Lesson 5: *Reporting*

Lesson Description

In Lesson 5 the Cardholder report options will be reviewed, and Cardholders will learn how to generate a report of transactions entered into PCMS. This is the concluding lesson in the PCMS Cardholder training course.

Training Objectives

At the conclusion of this lesson, PCMS Cardholders will be able to:

1. Generate a cardholder report based on date ranges.

Methodology

This lesson will be delivered using a combination of lecture and presentation, demonstration and Instructor-led exercises. Practical exercises and testing will be utilized to measure the level of individual and group achievement of the Training Objectives outlined above, and the overall effectiveness of this training program.

References

None.

Enclosures

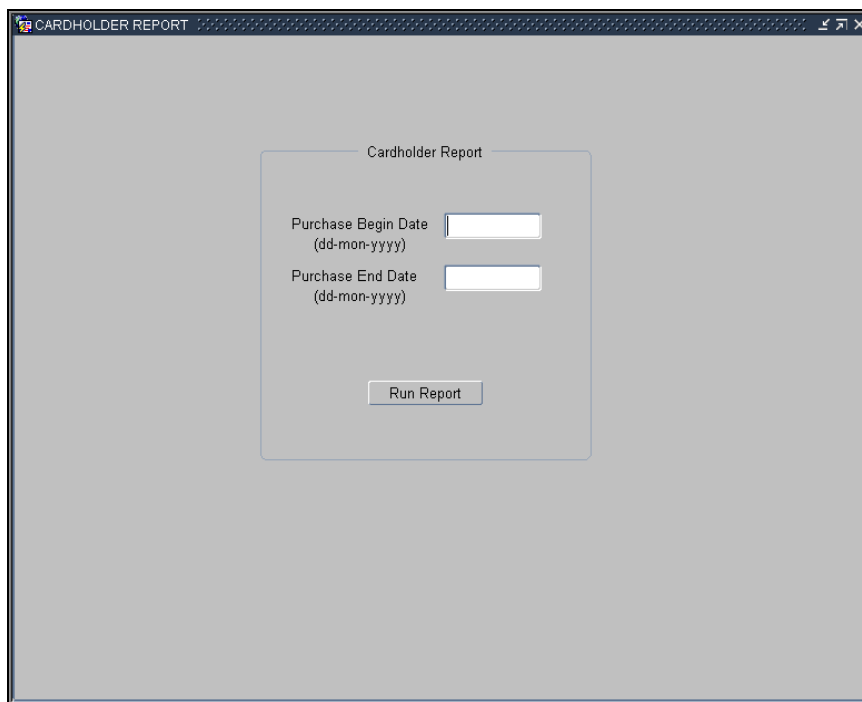(1) Cardholder PCMS User's Guide, USDA\PSD, September 2005;

I. Reporting

a. Cardholder Reports

The **Reports** menu is located on the main PCMS window, and is used to generate the Cardholder Report. The Cardholder Report generates a listing of all transactions for that cardholder's account for a specified time period.

b. Generating a Report

- After you select the Cardholder Report option, a window opens for you to enter a date range for the report.

- Enter the desired dates and click [Run Report]
- The report will run and open in a new browser window

Notes:

a. Report Example

Below is a sample report.

Address https://pcmsweb.nfc.usda.gov/reports/rwservlet/getjobid59548?server=REP_FIR ▼ → Go Links »

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                              CARDHOLDER TRANSACTION REPORT
                                                                           25-AUG-2005
CARDHOLDER NAME:  Nancy Sullivan - TRANSACTIONS FROM: 01-JAN-2005  TO: 20-AUG-2005

PURCHASE DT    AC   MERCHANT NAME            CITY              ST      ******* ACCOUNTING INFORMATION *******
      AMOUNT   ACCTG ST  COMMENTS                                     DIST AMOUNT    BOC       ACCOUNTING
                                              DESCRIPTION


03-JAN-2005    U    SCIENTIFIC INSTRUMENT    RINGOES           NJ      $75.31         2660      03031820200
      $75.31        P
18-JAN-2005    U    BIODESIGNS INTERNATIONAL SACO              ME
      $255.39       P                                                 $255.39        2660      03031820200
24-JAN-2005    U    CIRCUIT CITY SS #0821    BELTSVILLE        MD
      $119.99       P                                                 $119.99        2660      03031820200

27-JAN-2005    U    GIANT FOOD INC #107      BELTSVILLE        MD      $18.36         2660      03031820200
      $18.36        P
03-FEB-2005    U    HY-VAC              0
      $311.90       P                         0277 13910400           $311.90        2660      03031820200

03-FEB-2005    U    CONVENIENCE CHECK FEE(FR)                         $3.12          2660      03031820200
      $3.12         P                         0277 311.9

04-FEB-2005    U    HARRY WINSTON            NEW YORK          NY
      $20,020.00    P                                                 $20,020.00     2660      03031820200
09-FEB-2005    U    OFFICE DEPOT #98         BALTIMORE         MD
      $569.30       P                                                 $569.30        2660      03031820200

09-FEB-2005    U    OFFICE DEPOT #1079       800-937-3600      TX      $25.23         2660      03031820200
      $25.23        P
09-FEB-2005    U    QIAGEN INC.              661-702-3455      CA
      $1,429.00     P                                                 $1,429.00      2660      03031820200
13-FEB-2005    U    OFFICE DEPOT #1220       800-937-3600      MD
      $21.35        P                                                 $21.35         2660      03031820200

13-FEB-2005    U    FEDEX SHP 02/09/05 AB#   848-286914373     TN      $4.22          2660      03031820200
      $4.22         P
13-FEB-2005    U    HYCLONE                  435-753-4584      UT
      $2,313.15     P                                                 $2,313.15      2660      03031820200

13-FEB-2005    U    PRODUCE FOR BETTER HEALTH WILMINGTON       DE      $387.55        2660      03031820200
      $387.55       P

14-FEB-2005    U    SIGMA-ALDRICH            800-325-3010      MO
                                                                      $24.89         2660      03031820200
```

b. Report Fields

The report contains the following fields:

Fieldname	Description	Location
Purchase Dt	Purchase Date. The date the purchase was made.	Transactions tab
AC	Action Code. A = Approved Q = Questionable D = Disputed U = Unapproved R = Resolved	Transactions tab
Merchant Name	Name of the merchant from whom the procurement was made.	Transactions tab
City	Merchant City. City where the merchant is located.	Transactions tab
ST	State. Two character state code.	Transactions tab
Amount	Transaction Amount. The cost of the purchase.	Transactions tab
Acctg ST	The Accounting Status: **O** – Obligated **P** – Paid **L** – Locked **N** – New (Not Obligated or Paid). It is not possible to reconcile transactions with a status **L**. To reconcile, you must wait until the status has changed.	Not available in the Card Transactions window.
Comments	Comments entered by the Cardholder.	Transactions tab
Description	Description of the item purchased.	Transactions tab
Dist Amount	The amount of this transaction being applied to a specific accounting code.	Transaction Maintenance tab
BOCC	Object Class. A code that defines the nature of the services or goods.	Transaction Maintenance tab
Accounting	Accounting Code. The accounting code against which this portion of the transaction is to be charged.	Transaction Maintenance tab

c. **Save the report to a file**
   From the browser:

   - Go to **File\ Save A**s

     The Save Web Page dialog box opens.

   - Find the **Save in** box and navigate to the location where you want to save the report.

   - Find the **File Name** box and enter a name for the report.

   - Find the **Save as type** box and click on the down arrow at the end of the selection box.

   - Select one of the following choices:
     o Web Page, HTML only (*.htm, *.html)
     o Text File (*.txt)

   - Accept the default listed in the **Encoding** box.

   - Click **Save**.
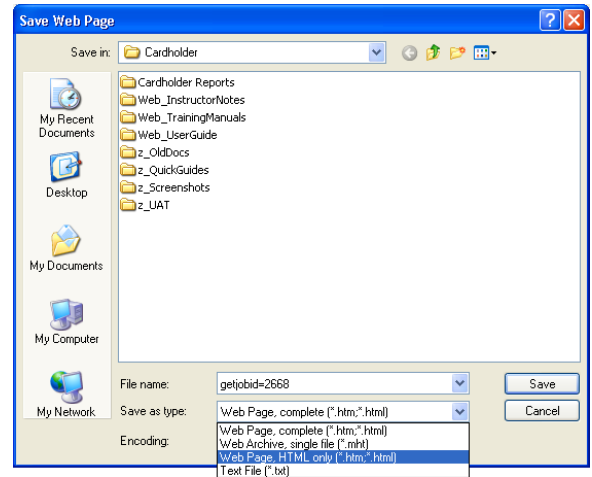
     The report is saved to the specified location and format.

d. **Printing Reports**
   The report prints best when the paper orientation is set to Landscape. Use the following steps to update your browser print settings.

   - Go to **File\ Page Setup**

     The Page Setup dialog box opens.

   - Find the Orientation in the lower left portion of the dialog box and select Landscape.

   - Click **OK**.

     The dialog box closes and your report prints.
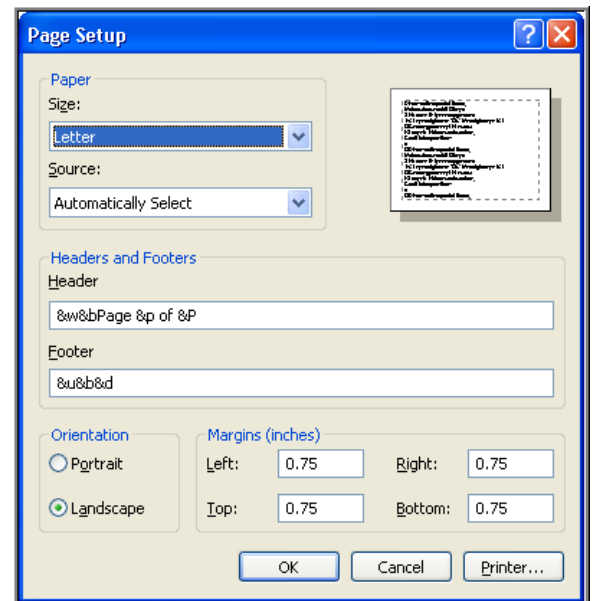
Click **[X]** to close the report and return to PCMS.

PRACTICAL EXERCISE

1. Generate a Cardholder Report.

2. The report range should be for the entire last month.

3. Save the report to an html file on your C:\ drive called "myreport.html".
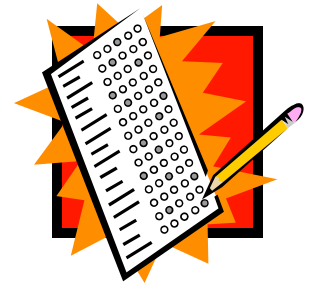
Notes:

II. Summary and Review

The following questions are to be answered in an instructor led group exercise and review session:

Please turn off your monitor and give your attention to the instructor.

1. What is the date format the report feature uses?

2. How do you generate a report? (Walk the instructor through the steps)

3. Why would you generate a report?

Final Assessment

Assessment Description

The final assessment will require the Cardholders to apply the knowledge they have learned in Lessons 1-6 of the PCMS Cardholder training.

Assessment Objectives

At the conclusion of this assessment, PCMS Cardholders will have demonstrated their ability to:

1. Access both the PCMS training and production databases
2. Change their PCMS production password
3. Navigate PCMS
4. Reconcile a transaction

Methodology

Cardholder trainees will undertake the assessment exercises individually. The instructor will be available to answer questions.

Exercise 1

1. Log on to the Production database with the UserID and password provided by your LAPC

2. Change your password

3. Review your Purchase Card details

4. Review your Profile Accounting details

5. Log off PCMS

Exercise 2

1. Log onto the training database, using the trainee UserID and password provided by the instructor

2. Reconcile the transaction to Toshiba AMER\FACSIMIU in the amount of $7262.00 using the following information:
   a. Goods received were 2x Gateway Computers, unit price $2500.00 \ 2x Laser Printers, unit price $1131.00
   b. There were no problems with the goods received
   c. This was a simplified acquisition from a large business concern
   d. Goods were received on July 9th 1997, as expected
   e. Goods received are not general supplies and materials, they should be classified as project materials for budget classification purposes

Notes: