Running the Statement of Account Report

To run reports you will use the menu option Reports.

Under Reports Menu click Create.

The Create menu takes you to the Report List screen.

To run your statement of account click on Create.

Select which report format you prefer.
The Report Criteria selection page will come up.

- From here click the drop down for the **Operation**.
  - Select **Cycle Is**.

This opens up an additional drop down box so that you can select the correct Cycle Dates.
The next section **Criteria** will not be used if you only have access to your Card. Click on **Delete** to remove any items listed.

If you are a Liaison you will need to select which cards to show in the report by using the **Criteria** section.

Select **Cardholder Last Name, Begins with** and then Type the cardholder last name.

You can select multiple cards by clicking on **add** to add an additional line.

Change **and** to **or** so that you can see all cardholders selected.

The **Hierarchy** section will not be used either.

Click **Process Report**.
You will be taken to the download screen.

Click **Refresh** to update the status.

Once the report status is **Successful,**
Click on the report name to open it.
Print the report and attach all your receipts and backup documentation.

**REMEMBER:** you and your supervisor are required to sign the Statement of Account within 10 business days after the last day of the cycle(25th).
### Statement of Account Portrait

**Account Number:** 8699999000  
**Defaulted COA Name:** UNLV COA  
**Defaulted COA Value:**  

**For Transactions posted between 10/26/2013 to 11/25/2013**

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Transaction Date</th>
<th>Post Date</th>
<th>Original Merchant Name</th>
<th>Original Merchant City</th>
<th>Original Merchant State/Province</th>
<th>M/C</th>
<th>Original Amount</th>
<th>Exchange Rate</th>
<th>Sales Tax</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1209902589900</td>
<td>11/20/2013</td>
<td>11/21/2013</td>
<td>OFFICEZLA</td>
<td>877-469-662 IL</td>
<td>59-3</td>
<td>X</td>
<td>$47.05</td>
<td>1.00</td>
<td>$0.00</td>
<td>$47.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>9</td>
<td>CT*20475</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
<td>Notes:</td>
<td></td>
<td>J&amp;M Office Supplies, J+B, Pinsi, 2 Printer Cartridge for HP 3050.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase Addendum Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

**DOWNSM, CHRISTIN: 8699999999999999 Sub-Total:**

1 Transaction(s)  
$47.05

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**Cardholder Signature**  
**Date**  
**Supervisor/Manager Signature**  
**Date**