How to run an eMarket Report in CashNet

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1. Login into CashNet (Production, use 000 for the station code)
2. Click on "Reports" at the top.
3. Under "Paid Item Reports", click on "**Paid Items by Business Date & GL (show reference)**"
4. Click on the **Customize** button
5. For "**Duration**" select the appropriate date ranges. If you want a specific date range, first select "custom" under "Duration", then enter the dates under "Date Range"
6. Enter the appropriate filters: Merchant Code, Web Operator, Item Code. (Refer to the google spreadsheet for the possible values)
7. Under the "Format" section, for "Reports Type" click on "**Detail with Automatic List of Item Code References**"
8. By default the report will be created as a PDF file, you can customize the format by selecting any of the available options under the drop down menu "Select Format"
9. If you like to email the generated report simply click on the "Email" button and enter the recipient's email address.