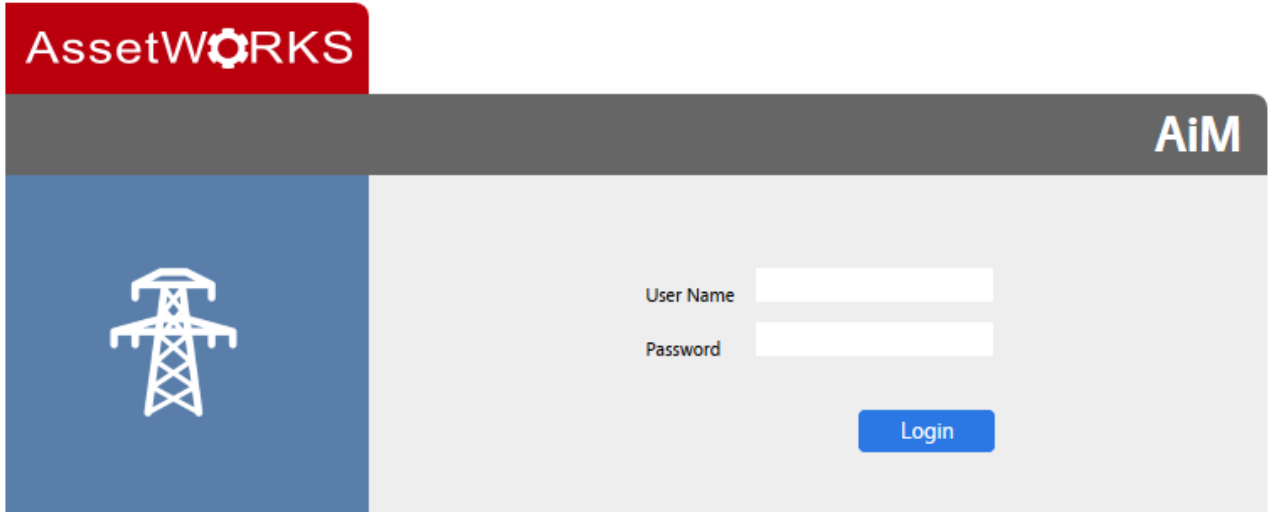


## How Print Vehicle Gas Charges

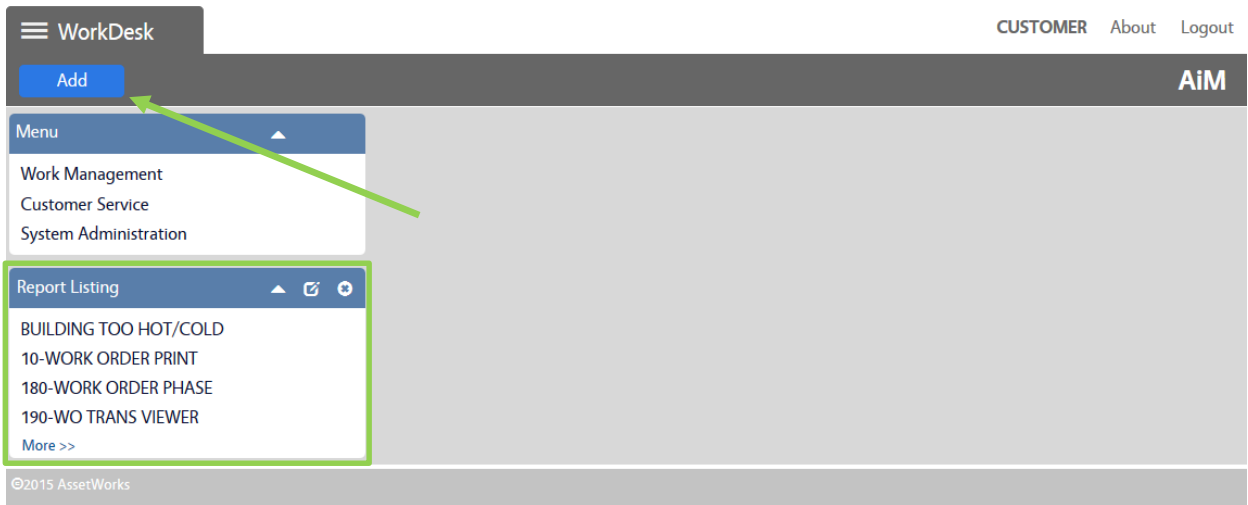
1. Login to the AiM using your Texas State username and login.



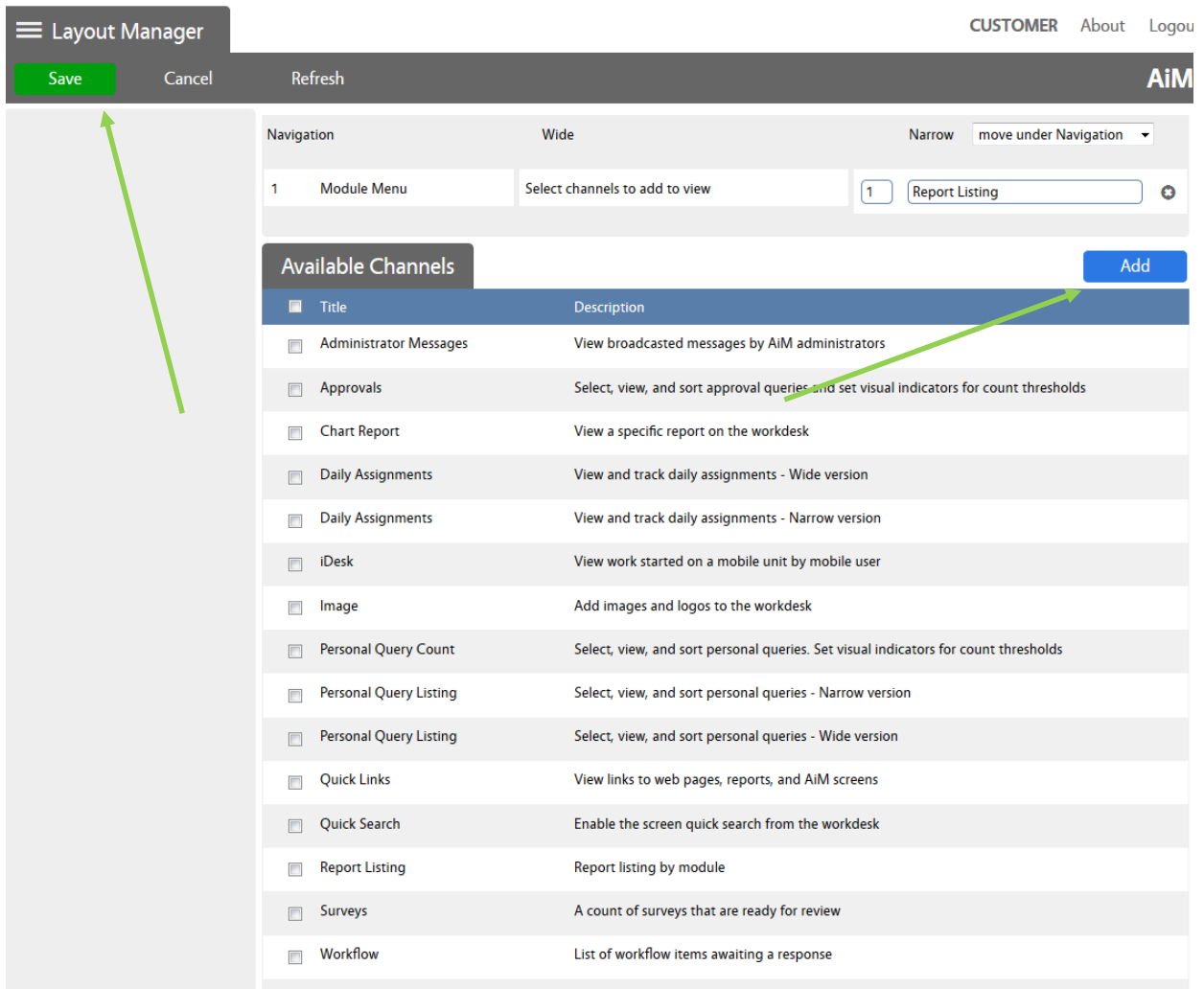
2. You need the Work Order number to print the cost. To select the report, you must have the Report Listing Box on your Work Desk Menu.

If the Report Listing box is shown, then skip to # 4.

If not, click on the blue “Add” button in the left hand corner.



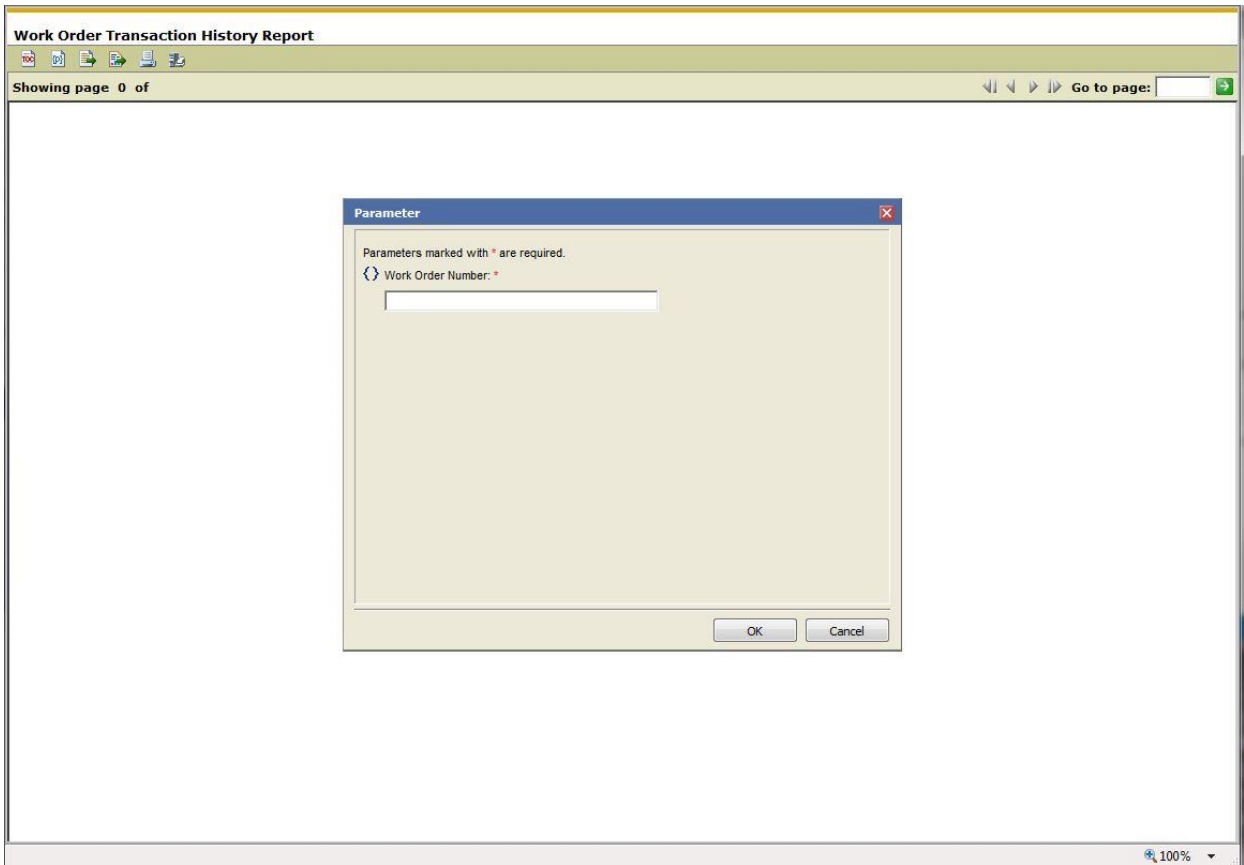
3. The Layout Manager window is shown, scroll down and check the box next to Report Listing. Then click the blue “Add” button. Once the windows redisplay, click the green “Save” button. The Report Listing box should now appear on the Work Desk.



4. To print the Work Order Cost, click 190-WO TRANS VIEWER report on the Work Desk.



5. Enter the Work Order you want to view, then click OK



- The work order transactions will display for this Work Order. Remember that all transactions are shown. This is a PDF output, you may save it by clicking the drive icon or print it by clicking the printer icon. When you are finished, you may close this tab.

The screenshot displays a web application interface for a Work Order Transaction History Report. The interface includes a top navigation bar with icons for save, print, and share, along with a 'Comment' and 'Share' button. A sidebar on the left shows a 'Bookmarks' section with a link to '14-11239' and a sub-link for 'Material Costs'. The main content area features the 'AiM' logo and the work order ID '\*14-11239\*'. A summary box indicates 'Work Order 14-11239' with a status of 'OPEN'. Below this is the 'Work Order Transaction History Report' section, which includes a table for work order details and a 'Transaction History' table. The 'Transaction History' table is titled 'Material Costs' and shows a list of transactions with their respective dates, source lines, descriptions, and amounts. The total costs for the work order are listed as \$1,389.24.

Work Order			
Description:	FY14 VOYAGER FUEL CARD CHARGES - KEY SHOP		
Project:			
Budget:	\$0.00	Enforce Budget:	No

Transaction History				Total Costs for Work Order	\$1,389.24
Material Costs					
Transaction Date	Source Transaction	Source Line	Description	Amount	
Apr 25, 2014	6654		EXTERNAL CHARGE	\$56.01	
Apr 25, 2014	6653		EXTERNAL CHARGE	\$59.00	
Apr 25, 2014	6674		EXTERNAL CHARGE	\$76.44	
Apr 15, 2014	6532		EXTERNAL CHARGE	\$70.91	
Apr 15, 2014	6531		EXTERNAL CHARGE	\$53.00	
Apr 15, 2014	6530		EXTERNAL CHARGE	\$56.04	
Apr 15, 2014	6273		EXTERNAL CHARGE	\$49.00	
Apr 15, 2014	6272		EXTERNAL CHARGE	\$44.00	
Apr 15, 2014	6286		EXTERNAL CHARGE	\$71.44	
Jan 29, 2014	6143		EXTERNAL CHARGE	\$73.48	
Jan 29, 2014	6135		EXTERNAL CHARGE	\$52.00	
Jan 29, 2014	6134		EXTERNAL CHARGE	\$52.00	
Jan 27, 2014	5287		EXTERNAL CHARGE	\$55.00	
Jan 27, 2014	5286		EXTERNAL CHARGE	\$50.00	
Jan 27, 2014	5288		EXTERNAL CHARGE	\$71.26	
Jan 27, 2014	4871		EXTERNAL CHARGE	\$55.00	
Nov 6, 2013	4697		EXTERNAL CHARGE	\$74.89	
Nov 6, 2013	4696		EXTERNAL CHARGE	\$81.71	
Nov 6, 2013	4519		EXTERNAL CHARGE	\$74.75	
Nov 6, 2013	4695		EXTERNAL CHARGE	\$56.00	
Nov 6, 2013	4694		EXTERNAL CHARGE	\$47.31	

- If you have any questions about these instructions, the Customer Request or Work Order, please call Facilities Management Customer Service at 5-2824 or email <mailto:fmgt@txstate.edu>.