

Viewing Transactions in CCOR as a Cardholder

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

1. Go to the CCOR Login Page, www.commercialcardreports.com, and click **Cardholder Self-Registration**.



2. Enter your full 16 digit credit card number, no dashes or spaces. Then enter the Company Registration Code, **09021878**. Click **Next**.

Cardholder Self-Registration

ACCOUNT INFORMATION	
*Account Number	<input type="text" value="1234567890123456"/>
*Company Registration Code	<input type="text" value="09021878"/>

3. Complete the following information: User ID (use your Creighton Net ID), email address, password, security question and security answer. Click **Register Account**.

Cardholder Self-Registration

USER INFORMATION	
*User ID	<input type="text"/>
*First Name	JOHN
*Last Name	SMITH
*E-mail Address	<input type="text"/>
*Confirm E-mail Address	<input type="text"/>
*Password	<input type="password"/> (Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)
*Confirm Password	<input type="password"/>
*Security Question	<input type="text"/> ▼
*Security Answer	<input type="text"/>

4. You will receive a message saying “A cardholder user, with the specified user ID has been created.” Click **Return to login screen** to continue.
5. On the Login screen, enter the User ID **(1)** and password **(2)** you just created. Click **Sign In**.
NOTE: This is how you will log in to CCOR going forward.

Sign In to
Commercial Card Online
Reporting

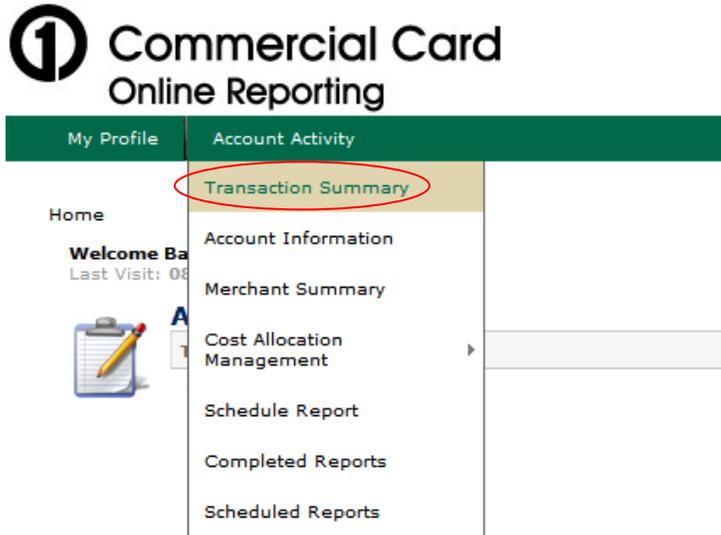
USER ID:
(1)

Password/Passcode:
(2)

[Forgot Password?](#)

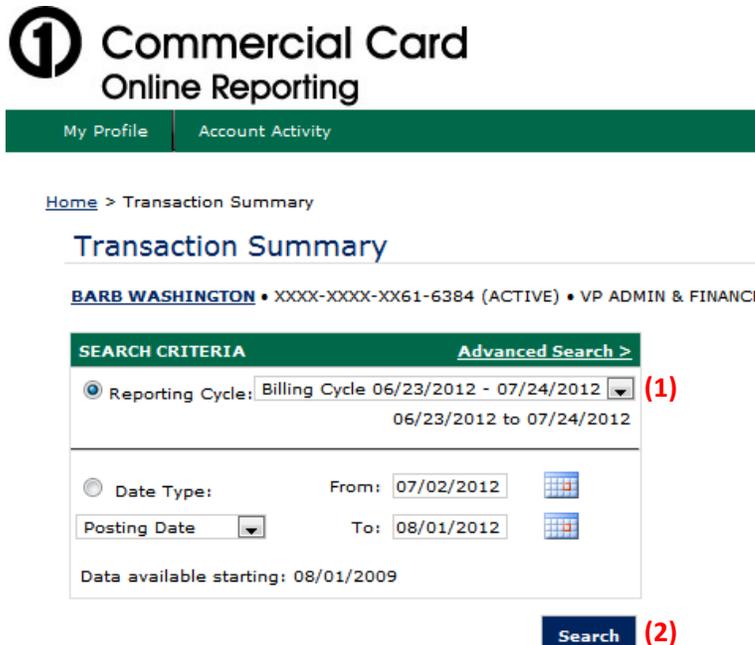
Cardholder Self-Registration

6. 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**.



7. The **Reporting Cycle (1)** will default to the current Billing Cycle. If this is not the date range you wish to view, either select a different Billing Cycle from the drop down menu or enter a "From" and "To" date to see a custom date range. 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.



8. You will then see a screen showing the transactions that posted to your account during that date range. The screen will display up to 20 transactions per page.

BARB WASHINGTON • XXXX-XXXX-XXXX-6384 (ACTIVE) • VP ADMIN & FINANCE • ATTN: PURCHASING - PO BOX 3266 • OMAHA, NE 681030266

SEARCH CRITERIA Advanced Search >

Reporting Cycle: Billing Cycle 04/25/2012 - 05/24/2012
04/25/2012 to 05/24/2012

Date Type: From: 04/25/2012

Posting Date: To: 05/24/2012

Data available starting: 05/24/2009

Search

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Expand All | Collapse All

SEARCH RESULTS								Search Total: 207.96
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04/25/2012	04/22/2012	PAYLESS OFFICE SUPPLY DHUGHES@PAYLE, NE -68138	16.51		
	<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	05/03/2012	05/01/2012	COX*OMAHA COMM SERV 402-533-3000, 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 type="checkbox"/>	<input type="checkbox"/>	05/14/2012	05/09/2012	ORIS 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"/>	<input type="checkbox"/>	05/15/2012	05/11/2012	HOST COFFEE SERVICE 402-3590440, NE -68127	15.00		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/18/2012	05/15/2012	CULLIGAN OF OMAHA LAVISTA, NE -68128	6.00		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/18/2012	05/15/2012	CULLIGAN OF OMAHA LAVISTA, NE -68128	28.00		

Search Total: 207.96

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9. 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.

10. 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.