

Looking at Credit Card Transactions

Overview

This section explains how credit card transactions can be viewed in the finance portal.

1.1. Menu

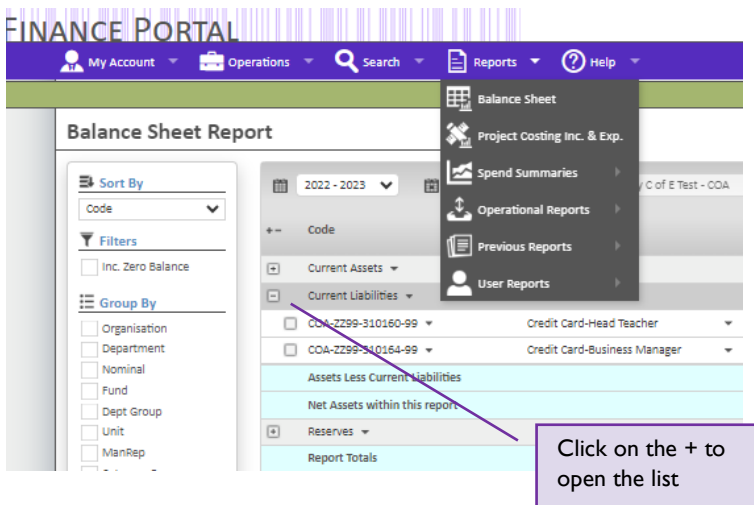
Reports – Balance Sheet

Credit card details can be viewed in the finance portal (Hoge) using the Report – Balance Sheet option.

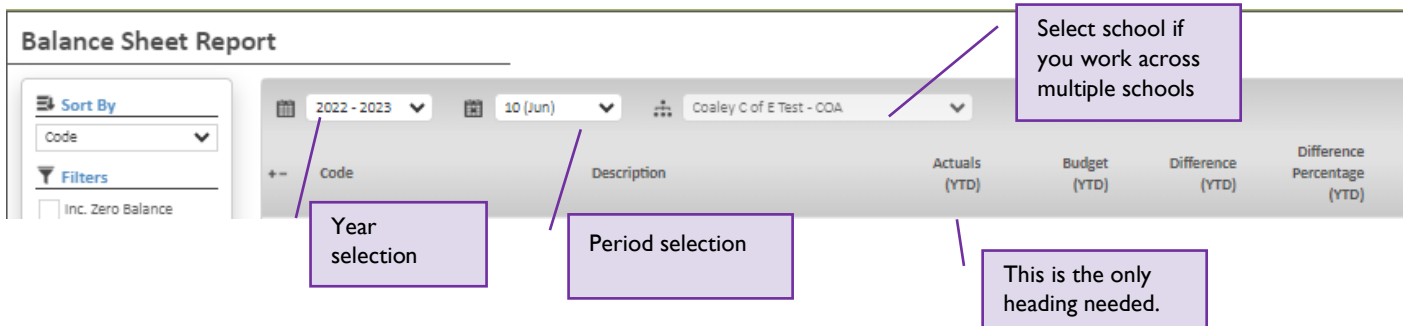
2. Balance Sheet Report

2.1. Credit Card Accounts

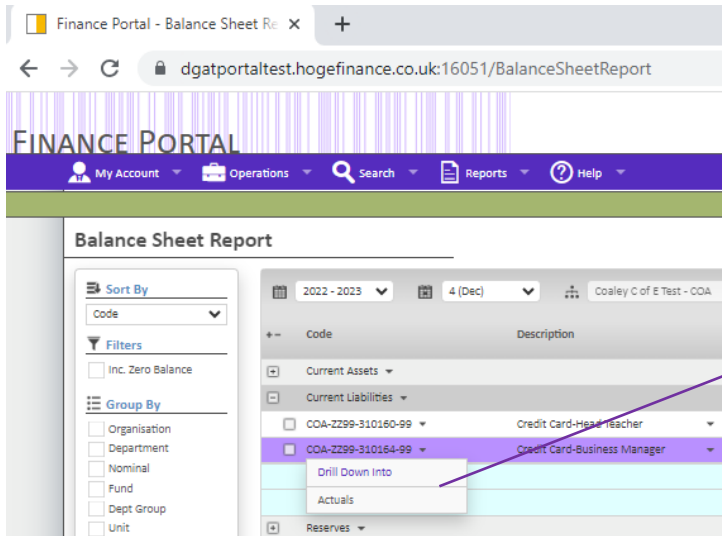
Credit Card data can be viewed in the portal using the *Report – Balance Sheet* option under the Current Liabilities heading.



2.2. Select the year and period to view



2.3. Drill down to the detail



Hover over the code to be able to select to drill down to the transactions.

2.4. 1.4 Type of Data

Actual Breakdown

99	Teacher																		
COA-ZZ99-310160-99	Credit Card-Head	24/10/2022	COA_CCARD COA8410 HEAD HEAD HT CC DD OCT22 820506 44872 07-11-22	2022	2	JNL	379	220940	0.00	265.70	0.00	None							
COA-ZZ99-310160-99	Credit Card-Head	23/11/2022	Lloyds Bank - Charge Card Payment 4973	2022	3	JNL	100	CC231122	0.00	467.70	0.00	None							


Migrated PSF data will be on this style of information.

New data, i.e. data directly entered to Hoge.

If there is an attachment, e.g. an invoice, the box will not be greyed out and you can drill down to see the detail.

2.5. Closing the Enquiry

Use the [Close] button at the bottom of the report



2.6. Exporting to Excel

Balance Sheet Report

Actual Breakdown

Export: [X] [Grid]

Nominal Account	Nominal Account Date	Supplier Desc.	Year	Period	Type	Project	Header No.	Header Ref.	Qty	Debit	Credit	Documents
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Select the [excel] option to export.

3. Running the Report

Select refresh which can be found at the bottom of the actions list on the left hand side. Each time a change is made you will need to refresh to update the results.

- Export
- Save Filters
- Manage Filters
- Columns
- Help
- Refresh

4. Remove unnecessary columns

- Export
- Save Filters
- Manage Filters
- Columns
- Help
- Refresh

Select the [columns] option, then move the columns not required to the potential columns box, using the “Deselect function or dragging them into the box.

Columns

Drag & Drop desired columns from the top 'Potential' grid into the 'Active' grid, click save to confirm the column choice and their order.

Potential Columns

+ Difference Percentage (YTD)	+ Last Year (YTD)
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Deselect All | Select All

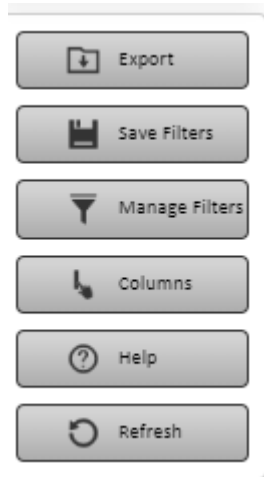
Active Columns & Order

Category Code	Description	+ Actuals (YTD)	+ Budget (YTD)	+ Difference (YTD)	+ Budget Last Year (YTD)
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Save | Cancel

[Save] when complete.

5. Save a template



Save the template using the [Save filters] option.

Save Filter

Unique Descriptive Name

Make Default

Enter a unique name and select as default for the enquiry report.