How to run e1 report

Financial Reporting

Work Order Transaction Detail

Event Year - 001

Fiscal Year - 006

* Both EY and FY can be pulled simultaneously by checking both boxes

Table

Description automatically generated

Hit the green checkmark

Data Selection then click submit

Table

Description automatically generated

Change 1203 to "Literal" 73991

CODES: HB: 71519 (EY) or ES DC HB (FY) , WB:73936 (EY) or ES GWR WMNS BRD (FY),

4790 (expenses)

Literal Value - enter a code #

4th line that's blank - change to Object Account (F0911), less than or equal to, Literal -

Table

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

For Fiscal Year change above to FY dates, otherwise start at 1/1/2001

Click green checkmark on print page

How to interpret report

4615: Corporate Sponsorship; 4625: External platform (Event.Gives, Mobile Cause); 4635:Patron/Individual sponsorship 4605. Learn: OYH Donation; 4700s: expenses