|  |  |
| --- | --- |
| Security Role | **BOR\_EX\_REPORTS** |
| Responsibility/Role |  |
| File Name |  |
| Version |  |
| Document Generation Date | **12/15/2010** |
| Date Modified | **12/15/2010** |
| Last Changed by |  |
| Status |  |

## EX.070.019 - Running the Cash Advances by Department Report

#### Trigger:

#### Concept

This topic demonstrates how to run the Cash Advances by Department Report. This report lists all cash advances billed to a department

The Cash Advances by Department Report displays the following information:

Employee ID/Name

Advance ID

Reference

Business Purpose

Source

Account

Project ID

Amount

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 Advances by Department Report.

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

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

#### Additional Information

#### Procedure

For this topic, run the Cash Advances by Department Report for the Callaway Chair Department.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Accounting** link. |
|  | Click the **Print Reports** link. |
|  | Click the **Cash Advances 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 "**Cash\_Advance\_by\_Dept**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Enter "**27000**" in the **GL Unit** field.  You can also search for your GL Unit ID 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 Advances 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 Advances by Department Report** topic. This report lists all cash advances billed to a department  **End of Procedure.** |