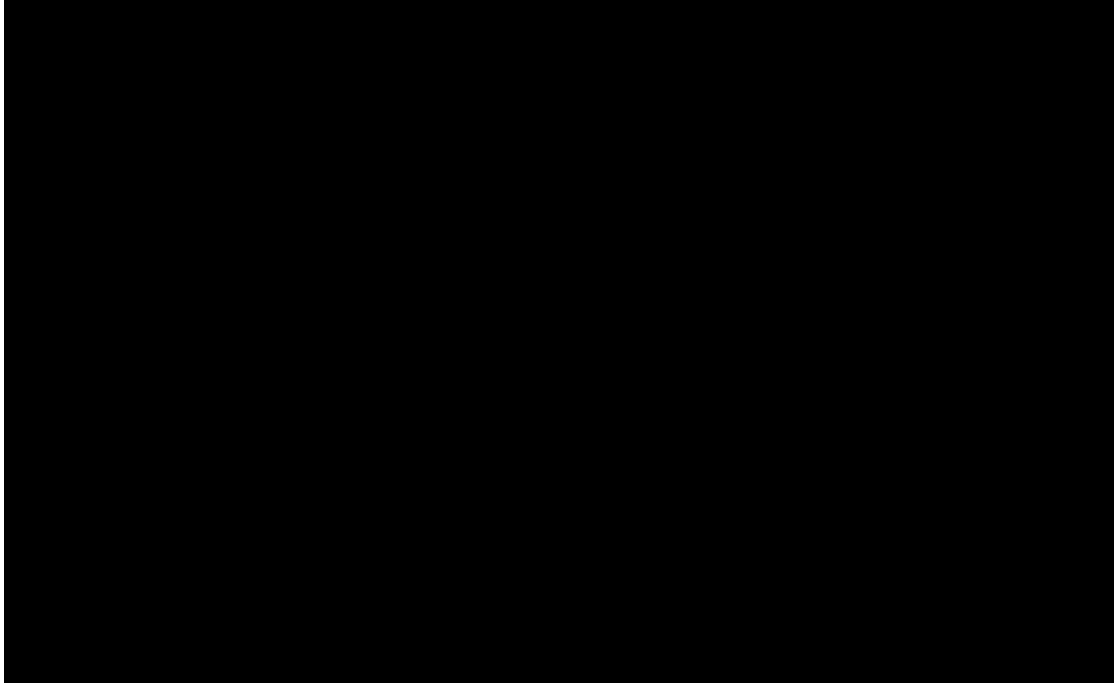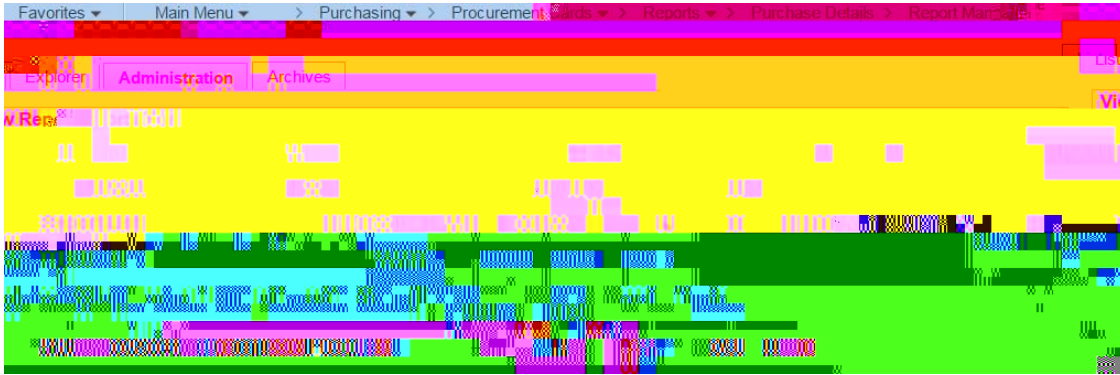| Navigation:	Purchasing Procurement Cards Reports Purchase Details
Notes:	On 01/24/2017 a Crystal to BI conversion occurred for the Procurement Card Purchase Detail by Employee report. The input parameters have not changed, though what happens after the end user clicks on the outlined below.

Steps	Description
1	Go to Purchasing Procurement Cards Reports Purchase Details. Find an existing Run Control ID value or add a new one.
2	Define the input parameters, including the employee ID, card issuer, currency code, and from/thru dates.

Steps	Description
5	Click on the Distribution button.
6	Define the user or users who will be receiving the report via email.

Steps	Description
8	If you choose to have the report display on a webpage, highlight the U_PCRDTL_XML process name and select the Web option.
	Then click OK.
9	You'll be brought back to the previous window and you'll have a Process Instance displaying:
10	Click on Report Manager and navigate to the Administration tab. If necessary, click on the Refresh button to have the report links populate the screen. Once it does, you'll see two recently created links as opposed to one. Please note that this is different than

Steps	Description
	acted beforehand, and this is necessary due to software constraints from the new report. Click on the link that ends in .PDF:
11	The report will open up, and this will be a BI report instead of a Crystal report. The header is slightly different than beforehand, including the USF logo. Also, the Description and/or Approved By fields can make transactions use two lines if the fields are very long. Due to software constraints, the transaction's status displays on every line. Other than that, the report output has not changed.