

ProTrav Data Review and Reporting Training Manual

Please direct any questions to protrav@uiowa.edu

Or call

Jennie Portwood at 335-2762

Sherry Reynolds-Miller at 335-0656.

**Accounts Payable/Purchasing/Travel
202 PCO
Iowa City, IA 52242**

ProTrav

Data Review and Reporting Instructions

Travel and Procurement Card

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Introduction

ProTrav's features and data display include information for expenditures funded by the University of Iowa for all forms processed in ProTrav. These features do not include data for those few travel related expenses that may be paid via eVoucher. The reports extract data and present it in a format to allow for spend analysis and to facilitate budgetary/fiduciary oversight.

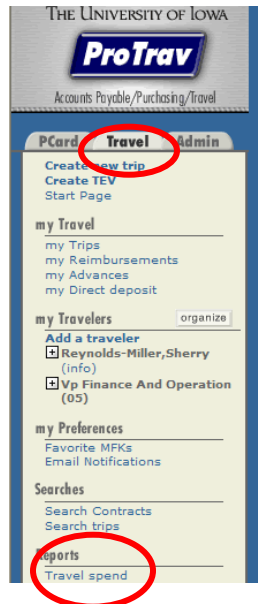
Basic Users

Travel Spend Reports-Basic Access

All ProTrav users can generate the Travel Spend Report; however the report results will vary based upon user rights and what travelers the user has access to. These rights are described below.

- Traveler can generate a report for his/her own travel
- Travel Reconciler can generate a report for travelers in their “my travelers”
- Upper Level user can generate a report for a traveler, group of travelers or expenditures in a defined organization or department. An access request form must be completed and approved for this reporting option.

In the ProTrav navigation select the Travel tab and then select the Travel Spend link listed under the “Reports” section.



Indicate whether the report should be generated by a traveler/group of travelers or by a specific MFK by clicking in the circle next to your choice.

Report: Travel Spend

Please select one of the options below

Generate Report by Traveler

Generate Report by MFK

Generate Report by Traveler

If “Generate Report by Traveler” was selected, the following screen will display.

Generate Report by Traveler

Use this form to generate a travel spend summary report for you, your travelers, or your Org/Dept. Reports are limited to only those travelers you have access to and to only those expenditures that have been sent to General Ledger (TEV's in progress are not included).

Specify the time frame that you would like to include in this report

From: To:

Specify the group(s) of travelers that you would like to select from

my Travelers

Non UI Travelers

This report will not reflect any expenses that were moved by CV after the voucher was posted to the General Ledger.

Enter the time frame for the report. The time frame and results are based upon when the travel transaction/s posted to general ledger. The time span can not be greater than 12 months.

Then choose the group(s) of travelers. The screen will refresh with a list of travelers in the category selected. Based upon your rights, you may not see all options. All users will see the “my travelers” category. This list will include the user and any traveler that is listed in their “my travelers” section. Users that create travel vouchers for non UI travelers will see this category. Only those users with Upper Level administrative rights will see the Org/Dept traveler category.

An individual traveler, multiple travelers or all travelers may be selected. To select one traveler, in the “my Traveler’s” category, click on that traveler’s name. To select multiple travelers, hold the control key and click on each traveler to be included in the report.

Generate Report by Traveler

Use this form to generate a travel spend summary report for you, your travelers, or your Org/Dept. Reports are limited to only those travelers you have access to and to only those expenditures that have been sent to General Ledger (TEV's in progress are not included).

Specify the time frame that you would like to include in this report

From: To:

Specify the group(s) of travelers that you would like to select from

my Travelers

To select multiple travelers use the ctrl key or select "All My Travelers" to include all travelers on the list.

[---- ALL MY TRAVELERS ----]
Anderson, Scott
Doe, Jane
Reynolds-Miller, Sherry
Schaffner, Rebecca
Schumacher, Jamy

Non UI Travelers

This report will not reflect any expenses that were moved by CV after the voucher was posted to the General Ledger.

Select “Generate Detail Report” or “Generate Summary Report”. Then use the scroll bar to scroll down to the bottom of the page where the report results are displayed. Screen prints of the actual report are provided later in this document.



Generate Report by MFK

If “Generate Report by MFK” was selected, the following screen will display.

Generate Report by MFK

Use this form to generate a travel spend summary report for you, your travelers, or your Org/Dept. Reports are limited to only those travelers you have access to and to only those expenditures that have been sent to General Ledger (TEV's in progress are not included).

Specify the funding period that you would like to include in this report

From: To:

The funding period represents the date that the expense was recorded in General Ledger.

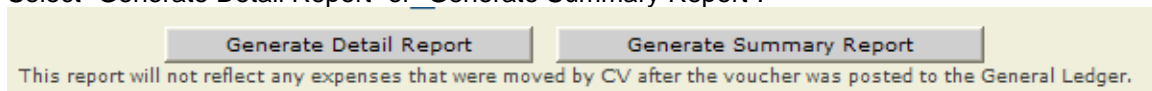
Specify the MFK elements that you would like to include in the report (* denotes a required field)

FUND	ORG*	DEPT*	SDEPT	GRANT/PGM	IACT	OACT	DACT	FNC	CCTR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This report will not reflect any expenses that were moved by CV after the voucher was posted to the General Ledger.

Enter the timeframe for the report. Again time frame and results are based upon when the travel transaction/s posted to general ledger. The time span can not be greater than 12 months. Specify the MFK— the report can be based upon as few as the two required MFK elements (ORG/DEPT) or as many additional MFK elements as you wish to enter, up to the full MFK. Only travel related I-accounts may be entered. Results will be limited to those travelers to whom the user has access.

Select “Generate Detail Report” or “Generate Summary Report”.



Then use the scroll bar to scroll down to the bottom of the page where the report results are displayed. Screen prints of the actual report are provided later in this document.

Generate Summary Report

The summary report displays summary results for the selected traveler(s) , including destination and total amount for each trip. Again, the trip number is a link to drill down to the trip for more information and the vouchers associated with the trip. To go directly to the Detail report from the Summary report, click on the “View Expense details” (1) link at the top of the summary report. You can also go back to view your selections or change your criteria for the report by clicking on the “Return to report options” link. (2)

Travel spending between 01-Jan-2007 and 31-Jan-2008

(1) [View expense details](#)
[Return to report options](#) (2)

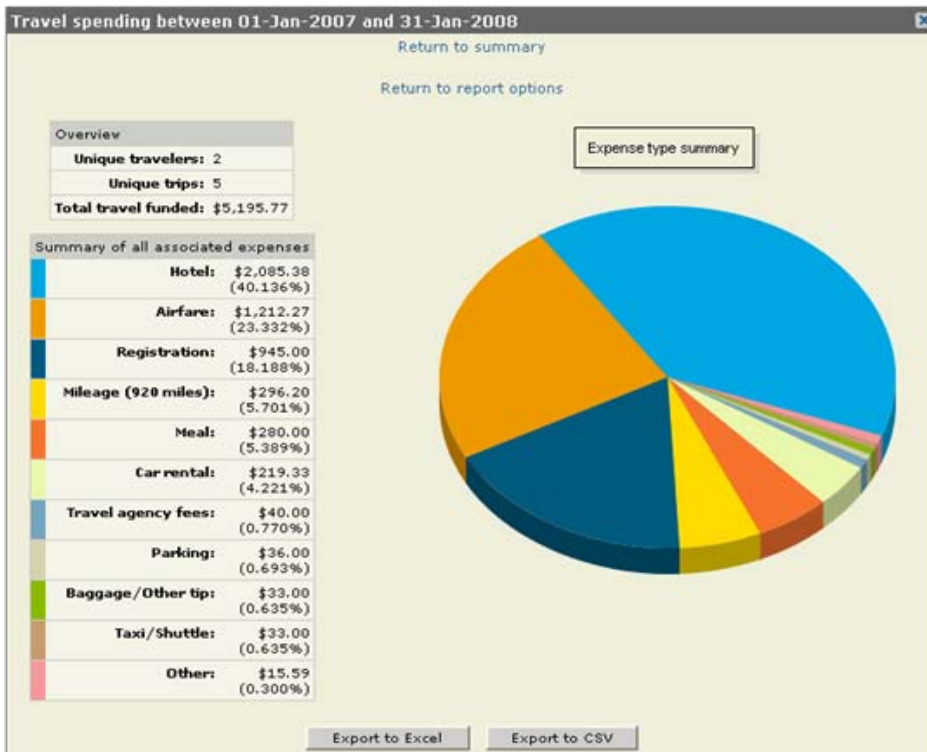
Overview
Unique travelers: 2
Unique trips: 5
Total travel funded: \$5,195.77

[Export to Excel](#) [Export to CSV](#)

Doe, Jane		
Minneapolis/St. Paul, MN (115583) 10/09/2007-10/10/2007	NAPCP Regional meeting	\$505.55
		\$505.55
Smith, Bob		
Las Vegas, NV (68550) 10/14/2006-10/17/2006	5th Annual AP Conference & Expo	(\$4.31)
Palm Springs, CA (86423) 04/28/2007-05/05/2007	NAPCP Conference	\$1,957.71
Phoenix/Scottsdale, AZ (108432) 09/23/2007-09/26/2007	SciQuest User Conference	\$1,608.14
Orlando, FL (122543) 02/16/2008-02/22/2008	SciQuest Conference	\$1,128.68
		\$4,690.22

Generate Detail Report

The detail report will display an overview of travelers, trips and associated expenses included in the report, and a pie chart of expenses.



Below this, the details for each traveler included in the report will be displayed. Also note the traveler type in parenthesis next to the traveler name.

Doe, Jane (UI)			
Destination:	Minneapolis/St. Paul, MN (115583)	Hotel:	\$214.80
Dates:	10/09/2007-10/10/2007	Meal:	\$72.00
Desc:	NAPCP Regional meeting	Misc.-Baggage/Other tip:	\$5.00
Purpose:	Conference/Professional Development	Transp.-Mileage (750 miles):	\$213.75
Type:	Individual travel		
Trip default	240-05-0310-00000-50508250-6026-000-00000-60-	Total trip expenses:	\$505.55
MFK:	0000		
Total funded between 01/01/2007 and 01/31/2008: \$505.55			
Smith, Bob (UI)			
Destination:	Las Vegas, NV (68550)	Other-Other:	(\$4.31)
Dates:	10/14/2006-10/17/2006		
Desc:	5th Annual AP Conference & Expo	Total trip expenses:	(\$4.31)
Purpose:	Conference/Professional Development		
Type:	Individual travel		
Trip default	240-05-0310-00000-50508250-6026-000-00000-60-		
MFK:	0000		
Destination:	Palm Springs, CA (86423)	Hotel:	\$1,033.50
Dates:	04/28/2007-05/05/2007	Meal:	\$140.00
Desc:	NAPCP Conference	Misc.-Baggage/Other tip:	\$20.00
Purpose:	Conference/Professional Development	Misc.-Parking:	\$36.00
Type:	Individual travel	Other-Other:	\$19.90
Trip default	240-05-0310-00000-50508250-6026-000-00000-60-	Transp.-Airfare:	\$431.60
MFK:	0000	Transp.-Car rental:	\$219.33
		Transp.-Mileage (108 miles):	\$52.38
		Transp.-Travel agency fees:	\$5.00
		Total trip expenses:	\$1,957.71
Destination:	Phoenix/Scottsdale, AZ (108432)	Hotel:	\$568.20
Dates:	09/23/2007-09/26/2007	Meal:	\$68.00
Desc:	SciQuest User Conference	Misc.-Baggage/Other tip:	\$8.00
Purpose:	Conference/Professional Development	Misc.-Registration:	\$395.00
Type:	Individual travel	Transp.-Airfare:	\$470.87
Trip default	240-05-0310-00000-50508250-6026-000-00000-60-	Transp.-Mileage (62 miles):	\$30.07
MFK:	0000	Transp.-Taxi/Shuttle:	\$33.00
		Transp.-Travel agency fees:	\$35.00
		Total trip expenses:	\$1,608.14

The trip number, [displayed in blue](#) next to the destination for each trip, is a link that enables the user to drill down to more details about the specified trip, and to the vouchers associated with that trip.

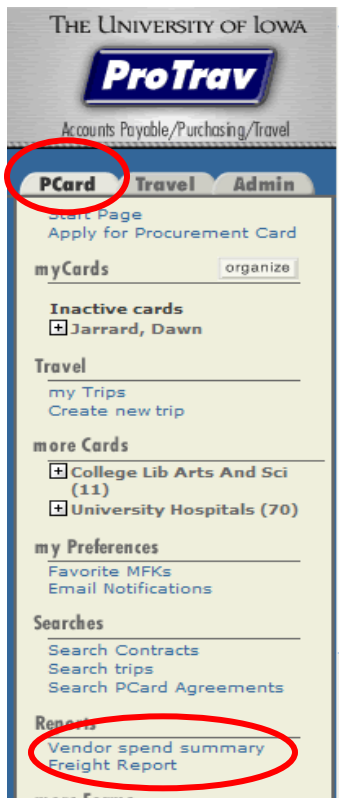
Report results can also be exported to an Excel or a CSV file/format by clicking on the appropriate button. After the report has been exported, the user can alter the information to better facilitate review.

Procurement Card

Generate Vendor Spend Summary Report

The ProTrav vendor spend summary reports provide data on procurement card expenditures by the University of Iowa for credit card transactions processed in ProTrav. The report extracts data and presents it in a format to allow for spend analysis and to facilitate budgetary/fiduciary oversight.

The report results will vary based on the Cards the users have access



Indicate the billing cycle you would like to generate the report for. This can be run by individual billing cycles, current or previous fiscal year. Next choose the accounts to be used for this report. The can be ran either all my Card accounts, or by individual cardholder.

Report: Vendor Summary

Use this form to generate a report summarizing the transactions made to vendors for the the cards you have access to.

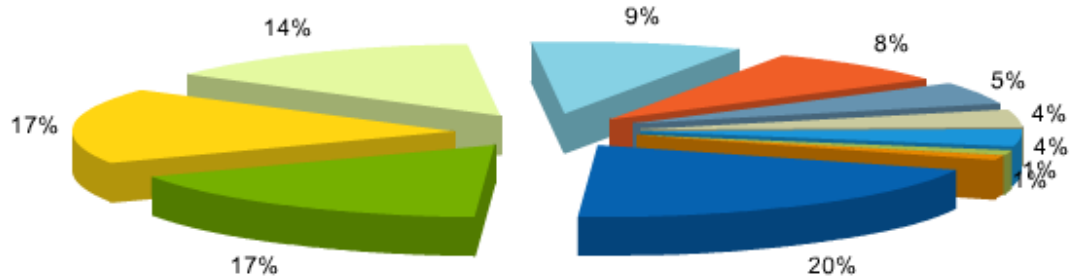
Billing Cycle:

Account:

Once this information has been entered click Generate Report.

The Pie Chart will be at the top with the breakdown of the vendors and the percent for each one.

- UNITED AIR 0164066402494
- Other
- ALLEGIANT 2819119
- SHERATON HOTELS
- WESTIN HOTELS SWAN
- NAPCP
- THE COTTAGE BAKERY & CAFE
- NATIONAL CAR RENTAL
- ENTERPRISE RENT-A-CAR
- SCIQUEST, INC.
- HYATT GRAND SA CONVENT CT



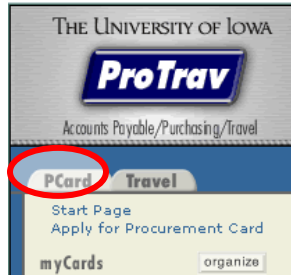
Following is the vendors listed in order by volume of transaction dollars.

Vendor Summary Report				
Transactions for Account# 004737 between 07/01/2007 and 06/30/2008				
Report Summary				
Total transactions: 21				
Transaction sum: 6,705.28				
Unique merchants: 14				
Rank	Vendor	Trans. Sum	% of sum	Trans. Count
1	NAPCP	1,338.00	19.95%	4
2	WESTIN HOTELS SWAN	1,167.13	17.41%	2
3	HYATT GRAND SA CONVENT CT	1,119.88	16.70%	1
4	SCIQUEST, INC.	945.00	14.09%	2
5	SHERATON HOTELS	623.49	9.30%	1
6	ENTERPRISE RENT-A-CAR	538.36	8.03%	2
7	ALLEGIANT 2819119	309.80	4.62%	1
8	NATIONAL CAR RENTAL	255.72	3.81%	1
9	UNITED AIR 0164066402494	100.00	1.49%	1
10	THE COTTAGE BAKERY & CAFE	97.50	1.45%	1
11	MEHELLE LIMOUSINE	66.00	0.98%	1
12	7-ELEVEN 32766 Q05	64.50	0.96%	1
13	EASTERN IOWA AIRPORT AMPC	60.00	0.89%	2
14	SHERATON CRESCENT WIFI	19.90	0.30%	1

Generate freight report

ProTrav has a reporting tool for basic and upper level users to be able to review and download freight information from UPS and Fed Ex.

Once you have logged into ProTrav, click on the Pcard tab:



Under the Reports header, select Freight report:



The center of the screen will change to display your report options:

Report: Freight Charges

Use this form to generate a report summarizing the transactions made to freight vendors for the the cards you have access to.

1) **Billing Cycle:** Current fiscal year to-date

2) **Account:** All my Card accounts

3) **Send to:** Browser CSV Excel

4) **Generate Report**

- 1) select the billing month or fiscal year you would like to review
- 2) select the cardholder(s) you would like to search
- 3) select the format in which you would like the results to display
- 4) click generate report

If you generate the report to your browser, the information will display in ProTrav.

Freight Summary Report							
Transactions for between 06/21/2008 and 07/28/2008							
Report Summary							
				FEX		\$2,841.74	
				UPS		\$552.45	
				Total Freight Shipments		\$3,394.19	
				Total Freight Shipments		193	
Vendor	Account #	Posting Dt	Tracking Number	Desc	Sender	Recipient	Net Amount
FEX	260000000	06/23/2008	86282037879	FedEx Intl Economy	John Doe	Jane Doe	\$51.29
FEX	260000000	06/23/2008	93651168495	FedEx Express Saver	Shipping Dept.	Jamy Doe	\$12.68
FEX	420000000	06/23/2008	93651168496	FedEx Express Saver	Shipping Dept.	Roland Doe	\$34.63
FEX	260000000	06/23/2008	93651168497	FedEx Express Saver	Shipping Dept.	Jacob Doe	\$63.36
FEX	260000000	06/23/2008	79601194761	FedEx Priority	Michael Doe	Sherry Doe	\$80.31
FEX	260000000	06/23/2008	79052366886	FedEx 2Day	Dawn Doe	Phil Doe	\$17.87

If you download it to CSV or Excel, you may sort the data to fit your reporting needs.

Upper Level Users

An Upper Level role is available in ProTrav for Administrative users. This role allows users to review Procurement Card or Travel related expenses at an Organizational or Departmental level. This role is intended to facilitate the review, oversight and reporting of these expenses.

Users who may benefit from this role include departmental Faculty/Staff with budgetary responsibility, Deans, Directors, Department heads, and other supervisory staff.

We encourage you to share this functionality with others who may benefit.

Users with the Procurement Card Upper Level Role will be able to access via ProTrav:

- A summary of the new Pcard transactions in their ORG or ORG/DEPT combo on a daily basis (by cardholder).
- A listing of "new" cards for their ORG or ORG/DEPT combo during the past 60 days.
- A listing of delinquent Procurement Card Voucher for their ORG or ORG/DEPT combination.
- Links to view cardholder's transactions, vouchers, receipts, and card information for their ORG or ORG/DEPT combination.
- Reports of vendor spending, summary spend per cardholder, dept, and dollars spent.

Users with the Travel Upper Level Role will be able to access via ProTrav:

- A listing of Trips, Reimbursements, Advances for Travelers within their ORG or ORG/DEPT combo.
- A listing of Trips, Reimbursements, Advances for expenses paid on their ORG or ORG/DEPT combo.
- A listing of delinquent Cash Advances within their ORG or ORG/DEPT combo.
- A listing of delinquent Cash Advances paid on their ORG or ORG/DEPT combo.
- Reports of Travel spending, summary spend per traveler, dept, and dollars spent.
- Search function that allows you to search travel related transactions by Traveler within the users ORG or ORG/DEPT combo.

The following [access request](#) form must be completed to obtain this role. If you have any further questions or concerns feel free to contact [Sherry Reynolds-Miller](#) or 335-0656. Departmental training is available upon request.

Travel Upper Level Access

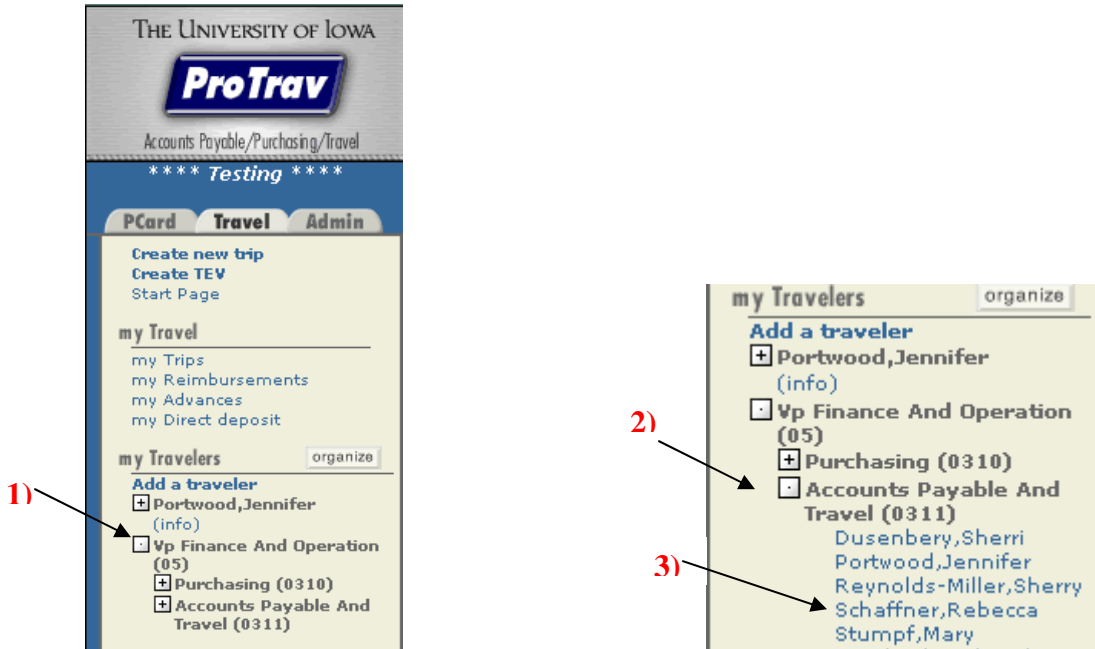
Travel Upper Level Users:

The Start Page/Navigation panel of the administrative user provides easy access to travel information for your ORG or ORG/DEPT. There are several ways to get to this travel information and you can view it in summary form or can drill down to full detail. If you have edit rights to your ORG/DEPT you will be able to make changes to trips/TEV's; view rights allow you to view, but you can not make changes to travel forms.

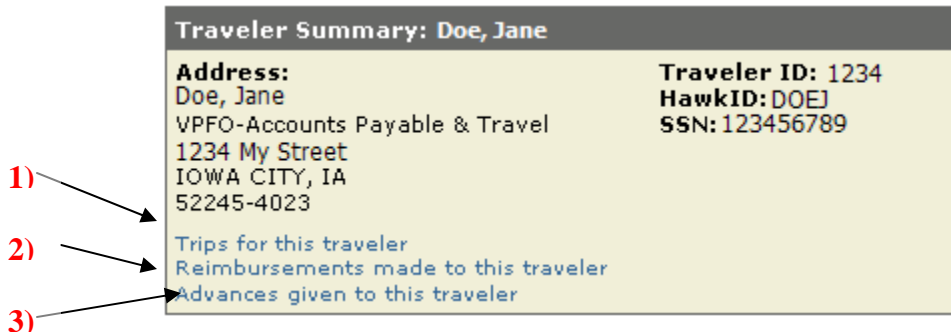
In the My Travelers Section of the Navigation Panel, you will see the Org or Org/Dept that you have access to. When you click on the plus by the Org name **(1)** the list will expand to display the Departments to which you have access. When you click on the + by the department name **(2)** the

list will expand further to display travelers who are employed in and/or whose trips are funded by your Org/Department.

To review travel details for a specific traveler, click on that individual's name **(3)** to display their traveler summary.



Once you click on the individual's name, the main ProTrav screen changes to display the information below:



Clicking on the [Trips for this traveler](#) **(1)** link on the Traveler summary takes you to the traveler's trip manager where all trips for the specified traveler are displayed. From here you can drill down to more detail about a specific trip.

Trip Manager

Browsing trips for **DOEJ**: (2 trips found) Display: Sort by:

Create a trip for this traveler

Search: =

Doe, Jane	Manhattan, NY <i>TEST-New Meal Grid/Allowances</i>	02/20/2008- 02/27/2008
Edit Trip Create/View TEV Trip Summary Reimbursements Hide trip		
Doe, Jane	Coralville, IA <i>Big Ten Travel Manager Mtg (Hosting)</i>	04/22/2007- 04/24/2007
Edit Trip Create/View TEV Trip Summary Reimbursements Hide trip		

[Edit Trip](#) - provides a view of trip details: dates, destination, trip purpose and description, comments, funding MFK, etc.

[Create/View TEV](#)- All expenses for the trip are shown in detail on the Travel Expense voucher whether charged to a UI Procurement card or reimbursed to the traveler. Funding details, payment details, policy exceptions/justifications and audit errors are also displayed on the TEV.

[Trip Summary](#)- provides a breakdown of expenses, but at a summary level-- expenses charged to a UI Procurement Card, Cash Advances, reimbursements, funding, etc.

[Reimbursements](#)- displays reimbursement amount, date and form of payment.

[Hide trip](#)—allows you to “close” trips once you are done viewing or working with them in order to keep the list more manageable or to display trips only for a specified time frame.

The [Reimbursements made to this traveler \(2\)](#) link on the Traveler summary panel displays all reimbursements made to the specified traveler in the last 6 months. The time frame can be expanded to 12 months or as far back as ProTrav Data is kept. From this panel, you can again drill down to the TEV.

Reimbursements

Browsing reimbursements for **DOEJ**: (6 reimbursements found) Show:

Voucher ID	Payment Amount	Paid via	Paid on
T0094029	\$40.98	Direct Deposit	06/29/2007
T0143748	\$37.94	Direct Deposit	06/29/2007

The [Advances given to this traveler \(3\)](#) link shows details for travel advances including amount, date paid, and status of the advance.

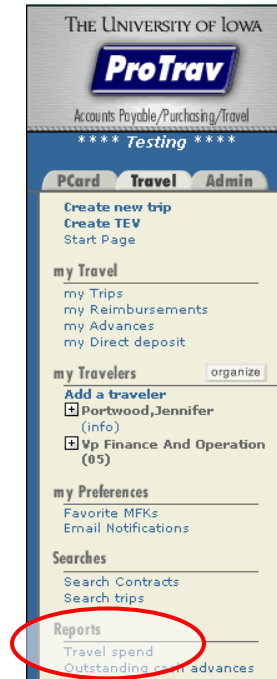
Traveler advances:

Browsing advances for **DOEJ**: (2 advances found) Show:

Amt	Pay Dt	Advance type	Pymt Method	Status	
\$100.00	05/10/2005	Standard	Direct Deposit	Advance cleared/collected	View/Edit
Columbus, OH (05/18/2005-05/20/2005)					
\$80.00	04/05/2005	Standard	Direct Deposit	Advance requested canceled	View/Edit
adf, IA (04/15/2005-04/16/2005)					

Travel Spend Reports-Upper Level

You can also generate the Travel Spend Report from the Reports section of the Navigation panel.



Indicate whether the report should be generated by a traveler/group of travelers or by a specific MFK by clicking in the circle next to your choice.

Report: Travel Spend

Please select one of the options below

Generate Report by Traveler

Generate Report by MFK

Generate Report by Traveler-Upper Level

If "Generate Report by Traveler" was selected, the following screen will display.

Generate Report by Traveler

Use this form to generate a travel spend summary report for you, your travelers, or your Org/Dept. Reports are limited to only those travelers you have access to and to only those expenditures that have been sent to General Ledger (TEV's in progress are not included).

Specify the time frame that you would like to include in this report

From: [calendar icon] To: [calendar icon]

Specify the group(s) of travelers that you would like to select from

my Travelers

Org/Dept Travelers

Non UI Travelers

This report will not reflect any expenses that were moved by CV after the voucher was posted to the General Ledger.

Enter the time frame for the report. The time frame and results are based upon when the travel transaction/s posted to general ledger. The time span can not be greater than 12 months.

As a Department Administrator your travel spend report panel will likely include three sets of travelers:

- Yourself and those travelers in your my travelers section
- All travelers who are employed in your Org/Department and other UI employees whose travel expenses have been funded by your Org/Department.
- Non UI travelers whose travel expenses have been funded by your Org/Department

Choose the group(s) of travelers. The screen will refresh with a list of travelers in the category(s) selected.

Generate Report by Traveler

Use this form to generate a travel spend summary report for you, your travelers, or your Org/Dept. Reports are limited to only those travelers you have access to and to only those expenditures that have been sent to General Ledger (TEV's in progress are not included).

Specify the time frame that you would like to include in this report

From: 1/1/2007 To: 10/31/2007

Specify the group(s) of travelers that you would like to select from

my Travelers

To select multiple travelers use the ctrl key or select "All My Travelers" to include all travelers on the list.

---- ALL MY TRAVELERS ----
Anderson, Scott
Dusenbery, Sherri
Portwood, Jennifer
Reynolds-Miller, Sherry
Schaffner, Rebecca

Org/Dept Travelers

Non UI Travelers

This report will not reflect any expenses that were moved by CV after the voucher was posted to the General Ledger.

When Upper Level administrative users choose “Org/Dept Travelers”, the list will expand to include those Orgs and/or Departments that they have access to. Click on the + sign to expand or collapse the selected Org/Department. Again the list will refresh with the appropriate travelers. Select the traveler(s) by checking the box by their name. Or simply check the box next to the Org or any department to select all travelers in that group.

Select “Generate Detail Report” or “Generate Summary Report”. Then use the scroll bar to scroll down to the bottom of the page where the report results are displayed. Screen prints of the actual report are provided later in this document.

Generate Report by MFK-Upper Level

If “Generate Report by MFK” was selected, the following screen will display.

Enter the timeframe for the report. Again time frame and results are based upon when the travel transaction/s posted to general ledger. The time span can not be greater than 12 months.

Specify the MFK— the report can be based upon as few as the two required MFK elements (ORG/DEPT) or as many additional MFK elements as you wish to enter, up to the full MFK. Only travel related I-accounts may be entered. Results will be limited to those travelers to whom the user has access.

Select Generate Detail Report or Generate Summary Report

Generate Summary Report-Upper Level

The summary report displays summary results for the selected traveler(s) , including destination and total amount for each trip. Again, the trip number is a link to drill down to the trip for more information and the vouchers associated with the trip. To go directly to the Detail report from the Summary report, click on the “View Expense details” (1) link at the top of the summary report. To review or change your report criteria click on the “Return to report options” link (2).

Travel spending between 01-Jan-2007 and 31-Jan-2008

(1) [View expense details](#)
 (2) [Return to report options](#)

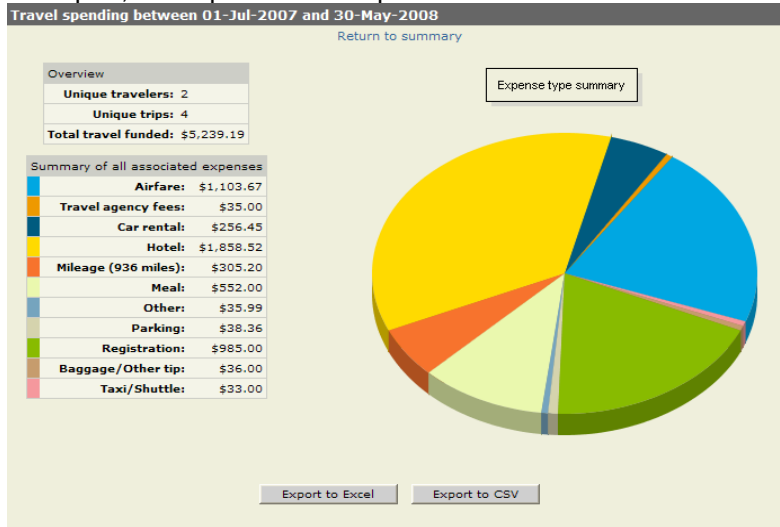
Overview			
Unique travelers: 2			
Unique trips: 5			
Total travel funded: \$5,195.77			

[Export to Excel](#) [Export to CSV](#)

Doe, Jane			
Minneapolis/St. Paul, MN (115583)	NAPCP Regional meeting		\$505.55
10/09/2007-10/10/2007			
			\$505.55
Smith, Bob			
Las Vegas, NV (68550)	5th Annual AP Conference & Expo		(\$4.31)
10/14/2006-10/17/2006			
Palm Springs, CA (86423)	NAPCP Conference		\$1,957.71
04/28/2007-05/05/2007			
Phoenix/Scottsdale, AZ (108432)	SciQuest User Conference		\$1,608.14
09/23/2007-09/26/2007			
Orlando, FL (122543)	SciQuest Conference		\$1,128.68
02/16/2008-02/22/2008			
			\$4,690.22

Generate Detail Report-Upper Level

The Detail report will display an overview of travelers, trips and associated expenses included in the report, and a pie chart of expenses.



Below the summary and graph, details for each traveler included in the report will be displayed.

Doe, Jane (UI)			
Destination:	Minneapolis/St. Paul, MN (115583)	Hotel:	\$214.80
Dates:	10/09/2007-10/10/2007	Meal:	\$72.00
Desc:	NAPCP Regional meeting	Misc.-Baggage/Other tip:	\$5.00
Purpose:	Conference/Professional Development	Transp.-Mileage (750 miles):	\$213.75
Type:	Individual travel	Total trip expenses:	\$505.55
Trip default	240-05-0310-00000-50508250-6026-000-00000-60-		
MFK:	0000		
Total funded between 01/01/2007 and 01/31/2008: \$505.55			
Smith, Bob (UI)			
Destination:	Las Vegas, NV (68550)	Other-Other:	(\$4.31)
Dates:	10/14/2006-10/17/2006	Total trip expenses:	(\$4.31)
Desc:	5th Annual AP Conference & Expo		
Purpose:	Conference/Professional Development		
Type:	Individual travel		
Trip default	240-05-0310-00000-50508250-6026-000-00000-60-		
MFK:	0000		
Destination:	Palm Springs, CA (86423)	Hotel:	\$1,033.50
Dates:	04/28/2007-05/05/2007	Meal:	\$140.00
Desc:	NAPCP Conference	Misc.-Baggage/Other tip:	\$20.00
Purpose:	Conference/Professional Development	Misc.-Parking:	\$36.00
Type:	Individual travel	Other-Other:	\$19.90
Trip default	240-05-0310-00000-50508250-6026-000-00000-60-	Transp.-Airfare:	\$431.60
MFK:	0000	Transp.-Car rental:	\$219.33
		Transp.-Mileage (108 miles):	\$52.38
		Transp.-Travel agency fees:	\$5.00
		Total trip expenses:	\$1,957.71
Destination:	Phoenix/Scottsdale, AZ (108432)	Hotel:	\$568.20
Dates:	09/23/2007-09/26/2007	Meal:	\$68.00
Desc:	SciQuest User Conference	Misc.-Baggage/Other tip:	\$8.00
Purpose:	Conference/Professional Development	Misc.-Registration:	\$395.00
Type:	Individual travel	Transp.-Airfare:	\$470.87
Trip default	240-05-0310-00000-50508250-6026-000-00000-60-	Transp.-Mileage (62 miles):	\$30.07
MFK:	0000	Transp.-Taxi/Shuttle:	\$33.00
		Transp.-Travel agency fees:	\$35.00
		Total trip expenses:	\$1,608.14

The trip number, [displayed in blue](#) next to the destination for each trip, is a link that enables the user to drill down to more details about the specified trip, and to the vouchers associated with that trip.

Report results can also be exported to an Excel or a CSV file/format by clicking on the appropriate button. From there the results can be sorted, totaled, etc in to better facilitate review.

Procurement Card Upper Level Access

Start Page

The start page of the administrative user has been modified to provide an easy view of detailed information about cardholders.

ProTrav
Accounts Payable/Purchasing/Travel
**** Training ****

PCard | **Travel** | **Admin**

Start Page
Apply for Procurement Card

myCards [organize](#)

- Hershberger, Sue Ann
- Wilkins, Jennifer Lee
- Marie

Travel

- my Trips
- Create new trip

my Preferences

- Favorite MFKs
- Email Notifications

Searches

- Search Contracts
- Search trips
- Search PCard Agreements

Reports

- Vendor spend summary
- Freight Report

more Forms

- Access request form
- PCard forms

Help

PCard information for: DEMO USER

Card information

Credit Remaining
*Credit remaining reflects transactions posted, not charges authorized.

	Doe, Susan K (001234)	\$9,568.13
	Doe, John L (009876)	\$6,829.48

1) New cards since 03/01/2006

	Doe, John L (009876) issued on 04/03/2006
--	--

2) New transactions for your cards

Doe, Susan K (001234) Reconcile		
	04/11/2006	STAPLES #990 \$36.73

New transactions for your Org/Depts

Vp Finance And Operations (05)

Accounts Payable and Travel (05-0311)		
Doe, Susan	1 new trans.	\$23.14
Doe, Jane	1 new trans.	\$12.99

PCard news

Message from the PCard Team:
Welcome to ProTrav Upper Level Training!!

Procurement Card Forms Awaiting Your Approval

616983	Doe, Jane	PCV
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3) Delinquent Procurement Card Vouchers

You have outstanding vouchers which were not submitted before the reconciliation cutoff.

	P0054193	Andrews, Anon	3rd notice-card cancellation nearing
	P0066603	Person, Random	Vchr defaulted

The main window of the user's start page has 3 sections that are relevant to their org or org/departmental access.

1) New Cards section:

New cards since 03/01/2006	
	Doe, John L (009876) issued on 04/03/2006

This section will define any new cardholders that have been added within the last 60 days in your org or org/dept combo and the date the card was issued. Double click on the cardholders name to view account information for that cardholder.

2) New transactions for the users ORG/DEPT's:

New transactions for your Org/Depts		
Vp Finance And Operations (05)		
Accounts Payable and Travel (05-0311)		
Doe, Susan	1 new trans.	\$23.14
Doe, Jane	1 new trans.	\$12.99

This section will list any new transactions posted to the users' subset of cardholders since the last time you logged into the application. The grouping will be sorted by org/dept and then alphabetically by cardholders' last name. By double clicking on the cardholder's name, the user will be able to review all transactions within a defined billing cycle. Following is an example.

Transactions for DOE, SUSAN (04/29/2008 - 05/27/2008)

View transactions for: May 2008 (04/29/2008-05/27/2008) View Transactions



Download transactions as: Comma-delimited Excel Download Transactions

[View PCV summary](#)

Transaction Summary	
Total Transactions:	9
Total Credits:	-40.30
Total Debit:	607.41
Statement Total:	567.11

Tran Dt.	Post Dt.	Amt.	Vendor	MCC	City	State	Ref. Nbr.
04/29/2008 Trans. Detail	05/01/2008	333.69	OFFICEMAX CT*IN#660926	5943	800-472-6473	IL	10121
	05/01/2008	48.42	CONFERTEL TELE CONFERENCE	7399	866-9304500	CA	42428
	05/03/2008	43.65	FCC*FRANKLIN COVEY CLG	5943	800-257-1812	UT	62849

3) Delinquent Vouchers:

Delinquent Procurement Card Vouchers			
You have outstanding vouchers which were not submitted before the reconciliation cutoff.			
	P0054193	Andrews, Anon	3rd notice-card cancellation nearing
	P0066603	Person, Random	Vchr defaulted

This section shows the administrative user any cardholder within their org or org/dept combination that has either an *outstanding or *delinquent voucher.

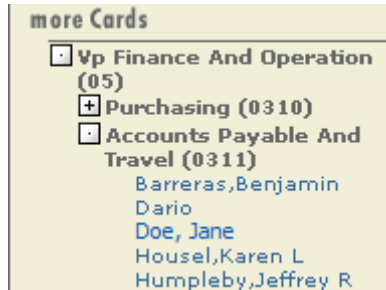
*An outstanding voucher is defined as: not submitted to the Accounts Payable Department by the 18th of the month but not yet defaulted.

*A delinquent voucher is defined as: the transactions on the Procurement Card Voucher have been defaulted to the cardholders default master file key (mfk) because the voucher has either not been received by the Accounts Payable Department or has errors which prevent it from being processed.

More Cards

More Cards:

Within the navigation panel of the web application you will see a section titled more Cards. This lists the Org or Org/Dept you have access to. When you click on the + sign the listing will expand to show all cardholders (listed alphabetically).



By selecting (double clicking) an individual's name, the user will have the ability to view any of the following for that cardholder:

Card action summary:

Card information for DOE, JANE (Acct: 001234)

Summary:

Credit available: \$9,944.38

Outstanding vouchers: July 2008 - [P0125187](#)
Voucher routed in workflow

August 2008 - [tempPCV177010](#)
Initialized - Receiving transactions -
Initialization

Actions:

[View card information](#)

1) View information about this account such as credit limits, card capabilities, default MFK, who has access to the card, and billing information.

[View transactions](#)

2) View or download transactions as they are posted to the bank. You may also drill-down into air and/or transaction information if it is available from the vendor.

[View vouchers](#)

3) View details of a procurement card voucher (PCV) such as what stage a voucher is in, the final voucher report, and scanned images of receipts associated with a voucher.

Other cards owned by this person:

Acct nbr.	Card nbr.	Status
004491	4715-XXXX-XXXX-6722	NON ACTIVE (East coast migration)

1) View Card Information:

View information about an account such as credit limits, card capabilities, default MFK, who has access to the card as a reconciler or viewer, and billing information.

Account Manager:
Account Information for account 001234

This card is owned by:
JANE DOE For changes to this billing address, please contact a member of the [Accounts Team](#)

US Bill to Address:
VPFO-ACCOUNTS PAYABLE &
202 PCO
IOWA CITY, IA 52242-2500
USA
+1 319 335 2207

Campus Address: 202 PCO

Card details:
Credit limit: \$10,000.00 Expiration date: 10/2009
Single transaction limit: \$3,000.00 Has travel capability: Yes


Card history:
This card was approved on 09/27/2006 and issued to the card holder on 10/11/2006

Default MFK:
This is the MFK that will be defaulted on all reconciliation screens as well as the account used in the event you do not submit a Procurement Card Voucher (PCV) before the submission deadline.

To change this default MFK, you will have to notify the [Accounts Team](#) of the change (changing departments or organizations requires completion of a new PCard contract).

FND ORG DEPT SDEPT GRNT/PRGM OACCT DACCT FNC CCTR
050 05 0311 23000 00000000 000 00000 60 0000

Users with explicit access to this card:

HawkID	Role Assigned
 DOEJ	PCARD_OWNER

2) View Transactions:

View or download transactions as they are posted to the bank. You may also drill-down into air travel information if it is available from the carrier.

Transactions for DOE, SUSAN (04/29/2008 - 05/27/2008)

View transactions for:

Download transactions as: Comma-delimited Excel

[View PCV summary](#)

Transaction Summary	
Total Transactions:	9
Total Credits:	-40.30
Total Debit:	607.41
Statement Total:	567.11

Tran Dt.	Post Dt.	Amt.	Vendor	MCC	City	State	Ref. Nbr.
04/29/2008 Trans. Detail	05/01/2008	333.69	OFFICEMAX CT*IN#660926	5943	800-472-6473	IL	10121
05/01/2008	05/02/2008	48.42	CONFERTEL TELE CONFERENCE	7399	866-9304500	CA	42428
05/03/2008	05/05/2008	43.65	FCC*FRANKLIN COVEY CLG	5943	800-257-1812	UT	62849

3) View Vouchers:

View details of a Procurement Card Voucher such as what stage a voucher is in, the final voucher reports, and scanned images of receipts associated with a voucher.

Voucher Manager:

Vouchers for Acct: Doe, Jane (001234) Display:

Voucher	Billing Cycle	Status	Last Updt.
detail TempPCV177010	August 2008	Initialized - Receiving transactions	07/29/2008 by ProTrav app
detail P0125187	July 2008	Voucher routed in workflow	08/01/2008 by DOEJ
detail P0123448	June 2008	Voucher loaded	07/11/2008 by ProTrav app
detail P0121634	May 2008	Voucher loaded	07/07/2008 by ProTrav app
detail P0119754	April 2008	Voucher loaded	05/01/2008 by ProTrav app
detail P0117932	March 2008	Voucher loaded	04/03/2008 by ProTrav app
detail P0116103	February 2008	Voucher loaded	03/04/2008 by ProTrav app

Generate Vendor Spend Report

Reporting features have been added to allow for quick results. The report summarizes organizational and departmental spending. Under the reports section, there is a link for Report defined Vendor Spend Summary.

Reports

[Vendor spend summary](#)

[Freight Report](#)

Report: Vendor Summary

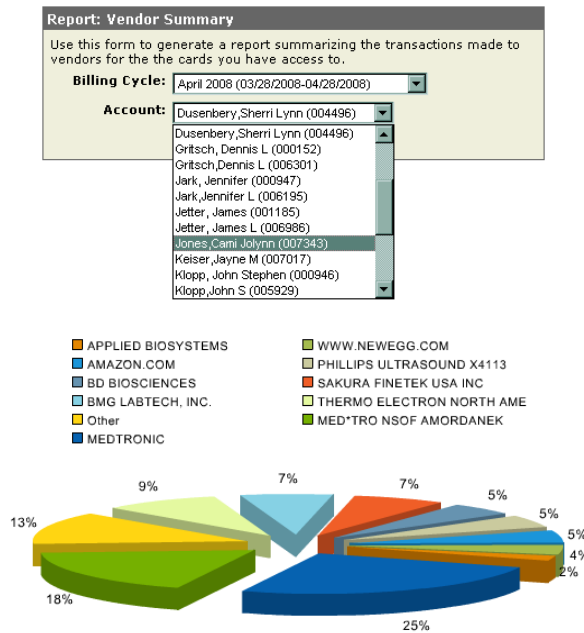
Use this form to generate a report summarizing the transactions made to vendors for the the cards you have access to.

Billing Cycle:

Account:

A vendor summary report can be created for a specific billing cycle, time period. In addition the report can include a particular cards spend or all of the cards for your defined organizational/departmental unit.

The illustration below depicts the results of running the report for all cards in my org/dept.

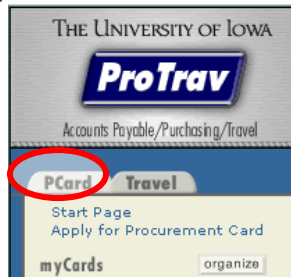


Vendor Summary Report				
Transactions for between 03/28/2008 and 04/28/2008				
Report Summary				
Total transactions: 65				
Transaction sum: 331,037.27				
Unique merchants: 22				
Rank	Vendor	Trans. Sum	% of sum	Trans. Count
1	MEDTRONIC	83,439.66	25.21%	1
2	MED*TRO NSOF AMORDANEK	60,000.00	18.12%	1
3	THERMO ELECTRON NORTH AME	30,895.00	9.33%	1
4	SAKURA FINETEK USA INC	24,269.00	7.33%	1
5	BMG LABTECH, INC.	23,121.00	6.98%	2
6	AMAZON.COM	17,968.45	5.43%	40

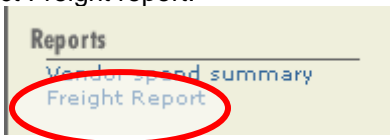
Generate freight report

ProTrav has a reporting tool for basic and upper level users to be able to review and download freight information from UPS and Fed Ex.

Once you have logged into ProTrav, click on the Pcard tab:



Under the Reports header, select Freight report:



The center of the screen will change to display your report options:

Report: Freight Charges

Use this form to generate a report summarizing the transactions made to freight vendors for the the cards you have access to.

1) **Billing Cycle:** Current fiscal year to-date

2) **Account:** All my Card accounts

3) **Send to:** Browser CSV Excel

4) **Generate Report**

- 5) select the billing month or fiscal year you would like to review
- 6) select the cardholder(s) you would like to search
- 7) select the format in which you would like the results to display
- 8) click generate report

If you generate the report to your browser, the information will display in ProTrav.

Freight Summary Report							
Transactions for between 06/21/2008 and 07/28/2008							
Report Summary							
				FEX		\$2,841.74	
				UPS		\$552.45	
				Total Freight Shipments		\$3,394.19	
				Total Freight Shipments		193	
Vendor	Account #	Posting Dt	Tracking Number	Desc	Sender	Recipient	Net Amount
FEX	260000000	06/23/2008	86282037879	FedEx Intl Economy	John Doe	Jane Doe	\$51.29
FEX	260000000	06/23/2008	93651168495	FedEx Express Saver	Shipping Dept.	Jamy Doe	\$12.68
FEX	420000000	06/23/2008	93651168496	FedEx Express Saver	Shipping Dept.	Roland Doe	\$34.63
FEX	260000000	06/23/2008	93651168497	FedEx Express Saver	Shipping Dept.	Jacob Doe	\$63.36
FEX	260000000	06/23/2008	79601194761	FedEx Priority	Michael Doe	Sherry Doe	\$80.31
FEX	260000000	06/23/2008	79052366886	FedEx 2Day	Dawn Doe	Phil Doe	\$17.87

If you download it to CSV or Excel, you may sort the data to fit your reporting needs.