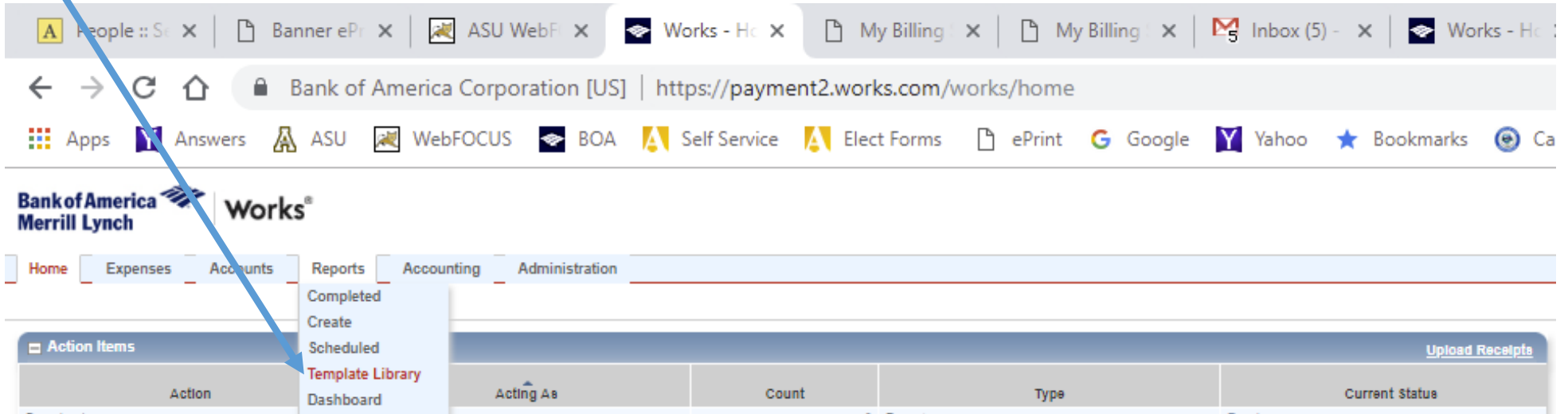# REPORT TO PROVIDE APPROVERS TO COMPLETE ONLINE APPROVALS
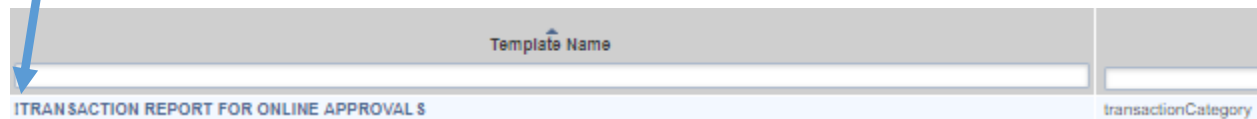
SIGN IN TO WORKS WITH YOUR RECONCILER USER NAME AND PASSWORD

- CLICK ON REPORTS TAB > SELECT "TEMPLATE LIBRARY"
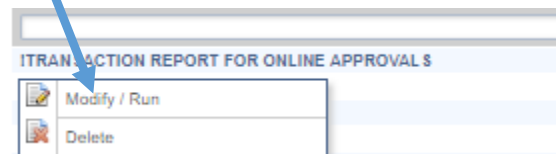

- HOVER YOUR MOUSE OVER AND CLICK ON REPORT TITLE "!TRANSACTION REPORT FOR ONLINE APPROVALS"

- HOVER YOUR MOUSE OVER AND CLICK ON "MODIFY/RUN"

SCROLL TO BOTTOM OF PAGE AND CLICK ON "SUBMIT REPORT"

Output Format

Formats: ☐ Excel

☑ PDF

Output Files: ☑ Full Details

☐ Summary Only

Paper: US Letter ▼   ☑ Add Summary Data in Header

Orientation: ○ Portrait ● Landscape   Add Signature Line to: ☐ Header ☐ Footer

Insert Page Break: Card Last 4 Digits ▼

☐ Delimited Text

Summary Grouping: Card Last 4 Digits ▼   ⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Save Template

☐ Save Template to Template Library

Template Name: !TRANSACTION REPORT

Description: End of cycle billing statem

Sharing: ○ Personal ● Shared ○ Both

Scheduling and Expiration

Job Name: !TRANSACTION REPORT FOR ON

Run for User(s): None selected 🔍

Schedule: ● Run Now

○ Run Later

○ Recurring

Report Expiration after : 7   day(s)

Submit Report

- A "COMPLETED REPORTS" SECTION WILL APPEAR STATING Awaiting Processing or Processing 1 Submitted report.

		Queued At	Report Name	Status	New	
☐						
☐	⊞	10/17/2018 01:01 PM CDT	ITRANSACTION REPORT FOR ONLINE APPROVALS	Awaiting Processing (+)		

- ONCE THE REPORT IS COMPLETED YOU WILL HAVE A LINK LABELED "PDF". CLICK ON "PDF" TO OPEN AND PRINT REPORT IN <u>LANDSCAPE</u> VIEW.

Created 1 report. Report can be downloaded from the table below.

Completed Reports

		Queued At	Report Name	Status	New	
☐						
☐	⊞	10/17/2018 01:01 PM CDT	ITRANSACTION REPORT FOR ONLINE APPROVALS	Ready	✔	PDF

- **PLEASE USE THIS REPORT FOR COMPILING RECEIPTS/DOCUMENTATION, ALLOCATING TRANSACTIONS AND PROVIDING TRANSACTION DOCUMENTATION TO YOUR APPROVERS ONLY; DO NOT SUBMIT THIS REPORT TO THE PCARD OFFICE.**

- **Print the final reconciliation report from WebFocus Dashboard.** The report requires the cardholder and reconciler signatures only. You may have the approver sign the report as well, but the approvers name printed on the report will suffice as an electronic signature.

  - PLEASE NOTE: IF THERE ARE TRANSACTIONS HIGHLIGHTED IN RED THOSE TRANSACTIONS HAVE NOT BEEN APPROVED ONLINE. THE FINAL REPORT YOU SUBMIT WILL HAVE THE APPROVERS NAME PRINTED BY THE SYSTEM AND NO HIGHLIGHTED TRANSACTIONS.