
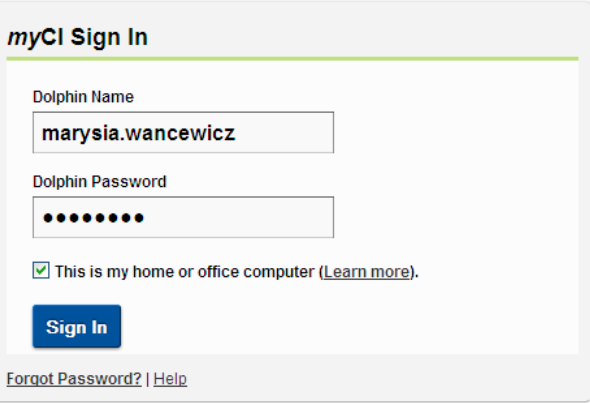
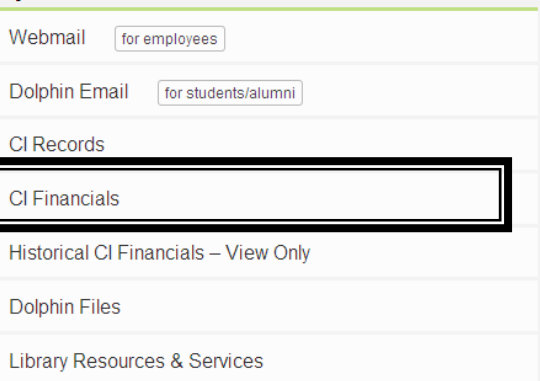
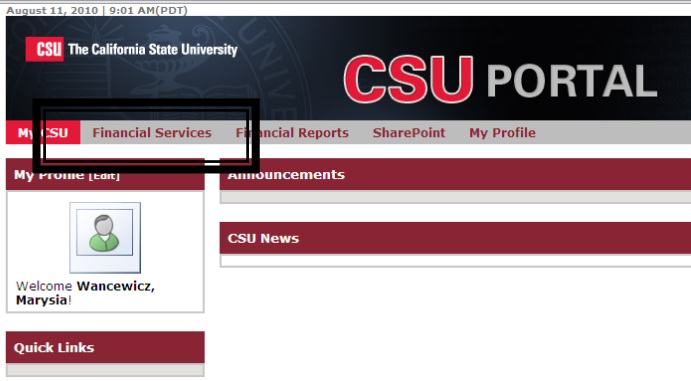


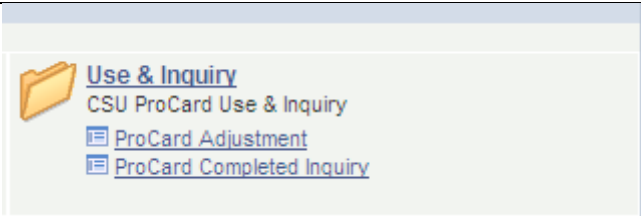
CSU Channel Islands Procard

Contents

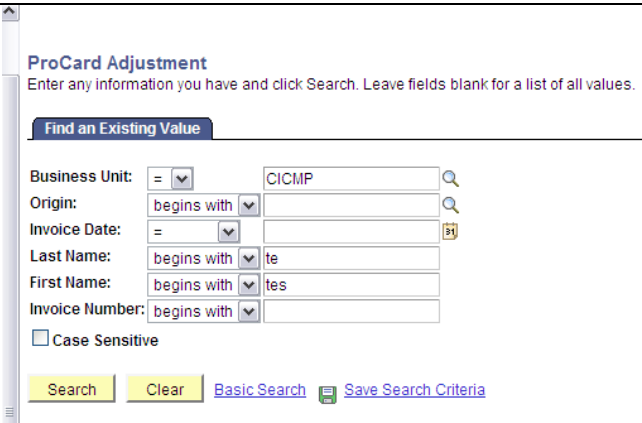
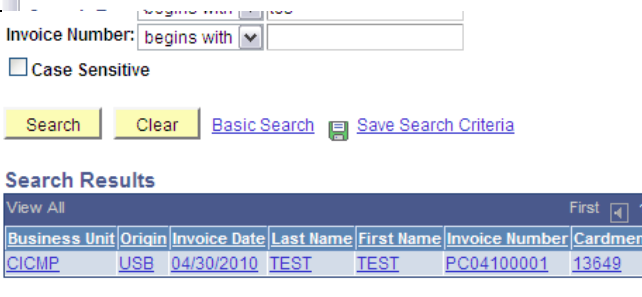
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Reviewing Transactions After They Have Been Mapped	Error! Bookmark not defined.

Logging into CFS

<p>From www.csuci.edu click on the link to myCI.</p>	
<p>Enter your myCI Dolphin Name and password, and click sign in.</p>	
<p>Click on the link to Common Financials System under My Links.</p>	
<p>You will be directed the CSU portal. Click on Financial Services</p>	

Click on the "Production" link to enter the CFS database.	
From the Oracle main page, go to CSU ProCard > Use & Inquiry > ProCard Adjustment	

Reviewing Your Transactions

<p>From the ProCard Adjustment page, type in business unit 'CICMP' and the first few characters of your first and/or last name (or the first and last name of the individual whose card you are reconciling).</p> <p>Click "Search".</p>	
Click on any of the links on the row of the cardholder you are trying to review/update.	

Click the “View All” link to view all transaction rows.

ProCard Adjustment

Business Unit: CICMP ProCard Origin: USB Name: TEST, TEST #13649
 Invoice: PC04100001 Invoice Date: 04/30/2010 Total: 1,445.96 [Process Monitor](#)

Transactions Find | View All First 1 of 9 Last

Vendor Name: TARGET 00011445 State: MN
 Transaction Date: 04/15/2010 Merchandise Amt: 167.44
 Description:

☐ Equipment ☒ Tax ☐ Registration ☒ Printing/Promo ☐ Computer
☐ Service ☐ Hospitality ☐ Other ☐ Disputed

Distribution Customize | Find | View All First 1 of 2 Last

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	660003	GD901	640				107.44

For each transaction, review the description and update if needed to make the description more relevant to the purchase.

If sales tax has been charged on the purchase, please check the tax box.

Vendor Name: OFFICE VENTURES INC State: IN
 Transaction Date: 04/15/2010 Merchandise Amt: 41.06
 Description: Calculator for Max

☐ Equipment ☐ Tax ☐ Registration ☐ Printing/Promo ☐ Computer
☐ Service ☐ Hospitality ☒ Other ☐ Disputed

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

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	660003	GD901	640				41.06

Scroll to the bottom of the page and click “Save”.

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

Updating the Accounting String

To update the accounting information, type in the chartfield you wish to use. To see the description with the chartfield click on the looking glass icon, next to the chartfield.

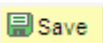
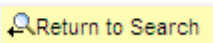
Repeat this change for each transaction line.

When you are finished with your updates, or before you leave the page, scroll to the bottom of the page and click “Save”.

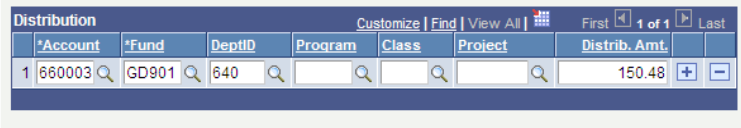
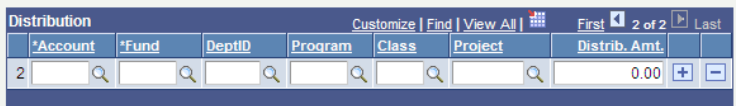
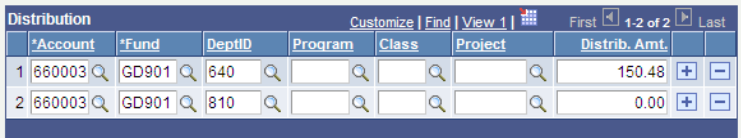
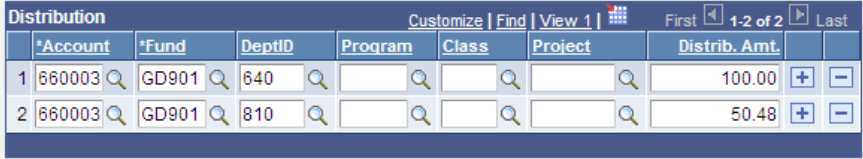
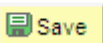
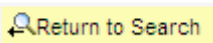
☐ Equipment ☒ Tax ☐ Registration ☒ Printing/Promo ☐ Computer
☐ Service ☐ Hospitality ☐ Other ☐ Disputed

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

	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	660003	GD901	640	00009			167.44

	 
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Charging a Transaction to Multiple Funding Sources

To charge a transaction to multiple funding sources, start by adding one or more lines, by clicking the “+” button for each row you need to add.	
To view both lines at the same time, click on the “View All” link.	
Enter the funding source for each new line.	
Adjust the dollar amount for each transaction line, so that the sum of all distribution amounts is equal to the merchandise amount.	<div> <p>Vendor Name: WW GRAINGER 916 State: IL</p> <p>Transaction Date: 04/15/2010 Merchandise Amt: 150.48</p> <p>Description: <input type="text"/></p> <p> <input checked="" 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 </p> </div> 
When you are finished with your updates, or before you leave the page, scroll to the bottom of the page and click “Save”.	 

Printing Your Procard Adjustment Report

When you have finished reviewing and updating your	
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ProCard, and saved all changed, you will need to print your ProCard Adjustment Report.																					
To generate the report, click the print icon on the top of the screen.	<div><div>ProCard Adjustment</div><div><div>Business Unit: CICMP</div><div>ProCard Origin: USB</div><div>Name: TEST, TEST #13649</div></div><div><div>Invoice: PC04100001</div><div>Invoice Date: 04/30/2010</div><div>Total: 1,445.96</div><div> Process Monitor</div></div></div>																				
Click on the link to process monitor.																					
In process monitor, click the Refresh button until the run status is “Success” and the distribution status is “Posted”.	<div><div>Process List</div><div>Server List</div><div><div>View Process Request For</div><div><div>User ID: 73000098203</div><div>Type:</div><div>Last: 5 Days</div><div>Refresh</div></div><div><div>Server:</div><div>Name:</div><div>Instance:</div><div>to</div></div><div><div>Run Status:</div><div>Distribution Status</div><div><input checked="" type="checkbox"/> Save On Refresh</div></div></div><div><div>Process List</div><div>Customize Find View All </div><div>First 1-3 of 3 Last</div><table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr><tr><td><input type="checkbox"/></td><td>28713</td><td></td><td>SQR Report</td><td>CSUP0008</td><td>73000098203</td><td>08/12/2010 8:04:04AM PDT</td><td>Queued</td><td>N/A</td><td>Details</td></tr></table></div></div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	28713		SQR Report	CSUP0008	73000098203	08/12/2010 8:04:04AM PDT	Queued	N/A	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	28713		SQR Report	CSUP0008	73000098203	08/12/2010 8:04:04AM PDT	Queued	N/A	Details												
Once the process has a distribution status of “Posted” click on the details link.	<div><div>Process List</div><div>Server List</div><div><div>View Process Request For</div><div><div>User ID: 73000098203</div><div>Type:</div><div>Last: 5 Days</div><div>Refresh</div></div><div><div>Server:</div><div>Name:</div><div>Instance:</div><div>to</div></div><div><div>Run Status:</div><div>Distribution Status</div><div><input checked="" type="checkbox"/> Save On Refresh</div></div></div><div><div>Process List</div><div>Customize Find View All </div><div>First 1-3 of 3 Last</div><table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr><tr><td><input type="checkbox"/></td><td>28713</td><td></td><td>SQR Report</td><td>CSUP0008</td><td>73000098203</td><td>08/12/2010 8:04:04AM PDT</td><td>Success</td><td>Posted</td><td>Details</td></tr></table></div></div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	28713		SQR Report	CSUP0008	73000098203	08/12/2010 8:04:04AM PDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	28713		SQR Report	CSUP0008	73000098203	08/12/2010 8:04:04AM PDT	Success	Posted	Details												
Under actions, click on View log trace.	<div><div>Recurrence:</div><div><input checked="" type="radio"/> Delete Request</div><div><input type="radio"/> Restart Request</div></div> <div><div>Date/Time</div><div>Request Created On: 08/12/2010 8:04:04AM PDT</div><div>Run Anytime After: 08/12/2010 8:04:04AM PDT</div><div>Began Process At: 08/12/2010 8:04:30AM PDT</div><div>Ended Process At: 08/12/2010 8:04:43AM PDT</div></div> <div><div>Actions</div><div>Parameters Transfer</div><div>Message Log</div><div>Batch Timings</div><div>View Log/Trace</div></div>																				
Click on the middle link (PDF file) to download the report.	<div><div>Distribution Node: FACFSTRN</div><div>Expiration Date: 08/22/2010</div></div> <div><div>File List</div><table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>SQR_CSUP0008_28713.log</td><td>1,716</td><td>08/12/2010 8:04:43.000000AM PDT</td></tr><tr><td>csupo008_28713.PDF</td><td>5,244</td><td>08/12/2010 8:04:43.000000AM PDT</td></tr><tr><td>csupo008_28713.out</td><td>227</td><td>08/12/2010 8:04:43.000000AM PDT</td></tr></table><div><div>Distribute To</div><table><tr><th>Distribution ID Type</th><th>*Distribution ID</th></tr><tr><td>User</td><td>73000098203</td></tr></table></div></div>	Name	File Size (bytes)	Datetime Created	SQR_CSUP0008_28713.log	1,716	08/12/2010 8:04:43.000000AM PDT	csupo008_28713.PDF	5,244	08/12/2010 8:04:43.000000AM PDT	csupo008_28713.out	227	08/12/2010 8:04:43.000000AM PDT	Distribution ID Type	*Distribution ID	User	73000098203				
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csupo008_28713.out	227	08/12/2010 8:04:43.000000AM PDT																			
Distribution ID Type	*Distribution ID																				
User	73000098203																				
Once the report has downloaded, print the report and attach your backup.																					
Sign the report and forward to your approving official for signature.																					