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# P-CARD USER MANUAL

## ALL TRANSACTIONS REPORT

### ALL TRANSACTIONS REPORT

This report can report transactions back to approximately 06/01/2008. To generate an All Transactions Report:

**P-Card Administrators:** Leave the **Credit Cards** section blank (no card numbers) or enter up to five credit card numbers by the last ten digits, then the card type (WFMC for MasterCard or BOAV for VISA), select a date range, select the criteria to sort the report by, and then click the desired file format extension.

**All Transactions Report**

Credit Cards: 1234567890 BOAV 1234567890 BOAV

Date From: 09/01/2012

Date To: 09/30/2012

Sort By:

- Name
- Posting Date
- PCA
- Merchant Name
- Amount
- Tran Date
- TM#
- Index
- Location

PDF TXT CSV

**All other users:** Select a date range, the criteria to sort the report by, and then click the desired file format extension.

The sort criteria are:

• Name	• TM#	• Posting Date (date the transaction posted at the bank)
• Amount	• 1099	• 1099 Tran Date (Date transaction occurred at POS)

The results of the report depend on the type of user requesting the report. If a **Verifier** requests the report, it will report the transactions that the person is authorized to verify.

If an **Approver** requests the report, it will report the transactions that the **Approver** is authorized to approve.

However, the report will show transactions from those card holders whose default PCAs can be approved by the **Approver** or transactions when there is at least one transaction that can be approved by the **Approver**, but the PCA of one or more of the transactions has been changed to one that the **Approver** cannot approve.

Figure 1 - All Transactions

P-Card All Transactions Report										
		Agency:	2	Department						
Date From:		07/01/2012		Date To:		09/30/2012				
Sort By: User Name										
User Name	Card #	PCA	Index	BFY	Sub Obj	Dtl	1099	FAS	Tran Date	Post Date
Merchant	Vendor ID	Sfx	Loc	Ve	Ap1	Ap2	Ap3	P/P	Prop #	Sfx
Description	STARS Ven	Sfx	Grant	Ph	Project	Ph	Encumb	Sfx	Fund	
ASHTON	5000000005	BOAV	34131	2013	5376				8/9/2012	8/14/2012
SATOFEE										0220
ASHTON	5000000005	BOAV	34131	2013	5465		I		8/10/2012	8/12/2012
HESS 09560										0220
ASHTON	5000000005	BOAV	34131	2013	5199		I		8/13/2012	8/15/2012
OFFICE DEPOT #1104										0220

If the report shows a “Cardholder Not Found” message, be sure the card is checked as active in the application and then re-run the report.

If a transmittal number has a negative sign, it is because the verifier used the **Create Atch** button when verifying transactions so they could attach scanned documents (this creates a ‘temporary’ transmittal), but has not clicked the **Submit & Print** button. The verifier should finish submitting the transmittal.

If saved in .csv format, the report columns can be rearranged or sorted, for example, by Merchant Name, PCA, transaction or posting date.

Figure 2 - All Transactions CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	USER_NAME	CREDIT_CARD_N	VERIFIED_FLAG	LEVEL1_FLAG	LEVEL2_FLAG	APPROVED_FLAG	PENDING_FLAG	TRAN_DATE	POSTING_DATE	TRANSMITTAL_N	MERCHANT_NAME	PCA_INDEX_CODE	BUDGET_YEAR	SUB_OBJECT_CODE
1	SCOTT	418	TRUE	TRUE	TRUE	TRUE	FALSE	3/4/2014 0:00	3/5/2014 0:00	338	IDAHO TECHNOLOGY COUNCIL	12325	2014	5135
2	SCOTT	418	TRUE	TRUE	TRUE	TRUE	FALSE	3/4/2014 0:00	3/5/2014 0:00	338	IDAHO TECHNOLOGY COUNCIL	12325	2014	5135
3	SCOTT	418	TRUE	TRUE	TRUE	TRUE	FALSE	3/14/2014 0:00	3/17/2014 0:00	339	ENTERPRISE RENT-A-CAR	12325	2014	5368
4	SCOTT	418	TRUE	TRUE	TRUE	TRUE	FALSE	3/14/2014 0:00	3/17/2014 0:00	339	PILOT	12325	2014	5465
5	SCOTT	418	TRUE	TRUE	TRUE	TRUE	FALSE	3/14/2014 0:00	3/17/2014 0:00	339	CHEVRON 00092348	12325	2014	5465
6	SCOTT	418	TRUE	TRUE	TRUE	TRUE	FALSE	3/24/2014 0:00	3/26/2014 0:00	340	AMPCO	12325	2014	5376
7	SCOTT	418	TRUE	TRUE	TRUE	TRUE	FALSE	3/24/2014 0:00	3/25/2014 0:00	340	CHEVRON 00092348	12325	2014	5465