Reports on UPS

- On ⌂ Home page select Payments by Department from the **Reports** menu
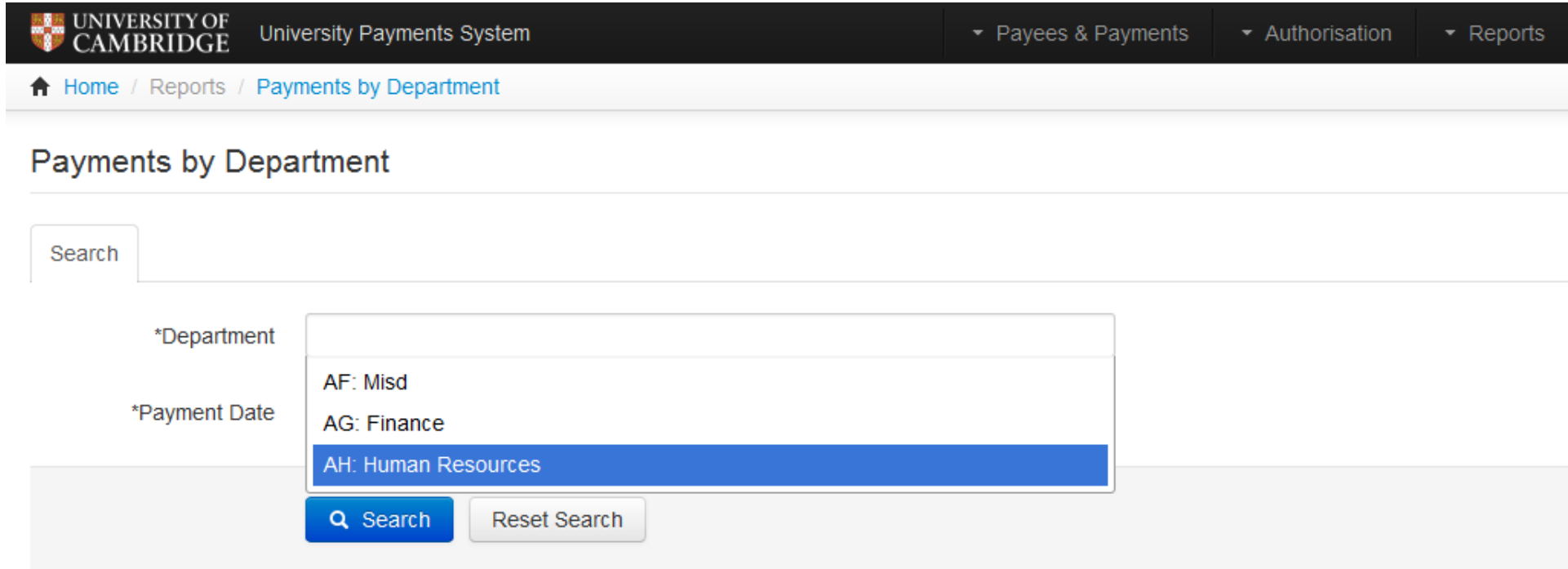
- Click in the **Department** field to see your list of reportable departments
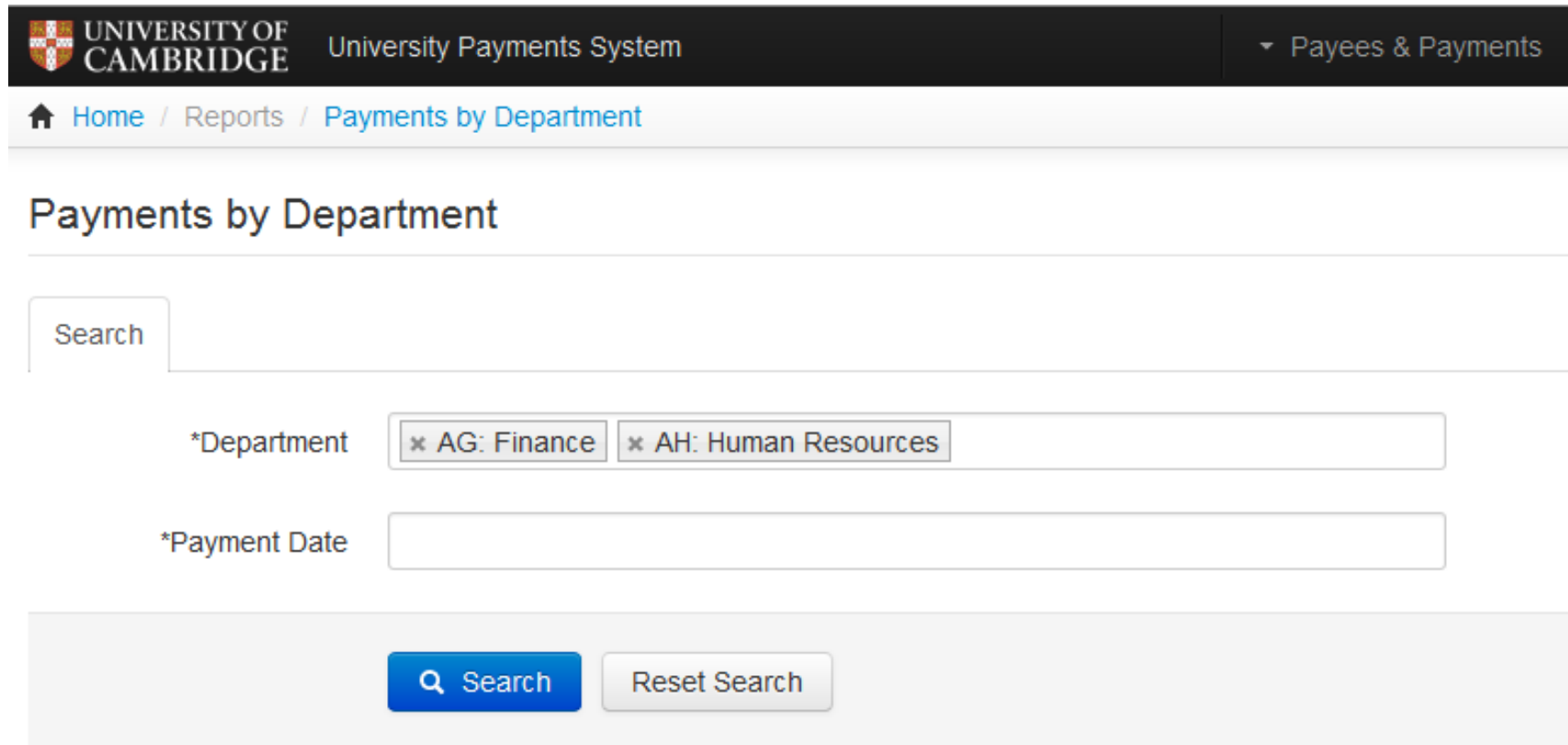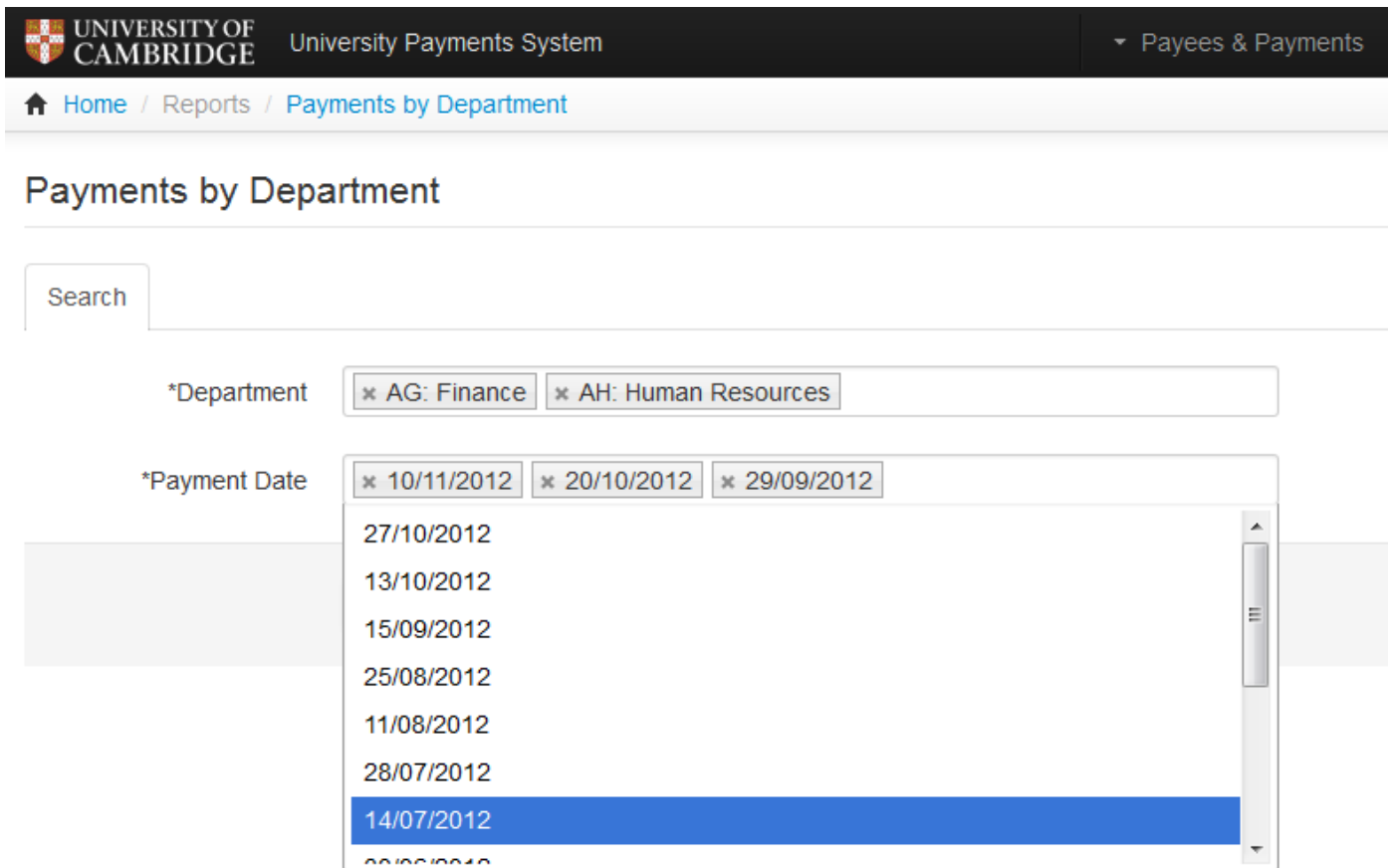
- You can repeat the department selection if you have access to more than one

- Select one or more **Payment Dates** by clicking in the field and selecting from the dropdown list

8_ups_extract_payment_data_v1_0

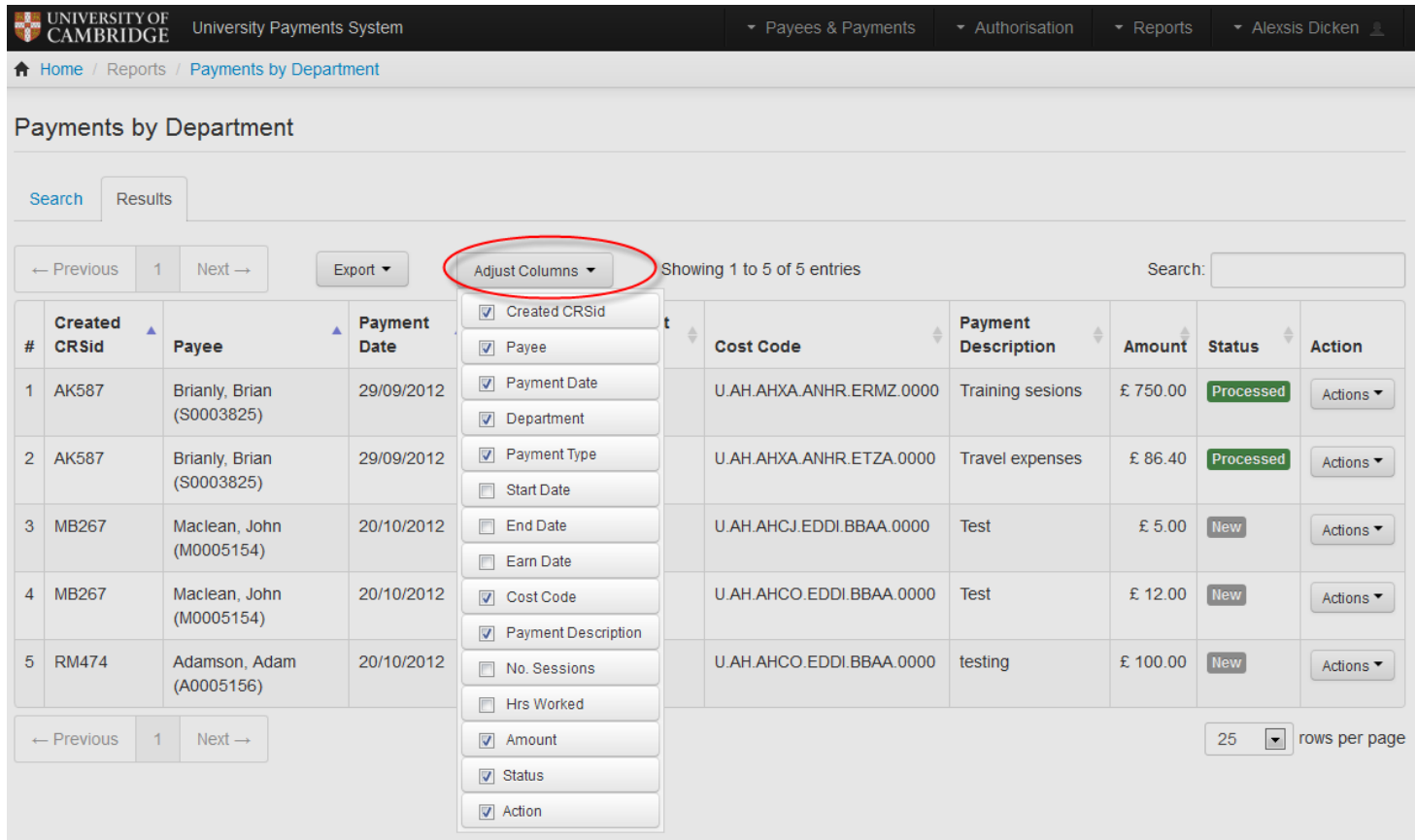- Click to return payments for the selected Departments/Payment Dates

- There are several actions available within the returned results set

    - Use the [Adjust Columns ▼] button to add or remove data

o Use the **Search** field to drill down within your result

o You can create a report for an **individual** by entering their Person Reference into the Search box

o Use the [Export ▾] button to save the results to your preferred format
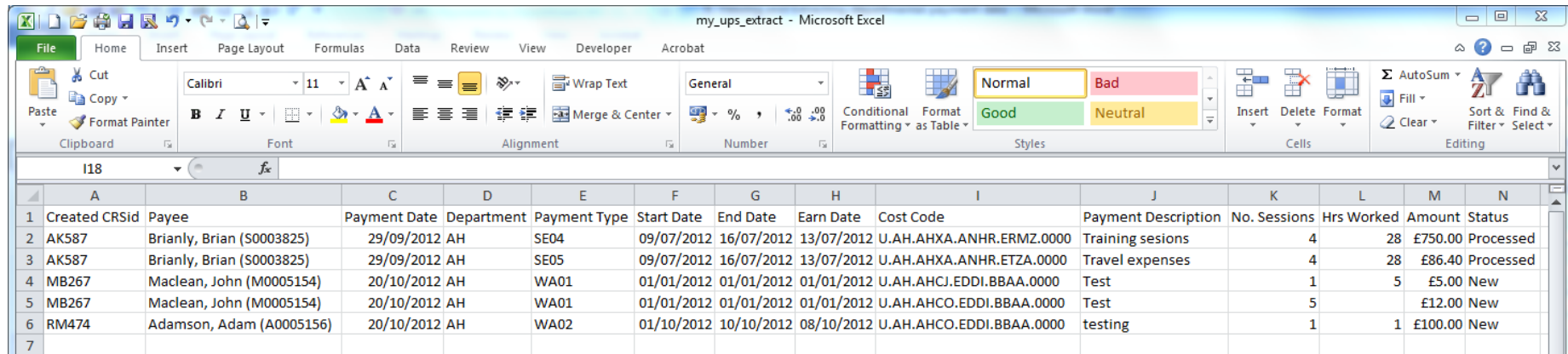
o For Excel & PDF exports, choose a save location and File name then click [Save]
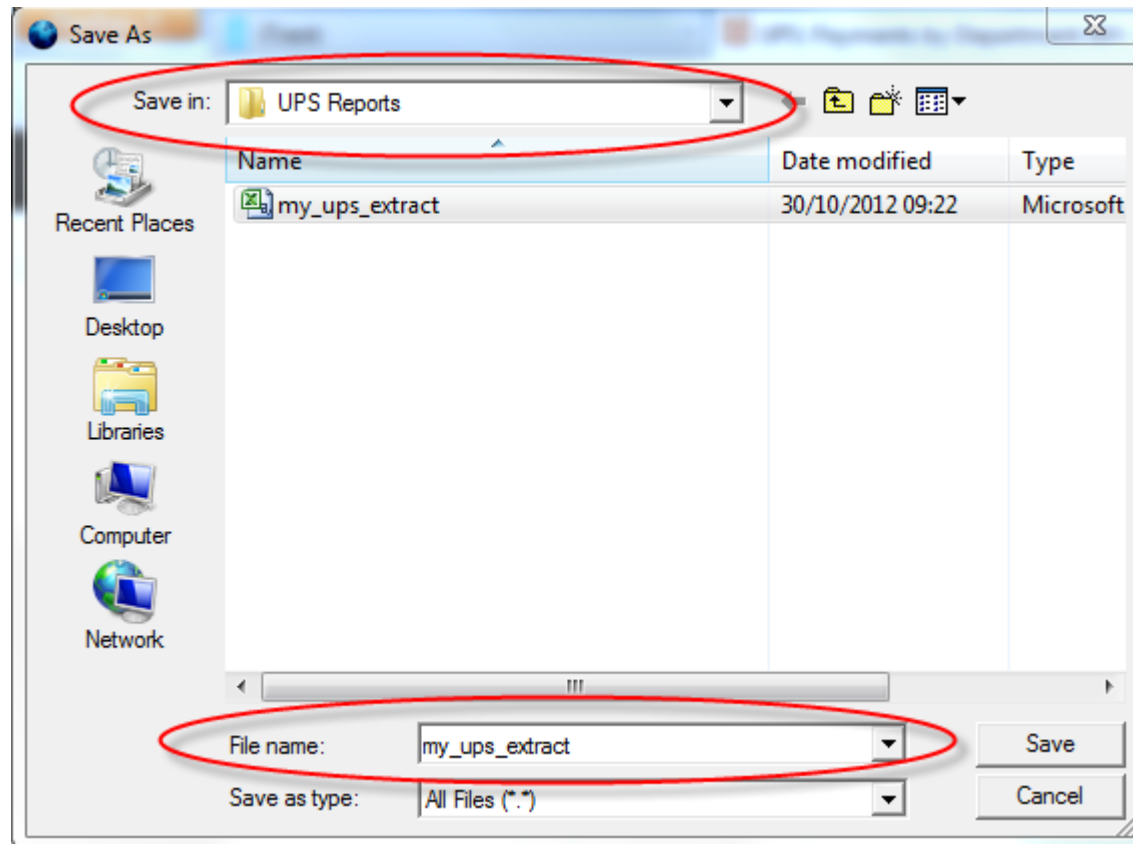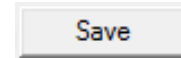
o Open the saved file (example shows Excel)

8_ups_extract_payment_data_v1_0