How To Run The Vanderbilt Transaction Detail Report

STEP 1
From the transaction screen in PaymentNet, click on the drop down arrow (in the blue bar at the top of the screen) that says MENU.

STEP 2
Highlight and click on REPORTING or ALL REPORTING.

STEP 3
Under Select a Category, click on the TRANSACTION button.

STEP 4
Click on the first report labeled, 1-Vanderbilt Transaction Detail Report.

STEP 5
Three criteria buttons will appear. You can use any of the parameters (i.e., employee last name, budget center #, travel authorization #, etc.) to create the report. For example:

Travel Auth # is equal to PB020503 or
Budget Center begins with 155310 and ...
Post Date is greater than July 1, 2002

STEP 6
After selecting the parameters, click on the blue PROCESS CRITERIA button.

STEP 7
Next, you must select how you want to view or print your report. You have options for formats in Adobe, Excel or Word. Select via the green arrow button.

STEP 8
You will immediately receive a message that your report will be available shortly. This should only take a few moments. Continue to click on the REFRESH button to see if your report is ready.

STEP 9
When the report name is visible on the screen, click on the report name and it will open in the selected format. You may print your report.

Please note: when accessing the report in Adobe, use the Adobe printer button to print your report.