

PCard Redistribution

User Guide

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Navigation

Chapter 1

Navigating Oracle Applications

Section Objectives

At the end of this section, you should be able to:

- Log on to Oracle Applications
- Use the Oracle Applications *Home Page & Navigator* window
- Choose a Responsibility
- Create a *Navigation Top Ten List*
- Use basic GUI terminology
- Navigate within Oracle Applications windows
- Use the Application Toolbar, Menu Items and Shortcut Keys
- Switch Responsibilities
- Exit Oracle Applications

Installing the SUN Java Plug-in

Install the SUN Java Plug-in

- You must have the *SUN Java Plug-in* installed on your computer before you can use PRISM.
- This procedure needs to be done only once, and that is the first time you log on to PRISM.
- Unless you have full administrative rights to your computer, you must have someone from your tech support group install the *Plug-in*.

Follow the steps listed below to get directions for installing the *SUN Java Plug-in*.

1. Open your preferred browser
2. Go to <https://prism.pitt.edu/>



Installing the SUN Java Plug-in

3. Click on PRISM Access – System Requirements

System Requirements

The PRISM System desktop requirements are provided according to the certifications by Oracle Corporation for the University's current version of Oracle E-Business Suite (12.1.3). Please use the listed buttons for information on java setup and desktop/browser configurations.

As of July 28, 2018, PRISM has been configured to use Java Web Start to reduce the java dependencies in multiple browsers. Click [here](#) for information on Java Web Start.

[Java Plug In Instructions](#)

[Desktop Configuration Requirements](#)

[Using Java Web Start in Various Browsers](#)

[Pop Up Blockers & Trusted Sites](#)

[Internet Explorer Security Settings](#)

Frequently Asked Questions

What Should I Do If I Forget My Password?	+
How Do I Make Changes To My Prism Access?	+
How Do I Add A Room Number Or Building Name To PRISM?	+
How Do I Change the Room Location Associated With My Name?	+

[my.pitt.edu](#)

[View Training Manuals](#)

[Submit a Help Ticket](#)

Quick Links

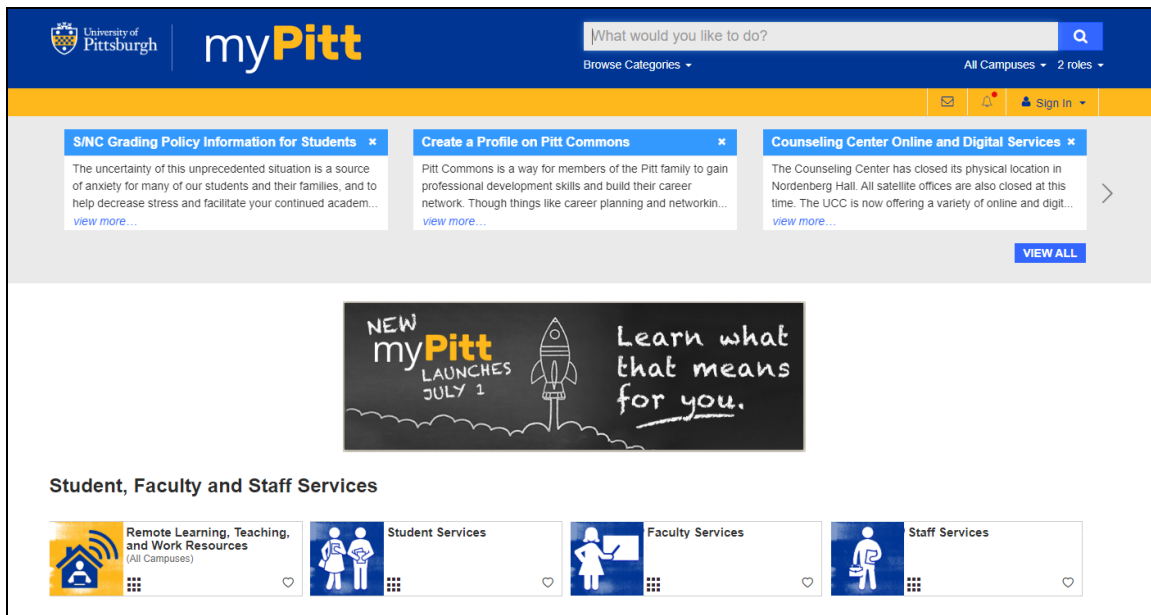
- › [FY 2020 Cutoff Dates & Times](#)
- › [June 2019 Year End Closing Schedule](#)
- › [Subcode Listings](#)
- › [Valid Reference Numbers](#)
- › [Account Number Structure](#)
- › [HR Glossary](#)

4. Click on the *Java Plug-in Instructions* link in the *User Access* section to get the instructions for installing the plug-in.

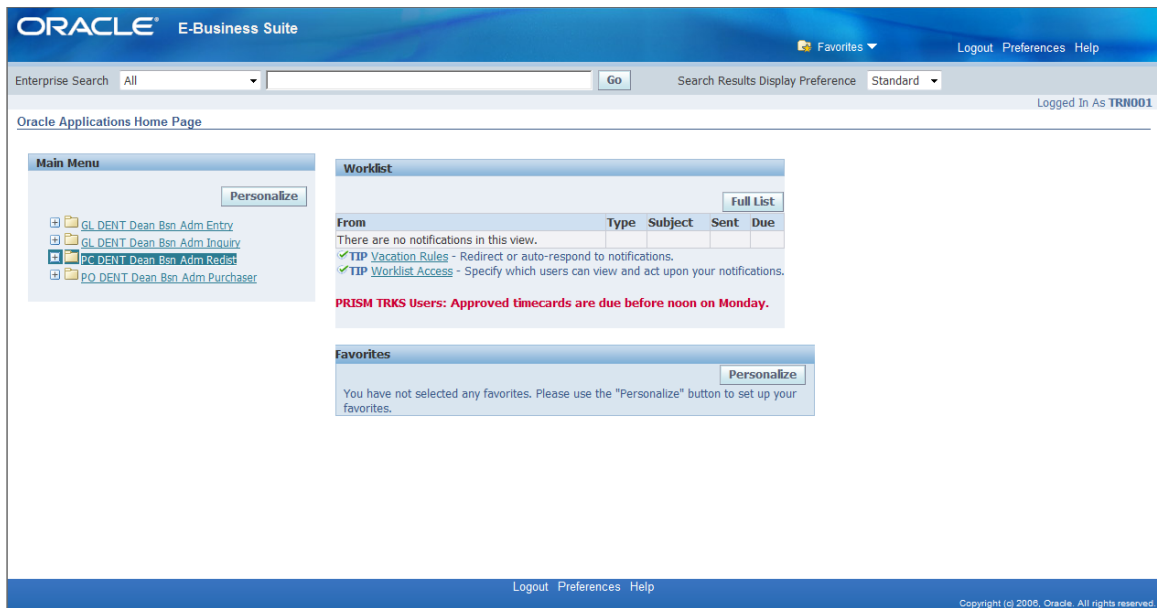
Logging On To the PRISM System

Log In to the PRISM System

1. Navigate to the University Portal (<https://my.pitt.edu>),
2. Enter *Username* and *Password*
 - If you have forgotten your password, click the *Forgot your password?* link to go to the University Self Service Password Reset option or contact the Technology Help Desk at 412-624-HELP (4357).
 - In order to use the self-service password reset, users must setup the designated security questions at <http://accounts.pitt.edu/>
3. Click the Log In button
4. Search for PRISM in the search bar. You can save the link to your favorites by clicking the heart button.




PRISM Home Page



6. The *PRISM Home Page* displays
7. The *Worklist* area is used in the PRISM TRKS application. It is not used in the PCard Redistribution application.
8. Your PRISM responsibilities are listed in the left-hand column under *Main Menu*.

PRISM Home Page

9. When you click on a responsibility the forms associated with that responsibility display.
10. To open a form click on the form name, e.g., Transactions.
11. This will bypass the initial *Navigator* window and directly open the desired form.
12. At this point you would normally start working. However, for training purposes we will return to the *Navigator* window (Close Form )

Basic Navigation

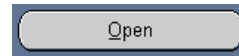
The Navigation List

- The navigation list is organized much like the hierarchy of a file system. You can expand items that begin with a plus sign (+) to further sublevels until you find the desired item. Sublevels appear indented below the items from which they are expanded.
- Items that are expanded are preceded by a minus sign (-). You can expand no further when an item displays neither a plus nor minus sign.

Expanding the Navigation List

Choose one of the following methods to expand an item to its next sublevel:

- Double-click the item.
- Select the item, then click the Open button shown here.
- Select the item, then click the Expand button shown here.



Collapsing the Navigation List

To collapse an expanded item:

- Select the item, then click the Collapse button shown here.



Basic Navigation

Expand and Collapse Several Items on the Navigation List

To expand or collapse several items at once, choose one of the following buttons:

- *Expand Branch* expands all the sublevels of the currently selected item.
- *Expand All* expands all the sublevels of all expandable items in the navigation list.
- *Collapse All* collapses all currently expanded items in the navigation list.




Opening a Window from the Navigation List

There are several ways to open windows from the navigation list.

1. Select the desired item, then click the *Open* button.
2. Double-click on the desired item.
3. Press the number that precedes the desired item.

Navigation Top-Ten List

Creating a Navigation Top-Ten List

- If there are forms that you use frequently, you can copy them to a *Navigation Top-Ten List* located on the right side of the Navigator window.
- The *Navigation Top-Ten List* displays your forms numerically so that you can choose them instantly without having to search for them in the navigation list.
- Once the *Top-Ten List* is created, it will always be displayed when you go into the Navigator window.
- You can place a maximum of ten items on the *Top-Ten List*
- You can create a different *Top-Ten List* for each responsibility to which you have access.
- A form can be deleted from the *Top-Ten List* at any time, simply by highlighting the item and then clicking on the *Remove*  button.
- A *Top-Ten List* is unique for the responsibility and user sign-on combination that you use.

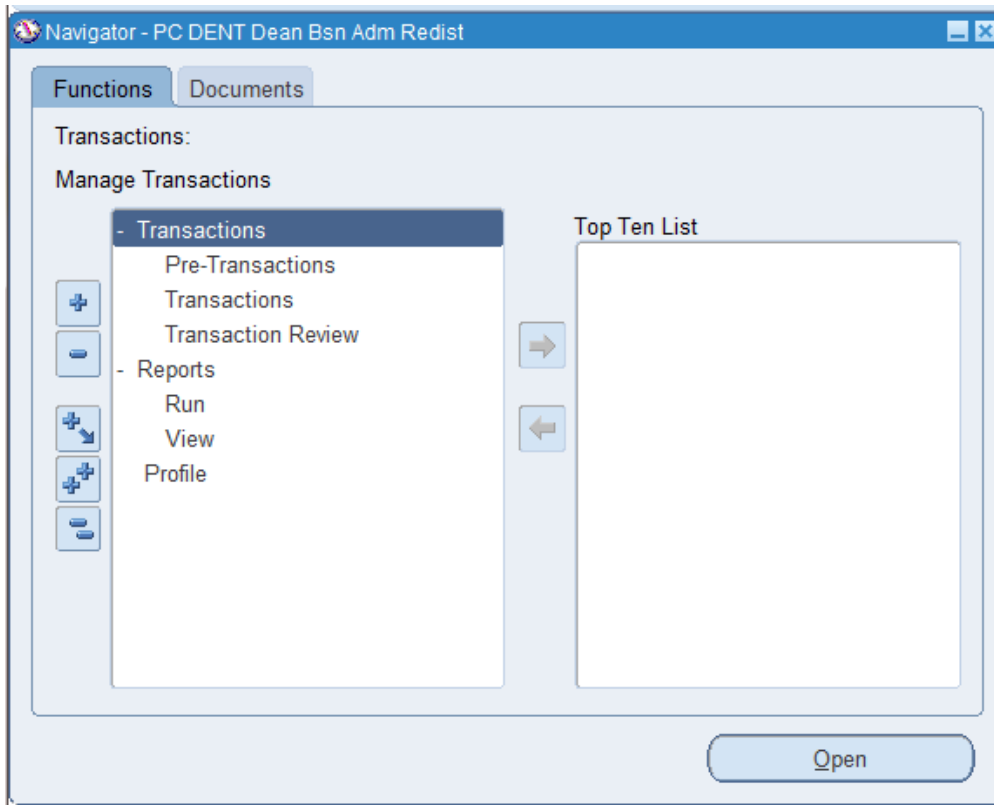
Creating a Navigation Top-Ten List


Oracle Applications

N

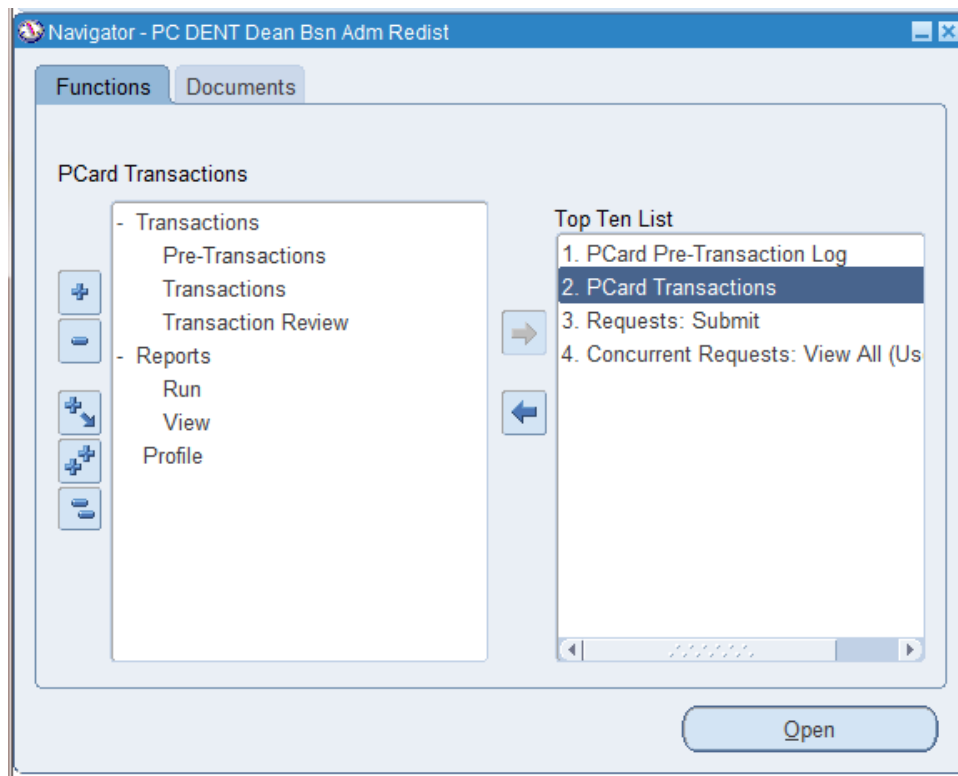
Navigator


Create a Navigation Top-Ten List



1. The *Top-Ten List* window is automatically expanded when the Navigator window is opened
2. Select a frequently used form from the navigation list (on the left) for the *Navigation Top-Ten List* by clicking once on the desired form. The form chosen must be at the lowest expanded level of the menu. Do not open the form.
 - Select *Pre-Transactions*
3. Click the  button. The form is now displayed in the *Navigation Top-Ten List* preceded by a *Top-Ten List* number.

Creating a Navigation Top-Ten List



4. Add the following forms to your *Top-Ten List*.
 - PCard Pre-Transaction Log
 - PCard Transactions
 - Requests: Submit
 - Concurrent Requests: View All
5. If you want to remove a form from the *Top-Ten List*, select that form and click on the  button.

Opening a Form from the Navigation Top-Ten List

6. Select the desired form in one of the following ways
 - Double-click on the form name
 - Highlight the name of the form, then click the *Open* button
 - Type the number in front of the form name

Using the Applications Toolbar

The Applications Toolbar


















The toolbar:

- Is a collection of iconic buttons.
- Is a list of shortcuts that replicate many commonly used menu items so you can invoke their actions quickly without having to search for them in the menu bar.
- Is found at the top of your screen.

Each toolbar button performs a specific action. The chart listed on the next page provides the following information for each button on the toolbar:

- Icon / Button
- Action
- Meaning
- Corresponding Menu Path, enclosed in parentheses either beside or below the meaning

Using the Applications Toolbar

	New Record	Opens a new record in the active form (File → New)
	Find	Opens a search window (View → Find)
	Show Navigator	Returns to the Navigator window (View → Show Navigator)
	Save	Saves any pending changes in the active form (File→Save)
	Next Step	<i>This feature does not work in this application</i>
	Switch Responsibility	Allows user to choose another responsibility when in the Navigator window (File→Switch Responsibility)
	Print	Prints a copy of the active window (File → Print)
	Close Form	Closes all windows in the active form (File→Close Form)
	Cut	Removes the current selection and places it on the clipboard (Edit→Cut)
	Copy	Copies the current selection to the clipboard (Edit → Copy)
	Paste	Pastes from the clipboard into a specified field (Edit → Paste)
	Clear Record	Erases the current record from the active window (Edit → Clear→ Record)
	Delete	Deletes the current record from the database (Edit→Delete)
	Edit Field	Displays the Editor window for the current field (Edit→Edit Field)
	Zoom	<i>This feature does not work in this application</i>

Using the Applications Toolbar (cont'd)



Translations

This feature does not work in this application



Attachments

Opens the Attachments window
(*View→Attachments*)



Folder Tools

Enables tools for folder adjustments
(*Folder→etc*)



Window Help

Displays general help for the active window
(*Help → Window Help*)

Using Keyboard Shortcuts

Keyboard Shortcuts

- Everything that can be done with the mouse can also be done with the keyboard.
- The keyboard shortcuts are shown in the following table:

Key	Description	Key	Description
F4	Close Window	Ctrl S	Save
F5	Clear Field	Ctrl Down	Insert Record
F6	Clear Record	Ctrl Up	Delete Record
F8	Clear Form	Tab	Go to next field
F11	Enter Query	Shift Tab	Go to previous field
Ctrl/F11	Execute Query	Shift PageUp	Previous Block
F4	Cancel Query or Close Window	Shift F5	Duplicate Field Above
Ctrl E	Field Edit	Shift F6	Duplicate Record Above
Ctrl K	List of Keys	Shift Home	Highlight Field
Ctrl L	List of Values (LOV)	Shift End	Highlight Field

Button Shortcuts

- Each button has a descriptive name displayed inside it with a specific letter underlined. To simulate clicking the button by using the keyboard, press the Alt key and the underlined letter found inside the button. For example:

Alt O = 

Window Navigation

Navigating Within a Window



You can navigate within a window using one of the following methods:

- Move the cursor with your mouse.
- Choose an appropriate menu item.
- Enter an appropriate keyboard shortcut. For example, pressing Tab or Enter.

Difference between *Tab* and *Enter*

- Tab moves you between fields.
- *Enter* accepts the default entry in the field or window, providing there is a default available.
- If you use *Enter* to navigate between fields you may get unexpected errors. Use *Tab* or your mouse as much as possible.

Closing a Window

- In some forms, the initial window contains buttons that cause additional windows to be displayed. There are two ways to close windows within the applications.
 1. Select *File* from the menu bar, then select *Close Form*
 2. Click the *Close Window* button  that appears at the upper right hand corner of each active window.
 3. Use the Keyboard shortcut-- F4.
 4. Use the *Close Form* icon 

Switching Responsibilities

Switching Responsibilities

If you have several responsibilities and you want to work in Oracle Applications under a different responsibility, you can do so without exiting Oracle Applications. You must be in the *Navigator* window to switch responsibilities.

To switch your responsibility:



- Click on the Top Hat icon or select *File*→ *Switch Responsibility*
- Select a new responsibility from the *Responsibilities* window and click the *OK* button or double click on the desired responsibility.

The *Navigator* window title and contents will reflect the new responsibility you have chosen.

Exiting Oracle Applications

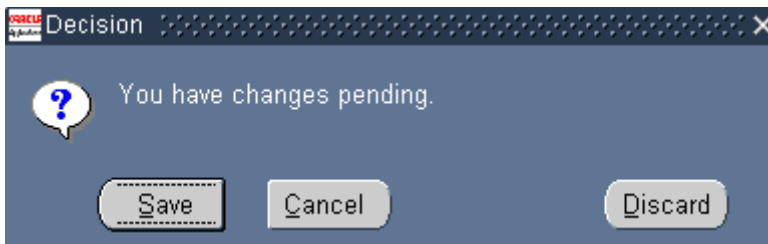
Oracle Applications

M → File → Exit Oracle Applications

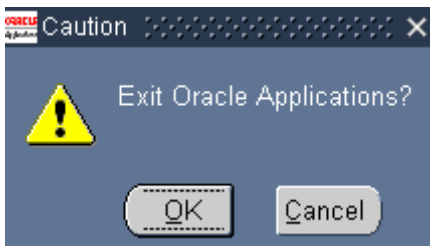
Decision

Exiting Oracle Applications

1. Choose *File* → *Exit Oracle Applications*
2. When exiting, if changes were made and not saved, a *Decision* box is displayed giving you the following choices:
 - *Save* → Save the changes before exiting
 - *Cancel* → Close this window and cancel the exit
 - *Discard* → Exit without saving any changes



3. If there are no changes to save in your window or windows, a Caution pop-up box appears



4. Click *OK* if you are certain you want to exit, otherwise click on the *Cancel* button
5. Close all remaining windows until you return to the desktop

Pre-Transaction Log

Chapter 2

Pre-Transaction Log

Section Objectives

At the end of this section, you should be able to:

- Enter planned purchases into the Pre-Transaction Log manually
- Enter planned purchases into the Pre-Transaction Log using a *Copy* feature
- Enter single and multi-line Pre-Transaction logs
- Enter Pre-Transaction logs for expected credits
- Query existing Pre-Transaction logs

Pre-Transaction Log

Pre-Transaction Log

The *Pre-Transaction Log* is used to record planned PCard purchases.

- Using the *Pre-Transaction Log* is optional
- If you choose not to use it, you would still record your purchases via a paper log

The advantages to recording your planned purchases electronically are two-fold:

- You and any *Auditor* of your card can view your planned purchases within the PCard application
- You can automate the process of redistributing PCard charges by copying information directly from the *Pre-Transaction Log* into the *Transactions* screen

There are two ways to enter information in the *Pre-Transaction Log* screen

- Manual Process
- *Copy Transaction* feature

Pre-Transaction Log: Manual Process

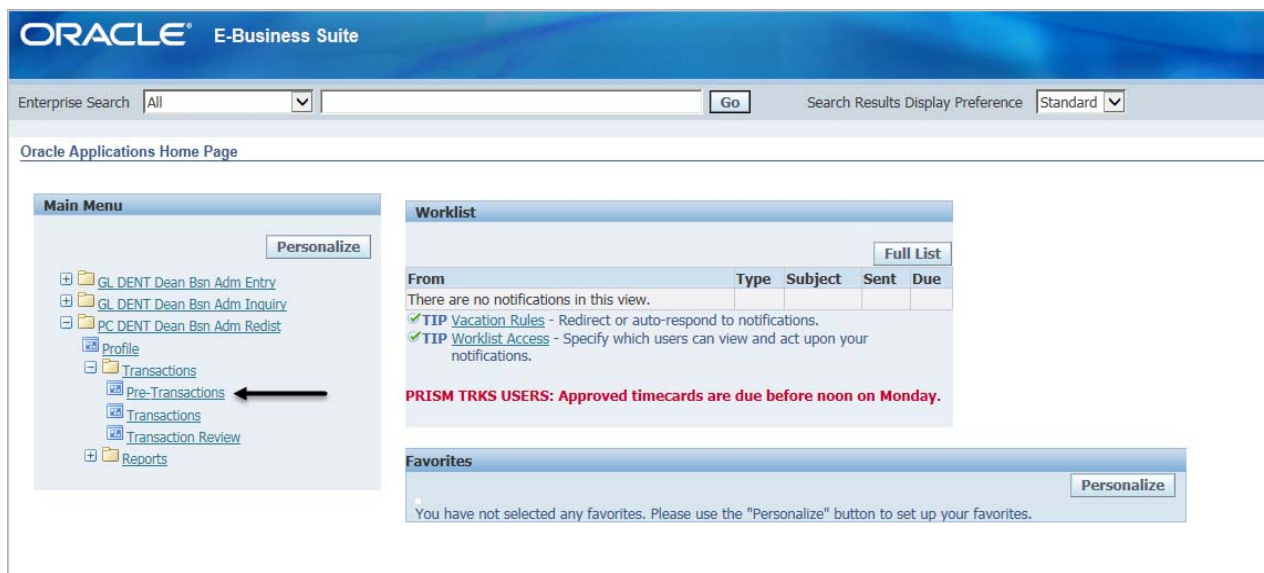
Pre-Transaction Log: Manual Process

You are going to use your PCard to renew professional membership dues. Create a log to record this planned purchase including the account to which charges will be redistributed.

Manually enter this information into the *Pre-Transaction Log*.

1. Navigate to the *Pre-Transaction Log* window

N → Transactions → Pre-Transaction Log
Pre-Transaction Log



2. Open *PCard Pre-Transactions*

Pre-Transaction Log: Manual Process

Pre-Transaction Log

Account Title: Purchaser 1, Amy

Transaction Name: Membership Dues

Vendor: Am Poli Sci Assn

Date: 07-DEC-2015

Entry Status: ☒ Current ☐ Reconciled ☐ Recurring

\$ Amount: 154.00

Total: 154.00 [More](#)

Units	Description	Category	Comments	Pre-Transaction Items	Item Name	Tracking #	Quantity	UOM	Unit Price	Total \$ Amount

[Copy Item as Transaction](#) [Distributions](#)

3. Accept the *Account Title* default

4. Enter *Transaction Name*

- Membership Dues

Use this field to identify individual transactions

You can use a maximum of 30 characters

The first 12 characters of the *Transaction Name* field appear on the *Level Reports* in the *Description* field

The first 11 characters of the *Vendor* field also appear on the *Level Reports* in the *Description* field

5. Enter *Vendor*

- American Political Science Association

Pre-Transaction Log: Manual Process

The screenshot displays the 'Pre-Transaction Log' application. The main form contains the following fields and values:

- Account Title: Purchaser 1, Amy
- Transaction Name: Membership Dues
- Vendor: Am Poli Sci Assn
- Date: 07-DEC-2015
- Entry Status: ☒ Current, ☐ Reconciled, ☐ Recurring
- \$ Amount: 154.00
- Total: 154.00

A 'More' button is located next to the Total field. A secondary dialog box, also titled 'Pre-Transaction Log', is overlaid on the main form. It contains:

- Description: Annual Dues for Dr. Garrett
- Comments: (empty field)
- Close button

At the bottom of the main window, there are two buttons: 'Copy Item as Transaction' and 'Distributions'.

6. Enter the purchase *Date* (defaults to current date)
 - 07-DEC-15
7. Select *Entry Status*
 - Defaults to *Current*
8. Enter the *\$ Amount* of the PCard order
 - 154.00
9. Click on the *More* button and add the following description
 - Annual Dues for Dr. Garrett

Pre-Transaction Log: Manual Process

Pre-Transaction Log

Account Title: Purchaser 1, Amy
Transaction Name: Membership Dues
Vendor: Am Poli Sci Assn
Date: 07-DEC-2015

Entry Status:
☒ Current
☐ Reconciled
☐ Recurring

\$ Amount: 154.00
Total: 154.00 [More](#)

Units | Description | Category | Comments

Pre-Transaction Items

Item Name	Tracking #	Quantity	UOM	Unit Price	Total \$ Amount
Membership Dues		1	Each	154.00	154.00
					154.00

[Copy Item as Transaction](#) [Distributions](#)

10. Position the cursor in the *Item Name* field in the *Pre-Transaction Items* region
11. Enter *Item Name* (or click **Copy Item as Transaction** to fill in line information automatically)
 - Membership Dues
12. Enter (optional) *Tracking #*
 - #####

NOTE: This field is primarily for the use of *Facilities Management* and it does not display on *Level Reports* or *PCard Reports*
13. Enter *Quantity*
 - 1
14. Enter *UOM* or use the *LOV* icon from the toolbar to see the choices
 - Annual
15. Enter *Unit Price*
 - 154.00

Pre-Transaction Log: Manual Process

16. Save your work

17. Click on the *Distributions* button

Type	Value	Account
\$ Amount	154.00	02.49010.6900.00000.000000.00000.00000

Account Description: Operating.DENT MED - Dean.Dues & Membersh.Default-No

Total: 154.00

Close

- In the *Type* field you can choose to redistribute by *\$Amount* or *Quantity*

If you choose to redistribute using *\$Amount*, then you must enter the dollar amount using a decimal point

If you choose to redistribute using *Quantity*, then you must enter whole numbers

Value relates to the *Total \$ Amount* of the current line at the line item region

18. Enter *Type*

- \$ Amount

19. Enter *Value*

- 154.00

20. Enter *Account*

- 02.49010.6900.00000.000000.00000.00000

Pre-Transaction Log: Copy Item Feature & Split Distribution

Copy Item as Transaction Feature

Follow the steps below to record the planned purchase of a digital camera. Use *Copy Item as Transaction* to decrease data entry of a line item. Split the charges for the camera between two accounts.

1. Navigate to the *Pre-Transaction Log*

The screenshot shows the 'Pre-Transaction Log' window. At the top, there are input fields for 'Account Title' (Purchaser 1, Amy), 'Transaction Name' (Digital Camera/Garrett), 'Vendor' (B&H Photo), and 'Date' (07-DEC-2015). To the right, there is an 'Entry Status' section with radio buttons for 'Current' (selected), 'Reconciled', and 'Recurring'. Next to it is a '\$ Amount' field with the value 169.00. Below these is a 'Total' field also showing 169.00 and a 'More' button. The main area of the window is a table with columns: 'Units', 'Description', 'Category', and 'Comments'. Below this is a section titled 'Pre-Transaction Items' which contains a table with columns: 'Item Name', 'Tracking #', 'Quantity', 'UOM', 'Unit Price', and 'Total \$ Amount'. The table is currently empty. At the bottom of the window, there are two buttons: 'Copy Item as Transaction' and 'Distributions'.

2. Enter *Transaction Name*
 - Digital Camera/Garrett
3. Enter *Vendor*
 - B&H Photo
4. Enter the purchase *Date*
 - 07-DEC-15
5. Select *Entry Status*
 - Current
6. Enter the *\$ Amount* of the PCard order
 - 169.00

Pre-Transaction Log: Copy Item Feature & Split Distribution

Pre-Transaction Log

Account Title: Purchaser 1, Amy

Transaction Name: Digital Camera/Garrett

Vendor: B&H Photo

Date: 07-DEC-2015

Entry Status:

- ☒ Current
- ☐ Reconciled
- ☐ Recurring

\$ Amount: 169.00

Total: 169.00 [More](#)

Units | Description | Category | **Comments**

Pre-Transaction Items

Item Name	Tracking #	Quantity	UOM	Unit Price	Total \$ Amount

[Copy Item as Transaction](#) [Distributions](#)

In addition to the *Units* region, information related to the current transaction can be entered in one of the following *Alternative Regions*:

Description—Enter *Item Description* and *Item Purpose* for this purchase

Category—Enter the *Commodity* and *Category* for this purchase

Comments—Enter additional information for this purchase in the *Item Comments* field

► You **must** copy your transaction information to the line item level before you enter information in any of the *Alternative Regions*. You cannot use the *Copy Item as Transaction* feature once you enter an *Alternative Region*.

Pre-Transaction Log: Copy Item Feature & Split Distribution

The screenshot shows a window titled "Pre-Transaction Distributions" with tabs for "Account", "Description", and "Comment". The "Account" tab is active. It displays a table with columns for "Type", "Value", and "Account". The first row shows a "\$ Amount" of 100.00 for account "05.49010.6020.00000.002691.00000.00000". The second row shows a "\$ Amount" of 69.00 for account "04.49010.6020.22950.000000.00000.00000". Below the table, the "Account Description" is "Discretionary.DENT MED - Dean.Equipment & Off.Dean's D". The "Total" is 169.00. A "Close" button is at the bottom right.

Type	Value	Account
\$ Amount	100.00	05.49010.6020.00000.002691.00000.00000
\$ Amount	69.00	04.49010.6020.22950.000000.00000.00000

Account Description: Discretionary.DENT MED - Dean.Equipment & Off.Dean's D

Total: 169.00

Close

10. Click on the *Distributions* button
11. Charges can be distributed to multiple accounts
12. Enter *Type*
 - \$ Amount
13. Enter *Value*
 - 100.00
14. Enter *Account*
 - 05.49010.6020.00000.002691.00000.00000
15. Charge the balance (69.00) to the following account
 - 04.49010.6020.22950.000000.00000.00000
16. Save your work
17. Click on the *Close* button

Pre-Transaction Log: Copy Item Feature & Split Distribution

Pre-Transaction Log


Account Title	Purchaser 1, Amy	Entry Status	\$ Amount	169.00
Transaction Name	Digital Camera/Garrett	<input checked="" type="radio"/> Current		
Vendor	B&H Photo	<input type="radio"/> Reconciled		
Date	07-DEC-2015	<input type="radio"/> Recurring	Total	169.00

[More](#)

Units	Description	Category	Comments
Pre-Transaction Items			
Item Name	Tracking #	Quantity	UOM Unit Price Total \$ Amount
Digital Camera/Garre		1	Each 169.00 169.00
			169.00

[Copy Item as Transaction](#)
[Distributions](#)

18. Return to the *Navigator* window in one of the following ways if you have no more records to enter:

- Click on *File, Close Form* on the menu bar
- Click on the *Close Window* button 

► If entering more than one record, place the cursor in the Header region, then press the down arrow key from the keyboard to enter the next record.

Pre-Transaction Log: Multiple Line Items

You order two different colors of stationary from Paper Direct for special mailings to alumni. Enter a log for the following:

- 1 box of blue stationary @\$10.00 per box that will be charged to 02.49010.6000.00000.000000.00010
- 1 box of gold stationary @\$11.96 per box that will be charged to 02.49010.6000.00000.000000.00020

1. Navigate to the Pre-Transaction Log

The screenshot shows the 'Pre-Transaction Log' window. At the top, there are input fields for 'Account Title' (Purchaser 1, Amy), 'Transaction Name' (Stationary for Mailings), 'Vendor' (Paper Direct), and 'Date' (07-DEC-2015). To the right, there is an 'Entry Status' section with radio buttons for 'Current' (selected), 'Reconciled', and 'Recurring'. Next to it is a '\$ Amount' field with the value '21.96'. Below these is a 'Total' field also showing '21.96' and a 'More' button. A tabbed interface below has tabs for 'Units', 'Description', 'Category', and 'Comments'. The 'Description' tab is active, showing a table titled 'Pre-Transaction Items'. The table has columns: Item Name, Tracking #, Quantity, UOM, Unit Price, and Total \$ Amount. There are 8 rows in the table, all currently empty. At the bottom of the window, there are two buttons: 'Copy Item as Transaction' and 'Distributions'.

Item Name	Tracking #	Quantity	UOM	Unit Price	Total \$ Amount

2. Enter Transaction Name

- Stationary for mailings

3. Enter Vendor

- Paper Direct

4. Enter Purchase Date

- 07-DEC-15

5. Enter \$ Amount

- \$21.96

Pre-Transaction Log: Multiple Line Items

The screenshot shows the 'Pre-Transaction Log' window. At the top, there are input fields for 'Account Title' (Purchaser 1, Amy), 'Transaction Name' (Stationary for Mailings), 'Vendor' (Paper Direct), and 'Date' (07-DEC-2015). To the right, 'Entry Status' has radio buttons for 'Current' (selected), 'Reconciled', and 'Recurring'. The '\$ Amount' is 21.96, and the 'Total' is also 21.96. Below these fields are tabs for 'Units', 'Description', 'Category', and 'Comments'. The 'Pre-Transaction Items' section contains a table with columns: Item Name, Tracking #, Quantity, UOM, Unit Price, and Total \$ Amount. The table has two rows: 'Blue Stationary' (1 box, 10.00) and 'Gold Stationary' (1 box, 11.96). At the bottom, there are buttons for 'Copy Item as Transaction' and 'Distributions'.

Item Name	Tracking #	Quantity	UOM	Unit Price	Total \$ Amount
Blue Stationary		1	Box	10.00	10.00
Gold Stationary		1	Box	11.96	11.96
					21.96

11. Enter the second line item
 - 1 box of gold stationary @ 11.96/box

12. Click *Distributions*

The screenshot shows the 'Pre-Transaction Distributions' window. It has tabs for 'Account', 'Description', and 'Comment'. The 'Account' tab is active, showing a table with columns: Type, Value, Account, and a final value column. The first row is '\$ Amount' with a value of 11.96 and an account number '02.49010.6000.00000.000000.00020'. Below the table, there is a section for 'Account Description' and 'Total' (11.96). The description is 'Operating.DENT MED - Dean.Office Supplies.Default-No Va'. A 'Close' button is at the bottom right.

Type	Value	Account	
\$ Amount	11.96	02.49010.6000.00000.000000.00020	11.96

Account Description: Operating.DENT MED - Dean.Office Supplies.Default-No Va
Total: 11.96

13. Enter the planned account no. for redistribution
 - 02.49010.6000.00000.000000.00020

14. Click *Close*

15. Save your work

Lab 1: Enter a Pre-Transaction Log for an Expected Credit

You are expecting a credit from Amazon Marketplace for a calculator that you returned. Since this is an expected credit you will enter the dollar amount as a negative number.

1. Use the following information in the *Header* region.

- *Transaction Name* Calculator/Garrett's Lab
- *Vendor* Amazon Marketplace
- *Date* 07-DEC-15
- *Entry Status* CURRENT
- *\$ Amount* -27.80

2. Use the *Copy Item as Transaction* feature to complete the *Items* region.

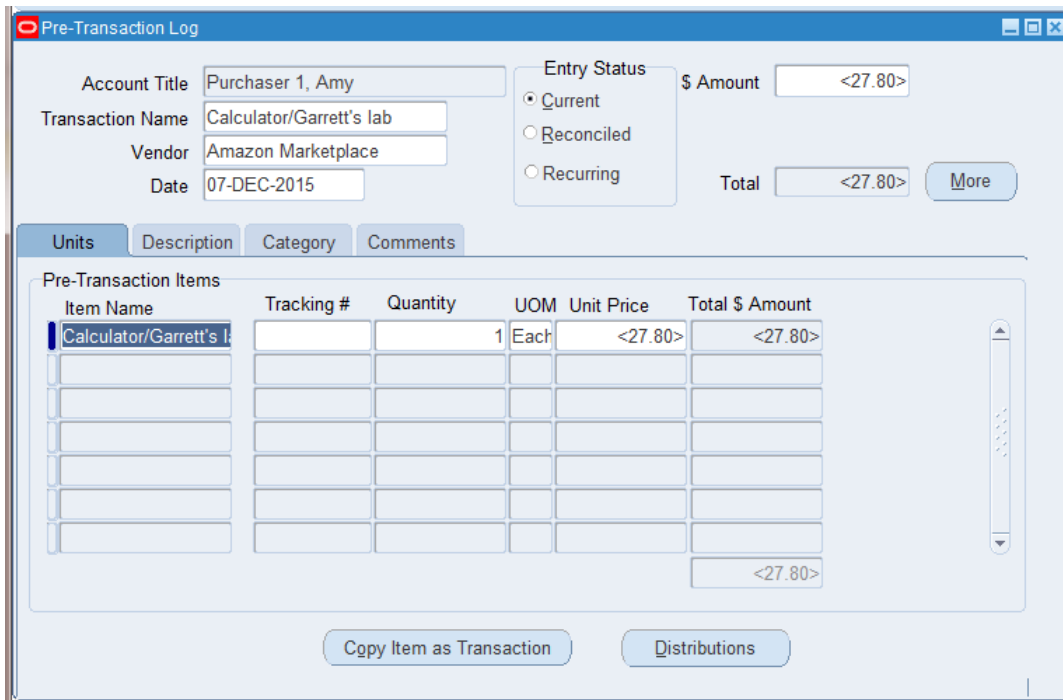
3. Enter the following *Distribution* information

- *Type* \$ Amount
- *Value* -27.80
- *Account* 02.49010.6021.000000.000000.000000.000000

4. Save your log

5. Close the form

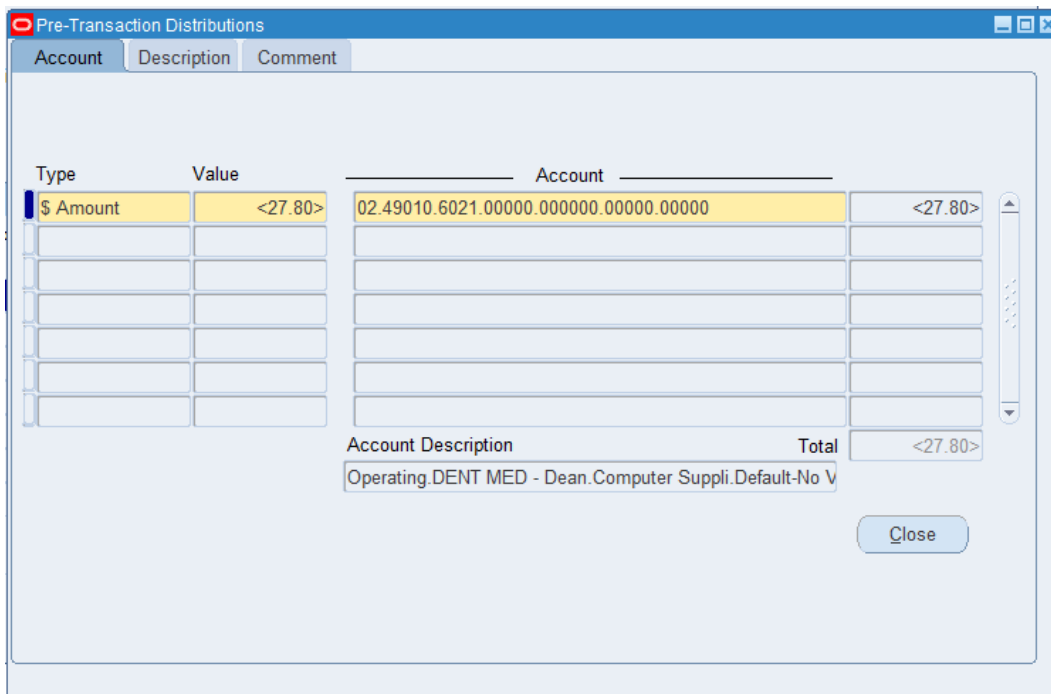
Lab 1 Solution: Enter a Pre-Transaction Log



The Pre-Transaction Log window displays transaction details. At the top, fields for Account Title, Transaction Name, Vendor, and Date are filled with 'Purchaser 1, Amy', 'Calculator/Garrett's lab', 'Amazon Marketplace', and '07-DEC-2015' respectively. To the right, the Entry Status is set to 'Current' (radio button selected), and the \$ Amount is '<27.80>'. A 'Total' field also shows '<27.80>' with a 'More' button next to it. Below these fields are tabs for 'Units', 'Description', 'Category', and 'Comments'. The 'Pre-Transaction Items' table has columns for Item Name, Tracking #, Quantity, UOM, Unit Price, and Total \$ Amount. The first row contains 'Calculator/Garrett's lab', an empty Tracking #, '1', 'Each', '<27.80>', and '<27.80>'. At the bottom, there are buttons for 'Copy Item as Transaction' and 'Distributions'.

Item Name	Tracking #	Quantity	UOM	Unit Price	Total \$ Amount
Calculator/Garrett's lab		1	Each	<27.80>	<27.80>

Header & Item Information



The Pre-Transaction Distributions window shows a table with columns for Type, Value, and Account. The first row has '\$ Amount' in the Type column, '<27.80>' in the Value column, and '02.49010.6021.00000.000000.00000.00000' in the Account column. Below the table, the 'Account Description' is 'Operating.DENT MED - Dean.Computer Suppli.Default-No V' and the 'Total' is '<27.80>'. A 'Close' button is at the bottom right.

Type	Value	Account
\$ Amount	<27.80>	02.49010.6021.00000.000000.00000.00000

Planned Distribution

Lab 2: Query Existing Pre-Transaction Logs

Perform a query for the PCard logs that you just entered

1. Navigate to the *Pre-Transaction Log* window



N → Transactions → Pre-Transaction Log
Pre-Transaction Log

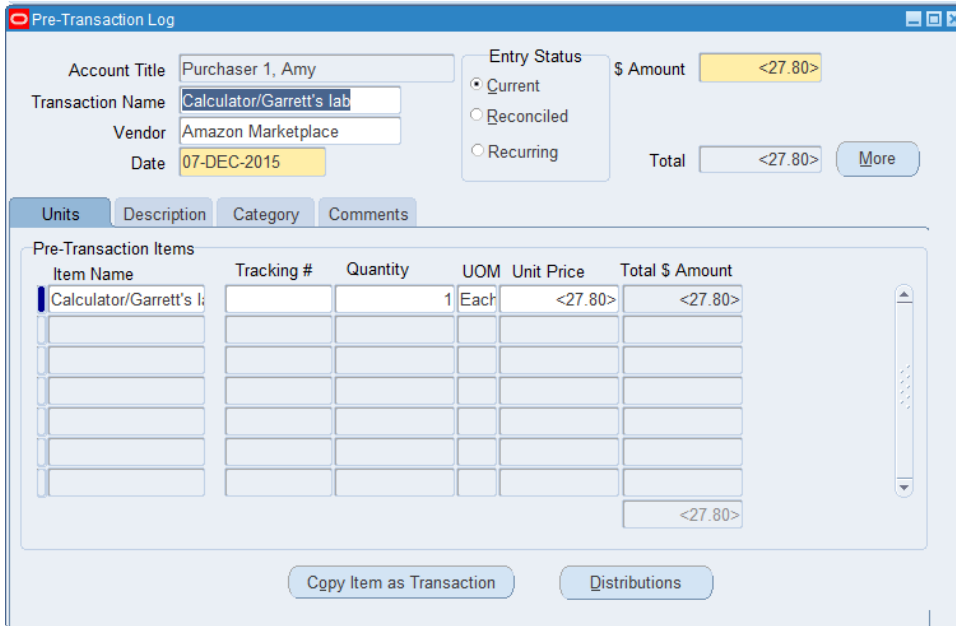
2. Press the <F11> key from the keyboard to be in the *Query* mode

The screenshot shows the 'Pre-Transaction Log' window. At the top, there are input fields for 'Account Title' (Purchaser 1, Amy), 'Transaction Name', 'Vendor', and 'Date' (08-JAN-2016). To the right, there is an 'Entry Status' section with three radio buttons: 'Current' (selected), 'Reconciled', and 'Recurring'. Further right, there is a '\$ Amount' field showing '0.00' and a 'Total' field. Below these fields are tabs for 'Units', 'Description', 'Category', and 'Comments'. The main area is a table titled 'Pre-Transaction Items' with columns: Item Name, Tracking #, Quantity, UOM, Unit Price, and Total \$ Amount. The table has several empty rows. At the bottom, there are two buttons: 'Copy Item as Transaction' and 'Distributions'.

3. Enter search criteria
 - Click on *Current* under *Entry Status*
4. Press the <Ctrl> <F11> keys from the keyboard to run the *Query*
5. Check to see if you retrieved the following four records:
 - Calculator credit
 - Stationary for Mailings
 - Digital Camera
 - Membership Dues

Lab 2 Solution: Query Existing Pre-Transaction Logs

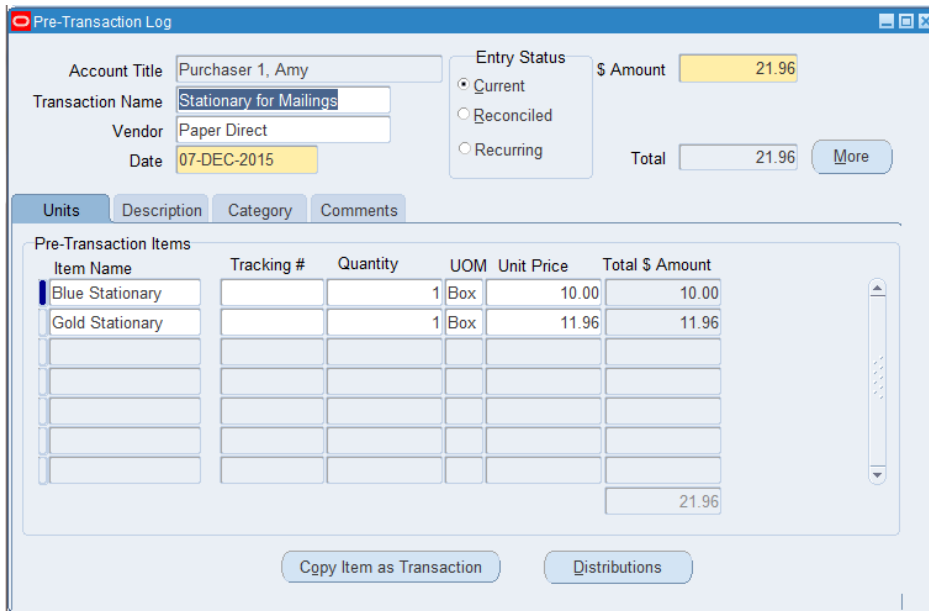
6. Press  and  on your keyboard to move between the records, since you can see only one record at a time.



The screenshot shows the 'Pre-Transaction Log' window. The 'Account Title' is 'Purchaser 1, Amy', 'Transaction Name' is 'Calculator/Garrett's lab', 'Vendor' is 'Amazon Marketplace', and 'Date' is '07-DEC-2015'. The 'Entry Status' is 'Current'. The '\$ Amount' is '<27.80>'. The 'Total' is '<27.80>'. The 'Pre-Transaction Items' table has one row: 'Calculator/Garrett's lab' with a quantity of 1, unit price of <27.80>, and total amount of <27.80>.

Item Name	Tracking #	Quantity	UOM	Unit Price	Total \$ Amount
Calculator/Garrett's lab		1	Each	<27.80>	<27.80>

Calculator Credit



The screenshot shows the 'Pre-Transaction Log' window. The 'Account Title' is 'Purchaser 1, Amy', 'Transaction Name' is 'Stationary for Mailings', 'Vendor' is 'Paper Direct', and 'Date' is '07-DEC-2015'. The 'Entry Status' is 'Current'. The '\$ Amount' is '21.96'. The 'Total' is '21.96'. The 'Pre-Transaction Items' table has two rows: 'Blue Stationary' with a quantity of 1, unit price of 10.00, and total amount of 10.00; and 'Gold Stationary' with a quantity of 1, unit price of 11.96, and total amount of 11.96.

Item Name	Tracking #	Quantity	UOM	Unit Price	Total \$ Amount
Blue Stationary		1	Box	10.00	10.00
Gold Stationary		1	Box	11.96	11.96

Stationary

Digital Camera

Membership Dues

PCard Transaction Procedures

Chapter 3

PCard Transaction Procedures

Section Objectives

At the end of this section, you should be able to:

- Query and Review PCard charges in the *Transaction* window
- Redistribute PCard charges by typing in redistribution data, or using the *Copy Transaction as Item* or the *Copy PreTransaction Log* features
- Review and Redistribute transactions that display Level III data (line item information)

PCard Transactions Overview

PCard Transactions

The *Transactions* option is used to review PCard charges that have come from VISA and to redistribute these charges if necessary.

- You have only one chance to redistribute charges using the PCard Redistribution application
- Once the transaction is *Approved*, adjustments cannot be made, unless you change the *Transaction Status* back to *New*.

There are two ways to have charges redistributed through the *Transactions* option:

- Manual Process
- Use one of the two copy features: *Copy Transaction as Item*, and *Copy Pre-Transaction Log*

Queries

Queries are used to review PCard transactions.

- The best way to query is on the *Transaction Status* field. To see all new transactions, query on the *Transaction Status* of *New*.
- Although you can query on the *Vendor* field or the *Total* field, this may not always be effective because of vendor name changes and billing.
- Also, some transactions may match to the vendor **PNC PCARD MISCELLANEOUS**.

Transaction Status Overview

- **NEW** is the status the system assigns to each transaction as it hits the PCard Application.
 - ⇒ Any transaction with the NEW status should be considered as a “new” transaction.
 - ⇒ You should query on the NEW status daily to see if any new charges have hit your account.
 - ⇒ Once you examine/redistribute the new charges, make the appropriate status change so you know the transaction has been processed.
- **REVIEWED** is the status you would choose if you have looked at the transaction, but are not redistributing it at this time.
 - ⇒ You can leave the charge on the default account number or you can redistribute it at a later date; either way, keep the status as REVIEWED.
 - ⇒ If you are unsure to which account number the charge is to be transferred, put a note on the transaction by clicking on the *More* button.
- **MARKED FOR DISPUTE** is the status you would choose if you have looked at this transaction, but have questions about it.
- **APPROVED** is the status you would choose if you are ready to have the item redistributed.

Transaction Status

- **REDISTRIBUTED TO GL** is the status the system assigns to each transaction that passes through the nightly GL Posting process.

⇒ The GL Posting process looks for all of the *Transaction Status* items marked as APPROVED and posts them to GL.

⇒ If you were to re-query the same transaction the next day, you would see the status changed to REDISTRIBUTED TO GL.

- **INVALID GL ACCOUNT** is the status the system assigns during posting if the *Account Number* becomes invalid between the time you redistribute the charges and posting occurs

⇒ If you re-query that item the next day, you will see the change.

⇒ At that point you need to research this to find the valid account number.

⇒ Once you know the valid account number, change the *Transaction Status* to NEW, enter the correct *Account Number*, and then change the *Transaction Status* back to APPROVED.

Transaction Procedure: Manual Process

Perform a query to review a specific, new PCard transaction – one where you know the exact dollar amount. Redistribute these charges manually; there is no corresponding electronic log.

1. Navigate to the *Transactions* window

N→Transactions→Transactions
Transactions

The screenshot shows a software window titled "Transactions". On the left, there are input fields for "Account Title", "Default Account", "Vendor", "Invoice Number", "Transaction Date", "Invoice Date", and "Transaction Name". On the right, there are fields for "Undistributed Amount", "Transaction Total" (displaying 179.00), and "Merchant". Below these is a "Transaction Status" dropdown menu and a "More" button. At the bottom, there is a tabbed interface with "Items" selected. The "Transaction Items" table has columns: Item Name, Tracking #, Quantity, UOM, Unit Price, and Amount. The table is currently empty. At the bottom right of the table is a "Total" field. Below the table are four buttons: "Copy Transaction as Item", "Copy Pre-Transaction Log", "Distributions", and "Distribute All".

2. Query the transaction
 - Press the <F11> key from the keyboard to be in the *Query* mode
3. Enter search criteria for the query
 - 179.00 in the *Total* field
4. Press the <Ctrl> <F11> keys from the keyboard to run the *Query*

Transaction Procedure: Manual Process

The screenshot shows the 'Transactions' window with the following header information:

- Account Title: Purchaser 1, Amy
- Default Account: 02.49010.6000.00000.000000.00000.00000
- Vendor: HEALTH ED
- Invoice Number: Purcha12071582
- Transaction Date: 07-DEC-2015
- Invoice Date: 10-DEC-2015
- Transaction Name: (empty field)
- Undistributed Amount: 179.00
- Transaction Total: 179.00
- Merchant: HEALTH ED
- Transaction Status: New (dropdown menu)
- Date: 10-DEC-2015

Below the header is a table for 'Transaction Items' with columns: Item Name, Tracking #, Quantity, UOM, Unit Price, and Amount. The table is currently empty, and the total amount is 0.00.

Buttons at the bottom include: Copy Transaction as Item, Copy Pre-Transaction Log, Distributions, and Distribute All.

- Purchase from HEALTH ED.

This screenshot is identical to the previous one, except that the 'Transaction Name' field now contains the text 'Annual Journal Renewal'. A black arrow points to this text.

5. Place the cursor in the *Transaction Name* field in the *Header* region
6. Enter a unique *Transaction Name*
 - Annual Journal Renewal

Transaction Procedure: Manual Process

Transactions

Account Title: Purchaser 1, Amy
Default Account: 02.49010.6000.00000.00000.00000
Vendor: HEALTH ED
Invoice Number: Purcha12071582
Transaction Date: 07-DEC-2015
Invoice Date: 10-DEC-2015
Transaction Name: Annual Journal Renewal

Undistributed Amount: 179.00
Transaction Total: 179.00
Merchant: HEALTH ED
Transaction Status: New 10-DEC-2015

More

Items Description Business Purpose Category Comments Travel

Transaction Items

Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Annual Journal Rene		1	Each	179.00	179.00
Total					179.00

Copy Transaction as Item Copy Pre-Transaction Log Distributions Distribute All

7. Place the cursor in the *Item Name* field in the *Transaction Items* region

8. Enter a unique *Item Name*

- Journal Renewal

9. Enter the *Quantity*

- 1

10. Enter the *UOM*

- Annual

11. Enter the *Unit Price*

- 179.00

Note: You can also enter the line information automatically by clicking on the *Copy Transaction as Item* button. The line will fill in as follows:

Item Name = Transaction Name from Header "Annual Journal Renewal"

Quantity = 1

UOM = Each

Unit Price = Transaction Total

Transaction Procedure: Manual Process

Transactions

Account Title: Purchaser 1, Amy
Default Account: 02.49010.6000.00000.000000.00000.00000
Vendor: HEALTH ED
Invoice Number: Purcha12071582
Transaction Date: 07-DEC-2015
Invoice Date: 10-DEC-2015
Transaction Name: Annual Journal Renewal

Undistributed Amount: 179.00
Transaction Total: 179.00
Merchant: HEALTH ED

Transaction Status: New 10-DEC-2015

More

Items Description Business Purpose Category Comments Travel

Transaction Items

Item Name	Visa Description	User Description	Visa Commodity Code
Annual Journal Rene		Annual Subscription for Garrett	

Copy Transaction as Item Copy Pre-Transaction Log Distributions Distribute All

12. Optionally, you can enter additional descriptions or comments. Click on the Description tab & enter the following User Description
 - Annual Subscription for Garrett
13. Save your work
14. Click on the *Distributions* button

Transaction Procedure: Manual Process

Transaction Distributions

Account Description Comments

Type	Value	Account Number	\$ Amount
\$ Amount	179.00	05.49202.6950.00000.002690.00000.00000	179.00

Account Description Total 179.00

Sponsored Proje.DENT MED - Prev.Subscriptions-P.Default-No

Close

15. Enter *Type*, *Value*, & *Account Number*

- \$ Amount
- 179.00
- 05.49202.6950.00000.002690.00000.00000

16. Save your work

17. Click on the *Close* button

Transaction Procedure: Copy Pre-Transaction Log

If you used the *Pre-Transaction Log* to record your PCard purchases, you can use the *Copy Pre-Transaction Log* feature to redistribute charges by following the directions below.

1. Navigate to the *Transactions* window
2. Query the new transaction(s) by any of the following fields (F11, enter search criteria, Ctrl/F11)
 - Transaction Status of New
 - Vendor name
 - Transaction Total
3. Find the desired transaction
 - American Political Science Association @ 154.00

Transactions

Account Title

Default Account

Vendor

Invoice Number

Transaction Date

Invoice Date

Transaction Name

Undistributed Amount

Transaction Total 154.00

Merchant

Transaction Status

More

Items Description Business Purpose Category Comments Travel

Transaction Items

Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total					<input type="text"/>

Copy Transaction as Item Copy Pre-Transaction Log Distributions Distribute All

Transaction Procedure: Copy Pre-Transaction Log

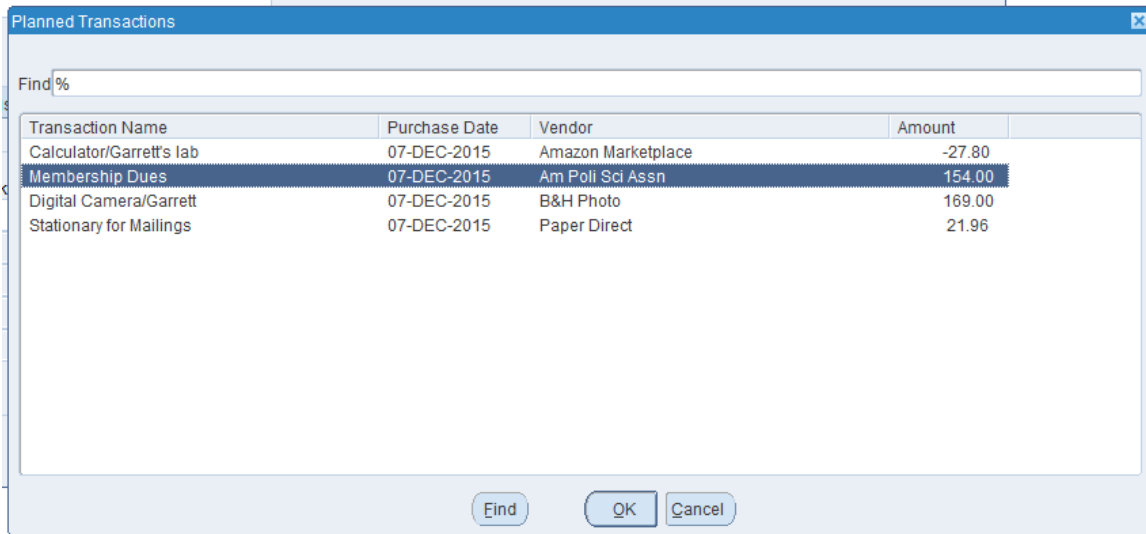
The screenshot shows a 'Transactions' window with the following details:

- Account Title: Purchaser 1, Amy
- Default Account: 02.49010.6000.000000.000000.000000.000000
- Vendor: AMERICAN POLITICAL SCIENCE ASSN
- Invoice Number: Purcha12071560
- Transaction Date: 07-DEC-2015
- Invoice Date: 10-DEC-2015
- Transaction Name: (empty field)
- Undistributed Amount: 154.00
- Transaction Total: 154.00
- Merchant: AM POL SCI ASSN
- Transaction Status: New (dropdown menu)
- Transaction Date: 10-DEC-2015

Below the transaction details is a table for 'Transaction Items' with the following columns: Item Name, Tracking #, Quantity, UOM, Unit Price, and Amount. The table is currently empty. At the bottom of the window, there are four buttons: 'Copy Transaction as Item', 'Copy Pre-Transaction Log' (highlighted with an arrow), 'Distributions', and 'Distribute All'.

4. Place the cursor in the *Item Name* field
5. Click on the *Copy Pre-Transaction Log* button

Transaction Procedure: Copy Pre-Transaction Log



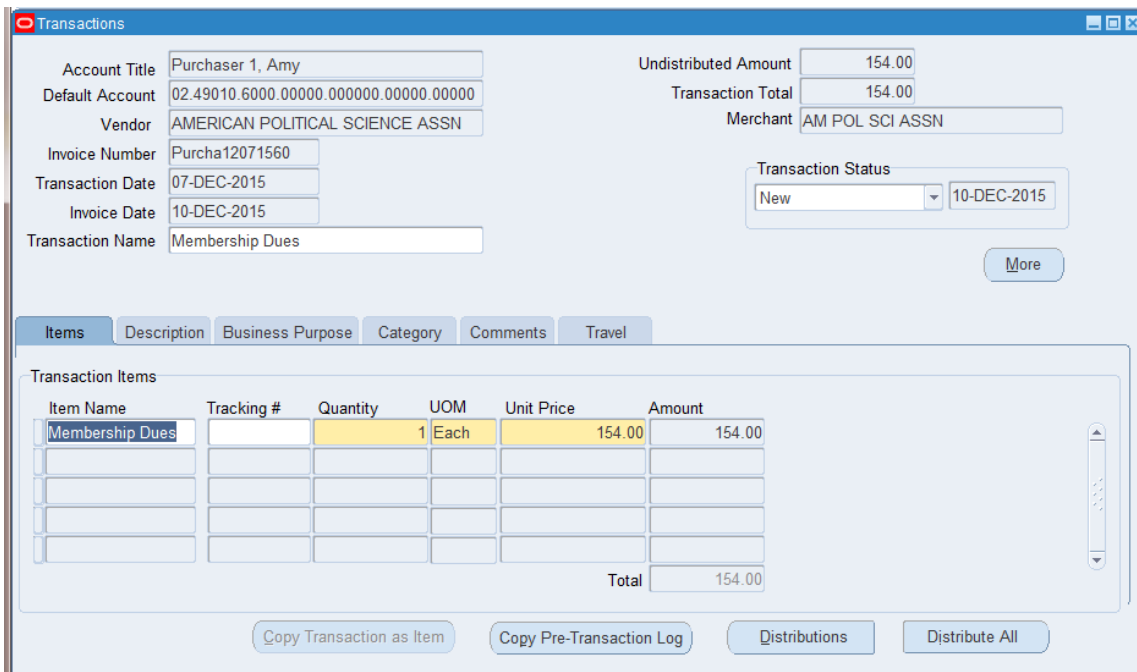
Planned Transactions

Find %

Transaction Name	Purchase Date	Vendor	Amount
Calculator/Garrett's lab	07-DEC-2015	Amazon Marketplace	-27.80
Membership Dues	07-DEC-2015	Am Poli Sci Assn	154.00
Digital Camera/Garrett	07-DEC-2015	B&H Photo	169.00
Stationary for Mailings	07-DEC-2015	Paper Direct	21.96

Find OK Cancel

6. Extend the window so you can see the \$ *Amount*
7. Logs with a status of *Current* will display. Highlight the desired log.
8. Click on *OK*



Transactions

Account Title: Purchaser 1, Amy
Default Account: 02.49010.6000.00000.000000.00000.00000
Vendor: AMERICAN POLITICAL SCIENCE ASSN
Invoice Number: Purcha12071560
Transaction Date: 07-DEC-2015
Invoice Date: 10-DEC-2015
Transaction Name: Membership Dues

Undistributed Amount: 154.00
Transaction Total: 154.00
Merchant: AM POL SCI ASSN
Transaction Status: New 10-DEC-2015

More

Items	Description	Business Purpose	Category	Comments	Travel
Transaction Items					
Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Membership Dues		1	Each	154.00	154.00
Total					154.00

Copy Transaction as Item Copy Pre-Transaction Log Distributions Distribute All

9. Keep the cursor on the first line in the *Item Name* field
10. Click on the *Distributions* button

Transaction Procedure: Copy Pre-Transaction Log

The screenshot shows the 'Transaction Distributions' window with the 'Account' tab selected. The window contains a table with four columns: 'Type', 'Value', 'Account Number', and '\$ Amount'. The first row is highlighted in yellow. Below the table, there is a section for 'Account Description' and 'Total'. An arrow points from the 'Copy Pre-Transaction Distributions' button to the 'Account Description' field.

Type	Value	Account Number	\$ Amount

Account Description: _____ Total: _____

Copy Pre-Transaction Distributions Close

11. Click on *Copy Pre-Transaction Distributions*

- Note: Account numbers that are copied from logs can be modified

The screenshot shows the 'Transaction Distributions' window with the 'Account' tab selected. The table now contains data. The first row is highlighted in yellow. Below the table, the 'Account Description' field is populated with 'Operating.DENT MED - Dean.Dues & Membersh.Default-No Val'. The 'Total' field shows '154.00'. The 'Copy Pre-Transaction Distributions' button is still visible.

Type	Value	Account Number	\$ Amount
\$ Amount	154.00	02.49010.6900.00000.000000.00000.00000	154.00

Account Description: Operating.DENT MED - Dean.Dues & Membersh.Default-No Val Total: 154.00

Copy Pre-Transaction Distributions Close

12. Save your work

13. Click on the *Close* button

Transaction Procedure: Copy Pre-Transaction Log

14. Click on the *Transaction Status* drop down box

The screenshot shows a software window titled "Transactions". It contains several input fields for transaction details:

- Account Title: Purchaser 1, Amy
- Default Account: 02.49010.6000.00000.000000.00000.00000
- Vendor: AMERICAN POLITICAL SCIENCE ASSN
- Invoice Number: Purcha12071560
- Transaction Date: 07-DEC-2015
- Invoice Date: 10-DEC-2015
- Transaction Name: Membership Dues
- Undistributed Amount: 0.00
- Transaction Total: 154.00
- Merchant: AM POL SCI ASSN
- Transaction Status: A dropdown menu showing "Approved" and a date field showing "08-JAN-2016".

Below these fields is a "More" button. Underneath is a tabbed interface with tabs for "Items", "Description", "Business Purpose", "Category", "Comments", and "Travel". The "Items" tab is selected, showing a table of "Transaction Items".

Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Membership Dues		1	Each	154.00	154.00
Total					154.00

At the bottom of the window are four buttons: "Copy Transaction as Item", "Copy Pre-Transaction Log", "Distributions", and "Distribute All".

15. Change the *Transaction Status* to *Approved*

16. Save again

17. Place the cursor in the *Header* region to perform another query if there are additional charges to redistribute or return to the *Navigator* window if there are no additional charges to redistribute.

Lab 3: Transaction Procedures

Redistribute the charges for the blue and gold stationary from Paper Direct (21.96) and the credit for the calculator that was returned to Amazon Marketplace (-27.80). Use the Copy Pre-Transaction Log feature.

1. Navigate to the PCard *Transactions* screen
2. Query the transaction
 - Query by status of New, and then press down arrow to find the record
 - Or, query by *Vendor* or *Transaction Total* field
3. Use the *Copy Pre-Transaction Log* feature
4. Optionally, use the *Description* alternative region to enter a *User Description*
5. Use the *Copy Pre-Transaction Distributions* feature
6. Save your work
7. Change *Transaction Status* to *Approved*
8. Save again

- Position your cursor on the second line item
- Click *Distributions*

- Click *Copy Pre-Transaction Distributions*
- Save your work
- Click close

Lab 3 Solutions: Transaction Procedures

Transactions

Account Title: Purchaser 1, Amy
Default Account: 02.49010.6000.00000.000000.00000.00000
Vendor: PAPERDIRECT INC
Invoice Number: Purcha12071506
Transaction Date: 07-DEC-2015
Invoice Date: 10-DEC-2015
Transaction Name: Stationary for Mailings

Undistributed Amount: 0.00
Transaction Total: 21.96
Merchant: PAPER DIRECT

Transaction Status: Approved (08-JAN-2016)

More

Items	Description	Business Purpose	Category	Comments	Travel
Transaction Items					
Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Blue Stationary		1	Box	10.00	10.00
Gold Stationary		1	Box	11.96	11.96
Total					21.96

Copy Transaction as Item Copy Pre-Transaction Log Distributions Distribute All

- Change Transaction Status to *Approved*
- Save your work again

Follow the above procedures to redistribute the credit from Amazon Marketplace

Transaction Procedure: Level III Data

If the transaction detail includes multiple line items, the **Distribute All** button provides an easy way to redistribute to one account.

- Always check that the Transaction Total matches the item total.
- If they do not match, determine the cause and make the correction, e.g. correct the Quantity, UOM or Price, or add a line for Shipping costs

1. Find the desired transaction

- Amazon.com @ \$47.81

Transactions

Account Title: Purchaser 1, Amy
Default Account: 02.49010.6000.00000.000000.00000.00000
Vendor: AMAZON.COM
Invoice Number: Purcha12071531
Transaction Date: 07-DEC-2015
Invoice Date: 10-DEC-2015
Transaction Name:

Undistributed Amount: 47.81
Transaction Total: 47.81
Merchant: AMAZON.COM

Transaction Status: New 10-DEC-2015

More

Items	Description	Business Purpose	Category	Comments	Travel
Transaction Items					
Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Faith, Hope and Hea		2	Each	17.32	34.64
Plant a Geranium in		1	Each	10.08	10.08
Total					44.72

Copy Transaction as Item Copy Pre-Transaction Log Distributions Distribute All

2. In this example there are multiple line items, but their total amount does not match the Transaction Total

3. Enter a Transaction Name (books for Dr. Garrett), and a line for shipping

- Shipping – 1 each @\$3.09.

Transaction Procedure: Level III Data

The screenshot shows the 'Transactions' window with the following details:

- Account Title: Purchaser 1, Amy
- Default Account: 02.49010.6000.00000.000000.00000.00000
- Vendor: AMAZON.COM
- Invoice Number: Purcha12071531
- Transaction Date: 07-DEC-2015
- Invoice Date: 10-DEC-2015
- Transaction Name: Books for Dr. Garrett
- Undistributed Amount: 47.81
- Transaction Total: 47.81
- Merchant: AMAZON.COM
- Transaction Status: New (10-DEC-2015)

Below the details is a table of Transaction Items:

Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Faith, Hope and Hea		2	Each	17.32	34.64
Plant a Geranium in		1	Each	10.08	10.08
Shipping		1	Each	3.09	3.09
Total					47.81

At the bottom of the window are buttons: Copy Transaction as Item, Copy Pre-Transaction Log, Distributions, and Distribute All. Arrows point to the 'Distributions' and 'Distribute All' buttons.

4. To Distribute all line items to the same account click on the *Distribute All* button

The screenshot shows the 'Transactions' window with the 'Distribute All' dialog box open. The dialog box has the following fields:

- Account Number: 02.49010.6000.00000.000000.00010.00000
- Operating.DENT MED - Dean.Office Supplies.Default-No Valu.Dk
- Apply button

The background window shows the same transaction details as before, with the 'Distributions' and 'Distribute All' buttons visible at the bottom.

5. Enter the account the line items are to be redistributed to and click *Apply*
- 02.49010.6000.00000.000000.00010.00000
 - If line items are to be redistributed to different accounts, place the cursor on the appropriate line item and click *Distributions*

Transaction Procedures: Level III Data

Transactions

Account Title: Purchaser 1, Amy
Default Account: 02.49010.6000.00000.000000.00000.00000
Vendor: AMAZON.COM
Invoice Number: Purcha12071531
Transaction Date: 07-DEC-2015
Invoice Date: 10-DEC-2015
Transaction Name: Books for Dr. Garrett

Undistributed Amount: 0.00
Transaction Total: 47.81
Merchant: AMAZON.COM

Transaction Status: Approved 11-JAN-2016

More

Items	Description	Business Purpose	Category	Comments	Travel
Transaction Items					
Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Faith, Hope and Hea		2	Each	17.32	34.64
Plant a Geranium in		1	Each	10.08	10.08
Shipping		1	Each	3.09	3.09
Total					47.81

Copy Transaction as Item Copy Pre-Transaction Log Distributions Distribute All

6. Save your work
7. Change the Status to Approved, and Save again.

Lab 4: Transaction Procedures – Level III Data

Redistribute the charges for the digital camera from B&H Photo (169.00) for Dr. Garrett. Correct the line item information so it matches the transaction total.

1. Navigate to the PCard *Transactions* screen
2. Query the transaction
 - Query by status of New, and then press down arrow to find the record
 - Or, query by *Vendor* or *Transaction Total* field
3. Enter a Transaction Name
4. Correct the line item information
5. Enter a split distribution
 - \$100.00 gets charged to 05.49010.6020.00000.002691.00000.00000
 - \$69.00 gets charged to 04.49010.6020.22950.000000.00000.00000
6. Save your work
7. Change *Transaction Status* to *Approved*
8. Save again
9. Since this supplier provides Level III data (line item information), you did not copy the log to do the redistribution. Query the log, and change the status to Reconciled.

Lab 4 Solutions: Transaction Procedures – Level III Data

The screenshot shows the 'Pre-Transaction Log' window. At the top, there are input fields for 'Account Title' (Purchaser 1, Amy), 'Transaction Name' (Digital Camera/Garrett), 'Vendor' (B&H Photo), and 'Date' (07-DEC-2015). To the right, the 'Entry Status' section has three radio buttons: 'Current', 'Reconciled' (selected, indicated by an arrow), and 'Recurring'. The '\$ Amount' field shows 169.00, and the 'Total' field also shows 169.00. A 'More' button is next to the total. Below these fields are tabs for 'Units', 'Description', 'Category', and 'Comments'. The 'Pre-Transaction Items' section contains a table with the following data:

Item Name	Tracking #	Quantity	UOM	Unit Price	Total \$ Amount
Digital Camera/Garre		1	Each	169.00	169.00
					169.00

At the bottom of the window, there are two buttons: 'Copy Item as Transaction' and 'Distributions'.

- Query the Pre-Transaction Log (F11, enter Search criteria, Ctrl/F11)
- Since the log was not matched to the Transaction during the Redistribution process, the status will still be Current
- Change the Status to Reconciled, and Save

Transaction Procedure: Level III Data - Airfare

Transactions

Account Title: Purchaser 1, Amy
Default Account: 02.49010.6000.00000.000000.00000.00000
Vendor: DELTA AIR LINES INC
Invoice Number: Purcha12071551
Transaction Date: 07-DEC-2015
Invoice Date: 10-DEC-2015
Transaction Name:

Undistributed Amount: 293.40
Transaction Total: 293.40
Merchant: DELTA AIR 0062358346736

Transaction Status: New 10-DEC-2015

More

Items	Description	Business Purpose	Category	Comments	Travel
Transaction Items					
Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Airfare		1	Each	293.40	293.40
Total					293.40

Copy Transaction as Item Copy Pre-Transaction Log Distributions Distribute All

- The Vendor field and Merchant field contain the airline name. Additionally, the Merchant field contains the airfare ticket number.
- Transaction Item information will fill in automatically

Transactions

Account Title: Purchaser 1, Amy
Default Account: 02.49010.6000.00000.000000.00000.00000
Vendor: DELTA AIR LINES INC
Invoice Number: Purcha12071551
Transaction Date: 07-DEC-2015
Invoice Date: 10-DEC-2015
Transaction Name:

Undistributed Amount: 293.40
Transaction Total: 293.40
Merchant: DELTA AIR 0062358346736

Transaction Status: New 10-DEC-2015

More

Items	Description	Business Purpose	Category	Comments	Travel
Transaction Items					
Item Name	Business Purpose				
Airfare	Attended ADA Conference				

Copy Transaction as Item Copy Pre-Transaction Log Distributions Distribute All

- A Business Purpose is required and is entered under the Business Purpose tab

Transaction Procedure: Level III Data - Airfare

The Transactions window displays the following information:

- Account Title:** Purchaser 1, Amy
- Default Account:** 02.49010.6000.00000.000000.00000.00000
- Vendor:** DELTA AIR LINES INC
- Invoice Number:** Purcha12071551
- Transaction Date:** 07-DEC-2015
- Invoice Date:** 10-DEC-2015
- Transaction Name:** (empty field)
- Undistributed Amount:** 293.40
- Transaction Total:** 293.40
- Merchant:** DELTA AIR 0062358346736
- Transaction Status:** New (dropdown menu)
- More** button

The **Travel** tab is selected, showing the following data:

Item Name	Passenger Name	Depart Date	Ticket #	Travel Agency	Start Date	End Date
Airfare	Purchaser1, Amy	14-DEC-2015	0062358346736	DELTA.COM	10-DEC-2015	15-DEC-15

Buttons at the bottom: Copy Transaction as Item, Copy Pre-Transaction Log, Distributions, Distribute All.

- Travel Start Date and End Date are required and are entered under the Travel tab.
- The other information under the Travel tab fills in automatically.
- The remainder of the redistribution is completed normally.

The Transaction Distributions window displays the following information:

Type	Value	Account Number	\$ Amount
\$ Amount	293.40	02.49010.6300.00000.000000.00000.00000	293.40

Account Description: Operating.DENT MED-Dean's.Domestic Travel.Default-No Valu. C

Total: 293.40

Close button

- Remember to enter a Transaction Name. Save your work
- Change the Transaction Status to Approved
- Save again

Frequently Asked Questions

The screenshot shows the 'Transactions' window with the following details:

- Account Title:** Purchaser 1, Amy-Dent Med
- Default Account:** 02.49010.6000.00000.000000.00000.00000
- Vendor:** STERLING PAPER CO
- Invoice Number:** Purcha03061309
- Transaction Date:** 06-MAR-2013
- Invoice Date:** 07-MAR-2013
- Transaction Name:** (empty)
- Undistributed Amount:** 649.34
- Transaction Total:** 649.34
- Merchant:** STERLING PAPER
- Transaction Status:** New (dropdown), 07-MAR-2013

The 'Items' tab is selected, showing a table with columns: Item Name, Tracking #, Quantity, UOM, Unit Price, Amount. The table is currently empty, with a 'Total' of 0.00 at the bottom right.

Buttons at the bottom: Copy Transaction as Item, Copy Pre-Transaction Log, Distributions.

- Transactions: Shows the PCard transaction
- Note the *Undistributed Amount*

The screenshot shows the 'Transactions' window after clicking the 'Copy Pre-Transaction Log' button. The details are the same as the previous screenshot, but the 'Transaction Name' is now 'Announcements'.

The 'Items' tab is selected, showing a table with columns: Item Name, Tracking #, Quantity, UOM, Unit Price, Amount. The table now contains one row:

Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Announcements		1	Each	640.00	640.00

The 'Total' at the bottom right is now 640.00.

Buttons at the bottom: Copy Transaction as Item, Copy Pre-Transaction Log, Distributions.

- This is the result of clicking on the *Copy Pre-Transaction Log* button
- Notice that the *Undistributed Amount* has not changed
- Click on the *Distributions* button

Frequently Asked Questions

The screenshot shows the 'Transaction Distributions' window. It has tabs for 'Account', 'Description', and 'Comments'. The 'Account' tab is active, displaying a table with columns: Type, Value, Account Number, and \$ Amount. The first row shows a distribution of 640.00 to account 02.49010.6800.00000.00000.00000.00000. Below the table, the 'Account Description' is 'Operating, Dent Med - Dean, Printing & Publ. Default-No Valu. Def'. The 'Total' is 640.00. At the bottom, there are buttons for 'Copy Pre-Transaction Distributions' and 'Close'.

Type	Value	Account Number	\$ Amount
\$ Amount	640.00	02.49010.6800.00000.00000.00000.00000	640.00

Account Description: Operating, Dent Med - Dean, Printing & Publ. Default-No Valu. Def
Total: 640.00

Buttons: Copy Pre-Transaction Distributions, Close

- This is the result of clicking on *Copy Pre-Transaction Distributions*
- Click on the *Close* button

The screenshot shows the 'Transactions' window. It has tabs for 'Items', 'Description', 'Business Purpose', 'Category', 'Comments', and 'Travel'. The 'Items' tab is active, displaying transaction details. The 'Account Title' is 'Purchaser 1, Amy-Dent Med'. The 'Default Account' is 02.49010.6800.00000.00000.00000.00000. The 'Vendor' is 'STERLING PAPER CO'. The 'Invoice Number' is 'Purcha03061309'. The 'Transaction Date' is '06-MAR-2013'. The 'Invoice Date' is '07-MAR-2013'. The 'Transaction Name' is 'Announcements'. The 'Undistributed Amount' is 9.34. The 'Transaction Total' is 649.34. The 'Merchant' is 'STERLING PAPER'. The 'Transaction Status' is 'New' with a date of '07-MAR-2013'. Below the details, there is a table for 'Transaction Items' with columns: Item Name, Tracking #, Quantity, UOM, Unit Price, and Amount. The first row shows 'Announcements' with a quantity of 1, unit price of 640.00, and amount of 640.00. The 'Total' is 640.00. At the bottom, there are buttons for 'Copy Transaction as Item', 'Copy Pre-Transaction Log', and 'Distributions'.

Account Title: Purchaser 1, Amy-Dent Med
Default Account: 02.49010.6800.00000.00000.00000.00000
Vendor: STERLING PAPER CO
Invoice Number: Purcha03061309
Transaction Date: 06-MAR-2013
Invoice Date: 07-MAR-2013
Transaction Name: Announcements

Undistributed Amount: 9.34
Transaction Total: 649.34
Merchant: STERLING PAPER
Transaction Status: New 07-MAR-2013

Buttons: More

Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Announcements		1	Each	640.00	640.00

Total: 640.00

Buttons: Copy Transaction as Item, Copy Pre-Transaction Log, Distributions

- Notice that the *Undistributed Amount* has been recalculated.
- If necessary, you can add a 2nd line to reflect the difference in the two amounts, or just modify line 1 to reflect the additional charge (e.g. change Item Name to "Announcements, plus Shipping" and change Unit Price to the Transaction Total, in this case, \$649.34).

- Add the additional charge on the 2nd line
- Click on the *Distributions* button

- Redistribute the shipping/handling charges
- Click on the *Close* button

Frequently Asked Questions

Transactions

Account Title: Purchaser 1, Amy-Dent Med
Default Account: 02.49010.6000.00000.000000.00000.00000
Vendor: STERLING PAPER CO
Invoice Number: Purcha03061309
Transaction Date: 06-MAR-2013
Invoice Date: 07-MAR-2013
Transaction Name: Announcements

Undistributed Amount: 0.00
Transaction Total: 649.34
Merchant: STERLING PAPER

Transaction Status: Approved 03-JUL-2013

More

Items	Description	Business Purpose	Category	Comments	Travel
Transaction Items					
Item Name	Tracking #	Quantity	UOM	Unit Price	Amount
Announcements		1	Each	640.00	640.00
Shipping		1	Each	9.34	9.34
Total					649.34

Copy Transaction as Item Copy Pre-Transaction Log Distributions

- Note that the *Undistributed Amount* is now 0.00
- Save your work
- Change the Transaction status to *Approved*
- Save Again

Frequently Asked Questions

Back Orders

Suppose you keep a log of your PCard purchases online, and you properly record the entry of two line items. You receive and are charged for item #1, but item #2 is on back order for a month.

How do you redistribute the charges, since these two items will be charged to your PCard as two separate transactions, but were entered into your log as one pre-transaction?

The best solution is to adjust the log.

- When the first charge is received, adjust the log by deleting the information for item #2, so that the pre-transaction shows the information only for item #1
- Then create a separate pre-transaction with the information for item #2
- This way, you will have two separate records and can process them as two separate transactions

A charge can stay on the default PCard account

- If a charge does not need to be redistributed to another account, change the Transaction status to *Reviewed*, then Save.

The screenshot displays the 'Transactions' application window. The top section contains form fields for transaction details: Account Title (Purchaser 1, Amy-Dent Med), Default Account (02.49010.6000.00000.00000.00000.00000), Vendor (WAL-MART STORES), Invoice Number (Purcha03061337), Transaction Date (06-MAR-2013), Invoice Date (07-MAR-2013), Transaction Name, Undistributed Amount (131.56), Transaction Total (131.56), Merchant (WM SUPERCENTER), Transaction Status (Reviewed), and Transaction Date (03-JUL-2013). A 'More' button is located below the Transaction Status field. Below the form fields is a table with columns: Item Name, Tracking #, Quantity, UOM, Unit Price, and Amount. The table is titled 'Transaction Items' and has a 'Total' row at the bottom. At the bottom of the window are three buttons: 'Copy Transaction as Item', 'Copy Pre-Transaction Log', and 'Distributions'.

Transactions Review

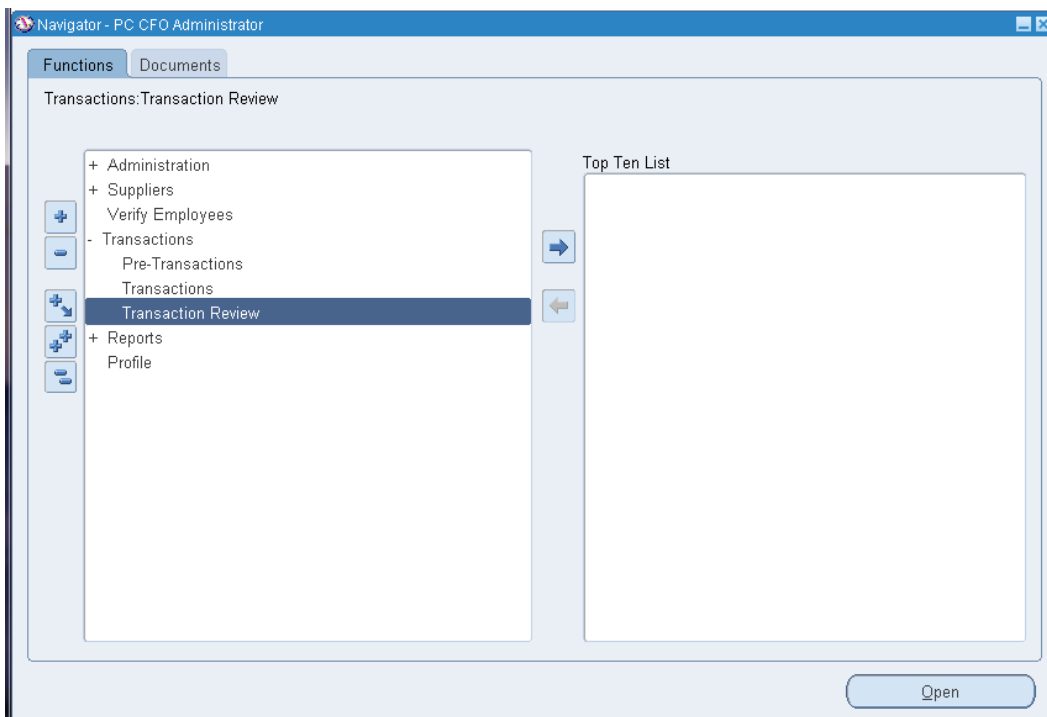
PCard Transactions Review Screen

- All PCard transactions must be reviewed by a designated department reviewer.
- The purpose of the department review is to verify that the expense is a legitimate University business expense.
- A PCard holder cannot be the reviewer of his own card.
- Reviews should be done, minimally, on a monthly basis.

1. Navigate to the *Transactions Review* window

N→Transactions→Transaction Review

Transaction Review



2. Choose the account title for the transactions you wish to review.

Transaction Review

The screenshot shows a web application window titled "Transaction Review". It contains several input fields and buttons. An arrow points to the "GL Period" field, which is set to "DEC-15".

Card Holder Account

Account Title: Purchaser 20, Tara

GL Period: DEC-15 (highlighted with an arrow)

Default Account:

Buttons: Show Transactions

Summary

Total Transactions for GL Period: 0

Total Transactions pending Review:

All Transactions

Transaction Date	Vendor	Status	Total	Reviewed *	Reviewed By
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Buttons: View Policy

*By checking the Reviewed box, you are certifying that the expense is a legitimate University business expense and receipts have been reviewed when full transaction detail has not been provided below.

3. Enter or select a GL Period (MMM-YY), and click on *Show Transactions*.

Transaction Review

The screenshot shows the 'Transaction Review' application window. It contains several sections: 'Card Holder Account' with fields for Account Title, GL Period, and Default Account, along with summary statistics; 'All Transactions' with a table of transaction data; 'Transaction Line Detail' for a selected transaction; and 'Transaction Line Distribution Detail' for the selected line item.

Card Holder Account

Account Title: Purchaser 20, Tara
GL Period: DEC-15
Default Account: 02.49010.6000.00000.00000.00000.00000
Total Transactions for GL Period: 113
Total Transactions pending Review: 113

All Transactions




Transaction Date	Vendor	Status	Total	Reviewed *	Reviewed By
07-DEC-2015	ACPA	New	79.00	<input type="checkbox"/>	
07-DEC-2015	ACPA	New	79.00	<input type="checkbox"/>	
07-DEC-2015	AMERICAN LIBRARY ASSN	New	333.00	<input type="checkbox"/>	
07-DEC-2015	AMERICAN POLITICAL SCIENCE ASSN	New	154.00	<input type="checkbox"/>	
07-DEC-2015	AMERICAN SOCIETY FOR CELL BIOLO	Approved	235.00	<input type="checkbox"/>	

Transaction Line Detail

Item Name	Visa Description	Amount
Annual Membership Dues		235.00

Transaction Line Distribution Detail

Distribution Account(s)	Amount
05.49010.6900.00000.002691.00000.00000	235.00

- Card Holder Account information displays the Cardholder name, GL Period, the Default Account number associated with the card holder's card, the Total # of PCard Transactions for the period being reviewed, and the Total # of Transactions pending review.
- All Transactions displays the Transaction Date, the Vendor name, the current Status of the PCard Transaction, and the Transaction Total. Below that is Transaction Line Detail, and the account to which the Transaction line is distributed.
-  The arrow icon allows you to reorder the display of the transactions by Date, Vendor, Status, and Total.
-  Clicking on the icon preceding the Transaction Date, allows you to drill-down into the actual PCard Transaction screen. Redistributions can be done in this screen for transactions with a status of New.
- Upon review, click the Reviewed checkbox, and click Save  on the Toolbar. Your name will automatically populate the Reviewed By field.
- **Note: The Transaction Review screen is read-only.** The reviewer can not change any of the data that appears in this screen. If a correction needs to be made, for instance, to the Distribution Account, depending on the status of the Transaction, that would need to be done via the PCard Redistribution application (as long as Status is not Redistributed to GL), or via a journal entry in the PRISM General Ledger application (if Status is Redistributed to GL).

PCard Reports

Chapter 4

Section Objectives

At the end of this section, you should be able to:

- Run standard reports
- View reports online
- Reprint reports
- Cancel submitted requests

Run Standard Reports

- You have access to certain reports, based on your responsibility
- Reports may be run at any time and are submitted via the *Submit Requests* form
- Reports may not be executed immediately when requested. A report request is sent to a utility program, the *Concurrent Manager*
 - The *Concurrent Manager* coordinates the processing of several requests simultaneously
 - You can do other tasks while the *Concurrent Manager* is processing your request
- The *Concurrent Manager* also provides the option of reviewing the output of a report online, rather than printing the output
- The PCard Application provides the following reports:

Pre-Transaction Log Report

- Prints a *Pre-Transaction Log* of the cardholders for which you are an auditor.
- Report prints the *Pre-Transactions* based on the *Status*, *Date* and *Account Title* parameters. All are required parameters.
- The report shows *Account Title*, *Vendor*, *Purchase Description*, *Total Amount*, *Purchase Date*, *Entry Status* and *Transaction Name*.

Run Standard Reports

Transactions Report by Account Title/Vendor

- Will print a report on a specific *Vendor(s)* used, based on the cardholder accounts to which you have access.
- *Date* parameters are required, but the *Vendor* name is not. However, running this report without selecting a *Vendor* can result in a rather large report.
- Report prints in alphabetical order by vendor, printing a new *Vendor* on each page.
- Report lists PCard holders that used this *Vendor*, if you have access to view their charges. If you have access to audit multiple cards, the report sub-totals each of those accounts within that *Vendor*.

PCard Transactions – by Account Title

- Prints a transaction report, based on the *Account Title*, in chronological order of the *Transaction Date*.
- The report will subtotal after each change in transaction date and will give a grand total at the end.
- If you are an auditor for multiple cardholders, you must run a separate report for each cardholder.
- Report prints the transaction based on the *Start Date*, *End Date*, *Acct Title* and *Transaction Status* parameters. All are required parameters except for *Transaction Status*.
- Report shows *Vendor*, *Transaction Date*, *Default Account Number*, *Invoice Number*, *Status* and *Transaction Amount*.
- Prints redistributed transactions only, based on the *Account Title*, in Vendor Name Order.

Run Standard Reports

Transactions Redistributed to GL

- The report will put each transaction in date order within each vendor and will subtotal at each date change.
- There will be three totals; total credits, total debits and net total on the last page of the report
- If you are an auditor for multiple cardholders, you must run a separate report for each cardholder
- The report will print redistributed transactions based on the Date From, Date To and Account Title parameters. All three parameters are required
- The report will show the Account Title, Vendor Name, Transaction Date, Default Account, Redistribution Account and Amount redistributed.

Airfare Transactions by Card Report

- Prints a report of airfare transactions based on cardholder name and transaction date.
- The report will subtotal after each change in transaction date and will give a grand total at the end.
- If you are an auditor for multiple cardholders, you can run a separate report for each cardholder, or one report for all cardholders.
- Report shows Cardholder name and default PCard account, Supplier name, Transaction Date, Transaction Amount, Traveler and Departure Date.
- A second version of this report, *Airfare Transactions by Card Report File*, can be run if you would like the data in a format that can be easily exported to Excel or other applications.

Run Standard Reports

Redistributed Airfare Transactions Report

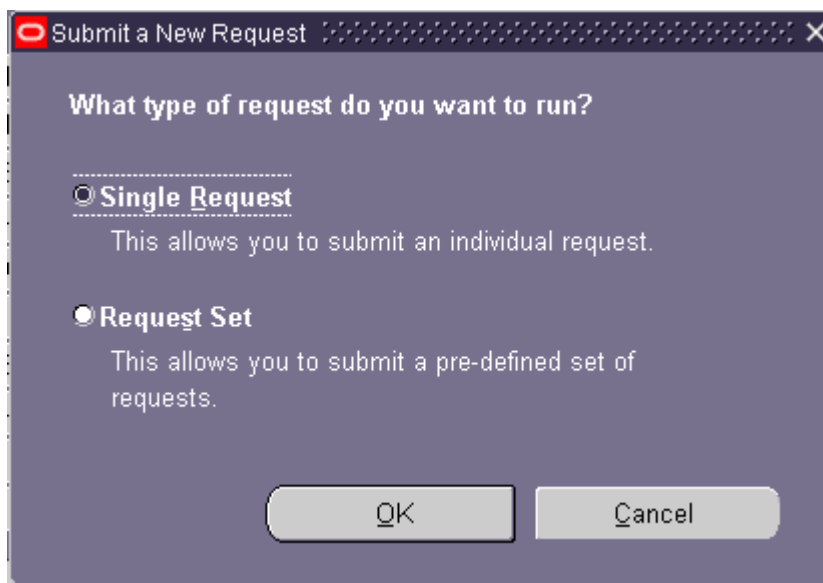
- Prints a report of redistributed airfare transactions based on cardholder name and date.
- If you are an auditor for multiple cardholders, you can run a separate report for each cardholder, or one report for all cardholders.
- Report shows Cardholder name, the account that charges were redistributed to, Invoice Number, Transaction Date and Amount, Traveler, Departure Date, Redistributed Amount, and Redistributed Date.
- A second version of this report, *Redistributed Airfare Transactions Report File*, can be run if you would like the data in a format that can be easily exported to Excel or other applications.

Pre-Transaction Log Report

Run the *Pre-Transaction Log Report*.

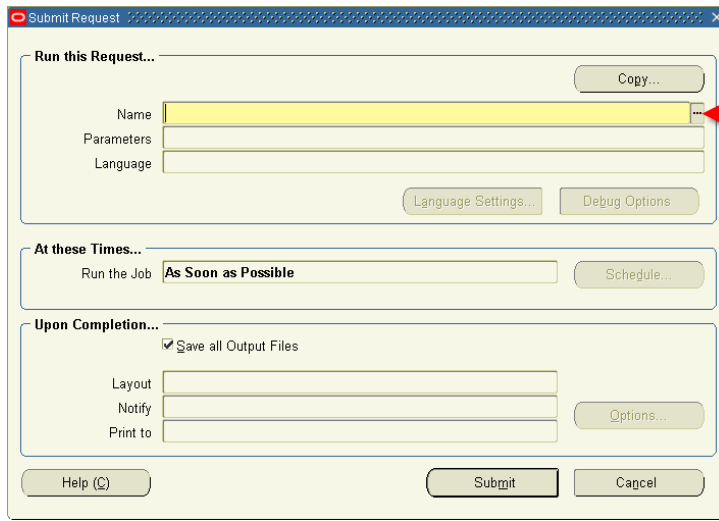
1. Navigate to the *Submit Requests* window

Oracle Purchasing
N→ Reports → Run
Submit a New Request
Submit Request



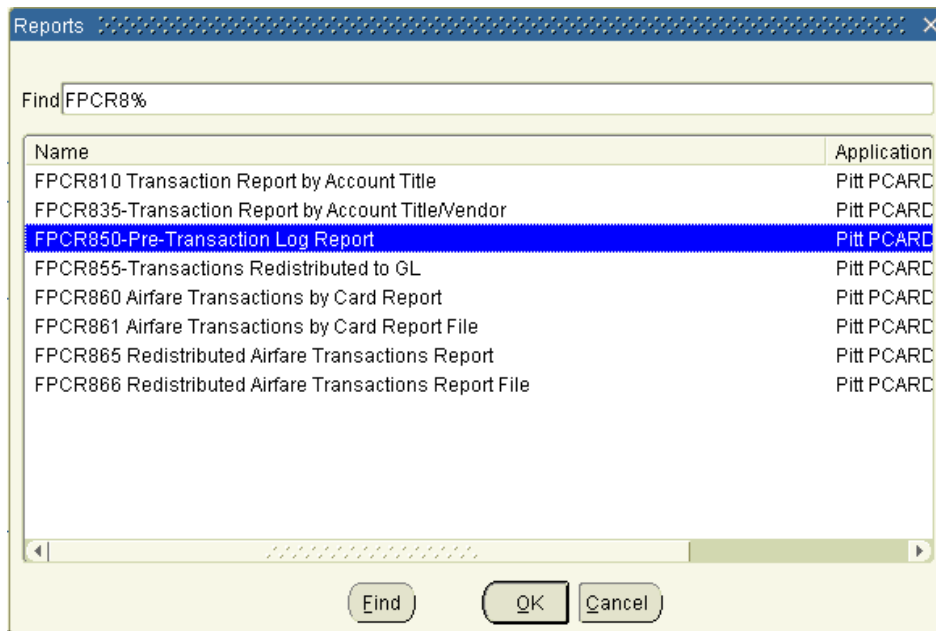
2. Select the *Type* of request
 - Single Request
3. Click on *OK*

Pre-Transaction Log Report



The 'Submit Request' dialog box is used to configure a report job. It contains three main sections: 'Run this Request...', 'At these Times...', and 'Upon Completion...'. The 'Run this Request...' section has fields for Name, Parameters, and Language, with a 'Copy...' button and 'Language Settings...' and 'Debug Options' buttons. The 'At these Times...' section has a 'Run the Job' field set to 'As Soon as Possible' and a 'Schedule...' button. The 'Upon Completion...' section has a checked 'Save all Output Files' checkbox, and fields for Layout, Notify, and Print to, with an 'Options...' button. At the bottom are 'Help (G)', 'Submit', and 'Cancel' buttons.

4. Select *Name* from LOV
 - FPCR850-Pre-Transaction Log Report



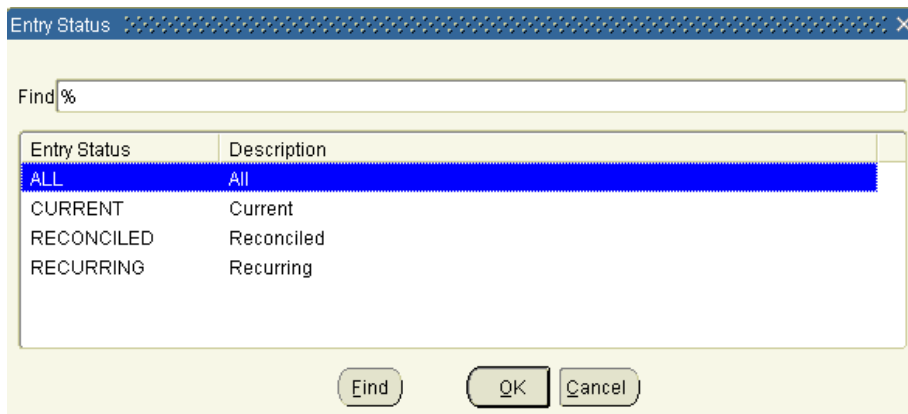
The 'Reports Find' dialog box shows a search for 'FPCR8%'. The results list several reports, with 'FPCR850-Pre-Transaction Log Report' highlighted. The table below shows the data from the list:

Name	Application
FPCR810 Transaction Report by Account Title	Pitt PCARD
FPCR835-Transaction Report by Account Title/Vendor	Pitt PCARD
FPCR850-Pre-Transaction Log Report	Pitt PCARD
FPCR855-Transactions Redistributed to GL	Pitt PCARD
FPCR860 Airfare Transactions by Card Report	Pitt PCARD
FPCR861 Airfare Transactions by Card Report File	Pitt PCARD
FPCR865 Redistributed Airfare Transactions Report	Pitt PCARD
FPCR866 Redistributed Airfare Transactions Report File	Pitt PCARD

Buttons at the bottom: Find, OK, Cancel.

5. Click on *OK*
6. Select the *Entry Status* parameter from the *LOV*
 - *Entry Status* defaults to *Current*
 - Choose *All* from the *LOV*

Pre-Transaction Log Report

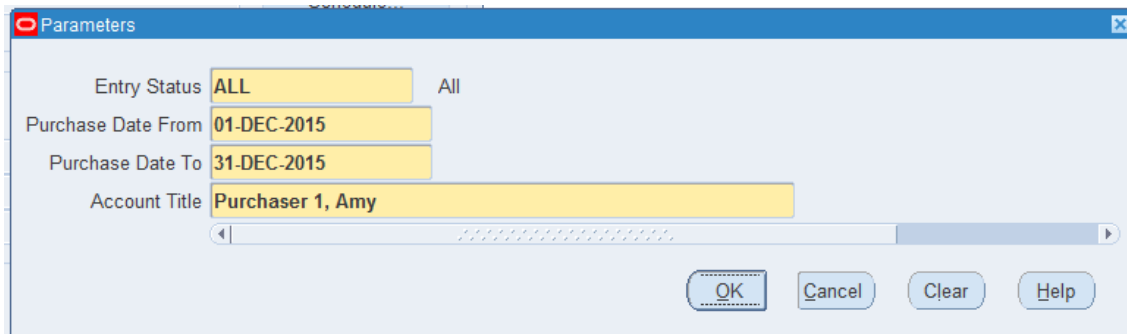


The 'Entry Status' dialog box features a 'Find %' search field at the top. Below it is a table with two columns: 'Entry Status' and 'Description'. The table contains four rows: 'ALL' (All), 'CURRENT' (Current), 'RECONCILED' (Reconciled), and 'RECURRING' (Recurring). The 'ALL' row is highlighted in blue. At the bottom of the dialog are three buttons: 'Find', 'OK', and 'Cancel'.

Entry Status	Description
ALL	All
CURRENT	Current
RECONCILED	Reconciled
RECURRING	Recurring

7. Enter the remaining parameters (See Below)

- *Purchase Date From* 01-DEC-2015
- *Purchase Date To* 31-DEC-2015
- *Account Title* Name of PCard Holder



The 'Parameters' dialog box contains four input fields: 'Entry Status' (set to 'ALL'), 'Purchase Date From' (set to '01-DEC-2015'), 'Purchase Date To' (set to '31-DEC-2015'), and 'Account Title' (set to 'Purchaser 1, Amy'). The 'Account Title' field has a scroll bar. At the bottom right are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

8. Click on *OK* to return to the *Submit Request* window

Pre-Transaction Log Report

Submit Request

Run this Request...

Copy...

Name: FPCR850-Pre-Transaction Log Report

Operating Unit:

Parameters: ALL:01-DEC-2015:31-DEC-2015:Purchaser 1, Amy

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout: Options...

Notify: Delivery Opts

Print to: noprint

Help (C) Submit Cancel

9. Click on the *Submit* button
 - This automatically opens the *Requests* window

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
9637835	FPCR850-Pre-Transaction		Pending	Normal	ALL, 2015/12/01 00:00:00, 201
9637464	X: LVL II I/S (02&03) (Finan		Completed	Normal	1000, 50132, FSG-ADHOC-, G
9637463	PGL FSG - Level II I/S (02		Completed	Normal	1000, 50132, FSG-ADHOC-, G
9637461	X: LVL II I/S DTL (02&03) (F		Completed	Normal	1000, 50132, FSG-ADHOC-, G
9637460	PGL FSG - Level II I/S Det		Completed	Normal	1000, 50132, FSG-ADHOC-, G
9637455	Account Analysis - (180 Ch		Completed	Normal	1000, 50132, 1, USD, T, N/A, I
9637452	Account Analysis - (180 Ch		Completed	Normal	1000, 50132, 1, USD, T, N/A, I

Hld Request View Details... View Output

Cancel Request Diagnostics View Log...

10. Determine if your report is completed
 - Click on the *Refresh Data* button to refresh the screen until the *Phase* field says *Completed*

Pre-Transaction Log Report

The 'Requests' window displays a table of requests with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first request, 9637835, is highlighted. Below the table are buttons for 'Hld Request', 'View Details...', 'View Output' (indicated by an arrow), 'Cancel Request', 'Diagnostics', and 'View Log...'.

Request ID	Name	Parent	Phase	Status	Parameters
9637835	FPCR850-Pre-Transaction		Completed	Normal	ALL, 2015/12/01 00:00:00, 201
9637464	X: LVL II I/S (02&03) (Finan		Completed	Normal	1000, 50132, FSG-ADHOC-, G
9637463	PGL FSG - Level II I/S (02		Completed	Normal	1000, 50132, FSG-ADHOC-, G
9637461	X: LVL II I/S DTL (02&03) (f		Completed	Normal	1000, 50132, FSG-ADHOC-, G
9637460	PGL FSG - Level II I/S Deta		Completed	Normal	1000, 50132, FSG-ADHOC-, G
9637455	Account Analysis - (180 Ch		Completed	Normal	1000, 50132, 1, USD, T, N/A, I
9637452	Account Analysis - (180 Ch		Completed	Normal	1000, 50132, 1, USD, T, N/A, I

11. Click on the *View Output* button to view the report online once it completes running

The report window displays the following information:

- Page 1
- Font Size 10
- Report: FPCR850
- Run Date: January 8, 2016
- University of Pittsburgh
- Pre Transactions
- ALL
- From December 1, 2015 to December 31, 2015
- Auditor: Purchaser 1, Amy

Account Title	Vendor/ Account Number	Purchase Description	Dist Amount	Total Amount	Purchase Date	Entry Status	Transaction Name
Purchaser 1, Amy	Amazon Marketplace						
	02.49010.6021.00000.000000.000000.000000		-\$27.80	-\$27.80	07-DEC-15	RECONCILED	Calculator/Garrett's lab
	Paper Direct			\$21.96	07-DEC-15	RECONCILED	Stationary for Mailings
	02.49010.6000.00000.000000.00010.000000		\$10.00				
	02.49010.6000.00000.000000.00020.000000		\$11.96				
	B&H Photo			\$169.00	07-DEC-15	RECONCILED	Digital Camera/Garrett
	05.49010.6020.00000.002691.000000.000000		\$100.00				
	04.49010.6020.22950.000000.000000.000000		\$69.00				
	Am Poli Sci Assn	Annual Dues for Dr. Garrett		\$154.00	07-DEC-15	RECONCILED	Membership Dues
	02.49010.6900.00000.000000.000000.000000		\$154.00				
	TOTAL for Purchaser 1, Amy			\$317.16			

Pre-Transaction Log Report

12. Adjust the window to view more of the text in the report

- Use the mouse to increase the size of the window
- Decrease the font size to 8

Report requestID - 9637835

Page 1 of 1

Font Size 8

University of Pittsburgh

Report: FPCR850

Run Date: January 8, 2016

Pre Transactions ALL

From December 1, 2015 to December 31, 2015

Auditor: Purchaser 1, Amy

Account Title	Vendor/ Account Number	Purchase Description	Dist Amount	Total Amount	Purchase Date	Entry Status	Transaction Name
Purchaser 1, Amy	Amazon Marketplace						
	02.49010.6021.00000.000000.00000.00000		-\$27.80		07-DEC-15	RECONCILED	Calculator/Garrett's lab
	Paper Direct			\$21.96	07-DEC-15	RECONCILED	Stationary for Mailings
	02.49010.6000.00000.000000.00010.00000		\$10.00				
	02.49010.6000.00000.000000.00020.00000		\$11.96				
	B&H Photo			\$169.00	07-DEC-15	RECONCILED	Digital Camera/Garrett
	05.49010.6020.00000.002691.00000.00000		\$100.00				
	04.49010.6020.22950.000000.00000.00000		\$69.00				
	Am Poli Sci Assn	Annual Dues for Dr. Garrett		\$154.00	07-DEC-15	RECONCILED	Membership Dues
	02.49010.6900.00000.000000.00000.00000		\$154.00				
	TOTAL for Purchaser 1, Amy			\$317.16			
	REPORT TOTAL			\$317.16			

Go To... First Previous Next Last

13. Use the scroll bars and navigation buttons to move through the report

- Vertical/horizontal scroll bars move you through a single page of the report
- *Go To*, *First*, *Previous*, *Next*, and *Last* buttons move you to different pages of the report
- To see the total number of pages in the report, click on *Last*, then look at the *Page* number in the upper left-hand corner of the window

14. To Print a hardcopy of the report,

- Click Tools, Copy File. A copy of the report is made in Internet Explorer.
- Click File, Page Setup. Change Orientation to Landscape.
- Click File, Print to print a hardcopy of the Report.

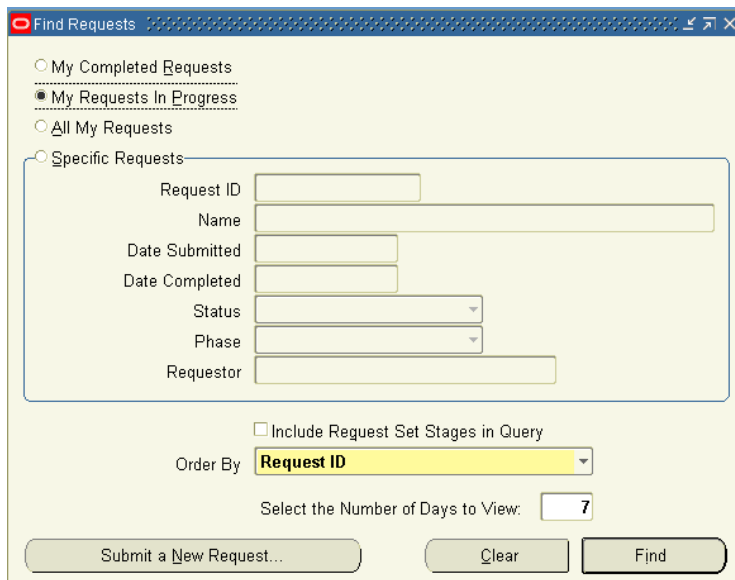
Cancel a Request

A submitted request can be cancelled as long as the request is not completed. The request is not completed if the *Phase* field is *Running*, *Pending* or *Inactive*.

Follow the steps listed below to cancel a request:

1. Navigate to the *Find Requests* window

Oracle Purchasing
N→ View → Requests
Find Requests



2. Select *My Requests in Progress* option
3. Click on the *Find* button to open the *Requests* window
4. Select the request to be terminated by positioning the cursor on the appropriate line
5. Click on the *Cancel Request* button located in the lower left-hand corner
6. Save the transaction

Lab 4: Run Standard Reports

Run and print the *Transaction Report by Account Title*

1. Enter the following *Parameters*

- *Start Date* 01-DEC-2015
- *End Date* 31-DEC-2015
- *Acct Title* PCard Holder name
- *Transaction Status* Optional, Leave Blank for "All"

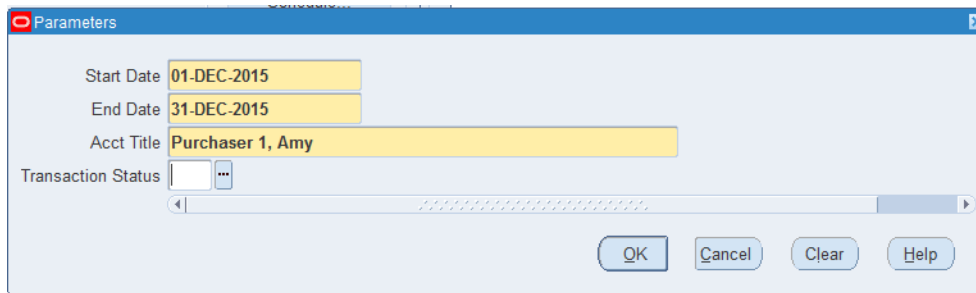
2. Print 1 copy of the report

3. Return to the *Navigator* window

Lab 4 Solution: Run Standard Reports

N → Reports → Run → Submit a New Request → Single Request

1. Select the report name from the LOV
 - *Transaction Report by Account Title*
2. Enter *Parameters*

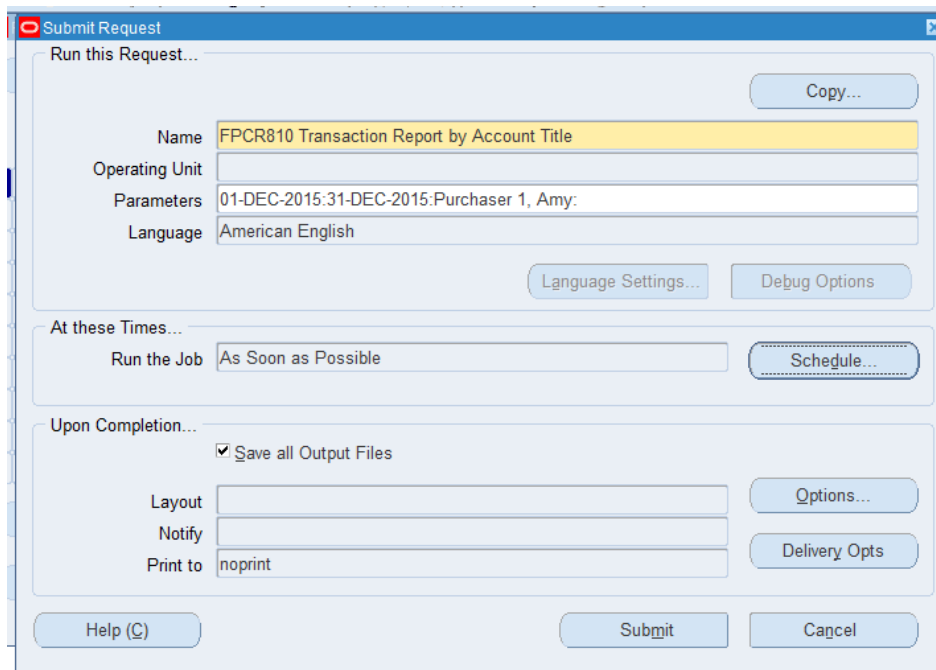


The Parameters dialog box is shown with the following fields:

- Start Date: 01-DEC-2015
- End Date: 31-DEC-2015
- Acct Title: Purchaser 1, Amy
- Transaction Status: (empty)

Buttons at the bottom: OK, Cancel, Clear, Help.

3. Click on *OK*



The Submit Request dialog box is shown with the following sections:

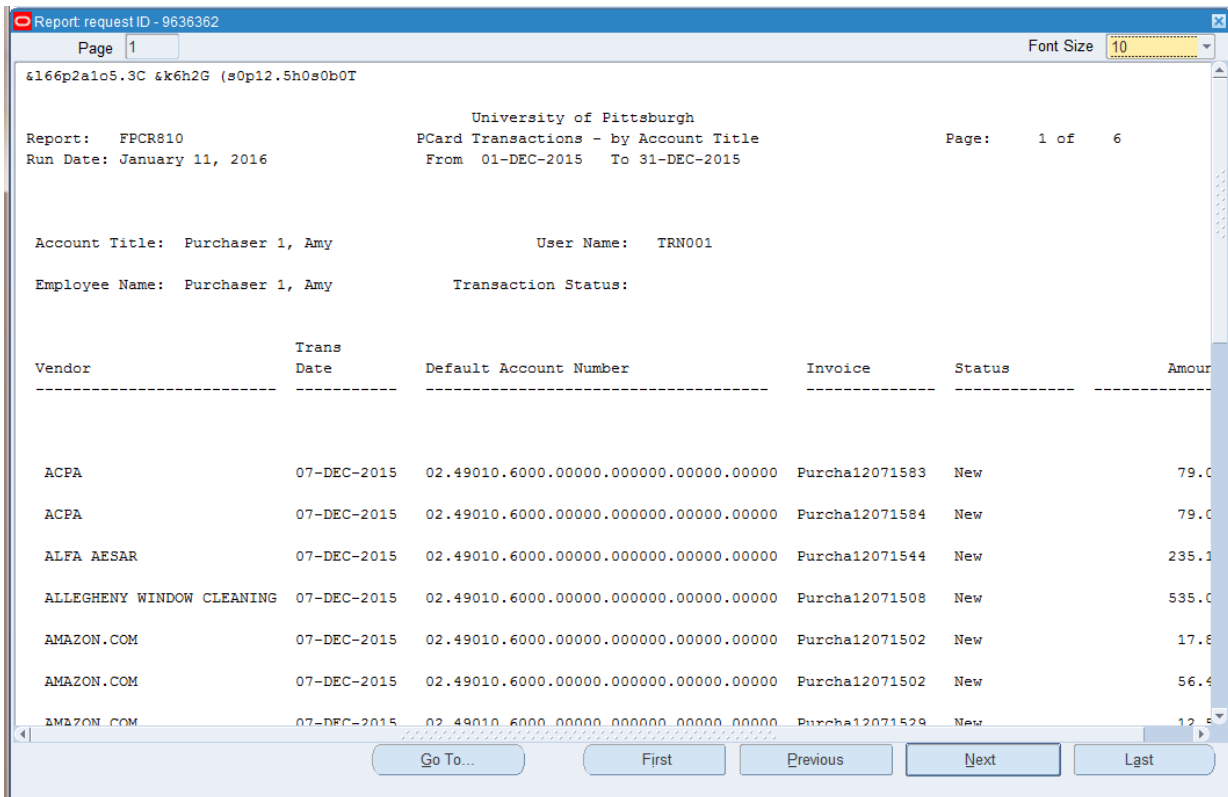
- Run this Request...**
 - Name: FPCR810 Transaction Report by Account Title
 - Operating Unit: (empty)
 - Parameters: 01-DEC-2015:31-DEC-2015:Purchaser 1, Amy:
 - Language: American English
 - Buttons: Copy..., Language Settings..., Debug Options
- At these Times...**
 - Run the Job: As Soon as Possible
 - Button: Schedule...
- Upon Completion...**
 - ☒ Save all Output Files
 - Layout: (empty)
 - Notify: (empty)
 - Print to: noprint
 - Buttons: Options..., Delivery Opts

Buttons at the bottom: Help (C), Submit, Cancel.

4. Click on the *Submit* button
 - This automatically opens the *Requests* window

Lab 4 Solution: Run Standard Reports

5. Determine if your report is completed
 - Click on the *Refresh Data* button to refresh the screen until the *Phase* field says *Completed*
6. Click on the *View Output* button to view the report online once it completes running
7. To Print a hardcopy of the report,
 - Click *Tools, Copy File*. A copy of the report is sent to your default browser.
 - Click *File, Page Setup*. Change Orientation to Landscape.
 - Click *File, Print* to print a hardcopy of the Report.



Report request ID - 9636362

Page 1 Font Size 10

4l66p2alo5.3C 4k6h2G (s0p12.5h0s0b0T

Report: FPCR810 University of Pittsburgh
Run Date: January 11, 2016 PCard Transactions - by Account Title
From 01-DEC-2015 To 31-DEC-2015 Page: 1 of 6

Account Title: Purchaser 1, Amy User Name: TRN001
Employee Name: Purchaser 1, Amy Transaction Status:

Vendor	Trans Date	Default Account Number	Invoice	Status	Amount
ACPA	07-DEC-2015	02.49010.6000.000000.000000.000000.000000	Purcha12071583	New	79.0
ACPA	07-DEC-2015	02.49010.6000.000000.000000.000000.000000	Purcha12071584	New	79.0
ALFA AESAR	07-DEC-2015	02.49010.6000.000000.000000.000000.000000	Purcha12071544	New	235.1
ALLEGHENY WINDOW CLEANING	07-DEC-2015	02.49010.6000.000000.000000.000000.000000	Purcha12071508	New	535.0
AMAZON.COM	07-DEC-2015	02.49010.6000.000000.000000.000000.000000	Purcha12071502	New	17.8
AMAZON.COM	07-DEC-2015	02.49010.6000.000000.000000.000000.000000	Purcha12071502	New	56.4
AMAZON.COM	07-DEC-2015	02.49010.6000.000000.000000.000000.000000	Purcha12071529	New	12.5

Go To... First Previous Next Last

Report Contents

Sample of Standard Reports

Pre-Transaction Log Report

A screenshot of a 'Parameters' dialog box. It contains the following fields and values:

- Entry Status: ALL (dropdown menu)
- Purchase Date From: 01-MAR-2013 (text field)
- Purchase Date To: 31-MAR-2013 (text field)
- Account Title: Purchaser 1, Amy-Dent Med (text field)

At the bottom right, there are four buttons: OK, Cancel, Clear, and Help.

Parameters

A screenshot of a 'Report request' window titled 'Report request ID - 7530543'. It displays the following information:

- Page: 1
- Font Size: 10
- Report: FPCR850
- Run Date: July 5, 2013
- Pre Transactions: ALL
- From: March 1, 2013 to March 31, 2013
- Auditor: Purchaser 1, Amy

The main content is a table with the following columns: Account Title, Vendor, Purchase Description, Total Amount, Purchase Date, Entry Status, and Transaction Name.

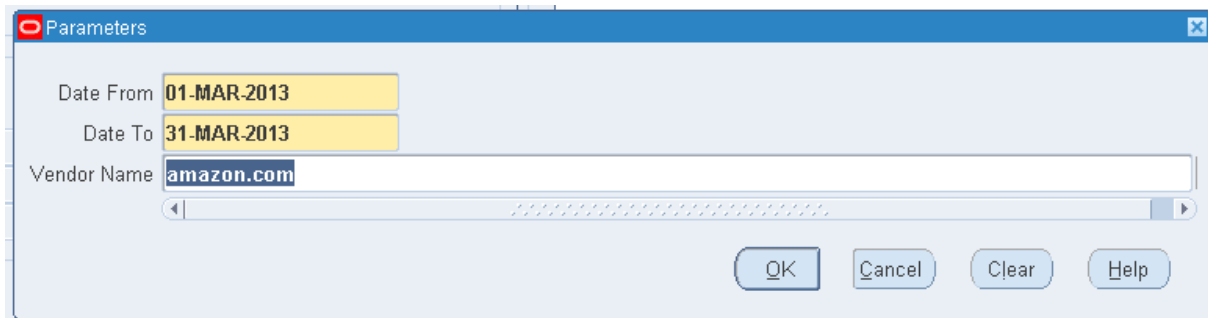
Account Title	Vendor	Purchase Description	Total Amount	Purchase Date	Entry Status	Transaction Name
Purchaser 1, Amy-D	B&H Photo		\$169.00	06-MAR-13	RECONCILED	Digital Camera/Garrett
	Paper Direct		\$21.96	06-MAR-13	RECONCILED	Stationary for mailings
	Sterling Paper		\$640.00	06-MAR-13	RECONCILED	Announcements
	Amazon Marketplace		-\$27.80	06-MAR-13	CURRENT	Calculator/Garrett's Lab
	Am Poli Sci Assn		\$154.00	06-MAR-13	RECONCILED	Membership Dues
TOTAL for Purchaser 1, Amy-Dent Med			\$957.16			

At the bottom, there are navigation buttons: Go To..., First, Previous, Next, and Last.

Report Contents

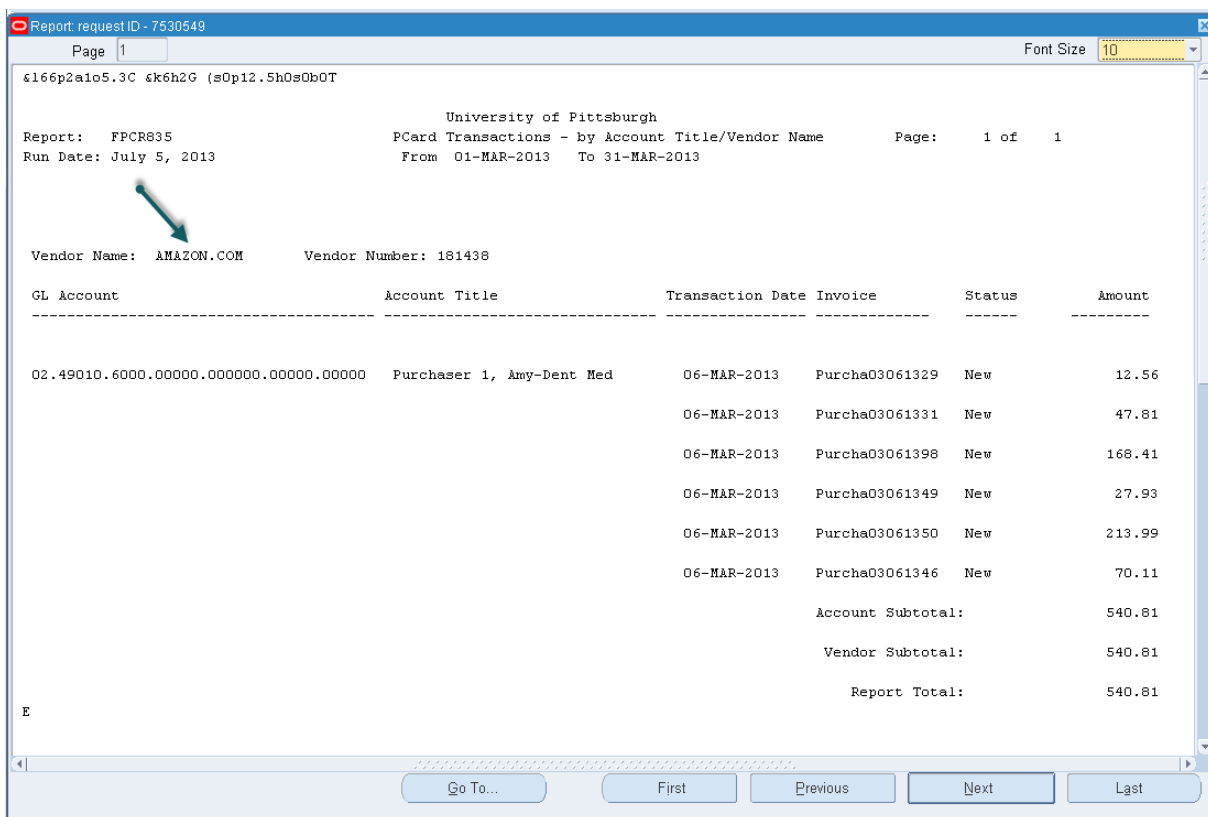
Sample of Standard Reports

Transaction Report by Account Title/Vendor



A screenshot of a 'Parameters' dialog box. It contains three input fields: 'Date From' with the value '01-MAR-2013', 'Date To' with the value '31-MAR-2013', and 'Vendor Name' with the value 'amazon.com'. Below the 'Vendor Name' field is a horizontal scrollbar. At the bottom right are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

Parameters



A screenshot of a report window titled 'Report requestID - 7530549'. The window shows report metadata and a table of transactions. A green arrow points to the 'Vendor Name' field in the report header.

Report: FPCR835
Run Date: July 5, 2013

University of Pittsburgh
PCard Transactions - by Account Title/Vendor Name
From 01-MAR-2013 To 31-MAR-2013

Page: 1 of 1

Vendor Name: AMAZON.COM Vendor Number: 181438

GL Account	Account Title	Transaction Date	Invoice	Status	Amount
02.49010.6000.00000.000000.00000.00000	Purchaser 1, Amy-Dent Med	06-MAR-2013	Purcha03061329	New	12.56
		06-MAR-2013	Purcha03061331	New	47.81
		06-MAR-2013	Purcha03061398	New	168.41
		06-MAR-2013	Purcha03061349	New	27.93
		06-MAR-2013	Purcha03061350	New	213.99
		06-MAR-2013	Purcha03061346	New	70.11
			Account Subtotal:		540.81
			Vendor Subtotal:		540.81
			Report Total:		540.81

E

Go To... First Previous Next Last

Report Contents

Sample of Standard Reports

PCard Transactions by Account Title

Parameters dialog box showing the following fields:

- Start Date: 01-MAR-2013
- End Date: 31-MAR-2013
- Acct Title: Purchaser 1, Amy-Dent Med
- Transaction Status: (empty)

Buttons: OK, Cancel, Clear, Help

Parameters

Report request ID - 7530546

Page 1

Font Size 10

4166p2alo5.3C 4k6h2G (s0p12.5b0s0b0T)

University of Pittsburgh

Report: FPCBS10 PCard Transactions - by Account Title Page: 1 of 6

Run Date: July 5, 2013 From: 01-MAR-2013 To: 31-MAR-2013

Account Title: Purchaser 1, Amy-Dent Med User Name: TPN001

Employee Name: Purchaser 1, Amy Transaction Status:

Vendor	Trans Date	Default Account Number	Invoice	Status	Amount
ACPA	06-MAR-2013	02.49010.6000.00000.000000.00000.00000	Purcha03061383	New	79.00
ACPA	06-MAR-2013	02.49010.6000.00000.000000.00000.00000	Purcha03061384	New	79.00
ALFA AESAR	06-MAR-2013	02.49010.6000.00000.000000.00000.00000	Purcha03061344	New	235.15
ALLEGHENY WINDOW CLEANING	06-MAR-2013	02.49010.6000.00000.000000.00000.00000	Purcha03061308	New	535.00
AMAZON.COM	06-MAR-2013	02.49010.6000.00000.000000.00000.00000	Purcha03061329	New	12.56
AMAZON.COM	06-MAR-2013	02.49010.6000.00000.000000.00000.00000	Purcha03061331	New	47.81
AMAZON.COM	06-MAR-2013	02.49010.6000.00000.000000.00000.00000	Purcha03061346	New	70.11
AMAZON.COM	06-MAR-2013	02.49010.6000.00000.000000.00000.00000	Purcha03061349	New	27.93

Go To... First Previous Next Last

Report Contents

Sample of Standard Reports

Transactions Redistributed to GL

Parameters dialog box with the following fields and buttons:

- Date From: 01-JAN-2010
- To: 28-FEB-2010
- Account Title: Purchaser 1, Amy-DENT MED
- Buttons: OK, Cancel, Clear, Help

Parameters

Report request ID - 4152870

Page 1 Font Size 10

REPORT: FPCR855 UNIVERSITY OF PITTSBURGH PAGE 1 OF 2
RUN DATE: February 18, 2010 TRANSACTIONS REDISTRIBUTED TO GL
REDISTRIBUTED DATE : 01-JAN-10 to 28-FEB-10

ACCOUNT TITLE: Purchaser 1, Amy-DEN

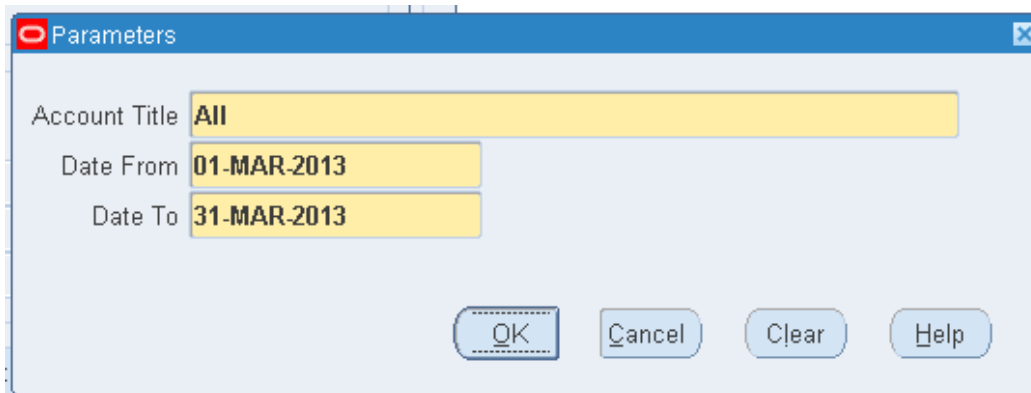
VENDOR NAME	TRANS DATE	DEFAULT ACCOUNT	REDISTRIBUTION ACCOUNT	AMOUNT
B&H PHOTO VIDEO	19-JAN-10	02.49010.6000.000000.000000.000000	05.49203.6020.000000.002693.000000	36.25
			Subtotal:	36.25
CCV SOFTWARE	20-JAN-10	02.49010.6000.000000.000000.000000	02.49201.6021.000000.000000.000000	407.35
			Subtotal:	407.35
NORTHWEST AIRLINES INC	19-JAN-10	02.49010.6000.000000.000000.000000	02.49010.6300.000000.000000.000000	-212.19
			Subtotal:	-212.19
RADIOSHACK CORPORATION	19-JAN-10	02.49010.6000.000000.000000.000000	02.49010.6021.000000.000000.000000	79.99
			Subtotal:	79.99
			TOTAL DEBIT REDISTRIBUTED :	523.59
			TOTAL CREDIT REDISTRIBUTED :	-212.19
			NET TOTAL REDISTRIBUTED :	311.40

Go To... First Previous Next Last

Report Contents

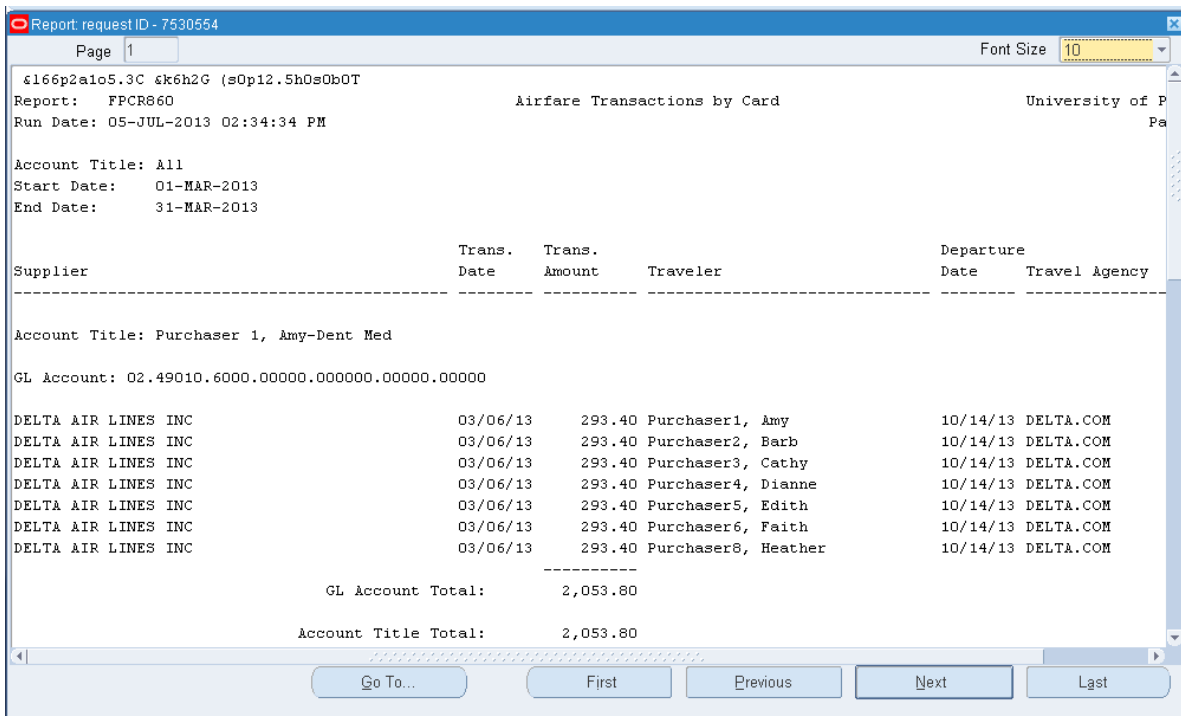
Sample of Standard Reports

Airfare Transactions by Card Report



A screenshot of a 'Parameters' dialog box. It has a title bar with a red 'X' icon and the text 'Parameters'. Inside, there are three input fields: 'Account Title' with the value 'All', 'Date From' with the value '01-MAR-2013', and 'Date To' with the value '31-MAR-2013'. At the bottom, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

Parameters



A screenshot of a report window titled 'Report: request ID - 7530554'. The window shows the report 'Airfare Transactions by Card' for the University of Pittsburgh. The report parameters are: Account Title: All, Start Date: 01-MAR-2013, End Date: 31-MAR-2013. The report data is as follows:

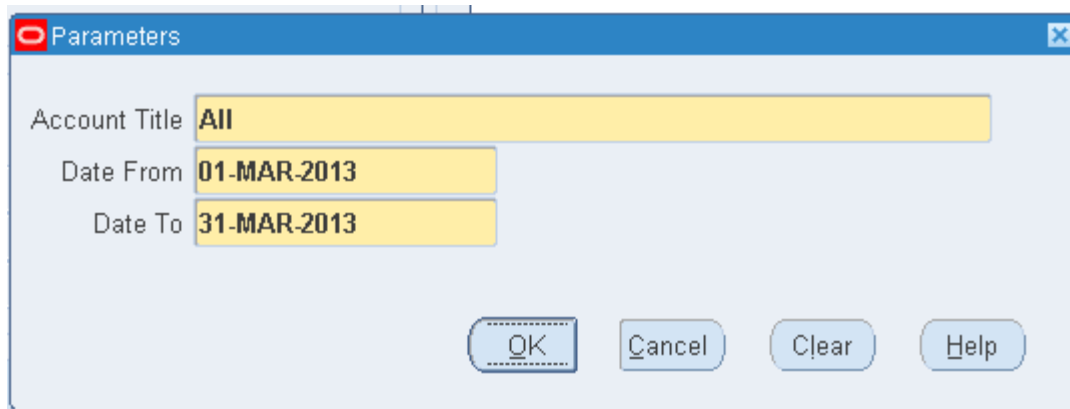
Supplier	Trans. Date	Trans. Amount	Traveler	Departure Date	Travel Agency
Account Title: Purchaser 1, Amy-Dent Med					
GL Account: 02.49010.6000.00000.000000.000000.000000					
DELTA AIR LINES INC	03/06/13	293.40	Purchaser1, Amy	10/14/13	DELTA.COM
DELTA AIR LINES INC	03/06/13	293.40	Purchaser2, Barb	10/14/13	DELTA.COM
DELTA AIR LINES INC	03/06/13	293.40	Purchaser3, Cathy	10/14/13	DELTA.COM
DELTA AIR LINES INC	03/06/13	293.40	Purchaser4, Dianne	10/14/13	DELTA.COM
DELTA AIR LINES INC	03/06/13	293.40	Purchaser5, Edith	10/14/13	DELTA.COM
DELTA AIR LINES INC	03/06/13	293.40	Purchaser6, Faith	10/14/13	DELTA.COM
DELTA AIR LINES INC	03/06/13	293.40	Purchaser8, Heather	10/14/13	DELTA.COM
GL Account Total:		2,053.80			
Account Title Total:		2,053.80			

The window also includes a 'Page' indicator (Page 1), a 'Font Size' dropdown (10), and navigation buttons at the bottom: 'Go To...', 'First', 'Previous', 'Next', and 'Last'.

Report Contents

Sample of Standard Reports

Airfare Transactions by Card Report File



A screenshot of a 'Parameters' dialog box. It has a blue title bar with a red 'X' icon and the text 'Parameters'. Inside, there are three input fields: 'Account Title' with the value 'All', 'Date From' with the value '01-MAR-2013', and 'Date To' with the value '31-MAR-2013'. At the bottom, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

Parameters

Report request ID - 7530556

Page 1

Font Size 10

Transaction		Transaction		Departure				
Account	Title	GL Account	Supplier	Date	Amount	Traveler	Date	Travel Agency
Purchaser 1,	Amy-Dent Med	02.49010.6000.000000.000000.000000.000000	DELTA AIR LINES	INC 06-MAR-13 293.4	Purchaser1,	Amy	14-OCT-13	DELTA.COM
Purchaser 1,	Amy-Dent Med	02.49010.6000.000000.000000.000000.000000	DELTA AIR LINES	INC 06-MAR-13 293.4	Purchaser2,	Barb	14-OCT-13	DELTA.COM
Purchaser 1,	Amy-Dent Med	02.49010.6000.000000.000000.000000.000000	DELTA AIR LINES	INC 06-MAR-13 293.4	Purchaser3,	Cathy	14-OCT-13	DELTA.COM
Purchaser 1,	Amy-Dent Med	02.49010.6000.000000.000000.000000.000000	DELTA AIR LINES	INC 06-MAR-13 293.4	Purchaser4,	Dianne	14-OCT-13	DELTA.COM
Purchaser 1,	Amy-Dent Med	02.49010.6000.000000.000000.000000.000000	DELTA AIR LINES	INC 06-MAR-13 293.4	Purchaser5,	Edith	14-OCT-13	DELTA.COM
Purchaser 1,	Amy-Dent Med	02.49010.6000.000000.000000.000000.000000	DELTA AIR LINES	INC 06-MAR-13 293.4	Purchaser6,	Faith	14-OCT-13	DELTA.COM
Purchaser 1,	Amy-Dent Med	02.49010.6000.000000.000000.000000.000000	DELTA AIR LINES	INC 06-MAR-13 293.4	Purchaser8,	Heather	14-OCT-13	DELTA.COM

Go To...

First

Previous

Next

Last

Report Contents

Sample of Standard Reports

Redistributed Airfare Transactions Report

A screenshot of a 'Parameters' dialog box. It has a title bar with a red icon and the word 'Parameters'. Inside, there are three input fields: 'Account Title' with the value 'All', 'Date From' with the value '01-JAN-2010', and 'Date To' with the value '28-FEB-2010'. At the bottom, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

Parameters

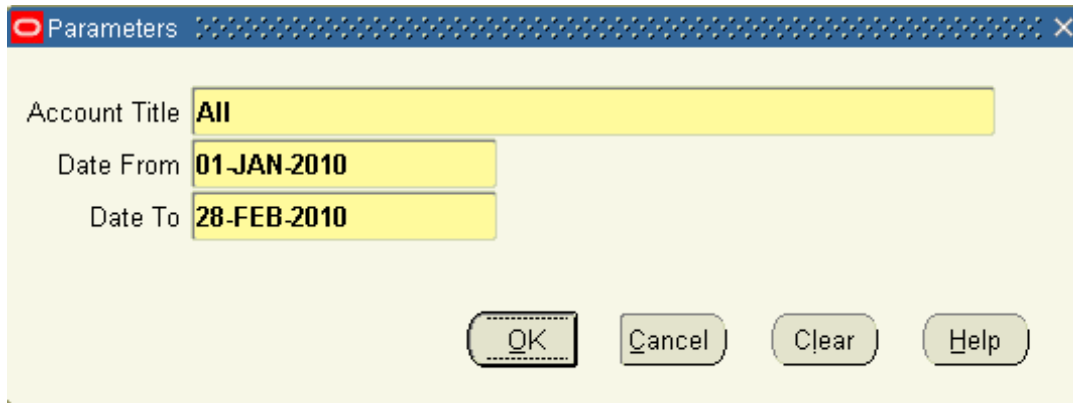
A screenshot of the report content window. It shows a header section with report details and a table of transactions. The header includes the report name 'Redistributed Airfare Transactions', the institution 'University of Pittsburgh', and the page number 'Page 1 of 1'. The table has columns for 'Redistributed Account', 'Invoice Number', 'Trans. Date', 'Trans. Amount', 'Traveler', 'Departure Date', 'Distr. Amount', and 'Redistr. Date'. A single transaction is listed for 'Purchaser 1, Amy-DENT MED' with a date of 01/19/10 and an amount of -212.19. The table also includes summary rows for 'Account Title Total' and 'Grand Total', both showing -212.19. At the bottom, there are navigation buttons: 'Go To...', 'First', 'Previous', 'Next', and 'Last'.

Redistributed Account	Invoice Number	Trans. Date	Trans. Amount	Traveler	Departure Date	Distr. Amount	Redistr. Date
Account Title: Purchaser 1, Amy-DENT MED							
02.49010.6300.00000.000000.00000	Purcha01191050	01/19/10	-212.19	Johns, Vincent C	02/13/10	-212.19	02/01/10
Account Title Total:						-212.19	
Grand Total:						-212.19	

Report Content

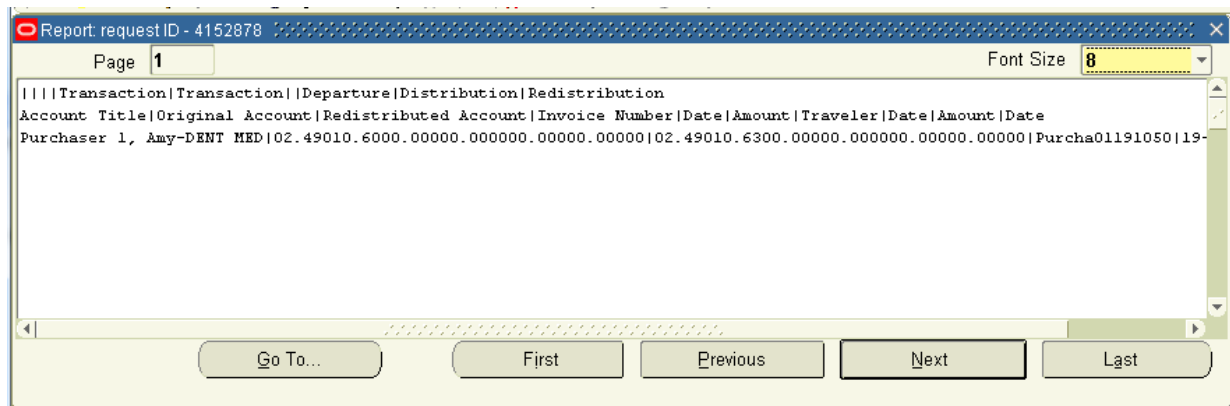
Sample of Standard Reports

Redistributed Airfare Transactions Report File



A screenshot of a 'Parameters' dialog box. It has a title bar with a red icon and the text 'Parameters'. Inside, there are three input fields: 'Account Title' with the value 'All', 'Date From' with the value '01-JAN-2010', and 'Date To' with the value '28-FEB-2010'. At the bottom, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

Parameters



A screenshot of a 'Report Content' window. The title bar says 'Report: request ID - 4152878'. It has a 'Page' field with the value '1' and a 'Font Size' dropdown menu set to '8'. The main area contains a table with the following data:

Transaction	Transaction	Departure	Distribution	Redistribution
Account Title	Original Account	Redistributed Account	Invoice Number	Date
Purchaser 1, Amy-DENT MED	02.49010.6000.000000.000000.000000.000000	02.49010.6300.000000.000000.000000.000000	Purcha01191050	19-

At the bottom, there are five buttons: 'Go To...', 'First', 'Previous', 'Next', and 'Last'.

Report Content

Sample of Standard Reports

Transactions for Review – Report

The Parameters dialog box contains the following fields and controls:

- GL Start Date (DD-MON-YYY): 01-DEC-2014
- GL End Date (DD-MON-YYYY): 31-DEC-2014
- Acct Title: Cardholder Name
- Reviewed Flag: []
- Buttons: OK, Cancel, Clear, Help

Parameters

Report requestID - 8808919
Page 1

University of Pittsburgh
Report: FPCR885 PCard Transactions for Review Page: 1 of 1
Run Date: January 13, 2015 From 01-DEC-2014 To 31-DEC-2014

Account Title: Cardholder Name User Name: []
Employee Name: []

Vendor	Trans Date	Transaction Name	Invoice	Reviewed	Amount
CITRIX ONLINE	02-DEC-2014		[] 12021455	NO	49.00
PAYPAL	02-DEC-2014		[] 12021456	NO	19.95
				Subtotal:	68.95
SURVEYMONKEY, INC	04-DEC-2014		[] 12041457	NO	26.00
				Subtotal:	26.00
FEDEX	05-DEC-2014		[] 12051458	NO	21.25
				Subtotal:	

Report Content

This report is also available in a file format that can be easily downloaded to Excel. The report name is Transactions for Review – File.

P-card Contact Information

Chapter 5

P-card Contact Information

Payment Processing 412-624-4004

Margie Jaczesko – P-card Administrator, mjaczeko@cfo.pitt.edu

Website Information – www.cfo.pitt.edu/pexpress, Purchases, P-card

The following P-card forms are found on the PantherExpress website under Quick Links, Forms & Agreements

- P-card Acceptance
- P-card Activity Log
- P-card Change Request
- P-card Request
- Sales Tax Exemption Certification – Pennsylvania
- Sales Tax Exemption Other States

PRISM Website – www.cfo.pitt.edu/prism

The following can be found on this site:

- PRISM Access Information Form
- P-card Redistribution Training Manual

Technology Help Desk 412-624-HELP