

DATABASICS P-Cards | Standard Reports

P-Card Reports

Breakdown of expenses by Organization and Project structures, based on transaction line level details. Includes amounts payable to bank, tax amounts and total amounts in relevant currencies.

- Spend by Home Organization Structure (Company, Department, etc.) Report
- Spend by Charged Organization (Intercompany charges) Report
- Spend by Client/Project Report
- Expenses by Category Report
- Expenses by Payment Type (P-Card Provider / Type) Report
- Preferred Vendor (Merchant Usage) Report
- Sales/Use Tax Report
- User Defined Field Report

Workflow and Approval Reports

Status, validations and history of P-Cards. Includes audits trail of report changes and approval activity.

- Transaction Validation Report
- Flagged Report
- Flagged Transaction Lines Report
- Transaction Status Report
- Reports Waiting for Approval Report
- Approval Queue by Approver Report
- Report Approval History Report
- Reports waiting for Audit Report
- Audit Queue by Auditor Report
- Expense Report Audit History Report
- Rejected Transactions Report

Reconciliation Reports

Matching of expense report line items against credit card transactions, advances, pre-payments, and travel authorizations.

- P-Card Reconciliation Report
- Advance Reconciliation Report
- Partially Applied Advances Report
- Pre-Authorization Reconciliation Report
- Unapplied Pre-Paid Transactions Report

Status Reports

Status of P-Card transactions within the system. Can include both unapplied and applied transactions.

- Unapplied Transactions by Employee Report
- P-Card Charges by Org Structure (Company/Department/Employee) Report

Advances Reports

Status of advances within the system. Can include both unapplied and applied advances.

- Unapplied Advance Report
- Advances by User Report
- Advances by Organization Structure (Company, Department, etc.) Report
- Advances by Work Breakdown Structure (Project, Client, etc.) Report

Posting Reports

Audit trails of expense report posting process.

- Extracted Reports by Batch Report
- Posted Transactions to GL Report