

PeopleSoft IR-#20

LSUSH - Procurement Card Transaction Reporting

Scope:

This PeopleSoft (PS) Information Release (IR) applies to the LSUSH Financial Community responsible for management and analysis of their PS Financial accounts within their departments.

Purpose:

The purpose is to announce a new change in appearance of the Line Description for Procurement Card detail transactions as shown on the Crystal Detailed Transaction Report.

Before:

The Line Description for Procurement Card purchases displayed in one of the following formats:

12/4/2003 P CARD

1/26/2004 P Card Transaction

Now:

The Line Description for Procurement Card purchases will now display in the following format:

Part 1 - Last four numbers of Procurement Card

0580 3/8/2004 OFFICE DEPOT

Part 2 - Date of transaction Part 3 - Name of Vendor

Module:

The IR affects the Purchasing, Accounts Payable, and General Ledger Modules in Financials Production and Financials Reporting.

Source:

The source of this IR is a direct result from the Financial User Community input(s). The modified enhancements were then coordinated with Accounts Payable and the Purchasing Procurement Card upload process.

Procedures

Parameters – The following must exist for this procedure to be successful:

Database: PS Financial Reporting (PSFSRPT)

Attended Training Course: Crystal Reports

Run Crystal Report: SHR Transaction Detail.rpt

Questions/Comments:

Refer all questions or comments via e-mail to the **LSUSH Accounts Payable Manager**.