Procard reports

Log in to PS Reporting – Under Reporting Tools select Query Viewer. There are Procard reports under PO_PCD and PO_AMH_PCD.

The reports that are Amherst specific are the PO_AMH_PCD. These provide a little more information. The 2 Amherst specific reports are –

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to</th>
<th>Run to</th>
<th>Schedule</th>
<th>Favorite</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO_AMH_PCD_DISTRIBUT</td>
<td>Amherst procard by distrib</td>
<td>Public</td>
<td></td>
<td>HTML</td>
<td>Excel</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>PO_AMH_PCD_EMPLID</td>
<td>Amherst procard by Emplid</td>
<td>Public</td>
<td></td>
<td>HTML</td>
<td>Excel</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
</tbody>
</table>

To run PO_AMH_PCD_DISTRIBUT (this report is run for a specific budget, fund, deptID or project/grant). Click run to excel and the following dialog box opens:

1) Start Date:  
2) End_Date:    
3a) Exec or:    
3b) MBU or:     
3c) DPT or:     
3d) Detail Department: 
4) Fund (% for all):  
5) Project/Grant (% for all):  

Input the date range needed, dates are inclusive – skip 3a, 3b and 3c – input 3d, 4 and 5 for specific budgets or use one or more fields filled with the percent sign (%) to get all funds or all P/G’s. You can also code the DeptID with A0907% to get all data for DeptID A0907 and any extension.

To run PO_AMH_PCD_EMPLID (this report is run for a specific employee – up to three employees data can be run at one time). Click run to excel and the following dialog box opens:

1) Start Date:    
2) End_Date:      
3) Employee ID:   
4) Employee ID:   
5) Employee ID:   

Input the date range and any employee ID needed - dates are inclusive.
Reports to Run During Reallocator Training

Run these reports in production **query manager**

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**PO_AMH_PCD_DISTRIB - Amherst procard by distrib**

1) **Start Date:** 01/01/2018

2) **End Date:** 11/02/2018

3a) Exec or:

3b) MBU or:

3c) DPT or:

3d) **Detail Department:** A8241%

4) **Fund (% for all):** %

5) **Project/Grant (% for all):** %

View Results

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Account</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Class</th>
<th>Amount</th>
<th>Trar</th>
</tr>
</thead>
</table>

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**Select A Constant**

<table>
<thead>
<tr>
<th>Field Value</th>
<th>Translate Long Name</th>
<th>Translate Short Name</th>
<th>Select Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Staged</td>
<td>Staged</td>
<td>Select Constant</td>
</tr>
<tr>
<td>1</td>
<td>Initial</td>
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<td>Select Constant</td>
</tr>
<tr>
<td>2</td>
<td>Verified</td>
<td>Verified</td>
<td>Select Constant</td>
</tr>
<tr>
<td>3</td>
<td>Approved</td>
<td>Approved</td>
<td>Select Constant</td>
</tr>
<tr>
<td>4</td>
<td>Closed</td>
<td>Closed</td>
<td>Select Constant</td>
</tr>
<tr>
<td>5</td>
<td>Error</td>
<td>Error</td>
<td>Select Constant</td>
</tr>
</tbody>
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Reports to Run During Reallocator Training

Fill in the Employee ID

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PO_AMH_PCD_EMPLID - Amherst procard by Emplid

1) Start Date: 10/01/2018
2) End_Date: 11/02/2016

3) Employee ID: 

4) Employee ID: 

5) Employee ID: 

View Results

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Account</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
</tr>
</thead>
<tbody>
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