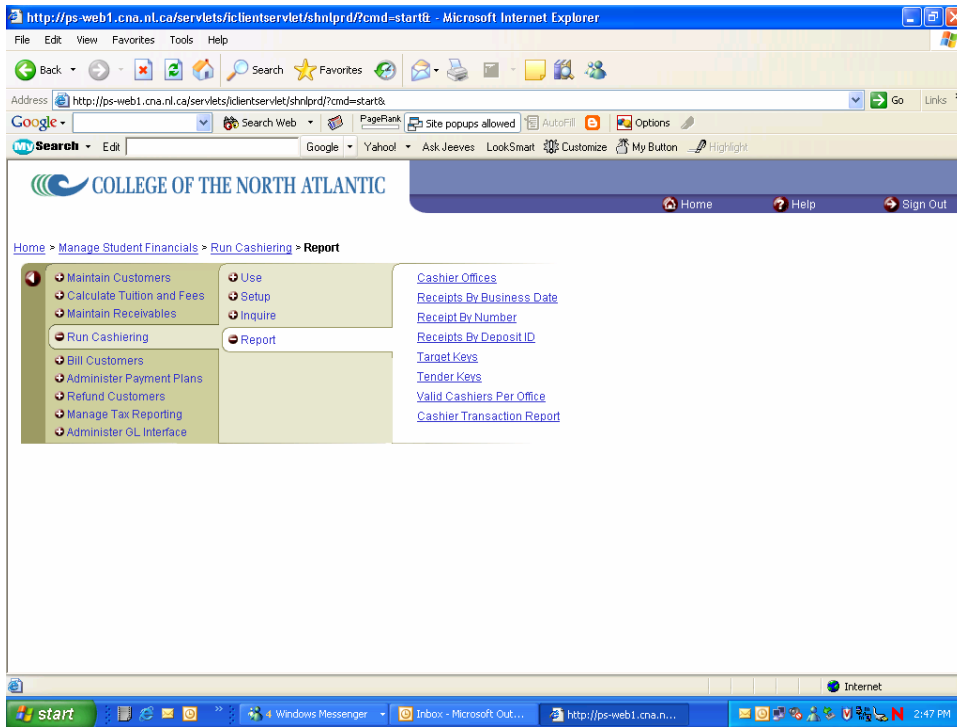
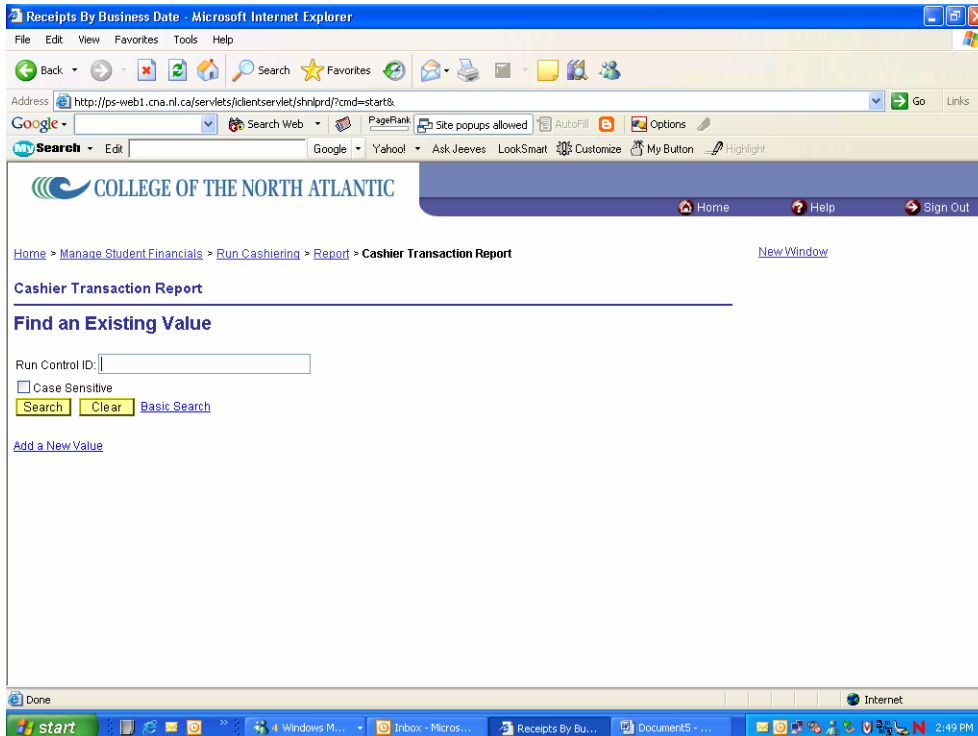


To run day end report, use the following screen to navigate to the report area.

Select CASHIER TRANSACTION REPORT.



When you select the cashier transaction report link, you will come to the next screen.

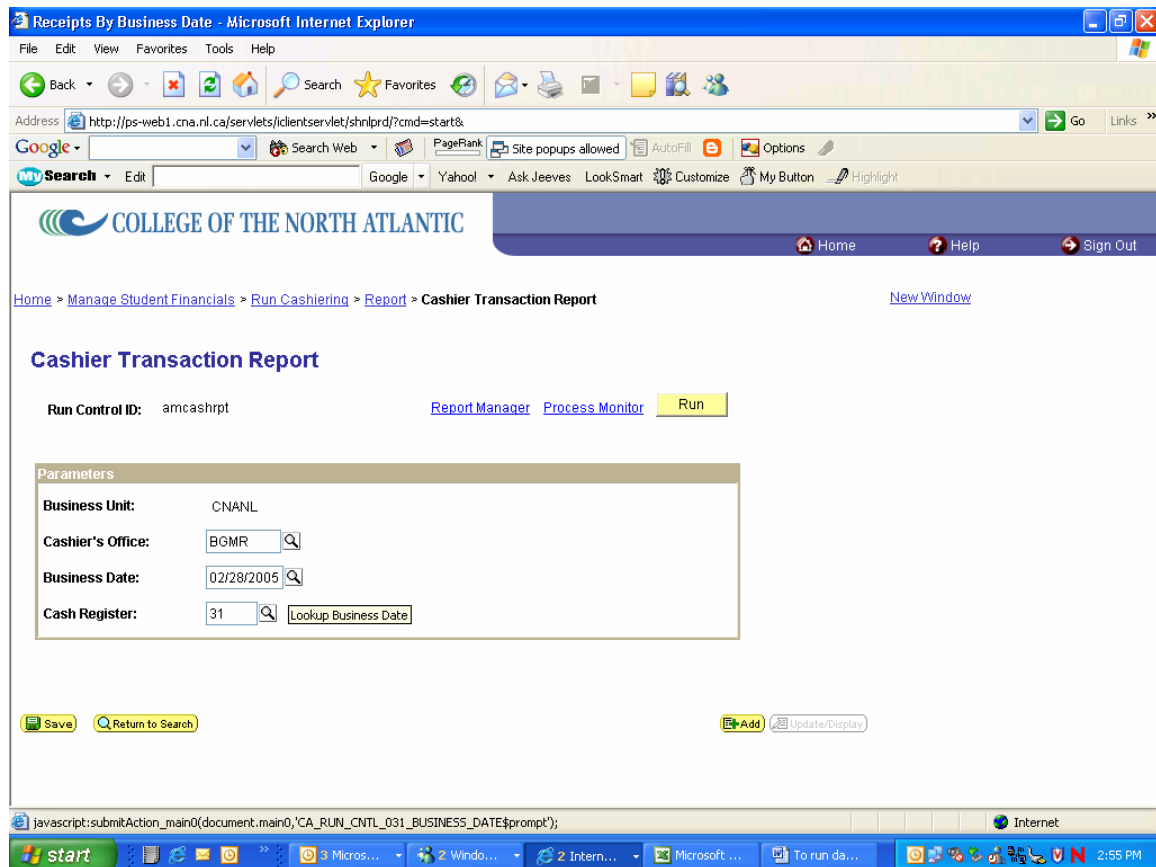


Click on the “ADD A NEW VALUE” link under search

The first time you run – you will need to put in a run control. The second time, you can click on search to find the one you had set up.

Type in your initials and cashreport (amcashrpt). This needs to be all one word.

Click ADD.



To get your report to run, you need to fill in all pieces of the information requested.

Business unit = CNANL

Cashier office = whatever office you are reporting on

Business Date = day you want transactions for

Register = register number you are associated with

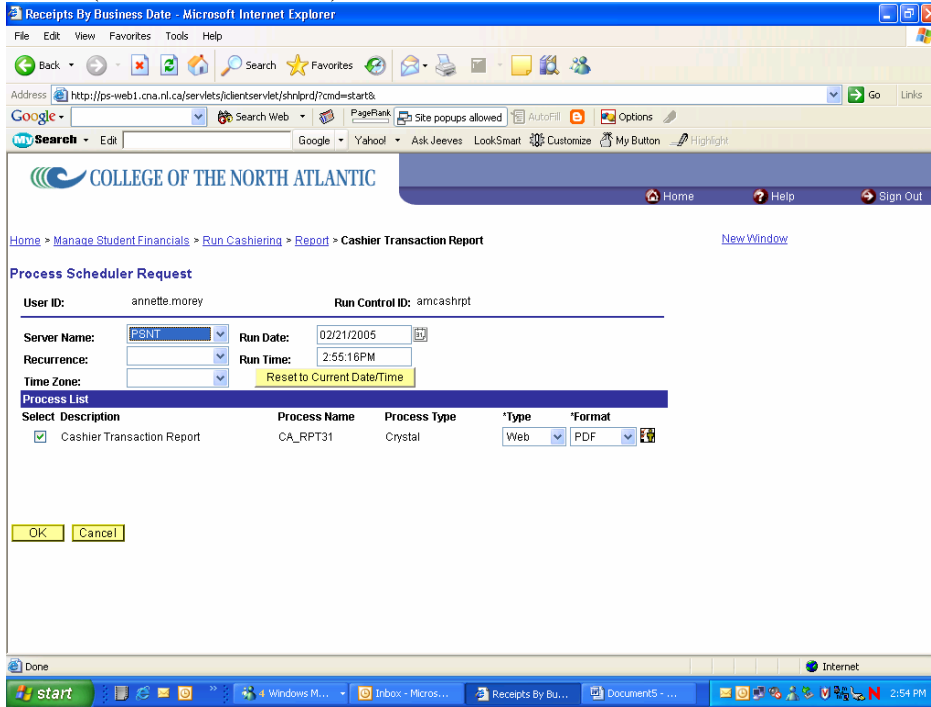
Click on Run. When you do this, the following screen will appear.

Server = PSNT from drop down

Make sure that you click the box next to the report (see check mark).

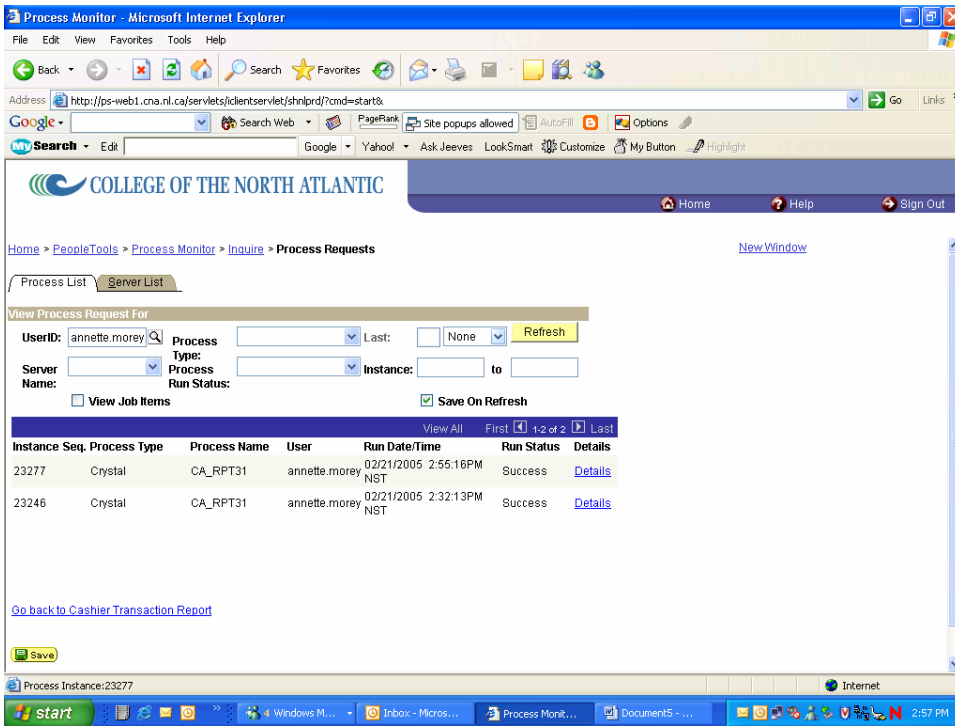
Type = web
Format = PDF

Click OK. This will bring you back to previous screen where you set your date and office (run control screen).



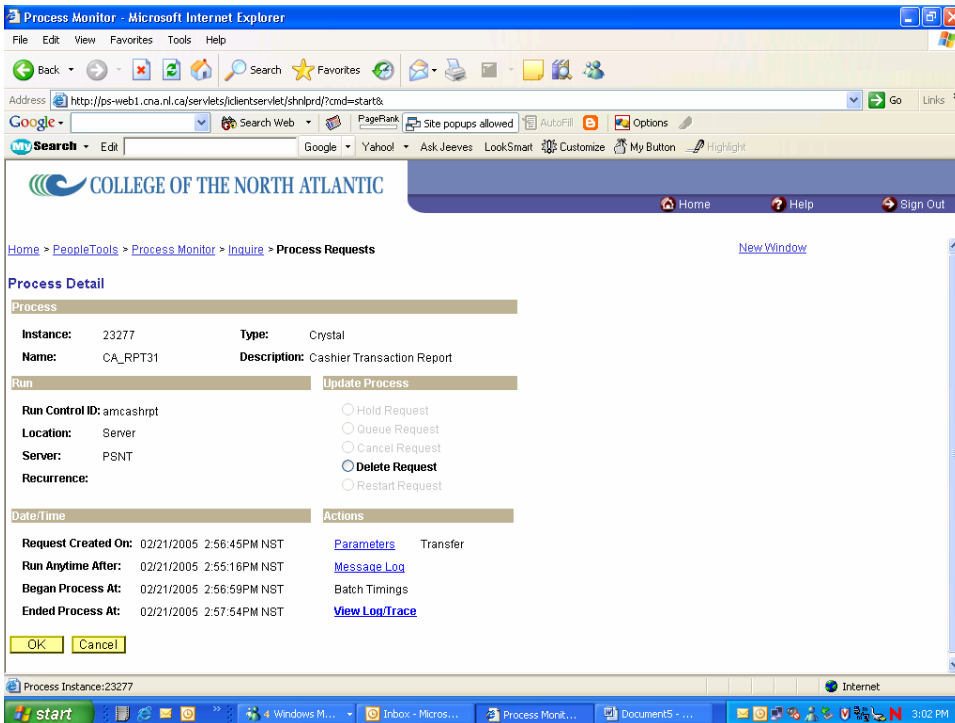
Once you are back to your run control screen, click on the PROCESS MONITOR link next to the yellow RUN button.

By doing so, you will come to the following screen.



Click on the yellow refresh button until your run status is success.
Click on the DETAILS link.

This will open up another screen as show below. Click on View Log/Trace.



When you get to this point, click on the CA_RPT31.#####.PDF link (see screen shot below). Adobe acrobat will open and you can send your report to the printer.

The screenshot shows a Microsoft Internet Explorer browser window titled "Report/Log Viewer". The address bar displays the URL: <http://ps-web1.cna.nl.ca/servlets/psreports/shnlpr/1498/index.html>. The page content includes the "PEOPLE SOFT" logo and a header "Report/Log Viewer". Below the header, there is a table of report details:

Instance: 23277	Type: Crystal
Name: CA_RPT31	Run Cntl ID: amcashrpt
Status: Success	Submitted By: annette.morey
Server: PSNT	Recurrence:

Below this table, the section "Cashier Transaction Report" is displayed, containing a table of files:

Name	Size	CreationDate
CA_RPT31_23277.PDF	29938 bytes	Mon Feb 21 14:57:00 2005
Message Log	0 bytes	Mon Feb 21 14:56:59 2005

The browser's taskbar at the bottom shows the Windows Start button, several open applications (Windows Explorer, Outlook, Internet Explorer, Document5), and the system clock indicating 3:03 PM on February 21, 2005.