

## Querying Procurement card Information

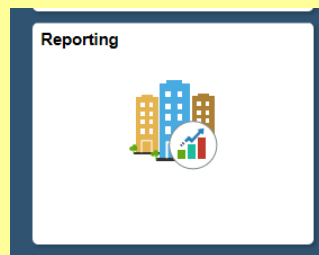


This job aid describes the procedure for running queries related to Procurement card information.

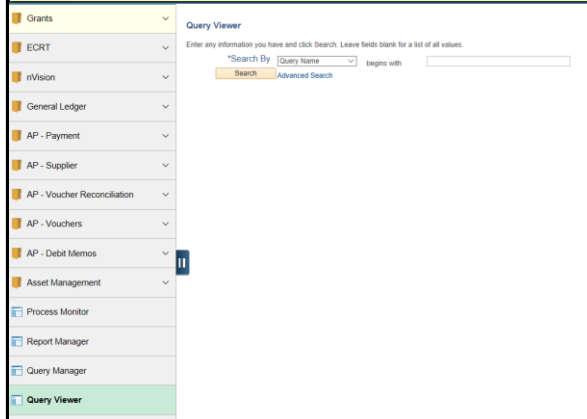
**Step 1.** Log into the Finance Application with your single sign on Username and Password.



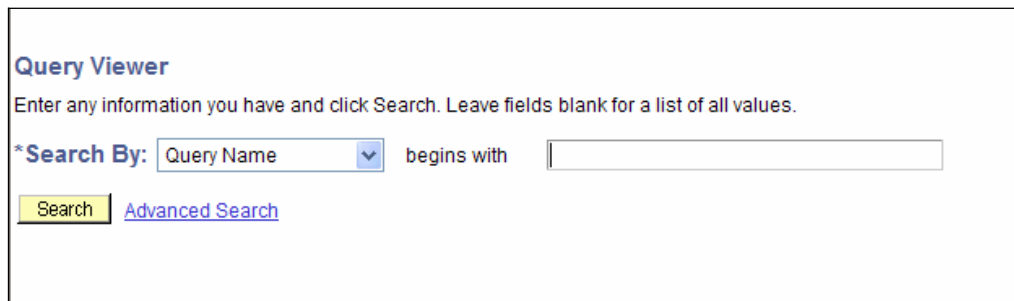
**Click on the Reporting Tile**



**Then Click on Query Viewer from the Left Navigation**



The **Query Viewer search** page opens.



**Query Viewer**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

[Advanced Search](#)

**Step 2.** Enter the query name information in the **begins with** field.  
Procurement Card Queries start with PO\_PCD

**Step 3.** Click [Search](#).

The **Query Viewer** page displays the search results.



In the Production database, three Procard public queries are most often used. These Procard public queries are listed below, along with their descriptions:

- ◆ **PO\_PCD\_OPEN\_BY\_DEPTID** – displays Procard transactions in open status (available for reallocation and/or approval) by department ID number, date range
- ◆ **PO\_PCD\_TRANS\_BY\_EMPLID** – displays Procard transactions by employee ID number, date range

Query				Personalize	Find	View All	Help	Print
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	
PO_PCD_ACCRUAL	Daily Accrual Entries	Public		HTML	Excel	XML	Schedule	
PO_PCD_ACCRUAL_DETAIL	Daily Accrual backup detail	Public		HTML	Excel	XML	Schedule	
PO_PCD_BUDGET_ERRORS	PCD Trans w budget errors	Public		HTML	Excel	XML	Schedule	
PO_PCD_CARDS_W_LAST_ACT_DATE		Public		HTML	Excel	XML	Schedule	
PO_PCD_CC_PYMNT_AMT_JPMC	Trans total by billing date	Public		HTML	Excel	XML	Schedule	
PO_PCD_MONTHLY_STMNT	ProCard Transactions for Month	Public		HTML	Excel	XML	Schedule	
PO_PCD_MONTHLY_STMNT_ERRORS	Staging errors for aDate Range	Public		HTML	Excel	XML	Schedule	
PO_PCD_MONTHLY_STMNT_ERRORS_X	Staging errors for aDate Range	Public		HTML	Excel	XML	Schedule	
PO_PCD_MONTHLY_STMNT_X	ProCard Transactions for Month	Public		HTML	Excel	XML	Schedule	
PO_PCD_NO_AUTO_APPRV_LOW	Lowell PCards w/no auto approv	Public		HTML	Excel	XML	Schedule	
PO_PCD_OPEN_BY_DEPTID	PCD Open to Reall by DeptID	Public		HTML	Excel	XML	Schedule	
PO_PCD_OPEN_BY_DEPTID_X	PCD Open to Reall by DeptID	Public		HTML	Excel	XML	Schedule	
PO_PCD_POSTED_BY_DEPTID	Procard trans posted by DeptID	Public		HTML	Excel	XML	Schedule	
PO_PCD_STAGE_ERRORS	Procard stage error by CC Vend	Public		HTML	Excel	XML	Schedule	
PO_PCD_TRANS_BILLING_DATE	Transactions for Billing Date	Public		HTML	Excel	XML	Schedule	
PO_PCD_TRANS_BY_EMPLID	Procard trans by Employee ID	Public		HTML	Excel	XML	Schedule	
PO_PCD_TRANS_ERRORS_BY_DATE	Staging Errors -Billing Date	Public		HTML	Excel	XML	Schedule	
PO_PCD_UMAMH_TRANS_BY_STMT	Procard transactions	Public		HTML	Excel	XML	Schedule	
PO_PCD_UMWOR_TRANS_BY_STMT	Procard transaction by employe	Public		HTML	Excel	XML	Schedule	
PO_PCD_VCHR_NOT_POSTED_DTL	Procard Vouchers Not Posted	Public		HTML	Excel	XML	Schedule	
PO_PCD_VCHR_NOT_POSTED_SUM	Procard Vouchers Not Posted	Public		HTML	Excel	XML	Schedule	

**Step 4.** Click the [Excel](#) link or the [HTML](#) link on the row corresponding to the appropriate query.

A new window opens.


**Step 5.**


Enter the criteria information for the query and click

[View Results](#)

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Enter Dept

Starting Post Dt  

Ending Post Dt  

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (4 kb)

Depending on the option you chose, you will see different messages

**Step 6.**

Click [Open](#) to open the file for viewing, or click [Save](#) to save it to your Computer or download the results in Excel

An Excel or HTML document opens and displays the query results.

Or Click to Download results in Option:

End.