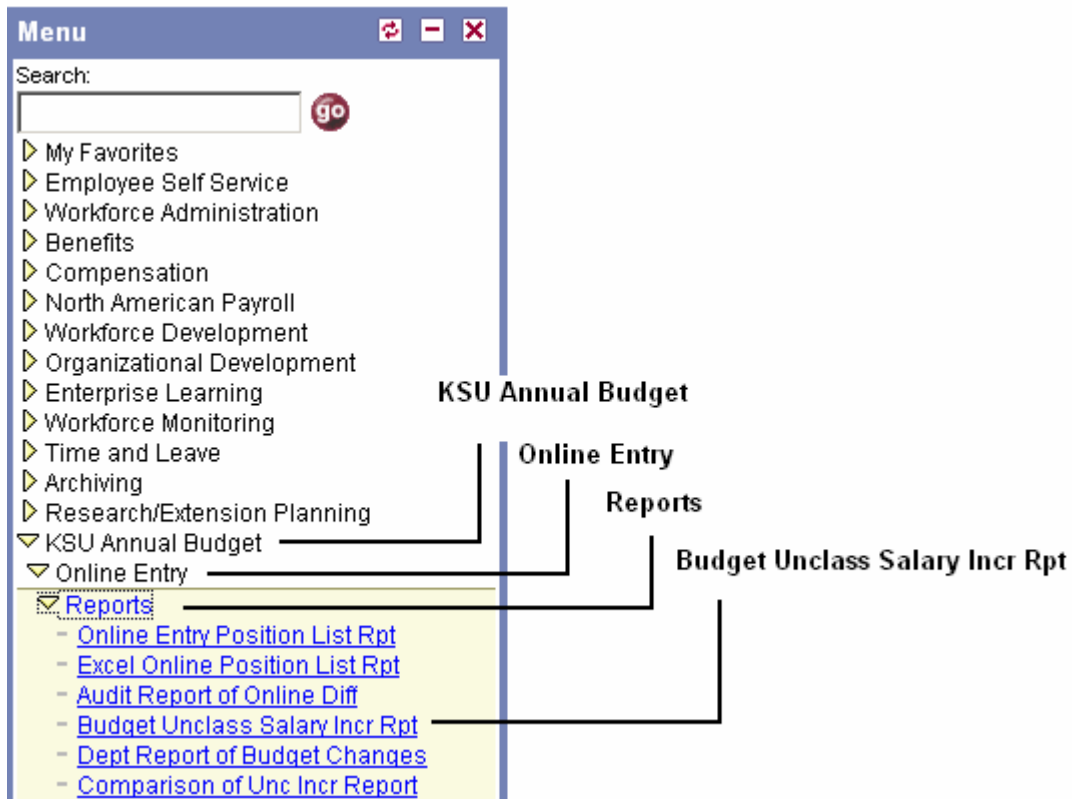


Running / Viewing / Printing Reports

Budget Unclassified Salary Increase

This report provides salary increase information for unclassified budgeted positions. The appropriate time to print this report is immediately after entering/updating unclassified salary information. Normally, unclassified salary information is updated in May or June.

1. Access HRIS Report



2. Select Run Control ID


- * Enter an existing Run Control ID or click on the "Search" button to produce a list of Run Control ID's ... search results will appear. Select a Run Control ID from the list. <Enter>

Budget Uncl Sal Increase

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

If a RUN CONTROL ID DOES NOT EXIST, repeat Step 1. Select "**Add a New Value.**" A "Run Control ID" edit box will appear. Enter a three-digit Run Control ID. Select the "Add" button. Note: This procedure will only need to be done ONE TIME.

The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused over and over for any HRIS report.

HRIS Training Tip: When creating a RUN CONTROL ID, keep the Run Control ID short and use only alphabetical letters or numbers. Some characters (Examples: &, %, *, etc.) take on a special meaning that is not intended and cause problems. If you have a Run Control ID that includes a special character, please discontinue using it.

The Report Request Parameters page will appear.

2. Complete the Report Request Parameters.

- ❖ **Fiscal Year:** Enter Fiscal Year (YYYY)

- ❖ **Department ID or Department Group ID:**
 - **Department ID:** Used to print information for a single department. This identification number will print service code information for all budgeted positions\employees within the department. Example: 367000XXXX
 - Or**
 - **Department Group ID:** This identification number will allow major administrative units to print the report for all the departments within the college or the unit.

- ❖ **Sort by Subunit (Optional):** Click indicator on to sort report by subunits within department. This option is only available to those departments who have created subunits.

The screenshot shows a web form titled "Report Request Parameters" with a light brown header. The form contains four input fields: "Fiscal Year" with the value "2006" and a search icon; "Department Group ID" which is empty and has a search icon; "Department" with the value "3670005050" and a search icon; and "Sort by Subunit (Optional)" which is an unchecked checkbox.

3. **Save and Run the Report**

- * Select "**Save**" to retain selected report parameters.
- * Select "**Run**" to run the report and to access the Process Scheduler Request page.

Runctl Wpos601

Run Control ID: kak [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

Fiscal Year: 2006

Department Group ID:

Department: 3670005050

Sort by Subunit (Optional)

Save [Return to Search](#) **Add**

5. Set Up Process Scheduler Request Page

The following options exist for running, viewing or printing the report:

Web Option

E-Mail Option

To view/print report via the <u>Web</u>:	.	To view/print report via <u>Electronic Mail</u>:
<u>Server Name</u> : PSUNX	.	<u>Server Name</u> : PSUNX
<u>Type</u> : Web	.	<u>Type</u> : E-Mail
<u>Format</u> : PDF	.	<u>Format</u> : PDF
Runs report to the process scheduler.	.	Runs report to e-mail.

Process Scheduler Request

User ID: KKUGLE Run Control ID: kak

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List			
Select	Description	Process Name	Process Type
<input checked="" type="checkbox"/>	Budget Unclassified Salary Inc	WPOS601	SQR Report

Note: In the original image, the 'Type' dropdown is set to 'Email' and the 'Format' dropdown is set to 'PDF' for this entry.

Process List			
Select	Description	Process Name	Process Type
<input checked="" type="checkbox"/>	Budget Unclassified Salary Inc	WPOS601	SQR Report

Note: In the original image, the 'Type' dropdown is set to 'Web' and the 'Format' dropdown is set to 'PDF' for this entry.

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time). After completing the options, select **“OK” to run the report.**

6. View or Print the Report

After selecting "OK" ... HRIS will return to the Report Request Parameters page.

- * **Report Manager** (Page 7) will produce a list of reports that have been set up using the web type on the Process Scheduler Request Page and sent to the process scheduler/report list.

Or

- * **Process Monitor** (Page 10) will provide the status of the report (i.e., initiated, error, success, etc.). This option is used when the email type has been selected on the Process Scheduler Request Page.

Human Resource Information System
Kansas State University

Home | Add to Favorites

Runctl Wpos601

Run Control ID: kak

Report Manager Process Monitor Run

Process Instance: 49837

Report Request Parameters

Fiscal Year: 2006

Department Group ID:

Department: 3670005050

Sort by Subunit (Optional)

Save Return to Search Add

Report Manager - Set Up Report List

- * Status Edit Box = Posted or Blank
- * Select "Refresh" to View Report List
- * If status = Posted ... Select "View" to Access Report/Log Viewer

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'Explorer', 'List', 'Administration', and 'Archives'. Below the tabs is a 'View Reports For' section with the following fields: 'User ID' (KKUGLE), 'Type' (SQR Report), 'Last' (1 Days), 'Status' (Posted), 'Folder', 'Instance', and 'to'. A 'Refresh' button is highlighted with a yellow circle. Below this is a 'Report List' table with columns: 'Select', 'Report ID', 'Prs Instance', 'Report Description', 'Request Date/Time', 'Format', 'Status', 'Details', and 'View'. The table contains three rows of reports. The 'View' link for the first report is circled in red.

Select	Report ID	Prs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	45545	49834	Budget Unclassified Salary Inc	05/11/2005 2:27:45PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	45467	49756	BO Balancing Report	05/11/2005 1:04:42PM	Comma delimited (*.csv)	Posted	Details	View
<input type="checkbox"/>	45391	49677	Budget by Cat/Fund/Dept	05/11/2005 11:19:35AM	Acrobat (*.pdf)	Posted	Details	View

Note: Reports will remain on the "Report List" for 30 days.

Report Manager -Access Report from Report/Log Viewer

- * A Message Log, Trace File, and File Name(s) will appear.
- * To view the report, select the file name ...
wpos601_xxxxx.PDF

Report Detail

Report ID: 45545 **Process Instance:** 49834
Name: WPOS601 **Process Type:** SQR Report
Run Status: Success

Budget Unclassified Salary Inc

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,629	05/11/2005 2:27:58.000000PM CDT
wpos601 .csv	0	05/11/2005 2:27:58.000000PM CDT
wpos601_49834.PDF	1,562	05/11/2005 2:27:58.000000PM CDT
Trace File	1,170	05/11/2005 2:27:58.000000PM CDT

- * To print the report, select the  icon.

Or, select File > Print.

Process Monitor - View Report Status

Use Process Monitor to view the Process List and Run Status.

Runctl Wpos601

Run Control ID: kak [Report Manager](#) **Process Monitor**

Report Request Parameters

Fiscal Year:

Department Group ID:

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

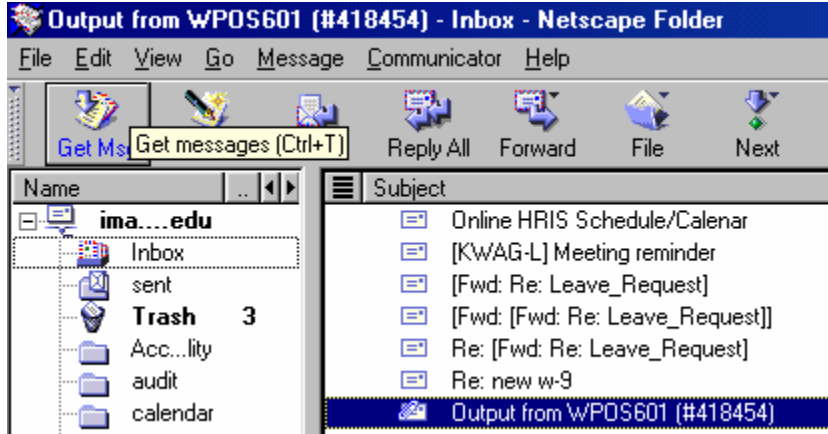
Run Status: Save On Refresh

[Customize](#) | [Find](#) | [View All](#) | 1-6 of 6


Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
49837		SQR Report	WPOS601	KKUGLE	05/11/2005 2:27:46PM CDT	Error	Details
49834		SQR Report	WPOS601	KKUGLE	05/11/2005 2:27:21PM CDT	Success	Details


Process Monitor - View Report Status


- * **When Process Monitor Run Status indicates "Success" open e-mail to view/print report.**



- * **Open the PDF file to view or print the report.**

 wpos601_418454.out	Name: wpos601_418454.out Type: OUT File (application/x-unkno Encoding: base64
--	--

 wpos601_.csv	Name: wpos601_.csv Type: Microsoft Excel Comma Separated Va Encoding: base64
--	---

 wpos601_418454.PDF	Name: wpos601_418454.PDF Type: Acrobat (application/pdf) Encoding: base64
--	--

If an error occurs, please contact the **HELP DESK at 532-7722**. Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).

If you have questions regarding the information displayed in the report -- please call your HR liaison at 532-6277 or Alma Deutsch at 532-1448.