

Viewing Transactions in CCOR as a Cardholder

This document will show you how to access CCOR to view the transactions on your Creighton University P-Card account.

1. The first time you log in to Commercial Card Online Reporting (CCOR), use your P-Card account number for the User ID and the password **creighton00XXXX**, where “XXXX” are the last four digits of your account number.

Web address: www.commercialcardreports.com



2. You will be asked to set up a new User ID. You must use your Creighton University Net ID, in lower case. Example – abc12345

A screenshot of the "CREATE USER ID" form. The form has a green header with the text "CREATE USER ID". It contains three required fields: "Current User ID:" with the value "5587339108778087", "New User ID:" with a text box and instructions "(Must contain at least 6 characters. Do not use special characters or spaces.)", and "Confirm New User ID:" with a text box. At the bottom are "Continue" and "Cancel" buttons.

- After setting up your Net ID as the User ID, you will move to a screen where you will set up a new password, add your Creighton University email address, and select a security question and answer. Once all information is entered, click **Submit**.
 - After you complete this process, use your Net ID and the password you set up to log in to CCOR on future visits.

Create a New Password

CREATE PASSWORD

* Current Password:

* New Password:

* Confirm Password:

* E-mail Address:

* Confirm E-mail Address:

Security Question and Answer:

* Security Question:

* Security Answer:

- You will then be taken to your home page, where you can see your transactions by using the **Account Activity** tab in the upper left corner of the screen and selecting **Transaction Summary**.

Commercial Card Online Reporting

My Profile Account Activity

Home

Welcome Back
Last Visit: 08/11/2014

Transaction Summary

Account Information

Merchant Summary

Cost Allocation Management

Schedule Report

Completed Reports

Scheduled Reports

- Use the **Reporting Cycle (1)** drop down menu to select the billing cycle you wish to view and then click **Search (2)**.

NOTE: Billing cycles are listed with the most recently closed cycle at the top and moving backwards. The current open billing cycle is always at the *bottom* of the list.

- You will then see a screen showing the transactions that posted to your account during that date range. The screen will display up to 10 transactions per page.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
		<input checked="" type="checkbox"/>	04/25/2012	04/22/2012	PAYLESS OFFICE SUPPLY DHUGHES@PAYLE, NE -68138	16.51		
		<input checked="" type="checkbox"/>	05/01/2012	04/27/2012	FTD*JANOUSEK FLORIST I OMAHA, NE -68132	59.95		
					Split(s) 1: Purch- Plant for C Pakiz mother passing (50.01%)	29.98	0.00	
					Split(s) 2: BSC - Plant for C Pakiz mother passing (49.99%)	29.97	0.00	
		<input checked="" type="checkbox"/>	05/03/2012	05/01/2012	COX*OMAHA COMM SERV 402-333-3000, NE -68134	43.50		
					Split(s) 1: Split - Cable svcs Mail Ctr & PurchasingApril 2012 (50%)	21.75	0.00	
					Split(s) 2: Split - Cable svcs Mail Ctr & PurchasingApril 2012 (50%)	21.75	0.00	
		<input checked="" type="checkbox"/>	05/14/2012	05/09/2012	ORSTIS ITALIAN BAKERY OMAHA, NE -68108	39.00		
					Split(s) 1: BSC - Lunch for D Waterbury's last day (50%)	19.50	0.00	
					Split(s) 2: Purchasing (50%)	19.50	0.00	
		<input checked="" type="checkbox"/>	05/15/2012	05/11/2012	HOST COFFEE SERVICE 402-3900440, NE -68127	15.00		
		<input checked="" type="checkbox"/>	05/18/2012	05/15/2012	CULLIGAN OF OMAHA LAVISTA, NE -68128	6.00		
		<input checked="" type="checkbox"/>	05/18/2012	05/15/2012	CULLIGAN OF OMAHA LAVISTA, NE -68128	28.00		

7. The **Reviewed** and **Approved** boxes indicate where a transaction is in the approval process.



When both boxes are clear, the transaction has not been saved as “Reviewed” by your Custodian.



A red padlock in the **Reviewed** box means that your Custodian has edited the transaction to make any changes necessary and that it is waiting to be approved.



A red padlock in the **Reviewed** box along with a checkmark in the **Approved** box mean that the transaction has been edited by the Custodian and those details have been approved by your Approver.

8. The red icons on the left of the transaction will indicate what type of accounting is being used to pay it:



These three icons indicate the transaction has not yet been saved as “Reviewed” by your Custodian, which means the accounting details (Fund, Org, Account Code, Activity Code, and Expense Description) may not have been verified and changed, if necessary.



These two icons indicate the transaction has been saved as reviewed by your Custodian using only one set of accounting detail. To see the accounting detail, click the **Accounting Detail** icon, which is the circle with the two arrows.

- You can open the accounting details for each transaction on the page by clicking on the **Expand All** link on the left side of your transaction list. Using the **Collapse All** link on the left will close the accounting details for any expanded transactions on the page.



These two icons indicate that a transaction has been saved as reviewed with more than one set of, or split, accounting details. To see the accounting details, click the **Split Transaction** icon, which is the icon that looks like two tickets.

Transactions that have an **Exported** icon, , have been reviewed by your Custodian, had the accounting details approved by your Approver, and have been exported from CCOR for upload into Banner. Only transactions checked off as “Approved” are exported for upload.

9. Your transaction count will show on the right side, at the top and bottom of the transaction list. If you have more than 10 transactions for the date range you selected, you will see this:

1 - 10 [View Next >>](#)

Click on the **View Next >>** link to view more transactions.

[<< View Previous](#) **11 - 20** [View Next >>](#) Click on **<< View Previous** to go back to transactions that you have already viewed.