

Purpose:	Use the Procurement Card Purchase Detail by Employee report to review Procurement Card (PCard) transaction activity for an employee and date range.
Definition:	N/A
Navigation:	Purchasing $\rightarrow$ Procurement Cards $\rightarrow$ Reports $\rightarrow$ Purchase Details
Notes:	On 01/24/2017 a Crystal to BI conversion occurred for the Procurement Card Purchase Detail by Employee report. The input parameters have not changed, though what happens after the end user clicks on the "Run" icon has. End users should be aware that there are slight differences regarding the report. This is an USF created report. Changes are outlined below.

Steps	Description
1	Go to Purchasing $\rightarrow$ Procurement Cards $\rightarrow$ Reports $\rightarrow$ Purchase Details. Find an existing Run Control ID value or add a new one.
	Favorites  Main Menu  Purchasing  Procurement Cards  Procurement Cards  Purchase Details
	Find an Existing Value       Add a New Value
	▼ Search Criteria
	Run Control ID begins with  PURCHASE_DETAILS Case Sensitive
	Search Clear Basic Search 🦉 Save Search Criteria
	Search Results
	View All First (1) of 1 (1) Last Run Control ID PURCHASE_DETAILS
2	Define the input perspectors including the employee ID, card issuer, surrangy cade, and
Z	from/thru dates.

Purchase Details         Purchase Details         Run Control ID PURCHASE_DETAILS       Report Manager       Process Monitor       Run         Language       English       Image: State Sta		Des	cription		
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Language English         Report Request Parameters         ID 000000         Card Issuer UPMC         Card Issuer UPMC         Card Issuer UPMC         Display Unmasked Card Number         Currency Code USD         US Dollar         Date From 01/01/2016         To 12/01/2016         Report Return to Search         Previous in List         IN Next in List         Notify         Add         Update/Display         Click on the "Run" icon. Then select the option corresponding to the U_PCRDTL_XML process name:         Process Scheduler Request         User ID       Run Date 0106/2017         Recurrence       Run Time 823 31AM         Time Zone       Process Name         Process State       Update/Display         Process List       Process Name         Server Name (SNT       Run Time 823 31AM         Time Zone       Process Name         Process List       Process Name         Process State       PDF < Distribution	Run Control ID PU	JRCHASE DETAILS	Report Manager	Process Monitor Run	
Report Request Parameters         Role Name         ID         D000000         Card Issuer IPMC         Card Issuer IPMC         Display Unmasked Card Number         Currency Code USD         US Dollar         Date From 01/01/2016         To         To         To         To         To         To         To         Click on the "Run" icon. Then select the option corresponding to the U_PCRDTL_XML process name:         Process Scheduler Request         User ID         Run Time 2331AM         Reset to Current Date/Time         Time Zone         Process Name         Process Type         Tornet         Distribution         Procurement Card Purch Detail         UPCRDIL         Crystal <tr< td=""><td>Language</td><td>nglish 🔻</td><td></td><td></td><td></td></tr<>	Language	nglish 🔻			
Role Name       ID         ID       D000000         Card Issuer JPMC       JPMORGAN CHASE         Card Number       Display Unmasked Card Number         Currency Code USD       US Dollar         Date From D101/2018       To         To       12/01/2018         To       12/01/2018         Click on the "Run" icon. Then select the option corresponding to the U_PCRDTL_XML process name:         Process Scheduler Request         User ID       Run Date 01/06/2017         Recurrence       Run Time 823.31AM         Recurrence       Run Time 823.31AM         Process List       Process Name         Server Name PSNT       Process Name         Process Type       Type * format         Distribution       UPCRDTL_XML         Application Engine       Web * PDF * Distribution	Report Request Parameters				
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Steps	Description
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	BI Publisher [U_PCRDTL_XML] Report (235,181)
	To Rodrigues, Bryan
	Message 🚦 🔁 U_PCRDTL_XML.pdf (15 KB)
8	If you choose to have the report display on a webpage, highlight the U PCRDTL XML process
	name and select the Web option.
	Process Scheduler Request
	Help
	User ID Run Control ID PURCHASE_DETAILS
	Server Name PSNT * Run Date 01/06/2017
	Recurrence    Run Time 8:10:49AM  Reset to Current Date/Time
	Time Zone Q
	Process List Select Description Process Name Process Type "Type "Format Distribution
	Purchase Detail by Employee UPCRDDTL Crystal Web • PDF • Distribution
	Procurement Card Purch Detail U PCRDTL XML Application Engine Web • PDF • Distribution
	Then click OK.
9	You'll be brought back to the previous window and you'll have a Process Instance displaying:
	Purchase Details
	Purchase Details
	Run Control ID PURCHASE_DETAILS Report Manager Process Monitor Run
	Language English    Process Instance 6377624
	Report Request Parameters
	Role Name
	Q 00000 DI
	Card Issuer JPMC Q JPMORGAN CHASE
	Card Number Display Unmasked Card Number
	Currency Code USD Q US Dollar
	Date From 01/01/2016 1 To 12/01/2016
10	Click on Report Manager and navigate to the Administration tab. If necessary, click on the
	Refresh button to have the report links populate the screen. Once it does, you'll see two
	recently created links as opposed to one. Please note that this is different than how this report

Steps	Description
	acted beforehand, and this is necessary due to software constraints from the new report. Click
	on the link that ends in .PDF:
	Favorites  Main Menu  Purchasing  Procurement Cards  Procurement Cards  Purchase Details  Report Manager
	List Explorer Administration Archives
	View Reports For
	User ID Type v Last v 1 Days v Refresh
	Status T Folder T Instance to
	Report List         Personalize   Find   View All   🖉   🤢         First 🚯 1-11 of 11 🚯 Last
	Select Report ID Description Request Date/Time Format Status Details
	4710095 6397553 U PCRDTL XML-U PCRDTL XML.pdf D1/13/2017 Acrobat
	2:45:08PM (^.pot)
	4/10092 6397553 Procurement Card Purch Detail 2:44:48PM (*.pdf) Posted Details
11	The report will open up, and this will be a BI report instead of a Crystal report. The header is
	slightly different than beforehand, including the USF logo. Also, the Description and/or
	Approved By fields can make transactions use two lines if the fields are very long. Due to
	software constraints, the transaction's status displays on every line. Other than that, the report
	output has not changed
	output has not changed.
	PROCUREMENT CARD PURCHASE DETAIL BY EMPLOYEE Bun Date: 1/12/2017
	SOUTH FLORIDA From Date: 01012016 To Date: 12012016
	Aunto Balan
	Trans Dt Load Dt Status Description Approved By Approval Dt Account Deptid Unit Product Fund Initiative Unit PC Project ID Activity ID Merchandise Amt
	ABUBOOKS COM Account 10000000
	8/16/2016 8/18/2016 Closed POD 024 blackti movement and STRICKLA 8/25/2016 63225 400400 TPA 000000 04601 0000000 \$\$3.13
	Merchant Total: \$53.13
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	Merchant Total: \$147.03