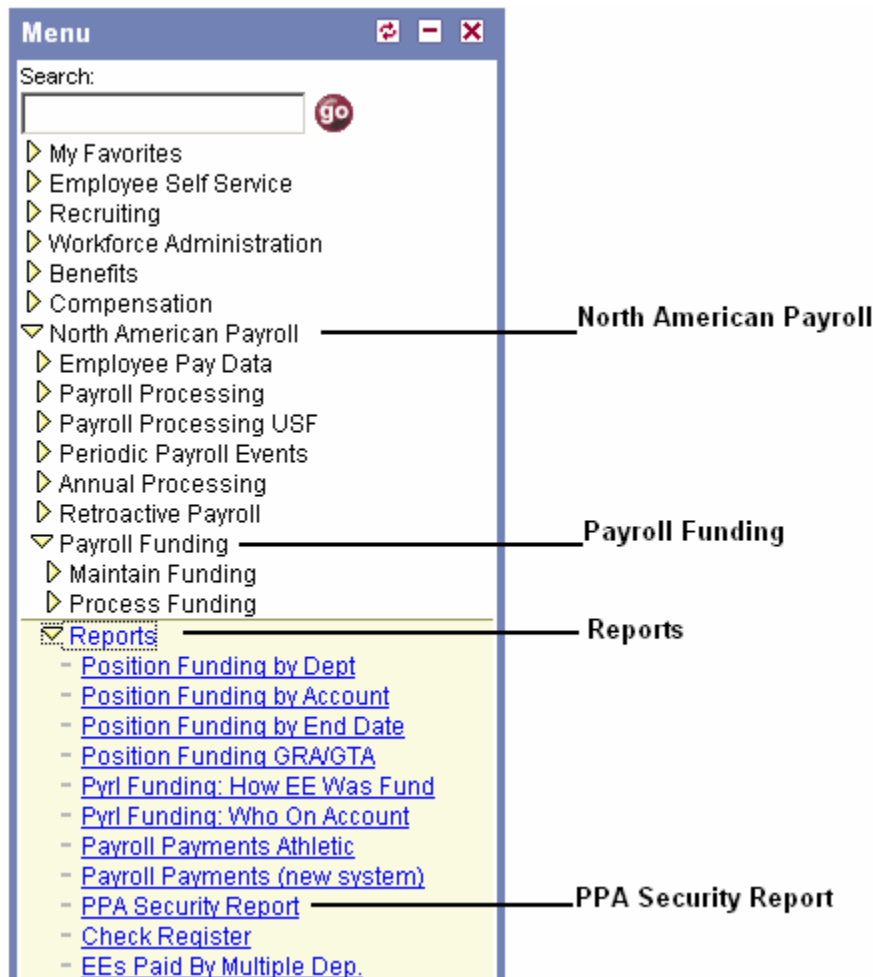


Running / Viewing / Printing Reports

Payroll Payment by Account Security Report

The purpose of this report is to identify who has security to run the Payroll Payments by Account report. Two output options are available. First, it is possible to receive a list of ALL HRIS users who have access to print the Payroll Payments by Account report for a selected department or a range of departments. Second, it is possible to receive a list that provides ALL the departments/accounts that a single HRIS user has access to when printing the Payroll Payments by Account report. This report provides Operator ID, Employee ID, Name, Department Id or Account Code, and Description of Department or Account Code.

1. Access HRIS Report



Payroll Payments by Account Security Report

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>

PPA Security Report

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](#)

[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.

Payroll Payments by Account Security Report

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

- EmplID:** Employee ID – enter the Employee ID of the HRIS user to view the department(s)/account(s) they have access to when printing the Payroll Payments by Account report. *Note: If the EmplID edit box is left blank and a department or several departments are designated, the report produces a list of ALL employee’s who have access to print the Payroll Payments by Account report for designated department(s) or a range of departments.*

OR

- By Department(s) or Range** Use one -- not both.
By Department(s): Used to select one or more departments that are not in consecutive order. Example: 3670020010, 3670020060, 3670020140
Range: Used to print information for multiple departments that are in consecutive order. Example: 3670020010 through 3670020060

PPA Security Report

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

Blanks will report all Emplids and Deptids with PPA Security

By Emplid

EmplID: Kugle, Kathrine Ann

Or

By Department Range

From:

To:

Or

By Departments Find | View All First 1 of 1 Last

Payroll Payments by Account Security 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.

PPA Security Report

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

Blanks will report all Emplids and Deptids with PPA Security

By Emplid

EmplID: W00000048159 Kugle,Kathrine Ann

Or

By Department Range

From: To:

Or

By Departments Find | View All First 1 of 1 Last

Save **Return to Search**

Payroll Payments by Account Security 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.

PPA Security Report

Run Control ID: kak

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

Process Instance:16833

Blanks will report all Emplids and Deptids with PPA Security

By Emplid

EmplID: Kugle,Kathrine Ann

Or

By Department Range

From:

To:

Or

By Departments Find | View All First 1 of 1 Last

Payroll Payments by Account Security Report

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 Detail

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'Explorer', 'List', 'Administration', and 'Archives'. Below the tabs is the 'View Reports For' section, which includes fields for 'User ID' (KKUGLE), 'Type' (SQR Report), 'Last' (1 Days), 'Status' (Posted), 'Folder', 'Instance', and 'to'. A 'Refresh' button is highlighted with a yellow circle. Below this is the 'Report List' table, which has columns for 'Select', 'Report ID', 'Pics Instance', 'Report Description', 'Request Date/Time', 'Format', 'Status', 'Details', and 'View'. The table contains three rows of report data. The 'View' link for the first row is highlighted with a yellow circle.

Select	Report ID	Pics Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	15512	16833	PPA Security Report	01/14/2005 11:22:17AM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	15496	16817	Unclassified Data	01/14/2005 10:59:27AM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	15474	16795	Active Positions Report	01/14/2005 10:33:44AM	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.

Payroll Payments by Account Security Report

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 ... wpay605r_16833.PDF

Report Detail

Report ID: 15512 **Process Instance:** 16833
Name: WPAY605R **Process Type:** SQR Report
Run Status: Success
PPA Security Report

File List

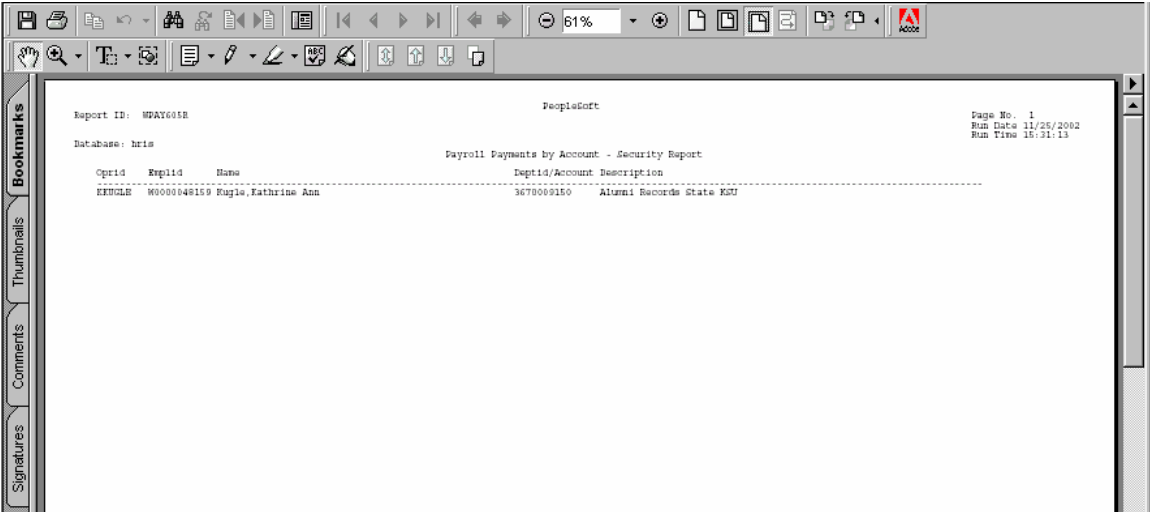
<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,644	01/14/2005 11:22:30.000000AM CST
wpay605r_16833.PDF	1,419	01/14/2005 11:22:30.000000AM CST
Trace File	71	01/14/2005 11:22:30.000000AM CST

- * After selecting the PDF file, the report will appear.

Payroll Payments by Account Security Report

Report Manager - Print Report

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



Payroll Payments by Account Security Report

Process Monitor - View Report Status

Use Process Monitor to view the Process List and Run Status. A report set up using **Type = Email ; Format = PDF** can not be accessed using Report Manager.

PPA Security Report

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

Blanks will report all Emplids and Deptids with PPA Security

By Emplid

EmplID: Kugle, Kathrine Ann

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Save On Refresh

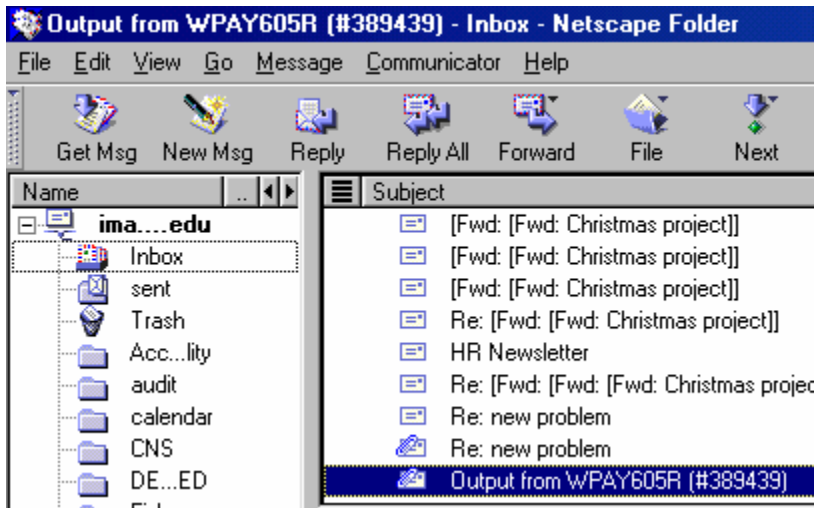
[Customize](#) | [Find](#) | [View All](#) | 1-3 of 3

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
16833		SQR Report	WPAY605R	KKUGLE	01/14/2005 11:20:50AM CST	Success	Details
16917		SQR Report	WPAY605R	KKUGLE	01/14/2005 10:58:53AM CST	Success	Details


Payroll Payments by Account Security Report


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.**

 wpay605r_389439.out	Name: wpay605r_389439.out Type: OUT File (application/x-unknown-content-type-out_auto_file) Encoding: base64
---	---

 wpay605r_389439.PDF	Name: wpay605r_389439.PDF Type: Acrobat (application/pdf) Encoding: base64
---	---

If an error occurs, please contact the **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.