

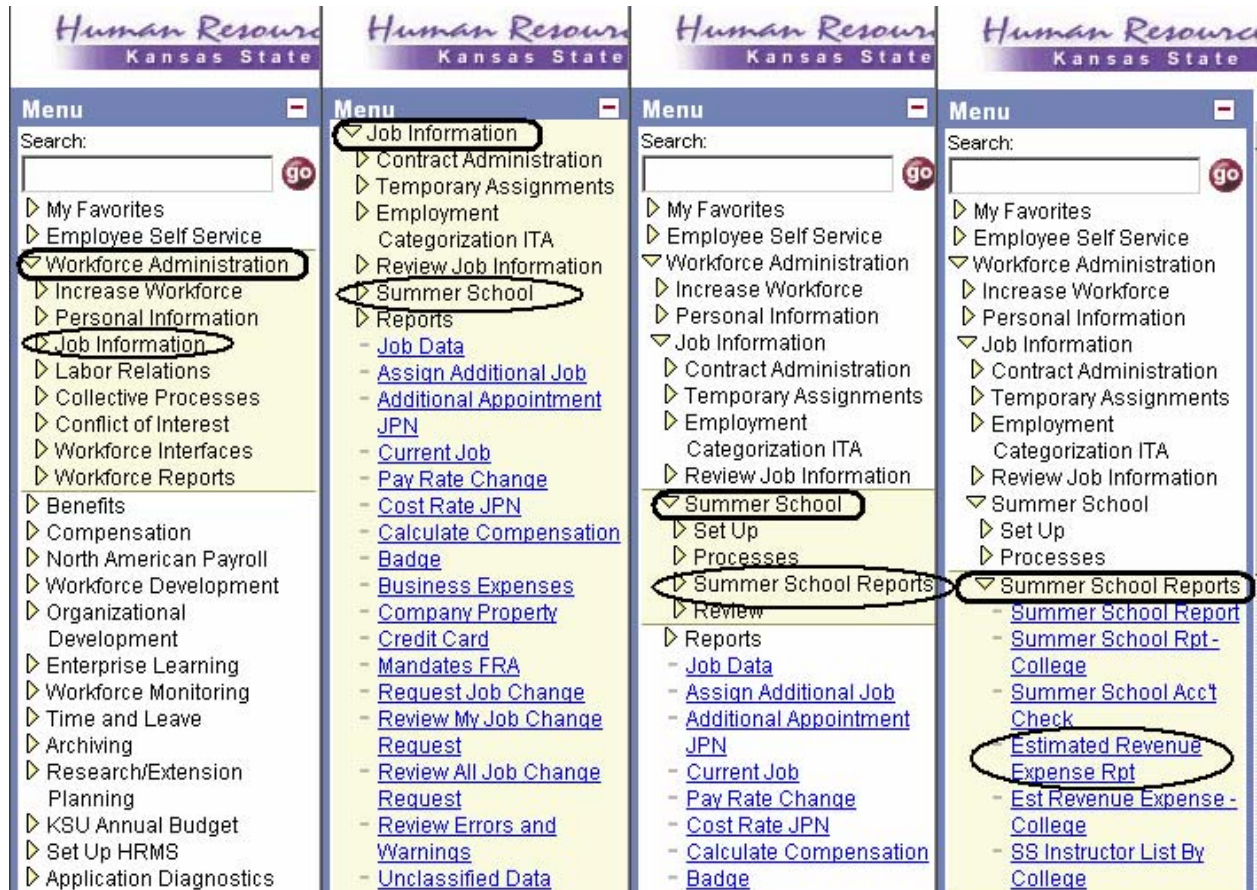
Running / Viewing / Printing Reports

Estimated Revenue Expense Report

This report provides information about estimated revenue and expense.

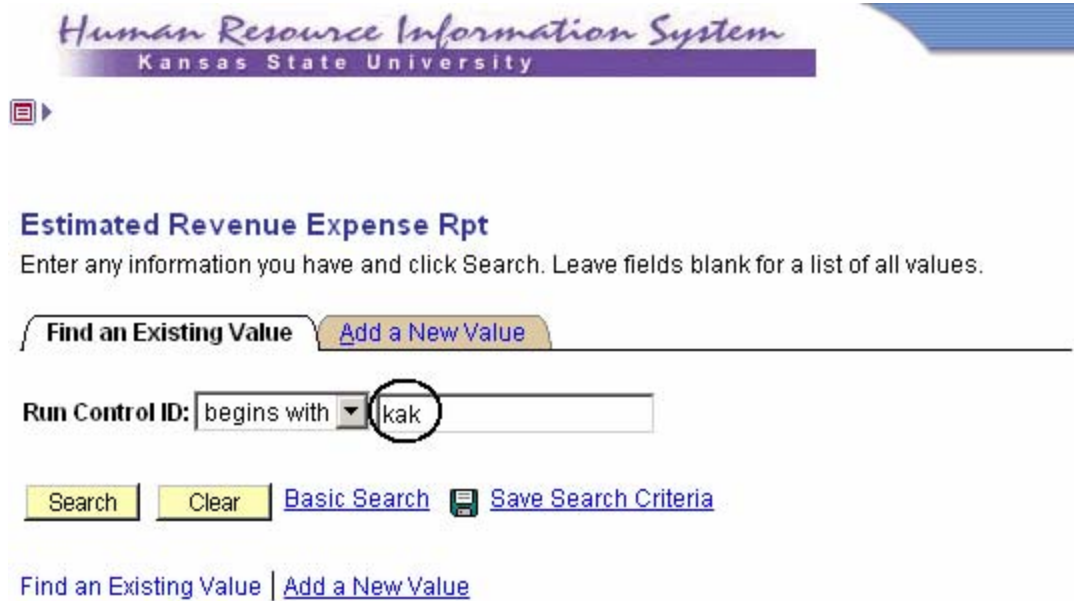
1. Access HRIS Report

Menu Group: Workforce Administration
Menu Application: Job Information
Menu Item: Summer School
Menu Item: Summer School Reports
Component: **Estimated Revenue Expense Rpt**



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>



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Estimated Revenue Expense Rpt
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.

- ❖ Off-campus 'base' courses only: Check box

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Run Control ID: kak

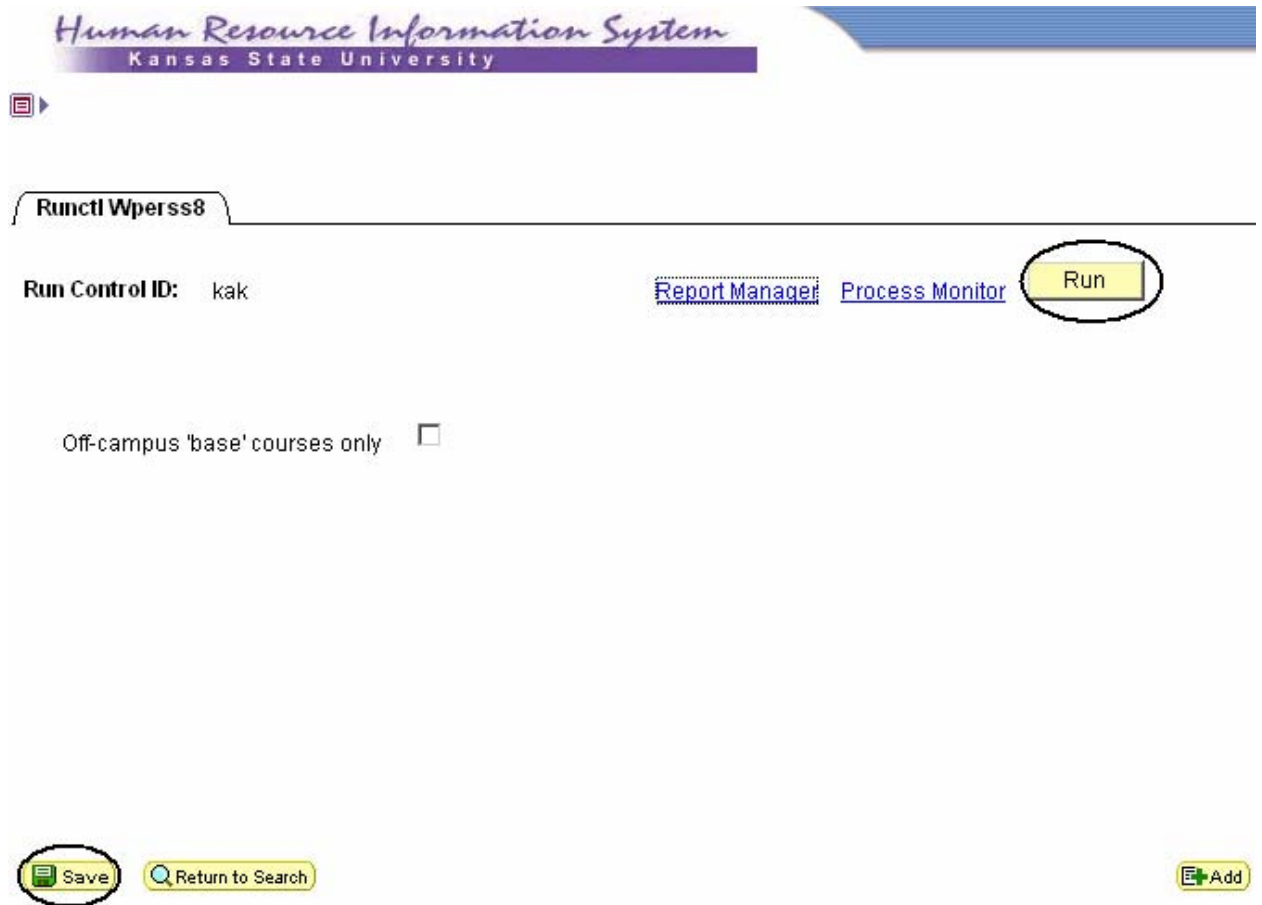
[Report Manager](#) [Process Monitor](#) [Run](#)

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[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.



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> :
Server Name: PSUNX	Server Name: PSUNX
Type: Web	Type: E-Mail
Format: PDF	Format: PDF
Runs report to the process scheduler.	Runs report to e-mail.

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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 Report	WPERSS8	SQR Report	Web	PDF

Process List					
Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Revenue Expense Report	WPERSS8	SQR Report	Email	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 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.

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Runctl Wperss8

Run Control ID: kak

Report Manager

Process Monitor

Run

Process Instance:47131

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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

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Explorer List Administration Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Select	Report ID	Instance	Report Description	Request Date/Time	Format	Status	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 ...
wperss8_47131.PDF
- *

Report Detail

Report ID: 42986 **Process Instance:** 47131
Name: WPERSS8 **Process Type:** SQR Report
Run Status: Success

Revenue Expense Report

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,629	05/02/2005 2:50:25.000000PM CDT
wperss8_47131.PDF	120,935	05/02/2005 2:50:25.000000PM CDT
Trace File	2,775	05/02/2005 2:50:25.000000PM CDT

Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.

https://www.as.ksu.edu:7002/servlets/psreports/HRIS/36586/wperss8_421320.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Messenger

Address https://www.as.ksu.edu:7002/servlets/psreports/HRIS/36586/wperss8_421320.PDF

61%

Report ID: WPERSS8 SUMMER SCHOOL ESTIMATED REVENUE & EXPENSE REPORT Page No. 1
 Database: hriss Sun Date: 03/29/2003
 Run Time: 13:07:43

College	DeptID	Seq#	C	Dpt	Classct	Instructor	SEC	Grass	Fringe	Other	Req V	CR	Act-Rsr	Act-Hrs	Est. Rev	Est. Exp	Rev - Exp
3670015010	3670015050	00740	IAR	762	A	Barnes Jr,Alton A	P25	14676.00	3081.96	0.00	Y	1	9	34	3855.60	17757.96	-13902.36
3670020010	3670015050	00660	PLAN	890	A		P25	0.00	0.00	0.00	Y	1	0	0	0.00	0.00	0.00
3670020010	3670015050	00670	PLAN	895	A		P25	0.00	0.00	0.00	Y	1	3	3	340.20	0.00	340.20
3670020010	3670015050	00680	PLAN	880	A		P25	0.00	0.00	0.00	Y	1	0	0	0.00	0.00	0.00
3670020010	3670015050	00690	PLAN	899	A		P25	0.00	0.00	0.00	Y	0	1	1	113.40	0.00	113.40
3670020010	3670015050	00700	PLAN	899	B		P25	0.00	0.00	0.00	Y	0	0	0	0.00	0.00	0.00
3670020010	3670015050	00710	PLAN	899	C		P25	0.00	0.00	0.00	Y	0	0	0	0.00	0.00	0.00
3670020010	3670015050	00720	PLAN	899	D		P25	0.00	0.00	0.00	Y	0	1	1	113.40	0.00	113.40
3670020010	3670015050	00730	IAR	741	A		P25	0.00	0.00	0.00	Y	1	1	1	113.40	0.00	113.40
3670020010	3670015050	00750	IAR	899	A		P25	0.00	0.00	0.00	Y	1	1	3	340.20	0.00	340.20
DEPARTMENT 3670015050 Landscape Arch/Seg &								GROUP TOTALS:	14676.00	3081.96	0.00		16	43	4876.20	17757.96	-12881.76
3670015010	3670015010	00590	RIND	699	A		P25	0.00	0.00	0.00	Y	1	2	7	544.25	0.00	544.25
3670015010	3670015010	00600	RIND	699	A		P25	0.00	0.00	0.00	Y	1	0	0	0.00	0.00	0.00
DEPARTMENT 3670015010 Arch Planning & Desi								GROUP TOTALS:	0.00	0.00	0.00		2	7	544.25	0.00	544.25
3670015010	3670015020	00610	ARCH	765	A		P25	0.00	0.00	0.00	Y	1	2	4	453.60	0.00	453.60
3670015010	3670015020	00620	ARCH	810	A		P25	0.00	0.00	0.00	Y	1	1	1	113.40	0.00	113.40
3670015010	3670015020	00630	ARCH	830	A		P25	0.00	0.00	0.00	Y	1	0	0	0.00	0.00	0.00
3670015010	3670015020	00640	ARCH	899	A		P25	0.00	0.00	0.00	Y	1	1	1	113.40	0.00	113.40
3670015010	3670015020	00650	ARCH	899	B		P25	0.00	0.00	0.00	Y	1	1	1	113.40	0.00	113.40
DEPARTMENT 3670015020 Architecture								GROUP TOTALS:	0.00	0.00	0.00		5	7	793.80	0.00	793.80
COLLEGE 3670015010 Architecture Plannin								GROUP TOTALS:	14676.00	3081.96	0.00		23	57	6214.25	17757.96	-11543.71

Process Monitor - View Report Status

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

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Runctl Wperss8

Run Control ID: kak

Report Manager **Process Monitor** Run

Off-campus 'base' courses only

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Process List Server List

View Process Request For

User ID: KKUGLE Type: Last: 1 Days Refresh

Server: Name: Instance: to

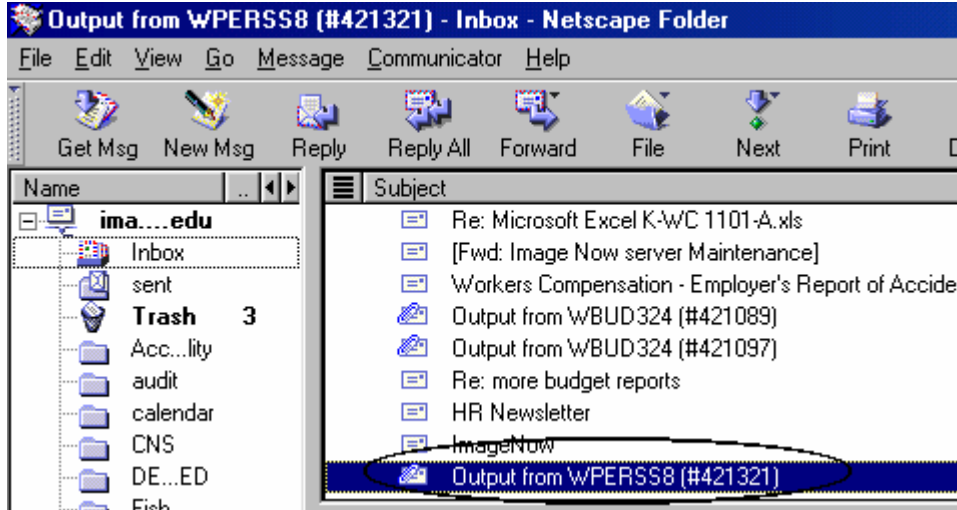
Run Status: Save On Refresh

Customize | Find | View All | First 1-2 of 2 Last


Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
47131		SQR Report	WPERSS8	KKUGLE	05/02/2005 2:49:18PM CDT	Success	Details
47114		SQR Report	WPERSS7B	KKUGLE	05/02/2005 2:18:21PM 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.**

 wperss8_421321.out	Name: wperss8_421321.out Type: OUT File (application/x-unknown-con) Encoding: base64 Download Status: Not downloaded with message
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 wperss8_421321.PDF	Name: wperss8_421321.PDF Type: Acrobat (application/pdf) Encoding: base64 Download Status: Not downloaded with message
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If an error occurs, please contact the **HELP DESK at 532-6282**. 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.