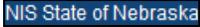
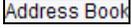
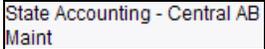
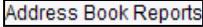
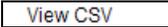
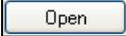
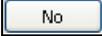


Running and Viewing Reports in CSV Lesson

1.	Before we can view a report in CSV we will need to run a report. the report we are going to run is the Reports by Address report.
2.	Click the NIS State of Nebraska link. 
3.	Click the Address Book link. 
4.	Click the State Accounting - Central AB Maint link. 
5.	Click the Address Book Reports link. 
6.	Click the Reports by Address link. 
7.	Click the NE9990001 option. 
8.	Click the Select (Ctrl+Alt+S) button. 
9.	Click the Data Selection option. 
10.	Click the Submit (Ctrl + Shift + U) button. 
11.	Click the Left Operand list.
12.	Click the Search Type (F0101) (AT1) [BC] list item.
13.	Click the Right Operand list. 

14.	<p>Click the Literal list item.</p> <input data-bbox="380 275 776 302" type="text" value="Literal"/>
15.	<p>Enter the desired information into the Literal Value field. Enter a valid value e.g. "F".</p>
16.	<p>Click the OK (Ctrl+Alt+O) button.</p> <input checked="" data-bbox="380 468 415 499" type="checkbox"/>
17.	<p>Click the Left Operand list.</p>
18.	<p>Click the Business Unit (F0101) (MCU) [BC] list item.</p>
19.	<p>Click the Comparison list.</p> <input data-bbox="380 814 639 848" type="text" value=""/>
20.	<p>Click the is not equal to list item.</p> <input data-bbox="380 940 634 968" type="text" value="is not equal to"/>
21.	<p>Click the Right Operand list.</p> <input data-bbox="380 1014 781 1052" type="text" value=""/>
22.	<p>Click the Literal list item.</p> <input data-bbox="380 1146 776 1173" type="text" value="Literal"/>
23.	<p>Enter the desired information into the Literal Value field. Enter a valid value e.g. "9000".</p>
24.	<p>Click the OK (Ctrl+Alt+O) button.</p> <input checked="" data-bbox="380 1371 415 1402" type="checkbox"/>
25.	<p>Click the Left Operand list.</p>
26.	<p>Click the Name - Alpha (F0101) (ALPH) [BC] list item.</p>
27.	<p>Click the Comparison list.</p> <input data-bbox="380 1713 639 1747" type="text" value=""/>
28.	<p>Click the is not equal to list item.</p> <input data-bbox="380 1839 634 1866" type="text" value="is not equal to"/>

29.	<p>Click the Right Operand list.</p> 
30.	<p>Click the Null list item.</p> 
31.	<p>Click the OK (Ctrl+Alt+O) button.</p> 
32.	<p>Now that we have entered our data selection we will tell the system to run the report in CSV.</p>
33.	<p>Click the Document Setup tab.</p> 
34.	<p>Click the CSV(Comma Delimited) option.</p> 
35.	<p>Click the OK (Ctrl+Alt+O) button.</p> 
36.	<p>Next we will need to navigate to View Job Status so we can see the status of this report.</p>
37.	<p>Click the Close (Ctrl+Alt+L) button.</p> 
38.	<p>Click the View Job Status link.</p> 
39.	<p>The most recent job (report) you ran will be listed first. The Description tells us the current status of the report.</p> <p>The Description will be either WAITING, PROCESSING, or DONE. If it is WAITING or PROCESSING you will need to refresh the screen using the Find button (DO NOT use the Refresh button on your browser).</p>
40.	<p>Click the Find (Ctrl+Alt+I) button.</p> 
41.	<p>Click the RBATCH option.</p> 
42.	<p>Click the Row (Ctrl+Alt+R) button.</p> 

43.	<p>Click the View CSV menu.</p> 
44.	<p>Click the Open button.</p> 
45.	<p>The report opens in Excel. Some of the cells may overlap, but the cells can be expanded to display all information.</p>
46.	<p>Click the box in the left hand corner of the spreadsheet.</p> 
47.	<p>Double-click the line separating columns A and B.</p> 
48.	<p>The cells expand to the proper width to display all of the information.</p>
49.	<p>To close the spreadsheet click the Close button..</p> 
50.	<p>If you wish you can save the spreadsheet. We are not going to save it at this time.</p> <p>Click the No button.</p> 
51.	<p>You have successfully completed the Running and Viewing Reports in CSV lesson. End of Procedure.</p>