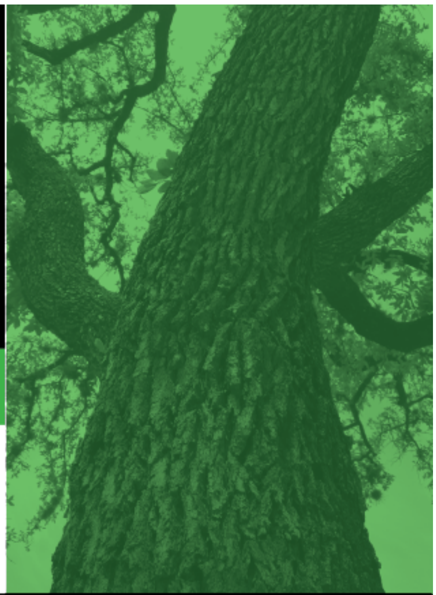
ASCENDER GUIDES



Check Transaction Report - FIN9020

Table of Contents

Check Transaction Report - FIN9020

Finance > Reports > User Created Reports > Check Transaction Report

This report page allows you to perform the following functions:

- Pick the desired fields (i.e., columns) from preselected columns under the following groups:
  - **Check Transaction Columns**
  - **Purchase Order Columns**
  - **Vendor Columns**
- Create a report title.
- Save your report selections to create a customized report template that can be retrieved for future use. Additionally, you can set a report template to **Public** to allow others with access to User Created Reports to view and use the created report template.

Once the report is created, it can be sorted or filtered. To restore the report to the original view, click Reset.

Create a report template:

Field	Description
Report Template	Type the new report template name. You can retrieve an existing report template by typing the report template name or pressing the SPACEBAR to select from a drop-down list of available templates.

Click **Retrieve** to retrieve the selections for the existing report template.

Report Title	Type a title or descriptive name for the report. This field is optional.
Please Enter a Single PO Nbr or “All” for all Purchase Orders	Type a single requisition number, or type All to include all purchase orders.

Under **Check Transaction Columns**, select the desired fields. Or, select the group name field to select the entire group of fields.

Under **Purchase Order Columns**, select the desired fields. Or, select the group name field to select the entire group of fields.

Under **Vendor Columns**, select the desired fields. Or, select the group name field to select the entire group of fields.

Save	Save the report template. Click to save the report template.

Create Report	Click to generate a report with the selected criteria. Review the report. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Delete	Delete the selected report template. Click to delete the selected report template.