Run a Detailed Transaction Report with Level 3 data AccessOnline

To Run a Detailed Transaction Report in AccessOnline

1. Select Reporting
2. Go to Financial Management
3. Choose Full Transaction and Order Detail
4. Choose date range
   a. Choosing "Cycle Close Date Range" will give all transactions within the billing cycle(s) you choose in the date area. (For example, Start Date: 05/01/2013 to End Date: 05/01/2013 will pull the May billing period, and Start Date: 05/01/2013 to End Date: 06/01/2013 will pull the May and June billing periods)
   b. Choosing "Calendar Month Range" will give all transactions within the specific month(s) you choose in the date area. (For example, Start Date: 05/01/2013 to End Date: 05/01/2013 will pull May transactions, and Start Date: 05/01/2013 to End Date: 06/01/2013 will pull May and June)
   c. Posting Date Range and Transaction Date Range will pull the transactions by posting date or transaction date within date range you choose.
5. Ignore the Matching, Transaction Status, and Accounting Code Validation Status sections.
6. Under Additional Detail check only the Transaction Line Item Detail
7. Ignore the Select By and Sort Report By sections
8. Under Report Output choose Excel from the drop down box under Summary Output
9. Under Group Report By click on the Search for Position or Add Multiple link
10. Click the Search button and a list of all the Company numbers you have access should appear. Check the Select box of the Agency you wish to review and click the Select Position button. Then click on the Accept Hierarchy button. **
11. Ignore the Break/Subtotal Level section.
12. Click the Run Report button.

** This is how you can find the Agency you want to review in most of the reports.