## **Running Reports Job Aid**

## https://ufledu.sendproenterprise.com



- 1) Enter your User ID and Password
- 2) The View App screen opens.
- **3)** Click on the My Apps button.





## **Running Reports**

To Print Carrier or Accounting Reports you will need to open the Reports App.

1) To open the Reports App, Select the My Apps button, Select Reports App.



- 2) The Reports App opens with the PB Shipping API USPS Reports showing in the window.
- **3)** Select the Dropdown to choose a different type of report. There are reports for Accounting and Carriers. You are not using the Meters Report.

PB Shipping API - USPS	PB Shipping API - USPS
Account Balance Report	PB Shipping API - USPS
Account	Carriers
Select an account	Meters

 Select the <u>Report</u> you want, Select the <u>Type of Report</u>, Such as Carrier Activity, Carrier Performance Analysis Detail, ect.



5) Complete the other criteria needed for the report and Select Run.

Carriers	
Carrier Activity	٣
Start Date	
06/01/2018	
End Date	
06/15/2018	
Location	
All locations	Q
User	
All users	Q

PB Shipping API - USPS	•
All Transactions - Detail Report	•
itart Date 06/01/2018	
ind Date 06/08/2018	
ccount 55403272	٩
Shipper ID 2660792227	Q