|  |  |
| --- | --- |
| 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.070.002 - Running the Employee Data by Unit Report

#### Trigger:

#### Concept

This topic demonstrates how to run the Employee Data by Unit Report. This report provides a listing of personal and organizational data by business unit.

The Employee Data by Unit Report displays the following information:

Employee ID

Name

Telephone

Employment Status

Business Unit

Department

The parameter for this report is the Business Unit. This report can also be run in the Self-Service Portal (see business process EX.070.052).

**Topic Objective:**

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

- Run the Employee Data by Business Unit Report.

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

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

#### Additional Information

#### Procedure

For this topic, run the Employee Data by Business Unit report for unit 27000.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Employee Information** link. |
|  | Click the **Employee Data by Business Unit** 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\_UNIT**" 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 by clicking the "look-up" button next to this field. |
|  | 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 BU** 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 Employee Data by Unit Report** topic. This report provides a listing of personal and organizational data by business unit.  **End of Procedure.** |