Run a Transaction Detail Report

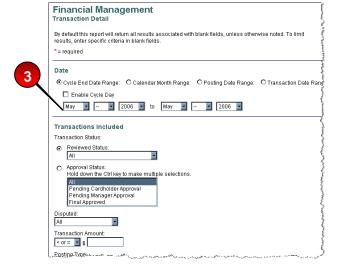
You can use this quick reference guide as a fast reminder of the basic steps for running a *Transaction Detail* report.



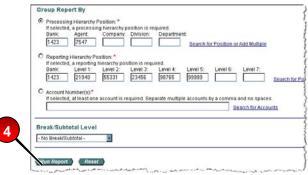
 Select the Reporting high-level task and then click the Financial Management link.



2. Click the Transaction Detail link.



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



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.

©2008 U.S. Bancorp. All rights reserved. U.S. Bank Corporate Payment Systems is a division of U.S. Bank National Association ND. All other trademarks are the property of their respective owners. You may not reproduce this document without permission.