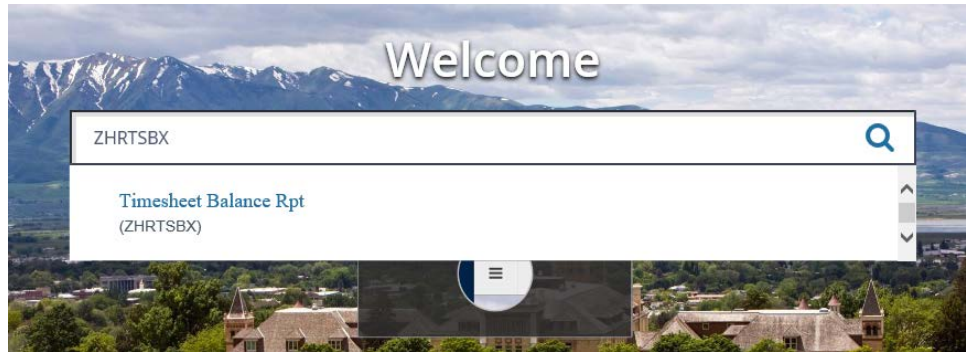


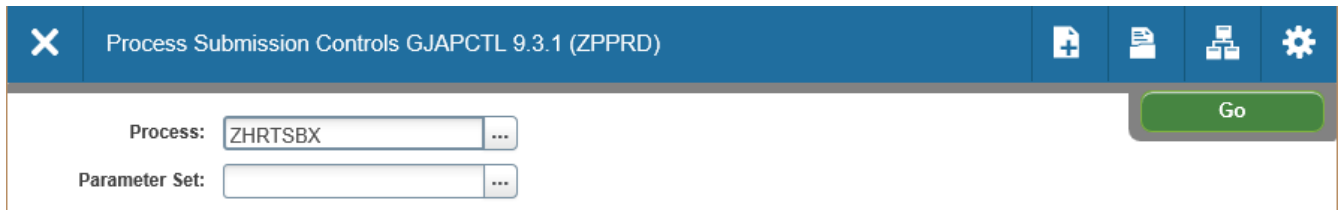
ZHRTSBX

Timesheet Balance Report

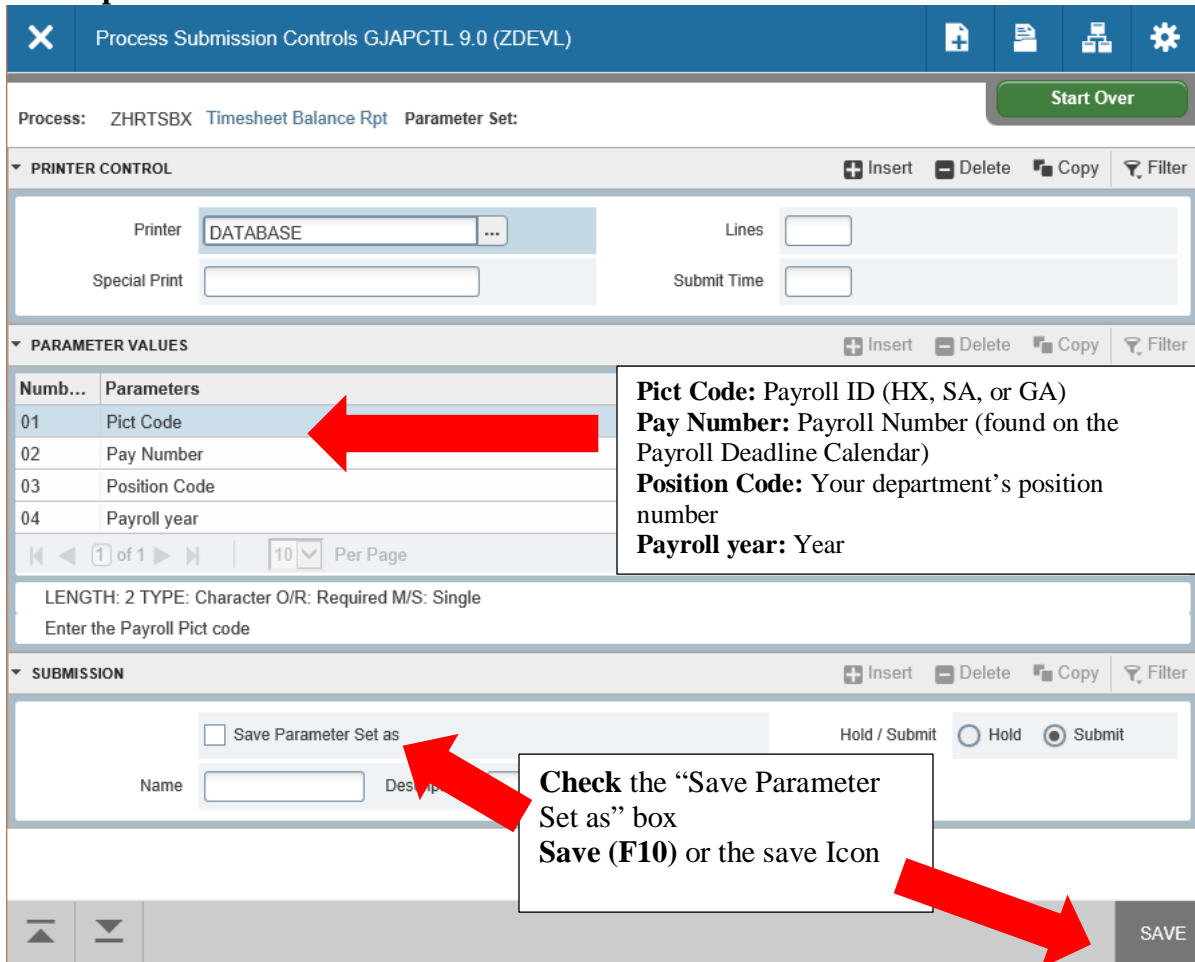
Go to: ZHRTSBX



Click: GO

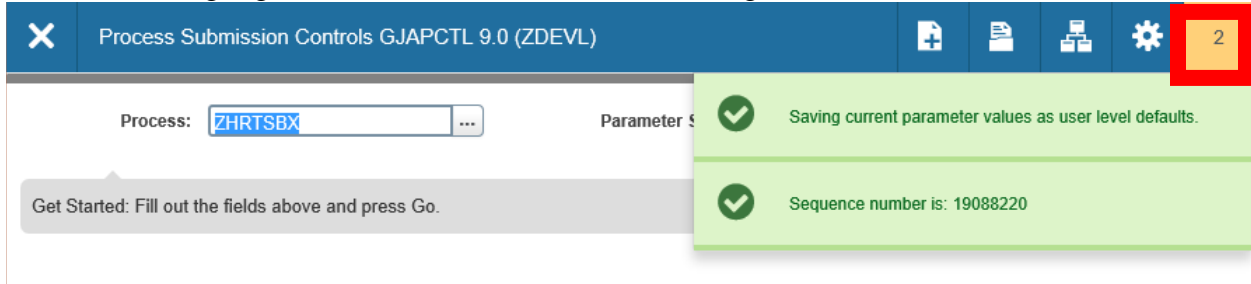


Enter Report Information

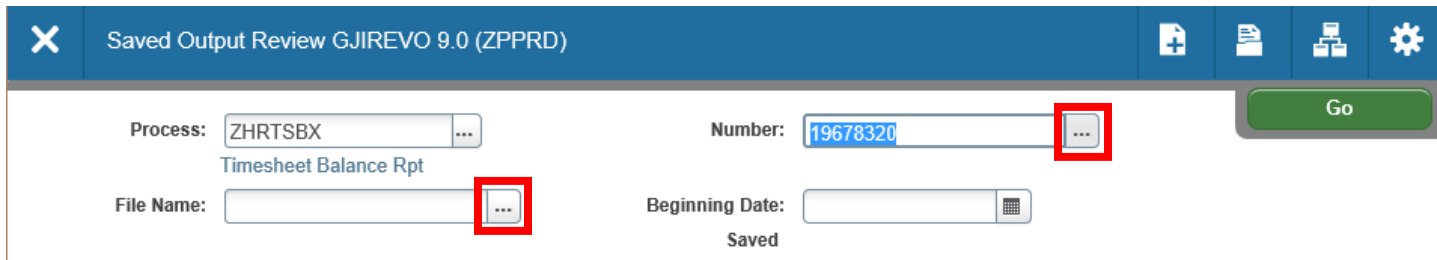
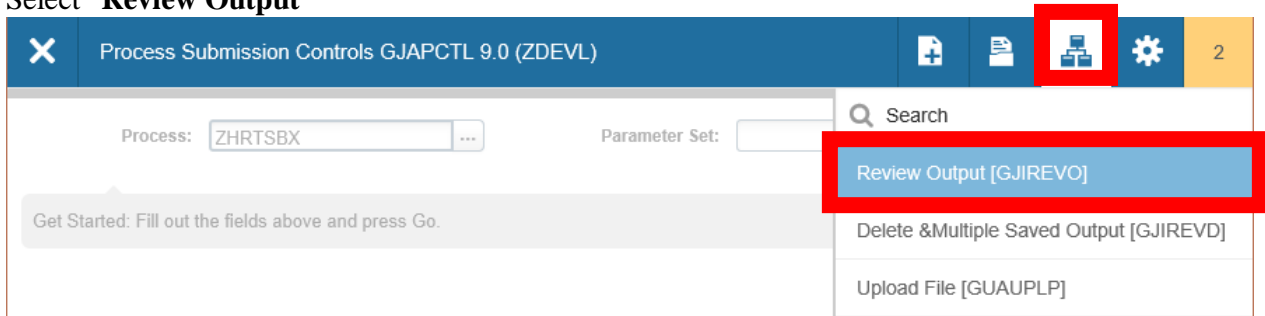


ZHRTSBX

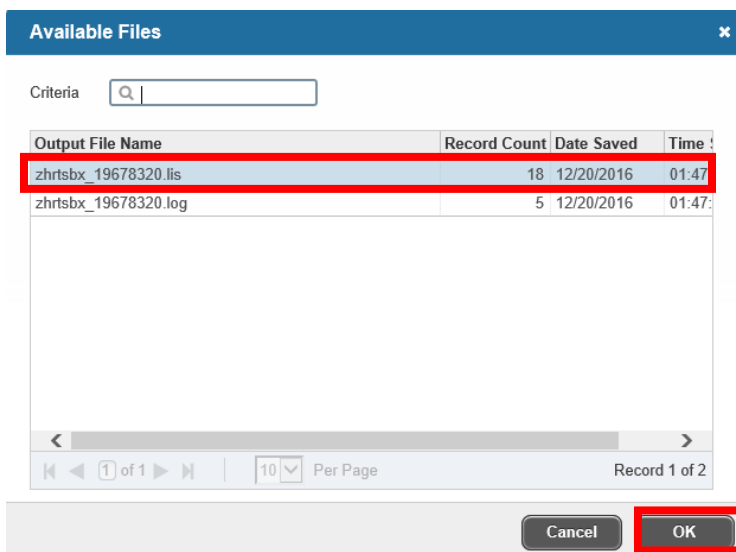
Click on the Highlighted Number Box to close the Messages



Click on the “Related” tab
Select “Review Output”



Click ellipsis box next to File Name box or Number box.



Double-click on the line listing the report you ran.
**Remember to look at the page numbers and per page when locating your most recent report.

ZHRTSBX

Process: ZHRTSBX Timesheet Balance Rpt Number: 19678320
File Name: zhrtsbx_19678320.lis Beginning Date Saved: Lines: 18

SAVED OUTPUT REVIEW

ORA-0000: normal, successful completion
Date Run 20-DEC-2016 Utah State University Banner System Report
Time Run 13:47:34 Human Resource System (ZPPRD) Program
Organization: Title: (Perjob

To view the report in a browser or to save it on your computer, click on **Tools** - and **Show Document** (print and save file).
Click Yes.

Process: ZHRTSBX Timesheet Balance Rpt Number: 19678320
File Name: zhrtsbx_19678320.lis Beginning Date Saved: Lines: 18

SAVED OUTPUT REVIEW

ORA-0000: normal, successful completion
Date Run 20-DEC-2016 Utah State University Banner System
Time Run 13:47:34 Human Resource System (ZPPRD)
Organization: Title:

Print Ctrl+P
Clear Record Shift+F4
Clear Data Shift+F5
Item Properties
Display ID Image
Exit Quickflow
About Banner
OPTIONS
Show Document (Save and Print File)
Delete Output