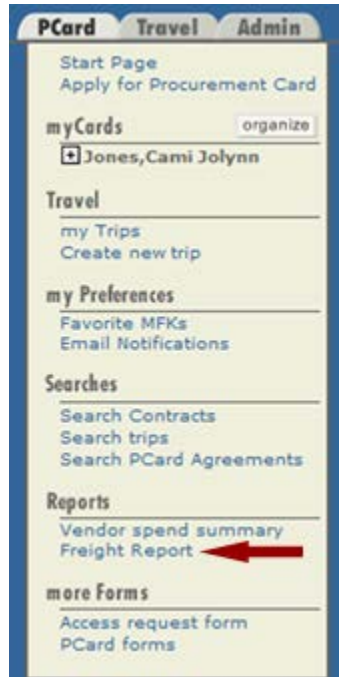


## Generate Freight Report

ProTrav has a reporting tool for basic and upper level users to be able to review and download freight information from UPS and Fed Ex.

Once you have logged into ProTrav, click on the PCard tab, under reports click **Freight Report**:



You can then choose your billing cycle from the drop box and also which account to run the query on. Once those are selected, click on **Generate Report**. You may leave the report results to display on the browser or export to CSV or Excel.

**Report: Freight Charges**

Generate a report summarizing freight charges for the selected billing cycle for one or all card accounts listed under your **my Cards** section.

**Billing Cycle:** July 2012 (06/16/2012-07/27/2012) ▼

**Account:** All my Card accounts ▼

**Send to:**  Browser  CSV  Excel

Freight Summary Report				
Transactions for Account# 223 between June 16, 2012 and July 27, 2012				
<b>Report Summary</b>				
FedEx				\$5,458.23
UPS				\$7,019.30
Misc. Charges				\$0.00
<b>Total Freight Shipments</b>				<b>\$12,447.53</b>
<b>Number of Freight Shipments</b>				<b>1044</b>
<b>Invoice Number:</b>	<b>Post Date:</b>	<b>Merchant:</b>	<b>Account:</b>	<b>Amount:</b>
456	06/18/2012	UPS	ABC	\$14.58
Desc	Tracking Number	Sender	Recipient	Net Amount
2nd Day Air	000123456	Sally Doe 123 S Dubuque Iowa City, IA 52340 US	Sherman Smith 123 Tree Lane Omaha, NE 55555 US	\$9.04
Ground	000456789	Sally Doe 123 S Dubuque Iowa City, IA 52340 US	ACME Products 123 Speedy Lane Los Angeles, CA 55555 US	\$5.54
<b>Invoice Number:</b>	<b>Post Date:</b>	<b>Merchant:</b>	<b>Account:</b>	<b>Amount:</b>
789	06/18/2012	UPS	DEF	\$2,575.31
Desc	Tracking Number	Sender	Recipient	Net Amount

**Trans Detail button:**

While reconciling freight transactions, to view the shipments associated with the transaction, click on the Trans Detail button. This will open a new window to the freight report and show you the shipping information attached to that transaction. To look at the rest of the freight report, simply scroll up or down to get to the information you want to view. You may also export this report to CSV or Excel.

Invoice Number:	Post Date:	Merchant:	Account:	Amount:
123	07/24/2012	FEX	ABC	\$21.45
Desc	Tracking Number	Sender	Recipient	Net Amount
FedEx Ground	0002223111	SHIPPING 123 This Address Iowa City, IA 52240 US	Sally Smith 123 Holiday Lane Des Moines, IA 55555 US	\$4.28 <a href="#">More Detail</a>
FedEx Ground	000123456	SHIPPING 123 This Address Iowa City, IA 52240 US	ACME Products 123 Speedy Lane Los Angeles, CA 55555 US	\$4.28 <a href="#">More Detail</a>
FedEx Ground	000447798	SHIPPING 123 This Address Iowa City, IA 52240 US	ACME Products 123 Speedy Lane Los Angeles, CA 55555 US	\$4.28 <a href="#">More Detail</a>
FedEx Ground	000777777	SHIPPING 123 This Address Iowa City, IA 52240 US	ACME Products 123 Speedy Lane Los Angeles, CA 55555 US	\$4.28 <a href="#">More Detail</a>
FedEx Ground	000789456	SHIPPING 123 This Address Iowa City, IA 52240 US	Jane Doe 456 Prairie Lane Washington, DC 55555 US	\$4.33 <a href="#">More Detail</a>

If you have any questions in regards to this report you may contact [protrav@uiowa.edu](mailto:protrav@uiowa.edu).