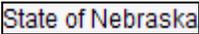
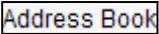
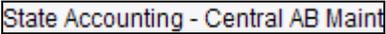
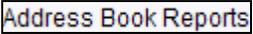
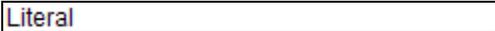
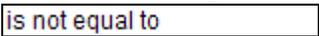
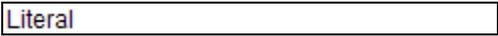
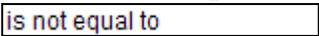


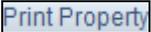
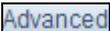
Running Reports Lesson

Step	Action
1.	This lesson provides an example of how reports are generally run in the Payroll & Financial Center. Though we will use a report within the Address Book for this lesson, the principles apply for reports throughout the system.
2.	Click the 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.	Reports can be identified by the blue dot next to the title.
7.	Click the Reports by Address link. 
8.	Most reports will begin at the Version Prompting window. However some reports require you to choose a report version.
9.	If the report you are running has multiple versions you will need to select the appropriate version for you . In this lesson we are going to use the NE9990001 version. Click the NE9990001 option. 
10.	Click the Select button. 
11.	You will be taken to the Version Prompting window. Most reports will begin at the Version Prompting window (after choosing the report from the menu). On this window you are given the option to select Data Selection or Data Sequencing .
12.	Data Selection - Displays the Data Selection window, where you specify the search criteria for the report.
13.	Data Sequencing - Displays the Data Sequencing window where you will specify the sort order for the report data.
14.	You can select one, neither, or both depending on whether you want to adjust the search criteria, adjust the order in which the data is displayed, or accept the system defaults. For most reports you will only select Data Selection . In this lesson we will be selecting both.

Step	Action
15.	Click the Data Selection option. 
16.	Click the Data Sequencing option. 
17.	Click the Submit button. 
18.	<p>Data selections control which fields or search criteria the report uses for its data. The Data Selection window may already contain default specifications, or you may need to enter your own specifications.</p> <p>You can also remove a data selection. To do this choose the row in the grid by clicking on the check box next to the row and then click Delete to remove the selected row.</p> <p>Any changes you make here will not change the default settings for this report version. In this lesson we are going to change and add some specifications.</p>
19.	Click the Left Operand list.
20.	Click the Search Type (F0101) (AT1) [BC] list item.
21.	Click the object. 
22.	Click the Literal list item. 
23.	<p>After clicking Literal the Select Literal Value window appears. Literal is the most frequently used Right Operand.</p> <p>The Select Literal Value window consists of three tabs, the first of which is Single Value - to enter the only one value.</p> <p>Single Value, the default, is the most widely used and most widely available. Some reports do not offer ranges or lists.</p>
24.	Click the Range of Values tab. 
25.	The second tab is Range of Values - to enter a beginning value and an ending value.
26.	Click the List of Values tab. 
27.	List of Values - to enter many values.
28.	Click the Single Value tab. 
29.	Click the Visual Assist button. 

Step	Action
30.	Click the F option. 
31.	Click the Select button. 
32.	Click the OK button. 
33.	Click the Left Operand list on the second line.
34.	Click the Name - Alpha (F0101) (ALPH) [BC] list item.
35.	Click the Comparison list on the second line. 
36.	Click the is not equal to list item. 
37.	Click the Right Operand list on the second line. 
38.	Click the Null list item. 
39.	Click the Left Operand list on the third line.
40.	Click the Business Unit (F0101) (MCU) [BC] list item.
41.	Click the Comparison list on the third line. 
42.	Click the is not equal to list item. 
43.	Click the Right Operand list on the third line. 
44.	Click the Literal list item. 
45.	Click the Visual Assist button. 
46.	Click in the Business Unit field. 
47.	Enter the desired information into the Business Unit field. Enter a valid value e.g. "9000".
48.	Click the Find button. 
49.	Click the Select button. 

Step	Action
50.	Click the OK button. 
51.	You can move the rows up or down which tells the system which data to search for first. In this lesson we are going to move up the Business Unit row.
52.	Click the check box for the Business Unit . 
53.	Click the Up button. 
54.	The Business Unit row is now second.
55.	Click the OK button. 
56.	If the Data Sequencing box was not checked on the Version Prompting window, either the Processing Options or Printer Selection window would appear. (The window that appears will depend on which report is being run.) Since we selected the Data Sequencing box at the Version Prompting window for this lesson the Data Sequencing window appears.
57.	Click the Show Available Columns link. Show Available Columns.
58.	Click the Alpha Name option. 
59.	Click the Business Unit option. 
60.	Click the Search Type option. 
61.	Click the Add button. 
62.	You can change the order of the rows in the Sequenced Column.
63.	Click the Search Type option. 
64.	Click the Up button. 
65.	Click the OK button. 
66.	There are four tabs of information available to you. The first tab (Printer Selection) pertains to where the report will be output.

Step	Action
67.	Click the Print Property tab. 
68.	The second tab (Print Properties) allows you to set the orientation of your report (portrait or landscape).
69.	Click the Document Setup tab. 
70.	The third tab (Document Setup) allows you to choose your print output options. To generate the report in a comma-delimited format that is readable by Microsoft Excel, select the CSV (Comma Delimited) check box on the Document Setup tab. After the report finishes running you can view the report in Microsoft Excel. Not all reports are available in CSV format.
71.	Click the Advanced tab. 
72.	The fourth tab (Advanced) is the Printer Definition Language and should be left defaulted to PCL.
73.	Click the Printer Selection tab. 
74.	Click the OK button. 
75.	You have successfully completed the Running Reports lesson. End of Procedure.