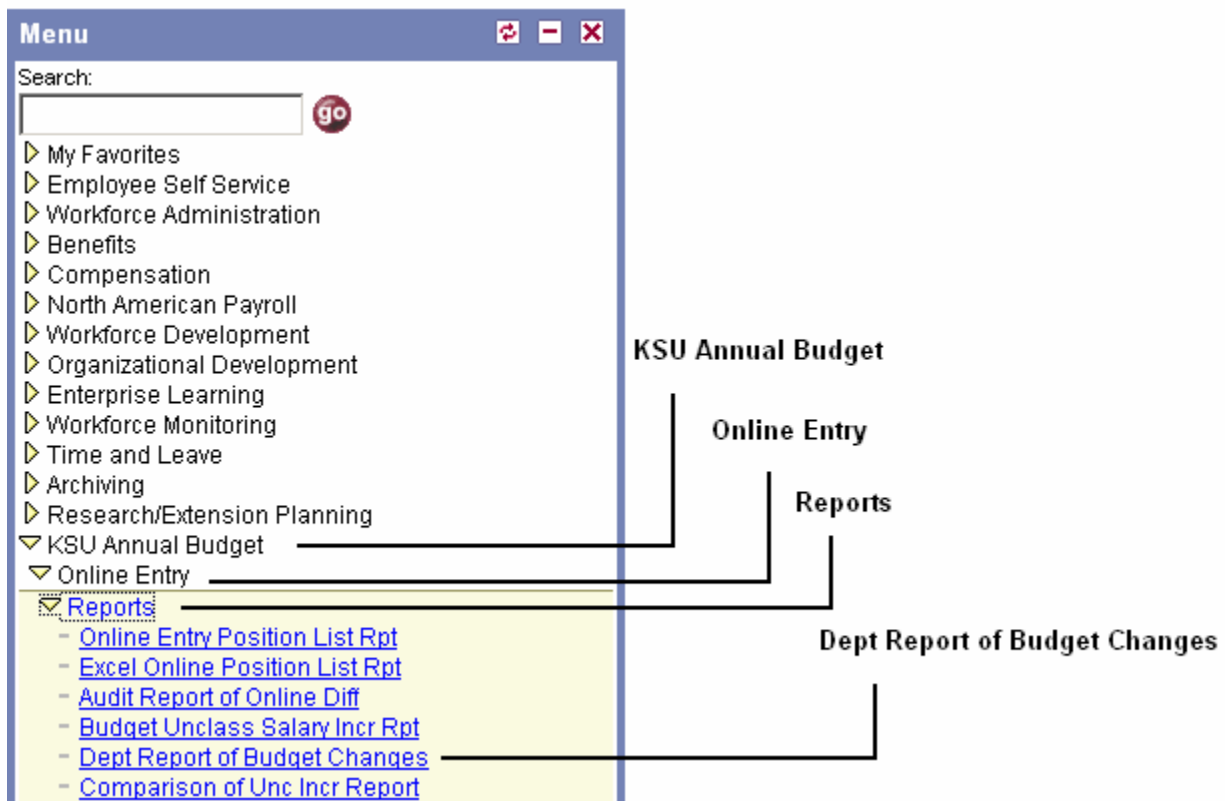


# Running / Viewing / Printing Reports

## Department Report of Budget Changes

This report provides information about the changes that were entered in the budget change area for unclassified, student and OOE budget lines. 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>


### Dept Report of Budget Changes

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](#)

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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 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.

Dept Report of Budget Changes

Run Control ID: kak

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameters

Fiscal Year  

DeptID   Education Dean of

Dept Group  

### 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.

Human Resource Information System  
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Dept Report of Budget Changes

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**

## 5. Set Up Process Scheduler Request Page

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

### Web Option


### E-Mail Option

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


### Process Scheduler Request


User ID: KKUGLE      Run Control ID: kak

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Server Name:       Run Date:  

Recurrence:       Run Time:      

Time Zone:  

Process List			Type	Format
Select	Description	Process Name	Process Type	
<input checked="" type="checkbox"/>	Dept Report of Budget Changes	WBUD315	SQR Report	<input type="text" value="Email"/> <input type="text" value="PDF"/> 

Process List			Type	Format
Select	Description	Process Name	Process Type	
<input checked="" type="checkbox"/>	Dept Report of Budget Changes	WBUD315	SQR Report	<input type="text" value="Web"/> <input type="text" value="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.**

## 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.

Dept Report of Budget Changes

Run Control ID: kak

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance:49868

### Report Request Parameters

Fiscal Year

DeptID   Education Dean of

Dept Group

## 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

Human Resource Information System  
Kansas State University

Explorer List Administration Archives

View Reports For

User ID:  Type:  Last:  Days

Status:  Folder:  Instance:  to:

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-5 of 5](#) | [Last](#)

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	45575	49867	Dept Report of Budget Changes	05/11/2005 3:08:41PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

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 ...  
wbud315\_xxxxx.PDF

### Report Detail

**Report ID:** 45575      **Process Instance:** 49867  
**Name:** WBUD315      **Process Type:** SQR Report  
**Run Status:** Success

Dept Report of Budget Changes

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,629	05/11/2005 3:08:58.000000PM CDT
<a href="#">wbud315_49867.PDF</a>	16,213	05/11/2005 3:08:58.000000PM CDT
<a href="#">Trace File</a>	114	05/11/2005 3:08:58.000000PM 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.

**Dept Report of Budget Changes**

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

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**Report Request Parameters**

Fiscal Year

DeptID   Education Dean of

**Process List** [Server List](#)

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**View Process Request For**

User ID:   Type:  Last:  Days

Server:  Name:   Instance:  to

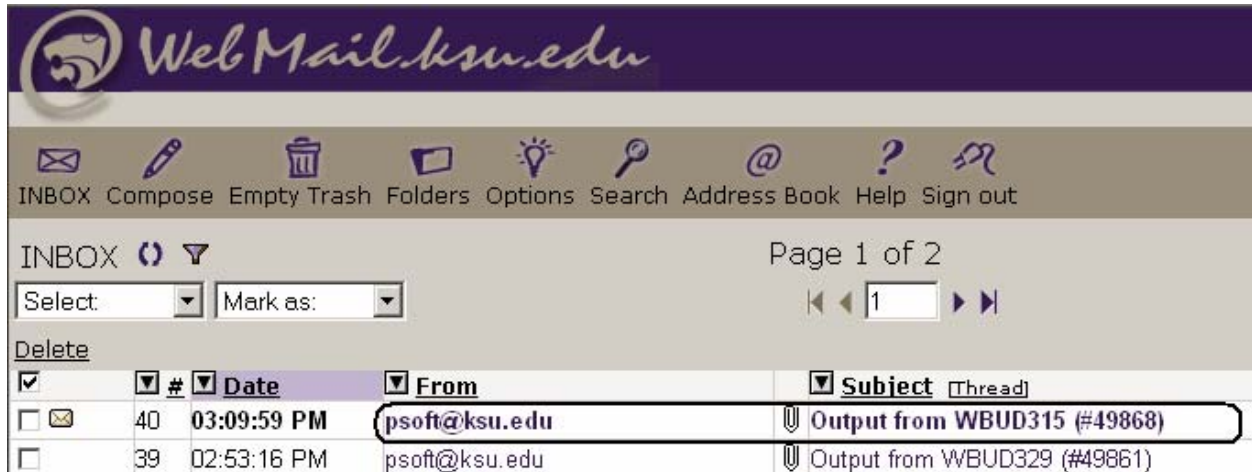
Run Status:   Save On Refresh

[Customize](#) | [Find](#) | [View All](#) |  1-10 of 10

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
49868	SQR Report	WBUD315	KKUGLE	05/11/2005 3:08:43PM CDT	Success	<a href="#">Details</a>
49867	SQR Report	WBUD315	KKUGLE	05/11/2005 3:08:14PM CDT	Success	<a href="#">Details</a>

## Process Monitor - View Report Status

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





The screenshot shows the WebMail.ksu.edu interface. At the top is the logo and navigation menu with icons for INBOX, Compose, Empty Trash, Folders, Options, Search, Address Book, Help, and Sign out. Below the menu is the 'INBOX' section with a filter icon and 'Page 1 of 2'. There are dropdown menus for 'Select' and 'Mark as:'. A 'Delete' link is visible. The email list has columns for checkboxes, ID, Date, From, and Subject. The first row is highlighted, showing ID 40, Date 03:09:59 PM, From psoft@ksu.edu, and Subject Output from WBUD315 (#49868).

<input checked="" type="checkbox"/>	#	Date	From	Subject [Thread]
<input type="checkbox"/>	40	03:09:59 PM	psoft@ksu.edu	Output from WBUD315 (#49868)
<input type="checkbox"/>	39	02:53:16 PM	psoft@ksu.edu	Output from WBUD329 (#49861)

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

**Subject:** Output from WBUD315 (#49868)

**Part(s):**  2 wbud315\_49868.PDF application/octet-stream 21.66 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.