
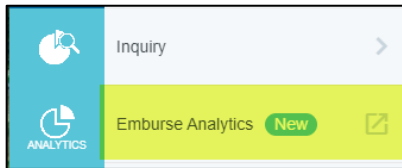


P-Card Reconciliation Report Quick Guide

Emburse Analytics is the reporting tool provided by Chrome River to users of this system. This guide provides the instructions necessary to run and download the monthly P-Card transactions to assist with the Banner Reconciliation.

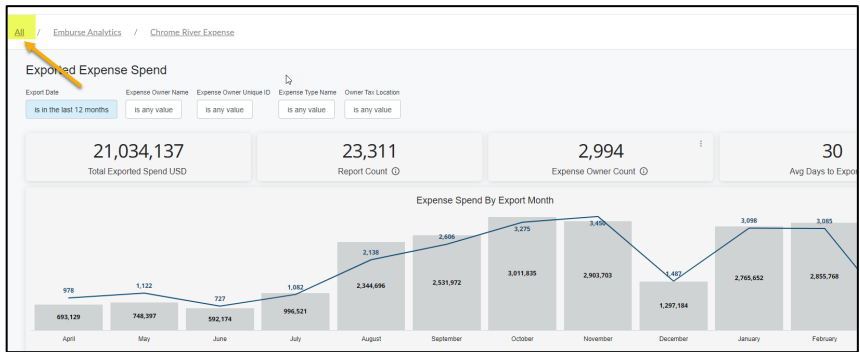
Step-By-Step:

1. If you already have access to Emburse Analytics, you will have access to this reporting. Check with your department's Finance person to see if there is already a reconciler with reporting access before contacting the Mason Finance Gateway Admin team (MFGAdmin@gmu.edu) regarding access. There is a limited number of licenses available.
2. Log into Mason Finance Gateway and select the  button in the top-left corner.
3. Navigate to and select "Emburse Analytics".

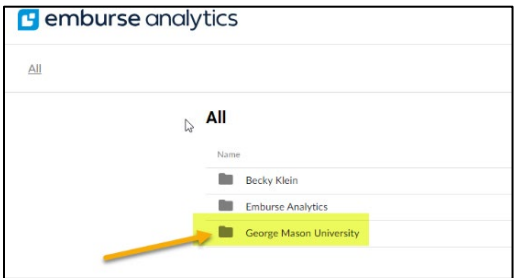
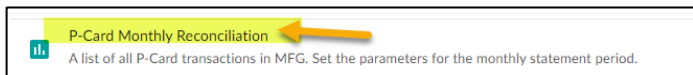


The first thing that will appear is a standardized Dashboard provided by Chrome River.

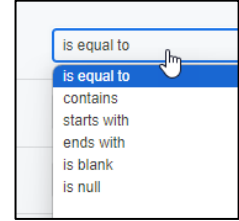
4. To access the P-Card Reconciliation Report created by Mason, click on "All" in the top left-hand corner.



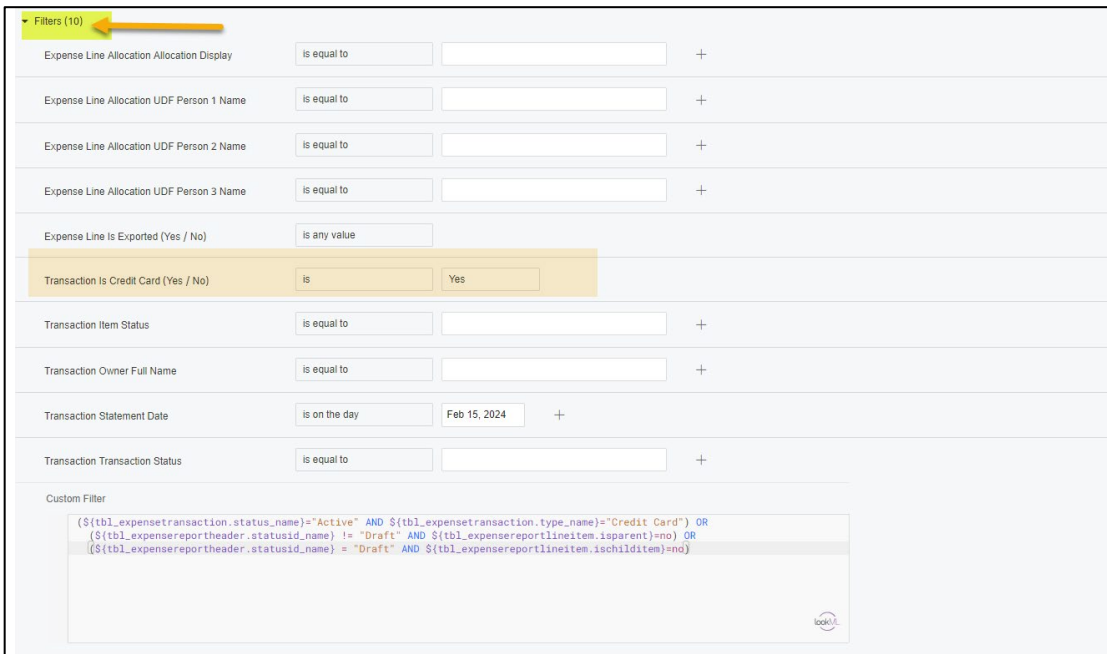
5. Double-click on the George Mason University Folder.
6. Select the "P-Card Monthly Reconciliation". This report will assist you with the monthly review of expenses that have been posted to Banner.



7. The report will begin loading data based upon the preset filters. However, you can change the data within those filters by expanding the filter range and clicking the arrow down. There are 10 filters to choose from to sort your data before you run the report. There are parameters available with each filter that assist you with your choice of how you want that information to filter. You can click the to add additional choices to each filter



- a) **Expense Line Allocation Display:** is a searchable field on the Fund/Org/Program Description.
- b) **Expense Line Allocation Person 1, 2, 3 Name:** is a searchable field on the L5 Budget Approver
- c) **Expense Line is Exported Yes or No:** is any value will show you both pending and exported, yes will show you exported transactions only (posted in Banner) and no will only show you pending transactions still in MFG.
- d) **Transaction is a Credit Card Yes or No:** leave this as yes and do not change the orange highlighted field as this report is for P-Card transactions and that will change the data.
- e) **Transaction Line Status:** this can drill you down further on how the transactions are pending like a draft or not-used items. Note, that there are other reporting that can provide you the pending transactions and their status.
- f) **Transaction Owner Full Name:** provides you a searchable field within MFG of employees' names for you to select for only their transactions.
- g) **Transactions Statement Date:** This is a calendar date field and you can select the statement date or a period of dates. Note, the statement date for BOA always ends on the 15th of each month.
- h) **Custom Filter:** is not editable and is required for the P-Card Administrator to match the Bank of America Billing Statement.



The screenshot shows a 'Filters (10)' section with the following filters:

- Expense Line Allocation Allocation Display: is equal to [] +
- Expense Line Allocation UDF Person 1 Name: is equal to [] +
- Expense Line Allocation UDF Person 2 Name: is equal to [] +
- Expense Line Allocation UDF Person 3 Name: is equal to [] +
- Expense Line Is Exported (Yes / No): is any value
- Transaction Is Credit Card (Yes / No): is [] Yes
- Transaction Item Status: is equal to [] +
- Transaction Owner Full Name: is equal to [] +
- Transaction Statement Date: is on the day [Feb 15, 2024] +
- Transaction Transaction Status: is equal to [] +

Below these is a 'Custom Filter' section with a text area containing the following SQL query:

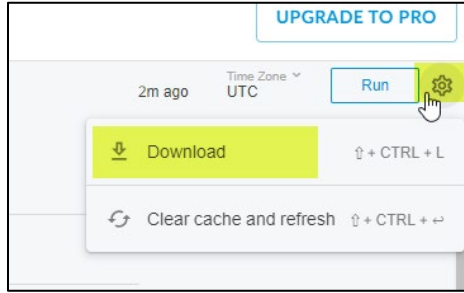
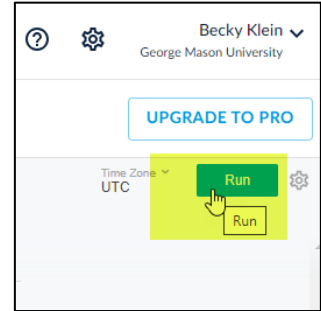
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((${tbl_expensetransaction.status_name}="Active" AND ${tbl_expensetransaction.type_name}="Credit Card") OR
${tbl_expensereporthheader.statusid_name} != "Draft" AND ${tbl_expensereportlineitem.isparent}=no) OR
((${tbl_expensereporthheader.statusid_name} = "Draft" AND ${tbl_expensereportlineitem.ischilditem}=no)

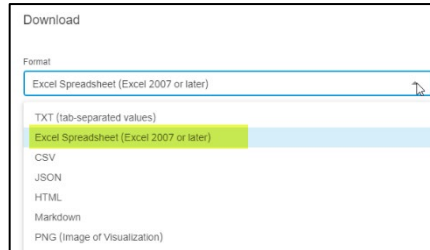
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8. Now that the filter choices have been selected, the Report is ready to run and be downloaded to Excel.

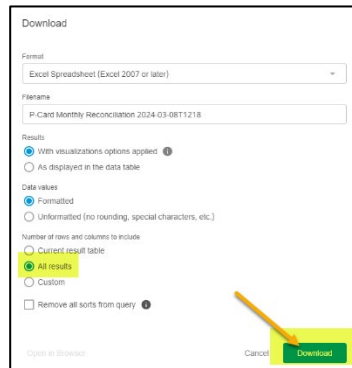
- i) Select the Run button by clicking on it, you will find it in the upper corner below your name. The button turns blue when you make filter changes.
- j) It takes a few moments for the report to run depending on the size and filters you selected. The words just now will appear and you will bring your cursor to the gear next to the run button and then select Download.



- k) Under Format, select “Excel Spreadsheet”



- l) Under “Number of rows and columns to include,” select “All Results”. Click download.



9. The Excel spreadsheet will be available in the downloads folder on your computer. Click on the report name and it will open in Excel.

10. Once the Excel report is open, you will need to change column R for the Full reports to a hyperlink. To do so, highlight the link and click on cell R2. This will cause the first cell (R1) to become a hyperlink. Please note, you must be logged into MFG in order for those documents and hyperlink to populate.

11. The report is now ready for your review.

