

## Checking your monthly Financial Detail statement for any extra bill time

Please follow the instructions below within 5 business days after month-end to check your equipment charges. Please ensure that all charges are correct and you did not forget to disable a tool after your session.

- 1) Sign into Badger
- 2) Go to the Reports drop down menu
- 3) Choose Financial Detail
- 4) A dialogue box will pop up – make sure the following items are selected
  - a. **Lab** should show “QNCFAB”
  - b. **Report** should show “Member Financial Detail”
  - c. **Account type** should show “all”
  - d. **Activity type** should show “all”
  - e. **Equipment** should show “all”
  - f. **Account** can be left as \*
  - g. Both fields in **Display data from** should be set to the previous month
  - h. Click “display”
- 5) A chart will show your use on all tools enabled during the month
- 6) Click the “cost” heading to see the most expensive charges at the top
- 7) Should any of the charges seem unusually high, it may be an indication that you may not have signed out at the end of your session
- 8) If this is the case, please contact Melissa Floyd via [mmfloyd@uwaterloo.ca](mailto:mmfloyd@uwaterloo.ca), detail the erroneous charges and an estimation of your correct charge time so that they may be fixed before invoices are generated.