

## Report Manager – "Save" Warning Message

1. Upon navi											
	Upon navigating to <b>Report Manager</b> click on the report you want to view.										
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Reports		Personalize   Find   Vie	iew All   🖉   🔣	First ( 1-36 of	736 🕑 Last	Navigation:					
Report 1 APS2	Report Description	40700 FN	09/29/21	Report ID 21389004	56041829	Reporting Tools Report Manager					
2 APS2	20XB 40700 - AP022B - EFT	40700_FN	3:12PM 09/29/21 3:12PM	21389042	56041868	Select a Report you					
3 APS4	01X 40700 - AP0401 - BUDG EXCEPTIONS REPORT	GET 40700_FN	09/30/21 5:05PM	21389382	56043833	want to view.					
4 APS4	40700 - AP0402 - ACCOUNTS PAYABLE I	DAILY 40700_FN	09/30/21 5:06PM	21389456	56043911						
5 APS4	08X 40700 - AP0408 - PAYM ACTIVITY REPORT	ENT 40700_FN	09/30/21 5:06PM	21389497	56043954						
	40700 - AP0410 - POST VOUCHER LISTING	ED 40700_FN	09/30/21 5:49PM	21389745	56044668						
6 APS4			09/30/21	21389548	56044008						
6 APS4 7 APS4	40700 - AP0421 - CASH DISBURSEMENT BY FUNDING	40700_FN	5:07PM								
6 APS4 7 APS4 8 APS4	40700 - AP0421 - CASH DISBURSEMENT BY FUNDING 40700 - AP0435 - CASH MANAGEMENT BY FUNDING SOURCE	40700_FN 40700_FN	5:07PM 09/30/21 4:45PM	21389362	56043405						
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o] is selected (SAO recommended option), the Report Index page opens without er. Users are still able to open and view the file. Report       Report ID 21389004       Process Instance 56041829       Message Log       Report Index Header is missing.         Name APS2020XA       Process Type SQR Report       Header is missing.         40700 - AP022A - EFT REMITTANCE REPORT       Distribution Details       Distribution Date         Distribution Node RepRPS       Expiration Date       10/29/2021         File List       Name       File Size (bytes)       Datetime Created         APS2020XA_D0929_T145618_P56041664_B40700_x PDF       9,645       09/29/2021       3:12:00.668320PM         Distribution ID       You can still click the file to open the report.       You can still click the file to open the report.
Report         Report       Process Instance 56041829       Message Log         Name       APS2020XA       Process Type       SQR Report         Run Status       Process Type       SQR Report       missing.         40700 - AP022A - EFT REMITTANCE REPORT       Distribution Details       Distribution Details         Distribution Node       RepRPS       Expiration Date       10/29/2021         File List       Mame       File Size (bytes)       Datetime Created         APS2020XA_D0929_T145618_P56041664_B40700_x PDF       9,645       09/29/2021 3:12:00.668320PM         Distribute To       Distribution ID       You can still click the file to open the report.         Role       GA_RPT_MGR_40700_FN       You can still click the file to open the report.         Role       GA_RPT_MGR_ALLBU_FN       You can still click the file to open the report.
: This has no impact to opening and viewing reports.
32       GLS4070XA       40700 - GL04GA - G/L COMBINED DETAIL REPORT 40700_FN       10/05/21 10.15AM       21390954       56047052         33       LDS1001X       40700 - LD0004 - LABOR DISTRIBUTION CHANGES       40700_FN       10/01/21 11:03AM       21390954       56046362         34       LDS7003X       40700 - LD0003 - LABOR DISTRIBUTION SUMMARY       40700_FN       10/01/21 11:03AM       21390714       56046363
35         LDS7015X         40700 - LD0210 - LABOR DEPARTMENT         40700_FN         10/01/21 11.13AM         21390716         56046366           36         LDS8010X         40700 - LD0005 - CHARTFIELD VALIDATION         40700_FN         10/01/21 11.03AM         21390715         56046366



Step	Action										
5.	Click on the appropriate report link										
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	List Explorer	Administration Archives	Click on the repo	ort you							
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	Report	Report Description	Folder Name	Date/Time	Report ID	Instance					
	1 APS2020XA	40700 - AP022A - EFT REMITTANCE REPORT	40700_FN	09/29/21 3:12PM	21389004	56041829					
	2 APS2020XB	40700 - AP022B - EFT PAYMENT COPY REPORT	40700_FN	09/29/21 3:12PM	21389042	56041868					
	3 APS4001X	40700 - AP0401 - BUDGET EXCEPTIONS REPORT	40700_FN	09/30/21 5:05PM	21389382	56043833					
	4 APS4002X	40700 - AP0402 - ACCOUNTS PAYABLE DAILY INPUT REPORT	40700_FN	09/30/21 5:06PM	21389456	56043911					
6.	The <b>Report Index</b> page opens with the Header. Users are still able to open and view the file.										
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	Note: This ha	as no impact to o	pening an	d viewing re	ports.						
7.	End of Proc	edure.									