Vanderbilt University Medical Center PCard

How to Run a "Basic" Transaction Detail Report in Access-Online

1. Go to Reporting

2. Click on the heading Financial Management

3. Under the Transaction Management heading – click on Transaction Detail

4. Under the Date heading – click on Posting Date Range
   a. Enter a start and end date.

Start Date: 03 /28/ 10	to	End Date: 04 /25/ 10

5. Scroll down to Additional Detail and select both boxes : (Important Step)

☑ Display Transaction Comments	☑ Display Allocation Detail
(Will display additional notes in the report)	(Will display account /center charged / business purpose)

6. Scroll down to Sort Report By:
   a. Select the desired sort options **or** leave as is

7. Scroll down to Report Output:
   a. Select PDF or Excel
   (PDF is recommended for travel reports and PCard files)

8. Scroll down to the bottom of the page:
   a. Click **Run Report**

This sheet shows how to run a "basic" Transaction Detail Report. For more detailed information on reports, go to the US BANK web based training:
https://finance.mc.vanderbilt.edu/disb/pcard/