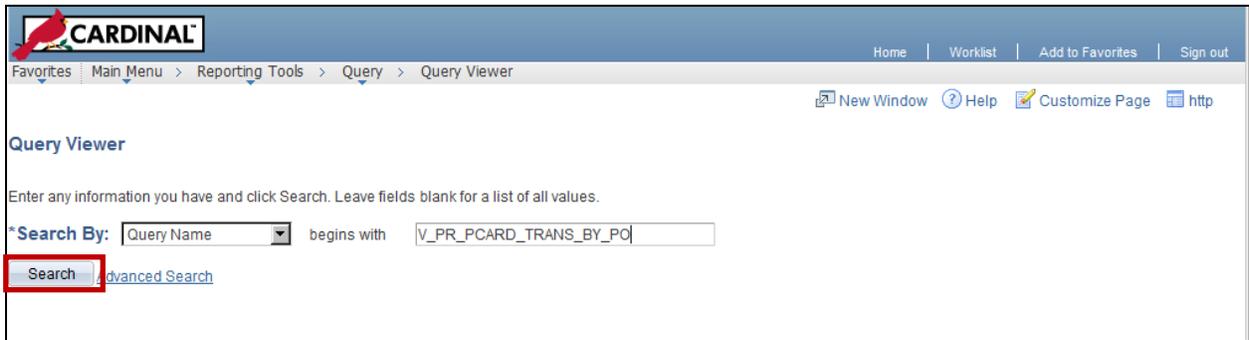


PCard on PO Query

About PCard on PO Query:

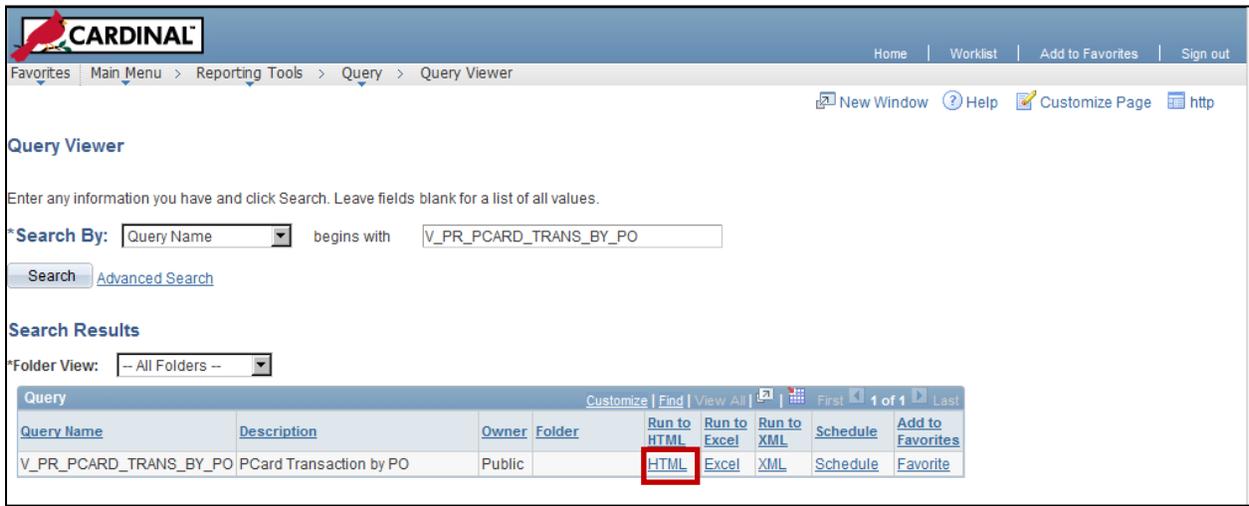
In order to view PCard transactions that are related to a Purchase Order (PO), Cardinal provides a simple search query that users can run by PO ID.

- 1 Navigate: **Main Menu > Reporting Tools > Query > Query Viewer**



The screenshot shows the Cardinal Query Viewer interface. The search field is populated with 'V_PR_PCARD_TRANS_BY_PO'. The Search button is highlighted with a red box.

- 2 Enter the query name: **V_PR_PCARD_BY_PO**
- 3 Click the **Search** button.



The screenshot shows the search results for the query 'V_PR_PCARD_TRANS_BY_PO'. The results table has one row with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
V_PR_PCARD_TRANS_BY_PO	PCard Transaction by PO	Public		HTML	Excel	XML	Schedule	Favorite

The HTML hyperlink is highlighted with a red box.

- 4 Click the **HTML** hyperlink.



Procurement Job Aid

PCard on PO Query

V_PR_PCARD_TRANS_BY_PO - PCard Transaction by PO

Business Unit:

PO ID (% for all):

PO ID	PO Line	PO Schedule	PO Quantity	PCard Quantity	PO Unit Price	PCard Unit Price	PCard Transaction Amount	Transaction Number	Transaction Date	PCard User Name	PCard Transaction Status
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- 5 Enter the **Business Unit (50100)** and **PO ID #**.
- 6 Click on **View Results** button.

V_PR_PCARD_TRANS_BY_PO - PCard Transaction by PO

Business Unit:

PO ID (% for all):

Download results in: CSV Text File XML File (6 kb)

View All First Last

	PO ID	PO Line	PO Schedule	PO Quantity	PCard Quantity	PO Unit Price	PCard Unit Price	PCard Transaction Amount	Transaction Number	Transaction Date	PCard User Name	PCard Transaction Status
1	0000499929	1	1	19.0000	19.0000	126.12000	6.63789	126.120	24301731363980012647558	12/29/2011	BERRY,CATHY	4
2	0000499929	1	1	19.0000	19.0000	126.12000	3.31895	63.060	24301732023980012647525	01/23/2012	BERRY,CATHY	4
3	0000499929	1	1	19.0000	19.0000	126.12000	3.31895	63.060	24301732023980012647525	01/23/2012	BERRY,CATHY	4
4	0000499929	1	1	19.0000	19.0000	126.12000	6.63789	126.120	24301732073980012647573	03/13/2012	BERRY,CATHY	4
5	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732082980012647564	03/22/2012	FOX,MINDY	4
6	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732115980012647540	04/24/2012	FOX,MINDY	4
7	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732144980012647594	05/23/2012	FOX,MINDY	4
8	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732200980012647595	07/18/2012	BELL,DEBORAH	4
9	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732207980012647564	07/25/2012	GLASSCO,CAROLYN	4
10	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732235980012647560	08/22/2012	BELL,DEBORAH	4
11	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732241980012647505	08/28/2012	BELL,DEBORAH	4
12	0000499929	1	1	19.0000	1.0000	126.12000	50.43000	50.430	24301732271980012647508	09/27/2012	BELL,DEBORAH	4
13	0000499929	2	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732090980012647531	03/30/2012	FOX,MINDY	4
14	0000499929	2	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732123980012647524	05/02/2012	FOX,MINDY	4
15	0000499929	2	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732209980012647521	07/27/2012	GLASSCO,CAROLYN	4
16	0000499929	2	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732271980012647557	09/27/2012	BELL,DEBORAH	4

- 7 Click the **HTML** hyperlink.
- 8 Results are provided and may be viewed online or may be downloaded in Excel by clicking the Excel Spreadsheet hyperlink.