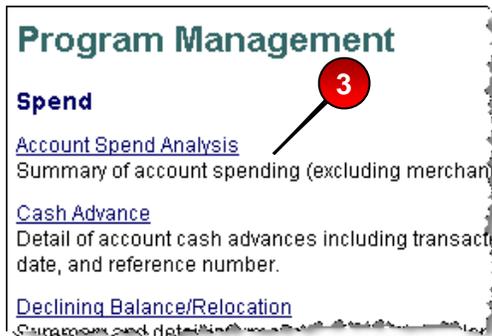


Run a Report

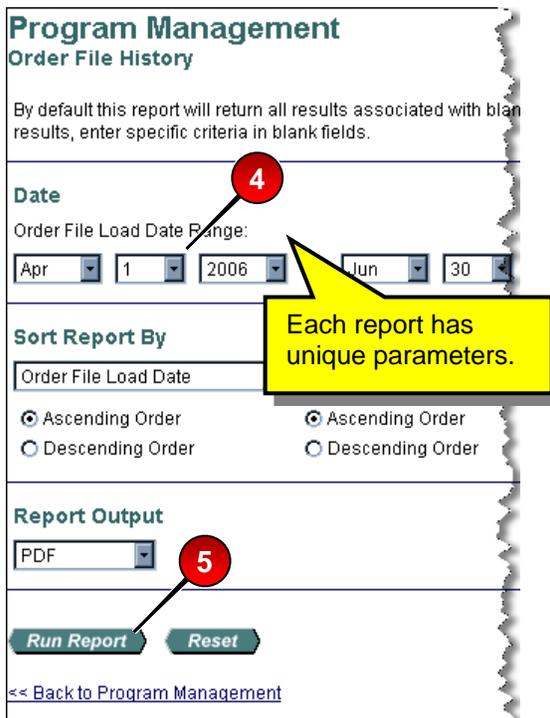
You can use this quick reference guide as a fast reminder of the basic steps for running a report.



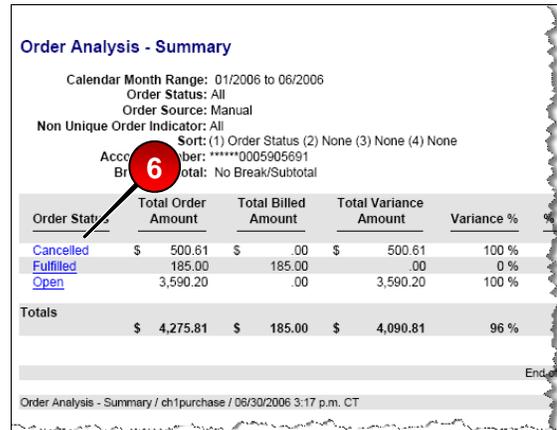
1. Select the **Reporting** high-level task.
2. Select the category for the report you want to run.



3. Click the report's name link.



4. Specify report criteria, such as date range, sorting preferences, and output preferences.
5. Click the **Run Report** button.



6. Click a link to drill down to additional detail, if available.



➤ *Learn More:* For more detailed information, refer to the *Reporting* web-based training lesson and user guide available at:

<https://wbt.access.usbank.com>

Contact your Program Administrator for the most current passwords.

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