New Procurement Card Program
US Bank Visa

Michael Walker
Software Support Specialist, Administrative Applications
Some Things That Don’t Change

- Reporting dates
- Approval
- Limits
- Rules and Regulations
But a lot of Things Do Change

- Visa not American Express
- Need PS Access to do your Expense Report
- Approver does not need access to either US Bank or PS
- No Paper Statement from Bank
- No Excel Spread Sheet
Agenda

- Program Changes
- Access Online – US Bank
- PeopleSoft Financials – CSU ProCard
- Submission of Statements/Receipts
- Q&A
Program Changes & Enhancements

- Visa program through US Bank
- Must have PeopleSoft Access to Reconcile your Statement and print your report
- You will not receive a mailed statement from US Bank
Program Changes & Enhancements

- All card holders must be set up in PeopleSoft Financials and Access Online
  - All existing users will automatically be granted PS Pro Card access without a need of additional SARF
- PeopleSoft Financials: Itemize transactions, change chart of accounts (if necessary)
Program Changes & Enhancements

- Reports will be printed from PeopleSoft Financials
  - No More Excel Worksheets
  - Change of Department
  - Retirement of previous Approving Official
Access Online - US Bank

- Access Online Self-Registration
- Viewing Your Monthly Statement
- Viewing a current transaction in real time
- Review the Credit Limit on your ProCard
- View your Available Credit
- View your Account Balance
- Dispute a Transaction
Access Online- US Bank continued

- Paperless – statement will NOT be mailed to individual cardholders.
- You will receive an Email notification that your Statement is ready for viewing in the US Bank Access Online site
ProCard Monthly Reconciliation Process

- Anytime
  - Cardholder will be able to view their transactions in Access Online anytime

- Monthly
  - Cardholder will reconcile in PeopleSoft Financials and will print their report from there.
ProCard Monthly Process

- The report generated in PeopleSoft Financials is the only document Accounts Payable will accept; your receipts should be attached.
Submission to Accounts Payable

- ProCard Statement due no later than the 10th of the month with all signatures and receipts attached
- Receipts need to be taped down, only use yellow and green highlighter pens
- If the 10th falls on a weekend, they are due next business day
Submission to Accounts Payable

- Sign off by approving official is REQUIRED
  - If approving official is not available, delegation of authority documentation must be attached.
  - Cannot accept “for” approving official
Summary

- Questions?
US Bank Access Online
Online Registration
Click the Register Online hyperlink
Online Registration

Enter Organization Short Name: csuca
Licensing Agreement

Click the “I Accept” button
Online Registration

User ID and Password are user defined.

**Note:**

*User ID is a minimum of 7 and a maximum of 20 alphanumeric characters.* Suggest you your Net ID followed by zero.

*Password is a minimum of 8 and a maximum of 20 alphanumeric characters.*
Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

Forgot your password?

Register Online

Forget Your Password

Click the Forgot Your Password link
Login

New Password

Please enter a new password between 8-20 alpha/numeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: Ch1 purchase
Organization Short Name: ACME69

Enter New Password:

Re-enter New Password:

Save

<<Back to Authentication

Forget Your Password

Enter your response
Home
Message from U.S. Bank
Welcome to Access Online!
**Navigation Basis**

Navigation Bar is on the left
Links to Home and Contact Us are under the Navigation Bar
Account Number and link to Transaction List are on the right-hand side
My Personal Information

User ID: Ch1purchase
Click the Password link to change your password
Click the Contact Information to update information
My Personal Information

Contact Information

New ProCard Program & US Bank Visa
My Personal Information

Email Notification allows you to receive notices when your statements are available each month.
My Personal Information

Select Enable if you wish to receive email notification of statement availability.

Email Notification

User ID: dordin

To receive an email notification, select the specific process and corresponding scenario's, timing or accounts.

Email Address: cdordin@acme.com

Statement Notification

Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

<table>
<thead>
<tr>
<th>Status</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Account Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled</td>
<td>424604303593774</td>
<td>CHASTIN J DORDINO</td>
<td>Cardholder</td>
</tr>
</tbody>
</table>

Options:
- Add Managing Accounts
- Add Cardholder Account
- Remove

Save

<< Back to Personal Information
Cardholder Statement
Select, print, and submit with all reconciliation paperwork.
New Procard Program & US Bank Visa

Viewing Statements

ACME CORPORATION

ACCOUNT NUMBER: 4246-0000-0055-8774

STATEMENT DATE: 03-25-07

TOTAL ACTIVITY: $144.00

AMOUNT DUE: $0.00

DO NOT REMOVE

CHRISTOPHER D. ORDING

2333 N. 7TH ST

ST. PETERSBURG, FL 33710

MINNEAPOLIS, MN 55454-1306

4246040000558774 0000000000

NEW ACCOUNT ACTIVITY

<table>
<thead>
<tr>
<th>POST DATE</th>
<th>TRAN DATE</th>
<th>TRANSACTION DESCRIPTION</th>
<th>REFERENCE NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03.29</td>
<td>03.17</td>
<td>LIGHT UPHOLSTERY FURNITURE TO ST. LOUIS MD</td>
<td>T4246000055877400118178</td>
<td>37.00</td>
</tr>
<tr>
<td>03.29</td>
<td>03.17</td>
<td>LIGHT LIGHTING FURNITURE TO ST. LOUIS MD</td>
<td>T4246000055877400118179</td>
<td>44.00</td>
</tr>
<tr>
<td>03.28</td>
<td>03.17</td>
<td>OFFICE FURNITURE TO ST. LOUIS MD</td>
<td>T4246000055877400118180</td>
<td>21.00</td>
</tr>
</tbody>
</table>

Default Accounting Code: 56664

CUSTOMER SERVICE CALL

1-800-344-5666

ACCOUNT NUMBER: 4246-0000-0055-8774

ACCOUNT SUMMARY

PREVIOUS BALANCE: $0.00

STATEMENT DATE: 03-25-07

DISBURSED AMOUNT: $1.00

PURCHASES & OTHER CHARGES: $13.00

AMOUNT DUE: $0.00

DO NOT REMOVE

CARD CASH ADVANCE: $0.00

TOTAL ACTIVITY: $144.00
A Quick Overview of ProCard Adjustment
Navigation

Navigate to East Bay > 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**

- **Business Unit:** begins with HW001
- **Invoice Date:**
- **Last Name:** begins with Walker
- **First Name:**

[Search] [Clear] [Basic Search] [Save Search Criteria]

**Search**
Enter Business Unit: HW001
Enter Last Name: Walker
Click Search
Description
Enter Description: Office supplies
Transactions
Click View All
Split Distribution
Click the Add (+) button
Save
Enter information as necessary
Click Save
New ProCard Program & US Bank Visa

Print the Statement
Click the Print button
Print the Statement
Click Refresh until Run Status is Success
Click the Details hyperlink
<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Created On</td>
<td>Parameters</td>
</tr>
<tr>
<td>12/01/2008 12:52:00PM PST</td>
<td>Transfer</td>
</tr>
<tr>
<td>Run Anytime After</td>
<td>Message Log</td>
</tr>
<tr>
<td>12/01/2008 12:52:00PM PST</td>
<td></td>
</tr>
<tr>
<td>Began Process At</td>
<td>Batch Timings</td>
</tr>
<tr>
<td>12/01/2008 12:52:18PM PST</td>
<td></td>
</tr>
<tr>
<td>Ended Process At</td>
<td>View Log/Trace</td>
</tr>
<tr>
<td>12/01/2008 12:52:30PM PST</td>
<td></td>
</tr>
</tbody>
</table>

**Print the Statement**

Click the View Log/Trace hyperlink
Print the Statement
Click the PDF file hyperlink
# The ProCard Adjustment Statement

**HW001 - CSU, East Bay**  
**ProCard Adjustments**

<table>
<thead>
<tr>
<th>Tran Dt</th>
<th>Vendor</th>
<th>St</th>
<th>Line Amt</th>
<th>Description</th>
<th>Distrib Line</th>
<th>Accnt</th>
<th>Fund</th>
<th>Dept</th>
<th>Prgrm</th>
<th>Class</th>
<th>Proj</th>
<th>Amount</th>
<th>Taxable</th>
<th>Upd By</th>
<th>UpdDt</th>
<th>Disputed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/08</td>
<td>OFFICEMAX CT IN#207106</td>
<td>IL</td>
<td>6.01</td>
<td></td>
<td>1 660003</td>
<td>70000</td>
<td></td>
<td>1109</td>
<td></td>
<td></td>
<td></td>
<td>6.01</td>
<td></td>
<td>JLPINISKY</td>
<td>12/11/08</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31/08</td>
<td>OFFICEMAX CT IN#207017</td>
<td>IL</td>
<td>43.30</td>
<td></td>
<td>1 660003</td>
<td>70000</td>
<td></td>
<td>1109</td>
<td></td>
<td></td>
<td></td>
<td>43.30</td>
<td></td>
<td>JLPINISKY</td>
<td>12/11/08</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Invoice Number:** 021090001  
**Invoice Date:** December 11, 2008  
**Total Amount:** $49.31

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**Information:**

T = Tax NOT included  
1. A taxable good and Sales Tax was NOT included. Vendor is from outside California. Services and Labor are not taxable.

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 cardholder's statement of disputed items is attached.)

Card Holder Signature  
Date

Approving Official's Signature / Printed Name  
Date
Summary

- Questions?