

## 3767. PS RESEARCH YTD BY EMPLOYEE NAME INSTRUCTION

Pathway: Public Folders / HFD Reports / Other Reports

1. Click on Title “PS Research YTD By Employee Name”

<input type="checkbox"/>	Title ▲	Last Run	Type	Owner	Instances
<input type="checkbox"/>	<a href="#">PS Research YTD By Employee Name</a> <a href="#">Schedule</a>   <a href="#">History</a>   <a href="#">Properties</a> PS year to date expenditures by employee name.	Never run	Crystal Report	Administrator	0

The Parameters screen should appear.

2. Parameter screen

**Enter the 4-digit fiscal year. (required)**

  
 Set to Null

Enter the 4-digit fiscal year.  
(required)  
(i.e. 2000)

**Enter the employee last name. (required)**

  
 Set to Null

Enter the employee last name.  
(required)  
(i.e. Webb)

**Enter the position number (i.e. 541-000-0000) or the last 4 digits of the SSN. (required)**

  
 Set to Null

Enter the position number or the last 4 digits of the SSN.  
(i.e.7777)

(required)

OK

Click “ok”

The report should appear. See Exhibit 3767. PS Research YTD By Employee Name.