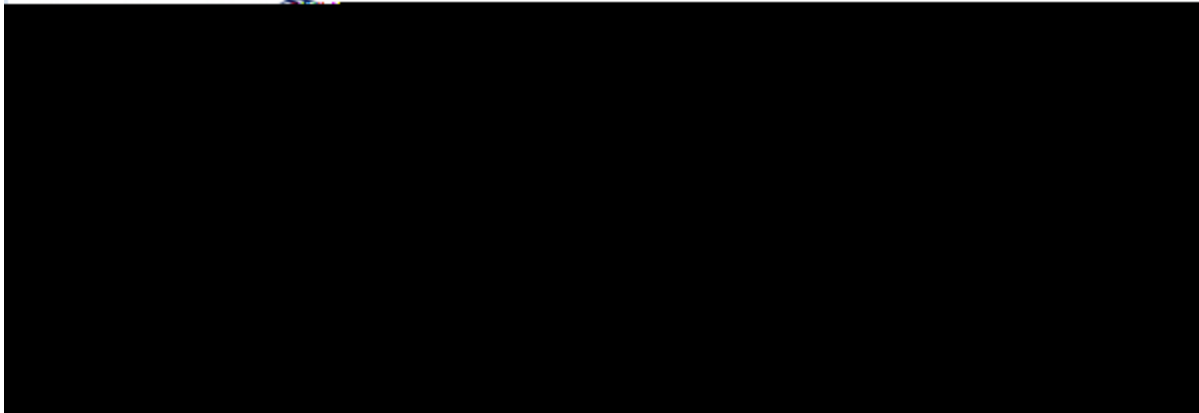


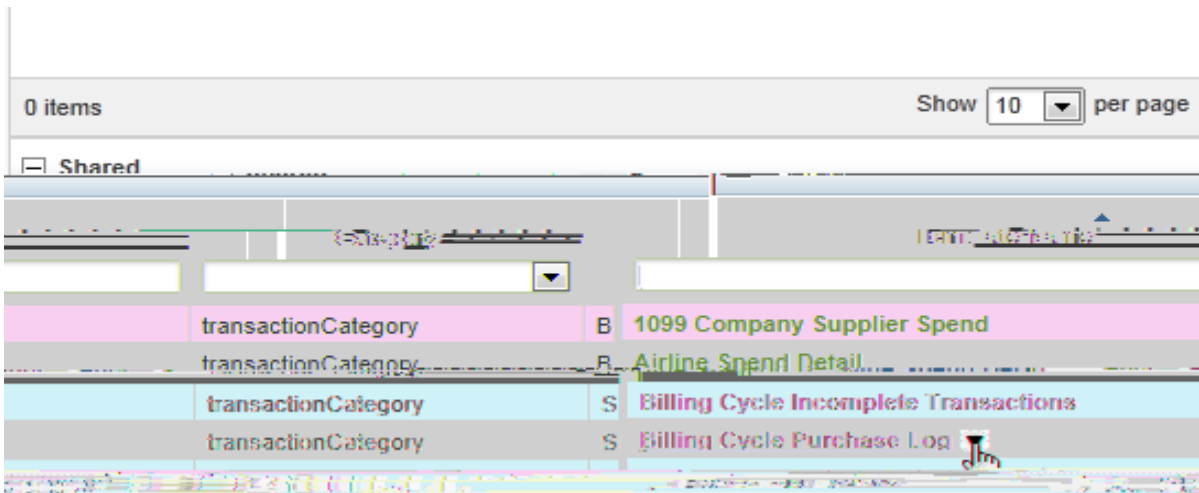
Appendix A

PRINTING THE BILLING CYCLE PURCHASE LOG WHEN THE CARDHOLDER HAS MORE THAN ONE ROLE  
(Approver, Accountant, Program Admin) LACARTE WORKS

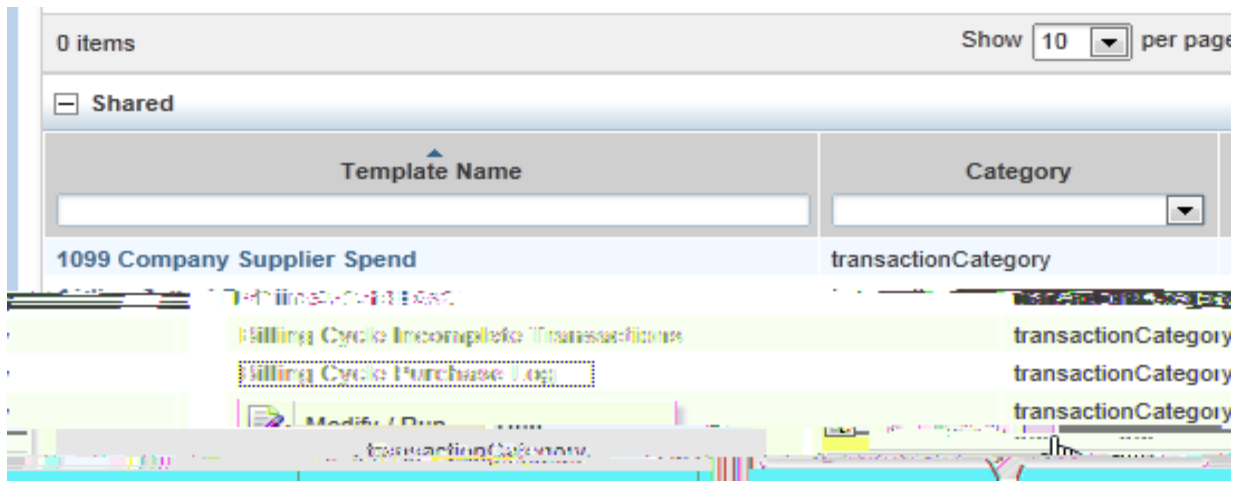
Click on Reports to Template Library



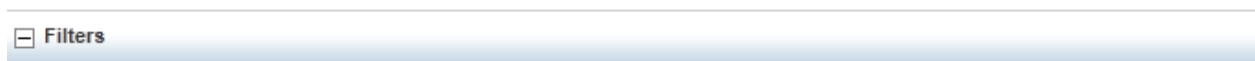
Click on Billing Cycle Purchase Log



Click Modify/Run

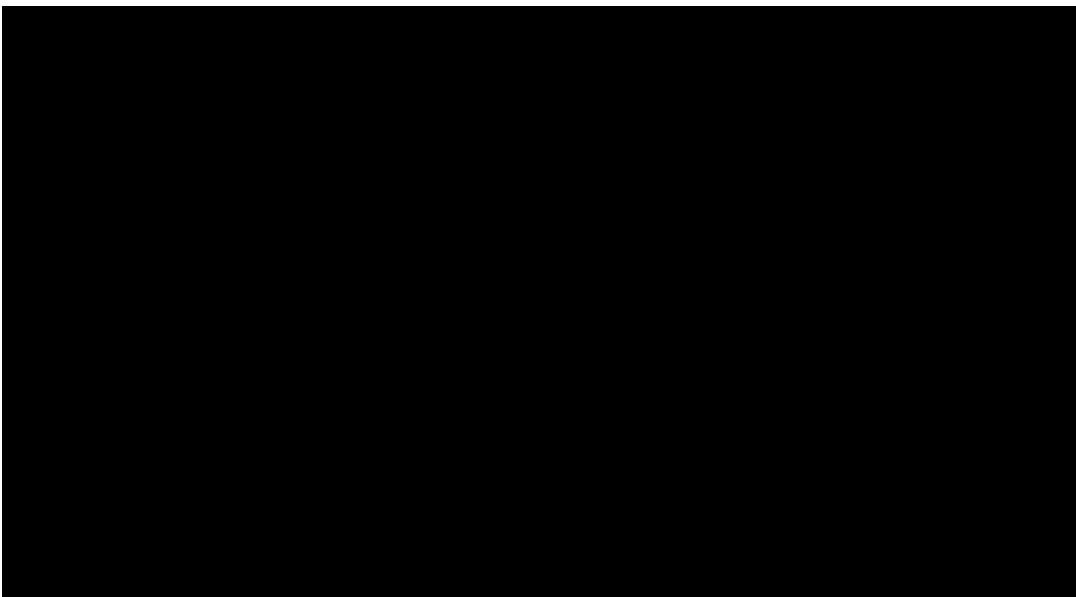


Scroll down Click on Add Filter drop down box.



Add filter:

And scroll down and select Full Name



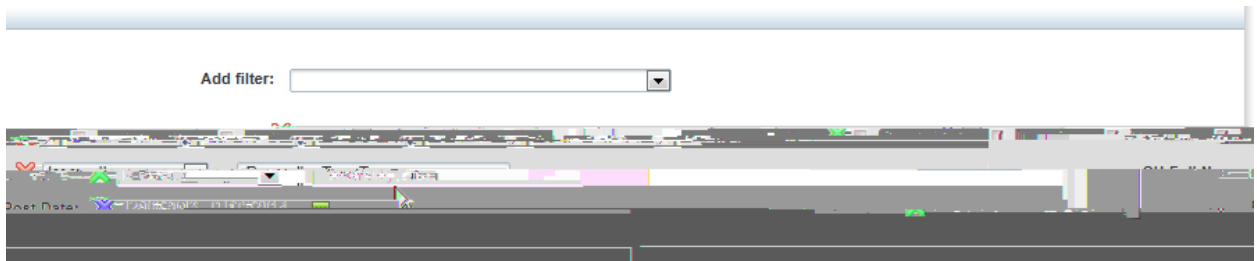
The screen below appears:

POST DATE If the date range is incorrect, click on the calendar icon. Click a date in the range you want, then click the Selected Cycle radial button below the MM DD YY range, and it will select the date of the statement

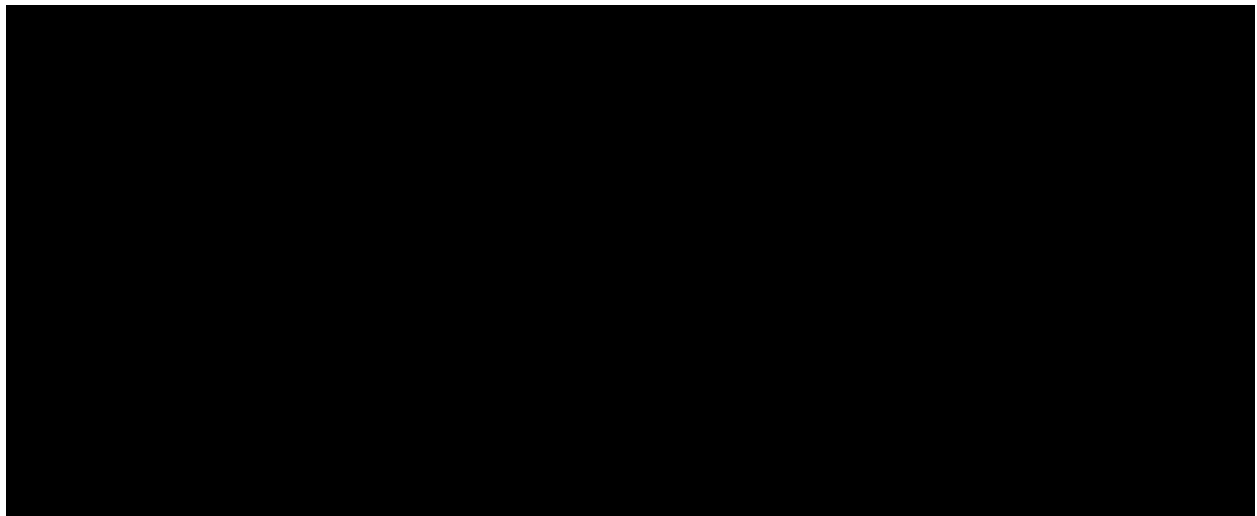
Also, select Landscape orientation to get a better page layout of the log.



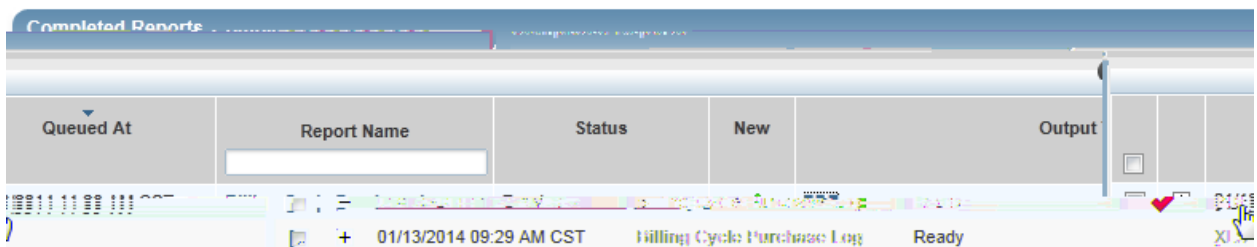
Type in your full name. Last Name first, then comma then first name and middle initial if applicable. See the top right corner of your screen where it says Welcome to see if middle initial is applicable.



Scroll down and click Submit Report



Report begins processing. Once completed click PDF



Click on Open.

Completed Records

Clear Filters

Report Name	Status	New	Output Type(s)	Queued At	Report
Purchase Log	Ready	<input checked="" type="checkbox"/>	PDF	01/13/2014 11:28 AM CST	Billing Cycle
Purchase Log	Ready	<input type="checkbox"/>	XLS	01/13/2014 09:29 AM CST	Billing Cycle
Purchase Log	Ready	<input type="checkbox"/>	XLS	01/13/2014 08:41 AM CST	Billing Cycle
		<input type="checkbox"/>	XLS	01/13/2014 08:19 AM CST	Billing Cycle Purchase Log
		<input type="checkbox"/>	XLS	01/13/2014 08:15 AM CST	Billing Cycle Purchase Log
		<input type="checkbox"/>	XLS	01/10/2014 03:54 PM CST	Billing Cycle Purchase Log
		<input type="checkbox"/>	XLS	01/10/2014 03:50 PM CST	Billing Cycle Purchase Log
		<input type="checkbox"/>	XLS	01/10/2014 08:28 AM CST	Billing Cycle Purchase Log
		<input type="checkbox"/>	PDF	01/09/2014 03:08 PM CST	Billing statement

Show 10 per page Page: 1 0 Selected | 21 items

Do you want to open or save Billing Cycle Purchase Log.pdf from my report?

Billing Cycle Purchase Log documentation for your records and audit purposes.

and

