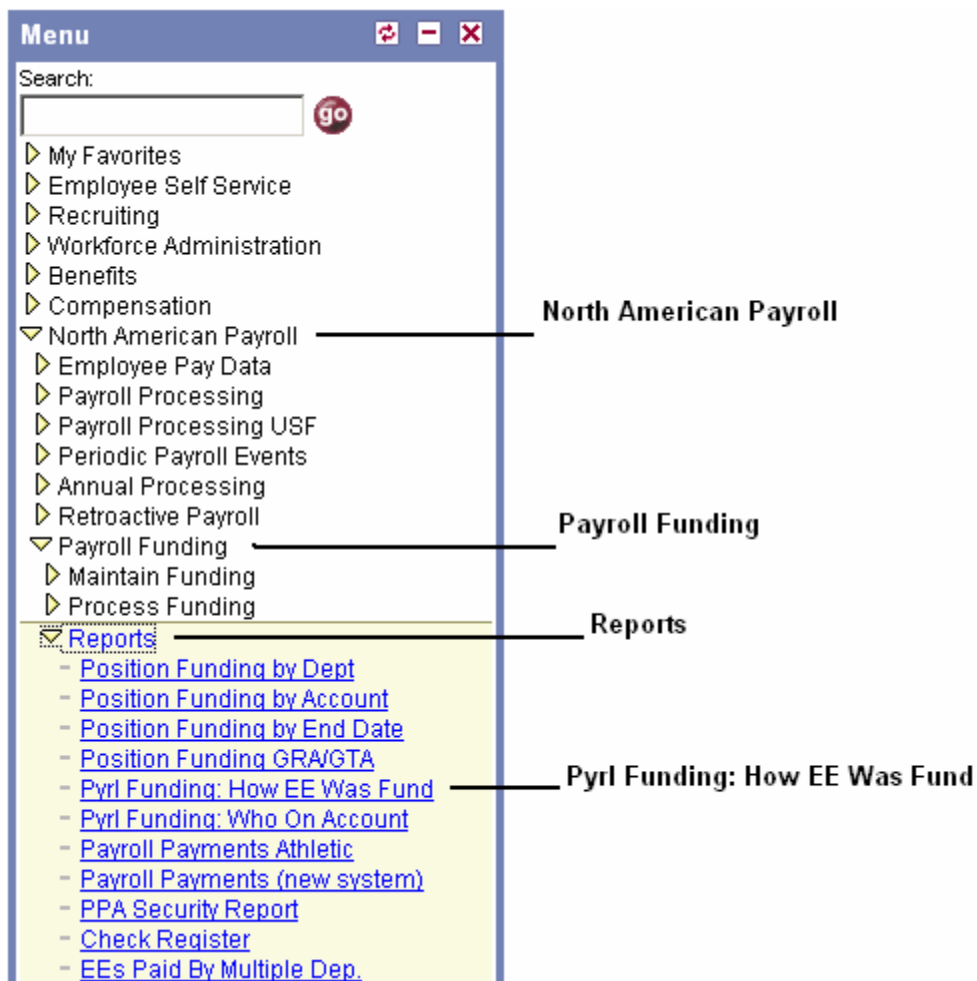


Running / Viewing / Printing Reports

Pyrl Funding: How EE (Employee) Was Funded

This report displays funding for one employee paid from designated FRS account(s) or projects for a specified period of time and may be run at anytime.

STEP 1: Access Report



2. Select Run Control ID

- A) Enter an existing Run Control ID.
- B) Or, select 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>

Pyrl Funding: How EE Was Funded
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](#)

- C) Or, 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.

3. Complete Report Request Parameters for desired output.

This report has two page tab options. The appropriate page tab will need to be selected before entering report request parameters.

- **Laser How Was EE Funded** ... select for FY 2006 and beyond.
- **How Was EE Funded** ... select for prior to FY 2006.

The screenshot shows a web interface with two tabs. The first tab, 'LASER How Was EE Funded', is highlighted in blue. The second tab is 'How Was EE Funded'. Below the tabs is a section titled 'Report Request Parameters'. This section contains three rows of input fields. The first row is 'EmplID:' with a text box containing 'W0000048159', a magnifying glass icon, and the text 'Kugle, Kathrine Ann'. The second row is 'PayEndDt From:' with a text box containing '04/09/2005' and a calendar icon. The third row is 'PayEndDt To:' with a text box containing '06/04/2005' and a calendar icon.

EmplID: Employee's 11-digit Employee ID.

PayEndDt From:

PayEndDt To:

Laser How Was EE Funded: FY 2006 dates

How Was EE Funded: Prior FY 2006 dates. Use any pay period end date between 12/28/1996 and 06/04/05

Funding prior to 12/28/1996 has been purged from HRIS and is not available via this report.

The pay period end dates designated in the report parameters page will determine which report will be selected later in the Process Scheduler Request page.

4. Save and Run the Report

- A) Select " Save " to retain selected report parameters.
- B) Select " Run " to run the report and to access the Process Scheduler Request page.

LASER How Was EE Funded | How Was EE Funded

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

Report Request Parameters

EmpID: WV0000048159 | Kugle, Kathrine Ann

PayEndDt From: 04/09/2005

PayEndDt To: 06/04/2005

Save | [Return to Search](#) | [Notify](#) | **Add**

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

Select Report by turning on the checkbox for desired report. Select only one.

Process Scheduler Request

User ID: | Run Control ID:

Server Name: PSUNX | Run Date: 10/12/2005 | **Reset to Current Date/Time**

Recurrence: | Run Time: 11:38:20AM

Time Zone: | **Process List**

Select	Description	Process Name	Process Type	Type	Format
<input type="checkbox"/>	How Was EE Funded	WPAY780	SQR Report	Web	PDF
<input checked="" type="checkbox"/>	LASER How Was EE Funded	WPAY780A	SQR Report	Web	PDF
<input type="checkbox"/>	History: How EE was Funded	WPAY782	SQR Report	Web	PDF

OK | **Cancel**

Process List

- A) **How Was EE Funded (WPAY780):**
Select for pay period end dates 12/11/1999 through 06/04/2005.
- B) **LASER How Was EE Funded (WPAY780A):**
Select for FY 2006 pay period end dates.
- C) **History: How EE was Funded (WPAY782):**
Select for those pay periods which have been archived (12/28/1996 through 12/11/1999).

To determine which pay periods has been archived, go to **North American Payroll > Payroll Funding > Review Funding > Pay Check Distribution History**

Enter an EmplID, search, and scroll down to the bottom of the list. The last pay period end date shown is the last pay period archived. Currently we have archived through 12/11/99.

Funding prior to 12/28/1996 has been purged from HRIS and is not available via this report.

- D) **Type/Format:** Web/PDF (The report format is hard coded ... no matter which type or format is selected, only csv file (Microsoft Excel file) is produced).

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time). The following options exist for running, viewing or printing the report:

- E) After completing the options, select **"OK"** to run the report.

6. View or Print the Report

A) Select . . . Report Manager.

LASER How Was EE Funded | How Was EE Funded

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

Process Instance: 2793

Report Request Parameters

EmpID: Kugle, Kathrine Ann

PayEndDt From:

PayEndDt To:

B) Report Manager will produce a list of reports that have been sent to the process scheduler/report list.

Explorer | List | Administration | Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | First 1-3 of 3 Last

Select	Report ID	Prs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	91815	100089	How Was EE Funded	10/11/2005 4:45:47PM	Acrobat (*.pdf)	Posted	Details	View

C) Select "**Refresh**" to view reports that have been processed.

Note: May need to select "Refresh" more than once.

D) After report status = posted, select "**View**" link.

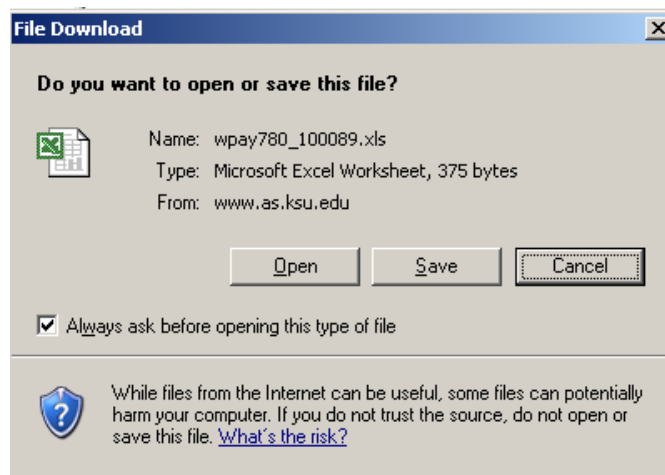
Report Manager - Access Report via Report/Log Viewer

A Message Log, Trace File, and File Name(s) will appear.

- A) To view the report, **select the csv file** (file name wppay780xxxxxxx.csv or wpay780xxxxxxx.csv or wpay780Axxxxx.csv).

Report Detail		
Report ID: 2221	Process Instance: 2793	
Name: WPAY780	Process Type: SQR Report	
Run Status: Success		
How Was EE Funded		
File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,626	05/23/2005 9:02:48.000000AM CDT
wpay780_2793.csv	507	05/23/2005 9:02:48.000000AM CDT
Trace File	357	05/23/2005 9:02:48.000000AM CDT

- B) File Download options will appear. Select “Open.”



Report will appear ... save as a Microsoft Excel file, if needed.