Running and Scheduling SFS Credit Card Queries to Identify Aged, Unreconciled Charges

On Demand Queries: To get aged, unreconciled charges on demand, SFS users with the Query Viewer role should run the NYEX3771 query for Travel Cards and the PO_PCARD_AGING_RPT query for Procurement and/or NET Cards. These queries are searchable in the Query Viewer and can be added to the user’s favorites for easy access.

Scheduled, Recurring Queries: To schedule the NYEX3771 and/or PO_PCARD_AGING_RPT queries to run automatically on a recurring basis, SFS users with the Query Manager role should follow the instructions in SFS job aid JAA-QRY201-002 or the UPK Query 201 in SFS Coach.

• In the "Process Scheduler Request" page for a scheduled query, select the desired frequency from the "Recurrence" the drop-down menu. Agencies should consider selecting a period that will coincide with when managers will discuss outstanding charges with employees, as the status of unreconciled charges can change daily.
• In the Distribution Detail link, include the email addresses of report recipients. This can include shared mailbox addresses.

Important Tips:

When running the PO_PCARD_AGING_RPT query, for the “Card Issuer” box:

• Enter “VISAP” to receive all Procurement Card charges.
• Enter “VISAN” to receive all NET Card charges.
• Leave the field blank to receive both Procurement and NET Card charges.

When including dates, consider the following:

• For the “From” date, use 04/01/2012 to ensure the report includes all unreconciled charges.
• For the “To” date:
  o For on demand queries, use:
    ▪ The current date to receive all unreconciled charges.
    ▪ A date 30 days prior to today to eliminate current charges from the results.
  o For scheduled, recurring queries, use a date far into the future to ensure the results include charges made in the future that will remain unreconciled.