

3767. PS TRANSACTIONS BY EMPLOYEE INSTRUCTION

Pathway: Public Folders / HFD Reports / Other Reports

1. Click on Title “PS Transactions By Employee”

<input type="checkbox"/>		Title ▲	Last Run	Type	Owner	Instances
<input type="checkbox"/>		PS Transactions By Employee Schedule History Properties PS monthly expenditures by employee and subtotal by PCA.	Never run	Crystal Report	Administrator	0

The Parameters screen should appear.

2. Parameter screen

Enter the sort order. (optional)

Enter the sort order. (optional)
Employee SSN
Employee Name

Enter the processing fiscal month. (required)

 Set to Null

Enter the processing fiscal month.
(required)
(i.e.01 = July, 12 = June, 13= Final
year-end)

Enter the processing fiscal year. (required)

 Set to Null

Enter the processing fiscal year.
(required)
(i.e. 2000)

Enter the transaction fiscal year. (required)

 Set to Null

Enter the transaction fiscal year.
(required)
(i.e. 2000)

Enter the index. (required)

 Set to Null

Enter the index. (required)
(i.e. 7000)

Enter the PCA. (optional)

 Set to Null

Enter the PCA. (optional)

Click "ok"

The report should appear. See Exhibit 3767. PS Transactions By Employee.