Southern OREGON

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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 <u>spreadsheet</u> 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.