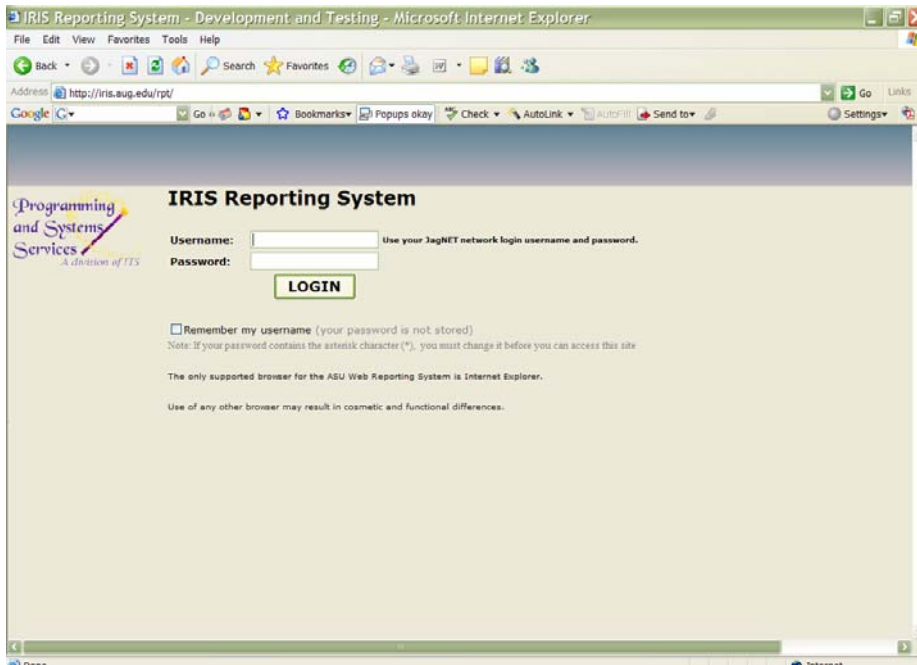


Running Budget Transaction Detail Report on IRIS

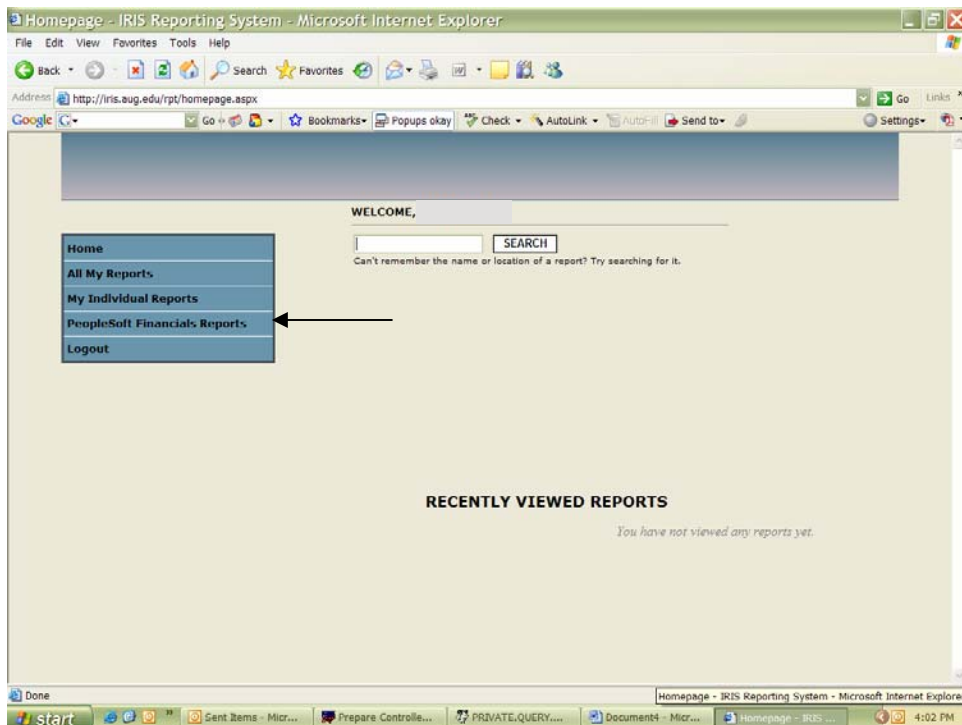
Open an Internet Explorer window

Enter the following into the address bar <http://iris.aug.edu/rpt>

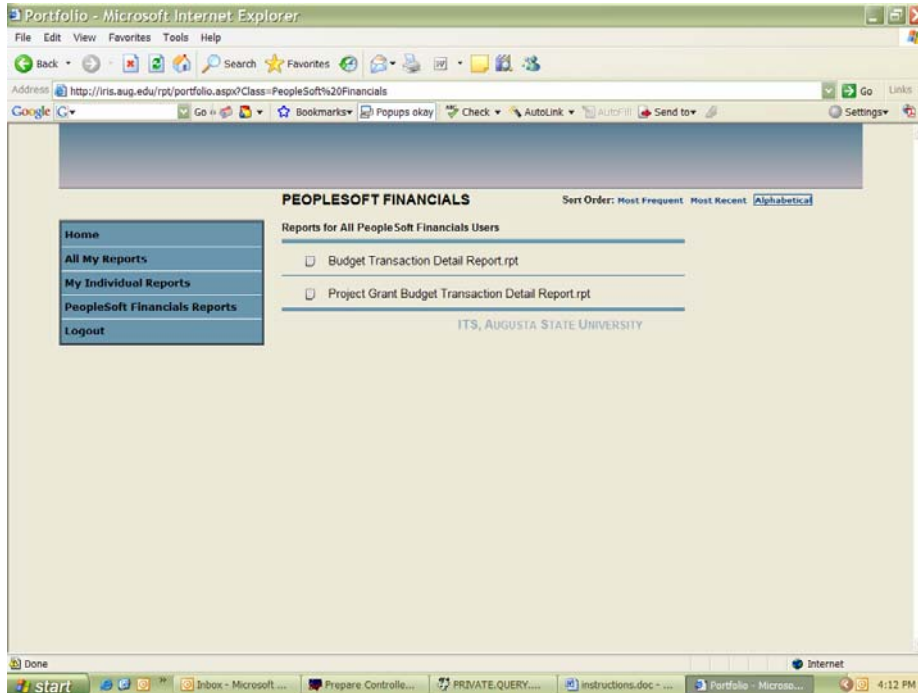
You will see a screen like the one below. Enter your JAGNET username and password. These are the same ones you use to log into the network.



After logging in your screen should look similar to this



Select PeopleSoft Financials Report from the blue menu on the left hand side of the screen. Select Budget transaction Detail Report.



A new window will pop up and should look like the one below. Using the drop down menus select all of the fields one by one and click OK There will be a slight delay after each selection. Also please note the specific format for the date ranges if you choose not to use the calendar feature.

There are a few options for dates, you can:

- 1) select no lower bounds and specify an end date
- 2) select no upper bounds and specify a begin date
- 3) specify both begin and end dates

