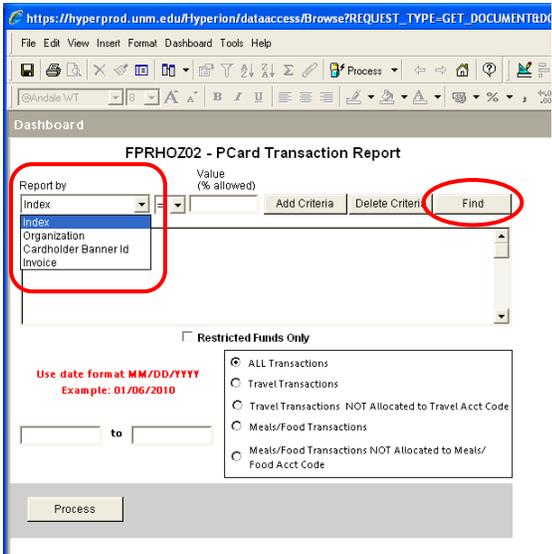




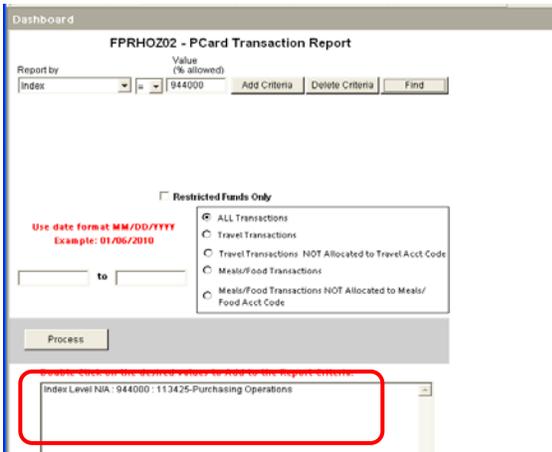
Purchasing
Date: 7/1/2011

**Using the PCard Transaction Report in Hyperion
FSJA-092**

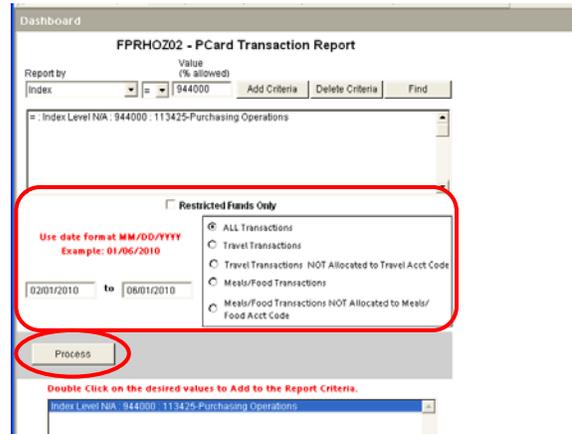
1. Access Hyperion from the Banner Applications Channel in the MyUNM Portal.
2. Click on FPRHOZ02 – Pcard Transaction Report.



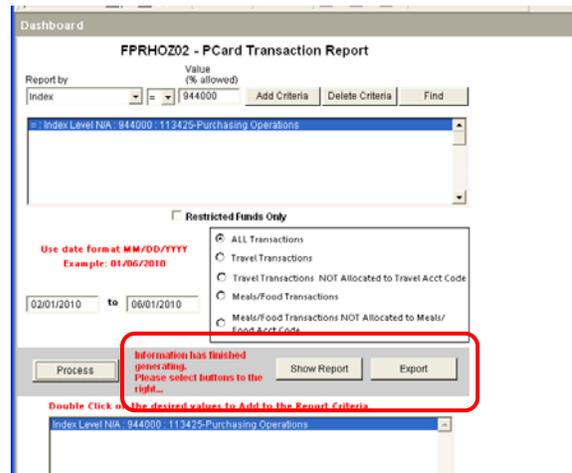
3. Choose to run the report by Index code, Org code of the Index the charge posted to, Cardholder Banner ID or Invoice ("S" doc) number. After entering the Value for your selection, click on the Find button.



4. Double click on the desired value to add it to the report criteria.



5. Enter a date range and choose which transaction to view. If you would like to view only transactions posted to Restricted Funds, click on the checkbox. Next, click on the Process button.



6. When you see the message "Information has finished generating. Please select buttons to the right..." either view the report by clicking on the Show Report button or export to Excel by clicking on the Export button.

Transaction Date	Post Date	Vendor Name	Index	Acct	Account Description	Invoice	Seq Infr	Original Trans Amt	Split Trans Amt
03/20/2010	03/21/2010	Chicago-Cellularwire	944000	3160	Cellular Supplies Gen	30292424	1 F	405.80	405.80
03/20/2010	03/20/2010	Unifed Office Services	944000	3160	Cellular Supplies Gen	30292772	2 F	219.43	223.19
03/20/2010	03/20/2010	Unifed Office Services	944000	3160	Office Supplies General	30291772	1 F	169.42	166.87
03/20/2010	03/20/2010	Unifed Office Services	944000	2800	Office Supplies General	30291772	1 F	189.43	85.18
03/20/2010	03/19/2010	Southwest Air	944000	2800	Out Of State Travel Gen	30290206	1 F	157.90	163.19
03/20/2010	03/19/2010	Southwest Air	944000	3000	Out Of State Travel Gen	30290206	1 F	152.80	153.94
03/20/2010	03/19/2010	Unifed Office Services	944000	3160	Office Supplies General	30292227	1 F	57.85	53.85
03/20/2010	03/19/2010	Unifed Office Services	944000	3160	Office Supplies General	30292106	1 F	233.43	215.03
03/20/2010	03/19/2010	OfficeMax CO	944000	3160	Office Supplies General	30292106	1 F	415.25	(15.25)
03/20/2010	03/19/2010	Unif Assoc Of Edu	944000	0340	Conference Fees Gen	30291006	1 F	325.43	325.14
03/20/2010	03/19/2010	Unif Assoc Of Edu	944000	0340	Conference Fees Gen	30291007	1 F	305.40	305.14
03/20/2010	03/20/2010	Unifed Office Services	944000	2800	Office Supplies General	30291798	1 F	47.24	47.24
03/20/2010	03/20/2010	Unifed Office Services	944000	2800	Office Supplies General	30291798	1 F	218.00	216.18
03/20/2010	03/20/2010	Unif Assoc Of Edu	944000	0300	Other Professional Services Gen	30291798	1 F	2,200.00	2,200.00

END