Reports

Chapter 9
Reports

Section Objectives

At the end of this section, you should be able to:

- Request various reports from the WePay™ system
- Print reports
WePay™ Reports

The WePay™ system provides a variety of reports based on user role. Reports can be viewed online, exported in a variety of formats, displayed in a PDF viewer or printed. The following is a listing of reports available within the WePay™ system and the user roles that can access them.

**RP-6 Daily Financial Summary**  (ADM)

This report provides a summary of card and payment details such as number of cards activated, number of cards loaded, total dollars loaded, average dollars loaded and total card fees. This report encompasses all transactions within an organization (either Pitt or UPMC.) The report can be submitted for a single day or for a date range.

**RP-7 Project Structural Detail**  (ADM, BOM)*

This report provides specific project detail including department, PI, key dates, GL accounts, associated studies and their payment controls. It also lists the users who have been granted access to the project and the studies associated with an individual project.

**RP-8 Project Financial Summary**  (ADM, BOM)

This report provides high-level project financial information such as participant payment budget, actual participant compensation, actual participant reimbursement and remaining balance amounts. This report can be submitted for one or more projects at a time.

**RP-9 Project Financial Detail**  (ADM, BOM)

This report provides high-level project financial information by each associated study. The fields displayed are total participant compensation, tax withheld, participant reimbursement and net card loads and total card fees. This report can be submitted for one or more projects at a time.

**RP-10 Project Financial Activity Detail**  (ADM, BOM)

This report provides summary or detailed project and study information such as GL accounts charged, transaction date & time, participant ID, transaction ID and transaction amount. The report can be submitted for a date range and for one or more projects. It can be sorted by amount or time. To get transaction details, select the Show Detail box before submitting the report.

**RP-13 Cards in Transit**  (ADM, BOM, SC)

This report provides card transit detail based on a specified number of days in transit for one or more users. The fields displayed are card sender, number of cards, sent to, days in transit and status.

**RP-14 Card Aging**  (ADM, BOM, SC)

This report provides aging detail of free cards owned by one or more users. The report displays the time of possession for each card and number of cards expiring in the next two years.
**WePay™ Reports**

**RP-15 Study Structural Details** (ADM, BOM, SC)*

This report provides specific study detail including IRB information, key dates, payment controls and number of participants. It also lists the users who have been granted access to the study and the associated project.

**RP-16 Study Financial Detail** (ADM, BOM, SC)

This report provides high-level study financial information. The fields displayed are total participant compensation, tax withheld, participant reimbursement and net card loads and total cards fees. This report can be submitted for one or more studies at a time.

**RP-17 Study Financial Activity Detail** (ADM, BOM, SC)*

This report provides summary or detailed study information such as GL accounts charged, transaction date, transaction time, participant ID, transaction ID and transaction amount. The report can be submitted for a date range and for one or more studies. It can be sorted by amount or time. To get transaction details, select the Show Detail box before submitting the report.

**RP-18 User Payment Detail** (ADM, BOM, SC)

This report provides payment details for an individual user based on a date range. The fields displayed are transaction date, transaction time, participant ID, transaction ID, payment method, load amount, project and study. The report can be sorted by amount, subject ID or time.

**RP-18b Your Payment Detail** (SC, SA)*

This report provides your payment details based on a date range. The fields displayed are transaction date, transaction time, participant ID, transaction ID, payment method, load amount, project and study. The report can be sorted by amount, subject ID or time.

**Card Counts** (CM)

This report provides a count of all cards by card-type. The fields displayed are free, in transit, disabled, active and disputed.

*Most frequently used reports*
Submit a Report

When a report is selected, additional screens may display requesting various parameters, such as a date range. When parameters are completed, the report will be generated and opened in a separate window from the WePay™ application.

<table>
<thead>
<tr>
<th>WePay™ system</th>
</tr>
</thead>
<tbody>
<tr>
<td>N → Reports → Crystal Reports → Crystal Report Viewers → Set Parameters</td>
</tr>
<tr>
<td>N → Reports → Individual Report name → Individual Report Name → Set Parameters</td>
</tr>
</tbody>
</table>

Submit reports

1. Select a report from the available list (either Crystal Reports or an Individual Report name.
   - The listing of available reports is based on your WePay™ user role.

2. A separate Crystal Reports window will open for those reports. Otherwise skip to #3.
   - Your browser settings may need to be updated to allow pop-ups from the WePay™ system.

   - Use Ctrl + Click to select multiple items from a drop down list.

4. Click the Submit button.

5. If a Crystal Report, the report output will be displayed as follows. Otherwise skip to #11.
Submit a Report

6. To print the report, click the printer icon in the upper left-hand corner.

7. The following Print Report window will appear.

8. Click the Ok button.


10. Click the printer icon in the upper left-hand corner to print a hard copy of the report.
Submit a Report

11. Click the Open button at the bottom of the screen.

12. The report will appear as an Excel spreadsheet and can be printed from the Excel menu.
Sample Reports