

IOWA

Accounts Payable and Travel | 202 PCO | 319-335-0115

Training Manual for ProTrav Upper-Level Administrative Users

TABLE OF CONTENTS

Introduction	3
Travel Upper-Level Access	4
Travel Spend Reports	7
Generate Report by Traveler	7
Generate Report by MFK.....	9
Generate Summary Report.....	9
Generate Detail Report	10
TEV's over 30 days Report.....	11
Procurement Card Upper-Level Access	13
Start Page	13
More Cards	15
Generate Vendor Spend Report.....	18
Admin Transaction Review	19

Introduction

An Upper-Level role is available in ProTrav for Administrative users. This role allows users to review Procurement Card or Travel related expenses at an Organizational or Departmental level. This role is intended to facilitate the review, oversight and reporting of these expenses.

Users who may benefit from this role include departmental Faculty/Staff with budgetary responsibility, Deans, Directors, Department heads, and other supervisory staff.

The expectations for this role include but are not limited to the following:

- Review card transactions in a timely fashion. Best practice encourages weekly review. At a minimum this review should be conducted bi-weekly and daily review is available. This review needs to include heightened scrutiny of transactions that could potentially be non-business, e.g. department, grocery and home improvement stores purchases.
- Monitor card requests and cards issued.
- Provide administrative oversight of delinquent vouchers and emphasize with cardholders the importance of timely submission.
- Promote card transactions with preferred, contracted suppliers.
- Increase expenditure analysis through ProTrav online reports.
- Ensure clearly defined and communicated guidelines for review and reconciliation of card transactions and separation of duties have been established and are in practice.

Upper-level reviewers must be familiar with purchasing guidelines, spend limits and associated policies and procedures.

The following training course is available:

- ICON online training *"Procurement Card Training–No Reco"* includes three sections: Buyer Perspective, Fundamentals and Travel.

We encourage you to share this functionality with others who may benefit.

Users with the Travel Upper-Level Role will be able to access via ProTrav:

- Trips, Reimbursements, Advances for Travelers within their ORG or ORG/DEPT combo.
- Trips, Reimbursements, Advances for expenses paid on their ORG or ORG/DEPT combo.
- List of delinquent Cash Advances within their ORG or ORG/DEPT combo.
- List of delinquent Cash Advances paid on their ORG or ORG/DEPT combo.
- Reports of Travel spending, summary spend per traveler, dept, and dollars spent.

- Search function that allows you to search travel related transactions by Traveler within the users ORG or ORG/DEPT combo.

Users with the Procurement Card Upper-Level Role will be able to access via ProTrav:

- Summary of the new Pcard transactions in their ORG or ORG/DEPT combo on a daily basis (by cardholder).
- List of "new" cards for their ORG or ORG/DEPT combo during the past 60 days.
- List of delinquent Procurement Card Voucher for their ORG or ORG/DEPT combination.
- Links to view cardholder's transactions, vouchers, receipts, and card information for their ORG or ORG/DEPT combination.
- Reports of vendor spending, summary spend per cardholder, dept, and dollars spent.
- Automated e-mail notifications of delinquent vouchers and transactions that may require additional review.

The [ProTrav- Upper – Level Data Access Request](#) (under [Forms](#) on our website) must be completed to obtain this role. If you have any further questions or concerns, please email protrav@uiowa.edu. Departmental training is available upon request.

Travel Upper-Level Access

Travel Upper-Level Users:

The Start Page/Navigation panel of the administrative user provides easy access to travel information for your ORG or ORG/DEPT. There are several ways to get to this travel information and you can view it in summary form or can drill down to full detail. If you have edit rights to your ORG/DEPT you will be able to make changes to trips/TEV's; view rights allow you to view, but you cannot make changes to travel forms.

In the **My Travelers Section** of the Navigation Panel on the left-hand side of the screen, you will see the Org or Org/Dept that you have access to. When you click on the plus by the *Org name*, the list will expand to display the Departments to which you have access. When you click on the drop-down arrow by the *Department name*, the list will expand further to display travelers who are employed in and/or whose trips are funded by your Org/Department.



To review travel details for a specific traveler, click on that individual's name to display their traveler summary. Once you click on the individual's name, the main ProTrav screen changes to display the information below:

my Travelers

- ▼ **Weber,Danielle**
- (info)
- Trips
- Reimbursements
- Advances

Traveler Summary: Danielle F Weber

Address:
Danielle F Weber
VPFO-Purchasing

Traveler ID: 1697
Hawk ID: MEYERDF

[Trips for this traveler](#)
[Reimbursements made to this traveler](#)
[Advances given to this traveler](#)

Clicking on the **Trips for this traveler** link on the Traveler summary takes you to the traveler's trip manager where all trips for the specified traveler are displayed. From here you can drill down to more detail about a specific trip.

Traveler Summary: Danielle F Weber

Address:
Danielle F Weber
VPFO-Purchasing

Traveler ID: 1697
Hawk ID: MEYERDF

[Trips for this traveler](#)

[Reimbursements made to this traveler](#)
[Advances given to this traveler](#)

Trip Manager

Browsing trips for MEYERDF: (10 trips found)

Display:
Sort by:

[Create a trip](#) for this traveler

Search: =

Weber,Danielle	Las Vegas,NV	09/19/2022-09/23/2022
Trip ID: 656818 <i>SSON Conference</i>		
Edit Trip Create/View TEV Trip Summary Reimbursements Copy Trip Hide trip		
Weber,Danielle	Cedar Falls,IA	11/12/2019-11/15/2019
Trip ID: 607258 <i>APPA Leadership Academy Level I</i>		
Edit Trip Create/View TEV Trip Summary Reimbursements Copy Trip Hide trip		

Edit Trip—provides a view of trip details: dates, destination, trip purpose and description, comments, funding MFK, etc.

Create/View TEV—All expenses for the trip are shown in detail on the Travel Expense voucher whether charged to a UI Procurement card or reimbursed to the traveler. Funding details, payment details, policy exceptions/justifications and audit errors are also displayed on the TEV.

Trip Summary—provides a breakdown of expenses, but at a summary level—expenses charged to a UI Procurement Card, Cash Advances, reimbursements, funding, etc.

Reimbursements—displays reimbursement amount, date and form of payment.

Copy Trip – allows the user to duplicate information from a previous trip.

Hide trip –allows you to “close” trips once you are done viewing or working with them in order to keep the list more manageable or to display trips only for a specified time frame.

The **Reimbursements made to this traveler** link on the Traveler summary panel displays all reimbursements made to the specified traveler in the last 6 months. The time frame can be expanded to 12 months or as far back as ProTrav Data is kept. From this panel, you can again drill down to the TEV.

Traveler Summary: Danielle F Weber

Address:
Danielle F Weber
VPFO-Purchasing

Traveler ID: 1697
Hawk ID: MEYERDF

[Trips for this traveler](#)
[Reimbursements made to this traveler](#) ←
[Advances given to this traveler](#)

Reimbursements			
Browsing reimbursements for MEYERDF: (4 reimbursements found)		Show: Forever ▾	Apply
Voucher ID	Payment Amount	Paid via	Paid on
T0698340	\$1,492.08	Direct Deposit (AC)	12/12/2022
T0653034	\$51.04	Direct Deposit (AC)	12/17/2019

The **Advances given to this traveler** link shows details for travel advances including amount, date paid, and status of the advance.

Traveler Summary: Danielle F Weber

Address:
Danielle F Weber
VPFO-Purchasing

Traveler ID: 1697
Hawk ID: MEYERDF

[Trips for this traveler](#)
[Reimbursements made to this traveler](#)
[Advances given to this traveler](#) ←

Traveler advances:					
Browsing advances for : (1 advances found)			Show: Last 6 months ▾	Apply	
Amt	Pay Dt	Advance type	Pymt Method	Status	
\$5,400.00	03/30/2026	Group travel	Check-Pickup (CP)	Advance disbursed	View/Edit
Ann Arbor,MI (04/08/2026-04/10/2026)					

Travel Spend Reports

You can also generate the **Travel Spend Report** from the Reports section of the Navigation panel on the left-hand side of the screen.



A screenshot of a 'Reports' menu. The menu is titled 'Reports' and contains a list of report types: 'Travel spend', 'University-wide reports', 'Outstanding cash advances', 'TEVs over 30 days', and 'Travel Registry'. The menu has a light yellow background and a thin black border.

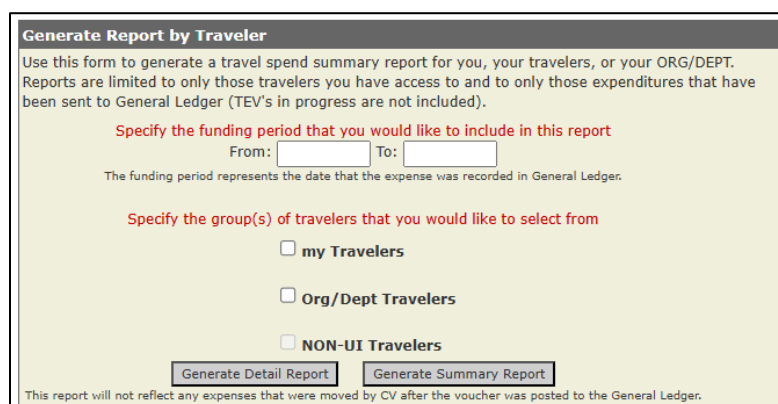
Indicate whether the report should be generated by a traveler/group of travelers or by a specific MFK by clicking in the circle next to your choice.



A screenshot of a form titled 'Report: Travel Spend'. It contains the instruction 'Please select one of the options below' and two radio button options: 'Generate Report by Traveler' and 'Generate Report by MFK'. The form has a light yellow background and a thin black border.

Generate Report by Traveler

If **Generate Report by Traveler** was selected, the following screen will display.



A screenshot of a form titled 'Generate Report by Traveler'. It contains the following text: 'Use this form to generate a travel spend summary report for you, your travelers, or your ORG/DEPT. Reports are limited to only those travelers you have access to and to only those expenditures that have been sent to General Ledger (TEV's in progress are not included).'. Below this is a red instruction: 'Specify the funding period that you would like to include in this report'. This is followed by 'From:' and 'To:' text boxes. Below these is a note: 'The funding period represents the date that the expense was recorded in General Ledger.' Another red instruction follows: 'Specify the group(s) of travelers that you would like to select from'. This is followed by three radio button options: 'my Travelers', 'Org/Dept Travelers', and 'NON-UI Travelers'. At the bottom are two buttons: 'Generate Detail Report' and 'Generate Summary Report'. A footer note states: 'This report will not reflect any expenses that were moved by CV after the voucher was posted to the General Ledger.' The form has a light yellow background and a thin black border.

Enter the time frame for the report. The time frame and results are based upon when the travel transaction/s posted to general ledger. The time span cannot be greater than 12 months.

As a Department Administrator your travel spend report panel will likely include three sets of travelers:

- You and those travelers in your **my Travelers** section
- All travelers who are employed in your Org/Department and other UI employees whose travel expenses have been funded by your Org/Department.
- Non-UI travelers whose travel expenses have been funded by your Org/Department

Choose the group(s) of travelers. The screen will refresh with a list of travelers in the category(s) selected.

Generate Report by Traveler

Use this form to generate a travel spend summary report for you, your travelers, or your ORG/DEPT. Reports are limited to only those travelers you have access to and to only those expenditures that have been sent to General Ledger (TEV's in progress are not included).

Specify the funding period that you would like to include in this report

From: 04/01/2023 To: 04/01/2024

The funding period represents the date that the expense was recorded in General Ledger.

Specify the group(s) of travelers that you would like to select from

☒ **my Travelers**

To select multiple travelers use the ctrl key or select "All My Travelers" to include all travelers on the list.

[---- ALL MY TRAVELERS ----]
Weber, Danielle
Zumbach, Deborah

☐ **Org/Dept Travelers**

☐ **NON-UI Travelers**

Generate Detail Report Generate Summary Report

This report will not reflect any expenses that were moved by CV after the voucher was posted to the General Ledger.

When Upper-Level administrative users choose "Org/Dept Travelers", the list will expand to include those Orgs and/or Departments that they have access to. Click on the [+] sign to expand or collapse the selected Org/Department. Again, the list will refresh with the appropriate travelers. Select the traveler(s) by checking the box by their name. Or simply check the box next to the Org or any department to select all travelers in that group.

Generate Report by Traveler

Use this form to generate a travel spend summary report for you, your travelers, or your ORG/DEPT. Reports are limited to only those travelers you have access to and to only those expenditures that have been sent to General Ledger (TEV's in progress are not included).

Specify the funding period that you would like to include in this report

From: 04/01/2023 To: 04/01/2024

The funding period represents the date that the expense was recorded in General Ledger.

Specify the group(s) of travelers that you would like to select from

☐ **my Travelers**

☒ **Org/Dept Travelers**

Expand the org-dept tree to select the individual travelers in each org-dept you wish to report on.

☐ 01) Office of the President

☐ Bassuk, Alexander
☐ Bates, Sherry

Select “*Generate Detail Report*” or “*Generate Summary Report*”. Then use the scroll bar to scroll down to the bottom of the page where the report results are displayed. Screen prints of the actual report are provided later in this document.

Generate Detail Report Generate Summary Report This report will not reflect any expenses that were moved by CV after the voucher was posted to the General Ledger.
--

Generate Report by MFK

If **Generate Report by MFK** is selected, the following screen will display.

Generate Report by MFK									
Use this form to generate a travel spend summary report for you, your travelers, or your ORG/DEPT. Reports are limited to only those travelers you have access to and to only those expenditures that have been sent to General Ledger (TEV's in progress are not included).									
Specify the funding period that you would like to include in this report									
From: To:									
The funding period represents the date that the expense was recorded in General Ledger.									
Specify the MFK elements that you would like to include in the report (* denotes a required field)									
FUND	ORG*	DEPT*	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR
Generate Detail Report Generate Summary Report This report will not reflect any expenses that were moved by CV after the voucher was posted to the General Ledger.									

Enter the timeframe for the report. Again, time frame and results are based upon when the travel transaction/s posted to general ledger. The time span cannot be greater than 12 months.

Specify the MFK— the report can be based upon as few as the two required MFK elements (ORG/DEPT) or as many additional MFK elements as you wish to enter, up to the full MFK. Only travel related I-accounts may be entered. Results will be limited to those travelers to whom the user has access.

Generate Detail Report Generate Summary Report This report will not reflect any expenses that were moved by CV after the voucher was posted to the General Ledger.
--

Generate Summary Report

The **Summary Report** displays summary results for the selected traveler(s), including destination and total amount for each trip. Again, the trip number is a link to drill down to the trip for more information and the vouchers associated with the trip. To go directly to the Detail report from the Summary report, click on the **View Detail Report** link at the top of the summary report. To review or change your report criteria click on the **Return to report** options.

Travel spending between 04/01/2024 and 04/01/2025

View Detail Report

Return to report options

Overview

Unique travelers: 1

Unique trips: 3

Total travel funded: 2,607.82

Export to Excel

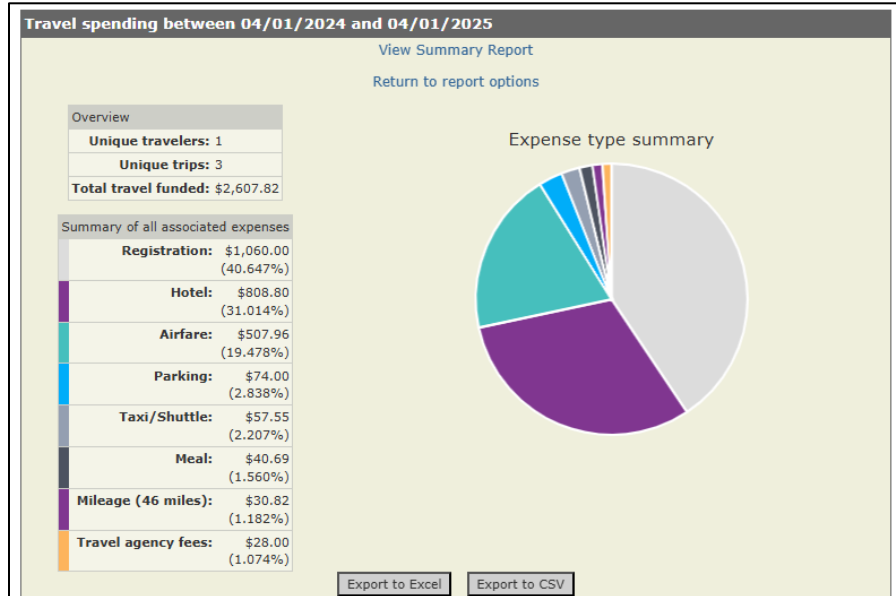
Export to CSV

Funk, Renee (UI)

Rosemont,IL (712242)	BTAA Spring Purchasing Directors Meeting	\$337.80
4/7/2024-4/9/2024	Individual travel	
Ann Arbor,MI (731797)	Fall BTAA Directors Meeting	\$1,810.02
10/6/2024-10/9/2024	Individual travel	
Chicago,IL (738864)	BTAA Spring Directors Meeting	\$460.00
4/6/2025-4/8/2025	Individual travel	
		\$2,607.82

Generate Detail Report

The **Detail Report** will display an overview of travelers, trips and associated expenses included in the report, and a pie chart of expenses. Below the summary and graph, details for each traveler included in the report will be displayed.



Traveler: Funk, Renee (UI)			
Destination:	Rosemont,IL (712242) 	Hotel:	\$307.80
Dates:	4/7/2024-4/9/2024	Misc.-Parking:	\$30.00
Desc:	BTAA Spring Purchasing Directors Meeting		
Purpose:	Conference/Professional Development	Total trip expenses:	\$337.80
Type:	Individual travel		
Trip default	275-05-0310-00000-50506505-6026-000-00000-00-		
MFK:	0000		
Destination:	Ann Arbor,MI (731797) 	Hotel:	\$501.00
Dates:	10/6/2024-10/9/2024	Meal:	\$40.69
Desc:	Fall BTAA Directors Meeting	Misc.-Parking:	\$44.00
Purpose:	Conference/Professional Development	Misc.-Registration:	\$600.00
Type:	Individual travel	Transp.-Airfare:	\$507.96
Trip default	275-05-0310-00000-50506505-6026-000-00000-00-	Transp.-Mileage (46 miles):	\$30.82
MFK:	0000	Transp.-Taxi/Shuttle:	\$57.55
		Transp.-Travel agency fees:	\$28.00
		Total trip expenses:	\$1,810.02
Destination:	Chicago,IL (738864) 	Misc.-Registration:	\$460.00
Dates:	4/6/2025-4/8/2025		
Desc:	BTAA Spring Directors Meeting	Total trip expenses:	\$460.00
Purpose:	Conference/Professional Development		
Type:	Individual travel		
Trip default	050-05-0310-00000-50649100-6026-000-00000-60-		
MFK:	0000		
Total funded between 04/01/2024 and 04/01/2025: \$2,607.82			
The following factors may affect the results of this report:			
1) Funding Limits:			
2) The fact that Expenses for a single trip may be paid in different accounting periods.			
3) The total of Expenses by Expense Type may not be equal to the Total of Funded Expenses, as individual Expense types are typically not tied to a specific MFK.			

The trip number, displayed as a [\[blue\]](#) next to the destination for each trip, is a link that enables the user to drill down to more details about the specified trip, and to the vouchers associated with that trip.

Report results can also be exported to an Excel or a CSV file/format by clicking on the appropriate button. From there the results can be sorted, totaled, etc. to better facilitate review.

TEV's over 30 days Report

Users may generate a report for aging Travel Expense vouchers. The results of the report will display any travel expense voucher for your ORG or ORG/DEPT access that has at least one out of pocket expense listed for reimbursement that has not been processed for payment. It will also display any unpaid vouchers for travelers you have listed under the 'My Traveler's section in ProTrav.

The initial report will display any vouchers with a return date of 300-150 days ago, but the user has the option to run the report with a trip return date of up to 365 days from today's date.

The user has the option to export the results to Excel.

Travel Expense Vouchers Over 30 Days									
42 results between 30 and 150 days old.									
Run report with new range Export to Excel									
« First « Prev 1/3 Next » Last » Results per page 20									
Days Old	TEV	Voucher Status	ORG/DEPT	Traveler	Amount	Destination	Depart	Return	
136	T0806735	TEV routed in WF	12-2060-	Staak, John	\$391.56	Minneapolis / St. Paul, MN USA	11/13/2025	11/15/2025	
127	T0807540	TEV routed in WF	12-2050-	Johanns, Patrick	\$1,555.19	Orlando, FL USA	11/21/2025	11/24/2025	
127	T0799060	TEV in-progress	05-0301-	Karr, Karen	\$2,048.00	DEADHORSE, AK USA	11/13/2025	11/25/2025	
126	T0806430	TEV routed in WF	15-2840-	Meyer, Jessica	\$55.00	Madison, WI USA	11/24/2025	11/25/2025	
115	T0804405	TEV in-progress	15-2750-	Garvin, Kalindi	\$468.37	Denver / Aurora, CO USA	11/28/2025	12/6/2025	
102	T0803630	TEV approved in WF	15-2840-	Ghimire, Abhishek	\$633.16	New Orleans, LA USA	12/14/2025	12/19/2025	
102	T0799799	TEV approved in WF	15-2780-	Vergara Arrieta, Humberto	\$612.88	New Orleans, LA USA	12/14/2025	12/19/2025	
102	T0806183	TEV approved in WF	15-2840-	Li, Zhihua	\$577.07	New Orleans, LA USA	12/8/2025	12/19/2025	
101	T0807903	TEV routed in WF	15-2780-	Abdelkader, Mohamed	\$2,725.25	New Orleans, LA USA	12/14/2025	12/20/2025	
101	T0808160	TEV approved in WF	15-2750-	Quintero Duque, Felipe	\$1,443.31	New Orleans, LA USA	12/14/2025	12/20/2025	
100	T0798348	TEV approved in WF	15-2840-	Muste, Marian	\$2,891.97	New Orleans, LA USA	12/12/2025	12/21/2025	
92	T0808684	TEV routed in WF	15-2780-	Cwierny, David	\$7,626.18	HONOLULU, HI USA	12/14/2025	12/29/2025	
89	T0799062	TEV in-progress	05-0301-	Li, Qianying	\$130.93	LIHUE, HI USA	1/1/2026	1/2/2026	
85	T0799051	TEV in-progress	05-0301-	Karr, Karen	\$934.00	Santa Fe, NM USA	12/25/2025	1/6/2026	
84	T0808776	TEV approved in WF	15-2840-	Cwierny, David	\$1,209.49	Lubbock, TX USA	1/4/2026	1/6/2026	
78	T0807967	TEV routed in WF	15-2840-	Latta, Drew	\$929.53	San Francisco, CA USA	1/8/2026	1/12/2026	
76	T0802579	TEV approved in WF	09-0555-	Matthes, Peter	\$480.60	Austin, TX USA	1/10/2026	1/14/2026	
75	T0800257	TEV routed in WF	12-2110-	Powers, Dana	\$347.68	London, GBR	1/1/2026	1/15/2026	
75	T0809858	TEV routed in WF	15-2830-	Lamuta, Caterina	\$9,530.87	Bologna, ITA	5/25/2025	1/15/2026	
75	T0808271	TEV routed in WF	35-0112-	Hamilton, Dennis	\$348.00	London, GBR	1/1/2026	1/15/2026	
« First « Prev 1/3 Next » Last » Results per page 20									

Procurement Card Upper-Level Access

Start Page

The start page of the administrative user provides an easy view of detailed information about cardholders.

PCard information for: LINDA MULLER

Card information

Credit Remaining
*Credit remaining reflects transactions posted, not charges authorized.
Muller, Linda M (011588) \$10,000.00

New cards since 02/01/2026

Poster, Michael (020916)	issued on 03/12/2026
Duquaine, Vivian (020850)	issued on 02/05/2026

New transactions for your cards
No new transactions since last login.

New transactions for your Org/Depts
Tippie College Of Business (12)
Bus Admin Undergrad (12-2110)
Rivera, Claudia 1 new trans. \$492.40

My Card Requests Awaiting Your Approval
No Request were found that require your approval.

Delinquent Procurement Card Vouchers
You have outstanding vouchers which were not submitted before the reconciliation cutoff.

POSS3528	Hoffmann, Jeremy	Vchr defaulted
POSS3615	Randak, Christoph O	Vchr defaulted
POSS2927	Sanderson, Tayler	Vchr defaulted
POSS3030	Schrimer, Bailey	Vchr defaulted
POSS2467	Steehan, Carrie M	Vchr defaulted

The main window of the user's start page has 3 sections that are relevant to their org or org/departmental access.

1. New cards since MM/DD/YYYY:

View or download transactions as they are posted to the bank. You may also drill-down into transactional detail if it is available from the vendor.

New cards since 02/01/2026

Michael (020916)	issued on 03/12/2026
Vivian (020850)	issued on 02/05/2026

This section will define any new cardholders that have been added within the last 60 days in your org or org/dept combo and the date the card was issued. Double click on the cardholder's name to view account information for that cardholder.

2. New transactions for the users ORG/DEPT's:

New transactions for your Org/Depts		
Tippie College Of Business (12)		
Bus Admin Undergrad (12-2110)		
	, Claudia	1 new trans. \$492.40

This section will list any new transactions posted to the users' subset of cardholders since the last time you logged into the application. The grouping will be sorted by org/dept and then alphabetically by cardholders' last name. By double clicking on the cardholder's name, the user will be able to review all transactions within a defined billing cycle. Following is an example:

Transactions for [REDACTED], MATTHIEU Y A (11/29/2025 - 12/29/2025)

View transactions for:
December 2025 (11/29/2025-12/29/2025) ▾

Download transactions as:
☒ Comma-delimited ☐ Excel

[View PCV summary](#)

[View Transactions](#)

[Download Transactions](#)

Transaction Summary

Total Transactions:	12
Total Credits:	0.00
Total Debit:	3,169.48
Statement Total:	3,169.48

Tran Dt.	Post Dt.	Amt.	Vendor	MCC	City	State	Ref. Nbr.
12/01/2025 Trans. Detail	12/01/2025	840.60	⚠ OPENAI	5734	OPENAI.COM	CA	54293
12/05/2025 Trans. Detail	12/08/2025	35.02	⚠ TARGET 00033746	5310	IOWA CITY	IA	75266

Line 2: TARGET 00033746				✕	
Order date: 12/05/2025					
Itm cd.	Desc.	Qty.	Unit meas.	Unit cost	
050000301621	Nestle Coffee Mate Origina	1.00	EACH	\$6.29	
034500631563	Land O Lakes Mini Moos Hal	1.00	EACH	\$4.19	

3. Delinquent Vouchers:

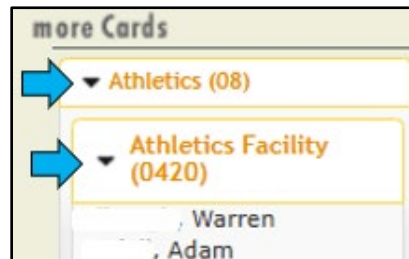
Delinquent Procurement Card Vouchers			
You have outstanding vouchers which were not submitted before the reconciliation cutoff.			
⚠	P0553528	Jeremy	Vchr defaulted
⚠	P0553615	,Christoph O	Vchr defaulted

This section shows the administrative user any cardholder within their org or org/dept combination that has either an *outstanding* or *delinquent* voucher.

- An outstanding voucher is defined as: not submitted to the Accounts Payable Department by the 18th of the month but not yet defaulted.
- A delinquent voucher is defined as: the transactions on the Procurement Card Voucher have been defaulted to the cardholder's default master file key (MFK) because the voucher has either not been received by the Accounts Payable Department or has errors which prevent it from being processed.

More Cards

Within the navigation panel of the web application, you will see a section titled more Cards. This lists the Org or Org/Dept you have access to. When you click on the drop-down arrow the listing will expand to show all cardholders (listed alphabetically).



By selecting (double clicking) an individual's name, the user will have the ability to view any of the following for that cardholder:

Card action summary:	
Card information for	WARREN (Acct: 016896)
Summary:	
Credit available: \$10,000.00	
Outstanding vouchers:	
February 2026 - tempPCV795630	
Initialized - Receiving transactions - Initialization	
Actions:	
View card information	
View information about this account such as credit limits, card capabilities, default MFK, who has access to the card, and billing information.	
View transactions	
View or download transactions as they are posted to the bank. You may also drill-down into air and/or transaction information if it is available from the vendor.	
View vouchers	
View details of a procurement card voucher (PCV) such as what stage a voucher is in, the final voucher report, and scanned images of receipts associated with a voucher.	

1. View Card Information:

View information about an account such as credit limits, card capabilities, default MFK, who has access to the card as a reconciler or viewer, and billing information.

Account Manager:
Account Information for account 016896

This card is owned by:
WARREN
For changes to this billing address, please contact a member of the [Procurement Card Team](#)

US Bill to Address:
Athl-Athletics Facility
S120 CHA
Iowa City, IA 52242-
USA
+1 319 335 9410
Campus Address: S120 CHA

Card details:
Credit limit: \$10,000.00 Expiration date: 02/2028
Single transaction limit: \$3,000.00 Has travel capability: No

Card history:
This card was approved on 02/20/2020 and issued to the card holder on 03/04/2020

Default MFK:
This is the MFK that will be defaulted on all reconciliation screens as well as the account used in the event you do not submit a Procurement Card Voucher (PCV) before the submission deadline.
To change this default MFK, you will have to notify the [Accounts Team](#) of the change (changing departments or organizations requires completion of a new PCard contract).

FUND	ORG	DEPT	SDEPT	GRNT/PRGM	OACCT	DACCT	FNC	CCTR
412	08	0425	39003	00000000	000	00000	00	0000

Users with explicit access to this card:

Hawk ID	Role Assigned
	PCARD_OWNER
	PCARD_VIEW

2. View Transactions:

View or download transactions as they are posted to the bank. You may also drill-down into transactional detail if it is available from the vendor.

Transactions for

Y A (11/29/2025 - 12/29/2025)

View transactions for:

December 2025 (11/29/2025-12/29/2025)

View Transactions

Download transactions as:

☒ Comma-delimited
 ☐ Excel

Download Transactions

View PCV summary

Transaction Summary

Total Transactions:	12
Total Credits:	0.00
Total Debit:	3,169.48
Statement Total:	3,169.48

Tran Dt.	Post Dt.	Amt.	Vendor	MCC	City	State	Ref. Nbr.
12/01/2025 Trans. Detail	12/01/2025	840.60	⚠ OPENAI	5734	OPENAI.COM	CA	54293
12/05/2025 Trans. Detail	12/08/2025	35.02	⚠ TARGET 00033746	5310	IOWA CITY	IA	75266

Line 2: TARGET 00033746

Order date: 12/05/2025

Itm cd.	Desc.	Qty.	Unit meas.	Unit cost
050000301621	Nestle Coffee Mate Origina	1.00	EACH	\$6.29
034500631563	Land O Lakes Mini Moos Hal	1.00	EACH	\$4.19
085239993118	Fresh Sun Beams Mandarin O	1.00	EACH	\$3.99

3. View Vouchers:

View details of a Procurement Card Voucher such as what stage a voucher is in, the final voucher reports, and scanned images of receipts associated with a voucher.

Voucher Manager:

Vouchers for Acct:

Y A (015649)

Display:

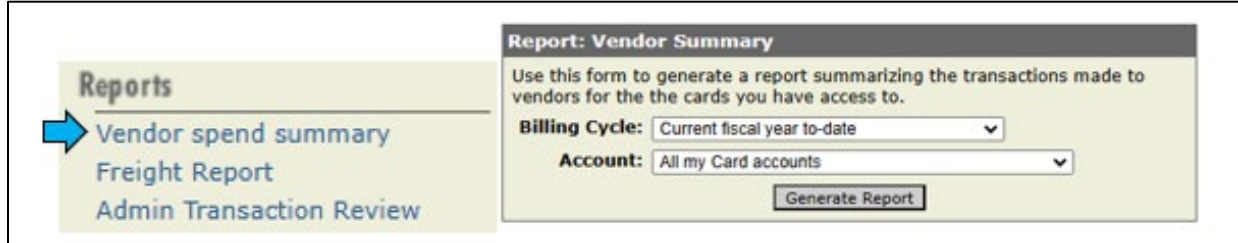
Past 12 months

Refresh

	Voucher	Billing Cycle	Status	Last Updt.
detail	TempPCV801693	April 2026	Initialized - Receiving transactions	03/28/2026
detail	P0555211	March 2026	Being Reconciled	03/28/2026
detail	P0553118	February 2026	Voucher loaded	03/09/2026

Generate Vendor Spend Report

Reporting features have been added to allow for quick results. The report summarizes organizational and departmental spending. Under the reports section, there is a link for Report defined **Vendor Spend Summary**.



Reports

- Vendor spend summary
- Freight Report
- Admin Transaction Review

Report: Vendor Summary

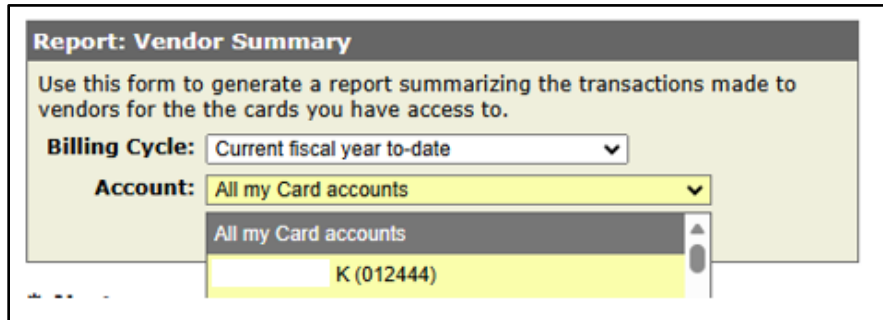
Use this form to generate a report summarizing the transactions made to vendors for the the cards you have access to.

Billing Cycle: Current fiscal year to-date

Account: All my Card accounts

Generate Report

A vendor summary report can be created for a specific billing cycle, time period. In addition, the report can include particular cards spend or all of the cards for your defined organizational/departmental unit.



Report: Vendor Summary

Use this form to generate a report summarizing the transactions made to vendors for the the cards you have access to.

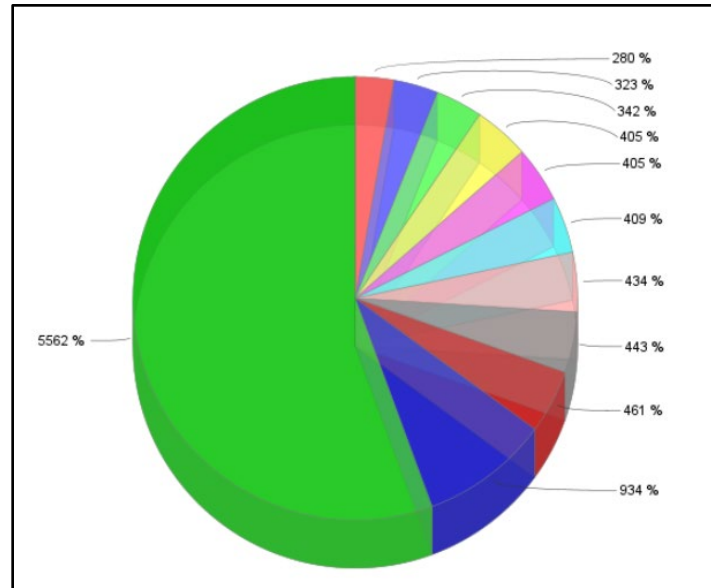
Billing Cycle: Current fiscal year to-date

Account: All my Card accounts

All my Card accounts

K (012444)

The illustration below depicts the results of running the report for all cards in my org/dept.



■ AMERICAN AIR0017311335666
 ■ ASSOCIATION FOR THE ADVA
 ■ HILTON HOTELS
 ■ UNITED 0167483959356
 ■ UNITED 0167483851057
 ■ UNITED 0167310413408
 ■ ASSOCIATION FOR COMPUTING
 ■ USCIS ELIS I907 W/1765
 ■ TST*SAJ GRILL - IOWA CIT
 ■ OPENAI
 ■ Other

Vendor Summary Report				
Transactions for Account# 015649 between 07/01/2025 and 03/31/2026				
Report Summary				
Total transactions:		186		
Transaction sum:		48,679.42		
Unique merchants:		91		
Rank	Vendor	Trans. Sum	% of sum	Trans. Count
1	OPENAI	4,548.69	9.34%	10
2	TST*SAJ GRILL - IOWA CIT	2,242.50	4.61%	2
3	USCIS ELIS I907 W/1765	2,155.00	4.43%	1
4	ASSOCIATION FOR COMPUTING	2,115.00	4.34%	6
5	UNITED 0167310413408	1,989.16	4.09%	1

Admin Transaction Review

Those with the ProTrav upper-level administrative review role will receive an automated e-mail identifying transactions in their area based upon merchant type and goods/services that may require immediate or additional review. As this review should occur prior to the voucher being reconciled, it's expected to be informal and primarily involve a basic questioning of purchases based upon the reviewers' understanding of departmental needs. The transaction review should include an evaluation of the vendor and transaction amount to aid in the early detection of

fraud or misuse and provide beneficial departmental financial oversight. To access this data directly, an **Administrative Transaction Review** is also available in ProTrav for download to Excel or CSV (comma separated format). This report may be run by cardholder, “my cards” or at an organizational unit or department level. Once downloaded the data can be sorted and filtered to facilitate department review.



Users may search by a certain billing cycle or date span. They may also run the report for all cardholders in their ORG/DEPT or for an individual cardholder. The results may be exported to excel or CSV for further sorting and filtering of the data. The online browser report results also contain an active link to the voucher for quick access if needed.

Admin Transaction Review

As the Upper Level Reviewer in your unit, you are responsible for reviewing these predefined transactions provided on this report. You are highly encouraged to review these transactions as quickly as possible.

If it is determined that any of these transactions are suspicious, fraudulent or need additional review, please contact the Procurement card office immediately. Contacts include; Tanushree Jain, 319.335.1598, tanushree-jain@uiowa.edu.

Select Billing Cycle OR pick Start/End dates

Billing Cycle:

Select a Cycle

- OR -

Start Date:

End Date:

Select Org/Dept OR Account Name

ORG/DEPT::

All my ORG/DEPTs

- OR -

Account:

All my Card accounts

Send to:

☒ Browser
 ☐ CSV
 ☐ Excel

Generate Report

Brower Report

From the **Admin Transaction Review – Results** page, locate the transaction and click the highlighted “PCV Voucher number” (e.g., P0552931) to open its details. In the voucher screen, go to the **Additional voucher information** section and select “View Line Editor”. Review the transaction lines and details shown at the bottom section. Make any necessary edits or verifications before completing your review.

Admin Transaction Review - Results							
Org	Dept	Cardholder Name	PCV Voucher #	Posted Date	Merchant Name	Transaction Amount	MCC Definition
05	0301	Tyler	P0552931	02/06/2026	ETSY.COM*TENMINDSTUDIO	\$522.36	MISC APPAREL/ACCESS SHOPS
05	0301	Tyler	P0552931	02/06/2026	ETSY.COM*BABYBUSYTOYS	\$148.22	MISC APPAREL/ACCESS SHOPS
05	0301	Tyler	P0552931	02/11/2026	ETSY.COM*BABYBUSYTOYS	(\$148.22)	MISC APPAREL/ACCESS SHOPS
05	0301	Tyler	P0552931	02/16/2026	SYNAPTIC SYSTEMS GESELLSC	\$520.00	PROFESSIONAL SERVICES

Voucher editor: PCV# P0552931	
Voucher detail: Card holder: TYLER Account #: 020241 Billing cycle: February 2026 (01/28/2026-02/27/2026)	Additional voucher information: - View Line Editor - Review of the View Line Editor section of this voucher is required. - View credit card statement for this voucher - PCV Report
Attachments:	Add/Edit

Transactions for P0552931						
Line	Action	Post Dt.	Vendor	Debit	Credit	Recon.
1		02/06/2026	ETSY.COM*BABYBUSYTOYS	148.22		148.22
attached file/s View detail Line Desc/ Business Justification: 520-94-9462-78700-86023653-6199-999-00000-30-0000 Rachel 1JPE research patient activities/supplies - \$8.39 tax to be refunded						
Line Comments 0						
2		02/06/2026	ETSY.COM*TENMINDSTUDIO	522.36		522.36
attached file/s View detail Line Desc/ Business Justification: 520-94-9462-78700-86023653-6199-999-00000-30-0000 Rachel 1JPE research patient activities/supplies - \$29.57 tax to be refunded						