

The Card: Available Charges Report

The *Card: Available Charges* Report shows all Purchasing Card charges that have been received in EMS, but have NOT YET BEEN SUBMITTED (i.e., *Unfinished Reports*). This report is helpful for quickly viewing the number and age of unsubmitted Purchasing Card charges for an individual. Unsubmitted PCard charges over 45 days may result in the suspension of an employee's Purchasing Card(s).

Note: Only EMS users who are setup as reviewers or approvers have the reporting function described below.

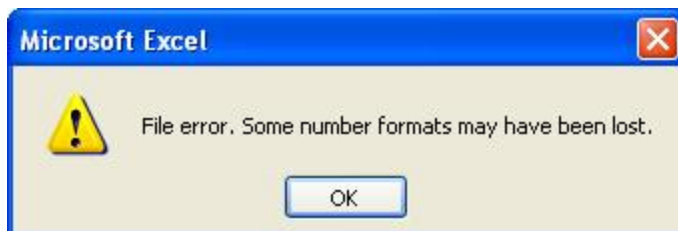
| | A | B | C | D | E | F | G | H | I | J |
|----|-----------|--------------|----------|------------|------------|------------|--------------------------|----------------|----------|----|
| 1 | | | | | | | | | | |
| 2 | Co. Level | Organization | UPI | Last Name | First Name | Reports To | Mgr Name | Date Of Charge | Currency | CI |
| 3 | GENDPT | 100000 | 10000001 | Cardholder | Employee1 | GENDPT | Approver.GENDPT Division | 04-Feb-2008 | USD | |
| 4 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 31-Jan-2008 | USD | |
| 5 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 31-Jan-2008 | USD | |
| 6 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 28-Jan-2008 | USD | |
| 7 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 29-Jan-2008 | USD | |
| 8 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 30-Jan-2008 | USD | |
| 9 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 22-Jan-2008 | USD | |
| 10 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 24-Jan-2008 | USD | |
| 11 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 28-Jan-2008 | USD | |
| 12 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 17-Jan-2008 | USD | |
| 13 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 17-Jan-2008 | USD | |
| 14 | GENDPT | 100000 | 10000002 | Cardholder | Employee2 | GENDPT | Approver.GENDPT Division | 21-Jan-2008 | USD | |
| 15 | GENDPT | 100000 | 10000003 | Cardholder | Employee3 | GENDPT | Approver.GENDPT Division | 11-Feb-2008 | USD | |
| 16 | GENDPT | 100000 | 10000003 | Cardholder | Employee3 | GENDPT | Approver.GENDPT Division | 13-Feb-2008 | USD | |
| 17 | GENDPT | 100000 | 10000003 | Cardholder | Employee3 | GENDPT | Approver.GENDPT Division | 11-Feb-2008 | USD | |
| 18 | GENDPT | 100000 | 10000003 | Cardholder | Employee3 | GENDPT | Approver.GENDPT Division | 11-Feb-2008 | USD | |
| 19 | GENDPT | 100000 | 10000003 | Cardholder | Employee3 | GENDPT | Approver.GENDPT Division | 11-Feb-2008 | USD | |
| 20 | GENDPT | 100000 | 10000004 | Cardholder | Employee4 | GENDPT | Approver.GENDPT Division | 12-Feb-2008 | USD | |
| 21 | GENDPT | 100000 | 10000004 | Cardholder | Employee4 | GENDPT | Approver.GENDPT Division | 31-Jan-2008 | USD | |
| 22 | GENDPT | 100000 | 10000004 | Cardholder | Employee4 | GENDPT | Approver.GENDPT Division | 01-Feb-2008 | USD | |
| 23 | GENDPT | 100000 | 10000004 | Cardholder | Employee4 | GENDPT | Approver.GENDPT Division | 08-Feb-2008 | USD | |
| 24 | GENDPT | 100000 | 10000005 | Cardholder | Employee5 | GENDPT | Approver.GENDPT Division | 02-Feb-2008 | USD | |
| 25 | GENDPT | 100000 | 10000005 | Cardholder | Employee5 | GENDPT | Approver.GENDPT Division | 19-Jan-2008 | USD | |
| 26 | GENDPT | 100000 | 10000005 | Cardholder | Employee5 | GENDPT | Approver.GENDPT Division | 19-Jan-2008 | USD | |
| 27 | GENDPT | 100000 | 10000005 | Cardholder | Employee5 | GENDPT | Approver.GENDPT Division | 26-Jan-2008 | USD | |
| 28 | GENDPT | 100000 | 10000006 | Cardholder | Employee6 | GENDPT | Approver.GENDPT Division | 04-Feb-2008 | USD | |
| 29 | GENDPT | 100000 | 10000006 | Cardholder | Employee6 | GENDPT | Approver.GENDPT Division | 31-Jan-2008 | USD | |
| 30 | GENDPT | 100000 | 10000006 | Cardholder | Employee6 | GENDPT | Approver.GENDPT Division | 01-Feb-2008 | USD | |
| 31 | GENDPT | 100000 | 10000006 | Cardholder | Employee6 | GENDPT | Approver.GENDPT Division | 31-Jan-2008 | USD | |
| 32 | | | | | | | | | | |

Key Points:

1. The unfiltered *Card: Available Charges* report displays a single record for each unsubmitted Purchasing Card charge.
2. Purchasing Card charges must be imported into an expense report and the expense report must be submitted in order to be removed from this report. Once expense reports are submitted they can be tracked on the *Active Dispute Detail* report.
3. Purchasing Card charges which are not submitted on expense reports are not visible on financial reports and will not be charged to the source of funds (including grants) until the expense reports are approved.

To Run The Card: Available Charges Report in EMS:

1. Click **Reports Awaiting Approval** button from the EMS Home page.
2. Click **Reporting** button in the upper right corner of Vinnet Manager Window.
3. Click **Card Available Charges** link on the left side of the screen under the “Reports List.”
4. Click on the drop down menu under “HTML (display to screen)” and select **Microsoft Excel**.
5. Click **Submit** button. A popup window will appear with a title bar that reads “Processing, Please wait...” A separate message window will then open providing the option to Open, Save, or Cancel.
6. Click **Open** button in the “File Download” window. This will launch Excel to open with a file name similar to _Available_Charges(1).xls.
7. Click **OK** button to the warning message (below):



8. Save the file, using the File, **Save-As** menu option. Rename the file removing any bracket notation in the file name and save to a familiar folder/location.
9. Filter Results: Click in cell A2
10. Select **Data, Filter, AutoFilter** from the Excel menu bar.
11. Scroll to Column P, titled “Days Since Charge Received”, to display the age of various Purchasing Card charges **or** scroll to column D, “Last Name” to display all the reports for an individual.