

How to Create a Report Variant for Norm Run Date

September 16, 2013



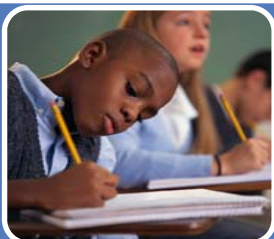
WHAT IS A VARIANT?

- 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: 09/13/2013 **not available until October*
- Pre-Norm Week 4: 09/06/2013
- Pre-Norm Week 3: 08/30/2013
- Pre-Norm Week 2: 08/23/2013
- ECAST: 02/01/2013



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**

How to Create a Report Variant for Norm Run Date

September 16, 2013

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

2) Click on **Save As** button

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

4) **Available Variants** via drop down for future

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 Value)	+ZGEN_NORM_GRP(Tex	ZGEN_NORM_GRP Norm Programs
Cost Center Hierarchy (Multiple Single Value)		
Norm Class (Selection Optional)		

OK Check

Save Variant

☒ Save As User Variant

Description: Roadshow 02/01/2013

OK Cancel

Variable Entry

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

General Variable		
Variable≡	Current Selection	Description
* Run Date (Single Value Required)	02/01/2013	08/23/2013
* Program Group Selection (Multi Single Value)	+ZGEN_NORM_GRP(Tex	ZGEN_NORM_GRP Norm Programs
Cost Center Hierarchy (Multiple Single Values)		
Norm Class (Selection Optional)		

OK Check