Viewing Chargebacks by Account

1. Using the following link:
   https://tmareports.uwstout.edu/Reports/Pages/Report.aspx?ItemPath=%2fChargeback+Report+by+Funding+String%2fBy_Account_Special
   a. Open link using Internet Explorer only.
   b. If prompted to log in, use your Stout credentials.

2. The Chargeback by Report by Funding String > Account Special Report will open.
3. Enter the date parameters. The date ranges for chargebacks can be found on the Physical Plant Chargeback website.

4. Enter the account you wish to view in the standard format xxx-x-xxxxxx.

5. Click the “View Report” button on the top right side of the screen.

6. The report can now be viewed on the browser, printed, or exported/saved in various formats.