Report. The report is then submitted for processing and approval via DocuSign.

Reconcile expenses and generate PDF of report

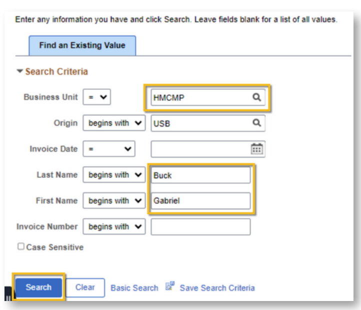
Step 1



Navigate to ProCard Adjustment

- Using Chrome as your browser, log into MyHumboldt.
- Click PeopleSoft tab.
- Choose Finance (CFS) > Accounts Payable > Procard > ProCard Adjustment.

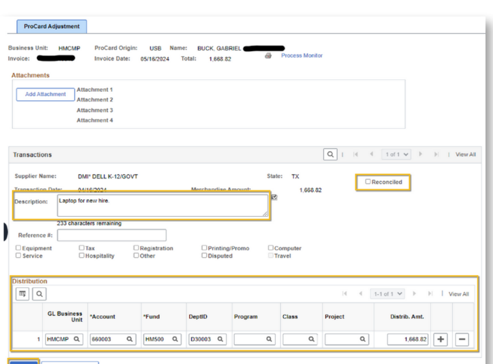
Step 2



Search for your account

- Enter Business Unit: HMSPF.
- Enter first and/or last name.
- Click Search
- ProCard Origin will always be USB.

Step 3

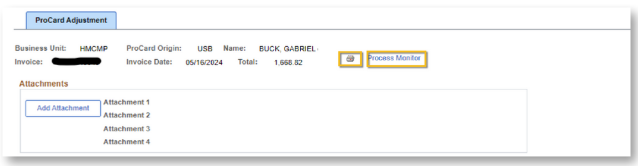


Review each transaction

- Correct the Chartfield (save after each transaction).
- Check amounts.
- Update the Description for clarity.
- Check the “Reconcile” box for each transaction.
- Click Save at the bottom

ProCard Reconciliation

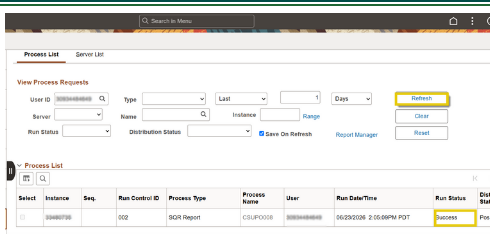
Step 4



Generate reconciliation report

- Click small printer icon near top of screen.
- Click Process Monitor link (next to the printer icon) to access your List.

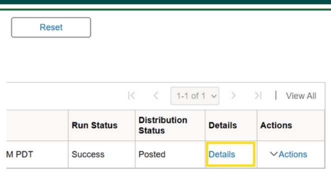
Step 5



Generate reconciliation report

- Click Refresh until all transactions show Run Status: Success (none should say “Queue”).
- Look for Employee ID number with “30” in front. No other information should appear.

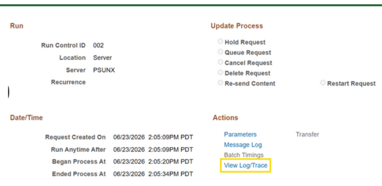
Step 6



Download your PDF

- From the lower box, click the blue Details link.

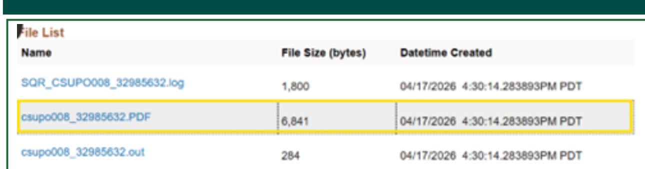
Step 7



Download your PDF

- Select View Log/Trace.

Step 8



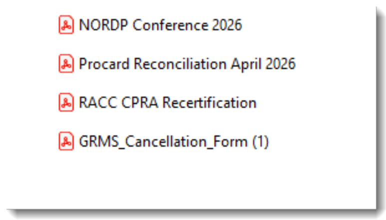
Download your PDF

- Click the blue link in the middle with PDF file extension.
- Save the PDF to your desktop.

ProCard Reconciliation

Submit Report via DocuSign

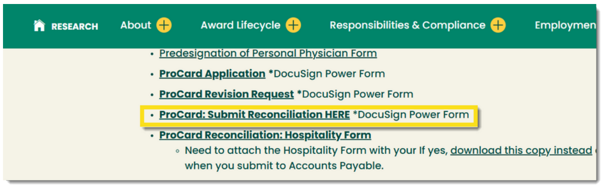
Step 1



Prepare your Documents

- Gather all receipts and supporting forms (Hospitality, Lost Receipt, IT, etc.).
- Put them in the same order as the charges listed on your ProCard PDF.

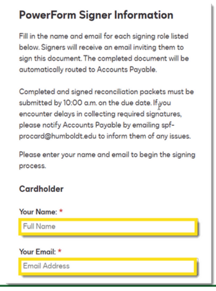
Step 2



Open the DocuSign submission form

- In the SPF Forms library, click on: "Procard Reconciliation HERE: *Docusign Power Form"

Step 3

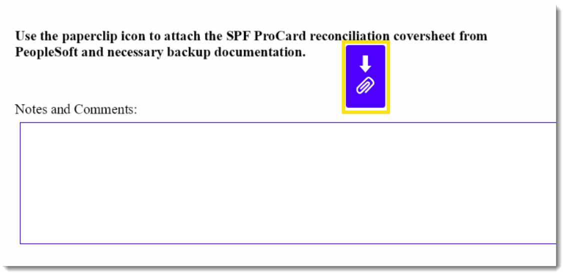


Complete the DocuSign fields

- Enter Your Name.
- Enter your One-Up Approver.
- Add any additional signers if needed (e.g., conflict of interest for hospitality).
- Click "Begin Signing"

ProCard Reconciliation

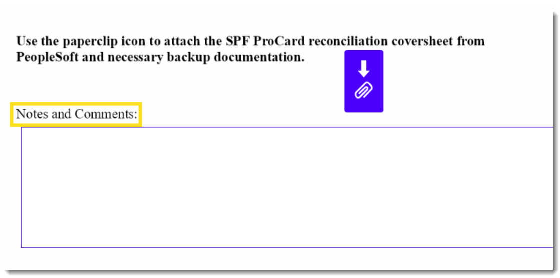
Step 4



Upload your Documents

- Click the paperclip icon to upload documents.
- Attach your ProCard PDF (saved from Step 1) first
- Attach all receipts and supporting documents in order as they appear on your ProCard PDF.

Step 5



Finalize

- Add clarifying information in the Description section if needed.
- Review everything. (note that you will not be able to add additional signature fields or notes within the packet)
- Sign and Send.