

Instructions on running MA Rebate Reports

1. Login to <https://connect.wef.org/MA/s/>
2. Click on Reports tab



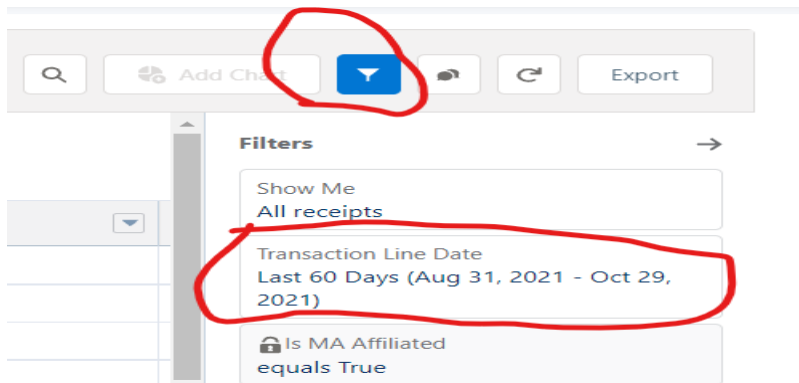
Home Members Reports Dashboards Case



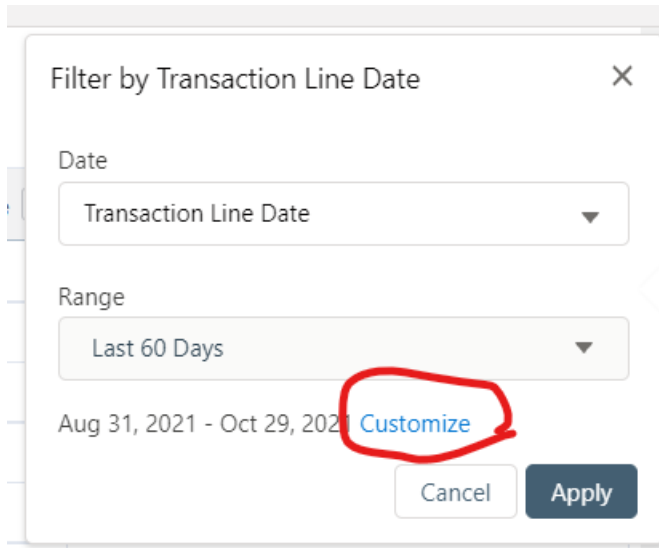
3. Double click on MA Rebate by Date

Report Name ↑	Description ↓	Folder	Created By	Created On ↓	Sub
New Members		MA Community Reports	fonteva_admin	8/13/2021, 9:25 AM	
MA Rebate by Date		MA Community Reports	fonteva_admin	8/13/2021, 9:25 AM	
Contact Data Transfer		MA Community Reports	fonteva_admin	8/13/2021, 9:25 AM	
UPP Members		MA Community Reports	fonteva_admin	8/13/2021, 9:25 AM	

4. Click on Filter icon located in the upper right corner then click on the transaction line date as encircled below



5. Noticed it says **Last 60 days**, need to click on it and select **Customize**



Filter by Transaction Line Date

Date

Transaction Line Date

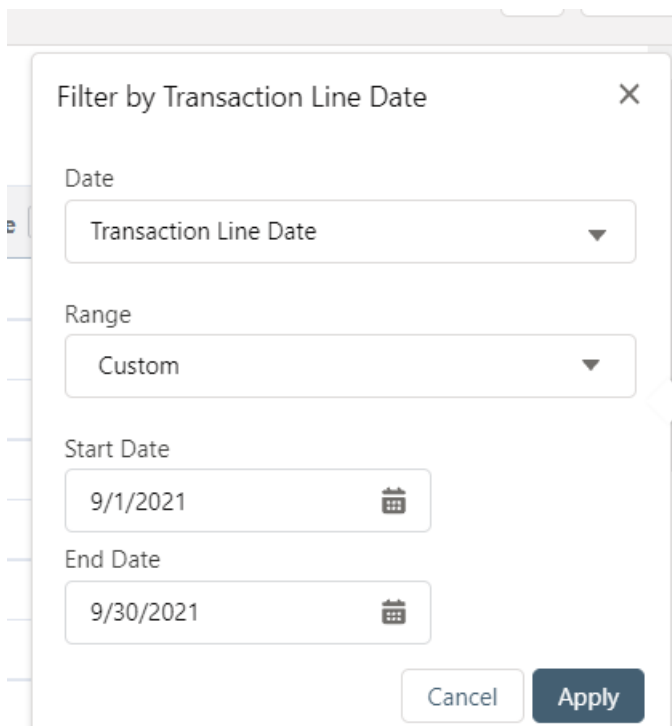
Range

Last 60 Days

Aug 31, 2021 - Oct 29, 2021 [Customize](#)

Cancel Apply

6. If a user wants a detailed report for ex: September Rebates, date range should be as follows



Filter by Transaction Line Date

Date

Transaction Line Date

Range

Custom

Start Date

9/1/2021

End Date

9/30/2021

Cancel Apply

7. If the summary report has a total debit and credits, the difference is the total rebate amount sent.



Report: FON Receipt with Transaction Lines
MA Rebate by Date

Total Records	Total Credit	Total Debit
29	USD 1,170.00	USD 45.00