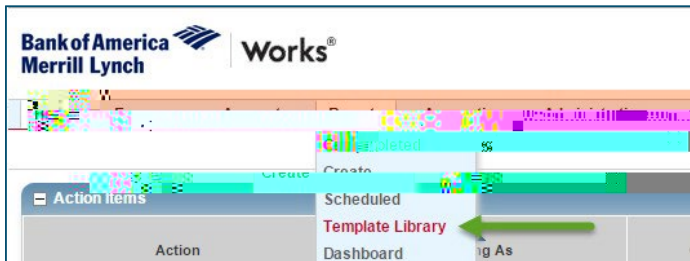
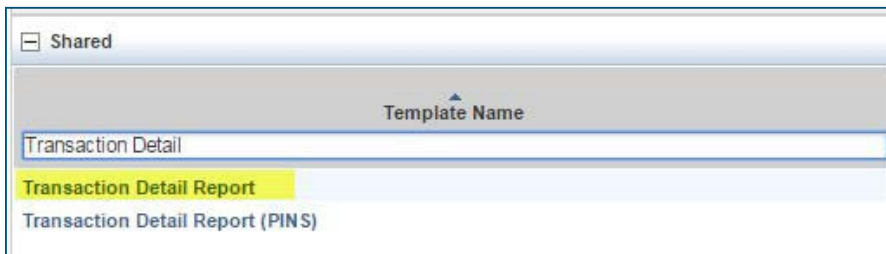


REPORTS IN WORKS

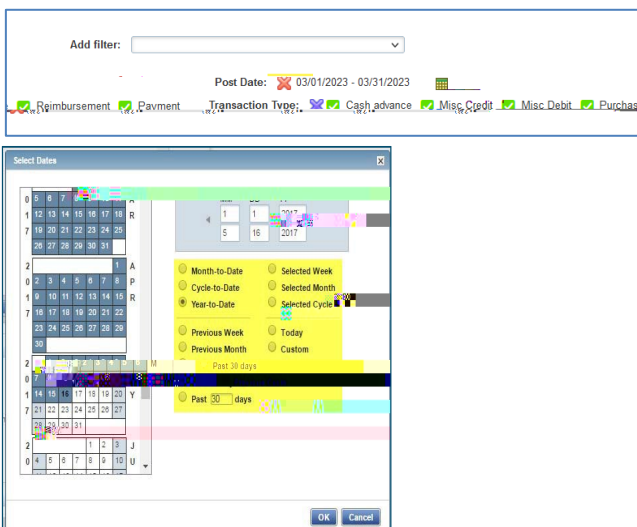
I. TRANSACTION DETAIL REPORT



2 In the "Shared," library at the bottom of the page type in "Transaction Detail." Choose the second report.



3.



4 To save this template for future use, scroll down to the "SAVE TEMPLATE" section and check the Save box. The name can be updated as you like in "Template Name."

5. Scroll to the bottom and click submit.
6. The Completed Reports page will open and a green check mark will appear when your report is ready. Click on XLS to view your report.
7. An Excel Report will open. Use filters to sort by chartfield and

