



Table of Contents

Financial Look and Browse Overview.....	4
Finance Look and Browse - Accounts.....	4
<u>What is on the screen?</u>	<u>4</u>
Icons to select the area you are seeking information	4
Display Options.....	4
Find by Account, By Description, By PO or Invoice.....	5
All Account Types	6
Expanded List	6
Ignore if Zero or No Budget.....	7
Points of Entry Icon Boxes	7
<u>Finding Account</u>	<u>9</u>
Find by Account.....	9
By Description	9
Find by PO or Invoice.....	10
<u>Reporting an Account – Report Style Options</u>	<u>12</u>
Account Detail (Date Range)	12
Date Aware Historical Report Format	12
Account Detail (Historical Format)	13
<u>Reporting an Account – Date Range Options</u>	<u>13</u>
<u>Reporting an Account – Data Restriction Selection</u>	<u>14</u>
Check to Include	14
Include all Historical Detail.....	14
<u>Reporting an Account – View, Print, Export</u>	<u>15</u>
Finance Look and Browse - Vendor	16
<u>What is on the screen?</u>	<u>16</u>
Icons to select the area you are seeking information	16
Display Options.....	16
Vendor # Vendor Name & Address 1 Find by PO/Invoice	16
Report to Print.....	16
Expanded List	17
Points of Entry Icon Boxes	17
<u>Finding a Vendor</u>	<u>18</u>
Find by Vendor Number	18
Find by Description.....	18
Find by PO or Invoice.....	20
<u>Reporting a Vendor – Report Style Options.....</u>	<u>21</u>
<u>Reporting a Vendor – Date Range Options.....</u>	<u>21</u>
Vendor Activity Detail (Date Range).....	21
<u>Reporting a Vendor – Data Restriction Selection</u>	<u>23</u>
Check to Include	23
Include all Historical Detail.....	23
<u>Reporting a Vendor– View, Print, Export.....</u>	<u>24</u>
Finance Look and Browse - Customer	26
<u>What is on the screen?</u>	<u>26</u>
Icons to select the area you are seeking information	26
Display Options.....	26