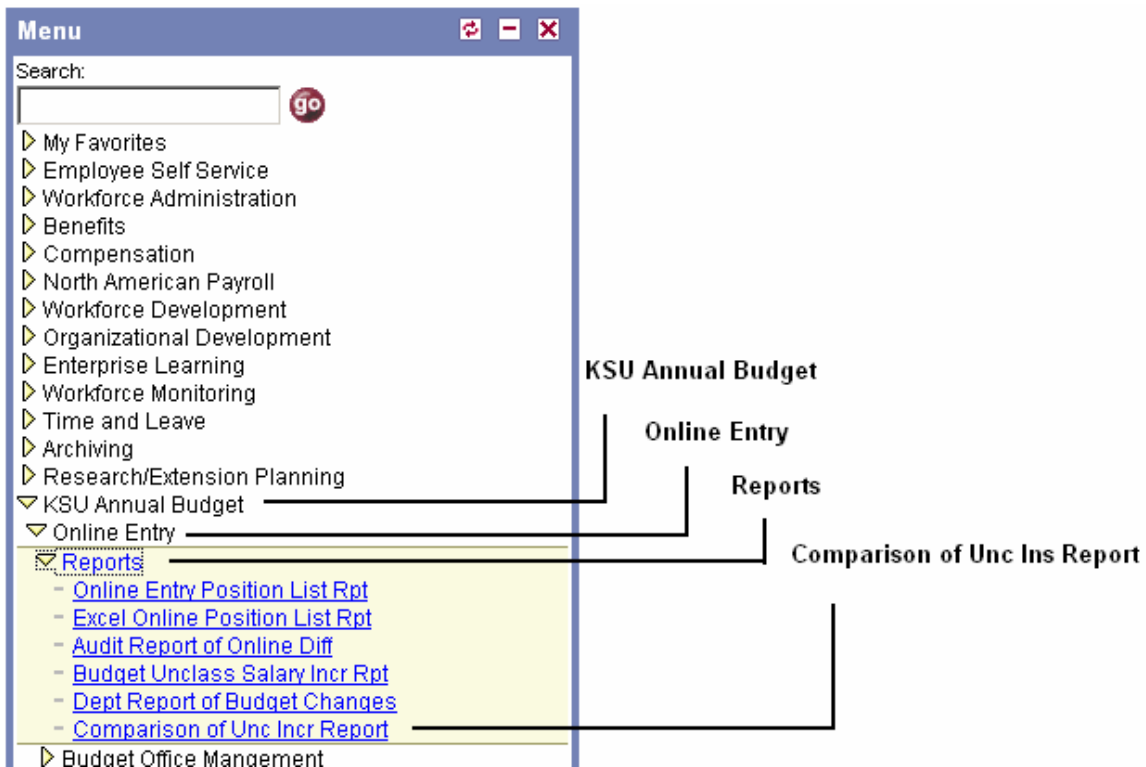


Running / Viewing / Printing Reports

Comparison of Unclassified Increases

This report is used to compare unclassified increases to budget line and fund. The appropriate time to print this report is after changes have been made for the new fiscal year.

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>

Comparison of Unclass Inc.

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](#)

[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.
3. Complete the Report Request Parameters

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

- ❖ **Department ID or Dept Group:**
 - **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**
 - **Dept Group:** This identification number will allow major administrative units to print the report for all the departments within the college or the unit.

Comparison of Unclass Inc.

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

Report Request Parameters

Fiscal Year

DeptID Education Dean of

Dept Group

Comparison of Unclassified Increases

4. 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.

The screenshot shows the 'Human Resource Information System' interface for 'Comparison of Unclass Inc.' at Kansas State University. The page includes a navigation menu with 'Run Control ID: kak', links for 'Report Manager' and 'Process Monitor', and a 'Run' button circled in red. Below this is a 'Report Request Parameters' section with input fields for 'Fiscal Year' (2006), 'DeptID' (3670040010), and 'Dept Group'. The 'DeptID' field is followed by the text 'Education Dean of'. At the bottom of the page, there are three buttons: 'Save' (circled in red), 'Return to Search', and 'Add'.

Human Resource Information System
Kansas State University

Comparison of Unclass Inc.

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

Report Request Parameters

Fiscal Year

DeptID Education Dean of

Dept Group

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

Comparison of Unclassified Increases

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:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Comparison of Unclass Increase	WBUD329	SQR Report	Email	PDF

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Comparison of Unclass Increase	WBUD329	SQR Report	Web	PDF

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.**

Comparison of Unclassified Increases

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 9) 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.

Comparison of Unclass Inc.

Run Control ID: kak

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance:49861

Report Request Parameters

Fiscal Year

DeptID Education Dean of

Dept Group

Comparison of Unclassified Increases 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

Explorer List Administration Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-4 of 4 | [Last](#)

Select	Report ID	Prce Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	45568	49859	Comparison of Unclass Increase	05/11/2005 2:51:57PM	Acrobat (*.pdf)	Posted	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.

Comparison of Unclassified Increases 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 ...
wbud329_xxxxx.PDF

Report Detail

Report ID: 45568 **Process Instance:** 49859
Name: WBUD329 **Process Type:** SQR Report
Run Status: Success

Comparison of Unclass Increase

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,629	05/11/2005 2:52:15.000000PM CDT
wbud329_49859.PDF	6,042	05/11/2005 2:52:15.000000PM CDT
Trace File	651	05/11/2005 2:52:15.000000PM CDT

- * After selecting the PDF file, the report will appear.

- * To print the report, select the  icon.

Or, select File > Print.

Comparison of Unclassified Increases

Process Monitor - View Report Status

Use Process Monitor to view the Process List and Run Status. A report set up using **Type = Email ; Format = PDF** can not be accessed using Report Manager.

Comparison of Unclass Inc.

Run Control ID: kak

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameters

Fiscal Year

DeptID Education Dean of

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](#) | 1-8 of 8

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
49861		SQR Report	WBUD329	KKUGLE	05/11/2005 2:51:59PM CDT	Success	Details
49859		SQR Report	WBUD329	KKUGLE	05/11/2005 2:51:26PM CDT	Success	Details

Comparison of Unclassified Increases 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.**

Subject: Output from WBUD329 (#49861)

Part(s):  2 wbud329_49861.PDF application/octet-stream 8.08 KB 

Message from Process Scheduler running on system raptor, using database HRIS:

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.