**FWRPLOG FAST FIS**

**FWRPLOG – P Card Departmental Log Report**

**Objective:** To use this report and reconcile all transactions listed on the FWRPLOG report to your montly US Bank statement.

Type **FWRPLOG** in the Search box, press [**Enter**].

The Process Submissions Control Scree will appear, click on [**Go**].



The Pcard Departmental Log Report Screen will appear, enter the following parameters:

**Printer Control Block**

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

 

**Enter your department printer name**

**Enter the last six digits of your Pcard**

**Enter the start date of your US Bank Statement**

**Enter the ending statement date found on your US Bank Statement**

Click on the save button located on the bottom right hand corner. 

The report should now print.