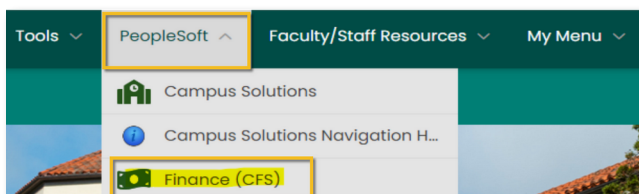


ProCard Reconciliation

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

A screenshot of the 'Find an Existing Value' search form for ProCard Adjustments. The form includes fields for Business Unit (HMCMP), Origin (USB), Invoice Date, Last Name (Buck), and First Name (Gabriel). The 'Search' button is highlighted with a yellow box.

Search for your account

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

Step 3

A screenshot of the 'ProCard Adjustment' review screen. It displays transaction details for a supplier named 'DMF-DCLK-12 GOVT'. The transaction amount is 1,888.82. The 'Reconcile' box is checked. The 'Distribution' table at the bottom shows the breakdown of the transaction by account, fund, and department. The 'Save' button is highlighted with a yellow box.

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

ProCard Adjustment

Business Unit: HMCMP ProCard Origin: USB Name: BUCK, GABRIEL
Invoice: [REDACTED] Invoice Date: 05/16/2024 Total: 1,668.82 [Process Monitor](#)

Attachments

[Add Attachment](#) Attachment 1
Attachment 2
Attachment 3
Attachment 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

Process List **Server List**

View Process Requests

User ID: [REDACTED] Type: [REDACTED] Last: [REDACTED] Days: [REDACTED] [Refresh](#)

Server: [REDACTED] Name: [REDACTED] Instance: [REDACTED] [Clear](#)

Run Status: [REDACTED] Distribution Status: [REDACTED] [Save On Refresh](#) [Report Manager](#) [Reset](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Dist Status
☐	00000708		002	SQR Request	CSUP0008	888888888	06/23/2026 2:05:08PM PDT	Success	Post

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

[Reset](#)

[View All](#)

	Run Status	Distribution Status	Details	Actions
M PDT	Success	Posted	Details	Actions

Download your PDF

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

Step 7

Run

Run Control ID: 002
Location: Server
Server: PSUNX
Recurrence: [REDACTED]

Date/Time

Request Created On: 06/23/2026 2:05:09PM PDT
Run Anytime After: 06/23/2026 2:05:09PM PDT
Began Process At: 06/23/2026 2:05:09PM PDT
Ended Process At: 06/23/2026 2:05:34PM PDT

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content ☐ Restart Request

Actions

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timing](#)
[View Log/Trace](#)

Download your PDF

- Select View Log/Trace.

Step 8

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUP0008_32985632.log	1,800	04/17/2026 4:30:14.283893PM PDT
csupo008_32985632.PDF	6,841	04/17/2026 4:30:14.283893PM PDT
csupo008_32985632.out	284	04/17/2026 4:30:14.283893PM PDT

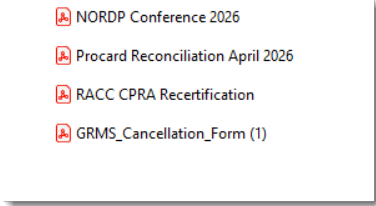
Download your PDF

- 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

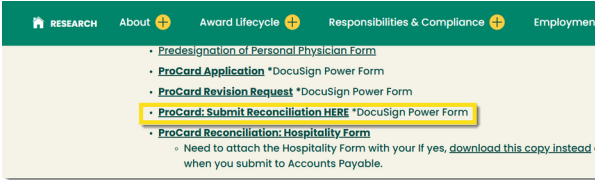


NORDP Conference 2026
Procard Reconciliation April 2026
RACC CPRA Recertification
GRMS_Cancellation_Form (1)

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



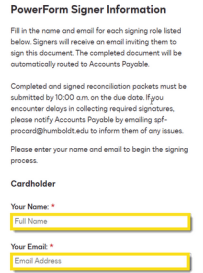
RESEARCH About Award Lifecycle Responsibilities & Compliance Employment

- Predesignation of Personal Physician Form
- ProCard Application *DocuSign Power Form
- ProCard Revision Request *DocuSign Power Form
- **ProCard: Submit Reconciliation HERE *DocuSign Power Form**
- ProCard Reconciliation: Hospitality Form
 - Need to attach the Hospitality Form with your If yes, [download this copy instead](#) when you submit to Accounts Payable.

Open the DocuSign submission form

- In the SPF Forms library, click on: “[Procard Reconciliation HERE: *DocuSign Power Form](#)”

Step 3



PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. The completed document will be automatically routed to Accounts Payable.

Completed and signed reconciliation packets must be submitted by 10:00 a.m. on the due date. If you encounter delays in collecting required signatures, please notify Accounts Payable by emailing procard@humboldt.edu to inform them of any issues.

Please enter your name and email to begin the signing process.

Cardholder

Your Name: *
Full Name

Your Email: *
Email Address

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

Use the paperclip icon to attach the SPF ProCard reconciliation coversheet from PeopleSoft and necessary backup documentation.



Notes and Comments:

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

Use the paperclip icon to attach the SPF ProCard reconciliation coversheet from PeopleSoft and necessary backup documentation.



Notes and Comments:

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.