

# **Understanding Reports**

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The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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### Understanding Reports

The Payroll & Financial Center contains powerful tools that allow you to run and print reports. The system is flexible enough to allow you to change the data selected to print on a report.

Some reports print immediately while others remain in the system. You can manipulate print jobs that do not go straight to the printer in a variety of ways. When you run a report, the system submits it to a job queue. When the job finishes processing, you can:

- View the report online
- Navigate through the online report and copy information into another application
- Submit the report to the print queue for printing

The Work Item Manager window helps you review a list of submitted reports. You can review information about a report that includes the report program number, the report version, the date it was submitted for processing, any errors, and whether the report ran successfully.