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| Security Role | **BOR\_EX\_REPORTS** |
| Responsibility/Role |  |
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## EX.070.001 - Running the Employee Data by Department Report

#### Trigger:

#### Concept

This topic demonstrates how to run the Employee Data by Department Report. This report lists personnel and organizational data by department.

The Employee Data by Department Report displays the following information:

Employee ID

Name

Telephone

Employment Status

Business Unit

The parameter for this report is the department. The Employee Data by Department Report can also be run in the Self-Service Portal (see business process EX.070.051).

**Topic Objective:**

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

- Run the Employee Data by Department Report.

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

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

#### Additional Information

#### Procedure

For this topic, run the Employee Data by Department report for Department #1011011.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Employee Information** link. |
|  | Click the **Employee Data by Department** 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 "**Employee\_Data\_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 **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. |
|  | Click the **Report Manager** link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button until your Status displays **Posted**. |
|  | Click the **Employee Data by Dept** link 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 Employee Data by Department Report** topic. This report lists personnel and organizational data by department.  **End of Procedure.** |