

1. To run a report, navigate to the report's location, from the **Side Panel** click:
  - a. Team Content > zzzCompany Folders > COMPANY NAME > Ultipro > XXXXX (Company Code)
2. Select the Report Name to run the report

Company Code	Org Level 4 Code	Employee Number	Current	Hours
TMAP	HR	000010049	\$237,170.00	12,370.0000
TMAP	SLSM	000010072	\$327,384.00	16,440.0000
TMAP	PARK	000010024	\$467,398.91	37,988.0000
TMAP	FIN	000010007	\$2,050,443.09	16,080.0000
TMAP	HR	000010030	\$776,302.35	30,352.0000
CORP	HR	400100037	\$394,836.57	16,080.0000
TMAP	OPER	000010050	\$222,772.00	12,440.0000
AWE	CUST	100100017	\$512,662.35	23,288.0000
AWE	ENG	100100002	\$776,495.15	40,144.0000
TMAP	HR	000010009	\$2,104,698.80	36,118.0000
TMAP	OFFC	000010006	\$1,036,131.22	36,312.0000
TMAP	OPER	000010043	\$186,039.12	7,760.0000
TMAP	WAIT	000010016	\$237,604.99	32,563.5000
TMAP	OPER	000010051	\$77,712.20	4,608.0000
TMAP	OPER	000010039	\$284,479.38	8,312.0000
TMAP	OFFC	000010004	\$554,780.26	20,288.0000
TMAP	WAIT	000010020	\$902,939.42	34,544.0000
TMAP	HR	000010048	\$253,467.50	12,430.0000
AWE	ENG	100100016	\$763,775.26	23,464.0000
TMAP	CARP	000010024	\$9,013.13	712.5000

3. Use the on demand toolbar in the report viewer to modify the report view:

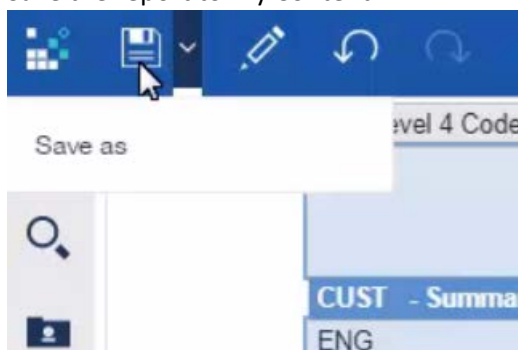
The screenshot displays the PLANSOURCE report viewer interface. At the top, there is a blue navigation bar with icons for home, search, and other functions. Below this is a table with the following columns: Company Code, Org Level 4 Code, Employee Number, Current, and Hours. The table contains 20 rows of data. A green callout box with white text is overlaid on the table, stating: "Use the on-demand toolbar in the report viewer to modify the report view." At the bottom of the table, there is an on-demand toolbar with several icons for filtering, sorting, and other report functions. The toolbar is highlighted with an orange border.

Company Code	Org Level 4 Code	Employee Number	Current	Hours
TMAP	HR	000010049	\$237,170.00	12,370.0000
TMAP	SLSM	000010072	\$327,384.00	16,440.0000
TMAP	PARK	000010021	\$467,398.91	37,988.0000
TMAP	FIN	000010007	\$2,050,443.09	16,080.0000
TMAP	HR	000010030	\$776,302.35	30,352.0000
CORP	HR	400100037	\$394,836.57	16,080.0000
TMAP	OPER	000010050	\$222,772.00	12,440.0000
AWE	CUST	100100017	\$512,662.25	22,288.0000
AWE	ENG	100100016	\$763,775.26	23,464.0000
TMAP	HR	000010010	\$253,467.50	12,430.0000
TMAP	OFFC	000010004	\$554,780.26	20,288.0000
TMAP	OPER	000010051	\$77,712.20	4,608.0000
TMAP	OPER	000010039	\$284,479.38	8,312.0000
TMAP	OFFC	000010004	\$554,780.26	20,288.0000
TMAP	WAIT	000010020	\$902,939.42	34,544.0000
TMAP	HR	000010048	\$253,467.50	12,430.0000
AWE	ENG	100100016	\$763,775.26	23,464.0000
TMAP	CARP	000010024	\$9,013.13	712.5000

- Use the toolbar to apply edits to the report in the viewer by selecting each icon

Company Code	Org Level 4 Code	Employee Number	Current	Hours	
AWE	CUST	100100017	\$512,662.35	23,288.0000	
		100100014	\$1,427,261.58	39,624.0000	
		100100011	\$800,382.20	39,590.2500	
	<b>CUST - Summary</b>			<b>\$2,740,306.13</b>	<b>102,502.2500</b>
	ENG	100100002	\$776,495.15	40,144.0000	
		100100016	\$763,775.26	23,464.0000	
		100100015	\$750,249.59	38,256.0000	
		100100001	\$762,515.03	41,568.0000	
		100100006	\$1,099,631.51	41,016.0000	
		100100009	\$1,199,897.36	38,384.0000	
<b>ENG - Summary</b>			<b>\$5,352,563.90</b>	<b>222,832.0000</b>	
MGR	000010028	\$42,607.46	496.0000		
<b>MGR - Summary</b>			<b>\$42,607.46</b>	<b>496.0000</b>	
OFFC	100100010	\$921,068.91	40,370.2500		
	000010030	\$60,921.22	2,408.0000		
	100100004	\$25,846.08	328.0000		
	100100012	\$759,988.65	38,752.0000		
<b>OFFC - Summary</b>			<b>\$1,767,824.86</b>	<b>81,858.2500</b>	
SHOP	100100013	\$389,558.76	31,994.7500		
<b>SHOP - Summary</b>			<b>\$389,558.76</b>	<b>31,994.7500</b>	
<b>AWE - Summary</b>			<b>\$10,292,861.11</b>	<b>439,683.2500</b>	
CORP	EXEC	400100039	\$4,959,308.00	8,584.0000	
		400100036	\$1,637,245.18	16,080.0000	
		400100043	\$439,236.56	6,080.0000	
		400100042	\$442,223.14	6,120.0000	
		400100025	\$1,092,175.70	16,080.0000	
<b>EXEC - Summary</b>			<b>\$8,570,188.58</b>	<b>52,944.0000</b>	

- Save the report to My Content



- You can change the name of the report

Destination: Customs

Save as: