

Run a Report

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

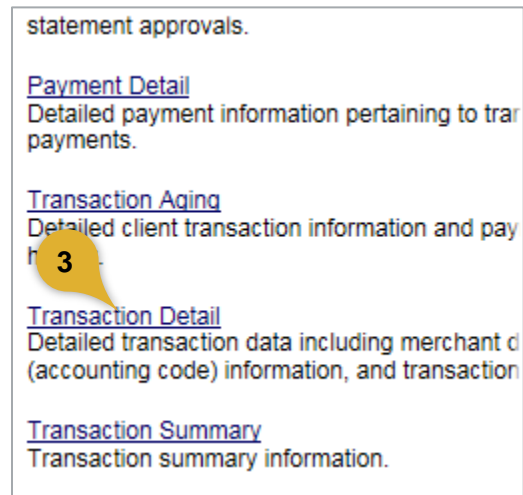


1. Select the **Reporting** high-level task.

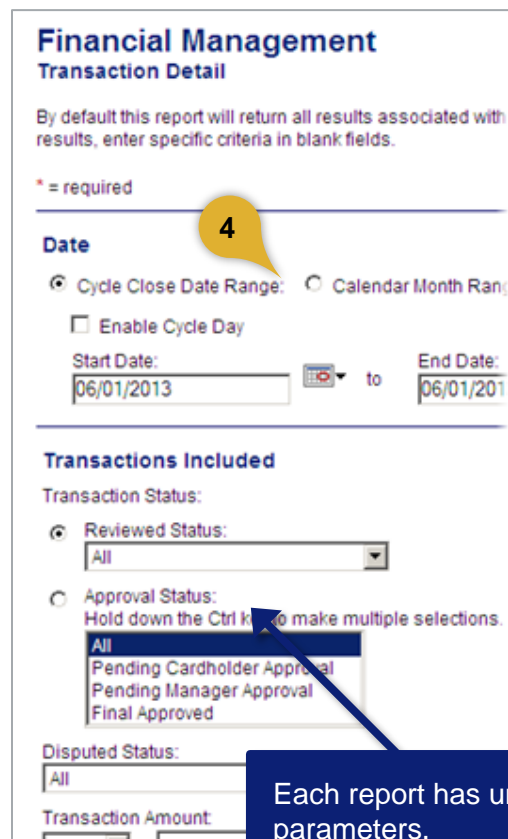


2. Select the category for the report you want to run.

Program Administrator
Proprietary and Confidential



3. Click the report's name link.



4. Specify report criteria, such as date range, sorting preferences, and output preferences.

Break/Subtotal Level

Company

Page Break:
 Yes No

Note: Page Break is applicable only if a Break/Subtotal Level is selected.

Run Report **Reset** **Create Scheduled Report**

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5. Click the **Run Report** button.

Transaction Detail - Summary

| Trans Date | Postn Date | MCCG Code | MCC | Merchant Category Code Description | Merchant Name | Merchant State/Province | Transaction ID Number (TID) |
|--|------------|-----------|------|------------------------------------|-----------------------|-------------------------|-----------------------------|
| Name: MCGUIRE, BUCHANAN Account Number: ****906 Optional 1: U.S.BANK Optional 2: Last Index Account: Employment Account: | | | | | | | |
| 05/01/2013 | 05/02/2013 | 154 | 5041 | WHOLESALE COMPUTERS | FULL CIRCLE DIGAGES | ME | 41191271 |
| 05/02/2013 | 05/06/2013 | 148 | 3994 | NEWS | U.S. WATER NEWS | KS | 40899081 |
| 05/07/2013 | 05/08/2013 | 143 | 3969 | ORDER DEBIT MARKETER | HONEY BOWLS OFFICE | CT | 36145170 |
| 05/10/2013 | 05/13/2013 | 148 | 3999 | RECELLAROUND AND SPECIAL | AMERICA GREETINGS | OH | 38087918 |
| 05/10/2013 | 05/13/2013 | 147 | 3943 | STATIONERY | FCC-FRANKLIN COUNTY | CT | 38087918 |
| 05/14/2013 | 05/20/2013 | 147 | 3943 | STORE SUPPLIES | CLG | | 34117712 |
| 05/26/2013 | 05/27/2013 | 154 | 5041 | WHOLESALE COMPUTERS | FULL CIRCLE DIGAGES | ME | 41191271 |
| Name: CENTRAL DIVISION Account Number: ****947 Optional 1: ACSM Corp Optional 2: Last Index Account: Employment Account: | | | | | | | |
| 05/01/2013 | 05/02/2013 | 154 | 5111 | WHOLESALE OFFICE SUP | STAPLES NATIONAL #471 | SD | 04398627 |
| 05/02/2013 | 05/02/2013 | 154 | 5111 | WHOLESALE OFFICE SUP | STAPLES NATIONAL #471 | SD | 04398627 |
| 05/08/2013 | 05/08/2013 | 154 | 5111 | WHOLESALE OFFICE SUP | STAPLES NATIONAL #471 | SD | 04398627 |
| 05/09/2013 | 05/09/2013 | 154 | 5111 | WHOLESALE OFFICE SUP | STAPLES NATIONAL #471 | SD | 04398627 |
| 05/14/2013 | 05/14/2013 | 154 | 5111 | WHOLESALE OFFICE SUP | STAPLES NATIONAL #471 | SD | 04398627 |
| 05/18/2013 | 05/18/2013 | 154 | 5111 | WHOLESALE OFFICE SUP | STAPLES NATIONAL #471 | SD | 04398627 |
| 05/19/2013 | 05/19/2013 | 147 | 3943 | STATIONERY | BOISE OFFICE SUP | IL | 83047706 |

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

Order Analysis - Order Detail

Calendar Month Range: 01/2006 to 06/2006
 Order Status: Open
 Order Source: Manual
 Non Unique Order Indicator: All
 Sort: (1) Order Status (2) None (3) None (4) None
 Account Number: ****0005905691

| Order Date | Order Creation Date | Order Number | Order Merchant Name | Order Amount | Bill Amnt |
|---------------|---------------------|-------------------------------|----------------------------|-------------------|-----------|
| 05/28/2006 | 06/14/2006 | CCA-06-259-02 | LHL Realty Co. DCLLC | \$2,500.00 | \$ |
| 06/10/2006 | 06/14/2006 | CCA-06-262-03 | Charles E. Smith Real Esta | 338.25 | \$ |
| 06/14/2006 | 06/15/2006 | CCA-06-251 | Charles E. Smith Real Est. | 751.95 | \$ |
| Totals | | | | \$3,590.20 | \$ |

Total Number of Records: 3

End of Report

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Survey

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