



Query Selection: Multiple Orders

Select Date: Custom.

Calendar From and To: Enter 1 year at a time 1/1/20-12/31/20 and 1/1/21-12/31/21)

Order Source and Vendors: Check All

Optional Selection Criteria: Enter the Requester User ID

Value: Enter your user name





Leave all defaults on the rest of the repot and choose Run Report at the bottom of the page.

eVA will provide a list of all orders for the time period. Download the report (PDF, Excel or CSV) and rerun the report for year 2. Save the reports for NextGen migration confirmation.

