



HRIS Job Role Training

Open Manual Transactions

Forms: LP270

Table of Contents

Introduction	3
Open Manual Transactions	4

Introduction

Open Manual Transaction listing will list OPEN transactions created on the Manual Transactions by Employees (LP70.1) or the Manual Transactions by Plan (LP70.2).

Open Manual Transactions

Open Manual Transactions (LP270)

>> + Add Change - Delete < Previous ? Inquire > Next | Inquire ▾

11

Submit Reports Job Sched Print Mgr

2 Job Name LP270

3 Job Description Open Manual Transactions

 User Name adbowlj Jennifer Bowling

 Data Area/ID TEST

- Parameters

4 Company 1 STATE OF ARIZONA

5 Plan ANNUAL ANNUAL LEAVE PLAN

6 Structure Employee Group LPANUNC1 LP ANN UNCOVERED FT_6.47

7 Processing Group

8 Process Level

9 Report Sequence 1 ▾ Plan;Structure

10 Employee Sequence 1 ▾ Alpha

R=Required, O=Optional

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type LP270 in the White Search Box. Press ENTER on the keyboard.		
2	Job Name Field	R	Enter name of the job		
3	Job Description Field	O	Enter description of the job		
4	Company Field	R	Type '1' in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
5	Plan Field	O	Select the Plan		
6	Structure Employee Group Field	O	Select the Structure group		
7	Processing Group Field	O	Disregard this field – used only by ADOA Central Processing		
8	Process Level Field	O	If applicable, type or select from the drop down menu the specific Process Level to include in the report. If no Process Level is desired, skip this step.		
9	Report Sequence Field	R	Specify the order in which the listing should sort.		Value values include: <ul style="list-style-type: none"> • Plan; Structure • Process Level
10	Employee Sequence Field	O	For reports that will include multiple Employees, type or select from the drop down menu the sequence that should be used to sort the Employees.		Valid Values include: <ul style="list-style-type: none"> • 'A' – Alpha • 'N' – Numeric
11	Add	R	Click Add and the submit report		Retrieve results from your print manager