ProCard Transaction Report

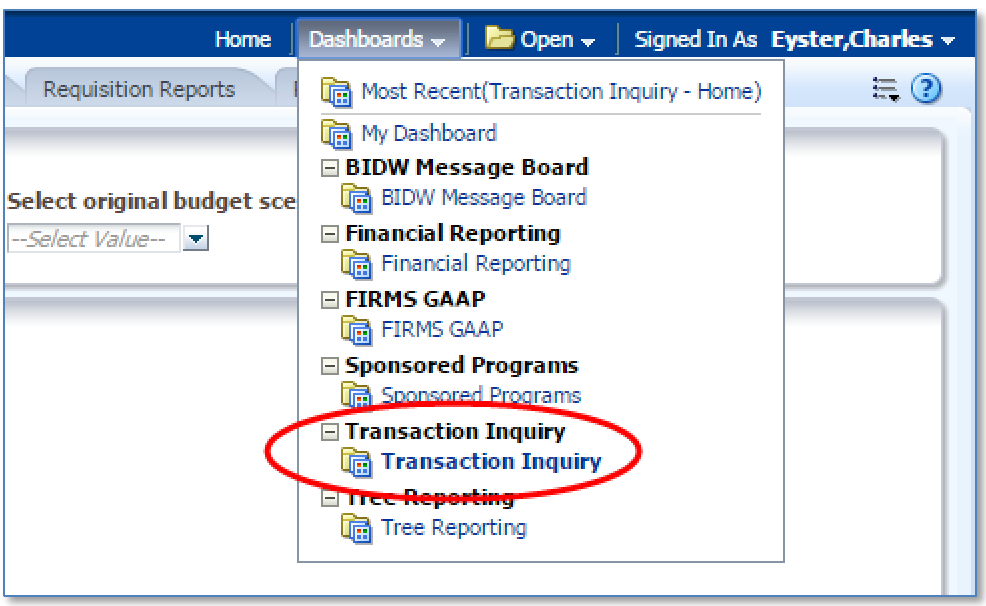
The purpose of this document is to help someone list ProCard transactions using the Financial Data Warehouse (FDW). While certain static reports are available in PeopleSoft, data warehouse reports are more flexible tools. Users can display multiple months, select which columns should appear, re-order columns, add/remove subtotals, etc. Additionally, users can export results to Excel for even further customization.

Assumptions:

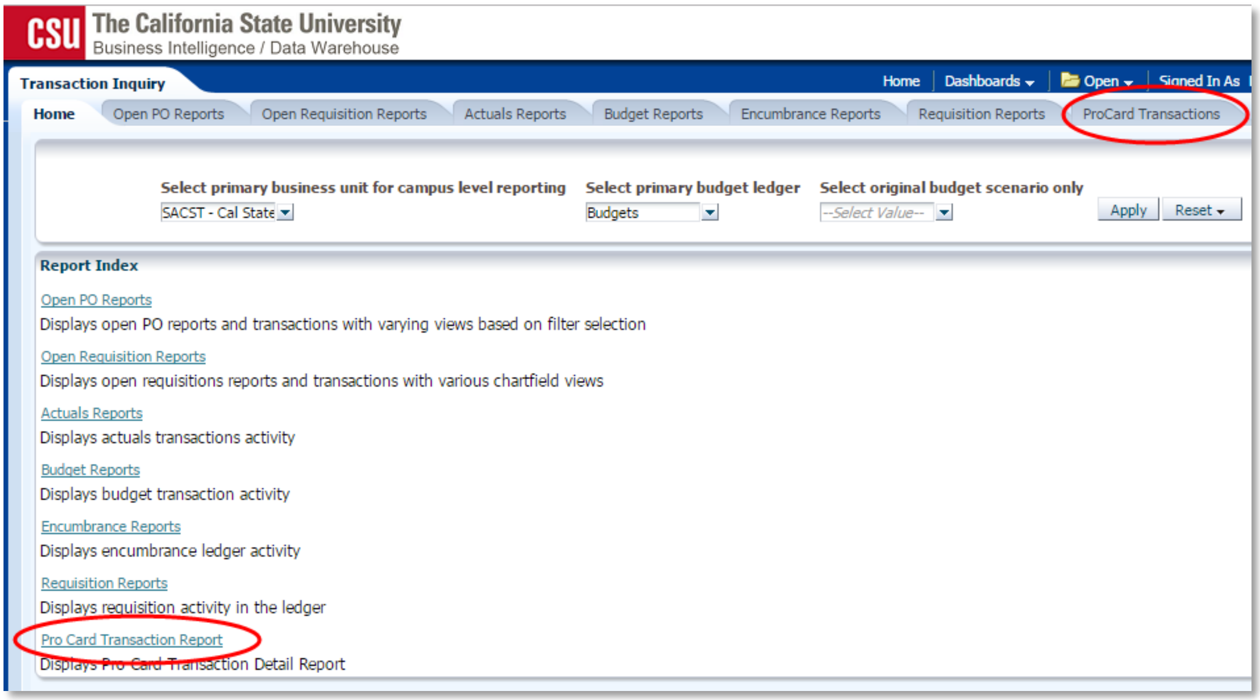
- You have access to the CFS data warehouse.
- You know how to login to the CFS data warehouse.
- You have already setup your defaults for the environment.

This procedure will run the “ProCard Transaction Report” report to display ProCard usage information. This example is for a single department.

1. Start FDW and select the “Transaction Inquiry” Dashboard circled below:

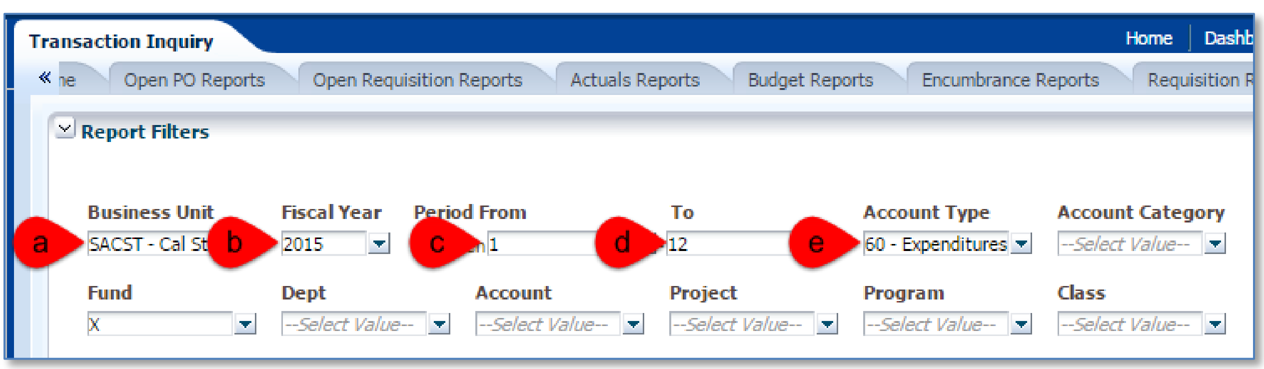


2. Select either “ProCard Transactions” or “ProCard Transaction Report” as circled below:



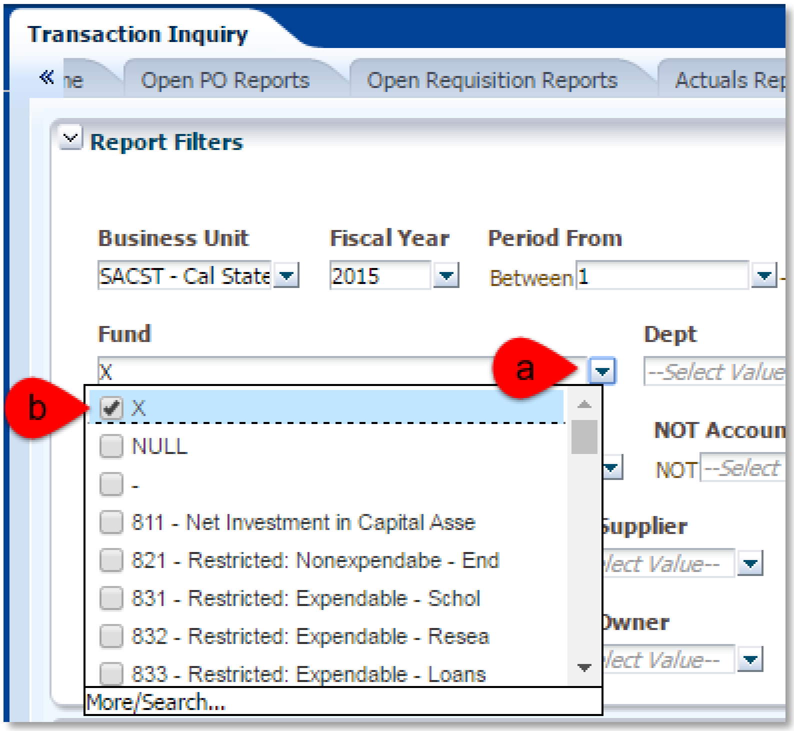
3. Enter/check the first row of report filters:

a. Business Unit – Enter “SACST”
b. Fiscal Year – I used “2015”
c. Period From – I used “1”
d. Period To – I used “12” to get the full year.
e. Account Type – This example specifies only “60 – Expenditures”.



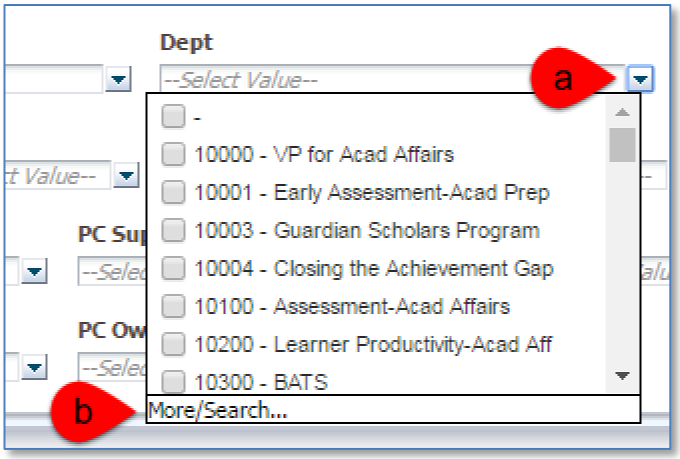
4. Clear the "X" from the Fund field:

a. Click the drop-down arrow for Fund.
b. Click the check next to "X" to remove it.

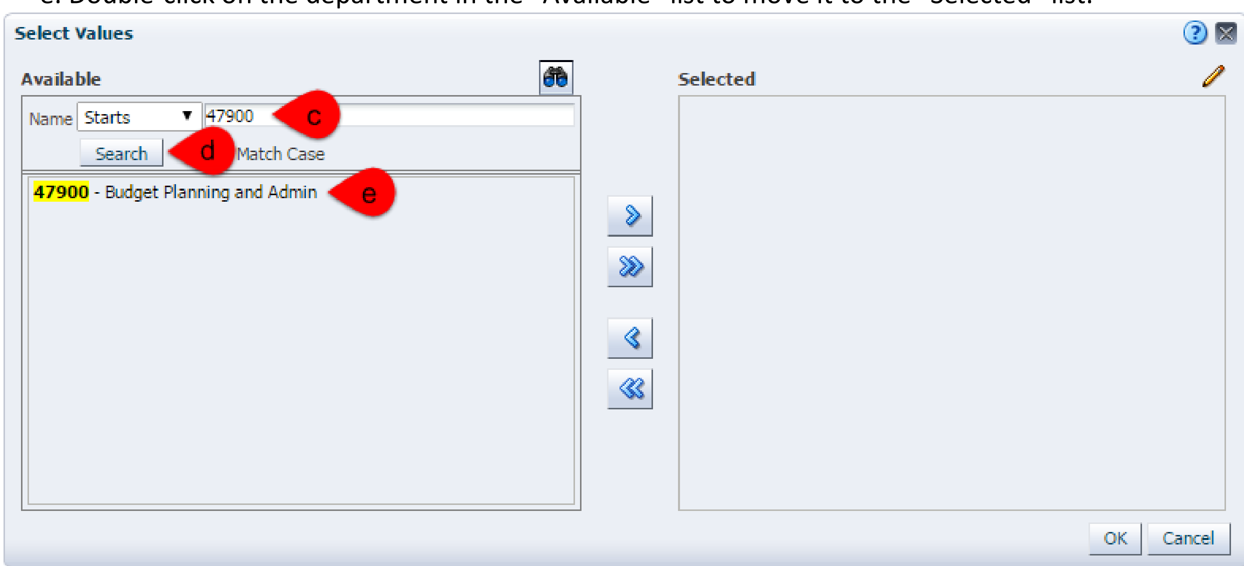


5. Specify your department number:

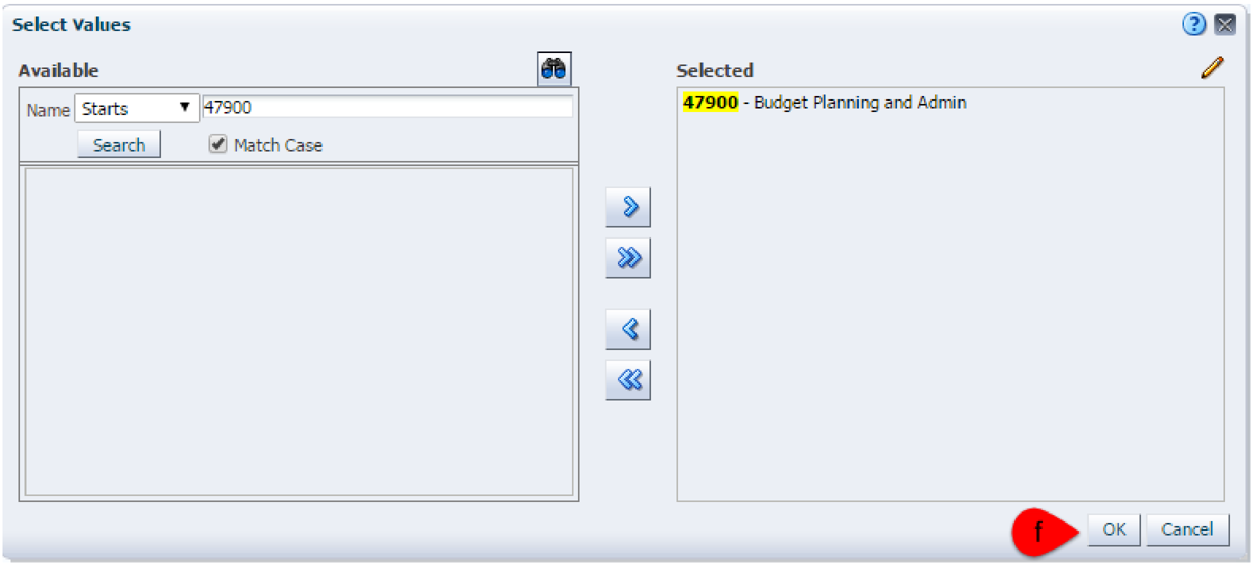
a. Click the drop-down arrow for Dept.
b. Click on "More/Search…"



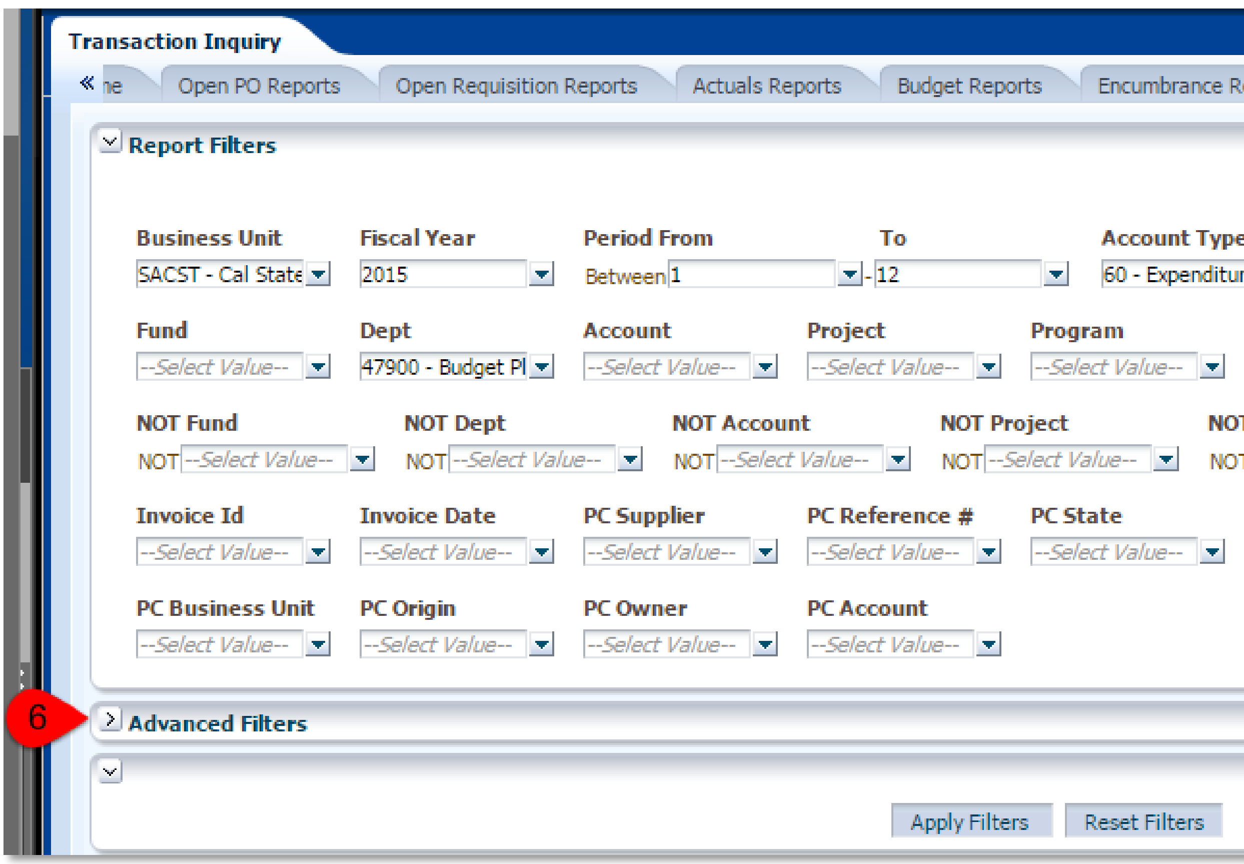
c. Enter your department number. This example uses department 47900.
d. Click on the "Search" button.
e. Double-click on the department in the "Available" list to move it to the "Selected" list.



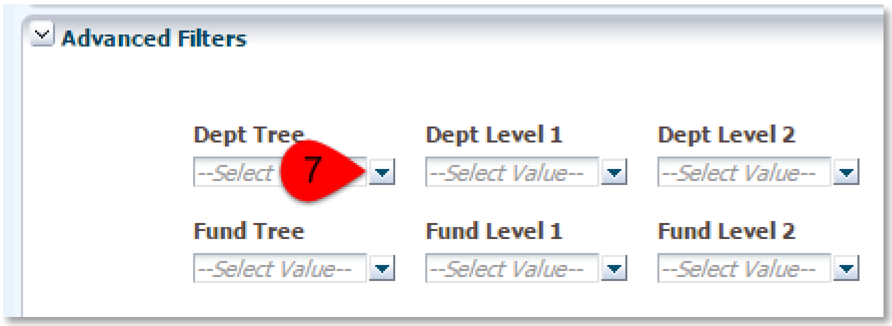
f. Click on the "OK" button.



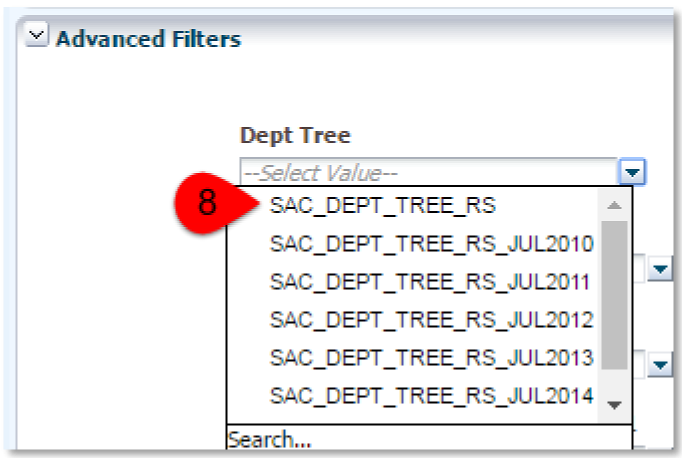
6. Expand the "Advanced Filters":



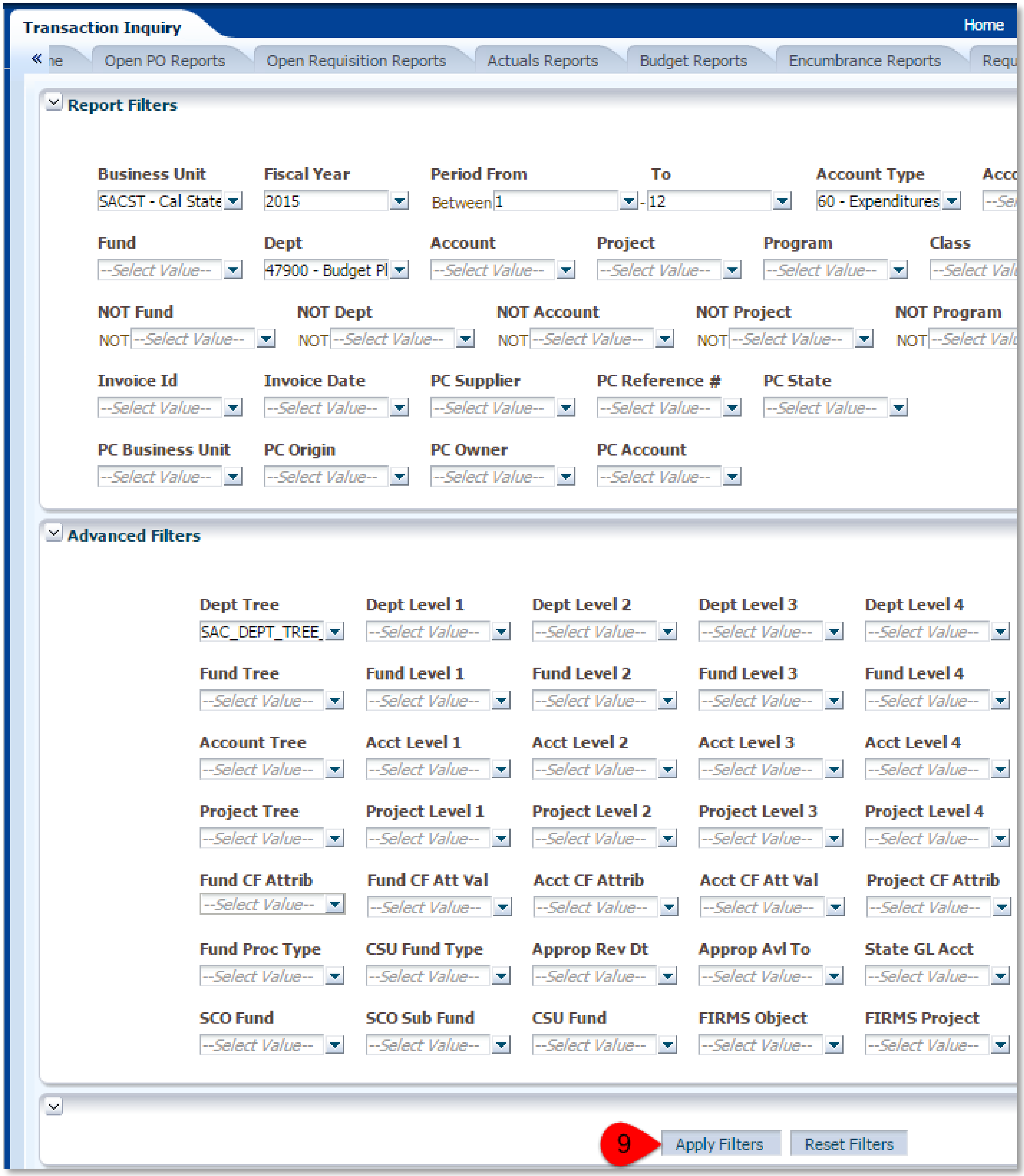
7. Click the drop-down arrow for “Dept Tree”:



8. Select the “SAC_DEPT_TREE_RS” tree:



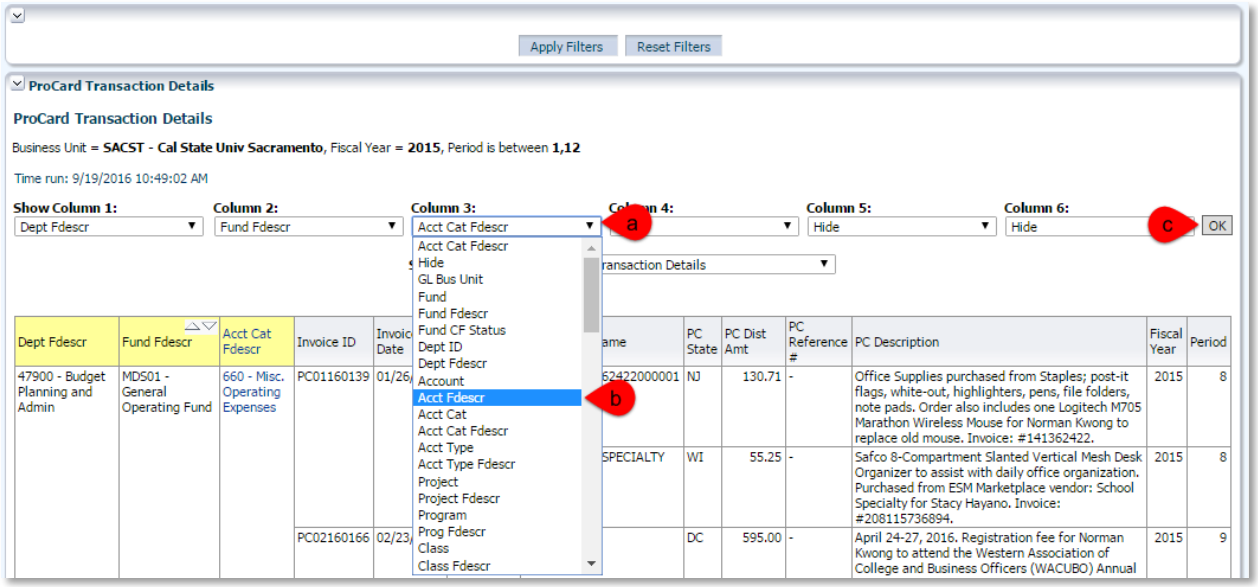
9. Review your filter specifications and then click the “Apply Filters” button to generate the report:



10. For this example, we will change column 3 from “Acct Cat Fdescr” to “Acct Fdescr”.

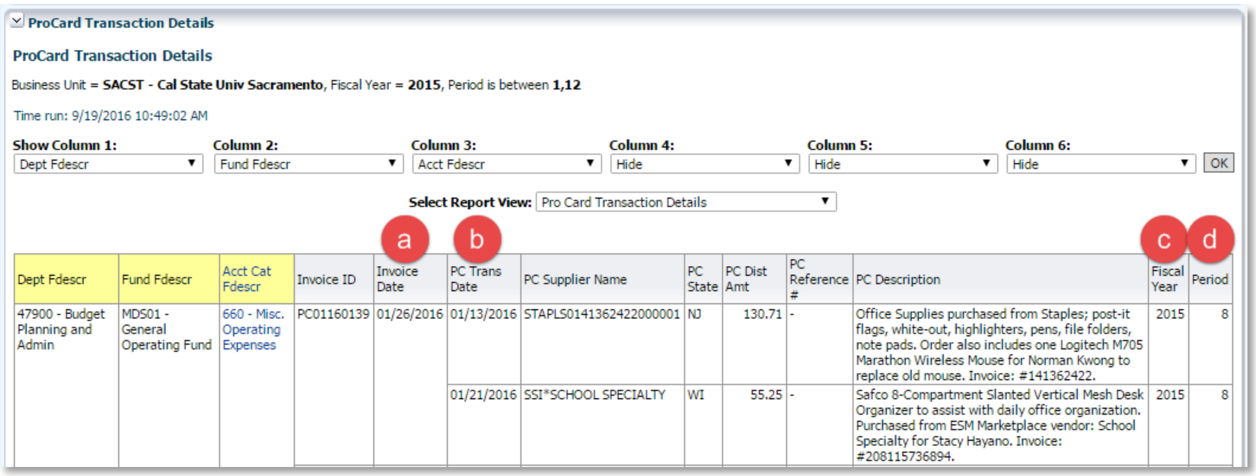
“Acct Fdescr” is the Account Number plus the Description. Account Numbers are campus specific, and are suitable for detailed reports.
“Acct Cat Fdescr” is the Account Category plus the Description. Account Categories are shared across the CSU, and are suitable for higher level (summary) reports. You can see the first Account Category in the image below is 660. The description is “Misc. Operating Expenses”.

a. Click the drop-down arrow for Column 3.
b. Select “Acct Fdescr”.
c. Click the “OK” button.



11. This report has four date-related columns:

a. Invoice Date is the monthly reconciliation date.
b. PC Trans Date is the date of the purchase.
c. Fiscal Year is when the expense posts in CFS.
d. Period is the Fiscal Period when the expense posts in CFS.



*Note: CFS and the data warehouse will not be populated until all ("a" through "d" above) are completed. Columns "Invoice Date" and "PC Trans Date" may be outside the Fiscal Year and Fiscal Periods specified for this report because **the reporting time frame is only based on Fiscal Year and Fiscal Periods.***

12. If you think you may use this report again in the future, then save your changes as a "customization":

a. Click the "hamburger" at the top-right of the screen.
b. Select "Save Current Customization…" where you can give it a name.