1. Select “Report List” from Reports tab
2. In the **Keyword Search** box, type “Transaction Allocation”
3. Click “Search”
4. Select the Transaction Allocation Report
5. Under Filter Rows, select the first filter category
6. In the Specify Filter box:
   Operation: Cycle is
   Cycle: Accounting Cycle
   Cycle Period: Appropriate cycle date range
7. Click “Continue”
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”
11. Select “Run” to process report
12. Select “Downloads” from the **Reports** tab
13. Select the **Output** file titled “Transaction Allocation.pdf”
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 pcard@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 SMITHHJSEPT18.pdf