CSU Channel Islands Procard

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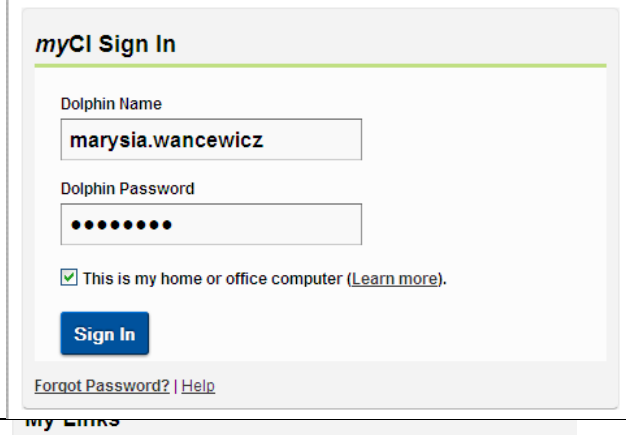
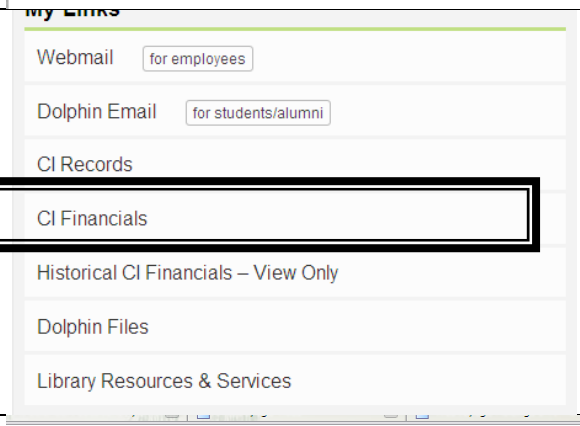
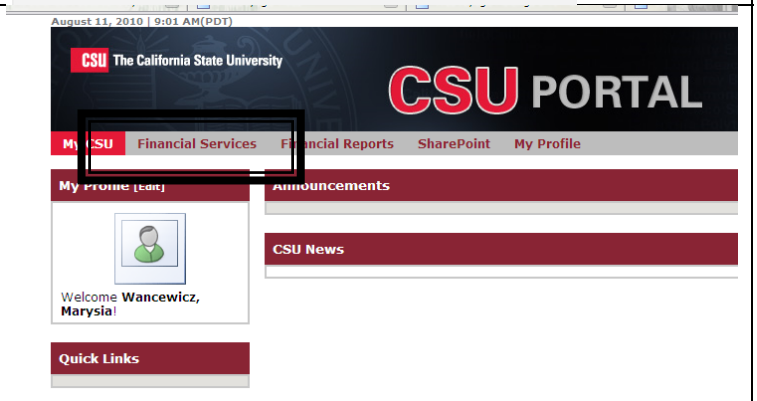
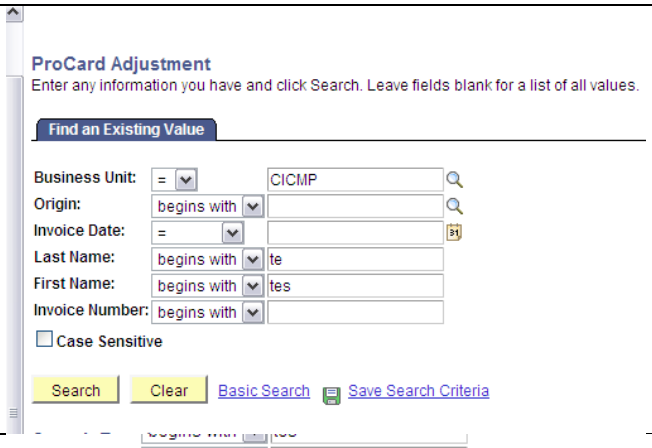
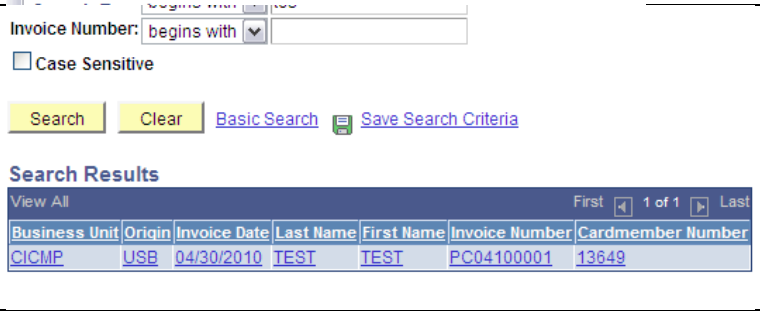
Reviewing Transactions After They Have Been Mapped ..... **Error! Bookmark not defined.**

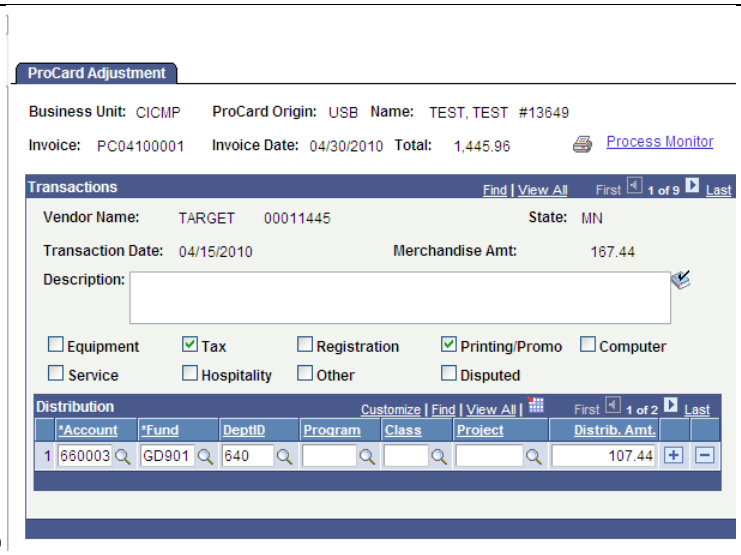
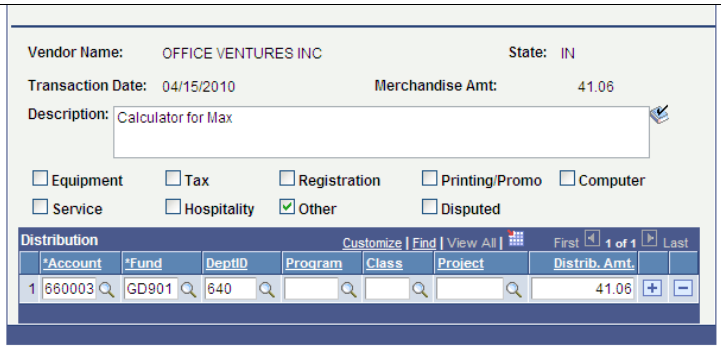
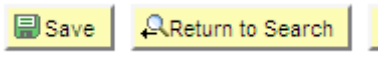
Logging into CFS

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

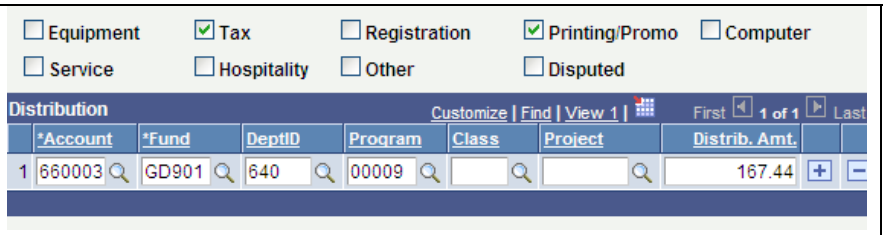
Click on the “Production” link to enter the CFS database.	
From the Oracle main page, go to CSU ProCard > Use & Inquiry > ProCard Adjustment	

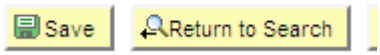
Reviewing Your Transactions

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). Click “Search”.	
Click on any of the links on the row of the cardholder you are trying to review/update.	

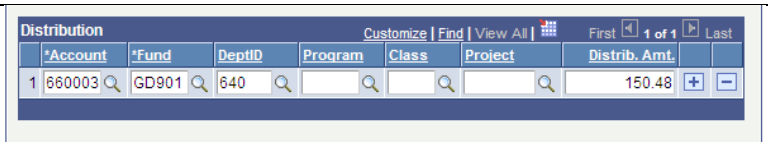
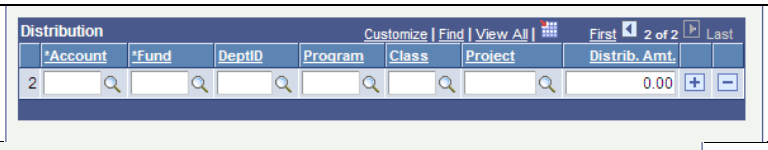
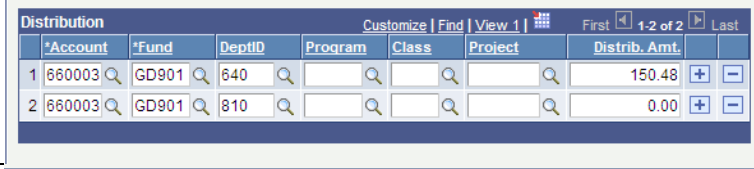
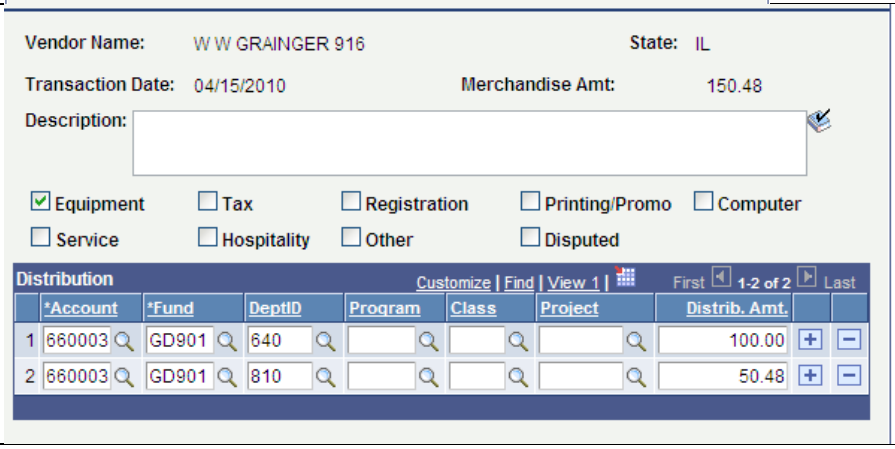
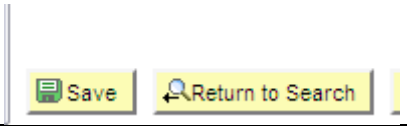
Click the “View All” link to view all transaction rows. o	
For each transaction, review the description and update if needed to make the description more relevant to the purchase. If sales tax has been charged on the purchase, please check the tax box.	
Scroll to the bottom of the page and click “Save”.	

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”.	

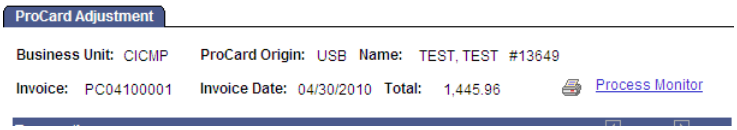
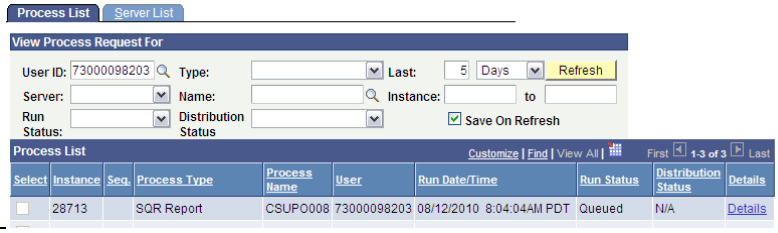
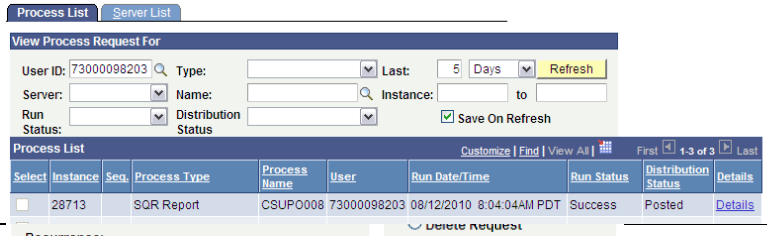
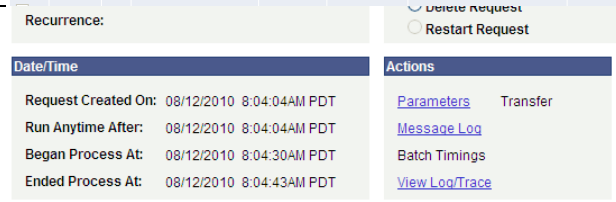
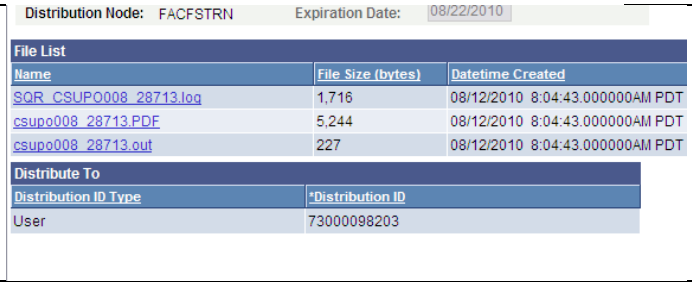
	

Charging a Transaction to Multiple Funding Sources

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.	
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	

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. 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”.	
Once the process has a distribution status of “Posted” click on the details link.	
Under actions, click on View log trace.	
Click on the middle link (PDF file) to download the report.	
Once the report has downloaded, print the report and attach your backup.	
Sign the report and forward to your approving official for signature.	