
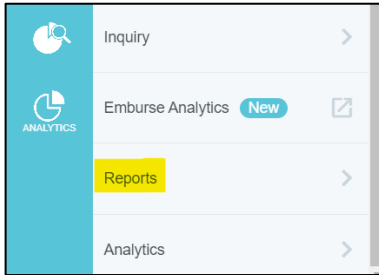


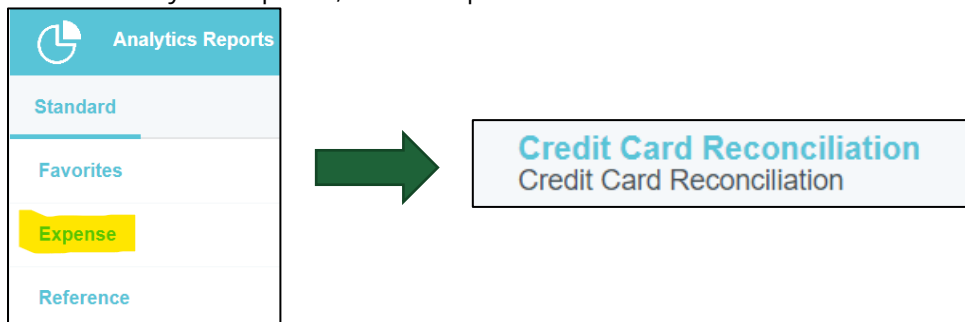
P-Card Reporting Quick Guide

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"

Credit Card Reconciliation

Report Name

Report Description

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

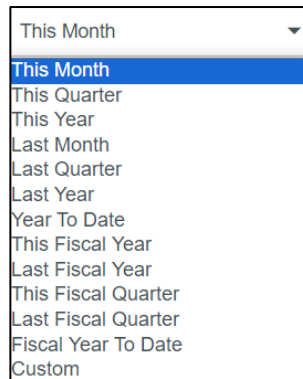
The following criteria will be used to filter your report. Add additional filters to refine the output.

☒ Statement Date

This Month

09/01/2023
 09/30/2023

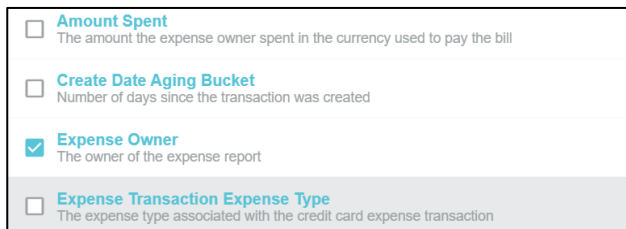
- b. Under “Transaction Date”, you can choose from the following:



This Month
This Month
This Quarter
This Year
Last Month
Last Quarter
Last Year
Year To Date
This Fiscal Year
Last Fiscal Year
This Fiscal Quarter
Last Fiscal Quarter
Fiscal Year To Date
Custom

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:



☐ **Amount Spent**
The amount the expense owner spent in the currency used to pay the bill

☐ **Create Date Aging Bucket**
Number of days since the transaction was created

☒ **Expense Owner**
The owner of the expense report

☐ **Expense Transaction Expense Type**
The expense type associated with the credit card expense transaction






X Expense Owner

8. There are report columns automatically populated by MFG. It is recommended to have at least the following in the columns section:


- Report ID
- Report Name
- Report Status
- Expense Owner
- Owner's Email
- Reports To (Name)
- Submitted By
- Transaction Date
- Amount Spent
- Currency Spent
- Expense Transaction Description
- Feed Name
- Firm Paid
- Line Item Status
- Statement Date
- Allocation Number
- Business Purpose
- Allocation Amount Spent Approved
- View Report

X	Report Name
X	Report Status
X	Expense Owner
X	Owner Email
X	Reports To (Name)
X	Submitted By
X	Transaction Date
X	Amount Spent
X	Currency Spent
X	Expense Transaction Description
X	Feed Name
X	Firm Paid
X	Line Item Status
X	Statement Date
X	Allocation Number
X	Business Purpose
X	Allocation Amount Spent Approved
X	View Report

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

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"  or "Run Report" 