

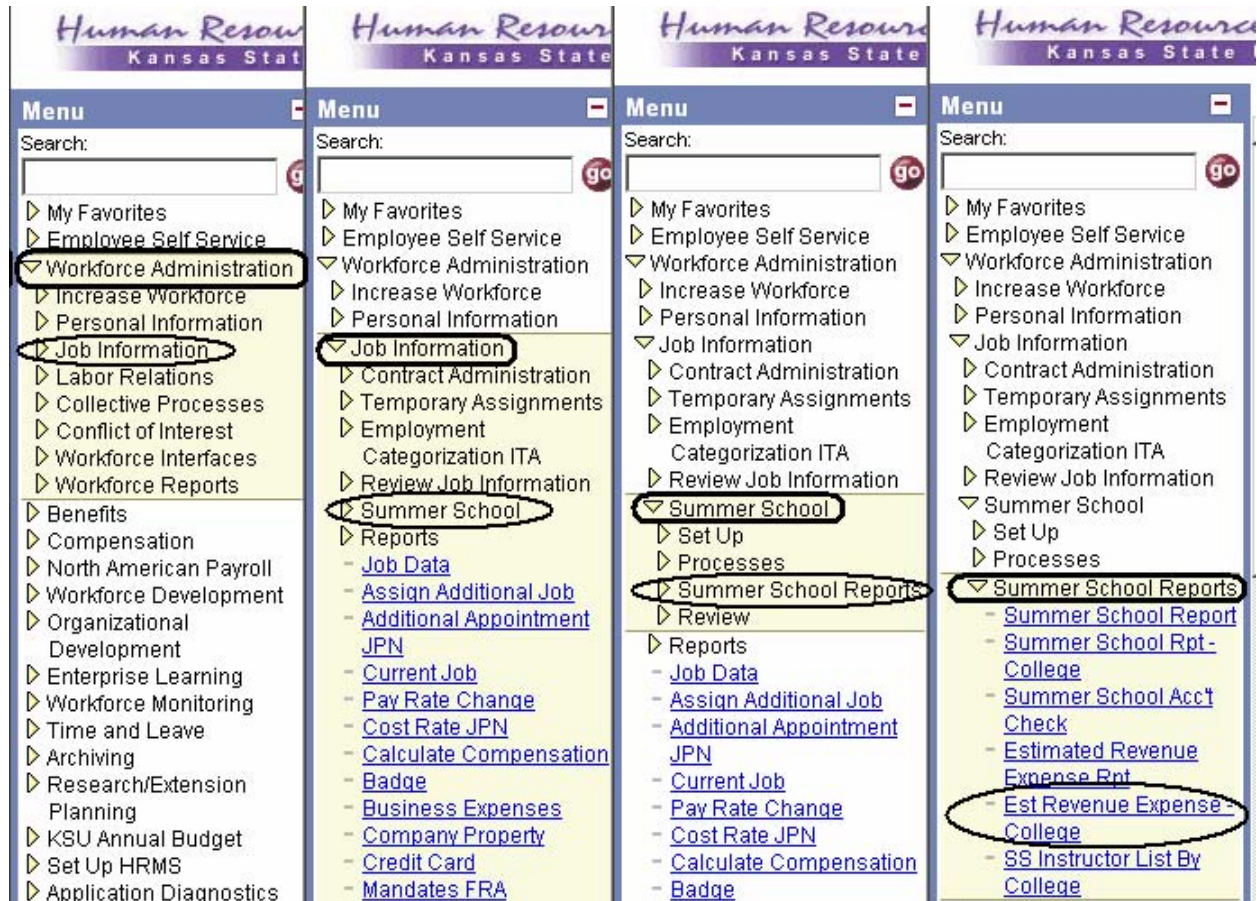
Running / Viewing / Printing Reports

Estimated Revenue Expense- College

This report provides information about estimated revenue and expense by college.

1. Access HRIS Report

- Menu Group: Workforce Administration
- Menu Application: Job Information
- Menu Item: Summer School
- Menu Item: Summer School Report
- Component: **Est Revenue Expense - College**



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>

Human Resource Information System
Kansas State University

Est Revenue Expense - College

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: begins with

Search Clear 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.

College for a Department: 36700XXXXX

Off-campus 'base' courses only: Check box

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Kansas State University



Runctl Wperss8b

Run Control ID: kak

[Report Manager](#)

[Process Monitor](#)

Run

College for a Department:

Arts & Sciences College

Off-campus 'base' courses only

Save

Return to Search

Add

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
Kansas State University

Runctl Wperss8b

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

College for a Department: 3670020010 Arts & Sciences College

Off-campus 'base' courses only

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.

Human Resource Information System
Kansas State University

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	Type	Format
<input checked="" type="checkbox"/>	Revenue/Expense For 1 College	WPERSS8B	SQR Report	<input type="text" value="Email"/>	<input type="text" value="PDF"/>

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Revenue/Expense For 1 College	WPERSS8B	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** 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.

Human Resource Information System
Kansas State University

Runctl Wperss8b

Run Control ID: kak

Report Manager Process Monitor Run

Process Instance:47147

College for a Department: 3670020010

Arts & Sciences College

Off-campus 'base' courses only

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](#) |

Select	Report ID	Pics Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	42994	47147	Revenue/Expense For 1 College	05/02/2005 3:04:46PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	42986	47131	Revenue Expense Report	05/02/2005 2:50:08PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	42970	47114	SS Rpt for a particular colleg	05/02/2005 2:23:45PM	Acrobat (*.pdf)	Posted	Details	View

Status ... Posted

Select "**Refresh**" to view reports that have been processed. Note: May need to select "Refresh" more than once to view report on the list.

After report appears on the list, select "**View**"

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

Report Manager -Access Report from Report Detail

- * A Message Log, Trace File, and File Name(s) will appear.
- * To view the report, select the file name ...
wperss8b_47147.PDF

Report Detail

Report ID: 42994 **Process Instance:** 47147
Name: WPERSS8B **Process Type:** SQR Report
Run Status: Success

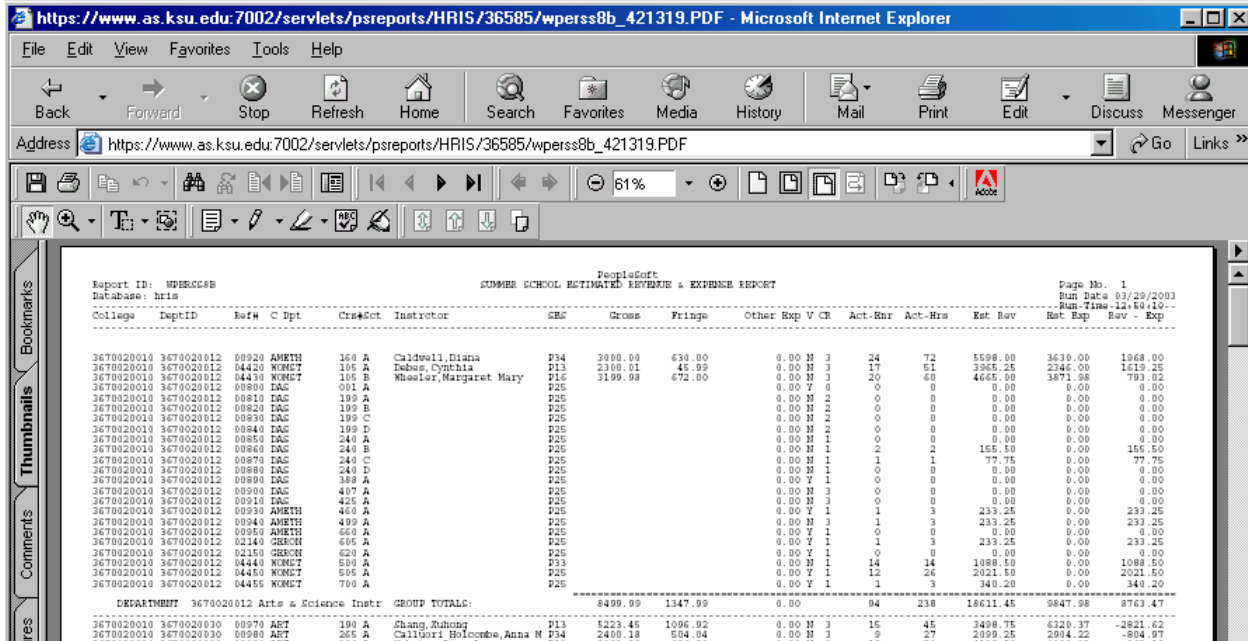
Revenue/Expense For 1 College

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,644	05/02/2005 3:05:03.000000PM CDT
wperss8b_47147.PDF	61,335	05/02/2005 3:05:03.000000PM CDT
Trace File	2,806	05/02/2005 3:05:03.000000PM CDT

Report Manager - Print Report

* To print the report, select the  icon.
Or, select File > Print.



The screenshot shows a Microsoft Internet Explorer window with the address bar displaying the URL: https://www.as.ksu.edu:7002/servlets/psreports/HRIS/36585/wperss8b_421319.PDF. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various navigation and utility icons. The main content area displays a report from 'PeopleSoft' titled 'SUMMER SCHOOL ESTIMATED REVENUE & EXPENSE REPORT'. The report includes a header with 'Report ID: WPERSS8B', 'Database: hrts', and 'Page No. 1'. The report data is presented in a table with columns for College, DeptID, Ref#, C Upt, Crsdct, Instructor, SEC, Gross, Fringe, Other Exp V CE, Act-Hrs, Act-Hrs, Est. Rev, and Rev - Exp. The table lists various instructors and their associated revenue and expense data for the summer school period.

College	DeptID	Ref#	C Upt	Crsdct	Instructor	SEC	Gross	Fringe	Other Exp V CE	Act-Hrs	Act-Hrs	Est. Rev	Rev - Exp			
3670020010	3670020012	00920	AMETH	160	A Caldwell, Diana	P34	2000.00	630.00	0.00	N	3	24	72	5598.00	3630.00	1968.00
3670020010	3670020012	04420	KMNET	105	A Debes, Cynthia	P13	2300.01	45.99	0.00	N	3	17	51	3685.25	2346.00	1619.25
3670020010	3670020012	04430	KMNET	105	B Wheeler, Margaret Mary	P15	1199.98	672.00	0.00	N	3	20	60	4465.00	1871.98	793.02
3670020010	3670020012	00800	IAC	001	A	P25	0.00	0.00	0.00	Y	0	0	0	0.00	0.00	0.00
3670020010	3670020012	00810	IAC	199	A	P25	0.00	0.00	0.00	N	2	0	0	0.00	0.00	0.00
3670020010	3670020012	00820	IAC	199	B	P25	0.00	0.00	0.00	N	2	0	0	0.00	0.00	0.00
3670020010	3670020012	00830	IAC	199	C	P25	0.00	0.00	0.00	N	2	0	0	0.00	0.00	0.00
3670020010	3670020012	00840	IAC	199	D	P25	0.00	0.00	0.00	N	2	0	0	0.00	0.00	0.00
3670020010	3670020012	00850	IAC	240	A	P25	0.00	0.00	0.00	N	1	0	0	0.00	0.00	0.00
3670020010	3670020012	00860	IAC	240	B	P25	0.00	0.00	0.00	N	1	2	2	155.50	0.00	155.50
3670020010	3670020012	00870	IAC	240	C	P25	0.00	0.00	0.00	N	1	1	1	77.75	0.00	77.75
3670020010	3670020012	00880	IAC	240	D	P25	0.00	0.00	0.00	N	1	0	0	0.00	0.00	0.00
3670020010	3670020012	00890	IAC	388	A	P25	0.00	0.00	0.00	Y	1	0	0	0.00	0.00	0.00
3670020010	3670020012	00900	IAC	407	A	P25	0.00	0.00	0.00	N	3	0	0	0.00	0.00	0.00
3670020010	3670020012	00910	IAC	425	A	P25	0.00	0.00	0.00	N	3	0	0	0.00	0.00	0.00
3670020010	3670020012	00930	AMETH	460	A	P25	0.00	0.00	0.00	Y	1	1	3	233.25	0.00	233.25
3670020010	3670020012	00940	AMETH	490	A	P25	0.00	0.00	0.00	N	3	1	3	233.25	0.00	233.25
3670020010	3670020012	00950	AMETH	660	A	P25	0.00	0.00	0.00	Y	1	0	0	0.00	0.00	0.00
3670020010	3670020012	02140	GRCON	605	A	P25	0.00	0.00	0.00	Y	1	1	3	233.25	0.00	233.25
3670020010	3670020012	02150	GRCON	620	A	P25	0.00	0.00	0.00	Y	1	0	0	0.00	0.00	0.00
3670020010	3670020012	04440	KMNET	506	A	P33	0.00	0.00	0.00	N	1	14	14	1088.50	0.00	1088.50
3670020010	3670020012	04450	KMNET	506	A	P25	0.00	0.00	0.00	Y	1	12	26	2021.50	0.00	2021.50
3670020010	3670020012	04455	KMNET	700	A	P25	0.00	0.00	0.00	Y	1	1	3	140.20	0.00	140.20
DEPARTMENT 3670020012 Arts & Science Instr							GROUP TOTAL:									
							8409.99	1347.99	0.00		94	238	18111.45	9847.98	8763.47	
3670020010	3670020030	00970	ART	190	A Shang, Wuhong	P13	5223.45	1096.92	0.00	N	3	15	45	3498.75	6220.37	-2821.62
3670020010	3670020030	00980	ART	265	A Callison, Holcombe, Anna M	P34	2400.18	504.94	0.00	N	3	9	27	2099.25	2904.22	-804.97

If an error occurs, please contact the **IT 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.