PCard Reports

Chapter 4
Section Objectives

At the end of this section, you should be able to:

- Run standard reports
- View reports online
- Reprint reports
- Cancel submitted requests
Run Standard Reports

- You have access to certain reports, based on your responsibility

- Reports may be run at any time and are submitted via the Submit Requests form

- Reports may not be executed immediately when requested. A report request is sent to a utility program, the Concurrent Manager
  - The Concurrent Manager coordinates the processing of several requests simultaneously
  - You can do other tasks while the Concurrent Manager is processing your request

- The Concurrent Manager also provides the option of reviewing the output of a report online, rather than printing the output

- The PCard Application provides the following reports:

  **Pre-Transaction Log Report**

  - Prints a Pre-Transaction Log of the cardholders for which you are an auditor.
  
  - Report prints the Pre-Transactions based on the Status, Date and Account Title parameters. All are required parameters.
  
  - The report shows Account Title, Vendor, Purchase Description, Total Amount, Purchase Date, Entry Status and Transaction Name.
Run Standard Reports

Transactions Report by Account Title/Vendor

- Will print a report on a specific Vendor(s) used, based on the cardholder accounts to which you have access.

- Date parameters are required, but the Vendor name is not. However, running this report without selecting a Vendor can result in a rather large report.

- Report prints in alphabetical order by vendor, printing a new Vendor on each page.

- Report lists PCard holders that used this Vendor, if you have access to view their charges. If you have access to audit multiple cards, the report sub-totals each of those accounts within that Vendor.

PCard Transactions – by Account Title

- Prints a transaction report, based on the Account Title, in chronological order of the Transaction Date.

- The report will subtotal after each change in transaction date and will give a grand total at the end.

- If you are an auditor for multiple cardholders, you must run a separate report for each cardholder.

- Report prints the transaction based on the Start Date, End Date, Acct Title and Transaction Status parameters. All are required parameters except for Transaction Status.

- Report shows Vendor, Transaction Date, Default Account Number, Invoice Number, Status and Transaction Amount.

- Prints redistributed transactions only, based on the Account Title, in Vendor Name Order.
Run Standard Reports

Transactions Redistributed to GL

- The report will put each transaction in date order within each vendor and will subtotal at each date change.

- There will be three totals; total credits, total debits and net total on the last page of the report

- If you are an auditor for multiple cardholders, you must run a separate report for each cardholder

- The report will print redistributed transactions based on the Date From, Date To and Account Title parameters. All three parameters are required

- The report will show the Account Title, Vendor Name, Transaction Date, Default Account, Redistribution Account and Amount redistributed.

Airfare Transactions by Card Report

- Prints a report of airfare transactions based on cardholder name and transaction date.

- The report will subtotal after each change in transaction date and will give a grand total at the end.

- If you are an auditor for multiple cardholders, you can run a separate report for each cardholder, or one report for all cardholders.

- Report shows Cardholder name and default PCard account, Supplier name, Transaction Date, Transaction Amount, Traveler and Departure Date.

- A second version of this report, Airfare Transactions by Card Report File, can be run if you would like the data in a format that can be easily exported to Excel or other applications.
Run Standard Reports

Redistributed Airfare Transactions Report

− Prints a report of redistributed airfare transactions based on cardholder name and date.

− If you are an auditor for multiple cardholders, you can run a separate report for each cardholder, or one report for all cardholders.

− Report shows Cardholder name, the account that charges were redistributed to, Invoice Number, Transaction Date and Amount, Traveler, Departure Date, Redistributed Amount, and Redistributed Date.

− A second version of this report, Redistributed Airfare Transactions Report File, can be run if you would like the data in a format that can be easily exported to Excel or other applications.
Run the *Pre-Transaction Log Report*.

1. Navigate to the *Submit Requests* window

   Oracle Purchasing
   N→ Reports → Run
   Submit a New Request
   Submit Request

2. Select the *Type* of request

   - Single Request

3. Click on *OK*
4. Select Name from LOV
   - FPCR850-Pre-Transaction Log Report

5. Click on OK

6. Select the Entry Status parameter from the LOV
   - Entry Status defaults to Current
   - Choose All from the LOV
7. Enter the remaining parameters (See Below)

   - *Purchase Date From*  01-MAR-2013
   - *Purchase Date To*    31-MAR-2013
   - *Account Title*       Name of PCard Holder

8. Click on OK to return to the *Submit Request* window
9. Click on the **Submit** button
   - This automatically opens the **Requests** window

10. Determine if your report is completed
    - Click on the **Refresh Data** button to refresh the screen until the **Phase** field says **Completed**
Pre-Transaction Log Report

11. Click on the View Output button to view the report online once it completes running.
Pre-Transaction Log Report

12. Adjust the window to view more of the text in the report

- Use the mouse to increase the size of the window
- Decrease the font size to 8

13. Use the scroll bars and navigation buttons to move through the report

- Vertical/horizontal scroll bars move you through a single page of the report
- Go To, First, Previous, Next, and Last buttons move you to different pages of the report
- To see the total number of pages in the report, click on Last, then look at the Page number in the upper left-hand corner of the window

14. To print a hardcopy of the report,

- Click Tools, Copy File. A copy of the report is made in Internet Explorer.
- Click File, Page Setup. Change Orientation to Landscape.
- Click File, Print to print a hardcopy of the Report.
Cancel a Request

A submitted request can be cancelled as long as the request is not completed. The request is not completed if the Phase field is Running, Pending or Inactive.

Follow the steps listed below to cancel a request:

1. Navigate to the Find Requests window

   Oracle Purchasing
   N→ View → Requests
   Find Requests

2. Select My Requests in Progress option

3. Click on the Find button to open the Requests window

4. Select the request to be terminated by positioning the cursor on the appropriate line

5. Click on the Cancel Request button located in the lower left-hand corner

6. Save the transaction
Lab 4: Run Standard Reports

Run and print the *Transaction Report by Account Title*

1. Enter the following *Parameters*

   - *Start Date*     01-OCT-2014
   - *End Date*      24-OCT-2014
   - *Acct Title*    PCard Holder name
   - *Transaction Status*  Optional, Leave Blank for “All”

2. Print 1 copy of the report

3. Return to the *Navigator* window
Lab 4 Solution: Run Standard Reports

N → Reports → Run → Submit a New Request → Single Request

1. Select the report name from the LOV
   - *Transaction Report by Account Title*

2. Enter Parameters

3. Click on OK

4. Click on the *Submit* button
   - This automatically opens the *Requests* window
Lab 4 Solution: Run Standard Reports

5. Determine if your report is completed
   - Click on the **Refresh Data** button to refresh the screen until the **Phase** field says **Completed**

6. Click on the **View Output** button to view the report online once it completes running

7. To Print a hardcopy of the report,
   - Click Tools, Copy File. A copy of the report is made in Internet Explorer.
   - Click File, Page Setup. Change Orientation to Landscape.
   - Click File, Print to print a hardcopy of the Report.

---

Report Contents

---
Sample of Standard Reports

Pre-Transaction Log Report

Parameters

Report Contents
Sample of Standard Reports

Transaction Report by Account Title/Vendor

Parameters

Report Contents
Sample of Standard Reports

PCard Transactions by Account Title

Parameters

Report Contents
Sample of Standard Reports

Transactions Redistributed to GL

Parameters

Report Contents
Sample of Standard Reports

Airfare Transactions by Card Report

Parameters

Account Title: All
Date From: 01-MAR-2013
Date To: 31-MAR-2013

Report Contents

---

Sample of Standard Reports

Airfare Transactions by Card Report

Parameters

Account Title: All
Date From: 01-MAR-2013
Date To: 31-MAR-2013

Report Contents

---

Copyright University of Pittsburgh. All rights reserved.
Sample of Standard Reports

Airfare Transactions by Card Report File

Parameters

<table>
<thead>
<tr>
<th>Account Title</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date From</td>
<td>01-MAR-2013</td>
</tr>
<tr>
<td>Date To</td>
<td>31-MAR-2013</td>
</tr>
</tbody>
</table>

OK  Cancel  Clear  Help

Report Contents

<table>
<thead>
<tr>
<th>Account Title</th>
<th>01-MAR-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date From</td>
<td>01-MAR-2013</td>
</tr>
<tr>
<td>Date To</td>
<td>31-MAR-2013</td>
</tr>
</tbody>
</table>

Go To...  First  Previous  Next  Last

Copyright University of Pittsburgh. All rights reserved.
## Sample of Standard Reports

### Redistributed Airfare Transactions Report

#### Parameters

<table>
<thead>
<tr>
<th>Account Title</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date From</td>
<td>01-JAN-2010</td>
</tr>
<tr>
<td>Date To</td>
<td>28-FEB-2010</td>
</tr>
</tbody>
</table>

#### Report Content

<table>
<thead>
<tr>
<th>Redistributed Account</th>
<th>Invoice Number</th>
<th>Trxn. Date</th>
<th>Trxn. Account</th>
<th>Trxn. Description</th>
<th>Depart Date</th>
<th>Plat. Desc</th>
<th>Radiant. Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>02:8980.8980.8980.8980.8980.8980.8980</td>
<td>1</td>
<td>02/19/10</td>
<td>02/19/10</td>
<td>8980-19.jpg</td>
<td>02/19/10</td>
<td>8980-19.jpg</td>
<td>8980-19.jpg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>-32.19</th>
</tr>
</thead>
</table>

Account Title: Purchaser 1, Any-ENST NE3
Sample of Standard Reports

Redistributed Airfare Transactions Report File

Parameters

Account Title: All
Date From: 01-JAN-2010
Date To: 28-FEB-2010

Report Content
Sample of Standard Reports

Transactions for Review – Report

Parameters

Report Content

This report is also available in a file format that can be easily downloaded to Excel. The report name is Transactions for Review – File.