

DEPARTMENT FLEXCARD TRANSACTIONS REPORT MANUAL

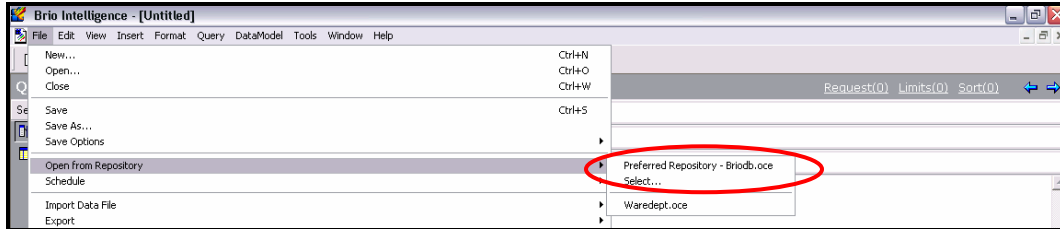
The Department FlexCard Transactions Report can be run in three different environments:

- A. Brio Desktop
- B. Brio Insight (web version)
- C. EZ Access (to be made available sometime during October 2008)

The following pages summarize how to access and run the report in the three different environments. If you have worked with Brio before, you will already be familiar with the procedures.

A. BRIO DESKTOP

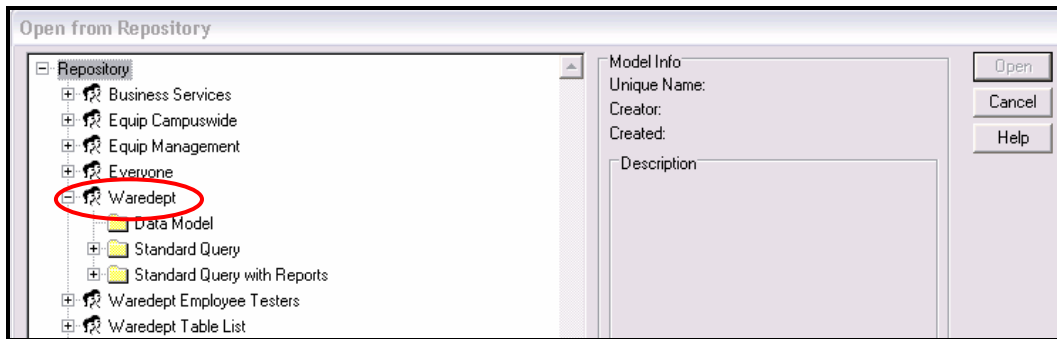
1. Under the FILE menu, click OPEN FROM REPOSITORY and then PREFERRED REPOSITORY – BRIODB.OCE.



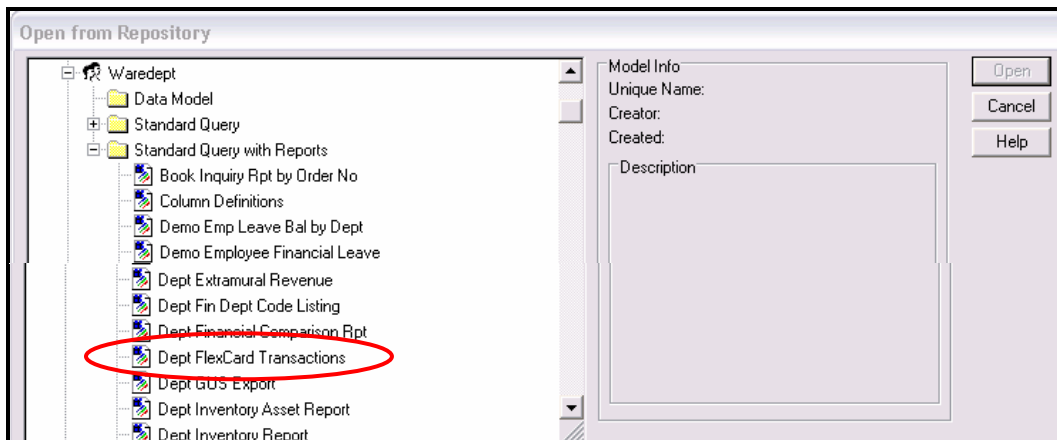
2. Log onto Brio using your User ID and Password:



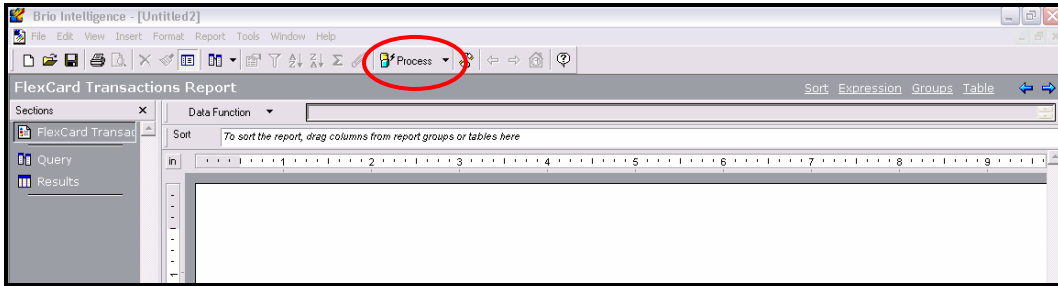
3. Within the Repository, open the WAREDEPT FOLDER.



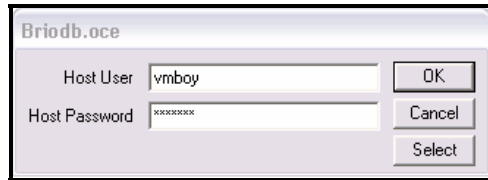
4. Open the STANDARD QUERY WITH REPORTS subfolder and scroll down to the DEPT FLEXCARD TRANSACTIONS report.



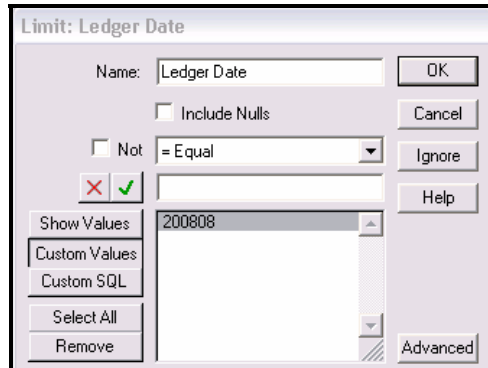
5. Double click the report name to open it.
6. Click PROCESS.



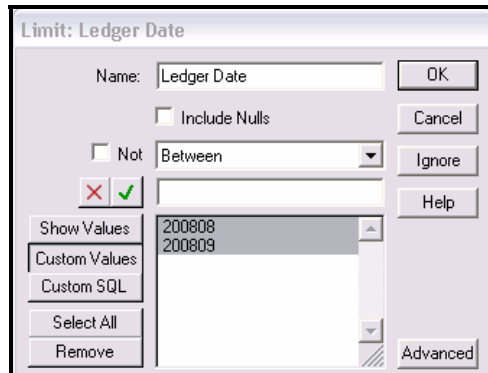
7. When prompted, enter your User ID and Password:



8. Enter the Ledger Date(s) for which you wish to run the report, either one month:



or a range of months (switch the selection criterion from =EQUAL to BETWEEN):



9. Enter the Department Code(s) for which you wish to run the report.

10. Click OK.

11. When the FLEXCARD TRANSACTION REPORT appears, it is sorted by:

- a. Cardholder
- b. Location-Account-Fund-Sub
- c. Description (i.e. Merchant Name)
- d. Transaction Date

As in the following example, where the department has two Cardholders, the second Cardholder has transactions in two different Location-Account-Fund-Sub combinations.

FlexCard Transactions Report												
BUSINESS SERVICES OFFICE											00/25/08 01:40 PM	
CARDHOLDER: LEVY,JILL M												
LAFS: 8-661540-69790-3												
Account Title: BUSINESS SERVICES OFFICE												
Fund Title: BE SMART ABOUT SAFETY-WC												
Ledger Date	Object Code	Ref No	Dept Req No	Cost Center	Cost Type	Project Code	Description	Trans Date	Voucher No	TE Code	Expenditure	
200808	8000	D09907					FOOTSMART	20080815	02081	46	206.48	
200808	8000	D09907					MEDCO SUPPLY	20080815	02081	46	172.52	
											379.00	
CARDHOLDER: MANFREDONIA,NICHOLAS DANIE												
LAFS: 8-661540-19900-3												
Account Title: BUSINESS SERVICES OFFICE												
Fund Title: GENERAL FUNDS												
Ledger Date	Object Code	Ref No	Dept Req No	Cost Center	Cost Type	Project Code	Description	Trans Date	Voucher No	TE Code	Expenditure	
200808	7200	FLXCRD	FLXCRD				ARROWHEAD WATER	20080628	02081	46	16.69	
200808	7200	FLXCRD	FLXCRD				ARROWHEAD WATER	20080729	02081	46	17.61	
200808	8000	FLXCRD	FLXCRD				DRIP/PTOOLS.COM	20080627	02081	46	-39.95	
200808	8000	FLXCRD	FLXCRD				FEDEX SHP 06/25/08 AB#	20080627	02081	46	7.53	
200808	8085	FLXCRD	FLXCRD				PAYPAL *NEXTHAUSCOR	20080712	02081	46	39.95	
200808	4190	D11630	FLXCRD				VZWRLSS*AFOCC VISW	20080722	02081	46	45.27	
											87.10	
LAFS: 8-661540-75041-3												
Account Title: BUSINESS SERVICES OFFICE												
Fund Title: WORKERS COMP RESERVE												
Ledger Date	Object Code	Ref No	Dept Req No	Cost Center	Cost Type	Project Code	Description	Trans Date	Voucher No	TE Code	Expenditure	
200808	4190	D11630	FLXCRD				VZWRLSS*AFOCC VISW	20080722	02081	46	87.31	
											87.31	

If a transaction's payment is split between multiple accounts, the portion paid on each account appears separately – see the **VERIZON** transaction split above between funds 19900 and 75041.

If you run the report for more than one month, the sort is:

- a. Cardholder
- b. Location-Account-Fund-Sub
- c. **Ledger Date (Month)**
- d. Description (i.e. Merchant Name)
- e. Transaction Date

FlexCard Transactions Report											
ALUMNI AFFAIRS OFFICE											
09/25/08 02:33 PM											
CARDHOLDER: WHITELEY, ADAM SCOTT											
LAFS: 8-720200-67332-3											
Account Title: ALUMNI ASSN VACATION CENTER											
Fund Title: VACATION CENTER											
Ledger Date	Object Code	Ref No	Dept Req No	Cost Center	Cost Type	Project Code	Description	Trans Date	Voucher No	TE Code	Expenditure
200806	8000	012431	AW0150	8175	V	KG	BENNETTS EDUCATIONAL MATE	20080621	12081	46	22.90
200806	8000	012431	AW0153	7150	V	FD	ECC'DSS-DISC SCH SUPPL	20080619	12081	46	44.06
200806	8000	012431	AW0154	8175	V	KG	ECC'DSS-DISC SCH SUPPL	20080619	12081	46	161.31
200806	8000	012431	AW0145	8175	V	KG	FEDEX KINKO'S #0283	20080622	12081	46	7.27
200806	8000	012431	AW0149	8175	V	KG	GLENDAS PARTY COVE	20080621	12081	46	15.28
200806	8000	012431	AW0152	7150	V	FD	MFASCO HEALTH & SAFETY	20080618	12081	46	120.90
200806	8000	012431	AW0152	7225	V	OFFICE	MFASCO HEALTH & SAFETY	20080618	12081	46	70.00
200806	8000	012431	AW0152	8004	V	AQUA	MFASCO HEALTH & SAFETY	20080618	12081	46	120.00
200806	8000	012431	AW0146	7150	V	FD	PLAY IT AGAIN SPORTS	20080622	12081	46	60.34
200806	8000	012431	AW0146	8004	V	AQUA	PLAY IT AGAIN SPORTS	20080622	12081	46	147.38
200806	8000	012431	AW0143	8175	V	KG	STAPLES 00108994	20080620	12081	46	33.70
200806	8000	012431	AW0141	7141	V	CRAFTS	THE HOME DEPOT 6623	20080619	12081	46	666.94
200806	8000	012431	AW0142	8004	V	AQUA	THE HOME DEPOT 6623	20080620	12081	46	55.93
200806	8000	012431	AW0155	7210	V	FENCE	THE HOME DEPOT 6623	20080620	12081	46	77.96
200806	8000	012431	AW0142	7210	V	MISC P	THE HOME DEPOT 6623	20080620	12081	46	26.81
200806	8000	012431	AW0132	7225	V	office	UCSB UNIV CTR BOOKSTORE	20080618	12081	46	10.54
200806	8000	012431	AW0147	8230	V	SW	WEB LAUNDRY CA 0720145	20080620	12081	46	10.00
200806	8000	012431	AW0148	8230	V	SW	WEB LAUNDRY CA 0720145	20080620	12081	46	30.00
200808	8000	012431	AW0168	8175	V	KG	ALBERTSONS 6354	20080621	02081	46	25.83
200808	8000	012431	AW0163	8000	V	PROG	ALBERTSONS 6354	20080627	02081	46	43.64
200808	8000	012431	AW0163	8003	V	PROG	ALBERTSONS 6354	20080627	02081	46	44.75
200808	8000	012431	AW0184	8270	V	T & E	ALBERTSONS 6357	20080629	02081	46	9.99
200808	8000	012431	AW0184	8000	V	prog	ALBERTSONS 6357	20080629	02081	46	39.96

June 2008 Transactions

August 2008 Transactions

12. Additional Limits may be added, according to your needs.

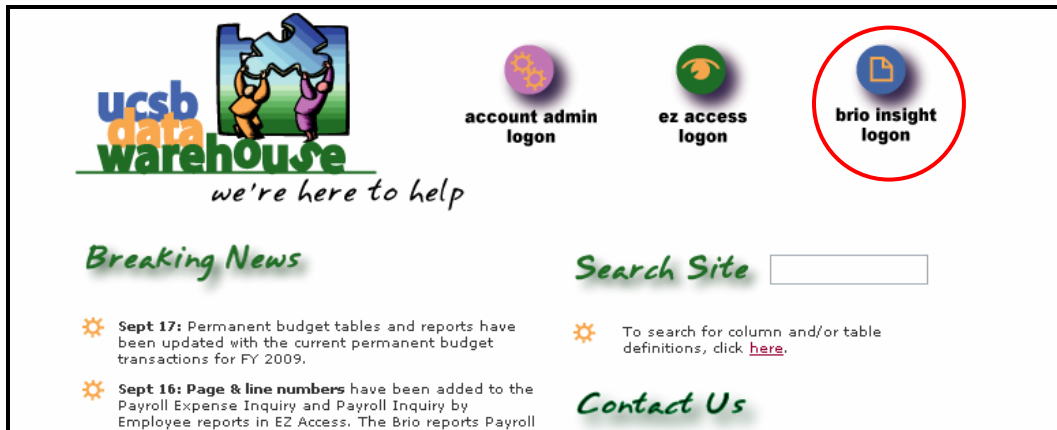
All results can be exported to Excel, resorted and reformatted.

B. BRIO INSIGHT (WEB VERSION)

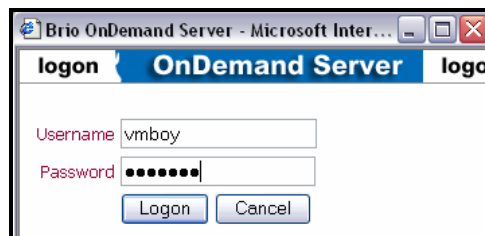
1. Log onto the UCSB Data Warehouse main page at <http://wh.isc.ucsb.edu/>.

NOTE: You must use Internet Explorer; Firefox does not allow you to open queries.

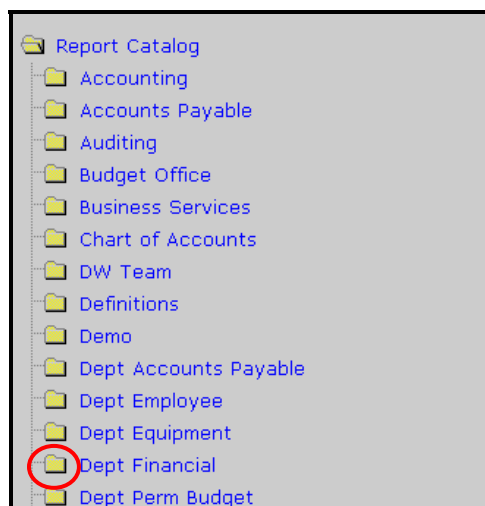
2. Click BRIO INSIGHT LOGON in the upper right corner of the screen.



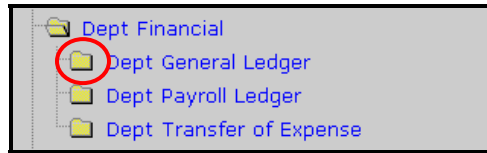
3. Enter your User Name and Password and click LOGON.



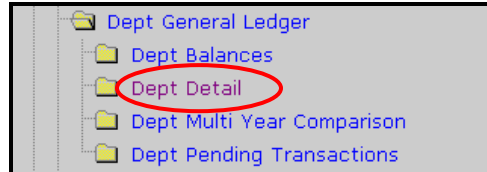
4. In the REPORT CATALOG, click the folder icon in front of DEPT FINANCIAL.



- When the subfolders appear, click the folder icon in front of DEPT GENERAL LEDGER.



- When the subfolders appear, click DEPT DETAIL (not the icon).

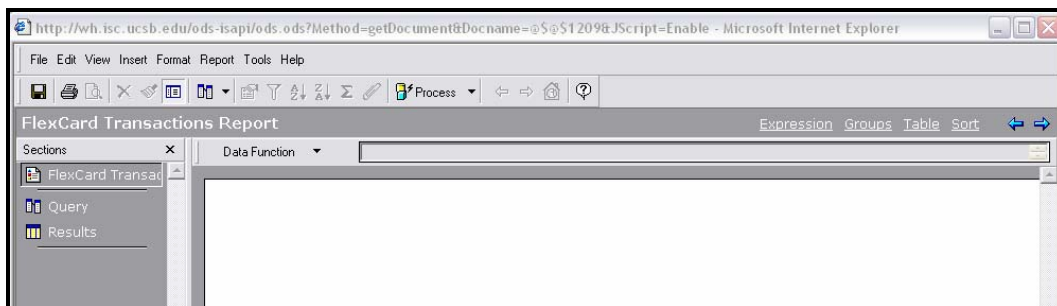


- On the list of documents (reports), click DEPT FLEXCARD TRANSACTIONS.

Folder: Dept Detail Total Documents: 11

Document Name	Last Modified
Dept Detail Starter <i>Use the Detail Starter to create queries relating to line items in the Detail General Ledger.</i>	2003-03-12 17:01:44.763
Dept Detail Starter Advanced <i>Use the Detail Starter to create queries relating to line items in the Detail General Ledger. Advanced version includes object code rollup, account group code rollup, fund group code rollup.</i>	2004-04-20 13:41:11.180
Dept Detail Transaction Report <i>This report returns transaction items in the General Ledger with selected descriptive fields. Users are prompted to enter in a Fin Dept Code and Ledger Date.</i>	2003-03-12 13:40:58.000
Dept Expenditure Inquiry Rpt <i>Use this report to search for all line items in the General Ledger relating to a specify Reference No. Users are prompted to enter in Fin Dept Code and Ref No, which can be any of the following items: (1) LVPA No (2) PO No or (3) FM Contract No.</i>	2003-03-12 12:25:30.623
Dept FlexCard Transactions <i>This report returns ledger transactions for FlexCard grouped by Cardholder Name. Users are prompted to enter in a Fin Dept Code and Ledger Date. Cardholder name (employee name) is first available for FlexCard transactions beginning in August 2008.</i>	2008-09-19 15:36:48.293
Dept GUS Export <i>This report returns transaction items in the General Ledger with selected descriptive fields for import into GUS. Users are prompted to enter in a Fin Dept Code and Ledger Date. Current and plant expenditures only, no balance sheet or revenue trx.</i>	2006-09-28 09:47:41.217

- Click PROCESS.



9. Enter the Ledger Date(s) for which you wish to run the report, either one month:

Limit: Ledger Date

Name: Ledger Date

Include Nulls

Not = Equal

200808

Show Values

Custom Values

Custom SQL

Select All

Remove

Advanced

or a range of months (switch the selection criterion from =EQUAL to BETWEEN):

Limit: Ledger Date

Name: Ledger Date

Include Nulls

Not Between

200808

200809

Show Values

Custom Values

Custom SQL

Select All

Remove

Advanced

10. Enter the Department Code(s) for which you wish to run the report.

Limit: Fin Department Code

Name: Fin Department Code

Include Nulls

Not = Equal

BUSS

Show Values

Custom Values

Custom SQL

Select All

Remove

Advanced

11. Click OK.

12. When the FLEXCARD TRANSACTION REPORT appears, it is sorted by:
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200808	7200	FLXCRD	FLXCRD				ARROWHEAD WATER	20080729	02081	46	17.61	
200808	8000	FLXCRD	FLXCRD				DRIPCTOOLS.COM	20080627	02081	46	-39.95	
200808	8000	FLXCRD	FLXCRD				FEDEX SHP 06/25/08 AB#	20080627	02081	46	7.53	
200808	8085	FLXCRD	FLXCRD				PAYPAL *NEXTHAUSCOR	20080712	02081	46	39.98	
200808	4180	011630	FLXCRD				VZWRLSS*APOCC VISW	20080722	02081	46	45.27	
											87.10	
LAFS: 8-661540-75041-3												
Account Title: BUSINESS SERVICES OFFICE												
Fund Title: WORKERS COMP RESERVE												
Ledger Date	Object Code	Ref No	Dept Req No	Cost Center	Cost Type	Project Code	Description	Trans Date	Voucher No	TE Code	Expenditure	
200808	4180	011630	FLXCRD				VZWRLSS*APOCC VISW	20080722	02081	46	87.31	
											87.31	

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Fund Title: VACATION CENTER												
Ledger Date	Object Code	Ref No	Dept Req No	Cost Center	Cost Type	Project Code	Description	Trans Date	Voucher No	TE Code	Expenditure	
200806	8000	012431	AW0150	8175	V	KG	BENNETTS EDUCATIONAL MATE	20080621	12081	45	22.90	
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200806	8000	012431	AW0145	8175	V	KG	FEDEX KINKO'S #0283	20080622	12081	45	7.27	
200806	8000	012431	AW0149	8175	V	KG	GLENDA'S PARTY COVE	20080621	12081	45	15.28	
200806	8000	012431	AW0152	7150	V	FD	MFASCO HEALTH & SAFETY	20080618	12081	45	120.50	
200806	8000	012431	AW0152	7225	V	OFFICE	MFASCO HEALTH & SAFETY	20080618	12081	45	70.00	
200806	8000	012431	AW0152	8004	V	AQUA	MFASCO HEALTH & SAFETY	20080618	12081	45	120.00	
200806	8000	012431	AW0146	7150	V	FD	PLAY IT AGAIN SPORTS	20080622	12081	45	60.34	
200806	8000	012431	AW0146	8004	V	AQUA	PLAY IT AGAIN SPORTS	20080622	12081	45	147.38	
200806	8000	012431	AW0143	8175	V	KG	STAPLES 00108954	20080620	12081	45	33.70	
200806	8000	012431	AW0141	7141	V	CRAFTS	THE HOME DEPOT 6623	20080619	12081	45	698.94	
200806	8000	012431	AW0142	8004	V	AQUA	THE HOME DEPOT 6623	20080620	12081	45	55.93	
200806	8000	012431	AW0155	7210	V	FENCE	THE HOME DEPOT 6623	20080620	12081	45	77.96	
200806	8000	012431	AW0142	7210	V	MISC P	THE HOME DEPOT 6623	20080620	12081	45	26.81	
200806	8000	012431	AW0132	7225	V	office	UCSB UNIV CTR BOOKSTORE	20080618	12081	45	10.54	
200806	8000	012431	AW0147	8230	V	SW	WEB LAUNDRY CA 0720145	20080620	12081	45	10.00	
200806	8000	012431	AW0148	8230	V	SW	WEB LAUNDRY CA 0720145	20080620	12081	45	30.00	
200808	8000	012431	AW0168	8175	V	KG	ALBERTSONS 6354	20080621	02081	45	25.83	
200808	8000	012431	AW0163	8000	V	PROG	ALBERTSONS 6354	20080627	02081	45	43.64	
200808	8000	012431	AW0163	8003	V	PROG	ALBERTSONS 6354	20080627	02081	45	44.75	
200808	8000	012431	AW0184	8270	V	T & E	ALBERTSONS 6357	20080629	02081	45	9.99	
200808	8000	012431	AW0184	8000	V	prog	ALBERTSONS 6357	20080629	02081	45	39.96	

June 2008 Transactions

August 2008 Transactions

13. Additional Limits may be added, according to your needs.

All results can be exported to Excel, resorted and reformatted.

C. **EZ ACCESS**

These procedures will be completed when the report is available.