What ProCard transactions have been posted this month and the previous 2 months from my ORG and to what accounts have they been posted?

The following slide will present you with a few questions to help refine your not-very-specific question into a well-defined business question that can be matched to General Ledger data for an accurate answer!
If your business question is not framed correctly (or completely), you will not be able to define your data query adequately. Here are some questions you should ask (and answer!) BEFORE attempting to write your query. Read them and consider what kinds of answers you might come up with. Besides asking/answering these questions, best practice is to check the cautions in the General Ledger table documentation as well.

- How can you identify ProCard transactions?
  - ProCard information comes into GL from a feeder system so you can either filter on the Journal Batch Name (GLDET) using “%PCARD%” or Journal Source Name (GLDET) using “%PROCARD%”.
- Do you want numerical codes, or English descriptions?
  - If the report will go to your director or dean, you probably want the English descriptions.
- What specific accounting periods do you want?
- What details would you like to find out about the transactions?

**Initial question:** “What ProCard transactions have been posted this month and the previous 2 months from my ORG and to what accounts have they been posted?”

**Re-defined question:** “What ProCard transactions have been posted from Biology (ORG 0103) for October through December 2010 and to what accounts were they posted? What were the transactions for, the transaction dates, amounts, and who was responsible for the transactions?”
ProCard Scenario – Step 2

For result objects, you’ll want objects from **GL Detail** table in order to show the details for the various transactions. Drag or double click the following objects to make them appear in **Result Objects**:

- **GL Detail**
- Accounting Period (GLDET)
- Attribute 6 (GLDET)
- Coa Account (GLDET)
- Journal Line Description (GLDET)
- Journal Source Name (GLDET)
- Transaction Date (GLDET)
- SUM Actual Amount (GLDET)

**WHY?** → Select objects from the **GL Detail** table since you need journal-level detail like account numbers and transaction dates.

**WHY?** → This attribute gives you the name of the person who initiated the transaction. (You would have had to ask someone for this information. It’s not in the online documentation.)

**WHY?** → This object gives you detail concerning the purpose of the transaction.

**WHY?** → This object helps identify the ProCard transactions since all ProCard data comes from a feeder source system and includes the word “PROCARD”. By including the source name in the visible report you can also distinguish credits from debits.

**Reminder!** Do **NOT** mix objects from the **Balances** folder and the **GL Detail** folder or your results will be inaccurate!!
ProCard Scenario – Step 3

You want to restrict the query by month/accounting period, COA ORG code, and source system. To do this, set up the query filters as follows:

- **Month:**
  - Drag **Accounting Period (GLDET)** to the **Query Filters** area.
  - Select “In list” from the operators, and then select “OCT-10;NOV-10;DEC-10.”
  - Or type the months/accounting periods (OCT-10;NOV-10;DEC-10) in the empty field.

- **Coa Org (GLDET):**
  - Drag **Coa Org (GLDET)** to the **Query Filters** area.
  - Select “Equal to” from the operators, and then select “Constant.”
  - Type the ORG code, in this case 0103.

- **Source System (GLDET):**
  - Drag **Journal Source System (GLDET)** to the **Query Filters** area.
  - Select “Matches pattern” from the operators, and then select “Constant.”
  - Type “%PROCARD%”.

**Why?**
- You need to check October through December 2010.
- You are running this report for the Biology Department (ORG # 0103).
- You use the wildcard % so that you pick up everything from the source system that involves ProCards, debits as well as credits.
ProCard Scenario – Step 4

Your Edit Query Panel should now appear like this.
ProCard Scenario – Step 5

Your results will appear in the Edit Report panel as below. You can now save your query/report (see next slide). The report has been formatted to have sections for each accounting period.

For formatting tips and instruction, How To guides are available.
Once you have run your query, you can save it. *If you do further formatting or query edits, continue to save often so you don’t lose your work to an untimely “timeout”!*  

- Click the **Save** icon and the following **Save Document** dialog box will appear  
- Select the **My Favorites** folder on the **Folders** tab  
- Type in a distinctive title for your report in the **Name**: textbox  
- Click **OK**.

You can only save queries/reports to your own **My Favorites** folder or any subfolders that you have created within it to help organize your cache of reports.
ProCard Scenario – Wrap up

What ProCard transactions have been posted this month and the previous 2 months from my ORG and to what accounts have they been posted?

The report below shows Biology’s ProCard activity for October through December 2010 including the amounts, account numbers, the person responsible, and enough transaction details to check further if necessary.

You can print this content by clicking on 'Attachments' link (above and to the right) to access the pdf, opening it, and then printing as usual.
Why choose objects from the ‘GL Detail’ table?

Select objects from the GL Detail table when:
You’d like to look at journal-level information such as batch name, line description, and PO #/Invoice #/Vendor and other journal attributes. You should not use GL Detail if you’re trying to look for accumulated actual or budget balances over time, or for particular types of encumbrances.

You can always hover your cursor over the folder to see a tooltip with more descriptive information to help you decide. See tooltip highlighted in green!