

Pcard New Montly Reporting

1. Go to Reports > Report List. Find Transaction Allocation. If you have multiple saved reports, it might be the very last report. Make sure the Report List Filters in the dark blue say "All" if you are having trouble finding it.

The screenshot displays the Eastern Washington University website's reporting interface. The navigation menu includes Home, Transactions, Statements, Reports, My Accounts, and Help. The 'Reports' menu is expanded, showing 'Report List' and 'Downloads'. The 'Report List Filters' section is set to 'All' for Report Type, Report Category, Output Format, and Schedule. The 'Report List' table shows two entries:

Report Information	Last Modified	Actions
Transaction Allocation	11/04/2017 02:38:05 AM EDT	
Transaction Allocation-FRTC	11/04/2017 02:46:01 AM EDT	

- 2. Change the Report Name from the default "Transaction Allocation" to the current month ex: "April Transaction Allocation Report"

Report Name * 78 characters remaining.

Report Category * * Indicates Required Field

Filter Rows | Sort | Report Options | Scheduling

The filter expressions on this tab allow you to select the data to include in your report. Click a filter link to edit a filter. Use the **Delete Filter** and **Add Filter** buttons to remove and add filters.

In order to use a field in a filter, the field must be selected as a report column on the **Select Columns** tab. Some fields may not be available for use in a filter.

Note: When reporting transaction data, you must filter on Post Date.

Filter Rows

[Post Date is in last 30 days](#)

and [Transaction Type is not equal to "Payment"](#)

Hierarchy ID

and [\[click to add hierarchy\]](#)

- 3. Click on Post Date is in the last 30 days

Report Name * 72 characters remaining.

Report Category * * Indicates Required Field

Filter Rows | Sort | Report Options | Scheduling

The filter expressions on this tab allow you to select the data to include in your report. Click a filter link to edit a filter. Use the **Delete Filter** and **Add Filter** buttons to remove and add filters.

In order to use a field in a filter, the field must be selected as a report column on the **Select Columns** tab. Some fields may not be available for use in a filter.

Note: When reporting transaction data, you must filter on Post Date.

Filter Rows

[Post Date is in last 30 days](#)

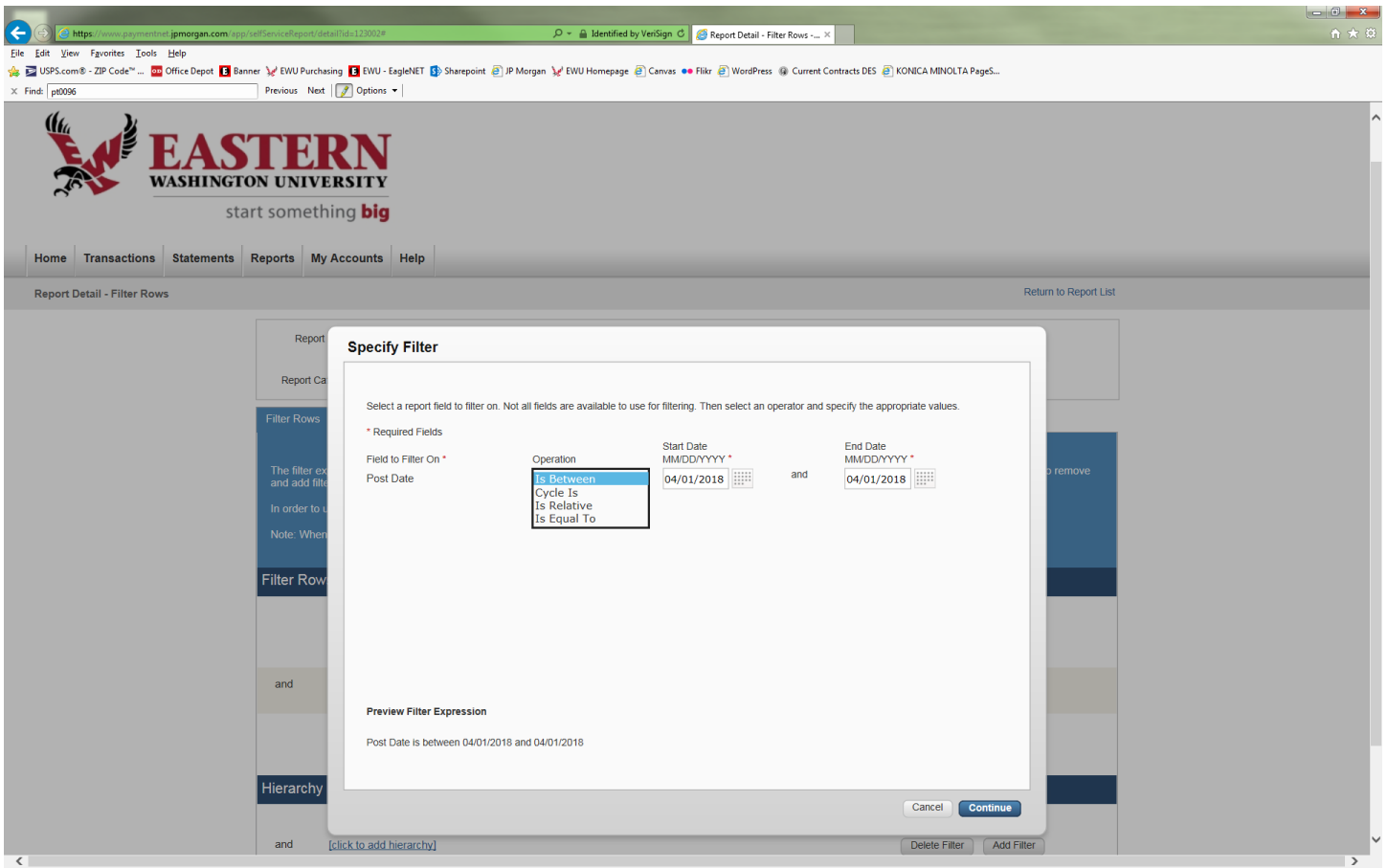
and [Transaction Type is not equal to "Payment"](#)

Hierarchy ID

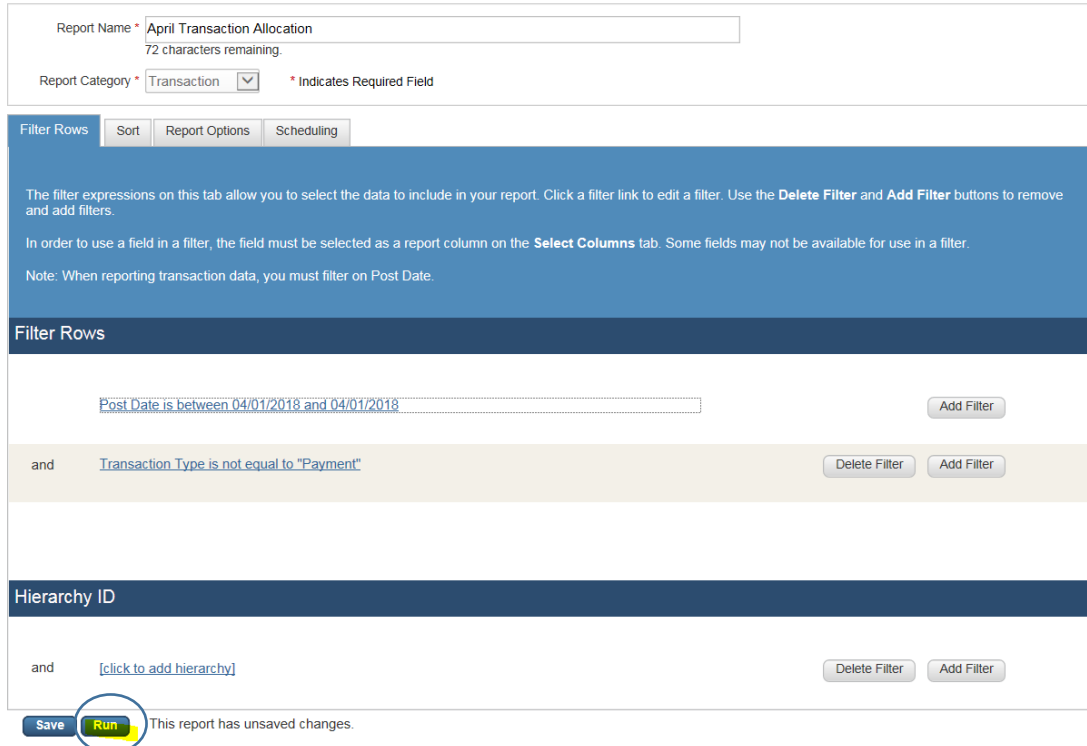
and [\[click to add hierarchy\]](#)

This report has unsaved changes.

4. Change the Operation to “Is Between” and select the first and last days of the month. Then hit Continue.



5. You can now select Run the report



6. Your report will show submitted for processing

Your report has been submitted for processing.

Report Name * April Transaction Allocation
72 characters remaining.

Report Category * Transaction * Indicates Required Field

Filter Rows

The filter expressions on this tab allow you to select the data to include in your report. Click a filter link to edit a filter. Use the **Delete Filter** and **Add Filter** buttons to remove and add filters.

In order to use a field in a filter, the field must be selected as a report column on the **Select Columns** tab. Some fields may not be available for use in a filter.

Note: When reporting transaction data, you must filter on Post Date.

Filter Rows

[Post Date is between 04/01/2018 and 04/01/2018](#)

and [Transaction Type is not equal to "Payment"](#)

7. Go to Reports > Downloads. You will see the name of your report under Outputs.

Home Transactions Statements Reports My Accounts Help

Available Downloads

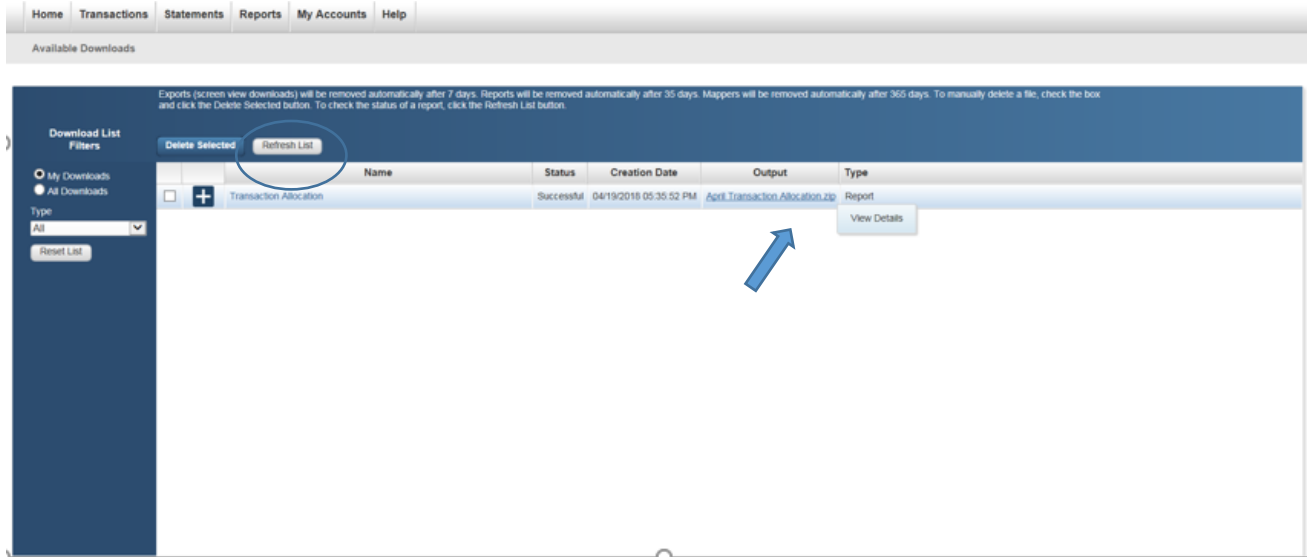
Exports (screen view downloads) will be removed automatically after 7 days. Reports will be removed automatically after 35 days. Mappers will be removed automatically after 365 days. To manually delete a file, check the box and click the Delete Selected button. To check the status of a report, click the Refresh List button.

Download List

My Downloads
 All Downloads
Type: All

	Name	Status	Creation Date	Output	Type
<input type="checkbox"/>	Transaction Allocation	Submitted	04/19/2018 05:35:53 PM	April Transaction Allocation	Report

8. Hit refresh list until the report lettering changes from black blue letters under output. Select View Details or double click on the output title to open the report.



9. Select open report and view your report

