

AssetWorks Customer Statements

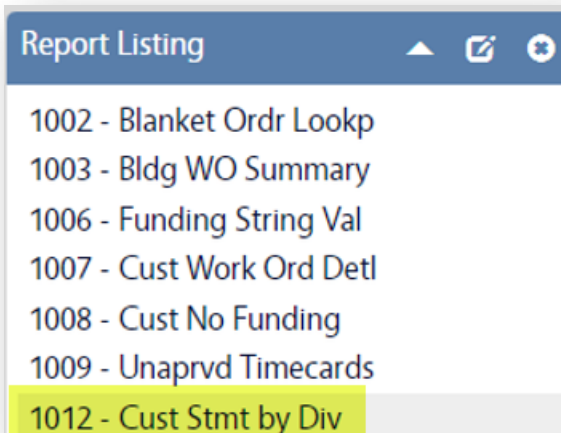
Facilities Planning and Management financial charges are typically posted to SFS on the second to the last working day of each month. They are typically available the next morning in WISER. Customer statements are available the same day charges are available in WISER.

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 at <https://wiscready.assetworks.cloud/>.

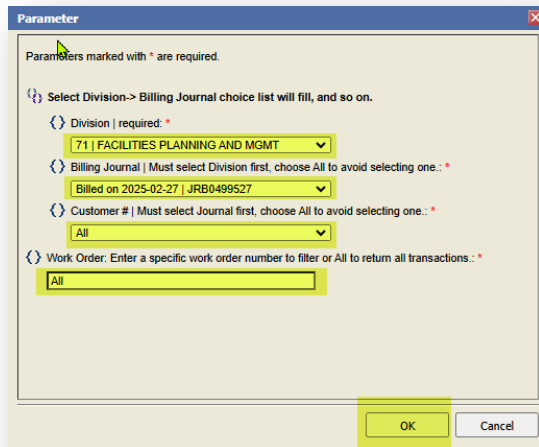


Log into AssetWorks and from the AiM WorkDesk under Report Listing, click on report "1012 - Cust Stmt by Div."

Please note that your WorkDesk may look slightly different than the example below.

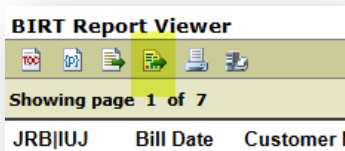


The parameter window will appear.

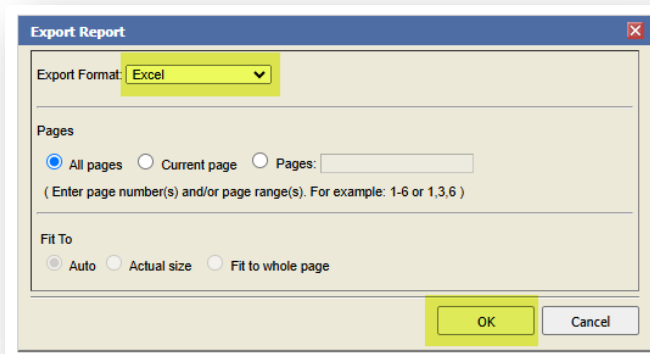


Using the dropdown next to each parameter select:

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 number.
**Note that there may be more than one JRB per month per division.*
 - b. If you want to run reports for multiple months, select "All."
**Note that the report will fail if your data selection is too large. 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: Enter a specific work order number to filter or "All" to return all transactions.
5. Click OK.
6. The file will generate. Export the File to Excel by clicking on the export icon.



7. Click on the Export Format drop-down, select Excel, and click OK.



8. Open the Excel file from your downloads and review.