



Schedule Reports – Report Manager

The View Reports feature is not available until report parameters have been made with the Schedule Reports function.

1. In the DPAS Warehouse Management module, navigate to **Schedule Reports** from the **Report Manager** menu - The Report Definitions Result Grid displays a list of all currently available definitions.
2. Select the **Checkbox** of the desired definition and select the **Schedule Report** button. *The Report Parameters and Submit/Schedule sections appear below.*
3. Use the **Drop Down** button to select the **Tier Level**.
4. Use the **Drop Down** button to select the **Report Type**.
5. Use the **Drop Down** button to select the **Program/Division/ICP**.
6. Use the **Drop Down** button to select the **Export File Format**.
7. Enter the **Schedule Dt/TM** or use the **Date/Time** button.
8. Use the **Drop Down** button to select the **Tier Level**.
9. Enter **Remarks** in the field provided.
10. Select the **Submit** button to process the transaction.

<input type="checkbox"/>	Rpt Id	Rpt Name	Rpt Type	Rpt Category
<input checked="" type="checkbox"/>	LPMAR01	OM&S Trial Balance	Online - User Initiated, Owner View/Delete	Accounting
<input type="checkbox"/>	LPMAR03	CFO Report	Online - User Initiated, Owner View/Delete	Accounting
<input type="checkbox"/>	LPMAR04	CFO Accounting Detail Report	Online - User Initiated, Owner View/Delete	Accounting

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Report Parameters

Tier Level: Program (3)

Report Type: Program + ICP (4)

Program/Division/ICP: AF CMP GFP (5)

Submit/Schedule

* Export File Format: Excel (6) Schedule Dt/Tm: 7/22/2019 9:27 AM (7) Sharing: Private (8) Remarks: (9) Submit (10) Reset





View Reports – Report Manager

1. In the DPAS Warehouse Management module, navigate to **View Reports** from the **Report Manager** menu - The Scheduled Reports Result Grid displays requested reports.
2. Select the **Checkbox** of the desired report and select the **Print** button. *The report is downloaded and available for viewing and printing.*

	Rpt Id	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt	Completed Dt	Established By
<input checked="" type="checkbox"/>	LPMAR04	Yes	Excel	CFO Accounting Detail Report	Accounting	10.1KB	07/22/2019 10:39:00 AM	07/22/2019 10:41:22 AM	07/22/2019 10:41:47 AM	ELLIOTTCL1
<input type="checkbox"/>	LPMAR03	Yes	Excel	CFO Report	Accounting	44.9KB	07/22/2019 10:38:00 AM	07/22/2019 10:39:36 AM	07/22/2019 10:40:15 AM	ELLIOTTCL1
<input type="checkbox"/>	LPMAR01	Yes	Excel	OM&S Trial Balance	Accounting	0B	07/22/2019 10:31:00 AM	07/22/2019 10:32:14 AM		ELLIOTTCL1

Delete a Reports – Report Manager

1. In the DPAS Warehouse Management module, navigate to **View Reports** from the **Report Manager** menu - The Scheduled Reports Result Grid displays requested reports.
2. Select the **Checkbox** of the desired report and select the **Delete** button. *The “Delete Scheduled Reports” pop-up window appears.*
3. Enter any remarks in the **History Remarks** field.
4. Select the **Delete** button. *The pop-up closes and the report is removed.*

