1. **Transactions Report**

This report is found under ‘Transaction reports’

You should leave the ‘**Report Period’** as is, this is always pre populated with the current month and will give you up to date information

You should change the ‘**Period from’** and select JUL1314, this will ensure every single transaction is picked up

You should enter the project number (e.g. 548474) into ‘**Project Name’**

            Then tick ‘**Display All’** under ‘Report Options’

Then click ‘**Apply**’

You then should download this onto Excel and sort the Transaction date from A to Z, you can then delete columns which are not useful for you

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