

BANNER FIS REPORT

FWRPLOG – P Card Departmental Log Report

This report contains detailed bank information for each card such as:

- Bank transaction date
- Banner transaction date
- Vendor name
- Item description
- Index
- Account & dollar amount of transaction

This report includes both distributed and undistributed transactions. If a transaction is distributed it will have a “Z” number assigned to it.

In the GO field enter **FWRPLOG**

Enter the following data:

Process – defaults the job name

Printer – enter your printer name (printer begins with WOU_XXX)

Parameter Values Block

Parameters: enter data in the Values column

01 Card number	(last 6 digits of card)
02 From date	Statement begin date, use date format DD-MON-YYYY
03 To Date	Statement end date, use date format DD-MON-YYYY

Submission Block

1. Press Page down to go to Submission block
2. Click Save Parameter Set as – optional, click this box if you want Banner to save the values entered in the Parameter Values block
3. Click the submit button in the Submission block
4. Click the save icon