

How To

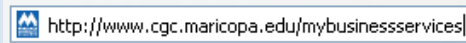
Print a Transfer Report

A *Transfer Report* is a report which provides the Account Agent or the Requisitioner with a listing of budget transfers for a specified account and a specified timeframe.

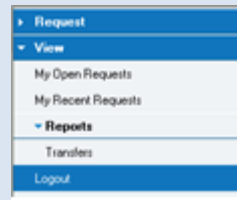
Steps:

1. Navigate to My Business Services.

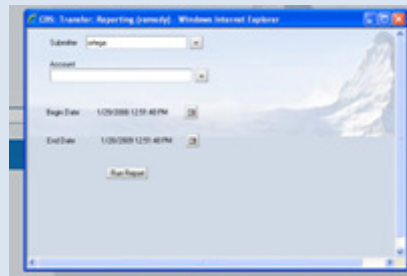
www.cgc.maricopa.edu/mybusinessservices



2. Click on **View**.
3. Click on **Reports**.
4. Click on **Transfers**.



5. The Transfer Reporting form will auto-open. Tab to the Account field.



6. Type in the account number or select by using the drop-down for a list of accounts.

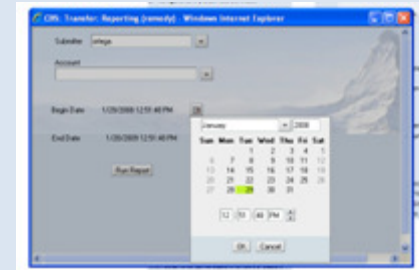
Account

Hint: Enter partial account numbers or account names in the account fields to search for accounts.

7. Select the desired beginning and end dates by clicking on the calendar icon and selecting the appropriate dates.

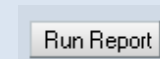
Begin Date 9/24/2007 10:39:16 AM

End Date 9/23/2008 10:39:16 AM



8. Click OK to close the calendar with the selected date.

9. Click Run Report to display the report in a new window.



10. To print the report, press CTRL + P, or by selecting File on browser menu and then by selecting Print.

Other options are available to Account Agents and Requisitioners. See the *My Business Services Users' Manual* for more information.

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