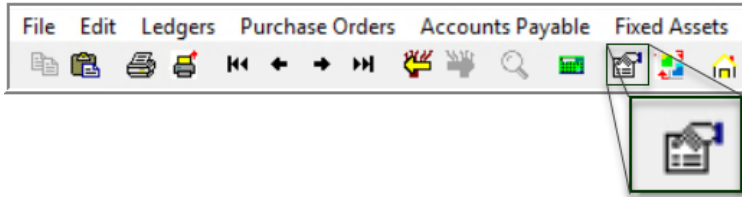





SYSTEM

SY-117 QUICK REPORT & TASK SELECTOR



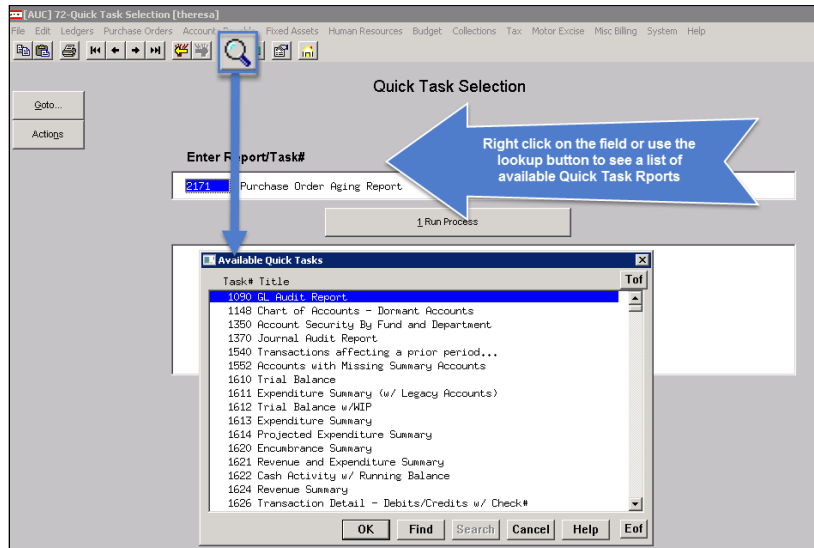
The **Quick Report/Task Selector** button is in the toolbar on all **AUC** screens. This feature allows a user to run any report or task in **AUC** quickly from any module instead of going to each module.



From any screen, click the  toolbar button and type in the report or task number as displayed on the top left-hand corner of the report and click **[Run Process]**. For example, report 2171 shown below was run in August.

2171-POPORAGERPT.REP									
Aug-2017 at 12:46:34 by THERESA									
Purchase Order Aging Report									
Detail Purchase Order Aging Report Sorted by Vendor Number									
PO#	PO Date	Vendor Name	Department	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total	
3202731	02-Jul-2015	000193 AAA MOBILE WAREHOUSING	1400				180.00	180.00	
Vendor Total							180.00	180.00	
3204969	15-Mar-2016	000222 ANDERSON MOTORS	1307				79.41	79.41	
Vendor Total							79.41	79.41	
3204038	16-Nov-2015	000306 ADMINS INC	1116				42,500.00	42,500.00	
3204491	12-Jan-2016	000306 ADMINS INC	1116				29,160.00	29,160.00	
3204492	12-Jan-2016	000306 ADMINS INC	1116				23,280.00	23,280.00	
3204493	12-Jan-2016	000306 ADMINS INC	1116				43,260.00	43,260.00	
Vendor Total							138,200.00	138,200.00	

To re-run the report, use the new button on the toolbar and type in 2171. If the report number is not known, open a report lookup window by either a right-click of the mouse on the **Enter Report/Task Number** field or by clicking on the magnifying glass lookup button to select a report. The name of the report will also be displayed to allow the user to confirm the selection. Click on the report and then click on the **[OK]** button. The report prompt will be displayed; continue as usual to run the report.



This process checks for permission to run the report. If not allowed to run the selected report, the following message will be displayed:

You dont have permission to run this process
Contact your system admin to grant you access
or support@admins.com

Contact the super user to request that access be granted.



2553-APPORHLD.REP Printed 07-Aug-2017 at 08:06:51 by ANTHEA Page 1

Hold Codes Table Listing

Code	Description	Status
AD	No Address on File	Active
ID	No Federal ID# on file	Active
NA	Needs Finance Approval	Active
NI	No invoice received	Active
OW	OWES TAXES/PINES	Active
PJ	Project Not Complete	Active
SS	No Social Security # on file	Active
UI	Under Investigation	Active

*** Grand Total *** # of Hold Codes: 8

In some cases, the report will not be available for the Quick Select button. Follow the instructions on the screen to request adding a report.

Quick Task Selection

Enter Report/Task#

2553 Hold Codes Table Listing

1 Run Process

Task not Available for Quick Select

Contact support@admins.com if you want to add this process to the Quick select process

This Quick selection also works to display a given screen. Enter the screen number and click on the [1 Run Process] button to display the desired screen. Screen numbers may also be selected from the lookup.

Available Quick Tasks

Task#	Title	Tof
39	Menu Listing for Active Users	
1041	GL Transaction Codes	
1050	Transaction Report - PO Transactions	
1090	GL Audit Report	
1125	Account Balance Inquiry - Period Breakdown	
1148	Chart of Accounts - Dormant Accounts	
1165	Transaction History - Amount Search	
1269	Transaction Details of Summary Posting - Date Range	
1291	Revenue and Expenditure Summary w/WIP	
1293	Account Balance Inquiry	
1295	Avon - CT UCOA Report	
1350	Account Security By Fund and Department	
1370	Journal Audit Report	
1540	Transactions affecting a prior period...	
1552	Accounts with Missing Summary Accounts	
1610	Trial Balance	
1611	Expenditure Summary (w/ Legacy Accounts)	
1612	Trial Balance w/WIP	
1613	Expenditure Summary	

OK Find Search Cancel Help Eof

Figure 1 Task #1293, Account Balance Inquiry, is a screen that may be accessed from the Quick Task Selector