

Running An External Request Tuition Report

The external request tuition report will report for a selected time period. You can filter the data by fields such as domain, request status and vendor and can group and sort the data by fields such as schedule block, user, tuition, and vendor name. Report data can be viewed in HTML or PDF format or can be downloaded to CSV format for further analysis in other programs such as Excel. This procedure below illustrates how to identify all approved tuition requests that were approved during the first quarter of FY08.

Step	Activity	View
1.	Click the Reports menu.	
2.	Click User Management to expand the list of reports.	
3.	Click External Request Tuition .	
4.	Enter report title, header and footer information, if desired. Select a report destination and a report format. Note: For our illustration here, we'll use the header to identify the filter criteria (approved tuition expenses greater than \$500) and choose a Browser destination in a PDF format.	<p>Report Title: <input type="text" value="External Request Tui"/></p> <p>Report Header: <input type="text" value="n Greater Than \$500"/></p> <p>Report Footer: <input type="text" value="January 23, 2008"/></p> <p>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</p> <p>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> HTML <input checked="" type="radio"/> PDF</p> <p><input checked="" type="checkbox"/> Mask User IDs</p>
5.	Click the Filter by criteria icon to identify which users will be included.	<p>User: <input type="text" value="Exact"/> </p> <p>External Learning Request Status: <input type="text" value="Exact"/> </p>
6.	From the Domains drop-down list, choose Include Sub Domains .	<p>User Status: <input checked="" type="radio"/> Active <input type="radio"/> Not Active</p> <p>Domains: <input type="text" value="Starts With"/> </p> <ul style="list-style-type: none"> Exact Any Starts With Contains Include Sub Domains
7.	Enter the name of the domain or sub domain you wish to include in the report.	<input type="text" value="Include Sub Domains"/> <input type="text" value="OCIO"/> 
8.	Click Submit Criteria .	

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9. Click the Select from List icon to choose a request status.

External Learning Request Status: 

Vendor:

10. Select a request status.
Note: In this illustration, we select the **Approved** status. You can select more than one status on this screen to include the data in your report.

Select All / Deselect All

ID	Description	Select
Approved	Approved	<input checked="" type="checkbox"/>
Denied	Denied	<input type="checkbox"/>
Submitted	Submitted	<input type="checkbox"/>
Verification Denied	Verification Denied	<input type="checkbox"/>
Verification Submitted	Verification Submitted	<input type="checkbox"/>
Verification Withdrawn	Verification Withdrawn	<input type="checkbox"/>
Verified	Verified	<input type="checkbox"/>
Withdrawn	Withdrawn	<input type="checkbox"/>

11. Click **Submit Selection**.

12. Click **Submit Filter**.

13. Enter a start date and an end date for your report.
Note: You can type the date directly using the MM/DD/YYYY format or use the calendar icon to select the date.

Start Date between: (MM/DD/YYYY) 

and: (MM/DD/YYYY) 

14. Choose how you wish to group and sort your data.

Group By: Schedule Block Title Fund/Chargecode User Tuition Vendor Name

Sort By: Schedule Block Title Fund/Chargecode User Start Date Tuition Vendor Name

15. Click Run Report.

16. Wait for your report to appear.

External Request Tuition Report

Vendor Name						
Vendor Name: AFCOM						
Request						
User Name	User ID	Status	Schedule Block Title	Start Date	Fund/Chargecode	Tuition (\$)
*****	*****	Approved	Data Center World conference	3/31/2008	08e22000022	1,200.00
Total						1,200.00