# How to run the Pcard Expense Reports

The Pcard Expense Report Completed will show you Pcard related charges that posted to your budget
The Pcard Expense Report Pending report will show you pending Pcard charges
The Pcard not on Expense Report will show you Pcard charges that have not yet been placed on an expense report

Navigate to TU Reporting, and select TU Campus Reporting.
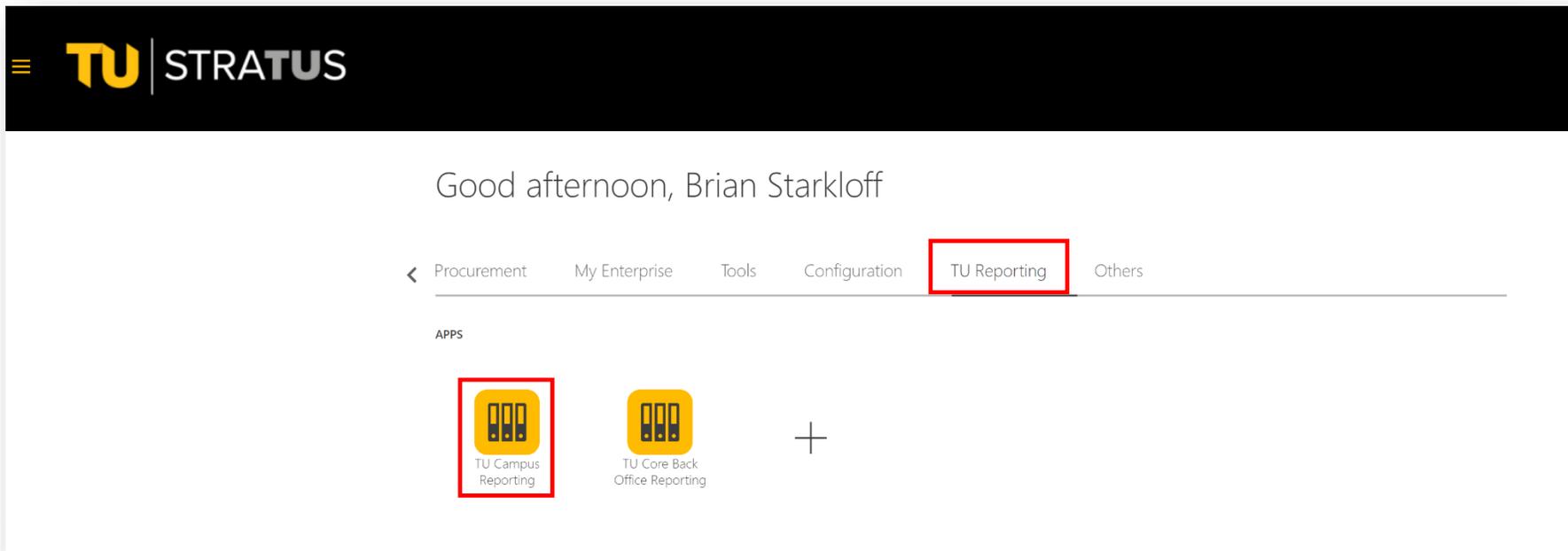
Here is the location of the reports on the reporting dashboard:

◢ Budget Summary Reports

Cost Center Reports (Formatted Report)
Multiple Cost center prompts separated with commas (,)

Dept Cost Center Budget Summary by Account

Dept Cost Center Budget Summary by Parent Account

Grant Cost Center Budget Summary by Account through FY25

Grant Cost Center Budget Summary by Account through FY24

Grant Cost Center Budget Summary by Parent Account through FY25

Grant Cost Center Budget Summary by Parent Account through FY24

Project Cost Center Budget Summary by Account through FY25

Project Cost Center Budget Summary by Account through FY24

Project Cost Center Budget Summary by Parent Account through FY25

Project Cost Center Budget Summary by Parent Account through FY24

Dept budget balance reports (Data Exports)
Multiple Cost center prompts separated with a semi colon (;)

Department Budget Balance Child Account Report

Department Budget Balance Parent Account Report

◢ Divisional Summary Rollups

Divisional Summary Rollups

Divisional Self Support Fund Detailed Summary (NAT)

Divisional Self Support Parent Budget Summary

Divisional State Fund Detailed Summary (NAT)

Divisional State Fund Parent Budget Summary

Divisional Agency Fund Detailed Summary (NAT)

Divisional Agency Fund Parent Budget Summary

Divisional Auxiliary Fund Detailed Summary (NAT)

Divisional Auxiliary Fund Parent Budget Summary

Divisional Grants Fund Detailed Summary (NAT) through FY25

Divisional Grants Fund Detailed Summary (NAT) through FY24

Divisional Grants Fund Parent Budget Summary through FY25

Divisional Grants Fund Parent Budget Summary through FY24

Account Summary by Div and Cost Center Rollups

Account Summary by Div and Dept Cost Center

Account Summary by Div and Grant Cost Center

Account Summary by Div and Grant Cost Center LTD

Account Summary by Div and Project Cost Center

Account Summary by Div and Project Cost Center LTD

◢ Transaction Details Reports

Pcard expense reports
Multiple Cost center prompts separated with a semi colon (;)

Pcard Expense Report Completed

Pcard Expense Report Pending

Pcard not on Expense report

Travel Expense reports
Multiple Cost center prompts separated with a semi colon (;)

Travel Expense Report Completed

Travel Expense Report Pending

TU Travel Authorization Campus Version

General transaction reports
Multiple Cost center prompts separated with a semi colon (;)

Revenue Expenses All Transactional Details Report

Revenue Expense Summary Transaction

Invoices Pending Report

Invoice Expense List Report

Budget Adjustments Report

Transactional Reports Dashboard

AP Invoice Account Coding Approval Status Report

Requisition/PO Reporting
Multiple Cost center prompts separated with a semi colon (;)

PO Listing Report

Requisition Purchase Order Listing

Requisitions listing campus report

Requisitions not on PO (All statuses campus)

Requisitions not on PO Workflow

Preview Draft Requisitions

Foundation Reimbursement

Foundation Payroll Reimbursement Report

Foundation Operation Reimbursement Report

Student Financials

Student Financials Details by Cost Center

◢ Fund Balance Reports

Multiple Source code prompts separated with commas (,)

Fund Balance by Source Code

◢ Campus OSPR_SPAR Grant reporting

Multiple Cost center prompts separated with a semi colon (;)
*Separated with comma

Grant Balances for closing Grant

Grant Budget Journal Listing

Grant Cost Center FY BDGT Bal by Acct

Grant Cost Center FY Expense BDGT Bal

Grant Cost Center Listing

Grant Cost Center PTD BDGT Bal by Acct

Grant Cost Center PTD BDGT Bal by Parent Acct

Grant Cost Center PTD BDGT Bal NoAcct

Grant Rev & Exp Journal by Cost Center Range

Grants Expense summary with budget revisions (Year)

Grant Cost Center Summary P Report PriorYr *

◢ COA Reports (Data Exports)

Cost Center Report-Campus

Natural Account Report-Campus

Initiative Report

Source Report Campus

◢ Accounts Receivable

AR Transaction Detail

TU Customer Details Report

◢ Payroll

STRATUS DPR

◢ Campus Divisional Budget Officers

Facilities Management
Multiple Cost centers separated with a comma (,)

Project Cost Center Summary P Report PriorYr

Fund Balance by Self/Aux Source Reports
*Has additional Subdivision prompt

Fund Balance by Self/Aux Source Division 01

Fund Balance by Self/Aux Source Division 02*

Fund Balance by Self/Aux Source Division 03

Fund Balance by Self/Aux Source Division 04*

Fund Balance by Self/Aux Source Division 05*

Fund Balance by Self/Aux Source Division 06

Fund Balance by Self/Aux Source Division 08

Fund Balance by Self/Aux Source Division 09

Fund Balance by Self/Aux Source Division 10

Fund Balance by Self/Aux Source Division 13*

Fund Balance by Self/Aux Source Division 15

◢ Campus Inventory Coordinator

FA Active Asset Detail Campus Version Report

FA Retired Asset Detail CampusVersion Report

◢ BPA Committee

AP Invoice Account Coding Approval Status Report

Parent Budget vs Actual By Cost Center and Div

Follow the prompts:

The default date range is set for the current fiscal year. It can be changed to another date.
You can search by Cost Center, Division, or Sub-Division. You must select a prompt option for Division, Subdivision and/or Cost Center when running the Pcard Expense Report Pending and Pcard Expense Report Completed Reports to ensure that the report will not time out.

> Note: If running the **Pcard not on Expense Report** use the card holders/employee's default cost center

If you want to run multiple cost centers, separate them with a semi-colon (;)

The other prompts are optional.

Click OK to run your report.

The report will populate.

Here you will see all types of Pcard related fields that are a part of your Pcard expense report.

At the bottom left of the page you have the option to Export. If you want to export to Excel, select Export, Formatted, Excel.