

Printing a Statement

From the main Pcard Place Landing page, scroll to the small tiles at the bottom.

The screenshot shows the Pcard Place dashboard with several data visualization tiles. At the bottom, there is a row of navigation tiles: 'iCard Home', 'iCard Reporting Tools', 'Dispute Transaction', 'Reconcile Statement', and 'Cardholder Stmt MFA...'. The 'Cardholder Stmt MFA...' tile is circled in red, and a yellow arrow points to it from the right. Below this row is an 'Expected Credits' tile.

Select/click on the Card Holdholder Stmt MFA_PB705.

The screenshot shows the 'Query Report Viewer' search interface. It includes a search bar with a dropdown menu set to 'Report Name' and a 'Search' button. A yellow arrow points to the search input field.

Query Report Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.
*Search by Report Name begins with
Search Advanced Search

Enter **MFA_PB705** in the blank field.

Click **Search**.

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by begins with

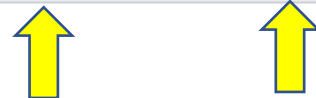
[Advanced Search](#)

Search Results [Show Template Prompts](#)

Report Definition					
Report Name	Description	Data Source ID	*Format	Burst	View Report
MFA_PB705	Cardholder Statement	SLC_PCARD_TRANS_DETAILS_BI	PDF	N	View Report

Make sure the format is **PDF**.

Select/click **View Report**.



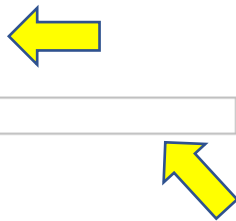
[Help](#)

SLC_PCARD_TRANS_DETAILS_BI

Billing Date From

Billing Date To

Cardholder (blank for all)



Enter the Billing Date From and Billing Date To. **Use billing cycle end dates.**

Enter the MYFIN user name (usually capital first name initial and capital first letter of last name with lowercase following. For Example: AStoddard, EBayer

Select/click **OK**.

The first page is a title page. The actual transaction list starts on page 2.