

ProCard Transaction Report

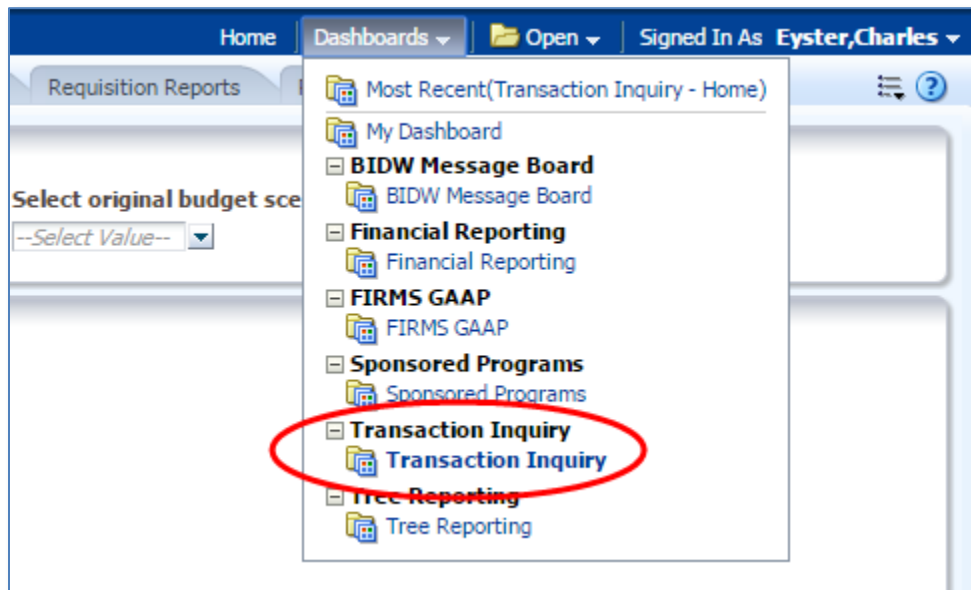
The purpose of this document is to help someone list ProCard transactions using the Financial Data Warehouse (FDW). While certain static reports are available in PeopleSoft, data warehouse reports are more flexible tools. Users can display multiple months, select which columns should appear, re-order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

Assumptions:

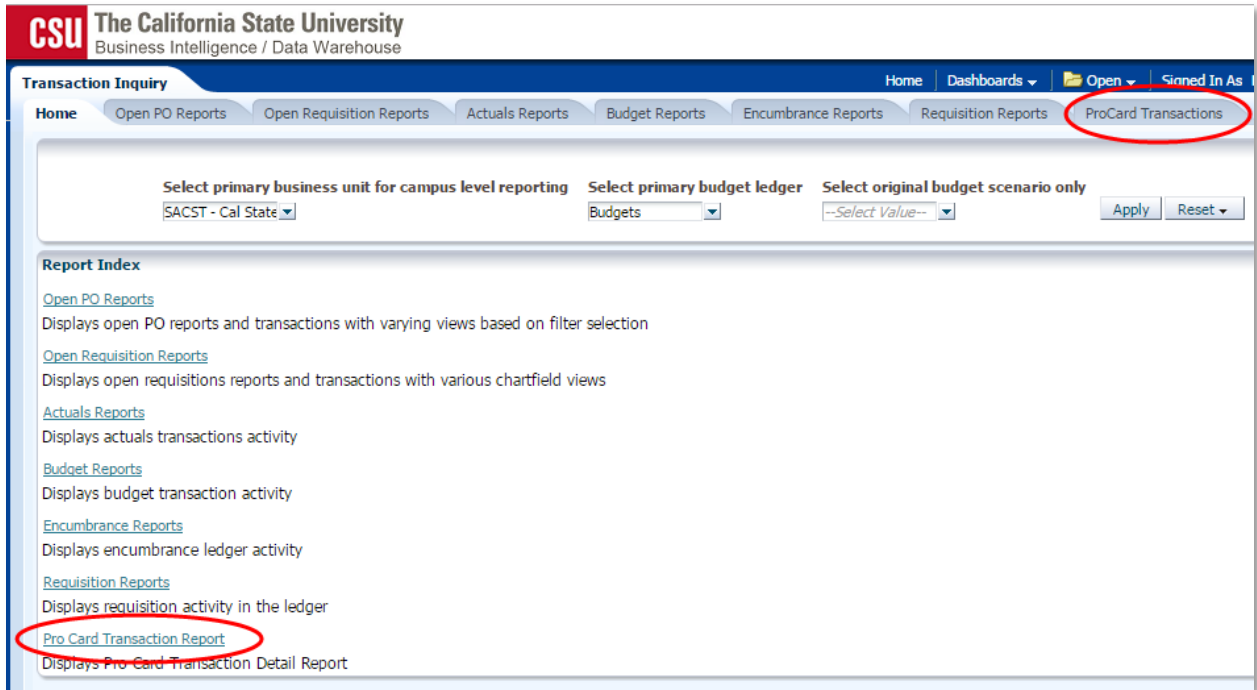
- You have access to the CFS data warehouse.
- You know how to login to the CFS data warehouse.
- You have already setup your defaults for the environment.

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:

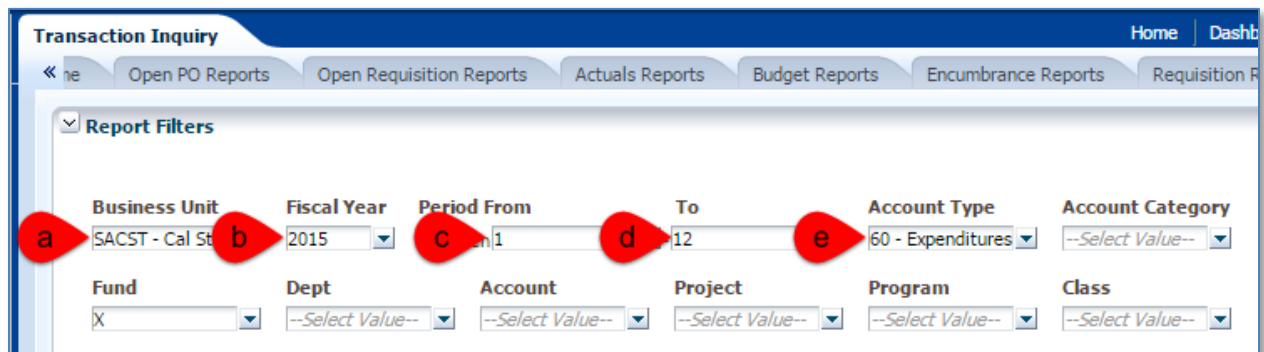


2. Select either “ProCard Transactions” or “ProCard Transaction Report” as circled below:



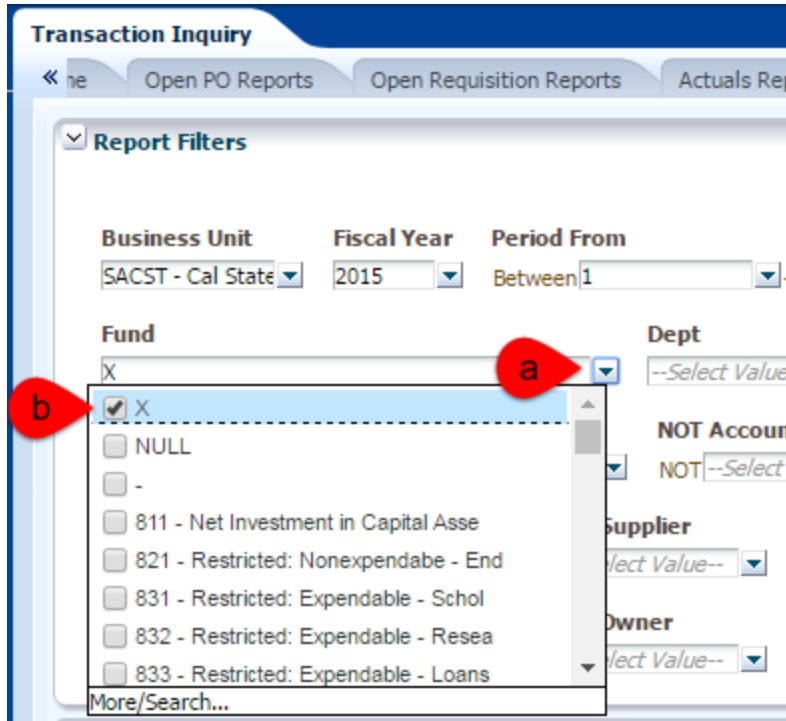
3. Enter/check the first row of report filters:

- 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”.



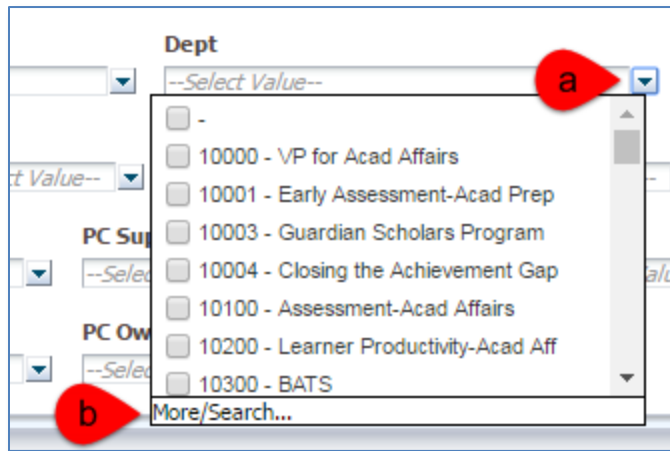
4. Clear the "X" from the Fund field:

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

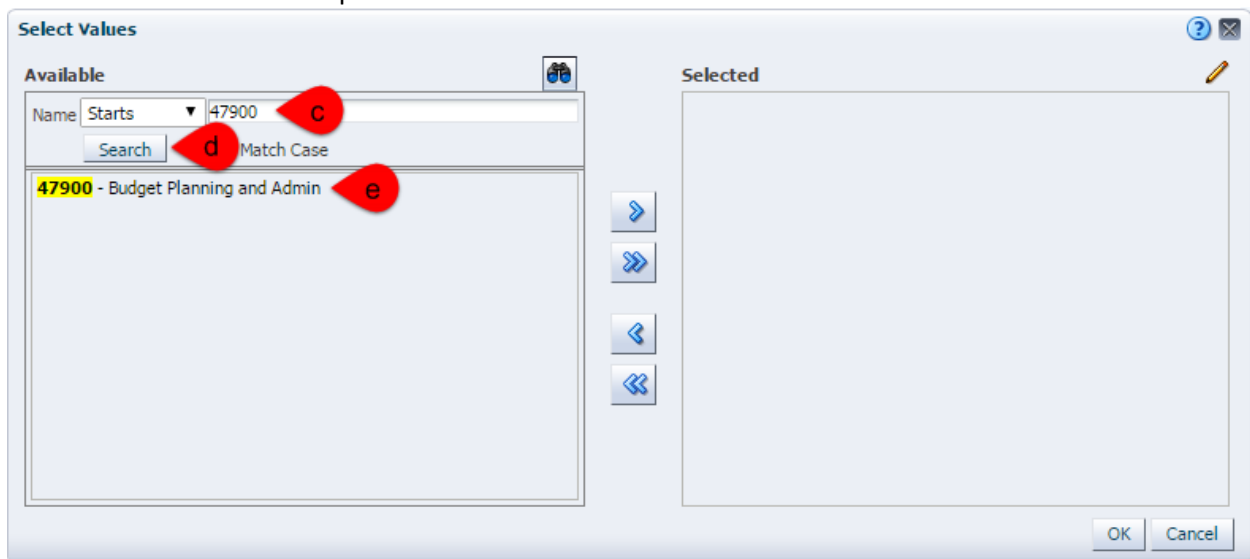


5. Specify your department number:

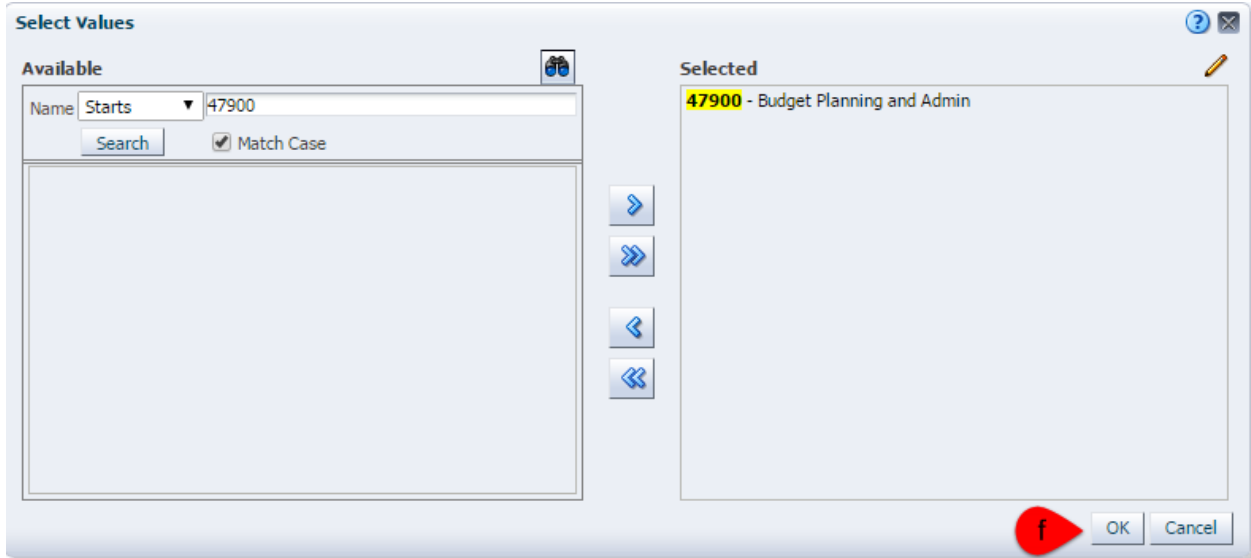
- a. Click the drop-down arrow for Dept.
- b. Click on "More/Search..."



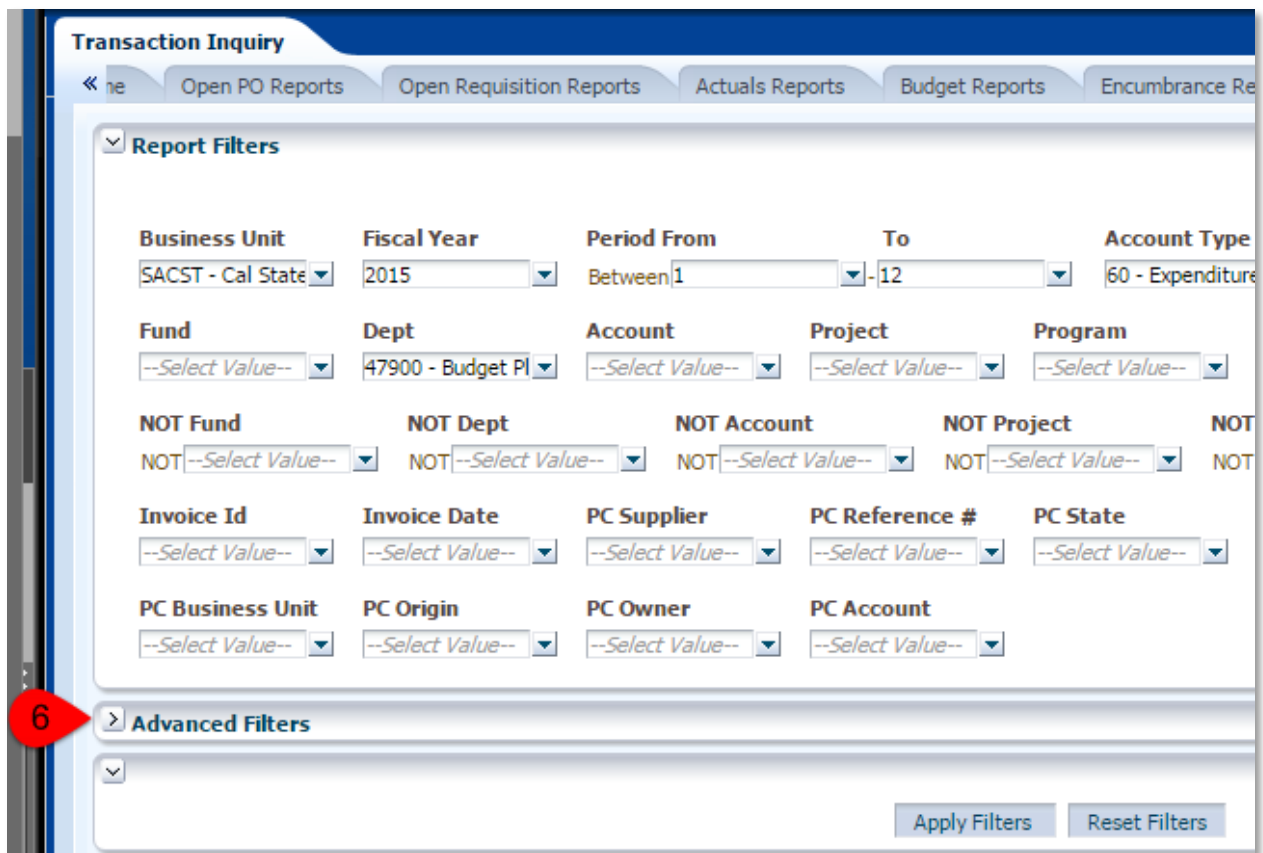
- c. Enter your department number. This example uses department 47900.
- d. Click on the "Search" button.
- e. Double-click on the department in the "Available" list to move it to the "Selected" list.



- f. Click on the "OK" button.



6. Expand the “Advanced Filters”:



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

Advanced Filters

Dept Tree --Select 7

Dept Level 1 --Select Value--

Dept Level 2 --Select Value--

Fund Tree --Select Value--

Fund Level 1 --Select Value--

Fund Level 2 --Select Value--

8. Select the “SAC_DEPT_TREE_RS” tree:

Advanced Filters

Dept Tree

--Select Value--

8 SAC_DEPT_TREE_RS

SAC_DEPT_TREE_RS_JUL2010

SAC_DEPT_TREE_RS_JUL2011

SAC_DEPT_TREE_RS_JUL2012

SAC_DEPT_TREE_RS_JUL2013

SAC_DEPT_TREE_RS_JUL2014

Search...

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

The screenshot displays the 'Transaction Inquiry' application interface. At the top, there are navigation tabs: 'Home', 'Open PO Reports', 'Open Requisition Reports', 'Actuals Reports', 'Budget Reports', 'Encumbrance Reports', and 'Requisition Reports'. Below the tabs is the 'Report Filters' section, which includes several rows of dropdown menus for various filter criteria:

- Business Unit:** SACST - Cal State
- Fiscal Year:** 2015
- Period From:** Between 1
- To:** 12
- Account Type:** 60 - Expenditures
- Fund:** --Select Value--
- Dept:** 47900 - Budget Pl
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- NOT Fund:** NOT --Select Value--
- NOT Dept:** NOT --Select Value--
- NOT Account:** NOT --Select Value--
- NOT Project:** NOT --Select Value--
- NOT Program:** NOT --Select Value--
- Invoice Id:** --Select Value--
- Invoice Date:** --Select Value--
- PC Supplier:** --Select Value--
- PC Reference #:** --Select Value--
- PC State:** --Select Value--
- PC Business Unit:** --Select Value--
- PC Origin:** --Select Value--
- PC Owner:** --Select Value--
- PC Account:** --Select Value--

Below the 'Report Filters' section is the 'Advanced Filters' section, which includes a grid of dropdown menus for more detailed filtering:

- Dept Tree:** SAC_DEPT_TREE
- Dept Level 1:** --Select Value--
- Dept Level 2:** --Select Value--
- Dept Level 3:** --Select Value--
- Dept Level 4:** --Select Value--
- Fund Tree:** --Select Value--
- Fund Level 1:** --Select Value--
- Fund Level 2:** --Select Value--
- Fund Level 3:** --Select Value--
- Fund Level 4:** --Select Value--
- Account Tree:** --Select Value--
- Acct Level 1:** --Select Value--
- Acct Level 2:** --Select Value--
- Acct Level 3:** --Select Value--
- Acct Level 4:** --Select Value--
- Project Tree:** --Select Value--
- Project Level 1:** --Select Value--
- Project Level 2:** --Select Value--
- Project Level 3:** --Select Value--
- Project Level 4:** --Select Value--
- Fund CF Attrib:** --Select Value--
- Fund CF Att Val:** --Select Value--
- Acct CF Attrib:** --Select Value--
- Acct CF Att Val:** --Select Value--
- Project CF Attrib:** --Select Value--
- Fund Proc Type:** --Select Value--
- CSU Fund Type:** --Select Value--
- Approp Rev Dt:** --Select Value--
- Approp Avl To:** --Select Value--
- State GL Acct:** --Select Value--
- SCO Fund:** --Select Value--
- SCO Sub Fund:** --Select Value--
- CSU Fund:** --Select Value--
- FIRMS Object:** --Select Value--
- FIRMS Project:** --Select Value--

At the bottom of the interface, there are two buttons: 'Apply Filters' and 'Reset Filters'. A red callout bubble with the number '9' is positioned over the 'Apply Filters' button.

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.

ProCard Transaction Details
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2015, Period is between 1,12
 Time run: 9/19/2016 10:49:02 AM

Column configuration:
 Show Column 1: Dept Fdescr
 Column 2: Fund Fdescr
 Column 3: Acct Cat Fdescr (dropdown menu open)
 Column 4: Transaction Details
 Column 5: Hide
 Column 6: Hide
 OK

Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Invoice ID	Invoice Date	Name	PC State	PC Dist Amt	PC Reference #	PC Description	Fiscal Year	Period
47900 - Budget Planning and Admin	MDS01 - General Operating Fund	660 - Misc. Operating Expenses	PC01160139	01/26	62422000001	NJ	130.71	-	Office Supplies purchased from Staples; post-it flags, white-out, highlighters, pens, file folders, note pads. Order also includes one Logitech M705 Marathon Wireless Mouse for Norman Kwong to replace old mouse. Invoice: #141362422.	2015	8
					SPECIALTY	WI	55.25	-	Safco 8-Compartment Slanted Vertical Mesh Desk Organizer to assist with daily office organization. Purchased from ESM Marketplace vendor: School Specialty for Stacy Hayano. Invoice: #208115736894.	2015	8
			PC02160166	02/23		DC	595.00	-	April 24-27, 2016, Registration fee for Norman Kwong to attend the Western Association of College and Business Officers (WACUBO) Annual	2015	9

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.

ProCard Transaction Details

Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2015, Period is between 1,12

Time run: 9/19/2016 10:49:02 AM

Show Column 1: Dept Fdescr Column 2: Fund Fdescr Column 3: Acct Fdescr Column 4: Hide Column 5: Hide Column 6: Hide OK

Select Report View: Pro Card Transaction Details

Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Invoice ID	Invoice Date	PC Trans Date	PC Supplier Name	PC State	PC Dist Amt	PC Reference #	PC Description	Fiscal Year	Period
47900 - Budget Planning and Admin	MDS01 - General Operating Fund	660 - Misc. Operating Expenses	PC01160139	01/26/2016	01/13/2016	STAPLS0141362422000001	NJ	130.71	-	Office Supplies purchased from Staples; post-it flags, white-out, highlighters, pens, file folders, note pads. Order also includes one Logitech M705 Marathon Wireless Mouse for Norman Kwong to replace old mouse. Invoice: #141362422.	2015	8
					01/21/2016	SSI*SCHOOL SPECIALTY	WI	55.25	-	Safco 8-Compartment Slanted Vertical Mesh Desk Organizer to assist with daily office organization. Purchased from ESM Marketplace vendor: School Specialty for Stacy Hayano. Invoice: #208115736894.	2015	8

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.

