Overview

Once the ProCard Billing statements have been loaded into the Accounts Payable system, the ProCard Credit Card Account Holders will no longer be able to update their expense distribution for that month. However, they can still print a copy of the statement or previous month’s statement by going to ProCard Completed Inquiry. While they can not make online changes to the report, they can use this copy to send to Account Payable. If they need to make chartfield changes, they will need to contact AP directly.
Print ProCard Statement after Completed

Navigate to CSU ProCard > Use & Inquiry

1. Click the ProCard Completed Inquiry hyperlink

The ProCard Completed Inquiry page displays.

2. Enter your Last Name
3. Click the Search button

The Search Results page displays.

4. Select the item you wish to view
5. Click the Print icon to print

6. Click the Process Monitor hyperlink
The Process List page displays.

7. Locate your Process

Note: It will be the most recent. Insure that the Run Status reads Success and the Distribution Status reads Posted.

8. Click the Details hyperlink
The Process Detail page displays.

9. Click the View Log/Trace hyperlink

The View Log/Trace page displays.

10. Click the PDF hyperlink
You can now print your report.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).