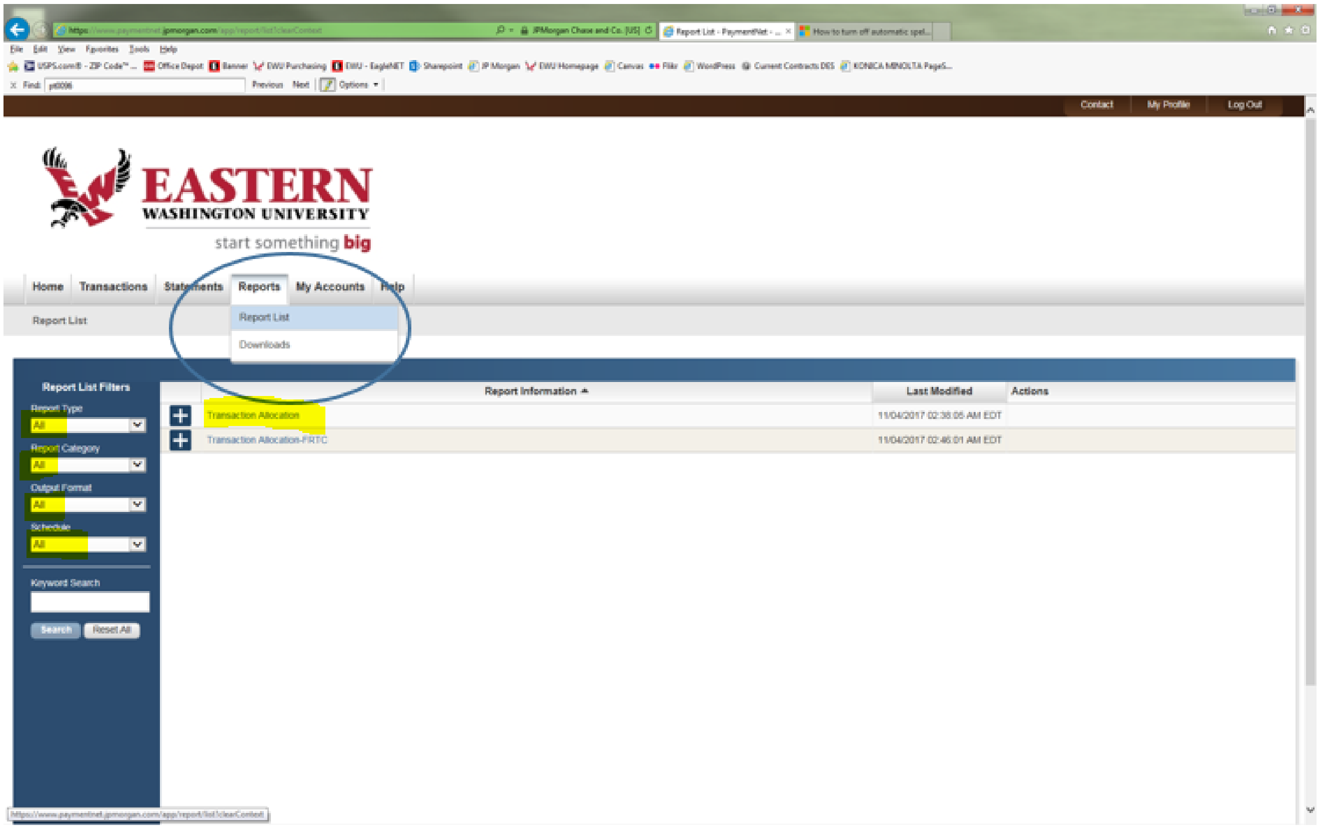
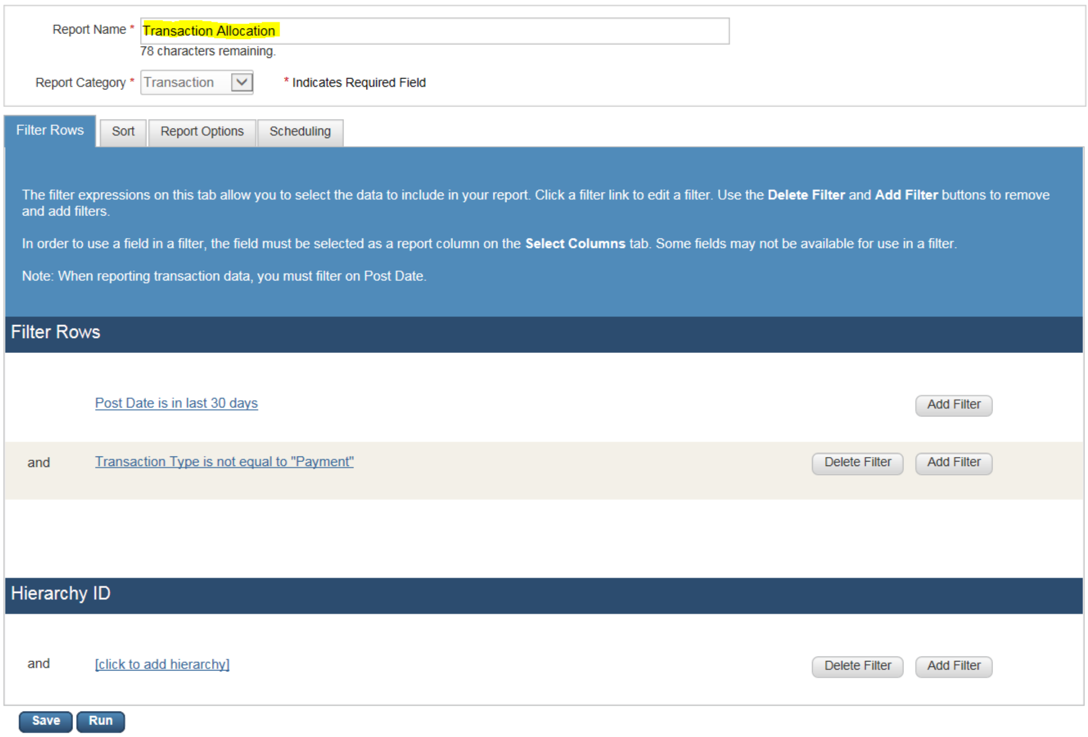
Pcard New Montly Reporting

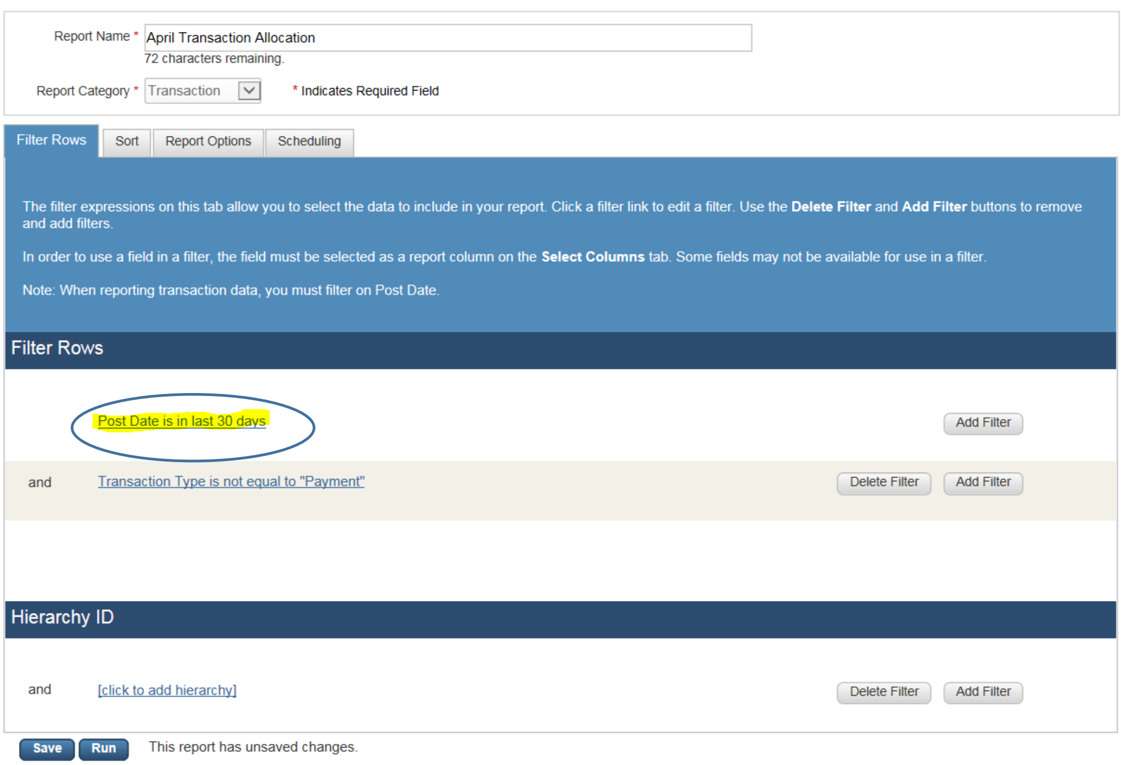
1. Go to Reports > Report List. Find Transaction Allocation. If you have multiple saved reports, it might be the very last report. Make sure the Report List Filters in the dark blue say “All” if you are having trouble finding it.



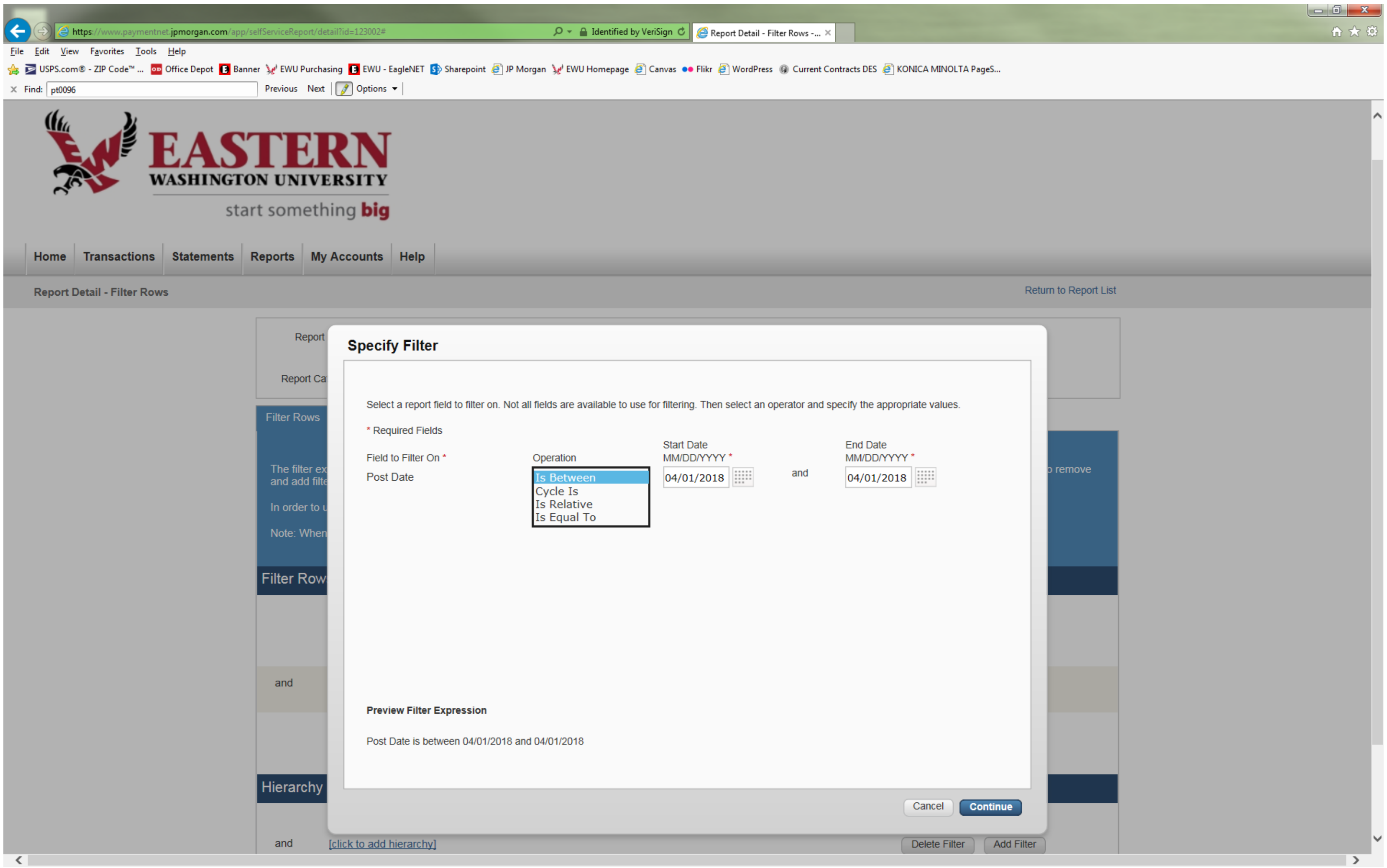
2. Change the Report Name from the default “Transaction Allocation” to the current month ex: “April Transaction Allocation Report”



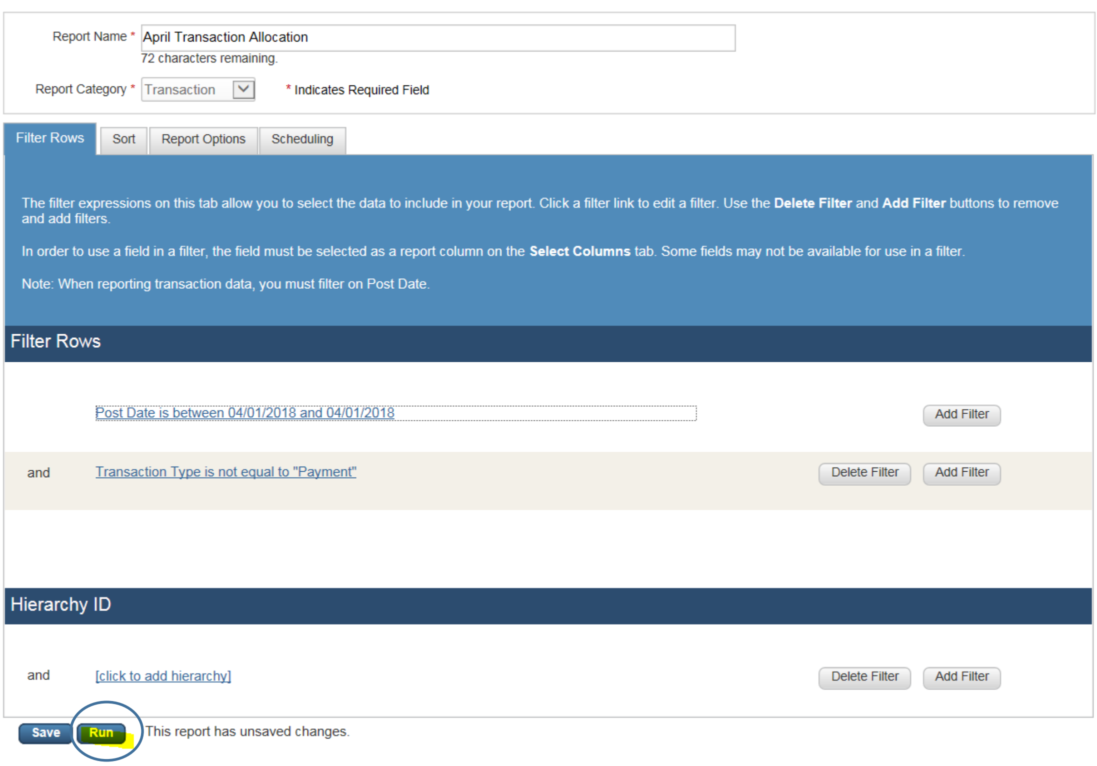
3. Click on Post Date is in the last 30 days



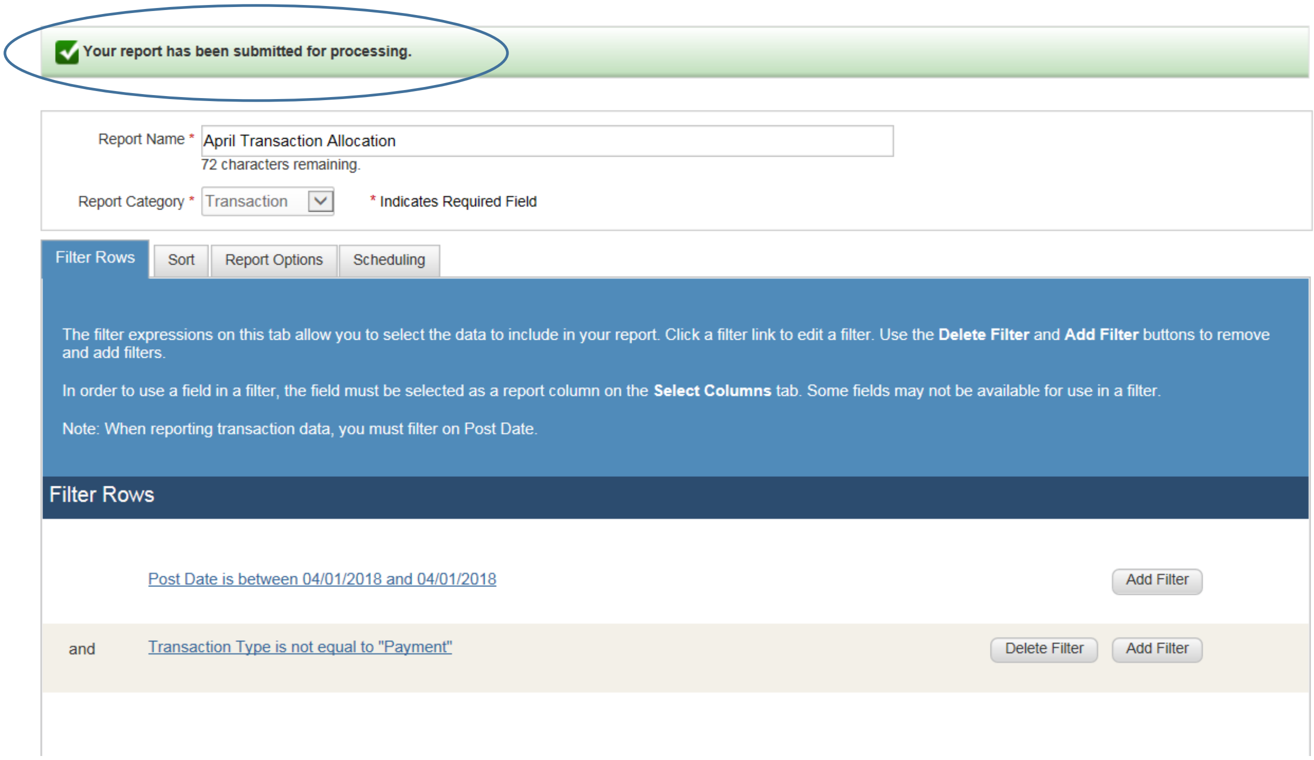
4. Change the Operation to “Is Between” and select the first and last days of the month. Then hit Continue.



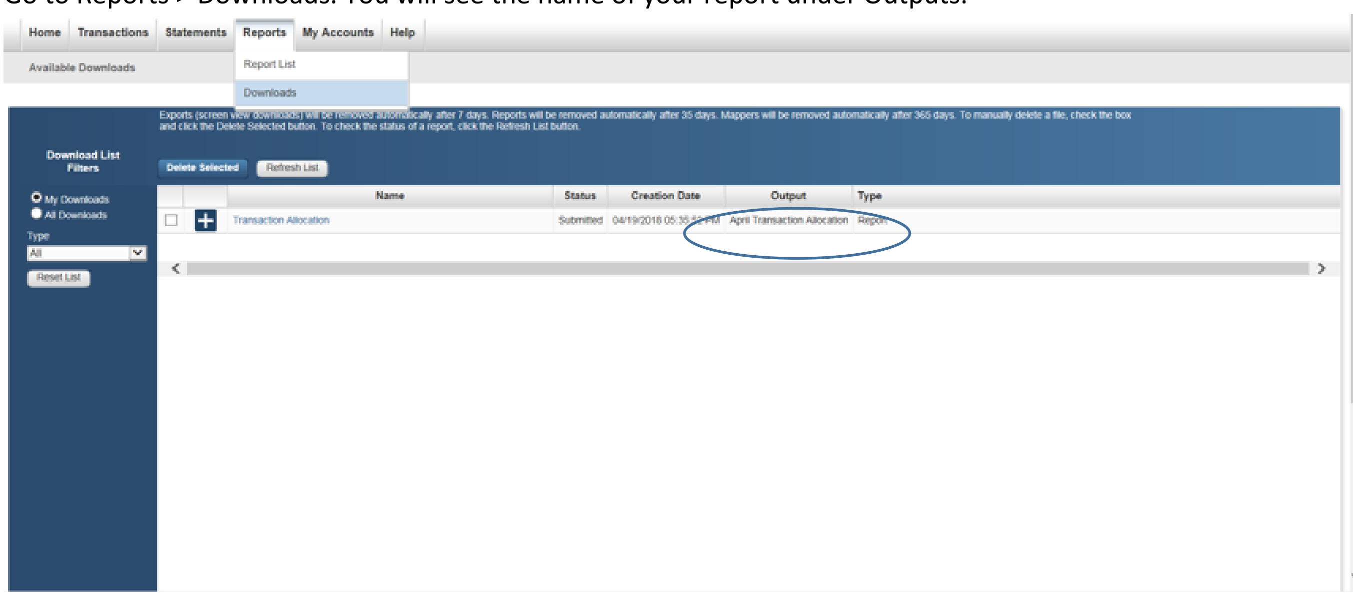
5. You can now select Run the report



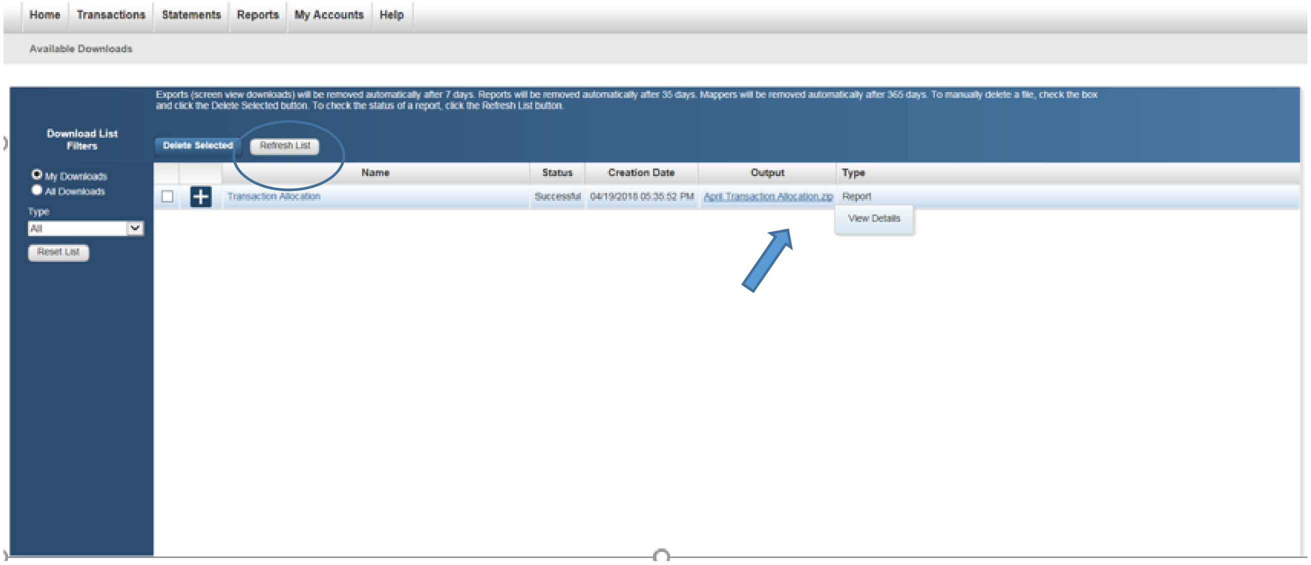
6. Your report will show submitted for processing



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



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