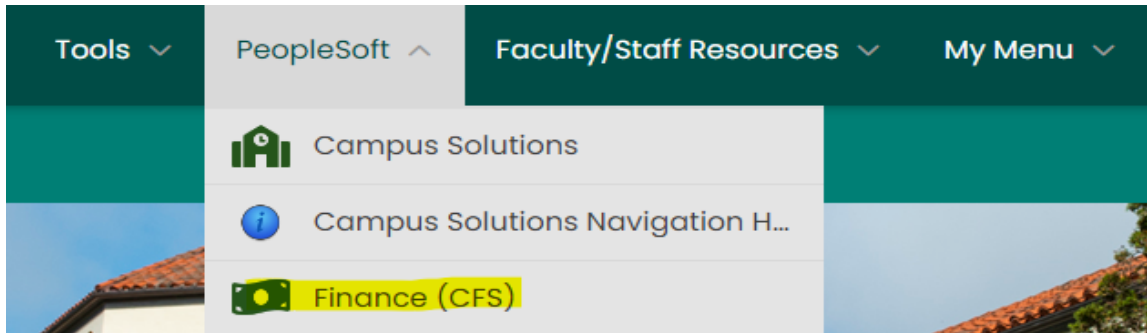
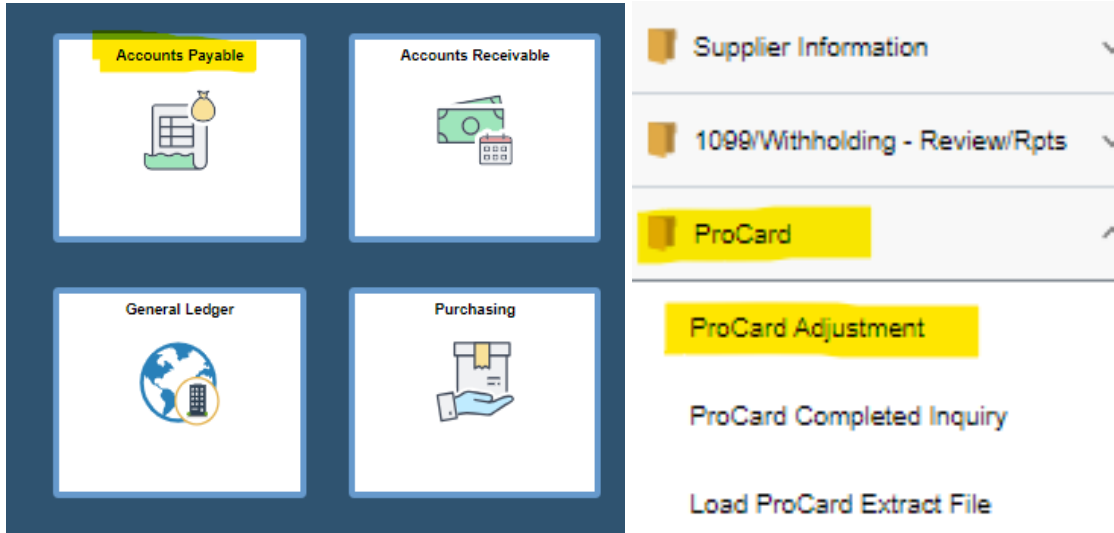


Accessing ProCard Reconciliations in PeopleSoft

- **Step 1: Receive email notification from AP:**
 - Accounts Payable sends monthly email notifications to let cardholders know when reconciliations are available for edits/processing.
- **Step 2: Access Statement in PeopleSoft**
 - Once available, reconciliations can be accessed in PeopleSoft Finance (CFS) through myHumboldt:



- Once in PeopleSoft Finance, select the Accounts Payable Tile. From there, click the ProCard dropdown that will appear on the left side of your screen. Select “ProCard Adjustment” from the drop down.



- From the ProCard Adjustment search screen, you must first select the Business Unit your ProCard falls under by either entering it manually in the Business Unit search bar, or by accessing the full list of Business Units by clicking the magnifying glass at the end of it.
- The Origin line must then be filled in the same manner. The Origin line should always be set to USB, regardless of your Business Unit.
- Once your Business Unit & Origin are selected, you can search for your reconciliation by entering your first and/or last name and then clicking the blue “Search” button.

ProCard Adjustment

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

[Find an Existing Value](#)

▼ Search Criteria

Business Unit	= ▼	HMCMP	🔍
Origin	begins with ▼	USB	🔍
Invoice Date	= ▼		📅
Last Name	begins with ▼	Buck	
First Name	begins with ▼	Gabriel	
Invoice Number	begins with ▼		

Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

- Once you hit search, you should be automatically taken to the following screen, where your current reconciliation should be available for processing.

ProCard Adjustment

Business Unit: HMCMP ProCard Origin: USB Name: BUCK, GABRIEL
Invoice: Invoice Date: 05/16/2024 Total: 1,668.82 Process Monitor

Attachments

Add Attachment Attachment 1
Attachment 2
Attachment 3
Attachment 4

Transactions

1 of 1 View All

Supplier Name: DMI* DELL K-12/GOVT State: TX Reconciled
Transaction Date: 04/16/2024 Merchandise Amount: 1,668.82
Description: Laptop for new hire.
233 characters remaining
Reference #:
 Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Distribution

1-1 of 1 View All

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	HMCMP	660003	HM500	D30003				1,668.82	+	-

Save Return to Search

- Your first transaction of this reconciliation's cycle will be displayed. To view the next transaction, you can press the arrow keys located in the top right of the Transactions field. You can also select View All to bring up all of your transactions for this cycle at once.



- Step 3: Update Descriptions & Chartfields**

- For each transaction, there are **two main components** you must fill out: the Description, and the Chartfield string. For the Description field, a simple explanation of what the purchase was and what it was for will suffice.
 - You can add any information that may be helpful to you and your department here as it will show in OBI in the description field. This can support future budget analysis or research on historical transactions.

Description:

- The Chartfield string is entered under the Distribution field. This will already be filled with the default chartfield you entered on your ProCard application. If the charge should be allocated to a different Chartfield, you can change each manually, or search for specific Chartfields using the magnifying glass for each field. Questions regarding what specific Chartfields you should use should be fielded by your department's Budget Analyst.
- RECOMMENDED:** While filling out these fields, periodically click the blue "Save" button in the bottom right corner to avoid losing any progress.

Distribution

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	HMCMP	660003	HM500	D30003				1,668.82	+	-

[Save](#) [Return to Search](#)

- If you want to distribute multiple amounts within a single expense's total to different chartfields, you can add/remove rows using +/- signs on the right side of the field. The line items must add up to the expense's original total, or an error will occur. Example:

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	
1	HMCMP	660003	HM500	D30003				750.82	+
2	HMCMP	660003	HM500	D30025				918.00	+

- **Step 4: Generate & Download ProCard Report:**

- Once you have finished filling out the Descriptions & Chartfields for all of your transactions, click the small Print Report button (printer icon) located next to Process Monitor near the top of your screen. Then, click Process Monitor to access your Process List.

ProCard Adjustment


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

Attachments

- Your ProCard report should appear at the top of this list, with "SQR Report" listed under the Process Type. It typically takes a moment for the report to generate. Click the top right "Refresh" button to refresh the report's status. Once the report is generated, the Run Status will be "Success", and the Distribution Status will be "Posted". Once the report has been generated, click the "Details" hyperlink.

Process List **Server List**

View Process Request For

User ID: [] Type: [] Last: [] 10 Years: [] Refresh 
 Server: [] Name: [] Instance From: [] Instance To: [] Clear
 Run Status: [] Distribution Status: [] Save On Refresh Report Manager Reset

Process List


1-50 of 178

- This will take you to the Process Detail page. From here, select “View Log/Trace” under “Actions”, which will direct you to the File List.

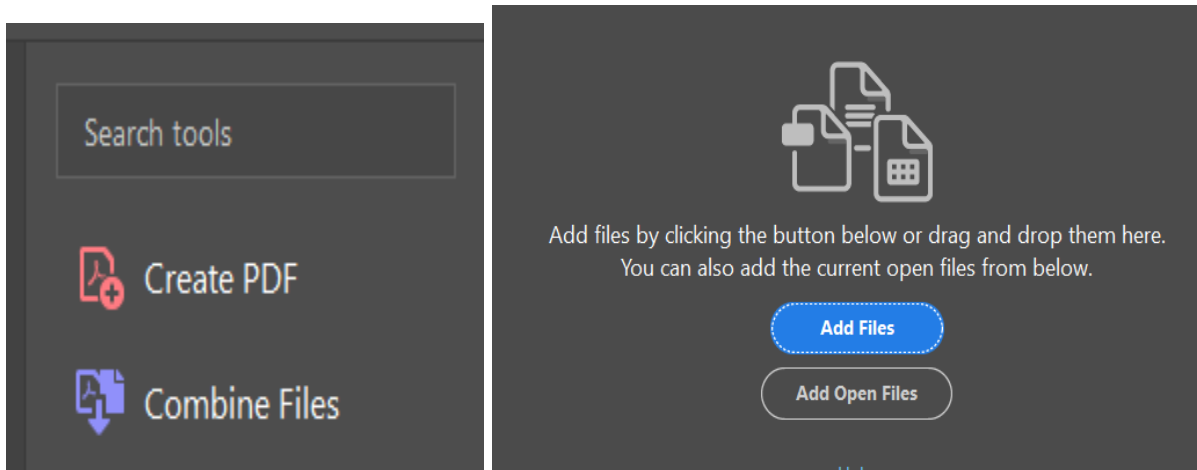


- From the File List, click the hyperlink for the PDF file in the middle of the list. This will download a PDF copy of your ProCard report that will serve as the cover page of your ProCard Reconciliation Submission.

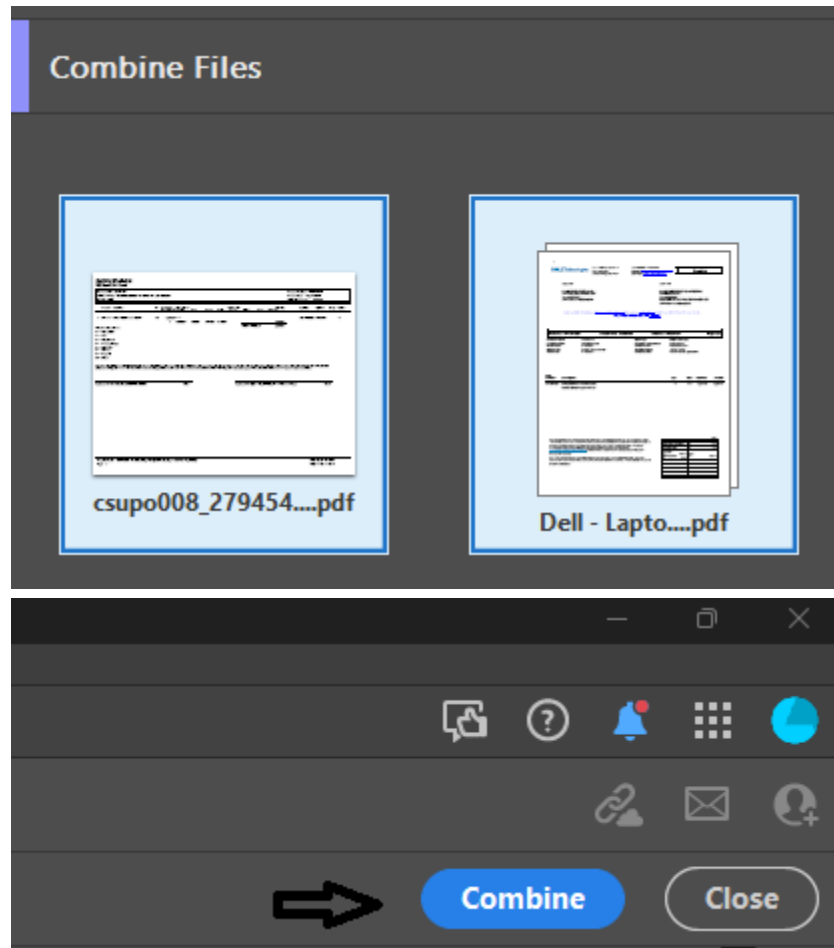
File List

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_27945461.log	1,800	05/22/2024 10:26:57.730845AM PDT
csupo008_27945461.PDF 	6,575	05/22/2024 10:26:57.730845AM PDT
csupo008_27945461.out	284	05/22/2024 10:26:57.730845AM PDT

- **Step 5: Prepare Reconciliation Submission Adobe:**
- Once you have downloaded the report, open both it and any backup documentation files (invoices, receipts, Hospitality forms, Lost Receipt Memos, approvals, etc.) you have in Adobe Acrobat. Once every file is open, select “Combine Files” under Tools, then “Add Open Files”.



- Once at the Combine screen, you can click and drag each individual document to determine the order they appear in (left-most is first.) Backup documentation should be organized in the same order as their corresponding transactions on your ProCard report.
- After your documents are in order, hold the Ctrl key and click each file until they are all highlighted, as shown below, and then click combine. (You can also hold click and drag your cursor across the documents to select them all.)



- **Step 6: Save final Reconciliation and submit through the Submission Portal:**
- Save the combined document Binder as a single PDF, and submit the entire file for signature through the ProCard Reconciliation Submission portal, located at this link: <https://policy.humboldt.edu/procard-reconciliation-submission>.

- On that webpage, you will also find an additional guide titled “ProCard Reconciliation Submission Guide” that will instruct you on how to properly route your submission through the Adobe Submission portal.