

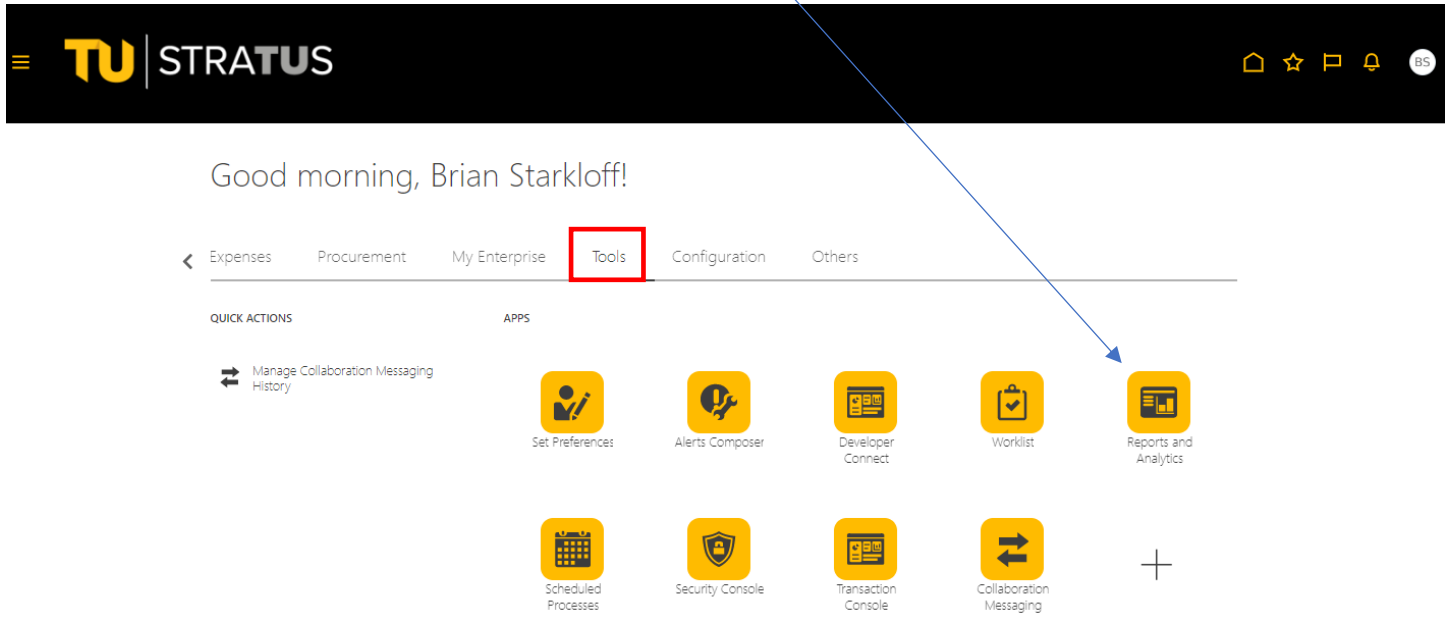
# How to run the Pcard Expense Reports

The TU\_BC\_DAT\_Pcard\_Expense\_Report\_Completed will show you Pcard related charges that posted to your budget

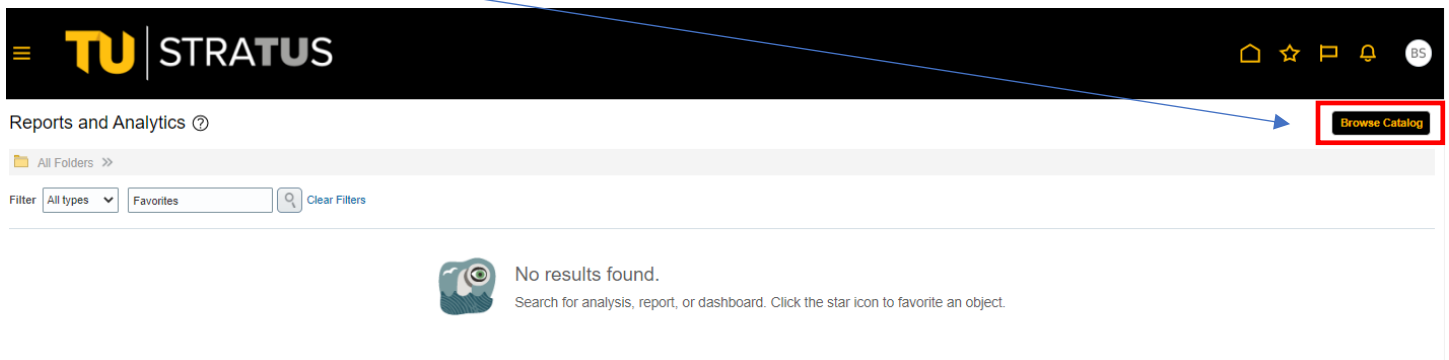
The TU\_BC\_DAT\_Pcard\_Espense\_Report\_Pending will show you pending Pcard charges

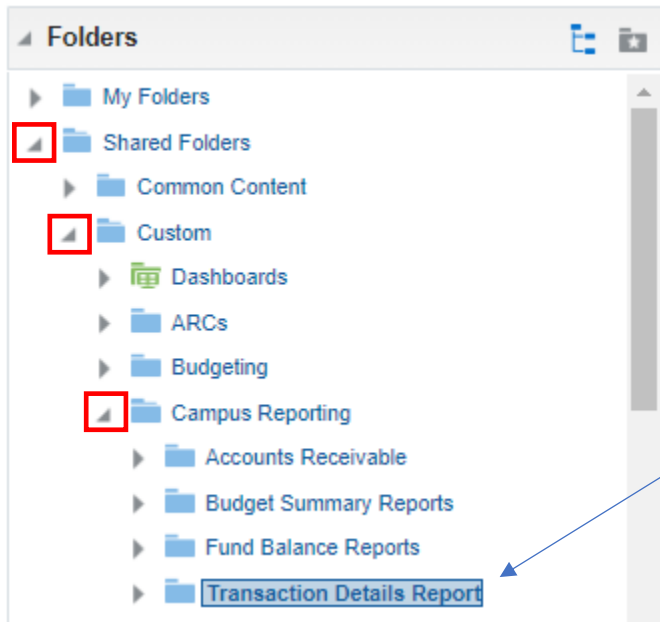
The BC\_DAT\_Pcard\_not\_on\_expense\_report will show you Pcard charges that have not yet been placed on an expense report

Navigate to Tools, and select the tile for Reports and Analytics



Select Browse Catalog

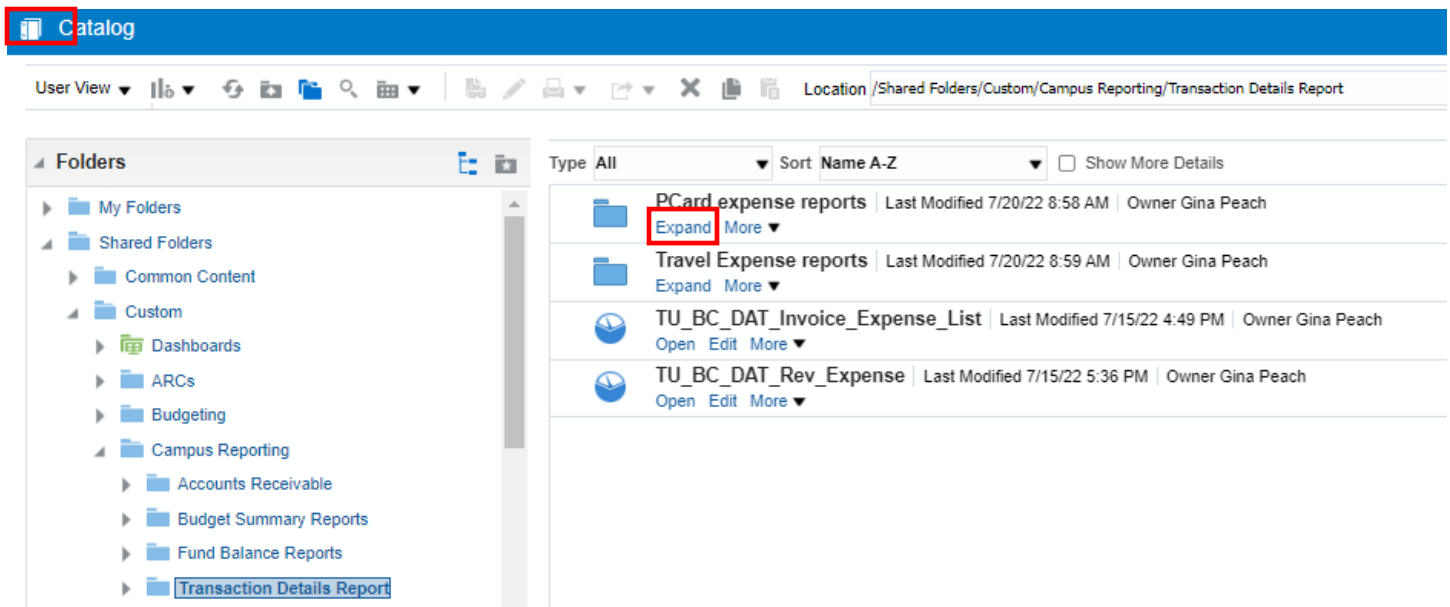




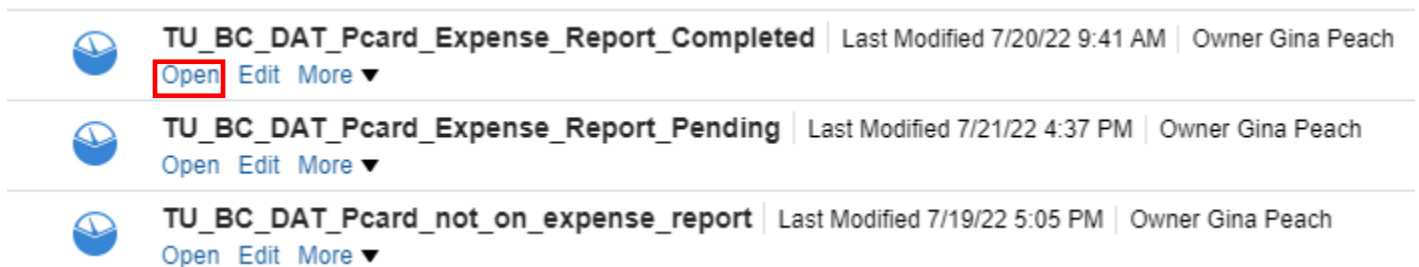
Under Folders, select Shared Folders > Custom > Campus Reporting

Click on Transaction Details Report

Select [Expand](#) on the PCard expense reports



Here select the report you want to run by clicking on [Open](#)



Follow the prompts;

The default date range is set for the current fiscal year. It can be changed to another date.

Type in your cost center.

*Note: If running the BC\_DAT\_Pcard\_not\_on\_expense\_report use the card holders/employee's default cost center*

If you want to run multiple cost centers, separate them with a semi-colon ( ; )

The other boxes are optional.

Click OK.

**TU\_BC\_DAT\_Pcard\_Expense\_Report\_Completed**

\* Report Date Between 06/25/2022 - 06/26/2023

\* Cost Center Code 12220

Employee Name (All Column Value:)

Report Number (All Column Value:)

Merchant Name (All Column Value:)

**OK** Reset

[Edit](#) - [Refresh](#) - [Copy](#)

The report will populate:

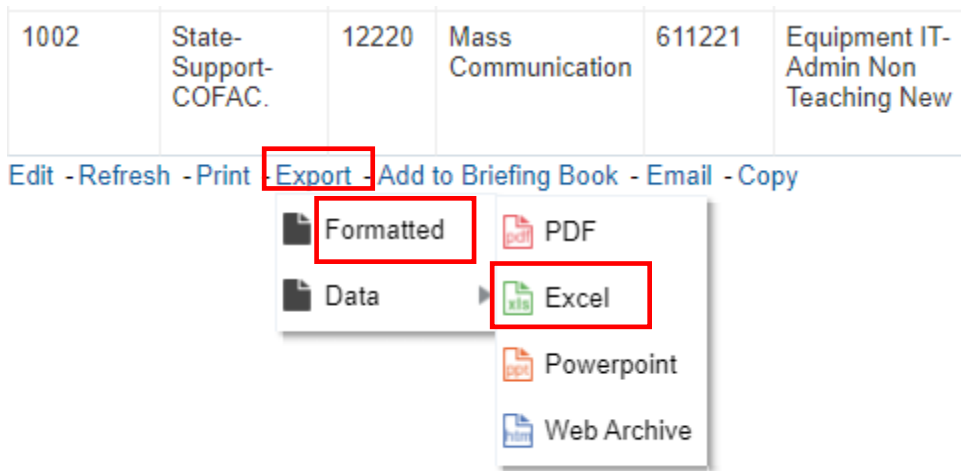
Here you will see all types of Pcard related fields that are a part of your Pcard expense report

**TU\_BC\_DAT\_Pcard\_Expense\_Report\_Completed**

Balancing Segment Code	Balancing Segment Description	Cost Center Code	Cost Center Description	Account Code	Account Description	Expense Template	Report Status	Report Number	Report Date	Report Creation Date	Report Submission Date	Final Approval Date	Expense Type	Employee Number	Employee Name	Manager Name	Report Created By	Reimbursable Amount	Merchant Name	Additional Information
1002	State-Support-COFAC.	12220	Mass Communication	609003	Supplies-Office under \$500 each	Procurement Card	Paid	EXP000036855683	7/26/2022	8/1/2022 5:54:34 PM	8/1/2022	8/2/2022	Supplies for the Office under \$500 each - Split	0137582	Hickey, Mary	Lee, Jung-Sook	Mary Hickey	64.7	AJ STATIONERS	
1002	State-Support-COFAC.	12220	Mass Communication	611221	Equipment IT-Admin Non Teaching New	Procurement Card	Paid	EXP000036855683	7/26/2022	8/1/2022 5:54:34 PM	8/1/2022	8/2/2022	Equipment IT Admin Non Teaching New - Split	0137582	Hickey, Mary	Lee, Jung-Sook	Mary Hickey	1478.4	AMZN MKTP US*5B77Y81X3	
1002	State-Support-COFAC.	12220	Mass Communication	609605	Software Licences-Administrative	Procurement Card	Paid	EXP000036855683	7/26/2022	8/1/2022 5:54:34 PM	8/1/2022	8/2/2022	Software Licences Administrative - Split	0137582	Hickey, Mary	Lee, Jung-Sook	Mary Hickey	289.0	APPLE.COM/US	
1002	State-Support-COFAC.	12220	Mass Communication	611221	Equipment IT-Admin Non Teaching New	Procurement Card	Paid	EXP000036855683	7/26/2022	8/1/2022 5:54:34 PM	8/1/2022	8/2/2022	Equipment IT Admin Non Teaching New - Split	0137582	Hickey, Mary	Lee, Jung-Sook	Mary Hickey	2499.0	APPLE.COM/US	

[Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#) - [Email](#) - [Copy](#)

At the bottom left of the page you have the option to Export. If you want to export to Excel, select Export, Formatted, Excel.



Here is the export to excel. You can turn on the filter feature here to review data

Balancing Segment Code	Balancing Segment Description	Cost Center Code	Cost Center Description	Account Code	Account Description	Expense Template	Report Status	Report Number	Report Date	Report Creation Date	Report Submission Date	Final Approval Date	Expense Type	Employee Number	Employee Name	Manager Name	Report Created By	Reimbursable Amount	Merchant N
1002	State-Support-COFAC.	12220	Mass Communication	609003	Supplies-Office under \$500 each	Procurement Card	Paid	EXP000036855683	7/26/2022	8/1/2022 5:54:34 PM	8/1/2022	8/2/2022	Supplies for the Office under \$500 each - Split	0137582	Hickey, Mary	Lee, Jung Sook	Mary Hickey	64.7	AJ STATIONE
1002	State-Support-COFAC.	12220	Mass Communication	611221	Equipment IT-Admin Non Teaching New	Procurement Card	Paid	EXP000036855683	7/26/2022	8/1/2022 5:54:34 PM	8/1/2022	8/2/2022	Equipment IT Admin Non Teaching New - Split	0137582	Hickey, Mary	Lee, Jung Sook	Mary Hickey	1478.4	AMZN MKTR US*5B77Y8.
1002	State-Support-COFAC.	12220	Mass Communication	609605	Software Licences-Administrative	Procurement Card	Paid	EXP000036855683	7/26/2022	8/1/2022 5:54:34 PM	8/1/2022	8/2/2022	Software Licences Administrative - Split	0137582	Hickey, Mary	Lee, Jung Sook	Mary Hickey	289.0	APPLE.COM
1002	State-Support-COFAC.	12220	Mass Communication	611221	Equipment IT-Admin Non Teaching New	Procurement Card	Paid	EXP000036855683	7/26/2022	8/1/2022 5:54:34 PM	8/1/2022	8/2/2022	Equipment IT Admin Non Teaching New - Split	0137582	Hickey, Mary	Lee, Jung Sook	Mary Hickey	2499.0	APPLE.COM

To exit the report, click on the Catalog option in the blue ribbon



Employee Number	Employee Name	Manager Name	Report Created By	Reimbursable Amount	Merchant Name	Additional Information
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Catalog will take you back to the main menu where you can run another report or exit out by closing the tab

oraclecloud.com/analytics/saw.dll?catalog

Location /Shared Folders/Custom/Campus Reporting/Transaction Details Report/PCard

All Sort Name A-Z  Show More Details

	TU_BC_DAT_Pcard_Expense_Report_Completed	Last Modified 7/20/2022 1:41:55 PM	Owner Gina Peach
<a href="#">Open</a>	<a href="#">Edit</a>	<a href="#">More</a>	
	TU_BC_DAT_Pcard_Expense_Report_Pending	Last Modified 7/21/2022 8:37:11 PM	Owner Gina Peach
<a href="#">Open</a>	<a href="#">Edit</a>	<a href="#">More</a>	
	TU_BC_DAT_Pcard_not_on_expense_report	Last Modified 7/19/2022 9:05:24 PM	Owner Gina Peach
<a href="#">Open</a>	<a href="#">Edit</a>	<a href="#">More</a>	