
ANALYTICS REPORTING (TRANSACTIONS)

TRANSACTION DETAIL BY ORGANIZATION RUN IN LIEU OF STATEMENT

DASHBOARDS

FINANCIAL>GENERAL-PURCHASING
CARD>CARD TRANSACTIONS
TAB>**TRANSACTION DETAIL BY
ORGANIZATION** (ENTER CRITERIA I.E.
LAST FOUR DIGITS OF THE PCARD,
ORGANIZATION NAME) RUN THIS REPORT
USING (POST DATE CRITERIA BETWEEN)
USE BILLING/STATEMENT CYCLE DATES
FROM THE PCARD WEBSITE.

FY17 PCARD

BILLING/STATEMENT CYCLE DATES:

Use Post Date Ranges

- 07/07/16 - 08/05/16
- 08/06/16 - 09/06/16
- 09/07/16 - 10/06/16
- 10/07/16 - 11/07/16
- 11/08/16 - 12/06/16
- 12/07/16 - 01/06/17
- 01/07/17 - 02/06/17
- 02/07/17 - 03/06/17
- 03/07/17 - 04/06/17 * Processor
change to occur March 2017
updates to follow

ANALYTICS REPORTING (TRANSACTIONS)

DASHBOARDS

- Financial >General -Purchasing Card >Card
Transaction Tab

There are various criteria available for running
reports:

PCard Transactional Reports can be run by:
Transactions Date, Post Date,
Edoc Create Date, Cardholder NetID, Cardholder
Name, Reconciler Workgroup, etc.

- ⇒ TRANSACTION DETAIL BY ORGANIZATION
- ⇒ TRANSACTION DETAIL BY VENDOR
- ⇒ FOREIGN CURRENCY REPORT

Search criteria on PCard Transactions now
includes Original Vendor Name. Please note that
in some instances the Vendor Name and
Original Vendor Name may appear slightly
different. i.e. PayPal vs. PayPal*ABC Company

Edoc # can be used as report criteria

REMEMBER:

- REMOVE UNNECESSARY CRITERIA FIELDS
BEFORE RUNNING REPORTS
- ANALYTICS REPORTS ARE ONE DAY
DELAYED FROM UACCESS FINANCIALS

Technical Issues with Analytics Reporting/ UAccess
Contact: 24/7 IT Support Center 626-TECH (8324)

Procurement & Contracting Services

PURCHASING CARD Quick Tips

- ⇒ Looking Up Information
- ⇒ Running PCard Reports



PCARD CUSTOMER SERVICE

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FAX # (520) 621-1245

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UACCESS FINANCIALS (Cardholder Lookup)

Maintenance Tab> under Financial Processing click on Procurement Cardholder> enter default org code> search

You could search by Last 4 digits, Cardholder Name, Cardholder Alternate Name (RCH on Dept. PCard), Default Account, Card Status Code, and Reconcilers Group For searching "*" is a wildcard

(Note: if you have multiple department #s you'll need to search using other criteria or use separate searches)

Within the result you can click on the PCard and see all related details including Enhancements on the PCard:

- 954 (PCard Plus Enhancement)
- 957 (PCard Travel Enhancement)

(Reconcilers Lookup)

Main Menu Tab> under Workflow Select Group> Enter Reconciler Group Name > Search> then click on the resulting group name

This provides you with NetId's of reconcilers in that PCard Reconciler Workgroup Note: Group Id # is also listed

If you do not know the Reconciler Group Name you can use Cardholder Lookup with Default Org Code search to locate this Name and Group Number.

UACCESS FINANCIALS (LOOKING UP A PCARD EDOC)

Select DOC SEARCH

Type: PCDO

You can use this screen to enter Edoc # into Document/Notification Id Field

Or

Click Detailed Search

(This will expand field search options)

(LEVEL III DETAILS on EDOC) TO SEE ANY LEVEL III DETAILS THAT THE MERCHANT MAY HAVE PASSED THROUGH ON A PCARD EDOC:

- CLICKING ON THE TRANSACTION ID NUMBER

The screen will come up with various tabs

(Tabs will need to be clicked into to see if any Level III Details has been passed through)

Example of Airline Level III may be located in the following two tabs:

- Procurement Card Transport Information
- Procurement Card Transport Leg

Examples of Items Level III may be located in the following two tabs:

- Procurement Card Shipping Information
- Procurement Card Items.

REMINDER:

FOR AIRLINE TICKET PCDO'S MARK THESE TRANSACTIONS AS TAX EXEMPT

ANALYTICS REPORTING (CARDHOLDER)

CARDHOLDER PROFILE REPORT

THIS REPORT CONTAINS VARIOUS LOOK UP CRITERIA AND DETAILS

DASHBOARDS

FINANCIAL>GENERAL -PURCHASING CARD> CARDHOLDERS>

YOU CAN ENTER CRITERIA ACCORDINGLY
REPORT CONTAINS:

SINGLE TRANSACTION, MONTHLY/CYCLE TRANSACTION LIMITS, MCC GROUPS, CARD STATUS, RECONCILER WORKGROUP ID AND WORKGROUP NAME THE CARD IS ASSIGNED TO, BILLING ADDRESS, ETC.

REMINDERS:

SAFEGUARDING PCARD INFO.

- ◇ NEVER FAX OR EMAIL FULL CC# OR SECURITY CODE
 - *LIST ONLY LAST 4 DIGITS OF PCARD & WRITE IN "WILL CALL WITH FULL CARD INFORMATION"
 - * BE SURE TO FOLLOW UP
- ◇ KNOW WHERE YOUR PCARD IS AT ALL TIMES
- ◇ UNSURE IF CALL FROM BANK IS VALID - CONTACT PCARD OFFICE TO DISCUSS