

Steps for Creating Monthly P-card Billing Statement

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Steps for Creating Monthly P-card Billing Statement

***In the Navigation bar: Navigate to "Reports"**

Click on "Reports"

Select the type of report you want to generate from the options listed: SPEND REPORTS

Step 1: Choose a "Spend Reports" @ Report Template

Click on: ("choose from all available templates.....")

Select a Report:

Select: "my memo statement"

Click on: "finish"

Click on the first tab to change from "Show Expert View" to "Show Simple View"

Step 2: Choose the export Format:

PDF (only)

Step 3: Configure Report Columns

***DO NOT CHANGE DATA**

Step 4: Add General and Column Filters

@ "add filter" drill down on blue arrow

Under Card

Drill down and click on the word "card"

Under "Post date"

Select date range

Under "Card"

Select your card

Step 5: Bookmarking

Leave vacant

Step 6: Scheduling and Expiration

Leave vacant

CLICK: Submit Report (open and print your monthly billing statement)

- Tasks
- Administration
- Reports
- Reports
- Bookmarks
- Dashboard
- Tools



Action Required | Count | Type | Acting As | Current State

Card Name	Card ID	Avail. Funds	Credit Lim.	Avail. Credit	Trans. Lim.	Emboss	Profile	Buffer	Activation ID
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No Items Show 100 per page Page 1 of 0

Message: []

- Tasks
- Administration
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 - Reports
 - Audit Reports
 - Card Reports
 - Orig Reports
 - Request Reports
 - Spend Reports
 - Scheduled Reports
 - Completed Reports
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Action Required	Count	Type	Acting As	Current State
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Card Name	Card ID	Avail. Funds	Credit Lim.	Avail. Credit	Trans. Lim.	Emboss	Profile	Buffer	Activation ID
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No items Show 100 per page Page 1 of 0

Message:

Choose a Spend Reports Template

Tasks

Administration

Reports

Reports

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Step 1: Choose a Spend Reports Template

Report template: Please select a report template



Report date is current as of April 12, 2010 3:02 AM CDT.

Message:

Done

start

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Application Launched ...

https://payment2.works...

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8:34 AM

Choose a Spend Reports Template

Tasks

Administration

Reports

Reports

Audit Reports

Card Reports

Org Reports

Request Reports

Spend Reports

Scheduled Reports

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Tools

Step 1: Choose a Spend Reports Template

Report template: Please select a report template

Report data is curr Please select a report template

Standard Reports

- Billing Statement
- Disputed Transactions
- GL Memo Statement
- Payable Allocation
- Payable Allocation Detail
- Spend By MCC

Recently Used Reports

- personal : My memo statement
- system : Spend By MCC
- system : Billing Statement
- shared : My memo statement
- personal : all board
- shared : all board
- personal : board
- system : Payable Allocation

Choose from all available templates...

Message:

Done

start



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Choose a Spend Reports Template

Step 1: Choose a Spend Reports Template

Select a report

Name: Include shared reports

<input type="radio"/>	all pcard	Owner	Owner
<input type="radio"/>	Monthly Statement	MCCLAIR, MILAS A	pcard
<input type="radio"/>	My memo statement	KINGSBERRY, DANVSE	pcard
<input checked="" type="radio"/>	1099 Company Supplier Spend	MCCLAIR, MILAS A	monthly p-card chang
<input type="radio"/>	Airline Spend Detail		Review details of all
<input type="radio"/>	Forced Capture		Review card transacti
<input type="radio"/>	General Purchase Spend Detail		Review details of all
<input type="radio"/>	Hotel Spend Detail		Review details of all
<input type="radio"/>	Non-Preferred Company Supplier Spend		A statement for revie
<input type="radio"/>	Payables by Barcode Index		A statement for revie
<input type="radio"/>	Payables Receipt Status		A statement for revie
<input type="radio"/>	Tax Audit		A statement for revie
<input type="radio"/>	Travel Spend		A statement for revie

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Finish Cancel

Messages:

Tasks

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Reports

Audit Reports

Card Reports

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Spend Reports

Scheduled Reports

Completed Reports

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Tools

Step 1: Choose Report Template

Report template: My memo statement

monthly P-card charges

Report data is current as of April 12, 2010 3:02 AM CDT.

Change Template

Show Simple View

Use Last Run Settings

Reset To Defaults

Step 2: Choose the Export Format

Export as: PDF Excel Delimited Text

Paper size: US Letter (PDF only)

Orientation: Portrait Landscape (PDF only)

Step 3: Configure Report Columns

Available columns:

- Allocation
- Card Spend
- GLs Authorized
- GLs Complete
- GLs Valid
- GL: Fund Source
- GL: Fund Source Desc
- GL: Object Code
- GL: Object Code Desc
- GL: Purpose Code
- GL: Purpose Code Desc
- GL: Unit Code
- GL: Unit Code Desc
- GL: VOC Code
- GL: VOC Code Desc
- Item Description

Included columns:

- Embossed Line 1
- Last 4 Digits
- Vendor Name
- Post Date
- Purchase Date
- Amount
- Payment Amount

Messages:

Submit Report

Done

start

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Tasks

Administration

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Step 4: Add General and Column Filters

Add filters:

choose a filter...

- GL: Fund Source Desc
- GL: Object Code
- GL: Object Code Desc
- GL: Purpose Code
- GL: Purpose Code Desc
- GL: Unit Code
- GL: Unit Code Desc
- GL: YOC Code
- GL: YOC Code Desc
- Item Description
- Item Exp Cat Comment
- Item GL Combination
- Item Number
- Item Price
- Item Tax
- Item Total
- Noncard Spend
- Card
- Account Number
- Accounting Code
- Advice Address
- Advice Type
- Bank ID Number
- Card
- Card Create Date
- Card Delete Date
- Card Modify Date
- Card Nickname
- Card Open Date
- Cash Limit

Step 5: Bookmarking

Bookmark this report to

Bookmark name: My

Description: mo

Scope:

Step 6: Scheduling & Exp

Job name: My memo statement

Create reports for employees: Empo: stat... (unspecified)

Schedule: Now

Message:

Submit Report

start

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8:46 AM

Report Configuration

- Tasks
- Administration
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Provide summary data for sorted columns to: no summary data (PDF or 'Summary Only')

Insert page breaks for summary data to: no page breaks (PDF only)

Specify Sort Directions

Step 4: Add General and Column Filters

Add filter: Choose a filter

Transaction Type: X | Cash advance

Misc Credit

Misc Debit

Purchase

Reimbursement

Payment

Post Date: X | Date... 02/26/2010 - 03/25/2010

Card: X | Card... all cards in scope



Step 5: Bookmarking

Bookmark this report template:

Bookmark name: My memo statement

Description: monthly P-card changes

Scope: Personal Company Both

Step 6: Scheduling & Expiration

Tab name: My memo statement

Message:

Submit Report

Done

start

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8:36 AM

- Tasks
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Misc Credit
 Misc Debit
 Purchase
 Reimbursement
 Payment

Post Date: Data... 02/26/2010 - 03/25/2010
 Card: Card... all cards in scope

Step 5: Bookmarking

Bookmark this report template:
 Bookmark name:
 Description:
 Scope: Personal Company Both

Step 6: Scheduling & Expiration

Job name:
 Create reports for employees: Employees... (unspecified)
 Schedule:
 Now
 Layer... unspecified
 Recurring... unspecified
 Keep the generated report for days.

Message:

Submit Report