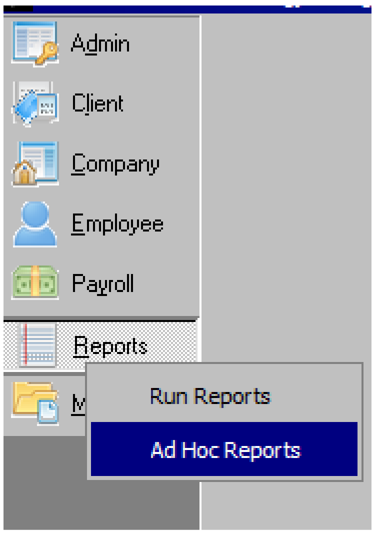
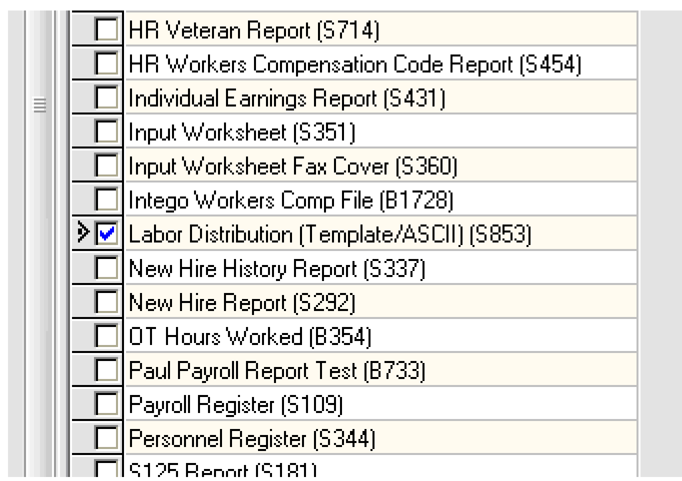
Labor Distribution Template/ASCII



1. Before you can access company reports, you need to make sure that you have clicked on the ‘open company’ button. Once you have done this, click on ‘Reports’.

2. Select Run Reports from the menu.

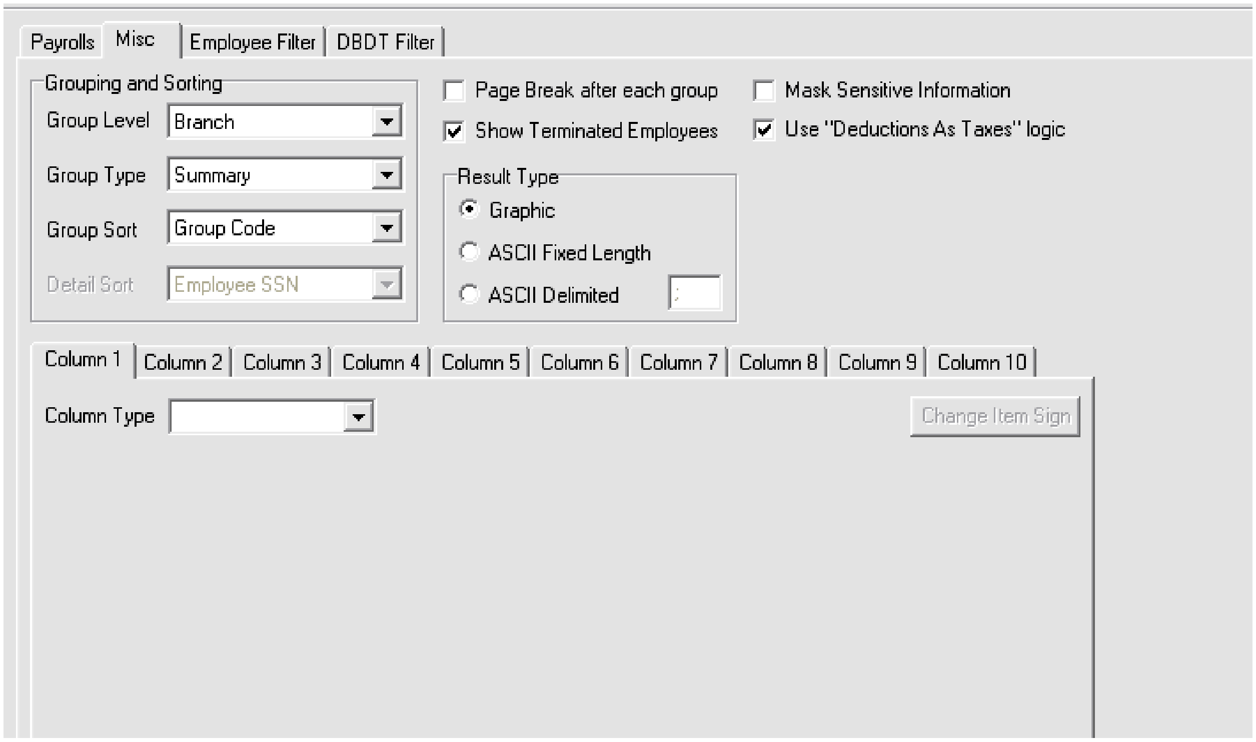
3. On the right hand side of the screen select Labor Distribution (Template/ASCII) (S853). If you have not clicked on the open company button you will not see a list of reports to choose.



4. Click on the report parameters tab.

5. Select what check dates of information you would like to run this report for.

6. Click on the Misc Tab. The Grouping and Sorting options that you select will determine how the data is displayed.

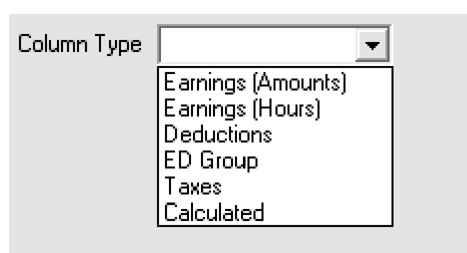


7. 'Group Level' allows you to specify whether you want to display your data based on Company, Branch, Division or Department.

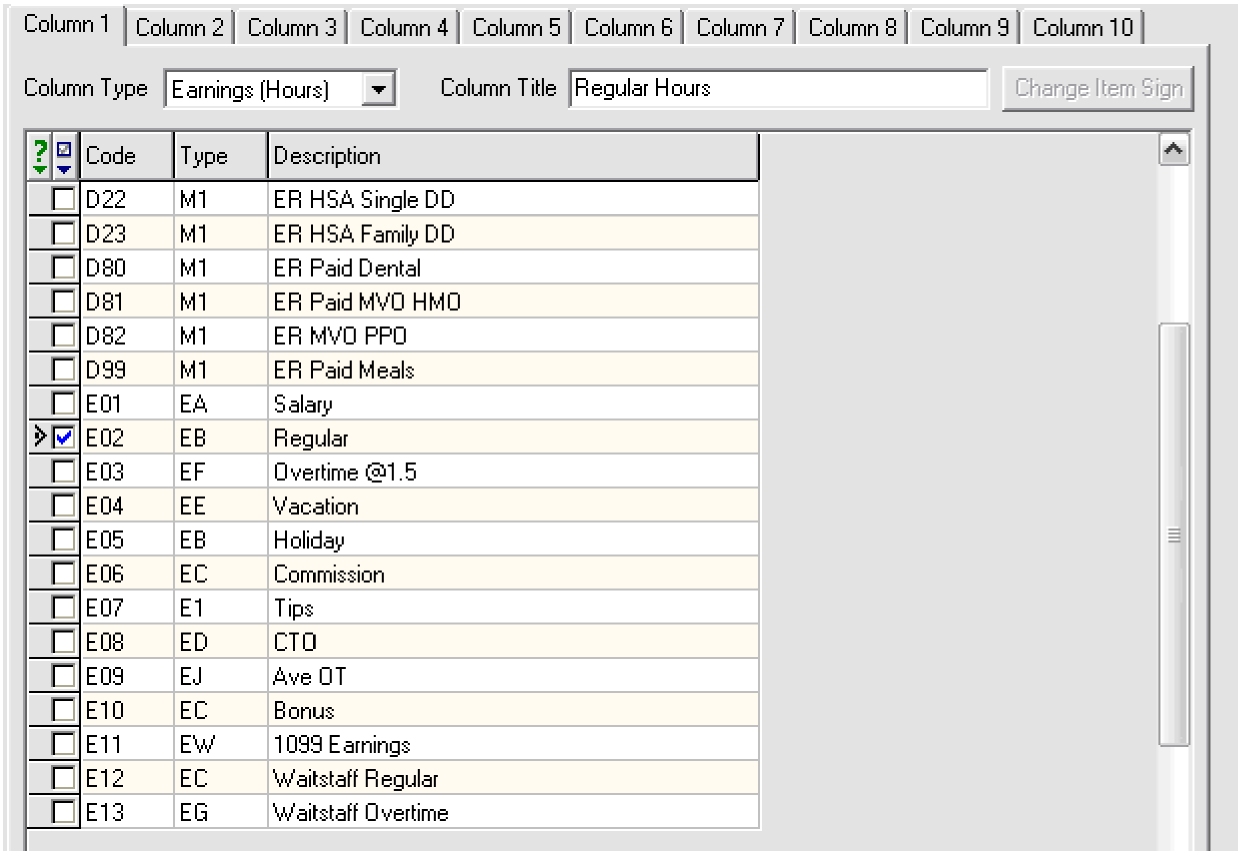
8. 'Group Type' determines whether you see detailed information, summary information or both detailed and summary information for the group levels.

9. 'Group Sort' determines in which order you would like the Group information to be displayed. Valid options are: Group Code or Group Name.

10. Under the column type you will need to select what type of information you would like to see in the column.



11. Once you select the column type you will notice that below you will get different code choices based on which column type you selected.

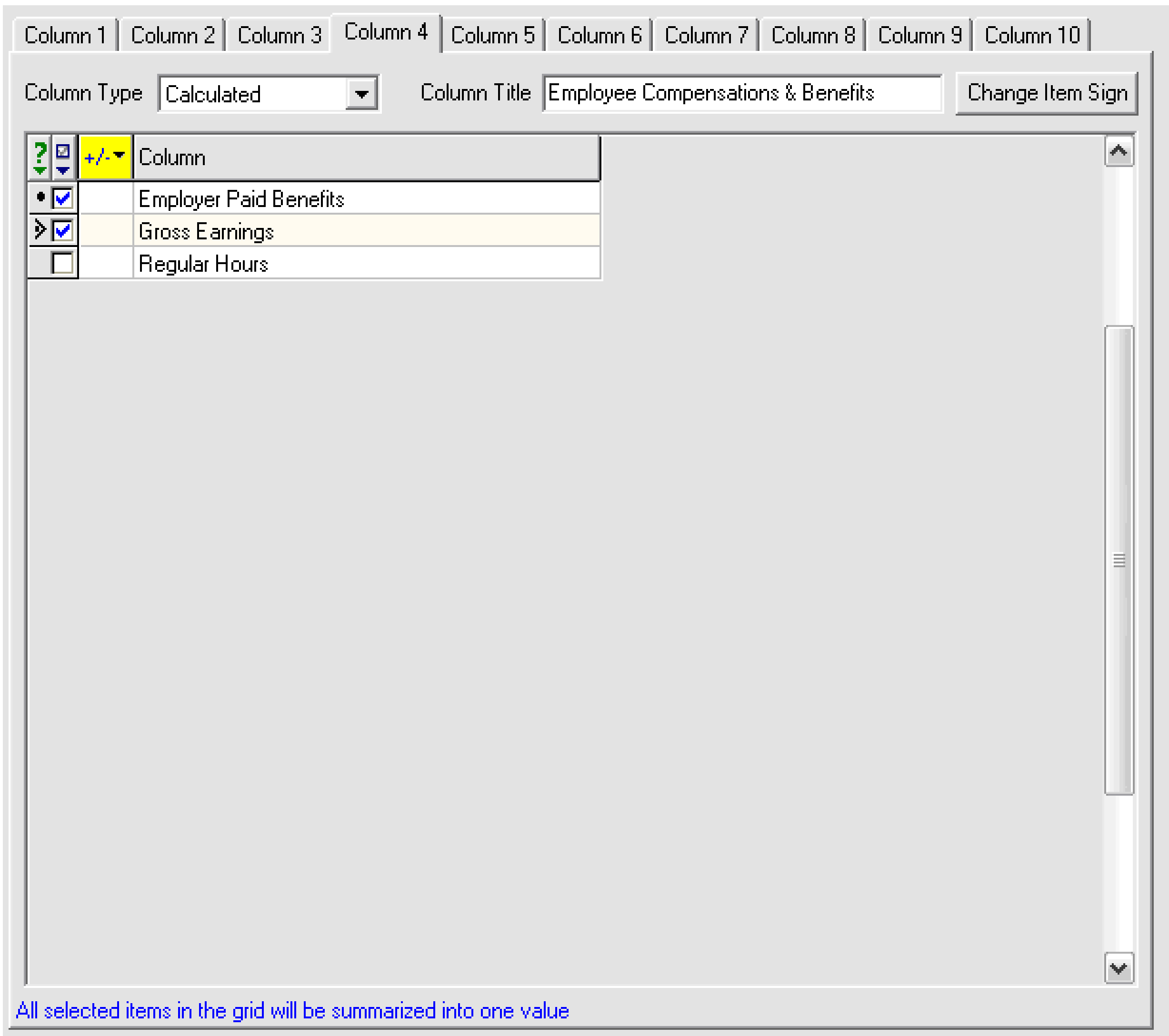


12. Click the check box next to the code(s) you would like to see in the column. Each column may have multiple selections. If you select more than one code, the system will add the amounts together and give you a total under that column.

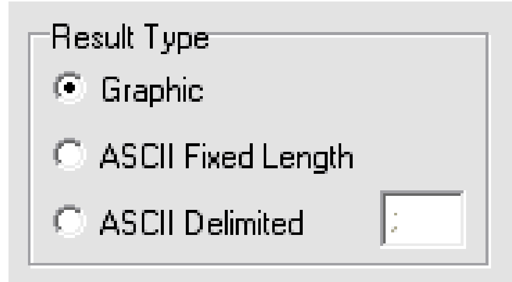
13. To define the caption or column header on the report, enter this in the Column Title box for that column.

14. You may want to join two columns together. This would be considered a calculated column.

15. Select ‘calculated’ under column type options.



16. Click the check box next to the codes you would like to see in the calculation for this particular column. All selected items in the grid will be summarized into one value. If you wish to subtract one of the codes from the total, than click on the “Change Item Sign’ button. A minus sign will appear in the +/- column showing that this amount will be subtracted from the total.



17. To produce an ASCII result, click the check for Print ASCII Result check box.

18. If you are making this an ASCII report you will want to selecte delimited or fixed length.

19. If you select delimited, you have the ability to choose what symbol is used for the delimited file.

20. To select employees that will be shown in this report or file, click on the employee tab and put a check box next to the employee's name. If no employees are selected then the file will run for all employees.

21. To select to run this report for just one division/branch/department or team, Click on the D/B/D/T and select the D/B/D/T level and put a check box next to the options you would like. If no D/B/D/T are selected the file will run for all.

22. Once you have completed all of your columns, Click Run reports.