

A quick guide to BOBJ Reports

A quick guide to the PCard Business Objects reports.

What is SAP Business Objects (BOBJ)?

BOBJ is an enterprise software solution, specialising in business intelligence. UCT specifically uses BOBJ for data reporting, visualisations and sharing information.

All BOBJ reports are refreshed overnight and updated to reflect the latest SAP data from the day before.

This quick guide will provide you with an overview of all the PCard reports available on BOBJ.

The reports found within the SAP FM folder are accessible by all Finance Managers & Assistant Finance Managers.

Who is this guide for?

This guide is intended as a reference guide for the staff of the University of Cape Town to help you understand the PCard reports available on BOBJ.

Important contacts

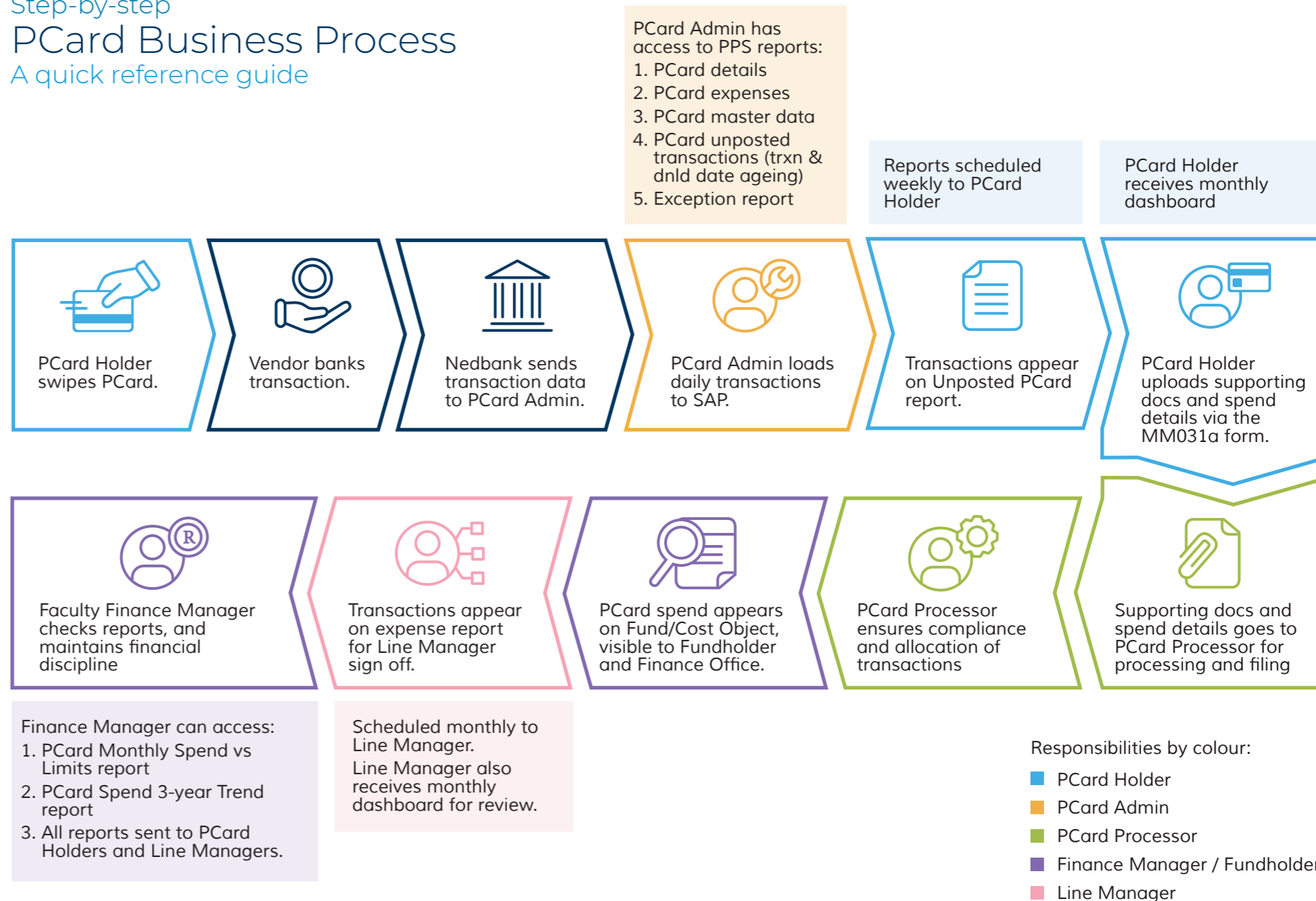
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Step-by-step PCard Business Process

A quick reference guide

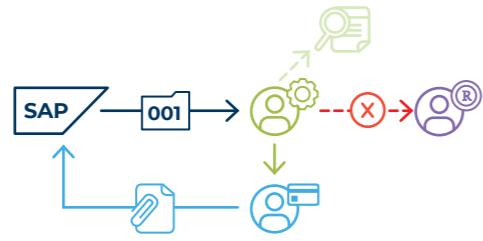




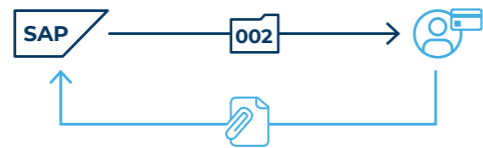
outstanding supporting documentation from the PCard Holders.

The follow up from the 001 KPI report is for the PCard Processor to:

- Follow up outstanding supporting documents from PCard Holders in terms of the PCard policy.
- Ensure supporting documents received are processed on SAP in terms of the PCard policy.
- Report any items requiring further investigation or follow up to Faculty/PASS Finance Manager.



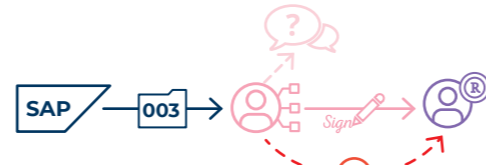
The KPI 002 report has been scheduled centrally to PCard Holders, once a week, on a Monday.



003 - KPI: PCard Expense Sign Off

This report has been scheduled centrally to Line Managers, monthly, for sign off.

The purpose of this report is to facilitate the review and sign off of monthly posted PCard expenses in SAP by the Line Manager of the PCard Holder. This is in addition to the review of unallocated transactions, as required by PCard policy.



This report needs to be reviewed and signed off by the Line Manager, per PCard Holder, and emailed to the Faculty/PASS Finance Manager, by the 15th of the following month.

When reviewing, bear in mind the 5 "W's":

- **Who** was involved in the expense?
- **What** does the expense represent?
- **When** did the expense occur (if other than transaction date)?
- **Where** did the expense occur?
- **Why / How** does the expense relate to university business?

The follow up from this report, is for the Line Manager to:

- Review the list of PCard monthly expenses for reasonability in terms of UCT business.
- Query specific transactions with the PCard Holder.
- Query specific spending habits or patterns e.g.: particular merchants;

spend on weekends or public holidays; frequency.

- Request access to supporting documentation where required.

If, after above review, you are not in a position to sign off, please report items requiring further investigation, or follow up, to the Faculty/PASS Finance Manager.

004 - KPI: PCard Monthly Spend vs Limits

The purpose of this report is to facilitate a review of a PCard Holder's monthly spend against the Bank approved spending limits.

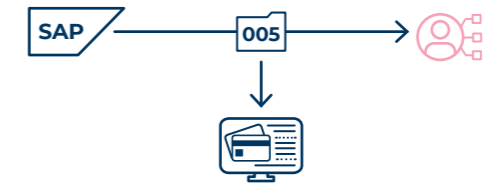


This report is based on the transaction date of the PCard expenditure posted in SAP.



005 - KPI: PCard Line Manager Dashboard

This report has been scheduled centrally to all PCard Holder Line Managers, monthly.



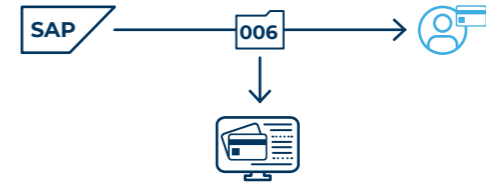
The purpose of this dashboard is to provide a summary of key management information to Line Manager, relating to the PCard Holder's spend on the PCard.

Note: To update Line Manager info, email fnd-pcard@uct.ac.za

006 - KPI: PCard Holder Dashboard

This dashboard has been scheduled centrally to all PCard Holders, monthly.

The purpose of this dashboard is to highlight key management information relating to PCard Holder's spend on the PCard.



007- KPI: PCard Spend 3 Year Trend

The purpose of this report is to facilitate a review of current PCard Holder's annual and monthly spend patterns, in order to assess continued use of the PCard, given risks and costs associated with management thereof.



This report should be viewed in conjunction with the report on PCard monthly spend versus PCard limits.

Bank charges and related fees have been excluded from the transaction activity.

Note: The bank will block a PCard if inactive for 6 months. Without active PCard Holder management, dormant PCards also increase the risk of fraud.

Reports within the PCard folder used within the PCard Admin Office



PPS PCard Detail: Report contains all information pertaining to the transaction.

PPS PCard Expenses: Report used to identify transactions greater than a certain amount.

PPS PCard Master Data: Report contains all master data relating to PCard.

PPS PCard Unposted Transactions (trxn and dndd date ageing).

PCard Exception Report: Report contains a list of exceptions by category.

Role Players:

- PCard Holder
- PCard Processor
- Line Manager
- Finance Manager
- PCard Admin

KPI Reports (001-007)

Reports are available via the Business Objects (BOBJ) platform. The PCard Admin Office as well as the Finance Managers have access to run all these reports. The Cardholders and Line Managers will receive scheduled reports on a weekly and monthly basis.

In reference to all the KPI reports below, unposted transactions are shaded as follows: (based on transaction date).

< 14 days	No Shading
15 - 28 days	Light Green
29 - 49 days	Light Orange
50 - 60 days	Light Red
> 60 days	Red

Posted transactions use the same shading reference (based on difference between SAP download and posting dates).

001 - KPI: PCard Unposted Transactions, and 002 - KPI: PCard Transactions Unposted by PCard Holder

The purpose of both these reports is to facilitate in the timeous posting of PCard transactions in SAP by following up on