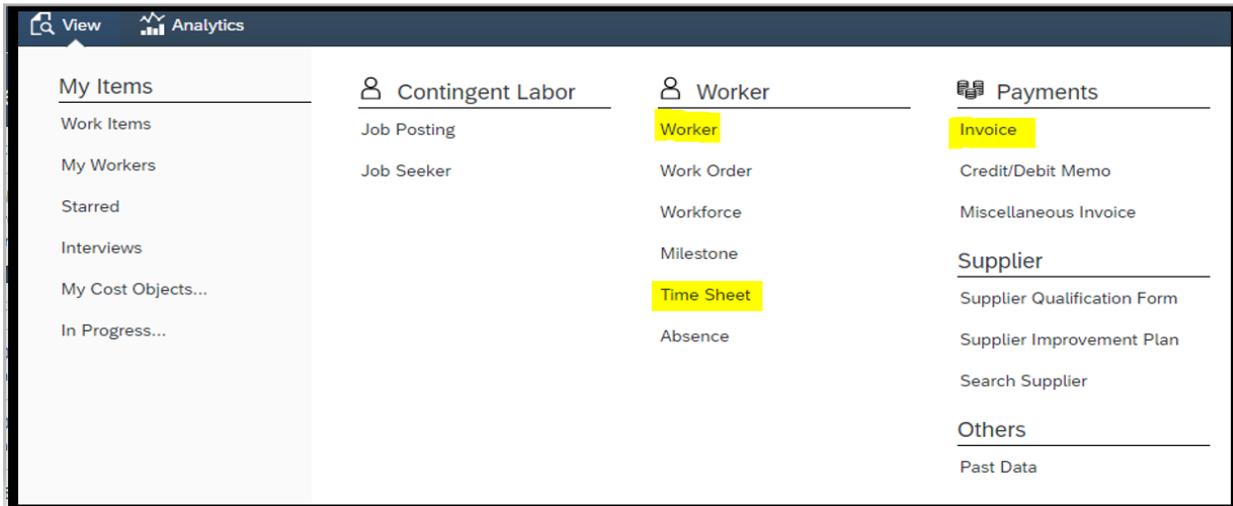


Department Budget Officers and HR Administrators can view data and generate reports within the STEPS SAP Fieldglass system.

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.

2	Invoice Approved Date	Between	▼	02/01/2021 	12:00 ...	▼	to	04/30/2021 	12:00 ...	▼
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- Adjust formatting as desired.

Output Format	Font Name	Font Size
CSV <input type="button" value="v"/>	Delimiter , (Comma) <input type="button" value="v"/>	Arial <input type="button" value="v"/>
Page Orientation	Page Size	
Landscape <input type="button" value="v"/>	Letter <input type="button" value="v"/>	

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



- Your report will be generated.