Procurement Card Reports

To view Procurement Card reports, select PC (Procurement Card) module and highlight the reports menu option. The system will display three report options. Below is a summary of the report titles and a description identifying the contents of the report. In each report run menu, a single card number can be identified or left blank. If the Card Number field is left blank, the report will contain information for all cards in the user's assigned reporting group (typically agency).

The Procurement Card Charges Summary Report shows procurement card charges summarized by bill and fund. A date range is required, but card number may be entered to limit report data to a single procurement card.

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File	GL AP BD BL PO AR PY HR FA PC Master Tables Adm	in Window Help	
5	Get Bark Charges Cardholder Update of Ch Accounting Update of Ch Accounting Group: All Agencies	arges arges r]	
	Entry Date: 09/09/05 Reports Master Tables	Procurement Card Charges Summary Procurement Card Charges Detail	
	User: cmcar	Procurement Card Document Status	
	SXD TEST Financial Syste	Sin	

After selecting Procurement Card Charges Summary, enter the bill date (bill dates are the 26th of each month). Run the report Local and to the terminal.

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	FDYN - DST Innovis Financials	
Entry Date: 09/09	Procurement Card Charge Summary Options	
User: cmca	Archives	<u>Cancel Help</u>
	Parameters: Bill Date; 08/26/2005 Through: 08/26/ Card Number:	2005

Below is an example of the Procurement Card Charge Summary Report.

Date: 09/09/2005		Print	Procurement Card Charge	Summary		Page:	1	
Time: 10:42			For Date: 08/26/20	05		Run by:	cncaf	
Process: pc/pc9000.	p					AcGr:	00	
			Request Paramet	ers				
		Repo	ort Title: Procurement Card Char	ge Summary				
		1	Bill Date: 08/26/2005	Through: 08,	/26/2005			
		Car	rd Number:					
		This 1	report shows procurement card ch	arges summari	ized by bill			
		and it	and. A dace range is required,	Buc card hum	ber may be			
DDate: 09/09/2005		encere	Procurement Card Charge	Summary	aru.	Page	- 2	
Time: 10:42			For Date: 08/26/20	05		Run by:	cacaf	
Process: pc/pc9000.	p					AcGr:	00	
				Hanaged	Bill	Total		
Card Number	Bill Date	Emp No	Nane	By Fund	1 Status	Charges		
0000 0000 0000 0000	00/06/05		DARDTOTA AVALENCE			025.00		
0000 0000 0000 0002	08/26/05		PATRICIA SKALESKI	333200 GN01	L Booked	925.00		
					Bill Total	925.00		
			Report Total			925.00		

The Procurement Card Charges Detail Report shows detailed procurement card charges and totaled by bill and fund. A date range is required, but card number may be entered to limit report to a single procurement card.

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File G	L AP BD BL PO AR PY HR FA PC MasterTables Ar	idmin Window Help	
5	Get Bank Charges Cardholder Update of C Accounting Update of C	Charges als	
	Accounting Group: All Agencies Approval List		
	Entry Date: 00/00/0E Reports	 Procurement Card Charges Summary 	
	Master Tables	Procurement Card Charges Detail	
	User: cmcaf	Procurement Card Document Status	
	SXD TEST Financial Sys	stem	

After selecting Procurement Card Charge Detail, enter the bill date (bill dates are the 26th of each month). Run the report Local and to the terminal.

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File GL AP BD BL PO	AR PY HR FA PC MasterTables Admin Window Help	
	FDYN - DST Innovis Financials	
Accounting Gro	up: All Agencies	
Entry Da	ate: 09/09 Procurement Card Charge Detail Options	
U	Archives	
	Parameters: Bill Date: [08/26/2005 Through:]08/26/2005 Card Number:	

Below is an example of the Procurement Card Charge Detail Report.

FDYN File Viewer		
File Find Select Help		
Save As Open SprdSht Print Email Close		
Date: 09/09/2005 E-Mail Procurement Card Charge Detail	Page:	1
fime: 10:43 For Date: 08/26/2005	Run by: cmc	af
Process: pc/pc9100.p	AcGr: 00	
Request Parameters		
Beneut Title, Desmuser Cand Chause Detail		
Rill Date: 08/26/2005 Through:	08/26/2005	
Card Number:		
This report shows detailed procurement card cha	rges and	
totaled by bill and fund. A date range is requ	ured, but card	
card.	re procurement	
Date: 09/09/2005 Procurement Card Charge Detail	Page:	2
Time: 10:43 For Date: 08/26/2005	Run by: cac	af
Process: pc/pc9100.p	AcGr: 00	
Line Chg Date Charged To Description	Vendor	Amount
Cord: 0000 0000 0002 . Bill Deto: 08/26/05 DATDICIA SUBLESUI	atur: Paakad	
Cald. 0000 0000 0000 DDII Dace.00/20/00 PAINICIA SNABSSNI 50	acus.booxed	
1.1 08/05/05 GN01-55520-333200-00-0000000-00000000-00000000 PRINTING OF PAYROL	L FOR KINKOS	100.00
2.1 08/15/05 GN01-55580-333200-00-0000000-00000000-00000000 EMPLOYEE PHOTOS	EXEC PHOTO	50.00
2.2 08/15/05 GN01-55580-334200-00-00000000-00000000 EMPLOYEE PHOTOS	EXEC PHOTO	150.00
3.1 08/20/05 GN01-54640-333200-00-0000000-00000000-00000000 AAA TRAINING	AAA TRAINING	125.00
4.1 08/26/05 GN01-55110-333200-00-0000000-00000000-00000000 CORPORATE EXPRESS	CORPORATE EXPRESS	500.00
	Total Fund GN01	925.00
	A O O MAR A OWNER ON OA	

The Procurement Card Document Status report shows a single line for each procurement card in a particular billing date range. The name of the cardholder, the total amount of the charges, and the approval status of the charge document.

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File	e GL	AP BD BL F	PO AR	PY H	R FA	PC Master Tables Admin Wi	indov	w Help				
5						Get Bank Charges Cardholder Update of Charges Accounting Update of Charges		als				
		Accounting	Group:	All Ag	encies	Approval List	_	·				
		Entry	Date:	097097	'05	Reports Master Tables	•	Procurement Card Charges S Procurement Card Charges D	iummary Detail			
			User:	cmcaf				Procurement Card Document	: Status			
					5	XD TEST Financial System						

After selecting Procurement Card Document Status, enter the bill date (bill dates are the 26th of each month). Run the report Local and to the terminal.

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DST Innovis Financials		
File GL AP BD BL PO AR PY	HR FA PC Master Tables Admin Window Help	
Accounting Group: AI	FDYN - DST Innovis Financials	
Entry Date: 09/	09 Procurement Card Document Status Options	
User: cmc	an <u>DK Cancel Help</u> This report shows a single line for each procurement card in a particular billing date range. The hame of the cardholder, the total amount of the charges, and the approval status of the charge	
	Parameters: Bill Date: 01/01/2005 Through: 08/26/2005	
	Run On/Send Output to:	
	• Local	
	C Queue:	
	C FDYN Server:	
	• Terminal	
	C Printer:	
	C Email Only	

Below is an example of the Procurement Card Document Status Report.

🐞 FDYN File Viewer						_
File Find Select Help						
Save As Open SprdSht Print Ema	ail <u>C</u> lose					
Date: 09/09/2005	Procurement Card D	ocument Status		Page	: 1	
Time: 10:44	For Dates: 01/01/2005	Through: 08/2	6/2005	Run by	: cmcaf	
Process: pc/pc9300.p				AcGr	: 00	
	Request P	arameters				
Do	nort Title: Broguroment Cor	Dommont Stor				
Ne.	Bill Date: 01/01/2005	Through:	08/26/2005			
c	ard Number:	The ought.	00,20,2000			
part the	icular billing date range. total amount of the charges charge document.	The name of the approximation of the second	he cardholder, oval status of			
DDate: 09/09/2005	Procurement Card	ocument Statu	s	Pag	e: 2	
Time: 10:44	For Dates: 01/01/2005	Through: 08/2	6/2005	Run by	: cacaf	
Process: pc/pc9300.p				AcGr	: 00	
		Cost	Bill	Total	Total	
Card Number Bill Date Emp No	Name	Center	Status	Charges	Adjustments	
	Unknown	Unknown	New	0.00	0.00	
	SHARON KAUFFELD	342000	Booked	500.00	500.00	
0000 0000 0000 0001 08/05/05						
0000 0000 0000 0001 08/05/05	PATRICIA SKALESKI	333200	Booked	600.00	600.00	
0000 0000 0000 0001 08/05/05 0000 0000 0000 0002 01/31/05 0000 0000 0000 0002 02/28/05	PATRICIA SKALESKI PATRICIA SKALESKI	333200 333200	Booked Approved	600.00 506.00	600.00 506.00	
0000 0000 0000 0001 03/05/05 0000 0000 0000 0002 01/31/05 0000 0000 0000 0002 02/28/05 0000 0000 0000 0002 02/28/05	PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI	333200 333200 333200	Booked Approved Approved	600.00 506.00 1,049.50	600.00 506.00 1,049.50	
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0000 0000 0000 0001 08/05/05 0000 0000 0000 0002 01/31/05 0000 0000 0000 0002 02/28/05 0000 0000 0000 0002 02/28/05 0000 0000 0000 0002 03/31/05 0000 0000 0000 0002 06/30/05	PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI	333200 333200 333200 333200 333200 333200	Booked Approved Approved New Booked	600.00 506.00 1,049.50 1,307.00 300.00	600.00 506.00 1,049.50 1,307.00 300.00	
UUUU UUUU UUUU UUUU UV/15/US 0000 0000 0000 0002 01/31/05 0000 0000 0000 0002 02/28/05 0000 0000 0000 0002 03/31/05 0000 0000 0000 0002 06/30/05 0000 0000 0000 0002 06/35/05	PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI	333200 333200 333200 333200 333200 333200 333200	Booked Approved Approved New Booked Booked	600.00 506.00 1,049.50 1,307.00 300.00 3,550.00	600.00 506.00 1,049.50 1,307.00 300.00 3,550.00	
0000 0000 0000 0000 007.08/05/08 0000 0000 0000 0002 02/28/08 0000 0000 0000 0002 02/28/08 0000 0000 0000 0002 03/31/08 0000 0000 0000 0002 03/31/08 0000 0000 0000 0002 08/05/08	PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI	333200 333200 333200 333200 333200 333200 333200 333200	Booked Approved Approved New Booked Booked Booked	600.00 506.00 1,049.50 1,307.00 300.00 3,550.00 925.00	600.00 506.00 1,049.50 1,307.00 300.00 3,550.00 925.00	
0000 0000 0000 0001 0001 00/05/05 0000 0000 0000 002 01/31/05 0000 0000 0000 002 02/28/05 0000 0000 0000 002 02/28/05 0000 0000 0000 002 03/31/05 0000 0000 0000 002 03/31/05 0000 0000 0000 002 08/05/05	PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI PATRICIA SKALESKI	333200 333200 333200 333200 333200 333200 333200 333200	Booked Approved Approved New Booked Booked Booked Booked	600.00 506.00 1,049.50 1,307.00 300.00 3,550.00 925.00	600.00 506.00 1,049.50 1,307.00 300.00 3,550.00 925.00	