LBC GL ExpenseDetail 9.2-LBCGL805

1.	The LBC GL ExpenseDetail Report is a detailed port showing Requisitions numbers chase Order numbers, Vouchers, Vendor names, Payroll information, and other Journal line transactions. To look up a specified accent string and print a report of detailed remains in the Actuals deer access the LBC GL Expense Detaileport from eitherthe Budget Report remember

button then go to

Sign Out and DO NOT just click the red c

close button.

3. Each useshould initially set up (Add) one time only Run ControllD for each processport that will be carried out (such as the LBC Available Balk report LBC GL Expense Detail Report LBC PO Activity Listing Report The Ru ControllD is keyed to the EmtD of the user that created the Run Control fter this Add a New Value's done the first time you will ube Find an Existing Value tab for all future LBC GL Expense Detail Reports by clicking the Seardbutton. Please do NO add any other Run Control ID's.

NOTE: To access a currenRun ControlD (a Run Control for LBC GL Expensetail Report that was set up earlier), click the Find an Existing Value and then click SearclChoose the Run Control ID below named

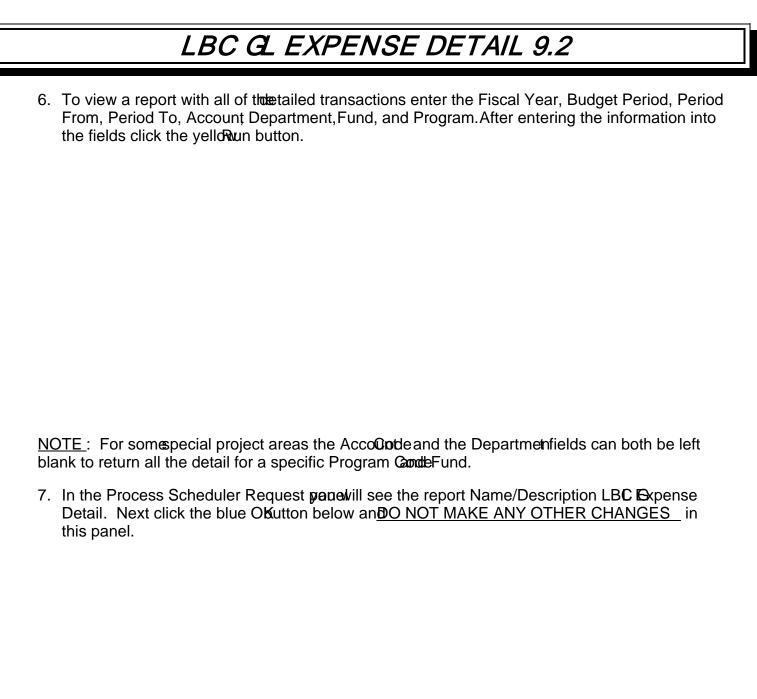
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4.	To Add the Run ControlD select	t the Add a New Valutab and enter
	LBC_GL_EXPENSE_DETAIL	(be sure to put an underscore between each word and)uise caps

the Run Control ID field then clickAdd. Note that the 2 vertical lines button can be used to collapser expand the menu on the left.

5. Enter information for this report into the Fiscal Year, Budget Period (same as the Fiscal Year), the Period From, Period To(it is best to enter Ped From1 and Period To2yet you can sorun a portion of the year by selecting certain Periods for these fields), Accountly callethe Object), Dept Fund, and Program. You can leave some of the chartfields blank in order to get all the detaifor a specific chartfield stringd yet do not leave all the fields blank you

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11. Selecting the LBCGL805PDF file link opens another page with the report.	Fν	vissma ī	Γr 20.04	-0 6.68 2

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