How to run a transaction-by-date report

- Log in to the Omnicenter.
- Click on the Reports Tab.
- Click on the Type drop down table and choose all.
- Scroll down to Transaction by Date.
- Click on Select under Date Range.
- Choose date, double click, click OK.
- Choose Select under OmniSupplier.
- Highlight Cabinet and move to right hand column by clicking on the arrow.
- Leave Item ID as is (*).
- Choose select under Transaction Type.
- Choose necessary transaction type.
- Click Preview or Print.