Corporate Card Transactions: Reporting Guide

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Corporate Card Reports

The Finance/Business Manager tab offers three reports that display information specific to corporate card transactions. Each of the reports is a SAP Business Warehouse (BW) based report and provides BW functionality for different ways of viewing the data (filters, click and drag features, etc.).

The available reports include:

- **Assigned Receipts with Cost Object** = displays corporate card transactions included in an expense report that have not posted to the ledger.
- **FI Documents with Travel Details** = displays corporate card transactions which have posted to the ledger and includes details about the expense documented in the expense report.
- **Unassigned Corporate Card Expenses** = displays corporate card transactions which have not been included in an expense report.

This guide covers the steps related to how to work with these BW based reports.

Accessing Reports (cont.)

General Steps for Accessing Corporate Card Reports

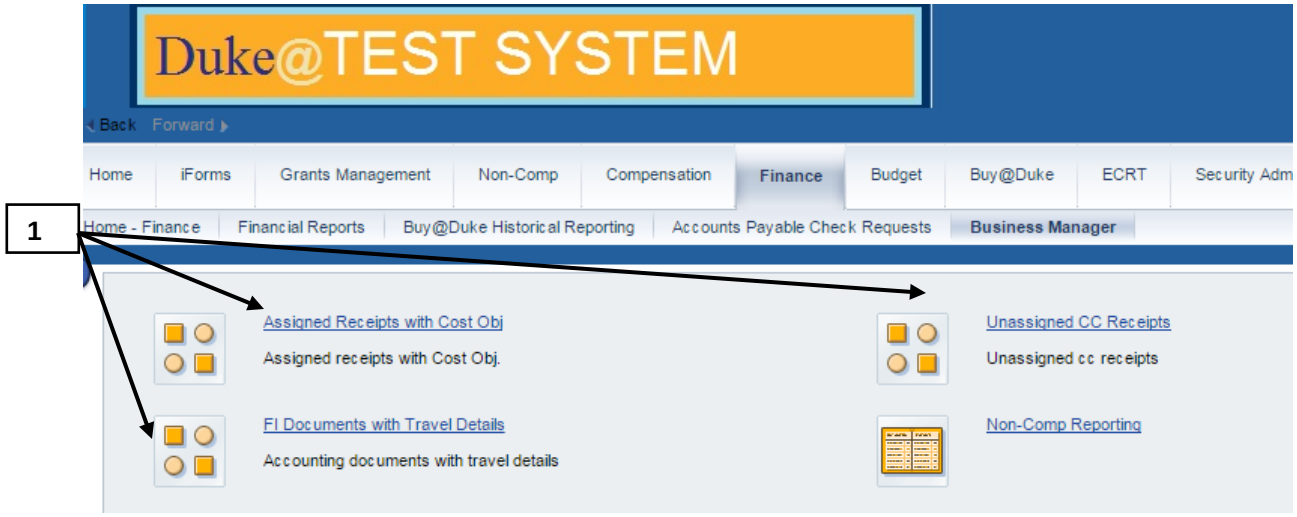
1. Access the Finance Tab in Duke@Work as follows:
   - Log into **work.duke.edu** (do Not type in http://www.).
   - Click on the **Finance Tab**.

2. Select the **Business Manager** page. Please note: you will only have access to this page if you have been designated by your school/department as the Business Manager or are the identified back-up.
3. Once on the Business Manager page, use either method to navigate and access a report, as follows:
   - Click on the underlined link for the report you would like to run.

     OR
   - In the left ***Detailed Navigation*** pane, click on the **Twistee** icon beside **Business Manager** and continue to use the Twistee icons to locate the desired report.

Accessing Reports (cont.)

Using the Underlined Links



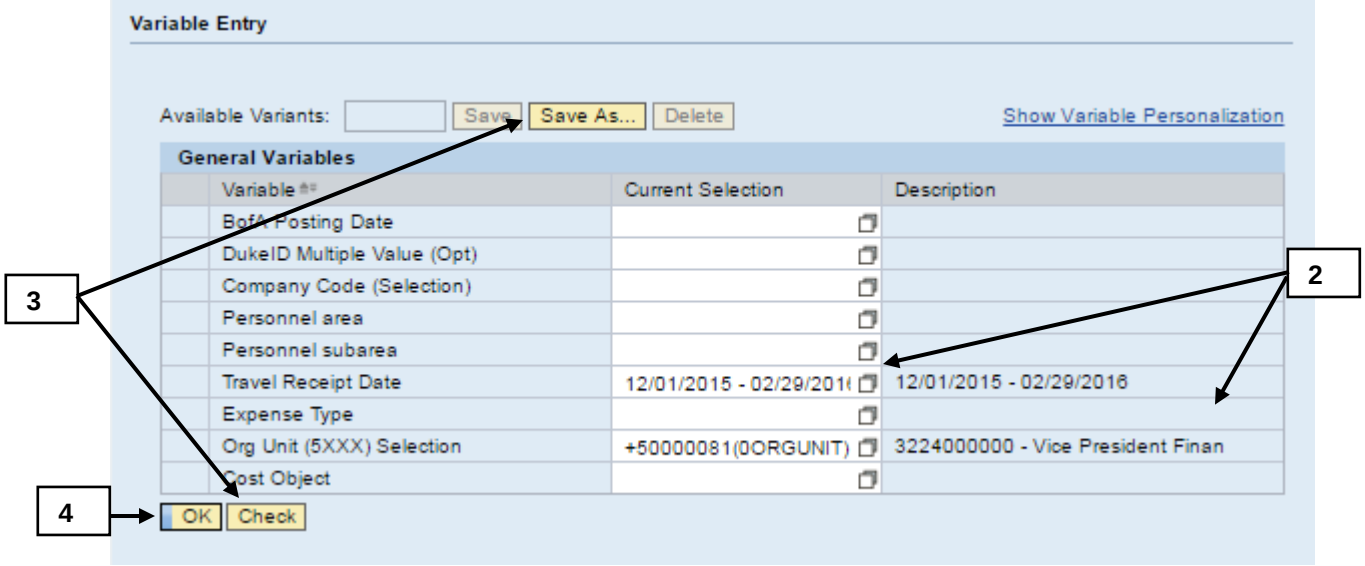
1. Click on the desired **underlined name link for the type of the report** as follows:
   - **Assigned Receipts with Cost Object** = displays corporate card transactions included in an expense report that has not posted to the ledger.
   - **FI Documents with Travel Details** = displays corporate card transactions which have posted to the ledger and includes details about the expense documented in the expense report.
   - **Unassigned Corporate Card Expenses** = displays corporate card transactions which have not been included in an expense report.

Corporate Card Transactions Reports

Selecting Criteria and Executing Reports

1. For  Business Warehouse (BW) based corporate card transaction reports, click on the link for the desired report.

   Note: The Variable Entry Criteria Screen for Assigned Report with Cost Object is used in the example.



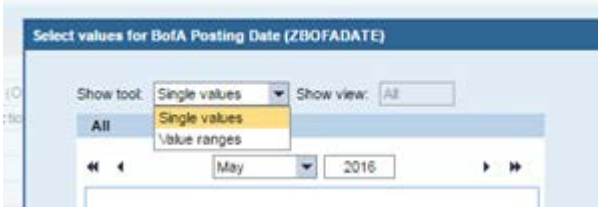
2. Enter values in the input field or use  **Select Values** for the **Current Selection.** If you want to use date ranges or enter in multiple values, use  **Select Values** to enter the data.

Corporate Card Transactions Reports (cont.)

The variable fields listed below are available in all Corporate Card Transaction Reports. Variable fields **vary by report** and include:

- **BofA Posting Date –** enter a date or date range to review based on the date the transactions posted with Duke's corporate card vendor, Bank of America. This may or may not be the same date as the transaction date.

  Note: When entering dates, identify whether or not you want to select a specific date or a date range before entering dates.



- **DukeID Multiple Value** – enter the Duke Unique ID number of the employee/employees.
- **Company Code** – enter the appropriate four-digit company code.
- **Personal Area** – enter the personal area. This is particularly helpful within Company 0010 in the event the user wants to pull data for only one management center.
- **Personal Subarea** – enter the personal subarea for employees to review.
- **Travel Receipt Date** – enter a date or date range to review based upon the transaction date. This may or may not be the same date as the Bank of America posting date.
- **Expense Types** – enter the expense type text the user would like to include in the report. In the Unassigned CC Receipts report, the expense type is based upon the vendor MCC code vs. the expense type assigned through the expense report.

  Recommended: Use  *Select Values to ensure the appropriate abbreviation for each expense type is entered.*

Corporate Card Transactions Reports (cont.)

- **Org Unit** – Use **Select Values** button in the field to find the corresponding Org. Unit (5000####) with corresponding BFR Code using the hierarchy OR enter the 8 digit Org. Unit if known.

The variable fields listed below are available on Corporate Card Transaction Reports as included in the description.

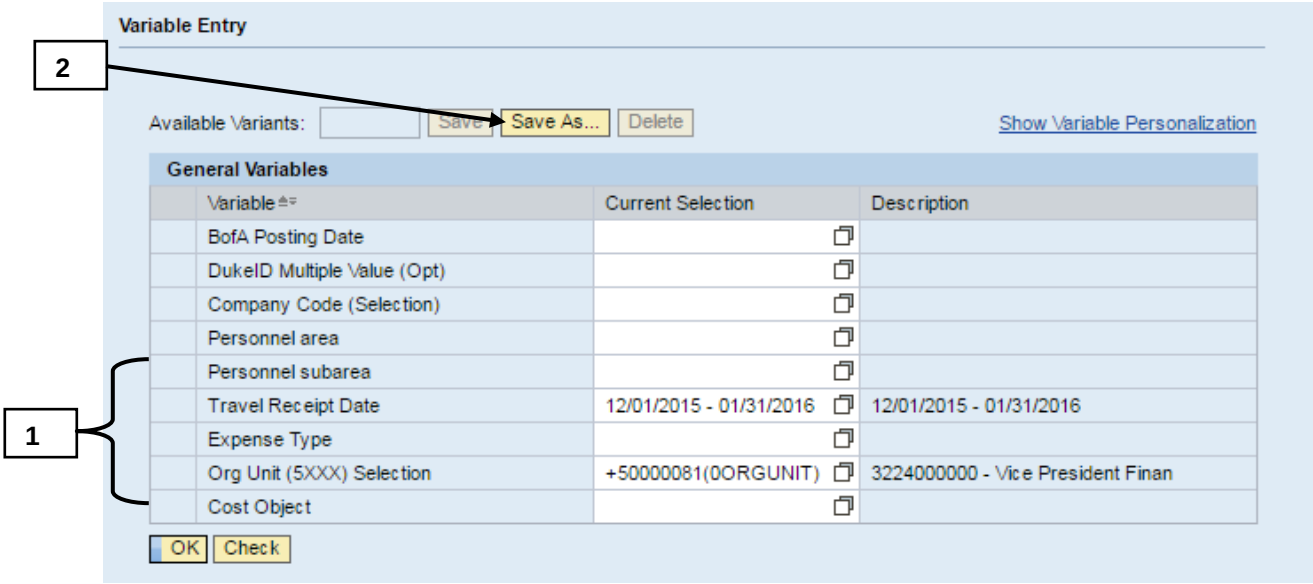
- **Cost Object** – enter the cost object/objects by which to run the report. Included in the FI Documents with Travel Detail and the Assigned Receipts with Cost Object reports.
- **Fiscal Year/Period** – enter the fiscal year and/or fiscal period. Included in the FI Documents with Travel Detail report.

3. Once values are entered, use optional functions as desired:
   - **Check** = use this button to verify or check the input values and identify any issues with the values selected.
   - **Save As**… = use this button to save the selection values entered in the fields as part of a **selection variant** for future use to save keystrokes (see detailed steps in next pages).
   - Use **Available Variants** to drop-down and use a saved **selection variant** to automatically enter values in the input fields and save keystrokes (see detailed steps in next pages).
4. Click the **OK** button to generate the report and use other options outlined in this Guide to review the data.

Corporate Card Transactions Reports (cont.)

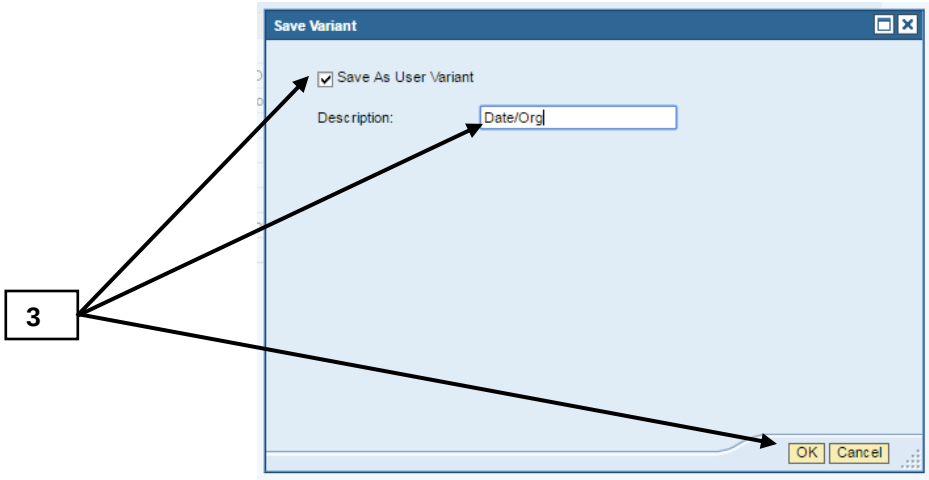
Selection Variants:

Once selection criteria are entered for the report chosen, users may save that selection criteria as a query variant. The selection variant automatically populates the general variable entries each time a report is generated and ultimately saves the user time.



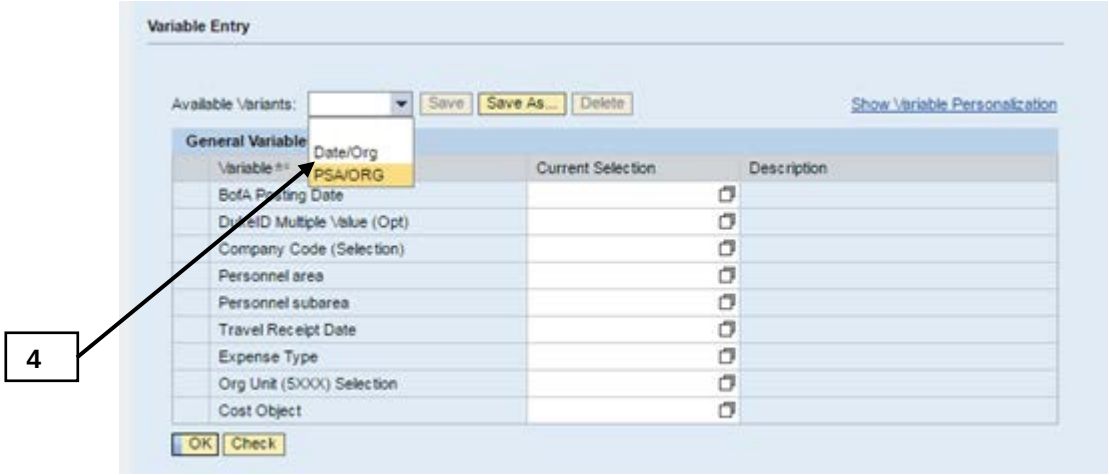
1. To create a selection variant, enter the values desired in the **Current Selection**.
2. Click on the **Save As** button.

Corporate Card Transactions Reports (cont.)



3. In the resulting *Save Variant* window:
   - Leave the **Save As User Variant** checkbox selected with a check mark.
   - Enter the name of the variant in the **Description** field.
   - Click on the **OK** button.

Corporate Card Transactions Reports (cont.)

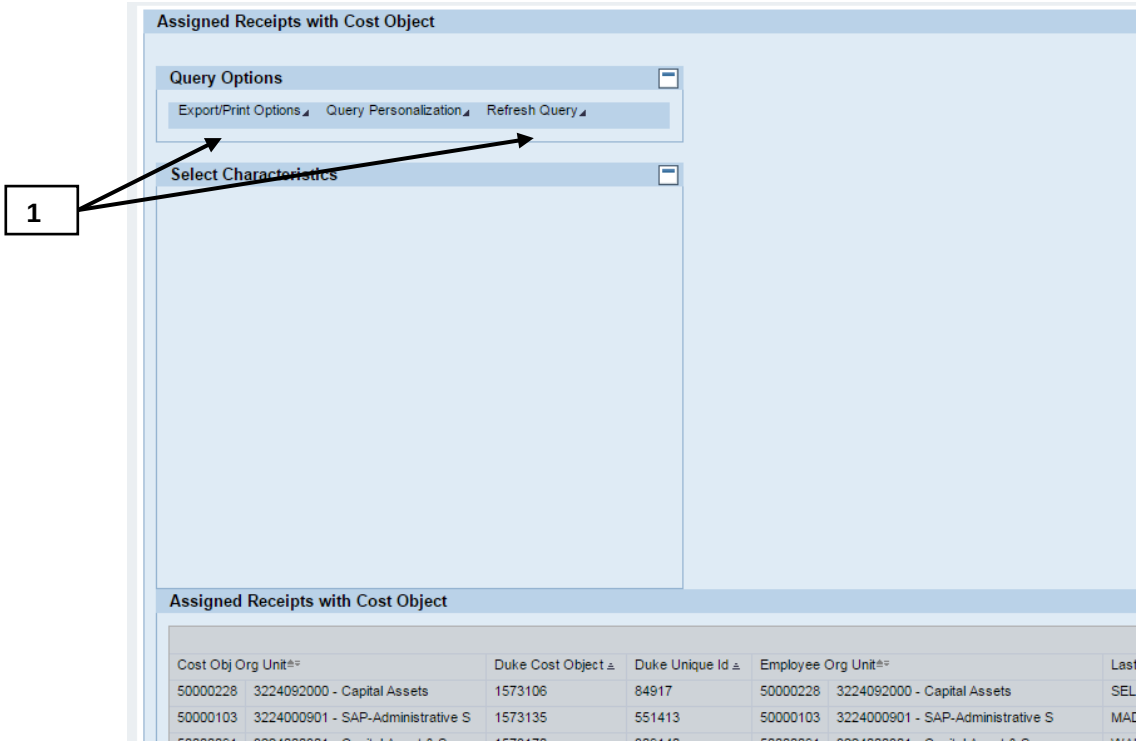


4. Each time this report is chosen and executed, use the **Drop-down arrow** in the **Available Variants** field to choose the desired variant and populate the fields and save keystrokes.

Corporate Card Transactions Reports (cont.)

Query Options for Executed Reports

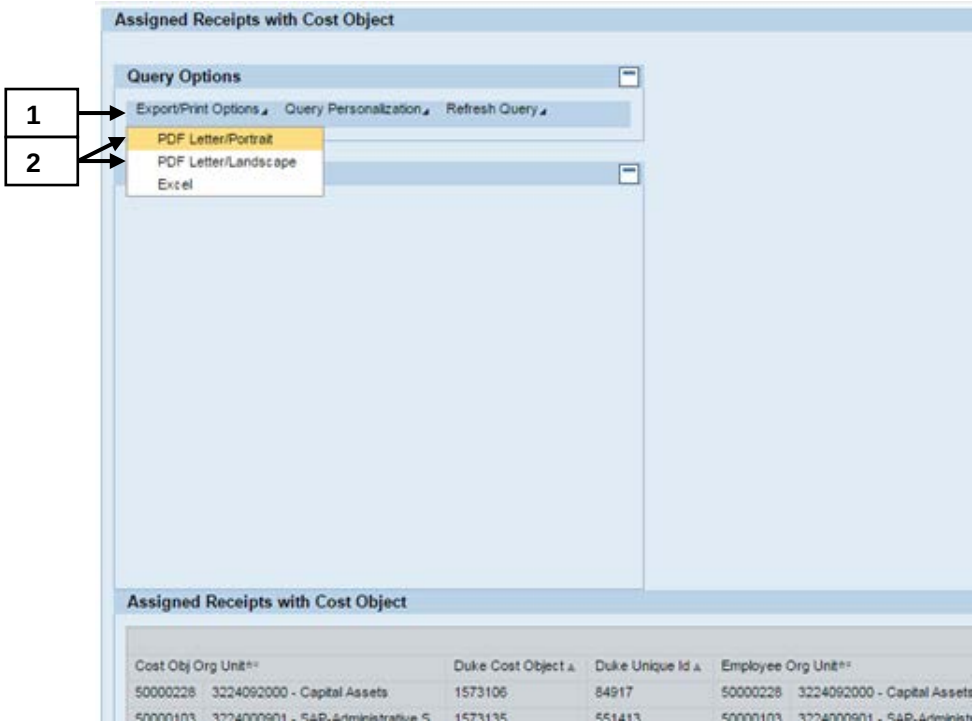
Once the report is executed, there are **Query Options** available to perform various functions, such as printing, exporting, etc.



1. The **Query Options** available in the top tray displayed above the report:
   - **Export/Print Options** = provides PDF printing options for portrait or landscape, as well as the Export function for Excel.
   - **Refresh Query** = opens the Variable Entry selection window which displays the current selected values and allows the user to change the selection values and run a new report.

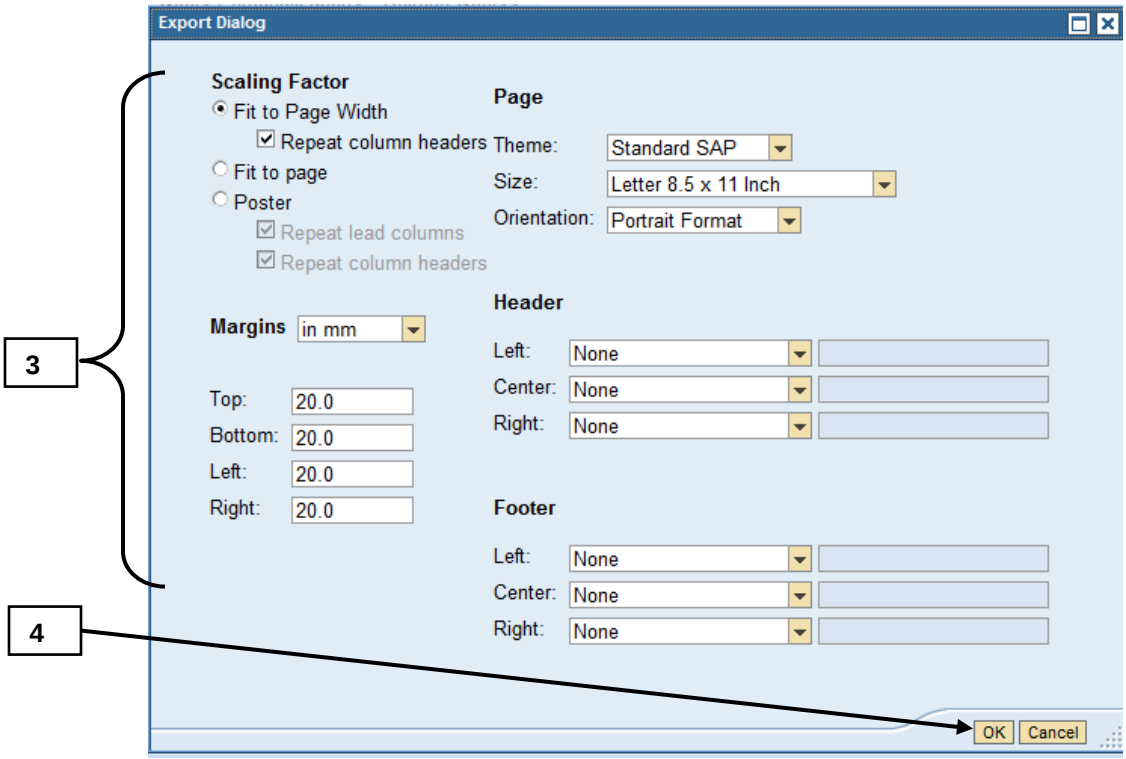
Corporate Card Transactions Reports (cont.)

Printing the Report



1. Click on the **Export/Print Options** button under **Query Options**.
2. Choose one of the print options as follows:
   - To print the report in a portrait view on letter-size paper, select the **PDF Letter Portrait** option.
   - To print the report in a landscape view on letter-size paper, select the **PDF Letter Landscape** option.

Corporate Card Transactions Reports (cont.)

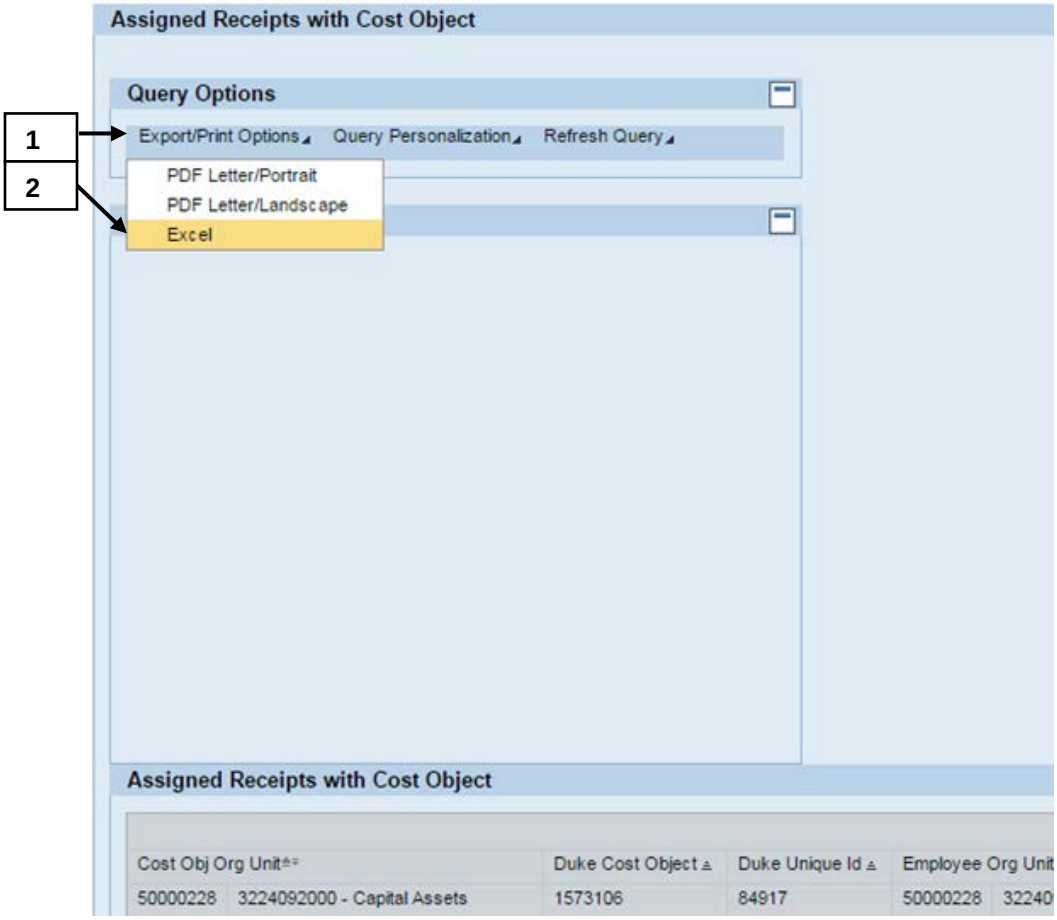


3. In the resulting window, select the desired options.

4. Click **OK** to print (to default printer for the computer).

Corporate Card Transactions Reports (cont.)

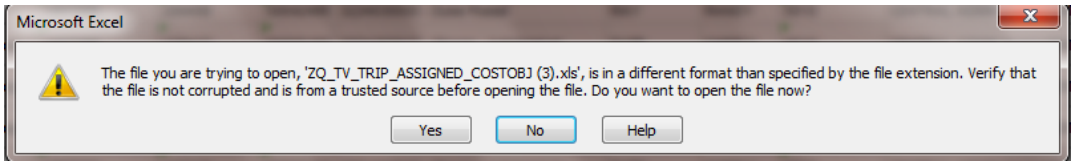
Exporting the Report



1. Click on the **Export/Print Options** button under **Query Options**.

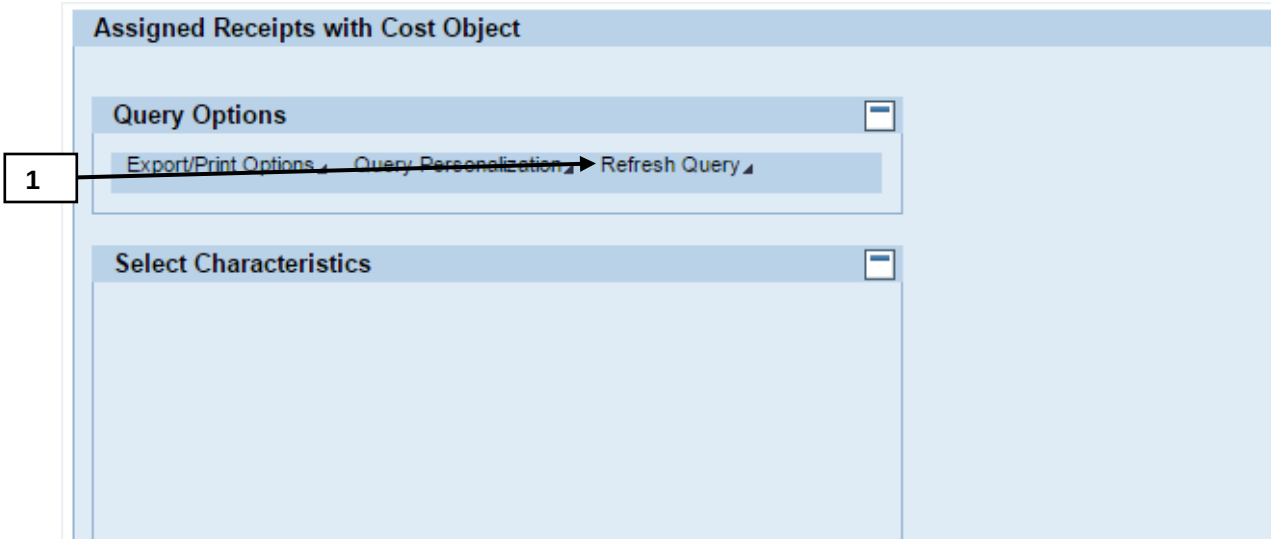
2. Click on the **Excel** option.

3. Depending on the web browser being used, the report will present differently. Follow the steps to open and/or save the Excel report specific to the browser being used. If messages similar to the one below display, the file does not present a security risk.



Corporate Card Transactions Reports (cont.)

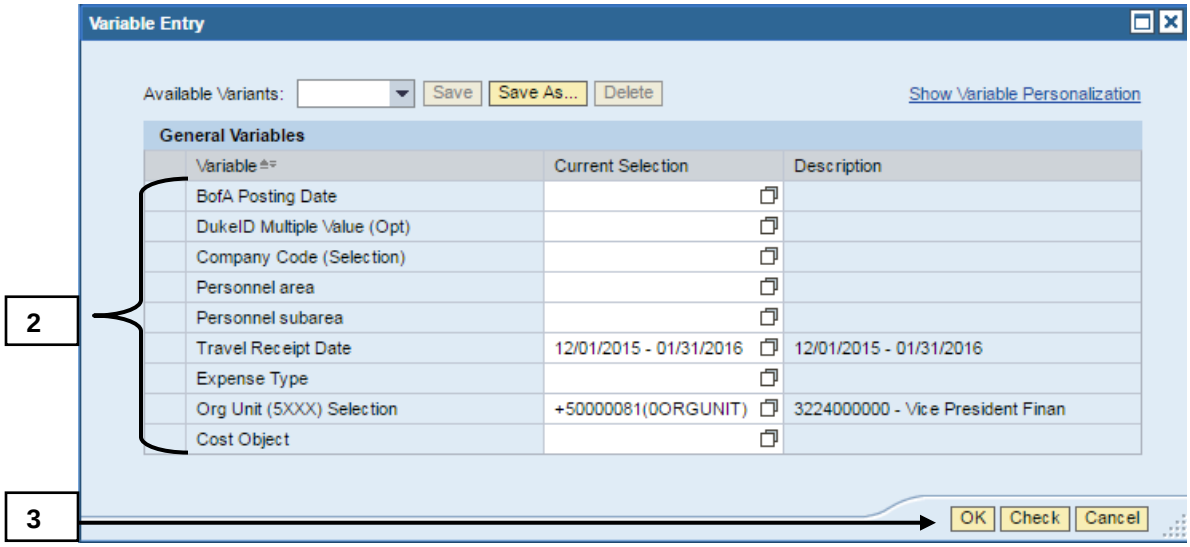
Refreshing a Query for the Report



Note: This option allows you to change the selection criteria without having to return to the report map and choose the report again.

1. To refresh the report query and change any selection criteria, click on the **Refresh Query** button under **Query Options**.

Corporate Card Transactions Reports (cont.)



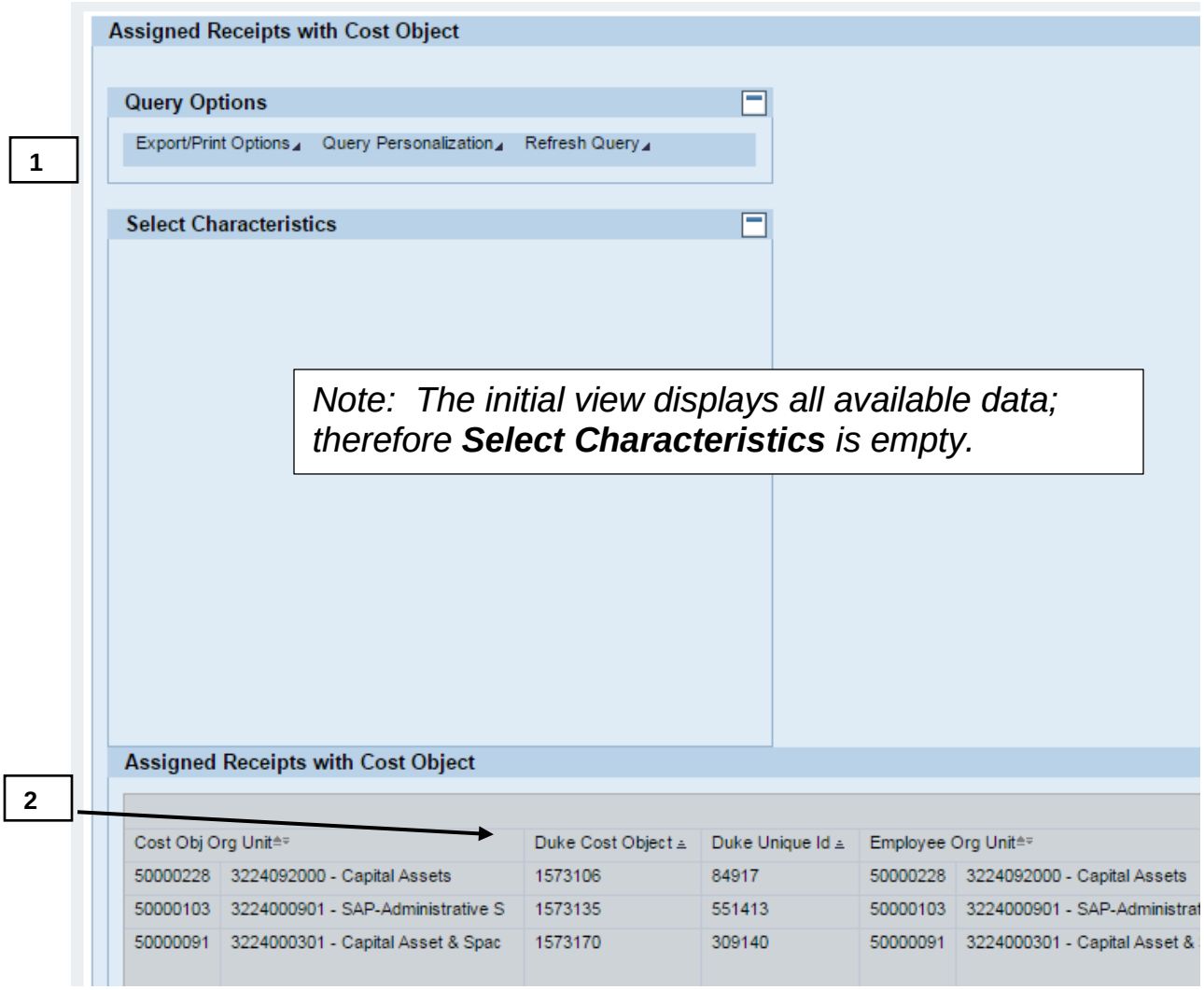
2. In the resulting Variable Entry screen, **change any selection values** in the **Current Selection** column.

3. Click the **OK** button to execute the report again with the new selection criteria.

Corporate Card Transactions Reports (cont.)

Characteristic Selections for Executed Reports

Once a report is executed, the resulting view of the report may be changed by using the **Select Characteristics** tray and the values listed in this tray. These characteristics allow the user to use the drag-and-drop functions to change the view of the report.



1. Review the characteristic options available in the **Select Characteristics** tray (second tray at top).

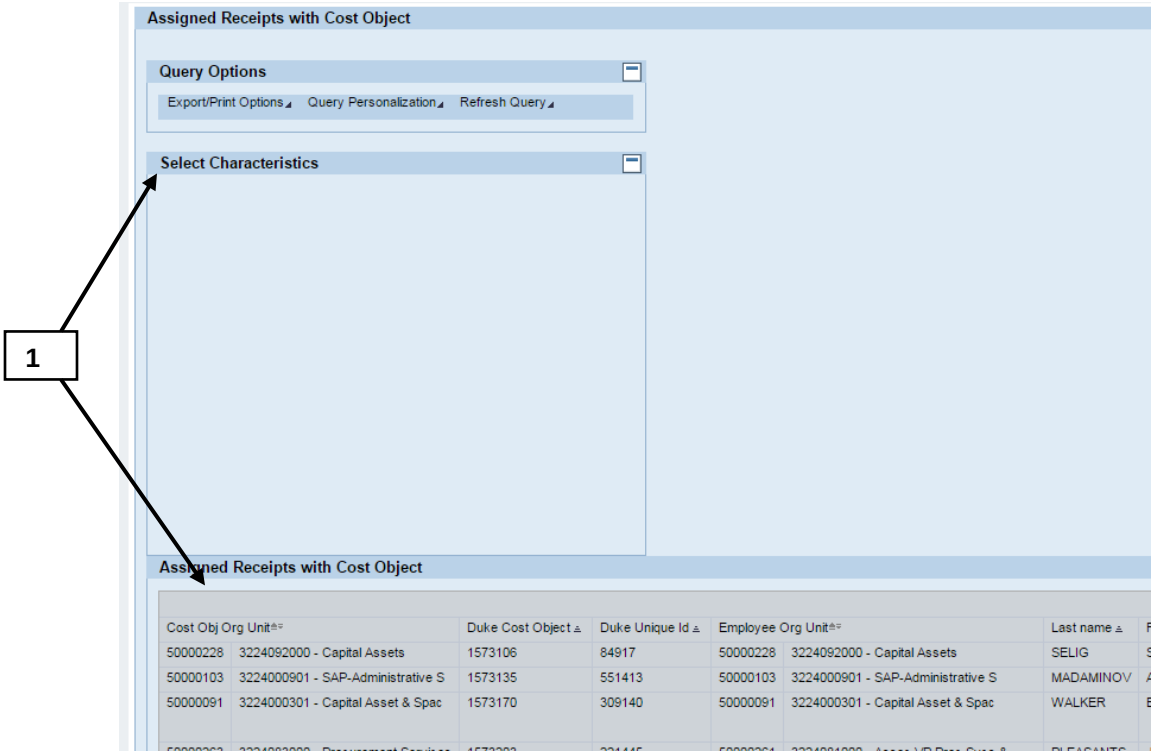
Corporate Card Transactions Reports (cont.)

2. Decide which characteristic to use by **placing the cursor / pointer over each option to view a pop-up box with instructions**.

*Note: Changing the characteristics is a drag-and-drop function. A characteristic can be pulled from the display and moved to **Select Characteristics.** A characteristic can be dragged and dropped on a column heading to "swap" the way the report is displayed.*

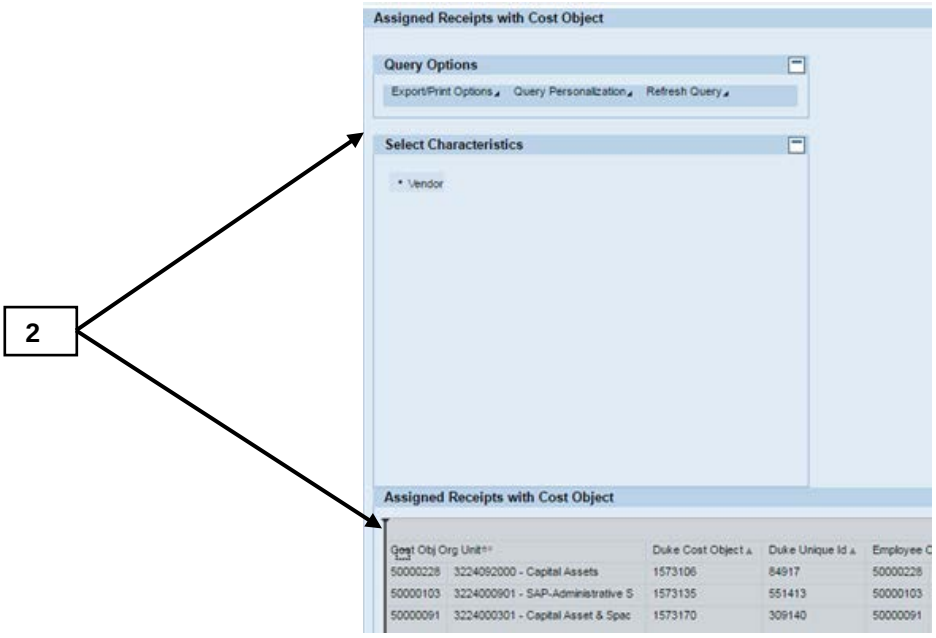
Corporate Card Transactions Reports (cont.)

Changing the View of the Report Using Characteristics



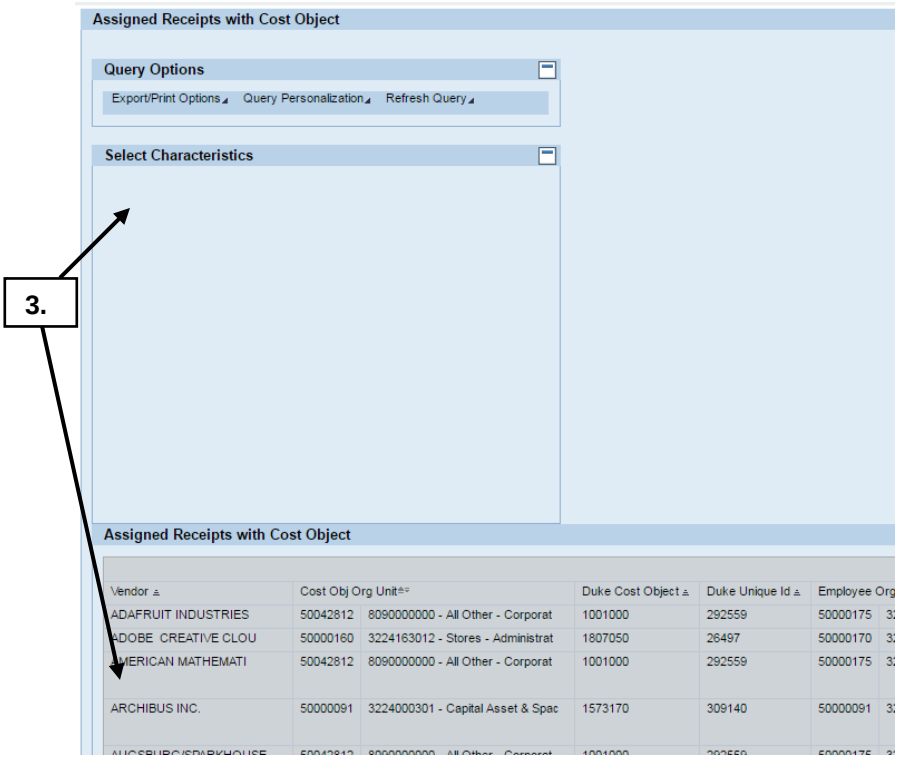
1. To remove a characteristic from the report, click on the desired column heading and drag that characteristic until an X displays anywhere in the **Select Characteristic** tray.

Corporate Card Transactions Reports (cont.)



2. To move a characteristic from **Select Characteristics** adding it back into the report**,** select the characteristic and drag it to the location where the characteristic will be added. Notice the thick line between columns indicating where the characteristic will be placed.

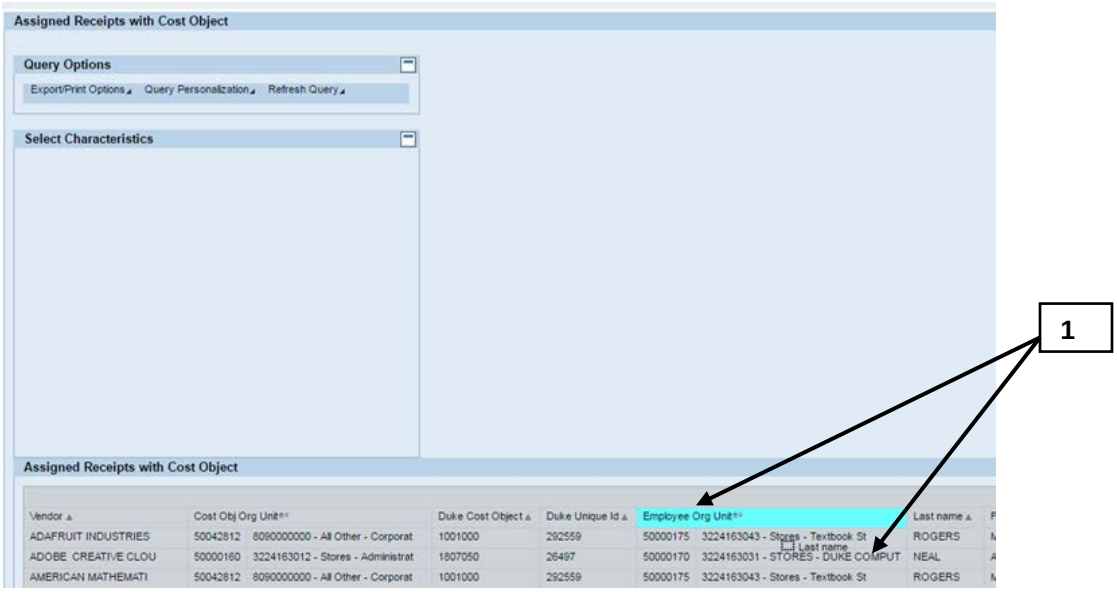
Corporate Card Transactions Reports (cont.)



3. **Release the mouse click to drop** the characteristic into the report. In this example, Vendor is now the first column in the report and corporate card charges are grouped by Vendor.

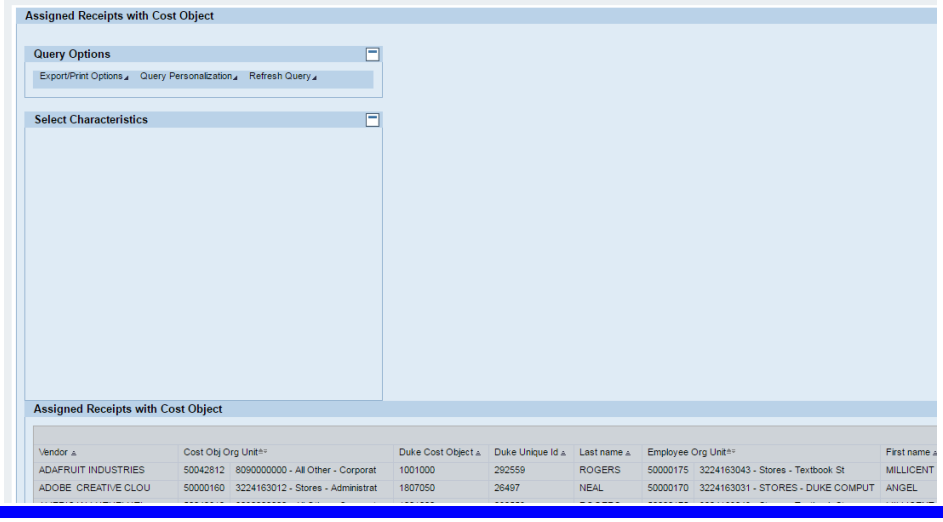
Corporate Card Transactions Reports (cont.)

Swapping Characteristics



1. Click on the desired characteristic column heading and drag the characteristic **<u>on top of</u>** the desired characteristic heading. The column heading being swapped displays in an aqua-colored box.

*Note: The aqua-colored box and the dashed rectangle indicate that characteristic columns will be swapped in the display. In the example above, **Employee Org Unit** and **Last name** are being swapped.*



Corporate Card Transactions Reports (cont.)

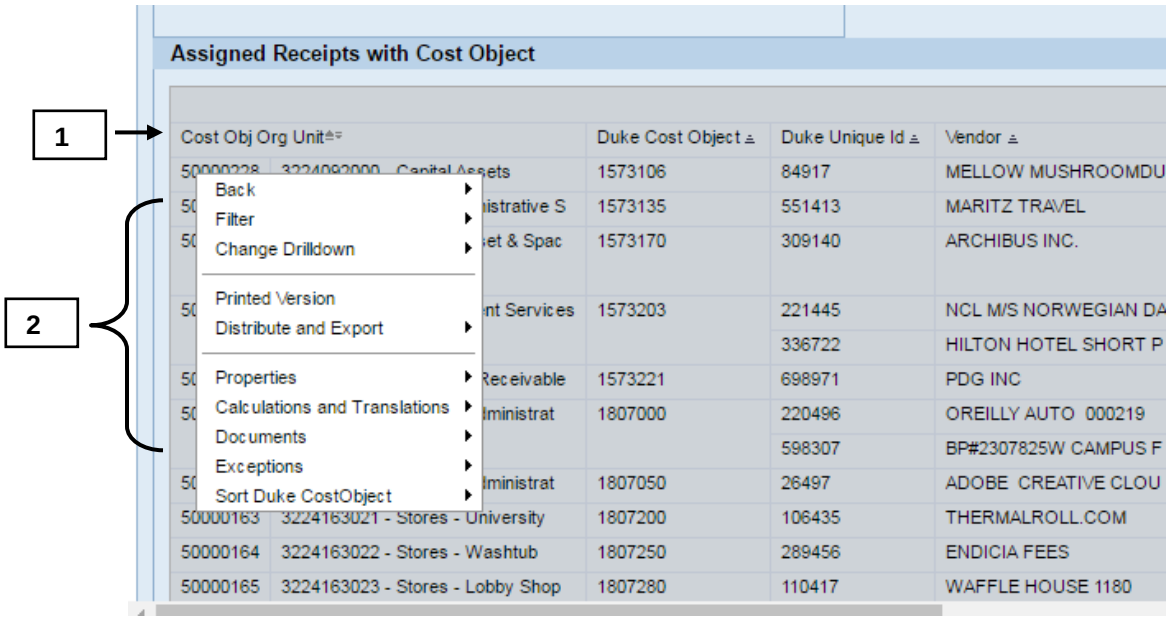
2. **Release the mouse click to drop** the swap the characteristics.

Note: The report now lists last name prior to employee org unit.

Corporate Card Transactions Reports (cont.)

Using Other Functions in Reports

Once a report is executed, many of the other Business Warehouse functions are available in Corporate Card Transactions Reports. The Context Menu allows users to right mouse click in the report and to perform various functions. A few functions are outlined in this section. Refer to the Introduction to Business Warehouse Guide for even more functionality if desired.



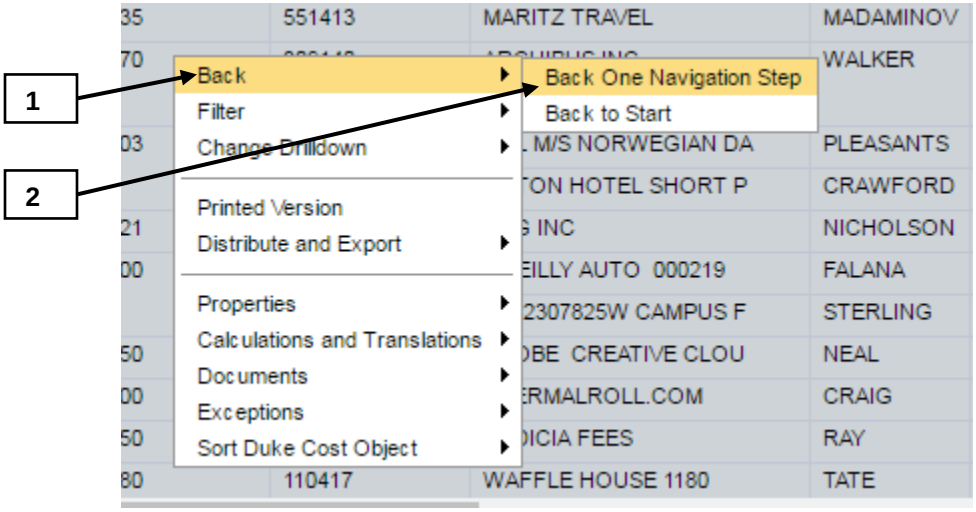
1. To access the functions, right mouse click directly on the column heading title desired, such as Cost Object Org Unit in the example above (click on the word).

2. In the resulting window, choose one of the options outlined in the next few steps (**options vary depending on report selected**).

Note: *The Change Drill-down option contains the "swap with" functionality already outlined in this Guide as drag-and-drop functionality. This option is just another way to do the same thing, so the steps are not covered again in this section.*

Corporate Card Transactions Reports (cont.)

Using the Back Function

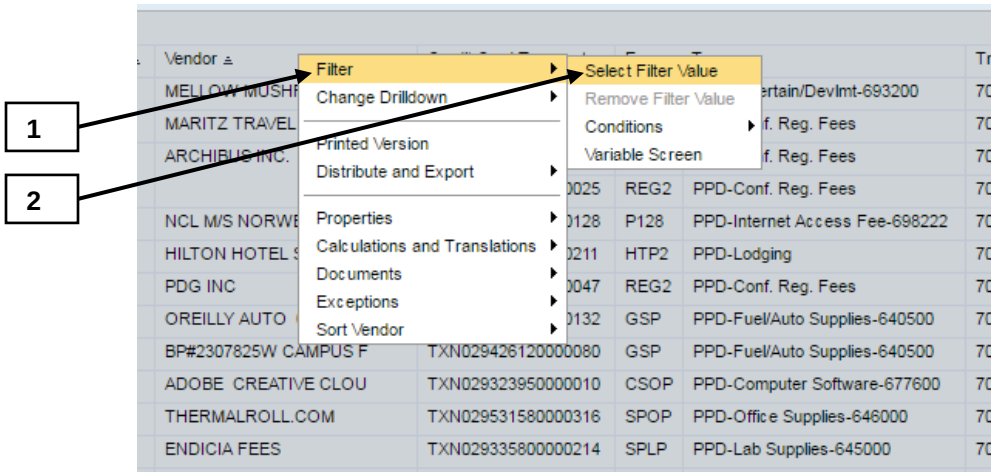


1. Right mouse click on a column heading or active field, and in the resulting window, click on the **Back** option.

2. Click on one of the following options:
   - **Back One Navigation Step** – to undo the last function performed or go back to the previous view of the report.
   - **Back to Start** – to return to the original view of the report when it was first executed.

Corporate Card Transactions Reports (cont.)

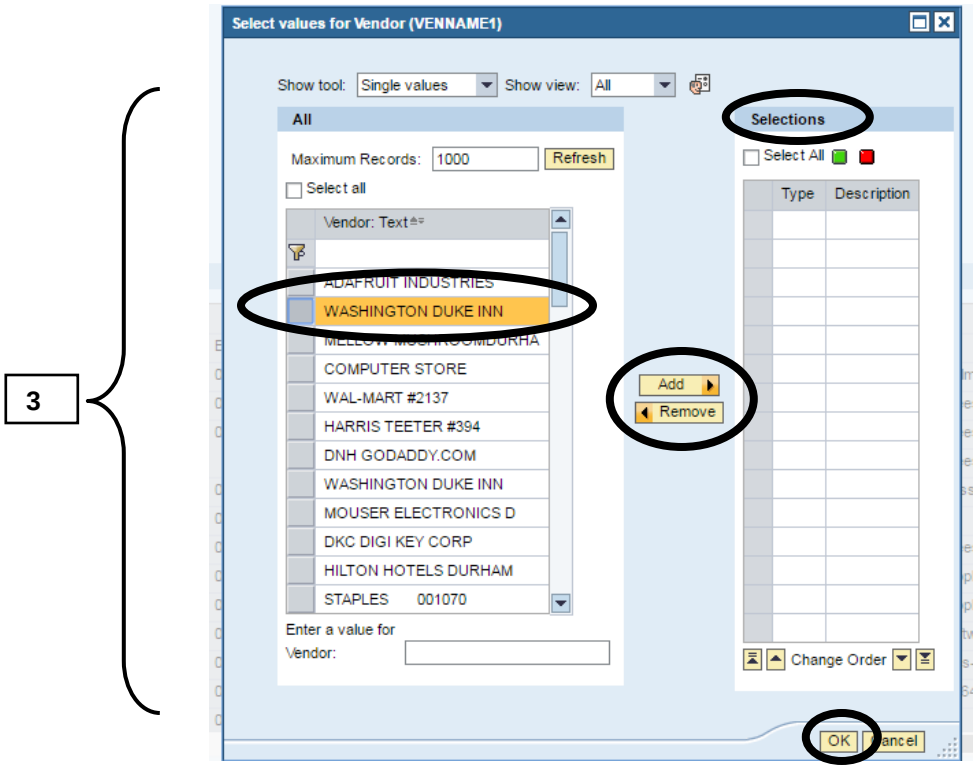
Using the Filter Function



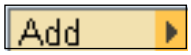
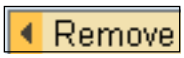
1. Right mouse click on a column heading or active field, and in the resulting window, click on the **Filter** option.

2. Click on the **Select Filter Value** option. The filter is related to the column heading or active field in selected.

Corporate Card Transactions Reports (cont.)



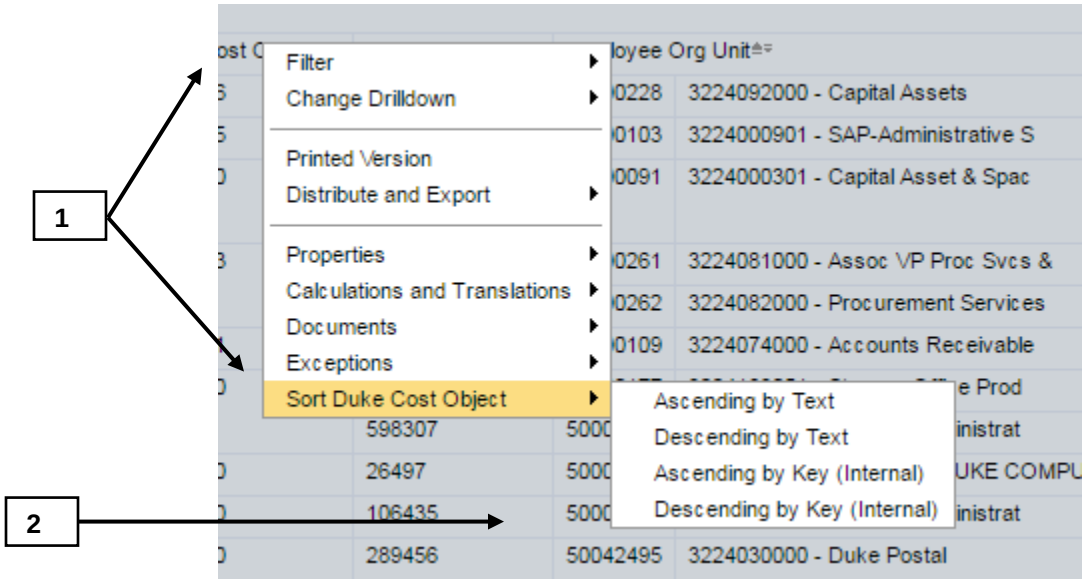
3. In the *Select values for*… window (**name varies by column selected for the filter**):

   - Click on the **box to the left of a value** under the ***All*** section to select that as the **desired filter value** (more than one may be selected).
   - Click on the  **Add** button to add the value as a filter selection on the right side of the screen**.**
   - To remove a filter, click on the **box to the left of a value** under the ***Selections*** section and click on the  **Remove** button.
   - When all values for the filter are selected, click on the **OK** button.

Note: *Use the **Back One Navigation Step** or **Back to Start** options to undo the action if desired or repeat steps above to remove the filters.*

Corporate Card Transactions Reports (cont.)

Using the Sort Function



1. Right mouse click on a column heading or active field, and in the resulting window, click on the **Sort**… option (name varies by type of report and column chosen).

2. Click on one of the following options for the sort (may vary by column chosen) as follows:
   - **Ascending by Text** – A to Z by the text / description field.
   - **Descending by Text** – Z to A by the text / description field.
   - **Ascending by Key (Internal)** – Lowest to highest by number.
   - **Descending by Key (Internal)** – Highest to lowest by number.

*Note: Use the **Back One Navigation Step** or **Back to Start** options to undo the action if desired.*