

Customer Fund Detail 2 Report

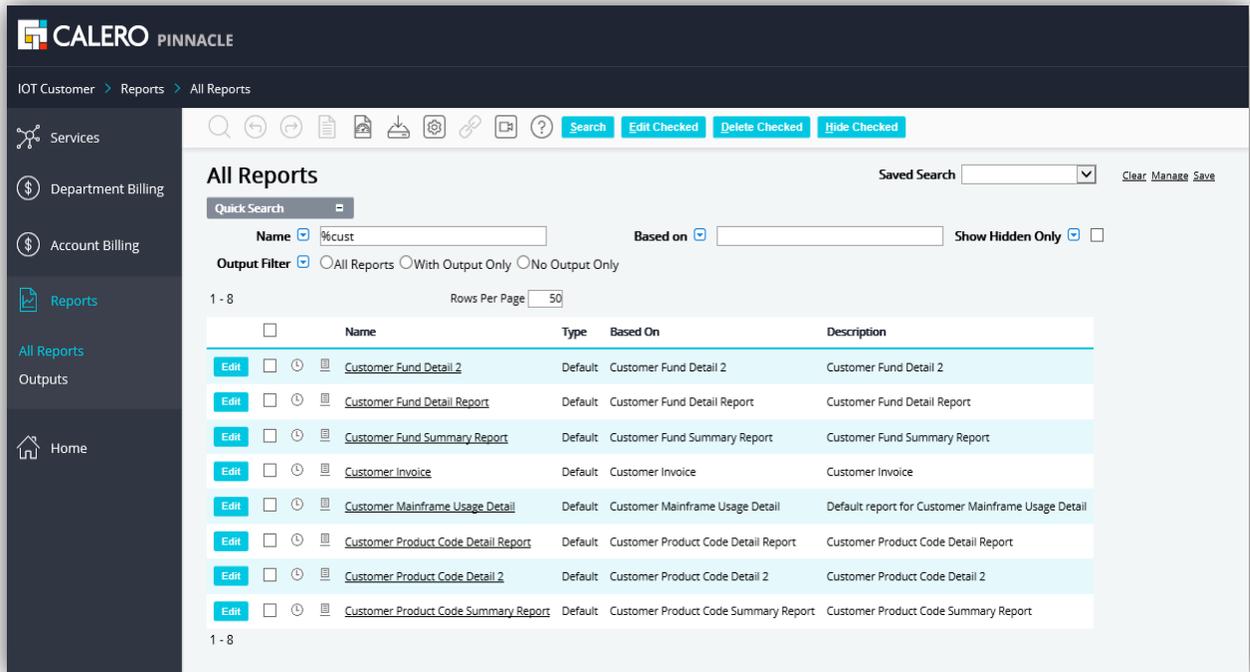
This gives the detail behind your IOT Invoice by searching by different parts of your GL String

On the left side click the following:

Reports-All Reports

Type the following in Name box:

%Cust and click the search button. You should see the following:



Click Customer Fund Detail 2 then click run. A pop up box called report parameters will show up. Click on the Blue Manage Assignments button next to the box by Business Unit. Enter a % and the business unit and click search. There will be two sides. The left side is the assigned side and the right side is the assigned side. Click on your selection on the right side and drag and drop to the left side. Make sure what you want to run is on the assigned side then click save. This should take you back to your original screen. If you do not see anything in the box next to Manage Assignments your report is not going to run and you will need to repeat your steps. Most likely save was not clicked. Next click on the date next to the box labelled Select 1 billing month. Now you can enter any information below to define your search. Below is a screenshot of what it should look like.

Customer Fund Detail 2 Report

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Parameters ✕

Report Parameters

Report Name Customer Fund Detail 2 Output Name Output Format MS Excel

Save these settings Don't show me this again

Notify by email Attach output to email Cc for email

| | | | |
|----------------|-----------------------------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| *Business Unit | <input type="text" value="00067"/> <input type="button" value="Manage Assignments"/> | *Select one Billing Month | <input type="text" value="2018-05 May"/> <input type="text" value="2018-04 April"/> <input type="text" value="2018-03 March"/> |
| Dept | <input type="text" value="493025"/> <input type="button" value="x"/> | Fund | <input type="text"/> |
| Program | <input type="text"/> | Project | <input type="text"/> |
| Activity | <input type="text"/> | Analysis_Type | <input type="text"/> |
| Source_Type | <input type="text"/> | Category | <input type="text"/> |
| Subcategory | <input type="text"/> | Locality | <input type="text"/> |
| Incident | <input type="text"/> | | |

You are now ready to click run, a pop up will show up shortly and you can either save or download this invoice.