

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

Overview of P-Card Reports

There are several P-Card reports that can be generated in Core-CT.
The process for generating a report is the same regardless of the report that needs to be viewed.

Several of the reports available in Core-CT:

- P-Card Contract Spend Report
- P-Card transactions without PO or Contracts Report
- P-Card Un-used Report
- P-Card Supplier diversity Report
- P-Card level-3 data Report
- P-Card Summary Reconciliation by BU Report
- P-Card detail reconciliation by BU Report
- P-Card Purchase Detail by Issuer
- P-Card Purchase Detail by Merchant
- P-Card Purchase Detail by Employee
- P-Card Purchase Detail by Vendor
- P-Card Cardholder information Report

Procedure

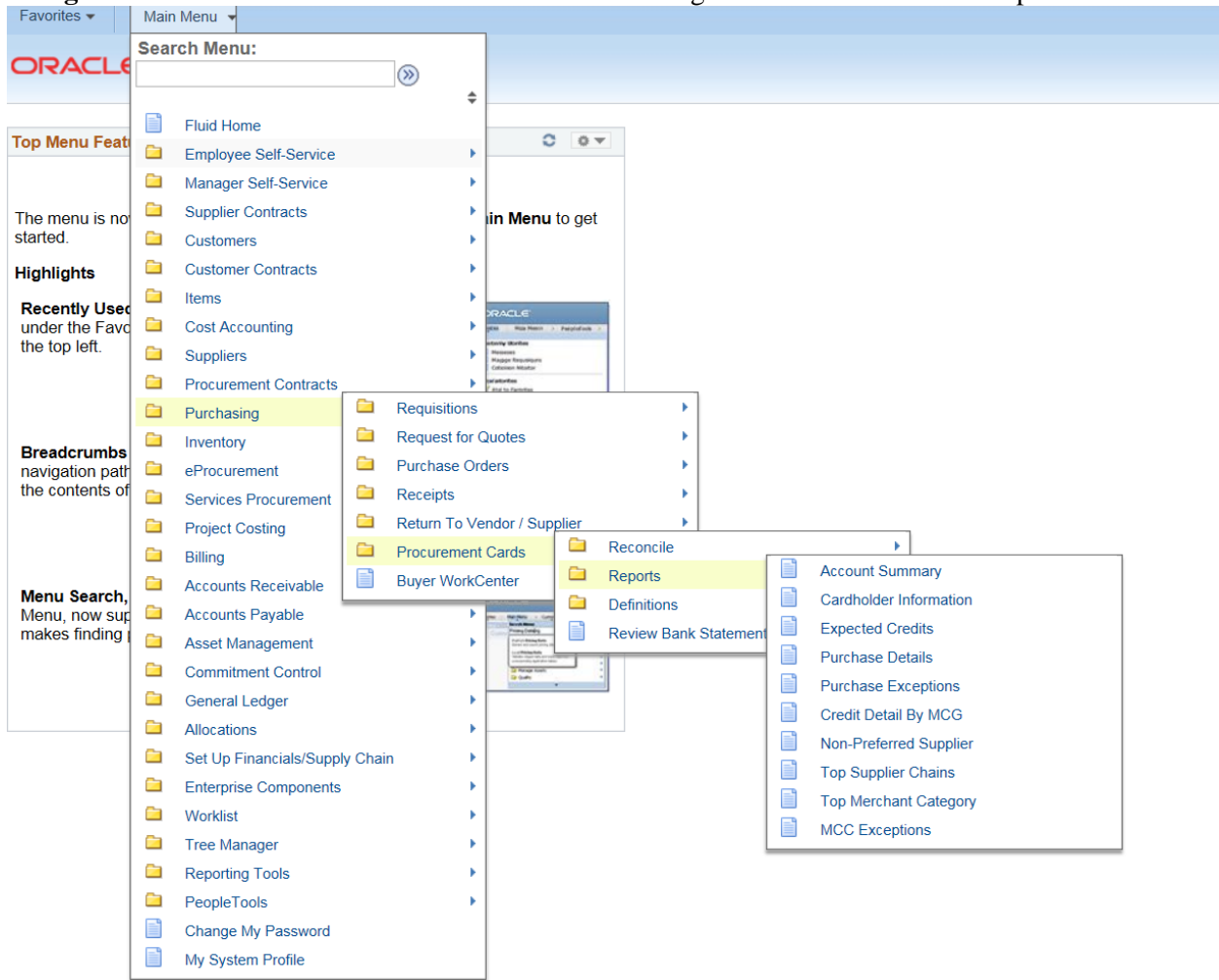
After completing this topic, you will be able run P-Card reports.

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

Navigation: Main Menu > Core-CT Financials > Purchasing > Procurement Cards > Reports

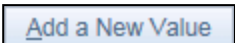


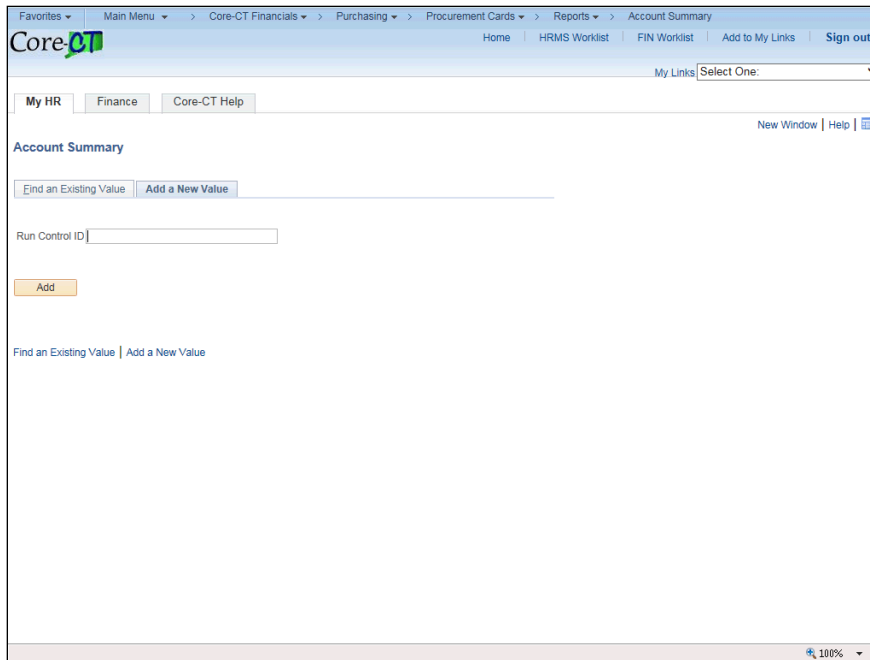
Step	Action
1.	Select the Account Summary Account Summary

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

Step	Action
2.	<p>In this scenario, the Account Summary report is being run. It is important to note that this is just one of several P-Card reports that can be run.</p> <p>Though the report may be different, the process is the same.</p>
3.	<p>Click the Add a New Value tab.</p> 



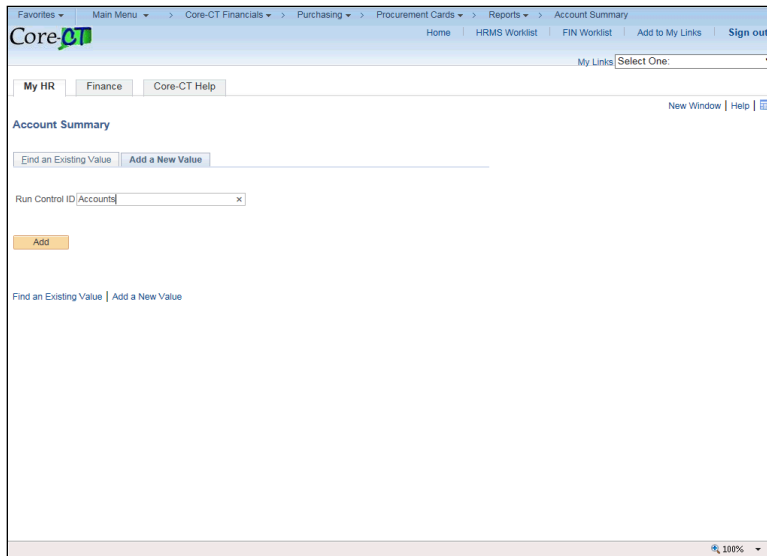
Step	Action
4.	<p>A Run Control ID is a name to save report preferences under. Enter a Run Control ID for the Account Summary report.</p>

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

Step	Action
5.	Click in the Run Control ID field. <input data-bbox="360 604 812 646" type="text"/> Enter Accounts in the Run Control ID field.

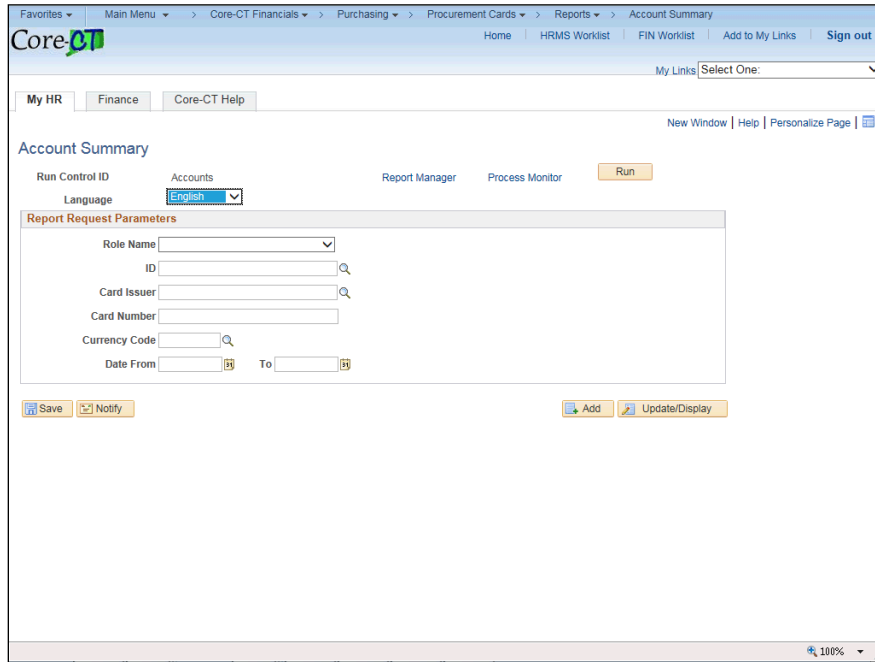


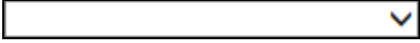
Step	Action
6.	Click the Add button. <input data-bbox="360 1499 505 1535" type="button" value="Add"/>

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2



Step	Action
7.	<p>Report Request Parameters need to be entered before the report can be run.</p> <p>Click the Role Name list.</p> 

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

Step	Action
8.	Click the CT AGENCY CC RECONCILER list item.
9.	Enter 638146 in the ID field.
10.	Enter JPMC in the Card Issuer field
11.	Enter USD in the Currency Code field
12.	Enter 01/01/2009 in the Date From field.
13.	Enter 01/11/2017 in the To field.
14.	Click the Save button. This will retain the parameters for future uses.

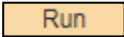
Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

The screenshot shows the 'Account Summary' report configuration page in Core-CT. The 'Run' button is highlighted with a red box. The 'Report Request Parameters' section is also highlighted with a red box, showing the following fields:

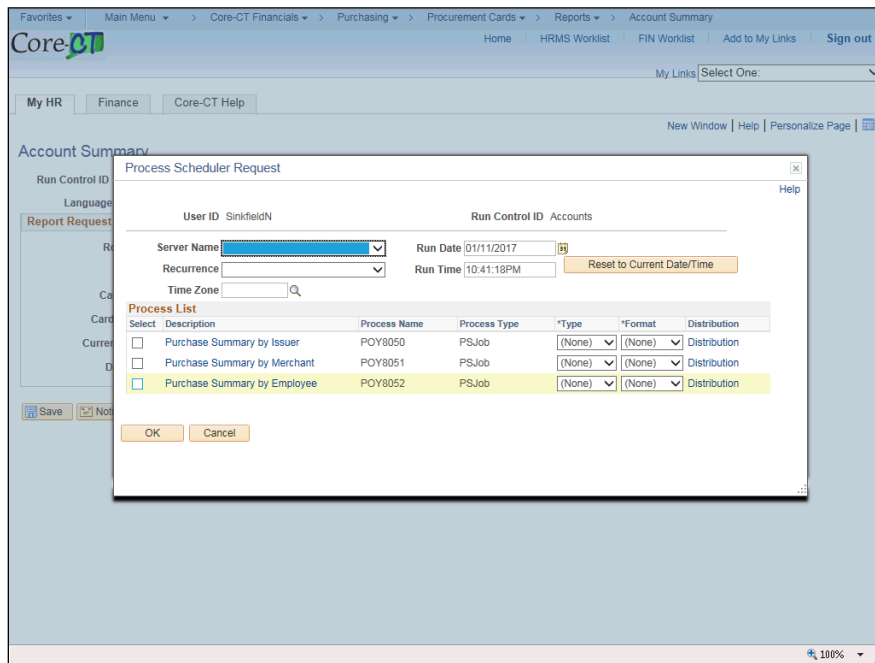
- Role Name: CT AGENCY CC RECONCILER
- ID: 638146
- Card Issuer: JPMC
- Card Number:
- Currency Code: USD
- Date From: 01/01/2009
- Date To: 01/11/2017

Step	Action
15.	Click the Run button to start the report building process. 

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

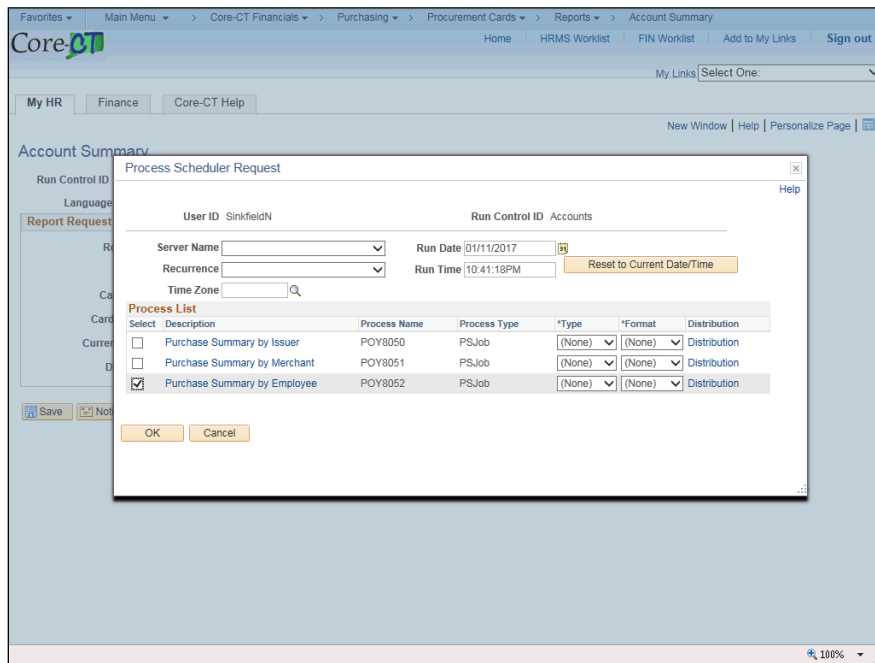


Step	Action
16.	<p>Several P-Card reports have several different types of reports that can be run. For example the Account Summary report can produce on for Issuer's, Merchant's for Employees.</p> <p>Use the Select checkbox to select what version of the report you want to run.</p> <p>Click the Select option.</p> <input data-bbox="358 1535 391 1566" type="checkbox"/>

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

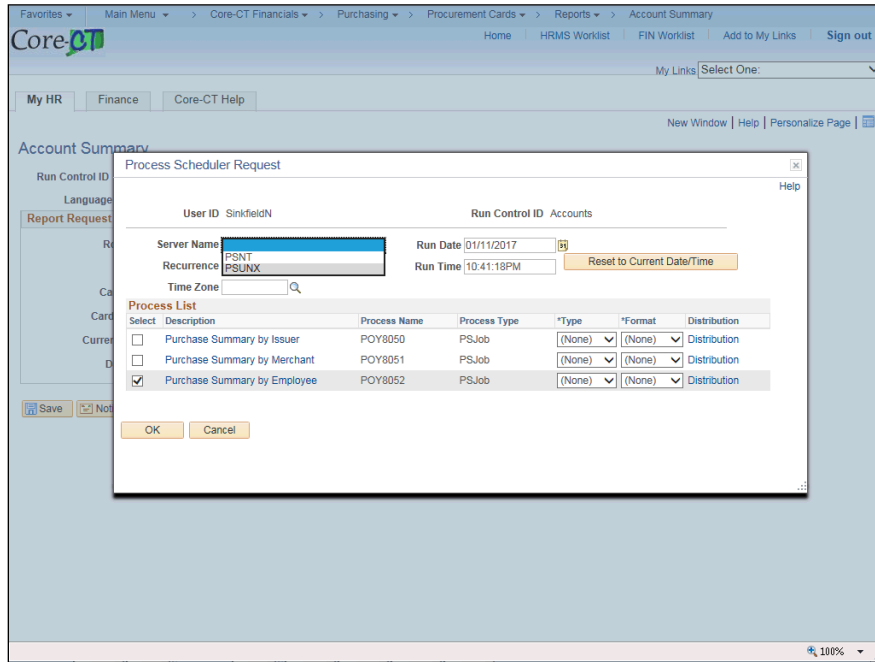



Step	Action
17.	<p>Make sure the Server Name, Type field, and Format field are filled out. In most cases the type will be Web and the format will be PDF.</p>
18.	<p>Choose a server name to run the report.</p> <p>Click the Server Name dropdown.</p> <div data-bbox="358 1530 745 1572" style="border: 1px solid black; padding: 2px;"> </div>

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

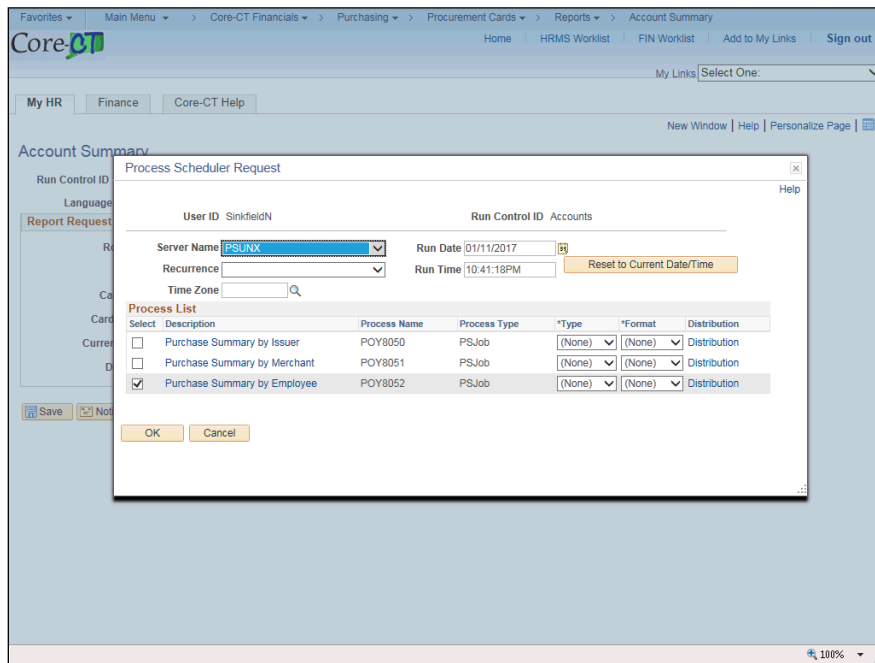


Step	Action
19.	Click the PSUNX option. 

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

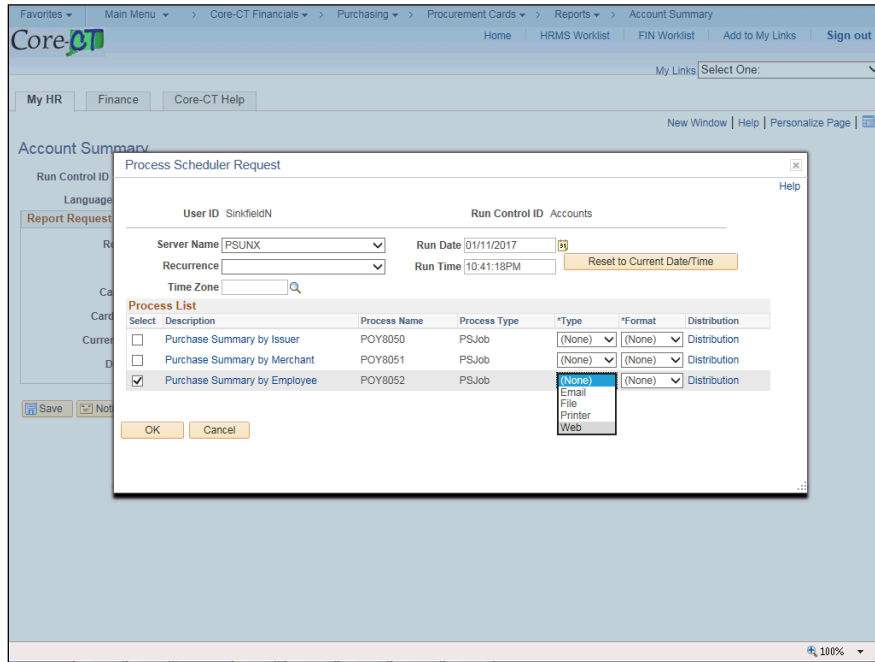


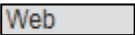
Step	Action
20.	<p>Use the Type field to choose how to view the generated report.</p> <p>Click the Type dropdown.</p> <div data-bbox="360 1434 505 1472" style="border: 1px solid black; padding: 2px;"> (None) ▾ </div>

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

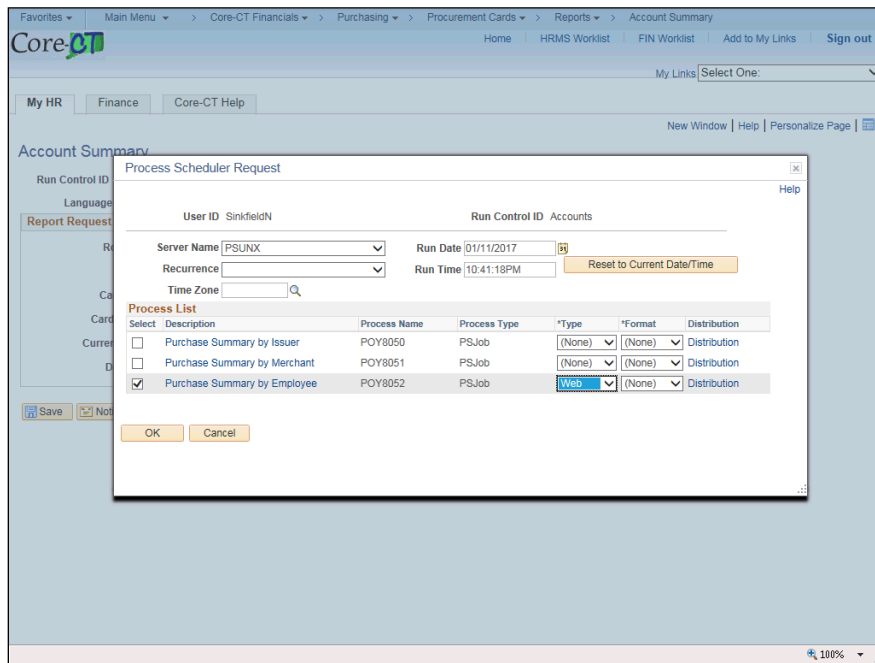


Step	Action
21.	Click the Web option. 

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

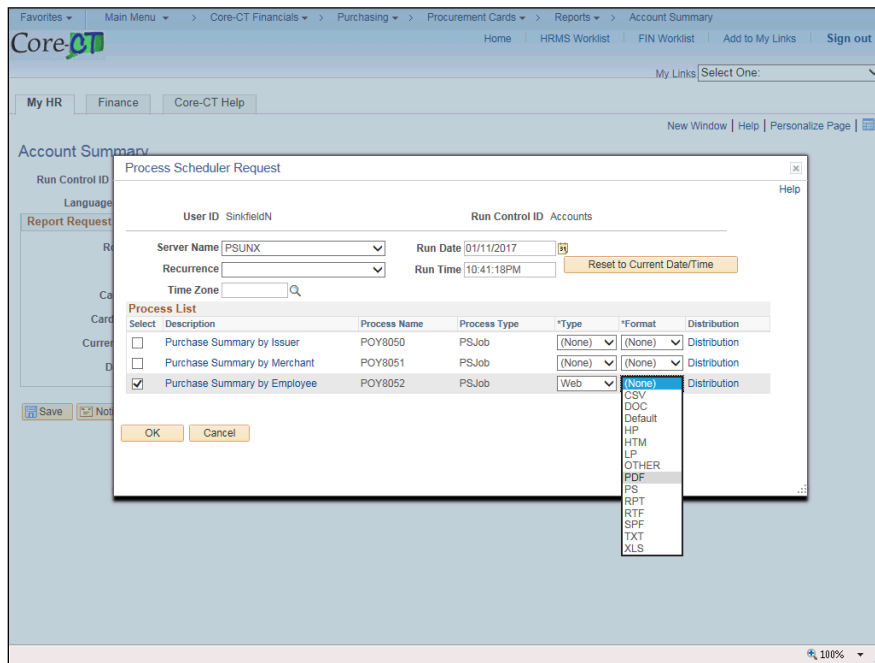



Step	Action
22.	<p>Use the Format field to choose which format the report should be created in.</p> <p>Click the Format dropdown.</p> <p><input type="text" value="(None)"/></p>

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

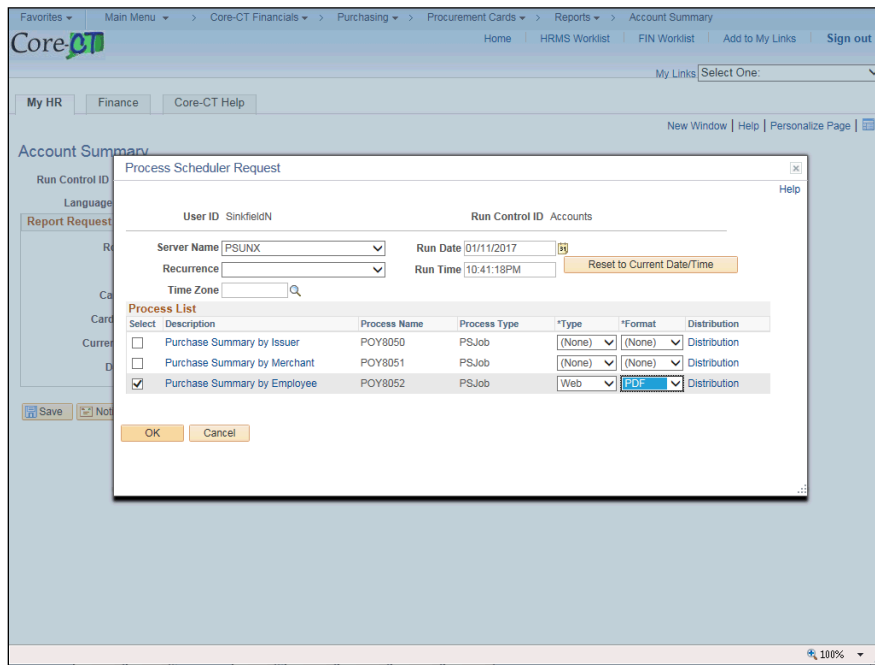


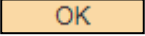
Step	Action
23.	Click the PDF option. 

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2



Step	Action
24.	Click the OK button. 



Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

The screenshot shows the 'Account Summary' report configuration interface. At the top, there is a navigation breadcrumb: 'Main Menu > Core-CT Financials > Purchasing > Procurement Cards > Reports > Account Summary'. The page includes a 'My Links' dropdown menu and tabs for 'My HR', 'Finance', and 'Core-CT Help'. The main content area is titled 'Account Summary' and contains the following elements:

- Run Control ID:** Accounts
- Language:** English
- Report Manager:** Process Monitor
- Process Instance:** 9997
- Run** button
- Report Request Parameters:**
 - Role Name:** CT AGENCY CC RECONCILER
 - ID:** 638146 (with search icon and result: Sinkfield, Nora)
 - Card Issuer:** JPMC (with search icon and result: JPMC Mastercard)
 - Card Number:** [Empty field]
 - Currency Code:** USD (with search icon and result: US Dollar)
 - Date From:** 01/01/2009
 - To:** 01/11/2017
- Buttons:** Save, Notify, Add, Update/Display

Step	Action
25.	It is important to remember the Process Instance Number as this is the best way to identify which report was run.

Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

Account Summary

Run Control ID Accounts Report Manager **Process Monitor** **Run**

Language English Process Instance:11491

Report Request Parameters

Role Name: CT AGY CC APPROVER

ID: 638146 Sinkfield, Nora

Card Issuer: JPMC JPMC Mastercard

Card Number:

Currency Code: USD US Dollar

Date From: 01/01/2009 To: 01/11/2017

Step	Action
26.	Click the Process Monitor link.
27.	Continue clicking the refresh button until the Run Status says "Success" and the Distribution Status says "Posted". Click the Refresh button.
28.	Click the Go back to Account Summary link.



Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

Process List

View Process Request For

User ID SinkfieldN x Type Last 60 Days Refresh

Server POY8031 Name POY8031 Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9997		PSJob	POY8031	SinkfieldN	01/04/2017 9:03:12AM EST	Success	Posted	Details

Go back to Account Summary

Save Notify

Process List | Server List

Account Summary

Run Control ID Accounts Report Manager Process Monitor Run

Language English

Report Request Parameters

Role Name CT AGENCY CC RECONCILER

ID 638146 Sinkfield, Nora

Card Issuer JPMC JPMC Mastercard

Card Number

Currency Code USD US Dollar


Date From 01/01/2009 To 01/1/2017

Save Return to Search Previous in List Next in List Notify Add Update/Display


Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

Step	Action
29.	Click the Report Manager link. 

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1_PO_CCRPTEND1	CLEANUP	General	01/11/17 10:28PM	9144	9992
2_PO_CCRPTEND1	CLEANUP	General	01/11/17 10:28PM	9147	9996
3_PO_CCRPTEND1	CLEANUP	General	01/11/17 10:28PM	9141	9988
4_POX8051 - POX8051.pdf	POX8051 - POX8051.PDF	General	01/11/17 10:28PM	9148	9991
5_POX8052 - POX8052.pdf	POX8052 - POX8052.PDF	General	01/11/17 10:28PM	9150	9995
6_POX8050 - POX8050.pdf	POX8050 - POX8050.PDF	General	01/11/17 10:28PM	9149	9987
7_PO_CCPOY8051	PREPARE DATA FOR POY8051	General	01/11/17 10:27PM	9142	9990
8_PO_CCPOY8052	PREPARE DATA FOR POY8052	General	01/11/17 10:27PM	9145	9994
9_PO_CCPOY8050	PREPARE DATA FOR POY8050	General	01/11/17 10:27PM	9139	9986
10_PO_CCPOY8000	PREPARE DATA FOR POY8000	General	01/11/17 10:21PM	9136	9982
11_PO_CCPOY8000	PREPARE DATA FOR POY8000	General	01/11/17 10:21PM	9133	9978
12_PO_CCPOY8000	PREPARE DATA FOR POY8000	General	01/11/17 10:18PM	9130	9974

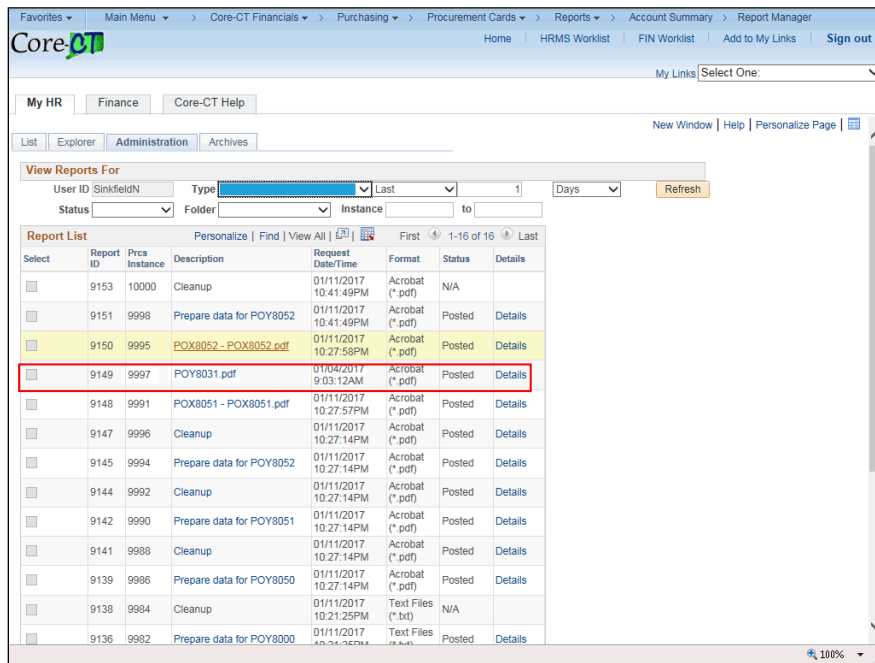
Step	Action
30.	Click the Administration tab to view the report. 



Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2



Step	Action
31.	<p>Select the Description link next to the Process Instance number to open up the report.</p> <p>Click the POY8031.pdf link.</p> <p>POY8031.pdf</p>
32.	<p>The Accounting Summary by Employee report displays. The report can be printed or saved to the desktop.</p>



Overview of Pcard Reports

Updated As Of: April 4, 2017

Core-CT Financials 9.2

ORACLE		Report ID: Use ID: Risk Control ID:	DPH-Sinkfield Nora(SinkfieldN) Summary	Peoplesoft Purchasing PURCHASE SUMMARY BY EMPLOYEE	Page No.: 1 Run Date: 1/11/2017 Run Time: 22:27:54 PM		
From:	1/1/1600	To:	1/11/2017	Billing Amount in: USD			
Employee: Sinkfield, Nora (638146)							
Merchant:							
Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
JPMC (JPMC Mastercard)	*****4308 (MasterCard)	000005177002009			7/30/2016	8/16/2016	-30.00
Total for							-30.00
Merchant: 3MCPPRO KM71102							
JPMC (JPMC Mastercard)	*****4308 (MasterCard)	000005163995445	79769487LR7Y17W8		8/17/2016	8/18/2016	404.32
Total for 3MCPPRO KM71102							404.32
Merchant: 3MCPPRO KM75025							
JPMC (JPMC Mastercard)	*****4308 (MasterCard)	000005220051719	74175412DR7YD5VI		8/29/2016	8/30/2016	671.20
Total for 3MCPPRO KM75025							671.20
Merchant: 3MCPPRO KM77811							
JPMC (JPMC Mastercard)	*****4308 (MasterCard)	000005220051721	741473472R60JMJ		8/29/2016	8/30/2016	402.72
Total for 3MCPPRO KM77811							402.72
Merchant: 3MCPPRO KM77812 KM7781							
						1 / 34	

Step	Action
33.	End of Procedure.