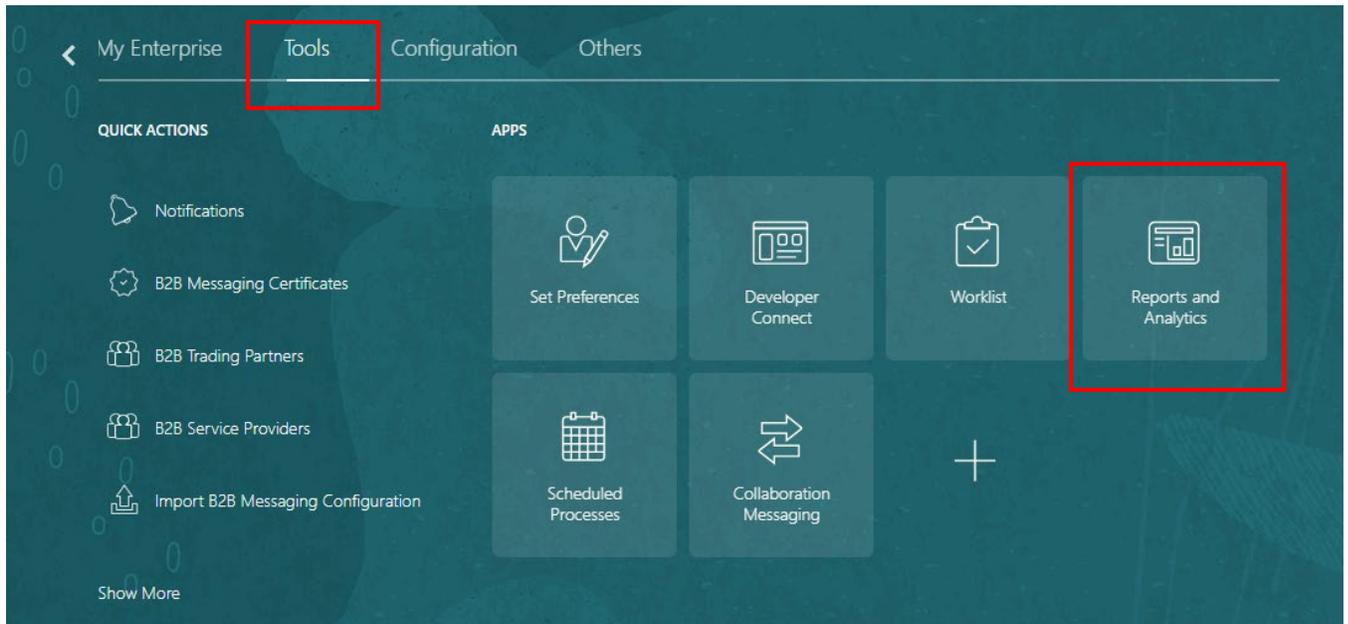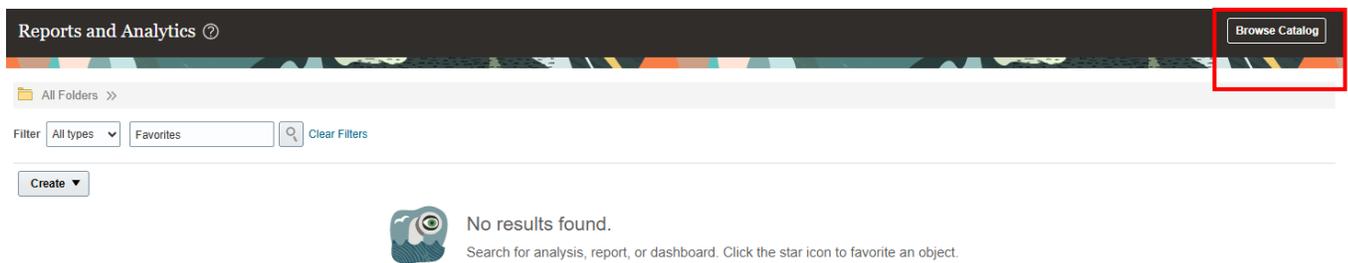# How to – Run the P Card Transactions report
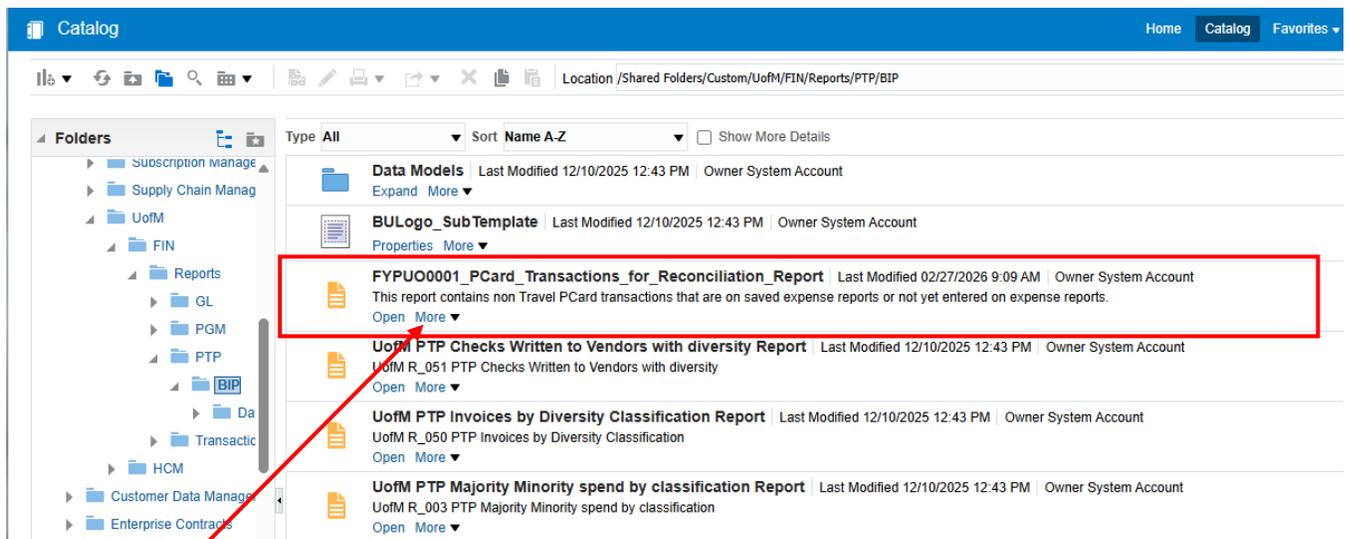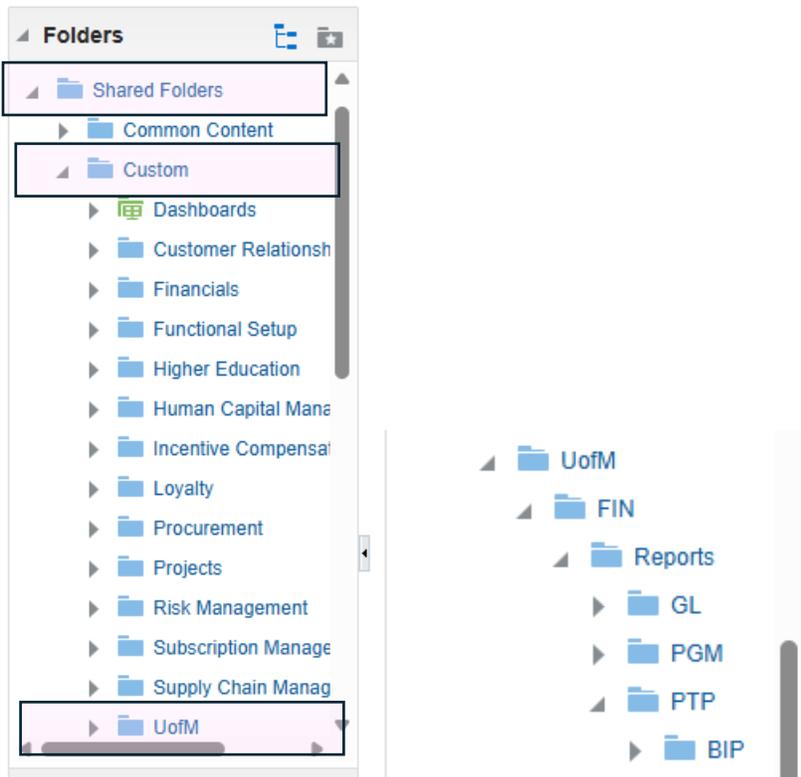
Log into Oracle Fusion.

Go to **Tools** in the top horizontal navigation and then click the **Reports and Analytics** tile.



Click **Browse Catalog** button in the upper right.

Navigate to: Shared Folders → Custom → UofM → FIN → Reports → PTP → BIP.

Click on 'More' and click 'Save to Favorites'. The report will show up under the Tools tab, Reports and Analytics.

Alternatively, you can click the search icon in the top left navigation and search **FYPUO0001_PCard_Transactions_for_Reconciliation_Report**.

The search Location should start with Shared Folders/Custom/UofM.
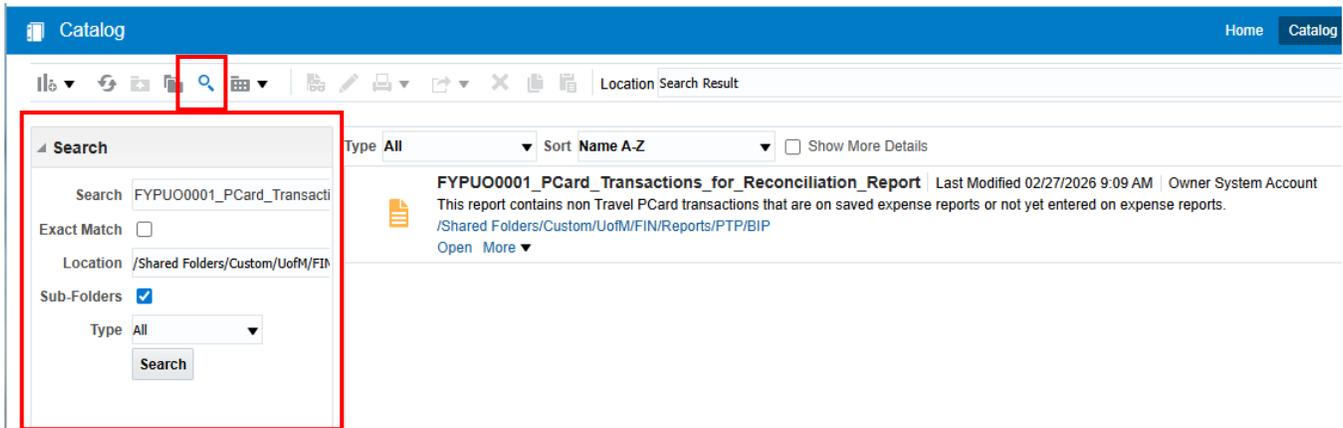

From the report list screen, click **Open**.

Note that you can also click **More** here and click **Add to Favorites**, and this report will appear on your home screen after you click on the Reports and Anytics tile.
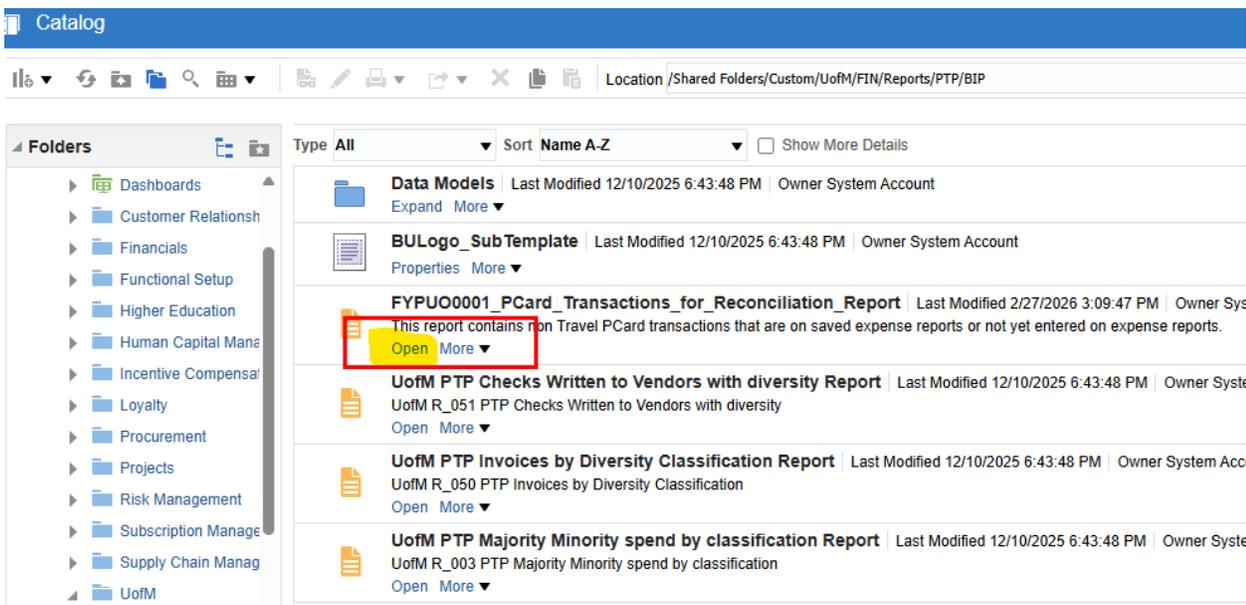
The report will run automatically, and will export to your downloads folder with all people who you have access to see in your Org. If you want to filter for a specific user before exporting to Excel, use the filter in the upper left:

    a. Click the dropdown next to Employee Name.

    b. Click the **Search button** on the bottom.

c. Enter the last name and click the **Search** button.

d. Highlight the name on the left and then click the **Move>** button to move the name to the right side of the screen.

e. Click the **OK** button in the lower right.

f. Click the **Apply** button next to the Employee Name dropdown.
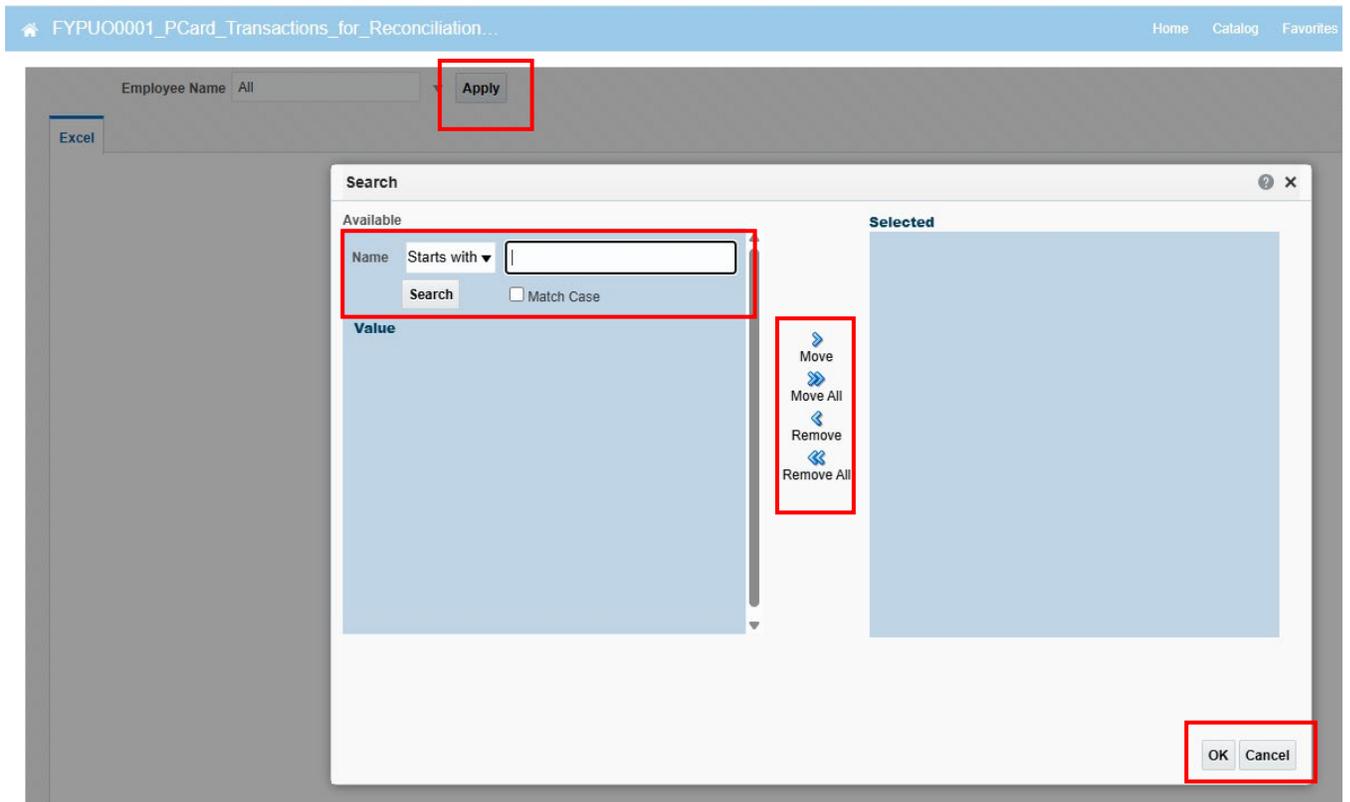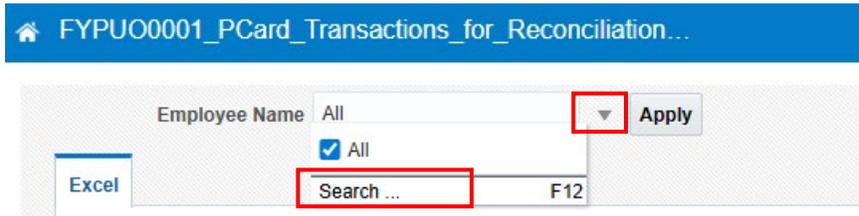
The report will run and it will be saved in your Downloads folder.