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USER REPORT

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.

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



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:

• Verifier	• Approver	• Admin	• All
• Verifier All	• Approver All	• 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 1 - 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	tb@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					