

Procurement would like to announce that we now have two PeopleSoft P-card queries and two PeopleSoft P-card reports available to participants of the P-card program. These reports/queries should be useful in reconciling your p-card transactions. These are the ***UM_PCARD Allocation & CSTRING*** queries and the ***Account Summary*** and the ***Purchase Details*** reports. Please remember that you must reconcile all transactions since the conversion to PeopleSoft (i.e., since 6/26/03)

A. P-card Queries

1. To access the PeopleSoft P-card queries click on the PeopleSoft Finance menu using the following navigation:

REPORTING TOOLS › QUERY › QUERY VIEWER

2. To access the Allocation Query:
 - 1) Go to the “Query Viewer Screen and type in the open box “UM_PCARD. Then click on “Search”. You can then select the Allocation Query, which is sorted on the transaction posting date, by clicking on the “Run” button.
 - 2) Select the billing date “from” and “to” using the calendar buttons and fill in the credit card number. If you use your billing cycle, the query results will agree to your Visa statement. You will have to look at the date at the bottom of your VISA statement to verify the billing cycle closing date. Click “View Results”.
 - 3) Your results will display on the screen. If you want to print this information you must download to an Excel spreadsheet using the link located in the middle of your screen. Please note that these queries will reflect those charges that have been marked as “approved”.
3. To access the CSTRING Query:
 - 1) Go to the “Query Viewer Screen and type in the open box “UM_PCARD. Then click on “Search”. You can then select the CSTRING query, which is sorted on the chartstring, by clicking on the “Run” button.
 - 2) Select the billing date “from” and “to” using the calendar buttons and fill in the credit card number. If you use your billing cycle, the query results will agree to your Visa statement. You will have to look at the date at the bottom of your VISA statement to verify the billing cycle closing date. Click “View Results”.

- 3) Your results will display on the screen. If you want to print this information you must download to an Excel spreadsheet using the link located in the middle of your screen. Please note that these queries will reflect those charges that have been marked as “approved”.
4. These queries will be useful in reconciling your P-card transactions. Specifically, they will allow you to verify your allocations (similar to P-card web history report). After verification is complete, print the query results and keep it with your P-card log and documentation. A report similar to the AMO91 report is not currently available. The campus will be notified when this report is released.

B. Account Summary Report

1. The Account Summary will summarize your purchases by merchant for the period selected and give you totals. This report may be printed.

To locate the report, click on the PeopleSoft Finance menu using the following navigations and instructions:

PURCHASING › PROCUREMENT CARDS › REPORTS › ACCOUNT SUMMARY

2. At the prompt for Run Control Value click on “Add A New Value”. Type in (no spaces) name of your choice and then click “Add”. **EXAMPLE:** “accountsummary”. This will establish your run control for accessing this report in the future. The next time you want to access the “account summary” you will click on “Search” under the “Find An Existing Value” tab on the Account Summary page and your run control ID that you have chosen will appear.
3. To run the report click on the “Run Control ID and fill in the credit card number, currency code and if you desire, the date range. Click on “Save” and then click the “Run” button at the top right of the screen. On the process scheduler request click the select box for whichever report you need. The choices are:

Purchasing Summary by Vendor- this will show you all purchases on the card for the period and cardholder selected, sorted in descending order by merchandise amount.

Purchase Summary by Merchant – this will show you all purchases on the card for the period and cardholder selected, sorted alphabetically by merchant and in descending order by merchandise amount.

Purchase Summary by Employee – this will show you all purchases on the card for the period and cardholder selected, sorted by employee ID, then alphabetically by merchant, and in descending order by merchandise amount.

Change the format from HTM” to “PDF” for easier printing. Then click “ok”. You will return to the Account Summary tab. Click on “Process Monitor” in the upper right corner of your screen (note your process instance number). Click on the “Refresh” button in the top right corner until the “run status” for your process instance says “success”. Then click on “details” for that process instance and then click on “ViewLog/Trace”. You will see another screen where you must then click on the “PDF” link on that page This will then show your Account Summary report on the screen.

C. Purchase Details Report

1. The Purchase Details report will summarize your purchases by merchant for the period selected and give you totals. This report may be printed.
2. To locate the report, click on the PeopleSoft Finance menu using the following navigations and instructions:

**PURCHASING › PROCUREMENT CARDS › REPORTS ›
PURCHASE DETAILS**

3. At the prompt for Run Control Value click on “Add A New Value”. Type in (no spaces) name of your choice and then click “Add”. **EXAMPLE:** “purchasedetails” This will establish your run control for accessing this report in the future. The next time you want to access the “Purchase Details” report you will click on “Search” under the “Find An Existing Value” tab on the Purchase Detail page and your run control ID that you have chosen will appear.
4. To run the report click on the “Run Control ID and fill in the credit card number, currency code and if you desire, the date range. Click on “Save” and then click the “Run” button at the top right of the screen. On the process scheduler request click the select box for whichever report you need. The choices are:

Purchase Detail by Vendor – this will show you all purchases on the card for the period and cardholder selected.

Purchase Detail by Merchant – this will show you all purchases on the card for the period and cardholder selected sorted alphabetically by merchant and in descending order by merchandise amount.

Purchase Summary by Employee – this will show you all purchases on the card for the period and cardholder selected, sorted by employee ID, then alphabetically by merchant, and in descending order by merchandise amount.

Change the format from HTM” to “PDF” for easier printing. Then click “ok”. You will return to the Purchase Detail tab. Click on “Process Monitor” in the upper right corner of your screen (note your process instance number). Click on the “Refresh” button in the top right corner until the “run status” for your process instance says “success”. Then click on “details” for that process instance and then click on “ViewLog/Trace”. You will see another screen where you must then click on the “PDF” link on that page This will then show your Purchase Detail report on the screen.

If you have any questions contact me at x54558.