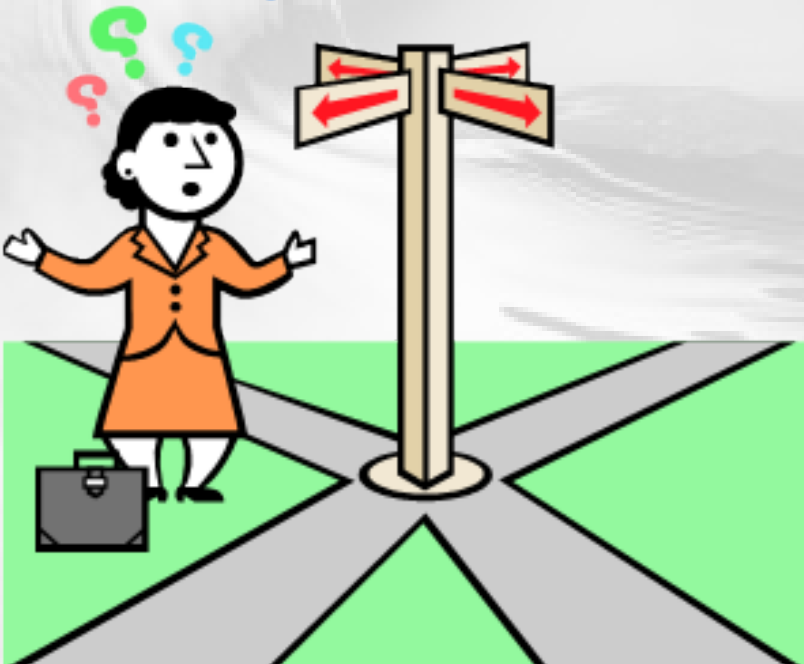
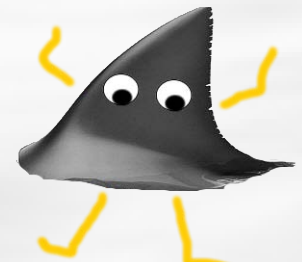


ProCard Scenario

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!



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.

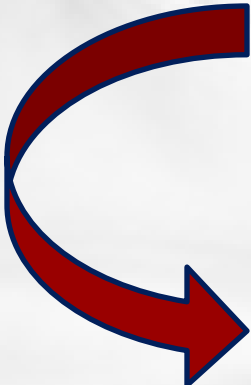
ProCard Scenario – Step 1

Re-defining Your Question

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:** ? →

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

➤ Accounting Period (GLDET)

➤ Attribute 6 (GLDET) ? →

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.)

➤ Coa Account (GLDET)

➤ Journal Line Description (GLDET) ? →

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

➤ Journal Source Name (GLDET) ? →

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.

➤ Transaction Date (GLDET)

➤ SUM Actual Amount (GLDET)

Do **NOT** mix objects from the **Balances** folder and the **GL Detail** folder or your results will be inaccurate!!

Reminder!

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.

WHY? → You need to check October through December 2010.

CASE SENSITIVE

➤ **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.

WHY? → You are running this report for the Biology Department (ORG # 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 use the wildcard % so that you pick up everything from the source system that involves ProCards, debits as well as credits.

CASE SENSITIVE

ProCard Scenario – Step 4

Your **Edit Query Panel** should now appear like this.



SAP BUSINESSOBJECTS INFOVIEW

Home | Document List | Open | Send To | Dashboards | Help | Preferences | About | Log Out

Procard journals

Edit Query | Edit Report | Run Query

Add Query | SQL

Data | Properties

FINQUERY

- Balances
 - Account Type (BAL)
 - Accounting Period (BA)
 - Accounting Period Star
 - Accounting Period End
 - Accounting Period YYY
 - SUM Actual Amount (GLDET)
 - Actual Begin Bal (BAL)
 - Actual End Bal (BAL)

Display by objects | Display by hierarchies

Query 1

Result Objects

- Accounting Period (GLDET)
- Journal Source Name (GLDET)
- Journal Line Desc (GLDET)
- Coa Account (GLDET)
- Transaction Date (GLDET)
- SUM Actual Amount (GLDET)
- Attribute6 (GLDET)

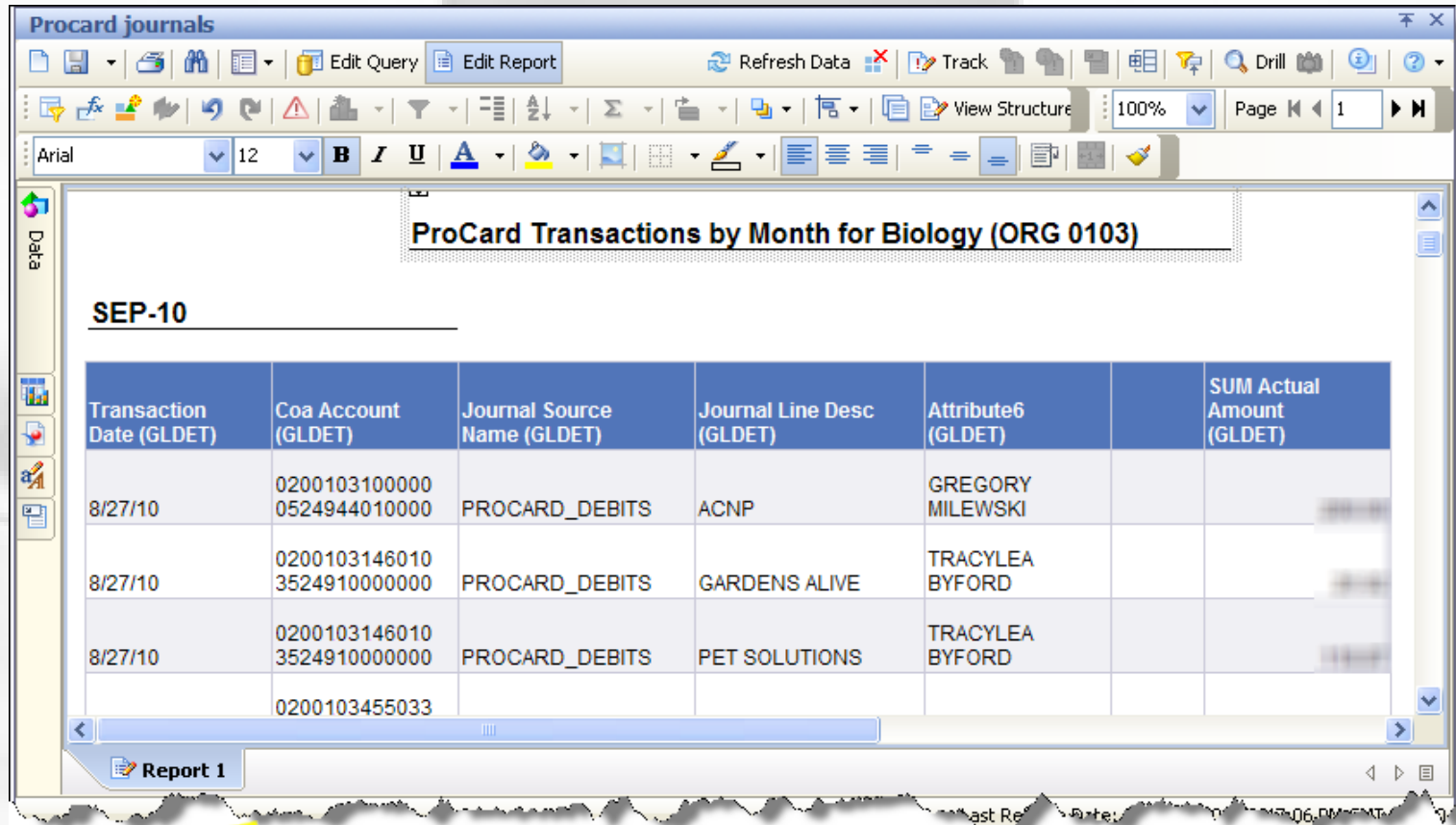
Query Filters

- Coa Org (GLDET) Equal to 0103
- Accounting Period (GLDET) In list OCT-10;SEP-10;NOV-10
- Journal Source Name (GLDET) Matches pattern %PROCARD%

Last Refresh Date: June 13, 2011 8:47:06 PM GMT+00:00

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.



ProCard Journals

ProCard Transactions by Month for Biology (ORG 0103)

SEP-10

Transaction Date (GLDET)	Coa Account (GLDET)	Journal Source Name (GLDET)	Journal Line Desc (GLDET)	Attribute6 (GLDET)	SUM Actual Amount (GLDET)
8/27/10	0200103100000 0524944010000	PROCARD_DEBITS	ACNP	GREGORY MILEWSKI	
8/27/10	0200103146010 3524910000000	PROCARD_DEBITS	GARDENS ALIVE	TRACYLEA BYFORD	
8/27/10	0200103146010 3524910000000	PROCARD_DEBITS	PET SOLUTIONS	TRACYLEA BYFORD	
	0200103455033				

Report 1



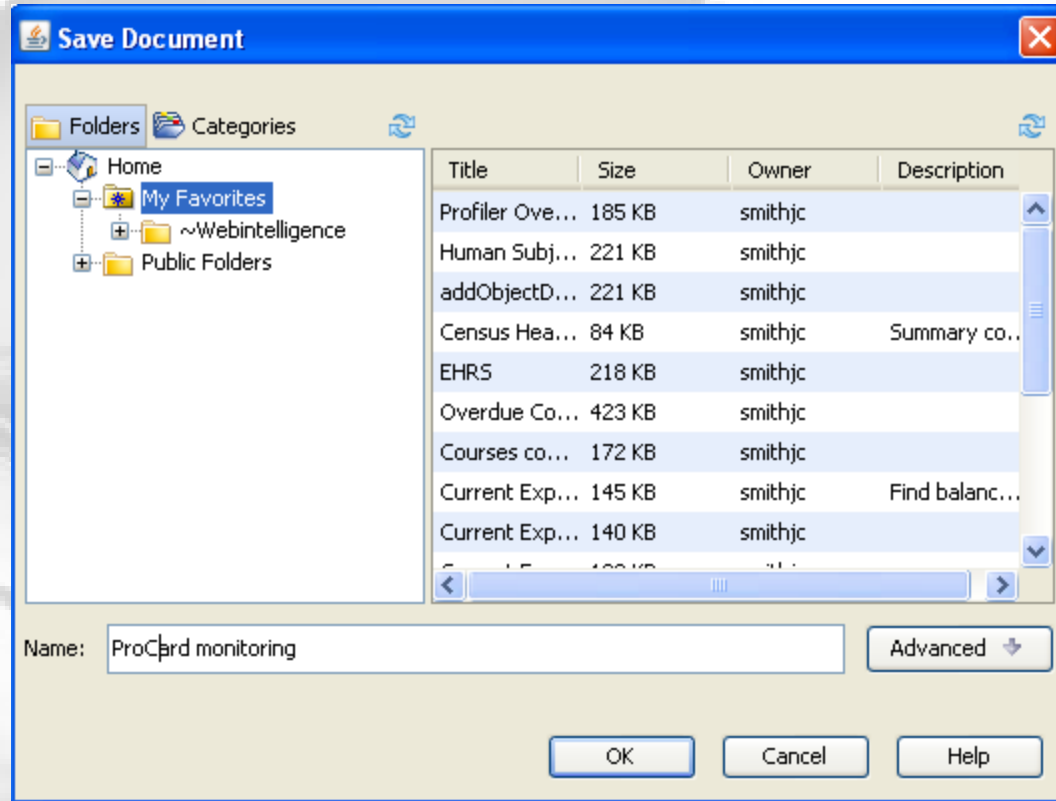
For formatting tips and instruction, [How To guides](#) are available.

ProCard Scenario – Step 6

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**.

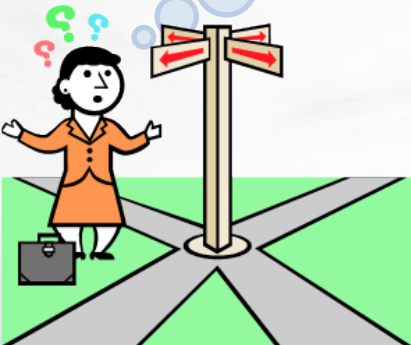
You can only save queries/reports to your own **My Favorites** folder or any subfolders that you have created within it to help organize your cache of reports.



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.



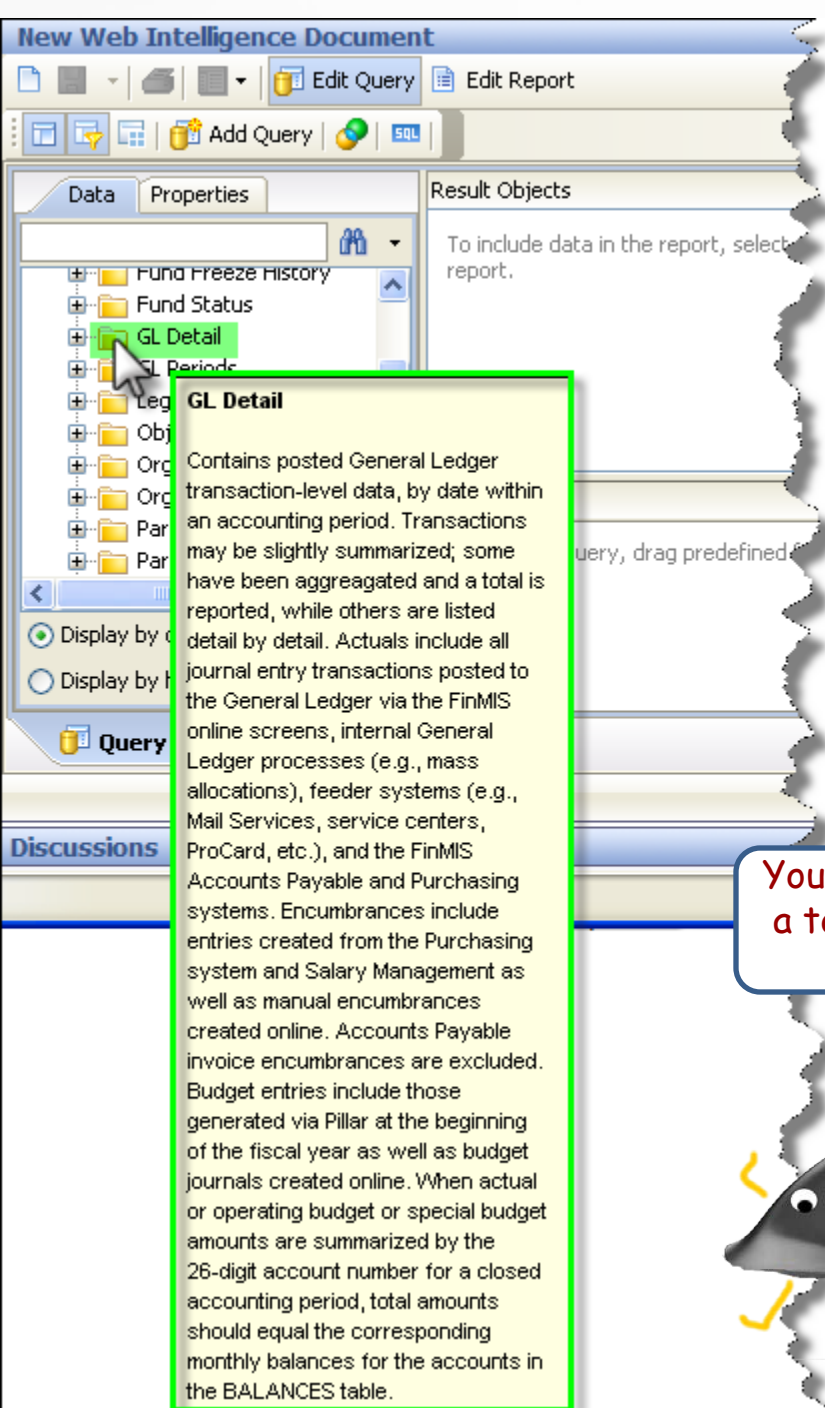
ProCard Transactions by Month for Biology (ORG 0103)

SEP-10

Transaction Date (GLDET)	Coa Account (GLDET)	Journal Source Name (GLDET)	Journal Line Desc (GLDET)	Attribute6 (GLDET)	SUM Actual Amount (GLDET)
8/27/10	0200103100000 0524944010000	PROCARD_DEBITS	ACNP	GREGORY MILEWSKI	
8/27/10	0200103146010 3524910000000	PROCARD_DEBITS	GARDENS ALIVE	TRACYLEA BYFORD	
8/27/10	0200103146010 3524910000000	PROCARD_DEBITS	PET SOLUTIONS	TRACYLEA BYFORD	
	0200103455033				

Report 1

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!

← Return to previous