

Report Module Enhancements

With this release, we will deploy the new user design along with improved underlying code within the Report Module. The base functionality will remain as it is today while incorporating the new responsive design. Users will see the new “chevron” tool when completing various steps in the process. User permissions will continue to control which options display within the module.

Standard Reports

The standard report listing layout has been modified to display icons to run, schedule, view a sample or delete (if applicable) a report in the first set of columns. The report name, number, category and description will then display after the action icons.

Run	Schedule	Sample	Delete	Report Name	Number	Category	Description
				Allocation Analysis Report	1500	Account	Detail or summary of transactions by their assigned allocation code over a specified date range
				Cardholder Profile Report	5080	Account	An unformatted file of accounts with their authorization and allocation values
				Program Change Request Audit Report	7010	Account	Detail of changes made in Manage Accounts
				Statement of Account Report	1200	Account	List of transactions sorted and grouped by account holder for use while reconciling expenses
				Statement of Account Report with Fuel Purchase Detail	1240	Account	List of transactions grouped and subtotaled by fuel transactions and non-fuel transactions
				Site Settings Audit Report	7100	User	Listing of modifications for selected sites.
				User Audit Report	5150	User	Listing of modifications for selected users.
				User Profile Report	5100	User	Listing of pertinent data for selected users, including approver and security profiles.
				Cardholder Dispute Form	1220	Transaction	Form for disputing a card transaction
				Transaction Report	1710	Transaction	Detail or summary of all transactions made by account holders
				Expense Report	3120	Expense	Expense report
				Expense Report Summary	3130	Expense	Expense report summary.
				Expense Unassigned Transactions	3140	Expense	Report for Expense Unassigned Transactions.
				Multiple Transaction Exception Report	1600	Expense	Purchases that may have been split between multiple receipts that exceed the single purchase limit
				Merchant Report	6100	Merchant	Detail or summary of all transactions sorted by selected merchants

Users are able to click on the Run icon or click on the Report Name link to run the report. A new option to schedule the report from the grid has also been added.

The flow to setup and run a report will remain as it is today. Users will typically set their date range, select their accounts and/or units, select their output format and format options and run the report. Depending on the report selected, not all these options will display or users will see additional options.

The options will be the same as what users see for a report currently. The Run, Schedule and/or Save buttons display at the top and bottom of the report. The option to Cancel the report is now a link. Below is a sample of the Transaction Report.

The date range options will remain the same including custom cycles, if applicable. User's will then select their accounts and/or units for the report, their output format, format options and file destination options. Not all file destination options display depending on the users permissions. Users can then select to Run, Schedule or Save the report.

1710 Transaction Report ^[?]

RUN **SCHEDULE** **SAVE** [Cancel](#)

Date ▲

Date range:* **From:** **To:** ^[?]
Last Month

Accounts and Units ▲

Search for:

Unit Account ^[?]

Unit Number

SEARCH

Select Units

Unit Name	Unit Number ▲	Hierarchy
<input checked="" type="checkbox"/> TSYS	00050000	

Output Format ▲

Output format: ^[?]

Excel

Format options ▲

Detail level: ^[?]

Transaction Summary

Display transaction notes: ^[?]

Yes No

Display line item detail: ^[?]

Yes No

Print report criteria on the last page: ^[?]

Yes No

Include a header note: ^[?]

Yes No

File Destination Options



Output log [?]

Personal

Corporate

Mailbox [?]

External corp

External bank

RUN

SCHEDULE

SAVE

[Cancel](#)

[Terms & Conditions](#) [Privacy Policy](#)