

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

Works

Download

Action Items

Action

• Login Name is PirateID.

Expenses Accounts Reports Accounting

Acti

Completed Create

Scheduled

mplate Library 6 Re

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





- 3. Go to Shared Reports and Search for "Vendor Spend by Vendor".
 - Click on the template name.
 - Click modify/run.

| + Personal | |
|------------------------|----------|
| ─ Shared | |
| Template Name | |
| | transact |
| Vendor spend by Vendor | uditodot |
| Vendor spend by Vendor | |

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

| Filters | |
|---------|--|
| | Add filter: V |
| | Vendor Name: 💥 Starts with 🗸 Google |
| | Post Date: 💥 07/01/2021 - 06/30/2022 |
| | Transaction Type: 🎉 🗹 Cash advance 🗹 Misc Credit 🗹 Misc Debit 🗹 Purchase 🗌 Reimbursement 🗹 Payment |

5. Click Submit Report.

BANK OF AMERICA

| Job Name: | Vendor spend by Vendor | | |
|-------------------|------------------------|--|--|
| Run for User(s) : | None selected D | | |
| Schedule: | Run Now | | |
| | O Run Later | | |
| | ORecurring | | |
| eport Expiration: | after 7 day(s) | | |

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.

| Nork | s | | ~ | | | - | | |
|-----------------|-----------------------|-------------|-------------|----------------------|----------------|--------|-----|----------------|
| Home Reports | Expenses > Completed | Accounts | Reports | Accounting | Administration | | | |
| 3 | Created 1 report | Benort can | he download | ded from the tak | ala halaur | | | |
| | oreated report | Report can | be download | ded if offit the tar | ble below. | | | |
| Comple | eted Reports | Report carr | be download | | Die Delow. | | - | |
| Comple | eted Reports Queue | d At | | Report Name | Jie Delow. | Status | New | Output Type(s) |

East Carolina University | Financial Services | Systems Coordination | revised 05/14/2024 by Penney Doughtie https://financialservices.ecu.edu/wp-content/pv-uploads/sites/86/2018/05/Instructions_ProCard_Payment_Lookup.pdf



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".



4. 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.

| Velcom | e | | |
|--------|---------------------|--|----|
| Search | O Direct Navigation | FGITRND] | 8 |
| | | Detail Transaction Activity (FGITRND) | ਨਿ |

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

| × @ ellucian | Detail Transaction Activity FGITRN | ID 9.3.22 (PBAN) | 🔒 ADD | RETRIEVE | 🛃 RELATED | 🗱 TOOLS | ÷ |
|------------------|------------------------------------|------------------|--------|----------|-----------|---------|---|
| Toggle Menu COA: | E ••• | Fiscal Year: | 23 | ••• | | Go | |
| Index: | ••• | Fund: | 111101 | ••• | | | |
| Organization: | 591201 | Account: | | ••• | | | |
| Program: | ••• | Activity: | | ••• | | | |
| Location: | ••• | Period: | | | | | |
| Commit Type: | Both | | | | | | |

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

| COA: E F | iscal Year: 2 | 3 Index: | Fund: 111101 | Organization: 591201 | Account: | Program: 00 | Ø | Enter a query; press F8 to execute. |
|-----------|---------------|-----------|--------------|----------------------|----------|-------------|---|-------------------------------------|
| Location: | Period: | Commit Ty | pe: Both | | | , | | |

The data will populate.

| | | | - | | | | | | | | | |
|-------|--------|------|-----|--------------|------|----------|------------|------------|-------------------------------------|---|--------|--------|
| 72000 | 591201 | 0000 | OBD | 119,538.00 + | BD01 | OB000094 | 07/07/2022 | 07/08/2022 | FY23 Original Budget | U | 111101 | |
| 72110 | 591201 | 0000 | YTD | 10.62 + | J60 | PC000700 | 08/17/2022 | 08/17/2022 | B00470816_06/30/2022_Spotify 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

| elcom | e | | |
|--------|---------------------|---|-----------|
| Search | O Direct Navigation | FGIDOCR | \otimes |
| | | Document Retrieval Inquiry (FGIDOCR) | A |

The data will populate

| × © | ellucian | Document | Retrieval Inquiry FG | IDOCR 9.3.21 (PBAN) | | | | | | | | | | | | | ADD 📑 RET | RIEVE 🚠 RELA | ED 🗱 | TOOLS |
|--------------|------------|-----------|----------------------|-------------------------------------|--------|--------|----------|--------------------|--------|-------------|--------|--------|-------|------|--------|------|-----------|-----------------|--------|--------------|
| Document | PC0007 | 5 Submiss | ion Number: | Document Type: JV | | | | | | | | | | | | | | | C | Start Over |
| -HEADER IN | FORMATIC | N | | | | | | | | | | | | | | | | Dele | e Faco | py Ϋ, Filter |
| Transa | ction Date | 08/23/202 | 2 | | | | | | Items | 1484 | | | | | | | | | | |
| F | iscal Year | 23 | | | | | | Commi | t Type | Uncommitted | | | | | | | | | | |
| Fis | cal Period | 02 | | | | | | | | Document | Text | | | | | | | | | |
| * DETAIL INF | ORMATION | | | | | | | | _ | | | | | | | | Settings | 🖬 Insert 📑 Dele | e Face | Py 9, Filter |
| Sub Number | Ite | m Sequenc | e Journal Type | Description | Sign | Amount | Currency | Document Reference | | COA Index | Fund | Orgn | Acot | Prog | Actv | Loon | Proj | NSF Override | Bank | Acorual |
| | 0 | 0 | 1 J60 | B01014238_07/12/2022_ARC3 GASES 105 | Debit | | 30.00 | 326897 | | E | 111101 | 591601 | 72198 | 0000 | | | | | 13 | |
| | 0 | 0 | 2 J60 | B01014238_07/12/2022_ARC3 GASES 105 | Credit | | 30.00 | 326897 | | E | 140000 | | 20020 | | | | | | 12 | |
| | 0 | 0 | 3 J60 | B01014238_07/14/2022_ARC3 GASES 105 | Debit | | 7.50 | 326897 | | E | 111101 | 591601 | 72198 | 0000 | | | | | 13 | |
| | 0 | 0 | 4 J60 | B01014238_07/14/2022_ARC3 GASES 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 | B00951188_08/10/2022_OFFICE DEPOT # | Credit | | 172.67 | 376572 | | E | 140000 | | 20020 | | | | | | 12 | |
| | 0 | 0 | 13 J60 | B00951188_08/10/2022_OFFICE DEPOT # | Debit | | 39.99 | 376572 | | E | 112101 | 660301 | 72110 | 0000 | | | | | 13 | |
| | 0 | 0 | 14 J60 | B00951188_08/10/2022_OFFICE DEPOT # | Credit | | 39.99 | 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*ZQ5 | Debit | | 219.99 | 599941 | | E | 111142 | 105103 | 72110 | 0000 | | | | | 13 | |
| | 0 | 0 | 18 J60 | B00057047_07/21/2022_AMAZON.COM*ZQ5 | 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 | EADMIN | | | | 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 | EADMIN | | | | 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