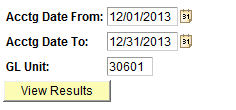
**How to obtain autodraft Utility detail:**

TN\_CM12\_ACCOUNTING\_UTILITY

1. Navigation: Main Menu > FSCM Reporting Tools > FSCM Query Viewer
2. Enter ‘TN\_CM12\_ACCOUNTING\_UTILITY’ into the begins with field located after “Search By Query Name”.
3. Click on the Search button.
4. To run the query to HTML, click on the works ‘HTML’.
5. In the new window, enter the accounting date range desired into the Acctg Date From and the Acctg Date To fields. (Example: 12/1/2013 and 12/31/2013)
6. Enter the General Ledger Business Unit into the GL Unit field. (Example: 30601)



1. Click on the View Results button.
2. A screen shot of results are shown below.
3. To download the results to excel, click on the ‘Excel SpreadSheet’ link. Results should pop up in Excel.

