

Running / Viewing / Printing Reports

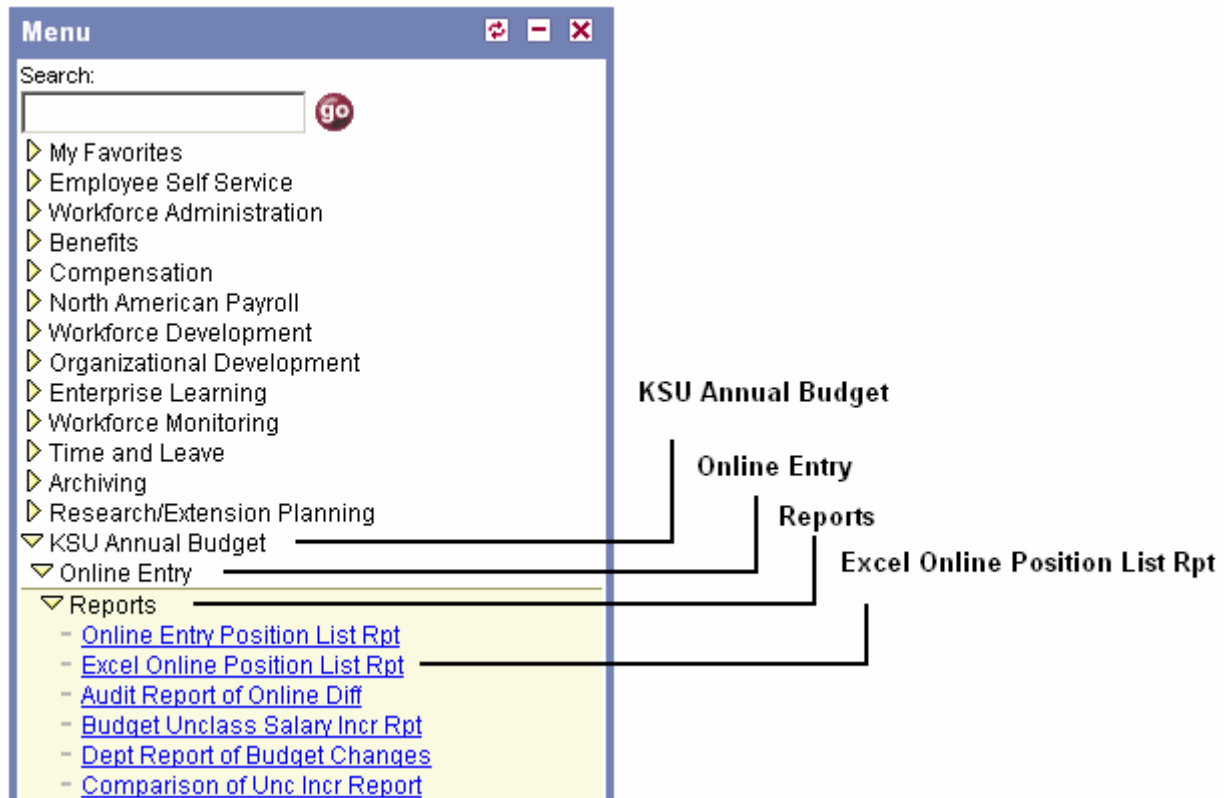
Excel Online Position List Report

(formerly named Excel Online Entry Position Listing Report)

This report is used while updating budget data in HRIS. It displays information for unclassified, pooled, student, and OOE lines and reflects on-line changes. All classified information on this report is displayed as it currently appears in the University budget.

Note: This report is only to be used while data is being entered in the on-line entry area. Once the on-line entry area is closed to users, the Position Listing report (WBUD630) should be used to view changes made for the new fiscal year.

1: Access Report



Excel Online Position List Report

2. **Create or Select Run Control ID**

To Create a new run control ID:

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.

To select an existing Run Control ID:

Excel OnLine Entry Pos 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

Search by: Run Control ID begins with

Search

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

* 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 Online Position List Report

The Report Request Parameters page will appear.

Report Request Parameters

Fiscal Year: 2006 Print Employees with Bonus Only
 Print Classified Salaries

Department: 3670040010 Education Dean of
College / Budget Unit:
Department Group ID:

Sub Agency: Class Inc: BL Type:

ESARP
Main Camp
Vet Med

All
Classified
Temporary
Unclassifd

Benefit
HRIS
Joint
OOE
Pooled
Shrink Up
Shrinkage
Student

Save Return to Search

3. Complete Report Request Parameters for desired output.

Fiscal Year:

New Fiscal Year

Department

or

College/Budget Unit

or

Department Group ID:

Enter either the Department ID, Budget Unit ID, or Department Group ID for desired output. *Note: The Budget Unit and Department Group ID do not always include the same departments.*

Excel Online Position List Report

3. Continued ... Complete Report Request Parameters for desired output.

Sub Agency: Class Indc: BL Type:

Sub Agency dropdown menu options: ESARP, Main Camp, Vet Med

Class Indc dropdown menu options: All, Classified, Temporary, Unclassifd

BL Type dropdown menu options: Benefit, HRIS, Joint, OOE, Pooled, Shrink Up, Shrinkage, Student

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

Benefit
HRIS
Joint
OOE
Pooled
Shrink Up
Shrinkage
Student

Excel Online Position List Report

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.

Excel File Preliminary Positin

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

Report Request Parameters

Fiscal Year: 2008

Print Employees with Bonus Only
 Print Classified Salaries

Department: 3670040010 Education Dean of

College / Budget Unit:

Department Group ID:

Sub Agency: Main Camp Class Ind: Unclassifd BL Type: HRIS

Save Return to Search Add

Excel Online Position List Report

5. Set Up Process Scheduler Request Page - Select OK.

Server Name: PSUNX

Type: Web

Format: CSV

Process Scheduler Request

User ID: KKUGLE

Run Control ID: kak

Server Name: PSUNX

Run Date: 05/12/2005

Recurrence:

Run Time: 8:56:28AM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Excel OnLine Entry Pos Listing	WBUD630D	SQR Report	Web	CSV

OK Cancel

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.**

Excel Online Position List Report

6. View or Print the Report

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

* Select . . . Report Manager

Excel File Preliminary Positin

Run Control ID: kak

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance:49990

Report Request Parameters

Fiscal Year: 2006

Print Employees with Bonus Only

Print Classified Salaries

Department: 3670040010 Education Dean of

College / Budget Unit:

Department Group ID:

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

Report Manager - Set Up Report List

- * **Status:** Leave edit box "blank" or select "Posted."
- * **Refresh:** Select to View Report List
- * **View:** When status is "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	1-6 of 6	Last
Select	Report ID	Pracs Instance	Report Description	Request Date/Time	Format	Status	Details	View					
<input type="checkbox"/>	45687	49990	Excel OnLine Entry Pos Listing	05/12/2005 8:57:26AM	Comma delimited (*.csv)	Posted	Details	View					
<input type="checkbox"/>	45575	49867	Dept Report of Budget Changes	05/11/2005 3:08:41PM	Acrobat (*.pdf)	Posted	Details	View					

Report Manager - Access Report via Report/Log Viewer

- * A Message Log, Trace File, and File Name will appear.
- * To view the report, select the file name ...
Wbud630d xxxxxxx.csv.

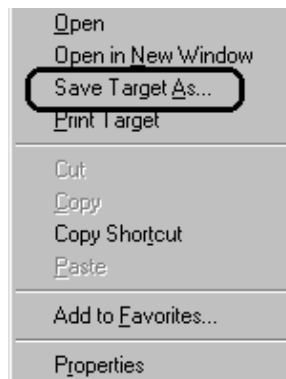
Report Detail

Report ID: 45687 Process Instance: 49990
Name: WBUD630D Process Type: SQR Report
Run Status: Error

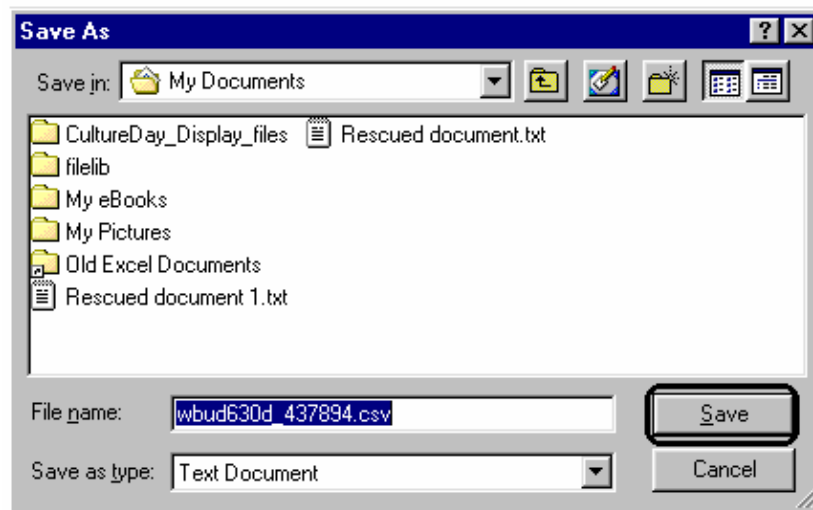
Excel OnLine Entry Pos Listing

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,656	05/12/2005 8:57:49.000000AM CDT
wbud630d_49990.csv	543	05/12/2005 8:57:49.000000AM CDT
Trace File	2,404	05/12/2005 8:57:49.000000AM CDT

- ▶ Right-Click on .CSV file.
- ▶ Select "Save Target As" [Internet Explorer]



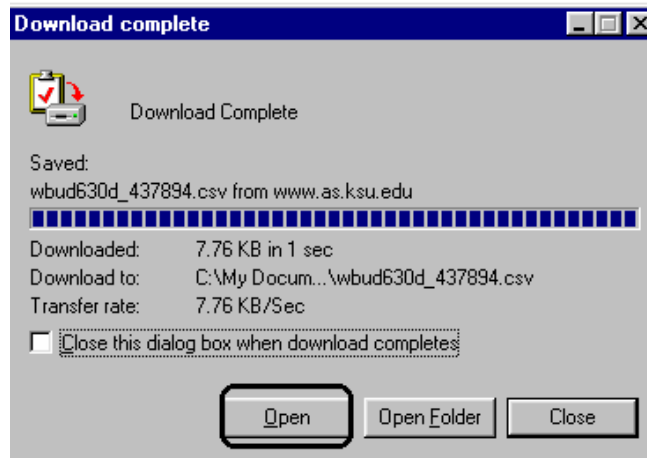
The system will prompt for a folder . . . where to save the report.
Note the File Name or change the File Name incase you need it later.



- ▶ **Select "Save"**

The following message will appear.

- ▶ **When the page indicates that the download is complete, select "Open."**



- ▶ **Report will appear in Microsoft Excel.**