

The Prompts Summary for the Payroll Warrant Query includes three variables that must all be completed correctly in order to return information.

The Warrant Number must be eleven digits long and the Payee Name is case sensitive and must be entered exactly as it appears on the warrant including spacing and punctuation.

Upon entering the Warrant Number in the value box, either hit the Enter key or select the right arrow button

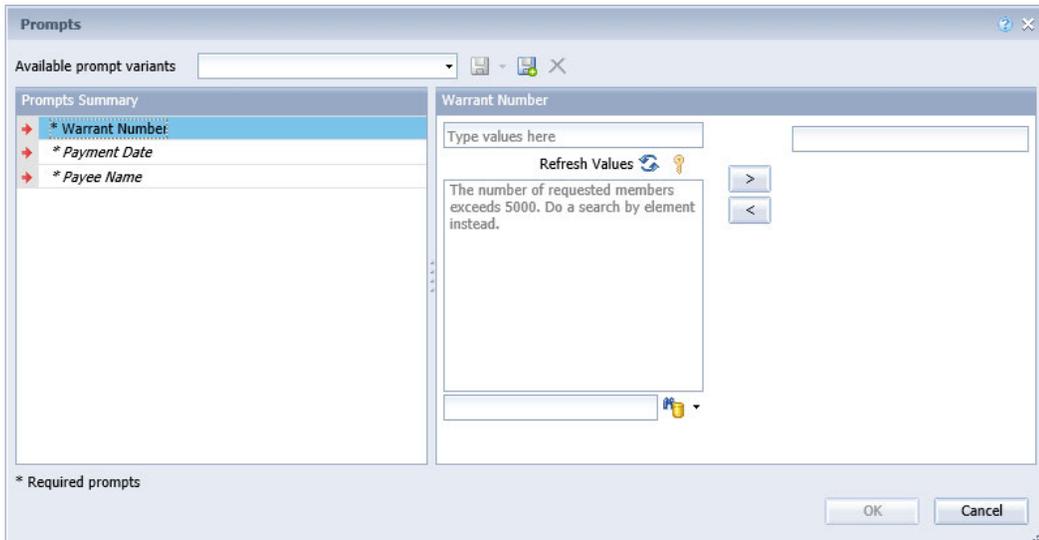


in order to complete the prompt. For the Payee Name, hit the Enter key or the right arrow button

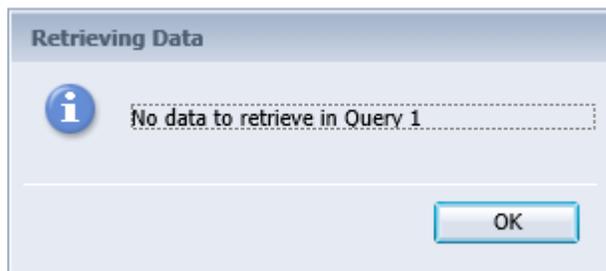


will also have to be selected after completing the value box in order to complete the prompt.

Once the three prompts are completed, select the OK button to run the query.



If any of the data populated in response to the three prompts is incorrect, the following error message will be received.



In order to rerun the report, select the Refresh button  from the Web Intelligence tool bar in order to see the Prompt Variable box again.

In order to input new data for the Prompt Variables, please use the left arrow button  to remove the Warrant Number and Payee Name variables from the previous run of the report. For the Payment Date, by clicking in the Payment Date prompt variable box the date can be highlighted and hit the delete key to remove the date or backspace over the date to remove the previous data entered.