REPORTS IN WORKS

10. In the middle of the screen, update the date range you require by clicking on the calendar.

| Add filter: | | •5 |
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| Vendor Name: | 💥 Starts with 🔻 | Amazon |

11. Select any of the standard options or manually enter the date range

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| | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | |
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12. To save this template for future use, scroll down to the "SAVE TEMPLATE" section and click the Save box.

Submit Report

| Save Template | |
|----------------|-----------------------------------|
| | Save Template to Template Library |
| Template Name: | Transaction Detail Report |
| Desamption | Statement Dates |

13. Scroll to the bottom and click "Submit Report".

| 14. | Open the completed Excel Report | |
|-----|---------------------------------|--|

| Com | pleted i | Reports | | | | |
|-----|----------|-------------------------|-----------------------|--------|--------|-----|
| | | ueued At | Report Name | L atus | New | |
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| | Ŧ | 05/17/2017 12:45 PM CDT | Amazon - TXN Details | | Ready | XLS |
| - | (F) | 05/17/2017 12:45 PM CDT | Amazon - TXN Details: | sei ac | - 10 m | |

15. The Excel Report will list all transactions and the individual items purchased under each transaction.

| Txn Number | Post Date V | endor Name | Detail Descr | iption | | | Quantity | Detail Amour | nt Amount | GL: Account Rollup | | artment Rollup | GL: Grant/ |
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