

University of Iowa

Training Manual for ProTrav Upper Level Administrative Users

Accounts Payable and Travel | 202 PCO | 319-335-0115

Direct any questions to protrav@uiowa.edu

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Introduction

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.

The expectations for this role include but are not limited to the following:

- Review card transactions in a timely fashion. Best practice encourages weekly review. At a minimum this review should be conducted bi-weekly and daily review is available. This review needs to include heightened scrutiny of transactions that could potentially be non-business, e.g. department, grocery and home improvement stores purchases.
- Monitor card requests and cards issued.
- Provide administrative oversight of delinquent vouchers and emphasize with cardholders the importance of timely submission.
- Promote card transactions with preferred, contracted suppliers.
- Increase expenditure analysis through ProTrav online reports.
- Ensure clearly defined and communicated guidelines for review and reconciliation of card transactions and separation of duties have been established and are in practice.

Upper level reviewers must be familiar with purchasing guidelines, spend limits and associated policies and procedures.

The following training course is available:

- ICON online training **Procurement Card Training–No Reco** includes three sections, Buyer Perspective, Fundamentals and Travel.

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

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

- Trips, Reimbursements, Advances for Travelers within their ORG or ORG/DEPT combo.
- Trips, Reimbursements, Advances for expenses paid on their ORG or ORG/DEPT combo.
- List of delinquent Cash Advances within their ORG or ORG/DEPT combo.
- List 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.

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

- Summary of the new Pcard transactions in their ORG or ORG/DEPT combo on a daily basis (by cardholder).
- List of "new" cards for their ORG or ORG/DEPT combo during the past 60 days.
- List 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.
- Automated e-mail notifications of delinquent vouchers and transactions that may require additional review.

The [PCard and ProTrav Web Access Request form](#) (under Forms on our website) must be completed to obtain this role. If you have any further questions or concerns feel free to email protrav@uiowa.edu. Departmental training is available upon request.

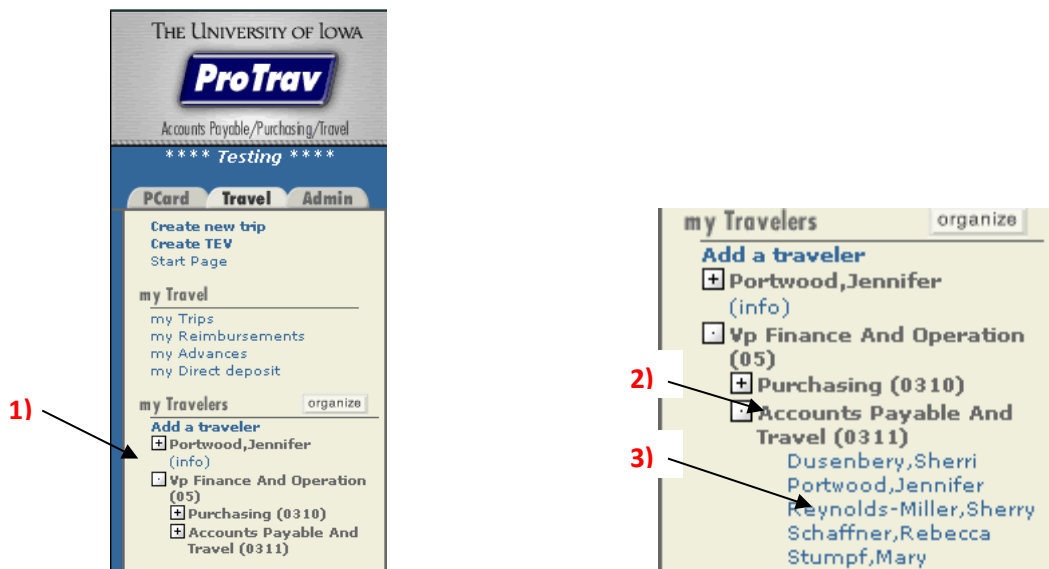
Travel Upper Level Access

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 cannot 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:

Traveler Summary: Doe, Jane

Address:
Doe, Jane
VPFO-Accounts Payable & Travel

Traveler ID: 1234
HawkID: DOEJ

1) [Trips for this traveler](#)

2) [Reimbursements made to this traveler](#)

3) [Advances given to this traveler](#)

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:

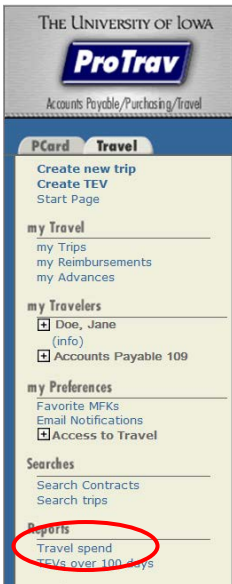
Voucher ID	Payment Amount	Paid via	Paid on
T0094029	\$40.98	Direct Deposit	06/29/2007
T0143748	\$37.94	Direct Deposit	06/29/2007

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: Forever		Apply	
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

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	
<input type="radio"/>	Generate Report by Traveler
<input type="radio"/>	Generate Report by MFK

Generate Report by Traveler

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

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 cannot 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.

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

If “Generate Report by MFK” is 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 cannot 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

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

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

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

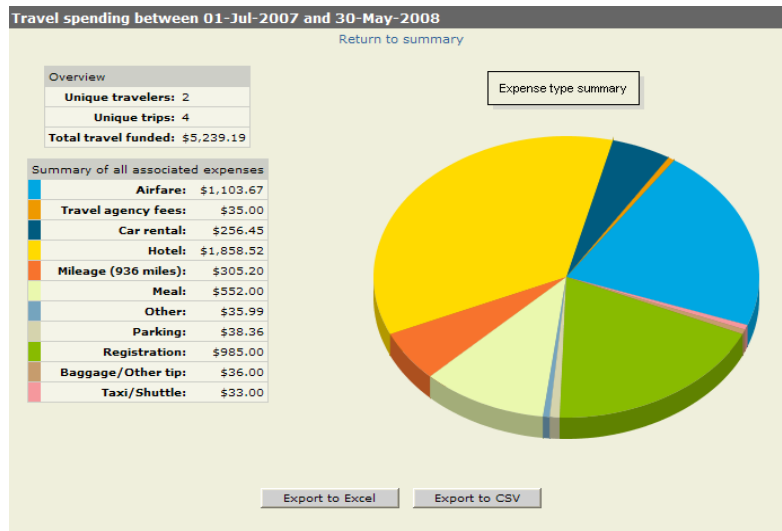
[Export to Excel](#) [Export to CSV](#)

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 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		
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. From there the results can be sorted, totaled, etc to better facilitate review.

TEV's over 100 days Report

Users may generate a report for aging Travel Expense vouchers. The results of the report will display any travel expense voucher for your ORG or ORG/DEPT access that has at least one out of pocket expense listed for reimbursement that has not been processed for payment. It will also display any unpaid vouchers for travelers you have listed under the 'My Traveler's section in ProTrav.

The initial report will display any vouchers with a return date of 100-150 days ago, but the user has the option to run the report with a trip return date of up to 365 days from today's date.

The user has the option to export the results to Excel.

Travel Expense Vouchers Over 100 Days

8 results between 100 and 150 days old.

Run report with new range Export to Excel

< First < Prev 1/1 Next > Last > Results per page 20

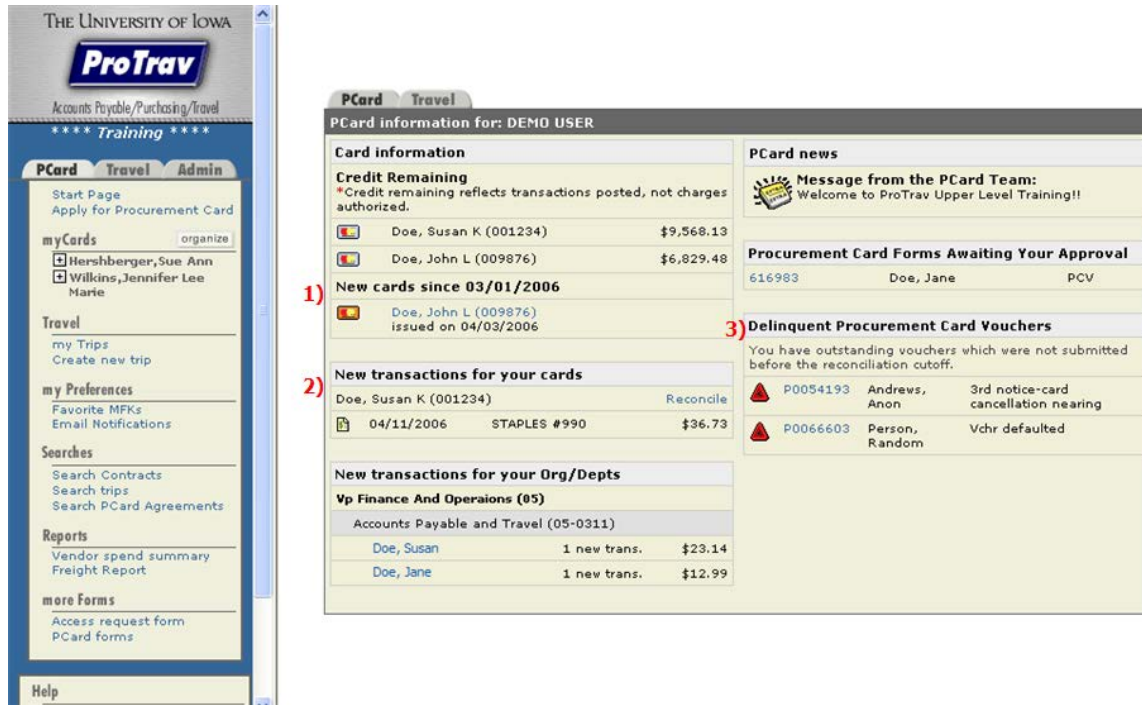
Days Old	TEV	Voucher Status	ORG/DEPT	Traveler	Amount	Destination	Depart	Return
141	T0000001	TEV in-progress	100/999999	Doe, Jason	\$106.50	Dallas, TX USA	4/1/2011	4/3/2011
137	T0000002	TEV routed in WF	100/999999	Doe, Janna	\$320.00	Hanoi, VNM	3/24/2011	4/7/2011
134	T0000003	TEV approved in WF	100/999999	Doe, Deann	\$243.27	Minneapolis/St. Paul, MN USA	4/6/2011	4/10/2011
133	T0000004	TEV in-progress	100/999999	Doe, Ally	\$152.00	Washington D.C./Metro Area, DC USA	4/9/2011	4/12/2011
117	T0000005	TEV approved in WF	100/999999	Doe, Ruthie	\$1,371.59	Hanoi, VNM	3/24/2011	4/27/2011
111	T0000006	TEV in-progress	100/999999	Doe, Chloe	\$565.50	Washington D.C./Metro Area, DC USA	4/27/2011	5/3/2011
107	T0000007	TEV approved in WF	100/999999	Doe, Ruthie	\$1,291.80	Brisbane, AUS	4/23/2011	5/8/2011
100	T0000008	TEV in-progress	100/999999	Doe, Chloe	\$203.90	Minneapolis/St. Paul, MN USA	5/11/2011	5/15/2011

< First < Prev 1/1 Next > Last > Results per page 20

Procurement Card Upper Level Access

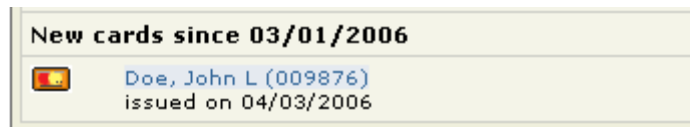
Start Page

The start page of the administrative user provides an easy view of detailed information about cardholders.



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:



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 Operaions (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:

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

Line 1: OFFICEMAX CT*IN#660926

Order date: 04/29/2008

Itm cd.	Desc.	Qty.	Unit meas.	Unit cost
S1C8543X	TONER,LASER,9000/SER	1.00	EA	\$229.66
A80M96187	TPE CELO 75X1296 16	1.00	PK	\$7.61
F467473	BOOK,BUS. CRD,96CAP,	1.00	EA	\$9.00
K30M98314	SORTER,FILE,BK,WIRE	2.00	EA	\$4.06
S51557A002BA	TONER,FAX,CTG,FX-3,B	1.00	EA	\$63.73
A55160	LABEL,ADD,LSR,1X2 5/	1.00	BX	\$15.57

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

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).

more Cards	
<input type="checkbox"/>	Vp Finance And Operation (05)
<input checked="" type="checkbox"/>	Purchasing (0310)
<input type="checkbox"/>	Accounts Payable And Travel (0311)
	Barreras, Benjamin
	Dario
	Doe, Jane
	Housel, Karen L
	Humpleby, Jeffrey R

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 DACCT 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 transactional detail if it is available from the vendor.

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

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

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

Line 1: OFFICEMAX CT*IN#660926

Order date: 04/29/2008

Itm cd.	Desc.	Qty.	Unit meas.	Unit cost
S1C8543X	TONER,LASER,9000/SER	1.00	EA	\$229.66
A80M96187	TPE CELO 75X1296 16	1.00	PK	\$7.61
F467473	BOOK,BUS. CRD,96CAP,	1.00	EA	\$9.00
K30M98314	SORTER,FILE,BK,WIRE	2.00	EA	\$4.06
S51557A002BA	TONER,FAX,CTG,FX-3,B	1.00	EA	\$63.73
A55160	LABEL,ADD,LSR,1X2 5/	1.00	BX	\$15.57

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: Past 12 months		Refresh ↻
	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 on the next page depicts the results of running the report for all cards in my org/dept.

Report: Vendor Summary

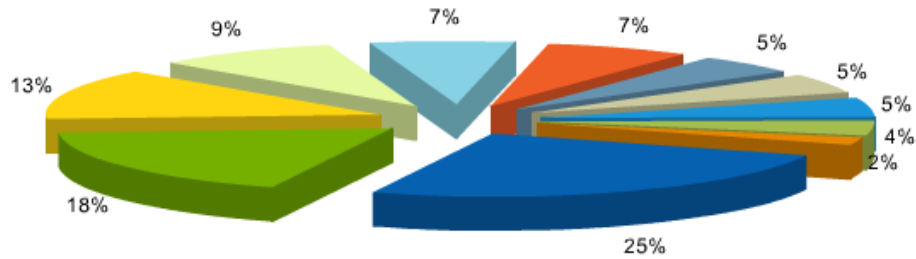
Use this form to generate a report summarizing the transactions made to vendors for the the cards you have access to.

Billing Cycle:

Account:

- Dusenbery, Sherri Lynn (004496)
- Gritsch, Dennis L (000152)
- Gritsch, Dennis L (006301)
- Jark, Jennifer (000947)
- Jark, Jennifer L (006195)
- Jetter, James (001185)
- Jetter, James L (006986)
- Jones, Cami Jolynn (007343)
- Keiser, Jayne M (007017)
- Klopp, John Stephen (000946)
- Klopp, John S (005929)

- APPLIED BIOSYSTEMS
- AMAZON.COM
- BD BIOSCIENCES
- BMG LABTECH, INC.
- Other
- MEDTRONIC
- WWW.NEWEGG.COM
- PHILLIPS ULTRASOUND X4113
- SAKURA FINETEK USA INC
- THERMO ELECTRON NORTH AME
- MED*TRO NSOF AMORDANEK



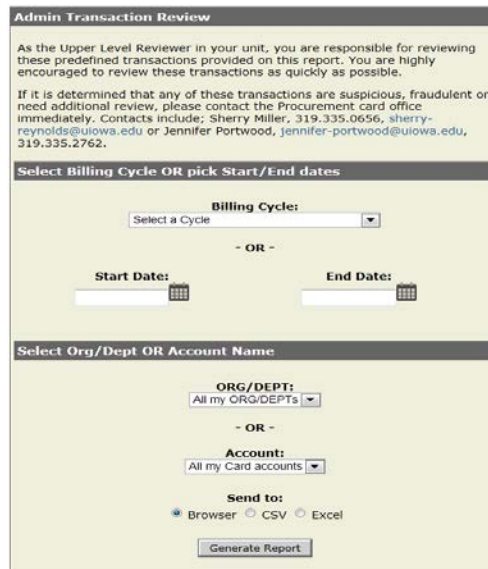
Vendor Summary Report				
Transactions for between 03/28/2008 and 04/28/2008				
Report Summary				
Total transactions: 65				
Transaction sum: 331,037.27				
Unique merchants: 22				
Rank	Vendor	Trans. Sum	% of sum	Trans. Count
1	MEDTRONIC	83,439.66	25.21%	1
2	MED*TRO NSOF AMORDANEK	60,000.00	18.12%	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

Upper Level Transaction Review

Those with the ProTrav upper level administrative review role will receive an automated e-mail identifying transactions in their area based upon merchant type and goods/services that may require immediate or additional review. As this review should occur prior to the voucher being reconciled, it's expected to be informal and primarily involve a basic questioning of purchases based upon the reviewers' understanding of departmental needs. The transaction review should include an evaluation of the vendor and transaction amount to aid in the early detection of fraud or misuse and provide beneficial departmental financial oversight. To access this data directly an administrative transaction report is also available in ProTrav for download to Excel or CSV (comma separated format). This report may be run by cardholder, "my cards" or at an organizational unit or department level. Once downloaded the data can be sorted and filtered to facilitate department review.



Users may search by a certain billing cycle or date span. They may also run the report for all cardholders in their ORG/DEPT or for an individual cardholder. The results may be exported to excel or CSV for further sorting and filtering of the data. The online report results also contain an active link to the voucher for quick access if needed.

A screenshot of the 'Admin Transaction Review' report generation form. The form is titled 'Admin Transaction Review' and contains the following sections:

- Instructions:** A paragraph explaining the reviewer's responsibility and providing contact information for the Procurement card office (Sherry Miller and Jennifer Portwood).
- Select Billing Cycle OR pick Start/End dates:** A dropdown menu for 'Billing Cycle' (currently showing 'Select a Cycle'), a separator '- OR -', and two date pickers for 'Start Date' and 'End Date'.
- Select Org/Dept OR Account Name:** A dropdown menu for 'ORG/DEPT' (currently showing 'All my ORG/DEPTs'), a separator '- OR -', a dropdown menu for 'Account' (currently showing 'All my Card accounts'), and radio buttons for 'Send to' (Browser, CSV, Excel). The 'Browser' option is selected.
- Generate Report:** A button at the bottom of the form.

Tran Dt.	Post Dt.	Amt.	Vendor	MCC	City	State	Ref. Nbr.
04/29/2008	05/01/2008	333.69	OFFICEMAX CT*IN#660926	5943	800-472-6473	IL	10121
Trans. Detail							
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

Line 1: OFFICEMAX CT*IN#660926 ✖

Order date: 04/29/2008

Itm cd.	Desc.	Qty.	meas.	Unit	Unit cost
S1C8543X	TONER,LASER,9000/SER	1.00	EA		\$229.66
A80M96187	TPE CELO 75X1296 16	1.00	PK		\$7.61
F467473	BOOK,BUS. CRD,96CAP,	1.00	EA		\$9.00
K30M98314	SORTER,FILE,BK,WIRE	2.00	EA		\$4.06
S51557A002BA	TONER,FAX,CTG,FX-3,B	1.00	EA		\$63.73
A55160	LABEL,ADD,LSR,1X2 5/	1.00	BX		\$15.57