1. [Reports] [Create]
2. [Spend] [Choose from all available templates]
3. Choose [OSU Cardholder Statement – Allocation Detail]. [OK]
4. Choose the little calendar by [Post Date]. Pop up box appears. Input dates. [OK]
5. Choose magnifying glass by [Card]. Pop up box appears. Mark the box [Include Deactivated Accounts]. Find your person and check the box by the name. Click [OK].
Click [Submit Report]. The Completed Reports page opens. You can see your recent reports. Click on PDF and follow the normal [Open with] or [Save File] process.