

# Run a Transaction Detail Report

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

**1**

**Reporting**

**Program Management**  
General program management activities and monitor company policy compliance.

**Financial Management**  
Monitor expenditures, track variances and manage account allocations.

**Supplier Management**  
These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

**Tax and Compliance Management**  
Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

**Administration**  
These reports allow administrators to support system functionality.

**Global**  
Analyze spending for global reports.

1. Select the **Reporting** high-level task and then click the **Financial Management** link.

**Financial Management** Log Out

**Account Allocation**  
Account allocation and reallocation detail by accounting code.

**Billed Transaction Analysis with Order Detail**  
Detailed and summary billed transaction information, regarding the results of order and transaction matching.

**Order Reconciliation**  
Summary of transactions by account that have been extracted versus statements.

**Full Transaction and Full Expenditure Detail**  
Full expenditure detail, transaction, line item, order, account allocation, and transaction information.

**Order Analysis**  
Detailed and summary order information, regarding the results of order and transaction matching.

**Transaction Detail**  
Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.

**2**

2. Click the **Transaction Detail** link.

**Financial Management**  
**Transaction Detail**

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

\* = required

**Date**

Cycle End Date Range:  Calendar Month Range:  Posting Date Range:  Transaction Date Range

Enable Cycle Day

May -- 2006 to May -- 2006

**Transactions Included**

**Transaction Status:**

Reviewed Status: All

Approval Status: Hold down the Ctrl key to make multiple selections.

All  
Pending Cardholder Approval  
Pending Manager Approval  
Final Approved

**Disputed:** All

**Transaction Amount**  
< or = \$

**3**

3. Specify the report parameters, including date, transactions included, sorting and grouping.

**Group Report By**

Processing Hierarchy Position: \*  
If selected, a processing hierarchy position is required.

Bank: 1423 Agent: 7547 Company: Division: Department: Search for Position or Add Multiple

Reporting Hierarchy Position: \*  
If selected, a reporting hierarchy position is required.

Bank: 1423 Level 1: 21940 Level 2: 55331 Level 3: 23456 Level 4: 98765 Level 5: 99999 Level 6: Level 7: Search for P

Account Number(s): \*  
If selected, at least one account is required. Separate multiple accounts by a comma and no spaces. Search for Accounts

**Break/Subtotal Level**  
- No Break/Subtotal -

**4** Run Report Reset

4. Click the **Run Report** button.

➤ *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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