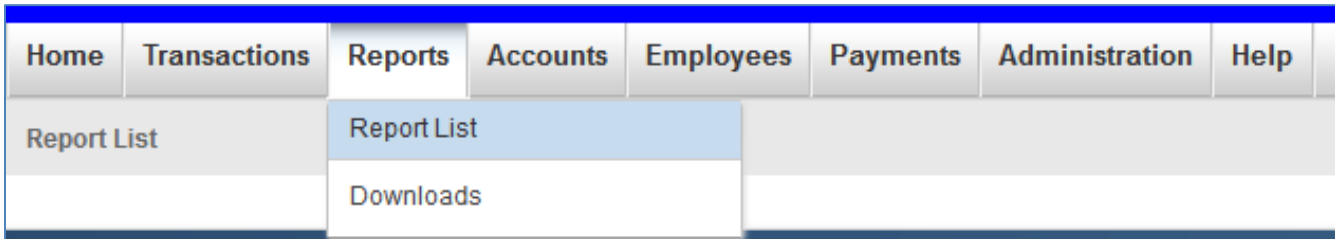
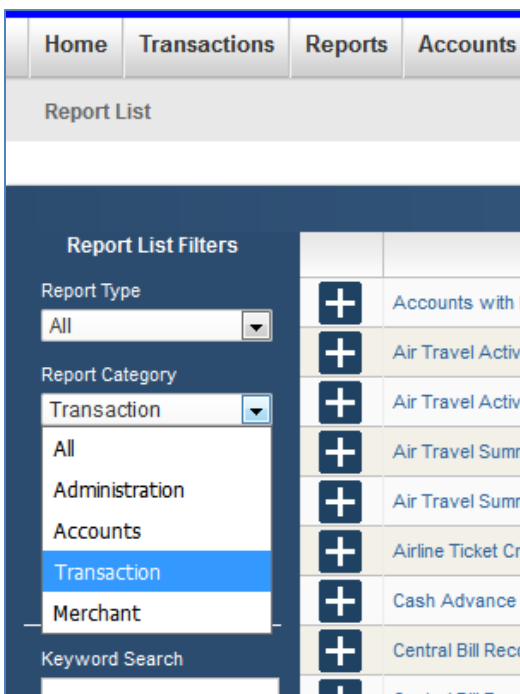


## P-Card Monthly Report: *Transaction Allocation*

The P-Card Monthly Packet Cover Page is the report named, “Transaction Allocation”, which is located in the Reports area drop-down box in PaymentNet, under “Report List”.



A.) Under Report Category, select “Transaction”



B.) Locate “Transaction Allocation” (reports are listed in alpha order).

*\*There is an internal scroll bar located in Pnet, remember to scroll down before you page over to find the report.*

C.) Click on the report title “Transaction Allocation” (it is a hyperlink) to bring in criteria boxes to perform a query for the listing of the transactions that were posted in a specific month

D.) Under the Filter Rows Tab, click on the hyperlink that states, “Post Date is in last 30 days”. This will open up your criteria needed to get your Monthly Statement Report – Your criteria should be: **postdate – is between – your selected month** (such as Sept 1 – Sept 30) *\*Use the calendar function*

Report Name \* Transaction Allocation  
78 characters remaining.

Report Category \* Transaction \* 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](#) Add Filter

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

**Hierarchy ID**

and [click to add hierarchy](#) Delete Filter Add Filter

Save Run This report has unsaved changes.

**Specify Filter**

Select a report field to filter on. Not all fields are available to use for filtering. Then select an operator and specify the appropriate values.

\* Required Fields

Field to Filter On \* Post Date

Operation Is Between

Start Date MM/DD/YYYY \* 03/01/2018

and

End Date MM/DD/YYYY \*

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Close

E.) If you need to add another line of criteria, click on the next line item listed, ‘Transaction Type is not equal to “Payment”’, otherwise delete this section with the ‘Delete Filter’ button to the right and proceed to F.)

To add criteria such as a cardholder last name, in the Field drop down select **Cardholder Last Name – Contains – type in last name**

F.) After criteria is selected click on the 'Run' button. It is ok to press the "OK" button to the prompt that your information will not be saved.

The screenshot shows a report configuration window. At the top, the 'Report Name' is 'Transaction Allocation' with a character count of 78 remaining. The 'Report Category' is set to 'Transaction'. Below this are tabs for 'Filter Rows', 'Sort', 'Report Options', and 'Scheduling'. The 'Filter Rows' tab is active, displaying instructions on how to use filters and a note about filtering on Post Date. A filter is applied: 'Post Date is between 03/01/2018 and 03/31/2018'. Below this, there is a 'Hierarchy ID' section with a link to add hierarchy. At the bottom, there are 'Save' and 'Run' buttons, and a message: 'This report has unsaved changes.'

G.) Reports will show in the Reports "Downloads" section on the Menu bar.

The screenshot shows the 'Download List' interface. On the left, there are filters for 'My Downloads' and 'All Downloads', and a 'Type' dropdown set to 'All'. A 'Reset List' button is also present. The main area contains a table with columns: Name, Status, Creation Date, Output, and Type. The table lists three reports: 'Transaction Allocation' (Submitted), 'Pcard\_Obligations' (Successful), and another 'Pcard\_Obligations' (Successful). Each row has a checkbox and a plus sign icon.

	Name	Status	Creation Date	Output	Type
<input type="checkbox"/> +	Transaction Allocation	Submitted	04/04/2018 08:53:28 AM	Transaction Allocation	Report
<input type="checkbox"/> +	Pcard_Obligations	Successful	04/03/2018 07:01:41 PM	Pcard_Obligations.zip	Mapper
<input type="checkbox"/> +	Pcard_Obligations	Successful	04/02/2018 07:01:34 PM	Pcard_Obligations.zip	Mapper

J.) Click on the 'Refresh Button' until the report Status Column changes from 'Submitted' to "Processing' to 'Successful'.

K.) In the Output Column click on report name.pdf to open and print.

## Transaction Allocation

US64178

Date/Time Printed: 05/27/2015 02:18:33 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '05/01/2015' AND '05/31/2015' AND Cardholder Last Name Contains 'SMITH'

Transaction ID	Last Name	First Name	Account Number	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Sales Tax	Transaction Amount	Transaction Type
1732331060001	SMITH	GREG S	*****1720	04/29/2015	05/01/2015	HILTON ADVANCE PURCHAS	800-236-7113	TN	3504	\$0.00	\$2,496.50	Purchase
						Notes:- Lodging for team bonding trip to Michigan Chart of Accounts: COA - US64178 University of Toledo:1 Org Level 2 - Provost/VP:AS Org Level 3 - Dean/AVP:DB Org Level 5 - Dept:DK Index:X10530 Account:77302						
1732331061001	SMITH	GREG S	*****1720	04/30/2015	05/01/2015	CHIPOTLE 0933	TOLEDO	OH	5814	\$0.00	\$10.62	Purchase
						Notes:- Business lunch with Asics group Chart of Accounts: COA - US64178 University of Toledo:1 Org Level 2 - Provost/VP:AS Org Level 3 - Dean/AVP:DB Org Level 5 - Dept:DK Index:X10530 Account:77302						
1732331175001	SMITH	JOHN-DAVID T	*****5881	04/30/2015	05/01/2015	WWW.NEWEGG.COM	800-390-1119		5732	\$0.00	\$401.98	Purchase
						Chart of Accounts: COA - US64178 University of Toledo:1 Org Level 2 - Provost/VP:20 Org Level 3 - Dean/AVP:217 Org Level 5 - Dept:21711 Index:204337 Account:72102						
1734134993001	SMITH	MONNECCA R	*****8728	05/01/2015	05/04/2015	METRO AIRPORT PARKING	DETROIT	MI	7523	\$0.00	\$88.00	Purchase
						Notes:- airport parking Chart of Accounts: COA - US64178 University of Toledo:1 Org Level 2 - Provost/VP:30 Org Level 3 - Dean/AVP:310 Org Level 5 - Dept:31001 Index:519500 Account:73103						
1734134994001	SMITH	MONNECCA R	*****8728	05/02/2015	05/04/2015	MARRIOTT JW AUSTIN 255	AUSTIN	TX	3509	\$0.00	\$795.60	Purchase
						Notes:- hotel Chart of Accounts: COA - US64178 University of Toledo:1 Org Level 2 - Provost/VP:30 Org Level 3 - Dean/AVP:310 Org Level 5 - Dept:31001 Index:519500 Account:73103						
1734134995001	SMITH	MONNECCA R	*****8728	05/01/2015	05/04/2015	SQ *ROBEL TESHATIONS	AUSTIN	TX	4121	\$0.00	\$35.12	Purchase
						Notes:- taxi from airport to hotel						

**\*\*Please note the completed package must be submitted to Business Managers by the 15th of the following month for approval.**

## To Set Up Reoccurring Reports:

Set you Criteria on the Filter Rows Tab.

In the Schedule Tab, change the 'Schedule For' option to either Self or Multiple Recipients. Click on the 'Recurrence' button and change the Frequency to when you would like the report automated, ie: Frequency: Monthly, Days: 5

Click the Save Button.

The screenshot shows a web interface for scheduling a report. At the top, there is a form with two fields: 'Report Name \*' containing 'Transaction Allocation' with a note '78 characters remaining', and 'Report Category \*' set to 'Transaction'. A legend indicates that an asterisk (\*) denotes a required field. Below the form is a navigation bar with tabs for 'Filter Rows', 'Sort', 'Report Options', and 'Scheduling'. The 'Scheduling' tab is active and contains a blue background with instructional text: 'You can schedule a report to run a single time or as a recurrence by clicking the Save button, or run automatically by clicking the Run button. Click the radio buttons to the right to move between scheduling a single occurrence and a recurrence.' To the right of the text are controls for scheduling: 'Schedule For' is set to 'Self', 'Recurrence' is selected with a radio button, and 'Single Occurrence' is unselected. Below these, 'Frequency' is set to 'Monthly' and 'Days' is set to '1'.

This will automatically run a monthly report on the date you selected. Reports will show in the Reports -> Downloads section on the Menu bar.