

Introduction

Process and Trigger

This document describes how to view P-Card data in any of these three detail-level reports: **Transaction Detail** and **Transaction Detail w/ Payroll Detail** in the Funds Management (Distributed) folder, and **Grant Document for Expenditures** in the Grants Management (Distributed) folder. Additional P-Card data, specifically cardholder name and vendor, became available in transactions posted after April 26, 2013.

Prerequisites

- To allow you to follow the steps in this work instruction you must be familiar with, and know how to run, at least one of the reports discussed in this document.

Menu Path

BUworks Central → Reporting → Accounting (FI) → Funds Management (Distributed) → Transaction Detail Report

BUworks Central → Reporting → Accounting (FI) → Funds Management (Distributed) → Transaction Detail w/ Payroll Detail Report

BUworks Central → Reporting → Accounting (FI) → Grants Management (Distributed) → Grant Document for Expenditures Report

Transaction

None

Tips and Tricks

- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the **CTRL** key while clicking.

Referenced Online Help Documents

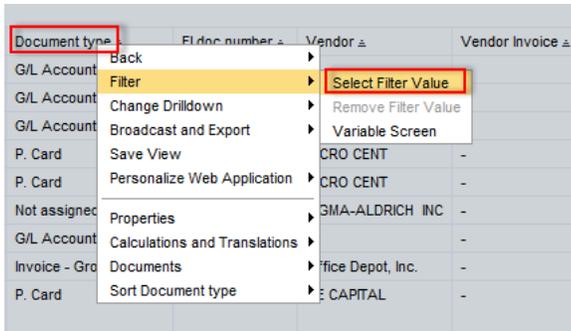
- [BW How to - Filter Report Data](#)
- [BW How to - Add, Remove, or Move a Column in a Report](#)

Instructions

Execute one of the Transaction Detail Reports

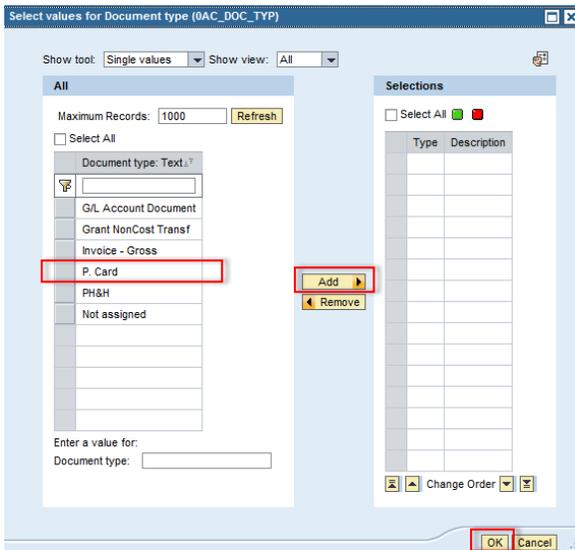
Filter to Show Only P-Card Transactions

Use the filter function to allow you to focus on P-Card transactions within the report.



Filter on Document Type

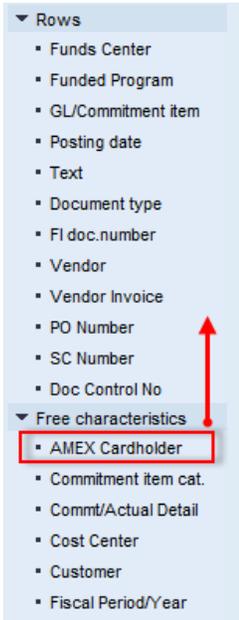
1. Right-click on the **Document Type** column heading. Slide the cursor down to *Filter* and then move right to *Select Filter Value*. Click on *Select Filter Value*.
2. Click on *P.Card* to select it.
3. Click the **Add** button.
4. Click the **OK** button to activate the filter.



GL/Commitment item	Posting date	Text	Document type	FI doc.number	Vendor
510010 SUPPLIES	09/03/2013	RG2179 (2 of 2)	P. Card	1000948318	CAROLINA B
		cell culture media RG 3152	P. Card	1000948319	INVITROGEN
		credit for error	P. Card	1000948318	OPERON BIO
		gross insect media offord RG2129	P. Card	1000948319	WARD'S NAT
		operon billing error	P. Card	1000948319	OPERON BIO
		sc1000078042 DRD autoclave	P. Card	1000948319	STERIS COR
510040 CONS SUPPL-RES LAB	09/02/2013	REFUND ON RG3228 PETER1158 WARDNG ITEM	P. Card	1000948565	MICRO CENT
		RG3228 PETER1158 2 PK CRUCIAL 258 5082 8	P. Card	1000948565	MICRO CENT

Only P-Card transactions will be displayed as a result.¹

Add Cardholder Name to Result Area (optional)



AMEX Cardholder is contained in the Free Characteristics list. Click on this characteristic and drag it to the column position in which you want it to appear.

AMEX Cardholder ▲	Posting date ▲	Text ▲	Document type ▲	Vendor ▲
████████████████████	07/17/2013	detachable antenna/reinhard	P. Card	NEWEGG.COM
████████████████████	08/23/2013	ARGON INDUSTRIAL 300 CGA 580	P. Card	OFFICE DEP
████████████████████	08/23/2013	TEXAS INSTRUMENTS TI-84 GRAPHING CALCUL	P. Card	AMAZON.COM
████████████████████	09/17/2013	guide to protein purification 2nd editio	P. Card	AMAZON.COM
████████████████████	07/17/2013	NITROGEN IND LIQ 230LT 22PSI	P. Card	OFFICE DEP
████████████████████	07/17/2013	NITROGEN IND LIQ 230LT 22PSI	P. Card	OFFICE DEP
████████████████████		NITROGEN IND LIQ 230LT 230PSI	P. Card	OFFICE DEP
████████████████████	08/23/2013	NITROGEN HIGH PURITY 300 CGA 580	P. Card	OFFICE DEP

The result will look like this.¹

Results and Next Steps

None

¹ Data samples in this document have been deliberately blurred.