



CARDHOLDER EXPENSE REPORT INSTRUCTIONS

Chase / SmartData



OCTOBER 16, 2017
ARIZONA WESTERN COLLEGE
[Company address]

HOME

User Role:

Dashboard

Run

On your home page, click on Reports and then Run.

ACTIVITY

 **ALERTS & NOTIFICATIONS >** 0
Previous 30 days

 **MOST RECENT POSTING DATE**
No transaction found in the last 30 days.

 **TOTAL TRANSACTIONS >** 0
Previous 30 days

 **REVIEWED TRANSACTIONS** 0
Previous 30 days

REPORTS & DATA FILES

 **SCHEDULED REPORTS >**

 **COMPLETED REPORTS >**

 **DATA FILES >**

More

REVIEW REQUIRED TOTAL ITEMS: 0

No data available

Run

1. Reporting Entity: PURCHASING2 CARD

2. Report Name: Select report below

My Exports	▼
Accounting and Reconciliation Reports	▼
Alert and Exception Reports	▼
Audit Reports	▼
Expense Reports	▲
☆ Expense Report with Tax (v2)	
Financial and Spending Reports	▼
Merchant and Supplier Reports	▼
Program Management Reports	▼
Purchasing Reports	▼
Transaction Reports	▼

Your card name will appear at the top. Click on the Expense Reports drop-down arrow, then click on Expense Report with Tax.

Run

1. Reporting Entity: PURCHASING2 CARD

2. Report Name: Expense Report with Tax (v2)

3. Cost Allocation Scheme: Select scheme below

4. Filters: Select filters below

5. Criteria: Select criteria below

Date Type
Posting

Report Type
Adobe PDF

Number Format
XX,XXX.XX

Date Format
MM/DD/YYYY

Account Type
Include Account Financials Only

Report Notes

Include Split Transactions

0/1024

Items 3 and 4 will default to the correct settings. Use the drop-down arrow on item 5 to add report notes and check the box for including split transactions.

1. Reporting Entity: PURCHASING2 CARD

2. Report Name: Expense Report with Tax (v2)

3. Cost Allocation Scheme: Select scheme below

4. Filters: Select filters below

5. Criteria: Select criteria below

6. Frequency: Reporting Cycle

Once

Daily

Weekly

Monthly

Reporting Cycle

Reporting Cycle

Date Type
POSTING

Schedule Offset (in days)

Number of cycles to run

Click the bubble for Reporting Cycle in order to get the screen from which you will select the appropriate cycle period.

Once

Reporting Cycle

October 2017 (09/12/2017 - 10/10/2017) ▼

Date Type
POSTING

Daily

Schedule Offset (in days)

0 ▼

Number of cycles to run

1 ▼

Weekly

Monthly

Reporting Cycle

After selecting the correct cycle, click on Submit Request, to generate the report.

7. Delivery Options and Notifications: System Inbox & PEGGY.HAYES@AZWESTERN.EDU

Submit Request

Cancel

The final report will appear on your home page under Reports & Data Files.