

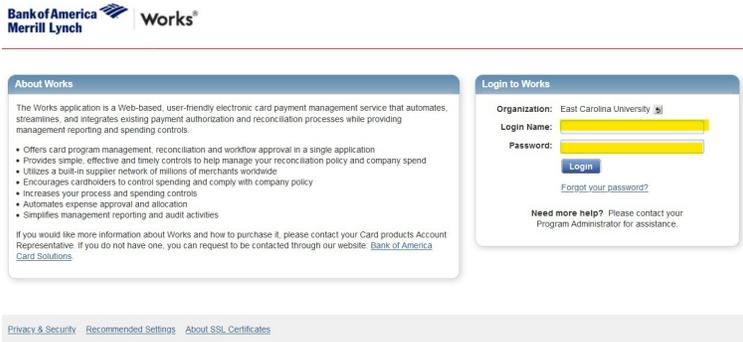
How to Lookup ProCard Payment History in Works, Emburse Enterprise, or Banner

Option 1 Research using a Works report “Spend by Vendor”

- Works Security is required, contact the ProCard Office email procard@ecu.edu regarding security and password resets.
- Works will be in viewing mode.
- “Spend by Vendor” Works report will display cardholder, dates, amount, and Purchase Order (if applicable). It does not include the FOAPAL.

1. Login to Works

- Login Name is PirateID.
- Password is set by cardholder, contact ProCard Office email procard@ecu.edu for password resets.



2. Click Reports. Click Template Library.

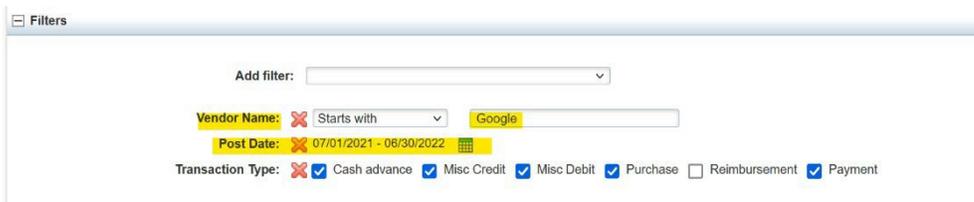


3. Go to Shared Reports and Search for “Vendor Spend by Vendor”.

- Click on the template name.
- Click modify/run.



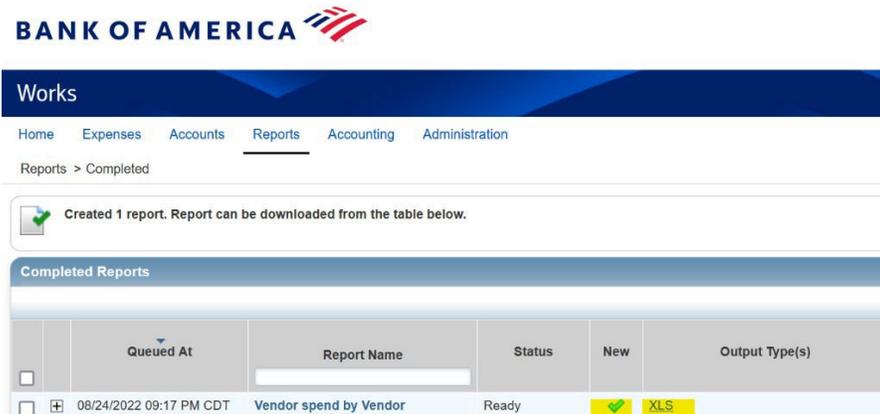
4. Under filters, update the vendor name and postdate range.



5. Click Submit Report.

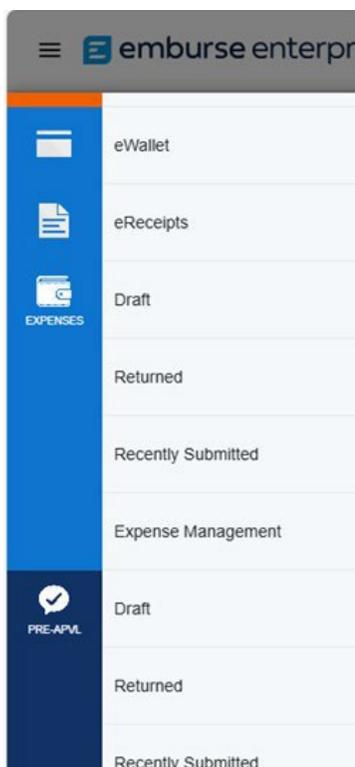


6. Once the report is finished, a green check mark and a link will appear under completed reports. Click on the link under Output Type(s) to open the report.

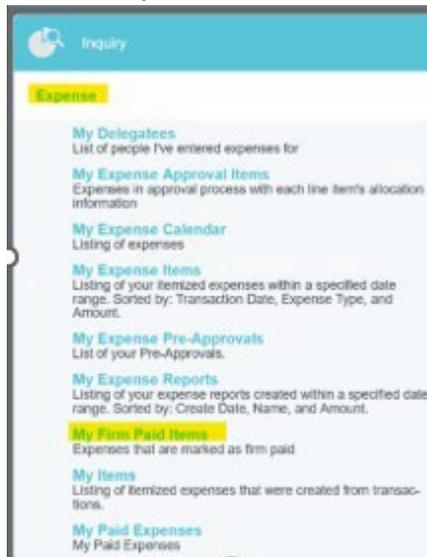


Option 2 Research using a Emburse Enterprise report “Spend by Cardholder”

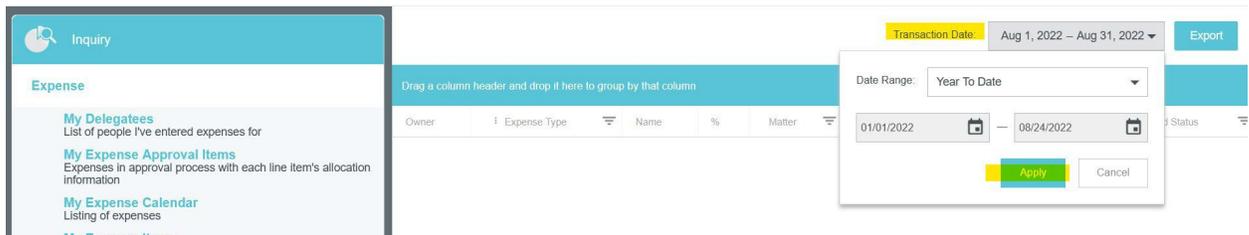
- “Spend by Cardholder” Emburse Enterprise report will display cardholder transactions for a specific date range. This report will export to Excel and the data can be sorted and filtered as needed.
1. Login to [ECU Pirate Port](#), Select Emburse Enterprise.
 2. Click the three-line menu icon  then, click “Inquiry”.



- Click “Expense”.
Click “My Firm Paid Items”.



- Update Transaction Date filter and click “Export”.



- All ProCard cardholder transactions during the selected time frame will populate. Click “Export” for Excel filtering options.

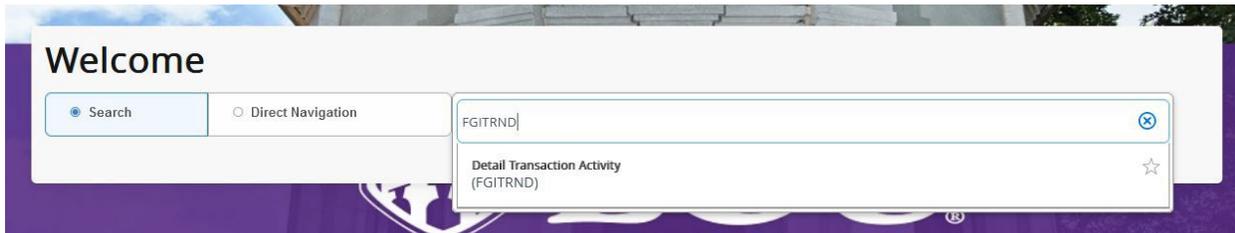
Option 3 Research using Banner

- [Banner Finance General Ledger Security](#) is required.
- The ProCard transactions can be searched by FOAPAL or by “PC” document.

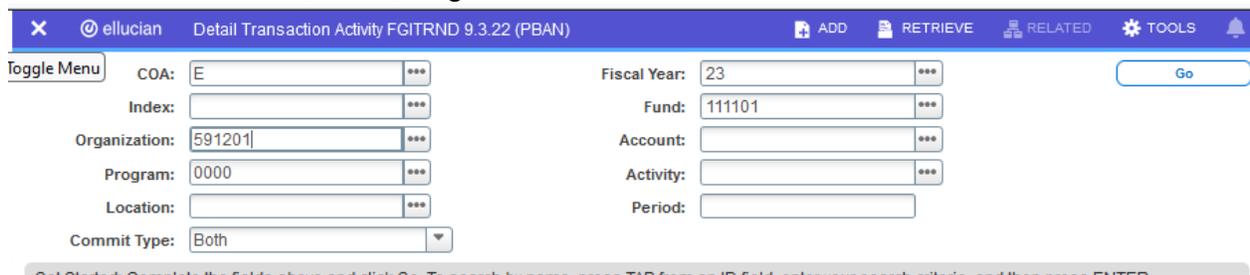
Search by FOAPAL

[Login to Banner](#)

Enter FGITRND in the search field, Click Enter.



Enter the Fiscal Year, Fund, Organization and Click Go.



Press F8 to execute (F8 is a function key located at the top of the keyboard).



The data will populate.

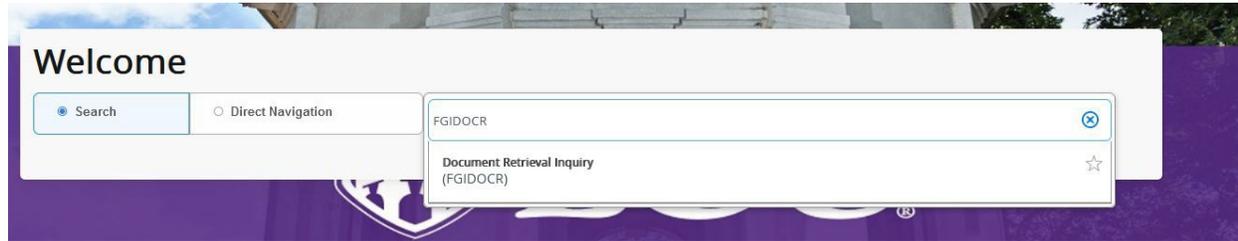
72000	591201	0000	ORD	119,538.00	+	B001	OB000094	07/07/2022	07/08/2022	FY23 Original Budget	U	111101	
72110	591201	0000	YTD	19.62	+	J60	PC000700	08/17/2022	08/17/2022	B00470816_06/30/2022_Spotly USA	U	111101	591201
72110	591201	0000	YTD	24.49	+	J60	PC000700	08/17/2022	08/17/2022	B00470816_07/15/2022_OFFICE DEPOT #	U	111101	591201
72122	591201	0000	YTD	10.00	+	J51	KY000183	08/15/2022	08/15/2022	2022 07 Key Charges	U	111101	
72125	591201	0000	YTD	52.24	+	J60	PC000705	08/23/2022	08/25/2022	B00002954_07/18/2022_CARQUEST 1165	U	111101	
72127	591201	0000	YTD	200.00	+	J60	PC000695	08/09/2022	08/09/2022	B00001747_07/23/2022_WASHINGTON CUL	U	111101	

Account, Orgn, Program, Amount, Transaction Type, PC Document, Date (Emburse Enterprise Approval Date), Description (Vendor Banner ID, Purchase Date, Vendor Name), Fund, Activity.

Search by "PC" document

[Login to Banner](#)

Enter FGIDOCR the search field



The data will populate

Transaction Date		Fiscal Year		Fiscal Period		Sema		Comm Type		Document Text												
0	0	08/23/2022	23	02	1434	Uncommitted																
Sub Number	Item	Sequence	Journal Type	Description	Sign	Amount	Currency	Document Reference	CDA	Index	Fund	Orgn	Acct	Prog	Actv	Loon	Proj	NSF Override	Bank	Account		
0	0	1	J60	B01014238_07/10/2022_ARC3 CASES 105	Debit	30.00		326897	E		111101	591601	72198	0000						13		
0	0	2	J60	B01014238_07/10/2022_ARC3 CASES 105	Credit	30.00		326897	E		140000		20020							12		
0	0	3	J60	B01014238_07/14/2022_ARC3 CASES 105	Debit	7.50		326897	E		111101	591601	72198	0000						13		
0	0	4	J60	B01014238_07/14/2022_ARC3 CASES 105	Credit	7.50		326897	E		140000		20020							12		
0	0	5	J60	B01014238_07/13/2022_ELIZABETH RIVE	Debit	5.81		326897	E		217295	591601	73263	0000						12		
0	0	6	J60	B01014238_07/13/2022_ELIZABETH RIVE	Credit	5.81		326897	E		140000		20020							12		
0	0	7	J60	B01014238_07/14/2022_THE GEOLOGICAL	Debit	625.00		326897	E		111101	591601	73708	0000						13		
0	0	8	J60	B01014238_07/14/2022_THE GEOLOGICAL	Credit	625.00		326897	E		140000		20020							12		
0	0	9	J60	B01014238_07/16/2022_DARKNESS TO LI	Debit	10.00		326897	E		120038	591101	73551	0000						12		
0	0	10	J60	B01014238_07/16/2022_DARKNESS TO LI	Credit	10.00		326897	E		140000		20020							12		
0	0	11	J60	B01014238_07/21/2022_GOOGLE *Play	Debit	25.00		326897	E		216673	591601	72334	0000						12		
0	0	12	J60	B00051198_08/10/2022_OFFICE DEPOT #	Credit	172.67		376572	E		140000		20020							12		
0	0	13	J60	B00051198_08/10/2022_OFFICE DEPOT #	Debit	38.99		376572	E		112101	660301	72110	0000						13		
0	0	14	J60	B00051198_08/10/2022_OFFICE DEPOT #	Credit	38.99		376572	E		140000		20020							12		
0	0	15	J60	B00057047_07/14/2022_PAYPAL *SHANNO	Debit	800.00		599941	E		141112	710101	73105	0000						12		
0	0	16	J60	B00057047_07/14/2022_PAYPAL *SHANNO	Credit	800.00		599941	E		140000		20020							12		
0	0	17	J60	B00057047_07/21/2022_AMAZON.COM*Z05	Debit	219.99		599941	E		111142	105103	72110	0000						13		
0	0	18	J60	B00057047_07/21/2022_AMAZON.COM*Z05	Credit	219.99		599941	E		140000		20020							12		
0	0	19	J60	B00057047_07/28/2022_GA CENTER CONT	Debit	160.00		599941	E		111142	105103	73552	0000						13		
0	0	20	J60	B00057047_07/28/2022_GA CENTER CONT	Credit	160.00		599941	E		140000		20020							12		
0	0	21	J60	B00569395_07/19/2022_PARROT CANVAS	Debit	235.00		375525	E		315561	665002	72160	0000						ADMIN	14	
0	0	22	J60	B00569395_07/19/2022_PARROT CANVAS	Credit	235.00		375525	E		140000		20020							12		
0	0	23	J60	B00569395_07/19/2022_PARROT CANVAS	Debit	70.50		375525	E		315561	665031	72160	0000						ADMIN	14	
0	0	24	J60	B00569395_07/19/2022_PARROT CANVAS	Credit	70.50		375525	E		140000		20020							12		

J60 Transaction Type, Description (Vendor Banner ID, Purchase Date, Vendor Name), Debit=expense/Credit=return, Amount, Document Reference, Fund, Orgn, Account, Program, Activity.

PC Document and Transaction Date (EE Approval Date) are listed in the header information.

Note:

ProCard transactions are shown in the General Ledger in Banner with the following information.

Document: Banner document (prefix PC) contains all ProCard transactions that posted to the Banner General Ledger from Emburse Enterprise on that day.

Transaction Date: The date the transaction transferred from Emburse Enterprise and posted to the General Ledger in Banner should be the same date as the final approval in Emburse Enterprise.

Description Format: Vendor Banner ID, Purchase Date, Vendor Name.

Description example: B00569395_07/19/2022_PARROT CANVAS