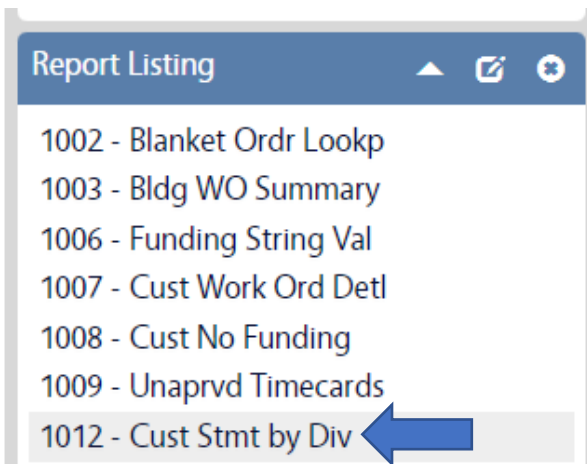


Physical Plant financial charges are posted to SFS on the last working day of the calendar month and are typically available the next morning in WISER. Customer statements are available the same day charges are available in WISER.

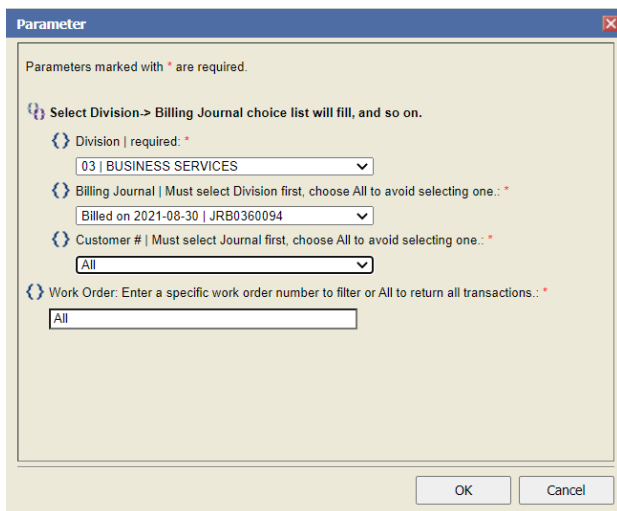
Customers need access to AssetWorks to run customer statements. UW Madison employees can obtain access by submitting a completed [AssetWorks Authorization Form](#) with the required signatures through the ReADY application found at <https://wiscready.assetworks.cloud/>.

Log into AssetWorks and from the Work Desk under Report Listing, click report 1012 – Cust Stmt by Div

***Please note your individual Work Desk may look slightly different than examples provided below*

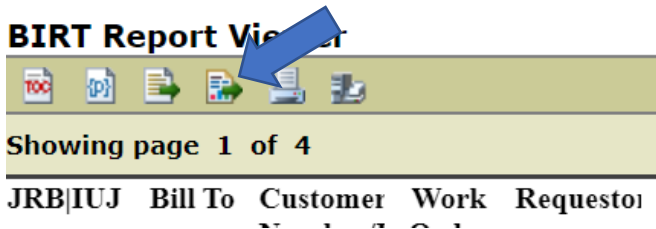


Parameter Pop-Up window will appear

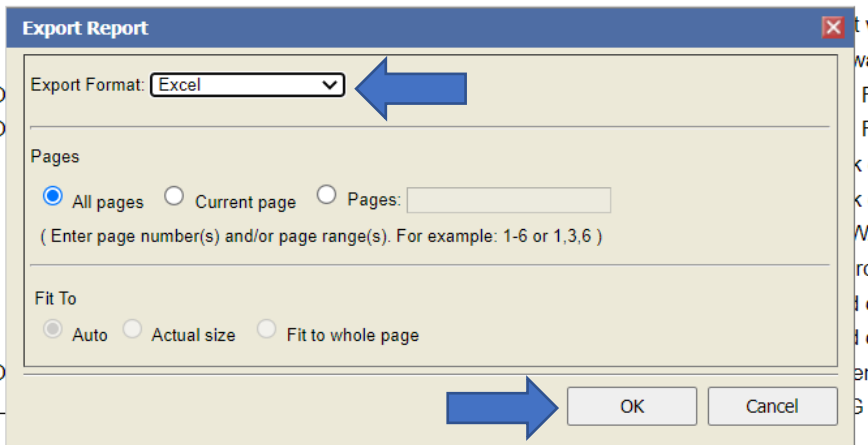


Using the Drop down next to each Parameter select:

1. Division: Can only select one Division per report generation
2. Billing Journal:
 - a. This is the date the file was loaded to SFS and the JRB reference #
**Please be advised there may be more than one JRB per month per division*
 - b. If you want to run report for multiple months select "ALL"
**Be advised if your data selection is too large, the report will fail – You may have to run the report multiple times, once for each billing period.*
3. Customer Number: Select "ALL" or using the drop down select one individual customer number
4. Work Order: Select "ALL" or using the drop down select one individual work order
5. Click OK
6. File will generate. Export the File to Excel by clicking on the Export Icon



7. Click on drop down and select Export Format Excel and Click OK



8. Open Excel file and review