Process Online Reports – Pool Summary

Navigation:


Select Online Account/Pool Summary. Add / Update Display. If you are running this reports for the first time, select Add.

Enter Run Control Name as “Report” (DON’T USE QUOTATION MARKS!) or use any name you are most comfortable with no space AND NO QUOTATION MARKS.
Enter Cost Center Information. Account use wild card (%) & Click Traffic Light.

Select Report:
UGL01044 Actual Transactions = FRS Screen 23 Non Budget Transactions.
UGL1044A Budget Transactions = FRS Screen 23 Budget Transactions.
UGL01035 Online Account Summary = FRS Screen 18
UGL01037 Online Pool Activity Summary = FRS Screen 36
UGL01036 Online Pool Summary = FRS Screen 35
UGL01045 Pool Summary = FRS Screen 19

Run Location = Client
Output Destination = Window
Select Report and Click OK
Once the report appears on your screen, you have option to Print.