

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 <u>View</u> menu to access Workers, Time Sheets, and Invoices. Once you click on the Time Sheet/Invoice then you can update the date range.

My Items	A Contingent Labor	A Worker	日 Payments
Work Items	Job Posting	Worker	Invoice
My Workers	Job Seeker	Work Order	Credit/Debit Memo
Starred		Workforce	Miscellaneous Invoice
Interviews		Milestone	Supplier
My Cost Objects		Time Sheet	Supplier Qualification Form
In Progress		Absence	Supplier Improvement Plan
			Search Supplier
			Others
			Past Data

Note: Each completed timesheet is invoiced.

Running the Invoice Report

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

2	Invoice Approved Date	Between	V	02/01/2021		12:00	۷	to	04/30/2021		12:00	V
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STEPS SAP Fieldglass – Review Data & Generate Reports

• Adjust formatting as desired.

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



• Your report will be generated.