

# Payroll Coordinators

## View a Report



## Lesson Objective:

Upon the completion of the View a Report lesson, you will be able to:

### Objective

- View a Report

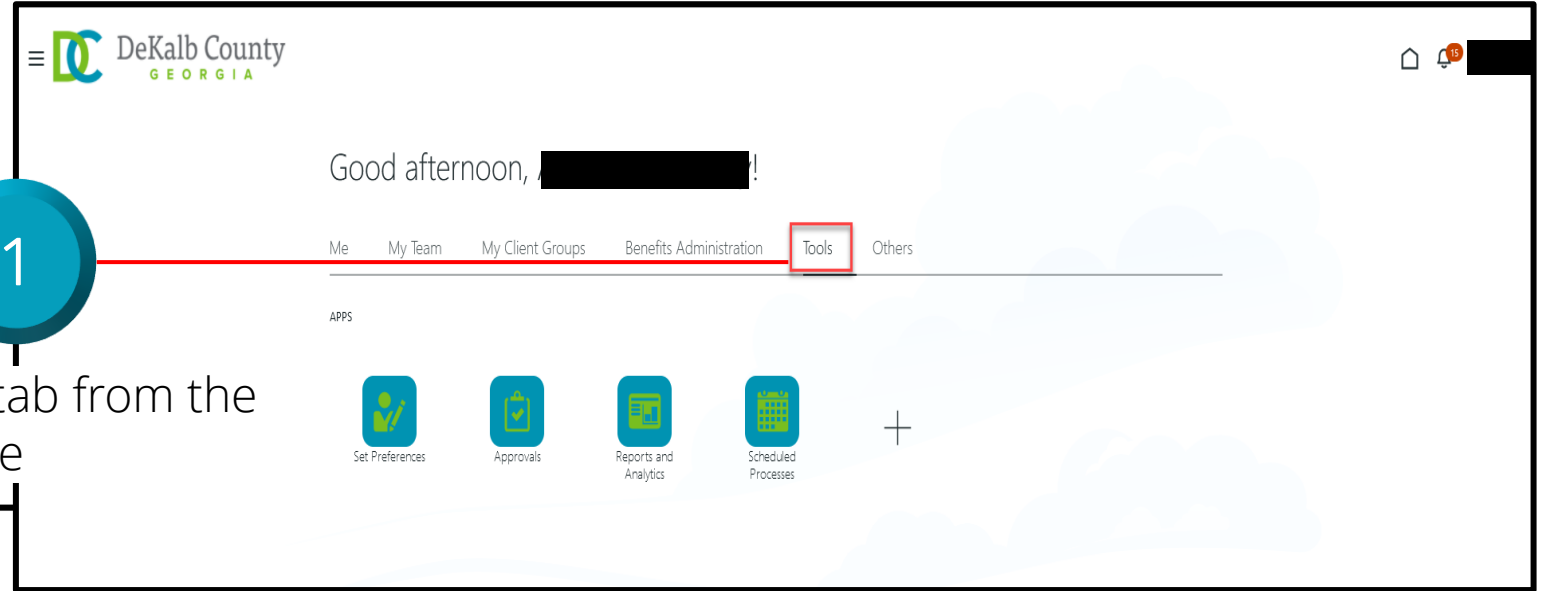


*Payroll Coordinators will have access to a Report that will display all positions within their Department. This Report will also allow them to see all vacant positions*

# View a Report

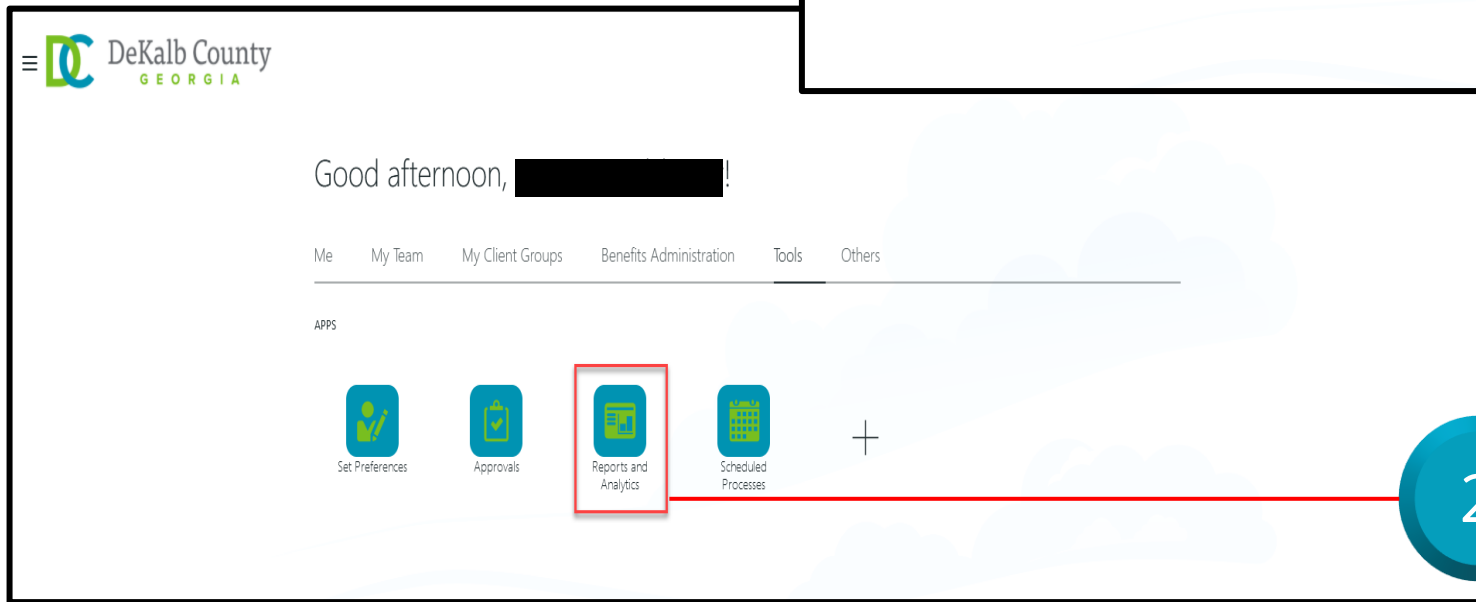
1

Select the **Tools** tab from the CV360 homepage

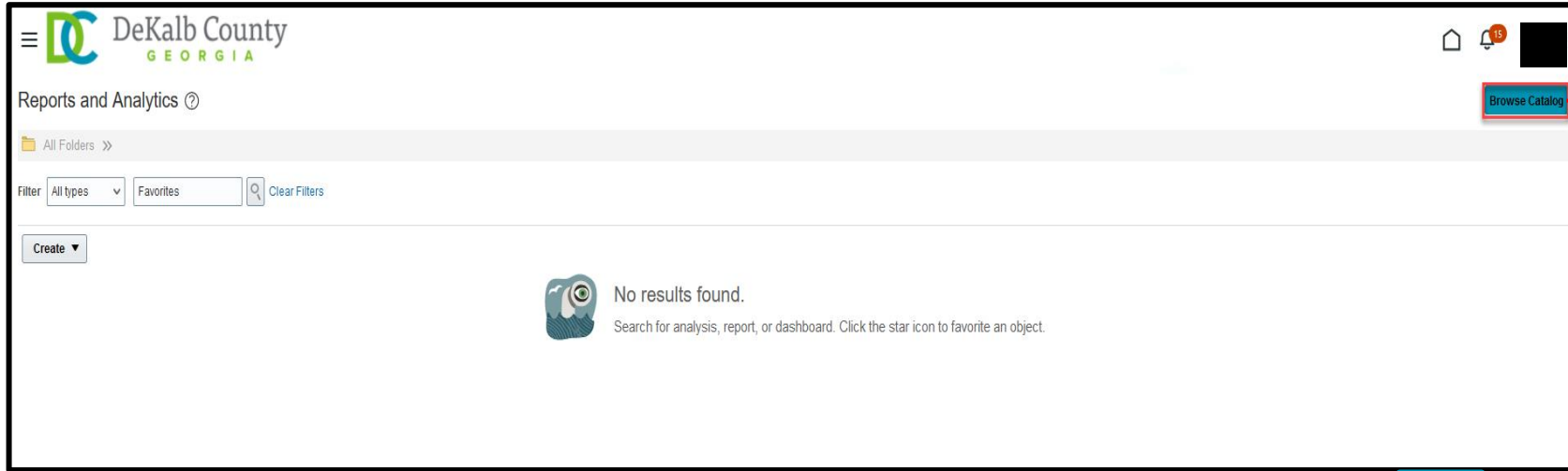


2

Select the **Reports and Analytics** tile within the Apps area

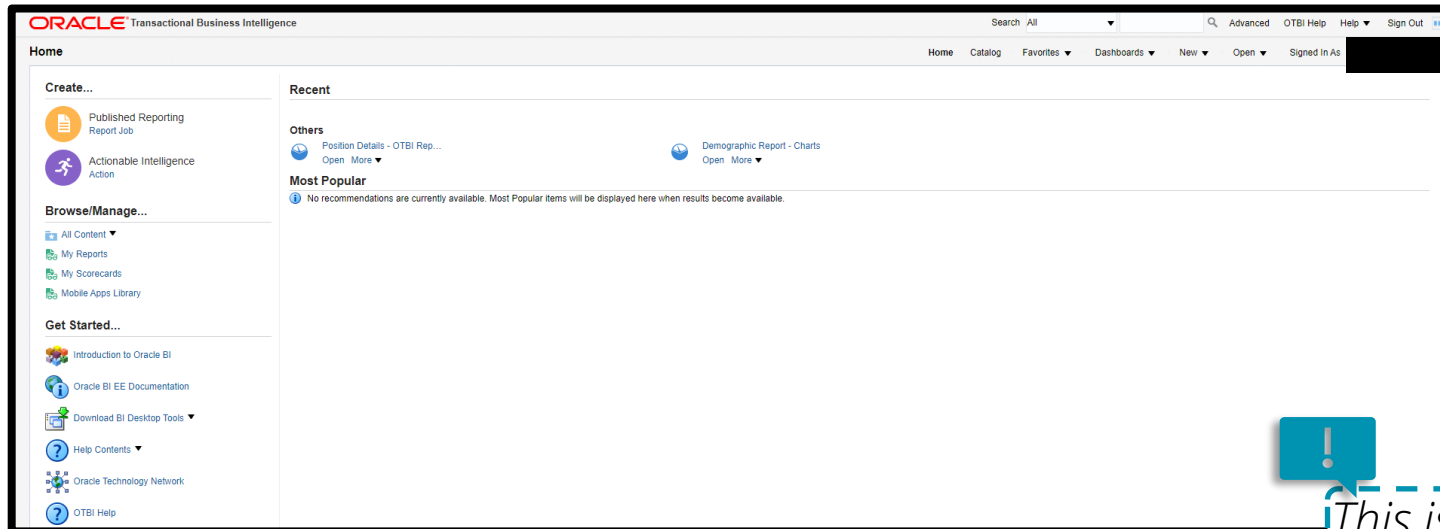


# View a Report



3

From the Reports and Analytics page, select Browse Catalog button on the top right corner



!

Selecting Browse Catalog will open a page in a new tab or window depending upon your browser setting. For the next steps move focus to new Tab/Window

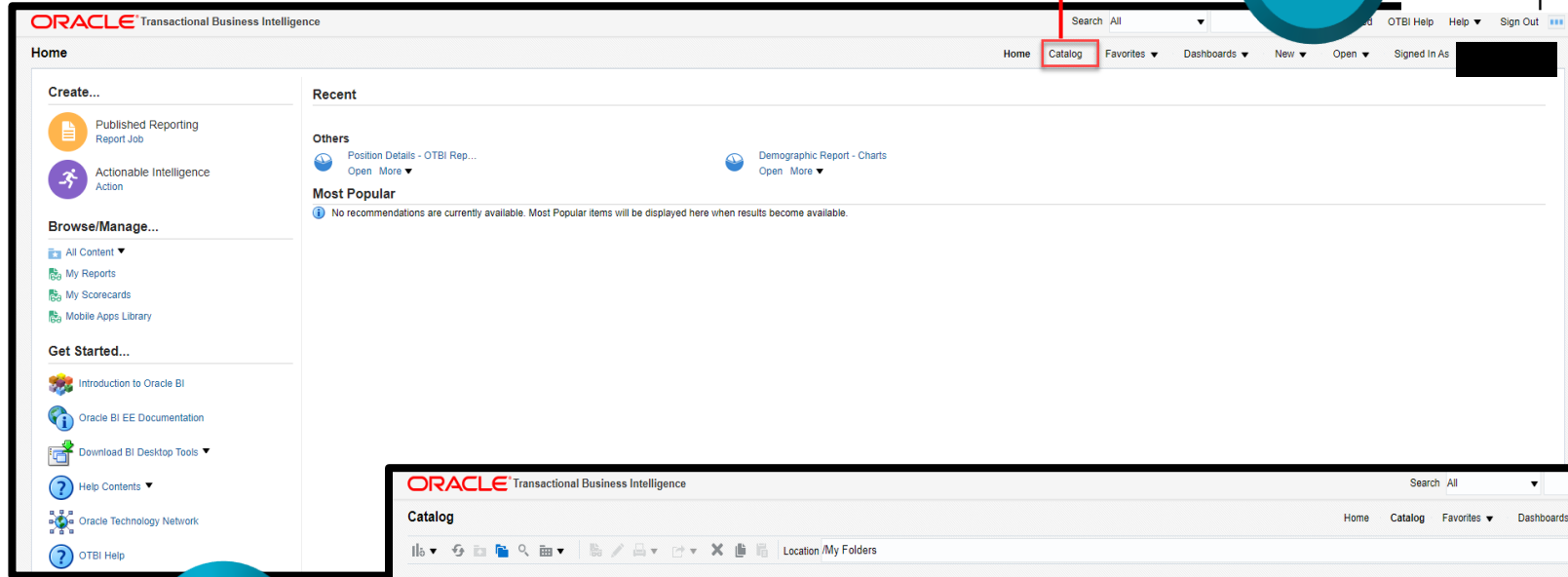
!

This is the Reports Catalog page

# View a Report

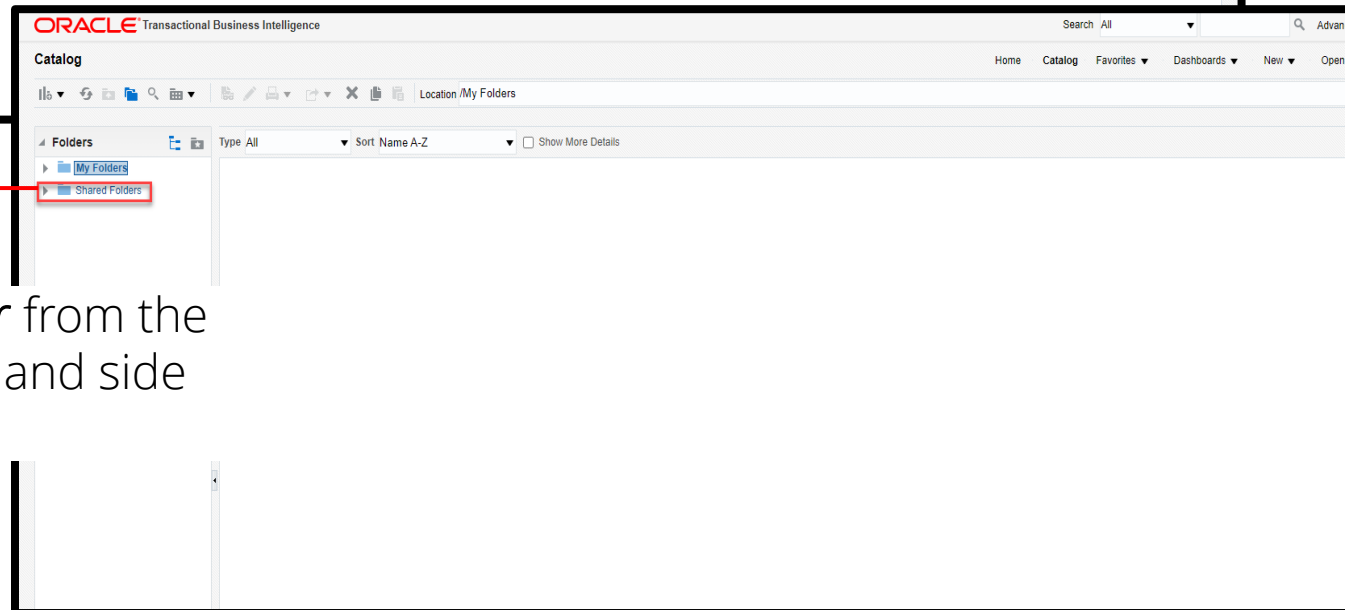
4

Select the **Catalog** button. It will take you to the Reports Catalog



5

Select **Shared Folder** from the Catalog on the left-hand side of the page

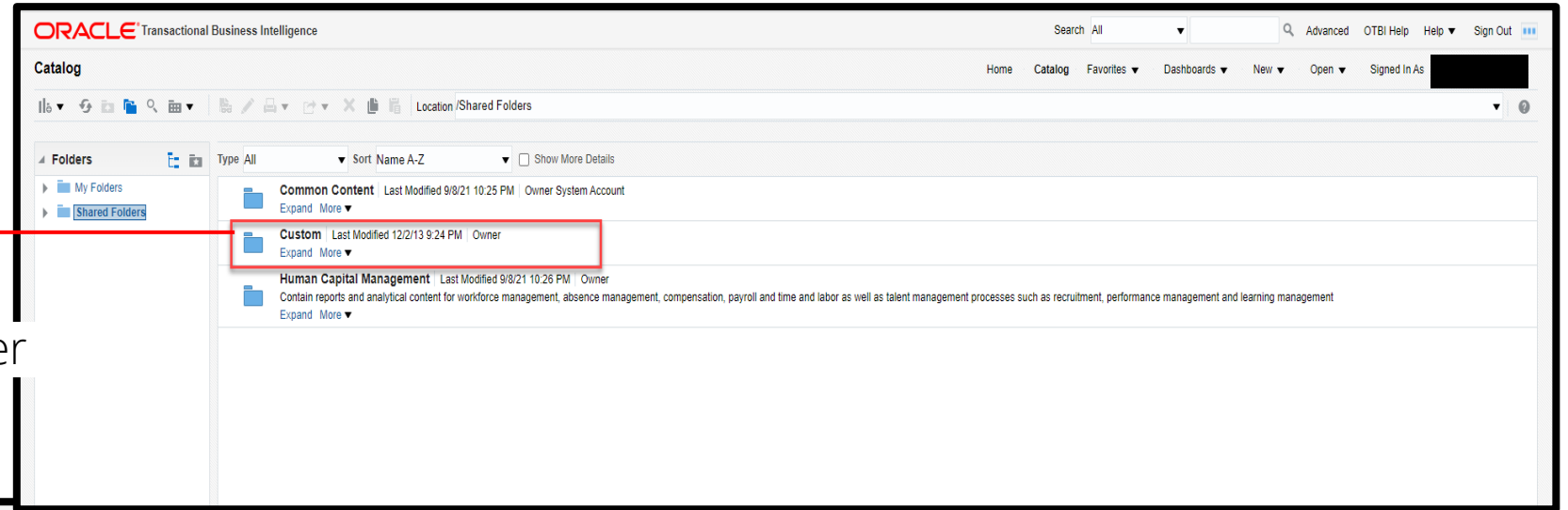


There are 2 main Folders under Catalog, My Folder and Shared Folder. My Folder is local to the user currently logged in and any Report that you may create will be housed in this Folder. Shared Folder is shared across all the users who have access to Reports and Analytics. The Reports that will be available for a user will depend on the role the user has in CV360

# View a Report

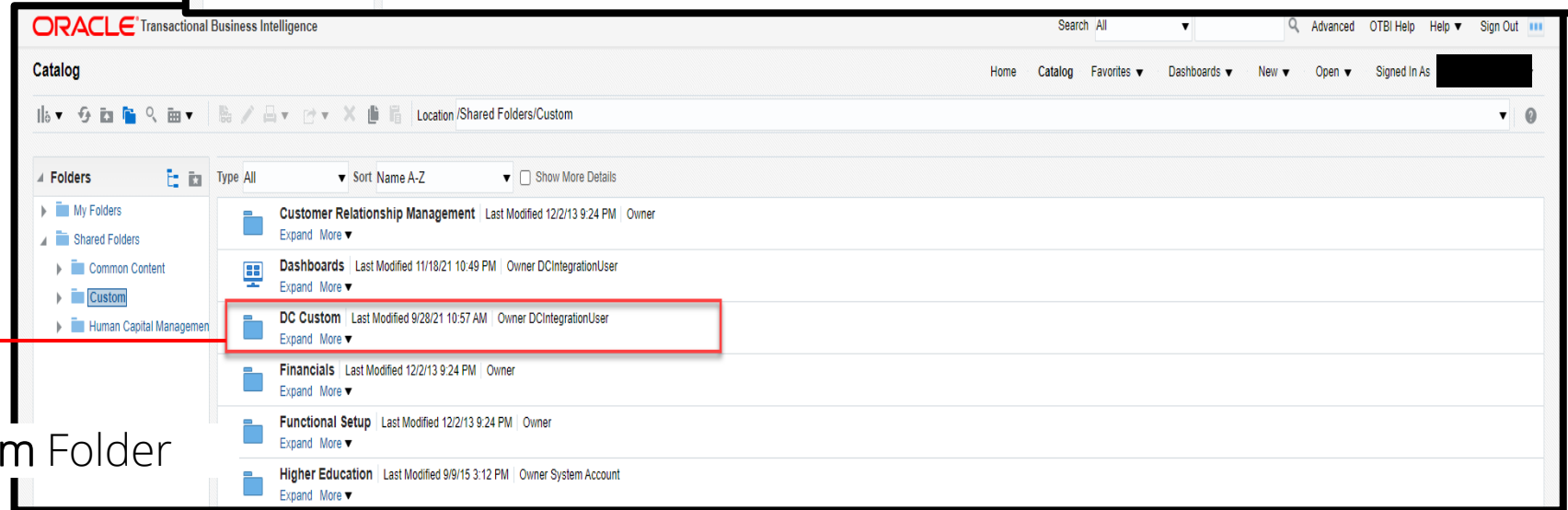
6

Select the Custom Folder



7

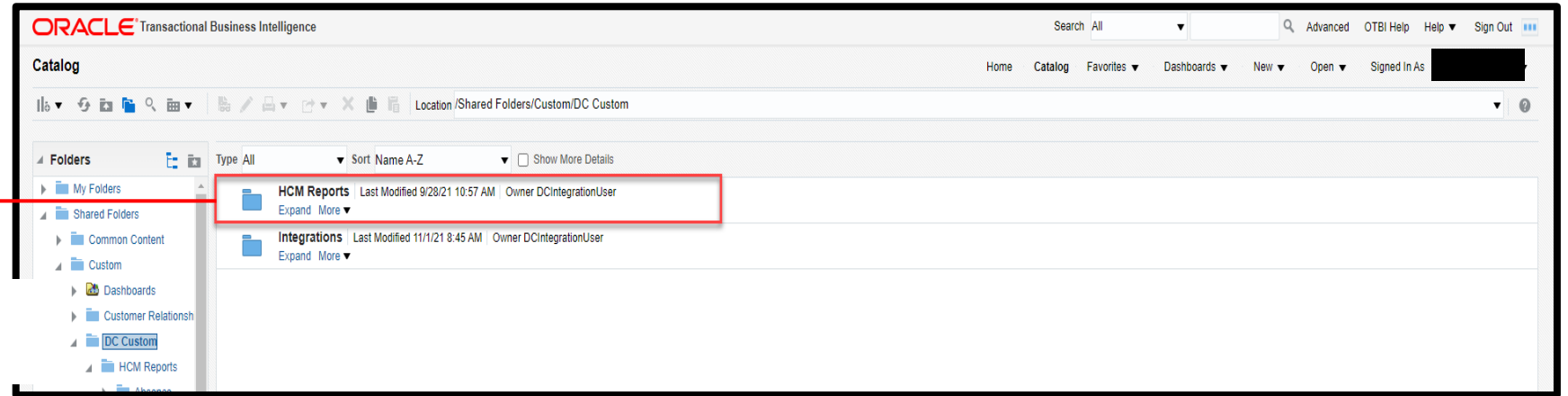
Select the DC Custom Folder



# View a Report

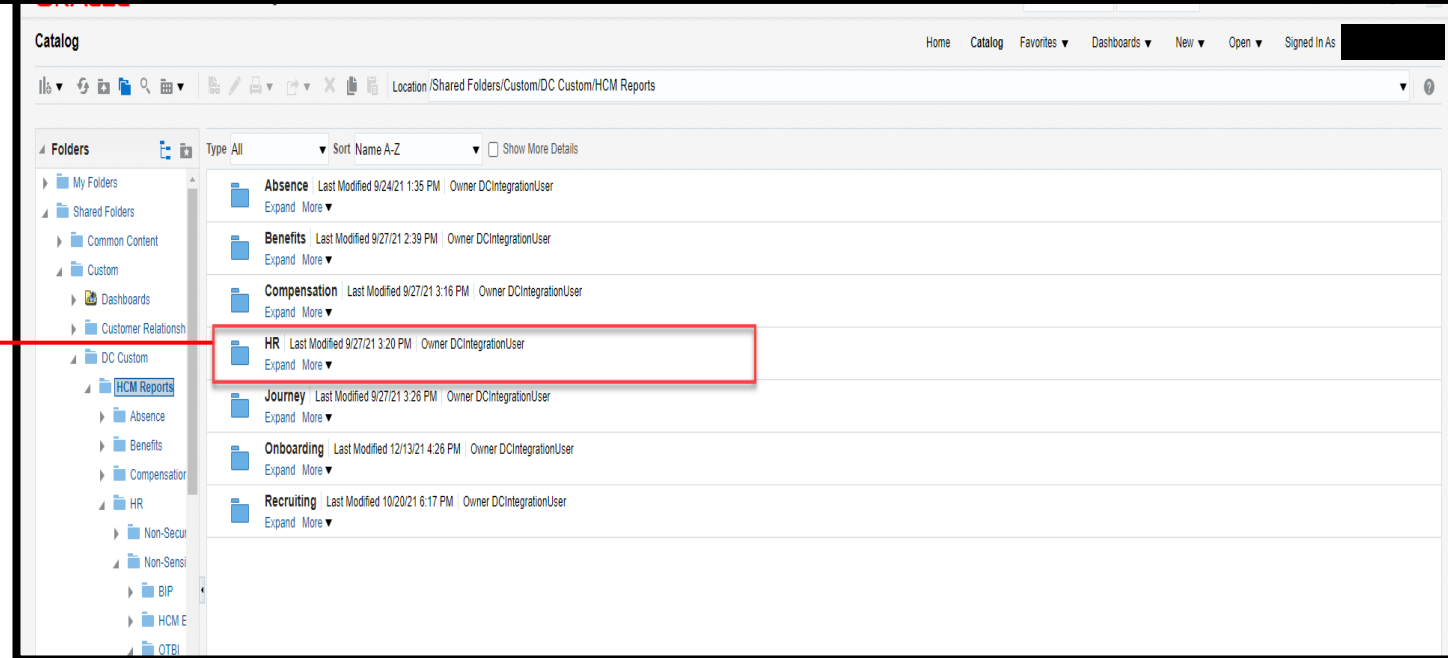
8

Select the HCM Reports Folder



9

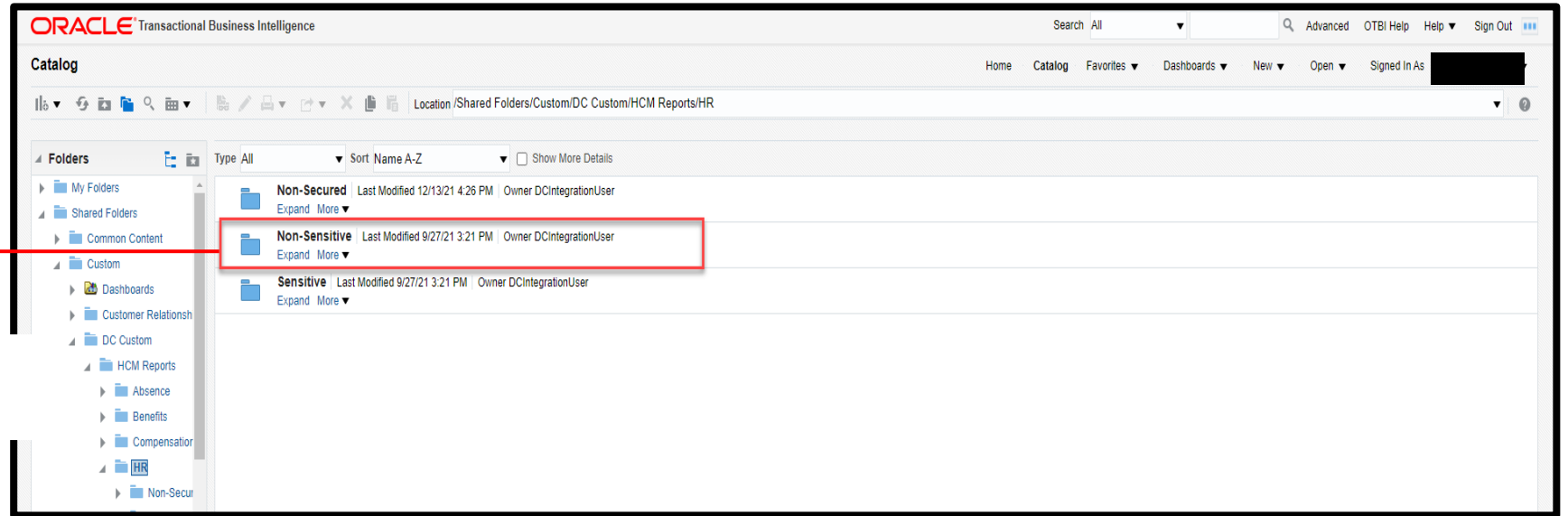
Select the HR Folder



# View a Report

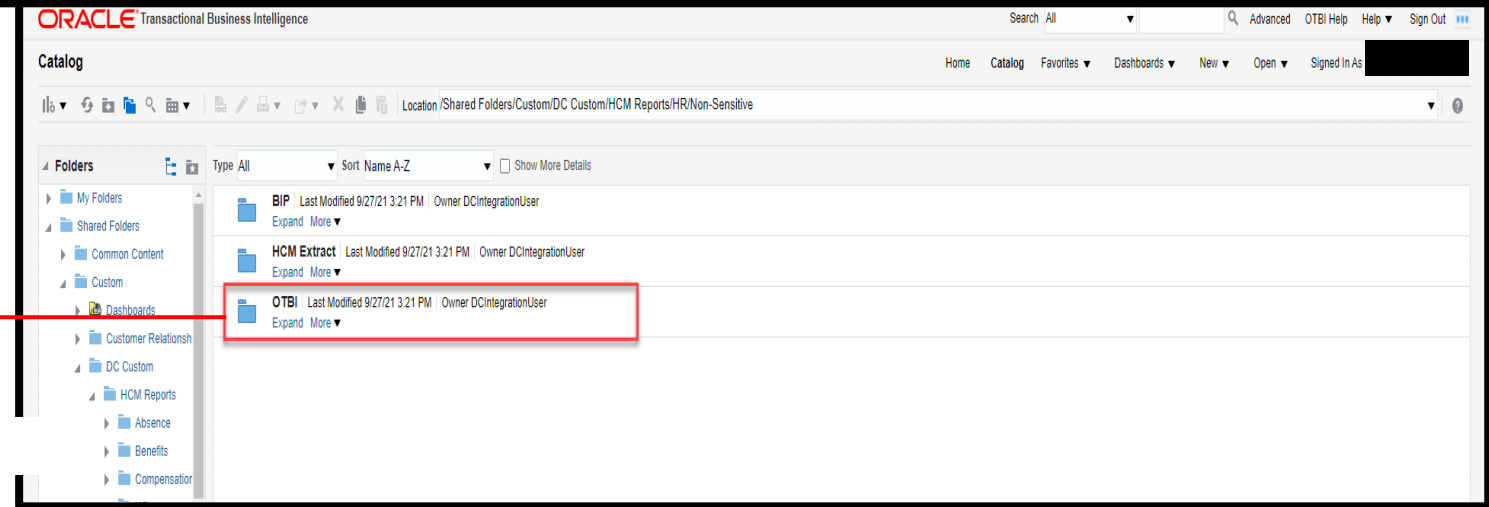
10

Select the Non-Sensitive Folder



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Select the OTBI Folder

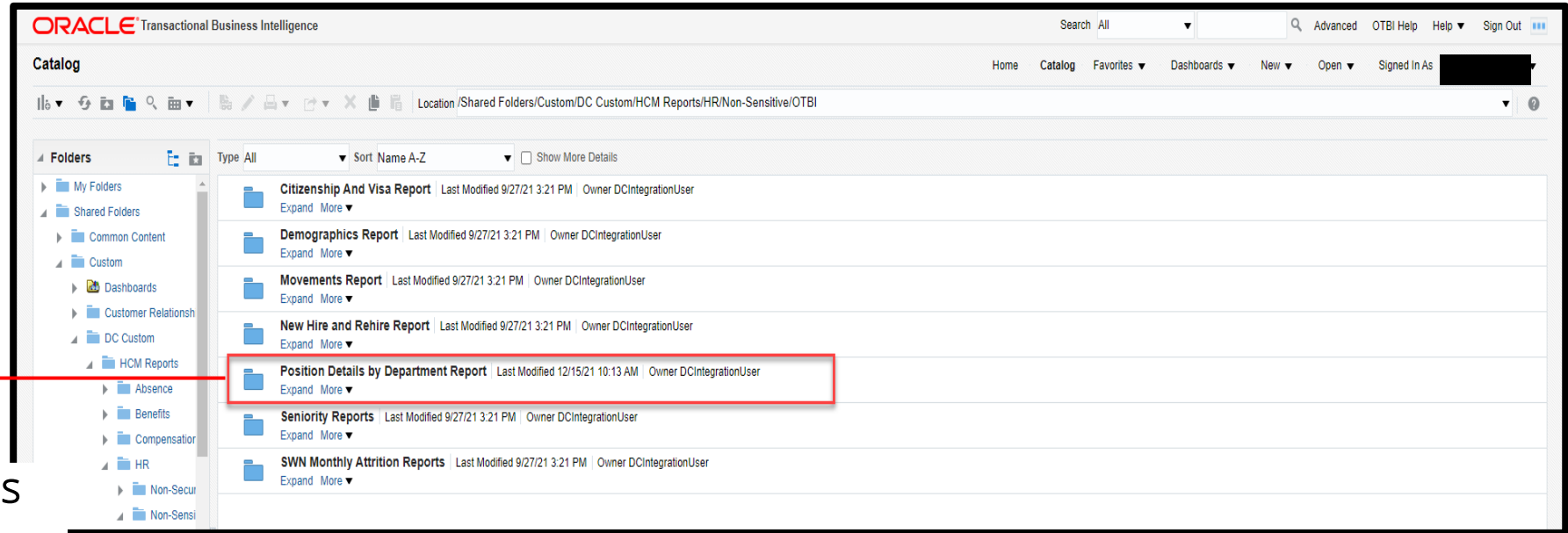




# View a Report

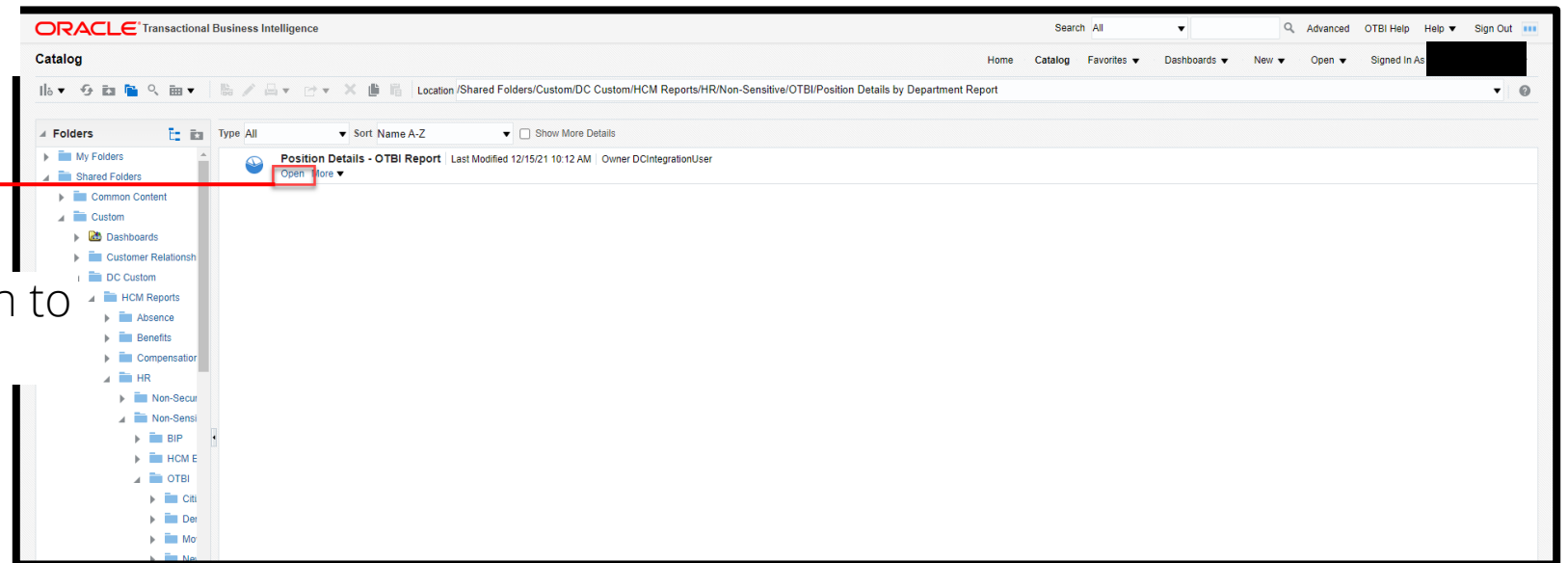
12

Select the Position Details by Department Report Folder



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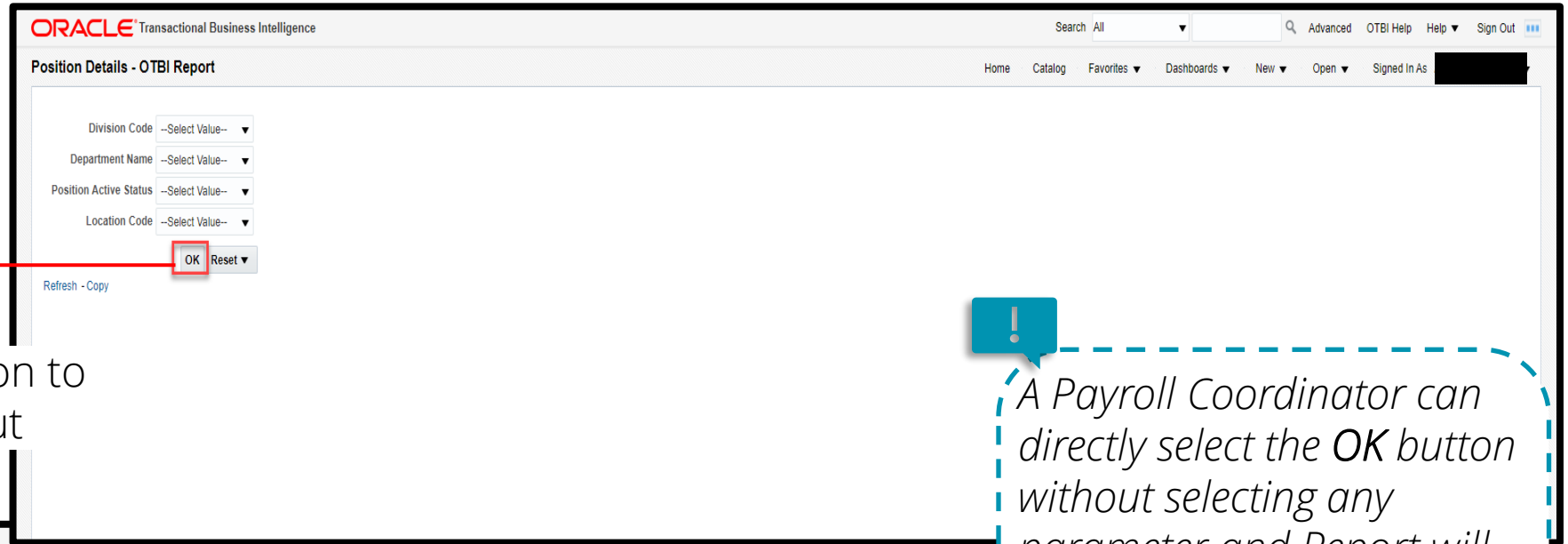
Select the Open button to run the Report



# View a Report

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Select the **OK** button to generate the output



ORACLE Transactional Business Intelligence

Search All [ ] Advanced OTBI Help Help Sign Out

Home Catalog Favorites Dashboards New Open Signed In As [ ]

Position Details - OTBI Report

Division Code --Select Value--  
Department Name --Select Value--  
Position Active Status --Select Value--  
Location Code --Select Value--

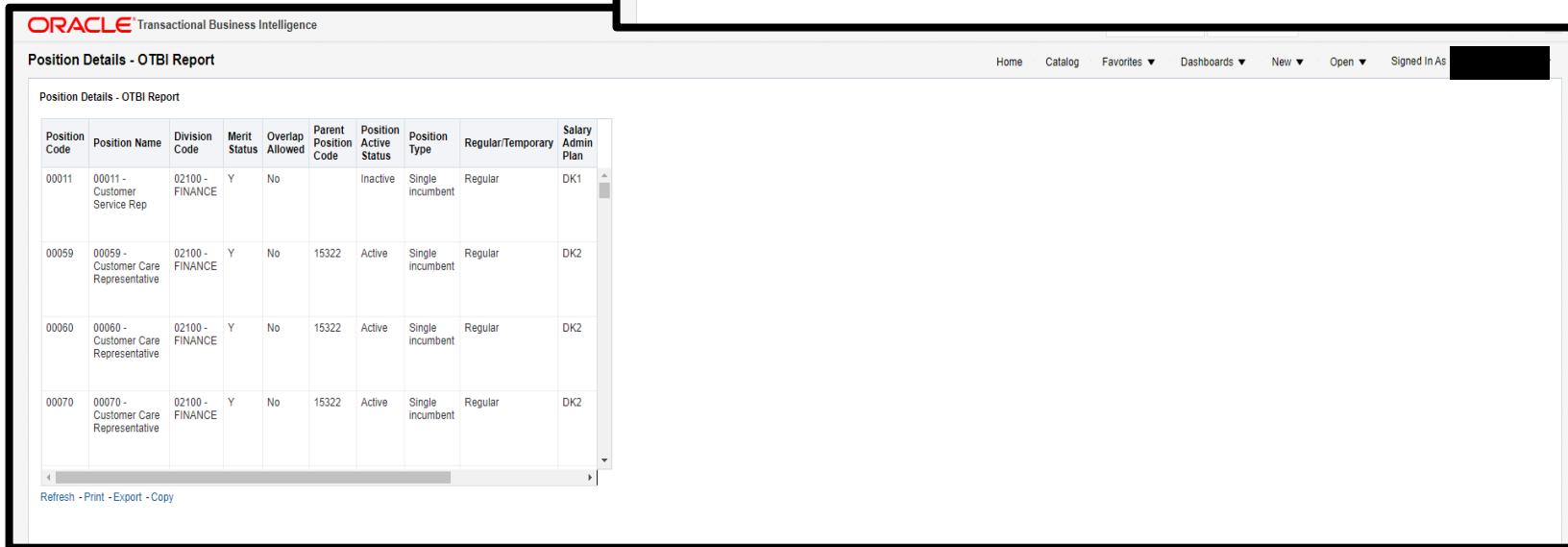
**OK** Reset

Refresh - Copy

*A Payroll Coordinator can directly select the **OK** button without selecting any parameter and Report will show positions that belong to the current Payroll Coordinator's Department*

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Validate the Report



ORACLE Transactional Business Intelligence

Home Catalog Favorites Dashboards New Open Signed In As [ ]

Position Details - OTBI Report

Position Code	Position Name	Division Code	Merit Status	Overlap Allowed	Parent Position Code	Position Active Status	Position Type	Regular/Temporary	Salary Admin Plan
00011	00011 - Customer Service Rep	02100 - FINANCE	Y	No		Inactive	Single incumbent	Regular	DK1
00059	00059 - Customer Care Representative	02100 - FINANCE	Y	No	15322	Active	Single incumbent	Regular	DK2
00060	00060 - Customer Care Representative	02100 - FINANCE	Y	No	15322	Active	Single incumbent	Regular	DK2
00070	00070 - Customer Care Representative	02100 - FINANCE	Y	No	15322	Active	Single incumbent	Regular	DK2

Refresh - Print - Export - Copy

# View a Report

ORACLE Transactional Business Intelligence

Search All Advanced OTBI Help Help Sign Out

Position Details - OTBI Report Home Catalog Favorites Dashboards New Open Signed In As

Position Details - OTBI Report

Position Code	Position Name	Division Code	Merit Status	Overlap Allowed	Parent Position Code	Position Active Status	Position Type	Regular/Temporary	Salary Admin Plan
00011	00011 - Customer Service Rep	02100 - FINANCE	Y	No		Inactive	Single incumbent	Regular	DK1
00059	00059 - Customer Care Representative	02100 - FINANCE	Y	No	15322	Active	Single incumbent	Regular	DK2
00060	00060 - Customer Care Representative	02100 - FINANCE	Y	No	15322	Active	Single incumbent	Regular	DK2
00070	00070 - Customer Care Representative	02100 - FINANCE	Y	No	15322	Active	Single incumbent	Regular	DK2

Refresh - Print - Export - Copy

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To export the output, select the **Export** button in the Report below

## View a Report: Knowledge Check

To view a Report, you select the Secured Folder under the HR Folder.  
*True or False?*

A. *True*

B. *False*




## View a Report: Knowledge Check

To view a Report, you select the Secured Folder under the HR Folder.  
*True or False?*

A. *True*

B. *False*

 The correct answer is B. To view a Report, you select the Non-Sensitive Folder under the HR Folder

## View a Report: Knowledge Check

Which tab on the CV360 homepage will allow you to view a Report?

*A. Tools*

*B. Me*

*C. My Team*

*D. My Client Groups*



## View a Report: Knowledge Check

Which tab on the CV360 homepage will allow you to view a Report?

A. *Tools*

B. *Me*

C. *My Team*

D. *My Client Groups*



The correct answer is A. The Tools tab on the CV360 homepage will allow you to view a Report

## Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

### Assignment:

- View an Employee's Report



# Payroll Coordinator Absence Taken Report Navigation

## Absence Taken Report

CV360 Homepage > Tools/Reports and Analytics > Browse Catalog > Catalog/Shared Folders > Custom > DC Custom > HCM Reports > Absence > Non-Sensitive > BIP > Reports > DC\_R\_AB008\_Absence Taken Report