Step-by-Step Guide

Reviewing Procurement Card Transaction Reports

What is the Procurement Card Transaction Report?

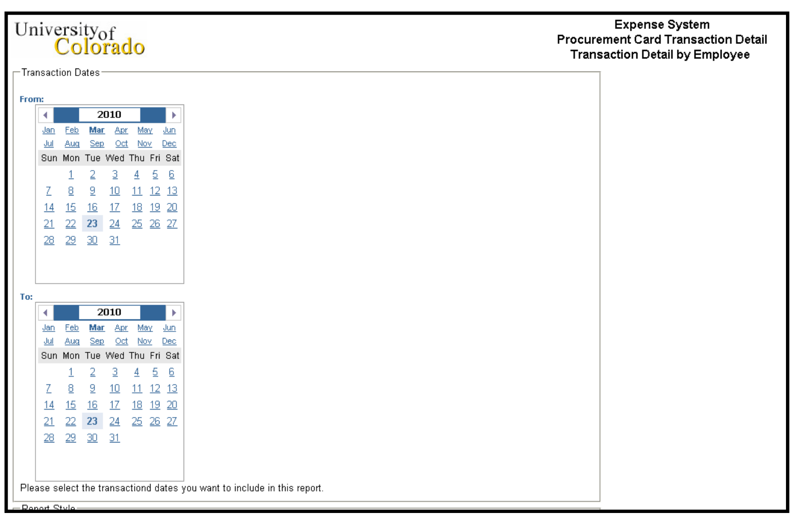
The Procurement Card Transaction Report allows you to review all Procurement Card transactions (Unassigned, Unsubmitted and Assigned, Pending Approval, Sent Back to Employee, and Approved/Posted) for a cardholder, Approving Official, organizational unit, campus, or SpeedType.

Who can run the Procurement Card Transaction Report?

Anyone who has access to Concur Intelligence within the Concur Travel & Expense System can run the Procurement Card Transaction Report, i.e. HR supervisors and those with a specialized reporting role. However, HR supervisors can only run this report for those in their HR chain of command. In special cases, a Campus Reporting or University Reporting license may be available through your campus controller for a campus/University view of Concur Travel & Expense System transactions.

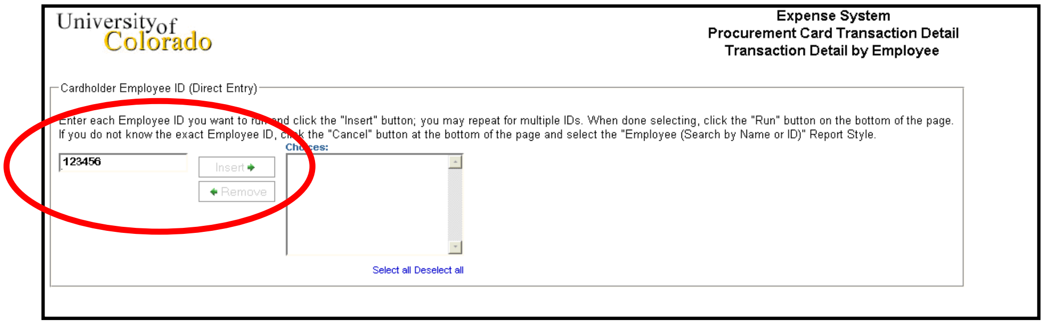
Running the Procurement Card Transaction Report

1. Begin by accessing Concur via [your campus portal](). Locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.
2. From your Concur home page, click **Reporting** (upper left corner of the screen).
3. A separate window will appear. Navigate through the following folders: Regents of the University of Colorado → Back Office → PSC Review Reports → Commercial Card Office.
4. Select **Procurement Card Transaction Report**.



5. Using the Transaction Dates From and To calendars, select the transaction date range for the report.
6. Also, select the Report Style to note the method you want to use to search for transactions.
7. Next, check the Report Status box for each transaction status you want to include in the report. (To see all Procurement Card transactions for a cardholder, select each checkbox or click the **Select All** link.)
8. Click **Next** (lower left corner of screen).

9. The screen that next appears allows you enter specific criteria to run this report against.



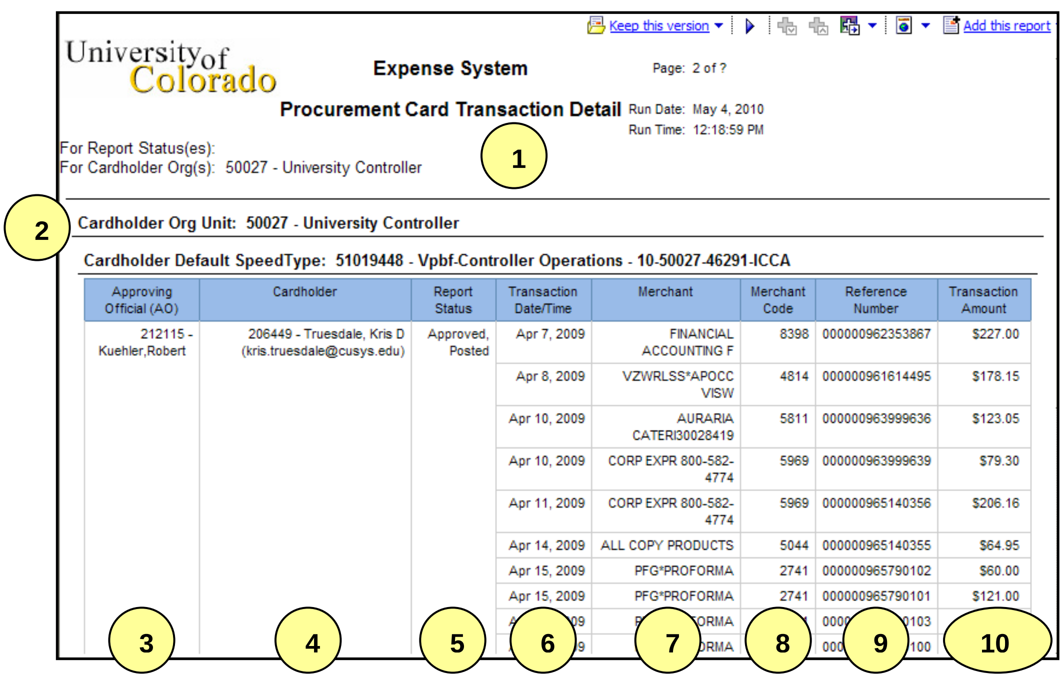
This is based on the REPORT STYLE you selected in the previous screen. (The above screenshot is searching by *Cardholder Employee ID*.)

If your screen looks similar to the above screenshot, enter a value and click **Insert** for the value to appear under the CHOICES area.

10. Once all of your criteria is entered, click **Run** (lower left corner of screen).

Reviewing Your Procurement Card Transaction Report

Your Procurement Card Transaction Report will have the following elements:



Approving Official (AO)	Cardholder	Report Status	Transaction Date/Time	Merchant	Merchant Code	Reference Number	Transaction Amount
212115 - Kuehler,Robert	206449 - Truesdale, Kris D (kris.truesdale@cusys.edu)	Approved, Posted	Apr 7, 2009	FINANCIAL ACCOUNTING F	8398	000000962353867	$227.00
			Apr 8, 2009	VZWRLSS*APOCC VISW	4814	000000961614495	$178.15
			Apr 10, 2009	AURARIA CATERI30028419	5811	000000963999636	$123.05
			Apr 10, 2009	CORP EXPR 800-582-4774	5969	000000963999639	$79.30
			Apr 11, 2009	CORP EXPR 800-582-4774	5969	000000965140356	$206.16
			Apr 14, 2009	ALL COPY PRODUCTS	5044	000000965140355	$64.95
			Apr 15, 2009	PFG*PROFORMA	2741	000000965790102	$60.00
			Apr 15, 2009	PFG*PROFORMA	2741	000000965790101	$121.00

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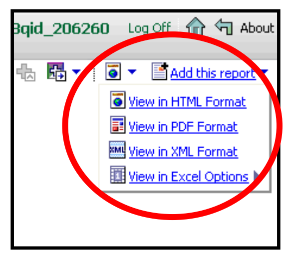
1. **Report Header –** Displays the report name, run time and date, and search criteria.
2. **Cardholder Org Unit and Default SpeedType**
3. **Approving Official (AO) –** Employee ID and name of Cardholder's AO.
4. **Cardholder –** Employee ID, name and email address of Cardholder.
5. **Report Status –** Identifies whether the expense report's status is: Unassigned, Unsubmitted and Assigned, Pending Approval, Sent Back to Employee, or Approved/Posted.
6. **Transaction Date/Time –** Identifies when the transaction occurred.
7. **Merchant –** Identifies the vendor of the purchase.
8. **Merchant Code –** Assigned to the merchant to classify purchases.
9. **Reference Number –** Unique identifier assigned to each purchase for future reference.
10. **Transaction Amount –** Dollar amount of the charge.

To run the report in PDF or Excel format, use the **View** dropdown menu in the upper right hand corner.



If running your report in Excel, you may need to hold down the CTRL key on your keyboard until the report opens.