

Instructions for Running Transaction Detail Reports When You Allocate Charges for More Than One Card

If you are responsible for running the Transaction Detail Reports for more than one credit card, there is an extra step in the process in order to print the reports for each card, separately. Follow the instructions on the Template you were given to run the report like normal, but add an additional step.

- 1) Select the correct “Accounting Cycle”. For the statements due to AP by December 10th, the Accounting Cycle will default to November, but you will select the October accounting cycle from the drop down list.
- 2) Because you have the ability to see data for more than one card, you must also select the “Account Number” on this screen. To do this, click on the + sign behind the accounting cycle date. This will create another criteria line.
- 3) Select “Account Number” from the drop down list then select “Contains” from the dropdown list and type in the last 6-digits of your credit card number for the card you are running the report for.
- 4) Run the report like normal and then do the same thing for each of the other credit cards.

Please send an email to pcards@richmond.edu for assistance.

To print the statements for each card, you will be able to select the correct account number from the drop down list on the statement page.