Transaction Detail Report

- ☐ Select "Reporting" from the menu bar
- ☐ Select "Financial Management" and on the next screen
- ☐ Select the "Transaction Detail" report
- ☐ Under Date: Select "posting date range" Always 1-15 or 16-30/31. (See Pro-Card Due Date Calendar).
- ☐ Under "Additional Detail" check both boxes
- ☐ Select report type "PDF" – it's the quickest
- ☐ If more than one card select "account number" , your card number should appear in the box below. If only one card, your card should appear in the box automatically.
- ☐ Under "Break/Subtotal Level" sort by "card name" or "account number", select "yes" for page break
- ☐ Run Report, if it is not allowing you to print the report, go to options in upper right of screen, scroll to "allow pop ups" and hit enter.