These instructions were created using Chrome 22.0.1229.94

You must **allow pop-up windows** in order to view this report.

Open **Chrome** and **Click the** **stacked lines** icon in the upper right-hand corner to ‘Customize and control Google Chrome’





From the menu options, choose **Settings**

A new **Settings tab** will open



Select the **Show advanced settings…** hyperlink at the bottom of the screen



Additional options will appear. In the **Privacy** section, Choose **Content settings…**



The Content settings page will appear.



Scroll down to the **Pop-ups** section. Select **Allow all sites to show pop-ups**

Press **OK**



You can now **Close out the Settings tab**. Your settings are automatically saved; there is no additional OK or Save button to click.

**You are now ready to run the Monthly Detail Report.**

1. Log in to the Finance System and navigate to the **Monthly Detail Report** via the following path Main Menu > JMU Applications > Department > Monthly Detail Report



1. Click **Search** to display your Run Control IDs.



\*\*\*NOTE: if this is your **first time running the Monthly Detail Report** you will need to select the ‘**Add a New Value’** tab to create your Run Control ID which will remain in the system forever and cannot be changed. You will use this same Run Control every time to run the report. For example, you may name it **Monthly\_Detail** (spaces are not allowed).

1. Click the hyperlink for your Run Control ID (**Monthly\_Detail**)



1. Enter the following
	1. **Department Code From/To**: the 6 digit Department number (If you are running the report for only one department, enter the same Dept ID in both the From and To boxes)
	2. **As Of Date**: the last day of the month for which you want to run the report

Click **Run**

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1. Choose Server Name **PSNT.**

Type should default to Web and Format should default to PDF

Click **OK.**



1. You are returned to the Monthly Detail Report page. You will now have a Process Instance number. Click the **Report** **Manager** hyperlink.



1. Click the **Administration** tab. Click **Refresh** until the JGL0001 report has a Status of **Posted**.



1. Click on the **JGL0001** hyperlink after the report is available.



\*\*Note: if you have not allowed Pop-ups you will receive a notification at the top right-hand side of the window. Click the small ‘**window with a red X’ icon** and choose ‘**Always allow pop-ups**…’ Click **Done**

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You will now have to **Click the** JGL001 **hyperlink again**

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1. The Monthly Detail Report should open in a new window.



1. Hover the mouse in the bottom right-hand corner of the page to display the toolbar. Click the Print or Save icon to complete the desired action.



1. To Save a copy of the report Enter the Save As name and choose the desired folder. Click Save



1. The PDF file should appear in the Downloads bar at the bottom of the window, click the PDF file to open the report. (If the downloads bar is not visible, navigate to the folder where you saved the file and you should be able to open the report.)



1. The Monthly Detail report is now saved and you can view or print if needed.