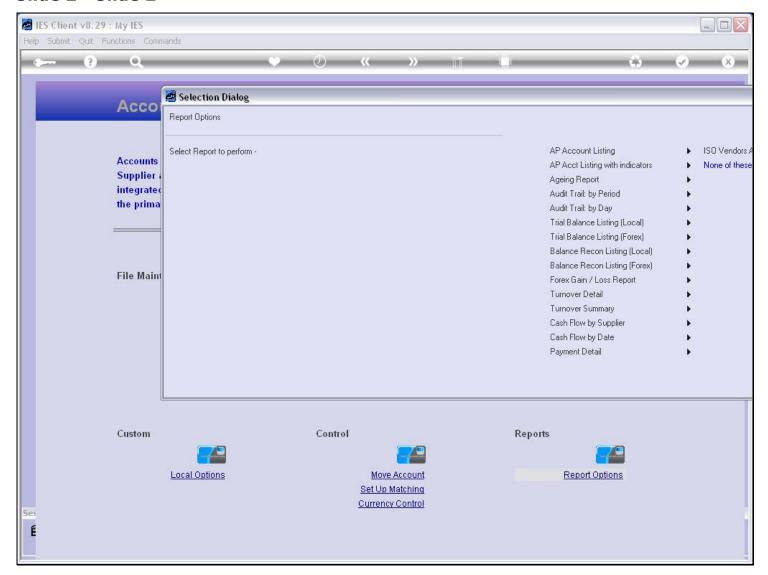**Slide 1 - Slide 1**

Slide notes

Users have access to User Versions of Reports when performing Reports.
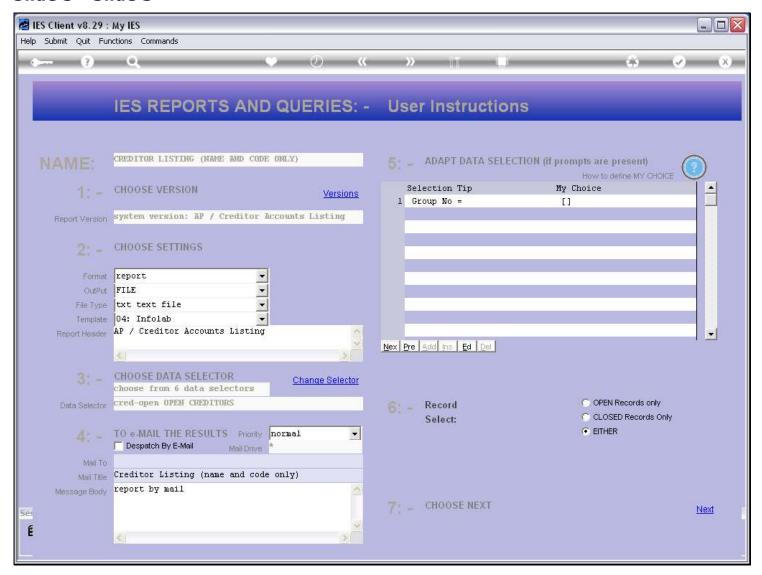
Slide 2 - Slide 2

Slide notes

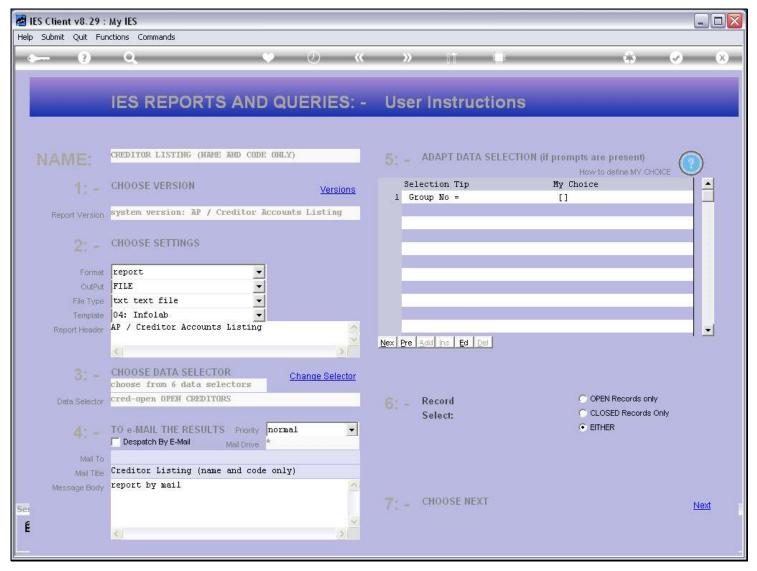Let us select an AP Creditors Listing Report, just as an example.

Slide 3 - Slide 3

Slide notes

Not all, but most Reports pass through this kind of run-time screen where we as Users can exercise a range of choices with regards to the current Report. These choices include data selection criteria, report format, report output, report heading, etc.
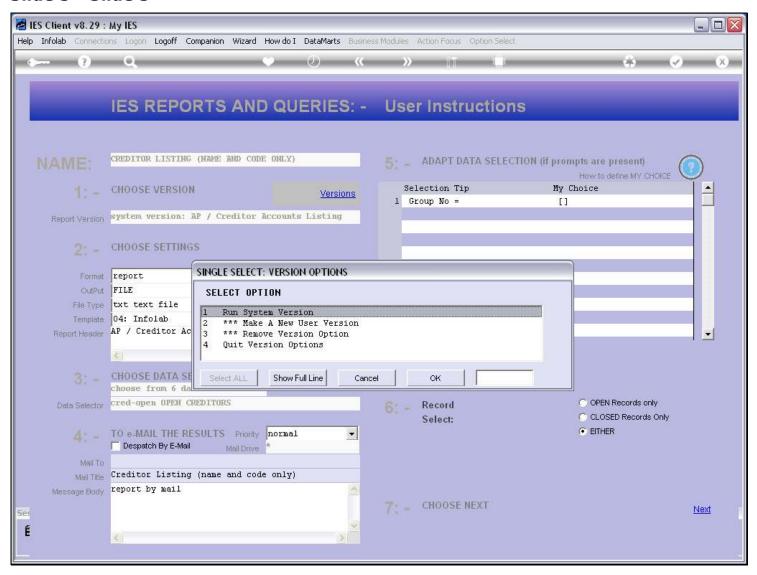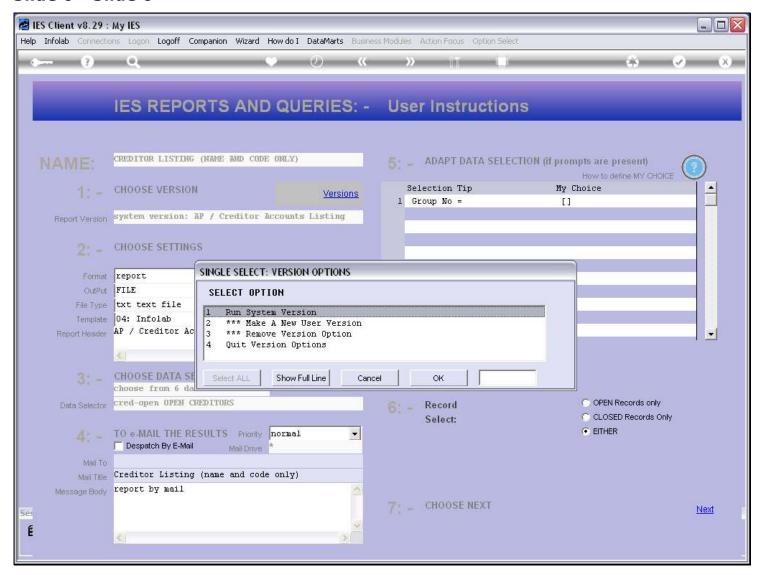
Slide 4 - Slide 4

Slide notes

And most, though not all, Reports have the 'Versions' option enabled. If it is enabled, it means that we, as Users, can use User Versions on this Report. In other words, we can change the Report, add columns, drop columns, re-arrange columns, etc. In fact, we can have multiple versions of the same Report option.

Slide 5 - Slide 5

Slide notes

Slide 6 - Slide 6

Slide notes

The entry point for User Versions is the 'Versions' function on the Report run-time screen.