ProCard Transactions

Module: CFS Data Warehouse

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Overview

CFS Data Warehouse (CFS DW) is the reporting system used by departments to extract financial data. The data is used by departments to reconcile purchasing/payment transactions and for budgetary tasks. New users are required to complete the required Finance training to access the finance systems. For more information regarding required and recommended training and other resources, please visit Finance & Business Services Training and Tutorials.

ProCard and GoCard are two of the university's Ways to Pay processes for a department to follow for purchasing goods and services. ProCard and GoCard are university credit cards issued to an employee who has the responsibility of ordering goods/services or making travel arrangements for their department. Refer to Ways to Pay for more information about the ProCard and GoCard programs.

The ProCard transaction report is a supplemental report for department to use for reporting purposes. The ProCard Transactions report displays the ProCard and GoCard purchasing history. The source of the data comes from the CFS ProCard module which is used by cardholders each month to complete the statement reconciliations.

The benefits of running a ProCard Transaction report:

- Retrieve purchasing history for one or more fiscal year.
- Identify cardholder's name and their justification for the purchase.

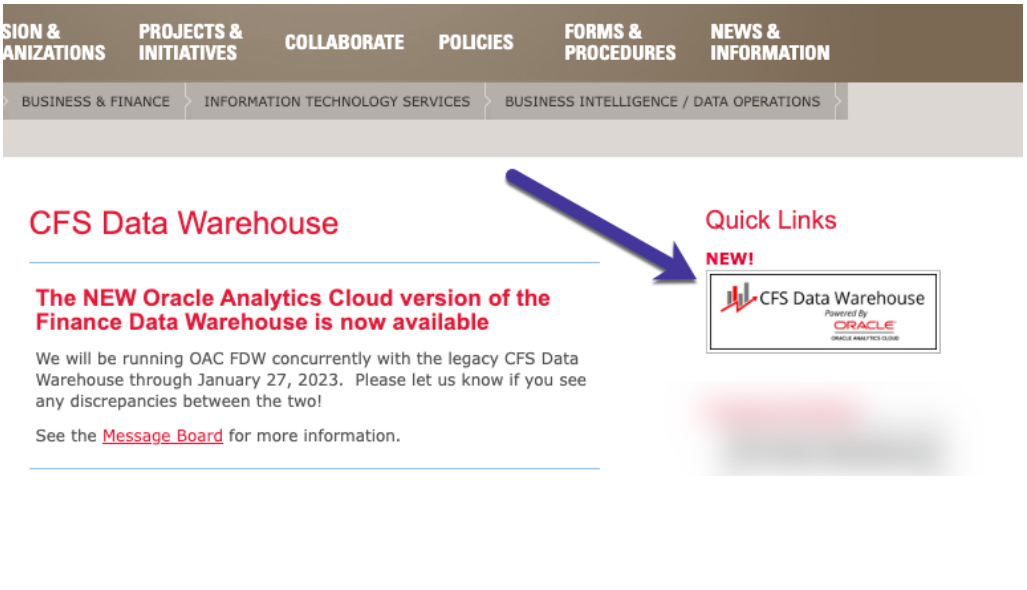
This guide will go through the steps of running ProCard Transactions report.

Step 1: Log into CFS Data Warehouse

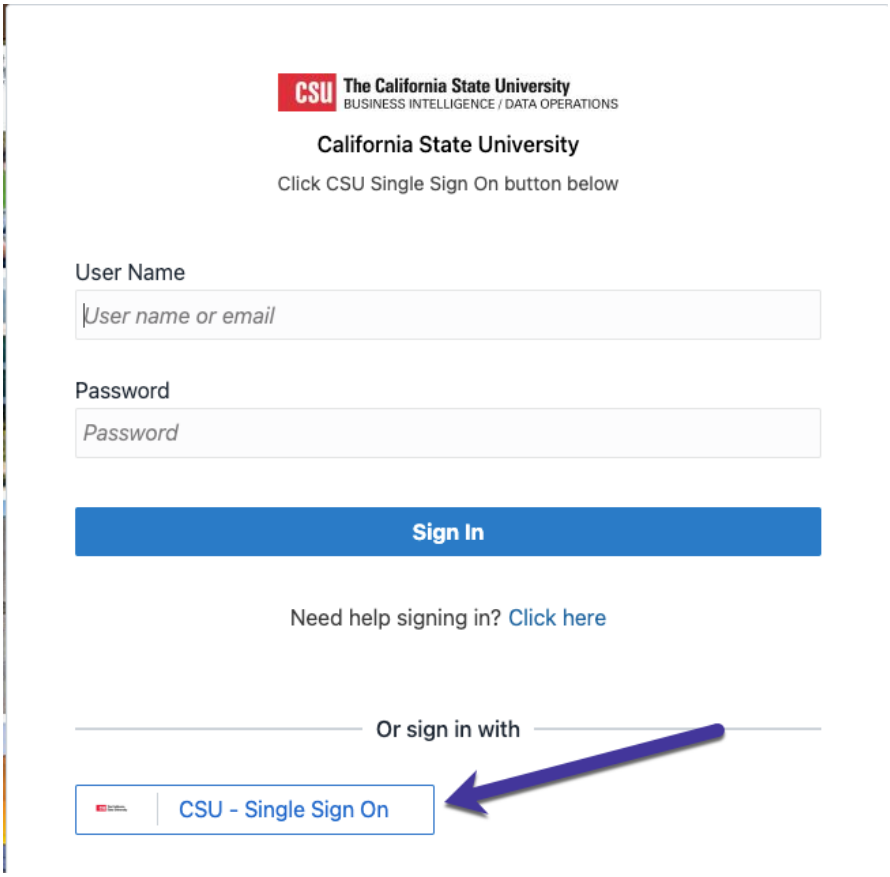
Visit one.sjsu.edu to search and login to CFS Data Warehouse. Users will be prompted to select SJSU as their campus and enter their SJSUOne credentials.

After successfully logging in, users will be directed to the CFS Data Warehouse website.

1. Click on **CFS Data Warehouse** button.



2. If this panel appears, click on the **CSU – Single Sign On** button.



The **CFS Data Warehouse** homepage displays.

Step 2: Dashboard Set-Up

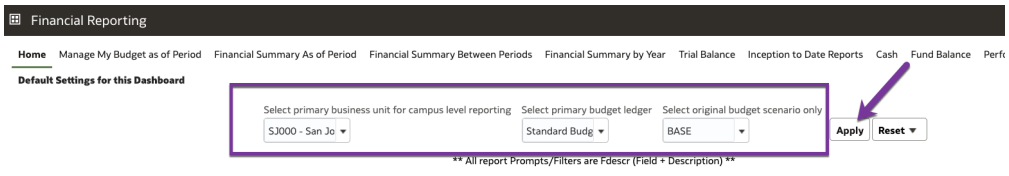
CFS DW has dashboards that contain a collection of reports. The ones commonly used by departments are:

- **Financial Reporting:** Dashboard contains a collection of summary reports with a drilldown feature that allows users to view transaction details.
- **Transaction Inquiry:** Dashboard contains a collection of transaction detail reports such as Open POs and ProCard Transactions.

Before running any report within a dashboard, the values for it must be selected and saved. This is a one-time set-up for each dashboard.

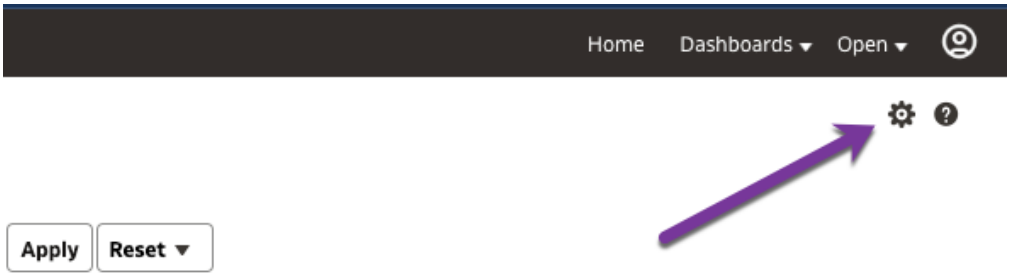
1. From the homepage, click on **Transaction Inquiry**.

The **Transaction Inquiry Dashboard Home** displays.

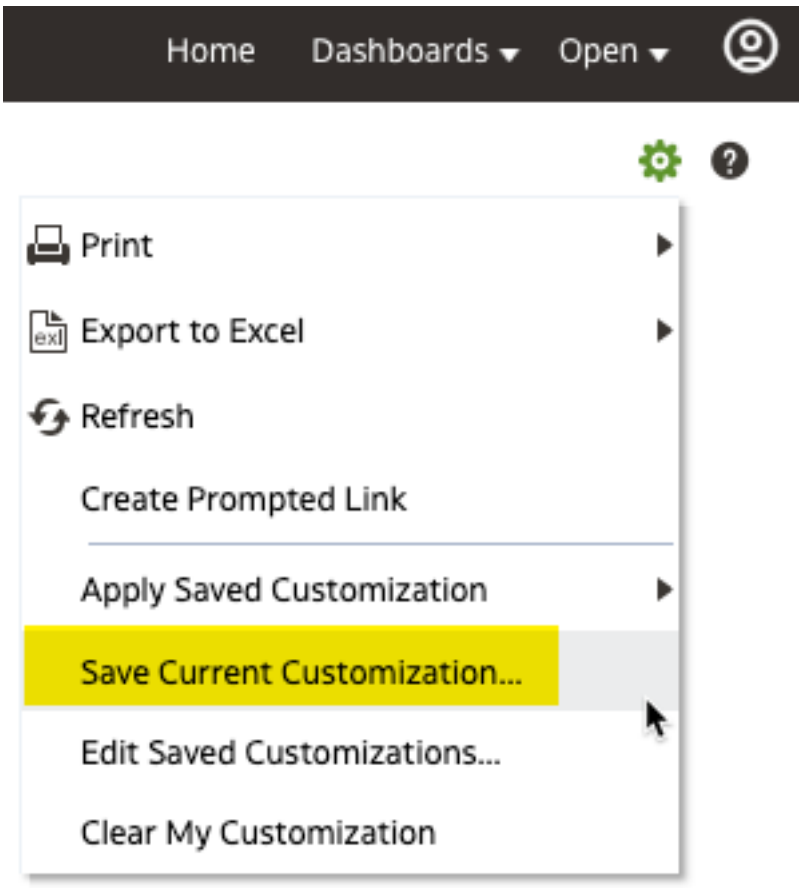


2. From the dropdown menu select the following values-
   - **Business Unit:** SJ000-San Jose
   - **Budget Ledger:** Standard Budget Group
   - **Budget Scenario:** Base
3. Click **Apply**.

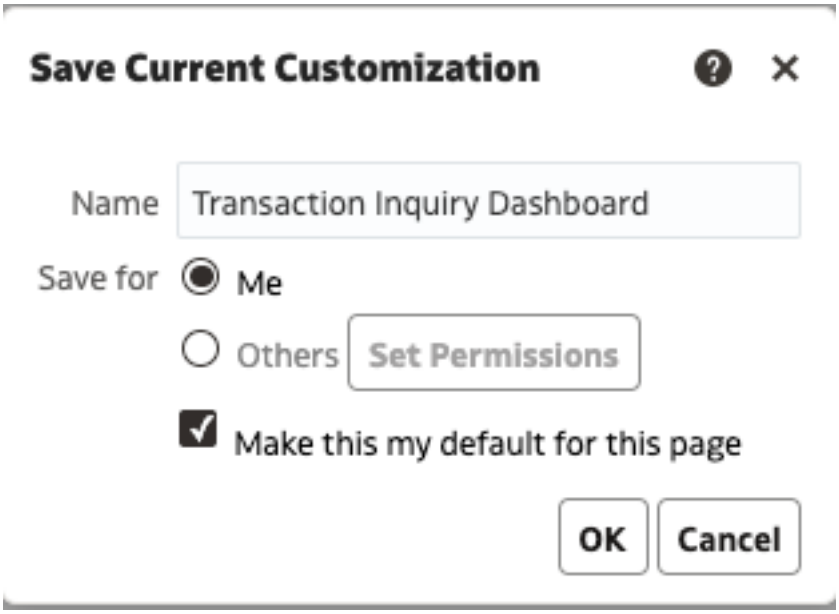
4. Click on the **Gear** icon.



5. The **Gear** menu displays, select **Save Current Customization**.



The **Save Current Customization** window displays.



6. In the **Name** field, assign the name Transaction Inquiry Dashboard.

   Note: *Most users will only have one customization in a dashboard.*

7. Check box for **Make this my default for this page**.

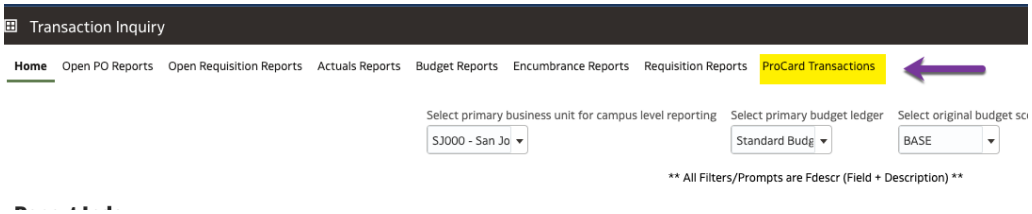
8. Click **OK**.

Dashboard default setup is completed. This is a one-time setup.

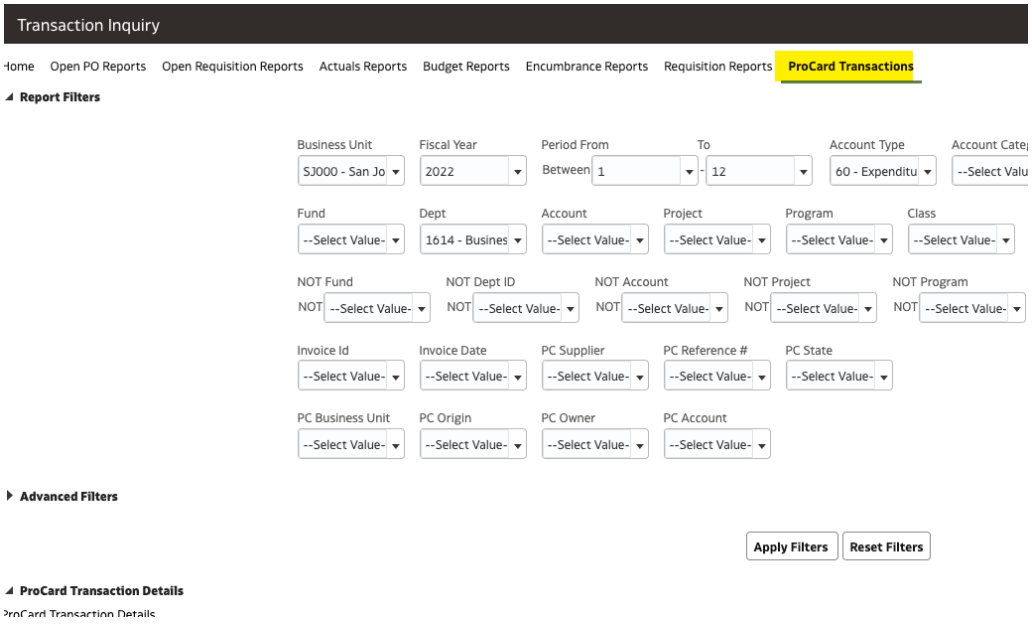
Step 3: Report Set-Up

a. ProCard Transactions Page

1. From the Transaction Inquiry Dashboard, click on the **ProCard Transactions** tab.

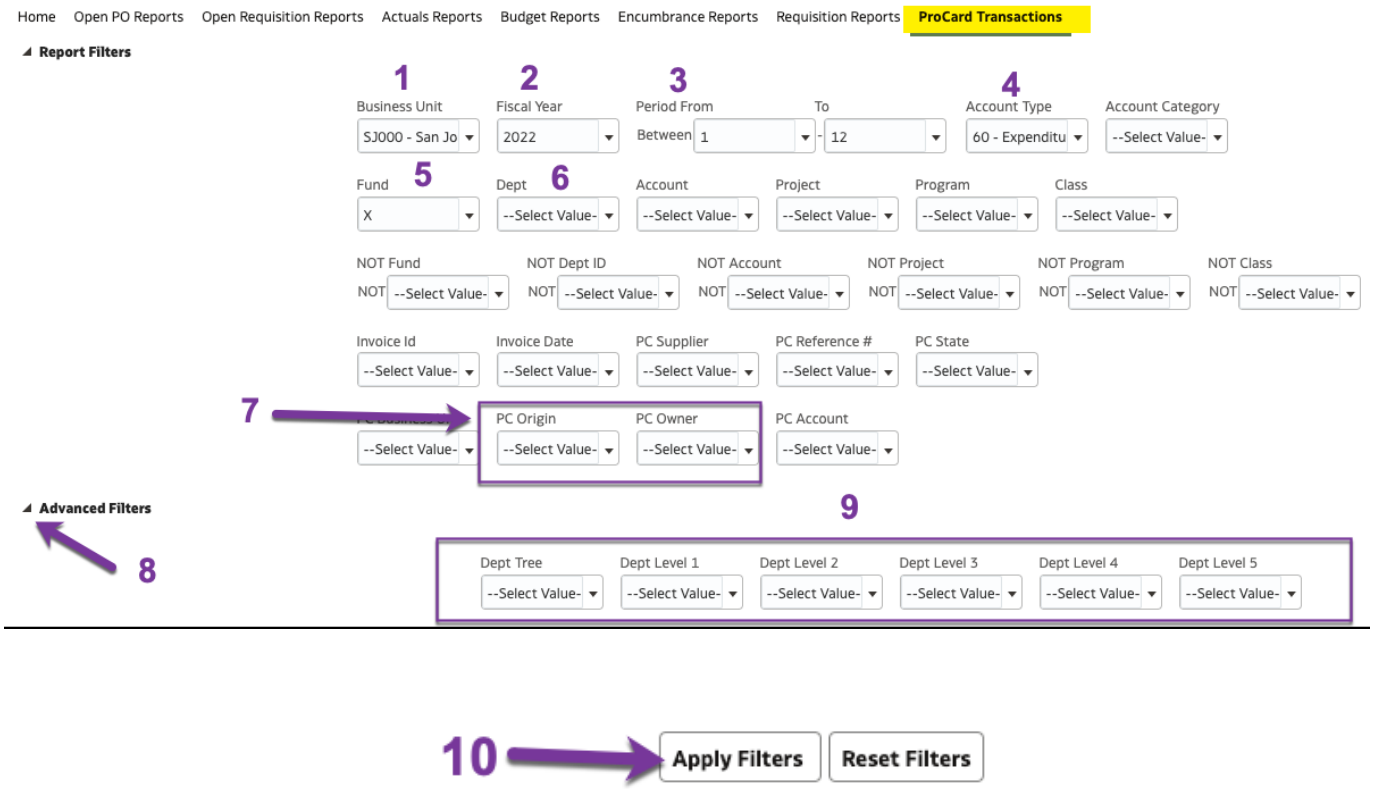


The **ProCard Transactions** page displays.



b. Report Filters

The instructions below are for setting up a department level ProCard Transactions report. A department level report will extract ProCard or GoCard purchase history that were posted to all Funds associated to the selected Department ID(s) or Dept Level.



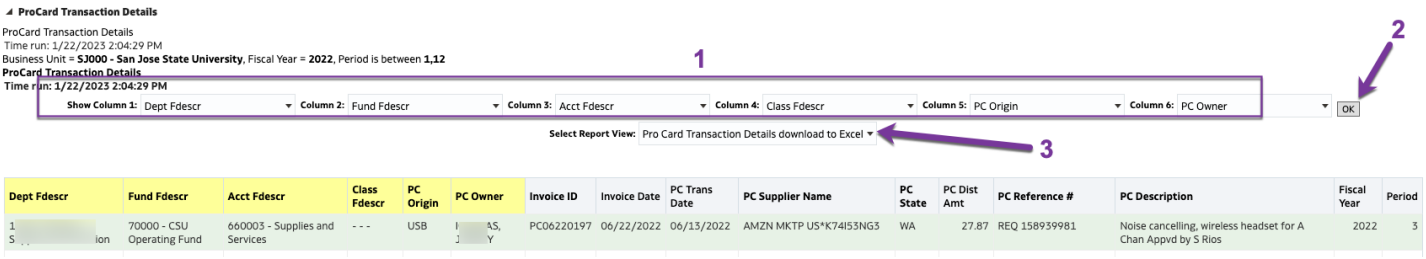
#	Field	Value to Select	Additional Info
1	Business Unit	SJ000-San Jose	A default based on Dashboard settings.
2	Fiscal Year	Select current fiscal year	2023 = FY 2023-24 2022 = FY 2022-23 2021 = FY 2021-22 and etc.

3	As of Period **From**	1	Defaults to Period 1 to 12. SJSU's fiscal year begins on July 1st (Period 1) and ends June 30th (Period 12). Choose specific period or period range as needed; otherwise, leave it at Period 1-12 to capture an entire fiscal year.
	As of Period **To**	12	
4	Account Type	60-Expenditures	Defaults to 60. Leave this field as-is since all ProCard and GoCard expenses are posted to an expense account (an account that begins with a 6).
5	Fund	Uncheck the box for **X** value.	For a department level report, leave this field blank.
6	Dept	Select DeptID(s) from the drop down menu by checking box or go to **More/Search** in field to locate value.	**Leave this field blank if selecting at the organization level (# 8 to 9).** *Organization Level*- For users who belong to a department who have multiple departments within their organization such as a college or division, select value in the **Dept Tree Name** and **Dept Level 1** to **Dept Level 5** fields instead of this Dept field.
7	PC Origin	**USB** for ProCard **UST** for GoCard **APC** for Contracts & Procurement Services	**Optional to select**. Leaving this field blank will pull up data for all three card programs. APC program was established in 2022. Some requisitions submitted by a department may be paid with the APC card by the Buyer instead of issuing a purchase order.
	PC Owner	Select name of cardholder.	**Optional to select**. Leaving this field blank will pull up data for cardholders with transactions posted to the user's Dept or Dept Level.
8	Advanced Filters	Click icon to expand Dept Tree and Dept Levels section.	This applies to users who want to select at the organization level. Users who are in the college or division level should select values at the organization level.

9	Dept Tree Name	SJ_Dept_Primary	This applies to users who want to select at the organization level. *Organization level allows users to select a Dept node which will pull up data for all DeptIDs within that node (organization).* **Note:** To delete SJ_Dept_Primary click in the field to highlight it and press the delete button on keyboard.
	Dept Level 1 to Dept Level 5	Select DeptID node (Nxxxx) from one of the fields. ○ **Dept Level 1** = Total University ○ **Dept Level 2** = Division ○ **Dept Level 3** = College ○ **Dept Level 4** = Department/Program ○ **Dept Level 5** = Department/Program	This applies if users want to select Dept node (organization level). *Organization level allows users to select a Dept node which will pull up data for all DeptIDs within that node (organization).*
10	Apply Filters	Click button	Data results will display in bottom portion of page.

c. Column Labels

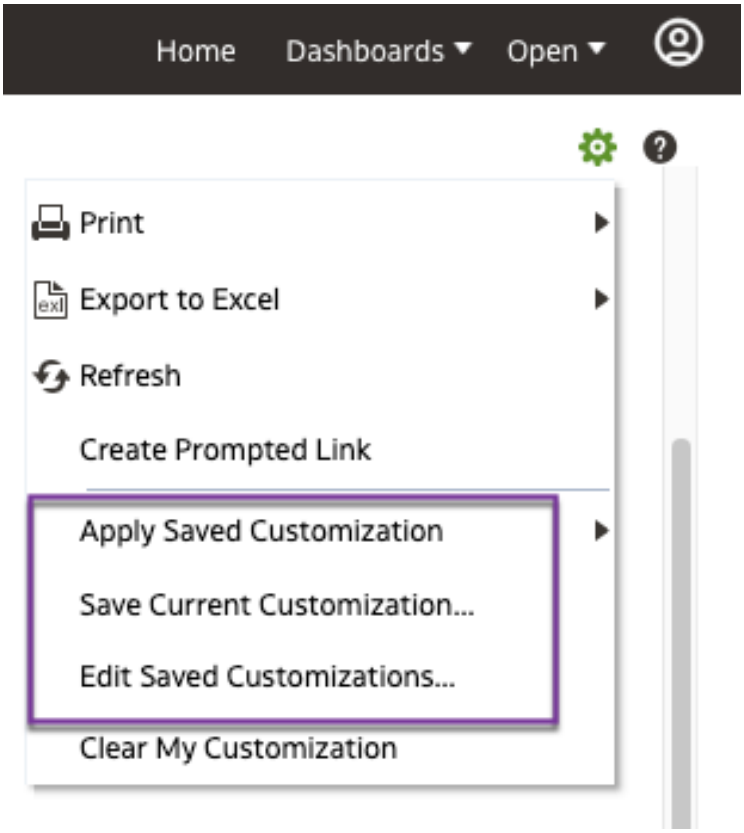
Data displays at bottom of page after clicking the Apply Filters button. Select a label for each column header.



#	Field	Value to Select	Additional Information
1	Column 1 to Column 6	• We recommend, the following labels to be represented in the columns: ○ Column 1- Fund Fdescr ○ Column 2- Dept Fdescr ○ Column 3- Account Fdescr ○ Column 4- Class Fdescr ○ Column 5- PC Owner ○ Column 6- PC Origin	The order of the header labels will be up to users once they become familiar using Data Warehouse. The columns are connected to the headers that are in yellow. ***Note:*** *Due to space limitations, not all optional chartfield codes (Project and Program) could be added to this report.*
2	OK	Click button to apply selected labels to report.	
3	Select Report View	Pro Card Transaction download to Excel	

d. Save Customization

After applying selected report filter values and choosing column header labels, save the customized report. The saved customization is specific to the report where it was created and saved. For example, the customization saved in ProCard Transactions page will not be found in the Open PO Report.

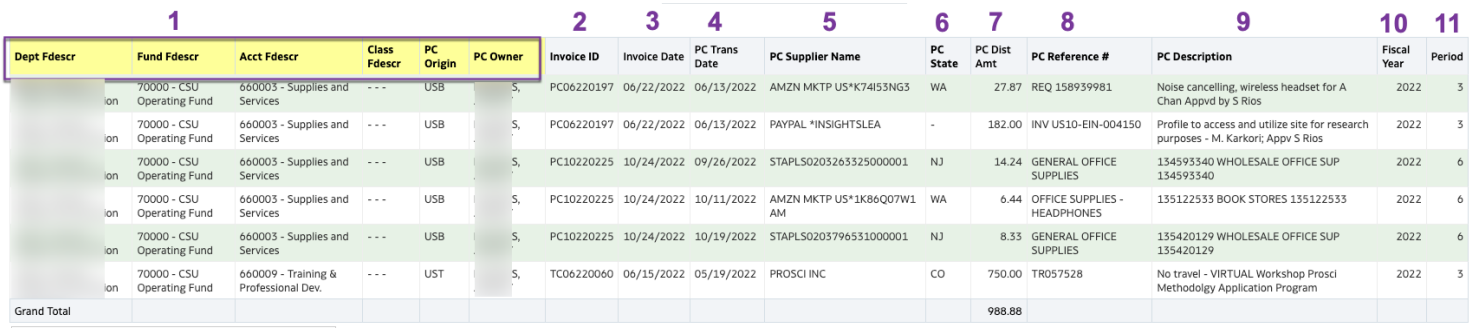


Item #	Field	Value to Select	Additional Information
1	Gear icon.	**Save Current Customization** • Customization window appears. • In the Name field, assign a name for the customization. • (Optional) Check box for **Make this my default for this page**. • Click **OK**.	Users can save many customizations (versions of report), but only one can be the default.

		Apply Save Customization • Saved Customizations window will display. • Select a saved customization. The data results will refresh.	Users can toggle between saved customizations.
		Edit Saved Customization • Edit Saved Customization window will display. • This feature allows users to rename, delete or change the default for existing customizations. • **To delete:** click on a row to highlight and click on X to delete. • **To rename:** click on the customization name, delete old name, and enter new name. • **Change default:** In **My Default** column, click on the radio button for selected customization to make as new default. • Click **OK** to save update.	

Step 4: Reviewing Results

The information displayed in the Results section comes from the ProCard and GoCard reconciliation statement completed by the cardholder.



1						2	3	4	5	6	7	8	9	10	11
Dept Fdescr	Fund Fdescr	Acct Fdescr	Class Fdescr	PC Origin	PC Owner	Invoice ID	Invoice Date	PC Trans Date	PC Supplier Name	PC State	PC Dist Amt	PC Reference #	PC Description	Fiscal Year	Period
[redacted]	70000 - CSU Operating Fund	660003 - Supplies and Services	- - -	USB	[redacted]	PC06220197	06/22/2022	06/13/2022	AMZN MKTP US*K74I53NG3	WA	27.87	REQ 158939981	Noise cancelling, wireless headset for A Chan Appvd by S Rios	2022	3
[redacted]	70000 - CSU Operating Fund	660003 - Supplies and Services	- - -	USB	[redacted]	PC06220197	06/22/2022	06/13/2022	PAYPAL *INSIGHTSLEA	-	182.00	INV US10-EIN-004150	Profile to access and utilize site for research purposes - M. Karkori; Appv S Rios	2022	3
[redacted]	70000 - CSU Operating Fund	660003 - Supplies and Services	- - -	USB	[redacted]	PC10220225	10/24/2022	09/26/2022	STAPLS0203263325000001	NJ	14.24	GENERAL OFFICE SUPPLIES	134593340 WHOLESALE OFFICE SUP 134593340	2022	6
[redacted]	70000 - CSU Operating Fund	660003 - Supplies and Services	- - -	USB	[redacted]	PC10220225	10/24/2022	10/11/2022	AMZN MKTP US*1K86Q07W1 AM	WA	6.44	OFFICE SUPPLIES - HEADPHONES	135122533 BOOK STORES 135122533	2022	6
[redacted]	70000 - CSU Operating Fund	660003 - Supplies and Services	- - -	USB	[redacted]	PC10220225	10/24/2022	10/19/2022	STAPLS0203796531000001	NJ	8.33	GENERAL OFFICE SUPPLIES	135420129 WHOLESALE OFFICE SUP 135420129	2022	6
[redacted]	70000 - CSU Operating Fund	660009 - Training & Professional Dev.	- - -	UST	[redacted]	TC06220060	06/15/2022	05/19/2022	PROSCI INC	CO	750.00	TR057528	No travel - VIRTUAL Workshop Prosci Methodolgy Application Program	2022	3
Grand Total											988.88				

#	Field	Additional Information

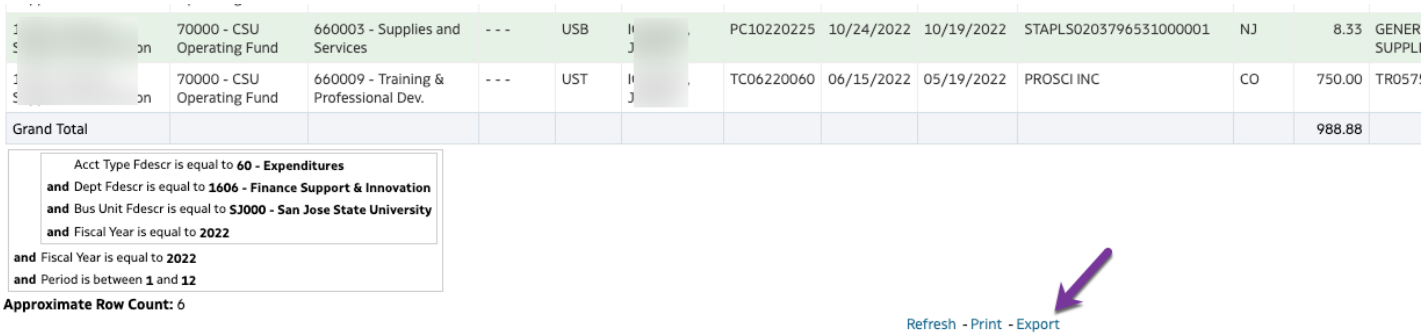
1	Column 1 to Column 5:	The Column 1 to 5 are tied to the headers in yellow.
		• Chartfields:
		  ○ Dept Fdescr – Department description
		  ○ Fund Fdescr – Fund description
		  ○ Acct Fdescr – Account description
		  ○ Class Fdescr- Class description
		• PC Owner – The name of cardholder
		• PC Origin – **USB** for ProCard, **UST** for GoCard, and APC for C&PS Buyers' ProCard.

2	Invoice ID	The invoice # for ProCard or GoCard billing statement.
3	Invoice Date	Date of the ProCard or GoCard billing statement.
4	PC Trans Date	Date the transaction posted to ProCard or GoCard account.
5	PC Supplier Name	Supplier Name
6	PC State	Supplier's business location
7	PC Dist Amount	Transaction amount charged to the chartfield string.
8	PC Reference #	Additional information entered by the cardholder in the reconciliation.
9	PC Description	Additional information, an explanation or a justification for purchase entered by the cardholder in the reconciliation.
10	Fiscal Year	The fiscal year where transaction was posted in: • 2023 is FY 2023-24 • 2022 is FY 2022-23 • 2021 is FY 2021-22 and etc.

11	Period	The accounting period transaction was charged in. There are 12 months (July 1 to June 30) in a fiscal year and each month are identified as follows: • July is Period 1 • October is Period 4 • June is Period 12

General Features

a. Export



#	Field	Additional Information
1	Export	We recommend exporting this report to an Excel format. User can modify the report for efficient printing once it is exported to Excel.

References

- **Training & Tutorials** (https://www.sjsu.edu/fabs/connect/training-and-tutorials.php)
- **One.SJSU.edu** (https://one.sjsu.edu/)
- **Ways to Pay** (https://www.sjsu.edu/fabs/services/p2p/pay/index.php)

Contact

If there are any questions regarding Finance Data Warehouse, please contact Finance Support at financeconnect@sjsu.edu or 4-1558.