How to Create a Report Variant for Norm Run Date for 2014-15

July 25, 2014

WHAT IS A VARIANT?

- A Variant is a filter variation that can be saved and reused whenever running a report.
- Variants allow users to save filter criteria on the Variable Entry screen for future use.

WHY SHOULD I USE THIS FOR NORM REPORTS?

- Creating report variants on the Variable Entry screen can be a time saver.
- Norm reports require users to enter a specific Run Date.   If you don't enter the exact Run Date your report will be blank.
- The Run Date changes every year and there are different Run Dates for ECAST, Pre-Norm, and Norm day.

WHAT ARE THIS YEAR'S NORM RUN DATES?

- Norm Day: 9/12/14
- Pre-Norm Week 4: 09/05/2014
- Pre-Norm Week 3: 08/29/2014
- Pre-Norm Week 2: 08/22/2014
- Pre-Norm Week 1: 08/15/2014

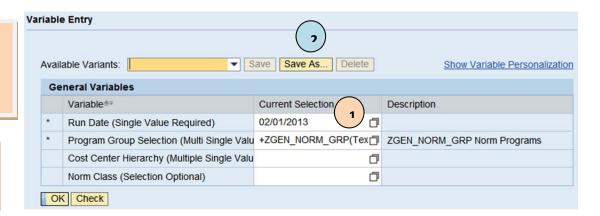## CAN I USE VARIANTS IN OTHER REPORTS?

- Yes! Variants can be created for most other reports. For example:
  - To monitor lists of employees on *HR098 Absence Analysis - Schools*
  - For frequently used Funds on *FM010 Budget Availability*
  - To track regularly used Jobs or employees on *BU042 Payroll Expenditures - by Cost Center*

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1) Type date in *Run Date*, *Current Selection* field

Variable Entry

Available Variants: [ ] ▼ | Save | Save As... | Delete   Show Variable Personalization

General Variables		
Variable⬆⬇	Current Selection	Description
* Run Date (Single Value Required)	02/01/2013 ⧉	
* Program Group Selection (Multi Single Valu	+ZGEN_NORM_GRP(Tex⧉	ZGEN_NORM_GRP Norm Programs
Cost Center Hierarchy (Multiple Single Valu	⧉	
Norm Class (Selection Optional)	⧉	

OK | Check

2) Click on *Save As* button

3) Type *Description* and click on *OK* button

Save Variant ▢ ✕

☑ Save As User Variant

Description: [Roadshow 02/01/2013]

OK | Cancel

4) *Available Variants* via drop down for future

Variable Entry

Available Variants: [Pre-Norm Week 2 08/23/2013] ▼ | Save | Save As... | Delete   Show Variable Personalization

ECAST 02/01/2013
Pre Norm Week 4 09/06/2013
Pre-Norm Week 2 08/23/2013
Pre-Norm Week 3 08/30/2013

General Variable			
Variable⬆⬇		rrent Selection	Description
* Run Date (Sin		23/2013 ⧉	08/23/2013
* Program Group Selection (Multi Single Value F		+ZGEN_NORM_GRP(Text\ ⧉	ZGEN_NORM_GRP Norm Programs
Cost Center Hierarchy (Multiple Single Values		⧉	
Norm Class (Selection Optional)		⧉	

OK | Check