



Pegasys

Credit Card Log Transactions Report - Credit Card Holder

CRCD Log Transactions—Generates a listing of all Pegasys Credit Card Log (CL,CT) transactions that have been entered in Pegasys. The Approving Official, Credit Card Alias, Date Range, and Reconciliation Status are the parameters entered to generate this report. Two versions of this report can be run - one as Approving Official and one as Credit Card Holder. Note: The Date Range is a required parameter. The Approving Official and the Credit Card Alias must be entered in ALL CAPS. The date range must be entered in the MM/DD/YYYY format. Status can be selected from a drop-down menu.

Figure 1

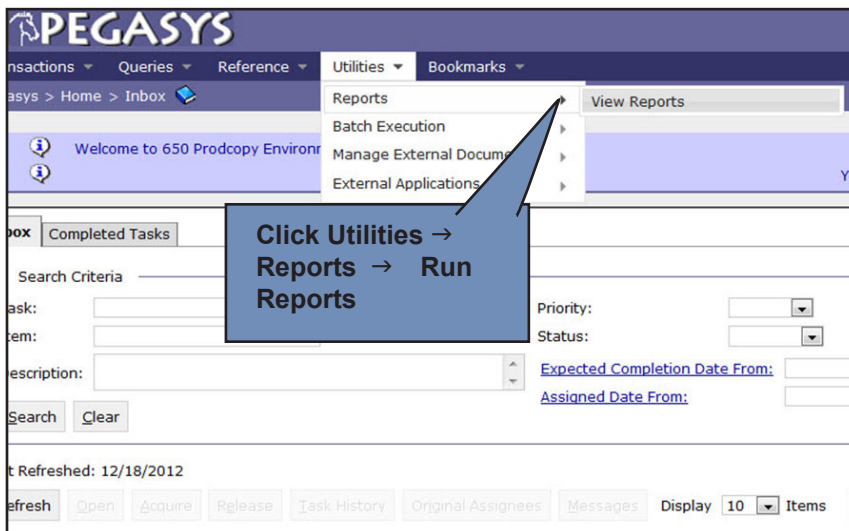


Figure 1

- 1) From the Pegasys homepage, click on **Utilities** on the Menu Bar.
- 2) Click on **Reports**.
- 3) Click on **View Reports**.

****View Reports page is displayed for all available reports****

Figure 2

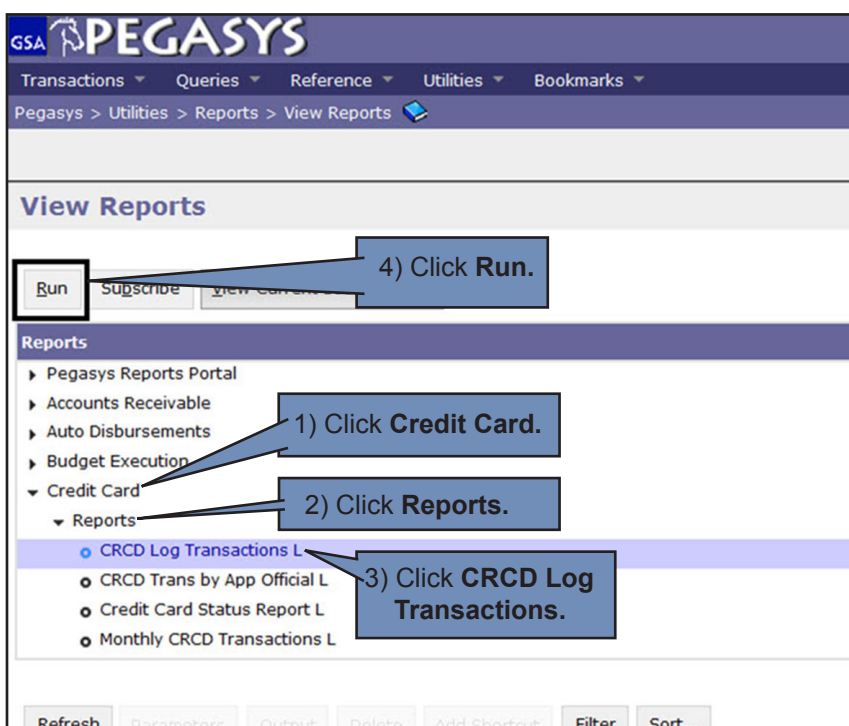


Figure 2

- 1) Click the “►” arrow next to the **Credit Card** folder to expand this folder.
- 2) Click the “►” arrow next to **Reports** to view options.
- 3) Click on **CRCD Log Transactions L** once to highlight this report.
- 4) Click **Run**.

Figure 3

https://prodcopy.phdc-test.gsa.gov/ - CRCD Log Transactions L - Windows Internet Explorer p

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Transactions ▾ Queries ▾ Reference ▾ Utilities ▾ Bookmarks ▾

> Report Name

The report has been successfully submitted.

CRCD Log Transactions L

Run 3) Click Run.

Expand All | Collapse All

Parameters

Approving Official:

* Log Start Date: 09/01/2012 1) Enter Start and End Date.

* Log End Date: 09/30/2012

Alias: COLLEENTONEY2373 2) Enter Alias.

Status:

Return to Top

Figure 3

- 1) To narrow down the search parameters for your report, enter a specific **Date Range**.
- 2) Enter in the **Cardholder's Alias in ALL CAPS**.
- 3) Click **Run** when finished.

****If the report has been generated, a message display will appear under the breadcrumbs track that says, "The report has been successfully submitted."****

Figure 4

View Reports

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Transactions ▾ Queries ▾ Reference ▾ Utilities ▾ Bookmarks ▾

Pegasys > Utilities > Reports > View Reports

View Reports

Run Subscribe View Current Subscriptions

Reports

- ▶ Pegasys Reports Portal
- ▶ Accounts Receivable
- ▶ Auto Disbursements
- ▶ Budget Execution
- ▼ Credit Card
 - ▼ Reports
 - CRCD Log Transactions L
 - CRCD Trans by App Official L
 - Credit Card Status Rep
 - Monthly CRCD Transac

3) Click Output.

Refresh Parameters Output Delete Add_Shortcut Filter Sort...

Report Status

Description	Report Status	Saved Output Format	Report Start
CRCD Log Transactions L	Complete	PDF	12/31/2012 09:21:58
CRCD Trans by App Official L	Complete	PDF	12/31/2012 08:15:35
Credit Card Status Rep		PDF	12/31/2012 08:10:11
Monthly CRCD Transac		PDF	05/04/2012 08:17:28

2) Click Refresh, and Highlight the Report.

Go to top of page

Figure 4

- 1) Click on "**Close the window**" in the upper-right corner (do not click on the "x" to close the window).
- 2) Click **Refresh**, and highlight the report. *Make sure the "Report Status" says **Complete** - if it says "Pending," wait a few minutes, and try again.*
- 3) Click **Output**.