CAL POLY
SAN LUIS OBISPO

My Cal Poly Portal

| Home | Money Matters | Personal Info | Library | My Tab | My T |

Single Click Links ‹

- Email & Calendar
- Student & HR Administration
- CSU Portal- Financial Administration
- PolyData Dashboards
- Student Assistant Management
- Technical Service Request
- Facilities Requests for on-campus or VPN users
- Telephone Administration
- LearnerWeb Online

CMS Environments

CMS Environments

- HCM 9.0 Environments (Goes to SharePoint instances page)
- HASLODVL
- HASLOPRJ
- HASLOSTG
- HASLOTRN
- HASLOTRS
- HASLOTST
- HSLOPRD
- CFS Non-Production Environments

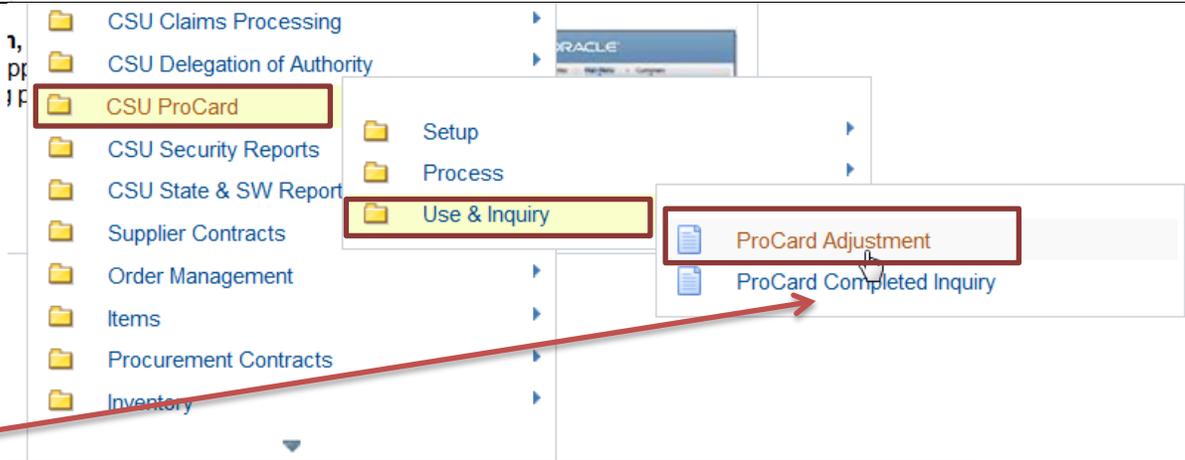|	
Select the CSU Procard link from either your Favorites or the Main Menu	 ORACLE **Top Menu Features Description** **Our menu has changed!** The menu is now located across the top of the page. Click on **Main Menu** to get started. **Highlights** **Recently Used** pages now appear under the Favorites 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.
• CSU ProCard • Use & Inquiry • ProCard Adjustment **If you are late turning in your statement, select Procard Completed Inquiry**	CSU Claims Processing ▶ CSU Delegation of Authority ▶ CSU ProCard CSU Security Reports CSU State & SW Report Supplier Contracts Order Management ▶ Items ▶ Procurement Contracts ▶ Inventory ▶ Setup ▶ Process ▶ Use & Inquiry ProCard Adjustment ProCard Completed Inquiry

Enter in your Last Name Select Search	**ProCard Adjustment** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▽ Search Criteria **Business Unit:** = ▼ SLCMP 🔍 **Origin:** begins with ▼ [ ] 🔍 **Invoice Date:** = ▼ [ ] 📅 **Last Name:** begins with ▼ [ ] **First Name:** begins with ▼ [ ] **Invoice Number:** begins with ▼ [ ] ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria [Main Content]
If you had more than one charge select View All Be sure to write a detailed explanation of what you purchased in the Description field. Save your changes	**ProCard Adjustment** **Business Unit:** SLCMP **ProCard Origin:** USB **Name:** PAOLUCCI, JEANETTE #000000054 **Invoice:** PC04140022 **Invoice Date:** 04/16/2014 **Total:** 284.06 🖨 Process Monitor Transactions Find	View All First ◄ 1 of 2 ► Last **Supplier Name:** CALIFORNIA ASSOCIATION **State:** CA **Transaction Date:** 04/07/2014 **Merchandise Amount:** 130.00 **Description:** 040677 COUNTRY/SPORTS/REC C 040677 ☐ Equipment ☐ Tax ☐ Registration ☐ Printing/Promo ☐ Computer ☐ Service ☐ Hospitality ☐ Other ☐ Disputed Distribution Personalize	Find	View All	🗗	🖩 First ◄ 1 of 1 ► Last |	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
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1	660003 🔍	SL001 🔍	126500 🔍	[ ] 🔍	[ ] 🔍	[ ] 🔍	130.00	➕	➖	 [💾 Save] [🔍 Return to Search]

To Print your statement. 1. Click on the picture of the Printer 2. Click on the Process Monitor hyperlink	**ProCard Adjustment** Step 1 / Step 2 **Business Unit:** SLCMP **ProCard Origin:** USB **Name:** PAOLUCCI, JEANETTE #000000054 **Invoice:** PC04140022 **Invoice Date:** 04/16/2014 **Total:** 284.06 🖨 Process Monitor **Transactions** Find | View All First ◀ 1 of 2 ▶ Last **Supplier Name:** CALIFORNIA ASSOCIATION **State:** CA **Transaction Date:** 04/07/2014 **Merchandise Amount:** 130.00 **Description:** 040677 COUNTRY/SPORTS/REC C 040677 ☐ Equipment ☐ Tax ☐ Registration ☐ Printing/Promo ☐ Computer ☐ Service ☐ Hospitality ☐ Other ☐ Disputed **Distribution** Personalize | Find | View All | 🔳 | 🔲 First ◀ 1 of 1 ▶ Last *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. 1 660003 🔍 | SL001 🔍 | 126500 🔍 | 🔍 | 🔍 | 🔍 | 130.00 ➕ ➖ 💾 Save 🔍 Return to Search
Click on the yellow refresh button until your receive "Success" and "Posted"	**Process List** **Server List** **View Process Request For** **User ID** 15006137231 🔍 **Type** ▼ Last ▼ 4 Days ▼ **Refresh** **Server** ▼ **Name** 🔍 **Instance** to **Run Status** ▼ **Distribution Status** ▼ ☑ Save On Refresh **Process List** Personalize | Find | View All | 🔳 | 🔲 First ◀ 1-2 of 2 ▶ Last Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details ☐ | 5623631 | | SQR Report | CSUPO008 | 15006137231 | 04/22/2014 8:36:22AM PDT | Queued | N/A | Details ☐ | 5623615 | | SQR Report | CSUPO008 | 15006137231 | 04/22/2014 8:34:32AM PDT | Success | Posted | Details Go back to ProCard Adjustment 💾 Save 📧 Notify
Once you receive Success and Posted, Click on the Details hyperlink	**Process List** Personalize | Find | View All | 🔳 | 🔲 First ◀ 1-2 of 2 ▶ Last Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details ☐ | 5623631 | | SQR Report | CSUPO008 | 15006137231 | 04/22/2014 8:36:22AM PDT | Success | Posted | Details ☐ | 5623615 | | SQR Report | CSUPO008 | 15006137231 | 04/22/2014 8:34:32AM PDT | Success | Posted | Details Go back to ProCard Adjustment 💾 Save 📧 Notify

Select View Log/Trace	**Process Detail**

Process

Instance 5623631   Type SQR Report
Name CSUPO008   Description ProCard Statement
Run Status Success   Distribution Status Posted

Run

Run Control ID 002
Location Server
Server PSUNX
Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

Date/Time

Request Created On 04/22/2014 8:36:22AM PDT
Run Anytime After 04/22/2014 8:36:22AM PDT
Began Process At 04/22/2014 8:36:38AM PDT
Ended Process At 04/22/2014 8:36:52AM PDT

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

OK   Cancel

Select the PDF hyperlink to print out your statement.

ORACLE

View Log/Trace

Report

Report ID:	2315	**Process Instance:**	5623631

Message Log

Name:	CSUPO008	**Process Type:**	SQR Report

Run Status: Success

ProCard Statement

Distribution Details

Distribution Node: FCFSPRD   **Expiration Date:** 06/06/2014

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_5623631.log	1,744	04/22/2014 8:36:52.750677AM PDT
csupo008_5623631.PDF	6,656	04/22/2014 8:36:52.750677AM PDT
csupo008_5623631.out	231	04/22/2014 8:36:52.750677AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	15006137231

Return

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