Financial & Accounting Services is pleased to release an updated Detail – Transaction report for the campus. Related drill reports have also been updated. The new and improved features of this release are listed below. If you have any questions about these new features, please contact us at cfri-feedback@lists.wfu.edu.

Updated ‘Detail – Transaction’ Report

This report was modified in several ways, including additional page breaking options as well as providing detailed pcard data.

- **Page Breaking**: Previously the report had page break options by Fund and Department. With this release, two new page break options are included for Activity and Location. When downloaded to Excel, the report will put each element value on its own worksheet.

- **PCard Data**: Beginning with the 08/01/2014 pcard statement cycle, enhanced detail data is being captured in the financial data warehouse. By default, pcard related transactions will display the merchant’s name in the ‘Supplier Name’ field and the full Works’ transaction description in the ‘Transaction Description’ field.

A new parameter was added to the report (Step 10) that asks if other enhanced pcard data columns should be displayed. This parameter defaults to ‘No’. By answering ‘Yes’, the following columns will be included on the report:

1. University Card Purchase Date: the date on which the card was swiped at the merchant
2. University Card Post date: the date on which the transaction posted to Bank of America
3. Cardholder Name: contains the full name in last, first order
4. Merchant Category Code (MCC): supplier category / industry identification number and description
5. University Card Item Tax: the amount of sales tax charged on the transaction; please note that the tax amount is not charged to the fund and/or department but is displayed for informational purposes only.
6. University Card Total Amount: the total amount of the transaction, which should tie to the merchant’s receipt; summation of the ‘Amount’ and ‘University Card Item Tax’ fields

Previously the ‘Doc Ref #’ field was used to populate the cardholder’s last name. Going forward this field will be used to identify the type of pcard transaction posted:

1. Blank field: this is a normal transaction
2. Reversal: a reversal of a normal transaction
3. Accrual: this is an accrual transaction
4. Accr Rev: this is a reversal of an accrual transaction

**Updated Drill Reports**

When drilling to transaction detail data from a summary report, the drill output has been modified as follows:

- The “Supplier Name” and “Transaction Description” fields will display the merchant’s name and complete Works’ transaction description, respectively.
- The additional PCard data columns added to the ‘Detail – Transaction’ report will not be displayed.