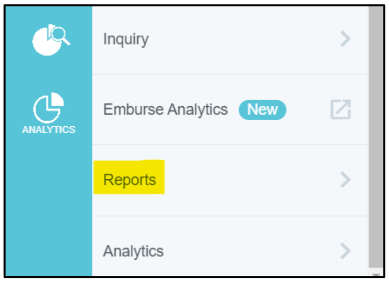
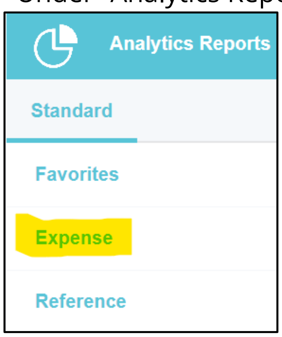
P-Card Reporting Quick Guide

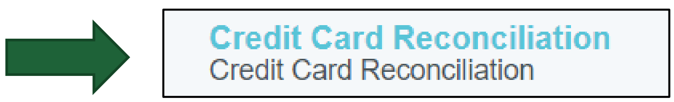
Step-By-Step:

1. Get access to reporting in Mason Finance Gateway by emailing MFGAdmin@gmu.edu and requesting access.
2. Log into Mason Finance Gateway and select the button in the top-left corner
3. Navigate to and select "Reports"



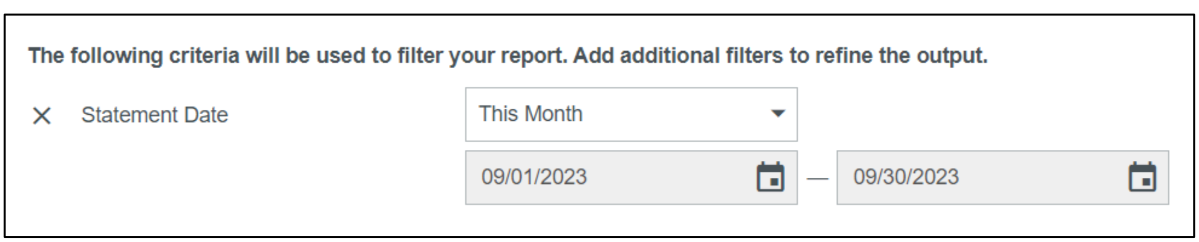
4. Under "Analytics Reports", select "Expense" and then "Credit Card Reconciliation"



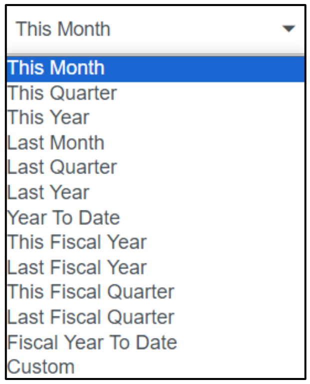


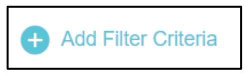
5. Fill out the "Report Name" and "Report Description"

6. Select your Report Filters
   a. Delete "Statement Date" by clicking the "X" on the left-hand side

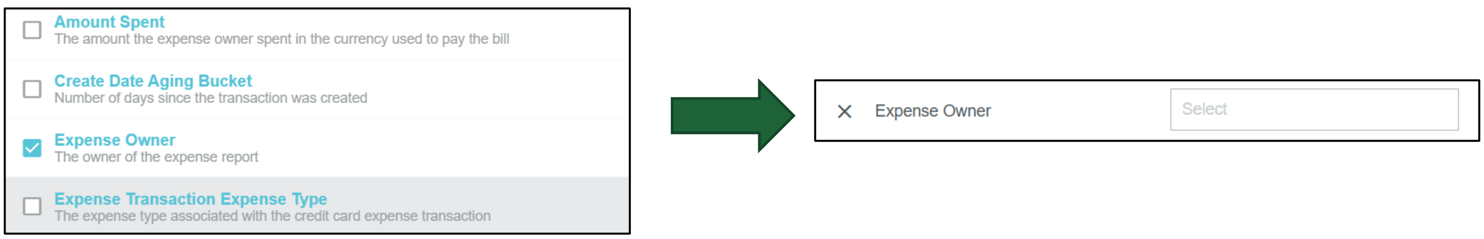


b. Under "Transaction Date", you can choose from the following:

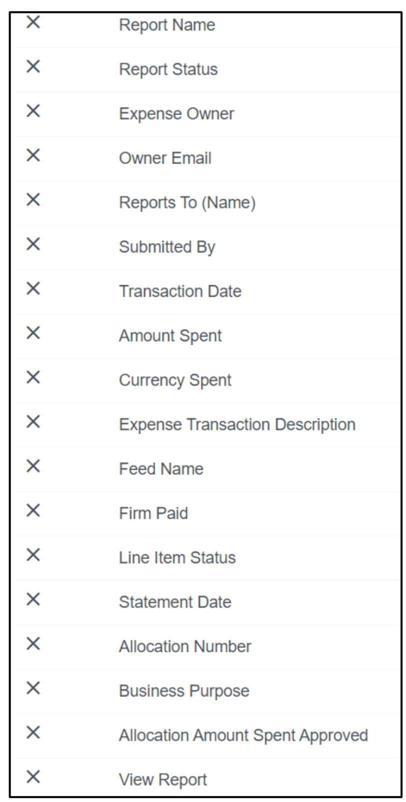


7. There is the option to "Add Filter Criteria" 

where there are additional options you can add to your report.
   a. It is recommended that you choose "Transaction Date" and "Expense Owner" as a filter, as this allows you to filter the report by cardholder by typing their name into the search box shown below:



8. There are report columns automatically populated by MFG. It is recommended to have *__at least__* the following in the columns section:
   a. Report ID
   b. Report Name
   c. Report Status
   d. Expense Owner
   e. Owner's Email
   f. Reports To (Name)
   g. Submitted By
   h. Transaction Date
   i. Amount Spent
   j. Currency Spent
   k. Expense Transaction Description
   l. Feed Name
   m. Firm Paid
   n. Line Item Status
   o. Statement Date
   p. Allocation Number
   q. Business Purpose
   r. Allocation Amount Spent Approved
   s. View Report



9. If you don't see one of the options above, you can add it manually. Click on Add Columns and select the column(s) you wish to add. Once you've selected the column(s), click Add

10. Choose how you wish to under "Output Format"
    a. HTML – This will open in your web browser as a static report
    b. XLSX (Recommended) – This will download an Excel Spreadsheet file
    c. HTML Active Report – This will open in your web browser as a report that can be edited/sorted

11. Click "Save" Save or "Run Report" Run Report