|  |  |
| --- | --- |
| 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.070.013 - Running the Template Report

#### Trigger:

#### Concept

This topic demonstrates how to run the Template Report. This report lists travel authorization and expense report templates.

The Template Report displays the following information:

Template Type

Template Name

Template Description

Expense Type

Expense Description

The parameter for this report is the Set ID. This report can also be run in the Self-Service Portal (see business process EX.070.059).

**Topic Objective:**

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

- Run the Template Report.

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

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

#### Additional Information

#### Procedure

For this topic, run the Template Report for Set ID 27000.

| Step | Action |
| --- | --- |
|  | Click the **Set Up Financials/Supply Chain** link. |
|  | Click the **Product Related** link. |
|  | Click the **Expenses** link. |
|  | Click the **Reports** link. |
|  | Click the **Template** 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 "**Templates**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Enter "**27000**" in the **SetID**field.  You can also search for your SetID by clicking the "Look-up" button next to this field. |
|  | 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 **Template** 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 Template Report** topic. This report lists travel authorization and expense report templates.  **End of Procedure.** |