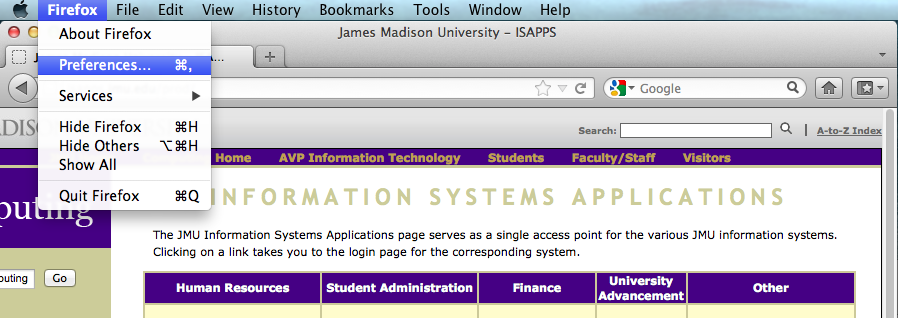
These instructions were created using Firefox ESR version 10.0.10

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

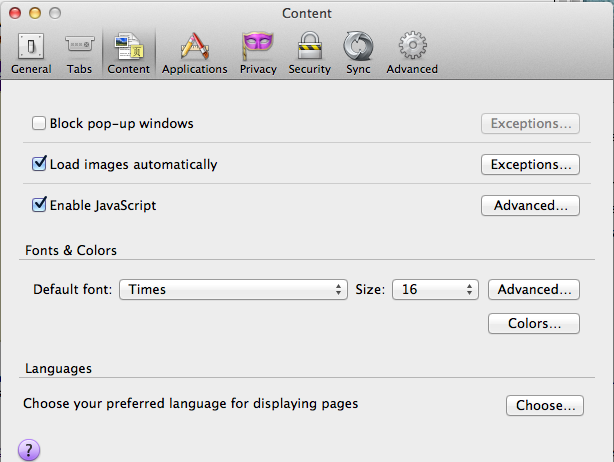
Open **Firefox** and from the menu bar choose **Firefox, then Preferences**

****

Choose the **Content** section. Make sure ‘**Block pop-up windows’ is NOT checked**.

**Close the box** by clicking the small red circle in the upper left-hand corner.

There is no OK or Save button to press

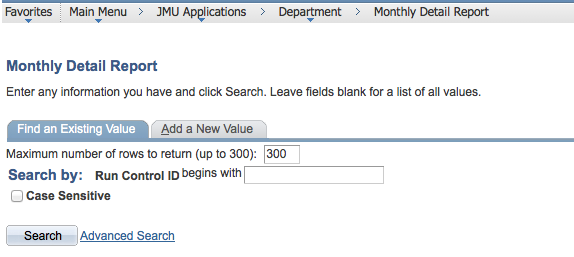
****

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

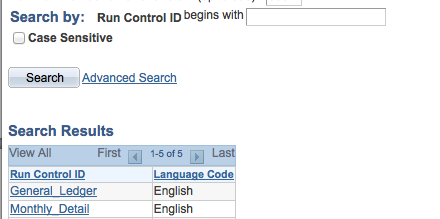


1. Click **Search** to display your Run Control IDs



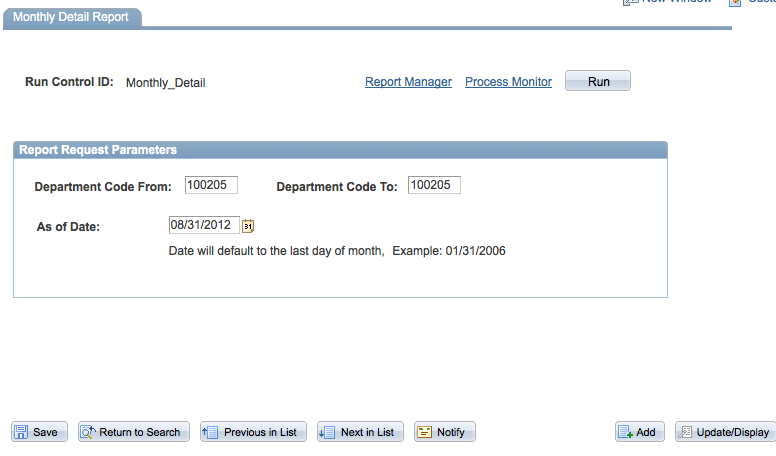
\*\*\*NOTE: if this is your **first time running the Monthly Detail Report** you will need to select the ‘**Add a New Value’** tab to create your Run Control ID which will remain in the system forever and cannot be changed. You will use this same Run Control every time to run the report. For example,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

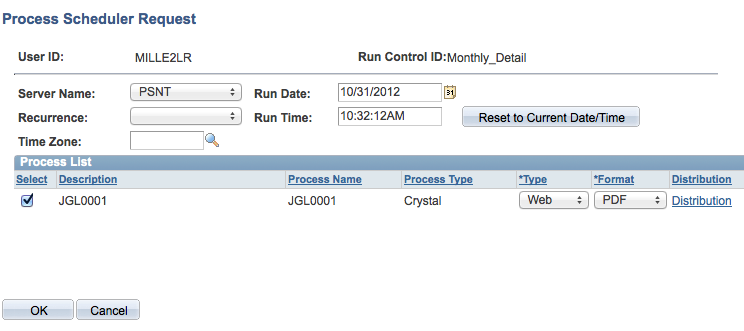
Click **Run**

****

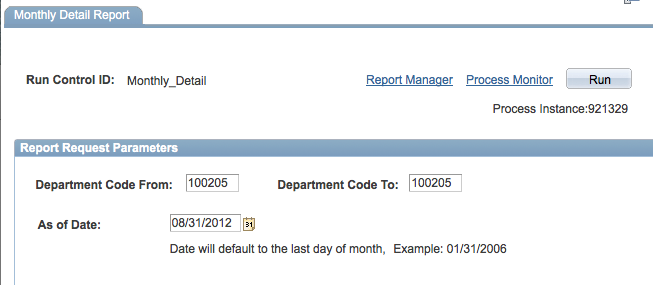
1. Choose Server Name **PSNT.**

Type should default to Web and Format should default to PDF

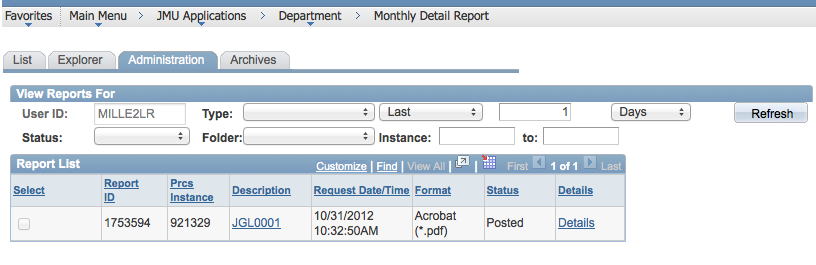
Click **OK**

****

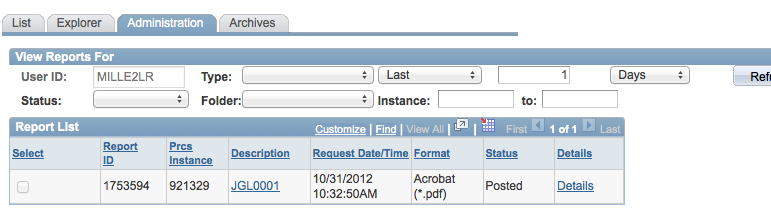
1. You are returned to the Monthly Detail Report page. You will now have a Process Instance number. Click the **Report** **Manager** hyperlink



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

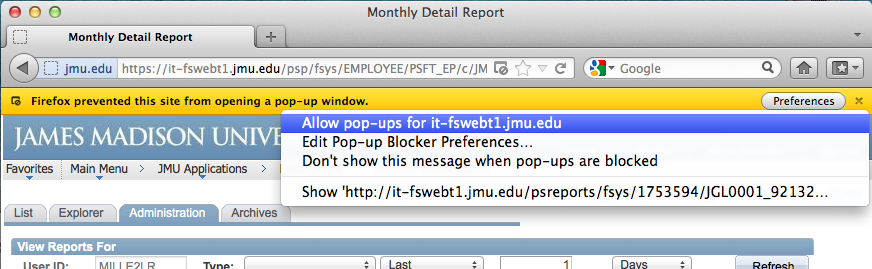


1. Click on the **JGL0001** hyperlink after the report is available.

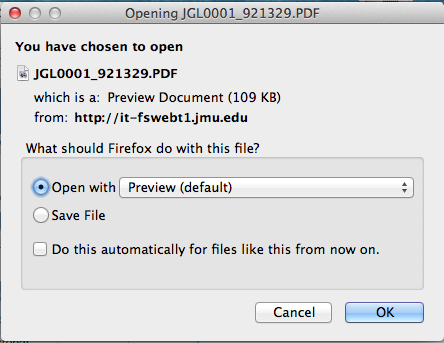


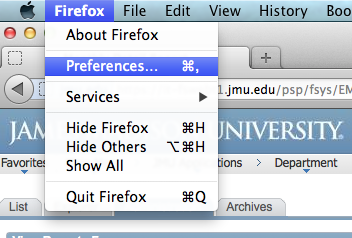
\*\*Note: if you have not allowed Pop-ups you will receive a notification bar at the top of the window. Click **Preferences** and choose ‘**Allow pop-ups**…’

You will then have to **click the** JGL001 **hyperlink again**

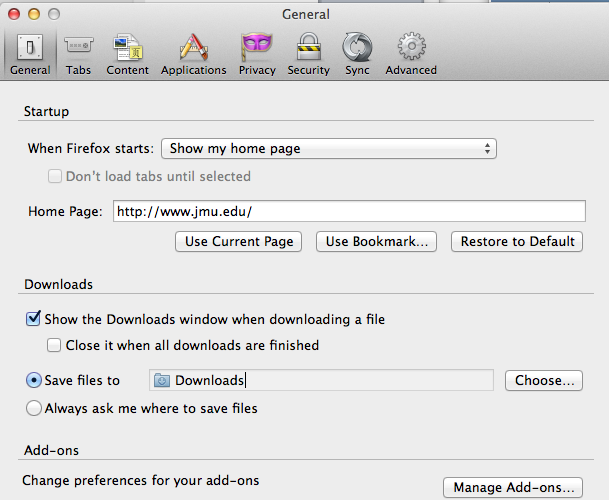


1. You may get a pop-up window or the report may automatically open. If you receive the pop-up window. Choose **Open with Preview** (the Mac PDF reader) and Click **OK**



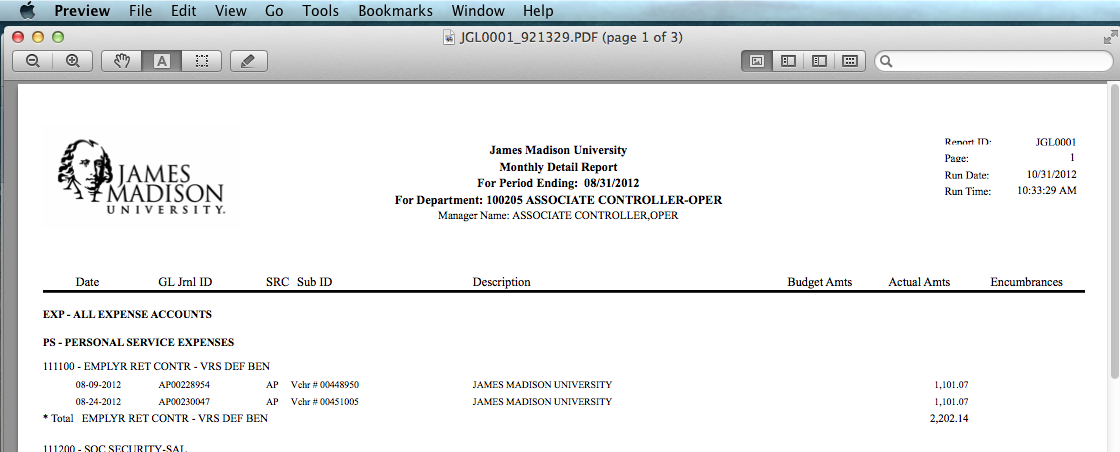
\*\*Note if you do not receive the popup window and the file does not automatically open, you may have set a defualt ‘Save files to’ location.

Select the **Firefox** drop down menu and choose **Preferences**.



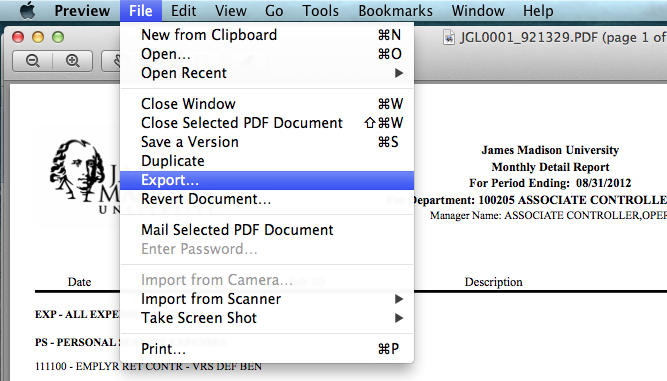
From the **General** Section review the **Downloads** settings

1. The report should open

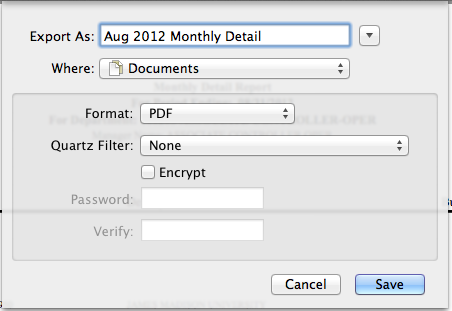


1. To save the report, choose the **File** drop down menu at the top of the screen and

select **Export**.



1. Enter the **Export As** name and choose the desired ‘**Where’** folder. Click **Save**



1. The report is now saved in the designated folder. You can view or print it if needed.