



Accessing PCard Reports in Cognos

Overview: This job aid demonstrates how to access the **UPL 010 - PCard Spending Limits** and **UPL 011 - RC PCards** reports in Cognos BI. Users will need to have the BI-FIN-PUR-Central or BI-FIN-PUR-University roles assigned to access these reports.

Obtaining Access

1. Log in to earm.itservices.msu.edu.
2. Select **Generic** for the type of access request. Click **Next** at the bottom of the page.

The screenshot shows a form with two options: 'VPN' (unchecked) and 'Generic' (checked). An orange arrow points to the 'Generic' checkbox. Below the options are links for 'Details'. At the bottom right, a green 'Next' button is circled in red. A footer note says 'Provided by IT Services'.

3. Add the NetID of the user that needs access to these PCard reports and click **Add**. Click **Next** at the bottom of the page.

The screenshot shows a section titled 'Select end users' with a text input field for 'Last name, first name or MSU NetID of the user(s) to receive access'. An 'Add' button is circled in red. A note below reads: 'Note: You can add as many users as necessary for your request'.

4. In the **Description of requested access** textbox, add: "Please add the user(s) to the BI-FIN-PUR-University role in Cognos."
5. In the **Business need/Comments** textbox, add: "The user will use the reports to monitor and audit PCard usage to ensure compliance with university policy."
6. Submit the eARM and await approval from IT Services.

PCard Spending Limit Report

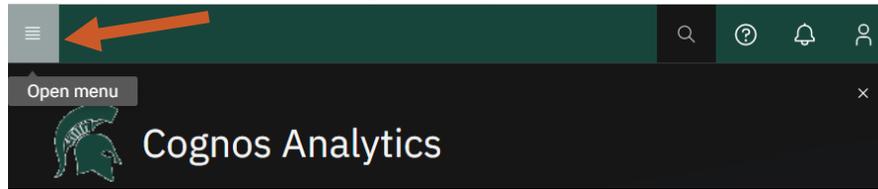
This report will display data for all PCards accounts of which you are a cardholder, fiscal officer, account manager, or account supervisor.

1. Log in to ebs.msu.edu and click the **Business Intelligence and Analytics** tile.

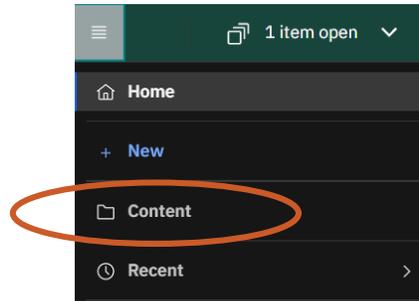
The screenshot shows the Michigan State University ebs.msu.edu dashboard. It features a navigation bar with 'Enterprise Business Systems', 'My Approvals & Workflow', 'My Time & Payroll', and 'My Personal'. Below are four tiles: 'U-Track Campus Package', 'Applicant Tracking System PageUp', 'Financial System', and 'Business Intelligence and Analytics'. An orange arrow points to the 'Business Intelligence and Analytics' tile.



2. Open the menu (indicated by three horizontal lines) in the top left corner of the Cognos window.



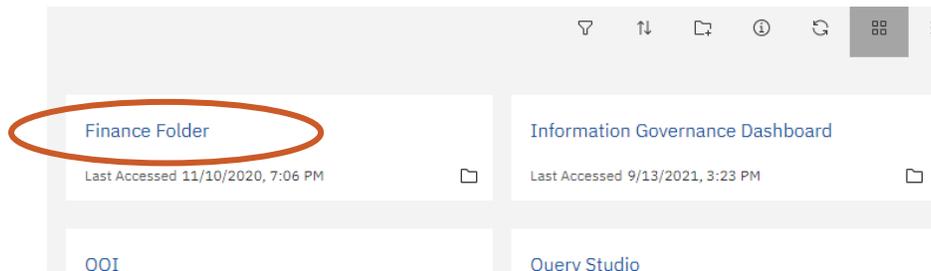
3. Select **Content**.



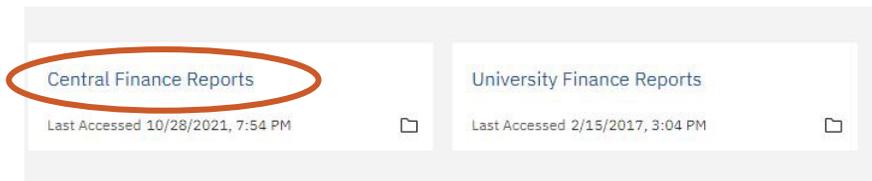
4. Select the **Team Content** tab.



5. Select the **Finance Folder**.



6. Select the **Central Finance Reports**.



7. Select the **University Procurement and Logistics** block.





8. Open the **UPL PCard Reports** block.

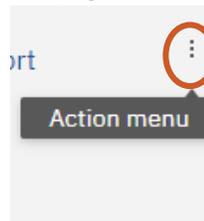


9. To run the **UPL 010 – Spending Limits Report** report:

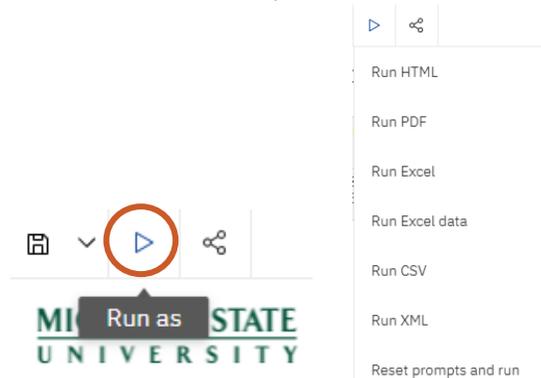
- a. Select the box to automatically run and display the report within your Cognos window, or
 - i. **Note:** there may be page navigation buttons on the bottom left of your HTML report, indicating you have more than one page’s worth of data. Use the **Page up** and **Page down** buttons to navigate through your report.



- b. Hover over the report box and select the **Action menu** (indicated by three dots that appear on the right). Select “run as” to export to another data format (e.g. PDF or Excel).



10. If you ran the report in your Cognos window (following Step 9A), you can hit the **Run as** button (right-pointing triangle) in the top left of the report screen to run and export the data in a secondary format (e.g. PDF or Excel).



11. Data that is highlighted in red represents monthly spending that exceeds the card’s limit.



12. Data that is highlighted in teal represents a cardholder that has the increased PCard monthly spending limit but has not used that increased limit within the previous twelve months. Consider whether that increased spending limit is still appropriate for the cardholder’s needs.

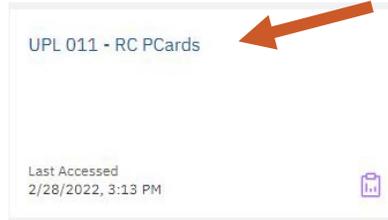




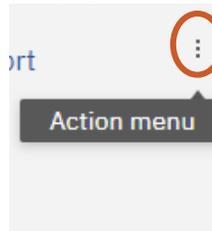
RC PCards Report

This report will display data for all PCards with a default account number beginning with "RC" on which you are a cardholder, fiscal officer, account manager, or account supervisor.

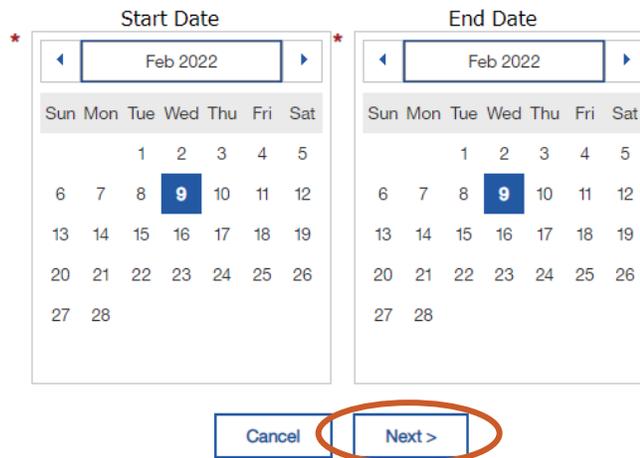
1. Follow Steps 1 - 8 of the **PCard Spending Limit Report** above.
2. To run the **UPL 011 – RC PCards Report** report:
 - a. Select the box to move on to Step 3, or



- b. Hover over the report box and select the **Action menu** (indicated by three dots that appear on the right). Select "run as" to export to another data format (e.g. PDF or Excel). Proceed to Step 3.



3. Select a **Start Date** and **End Date** for your report. The report will only show purchases for that timeframe. Click **Next**.



4. If you ran the report in your Cognos window (following Step 2A), you can hit the **Run as** button (right-pointing triangle) in the top left of the report screen to run and export the data in a secondary format (e.g. PDF or Excel).
5. This report contains three types of information:
 - a. The left table reflects spend on **RC PCards** against **RC accounts**
 - b. The top table reflects spend on **RC PCards** that is paid against **Non-RC accounts**
 - c. The bottom table reflects spend on **non-RC PCards** that is paid against **RC accounts**
 - d. Based on the spending patterns on your cards/accounts, you may not have data in some (or any) of these tables.