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Looking at Credit Card Transactions

Overview

This section explains how credit card transactions can be viewed in the finance portal.

1.1. Menu

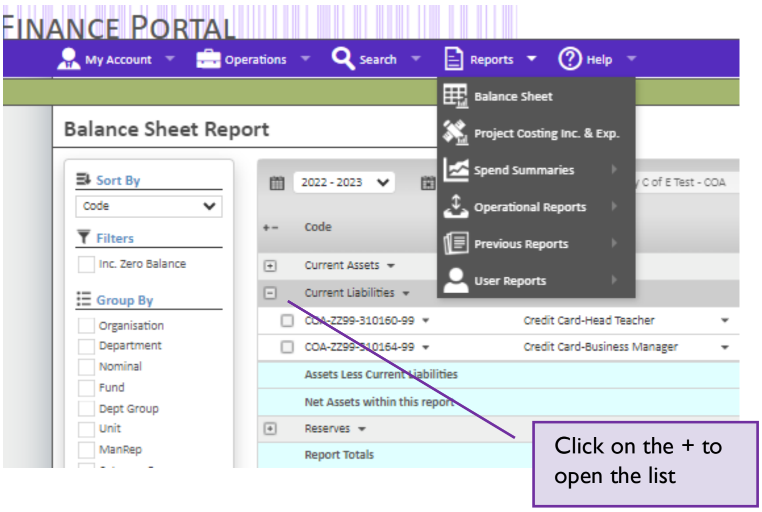
Reports – Balance Sheet

Credit card details can be viewed in the finance portal (Hoge) using the Report – Balance Sheet option.

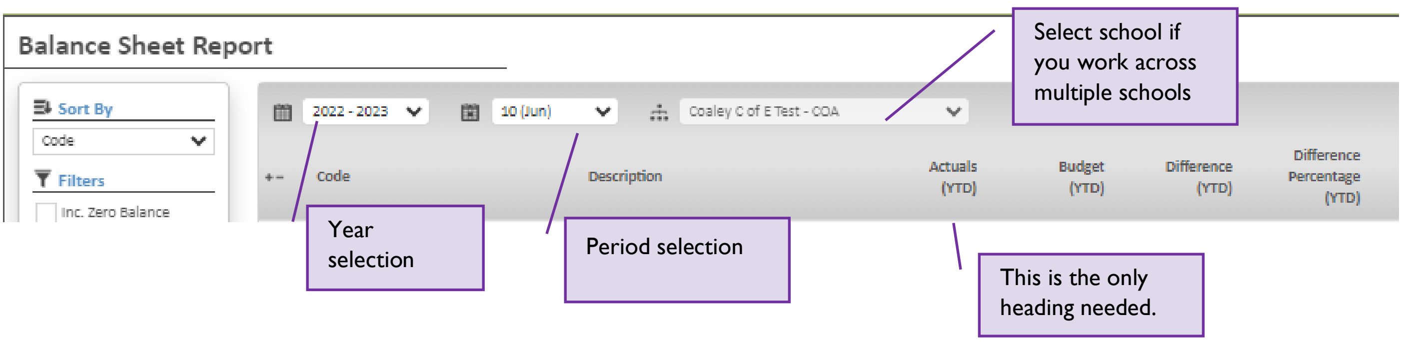
2. Balance Sheet Report

2.1. Credit Card Accounts

Credit Card data can be viewed in the portal using the *Report – Balance Sheet* option under the Current Liabilities heading.



2.2. Select the year and period to view



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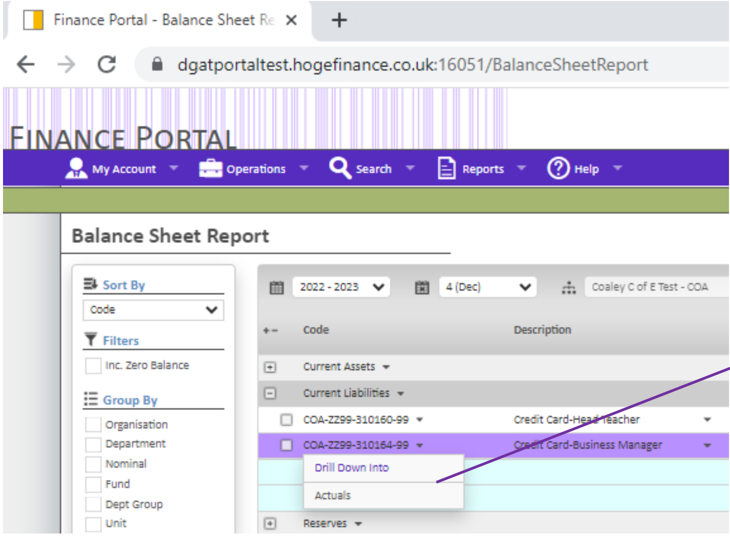
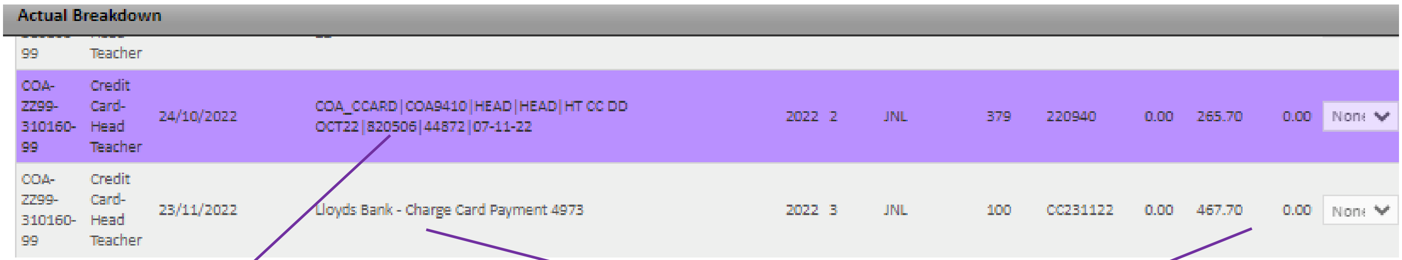
2.3. Drill down to the detail



Hover over the code to be able to select to drill down to the transactions.

2.4. 1.4 Type of Data



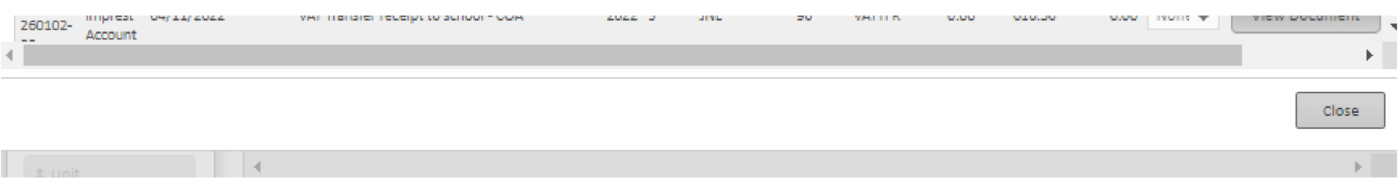
Migrated PSF data will be on this style of information.

New data, i.e. data directly entered to Hoge.

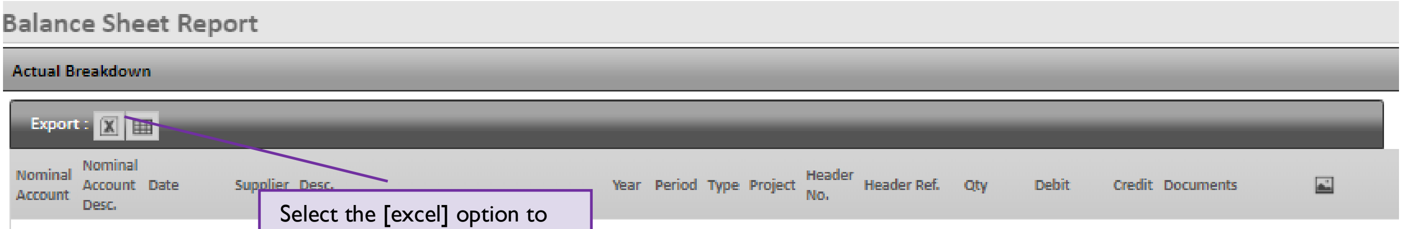
If there is an attachment, e.g. an invoice, the box will not be greyed out and you can drill down to see the detail.

2.5. Closing the Enquiry

Use the [Close] button at the bottom of the report



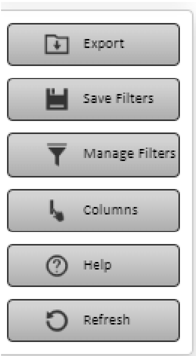
2.6. Exporting to Excel



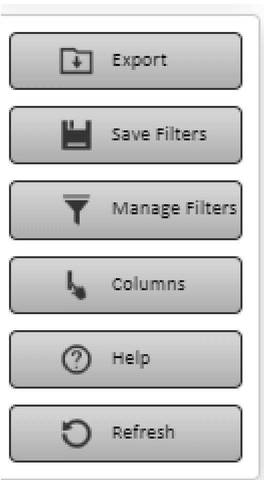
Select the [excel] option to export.

3. Running the Report

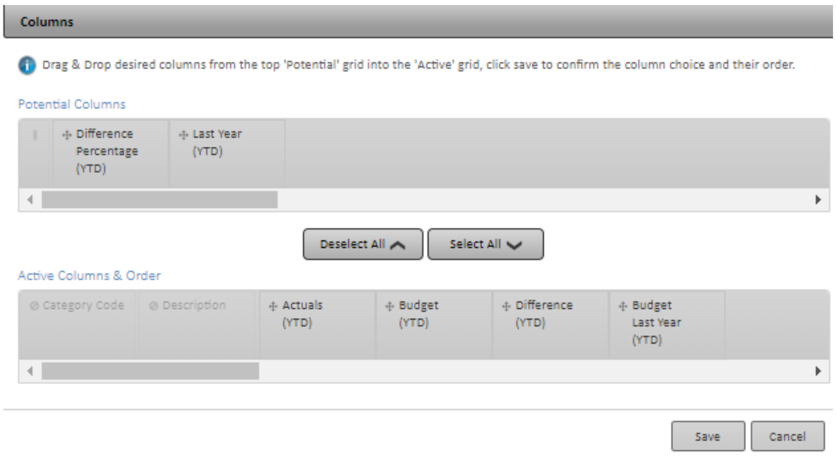
Select refresh which can be found at the bottom of the actions list on the left hand side. Each time a change is made you will need to refresh to update the results.



4. Remove unnecessary columns



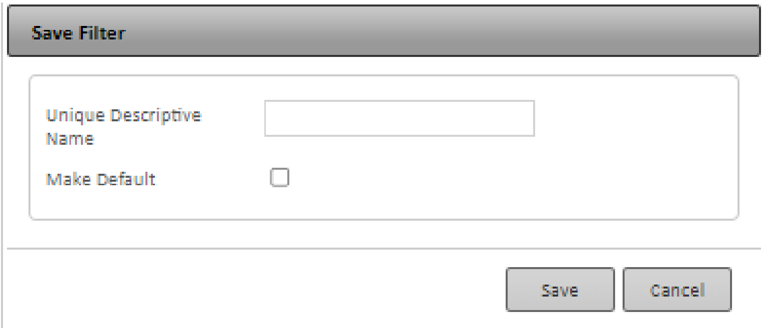
Select the [columns] option, then move the columns not required to the potential columns box, using the "Deselect function or dragging them into the box.



[Save] when complete.

5. Save a template

Save the template using the [Save filters] option.



Enter a unique name and select as default for the enquiry report.