Procurement Card Training Guide

July 2011
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Cardholders have $2500 as their default single transaction limit. If Approving Official wants a lower limit, a signed memo is required. Monthly limit is $25,000. For ORSP, monthly limit is $15,000.

Cardholder limits refresh each cycle. *Your account cycles on the 20th (or the next business day) of each month.*

Merchants are not allowed to split your P-card transactions.

For a higher single transaction limit, *send an email to Steve Smith* (Purchasing Dept) at scsmith@sfsu.edu.

P-card is not the travel card.

Should not be used to pay invoices. (Invoices should go to Accounts Payable for Direct Payment.)
A. **Use Access Online (U.S. Bank) to:**

- View transactions ONLY.
- Dispute.
- Print bank statement.

B. **Use CFS (Previously FMS) to:**

- Edit ChartField Acct.
- Print Pro-Card Statement.
A. INTRODUCING ACCESS ONLINE

For US Bank P-Card Cardholders
* URL: https://access.usbank.com

* AccessOnline is compatible with PC and MAC

* Password expires every 2 months.

* Select 8-20 alpha-numeric characters for password.
Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name: CSUCA
User ID:
Password:

Login

Forgot your password?
Register Online

1. Organization Short Name: CSUCA
2. Enter User ID
3. Enter current Password
4. Click “Login”
1. Enter current password again.
2. Enter new password
3. Re-enter new password.

Note: password should be 8-20 alpha-numeric characters.
How to view transactions & print bank statement?
To view transactions & print statement

1. Organization Short Name: CSUCA
2. Enter User ID
3. Enter Password
4. Click “Login”
Click on **Transaction Management** to view your transactions.
Click the Transaction List link
1. Select a Billing Cycle Close Date from the drop-down list. For example: 09/20/2010

2. Select “ALL”

3. Click “Search”
Click on Trans Date for Transaction Detail—see next page

Note:
1. US Bank updates Transactions list daily.
2. At the end of each cycle, this list will be uploaded into FMS (once a month).
3. We’ll notify you via email as soon as P-card transactions are available in FMS.
4. US Bank system is used for reviewing P-card transactions, dispute, & print bank statement ONLY. You can log on US Bank anytime before the end of billing cycle to view your transactions.
5. To edit accounting codes, must log on FMS (PeopleSoft) a day after cycle ends.
1. Please review the Transaction Summary

2. When done, return to Home Page—see next page for printing statement.
1. You’re now on the Home Page

2. Click on Account Information to view/print statement
To print bank statement, click on "Cardholder Acct Statement"
Viewing & Printing Statements

1. Select Billing Cycle
2. Click View Statement
1. Click anywhere on the statement
2. Press & hold the "CTRL" key while typing P
3. Click OK to print

Reminder:
Statement needs to be signed by both Cardholder & approver.

The statement opens as PDF file.
What’s Next?

* We’ll notify you via email as soon as P-card transactions are available in Oracle (FMS) for reviewing transactions & editing accounting codes.
How to dispute a charge?
1. Click Transaction Management

2. Click on Transaction List link
Under Trans Date column, click on the date of a particular transaction you want to dispute. For example, if Pacific Steel ($1,056.46) is the transaction you want to dispute, simply click on 05/06 and you’ll see the Transaction Detail Summary (next page).
Next, click on the Dispute Transaction link to select a reason for dispute.
1. Select the radio button for the appropriate dispute reason.

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Statement Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/20/2006</td>
<td>05/28/2006</td>
<td>DOD EMALL</td>
<td>1195.56</td>
<td>4716300005905667</td>
</tr>
</tbody>
</table>

Select a dispute reason from the list below. If you need more information about this transaction, you may request a copy of the sales draft.

- **Unauthorized**
  - ...I did not authorize the charge.
  - Additional Items Required: Print, Signature
- **Unrecognized**
  - ...I do not recognize the charge.
  - Additional Items Required: Print, Signature
- **Merchandise Returned**
  - ...I have not received credit for the returned merchandise.
- **Merchandise Not Received**
  - ...I have not received the merchandise.
- **Services Not Received**
  - ...I have not received the services.
  - Additional Items Required: Invoices, Receipts
- **Defective**
  - ...the merchandise I received was defective.
- **Other**
  - ...none of the above reasons fit my need to dispute this transaction.

2. Next, click Select.
Dispute

Transaction Management
Dispute Reason: Unauthorized

Card Account Number: **********5691, CHRIS DOE

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Statement Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/18/2007</td>
<td>04/20/2007</td>
<td>POLAND SPRING WATER</td>
<td>76.53</td>
<td>24692167108000612793118</td>
</tr>
</tbody>
</table>

Unauthorized
My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

" = required

Requestor Name:*  Requestor Phone Number:
Chris Doe  6121231234

Comments:*  I cancelled this service in January.

1. Type in cardholder’s name, phone # & comments here.
2. Click Continue

<< Back to Select a Dispute Reason
1. To print, click on this page and then press & hold the CTRL and P keys.

2. Cardholder must sign this form.

3. Make a copy of the signed dispute form for your P-card report.

4. Mail ORIGINAL copy to US Bank in Fargo, ND.
Forgot Your Password
Forgot Your Password

1. Enter CSUCA for Organization Short Name
2. Enter User ID
3. Click “Forgot your password? Link”
1. Type in the answer you entered earlier during initial login.

2. Click Continue
1. Enter a new password

2. Re-type new password

3. Click Save

Note: Password should have 8-20 alpha & numeric characters. For example: welcome02usb
Message from U.S. Bank

Welcome to Access Online!

This is the home page. You have successfully changed your password.
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost/Stolen</td>
<td>1-800-344-5696</td>
</tr>
<tr>
<td>Dispute</td>
<td>1-800-344-5696</td>
</tr>
<tr>
<td>Fraud</td>
<td>1-800-523-9078</td>
</tr>
<tr>
<td>Help Desk</td>
<td>1-877-887-9260</td>
</tr>
</tbody>
</table>

(To unlock access)

*Note to cardholder: When calling US Bank, please provide your SFSU Employee ID in lieu of your SS#.***
Log on CFS to:

* Change the Accounting codes
* Print the Pro-Card statement

Note: We’ll send you an email (2nd email) to let you know when the P-card transactions are available in CFS for printing.
In this training guide you will learn how to:

- Edit ChartField Account.
- Print the Pro-Card Statement.
CFS–Edit Accounting codes

- Go to CSU Portal:
  https://portal.calstate.edu/AppSSO/PeopleSoftSSO.aspx?app=cfs&env=prod
Use the Campus drop-down menu and select San Francisco, and then click Login.
Enter your SF State ID or email account, and SF State Password to login.

(Note: The links below the Login button will help you if you forgot or have questions regarding your SF State login, or have never activated your SF State account.)
CFS–Edit Accounting codes

1. Select CSU ProCard
2. Select Use & Inquiry.
1. To edit, select ProCard Adjustment.
1. Enter cardholder’s last name. For example: ANDREWS
2. Click on Search.
1. A “Search Results” box below might show a list of cardholders with the same last name. Please check both First & Last names before selecting your name.

2. If you have more than one P-Card or Office Max check the Cardmember#. If it’s the same #, it means you only have 1 P-card account.

4. See next page if you have more than 1 account. Otherwise proceed to page 48.
Q. I see different Cardmember numbers, how do I know which is which?

A. Check the last 3 digits of your Cardmember numbers if:

100 = Non-ORSP P-card (For example: COSE or RTC)
200 = ORSP P-card
300 = Non-ORSP OfficeMax account (if 301 or 302, contact P-card office)
400 = ORSP OfficeMax account
1. In this example, ANDREWS has only one Cardmember # (One P-card).

2. To view transaction detail click on invoice date or Cardmember #.
CFS-Edit Accounting codes

1. To view all transactions select “View All”. Scroll down to view other transactions.

2. Enter Description of items purchased: This is a required field.

3. To edit chartfield information: highlight and type over new account information and click save.
1. If Chartfield information is incomplete or incorrect, you will see an error message.

2. Retype correct accounting code and save.

Error: missing project #
To edit Chartfield Accounting Codes, log on CFS after you receive our first email (P-card Monthly Reminder)
Go to CSU Portal: https://portal.calstate.edu/AppSSO/PeopleSoftSSO.aspx?app=cfs&env=prod
Use the Campus drop-down menu and select San Francisco, and then click Login.
Enter your **SF State ID or email account**, and **SF State Password** to login.

(Note: The links below the Login button will help you if you forgot or have questions regarding your SF State login, or have never activated your SF State account.)
Click on CSU ProCard to view your transactions
CFS–Print Procard Statement

Select Use & Inquiry
To print ProCard Statement, select ProCard Completed Inquiry
Please wait until the 30th of the month to Print/sign the ProCard Statement

1. Do not select ProCard Adjustment.

2. To print ProCard Statement select “ProCard Completed Inquiry”.

3. Enter your last name

4. Click **Search** icon

5. When search is complete select your name
Please wait until the 30\textsuperscript{th} of the month to Print/sign the ProCard Statement.

1. Again be sure to select ProCard Completed Inquiry (not ProCard Adjustment).

2. To run the report click on the icon.

3. Then click on Process Monitor.
1. Click on the **Refresh** icon

2. Run Status should say “Queued”

3. Distribution Status should say NA.

4. Click on the **Refresh** icon again
1. Keep clicking on Refresh until Run Status changes to Success and Distribution Status changes to Posted

2. Next click on Details
Select the View Log/Trace link.
1. You’ll see several files under FILE LIST.

2. Please select the PDF file only.

3. In this example, the PDF file name is `csupo008_1609996.PDF`. Your actual PDF will have a different name.
Final step: Select printer icon to print ProCard Statement
San Francisco State University
ProCard Statement

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Tran Dt</th>
<th>Tran Bt</th>
<th>Description</th>
<th>St</th>
<th>Line</th>
<th>Amount</th>
<th>Upd Bt</th>
<th>Upd Date</th>
<th>Charged</th>
<th>Total Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDEX NATIONAL LTL, INC.</td>
<td>09/01/10</td>
<td>CA</td>
<td>PAPER</td>
<td>217.85</td>
<td>166003</td>
<td>TC001</td>
<td>3441</td>
<td></td>
<td>217.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Distribution</td>
<td>217.85</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FSMIS04</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>09/09/10</td>
<td></td>
</tr>
<tr>
<td>STAPLES, INC</td>
<td>09/01/10</td>
<td>CA</td>
<td>STAPLER</td>
<td>25.00</td>
<td>166003</td>
<td>TC001</td>
<td>3441</td>
<td></td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Distribution</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FSMIS04</td>
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<td></td>
<td></td>
<td></td>
<td>09/09/10</td>
<td></td>
</tr>
<tr>
<td>DHL NATIONAL LTL, INC.</td>
<td>09/01/10</td>
<td>CA</td>
<td>TOWEL</td>
<td>15.00</td>
<td>166003</td>
<td>TC001</td>
<td>3441</td>
<td></td>
<td>15.00</td>
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<td></td>
<td></td>
<td>Total Distribution</td>
<td>15.00</td>
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<td>FSMIS04</td>
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<td></td>
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<td></td>
<td>09/09/10</td>
<td></td>
</tr>
</tbody>
</table>

Purchase Categories:
- E -
- T -
- R -
- P -
- C -
- S -
- H -
- O -

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 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 cardholder statement of disputed items is attached.

Signature of Card Holder: JASON
Signature of Approving Official: WAYNE

Cardholder signs here
Approver signs here
Use Tax
A complete P-card report package should include:

- Bank Statement from U.S. Bank
- Pro-Card Statement from CFS (Previously FMS)
- Original Itemized receipts and signatures of Cardholder and Approver.

P-Card report package is due to P-card office by the 10th.
Activation of P-card

To activate US Bank P-card, call 1 800-344-5696

Enter credit card # (16 digits)

Enter Business Zip code (94132)

To Activate account # press 1

Enter last 4 digits of cardholder’s Employee ID (system asks for SS#)

Enter preferred work phone # (Campus phone #)
End