

# INQUIRY REPORT FOR PCARD TRANSACTIONS

The screenshot shows the CHROMERIVER 'My Reports' page. The 'Inquiry' tab is selected in the top navigation bar. The left sidebar contains a list of report categories under 'Request Images', with 'My Firm Paid Items' selected. A 'Run Report' button is located at the bottom left of the page.

1. Select Inquiry

2. Select My Firm Paid Items

3. Run Report

The screenshot shows the 'My Firm Paid Items' report page. The 'Criteria' tab is active, showing a 'Filter' section with the following settings: 'Only Open' set to 'All', 'Date Range' set to 'This Month' (From: 01/27/2015, To: 02/26/2015), 'Expense' set to 'All', and 'Personal' set to 'All'. The main table has columns for Owner, Expense, Name, %, and Matter. A 'Run Report' button is at the bottom left.

4. Enter date range

5. Run Report

To paste into Excel:

	Expense	Name	%	Matter	
ue	Registration Fees	US FIGURE SKATII	100	204000FUNR	Summary
ue	Registration Fees	US HISPANIC LEAI	100	204000FUNR	All
					Details

6. Select Copy to Clipboard

6. Select Details and paste in Excel