# QFN130 – PCard Transactions Report

**What:** The PCard Transactions Report supports searching for Expense Items which have been added to a Quantum Expense Report. Reporters can choose to search on one or more of the parameters included on the report: As of Transaction Date, Billing Cycle, Report Status, Org and/or Cardholder.

**Where:** The PCard Transactions Report is located in the Reports icon on the Quantum Financials Home page. All Quantum Financials users have access to all reports included in the Reports icon.

**Why**: PCard Transaction Report offers enhanced reporting options for both PCard Reallocators and Approvers. PCard Approvers do not have access to the Expenses Report Infolet on the Expenses Landing Page. The PCard Transactions Report provides a way for Approvers to retrieve Expense Report-related data. A Reallocator may find the Expense Reports Infolet on the Expenses Landing Page more convenient for most searches in Expenses. However, there are instances where Reallocators will find the PCard Transactions Report useful, too.

**How to Run the PCard Transactions Report**:

1. From the Quantum Financials Home page, click **Reports** icon.



2. Click the **PCard Transactions (QFN130) Report**



3. Choose the parameter or combination of parameters which will retrieve the data you desire.
   a. **As of Transaction Date** -
   b. **Billing Cycle** – designated by the Month-Year of the cycle's ending date (such as Mar-2020 for the cycle ending on March 25)
   c. **Status of Expense Report –** identifies where the report is in its life cycle from Saved to Paid.  The most common statuses are:
      i. *Saved* – Reallocator has saved an item to an Expense Report but has not yet submitted the report
      ii. *Pending Manager Approval* – submitted report awaits review by Approver
      iii. *Withdrawn* – Reallocator retrieved transaction after submitting, but before Approver took action
      iv. *Manger requested more information* – manager chose to message for more information rather than to Reject and re-work the item
      v. *Manager Rejected* – Approver sent transaction back to Reallocator for re-work or deletion

      vi.   *Approval Complete* – Accounts Payable has completed AP actions and given final approval for payment

     vii.   *Paid* – final state for Expense Reports; transaction complete

  d.  **Org** – 8-digit Department ID; useful when running a report which includes all cards within a department

  e.  **Cardholder** – Cardholder's name in Last Name, First Name format; useful when running a report for one or a few specific cardholders

| | |
|---|---|
| As of Transaction Date | |
| Billing Cycle | All ▼ |
| Status of Expense Report | All ▼ |
| Org | All ▼     Cardholder All ▼ **Apply** |

4.  Click the **Apply** button to retrieve results.

5.  Results are displayed in a grid below the parameters section. Fields in display are: Cardholder Org, Cardholder (name), Approver, Expense Report Status, Expense Report Number, Transaction Amount, Billed/Itemized Amount, Description (added by Reallocator), Merchant Name, Billing Cycle, Transaction Date, Account Combo (non-sponsored accounting string), POETAF (sponsored accounting string), Default Expense Account (a designated non-sponsored accounting string).

| Org of Cardholder | Cardholder | Approver | Status of Expense Report | Expense Report Number | Transaction Amount | Billed/Itemized Amount | Description | Merchant Name | Billing Cycle | Transaction Date | Account Combo | POETAF | Default Expense Account |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |

6.  If desired, choose a display/download method from the toolbar* located just above the upper right corner of your results.

    HTML

    PDF

    Excel (*.xlsx)
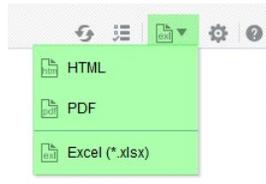
*The toolbar includes 3 useful tools:

- *Refresh* -- re-runs report after editing parameters
- *Parameters* -- hides/unhides parameters section at top of page
- *View Report* -- viewing/download options include HTML, PDF or Excel formats