# STEPS SAP Fieldglass – Review Data & Generate Reports

Department Budget Officers and HR Administrators can view data and generate reports within the STEPS SAP Fieldglass system.

Viewing Data

- Log in at **https://www.fieldglass.net**
- Select the **View** menu to access Workers, Time Sheets, and Invoices. Once you click on the Time Sheet/Invoice then you can update the date range.
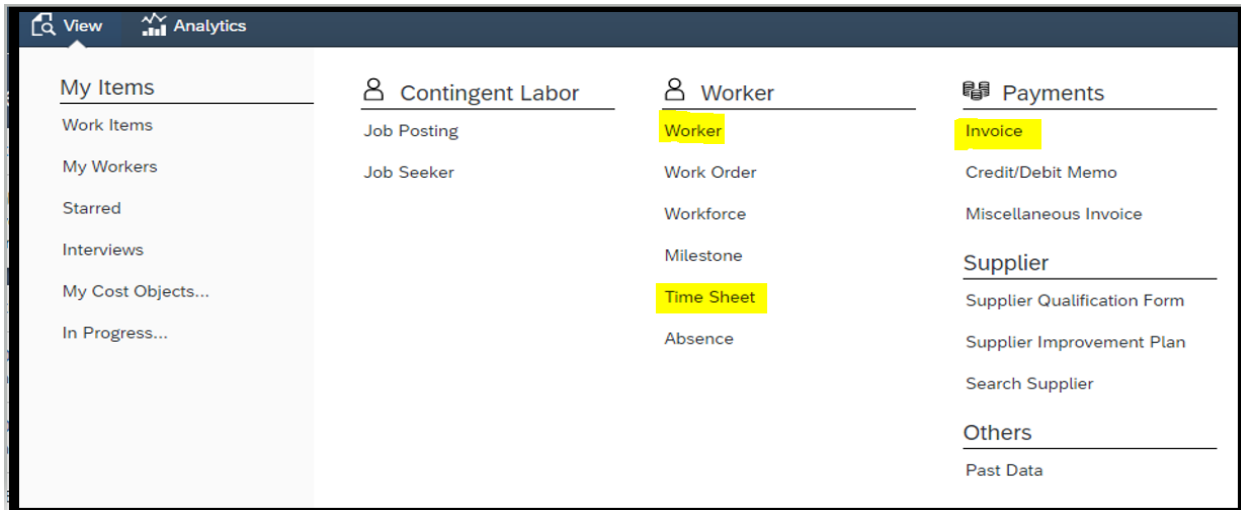
Note: Each completed timesheet is invoiced.

Running the Invoice Report

- Select the **Analytics** menu to access invoice reports.
- Select **All Reports**.
- Select **Invoice Report**. Adjust date range as needed.

- Adjust formatting as desired.

Output Format		Delimiter		Font Name		Font Size
CSV	⌄		, (Comma) ⌄	Arial	⌄	10.00

Page Orientation		Page Size	
Landscape	⌄	Letter	⌄

- Click the <**Run**> button on the top right.

Run

- Your report will be generated.