
P-CARD APPLICATION USER MANUAL.....	1
REPORTS.....	1
INTRODUCTION	1
CHOOSING A FILE FORMAT	1
DIFFERENCES IN P-CARD USER REPORTS MENU	1
RECONCILIATION REPORT	2
POTENTIAL POSTED PENDING REPORT	3
POSTED PENDING REPORT.....	3
ALL TRANSACTIONS REPORT	4
TRANSACTIONS NOT VERIFIED	5
TRANSMITTALS NOT APPROVED	7
APPROVER AUDIT REPORT.....	8
USER REPORT	9
PCARD DOWNLOAD	10
CARDHOLDER (CH) STATEMENT REPORT.....	10
SHOW USERS BY DEFAULT/ASSIGNED CODE REPORT.....	11
REPORTS FOR AUDITORS	12

P-CARD APPLICATION USER MANUAL

REPORTS

INTRODUCTION

A variety of P-Card reports are available from the top menu for Administrators, Approvers, Verifiers, and Auditors to manage or view their agency's P-Card transactions.



Most of the reports can be selected by date range and a sort order can be selected that sorts the results in an order unique for the report. Some reports will be run using ten-digit card numbers and a specific card type. P-Card transaction information is also available in [IBIS](#) Statewide Reports or Query Studio.

CHOOSING A FILE FORMAT

Reports can be opened or saved as PDF, text (.txt), or comma separate value (.csv) files.

- Reports generated in .csv format can be affected if P-Card users use double quote marks in a transaction field in P-Card, such as the Description field. If you use .csv reports, ask users to not use double quotes in P-Card.
- [Click here if you have problems opening or viewing a PDF report.](#) You can also try a different file format if one is available for the report you want.
- Some file formats may have slightly different column headings due to the formatting of the particular file format.

DIFFERENCES IN P-CARD USER REPORTS MENU

Different users will have different reports available and also different sorting options within reports.

- Some reports are available to P-Card administrators only.
- Auditors have access to all P-Card reports by selecting **View User Information**. If an Auditor selects **Audit Transmittals**, for example, he or she will see only reports related to transmittals.

Figure 1 – Difference in Reports Menu

Reports for an Administrator	Reports for an Approver																				
<table border="1"> <thead> <tr> <th>Reports</th> </tr> </thead> <tbody> <tr><td>Reconciliation Report</td></tr> <tr><td>Potential Posted Pending Report</td></tr> <tr><td>Posted Pending Report</td></tr> <tr><td>All Transactions</td></tr> <tr><td>1099 Error Report</td></tr> <tr><td>Transactions Not Verified</td></tr> <tr><td>Transmittals Not Approved</td></tr> <tr><td>Approver Audit Report</td></tr> <tr><td>User Report</td></tr> <tr><td>PCard Download</td></tr> <tr><td>CH Statement</td></tr> <tr><td>Show Users by Default/Assigned Code</td></tr> </tbody> </table>	Reports	Reconciliation Report	Potential Posted Pending Report	Posted Pending Report	All Transactions	1099 Error Report	Transactions Not Verified	Transmittals Not Approved	Approver Audit Report	User Report	PCard Download	CH Statement	Show Users by Default/Assigned Code	<table border="1"> <thead> <tr> <th>Reports</th> </tr> </thead> <tbody> <tr><td>Reconciliation Report</td></tr> <tr><td>All Transactions</td></tr> <tr><td>1099 Error Report</td></tr> <tr><td>Transactions Not Verified</td></tr> <tr><td>Transmittals Not Approved</td></tr> <tr><td>CH Statement</td></tr> </tbody> </table>	Reports	Reconciliation Report	All Transactions	1099 Error Report	Transactions Not Verified	Transmittals Not Approved	CH Statement
Reports																					
Reconciliation Report																					
Potential Posted Pending Report																					
Posted Pending Report																					
All Transactions																					
1099 Error Report																					
Transactions Not Verified																					
Transmittals Not Approved																					
Approver Audit Report																					
User Report																					
PCard Download																					
CH Statement																					
Show Users by Default/Assigned Code																					
Reports																					
Reconciliation Report																					
All Transactions																					
1099 Error Report																					
Transactions Not Verified																					
Transmittals Not Approved																					
CH Statement																					
Reports for a Verifier																					
<table border="1"> <thead> <tr> <th>Reports</th> </tr> </thead> <tbody> <tr><td>Reconciliation Report</td></tr> <tr><td>All Transactions</td></tr> <tr><td>1099 Error Report</td></tr> <tr><td>Transactions Not Verified</td></tr> <tr><td>CH Statement</td></tr> </tbody> </table>	Reports	Reconciliation Report	All Transactions	1099 Error Report	Transactions Not Verified	CH Statement															
Reports																					
Reconciliation Report																					
All Transactions																					
1099 Error Report																					
Transactions Not Verified																					
CH Statement																					

RECONCILIATION REPORT

This report is used to reconcile P-Card with the bank statement. The **Total of VISA Transactions** is the total of the transactions populated in P-Card. Select the same date range as your bank statement for this report.

The **All Transactions** report can be run and saved in .csv format which can be sorted by the card type – Wells Fargo or Bank of America.

The Reconciliation report is a summary of totals, not necessarily the status of individual transactions. Depending on the date the report is generated, different totals in different categories can be seen, even for the same date range. This is because the Posted Pending transactions can be updated in P-Card and STARS transactions in error can be fixed and posted when a report is being generated.

- The **28Z Coding** column represents the sum of the **Posted in STARS** and **Not Sent to STARS** columns. Use the total of this column when paying the bank.
- The **Changes/Error** column can indicate changes you have made in your funding sources or indicate an error in a batch in STARS. If there is an amount *other than zero* in the **Total** of the **Changes/Error** column, look for batch errors in STARS. The individual amounts in the column indicate the changes you have made in your funding sources.

To generate a reconciliation report, select a date range and then click the desired file format extension.

Figure 2 - Reconciliation Report

IDAHO						
Reconciliation Report Agency: 90						
From: 01/01/2014 To: 01/15/2014						
Total of VISA Transactions: 59,876.39			Payments to Bank of America: 941687665 PC			
Fund / Grant	ZRI Coding	Posted in STARS	Not sent to STARS	Sent to STARS	Changes / Errors	
0001 - 00URCH - 14	1,615.32	0.00	1,615.32	0.00	0.00	
0001 - 1005T - 14	320.42	0.00	320.42	0.00	0.00	
0001 - 18LXPT - 14	174.96	0.00	174.96	0.00	0.00	
0001 - 19P37N - 14	13.59	0.00	13.59	0.00	0.00	
0348 - 83 - ARMD01 - 14	483.07	48.07	435.00	48.07	0.00	
0348 - 83 - IDYCP - 13	189.52	180.31	9.21	180.31	0.00	
0348 - 83 - IDYCP - 13	63.17	60.10	3.07	60.10	0.00	
0420 - 23013 - 14	4.49	0.00	4.49	0.00	0.00	
Total	59,876.39	\$4,191.77	\$5,684.62	\$4,191.77	\$0.00	

POTENTIAL POSTED PENDING REPORT

This report identifies transactions that have been processed by the bank but not yet approved or verified in P-Card and not sent to STARS.

To generate a Potential Posted Pending Report, select a date range, criteria to sort the report by, and then click the desired file format extension. The sort criteria are:

• Name	• PCA	• TM #
• Posted Date (date the transaction posted at the bank)	• Trans Date (date the transaction occurred at POS)	• Location

(Agencies that use Locations will also see **PCA** and **Locations** columns.)

Figure 3 - Potential Posted Pending

Potential Posted Pending Report Agency: 956 Health											
Sort by: Name From: 07/01/2006 To: 08/31/2006											
User	Ve	Lvl1	Lvl2	Appr	Posted Date	Trans Date	PCA	Index	TM#	Vendor	Tran Amt
Allen A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/6/2006	7/5/2006	72001		26103	MAVERIK CNT	\$54.09
Allen A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/7/2006	7/6/2006	71048		26105	VERIPACK.CO	\$6.96
Allen A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/7/2006	7/6/2006	21030		26105	VERIPACK.CO	\$6.96

POSTED PENDING REPORT

This report shows the transactions for which the P-Card administrator has executed Posted Pending process. (These are transactions that will post to STARS but are not yet verified and or approved.)

To generate Posted Pending Report, select a date range, criteria to sort the report by, and then click the desired file format extension. The sort criteria are:

• Name	• Tran Date (date the transaction occurred at POS)	• PCA	• Location
• Post Date (date the transaction posted at the bank)	• P/P Date (date Posted Pending was executed)	• Merchant	• Amount

(Agencies that use Locations will also see **PCA** and **Locations** columns.)

Figure 4 - Posted Pending report

P-Card Posted Pending												
SortBy: User		Agency: 956		Health District VI								
		From: 09/01/2006		To: 09/30/2006								
User Name	Post Date	P/P On Date	Ver	App	App	PCA	Index	Grant	Ph	Proj	Ph	Amount
Vendor	Tran Date	Subobj	DTI									
BIZEAU	9/14/2006	10/5/2006		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13003						\$250.60
ALASKA WA	9/12/2006	5381										
BIZEAU P.	9/18/2006	10/5/2006		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13003						\$76.58
THRIFTY C	9/14/2006	5368										
BIZEAU P	9/15/2006	10/5/2006		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13003						\$15.00

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:

Date From:

Date To:

Sort By:

Name Tran Date

Posting Date TM#

PCA Index

Merchant Name Location

Amount

Ten-digit card number and specific card type

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 5 - 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			Fund
ASHTON	5000000005	BOAV	34131		2013	5376				8/9/2012	8/14/2012
SATOFEE											0220
ASHTON	5000000005	BOAV	34131		2013	5465		1		8/10/2012	8/12/2012
HESS 09560											0220
ASHTON	5000000005	BOAV	34131		2013	5199		1		8/13/2012	8/15/2012
OFFICE DEPOT #1104											0220

TRANSACTIONS NOT VERIFIED

This report is used to find transactions that have not been verified. This report will show only those transactions *specific to the user* - and the PCA, Index, Location, or proxy cards the user can verify – who runs the report. (The P-Card administrator or a “verifier all” user would see *all* unverified transactions.) The report will include Posted Pending transactions.

To generate a Transactions Not Verified report, select a date range and criteria to sort the report by, and then click the desired file format extension. The sort criteria are:

• User Name	• Tran Date (date transaction occurred at POS)	• Merchant	• Location
• Card #	• Post Date (date the transaction posted at the bank)	• Tran Amt	

In addition, when an "Approver" (not Approver All) runs the report, that person will see a **Show all transactions with an assigned approval PCA or Index or Location** checkbox (checked by default. When checked, the report will show all unverified transactions that have a PCA, Index, Location, or proxy card that the Approver will be able to approve.

If a transaction has been verified, but not assigned a transmittal, you will see a check mark in the **V** check box at the end of the line of a transaction on the PDF report.

On the TXT and CSV reports, you will see a column header called **VERIFIED_FLAG**. A transaction row that has **FALSE** displayed under this column means that the transaction has not been verified; **TRUE** means that transaction has been verified, but not assigned a transmittal.

Figure 6 - Show all transactions for Approvers only

Transactions Not Verified

Date From:

Date To:

Show all transactions with an assigned approval PCA

Sort By:

User Name Tran Date

Post Date Card #

Figure 7 - Transactions Not Verified

Transactions Not Verified								
Date: 02/01/2013 To: 06/30/2013		Agency: 230		Department				
Includes all transactions with an assigned approval Location								
Sort By: User Name		"V" checkbox indicates VERIFIED but no transmittal assigned						
User Name	Tran Date	Post Date	Card#	Loc	Vendor Name	Amount	V	
THOMAS	2/20/2013	2/22/2013	1202210715	BOAV	PROB	ALASKA AIR 0272121702000	\$260.00	<input type="checkbox"/>
THOMAS	2/20/2013	2/22/2013	1202210715	BOAV	PROB	ALASKA AIR 0272121702001	\$260.00	<input type="checkbox"/>
THOMAS	2/20/2013	2/22/2013	1202210715	BOAV	PROB	SOUTHWES 5262109235911	\$213.90	<input type="checkbox"/>
THOMAS	2/20/2013	2/22/2013	1202210715	BOAV	PROB	SOUTHWES 5262109235910	\$213.90	<input type="checkbox"/>
THOMAS	2/23/2013	2/25/2013	1202210715	BOAV	PROB	HERTZ RENT-A-CAR	\$114.38	<input type="checkbox"/>
THOMASON	2/27/2013	3/1/2013	1202337991	BOAV	NICI	AMERITEL INN BOISE TWIN SQ	\$130.00	<input type="checkbox"/>
THOMASON	3/1/2013	3/4/2013	1202337991	BOAV	NICI	WENDT POTTERY	\$16.50	<input type="checkbox"/>
TILLEY	2/25/2013	2/27/2013	1206017975	BOAV	IT	THE COMPUTER GUY	\$109.99	<input type="checkbox"/>
TRAINING	2/25/2013	2/27/2013	1202467300	BOAV	TRNG	HASTINGS 9013 BOISE 09	\$24.99	<input type="checkbox"/>
TRAINING	2/28/2013	3/1/2013	1202467300	BOAV	TRNG	FRED-MEYER #0662	\$55.42	<input type="checkbox"/>
VOLK	2/26/2013	2/28/2013	1205200006	BOAV	CNST	GATEWAY INN GRANGEVILLE	\$70.00	<input checked="" type="checkbox"/>
VOLK	2/28/2013	3/1/2013	1205200006	BOAV	CNST	MSTER CAR WASH #501	\$11.99	<input type="checkbox"/>
WEST	3/1/2013	3/1/2013	1200662200	BOAV	NICI	ID COUNTY FREE PRESS	\$04.00	<input type="checkbox"/>
YORD	2/23/2013	2/25/2013	1205654117	BOAV	CWCS	OFFICE MAX	\$12.38	<input type="checkbox"/>
							\$15,550.02	

If transactions appear on this report that cannot be found in P-Card, check to make sure the card or card holder is Active. If not, make the card or card holder active, then a user who is Verifier All can verify the transactions and create the transmittal. After the transmittal is approved, the card or card holder can be made Inactive if needed.

TRANSMITTALS NOT APPROVED

This report is used to find transactions that have not been approved. This report will show only those transactions specific to the user running the report, i.e., it will show only transactions that the user has authority to approve (based on PCA, Index, Location, or proxy cards). The report will include Posted Pending transactions.

Transmittals with at least one transaction in the date range that you specify will be shown, along with all other transactions belonging to that transmittal (which may be outside the selected date range).

To generate a Transmittals Not Approved report, select a date range, criteria to sort the report by, and then click the desired file format extension. The sort criteria are:

• User Name	• Tran Date (date transaction occurred at POS)	• Post Date (date transaction posted at The bank)	• Card #
• Merchant	• TM#	• Amount	• PCA
• Location			

Agencies that use Locations will also see **PCA** and **Locations** columns.

Figure 8 - Transmittals Not Approved

P-Card Transmittals Not Approved Agency: 30 Department											
From: 01/01/2012 To: 08/31/2012											
Sort By: User Name											
User Name	Card#	PCA	Loc	Lvl1	Lvl2	Appr	TM#	Vendor Name	Post Date	Tran Date	Amount
BAUER J	7000000003	WFMC	05843	CWCB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30541 WONDER HOSTESS # 44090 BOISE ID	3/9/2012	3/7/2012	\$16.80
BAUER J	7000000003	WFMC	05843	CWCB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30541 WONDER HOSTESS # 44090 BOISE ID	3/19/2012	3/15/2012	\$16.80
BAUER J	7000000003	WFMC	05843	CWCB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30541 BARGREEN ELLINGSON #6 BOISE ID	3/21/2012	3/19/2012	\$141.00
BRADY V	7000000001	WFMC	05111	ETR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30510 OFFICE MAX BOISE ID	3/2/2012	3/1/2012	\$46.25
BRADY V	7000000001	WFMC	05111	ETR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30510 ABC STAMP COMPANY INC BOISE ID	3/2/2012	3/1/2012	\$230.16
BRAESE J	7000000000	WFMC	05843	CWCB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30404 M & W MARKETS BOISE ID	2/29/2012	2/28/2012	\$7.51
BURT R	7000000009	WFMC	65001	SAWC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30668 WAL-MART#1878 REXBURG ID	4/4/2012	4/2/2012	\$6.88

APPROVER AUDIT REPORT

The approver audit report provides the *approval history* of transactions for a given date range. It reports on transactions back to approximately 06/01/2008. If **Credit Card #** or **Card Holder Name** is selected, a line is printed for each approval, with any approver's name checked who has approved the transaction. If **Approver Name** is selected, all approvals by that person are printed, with any approver's name checked who has approved the transaction.

To generate an Approver Audit Report, select:

- **Credit Card #:** type the last ten digits of the card number in the first field and then either WFMC for MasterCard or BOAV for VISA in the second field.

- **Card Holder Name** and then select a card holder name
- **Approver Name** and then select an approver name

Then select a date range and click the desired file format extension.

Figure 9 - Approver Audit Report – Card Number

P-Card Approver Audit Report									
		Agency: 2		Department					
Date From: 08/01/2012		Date To: 09/30/2012							
Credit Card#: 500000007-BOAV									
Tran Id	Split Id	Merchant	Card #		Card Holder	Tran Date	Amount	TM #	
Le1 User	Le2 User	Le3 User	Update User	Update Date					
1216329	0	CASEY'S GNRL STRE 1398	5000000007	BOAV	JULIA	8/15/2012	\$8.93	66435	
<input checked="" type="checkbox"/>	SUANNE	<input checked="" type="checkbox"/>	SUANNE	<input checked="" type="checkbox"/>	SUANNE	9/10/2012			
1216345	0	UNITED AIR 0167400545702	5000000007	BOAV	JULIA	8/10/2012	\$1,049.24	66437	
<input checked="" type="checkbox"/>	JAMES	<input checked="" type="checkbox"/>	JAMES	<input checked="" type="checkbox"/>	SUANNE	9/13/2012			
1216361	0	COMFORT INN-HATTIESBURG	5000000007	BOAV	JULIA	8/12/2012	\$81.74	66435	
<input checked="" type="checkbox"/>	SUANNE	<input checked="" type="checkbox"/>	SUANNE	<input checked="" type="checkbox"/>	SUANNE	9/10/2012			
1216393	0	ENTERPRISE RENTACAR	5000000007	BOAV	JULIA	8/14/2012	\$35.70	66435	

Figure 10 - Approver Audit Report - Card Holder Name

P-Card Approver Audit Report									
		Agency: 2		Department					
Date From: 08/17/2012		Date To: 08/18/2012							
Card Holder Name: WOOD.									
Tran Id	Split Id	Merchant	Card #		Card Holder	Tran Date	Amount	TM #	
Le1 User	Le2 User	Le3 User	Update User	Update Date					
1208487	0	OFFICEMAX CT IN#988373 877-969-6629 IL	7000000002	WFMC	WOOD	8/17/2012	\$51.03	66436	
<input checked="" type="checkbox"/>	KORA	<input checked="" type="checkbox"/>	KORA	<input checked="" type="checkbox"/>	KORA	9/10/2012			
1208488	0	GALLERY PHOTO LAB, INC REXBURG ID	7000000002	WFMC	PRICE	8/17/2012	\$76.32	66241	
<input checked="" type="checkbox"/>	MERRELL	<input type="checkbox"/>		<input type="checkbox"/>	MERRELL MONICA	8/28/2012			
1208488	0	GALLERY PHOTO LAB, INC REXBURG ID	7000000002	WFMC	PRICE	8/17/2012	\$76.32	66241	
<input checked="" type="checkbox"/>	MERRELL	<input checked="" type="checkbox"/>	MCLEOD	<input type="checkbox"/>	MCLEOD DIANNE	8/28/2012			
1208488	0	GALLERY PHOTO LAB, INC REXBURG ID	7000000002	WFMC	PRICE	8/17/2012	\$76.32	66241	

USER REPORT

This report lists your agency’s P-Card users and their role (Verifier or Approver), card number, PCA/Index, agency or organization, etc. Users that are also set up in another agency (e.g., auditors) will display their role in the other agency and the name of that agency.

To generate a User Report, select a **Status** (Active, NonActive, or All Users) and a **Security**, and then click the desired file format extension. The **Security** options include:

<input type="checkbox"/> Verifier	<input type="checkbox"/> Approver	<input type="checkbox"/> Admin	<input type="checkbox"/> All
<input type="checkbox"/> Verifier All	<input type="checkbox"/> Approver All	<input type="checkbox"/> Auditor	

The PDF version shows the location code and description, indicates if both users and card numbers are active or inactive, and will show the user’s security - the CSV version will not.

Figure 11 - User Report

User Report					
Agency: 2		Department			
First	Last	Email	Active	App Level	
Security	Card #	Active	PCA	Prog/Org	
ANDERSON	J.	so2@dhw.idaho.gov	<input checked="" type="checkbox"/>	3	
VERIFIER ALL		* 61029		BFS FINANCIAL SVCS-ALL CAT	
APPROVER ALL		* CMS		Central Office Management Services	
ADMIN					
CURL	R	ib@dhw.idaho.gov	<input checked="" type="checkbox"/>	3	
VERIFIER ALL	5000000003 BOAV	* 61029	<input checked="" type="checkbox"/>	BFS FINANCIAL SVCS-ALL CAT	
APPROVER ALL		* CMS		Central Office Management Services	
APPROVER					
ADMIN					
DEWEY	S	ys@dhw.idaho.gov	<input checked="" type="checkbox"/>	3	
VERIFIER ALL		* 61029		BFS FINANCIAL SVCS-ALL CAT	
APPROVER ALL		* CMS		Central Office Management Services	
ADMIN					

PCARD DOWNLOAD

This report shows every transaction in the P-Card application for the date range specified. It reports transactions back to approximately 06/01/2008. Agencies would use this to get their transactions in one report.

To generate a 'PCard Download' report, select a date range, and then click **TXT** or **CSV**.

Figure 12 - PCard Download in CSV format

A36	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	NAME	CC NUM	TRIN DATE	POST DATE	ACQ REF	MCC	MERCHANT	MERCH TAX CODE	MERCH TA)	AMOUNT	TAX	DESCRIPTION	PCA	NDX
2	Abel	000000	8/2/2006 0:00	8/4/2006 0:00	+22	7623	RSD #18 BOISE ID		62130	-12.87	0		3208	
3	Abel	000000	8/2/2006 0:00	8/3/2006 0:00	+22	5085	VWV GRAINGER 084 877-6994890 ID		50280	53.96	0		3208	
4	Abel	000000	8/2/2006 0:00	8/3/2006 0:00	+22	5085	VWV GRAINGER 084 877-6994890 ID		50280	105.74	0		3208	
5	Abel	000000	8/2/2006 0:00	8/4/2006 0:00	+22	7623	RSD #18 BOISE ID		62130	12.26	0		3208	
6	BLUME	000000	8/2/2006 0:00	8/3/2006 0:00	+21	5411	WAL-MART #2861 SE2 GARDEN CITY ID		15188	2.1	0.1		1100	
7	BLUME	000000	8/2/2006 0:00	8/3/2006 0:00	+22	5411	WV SUPERCENTER SE2 GARDEN CITY ID		15188	7.1	0.3		1100	
8	Bogstie	000000	7/31/2006 0:00	8/2/2006 0:00	+22	5039	KC SUPPLY BOISE ID		27859	20	0		4432	
9	Bogstie	000000	7/31/2006 0:00	8/1/2006 0:00	+22	5085	INDUSTRIAL STORAGE SYS BOISE ID		21511	211.54	0		4432	
10	Bogstie	000000	7/31/2006 0:00	8/2/2006 0:00	+21	5411	FRED-MEYER #0662 SFJ BOISE ID		96201	8.27	0		4432	
11	Bogstie	000000	7/31/2006 0:00	8/2/2006 0:00	+22	5200	THE HOME DEPOT 1801 BOISE ID		53319	31.56	0		4432	
12	BOLTON WYL	000000	8/3/2006 0:00	8/4/2006 0:00	+22	5211	PLATT ELECTRIC 031 TWIN FALLS ID		18413	33.84	0		2301	
13	DRUMMOND	000000	8/1/2006 0:00	8/3/2006 0:00	+22	5411	ALBERTSONS #101 S9H BOISE ID		60700	11.97	0		3112	

CARDHOLDER (CH) STATEMENT REPORT

The cardholder statement shows all of the transaction information from the point of sale, e.g., reference number, description of the vendor, and MCC coding. This is useful for reconciling your transactions to the bank statements. A cardholder or the cardholder's proxy can run the report. However, the P-Card administrator will have selections to run statements for all cardholders in the agency. To generate a CH Statement report:

P-Card Administrator: Select **All Cards**, **Your Card(s)**, or **Card(s)**. If you select **Card(s)**, enter up to five credit card numbers by last ten digits of the card number in the first field and then either WFMC for MasterCard or BOAV for VISA in the second field. Then select a date range and click the desired file format extension.

Approver All: Enter up to five credit card numbers by the last ten digits of the card number in the first field and then either WFMC for MasterCard or BOAV for VISA in the second field. Then select a date range and click the desired file format extension.

All other card holders: Select a date range and click the desired file format extension.

Figure 13 - CH Statement Report

Posting Date	Tran Date	Ref Num	Description	MCC	Trans Amt	Sales Tax
4/9/2012	4/5/2012	55541862097010177248503	THE HOME DEPOT 1806 BOISE ID	5200	\$332.92	\$0.00
4/9/2012	4/5/2012	55309592097200787700010	WONDER HOSTESS # 44090 BOISE ID	5462	\$16.80	\$16.80
Transaction Count: 2				Total:	\$349.72	\$16.80

SHOW USERS BY DEFAULT/ASSIGNED CODE REPORT

The Show Users By Default/Assigned Code report will display your agency's users that are assigned a particular default or approval PCA or Index (depending on your agency's structure). This is the same information as found in the "view Users" options in the Maintain PCA/Index of the Administrator screen.

To generate a Show Users By Default/Assigned Code report, select either **Default PCA/Index** or **Assigned Approval PCA/Index**, enter the PCA or Index code, then click the desired file format extension.

Figure 14 - Show Users By Default/Assigned Code example

Last Name	First Name
BARRE	D'EE
BRASS	WILL
CARLA	KAREN

REPORTS FOR AUDITORS

1. At the P-Card main menu, select **Auditor**.
2. Select one of the following:
 - **View User Information**
 - **Audit Credit Card Transactions**
 - **Audit Transmittals**
3. Click **Reports**.
4. Select the report needed:

<u>View User Information</u>	<u>Audit Credit Card Transactions</u>	<u>Audit Transmittals</u>
Reconciliation Report Potential Posted Pending Report Posted Pending Report All Transactions 1099 Error Report Transactions Not Verified Transmittals Not Approved Approver Audit Report User Report PCard Download CH Statement Show Users by Default/Assigned Code	Reconciliation Report All Transactions 1099 Error Report Transactions Not Verified CH Statement	Reconciliation Report All Transactions 1099 Error Report Transactions Not Verified Transmittals Not Approved CH Statement

5. Depending on the report, select a date range, sorting option, and then click a file format to open the report in. For the **All Transactions** and **CH Statement** reports, you can leave the **Credit Cards** section blank (no card numbers) or enter up to five credit cards (by the last ten digits of the card number in the first field and then either WFMC for MasterCard or BOAV for VISA in the second field).

All Transactions Report

Credit Cards:

Date From:

Date To:

Sort By:

Name Tran Date

Posting Date TM#

PCA Index

Merchant Name Location

Amount

Ten-digit card number and specific card type

Most of the reports can be selected by date range and a sort order can be selected that sorts the results in an order unique for the report. Reports can be opened or saved as PDF, text (.txt), or comma separate value (.csv) files. Some reports may only offer TXT and CSV options or PDF and TXT options, depending on the nature of the report. Examples:

Figure 15 - Approver Audit report by card number

P-Card Approver Audit Report									
		Agency: 2		Department					
Date From: 08/01/2012		Date To: 09/30/2012							
Credit Card#: 5000000007-BOAV									
Tran Id	Split Id	Merchant	Le2 User	Card #	Card Holder	Tran Date	Amount	TM #	
Le1 User	Le2 User	Le3 User	Update User	Update Date					
1216329	0	CASEY'S GNRL STRE 1398	SUANNE	5000000007	BOAV	8/15/2012	\$8.93	66435	
			SUANNE	SUANNE	SUANNE	9/10/2012			
1216345	0	UNITED AIR 0167400545702	JAMES	5000000007	BOAV	8/10/2012	\$1,049.24	66437	
			SUANNE	SUANNE	JAMES	9/13/2012			
1216361	0	COMFORT INN-HATTIESBURG	SUANNE	5000000007	BOAV	8/12/2012	\$81.74	66435	
			SUANNE	SUANNE	SUANNE	9/10/2012			
1216393	0	ENTERPRISE RENTACAR	SUANNE	5000000007	BOAV	8/14/2012	\$35.70	66435	
			SUANNE	SUANNE	SUANNE	9/10/2012			

Figure 16 - Approver Audit report by card holder name

P-Card Approver Audit Report									
		Agency: 2		Department					
Date From: 08/17/2012		Date To: 08/18/2012							
Card Holder Name: WOOD.									
Tran Id	Split Id	Merchant	Le2 User	Card #	Card Holder	Tran Date	Amount	TM #	
Le1 User	Le2 User	Le3 User	Update User	Update Date					
1208487	0	OFFICEMAX CT IN#988373 877-969-6629 IL	KORA	7000000002	WFMC	8/17/2012	\$51.03	66436	
			KORA	KORA	KORA	9/10/2012			
1208488	0	GALLERY PHOTO LAB, INC REXBURG ID	MERRELL	7000000002	PRICE	8/17/2012	\$76.32	66241	
			MERRELL	MERRELL MONICA	MERRELL MONICA	8/28/2012			
1208488	0	GALLERY PHOTO LAB, INC REXBURG ID	MERRELL	7000000002	PRICE	8/17/2012	\$76.32	66241	
			MERRELL	MCLEOD DIANNE	MCLEOD DIANNE	8/28/2012			
1208488	0	GALLERY PHOTO LAB, INC REXBURG ID	MERRELL	7000000002	PRICE	8/17/2012	\$76.32	66241	
			MERRELL	PRICE	PRICE	8/31/2012			