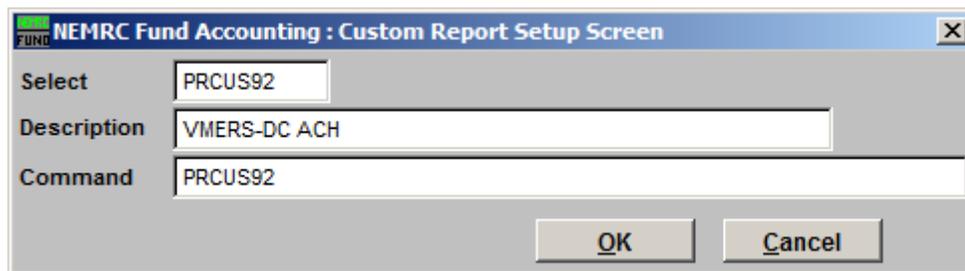General

How to set up a New Custom Report/Routine

Initial Setup of the Custom Procedure:

By following the steps below, you will be able to set up a custom routine.

You will need to contact NEMRC (call support at 1-800-387-1110) to know what to type into the "Command" field. Usually you will already have this information when you go to create a new Report/Routine.

- Go to the "R. Reports Menu" off the Main Menu.

- Go to "Z. Custom Reports and Routines" off the Reports Menu.

- Click "New."

- In the "Select" field, type the name of the routine.

- In the "Description" field, type a description of the routine.

- In the "Command" field, type the command for the custom report/routine.

- The command field must be exactly as you were told to enter it.

- See example blow

	NEMRC Fund Accounting : Custom Report Setup Screen	✕
Select	PRCUS92	
Description	VMERS-DC ACH	
Command	PRCUS92	
	OK	**Cancel**