Beginning November 1, hard copy Transaction Detail Reports will no longer be distributed in the CWU office mail for Work Order or Motor Pool Charges. Reports will be accessible on demand through the ‘Submit Request’ option on the CWU Facilities web page. If you have any questions, please contact Tracy Jackson (x1668), Kelly Clerf (x1013) or Ying Wang (x2045) in the Facilities Management Department. Instructions for accessing the reports are as follows:

**Instructions for Work Order or Motor Pool Rental Charge Reports**

1. Go to [http://www.cwu.edu/facility/](http://www.cwu.edu/facility/) and click on ‘Submit Request’ button.

2. Log-in using your CWU username and password as instructed.
3. Select the “Transaction Report” button from the category request screen:

4. From the Cost Report for Work Order or Motor Pool Rental screen, beginning entering the 10-digit speedkey with operating unit and select your speedkey from the auto-complete list. Enter dates in both the FMS Journal Start Date and the FMS Journal End Date fields (these dates can be a range or the same date if you are just looking for information for one date). Click on Generate Report. Note: The dates you use to generate these reports will be the posting date (second to last column on FMS report) and not the date you generated your FMS report.