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| Security Role | **BOR\_EX\_REPORTS** |
| Responsibility/Role |  |
| File Name |  |
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| Status |  |

## EX.070.021 - Running the Cash Advance Aging by Dept Report

#### Trigger:

#### Concept

This topic demonstrates how to run the Cash Advance Aging by Department Report. This report lists all outstanding cash advances by department.

The Cash Advance Aging by Department Report displays the following information:

Employee ID/Name

Advance ID

Business Purpose

Payment Date

Advance Amount

Days Outstanding

The parameters for this report are the GL Unit and Department .

**Topic Objective:**

Upon completion of this topic, you will be able to:

- Run the Cash Advance Aging by Department Report.

|  |
| --- |
| Assumptions |
|  |

|  |
| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, run the Cash Advance Aging by Department Report for business unit 27000, department 1011011.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Accounting** link. |
|  | Click the **Print Reports** link. |
|  | Click the **Cash Advance Aging by Dept** link. |
|  | If you wish to use an existing Run Control, you can search for this value on the **Find an Existing Value** tab.  For this exercise, we will add a new Run Control. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**Dept\_Cash\_Advance\_Aging**" in the **Run Control ID** field, or a relevant entry. |
|  | Click the **Add** button. |
|  | Enter "**27000**" in the **GL Unit**field.  You can also search for your GL Unit by clicking the "Look-up" button next to this field. |
|  | Click the **Look up Department (Alt+5)** button. |
|  | Click an entry in the **Description** column. |
|  | Click the**Save**button because this is a new Run Control. |
|  | Click the **Run** button. |
|  | You can run the report either to the Web or to the Window. You can specify this output by clicking the **Type** drop-down list.  For this exercise, we will run the report to the Web. |
|  | Click the **OK** button to run the report. |
|  | Click the **Report Manager** link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button until your Status displays **Posted**. |
|  | Click the **Cash Advance Aging by Dept** entry in the **Description** column. |
|  | The report is displayed in a new window.  You can print the report using your browser's print button. |
|  | Congratulations. You have just completed the **Running the Cash Advance Aging by Department Report** topic. This report lists all outstanding cash advances by department.  **End of Procedure.** |