## **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:

	INACLE										
IOT Customer > Reports >	All Reports										
Services		🔾 🕤 📄 📓 📥 🛞 🖉 🖪 🕐 Search Edit Checked Delete Checked Hide Checked									
Department Billing	All R	All Reports Saved Search 🔍									
Account Billing	Quick S Outpu	Quick Search     =       Name     Micust       Based on     •       Output Filter     •       Output Filter     •   All Reports OWith Output Only ONo Output Only									
	1 - 8				Rows Per Page	50					
All Reports Outputs					Name	Туре	Based On	Description			
	Edit				Customer Fund Detail 2	Default	Customer Fund Detail 2	Customer Fund Detail 2			
	Edit		•		Customer Fund Detail Report	Default	Customer Fund Detail Report	Customer Fund Detail Report			
Home	Edit		╚	Ξ	Customer Fund Summary Report	Default	Customer Fund Summary Report	Customer Fund Summary Report			
	Edit			=	Customer Invoice	Default	Customer Invoice	Customer Invoice			
	Edit		٩		Customer Mainframe Usage Detail	Default	Customer Mainframe Usage Detail	Default report for Customer Mainframe Usage Detail			
	Edit		•	=	Customer Product Code Detail Report	Default	Customer Product Code Detail Report	Customer Product Code Detail Report			
	Edit			Ξ	Customer Product Code Detail 2	Default	Customer Product Code Detail 2	Customer Product Code Detail 2			
	Edit		©		Customer Product Code Summary Report	Default	Customer Product Code Summary Report	Customer Product Code Summary Report			
	1 - 8										

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.

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Parameters												
Report Parameters												
Report 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	00067 Manage Assignments	*Select one Billing Month 2018-05 May 2018-04 April 2018-03 March										
Dept	493025 ×	Fund										
Program		Project										
Activity		Analysis_Type										
Source_Type		Category										
Subcategory		Locality										
Incident												
Run Cancel												

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