Using the PCard Transaction Report in Hyperion FSJA-092

1. Access Hyperion from the Banner Applications Channel in the MyUNM Portal.

2. Click on FPRHOZ02 – Pcard Transaction Report.

3. Choose to run the report by Index code, Org code of the Index the charge posted to, Cardholder Banner ID or Invoice ("S" doc) number. After entering the Value for your selection, click on the Find button.

4. Double click on the desired value to add it to the report criteria.

5. Enter a date range and choose which transaction to view. If you would like to view only transactions posted to Restricted Funds, click on the checkbox. Next, click on the Process button.

6. When you see the message “Information has finished generating. Please select buttons to the right…” either view the report by clicking on the Show Report button or export to Excel by clicking on the Export button.

***END***