



---

# APPROVING IN CHASE

---

A GUIDE FOR APPROVERS



MAY 23, 2016

ARIZONA WESTERN COLLEGE

By Peggy Hayes

# APPROVING IN CHASE

Before you begin, make sure you are using the right role in Chase. If you have multiple roles, they will appear in the drop down box at the top of the page like this: Click on the appropriate role to have the right options.

The screenshot shows the Chase J.P. Morgan user interface. At the top left are the Chase and J.P. Morgan logos. Below them is a navigation bar with links for Home, Financial, Reports, Company, and User. A blue arrow points from the text above to a dropdown menu for 'User Role:'. The dropdown menu is open, showing three options: 'Company Program Administrator - 0012352 - AWC', 'Level Manager - 20 - Director of Purchasing', and 'Cardholder - XXXXXXXXXXXX8942 - PURCHASING2 CARD'. Below the dropdown are two main sections: 'ACTIVITY' and 'REPORTS & DATA FILES'. The 'ACTIVITY' section contains several items with icons and counts: 'ALERTS & NOTIFICATIONS' (1), 'MOST RECENT POSTING DATE' (05/20/2016), 'TOTAL USERS' (248), 'TOTAL LOCKED USERS' (0), 'RECENTLY ADDED ACCOUNTS' (1), and 'RECENTLY ADDED CARDHOLDER USERS' (179). The 'REPORTS & DATA FILES' section contains: 'SCHEDULED REPORTS', 'COMPLETED REPORTS', 'DATA FILES', 'PURCHASING REPORT' (05/17/2016), and 'EXPENSE REPORT' (05/17/2016). A partial 'Mo' label is visible at the bottom right of the reports section.

# APPROVING IN CHASE

Home **Financial** Reports Accounts User

User R

- Account Summary
- Merchant Summary
- Transaction Management
- Retrieve Receipt Images

Transaction Approval Summary

Transaction Approval Processing

REPOR

05/17/2016

<b>TOTAL USERS</b> Previous 30 days	2
<b>TOTAL LOCKED USERS &gt;</b> Previous 30 days	0
<b>RECENTLY ADDED ACCOUNTS &gt;</b> Previous 30 days	0
<b>RECENTLY ADDED CARDHOLDER USERS &gt;</b> Previous 30 days	2

**REVIEW REQUIRED**

From the Home Page, select the Financial Tab / Transaction Management / Transaction Approval Summary.  
(If you have multiple roles, make sure you have selected the right User Role from the drop-down before you start.)

# APPROVING IN CHASE

Home Financial Reports Accounts User


Home > Search Reporting Structure

## SEARCH REPORTING STRUCTURE

**SEARCH CRITERIA**

Search By:  ▼

**QUICK LINK**

Select [Director of Purchasing](#)   
(Your assigned reporting level)

---

Recently Viewed: None ▼

On the next screen, you should see your title, as I see Director of Purchasing here. Click on the title.

# APPROVING IN CHASE


Home Financial Reports Accounts User




Home > Search Reporting Structure > Transaction Approval Summary

## TRANSACTION APPROVAL SUMMARY

Director of Purchasing • 2020 S AVENUE 8E • YUMA, AZ • 85365-6900

**SEARCH CRITERIA**

Reporting Cycle: May 2016   
(04/12/2016 to 05/10/2016)  
Date Type: Posting Date

Date Range: From: 04/12/2016   
To: 05/10/2016   
Date Type: Posting Date 

Data available starting: 05/19/2013 Search

Click on the drop down to select the cycle you wish to view.

Click on Search.

# APPROVING IN CHASE

## TRANSACTION APPROVAL SUMMARY

Director of Purchasing • 2020 S AVENUE 8E • YUMA, AZ • 85365-6900

Accounts:	2
Transactions & Adjustments:	37
Reviewed:	34
Not Reviewed:	3
Approved:	3
Not Approved:	34

**SEARCH CRITERIA**

Reporting Cycle: May 2016  
 04/12/2016 to 05/10/2016  
 Date Type: Posting Date

Date Range: From: 04/12/2016  
 To: 05/10/2016  
 Date Type: Posting Date

Data available starting: 05/19/2013

**ADVANCED OPTIONS**

Filter (starts with): None  
 Review Status: All

You will now see the summary page.

At the bottom of the page, you will see the cards you approve.

Click on the Account Name to view that card's transactions.

## SEARCH RESULTS

Page Total: 23,255.25

Page 1 of 1

Not Approved	Approved	No Change	Account Name	Transactions Adjustments	Reviewed	Not Reviewed	Approved	Total
0	0	0						
0	0	3	COPIER LEASE CARD	3/0	0/0	3/0	3/0	8,31
0	0	34	PURCHASING CARD	34/0	34/0	0/0	0/0	14,93
			<b>Total</b>	<b>37/0</b>	<b>34/0</b>	<b>3/0</b>	<b>3/0</b>	<b>23,25</b>

Page 1 of 1

# APPROVING IN CHASE

SEARCH CRITERIA

Reporting Cycle: May 2016  
 04/12/2016 to 05/10/2016

Date Type: Posting Date

Date Range: From: 04/12/2016 To: 05/10/2016

Date Type: Posting Date

Data available starting: 05/19/2013

Search

## SEARCH RESULTS

Expand All Collapse All Search Total: 14,936.44

Page 1 of 2 Page Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/21/2016	04/19/2016	DESERT DOCUMENT SHREDD YUMA, AZ -85364	200.00	
					Split(s) 1: Shredding for Business & Liberal Arts (14.29%)	28.57	
					Split(s) 2: Shredding for CDLL (14.29%)	28.57	
					Split(s) 3: Shredding for Library (14.29%)	28.57	
					Split(s) 4: Shredding for Career & Technical Services (7.15%)	14.29	
					Split(s) 5: Shredding for Dean of Instruction (7.15%)	14.29	
<a href="#">View All ...</a>							
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/21/2016	04/21/2016	TWC**TIME WARNER CABLE 888-TWCABLE, CA -90245	124.95	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/21/2016	04/21/2016	TWC**TIME WARNER CABLE 888-TWCABLE, CA -90245	99.95	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/21/2016	04/21/2016	TWC**TIME WARNER CABLE 888-TWCABLE, CA -90245	124.95	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/21/2016	04/21/2016	TWC**TIME WARNER CABLE 888-TWCABLE, CA -90245	149.95	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/25/2016	04/24/2016	UPS*0000877266 800-811-1648, GA -30328	26.57	
					Split(s) 1: Express shipping for Humanities, Vanessa Lopez (17.95%)	4.77	
					Split(s) 2: Express shipping for Central Receiving (20.1%)	5.34	
					Split(s) 3: Express shipping for Quartzsite (22.85%)	6.07	
					Split(s) 4: Express shipping for Athletics, Patrick Cunningham (22.81%)	6.06	
					Split(s) 5: Express shipping for Parker Learning Center (16.3%)	4.33	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/27/2016	04/26/2016	XEROX CORPORATION/RBO 08007726150, NY -14644	430.36	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/27/2016	04/26/2016	XEROX CORPORATION/RBO 08007726150, NY -14644	281.55	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/27/2016	04/26/2016	XEROX CORPORATION/RBO 08007726150, NY -14644	1,721.92	
	<input type="checkbox"/>	<input type="checkbox"/>			XEROX CORPORATION/RBO		

Now below the search criteria section, you will see a break-out by line of all transactions on the card.

Your cardholder should have reviewed it if you have been given the statement and receipts. The reviewed box next to each line must be checked.

Click on the Transaction icon to view the detail of each line. The detail on the screen should match what you see on the report given to you by the cardholder.

To view an uploaded receipt to be sure the correct one was attached to the line, click on the view receipt icon.

# APPROVING IN CHASE

## TRANSACTION DETAIL

PURCHASING • XXXX-XXXX-1354-8934 (Active) • Director of Purchasing • PO BOX 929 • YUMA, AZ 853660929

Financial Detail | Split Detail

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/27/2016	04/26/2016	XEROX CORPORATION/RBO 08007726150, NY 14644	430.36	430.36	

Customer Code: 084050676    Expense Description: Lease payment for X70EXI Fiery Print Server located at Print Shop, Invoice 083621883

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Location	Fund	Department Code	Object Code
10 - Main Campus	0000 - General	30910 - Print Services	5210 - Operational Services

Financial Information

Processing Date:	04/27/2016
Billing Date:	
Transaction Reference Number:	000004819857767
Posted Currency Code:	USD (U.S. DOLLAR)
Original Currency:	430.36 USD (U.S. DOLLAR)
Original Conversion Rate & Date:	1 04/27/2016
Billing Currency:	430.36 USD (U.S. DOLLAR)
Billing Conversion Rate:	0.00
National Currency:	0.00 000 (000)
National Conversion Rate:	0 0.00
Memo Indicator:	Yes
Matched Indicator:	

Merchant & Processing Information

Merchant Name:	XEROX CORPORATION/RBO	Acquirer Reference Number:	55548076117027250186059
Additional Information:		Approval Code:	022257
Merchant Reference Number:	084050676	Terminal ID:	
Merchant Category Code (MCC):	OFFICE PHOTOGRAPHIC PHOTOCOPY & MICROFILM EQUIPMT. (5044)	Issuer Transaction Code Qualifier:	3001
Banknet Reference Number:	MCFI2BAM0426	Transaction Category:	0
Transaction Flag:	00	Transaction Code Qualifier:	

When you've clicked on the Transaction Icon as shown in the previous screen, you will be taken to this page.

Here, you will be able to see the Accounting Codes Information entered on the line.

If there is an error on an accounting code that you need to fix, you will need to uncheck the review box, and click on the save button.



# APPROVING IN CHASE

Home > Search Reporting Structure > Transaction Approval Summary > Transaction Summary

✓ Financial Transaction successfully modified.

### TRANSACTION SUMMARY

COPIER CARD • XXXX-XXXX-1354-8918 (Active) • Director of Purchasing • PO BOX 929 • YUMA, AZ 853660929

**SEARCH CRITERIA** [Advanced Search](#)

Reporting Cycle: May 2016  
04/12/2016 to 05/10/2016  
Date Type: Posting Date

Date Range: From: 04/12/2016 To: 05/10/2016  
Date Type: Posting Date  
Data available starting: 05/19/2013

### SEARCH RESULTS

Expand All | Collapse All Search Total: 8,3

Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/20/2016	04/19/2016	US BANK EQUIPMENT FINA 507-5327169, MN -56258 Split(s) 1: Lanier Lease Agreement, Athletics Pool 18 (3.93%) Split(s) 2: Lanier Lease Agreement, Construction Trades Pool 12 (2.36%) Split(s) 3: Lanier Lease Agreement, Business Pool 13 (6.73%) Split(s) 4: Lanier Lease Agreement, Campus Life Pool 05 (2.92%) Split(s) 5: Lanier Lease Agreement, Campus Police Pool 07 (3.26%)	7,751.25	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/28/2016	04/27/2016	LEASE DEPARTMENT OF KA 785-5874000, KS -66502-2836 Split(s) 1: Ricoh Copier Lease Agreement Human Resources Dept. (100%)	483.72	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/02/2016	04/29/2016	YUMA OFFICE EQUIPMENT YUMA, AZ -85364 Split(s) 1: CTE ID #4779 Copy Charges (5.14%) Split(s) 2: Institutional Effectiveness ID #4772 Copy Charges (87.64%) Split(s) 3: Nursing ID #4778 Copy Charges (7.22%)	83.84	

Page 1 of 1

After you have verified the accuracy of all lines, checkmark the Approved boxes. Now you can click on the save icon, at either the top or the bottom.

Once it is saved you will get the green bar across the top. If something isn't right, you will get error messages to let you know what you need to fix.

To ensure all lines have been approved properly, you will now want to run a report.

# APPROVING IN CHASE

The screenshot shows a navigation bar with tabs: Home, Financial, Reports, Accounts, and User. The 'Reports' tab is selected. Below the navigation bar, there is a 'User Role:' dropdown menu set to 'Level M' and a 'asing' dropdown menu. The main content area is titled 'ACTIVITY' and contains several summary cards:

- ALERTS** (Warning icon): Previous 30 days, 4
- MOST I** (Info icon): 05/18/2
- TOTAL USERS** (Info icon): Previous 30 days, 2
- TOTAL LOCKED USERS** (Info icon): Previous 30 days, 0
- RECENTLY ADDED ACCOUNTS** (Info icon): Previous 30 days, 0
- RECENTLY ADDED CARDHOLDER USERS** (Info icon): Previous 30 days, 1

A callout box on the right side of the screen contains the following text:

From the home screen, click on the reports tab.

Click on Schedule Report.

# APPROVING IN CHASE

Once on the Schedule Report Page,  
select Expense Report (Travel  
Reports)

## PROGRESS - STEP 1

**Select Report**  
No report selected

### SCHEDULE REPORT: CHOOSE REPORT

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

Group By:  Show:

<b>Account Activity Spe...</b> Alert and Exception Rep... System (Adobe PDF) <a href="#">More Detail</a>	<b>Account Statement (...)</b> Financial and Spending... System (Adobe PDF) <a href="#">More Detail</a>	<b>Account Statement R...</b> Financial and Spending... System (Adobe PDF) <a href="#">More Detail</a>	<b>Account Status</b> Program Management R... System (Adobe PDF) <a href="#">More Detail</a>	<b>Accounting Code Detail</b> Accounting and Reconcil... System (Adobe PDF) <a href="#">More Detail</a>
<b>Accounting Codes An...</b> Accounting and Reconcil... System (Adobe PDF) <a href="#">More Detail</a>	<b>Accounting Software...</b> Accounting and Reconcil... System (Quicken/ Micro... <a href="#">More Detail</a>	<b>Airline City Pair Deta...</b> Travel Reports System (Adobe PDF)	<b>Airline Summary</b> Travel Reports System (Adobe PDF) <a href="#">More Detail</a>	<b>Approver Summary</b> Program Management R... System (Adobe PDF) <a href="#">More Detail</a>
<b>Approver Summary E...</b> Expense Reports System (Adobe PDF) <a href="#">More Detail</a>	<b>Audit Report</b> Audit Reports System (Microsoft Excel) <a href="#">More Detail</a>	<b>Audit Report Version 2</b> Audit Reports System (Microsoft Excel)	<b>Authorization Declin...</b> Financial and Spending... System (Adobe PDF)	<b>Cardholder Self-Regi...</b> Account Activity System (Adobe PDF)
<b>Cash Transaction Det...</b> Travel Reports System (Adobe PDF) <a href="#">More Detail</a>	<b>Central Travel Soluti...</b> Travel Reports System (Adobe PDF) <a href="#">More Detail</a>	<b>Central Travel Soluti...</b> Travel Reports System (Adobe PDF) <a href="#">More Detail</a>	<b>Daily Transaction Su...</b> Transaction Reports System (Adobe PDF) <a href="#">More Detail</a>	<b>Delinquency Report (...)</b> Program Management R... System (Adobe PDF) <a href="#">More Detail</a>
<b>Detail Spend Analy...</b> Financial and Spending... System (Adobe PDF) <a href="#">More Detail</a>	<b>Dormant Cardholder...</b> Program Management R... System (Adobe PDF) <a href="#">More Detail</a>	<b>Early Warning Report</b> Program Management R... System (Adobe PDF) <a href="#">More Detail</a>	<b>Expense Report</b> Travel Reports System (Adobe PDF) <a href="#">More Detail</a>	<b>Expense Report with...</b> Expense Reports System (Adobe PDF)
<b>Line Item Detail</b> Purchasing Reports System (Adobe PDF) <a href="#">More Detail</a>	<b>Lodging Chain and S...</b> Travel Reports System (Adobe PDF) <a href="#">More Detail</a>	<b>Merchant Detail</b> Merchant and Supplier... System (Adobe PDF) <a href="#">More Detail</a>	<b>Merchant Related Sp...</b> Alert and Exception Rep... System (Adobe PDF) <a href="#">More Detail</a>	<b>Program Summary</b> Program Management R... System (Adobe PDF) <a href="#">More Detail</a>
<b>Replacement Accoun...</b>	<b>Spend Analysis by M...</b>	<b>Spend Analysis by M...</b>	<b>Spend Analysis by Tr...</b>	<b>Supplier Transaction</b>

# APPROVING IN CHASE

## PROGRESS - STEP 2 OF 4

<b>Select Report</b> Expense Report	<b>Select Entity</b> No entity selected
--	--

Your Quick Link should have your approver role showing here.  
Click on the name to select that reporting role.



### SCHEDULE REPORT: ENTITY

Use the search form below to locate the entity you wish to report against. Or, sel

Quick Links (1)

Director of Purchasing - Org Point

<b>Org Point</b>	<b>Account</b>	
Org Point Name	<input type="text"/>	<b>Search</b>
Org Point Name 2	<input type="text"/>	Org Point Country <input type="text"/>
Org Point Number	<input type="text"/>	Reports To <input type="text"/>

# APPROVING IN CHASE

## PROGRESS - STEP 3 OF 6

<b>Select Report</b> Expense Report	<b>Select Entity</b> Director of Purchasing	<b>Select Scheme</b> No scheme selected	<b>Select Filters</b> No filters applied
--	--	--	---



### SCHEDULE REPORT: SELECT COST ALLOCATION SCHEME

Select the cost allocation scheme that you wish to report against.

#### Schemes Defined for Entity Director of Purchasing

Chart of Accounts (ACTIVE)

*Location, Fund, Department Code, Object Code*

None

*Include all transactions. Accounting code fields are not available.*

Back

Next

Cancel

Step 3 of 6 requires no changes, just click next.

# APPROVING IN CHASE

PROGRESS - STEP 4 OF 6

Select Report Expense Report	Select Entity Director of Purchasing	Select Scheme Chart of Accounts	<b>Select Filters</b> No filters applied	Report Options Customize your report
---------------------------------	---	------------------------------------	---	---

## SCHEDULE REPORT: FILTERS

Select the field, type, and value Click the Add button to add the filter.

Field  Type

<input type="checkbox"/>	Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.			

Step 4 of 6 also requires no changes, just click on next.

# APPROVING IN CHASE

## PROGRESS - STEP 5 OF 6

Select Report Expense Report	Select Entity Director of Purchasing	Select Scheme Chart of Accounts	Select Filters No filters applied
---------------------------------	---	------------------------------------	--------------------------------------

### SCHEDULE REPORT: OPTIONS

Specify the schedule report options below, then click Next or Save to continue.

Date Type	Posting Date
Report Format	Adobe PDF
Number Format	XX,XXX.XX
Date Format	MM/DD/YYYY
Additional Options	<input checked="" type="checkbox"/> Include Splits
Account Type	Include Both Account and Non-Card Account
Account Status	<ul style="list-style-type: none"><li>All</li><li>Account Closed</li><li>Active</li><li>Inactive</li><li>Issuer Initiated</li><li>Lost/Stolen</li><li>Purged</li><li>Retired/Deceased</li><li>Suspended</li></ul>
Description	Approver Report - Director of Purchasing - May 2016
Notify Me At	PEGGY.HAYES@AZWESTERN.EDU

Step 5 of 6 will require you to add a couple of items. Check mark the Splits box to be sure any splits will show up on the report. Also select "Include Both Account and Non-Card Account" in Account type. This will ensure that any cash entries also show up on the report. Type in your report name as shown in the Description Box here. Click on Next to advance.

# APPROVING IN CHASE

## PROGRESS - STEP 6 OF 6

Select Report Expense Report	Select Entity Director of Purchasing	Select Scheme Chart of Accounts	Select Filter No filters applied
---------------------------------	---	------------------------------------	-------------------------------------

### SCHEDULE REPORT: FREQUENCY

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once

From Date: 04/23/2016 To Date: 05/22/2016 Schedule Offset: 0 (in days)

Daily

Start Date: 05/23/2016 Days to Run: 1 Schedule Offset: 0 (in days)

Weekly

From Day: Sunday To Day: Sunday Weeks to Run: 1 Schedule Offset: 0 (in days)

Monthly

From Day: 1 To Day: End of Month Months to Run: 1 Schedule Offset: 0 (in days)

Reporting Cycle

Date Type: Posting Date

Reporting Cycle: May 2016 (04/12/2016 - 05/10/2016)

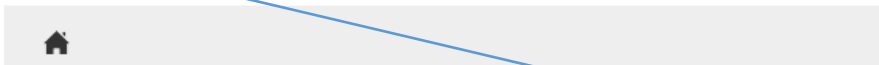
Number of Cycles to Run: 1 Schedule Offset: 0 (in days)

Back Save Cancel

Step 6 of 6 allows you to select the report for the month/cycle you need. Click on the bubble for Reporting Cycle. Use the drop-down box to select the correct cycle. Leave the Number of "Cycles to Run" at 1 as you will run a different report each month. Click on Save.



# APPROVING IN CHASE



## PROGRESS - STEP 1

**Select Report**  
Approver Summary

**Select Entity**  
No entity selected

The system will return you to the Reports page. Click on Home to go back to the home screen.



## SCHEDULE REPORT: CHOOSE REPORT







Select a report from the list provided. To quickly locate the report you are looking for, use the search bar.






- Account Activity Spe...**  
Alert and Exception Rep...  
System (Adobe PDF)  
[More Detail](#)
- Account Statement (...)**  
Financial and Spending...  
System (Adobe PDF)  
[More Detail](#)
- Acco**  
Final  
Syst
- Accounting Code Detail**  
Accounting and Reconcil...  
System (Adobe PDF)  
[More Detail](#)
- Accounting Codes An...**  
Accounting and Reconcil...  
System (Adobe PDF)  
[More Detail](#)
- Acco**  
Acco  
Syst
- Airline Summary**  
Travel Reports  
System (Adobe PDF)  
[More Detail](#)
- Approver Summary**  
Program Management R...  
System (Adobe PDF)  
[More Detail](#)
- App**  
Expe  
Syst
- Audit Report Version 2**  
Audit Reports  
System (Microsoft Excel)
- Authorization Declin...**  
Financial and Spending...  
System (Adobe PDF)
- Carc**  
Acco  
Syst
- Central Travel Soluti...**  
Travel Reports
- Central Travel Soluti...**  
Travel Reports
- Dail**  
Tran


# APPROVING IN CHASE

Home Financial Reports Accounts User

User Role: Level Manager - 20 - Director of Purchasing

ACTIVITY	
 <b>ALERTS &amp; NOTIFICATIONS</b> > 4 Previous 30 days	
 <b>MOST RECENT POSTING DATE</b> 05/18/2016	
 <b>TOTAL USERS</b> 2 Previous 30 days	
 <b>TOTAL LOCKED USERS</b> > 0 Previous 30 days	
 <b>RECENTLY ADDED ACCOUNTS</b> > 0 Previous 30 days	
 <b>RECENTLY ADDED CARDHOLDER USERS</b> > 1 Previous 30 days	

REPORTS & DATA FILES	
 <b>SCHEDULED REPORTS</b> >	
 <b>COMPLETED REPORTS</b> >	
 <b>DATA FILES</b> >	
 <b>EXPENSE REPORT</b> > Approver Report - Director of Purchasing - May 2016 - 05/23/2016	
 <b>EXPENSE REPORT</b> > Approved Status - Director of Purchasing - May 2016 Cardholder Report - 05/19/2016	
<a href="#">More</a>	

REVIEW REQUIRED		Total Items: 10
 <b>TRANSACTIONS REVIEWED/NOT REVIEWED</b> 31/10 Previous 30 days		

After a few minutes (time varies depending on how many other users are using the system at the time) your report will appear here in the home screen. You will receive an e-mail in your AWC Inbox to tell you when your report is ready to view. Click on the report name to view it.

