Instructions for Work Order & Motor Pool Rental Charge Reports

1. Go to http://www.cwu.edu/facility/ and click on ‘Online Requests’ button.

2. Log-in using your CWU username and password, if instructed.

3. Select the “Cost Report” option 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.