

# Reports for Data Clean-up

Available on the Administrator's Only Page of the PCard Website



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**Active Cards with No Charge Activity**

- The "Period of Non-activity" report will provide a listing of the active cardholders, with no charge activity based on the period of non-activity selected below and current date (ex: never used, no activity within 3 months, no activity within 6 months, etc). This report can also be run for a specific Group, Person ID or a Cardholder.
- The Cardholders by Last Charge Date report will provide a listing of all active cardholders and includes the last charge date for each cardholder. The report can also be run for a specific Group, Person ID or a Cardholder.
- Data can be output into a PDF document for printing or Excel for manipulation. If Excel is selected, all formatting is removed.

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**Period of Non-activity**

(Note: The cardholders who have never used the cards will be included on all the reports irrespective of the option selected.)

- Never used     <= 3 Months     <= 6 Months  
 <= 9 Months     <= 12 Months     > 1 Year

Group Code

Person Id

Cardholder Last Name

 **Cardholders by Last Charge Date****Output Format**

-

# example of Active Cards with No Charge Activity Report

(criteria: Never Used)

| GROUP CD | Prsn ID  | Cardholder<br>First | Middle | Last     | Card Holder           | Card Issue<br>Date | Card<br>Seq | Monthly<br>Max Amount | Balance<br>Max Amount |
|----------|----------|---------------------|--------|----------|-----------------------|--------------------|-------------|-----------------------|-----------------------|
| F&A      | 00076481 | JAMIE               |        | FOXX     | JAMIE FOXX            | 2015/11/15         | 01          | 5,000.00              | 5,000.00              |
| BUDGET   | 00077763 | WILLIAM             |        | TUBBS    | WILLIAM TUBBS         | 2017/03/09         | 01          | 5,000.00              | 5,000.00              |
| BUDGET   | 00058627 | DEBBIE              |        | CAREY    | DEBBIE CAREY          | 2011/09/30         | 01          | 5,000.00              | 5,000.00              |
| BUDGET   | 00064842 | SCOTT               |        | SMITH    | SCOTT SMITH           | 2013/09/23         | 01          | 5,000.00              | 5,000.00              |
| BUDGET   | 00074338 | MICHAEL             |        | MATTHEWS | MICHAEL<br>MATTHEWS   | 2016/05/13         | 01          | 5,000.00              | 5,000.00              |
| BUDGET   | 00077762 | TAUREAN             | J      | MCDONALD | TAUREAN J<br>MCDONALD | 2017/03/09         | 01          | 5,000.00              | 5,000.00              |
| BUDGET   | 00077793 | SCOTT               | E      | TAYLOR   | SCOTT E TAYLOR        | 2017/03/15         | 01          | 5,000.00              | 5,000.00              |
| BUDGET   | 00078104 | KATIE               |        | DORMAN   | KATIE DORMAN          | .                  | 01          | 5,000.00              | 5,000.00              |
| LEGAL    | 00076741 | DAVID               | T      | TRIPP    | DAVID T TRIPP         | 2017/01/04         | 01          | 5,000.00              | 5,000.00              |



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**Period of Non-activity**

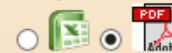
(Note: The cardholders who have never used the cards will be included on all the reports irrespective of the option selected.)

- Never used     <= 3 Months     <= 6 Months  
 <= 9 Months     <= 12 Months     > 1 Year


Group Code

Person Id

Cardholder Last Name

 **Cardholders by Last Charge Date****Output Format**

# example of Last Charge Date Report



| Group Code | Prsn ID  | Cardholder First | Middle | Last     | Card Issue Date | Card Seq | Monthly Max Amount | Balance Max Amount | Last Charge Date |
|------------|----------|------------------|--------|----------|-----------------|----------|--------------------|--------------------|------------------|
| abc123     | 00011026 | HOWIE            | D.     | SMITH    | 2000/02/15      | 01       | 5,000.00           | 5,000.00           | 2004/10/05       |
| abc123     | 00011008 | STACEY           | R      | TAYLOR   | 2000/02/11      | 01       | 7,000.00           | 7,000.00           | 2004/11/11       |
| abc123     | 00002604 | RON              |        | JONES    | 1998/05/29      | 01       | 15,000.00          | 15,000.00          | 2004/12/10       |
| abc123     | 00024317 | TRACI            |        | OLIVER   | 2004/09/01      | 02       | 15,000.00          | 15,000.00          | 2004/12/27       |
| abc123     | 00027201 | ALBERT           |        | WILLIAMS | 2003/08/11      | 01       | 15,000.00          | 15,000.00          | 2004/12/27       |
| abc123     | 00030429 | DIDI             |        | BROWN    | 2004/04/28      | 01       | 5,000.00           | 5,000.00           | 2004/12/29       |
| abc123     | 00001639 | TERRIE           |        | BLACK    | 1998/03/23      | 01       | 7,000.00           | 7,000.00           | 2005/01/06       |
| abc123     | 00031502 | JUDITH           |        | WHITE    | 2004/08/18      | 01       | 15,000.00          | 15,000.00          | 2005/01/11       |
| abc123     | 00000758 | MARGARET         |        | BENNETT  | 1998/01/20      | 01       | 5,000.00           | 5,000.00           | 2005/01/13       |
| abc123     | 00011380 | KIMBERLY         |        | MARKS    | 2000/03/10      | 01       | 7,000.00           | 7,000.00           | 2005/01/13       |
| abc123     | 00004335 | GREGORY          |        | JONES JR | 1999/02/17      | 01       | 5,000.00           | 5,000.00           | 2005/01/17       |
| abc123     | 00003704 | DEBORAH          | E      | TILLIS   | 1998/12/09      | 01       | 7,000.00           | 7,000.00           | 2005/01/24       |
| abc123     | 00024862 | KENNETH          |        | TROUP    | 2004/08/25      | 02       | 15,000.00          | 15,000.00          | 2005/01/24       |
| abc123     | 00002000 | JENNIFER         | D.     | WEEKS    | 1998/04/30      | 01       | 10,000.00          | 10,000.00          | 2005/01/25       |



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**Card Limit - Charge Total Comparison**

- A comparison of credit limit, charge total, and percentage of limit by cardholder will be displayed based on Comparison Type (Monthly, Daily).
- The 'Over Card Limit' option will only display cardholders who have exceeded their card limit.
- Cardholder Last Name will accept full values (ex: JOHNSON) or beginning values (ex: JOHNS).
- Data can be output into a PDF document for printing or Excel for manipulation.

Select Beginning Year  \*    Select Ending Year  \*

Monthly     Daily

Select Beginning Month     Select Ending Month      Over Card Limit

Group Code     Person Id

Output  
   

       \* Required

Input

For any questions about the information returned, contact the DFS Help desk @ (850) 413-3190 or click the DFS Helpdesk link on the left of the screen.

# example of Card Limit – Charge Total Comparison Report

| GROUP      | PRSN ID  | CARDHOLDER NAME | CARD SEQ. | DATE    | CREDIT LIMIT | CHARGE TOTAL | PERCENTAGE OF LIMIT |
|------------|----------|-----------------|-----------|---------|--------------|--------------|---------------------|
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2016-06 | 10,000       | 2,315.38     | 23.15               |
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2016-07 | 10,000       | 2,992.36     | 29.92               |
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2016-08 | 10,000       | 4,123.70     | 41.24               |
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2016-09 | 10,000       | 2,851.64     | 28.52               |
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2016-10 | 10,000       | 1,981.92     | 19.82               |
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2016-11 | 10,000       | 1,356.62     | 13.57               |
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2016-12 | 10,000       | 653.40       | 6.53                |
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2017-01 | 10,000       | 1,186.00     | 11.86               |
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2017-02 | 10,000       | 1,067.17     | 10.67               |
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2017-03 | 10,000       | 4,099.02     | 40.99               |
| OFC OF PC  | 00067040 | CHERYL WINKLER  | 03        | 2017-04 | 10,000       | 2,305.61     | 23.06               |
| PURCHASING | 00073083 | WENDY PATTERSON | 01        | 2016-02 | 100,000      | 12,678.90    | 12.68               |
| PURCHASING | 00073083 | WENDY PATTERSON | 01        | 2016-03 | 100,000      | 935.64       | .94                 |
| PURCHASING | 00073083 | WENDY PATTERSON | 01        | 2016-04 | 100,000      | 1,545.60     | 1.55                |
| PURCHASING | 00073083 | WENDY PATTERSON | 01        | 2016-05 | 100,000      | 2,817.08     | 2.82                |
| PURCHASING | 00073083 | WENDY PATTERSON | 01        | 2016-06 | 100,000      | 399.00       | .40                 |
| PURCHASING | 00073083 | WENDY PATTERSON | 01        | 2016-08 | 100,000      | 553.40       | .55                 |
| PURCHASING | 00073083 | WENDY PATTERSON | 01        | 2016-11 | 100,000      | 1,495.95     | 1.50                |
| PURCHASING | 00073083 | WENDY PATTERSON | 01        | 2016-12 | 100,000      | 674.40       | .67                 |
| PURCHASING | 00073083 | WENDY PATTERSON | 01        | 2017-01 | 100,000      | 6,615.68     | 6.62                |





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## Purchasing Card Administrators

Click Purchasing Card above to get back to the main PCard page.

MRE Comments/Suggestions Meeting Minutes

Statewide Office Contacts as of 12-08-16 Admin Contacts as of 02-17-17  
BOA Contacts as of 05-02-16

### Announcements

No new announcements

### Administrator Reports

- Card Limits vs Charge Total
- Active Cardholders w/no Activity
- Age at Each Approval Level
- **Employee Verification Report**
- Processing Groups with No Active Cards
- Person Records with No Active Card or Approver Records



# example of Employee Verification Report

| OLO    | Person Id | First      | Middle | Last         | PE Status | PE Add Date | SSN Not Found On |
|--------|-----------|------------|--------|--------------|-----------|-------------|------------------|
| 990000 | 00006977  | DEPARTMENT | OF     | PCARD        | A         | 1999/07/07  | SALARY/W4        |
| 990000 | 00038148  | CHERI      | L      | FUHRIMAN     | A         | 2006/02/27  | SALARY/W4        |
| 990000 | 00064709  | RALPH      |        | WASHINGTON   | A         | 2013/08/29  | SALARY/W4        |
| 990000 | 00066942  | JUSTIN     | T      | MONROE       | A         | 2014/05/07  | SALARY           |
| 990000 | 00071221  | BETH       |        | MILLER-SMITH | A         | 2015/08/06  | SALARY/W4        |

The SSN recorded on the Person Record displayed was not found on the Salary Detail File, W4 File, or both files.