

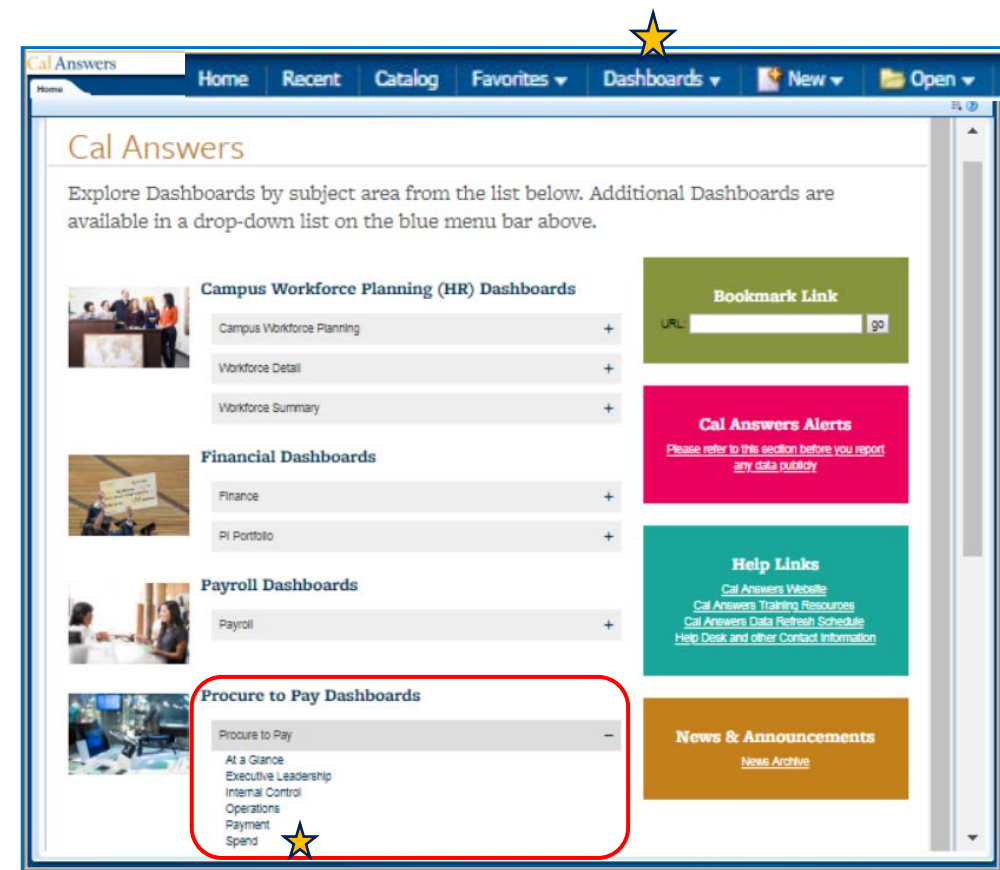
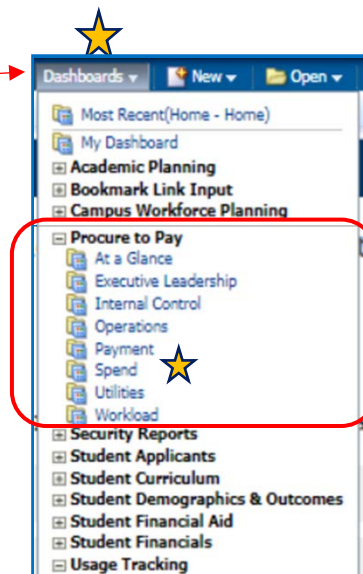
Procurement Card Reporting

The Cal Answers **Procurement Card** report enables all campus (global) Cal Answers users to review procurement transactions for the Staging Date range you indicate. These include transactions made with Event Planner, Procurement, and Travel Study cards. Staging Date, Clear Date, Last Update Date, and Status help you determine which transactions have already been cleared and which ones still need to be cleared. The **Procurement Card** report dashboard tab is located in the **Procure to Pay** subject area within the **Spend** dashboard. All staff and faculty have access to this area and this report by default without the need to request additional access. For additional information on the dashboard reports and a dictionary of terms check out the [Procurement Card Report Wiki](#).

Accessing the Cal Answers Procurement Card Report

1. Go to calanswers.berkeley.edu to log into the Cal Answers tool. Chrome or Firefox are the recommended browsers.
2. Click on the [Log in to Cal Answers](#) link on the Cal Answers Home page and when prompted enter your CalNet ID and passphrase. This will take you to the Home page of the Cal Answers application.
3. From the **Procure to Pay Dashboards** section, expand the **Procure to Pay** box and click the blue **Spend** link to navigate to **Procurement Card**.

Note: the Procure to Pay Reporting Dashboards are also available from the Cal Answers Dashboards dropdown blue toolbar.



Overview Tab

The **Overview** tab defines each of the report tabs in the **Spend** dashboard.

The screenshot shows the CalAnswers web application interface. At the top, there is a search bar and navigation links for 'Advanced', 'Database', 'Help', and 'Sign Out'. Below this is a blue navigation bar with the 'Spend' title and several tabs: 'Overview', 'Procurement Card', 'Non-Catalog Spend with Catalog Suppliers', 'On vs. Off Contract Summary', 'Spend by Form Type', 'Spend by Purchasing Supplier', 'Voucher Automation', 'BluCard', and 'Consolidated Spend'. The 'Overview' tab is selected and highlighted with a red box. The main content area is titled 'Spend' and contains a paragraph explaining the dashboard's purpose. Below this, there are several report descriptions, each with a red box highlighting the first sentence: 'Procurement Card', 'Non-Catalog Spend with Catalog Suppliers', 'On vs. Off Contract Summary', 'Spend by Form Type', 'Spend by Purchasing Supplier Report', 'Voucher Automation', 'BluCard', and 'Consolidated Spend'. At the bottom, there is a section titled 'Interpreting the Data' with a red box around its text.

Overview

The Spend Analysis dashboard allows you to better understand where money is being spent so that we may identify opportunities for savings, supplier diversity, local spend and other university goals.

Procurement Card
This report allows you to review procurement transactions for the Staging Date range you indicate. These include transactions made with Event Planner, Procurement, and Travel Study cards. Staging Date, Clear Date, Last Update Date, and Status help you determine which transactions have already been cleared and which ones still need to be cleared.

Non-Catalog Spend with Catalog Suppliers
This report allows you to compare your Catalog vs. Non-Catalog voucher activity to the rest of campus for a specified time period based on the Voucher Entered Date. You can view the non-catalog spend broken out by Purchase Source and Form Type, e.g., a Purchase Source of "Form" and a Form Type of "Service Order Request." You can filter your results by Supplier, Org Node, the Chart of Accounts, Purchase Source and Form Type, and you can drill to the voucher detail.

On vs. Off Contract Summary
The On vs. Off Contract dashboard allows you to compare on- and off-contract spending by commodity group and supplier. Using the dashboard, you can identify opportunities for increasing on-contract spending, thereby saving the campus money and processing time. You may, for example, discover off-contract activity with contract suppliers, or commodities that can benefit from new contracts. You can also run the report for a single department to determine how its on-contract spending compares with the rest of campus.

Spend by Form Type
This report allows you to compare the forms you use to make purchases compared to the rest of campus month-by-month for a specified time period based on the Voucher Entered Date. The report highlights two Form Types, which the campus is being encouraged to use less often: "After the Fact PO" and "Payment Request." You can filter your results by Supplier, Org Node, the Chart of Accounts, Purchase Source and Form Type, and you can drill to the voucher detail.

Spend by Purchasing Supplier Report
This report allows you to identify the relative spend and order volume we have done with suppliers. For each supplier in the given filter range, it displays the total dollars of spend, the percentage of total spend for suppliers in the filter range, the number of departments, buyers and invoices. The report can be filtered for a date range, org nodes, suppliers, and G/L chart strings.

Voucher Automation
This report categorizes vouchers into either "High Level of Automation" or "Low Level of Automation" based on the level of human intervention required to process them. The report allows you to compare your results to the rest of campus month-by-month for a specified time period based on the Voucher Entered Date. You can filter your results by Supplier, Org Node and the Chart of Accounts, and you can drill to the voucher detail.

Notes: Electronic and Supplier Portal Vouchers, which are transmitted electronically from suppliers, are categorized as having a High Level of Automation because there is no manual intervention required by Disbursements. Manual Vouchers are classified as having a Low Level of Automation because they must be manually created by a Disbursements processor from a paper or scanned invoice. And although Automated Vouchers are automatically created from a BearBuy form, they require review and update by Disbursements, which is why they have been categorized as having a Low Level of Automation.

BluCard
This report allows you to see information for all your BluCard transactions based on the specified search criteria. Search criteria includes Merchant Name, Supplier Name, Org Level, Org Node, Billing Date, Cardholder Name and Chart of Accounts. You can use the Supplier Catalog Flag filter to quickly answer the question "How much of my BluCard Activity is with BearBuy Catalog Suppliers?" This report also allows you to compare the summary level BFS data with the more detailed bank file, including descriptions, supplied by US Bank. By Clicking on the # of Transactions you can drill down to the detail for all the included BluCard transaction records.

Consolidated Spend
This report allows you to view all types of spend including BluCard, Catalog, Non Catalog and Forms based on a Start and End Date. You can analyze the results by the Number or Amount of transactions broken out by On vs. Off Contract, Purchase Source and Form Type. You can further filter your results by Supplier, Org Node, Org Node (routing), the Chart of Accounts, and drill to the applicable detail. Use this report to quickly answer business questions: "What percentages of my overall spend is on BluCard?" or "How often is my area using Payment Request or After the Fact PO forms compared to campus and overall spend?"

Interpreting the Data
The data is restricted to Vouchers that originated in BearBuy. BFS Vouchers will be added in the near future. Canceled vouchers are not included in this report however "closed" vouchers currently are included. These will be excluded in the near future.
Suppliers exclude employees and students.
See the [Procure to Pay Data Dictionary](#) for precise definitions of the fields in the report. Data is loaded nightly and thus available from BearBuy the next day.

Procurement Card

The **Procurement Card** report provides details for purchases made with various procurement cards, including Event Planner, Procurement, and Travel Study cards. These transactions have 15 days from their staging date to be cleared in BFS. Use this tab to track the transactions that need to be cleared and the ones that have been cleared. This report is useful for financial services, business services, and procurement professionals who use procurement cards to make purchases.



Use the calendar icon to select **Staging Date**, **Clear Date**, or **Last Update Date** or type into field date format of month/date/year **##/##/##** or **##/##/20##**

Click the **Apply** button to update the data table with the filter options.

Cardholder Name	Card Number Mask	Transaction Number	Account	Fund	Dept ID	Program	ChartField 1	ChartField 2	Transaction Date	Staging Date	Clear Date	Last Update Date	Voucher ID	Merchant Name	Item Description	Status	Approved by Operator ID	Transaction Amount	Sales Tax Amount	Use Tax Amount	Total Amount
	*****		55040			62			8/14/2018	8/17/2018	9/1/2018	8/17/2018		AMAZON.COM AMZN.COM/BILL	113-2249374-30690	Staged		\$49.99	\$4.62	\$0.00	\$54.61
						62			8/14/2018	8/17/2018	9/1/2018	8/17/2018		AMZN MKTP US AMZN.COM/BIL	113-3893919-54778	Staged		\$29.97	\$0.74	\$0.00	\$30.71
						62			8/9/2018	8/14/2018	8/29/2018	8/16/2018		AMAZON.COM	Bk: Ambitious Sci Teaching -For Prof Developemnt -for BASP	Approved		\$66.00	\$6.10	\$0.01	\$72.11
																		\$145.96	\$11.46	\$0.01	\$157.43

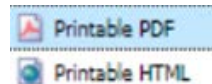
To remove a column from the data table, right-click in column -> **Exclude column**.

Filters key lists all of the selected prompt values for the data displayed in the table.

Staging Date is between 08/28/2018 and 09/12/2018
and '@{VAR_VOUCHER}{}' is equal to "
or '@{VAR_VOUCHER}{}' is equal to / is in **Show only null Voucher IDs**
and Voucher ID is null

[Print - Export](#)

Click the **Print** link and select **Printable PFD** for printing or **Printable HTML** to change to Orientation to Landscape for printing.



Click the **Export** link to send the data to Excel. Select **Excel** format to download only visible columns. Select **Data->CSV Format** to download displayed as well as all includable columns.

