

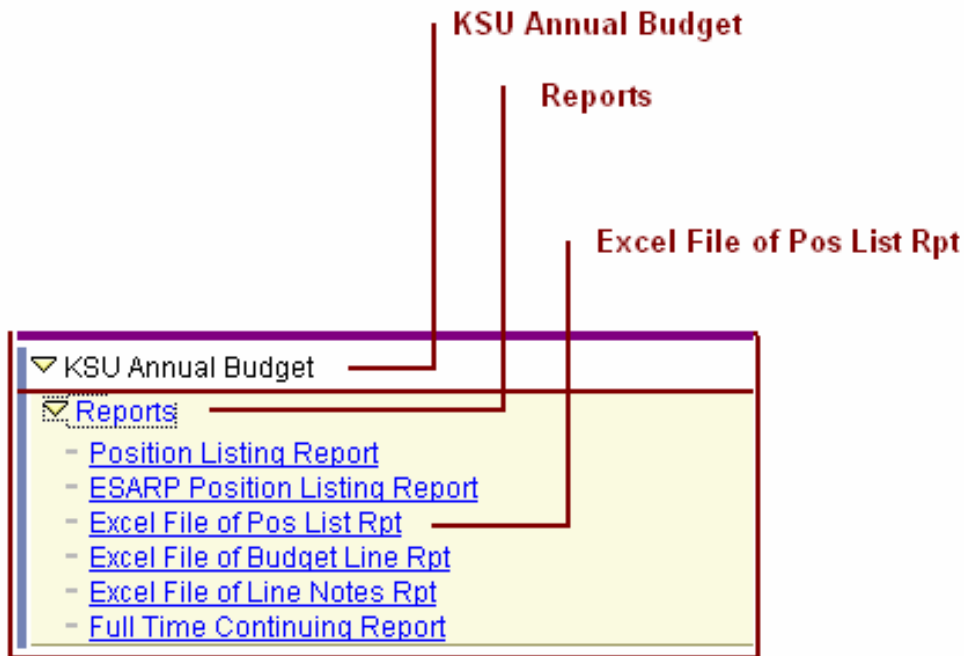
Running / Viewing / Printing Reports

Excel File of Position Listing (WBUD630B)

This report produces budget line/position data in file format and may be ordered at any time. Importing the report to Microsoft Excel allows data to be manipulated.

This report has two versions . . . a detailed version and a condensed version (32 columns of data). Within the report request parameters, there is a “Condensed Report” check box which defaults to “on” for the condensed version. If the checkbox is turned off, the detailed version of the report will run/print.

1. Access Excel File of Position Listing Report




2. Select Run Control ID

- κ 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>

Excel File of Position Listing
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.

Report Request Parameters

Fiscal Year: 2008

Department: 3670020060 Biology

College / Budget Unit:

Department Group ID:

Sub Agency: Main Camp Class Indc: Unclassifd BL Type:

Print Benefits
 Print Employees with Bonds Only
 Print Classified Salaries
 Condensed Report **New Option**

Fiscal Year: Fiscal Year

Print Benefits: Option to display benefit totals (i.e., retirement, OASDI, Medicare, etc.)

Print Employees with Bonus Only: Option to select only classified employees with longevity bonus.

Print Classified Salaries: Option to display salary totals.

Condensed Report: Option to minimize the amount of data displayed in the output.

Department or Budget Unit or Department Group ID: Normally, enter Department Group ID for desired output.

List of Budget Units

Search Results	
View All	First 1-17 of 17 Last
Budget/Reporting Unit	Description
3670001010	Presidents Office
3670003010	Provost Office
3670005010	Admin & Finance Vice President
3670009010	Institutional Advancement VP
3670010010	Ag Deans Office & Dir AES
3670015010	Arch Planning & Design Dean of
3670020010	Arts & Sciences Dean Office
3670025010	Business Administration Dean
3670030005	Vice Provost Acad Serv&Tech
3670035010	Coop Extension Director
3670040010	Education Dean of
3670045010	Engineering Dean of
3670050010	Reserch&Grad Schl Vice Provost
3670055010	Human Ecology Dean of
3670080010	Vet Med Center Dean of
3670085010	Technology & Aviation Dean Sal
3670085010	Technology College Dean Salina

2. Continued ... Complete the Report Request Parameters

Sub Agency: Used to select/print budget lines for a specified sub-agency.

ESARP
Main Camp
Vet Med

Class Indc: Used to select/print budget lines for a specified class of employees.

All
Classified
Temporary
Unclassified

BL Type (Budget Line Type): Used to select/print specified budget line type(s).

Benefit
HRIS
Joint
OOE
Pooled
Shrink Up
Shrinkage
Student

Report Request Parameters	
Fiscal Year: <input type="text" value="2008"/>	<input type="checkbox"/> Print Benefits
	<input type="checkbox"/> Print Employees with Bonus Only
	<input type="checkbox"/> Print Classified Salaries
	<input checked="" type="checkbox"/> Condensed Report
Department: <input type="text" value="3670020060"/> Biology	
College / Budget Unit: <input type="text"/>	
Department Group ID: <input type="text"/>	
Sub Agency: <input type="text" value="Main Camp"/>	Class Indc: <input type="text" value="Unclassifd"/> BL Type: <input type="text"/>

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.

Run Control ID: AMD

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

Run

Report Request Parameters

Fiscal Year:	<input type="text" value="2008"/>	<input type="checkbox"/> Print Benefits
Department:	<input type="text" value="3670020060"/> Biology	<input type="checkbox"/> Print Employees with Bonus Only
College / Budget Unit:	<input type="text"/>	<input type="checkbox"/> Print Classified Salaries
Department Group ID:	<input type="text"/>	<input checked="" type="checkbox"/> Condensed Report
Sub Agency:	<input type="text" value="Main Camp"/>	Class Indc: <input type="text" value="Unclassifd"/> BL Type: <input type="text"/>

Save [Return to Search](#) [Notify](#)

[Add](#)

6. View or Print the Report

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

Select **Report Manager** to produce a list of reports that have been set up and sent to the process scheduler.

Excel File of Position Listing

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

Report Request Parameters

Fiscal Year: 2008

Department: 3670020060 Biology

College / Budget Unit:

Department Group ID:

Sub Agency: Main Camp Class Indc: Unclassifd BL Type:

Print Benefits
 Print Employees with Bonus Only
 Print Classified Salaries
 Condensed Report

Report Manager - Set Up Report List

- ◆ **Status Edit Box = Posted or Blank**
- ◆ **Select "Refresh" to View Report List**
 Note: May need to select "Refresh" more than once to view report on the list.
- ◆ **If status = Posted ... Select "Details" to Access Report/Log Viewer**

View Reports For

User ID: ALMAMD Type: Last: 1 Days

Status: Folder: Instance: to:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	232139	249737	Excel File of Position Listing	02/07/2007 12:38:35PM	Acrobat (*.pdf)	Posted	<input type="button" value="Details"/>

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

Report Manager -Access Report from Report/Log Viewer

- ◆ **A Message Log, File Name, and Trace File will appear.**
- ◆ **To view the report, select the file name ... wbud630b_xxxxx.csv**

Report Detail

Report

Report ID: 203049 Process Instance: 218541 [Message Log](#)
Name: WBUD630B Process Type: SQR Report
Run Status: Success

Excel File of Position Listing

Distribution Details

Distribution Node: KSU Expiration Date: 03/09/2007

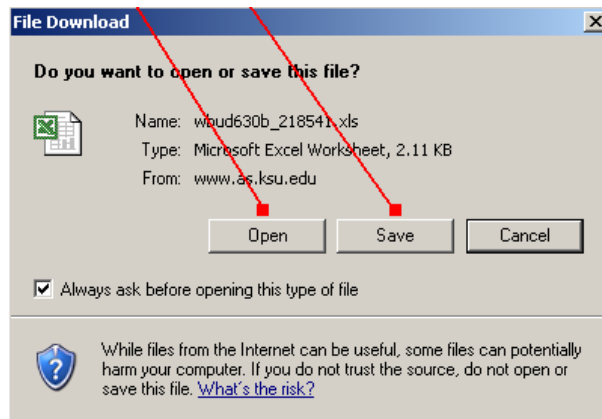
File List

Name	File Size (bytes)	Datetime Created
SQR_WBUD630B_218541.log	1,706	02/07/2007 1:23:59.000000PM CST
wbud630b_218541.csv	16,846	02/07/2007 1:23:59.000000PM CST
wbud630b_218541.out	3,583	02/07/2007 1:23:59.000000PM CST

Distribute To

Distribution ID Type	Distribution ID
User	ALMAMD

- ◆ **Left-Click Mouse ... Open or Save CSV file as Microsoft Excel File.**



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

Questions regarding information displayed on the report may be directed to your HR liaison at 532-6277 or Alma Deutsch at 532-1448.