

Title: P-Card Holder Reconciliation Process
Department: Financial Services
Effective Date: October 15, 2019

PURPOSE

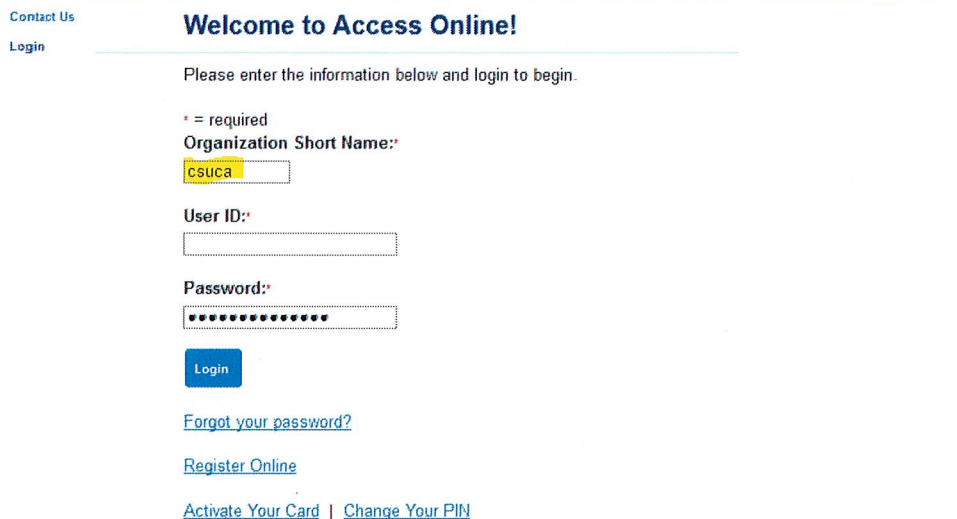
To establish standard operating procedures for Physical Plant Management (PPM) P-card holders to reconcile their monthly P-Card statement transactions.

RESPONSIBILITY

It is the responsibility of the PPM employee with the University issued P-card to comply with the P-Card Program Manual and its rules and regulations. All cardholders are required to verify, reconcile and then approve their monthly statements. They are also, if necessary, to report any fraud or suspicious activities, and resolve any disputes with the vendor and/or US Bank.

PROCEDURES

1. Once per month during at or after the 19th, the cardholder will go online at <https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login> to review the transactions. Organization Short Name is "csuca", followed by your first initial and last name then their previously selected Password.



The screenshot shows the US Bank Access Online login page. At the top left, there are links for "Contact Us" and "Login". The main heading is "Welcome to Access Online!". Below this, a message says "Please enter the information below and login to begin." There is a note that an asterisk (*) indicates required fields. The "Organization Short Name:" field contains "csuca". The "User ID:" field is empty. The "Password:" field is filled with dots. Below the password field is a blue "Login" button. At the bottom, there are links for "Forgot your password?", "Register Online", "Activate Your Card", and "Change Your PIN".

2. (1) Select "Transaction Management". Under Transaction List, (2) select "View Previous Cycle". This will bring you to the current charges on your statement.

- Order Management
- Transaction Management** ← 1
- Managing Acct List
- Card Account List
- Transaction List
- Account Information
- Reporting
- My Personal Information
- Home
- Contact Us
- Training

Transaction Management

[Managing Account List](#)

View summary information for all Managing and Diversion Accounts.

[Search Managing Account List](#)

Allows you to provide your own search criteria first before any results are presented.

[View Previous Cycle](#)

Presents the Managing Account list for the previous cycle.

[Card Account List](#)

View summary information for all Cardholder Accounts.

[Search Card Account List](#)

Allows you to provide your own search criteria first before any results are presented.

[View Previous Cycle](#)

Presents the Cardholder Account list for the previous cycle.

[Transaction List](#)

View, review, allocate/reallocate and add comments to transaction information.

2 → [View Previous Cycle](#)

Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)

Presents the pending transactions list.

[View Unmatched Transactions](#)

Presents the unmatched transactions list.

3. Review all records under the Transaction List. Note that "Approval Status" is "Pending".

(-) Transaction List Return to top									
Records 1 - 5 of 5									
Check All Shown Uncheck All Shown									
Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	
<input type="checkbox"/>		Pending	∞ ▲	09/04	09/05	GLASS ETC CALIFORNIA	NORTHRIDGE, CA	\$281.04	
<input type="checkbox"/>		Pending		08/29	08/30	IN WILLINGHAM CRANE SERV	818-9993317, CA	\$250.00	
<input type="checkbox"/>		Pending		08/22	08/23	BEACON MEDAES	803-8175600, SC	\$898.81	
<input type="checkbox"/>		Pulled Back		08/19	08/21	AIRGAS WEST	LONG BEACH, CA	\$25.21	
<input type="checkbox"/>		Pulled Back		08/19	08/20	GLASS ETC CALIFORNIA	NORTHRIDGE, CA	\$780.17	




4. Verify that the transactions coincide with the cardholder invoices on file. (Note: Amount on invoices must match statement).
5. Click each of the box under the "Select". Then "Approve".

(-) Transaction List

[Return to top](#)

Records 1 - 5 of 5

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State
<input checked="" type="checkbox"/>		Pending	 	09/04	09/05	GLASS ETC CALIFORNIA	NORTHRIDG
<input checked="" type="checkbox"/>		Pending		08/29	08/30	IN *WILLINGHAM CRANE SERV	818-9993317
<input type="checkbox"/>		Pending		08/22	08/23	BEACON MEDAES	803-8175600
<input type="checkbox"/>		Pulled Back		08/19	08/21	AIRGAS WEST	LONG BEAC
<input type="checkbox"/>		Pulled Back		08/19	08/20	GLASS ETC CALIFORNIA	NORTHRIDG

 Disputed  Matched  Exception  Reallocated   Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 5 of 5

- Send to Kate Rodriguez (or designated Approver) as Final Approver, regardless of dispute, fraud, lost receipt, or errors. Click "Approve". Travis Thomas is the alternate designated approver.


Transaction Management

Approve Transaction(s)

(+) 2 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

RODRIGUEZ, KATHRYN (User ID: krodriquez)  [Select Approver](#)

- Verify ALL charges are "Approved", regardless of dispute, fraud, lost receipt, or errors.

[\(-\) Transaction List](#)

[Return to top](#)

Records 1 - 5 of 5

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>		Approved		08/19	08/20	GLASS ETC CALIFORNIA	NORTHRIDGE, CA	\$780.17
<input type="checkbox"/>		Approved		08/19	08/21	AIRGAS WEST	LONG BEACH, CA	\$25.21

- 8. Financial Services may request any invoices, as it may be missing, inaccurate, or illegible to be completed before the statement due date set by the University.
- 9. The statement will be printed for all cardholders by Financial Services. The statement and all supporting documents are scanned to Accounts Payable.

REFERENCES

US Bank login page:

<https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>

The P-Card Program Manual: <https://www.csun.edu/sites/default/files/purch-pcard-manual.pdf>

P-Card Matrix: <https://www.csun.edu/sites/default/files/purch-matrix.pdf>

Procurement Card <https://www.csun.edu/procure>

APPROVED



Jason R. Wang, Senior Director

10-16-19
Date

APPENDIX