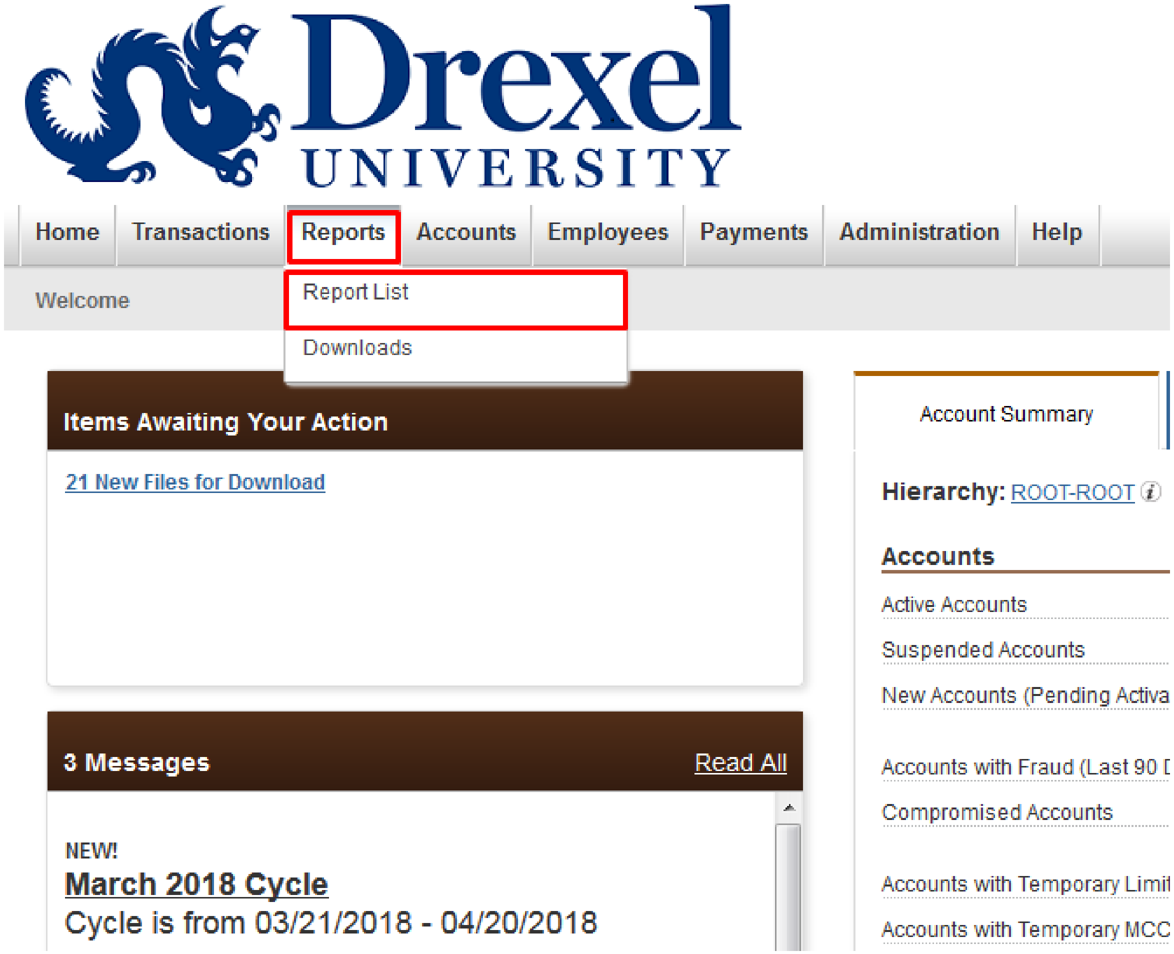
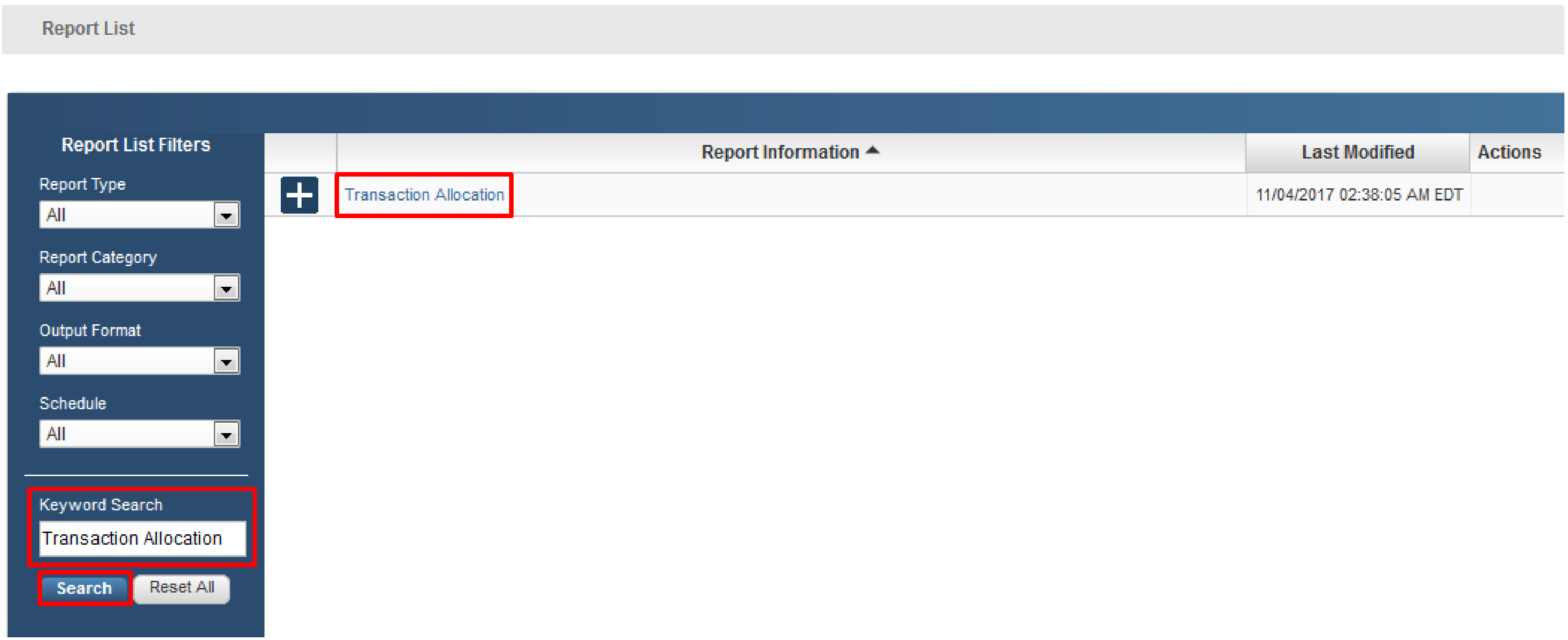
Transaction Allocation Report



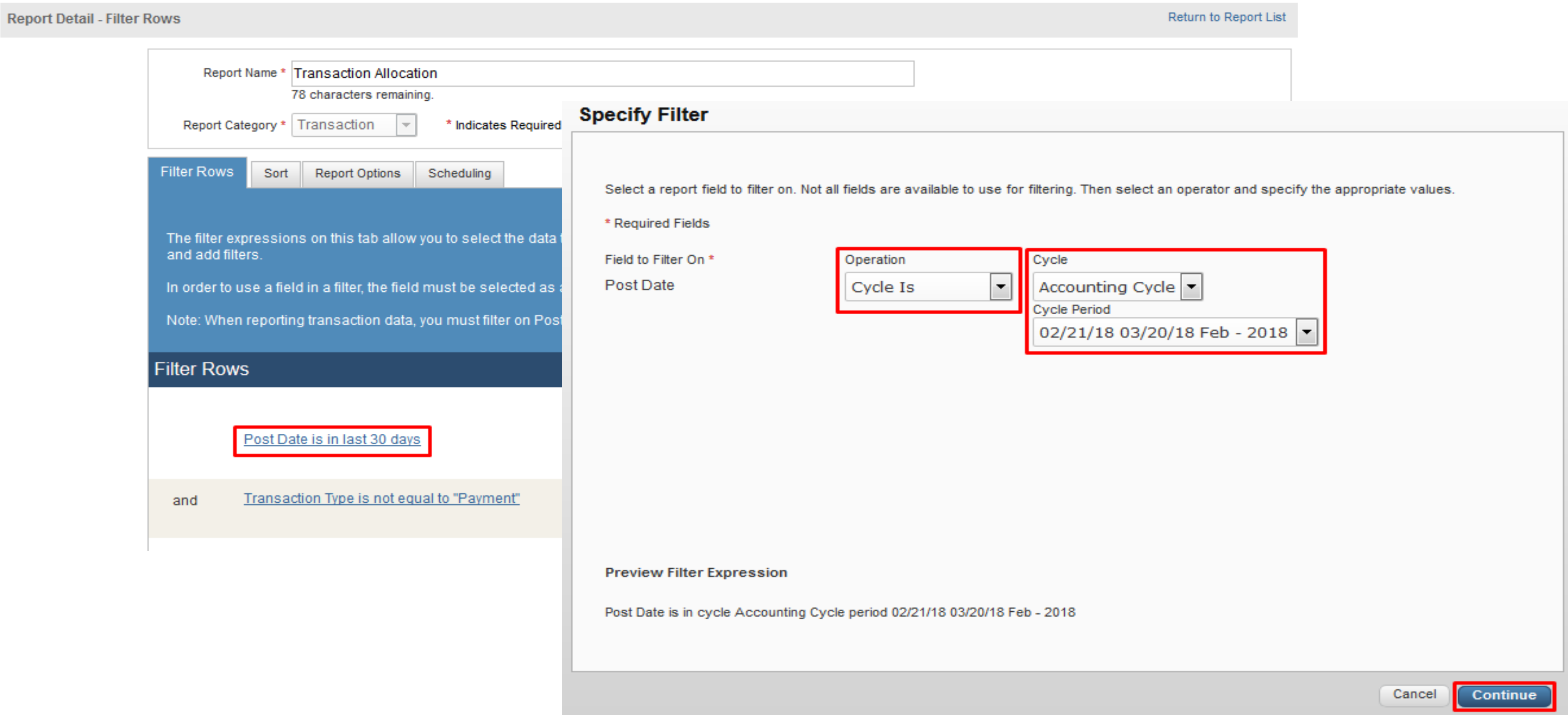
1. Select “Report List” from <u>Reports</u> tab

Transaction Allocation Report



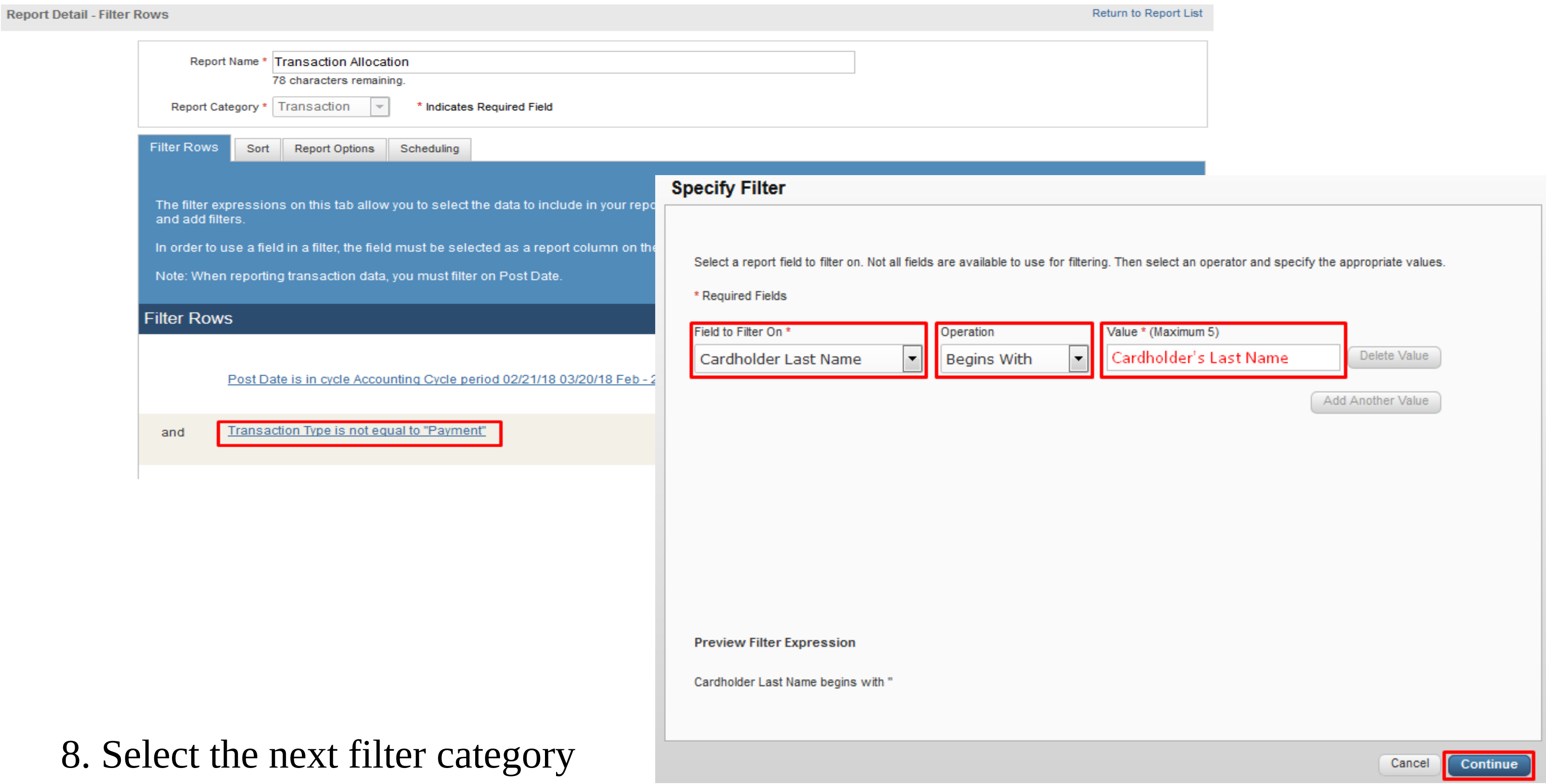
2. In the <u>Keyword Search</u> box, type “Transaction Allocation”
3. Click “Search”
4. Select the Transaction Allocation Report

Transaction Allocation Report



5. Under <u>Filter Rows</u>, select the first filter category
6. In the <u>Specify Filter</u> box:
   Operation: **Cycle is**
   Cycle: **Accounting Cycle**
   Cycle Period: **Appropriate cycle date range**
7. Click “Continue”

Transaction Allocation Report



8. Select the next filter category
9. In the Specify Filter box:

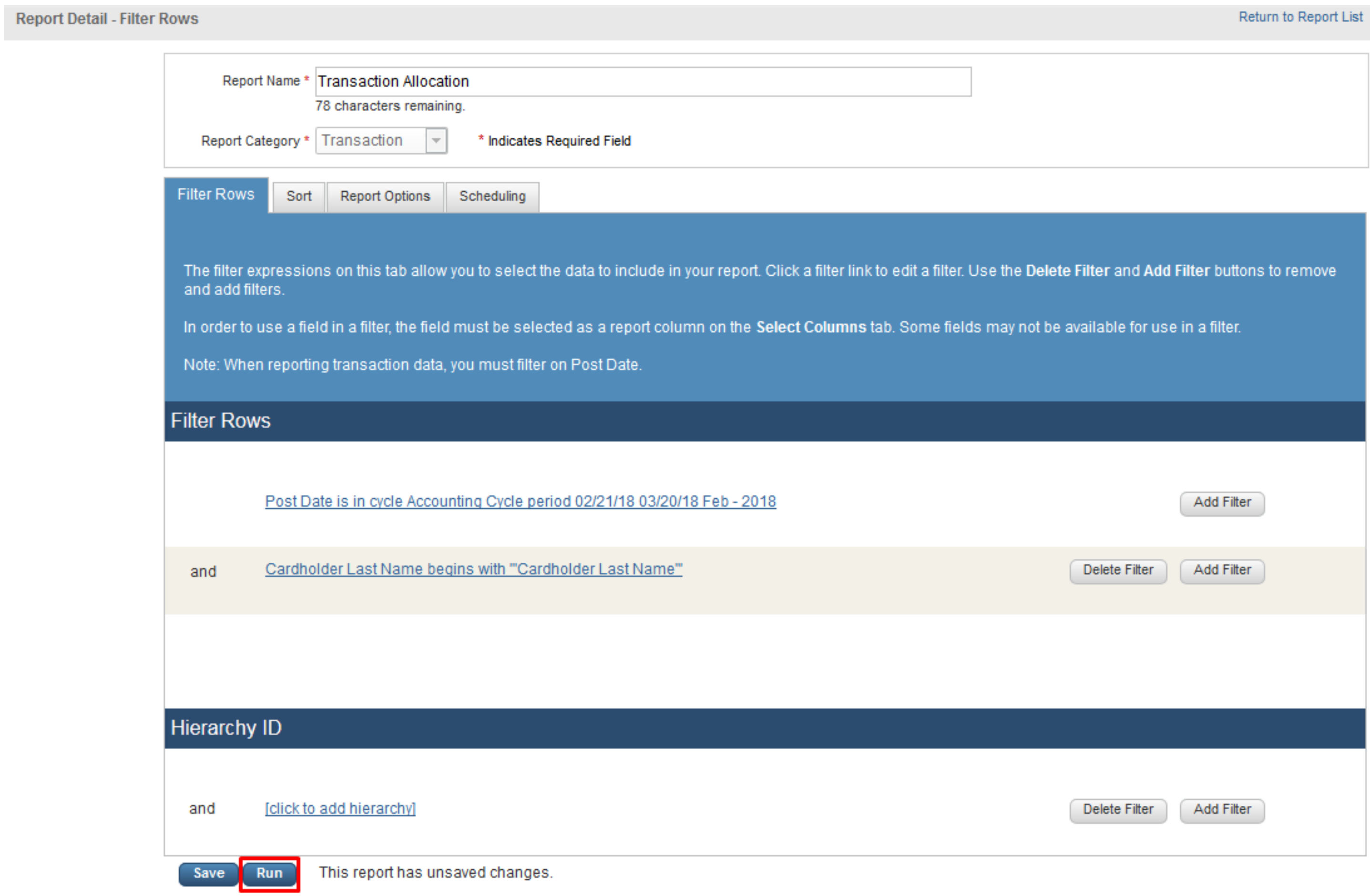
   Field to Filter On: **Cardholder Last Name**

   Operation: **Begins With**

   Value: **Cardholder’s Last Name**

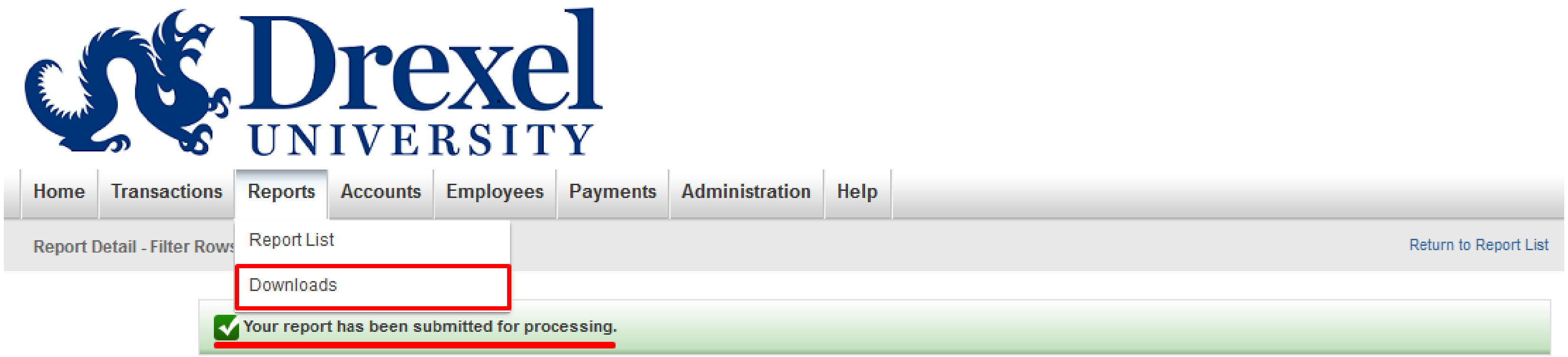
10. Click “Continue”

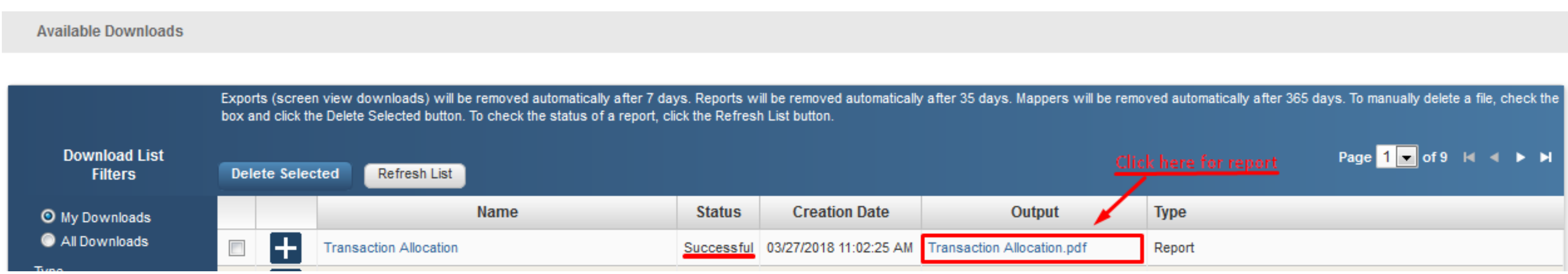
Transaction Allocation Report



11. Select “Run” to process report

Transaction Allocation Report





12. Select “Downloads” from the <u>Reports</u> tab
13. Select the <u>Output</u> file titled “Transaction Allocation.pdf”

Transaction Allocation Report

Transaction Allocation

US63405

Date/Time Printed: 04/28/2017 04:56:34 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '03/22/2017' AND '04/20/2017' AND Cardholder Last Name Begins With '[redacted]'

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
[redacted]			*************[redacted]	03/26/2017	03/27/2017	UBER US MAR26 ICXYX	HELP.UBER.COM	CA	4121	$0.00	$28.53	Purchase

Notes:- [redacted]

Chart of Accounts: COA_US63405 **ORGN:3231|FUND:110001|ACCT:3327**

Custom Field Name	Custom Field Value
Cardholder Approval	true

[redacted] ************[redacted]

Notes:- [redacted]

Chart of Accounts: COA_US63405 **ORGN:3231|FUND:110001|ACCT:3325**

Custom Field Name	Custom Field Value
Cardholder Approval	true

[redacted] ************[redacted]

Notes:- [redacted]

Chart of Accounts: COA_US63405 **ORGN:3231|FUND:110001|ACCT:3325**

Custom Field Name	Custom Field Value
Cardholder Approval	true

[redacted] ************[redacted]

Notes:- [redacted]

Chart of Accounts: COA_US63405 **ORGN:3231|FUND:110001|ACCT:3327**

Custom Field Name	Custom Field Value
Cardholder Approval	true

[redacted] ************[redacted]

Notes:- [redacted]

Chart of Accounts: COA_US63405 **ORGN:3231|FUND:110001|ACCT:3325**

Custom Field Name	Custom Field Value
Cardholder Approval	true

Transaction Allocation

Page 1 of 2

14. The report will open as a pdf file:
    – Review all transactions to ensure transaction notes were entered
    – Gather all receipts and related documentation for Approver’s review
15. Cardholder and Approver must print, sign & date at the bottom of the report

Transaction Allocation Report

Once approved, submit your Report to the P-Card Office:

Submission method: Scan and email to TandE@drexel.edu

- Electronic Reports must be in adobe **PDF format**
- When sending multiple reports, each report must be sent as an individual attachment. Emails may contain multiple attachments
- Each attachment must be named as:

Last Name First Initial Month Year.pdf

Ex. John Smith September 2018 named as **SMITHJSEPT18.pdf**