UVA – P Cards Distributions Report

Purpose of Report:
A standard report run (real time) from the Integrated System to review PTAEO changes you have entered during the monthly Pcard distribution window of opportunity. You should run this report immediately after making PTAEO changes to ensure charges will post correctly.

Instructions:
1. Must be in UVA AP P-Card Holder responsibility. In the Submit Requests window click “Other,” “Requests,” and then “Run.”
2. Select “Single Request” and Click Ok.

3. In the dropdown window in the “Name” field Select UVA-P-Cards Distributions Report.
4. Enter the cardholder’s Email ID or the Alt Approver’s email ID.  
*Please note-* the Alt Approver is the person with the AP P-Card Holder responsibility that makes PTAEO changes to the cardholder’s transactions. If entering the cardholder email it will pull only the cardholder’s transactions. If entering the Alt Approver Email ID you will pull all the cardholders linked to that Alt Approver. You only need to enter the Cardholder E-Mail ID or Alt Approver E-mail ID; not both. Click Ok.

5. Click Submit.
6. When the report has finished running click “View Output”. You can print the report from the screen.

Report will look like this:

![Image of the report](image-url)