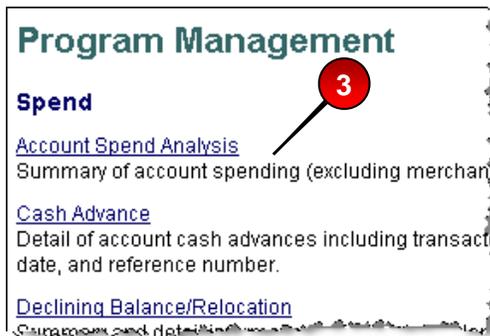


Run a Report

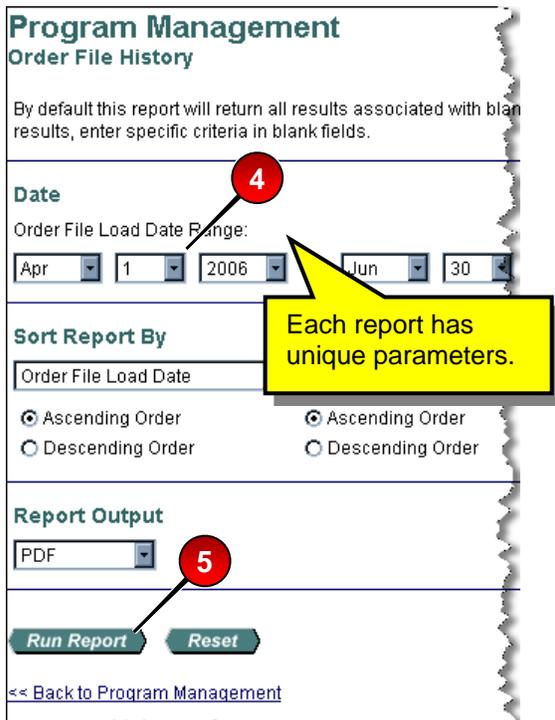
You can use this quick reference guide as a fast reminder of the basic steps for running a report.



1. Select the **Reporting** high-level task.
2. Select the category for the report you want to run.



3. Click the report's name link.



4. Specify report criteria, such as date range, sorting preferences, and output preferences.
5. Click the **Run Report** button.

Order Analysis - Summary

Calendar Month Range: 01/2006 to 06/2006
 Order Status: All
 Order Source: Manual
 Non Unique Order Indicator: All
 Sort: (1) Order Status (2) None (3) None (4) None
 Account Number: *****0005905691
 Breakdown: Total: No Break/Subtotal

Order Status	Total Order Amount	Total Billed Amount	Total Variance Amount	Variance %
Cancelled	\$ 500.61	\$.00	\$ 500.61	100 %
Fulfilled	185.00	185.00	.00	0 %
Open	3,590.20	.00	3,590.20	100 %
Totals	\$ 4,275.81	\$ 185.00	\$ 4,090.81	96 %

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	Billed Amount
05/28/2006	06/14/2006	CCA-06-250-02	LHL Realty Co. DCLLC	\$2,500.00	\$ 0.00
06/10/2006	06/14/2006	CCA-06-262-03	Charles E. Smith Real Esta	338.25	0.00
06/14/2006	06/15/2006	CCA-06-251	Charles E. Smith Real Est.	751.95	0.00
Totals				\$3,590.20	\$ 0.00

Total Number of Records: 3



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.

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