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<b>P-CARD USER MANUAL.....</b>	<b>1</b>
<b>APPROVER AUDIT REPORT .....</b>	<b>1</b>

# P-CARD USER MANUAL

## APPROVER AUDIT REPORT

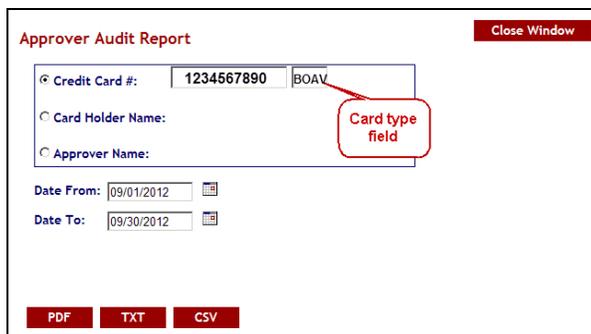
The approver audit report provides p-card administrators, approvers, and auditors the *approval history* of transactions for a given date range.

1. Click **Reports** on the P-Card **Admin** menu.



2. To generate an Approver Audit Report, select one of the following:

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

A screenshot of the 'Approver Audit Report' form. The form has a title bar with 'Approver Audit Report' and a 'Close Window' button. It contains three radio button options: 'Credit Card #:', 'Card Holder Name:', and 'Approver Name:'. The 'Credit Card #' option is selected. The first input field contains '1234567890' and the second input field contains 'BOAV'. A red callout box with the text 'Card type field' points to the second input field. Below these are 'Date From:' and 'Date To:' fields, both containing '09/01/2012' and '09/30/2012' respectively. At the bottom, there are three buttons: 'PDF', 'TXT', and 'CSV'.

- **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.

### Approver Audit Report Example - Card Holder Name

P-Card Approver Audit Report										Agency:	S
Date From: 07/05/2016										Date To: 07/10/2016	
by Card Holder Name: ARI											
Tran Id	Split Id	Card Holder	Merchant Name		Card #	Tran Date					
Lev1	Lev1 User		Lev1 Date	Lev2	Lev2 User	Lev2 Date	Lev3	Lev3 User			
1743821	409216	ARI		USU ECOMMERCE		120	BOAV	7/8/2016			
	<input checked="" type="checkbox"/>	LEE	07/15/16	8:43:26 AM	<input type="checkbox"/>		<input type="checkbox"/>				
1743821	409217	ARI		USU ECOMMERCE		120	BOAV	7/8/2016			
	<input checked="" type="checkbox"/>	LEE	07/15/16	8:43:26 AM	<input type="checkbox"/>		<input type="checkbox"/>				

Column headers will include the The approval level (**Lev1**, **Lev2**, etc., depending on the number of levels set up by the agency), the approver’s name (**Lev1 User**, etc), and the approval date (**Lev1 Date**, etc.). This will be printed on the .csv and .txt report formats as well.

- If **Credit Card #** or **Card Holder Name** is selected, a line is printed for each approval, with each approver’s name checked who has approved the transaction and the date they approved the transactions.
- If **Approver Name** is selected, all approvals by that person are printed, with any other approver’s name checked who has approved the transaction.
- If a transaction has been split, the **Split Id** column will display a number. If a transaction has not been split, the **Split Id** column will be blank.