HIRING MANAGER

AccelerationVMS Reference Guide

Prepared for:
Boston Medical Center

Prepared by:
AgileOne Business Solutions

Revision Date:
January 11, 2019

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Guide Overview

Welcome to the Boston Medical Center contingent labor program's Detailed Reference Guide for Hiring Managers. This document will serve as a tool to guide you through the most common tasks in the process of engaging and managing a Contingent Worker during their assignment at Boston Medical Center utilizing AccelerationVMS.

Upon reviewing this guide, you should have a better understanding of the AccelerationVMS technology, and how to utilize its many functions in support of the contingent labor program.

Highlights at a Glance

- Opening a new requisition
- Reviewing candidates
- Interviewing and selection process
- Timecard and Expense approval
- Managing Assignments
- Reporting

Program Support

AgileOne is here to provide guidance and support to all Boston Medical Center Hiring Managers. For any questions, or to setup a time to walk you through the process and technology, please reach out directly to the AgileOne team at: agile1bostonmedicalcenter@agile1.com

We look forward to hearing from you soon.

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Logging into AccelerationVMS

In an effort to improve your contingent worker experience, AgileOne has made the process of accessing the AccelerationVMS easier by implementing the Single Sign On (SSO) functionality. SSO is designed to streamline system access by enabling Boston Medical Center users to access the AccelerationVMS system via the Boston Medical Center network without the need for separate AccelerationVMS login credentials. Please note: SSO is only available via the BOSTON MEDICAL CENTER network. New AccelerationVMS link:

URL: https://sts.bmc.org/adfs/ls/idpinitiatedSignon.aspx?loginToRp=sso2.agile1.com

Accessing the VMS – Login via the Single Sign On link above.

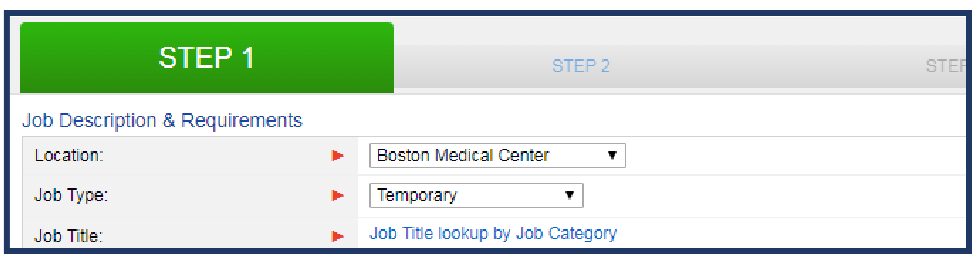
Creating a New Requisition

In order to create a new requisition in AccelerationVMS, you will need to log into the VMS application via Single Sign On. (Please refer to the "Getting Started with AccelerationVMS" job aid on how to login and navigate the system.)

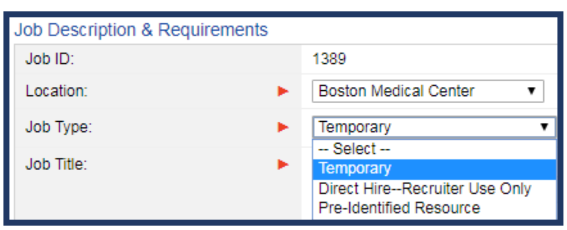
Step 1

1. Once you are logged into the system, click on the **New Job Request** button and select the appropriate fields as they pertain to *Step 1*.

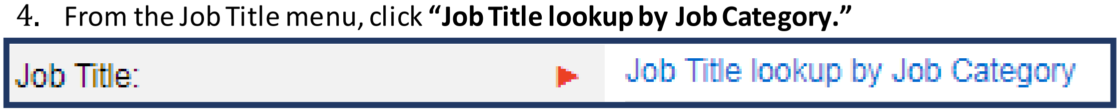
2. Select the **Location**: *Boston Medical Center* **or** *Boston Medical Center - Union*



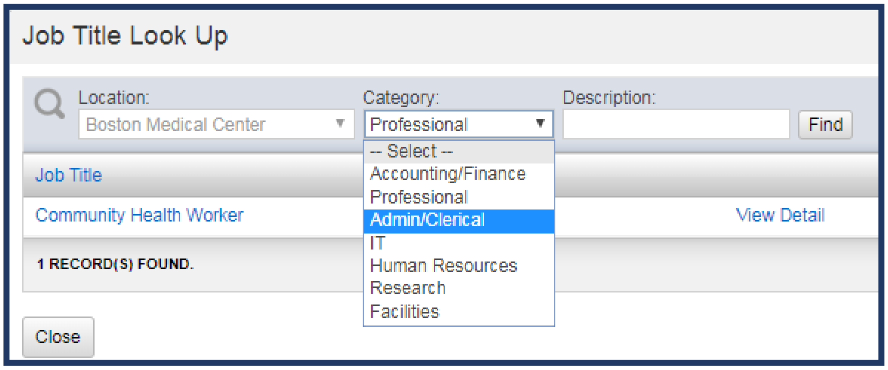
3. Select the **Job Type**: *Temporary*, *Direct Hire – Recruiter Use Only* **or** *Pre-Identified Resource*



4. From the Job Title menu, click **"Job Title lookup by Job Category."**



5. Select a **Category** from the drop-down and click **Find**.

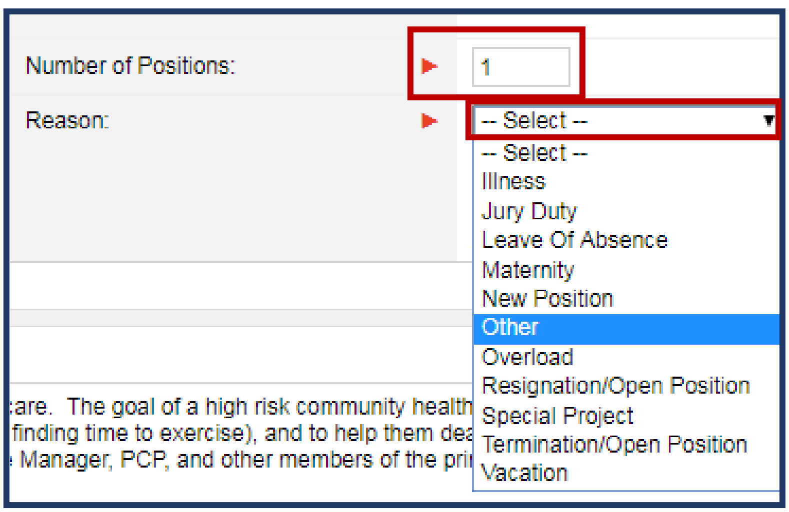


6. Once the Job Title is found, either select the job title name to make the selection or **View Detail** to obtain additional information.

***NOTE: View Detail** allows the user to view the specifics about a particular job title in order to ensure that the job title is the one that is needed.*

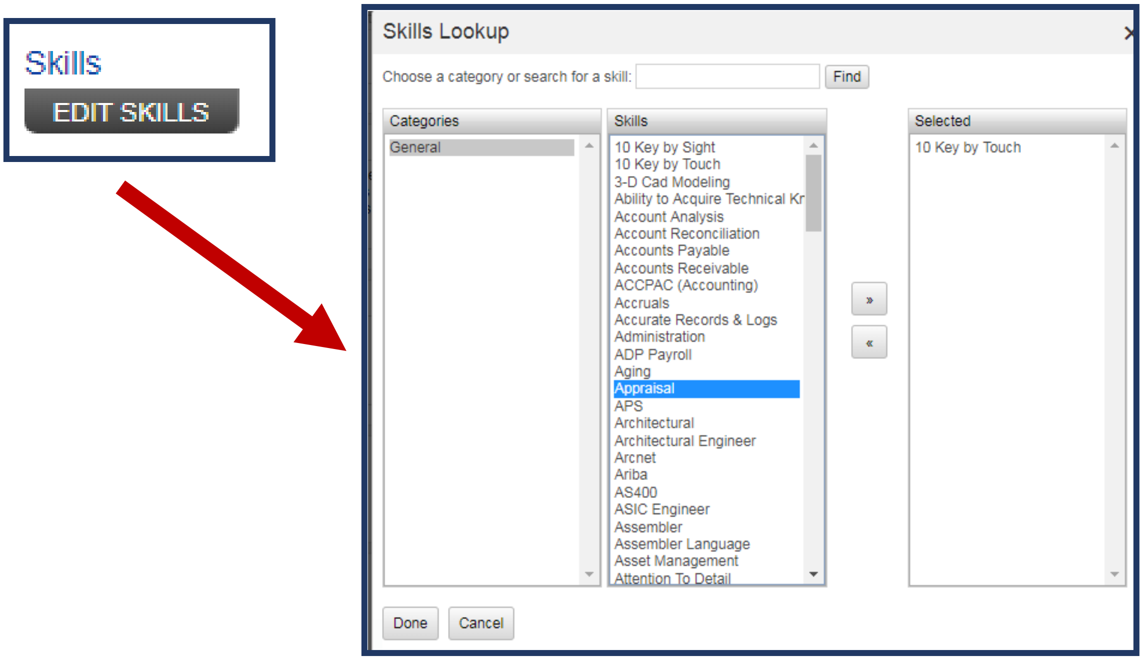
7. By selecting the job title, any applicable *Qualifications*, *Responsibilities*, *Skills*, etc. that are associated with the job title will automatically populate.

8. Select the **Number of Positions** and a **Reason** from the drop down.



9. The *Qualifications* and *Responsibilities* sections are free-form fields, so information can be added or removed as necessary. These fields will auto-populate with details specific to the Job Title selected. Information in each of these fields should be reviewed accordingly prior to moving onto the next page of the requisition creation.

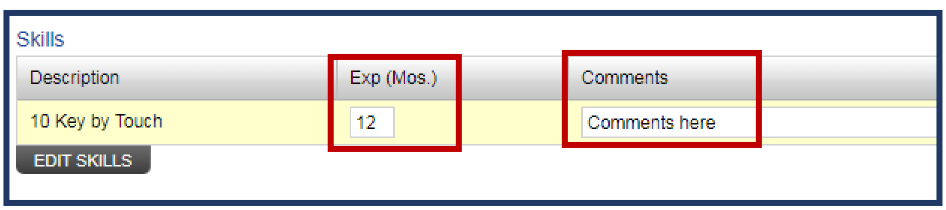
10. To add Skills, click **"Edit Skills."**



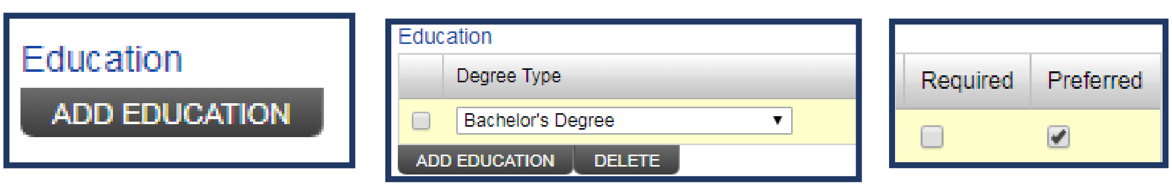
11. Select ***General*** and a list of skills will populate. Select the appropriate skills and click the right arrow to move the skill(s) to the ***Selected*** column.

12. Once all skills have been selected, click **Done**.

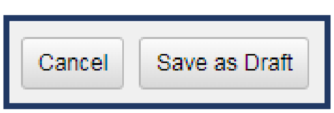
13. Enter in the amount of ***Exp (in months)*** and any necessary ***Comments*** relevant to the skill. (This is an optional field.)



14. To add any Education, click **"Add Education."**



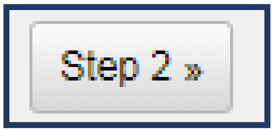
15. Enter in a *Major/Certification* if desired – optional. Check whether the education is either ***Required*** or ***Preferred***. Only one option can be checked.



16. If you cannot complete the requisition creation, click **"Save as Draft"** and come back to it at a later time to complete.

NOTE: *If the system times out prior to saving the requisition as a draft, you will be required to start from the beginning.*

17. Click **Step 2** when you are ready to move to the next step.



Step 2

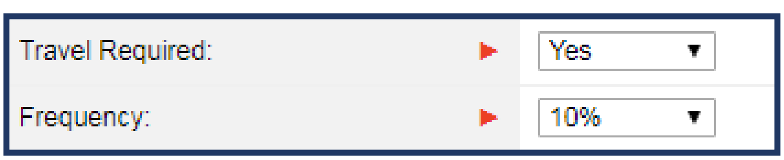
18. Fill in the necessary Assignment Details, Work Location information and Special Bill specifics.

NOTE: *All items that are required are marked with a red triangle.*

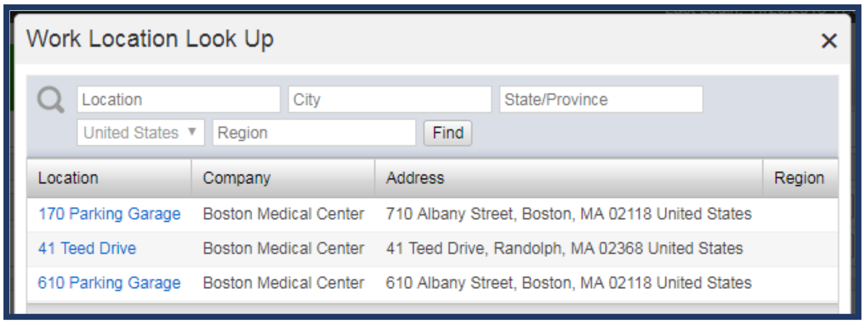
19. *Requested By*, *Report To* and *Alternate* will default to the user logged into the system. If this needs to be changed, select the magnifying glass and search the appropriate name.

    - **Requested By:** Hiring Manager - overall owner of the contingent worker's assignment details
    - **Report To:** Timesheet Approver – this person will have access to review and approve the contingent worker's timesheet / expense reports
    - **Alternate:** This person has the same access as the Requested By

20. Select whether or not ***Travel is Required***. If **"Yes,"** the ***Frequency*** is required. If **"No,"** frequency is not required.



21. From the ***Work Location*** section, click on the magnifying glass and select the appropriate location.



Work Location Look Up

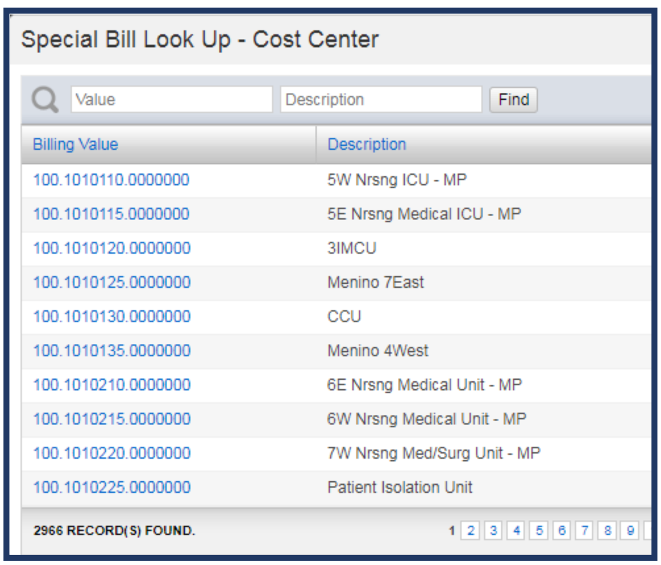
Location | City | State/Province | United States | Region | Find

Location	Company	Address	Region
170 Parking Garage	Boston Medical Center	710 Albany Street, Boston, MA 02118 United States	
41 Teed Drive	Boston Medical Center	41 Teed Drive, Randolph, MA 02368 United States	
610 Parking Garage	Boston Medical Center	610 Albany Street, Boston, MA 02118 United States	

22. Once selected, the address information will auto-populate.

23. From the ***Special Bill*** section, click on the magnifying glass and select the appropriate *Billing Value.*

    NOTE: *If the **Billing Value** does not appear on the first page, enter in the **Value** and **Find**. Otherwise, there are additional page numbers located on the bottom right-hand corner of the search parameters.*



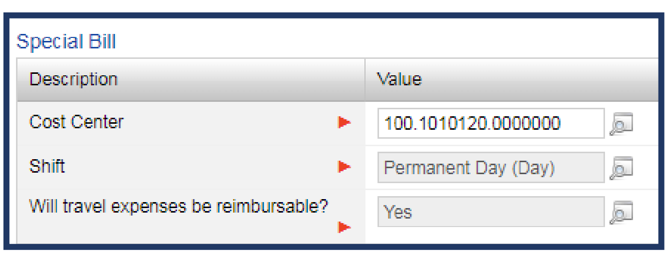
Special Bill Look Up - Cost Center

Value | Description | Find

Billing Value	Description
100.1010110.0000000	5W Nrsng ICU - MP
100.1010115.0000000	5E Nrsng Medical ICU - MP
100.1010120.0000000	3IMCU
100.1010125.0000000	Menino 7East
100.1010130.0000000	CCU
100.1010135.0000000	Menino 4West
100.1010210.0000000	6E Nrsng Medical Unit - MP
100.1010215.0000000	6W Nrsng Medical Unit - MP
100.1010220.0000000	7W Nrsng Med/Surg Unit - MP
100.1010225.0000000	Patient Isolation Unit

2966 RECORD(S) FOUND. 1 2 3 4 5 6 7 8 9

23. Enter in ***Shift*** and acknowledge whether or not *travel expenses will be reimbursable* via the magnifying glass.



Special Bill

Description	Value
Cost Center	100.1010120.0000000
Shift	Permanent Day (Day)
Will travel expenses be reimbursable?	Yes

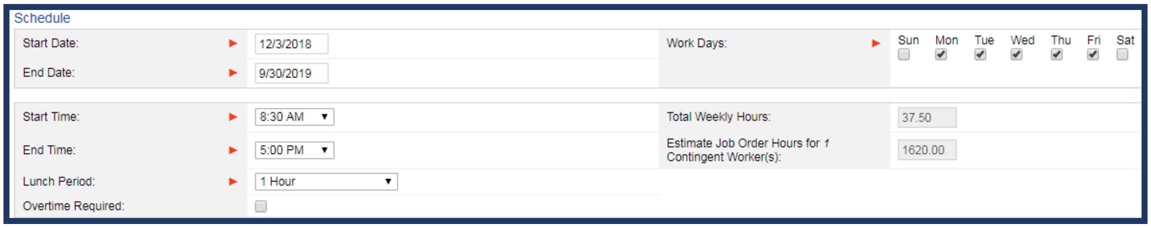
24. Select a **Start Date** and an **End Date*** ***NOTE: Duration cannot exceed 12 months (1 year).***

25. The Work Days will automatically populate to a Monday through Friday workweek, but can be adjusted by checking / unchecking the days needed.

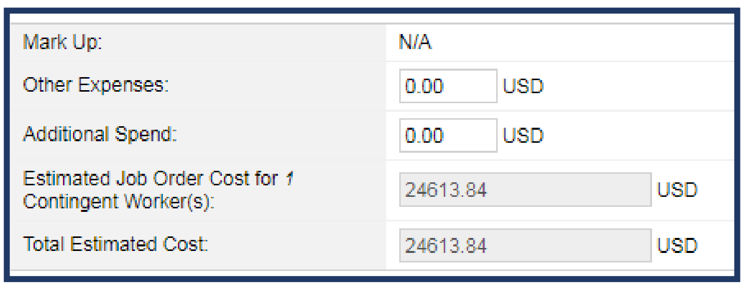
26. Enter a **Start Time** and **End Time.** The system will default from *8:30am* to *5pm* with a one hour **Lunch Period**. Make the necessary adjustments to align with the assignment needs.

27. Check whether or not **Overtime is Required**.

__NOTE:__ Total Weekly Hours and Estimate Job Order Hours will adjust based on the duration of the assignment as well as the hours per day worked.



28. Rates will be pre-determined based on the Job Title selected. If there are any ***Other Expenses*** or ***Additional Spend*** that should be taken into account, please note in the appropriate fields.

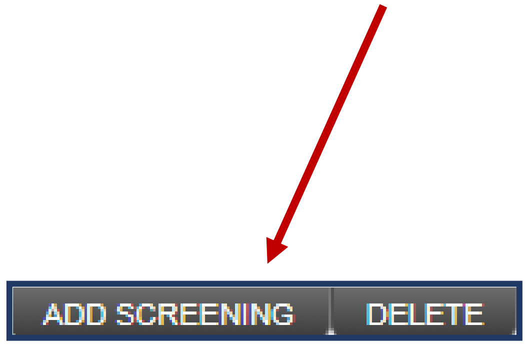


29. Review the ***Total Estimated Cost*** for the assignment and move onto **Step 3**.

30. Job Fulfillment Options allow you to specify different items as it pertains to the requisition.

   a. ***Resume Required:*** This section is auto-filled as checked off. If no resume is required for review purposes, uncheck the box.
   b. ***Interview Required By:*** Should a date be entered, this will notify the suppliers that you prefer candidates to be interviewed by this date.
   c. ***No. of Resumes per Vendor:*** This value represents the max number of candidate submittals a vendor can make per requisition.
   d. ***Submittal Deadline By:*** Should a date be entered, no additional candidate submittals will be allowed after this date.

31. The ***Screening Preference*** section will auto-populate the necessary requirements and provides the manager insight into knowing which screenings are needed prior to onboarding. All items required are marked with a green checkmark. If additional screenings are necessary, select the **"Add Screening"** button at the bottom of the section and choose from the list of applicable screenings.

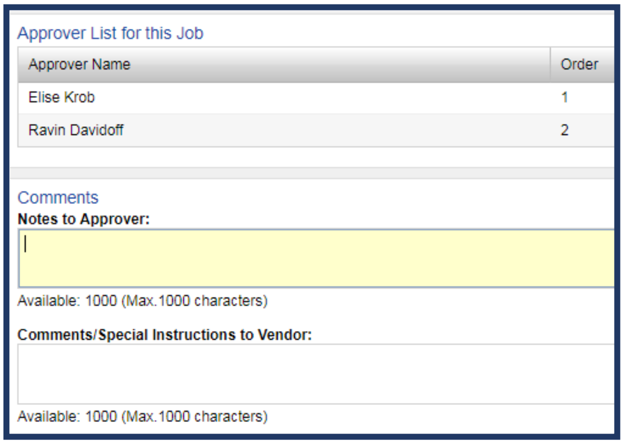


32. The ***Attached Job Documents*** section allows the manager to upload any necessary documents applicable to the job requisition. This field can be used specifically for the manager's view (check the *Hide From Vendor* box) or can be made visible to the supplier community (i.e an official job posting for supplier job boards)

a. Select **"Choose File"**
b. Pick the appropriate document and click **"OK"**
c. Select the *Document Type* from the drop-down
d. Click **"Upload"**

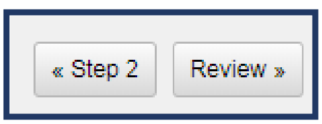
33. Scrolling down on the page, there is a field for ***Approver List*** and ***Comments – Notes to Approver*** and ***Comments to Vendor***.

    a. The ***Approver List*** shows the sequence of necessary approvers prior to requisition distribution.
    b. ***Comments*** all the user to include any additional notes to the Approver(s) and/or Supplier community.

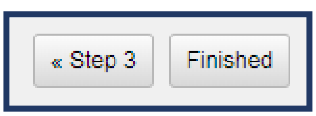


34. Once finished, click the **"Review"** button to move to the last step of the requisition creation process.

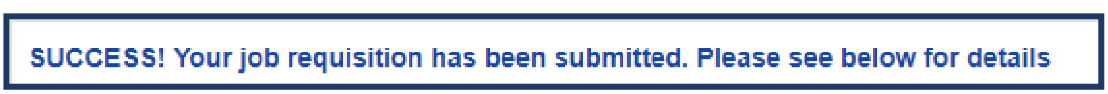
Review and Finish

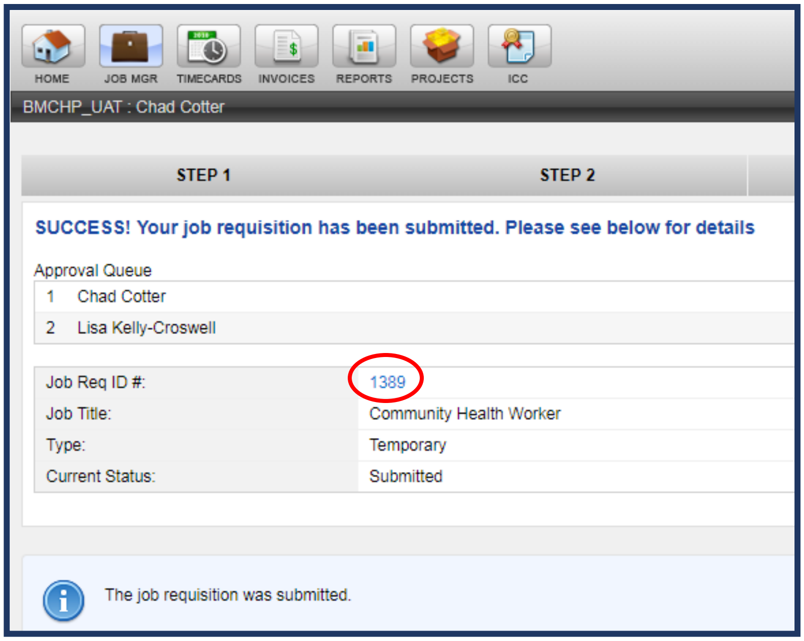


35. Review the information in full and ensure that all details are correct. If corrections are needed, click the **"Step #"** button to move back. ***NOTE: DO NOT use the browser back arrow.***



36. Submitted requisitions will route through the appropriate approval chain. To learn more on how to approve a requisition, please refer to the *Approving a Contingent Labor Requisition* job aid.





You will receive a 4 digit **Job Req ID number** (as shown to the left): Click on the Req ID (blue text) to go directly to your new requisition. This will bring you to the *Job Details* page, which allows you to navigate within your job requisition.

TIP: If you have a similar Requisition or Job Order that you would like to resubmit or duplicate, please see the details below.

Click on **Job Manager**>input the **Job ID #** in the search field>click **Find**. Click on the **Job ID** number that appears.

View the tabs at the top and make the selection based on the action you need to take.

Cancel Job: If the job is no longer needed and hasn't yet been filled, click **Cancel Job** and enter in the reason.

Edit Job Info: will allow you to edit certain aspects of the Job as long as it's not in *Filled* status.

Duplicate: this allows you to duplicate the job.

On Hold: place the requisition on hold if you wish to no longer receive candidates.

Resubmit Job: this will resubmit the job.

Click **OK**

Candidate and Resume Review

General Information

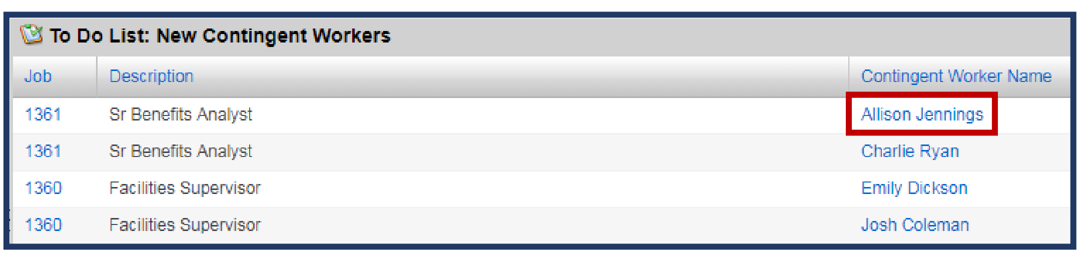
Boston Medical Center Hiring Managers complete the new requisition. Once submitted, the Suppliers attached to the job title will receive an *AccelerationVMS* Alert that prompts them to visit the website for requisition review and candidate submittal.

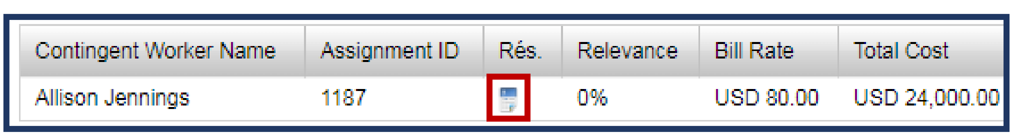
The Hiring Manager, when creating the requisition, has the ability to limit the number of resumes submitted for review. If this option is selected, the Supplier will only be able to submit the allotted number of candidates.

It is the responsibility of the Hiring Manager to review resumes and provide feedback. If a candidate is rejected without feedback, it is appropriate for the AgileOne team to follow-up with the Hiring Manager in a timely manner to gather feedback for the Supplier. This will assist all Suppliers in finding candidates who most closely fit the position.

1. Once you are logged into the system, click on the *New Contingent Workers* link under the **To Do List**.

2. To view the candidate's resume, click on the **Contingent Worker's Name** and then click on the Resume icon.





3. There are a variety of different actions that the Hiring Manager can take in AccelerationVMS as it pertains to candidate management. Read through the descriptions below to better understand when and why you would take action.

- **Interview:** select if you would like to submit an interview requisition
- **Reject:** this button allows you to reject if the candidate is not the right fit
- **Engage:** use this button to select the candidate you wish to bring onboard

After reviewing the candidates resume, if you are not interested in moving forward with interviewing them (or selecting them), please be sure to "Reject" them.

NOTE: The status of the candidate's profile determines the action pending.

- Review: Action is needed by the **Manager** (interview, reject, or engage) and the screening has not yet been completed.
- Review – Screening Completion Requested: Action is needed by the **Supplier** to complete the background check and update the CW's profile in Acceleration.
- Review – Screening Pending: The candidate has been accepted by the manager and the supplier has provided the background check requirements on the CW profile. The **Client Services** team can audit the background check results and fully engage the worker.

Interview and Selection Process

General Information

1. All Hiring Managers receive an AccelerationVMS Alert whenever a candidate is submitted for review.

2. The manager should review the candidate's resume via AccelerationVMS.

3. At any moment, the manager may receive or submit messages, questions, comments, schedule interviews with the supplier, and/or select the candidate. Manager/Supplier will receive an e-mail notification anytime correspondence is created. All messages created will be stored in the system as part of Job or Assignment Details.

The Interview Process

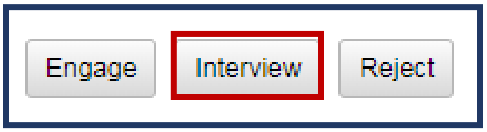
1. Hiring Manager selects the candidate they would like to interview. Interviews are scheduled via AccelerationVMS.

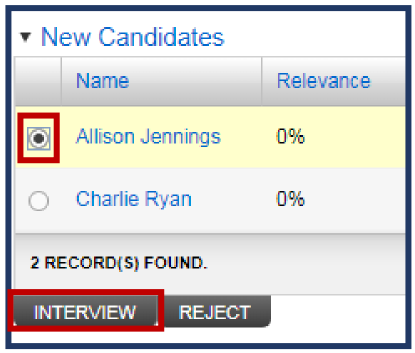
2. Supplier is notified that an interview is requested via AccelerationVMS. Supplier will relay interview information to the candidate. Supplier will send comment to the Hiring Manager either confirming the interview or request alternate date and/or time.

3. Hiring Managers will provide Suppliers feedback on the candidate through AccelerationVMS. If Candidate is not selected, AccelerationVMS is to be immediately updated to reflect reason for declination.

4. After the interview process takes place, Hiring Managers may send comments, or continue reviewing candidates. It is possible to communicate through the system so that the suppliers are aware of how they should proceed.

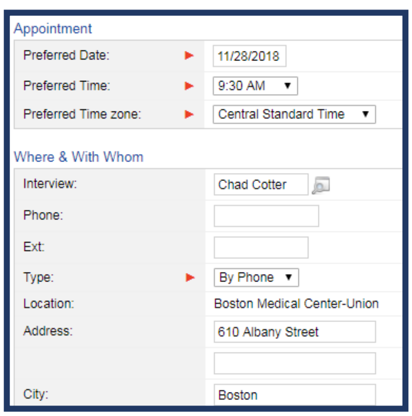
1. Once ready to schedule an interview, click on the **"Interview"** button either directly from the candidate submittal OR from the *Contingent Worker* tab on the requisition. (Both views are shown below.)

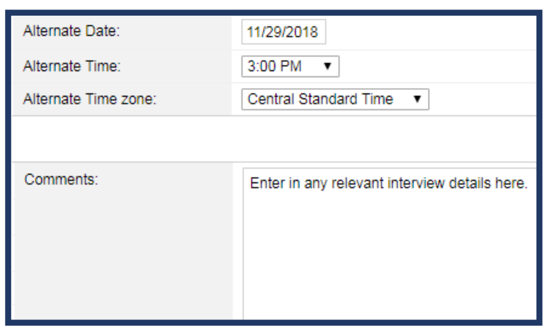




2. Enter in all the required interview information (required items are marked with a red triangle). More information pertaining to the interview will assist the supplier in clearly communicating the expectations to the candidate.

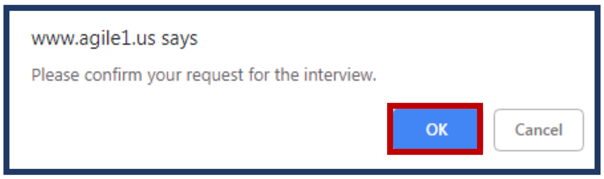
   NOTE: Providing an *Alternate Date/Time* will allow the candidate flexibility and provides less back and forth in terms of scheduling conflicts.





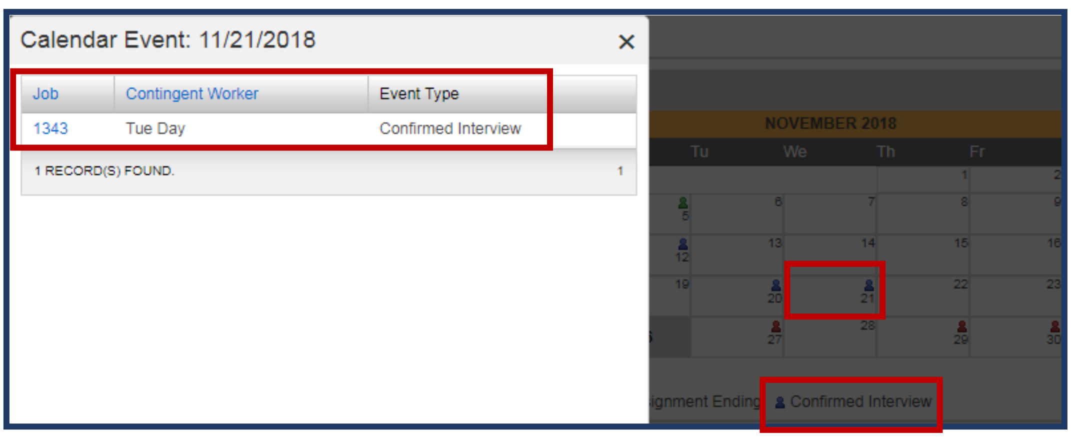
3. Click **"Schedule Interview."**

4. Click "OK" to confirm the interview.



5. Once the interview is submitted, the supplier will then communicate with their candidate the desire for the interview. Based on that conversation, the supplier will either accept or reject the interview requisition and the requisitioning manager will receive notification.

   NOTE: The **Calendar** widget will also be updated.



6. A color legend is located below the calendar which allows you to view more detail about the calendar event. Click on the date the above pop-up will appear. **The Calendar** quadrant is informational only.

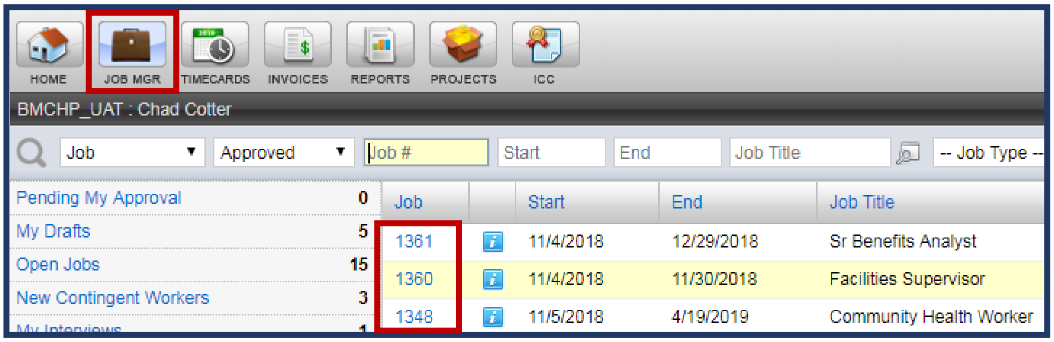
The Candidate Selection Process

Once you have made your selection after reviewing a resume and/or interviewing, click on the radio button to the left of the candidate's name and click the **Engage** button.

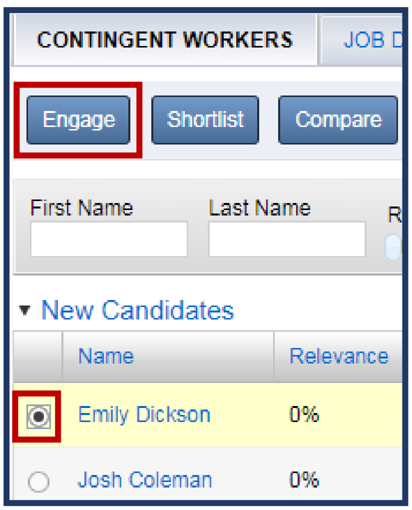
Click the radio button to the left of the CW's name yet again and click **Engage**. Confirm that the start date is correct.

This action will trigger notification to the AgileOne Client Services team and they will fully engage the worker.

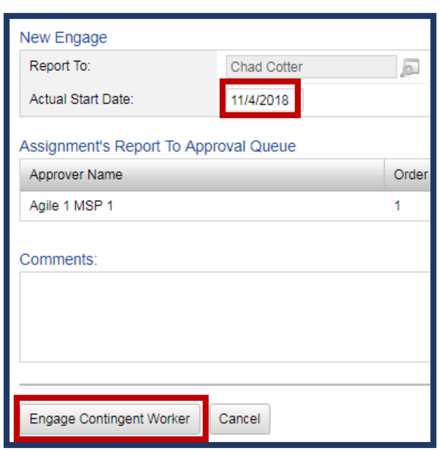
1. Once you are logged into the system, click on the *Job Mgr* module at the top of the module banner, click on **Open Jobs** and search for the requisition that's being filled. Select the *Job ID* number.



2. Go to the *Contingent Worker* tab on the request and select the radio dial to the left of the candidate's name; click **"Engage."**



3. Select the radio dial again and click **"Engage"** again. You will then be routed to the page shown below.



4. Enter the *Actual Start Date* and any necessary *Comments*.

5. Click **"Engage Contingent Worker."**

6. Once an offer has been extended, this will notify the supplier and the MSP that the necessary screenings should be completed. The MSP team will then coordinate and validate that the screenings are completed by the supplier and will then "activate" the worker's assignment in AccelerationVMS.

   NOTE: **Contingent workers cannot start on assignment until all of their required screenings have been completed and have cleared by the Program Management Team.**

Time & Expense Approval

General Information

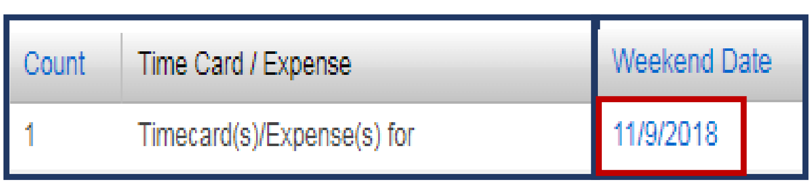
Once your contractor has submitted their timesheet (and/or expenses), you will receive an email notification stating you have a timesheet pending your approval.

You will need to log into AccelerationVMS, review the timesheet and either approve or reject it. Details on how to complete this task are outlined below.

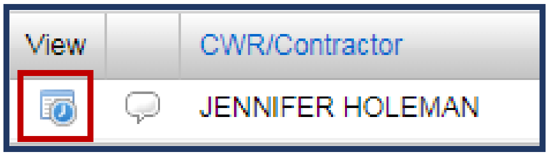
Timecards

1. Once you are logged into the system, click on the **Timecard and Expense Approval** link located under the **To Do List**.

2. Click on the link under the *Weekend Date* column.

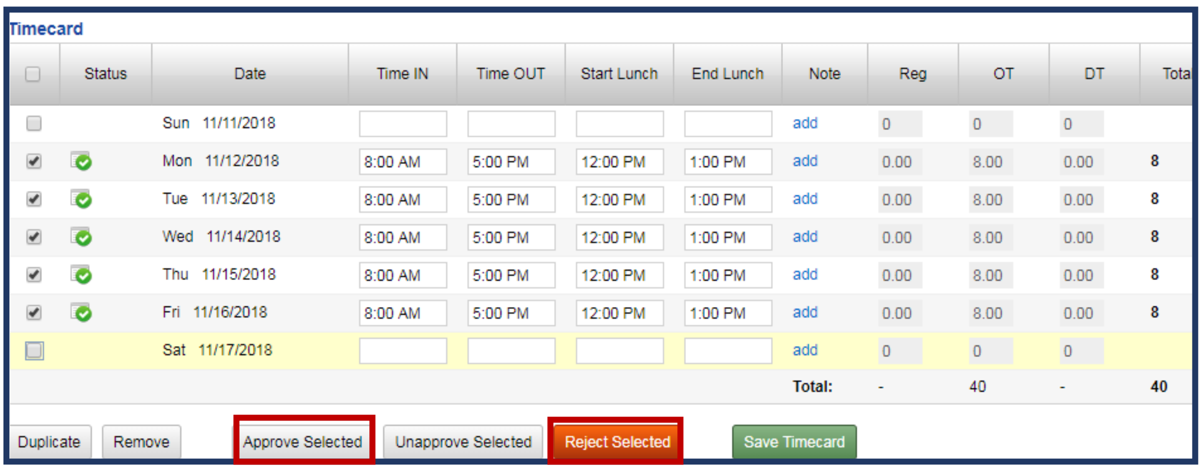


3. Next, click on the “View” icon to review the timecard in detail.



4. Review the timecard in full and make the appropriate approval or reject selection. Prior to taking any action, check the boxes to the left of the *Status* column to ensure you have reviewed each line item. To check all boxes at once, select the top checkbox under *Timecard*.

   NOTE: *If a timecard is to be rejected, comments are required.*



Timecard

	Status	Date	Time IN	Time OUT	Start Lunch	End Lunch	Note	Reg	OT	DT	Tota
		Sun 11/11/2018					add	0	0	0	
		Mon 11/12/2018	8:00 AM	5:00 PM	12:00 PM	1:00 PM	add	0.00	8.00	0.00	8
		Tue 11/13/2018	8:00 AM	5:00 PM	12:00 PM	1:00 PM	add	0.00	8.00	0.00	8
		Wed 11/14/2018	8:00 AM	5:00 PM	12:00 PM	1:00 PM	add	0.00	8.00	0.00	8
		Thu 11/15/2018	8:00 AM	5:00 PM	12:00 PM	1:00 PM	add	0.00	8.00	0.00	8
		Fri 11/16/2018	8:00 AM	5:00 PM	12:00 PM	1:00 PM	add	0.00	8.00	0.00	8
		Sat 11/17/2018					add	0	0	0	
							Total:	-	40	-	40

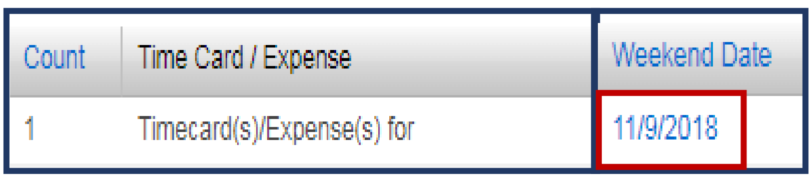
Duplicate | Remove | Approve Selected | Unapprove Selected | Reject Selected | Save Timecard

If hours on a timesheet are incorrect, please reject the timesheet by clicking the **“Reject Selected.”** Once comments are entered, click **“Submit Comment.”**

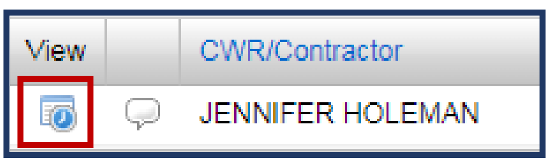
Expenses

1. Once you are logged into the system, click on the **Timecard and Expense Approval** link located under the **To Do List**.

2. Click on the link under the *Weekend Date* column.

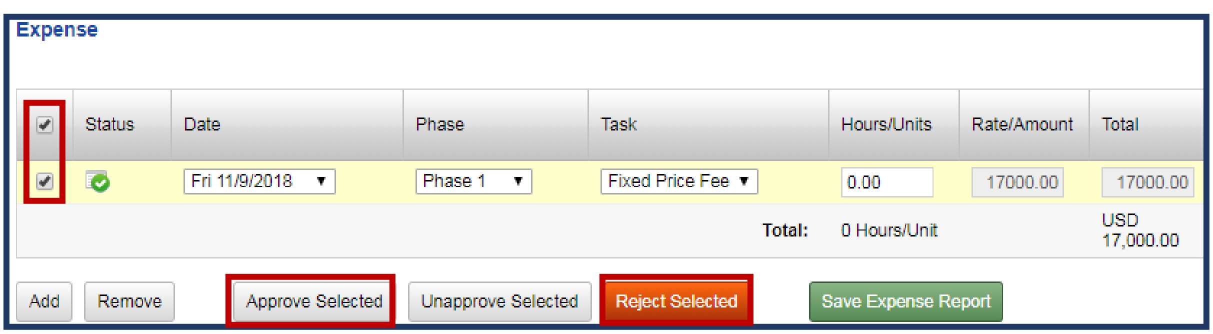


3. Next, click on the "View" icon to review the expense in detail.



4. Review the expense sheet in full and make the appropriate approval or reject selection. Prior to taking any action, check the boxes to the left of the *Status* column to ensure you have reviewed each line item. To check all boxes at once, select the top checkbox.

   NOTE: *If an expense is to be rejected, comments are required.*

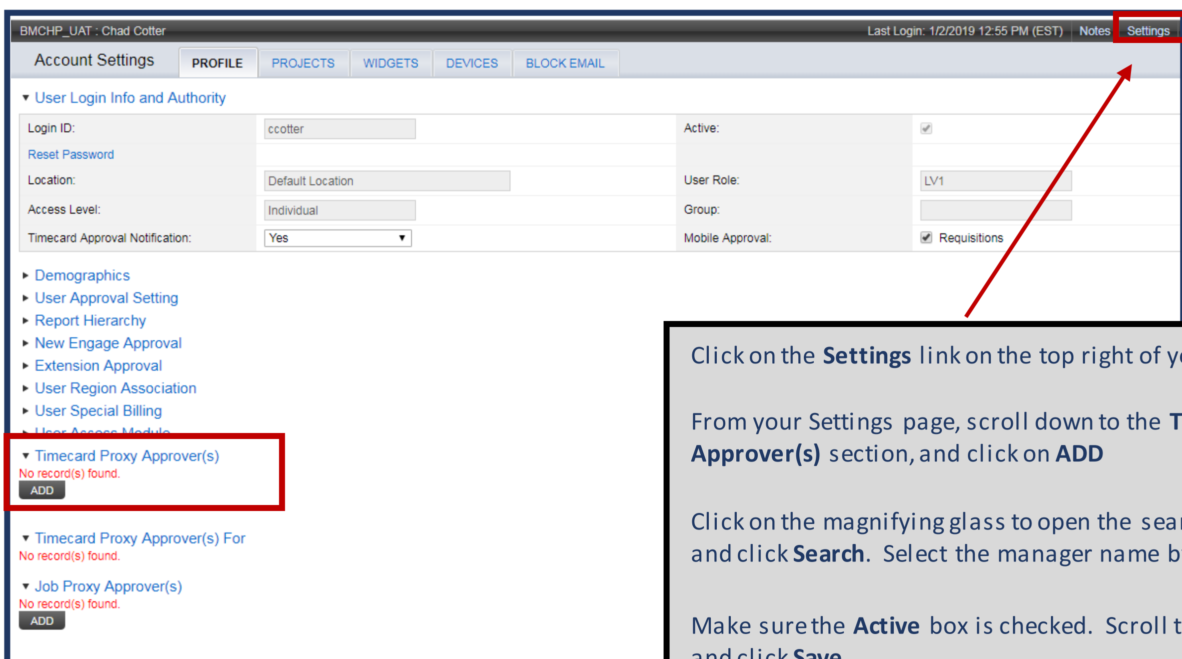


If any items on an expense sheet are incorrect, please reject the expense by clicking the **“Reject Selected.”** Once comments are entered, click **“Submit Comment.”**

Managing Assignments

Timecard Proxy Approvers:

If you will be out of the office or unavailable to approve time and/or expenses for your worker, you can set up a backup/proxy timecard approver.

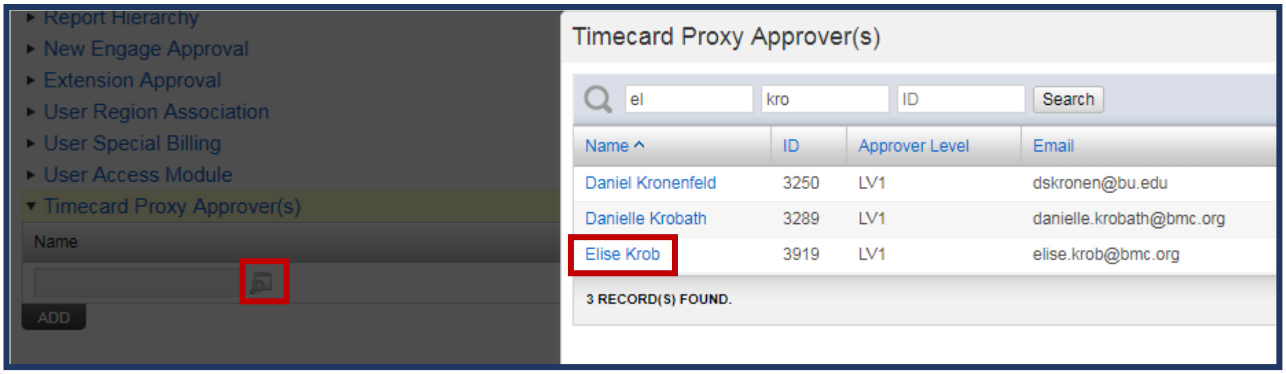


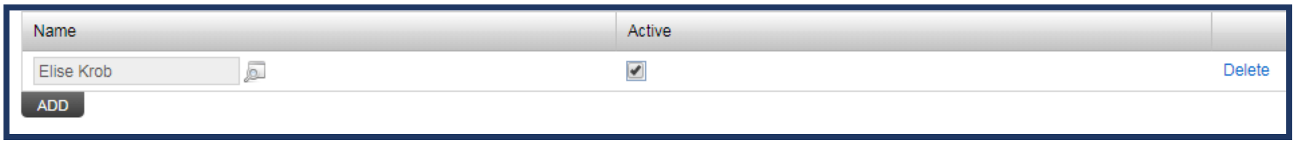
Click on the **Settings** link on the top right of your screen

From your Settings page, scroll down to the **Timecard Proxy Approver(s)** section, and click on **ADD**

Click on the magnifying glass to open the search box. Enter the name and click **Search**. Select the manager name by clicking on it.

Make sure the **Active** box is checked. Scroll to the bottom of the page and click **Save**.



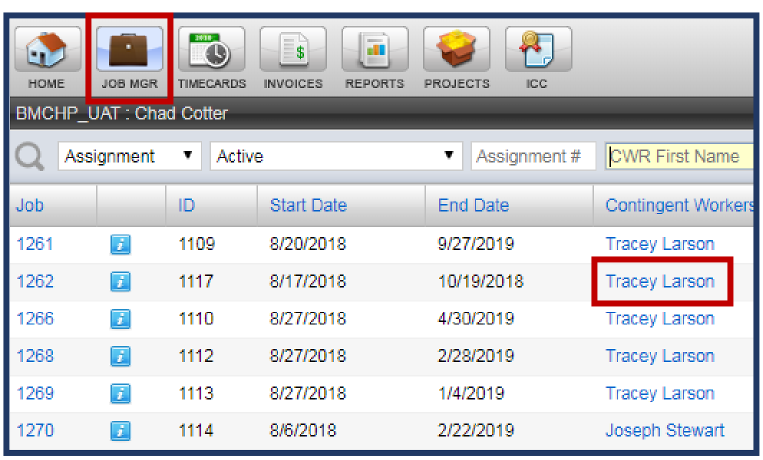


Extending an Assignment

General Information

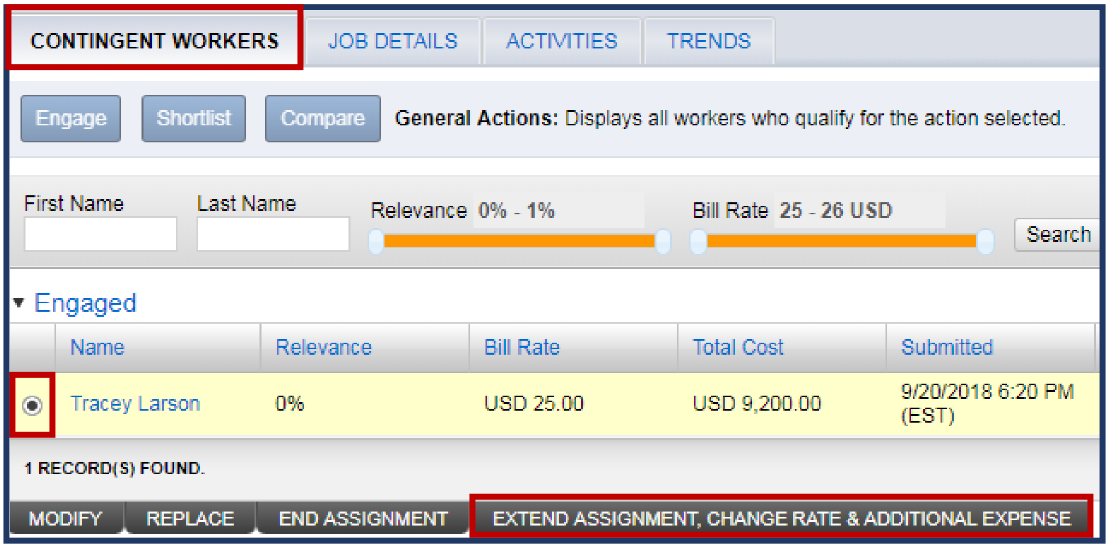
As a Hiring Manager, you will receive system generated e-mail notifications at 60 days, 30 days, 15 days, 7 days, and 1 day prior to an assignment ending. You will also see a link on your **To Do List** titled **Assignments Ending in 30 days**. By clicking on this link, the system will give you a summary of all assignments scheduled to end within 30 days. If the scheduled end date is correct, please let the AgileOne team know that you will not be extending. If however, you would like to extend their assignment end date, you can submit the extension via Acceleration.

1. Once you are logged in, click on the *Job Mgr* module at the top of the module banner and search for the assignment that needs extended. Once the assignment has been found, click on the Contingent Worker's name and then click the *Contingent Workers* tab.



2. Click the radio dial to the left of the contingent worker's name and click **"Extend Assignment, Change Rate & Additional Expense."**

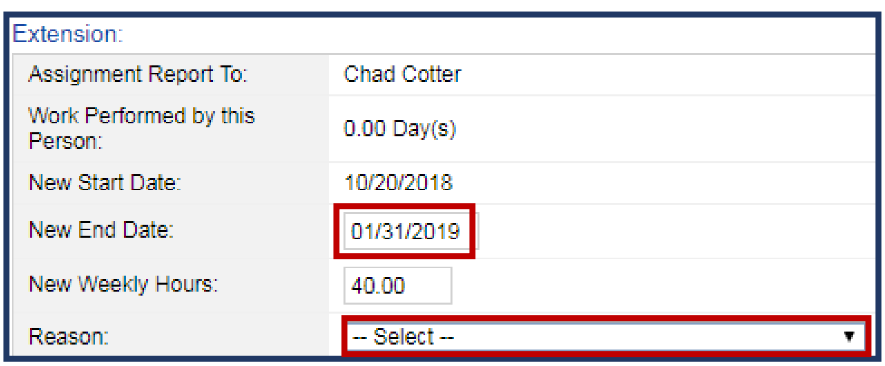
   NOTE: *Clicking this button does not require you to complete all of the different actions, but it does allow the user to make a decision as to what needs to be changed on the assignment.*



3. Select the **"Edit"** option pertaining to the change being made.

4. Enter in the **New End Date** and select a reason from the drop down.

   NOTE: *When submitting an extension, please ensure that the extension end date meets the tenure rules for the worker.* ***Refer to the tenure policy for more information.***



5. Add any additional **Notes to Vendor** or any **Comments** in the applicable fields.

6. Click "**Submit"** when all information is included.

*NOTE: A list of the necessary approvers are posted in the **Job's Requestor Approval Queue** section just below **Estimated Cost** and above the **Note to Vendor** sections.*

Job's Requestor Approval Queue **(Vendor will approve assignment changes**

Approver Name	Approver Level
Chad Cotter	LV1
Lisa Kelly-Croswell	LV1

7. Once all necessary approvals are completed, the supplier (vendor) will be able to review the change details and approve/reject as needed.

Rate Changes

General Information

Rate changes can also be submitted via Acceleration. The process is the same as when you extend an assignment; the only difference is that you will **"Edit"** the *Rate Change* section versus the *Extension* section. Refer to the process above.

1. To make changes to the rate, click the **"Edit"** button and insert the *New Bill Rate* as well as the *Rate Change Effective Date*.

Rate Change:

New Bill Rate:	USD 25.00
Rate Change Effective Date:	10/07/2018

2. To make any changes to the expenditure, click the **"Edit"** button and enter in any **New Expenses** and/or **Additional Spend**.

Additional Expense:

New Expenses:	USD 1000.00
Additional Spend(Reg/OT/DT):	USD 2000.00

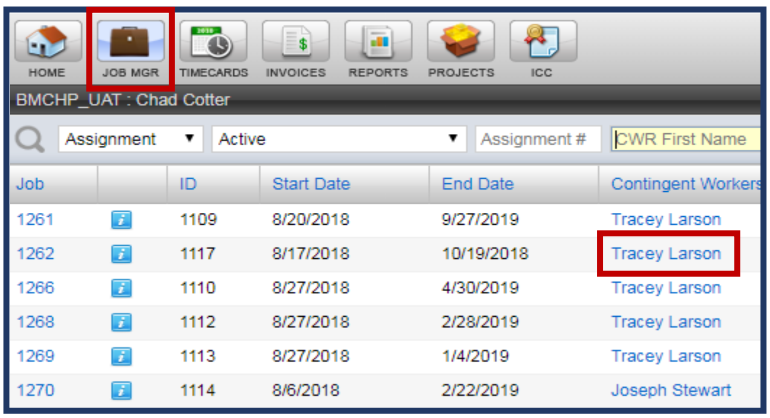
3. Click "**Submit**" when all information is accounted for.

Ending an Assignment

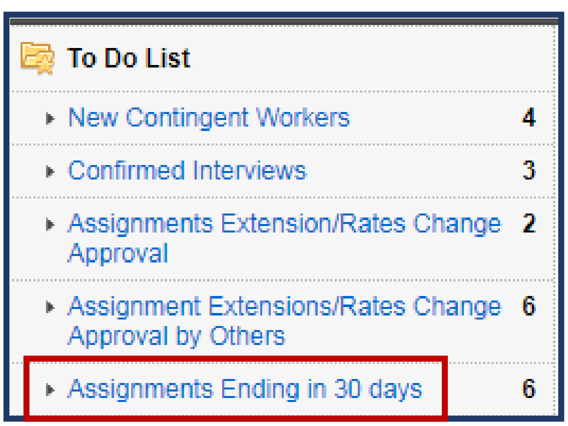
General Information

There may be situations that arise where a contingent worker either voluntarily terminates their assignment or the manager has decided to end their assignment early. In order to end an assignment prior to the originally anticipated end date, the Hiring Manager should complete the following steps in AccelerationVMS. If the manager prefers to coordinate the early termination with the MSP, it is requested that the manager reach out to them as soon as it's known that the contractor will be terminated.

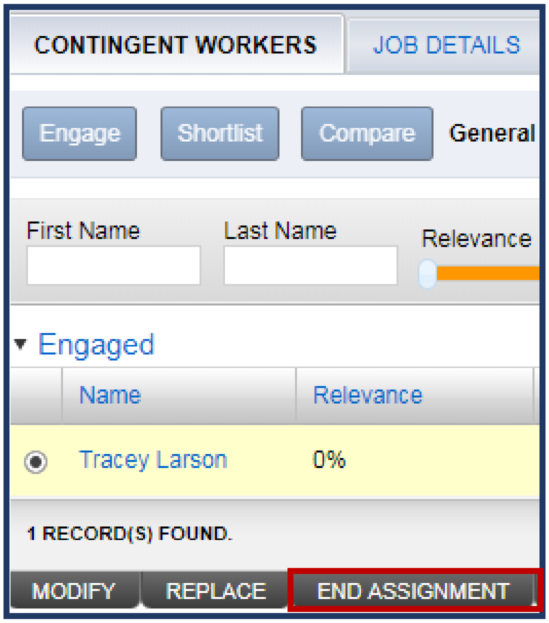
1. Once you are logged in, click on the *Job Mgr* module at the top of the module banner and search for the assignment that needs terminated. Once the assignment has been found, click on the Contingent Worker's name and then click the *Contingent Workers* tab.



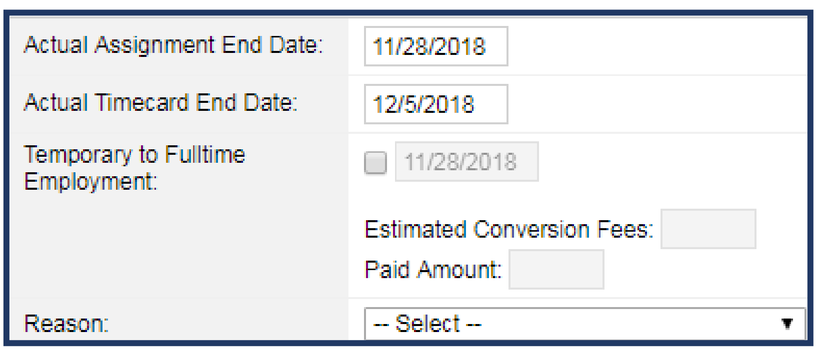
NOTE: *If your contingent worker is slated to end in 30 days or less, the assignment can also be found by clicking the* ***Assignments Ending in 30 days*** *link under your* ***To Do List****.*



2. Click the radio dial to the left of the contingent worker's name and click **"End Assignment."**



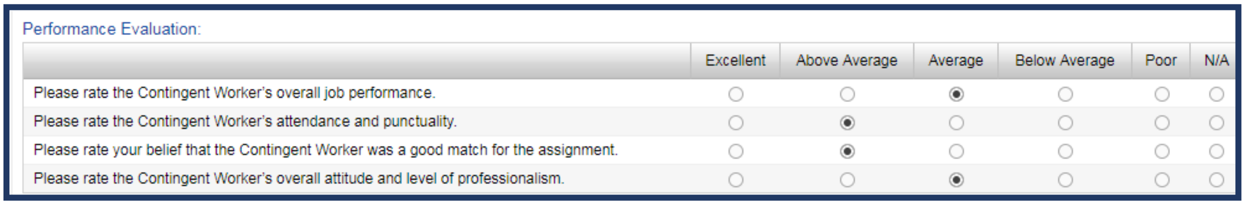
3. Enter the **"Actual Assignment End Date"** and the **"Actual Timecard End Date."** The **Actual Assignment End Date** will automatically reflect to the current date and the timecard end date will be pushed out by one week in order to allow the candidate time to enter their final timecard. Update each field as necessary.



4. Select a *Reason* from the drop-down.

5. Enter in any additional comments to help the supplier understand the reason for the early termination.

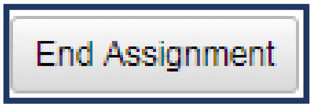
6. Answer the four quick questions related to the *Performance Evaluation*. Filling out this information is helpful for the supplier as well as any future submittals should this contingent worker re-apply for a future requisition (positive or negative).



Performance Evaluation:

	Excellent	Above Average	Average	Below Average	Poor	N/A
Please rate the Contingent Worker's overall job performance.	○	○	◉	○	○	○
Please rate the Contingent Worker's attendance and punctuality.	○	◉	○	○	○	○
Please rate your belief that the Contingent Worker was a good match for the assignment.	○	◉	○	○	○	○
Please rate the Contingent Worker's overall attitude and level of professionalism.	○	○	◉	○	○	○

7. Click "End Assignment" once all information is fully completed.

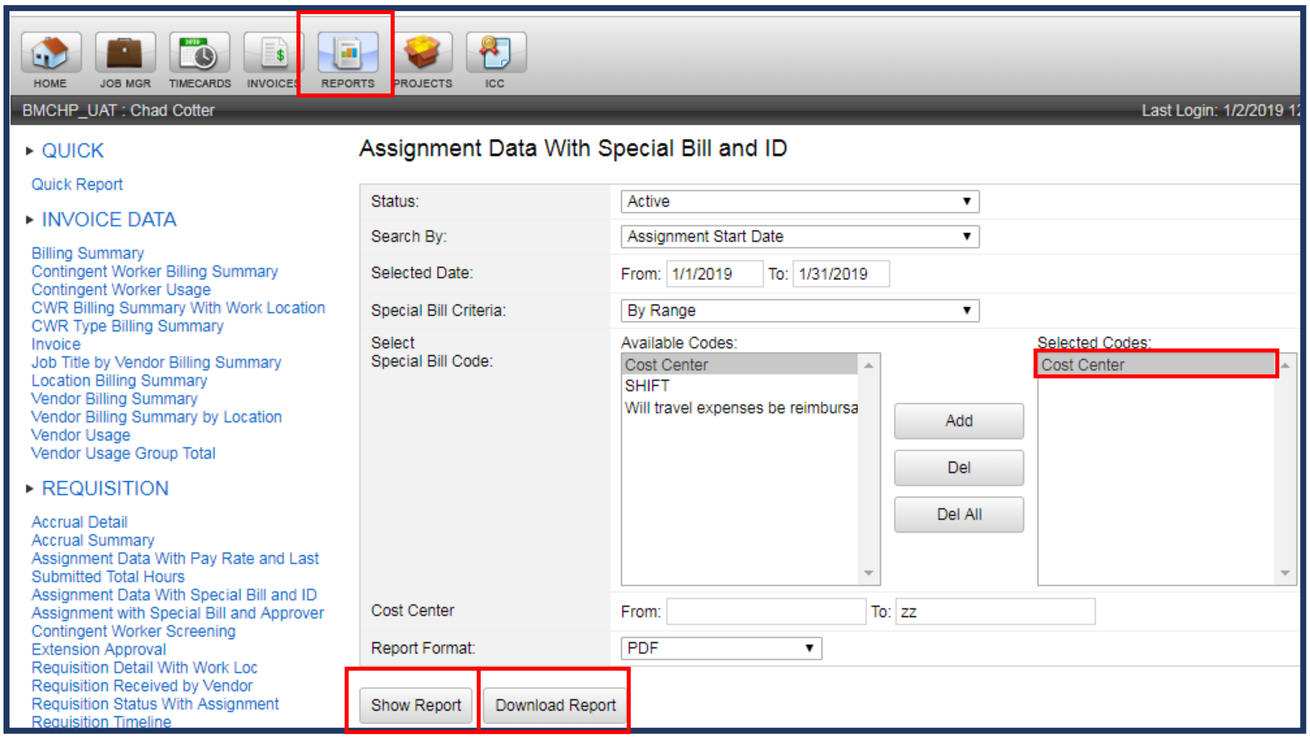


Reporting

General Information

There are a variety of reporting options and capabilities available within AccelerationVMS. Within the reporting module, you will notice many Standard reports listed on the left side of your screen. There are five main sections, with detailed reports listed under each heading: Quick, Invoice Data, Requisition, Timecards, and Custom Reports.

> **Tip:** If there is specific information that you would like to report on, please reach out to AgileOne at agile1bostonmedicalcenter@agile1.com. The AgileOne team can help you determine the best report for your needs, and walk you through running it for the first time and saving it as a favorite report for the future.



Once you have selected your report from the left side of your screen, a variety of options will be displayed. You can run each report with various criteria; including Vendor, location, Date, etc.

Note: If your selected report contains the "**Special Bill Code**" section, you must choose at least 1 Special Bill Code, such as Cost Center, to run the report.

You have the ability to report against specific values, or against all. To see all "Cost Centers" for example, leave the "zz" in the **To**: Field. Select **PLAIN EXCEL** as Report Format – this allows you to edit the results most easily to suit your needs. Click on **Show Report** or **Download Report.**

To report against a specific value, such as Cost Center or Shift, you can accomplish this by entering your requested value in the "**From** and **To**" field. For example, if I wanted my report to only show information related to Company Code **12345**, in the **From** field, I would enter **12345,** and in the **To** field I would enter **12345.**