



CardQuest Expense Commitments

What Is A CardQuest Expense Commitment?

In Cognos the CardQuest expense commitment is a CardQuest expense *plus* any applicable estimated indirect costs. For a CardQuest expense to be a commitment in Cognos, the expense must have the following criteria:

- **Allocated** to PTA(s)¹;
- **NOT yet interfaced and reflected as actual expenses in Oracle**² (i.e., not yet 'Sent for Payment' from CardQuest to Oracle); **AND**
- Processed in the CardQuest nightly jobs the previous evening.

During the nightly load to Cognos a **snapshot** of the previous day's CardQuest transactions meeting the criteria above is loaded into the Grant Accounting data mart as CardQuest expense commitments. Cognos allocates tax and freight and estimates indirect costs, if applicable. Indirect costs display as a separate line.

Unlike transactions in Oracle, changes made in CardQuest before 6 pm will not be reflected in Cognos Grant Accounting until two days later.

¹ CardQuest expenses identified as **personal** are excluded from CardQuest expense commitments.

² CardQuest expenses interface to Oracle monthly for Goods and Services Expense Reports. In contrast, Travel Expense Reports must stay open until the trip is completed before the expenses are interfaced to Oracle.

What are the Changes to Cognos Reports?

CardQuest expense commitments (and applicable estimated indirect costs) display in the **Cognos PTA Cost Details – Export** under 'Commitments.' The CardQuest Expense Report Key (CQP or CQT) displays in a new column, 'CardQuest Expense.'

CardQuest Terminology:

Expense Report Policy: In CardQuest, a user can select from two different types of expense report policies when entering an expense report. This selection impacts the prefix of the commitment's reference number as follows:

- Travel Policy: Reference Number Prefix = CQT
- Goods & Services (Excluding Travel): Reference Number Prefix = CQP



Report Key: A unique number assigned to an expense report in CardQuest.

User: The person associated with the CardQuest user profile (login) that created the expense report.

System Allocated Tax and Freight: *(Applies to Goods and Services expense reports only)* When an expense is itemized on an expense report, any tax or freight amount allocated to the 'dummy' PTA of 'Z_TO_BE_ALLOCATED_IN_ORACLE' is automatically distributed by the system to the PTAs of associated expenses.

PTA Cost Detail – Export: CardQuest Expense Commitments Added

Folder: GA – By PTA

Description: This report provides a detailed listing of expenditures charged to and active commitments for a particular PTA for the selected period(s).

This report is designed and formatted for ease of exporting to Excel. For that reason, there are no subtotals included.

Parameters/Report Filters:

Report Filter	Req	Mult	Details
Period Name	Yes	Yes	
Project Number	No	Yes	
Task Number	No	Yes	
Award Number	No	Yes	
Expenditure Type	No	Yes	

Report Columns:

Column Name	Group	Sort
Period Name	No	1 st
Project	No	2 nd
Task	No	3 rd
Award	No	4 th
Exp Item Date	No	7 th
Expenditure Category	No	5 th
Expenditure Type	No	6 th



Description for CardQuest Expense Commitments		
	Good and Services:	Travel:
Cost Comment	Report Key/User/ Vendor/'TAX' or 'FREIGHT' if applicable/CardQuest Expense Type/Short Order Description/'freight and tax allocation included' if applicable	Report Key/Traveler/Vendor Name/Report Entry Expense Type Name
Supplier or Employee	'BANK OF AMERICA'	<ul style="list-style-type: none"> ▪ 'BANK OF AMERICA' – if PCard charges ▪ Traveler – if 'Out of Pocket'
PCard Vendor	Not available for commitments	Not available for commitments
Traveler Name	NA	Not available for commitments
Traveler Destination	NA	Not available for commitments
Requisition Number	NA	NA
PO Number	NA	NA
Invoice Number	NA	NA
CardQuest Expense	'CQP'Report Key	'CQT'Report Key
Famis WO	Not available for commitments	NA
Exp Amount	NA	NA
Commitments	Expense amount plus any 'system allocated tax and freight' (<i>'freight and tax allocation included' is appended to 'Cost Comments' field if included</i>)	Expense amount