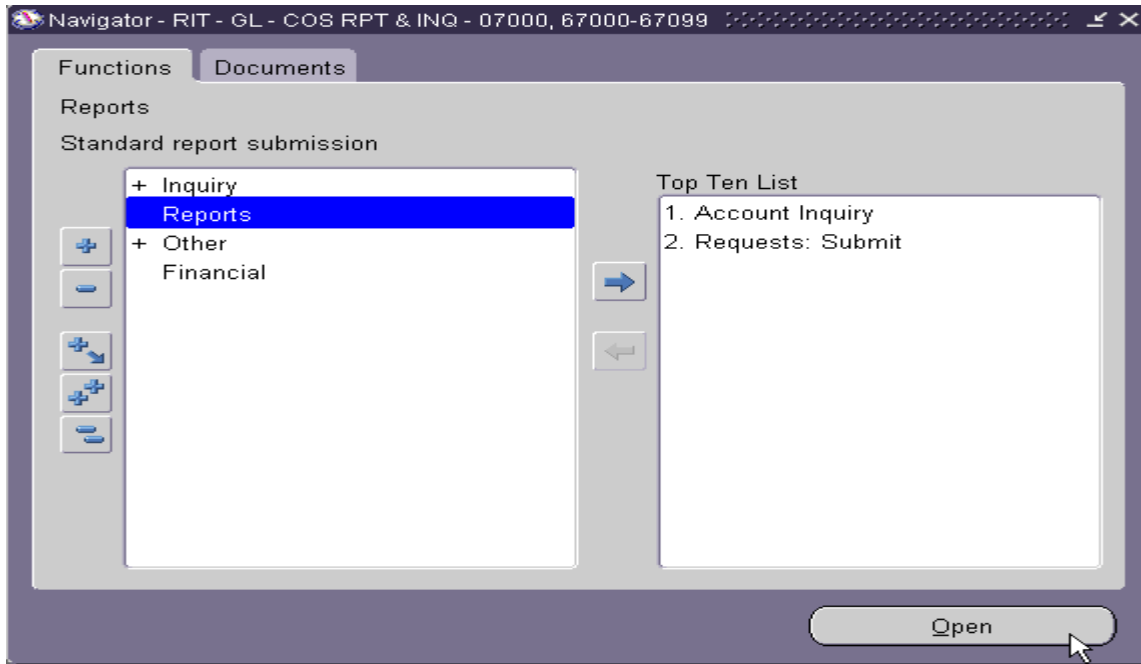
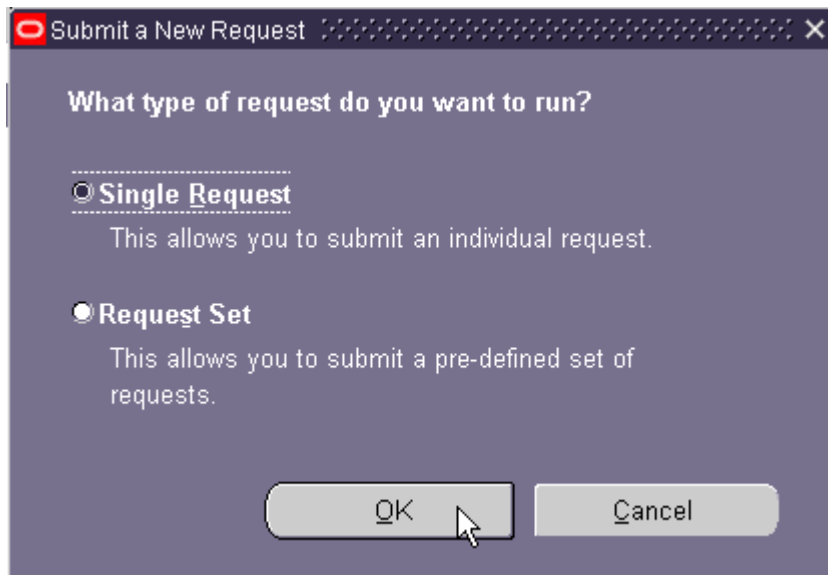


RIT GL to AP Drilldown Check Detail

1. Sign-on to your **Reporting & Inquiry** responsibility
2. Open **“Reports”** from your Navigator screen.




3. When the **Submit a New Request** screen opens, select the **“Single Request”** option and click the **“OK”** button.



4. When the **Submit Request** screen opens, click on the LOV field located to the right of the “Name” field.

Submit Request

Run this Request...

Name 

Operating Unit

Parameters

Language

Copy...

Language Settings... Debug Options

At these Times...

Run the Job Schedule...

Upon Completion...

Save all Output Files

Layout

Notify

Print to

Options...

Help (C) Submit Cancel

5. When the Report screen comes into view, click on “**RIT GL to AP Drilldown Check Detail**” Click on the “OK” button.

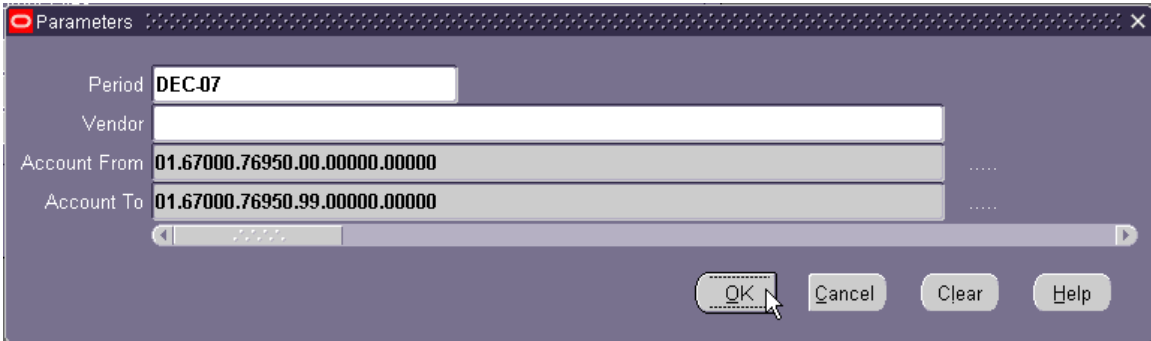
Reports

Find %

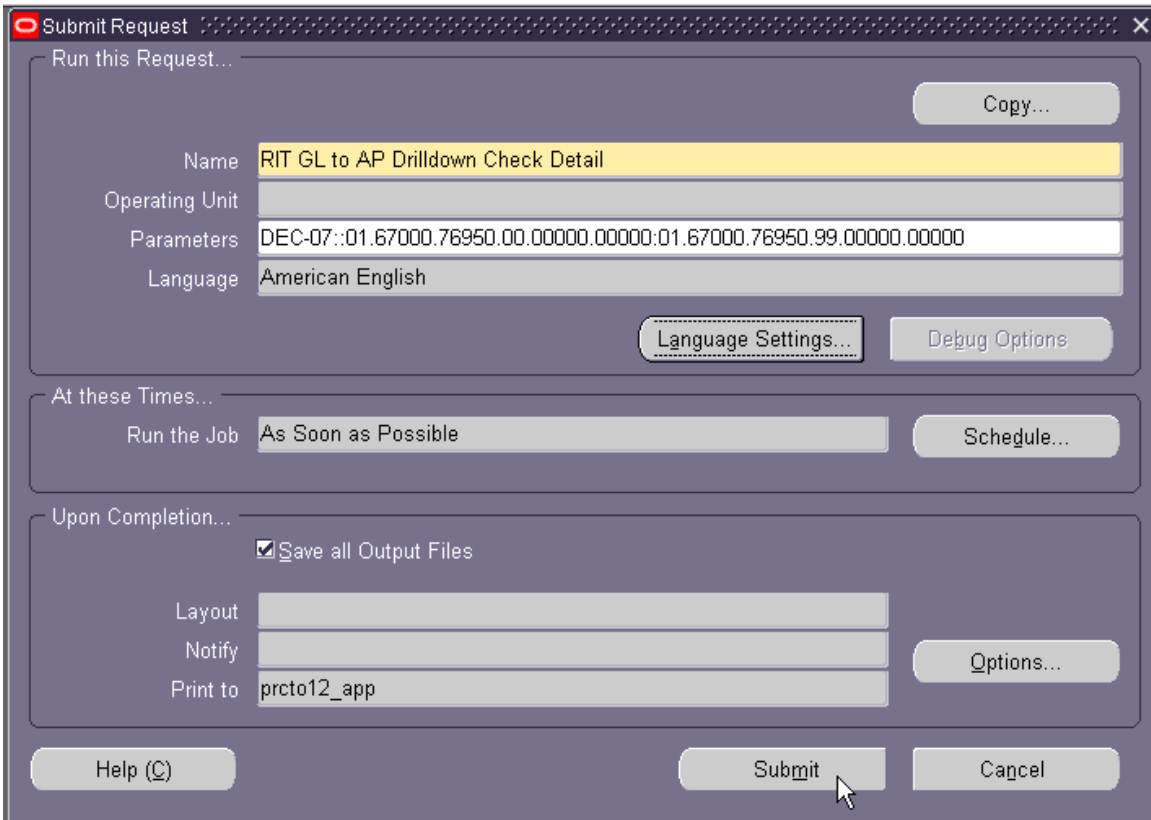
Name	Application
General Ledger - (180 Char)	General Le
Journals - General(180 Char)	General Le
Program - Publish FSG Report	General Le
Program - Run Financial Statement Generator	General Le
Encumbrance Detail Report	Purchasing
ITS Chargeback Employee Detail Report	RIT GL Cus
ITS Chargeback Student Detail Report	RIT GL Cus
RIT Account Analysis-(180 Char)	RIT GL Cus
RIT GL to AP Drilldown Check Detail	RIT GL Cus
RIT Account Analysis - Subledger with AP	Subledger

Find OK Cancel

6. The **Parameters** screen will appear. All the parameters (**Period, Vendor, Account From & Account To**) are optional; therefore you can run the report using one or more of these parameters.
 - a. After completing the necessary parameter(s), click on the Ok button to return to the Submit Request screen.



7. After making sure that your network printer and desired number of copies have been selected, click on the **Submit** button to generate the report.



8. Here is an example of the AP Drilldown Check Detail Report:

19-MAY-08 RIT GL to AP Drilldown Check Detail Page: 1

Accounting Period: DEC-07
 Vendor:
 From Account: 01.67000.76950.00.00000.00000
 To Account: 01.67000.76950.99.00000.00000

Vendor (Vendor#)	Site	Check#	Check Date	Cleared	Amount	GL Period	Invoice Number	Dist Amount	Charge Account	
IKON OFFICE SOLUTIONS (301)		1140394	17-DEC-07	11-JAN-08	824.23	DEC-07	REMIT PHIL 75007656	169.73	01.67000.76950.25.00000.00000	
								Total this vendor	169.73	
XEROX CORPORATION (1)		1141096	19-DEC-07	26-DEC-07	3,204.92	DEC-07	POB 827181 029169299	799.98	01.67000.76950.25.00000.00000	
								029169302	393.51	01.67000.76950.25.00000.00000
								Total this check	1,193.49	
								Total this vendor	1,193.49	
XEROX CORPORATION (1)		1141099	19-DEC-07	07-JAN-08	12,458.24	DEC-07	POB 827598 029169356	202.94	01.67000.76950.25.00000.00000	
								029169358	364.04	01.67000.76950.25.00000.00000
								Total this check	566.98	
								Total this vendor	566.98	
								Report Total	1,930.20	