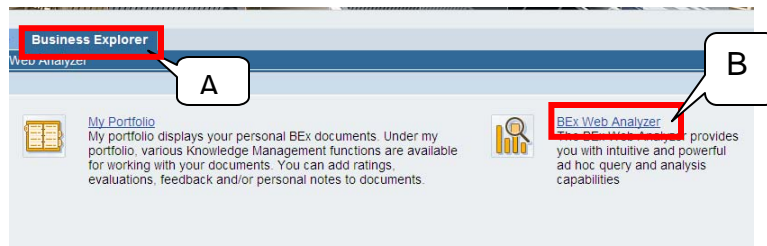


Quick Reference Card Transaction List by Month Report

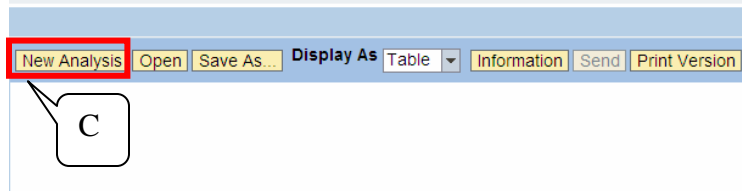
BW – FI Transaction List by Month

The **Transaction List by Month Report** is available in Business Warehouse (BW). This report is beneficial to the monthly cost center reconciliation of financial transactions.

- Once logged into Portal, click the Business Explorer tab (A).
- Click the BEx Web Analyzer link (B).

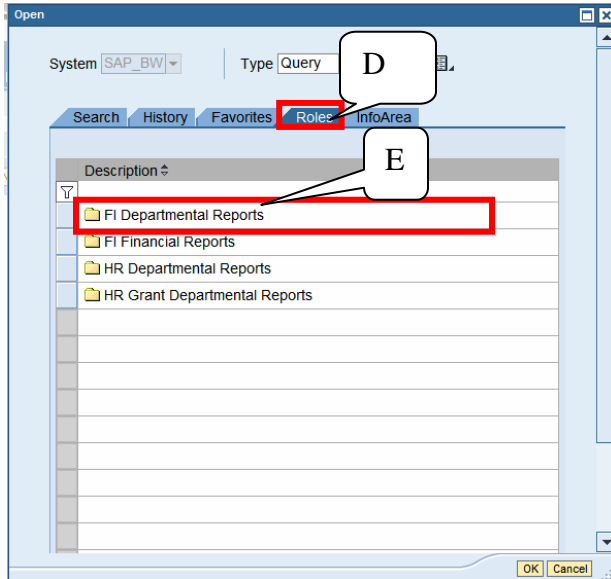


- Click New Analysis (C).

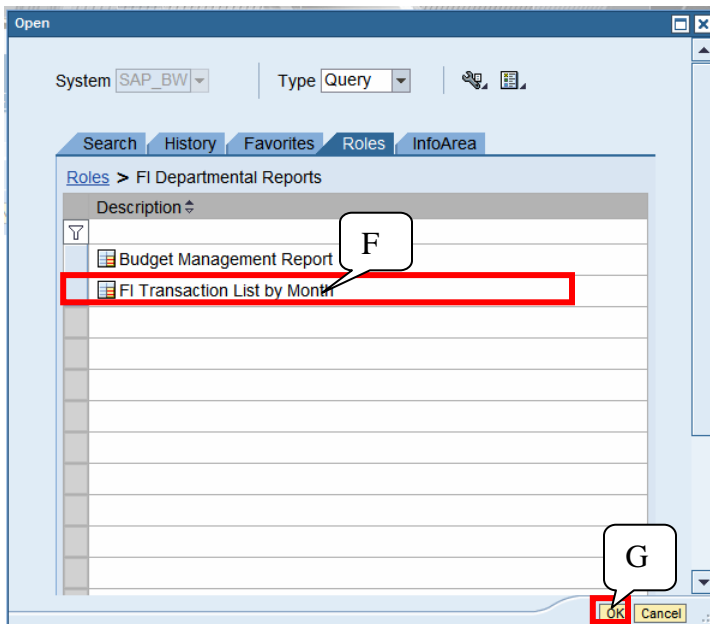


- Select the Roles tab (D).
- Select FI Departmental Reports folder name (E).

Note: Once the report has been accessed, it will be listed under the History tab for quick access.

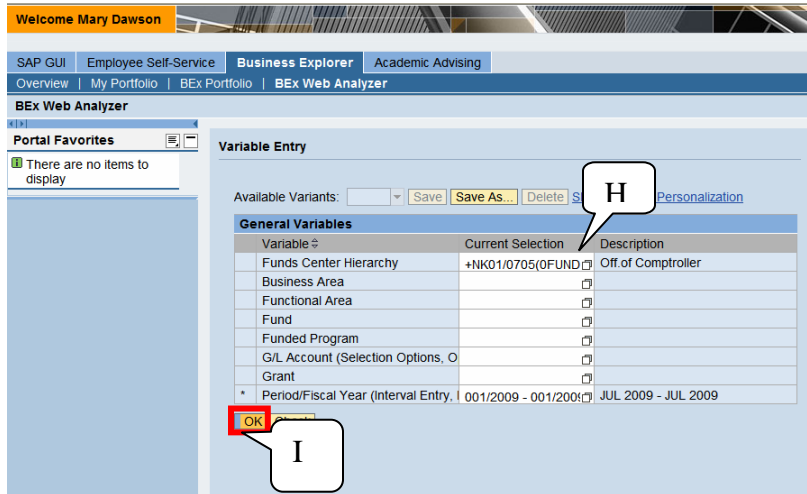


- Select FI Transaction List by Month (F).
- Click OK (G).

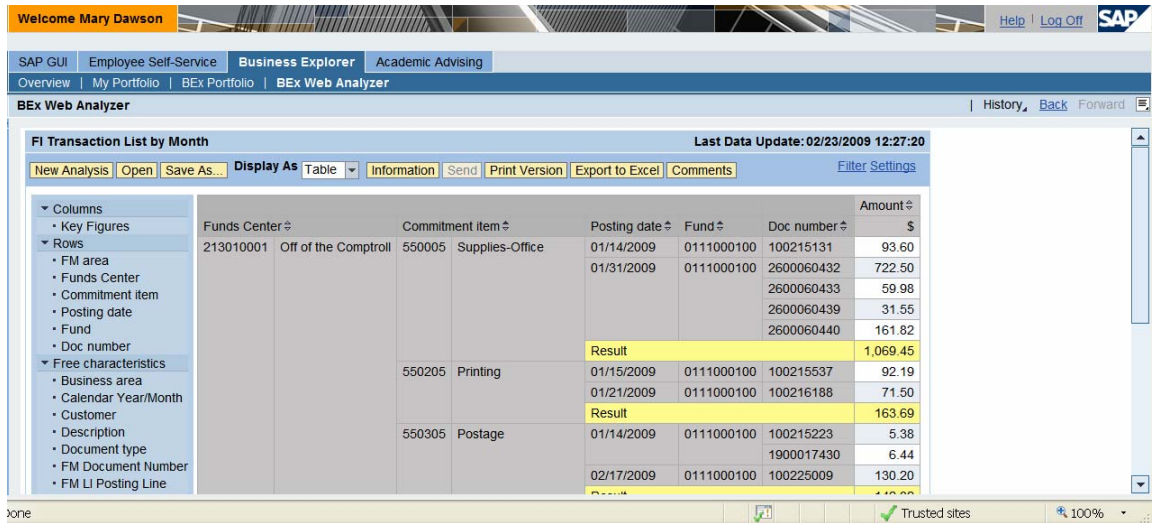


- Populate the Variable Entry screen (H).
- Click OK (I).

Note: Period/Fiscal Year is a required variable. For example, July 2008 would be entered as 001/2009. Other variables can be populated to customize the report to meet your needs. For example, Funds Center Hierarchy



- The FI Transaction List by Month report will display.



Users are encouraged to take the **Business Warehouse facilitator-led course** to learn the BW tool and apply functionality to all BW reports.

