Purchasing Card Activities

Using the Purchasing Card Query

Overview:

Understanding the Using the Purchasing Card Query Process

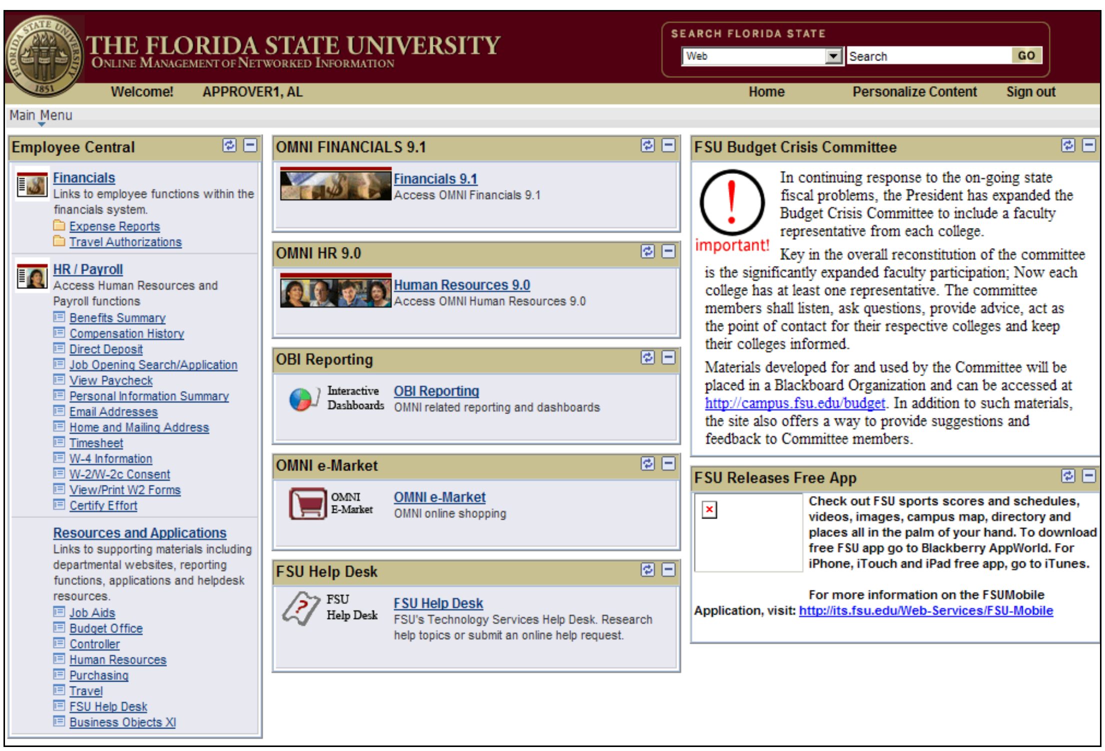
This tutorial details the steps required to use the Purchasing Card query in OMNI. The query can be used in two different ways: to view P-Card transactions by cardholder or to view P-Card transactions charged to a particular Department ID.

For more information on the Purchasing Card visit http://purchasing.fsu.edu/Purchasing-Card-Information

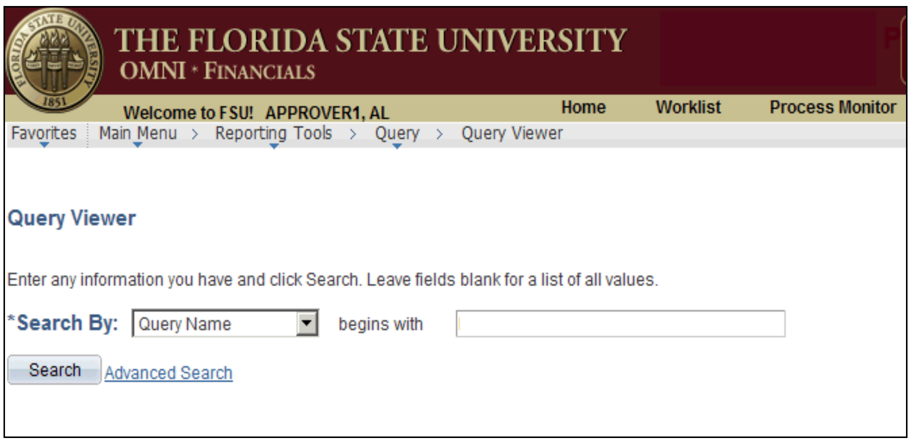
Procedure

Scenario:
This tutorial details the steps required to use the Purchasing Card query in OMNI. The query can be used in two different ways: to view P-Card transactions by cardholder or to view P-Card transactions charged to a particular Department ID.

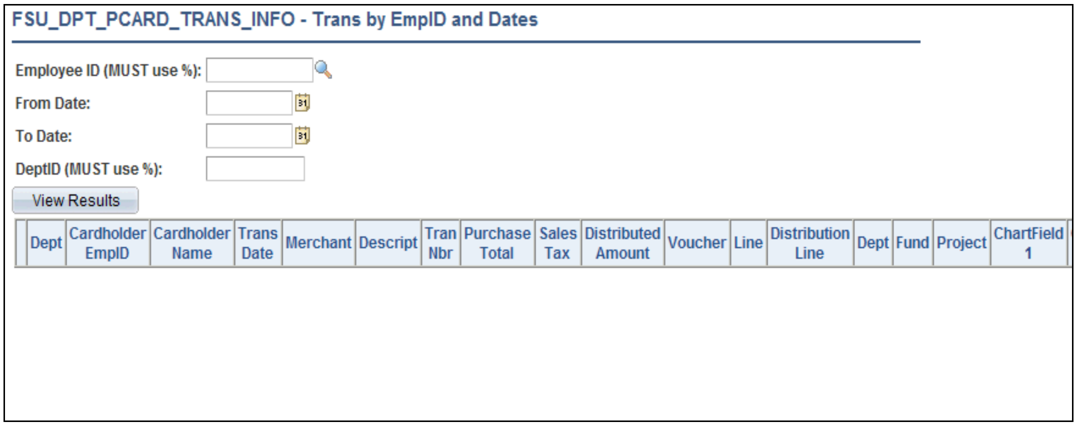
Key Information:
Cardholder Employee ID
Department ID



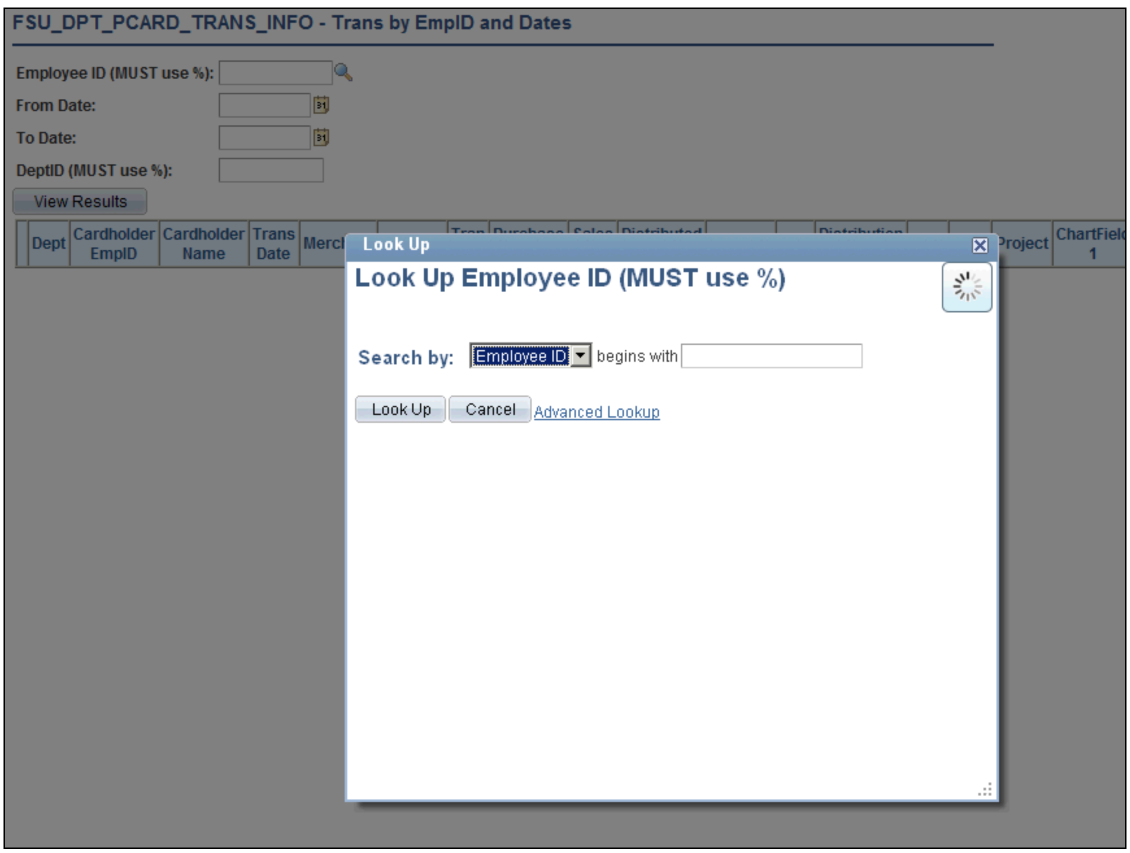
Step	Action
1.	Click the **Financials 9.1** link. Financials 9.1
2.	Click the **Main Menu** button. Main Menu
3.	Click the **Reporting Tools** menu. Reporting Tools
4.	Click the **Query Viewer** link. Query Viewer



Step	Action
5.	Enter "**FSU_DPT_PCARD_TRANS_INFO**" into the **begins with** field.
6.	Click the **Search** button. Search
7.	Click the **Favorite** link to add the query to the **"My Favorite Queries"** list. **NOTE:** If you already have the query as a Favorite, there is no need to add it again. Favorite
8.	You can choose to either run to **HTML** or **Excel**.
9.	For the purpose of this example, click the **HTML** link. HTML
10.	If you know your Cardholder's **Employee ID**, you can enter it manually. If you do not know your Cardholder's Employee ID, click on the look-up icon to search by name.

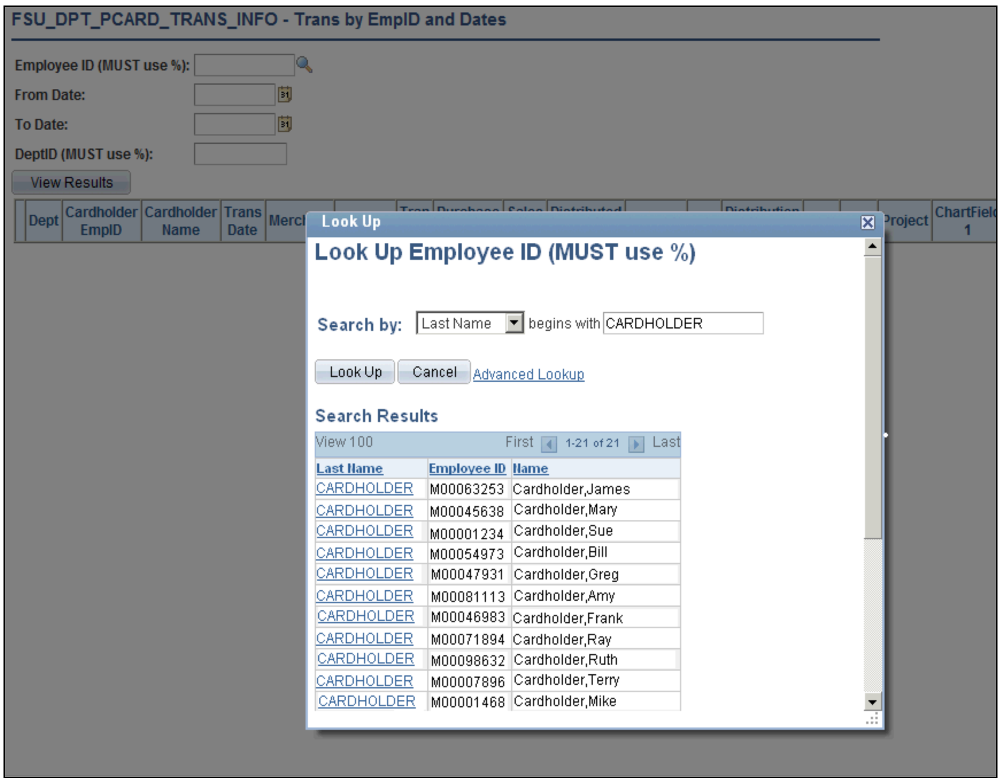


Step	Action
11.	For the purpose of this example, click the **Look up Employee ID** button.

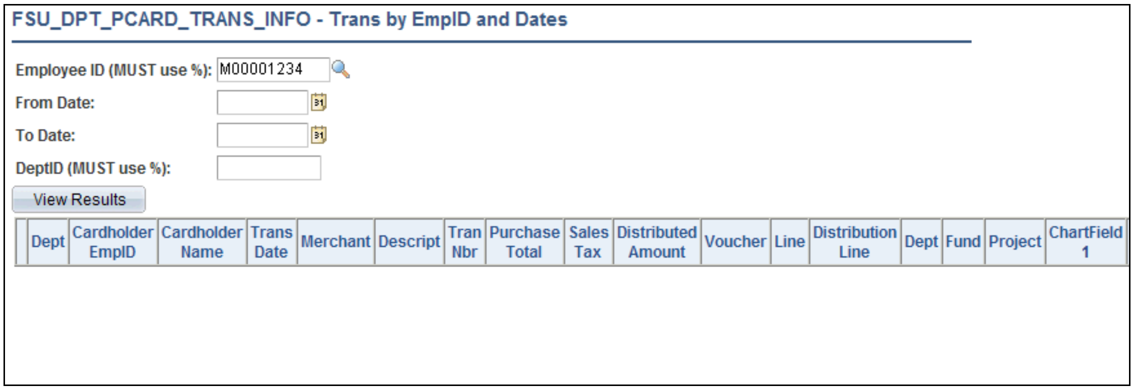


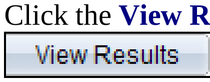
Step	Action
12.	Click the **Employee ID** list item in the **Search By** drop-down menu.

Step	Action
13.	Click the **Last Name** list item. Last Name
14.	Enter the Cardholder's last name into the **begins with** field. For the purpose of this example, enter "**Cardholder**"
15.	Click the **Look Up** button. Look Up



Step	Action
16.	Find your Cardholder's name on the list and select their Last Name link. For the purpose of this example, click the **CARDHOLDER** link for **Cardholder,Sue**.



Step	Action
17.	Enter the desired start date into the **From Date** field.
18.	Enter the desired end date into the **To Date** field.
19.	Enter "**%**" into the **DeptID** field. **NOTE:** If you leave this field blank, the query will not return any results.
20.	Click the **View Results** button. 
21.	Transaction information will be displayed. **Key Fields:** Cardholder Name, Merchant, Description
22.	Click the scrollbar along the bottom of the screen to scroll to the right.
23.	The rest of the transaction information will be displayed as you scroll to the right. **Key Fields:** Budget Information, Proxy User ID, Date Approved
24.	Click the scrollbar to scroll back to the left side of the page.
25.	You may have to print the query results to attach to your **P-Card Reconciliation Form**. There are two reasons why the query results may be required: - A transaction on the **Reconciliation Form** was allocated to multiple budgets. - A transaction on the **Reconciliation Form** did not contain budget information.
26.	The second method of using the **P-Card Query** is to search by **DeptID**. This may be helpful when there is a charge on the General Ledger for which the Cardholder cannot be determined.

Step	Action
27.	Enter "**%**" into the **Employee ID** field. **NOTE:** Leaving **Employee ID** in this field in conjunction with a **DeptID** will produce limited results. Also, if you leave this field blank, the query will not return any results.
28.	Enter the desired department ID into the **DeptID** field.
29.	Click the **View Results** button. View Results
30.	Compare the amount on the General Ledger to the **Purchase Total**. If you find a transaction that matches, this is most likely the transaction you were looking for. Be sure to look through all transactions listed (if more than one is displayed) to ensure you have the correct transaction.
31.	If the **Purchase Total** for the listed transactions did not match the General Ledger, the transaction may have been allocated to multiple budgets. Compare the amount on the General Ledger to the **Distributed Amount**. If you find a transaction that matches, this is most likely the transaction you were looking for. Be sure to look through all transactions listed (if more than one is displayed) to ensure you have the correct transaction.
32.	If you still could not locate the transaction, try inputting a larger date range. **NOTE:** The charge on your General Ledger may not be a P-Card charge, but may be an invoice paid by ePayables. Please review the ePayables General Ledger Guide for more information.
33.	Click the **Home** link. Home
34.	**Congratulations!** You have completed the topic. **End of Procedure.**