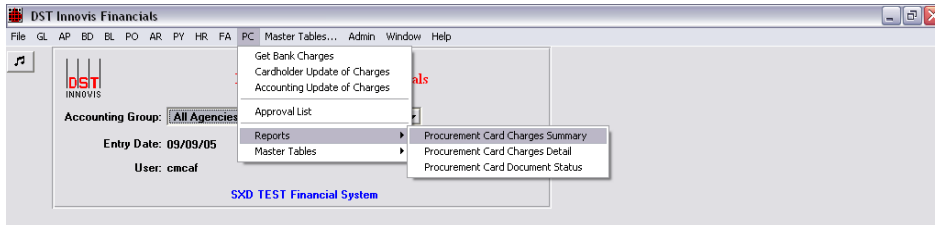


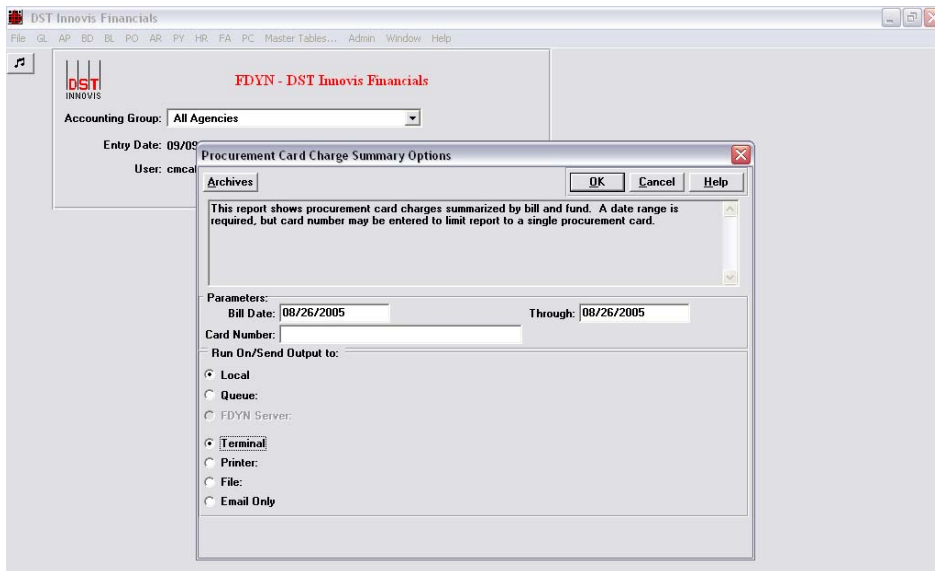
## Procurement Card Reports

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.



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



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: 08/26/2005                Run by: cmcaf
Process: pc/pc9000.p                               AcGr: 00

Request Parameters

Report Title: Procurement Card Charge Summary
Bill Date: 08/26/2005      Through: 08/26/2005
Card Number:

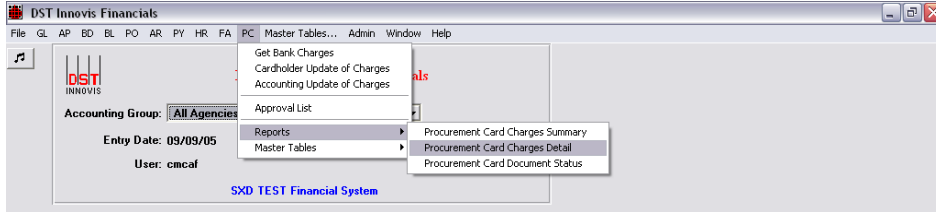
This report shows procurement card charges summarized by bill
and fund. A date range is required, but card number may be
entered to limit report to a single procurement card.
Procurement Card Charge Summary
For Date: 08/26/2005

Date: 09/09/2005      Page: 2
Time: 10:42          Run by: cmcaf
Process: pc/pc9000.p                               AcGr: 00

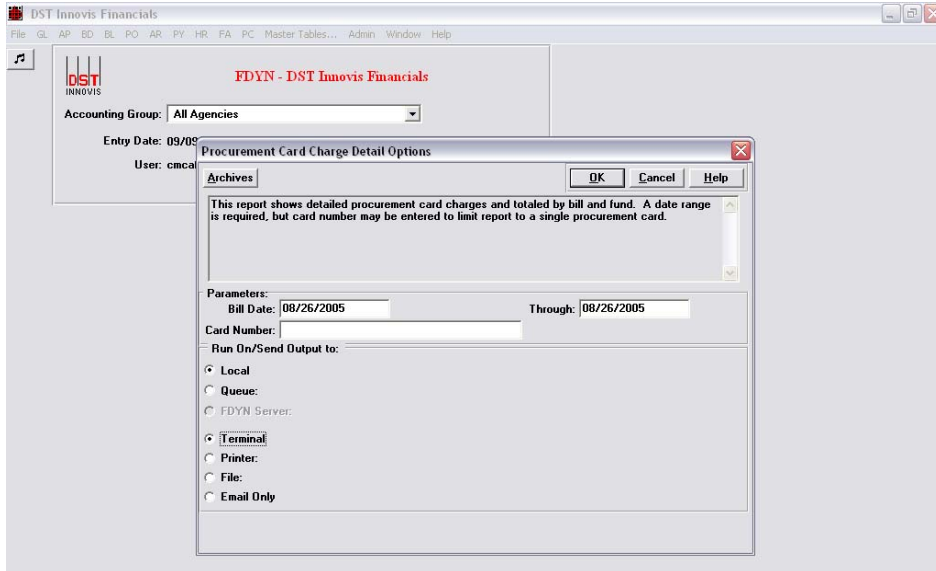
Card Number      Bill Date      Exp No      Name      Managed      Bill      Total
                08/26/05      Name      By      Fund Status      Charges
-----
0000 0000 0000 0002 08/26/05      PATRICIA SKALESKI      393200      GM01 Booked      925.00
                Bill Total      925.00

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.



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



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

Date: 09/09/2005  
Time: 10:43  
Process: pc/pc9100.p

Page: 1  
Run by: cmcaf  
AcGr: 00

Request Parameters  
Report Title: Procurement Card Charge Detail  
Bill Date: 08/26/2005 Through: 08/26/2005  
Card Number:

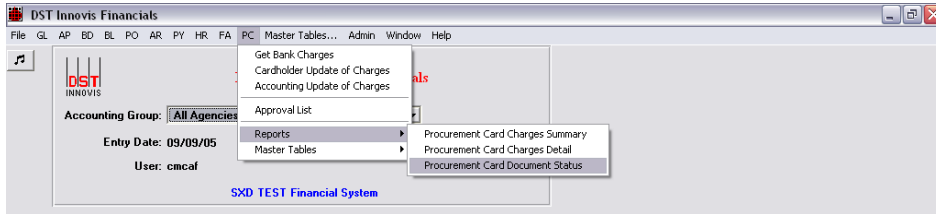
This report shows detailed procurement card charges and totaled by bill and fund. A date range is required, but card number may be entered to limit report to a single procurement card.

Date: 09/09/2005  
Time: 10:43  
Process: pc/pc9100.p

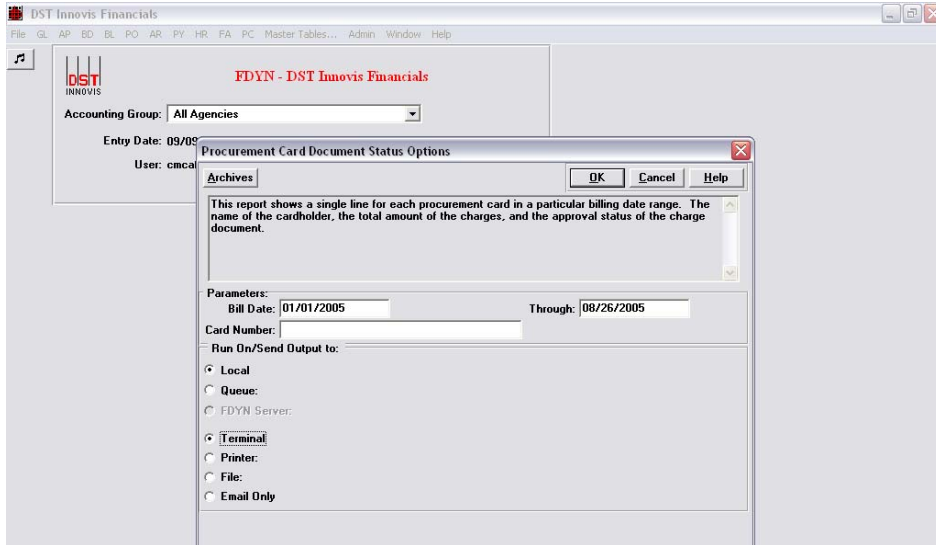
Page: 2  
Run by: cmcaf  
AcGr: 00

Line	Chg Date	Charged To	Description	Vendor	Amount
Card: 0000 0000 0000 0002	Bill Date: 08/26/05	PATRICIA SKALESKI	Status: Booked		
1.1	08/05/05	GN01-55520-333200-00-0000000-00000000-00000000	PRINTING OF PAYROLL FOR KINKOS		100.00
2.1	08/15/05	GN01-55580-333200-00-0000000-00000000-00000000	EMLOYEE PHOTOS	EKEX PHOTO	50.00
2.2	08/15/05	GN01-55580-334200-00-0000000-00000000-00000000	EMLOYEE PHOTOS	EKEX 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
			Bill Total		925.00

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.



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



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

FDYN File Viewer

Date: 09/09/2005  
Time: 10:44  
Process: pc/pc9300.p

Procurement Card Document Status  
For Dates: 01/01/2005 Through: 08/26/2005  
Page: 1  
Run by: cmcaf  
AcGr: 00

Request Parameters

Report Title: Procurement Card Document Status  
Bill Date: 01/01/2005 Through: 08/26/2005  
Card Number:

This 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.

Date: 09/09/2005  
Time: 10:44  
Process: pc/pc9300.p

Procurement Card Document Status  
For Dates: 01/01/2005 Through: 08/26/2005  
Page: 2  
Run by: cmcaf  
AcGr: 00

Card Number	Bill Date	Emp No	Name	Cost Center	Bill Status	Total Charges	Total Adjustments
	08/05/05		Unknom	Unknom	New	0.00	0.00
0000 0000 0000 0001	08/05/05		SHARON KAUFFELD	342000	Booked	500.00	500.00
0000 0000 0000 0002	01/31/05		PATRICIA SKALESKI	333200	Booked	600.00	600.00
0000 0000 0000 0002	02/28/05		PATRICIA SKALESKI	333200	Approved	506.00	506.00
0000 0000 0000 0002	02/28/05		PATRICIA SKALESKI	333200	Approved	1,049.50	1,049.50
0000 0000 0000 0002	03/31/05		PATRICIA SKALESKI	333200	New	1,307.00	1,307.00
0000 0000 0000 0002	06/30/05		PATRICIA SKALESKI	333200	Booked	300.00	300.00
0000 0000 0000 0002	08/05/05		PATRICIA SKALESKI	333200	Booked	3,550.00	3,550.00
0000 0000 0000 0002	08/26/05		PATRICIA SKALESKI	333200	Booked	925.00	925.00
					Report Total	8,737.50	8,737.50