

Customer Product Code Detail 2 Report

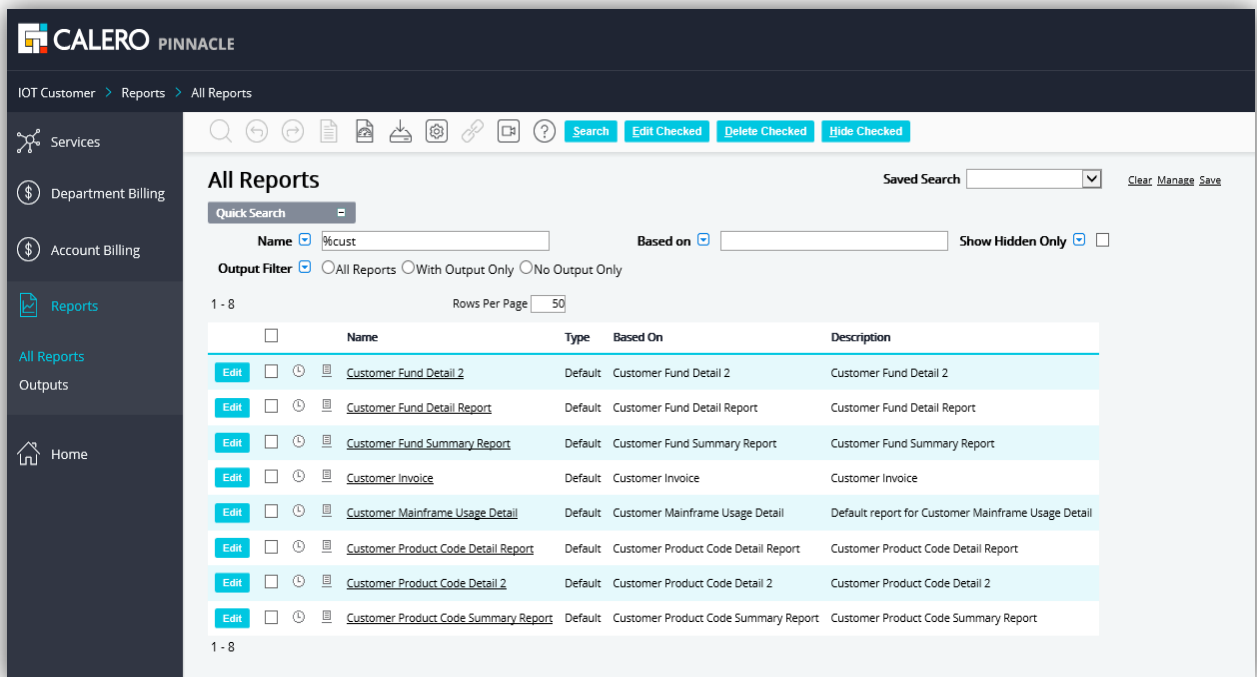
The detail behind your customer Invoice by Product Code

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:



Click: Customer Product Code Detail 2 then click run. A pop up box called report parameters will show up.

You now have to decide if you will be running this report for the whole agency or just for a certain department. If for the full agency you will need to Click on the Blue Manage Assignments button next to the box by Business Unit. If you are running this for a particular department you will need to click on the box next to BU-Department. You cannot use both. It's one or the other. Once you have clicked on the one you choose enter a % and the business unit or the department number depending on what you chose 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.

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Below is a screen shot of what you will see when in Manage Assignments for the Billing Run Date, I have highlighted key items:

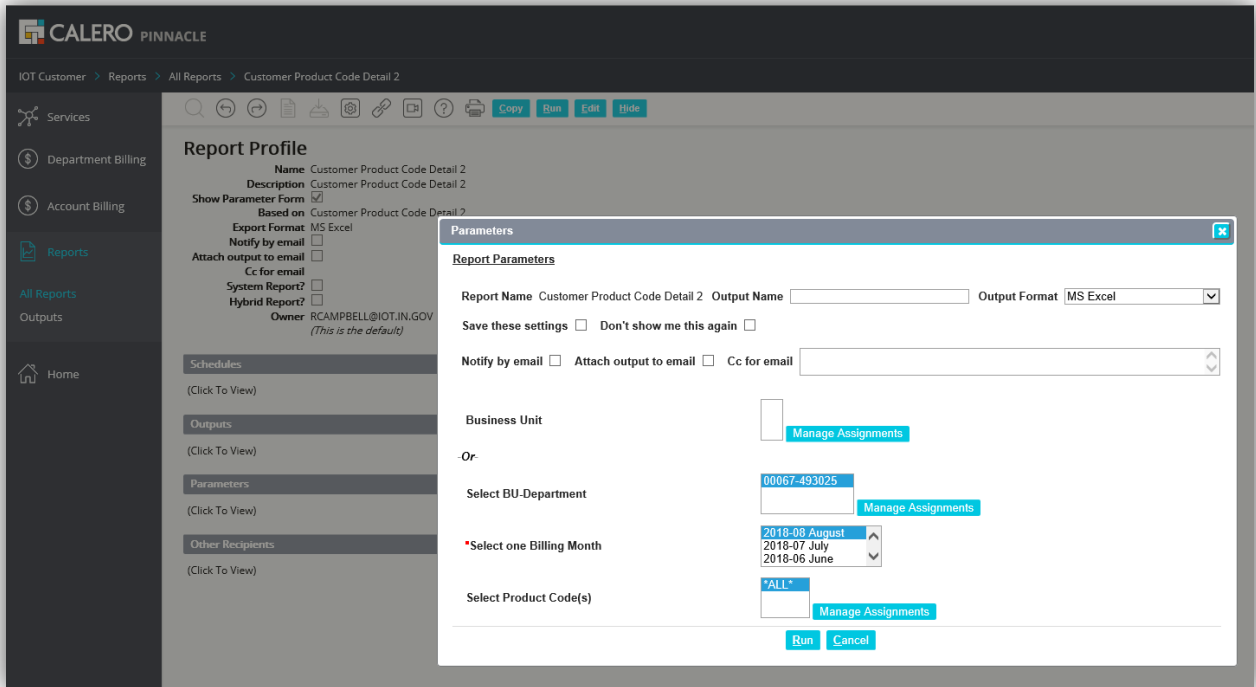
The screenshot shows a window titled "Users" with a search bar and several buttons: Search, Save, Cancel, Assign All, and Deassign All. Below the search bar, there are two input fields: "Number" containing "%493025" and "Name" which is empty. Below these fields are two tabs: "Assigned" and "Unassigned", both showing a count of "1 - 1". There are also "Select All" buttons and navigation arrows between the tabs. Below the tabs is a table with columns "Number" and "Name". The table contains one row: "00067-493025 IOT - BILLING". To the right of the table, the text "NO DATA FOUND." is displayed in red.

Select the billing month you want to run this for by clicking on your month. You can only process one month at a time. Click on the next blue Manage Assignments box next to the box that is labeled Select Product Code(s). In the box at the top labeled code add a % and the Product code you would like to see the detail behind. If you want all product codes enter %all. Drag and drop whatever you chose over to the assigned side just as you did previously and then click save.

You will now be sent back to your original page which should look like the following:

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