



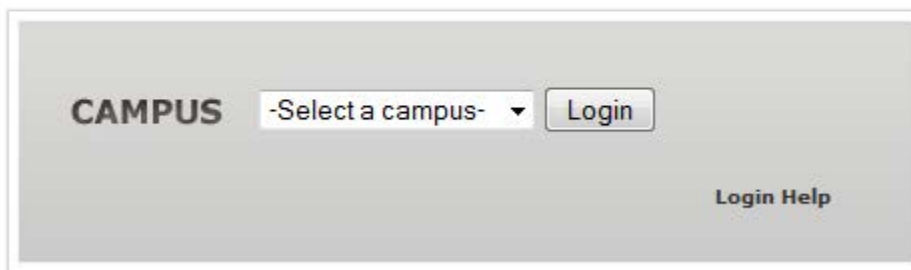
INFORMATION TECHNOLOGY

# HOW TO LOG INTO CFS TO ACCESS PROCARD

QUICK REFERENCE GUIDE

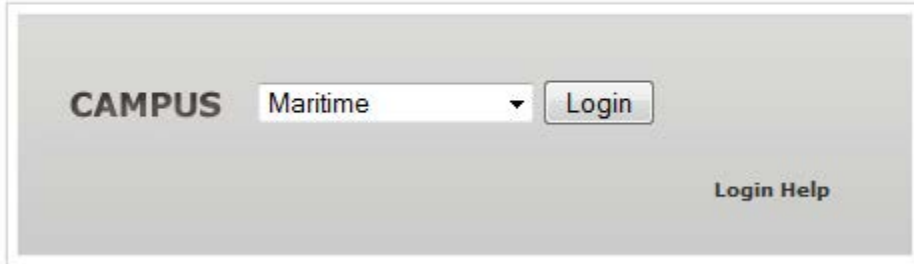
1) **Log into the CSU Portal:**

<https://csyou.calstate.edu/Tools/Financial/common-financial-system/Pages/people-soft-tools.aspx>

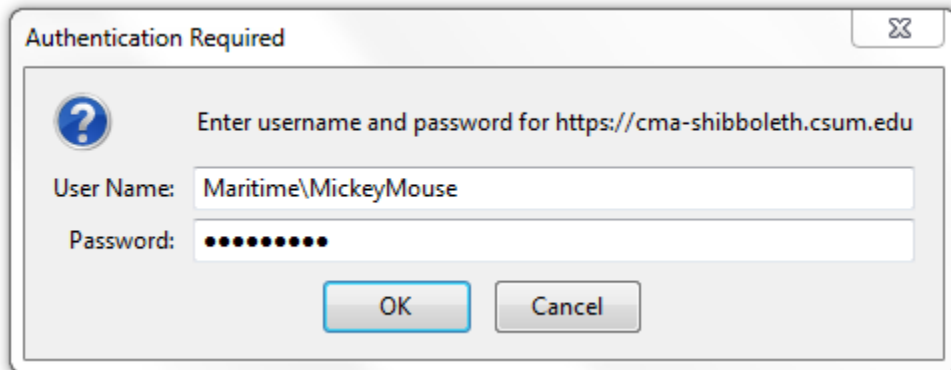


**NOTE: With some computers you may need to copy and paste this URL into your browser**

2) Select 'Maritime' from the drop down menu then click the Login button:



3) Enter your username and password. Remember to enter Maritime first then your username.



4) **To log into CFS Production click the CFS Production Log-in button found on the right hand side of the page:**



EMPLOYEE RESOURCES TOOLS & SERVICES DIVISIONS & ORGANIZATIONS PROJECTS & INITIATIVES COLLABORATE POLICIES FORMS NEWS & COMMUNICATIONS

HOME TOOLS & SERVICES FINANCIAL TOOLS **COMMON FINANCIAL SYSTEM (CFS)**

**Common Financial System (CFS)**

CFS Non-Production  
Financial Information Systems (FIS)

[CFS Login](#)

[Finance Data Warehouse Login](#)

[Finance DW Home Page](#)

[CPO Request](#)

**Common Financial System (CFS)**

The Common Financial System, referred to systemwide as the CFS, replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. CFS was instituted in an effort to achieve database consolidation across all campuses.

Please utilize the CFS 9.2 and Data Warehouse 11G Training materials available in the links provided below.

**CFS System Outages**

| <u>Title</u>  | <u>Distribution Date</u> |
|---|--------------------------|
| <a href="#">Scheduled Maintenance: CO Monthly Maintenance Application Servers - March</a> | 3/8/2016 10:04 AM        |

[View All...](#)

[CFS Application Development Documentation](#)

[CFS Production Log-in](#)

**Systemwide Technical Support**

Requests for assistance begin by contacting the ITSupport Center by [email](#) or by telephone (562) 951-8500.

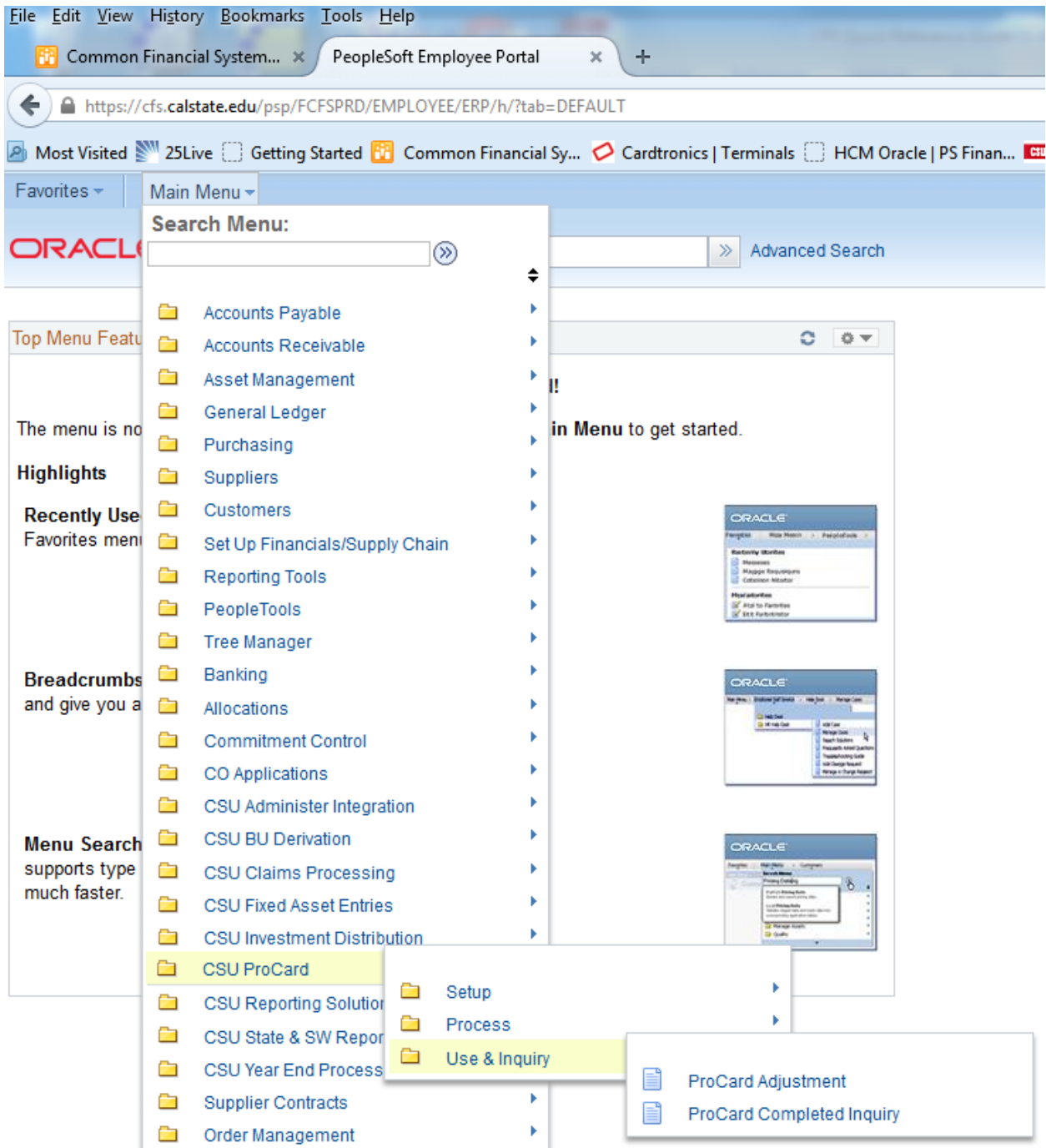
Requests are routed to technology service providers 24 hours a day, 7 days a week, 365 days a year.

**Open a Ticket**

[Open a ticket using ServiceNow](#)

[Outage Bulletins](#)

- 5) **Click on the Main Menu tab and select the CSU ProCard option, then Use & Inquiry and finally either ProCard Adjustment to edit current cycle statement, or ProCard Completed Inquiry to view activity from prior months:**



## ***PEOPLESOFT PROCESSING INSTRUCTIONS***

At the end of the ProCard billing cycle (on or after the 22<sup>nd</sup> of each month) cardholders receive a notification e-mail announcing that ProCard Statements are available for editing in PeopleSoft. Edits must be completed **before** the last workday of the month as specified in the notification. After close of business on the specified day, current ProCard data lines are automatically uploaded into the Accounts Payable system. Once the upload occurs, cardholders can no longer edit their PeopleSoft ProCard data lines.

***Recommendation: Keep receipts, relevant documentation and any applicable justifications organized in a file for efficient completion of paperwork.***

The following documents complete the monthly submittal process:

- Printed and signed PeopleSoft ProCard Statement
- Original receipts
- Justification forms

### **Objectives**

In this training guide you will learn how to:

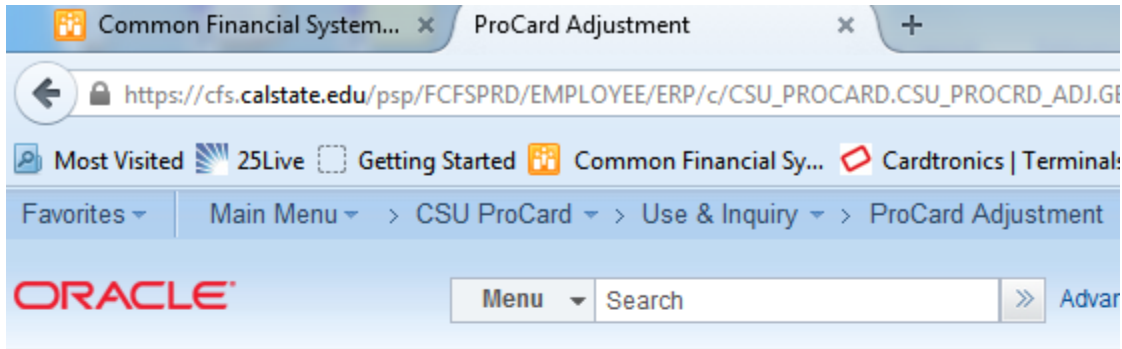
- Edit your current PeopleSoft ProCard Statement
- Print your PeopleSoft ProCard Statement for approval
- Obtain an understanding of the ProCard editing processes within PeopleSoft
- Obtain an understanding of how to run inquiries and reports within PeopleSoft for your ProCard history

### **Edit Current ProCard Statement Lines**

Use the ProCard Adjustment application to edit your ProCard Statement data lines:

- Modify/replace descriptions
- Flag purchase categories
- Flag disputed charges
- Replace default chartfields

**Navigation:** CSU ProCard > Use & Inquiry > ProCard Adjustment



## 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:  | =           | MACMP  |  |
| Origin:         | begins with |        |  |
| Invoice Date:   | =           |        |  |
| Last Name:      | begins with | Mouse  |  |
| First Name:     | begins with | Mickey |  |
| Invoice Number: | begins with |        |  |

Case Sensitive

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

### Action:

- **Business Unit:** enter **MACMP**
- **Last Name:** Enter the cardholder's last name.
- **First Name:** Enter the cardholder's first name or initial
- Click on the yellow **Search** button to bring up the following screen:

**ProCard Adjustment**

Business Unit: MACMP ProCard Origin: USB Name: MOUSE, MICKEY #123456789  
 Invoice: PC10140155 Invoice Date: 10/22/2014 Total: 1,798.10 [Process Monitor](#)

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

Supplier Name: SOUTHERN COUNTIES LUBR State: CA  
 Transaction Date: 10/02/2014 Merchandise Amount: 864.56  
 Description: 483418 WHOLESALE INDUST SUPP 483418

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

**Distribution** Personalize | Find | View All | First 1 of 1 Last

| *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. |
|----------|-------|--------|---------|-------|---------|---------------|
| 1 660003 | 48485 | 54000  |         |       |         | 864.56        |

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

(This is the first of 4 transactions for this cardholder.)

**Definitions of data on the Adjustment page:**

- **Business Unit:** MACMP is CMA’s CSU designated business unit
- **Origin:** USB is the system designated field for upload
- **Name:** the cardholder’s name
- **# :** the cardholder’s **employee ID**
- **Invoice:** System generated. The first two characters are **PC** (ProCard), the next four characters are MMY (billing statement month & year) and the last four are sequential numbers. **Note:** this invoice will be used to cross reference the AP voucher created in PeopleSoft. In this example:

**Invoice:**            **PC10140155**

- **Invoice Date:** The billing statement date.
- **Total:** The total amount of your transactions for this billing cycle.
- **Vendor Name:** The merchant charging your account.
- **Transaction Date:** The date of the charge.
- **Merchandise Amt:** The amount of the charge
- **Description:** Nature of transaction initially populated by US Bank
- **Purchase Categories:** available categories are tax, registration, printing/promotion, service, hospitality and other
- **Disputed:** indicates disputed status of transaction

**Edits: (SAVE edits often...if you don't SAVE you will lose your work)**

- Delete the bank generated **Description** field and replace with what was purchased and the business purpose of the purchase (what, for who, when, where etc). For example, the bank generated description for airline tickets might be “Chicago-flight”, replace with who is flying, business purpose, dates and destination. This data will be used in auditing your ProCard purchases.
- Check **Tax** field if an out-of-state merchant did NOT charge for CA sales/use tax for goods delivered to CA. Services are not subject to use tax in CA. (See page 11 for edit instructions.)
- Check **Disputed** field if you are disputing this charge. This is for informational purposes only. The disputed charge will remain on your account until resolved with the merchant and US Bank. Once resolved, a credit may be applied to the account charged. (See page 11 for edit instructions)

|                                    |                                      |                                       |   |                                   |
|------------------------------------|--------------------------------------|---------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Tax         | <input type="checkbox"/> Registration | <input type="checkbox"/> Printing/Promo | <input type="checkbox"/> Computer |
| <input type="checkbox"/> Service   | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Other        | <input type="checkbox"/> Disputed       |                                   |

- Check any other purchase categories you'd like flagged on the ProCard Statement.
- Do NOT use your ProCard to purchase items in Grayed out purchase categories.
- Review and replace default chartfields as necessary
  - Chartfield strings default to the specs on your ProCard Request Form
  - To change chartfields simply enter the replacement chartfield or search for the appropriate chartfield by clicking on the spyglass next to the chartfield to be changed:

ProCard Adjustment

Business Unit: MACMP ProCard Origin: USB Name: MOUSE, MICKEY #123456789  
Invoice: PC10140155 Invoice Date: 10/22/2014 Total: 1,798.10 [Process Monitor](#)

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

Supplier Name: SOUTHERN COUNTIES LUBR State: CA  
Transaction Date: 10/02/2014 Merchandise Amount: 864.56  
Description: What was purchased and business purpose of this purchase. If travel expense, include destination and dates

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

Distribution [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) First 1 of 1 Last

| *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. |
|----------|-------|--------|---------|-------|---------|---------------|
| 1 660003 | 48485 | 54000  |         |       |         | 864.56        |

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



- To narrow your search, enter in a few characters that may be part of the chartfield description and change the Description operand from **begins with** to **contains**:

Look Up Account
✕

[Help](#)

SetID: MACMP

Account: begins with

Description: contains supplies

Account Type: begin

Look Up
Clear
Cancel
Basic Lookup

### Search Results

View 100 First ◀ 1-5 of 5 ▶ Last

| Account | Description                    | Account Type | Control Flag | Book Code | Balance Sheet Indicator |
|---------|--------------------------------|--------------|--------------|-----------|-------------------------|
| 660984  | Janitorial Supplies            | E            | N            | (blank)   | (blank)                 |
| 660981  | Kitchen Supplies & Equipment   | E            | N            | (blank)   | (blank)                 |
| 660983  | Paper Supplies, Galley         | E            | N            | (blank)   | (blank)                 |
| 623001  | SP - Materials, Supplies and S | E            | N            | (blank)   | (blank)                 |
| 660003  | Supplies and Services          | E            | N            | (blank)   | (blank)                 |

- Click on **Look Up** to bring up chartfields.

### Navigating the Transactions:

Find | [View All](#)
First ◀ 1 of 4 ▶ Last

To see the next transaction, select the 

To see all transactions for the billing cycle, select **View All**. Results of selecting **View All**:

**ProCard Adjustment**

Business Unit: MACMP ProCard Origin: USB Name: MOUSE, MICKEY #123456789  
 Invoice: PC10140155 Invoice Date: 10/22/2014 Total: 1,798.10 Process Monitor

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

Supplier Name: SOUTHERN COUNTIES LUBR State: CA  
 Transaction Date: 10/02/2014 Merchandise Amount: 864.56  
 Description: What was purchased and business purpose of this purchase. If travel expense, include destination and dates

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

**Distribution** Personalize | Find | View All | First 1 of 1 Last

| *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. |
|----------|-------|--------|---------|-------|---------|---------------|
| 1 660003 | 48485 | 54000  |         |       |         | 864.56        |

---

Supplier Name: PETERSON POWER SYSTEMS State: CA  
 Transaction Date: 10/03/2014 Merchandise Amount: 407.57  
 Description: MISCELLANEOUS AUTOMOTIVE

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

**Distribution** Personalize | Find | View All | First 1 of 1 Last

| *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. |
|----------|-------|--------|---------|-------|---------|---------------|
| 1 660003 | 48485 | 54000  |         |       |         | 407.57        |

### Splitting the distribution on a transaction.

To insert a new row, select the plus sign on the distribution line and select **View All** at the transaction level to see all the distribution line rows. Add chartfields in all the additional rows. You may enter multiple distribution line rows.

When you are finished, select the yellow **Save** button:

**ProCard Adjustment**

Business Unit: MACMP ProCard Origin: USB Name: MOUSE, MICKEY #123456789  
 Invoice: PC10140155 Invoice Date: 10/22/2014 Total: 1,798.10 Process Monitor

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

Supplier Name: SOUTHERN COUNTIES LUBR State: CA  
 Transaction Date: 10/02/2014 Merchandise Amount: 864.56  
 Description: What was purchased and business purpose of this purchase.

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

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

| *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. |
|----------|-------|--------|---------|-------|---------|---------------|
| 1 660003 | 48485 | 54000  |         |       |         | 432.28        |
| 2 660003 | 48485 | 54000  |         |       |         | 432.28        |

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
- Spell check automatically checks the spelling of information in provided in **Description**. You will have the option to change, add (to allowed words), or ignore any misspellings

When the **TAX** box is checked, add a second and third distribution line row:

- On the 2<sup>nd</sup> row, input the same chartfield string as in row 1 and an amount equal to the calculated use tax at the prevailing rate, currently **9.25%**.
  - Note that shipping, when listed separately, is excluded from the use tax calculation
- On the 3<sup>rd</sup> row, input the following chartfield string: Account 201008, same Fund and no Dept. ID; for the Distrib.Amt. input the negative of the use tax amount in row 2.

Supplier Name: OUTBOARD MOTOR SHOP State: CA  
 Transaction Date: 10/10/2014 Merchandise Amount: 226.57  
 Description: Supplies for #14 boat and rib boats, fuel and water filters

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

| *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. |
|----------|-------|--------|---------|-------|---------|---------------|
| 1 660003 | 48485 | 54000  |         |       |         | 226.57        |
| 2 660003 | 48485 | 54000  |         |       |         | 19.54         |
| 3 201008 | 48485 |        |         |       |         | -19.54        |

When the **DISPUTED** box is checked, input the following chartfield string: Account 103917, Fund 48485 and no DeptID for both the original disputed amount and the bank credit (in a subsequent transaction.)

Supplier Name: PETERSON POWER SYSTEMS State: CA  
 Transaction Date: 10/03/2014 Merchandise Amount: 407.57  
 Description: Fraudulent charge reported to US Bank, pending bank credit

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

| *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. |
|----------|-------|--------|---------|-------|---------|---------------|
| 1 103917 | 48485 |        |         |       |         | 407.57        |


If you have used your ProCard in error and a **reimbursement is due CMA**, input account 103001, Fund 48485 and no DeptID for the erroneous transaction(s) and explain the nature of your error in the Description. This same account will be cleared (credited) by the Cashier's office once you have reimbursed CMA by cash or check.

## Printing PeopleSoft Procard Statements for approval

Once you have finished and **SAVED** your edits, **print the transaction detail report**. Both the cardholder and approving official **must sign** this report. Attach all backup documentation in the same order as it appears on the transaction detail report and **submit to your approving official by the 4<sup>th</sup> day of the following month.**

ProCard Adjustment

Business Unit: MACMP ProCard Origin: USB Name: MOUSE, MICKEY #123456789  
 Invoice: PC10140155 Invoice Date: 10/22/2014 Total: 1,798.10

 [Process Monitor](#)


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

Supplier Name: SOUTHERN COUNTIES LUBR State: CA  
 Transaction Date: 10/02/2014 Merchandise Amount: 864.56  
 Description: What was purchased and business purpose of this purchase.

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

Distribution Personalize | Find | View 1 1-2 of 2 Last

| *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. |
|----------|-------|--------|---------|-------|---------|---------------|
| 1 660003 | 48485 | 54000  |         |       |         | 432.28        |
| 2 660003 | 48485 | 54000  |         |       |         | 432.28        |

- First select the printer icon  to generate a hardcopy of your transaction detail report.
- Then select the **Process Monitor** link to retrieve that report.
- Once in the Process Monitor screen, refresh the screen until you see the run status change to **Success** and the Distribution Status change to **Posted**:

Process List | Server List

View Process Request For

User ID 07000000000 Type Last 90 Days Refresh  
 Server Name Instance to  
 Run Status Distribution Status  Save On Refresh

Process List Personalize | Find | View All First 1-3 of 3 Last

| Select                   | Instance | Seq. | Process Type | Process Name | User        | Run Date/Time            | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|-------------|--------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 6847529  |      | SQR Report   | CSUPO008     | 07002122879 | 11/20/2014 2:09:21PM PST | Success    | Posted              | Details |
| <input type="checkbox"/> | 6847528  |      | SQR Report   | CSUPO008     | 07002122879 | 11/20/2014 2:09:04PM PST | Success    | Posted              | Details |
| <input type="checkbox"/> | 6847527  |      | SQR Report   | CSUPO007     | 07002122879 | 11/20/2014 1:25:42PM PST | Success    | Posted              | Details |

Go back to ProCard Adjustment

Process List | Server List

Once the Distribution Status indicates **Posted**, click the **Details** link

## Process Detail

| Process            |                               |
|--------------------|-------------------------------|
| Instance 6847529   | Type SQR Report               |
| Name CSUP0008      | Description ProCard Statement |
| Run Status Success | Distribution Status Posted    |

| Run                | Update Process                        |
|--------------------|---------------------------------------|
| Run Control ID 002 | <input type="radio"/> Hold Request    |
| Location Server    | <input type="radio"/> Queue Request   |
| Server PSUNX       | <input type="radio"/> Cancel Request  |
| Recurrence         | <input type="radio"/> Delete Request  |
|                    | <input type="radio"/> Restart Request |

| Date/Time                                   | Actions   |
|---|---|
| Request Created On 11/20/2014 2:09:21PM PST | <a href="#">Parameters</a> <a href="#">Transfer</a> |
| Run Anytime After 11/20/2014 2:09:21PM PST  | <a href="#">Message Log</a>                         |
| Began Process At 11/20/2014 2:09:32PM PST   | <a href="#">Batch Timings</a>                       |
| Ended Process At 11/20/2014 2:09:47PM PST   | <a href="#">View Log/Trace</a>                      |

Select the View **Log/Trace** link, then the **PDF** link to bring up a copy of your statement:

## View Log/Trace

### Report

**Report ID:** 871548      **Process Instance:** 6847529      [Message Log](#)  
**Name:** CSUPO008      **Process Type:** SQR Report  
**Run Status:** Success

ProCard Statement

### Distribution Details

**Distribution Node:** FBCFSPSA      **Expiration Date:** 01/04/2015

### File List

| Name                                     | File Size (bytes) | Datetime Created                |
|--|-------------------|---------------------------------|
| <a href="#">SQR_CSUPO008_6847529.log</a> | 1,775             | 11/20/2014 2:09:47.323470PM PST |
| <a href="#">csupo008_6847529.PDF</a>     | 6,998             | 11/20/2014 2:09:47.323470PM PST |
| <a href="#">csupo008_6847529.out</a>     | 231               | 11/20/2014 2:09:47.323470PM PST |

### Distribute To

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User                 | 07002122879      |

[Return](#)

# Procard Statement

## California Maritime Academy ProCard Statement

|  |                                |
|--|--------------------------------|
| Business Unit: MACMP                               | Invoice Number: PC10140155     |
| Account Name: MICKEY MOUSE 707/654-1000 #123456789 | Invoice Date: October 22, 2014 |
| Origin: USB  | Total Amount: \$ 1,798.10      |

| Tran Dt  | Supplier               | St | Line Amt | Description   | Fund | Dept | Prgm | Class | Proj | Amount        | Pur Cat | Upd By | Upd Dt              | Disp |
|----------|------------------------|----|----------|---|------|------|------|-------|------|---------------|---------|--------|---------------------|------|
|          |                        |    |          | Distrib Ln# Acct  |      |      |      |       |      |               |         |        |                     |      |
| 10/02/14 | SOUTHERN COUNTIES LUBR | CA | 864.56   | What was purchased and business purpose of this purchase.   |      |      |      |       |      |               |         |        | 0700212287911/20/14 |      |
|          |                        |    |          | 1 660003 48485 54000  |      |      |      |       |      | 432.28        |         |        |                     |      |
|          |                        |    |          | 2 660003 48485 54000  |      |      |      |       |      | 432.28        |         |        |                     |      |
|          |                        |    |          |   |      |      |      |       |      | <u>864.56</u> |         |        |                     |      |
| 10/03/14 | PETERSON POWER SYSTEMS | CA | 407.57   | Fraudulent charge reported to US Bank, pending bank credit  |      |      |      |       |      |               |         |        | 0700212287911/20/14 | Y    |
|          |                        |    |          | 1 103917 48485  |      |      |      |       |      | 407.57        |         |        |                     |      |
|          |                        |    |          |   |      |      |      |       |      | <u>407.57</u> |         |        |                     |      |
| 10/10/14 | OUTBOARD MOTOR SHOP    | CA | 226.57   | Supplies for #14 boat and rib boats, fuel and water filters |      |      |      |       |      |               | I       |        | 0700212287911/20/14 |      |
|          |                        |    |          | 1 660003 48485 54000  |      |      |      |       |      | 226.57        |         |        |                     |      |
|          |                        |    |          | 2 660003 48485 54000  |      |      |      |       |      | 19.54         |         |        |                     |      |
|          |                        |    |          | 3 201008 48485  |      |      |      |       |      | -19.54        |         |        |                     |      |
|          |                        |    |          |   |      |      |      |       |      | <u>226.57</u> |         |        |                     |      |
| 10/03/14 | OUTBOARD MOTOR SHOP    | CA | 299.40   | 100114 BOAT DEALERS 100114                                  |      |      |      |       |      |               |         |        | 0700212287911/20/14 |      |
|          |                        |    |          | 1 660003 48485 54000  |      |      |      |       |      | 299.40        |         |        |                     |      |
|          |                        |    |          |   |      |      |      |       |      | <u>299.40</u> |         |        |                     |      |
|          |                        |    |          |   |      |      |      |       |      | <u>299.40</u> |         |        |                     |      |

Purchase Categories:  
 T - Tax  
 R - Registration  
 P - Printing/Promo  
 S - Service  
 H - Hospitality  
 O - Other

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless Noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached.)

Signature of Card Holder, MICKEY MOUSE \_\_\_\_\_ Date \_\_\_\_\_

Signature of Approving Official, W DISNEY \_\_\_\_\_ Date \_\_\_\_\_

Program Name: CSUPO008 Send hard copy with signatures and backup in an interoffice envelope to the Accounting in box located in the central mailroom.  
 Page 1

Report Date: 11/20/14  
 Report Time: 14:09:33

**Remember to print and sign this document and to attach all documentation and submit to your approving official no later than the 4<sup>th</sup> of the following month.**

**Due in the Accounting office by the 10<sup>th</sup> of the following month.**

## Review Procard History

After the ProCard data has been loaded into the Accounts Payable system, cardholders cannot update their expense distributions. To view historical information, use the **Procard Completed Inquiry Page**.

**Navigation:** CSU ProCard > Use & Inquiry > ProCard Completed Inquiry

**Business Unit:** MACMP

**Invoice Date:** Billing Statement Date (**not required**, but will narrow the search)

**Last Name:** Last name of the cardholder

**First Name:** First name or first initial of the cardholder




Select the yellow **Search** button

### ProCard Completed Inquiry Page


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:  | =           | MACMP  |   |
| Origin:         | begins with |        |   |
| Invoice Date:   | =           |        |  |
| Last Name:      | begins with | MOUSE  |  |
| First Name:     | begins with | MICKEY |  |
| Invoice Number: | begins with |        |  |

Case Sensitive

Search Clear Basic Search  Save Search Criteria

If you have not specified an Invoice Date prior to clicking on the Search button you will bring up a list of invoice dates as a result of that search. Select an Invoice Date and click anywhere on that line to access your history for that Billing Statement Date. Once the ProCard Completed Inquiry Page comes up, navigate the same as a ProCard Adjustment page.

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