These instructions were created using Firefox ESR version 10.0.9

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

Open **Firefox** and from the menu bar choose **Tools**, then **Options**





Choose the **Content** section.

Make sure ‘**Block pop-up windows’ is NOT checked**.

Click **OK**

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

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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**

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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 **Options** and choose ‘**Allow pop-ups**…’

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



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



1. Hover the mouse near the bottom of the page to display the Adobe toolbar. Click the Print or Save icon for the desired action.



1. To Save a copy of the report choose the **Save in** folder and enter a **File name**. Click **Save**

