



Schedule Report - BYU Find Credit Card Transactions

Purpose: The BYU Find Credit Card Transactions displays pending credit card transaction for you and your direct reports. You can schedule this report for automatic delivery at your preferred frequency.

Process to Schedule this Report

1. From the Workday search bar type "Schedule a Report"
2. Use the following in the Criteria box:
 - a. **Report:** BYU Find Credit Card Transactions
 - b. **Run Frequency:** Select Daily, Wweekly, or Monthly (Whichever best meets your needs)
 - c. **Populate Default Prompt Values:** Leave unchecked
3. Press OK.
4. Under the criteria "Start: Transaction Date" select Determine Value at Runtime under the Value Type column. In the Value column search for "First Day of Last Calendar Year".
5. Under the criteria "End: Transaction Date" select Determine Value at Runtime under the Value Type column. In the Value column search for "Last Day of This Calendar Year".

Schedule a Report

Request Name *

Report Name

Run Frequency

[Report Criteria](#) | [Schedule](#) | [Output](#)

Field	Value Type	Value
Worker	<input type="text" value="Specify Value"/>	<input type="text"/>
Employee Supervisory Organization	<input type="text" value="Specify Value"/>	<input type="text"/>
Start: Transaction Date	<input type="text" value="Determine Value at Runtime"/>	<input type="text" value="× First Day of Last Calendar Year"/>
End: Transaction Date	<input type="text" value="Determine Value at Runtime"/>	<input type="text" value="× Last Day of This Calendar Year"/>
View Expensed Transactions	<input type="text" value="Specify Value"/>	<input type="checkbox"/>
View Unexpensed Transactions	<input type="text" value="Specify Value"/>	<input type="checkbox"/>

6. Under the tab Schedule determine the values for the recurrence you determine for the report:
 - a. For Daily Recurrence: Fill in the Recurs Every Weekday or Every x Day(s) and Start Time according to your preference. Next select the range of recurrence needed for your scheduled report.

- b. For Weekly Recurrence: Fill in the Recurrence Every x Week(s), Day(s) of the Week, and Start Time according to your preference. Next select the range of recurrence needed for your scheduled report.
 - c. For Monthly Recurrence: Fill the the Every Month or Month(s), Day(s) of the Month or Day of the Week, and Start Time. Next select the range of recurrence needed for your scheduled report.
7. Under the tab output select the output type, file deletion day period that best serve your needs.
-

What's Next? ►

- The report when run will appear in both the Notification area and in My Reports under your profile icon in the upper right corner of Workday navigation bar.

