# Table of Contents

1. Introduction (page 1)
2. Table of Contents (page 2)
3. Access Online (US Bank system) Login (pages 5-9)
4. How to view transactions & print bank statement? (pages 10-20)
5. How to dispute? (pages 22-28)
6. Forget Access Online password (pages 29-33)
7. US Bank Contact Info (page 34)
8. CFS—How to view transactions & edit accounting codes? (pages 35-49)
9. How to print ProCard Statement? (pages 51-65)
10. Use Tax (pages 66-67)
11. P-card Report Package (Pages 68)
12. How to activate my P-card? (page 69)
13. Contact Info (page 70)
14. End
Cardholders have $5000 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 Portal to:**

- Edit ChartField Acct.
- Print Pro-Card Statement.
For US Bank P-Card Cardholders

A. INTRODUCING ACCESS ONLINE
Initial Login

* URL: [https://access.usbank.com](https://access.usbank.com)

* AccessOnline is compatible with PC and MAC

* Password expires every 2 months.

* Select 8-20 alpha-numeric characters for password.
1. Organization Short Name: CSUCA
2. Enter User ID
3. Enter current Password
4. Click “Login”
Update Password

1. Enter current password again.
2. Enter new password
3. Re-enter new password.

Note: password should be 8-20 alpha-numeric characters.
You’ll need to select 3 authentication questions and answers.
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”
Note:
1. US Bank updates Transactions list daily.
2. At the end of each cycle, this list will be uploaded into CFS Portal.
3. We’ll notify you via email as soon as P-card transactions are available in CFS Portal.
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 CFS Portal-ProCard Adjustment after you receive the email from our office.
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
Viewing & Printing 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 CFS ProCard Adjustment 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.

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>2469216710800612793118</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.

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
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 and 1 special characters. For example: welcome#2usb
Message from U.S. Bank

Welcome to Access Online!

This is the home page. You have successfully changed your password.
Lost/Stolen: 1-800-344-5696
Dispute: 1-800-344-5696
Fraud: 1-800-523-9078
Help Desk: 1-877-887-9260 (To unlock access)

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

* Change the Accounting codes
* Print the Pro-Card statement
In this training guide you will learn how to:

- Edit ChartField Account. (Each month after the cycle ends, we will send you a first reminder via email. Upon receiving the email, log on CFS Procard Adjustment to edit the ChartField account, if needed. This must be done during the grace period.)

- Print the Pro-Card Statement. (A second email will be sent after the grace period. Upon receiving our second email, log on CFS ProCard Completed Inquiry to print the monthly ProCard Statement.)
CFS-Editing Accounting codes

- Go to [http://fiscaff.sfsu.edu](http://fiscaff.sfsu.edu) and click on “CFS Login” under “Quick Links” and the system will direct you to the CFS Login Portal—see below.
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.)
Our menu has changed!

The menu is now located across the top of the page. Click on **Main Menu** to get started.

**Highlights**

- **Recently Used** pages now appear under the Favorites menu, located at the top left.

**Breadcrumbs** visually display your navigation path and give you access to the contents of subfolders.

**Menu Search**, located under the Main Menu, now supports type ahead which makes finding pages much faster.

Click on Main Menu located at the top
CFS-Editing Accounting codes

Click the Main Menu drop down arrow to select the CSU ProCard folder.
CFS-Editing Accounting codes

From CSU ProCard drop down arrow select the Use & Inquiry folder
To edit Accounting codes, select ProCard Adjustment.

1. ProCard Adjustment. Use this option to edit or view your Pcard transactions. This option will not work after the grace period.

2. ProCard Completed Inquiry. Use this option to print your ProCard Statement.
1. Enter cardholder’s last name. For example: ANDREWS.
2. Enter cardholder’s first name. Click “Search”.

CFS-Editing Accounting codes
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 accounts, be sure to select the right CardMember #. (For a Non-ORSP Pcard, your CardMember # is your SFSU ID with “100” at the end. For instance, 9XXXXXXXX100. For an ORSP Pcard, your CardMember is 9XXXXXXXX200.)

4. See next page if you have more than 1 account. Otherwise proceed to page 48.
Help!!!!

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
1. In this example, ANDREWS has only one Cardmember # (One P-card).

2. To view transaction detail click on invoice date or Cardmember #.
CFS-Editing 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 ProCard Adjustment when you receive our first email (P-card Monthly Reminder)
Go to [http://fiscaff.sfsu.edu](http://fiscaff.sfsu.edu) and click on “CFS Login” under “Quick Links” and the system will direct you to the CFS Login Portal—see below.
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-Printing ProCard Statement

Our menu has changed!
The menu is now located across the top of the page. Click on Main Menu to get started.

Highlights
Recently Used pages now appear under the Favorites menu, located at the top left.

Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.
CFS-Printing ProCard Statement

Click the Main Menu drop down arrow to select the CSU ProCard folder.
From CSU ProCard drop down arrow select the Use & Inquiry folder.
To print ProCard Statement, select “ProCard Completed Inquiry”
CFS-Printing ProCard Statement

Please wait until after you receive our second email to Print the ProCard Statement.

1. Do not select ProCard Adjustment.
2. To print ProCard Statement select “ProCard Completed Inquiry”.
3. Enter your last name, and then first name. Click Search. You will see your name under Search Results.

If you have more than one P-Card or Office Max accounts, be sure to select the right CardMember #. (For a Non-ORSP Pcard, your CardMember # is your SFSU ID with “100” at the end. For instance, 9XXXXXXXX100. For an ORSP Pcard, your CardMember is 9XXXXXXXX200.)
To run the report click on the icon

Then click on \textit{Process Monitor}

Please wait until the 30\textsuperscript{th} of the month to Print/sign the ProCard Statement.
1. Click on the **Refresh** icon

2. Run Status should say **“Queued”**

3. Distribution Status should say **“N/A”**

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>Tran Dt</th>
<th>Vendor</th>
<th>St</th>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Dntr</th>
<th>Dept</th>
<th>From</th>
<th>Class</th>
<th>Frq</th>
<th>Amount</th>
<th>Pur Cat</th>
<th>Udp By</th>
<th>Udp Dt</th>
<th>Disp</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/1/16</td>
<td>FEDEX NATIONAL LTD, INC.</td>
<td>CA</td>
<td>217.85</td>
<td>PAPER</td>
<td>1 660003 TC001 3441</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/1/16</td>
<td>STAPLES, INC</td>
<td>CA</td>
<td>25.00</td>
<td>STAPLER</td>
<td>1 660003 TC001 3441</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/1/16</td>
<td>DHL NATIONAL LTD, INC.</td>
<td>CA</td>
<td>15.00</td>
<td>TOBACCO</td>
<td>1 660003 TC001 3441</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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" columns, 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: HUYHUY JASON Date

Signature of Approving Official: CHHELLIAH, WAYNE
Use Tax
1. On the ProCard Statement, please write down Use Tax here

2. Cardholder signs here

3. Approver signs here
A complete P-card report package should include:

- Bank Statement from U.S. Bank
- Pro-Card Statement from CFS ProCard Completed Inquiry.
- Original Itemized receipts and signatures of Cardholder and Approver.

P-Card report package is due to P-card office by the 10th of the following month.
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 #)
CFS contact:
Call the FABS Help Desk at 338-7143 if you’re experiencing:
- Technical problems with CFS ProCard
- Unable to log on CFS ProCard

P-Card staff:
Melissa Naranjo  mnaranjo@sfsu.edu  x53684
Amanda Gazzo   amandag@sfsu.edu   x87139
Jason Huynh    jhuynh@sfsu.edu    x82546
Courtney Cheng clcheng@sfsu.edu  x53693
David Chelliah chelliah@sfsu.edu  x82367
End