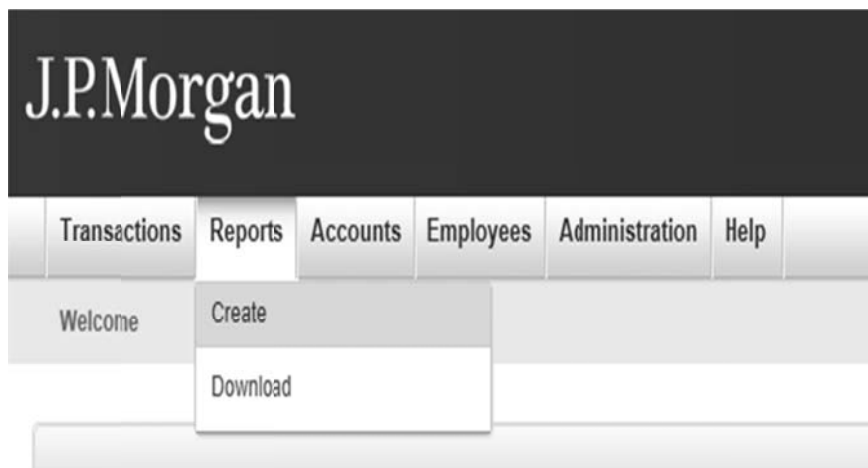


Running the Statement of Account Report

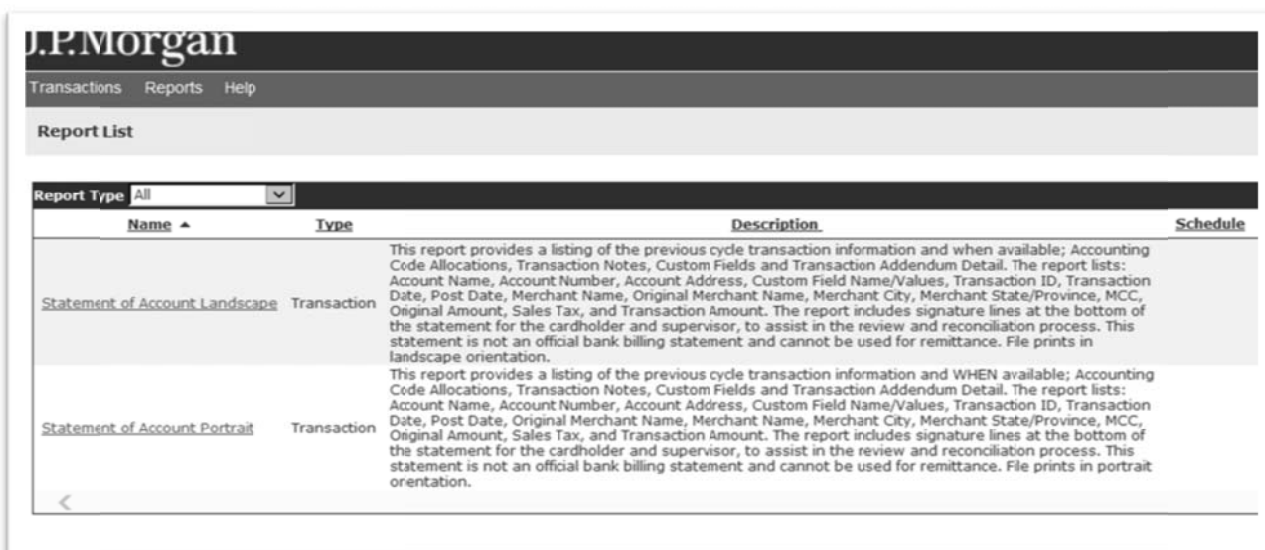
To run reports you will use the menu option **Reports**.



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.

Save **Delete** **Process Report** **Reset**

* Required Fields

Name * Report Format Compress Output? ☐

Date Range

	Field	Operation	Value
1	<input type="text" value="Post Date"/> *	<input type="text" value="Is Relative"/>	<input type="text" value="Last Month"/>

Criteria

	Field	Operation	Value	
1	<input type="text" value="Transaction Type"/>	<input type="text" value="Is NotEqual To"/>	<input type="text" value="Payment"/>	Delete Add

Hierarchy

Include Children ☐ Add

Order By

	Field	Order Sequence	
1	<input type="text" value="Cardholder Name/Account Concatenation"/>	<input type="text" value="Ascending"/>	Delete Add
2	<input type="text" value="Account Number"/>	<input type="text" value="Ascending"/>	Delete Add
3	<input type="text" value="Transaction Date"/>	<input type="text" value="Ascending"/>	Delete Add
4	<input type="text" value="Transaction ID"/>	<input type="text" value="Ascending"/>	Delete Add

Schedule to Run Automatically ☐

Save **Delete** **Process Report** **Reset**

*Name

Date Range

	Field	Operation	Value
1	<input type="text" value="Post Date"/> *	<input type="text" value="Cycle Is"/>	

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

Operation

Value

This opens up an additional drop down box so that you can select the correct Cycle Dates.

Criteria			
	Field	Operation	Value
1	Transaction Type	Is Not Equal To	Payment
<div> Delete Add </div>			
Hierarchy			
		Include Children	
<div> Add </div>			
Order By			
	Field	Order Sequence	
1	Cardholder Name/Account Concatenation	Ascending	<div> Delete Add </div>
2	Account Number	Ascending	<div> Delete Add </div>
3	Transaction Date	Ascending	<div> Delete Add </div>
4	Transaction ID	Ascending	<div> Delete Add </div>
<input type="checkbox"/> Schedule to Run Automatically			

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.

Criteria			
	Field	Operation	Value
1	Cardholder Last Name	Begins With	mmmm
<div> Delete Add </div>			
2	And	Cardholder Last Name	Begins With
<div> Delete Add </div>			

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.

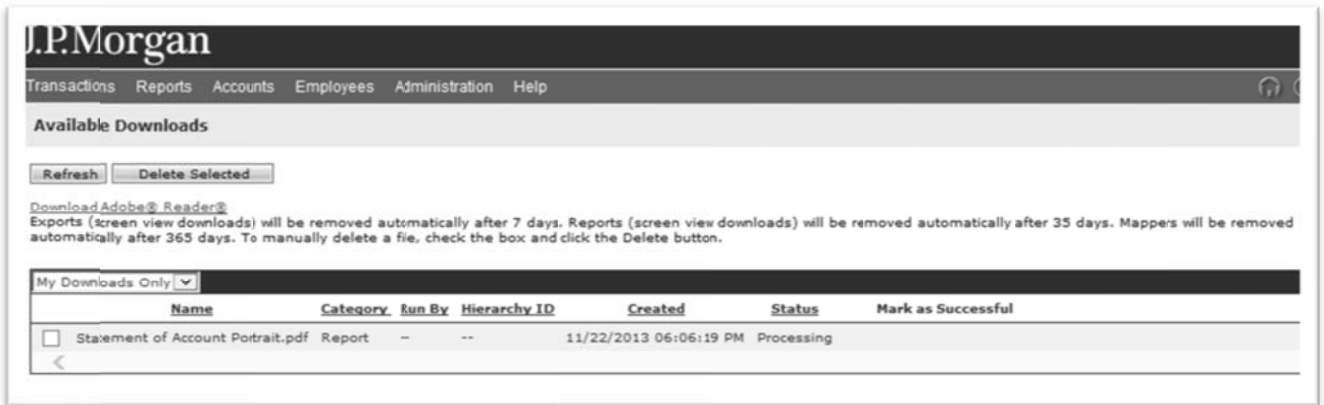
Change **and** to **or** so that you can see all cardholders selected.

Save	Delete	Process Report	Reset
*Name: Statement of Account Portrait		Report Format: Adobe PDF	Compress Output? <input type="checkbox"/>
Date Range			
	Field	Operation	Value
1	* Post Date	Cycle Is	UNLV Cycle
			10/26/13 11/25/13 Oct - 2013
Criteria			
	Field	Operation	Value

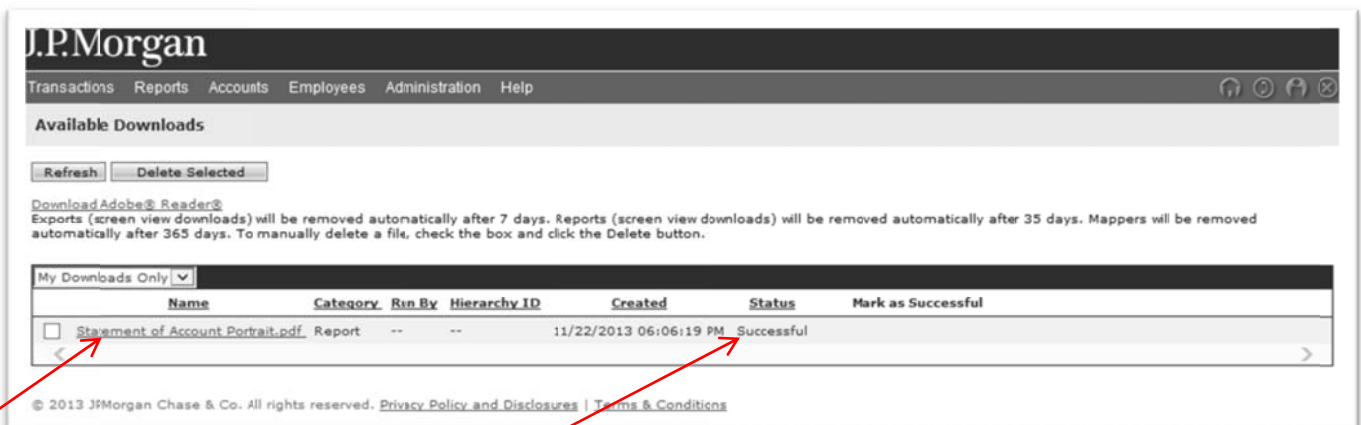
The **Hierarchy** section will not be used either.

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.

REMINDER: 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

NSHE001

Date/Time Printed: 11/22/2013 06:19:22 PM

Orientation: Portrait

Selection Criteria: Post Date Is Between '10/26/2013' AND '11/25/2013'

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

PCard Holder: Name
4605 SOUTH MARYLAND PKWY

Account Number : *****9999
Defaulted COA Name : UNLV COA
Defaulted COA Value :

LAS VEGAS, NV 891549900

Transaction ID	Transaction Date	Post Date	Original Merchant Name	Merchant Name	Merchant City	Merchant State/Province	MCC	Original Amount	Exchange Rate	Sale Tax	Transaction Amount
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120912488001	11/20/2013	11/21/2013	OFFICEMA X CT*IN#375 610	OFFICEMA X CT*IN#375 610	\$77-969-662	IL 9	5943	\$67.05	1.00	\$0.00	\$67.05
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Notes : JM Office Supplies, Paper, Pens, 2 Printer Cartridge for HP 3050.
Fund:11111;Agency:212;Orgn:3333;Obj:30;Subj:12

Purchase Addendum Data

Quantity	Description	Unit Price	Extension	Product Code
1	OMX LEGALPADWHT LR 8	5.68	5.68	P30M97319
1	Printer Cart. OPPERTOP VALUE	15.61	15.61	L9MN2400B24
1	Printer Cart CLEAR LS	16.86	16.86	A55660
1	10-REAM CASE X-9 11"	28.90	28.90	P10X9001CTN

DOWNING, CHRISTIN *****7868 Sub-Total:							1 Transaction(s)	\$0.00	\$67.05
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Cardholder Signature

Date

Supervisor/Manager Signature

Date