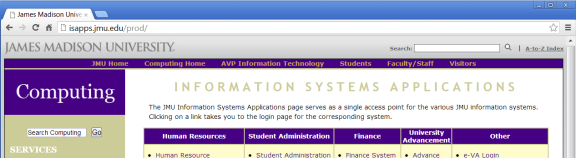
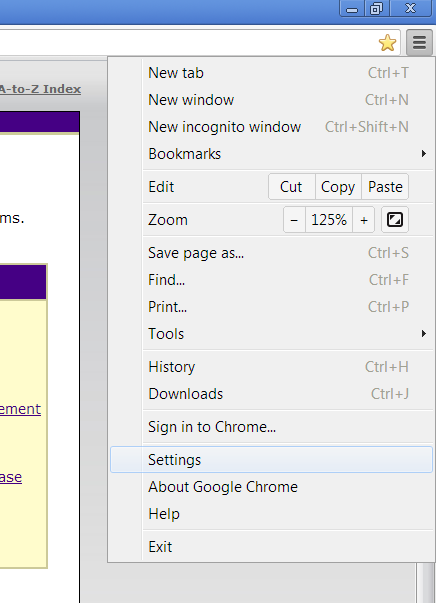
These instructions were created using Chrome 22.0.1229.94 m

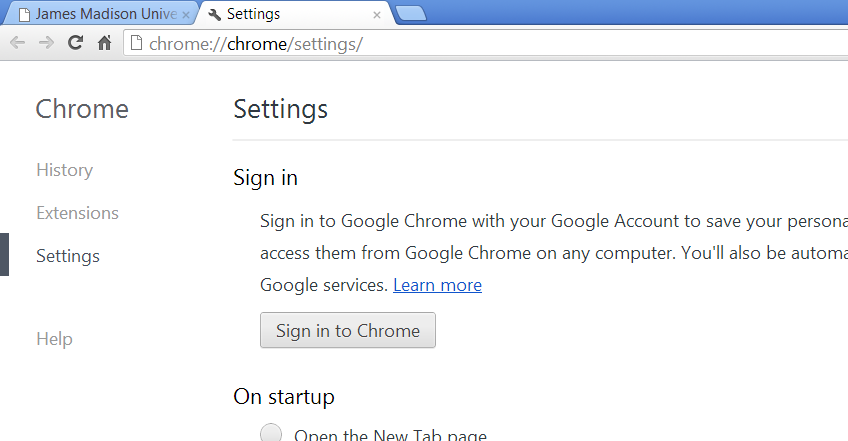
You must **allow pop-up windows** in order to view this report.

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



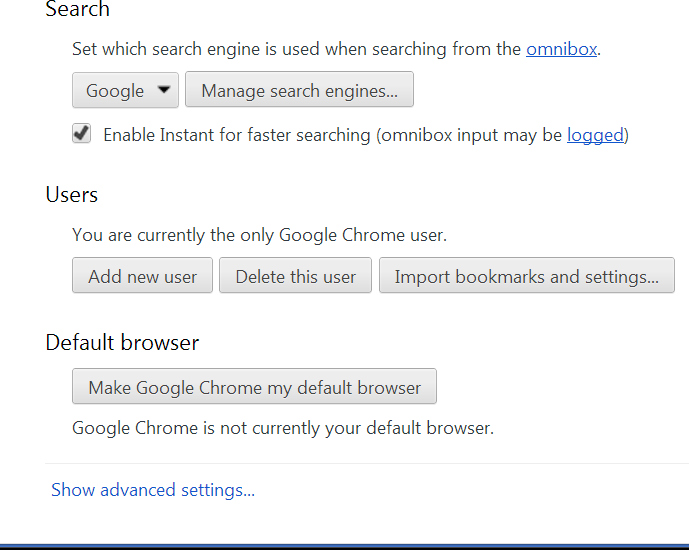


From the menu options, choose **Settings**



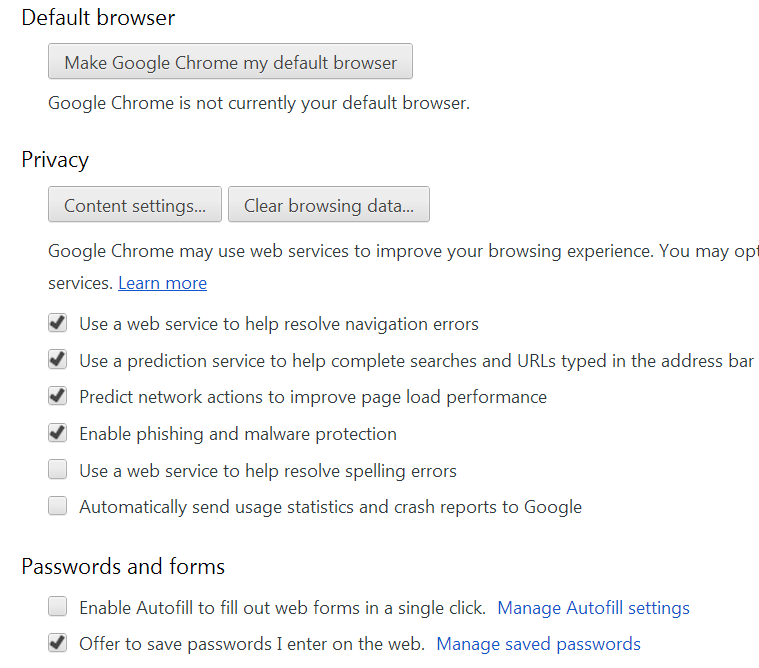
A new Settings tab will open.

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

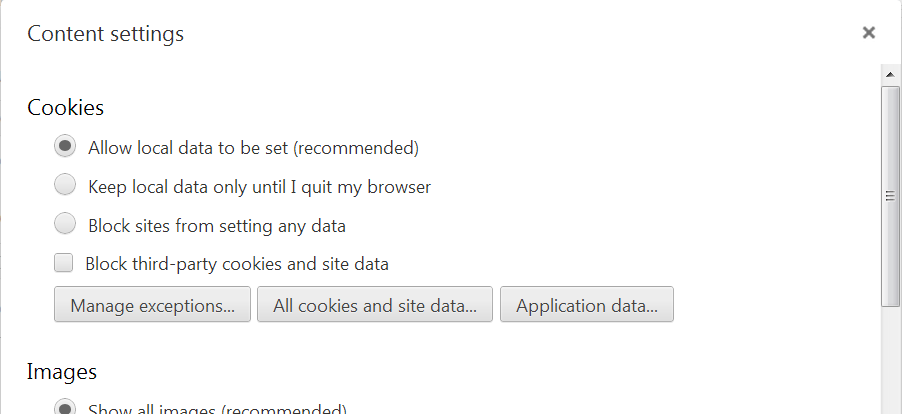


Additional options will appear

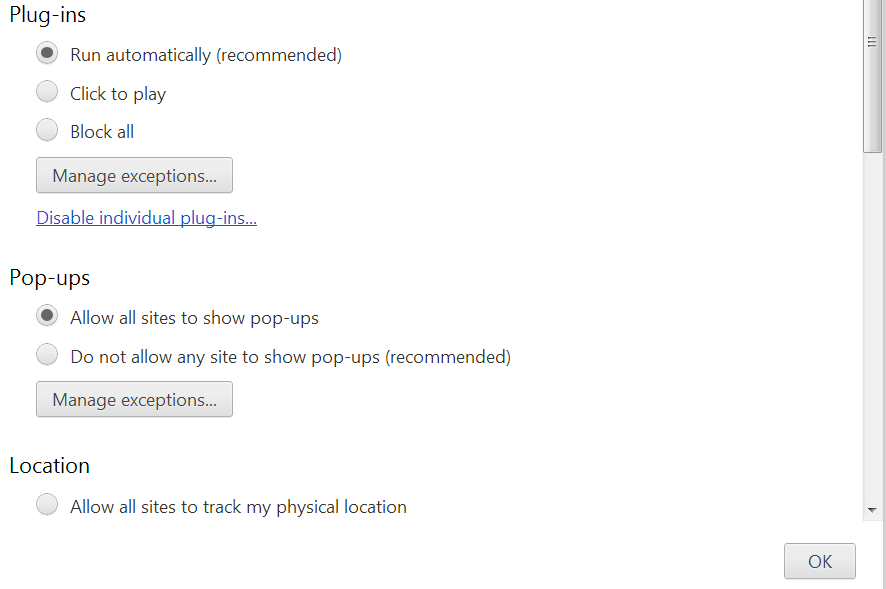
Scroll down to **Privacy** and Choose **Content settings…**



The Content settings page will appear



Scroll down to **Pop-ups**



Select **Allow all sites to show pop-ups**

Press **OK**

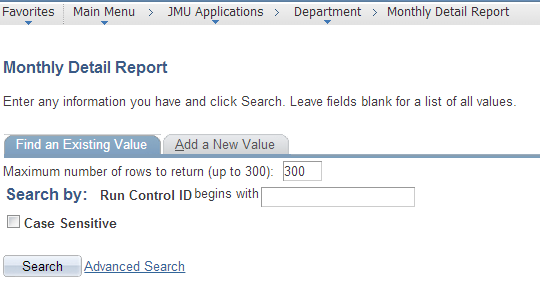
You can now **Close out the Settings tab**. Your settings are automatically saved; there is no additional OK or Save button to click.

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

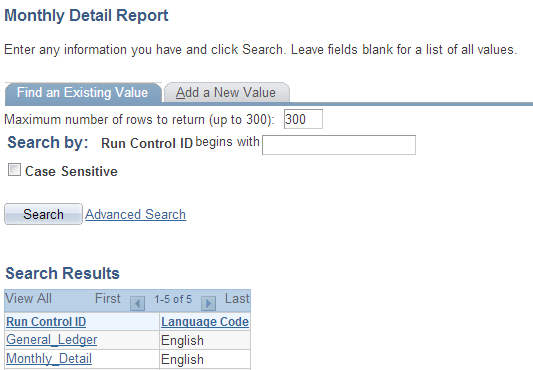


1. Click **Search** to display your Run Control IDs



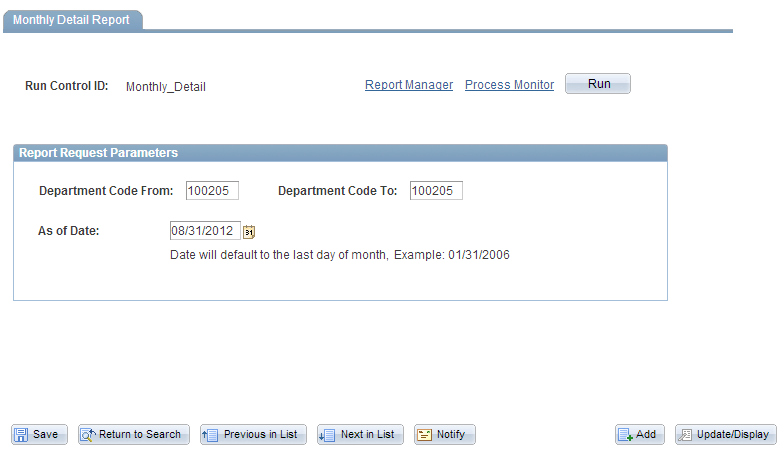
\*\*\*NOTE: if this is your **first time running the Monthly Detail Report** you will need to select the ‘**Add a New Value’** tab to create your Run Control ID which will remain in the system forever and cannot be changed. You will use this same Run Control every time to run the report. For example,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

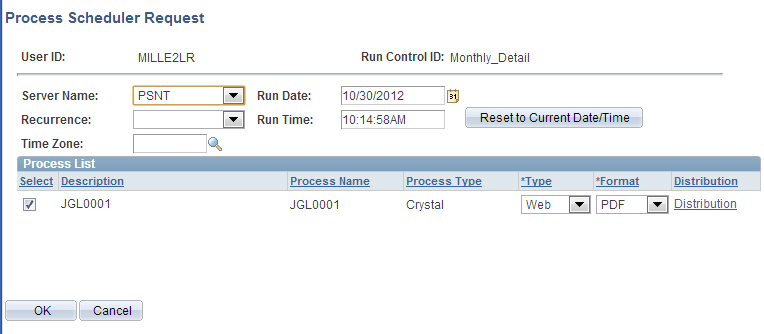
Click **Run**



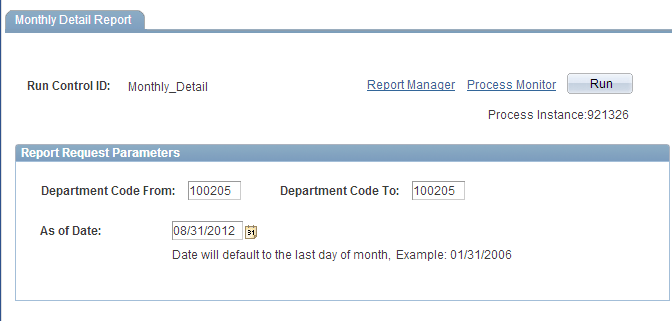
1. Choose Server Name **PSNT.**

Type should default to Web and Format should default to PDF

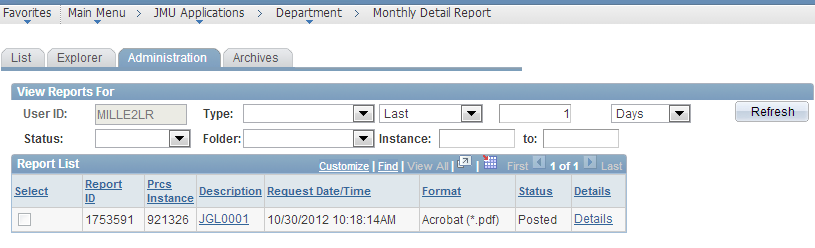
Click **OK.**



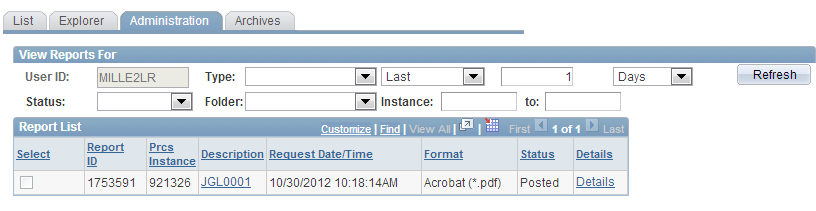
1. You are returned to the Monthly Detail Report page. You will now have a Process Instance number. Click the **Report** **Manager** hyperlink.



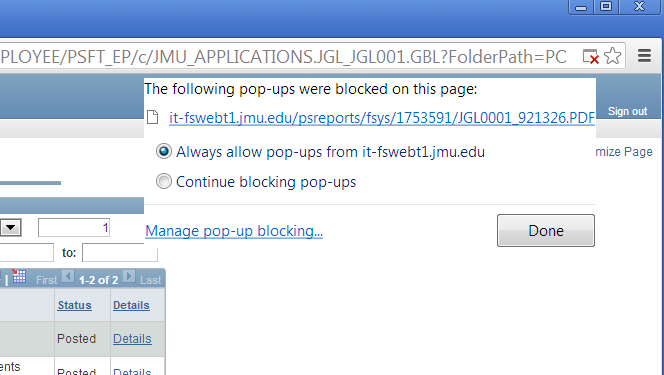
1. Click the **Administration** tab. Click **Refresh** until the JGL0001 report has a Status of **Posted**.



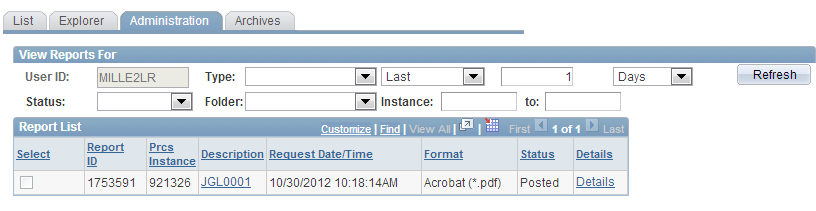
1. Click on the **JGL0001** hyperlink after the report is available.



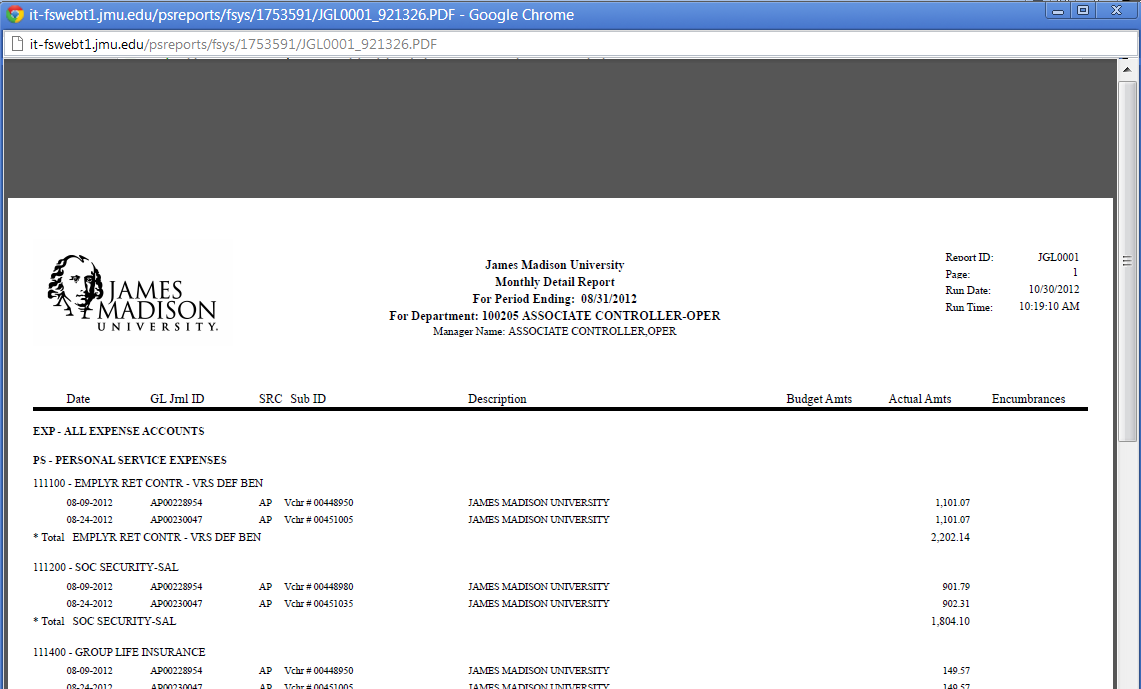
\*\*Note: if you have not allowed Pop-ups you will receive a notification at the top right-hand side of the window. Click the small ‘**window with a red X’ icon** and choose ‘**Always allow pop-ups**…’ Click **Done**



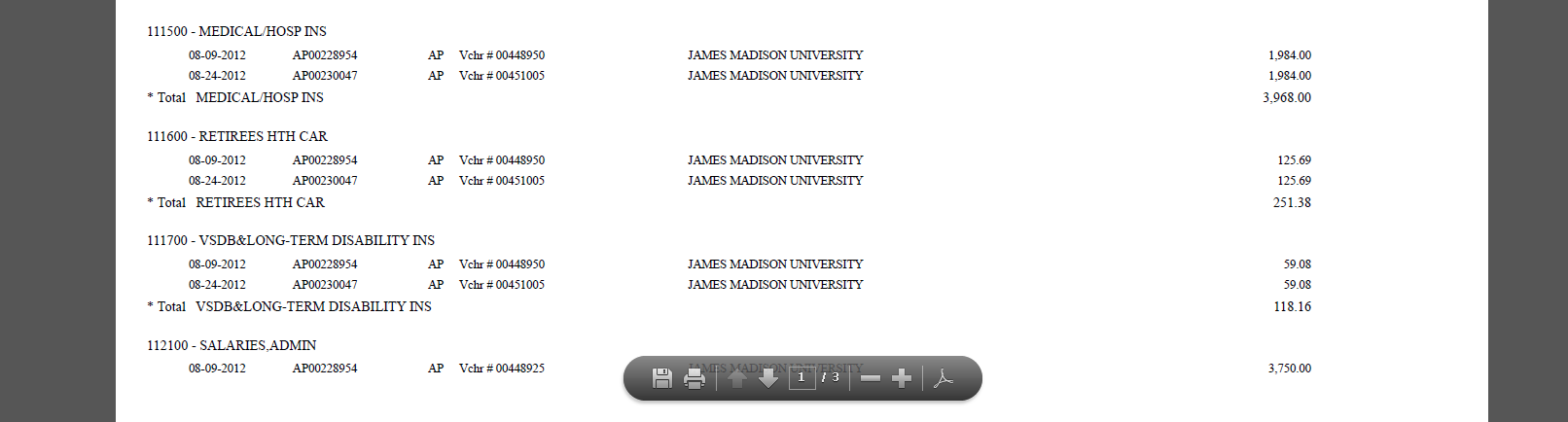
You will now have to **Click the** JGL001 **hyperlink again**



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

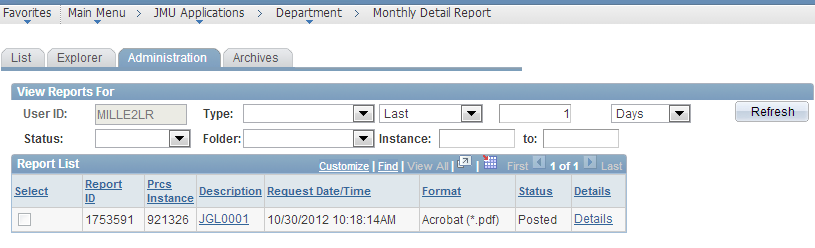


1. Hover the mouse near the bottom of the page to display the Adobe toolbar. Click the Print icon to Print if desired.

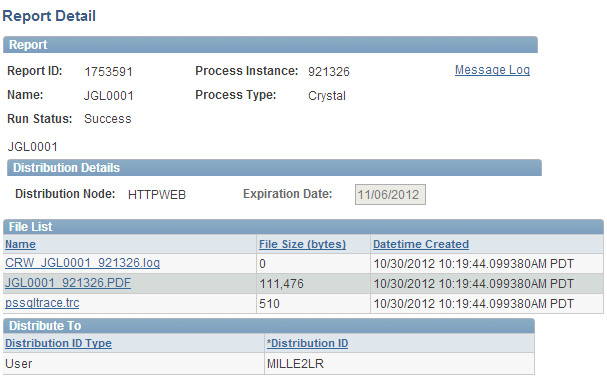


1. To Save a copy of the report you will need to return to the **Report Manger window**.

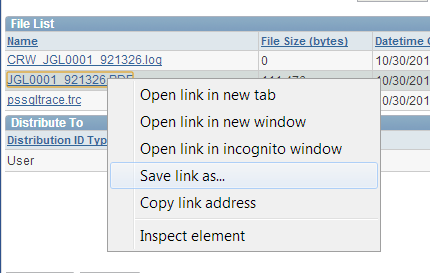
Click the **Details** hyperlink.



1. **Right Click** on the **JGL001**....**PDF** hyperlink

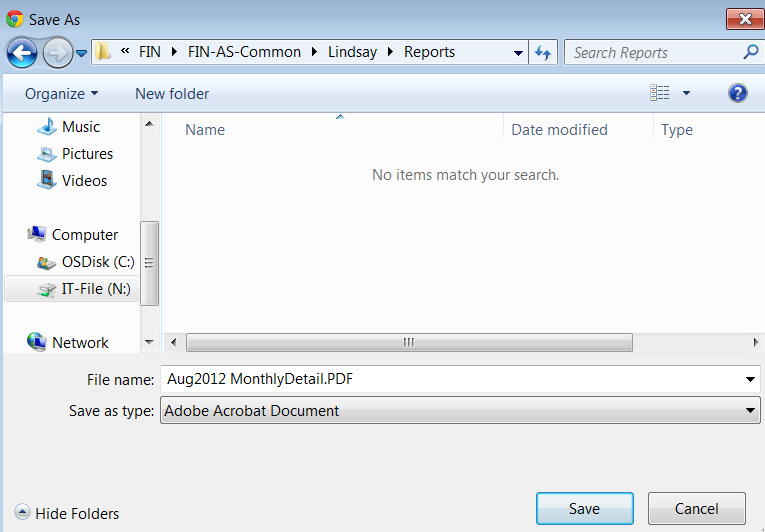
****

1. Choose **Save link as…** from the menu options

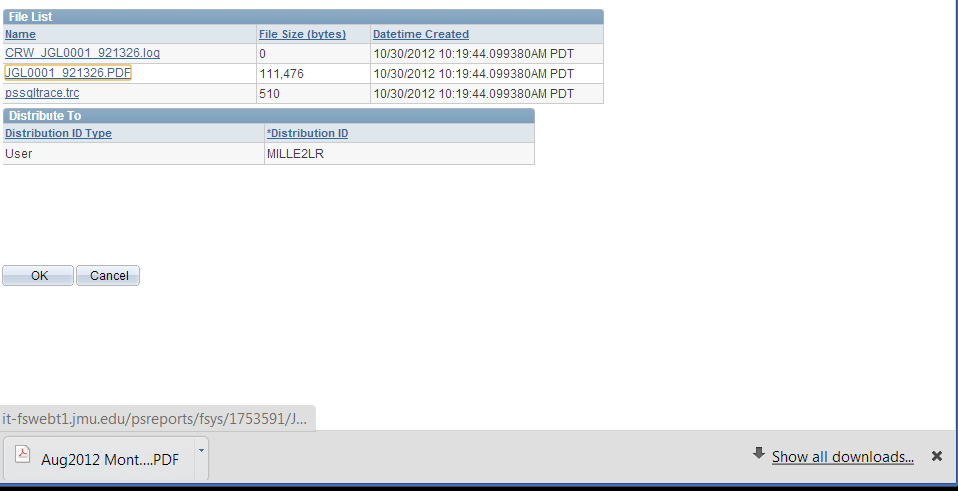


1. Enter the desired **File** **name** and choose the **folder** in which to save the file

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 open the report.)



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

