

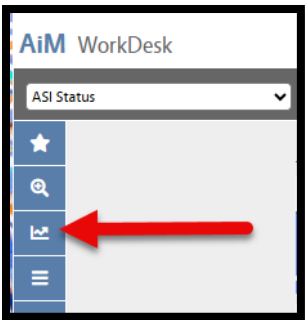
FP&M AssetWorks Report 1013 Customer Statements

FP&M AssetWorks financial charges are typically posted to Workday by the last working day of the calendar month and are usually available for customers to view the next business day.

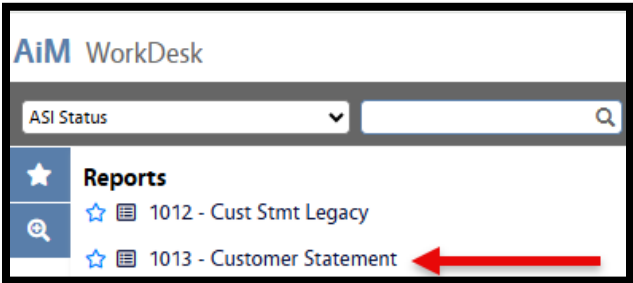
Customers need access to AssetWorks to run customer statements. UW-Madison employees can obtain access by submitting a completed AssetWorks Authorization Form with the required signatures through the ReADY application, available at <https://wiscready.assetworks.cloud/>.



- 1. Log into AssetWorks and from the AiM WorkDesk, click on the **Reports** icon.



- 2. Several reports available to you will be displayed.
Under **Reports**, click the report "1013 - Customer Statement."



3. The **Parameter** pop-up window will appear.

BIRT Report Viewer

Showing page 1 of

Go to page:

Parameter

Parameters marked with * are required.

Select Division-> Billing Journal choice list will fill, and so on.

{#} Division | required: *

{#} Billing Journal | Must select Division first, choose All to avoid selecting one.: *

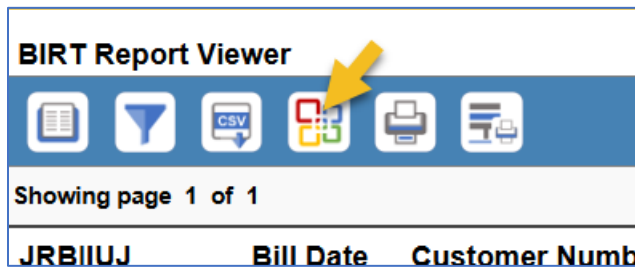
{#} Customer # | Must select Journal first, choose All to avoid selecting one.: *

{#} Work Order: Enter a specific work order number to filter or All to return all transactions.: *

OK Cancel

4. Using the drop-down next to each **Parameter**, select:
- Division:** You can select only one Division per report generation.
 - Billing Journal:**
 - This is the date the file was loaded to Workday and the JRN reference #.
Please be advised that there may be more than one JRN per month per division.
 - You can select one individual billing journal or select "ALL".
Be advised that if your data selection is too large, the report will fail. You may have to run the report multiple times for each billing period.
 - Customer Number:** You can select one individual customer number from the drop-down menu, or you can leave this as "ALL".
 - Work Order:** You can leave this as "ALL, or you can enter one individual work order.
 - To enter an individual work order:
 - All the above Parameters must be populated.
 - Click into the Work Order field. Your cursor will display behind the word "All".
 - Backspace over the word "All", which will delete that word. You cannot select and delete "All".
 - Enter your Work Order number.
Work Order numbers have the following format: ##-##### (e.g. 27-123456)
 - Click the **OK** button.

5. The file will generate. Export the file to Excel by clicking on the **Export report** icon.



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