

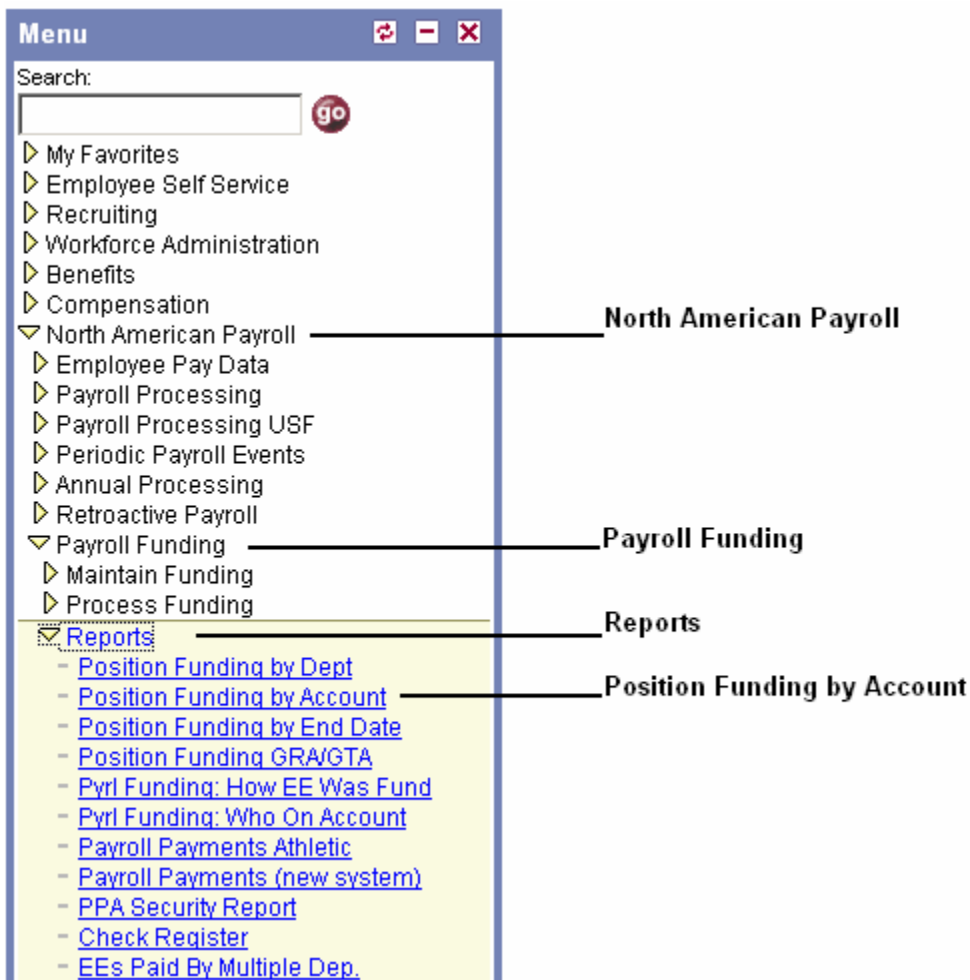
Running / Viewing / Printing Reports

Position Funding by Account

Note: *This report may take several minutes or longer to print.*

This report will list positions tied to a particular account code and may be printed at any time and for any date (history/current/future).

1. Access HRIS Report



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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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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.

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The Report Request Parameters page will appear. This report has two tab options:

For FY 2006 and beyond, use LASER Posn Funding. For prior to FY 2006, use Runctl Wpos102 Ksu.





3. Complete the Report Request Parameters For Runctl Wpos102 Ksu:

As of Date: The “ As of Date “ provides the opportunity to print the report for a prior date, today’s date, or a future date. The “ As of Date ” used will provide a view of the information as it appears on the selected date in the Human Resource Information System. The “ As of Date” does *not* automatically default to today’s date ... the date that appears is the last selected date used for a prior report (i.e. T & L Report, etc.). If a different date is desired, simply change the date (MMDDYYYY format).

FRS Account #: Enter desired account code (6 digits).

#

Report Request Parameters	
As Of Date:	<input type="text" value="05/07/2005"/> 
FRS Account #:	<input type="text" value="536656"/> 

3. Complete the Report Request Parameters For LASER Posn Funding

As of Date: The “ As of Date “ provides the opportunity to print the report for a prior date, today’s date, or a future date. The “ As of Date ” used will provide a view of the information as it appears on the selected date in the Human Resource Information System. The “ As of Date” does *not* automatically default to today’s date ... the date that appears is the last selected date used for a prior report (i.e. T & L Report, etc.). If a different date is desired, simply change the date (MMDDYYYY format).

Project: Enter project code (10 digits).

Identifies programs, projects and activities of department or organization. The first character must be either a “G” (**Grant Account**) an “M” (**Matching Account**) or an “N” for **Non-Grant/Non-Matching Accounts**. The second through fourth character identifies the organization (department). The last six characters are free form and may be the “old” FRS Account number.

Organization: Department that owns the project.

Report Request Parameters	
As Of Date:	<input type="text" value="06/18/2005"/> <input type="button" value="📅"/>
Project:	<input type="text" value="GAGR520761"/>
Organization:	<input type="text" value="20761"/>

Report: Position Funding by Account

Parameters for both reports:

Select Indicator for desired output - continued

Class: To print Position Funding report for only classified positions, click on the “ **Class** ” radio button. Be sure to click off the “ Students Only? ” check box, if it is on.

Note: If the “ Students Only “ check box is on, click it off. The report will contain only hourly student data if the ”Students Only “ check box and the “ Class ” radio button are on at the same time.

Unclass: To run Position Funding report for only unclassified positions, click on the “ **Unclass** ” radio button. Be sure to click off the ” Students Only “ check box, if it is on.

Note: If the ” Students Only “ check box is on, click it off. The report will contain only hourly student data if the ” Students Only “ check box and the “Unclass ” radio button are on at the same time.

Both: To run the Position Funding report for both classified and unclassified positions, click on the “ Both “ radio button. Be sure to click off the ” Students Only “ check box, if it is on.

Note: If the ” Students Only “ check box is on, click it off. The report will contain only hourly student data if the “ Student Only” check box and the “ Both ” radio button are on at the same time.

<input type="checkbox"/> Students Only?	Classified/Unclassified
	<input type="radio"/> Class <input type="radio"/> Unclass <input checked="" type="radio"/> Both

Position Funding by Account

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.

LASER Posn Funding Runctl Wpos102 Ksu

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

Report Request Parameters

As Of Date: 05/07/2005 [calendar icon]

FRS Account #: 536656 [magnifying glass icon]

Students Only?

Classified/Unclassified

Class Unclass Both

Save [Return to Search](#) [Previous tab](#) [Next tab](#)

LASER Posn Funding Runctl Wpos102 Ksu

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

Report Request Parameters

As Of Date: 05/07/2005 [calendar icon]

Project: GAGR520761

Organization: 20761

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5. Set Up Process Scheduler Request Page

The following options exist for running, viewing or printing the report:
 Select Position Funding by FRS Account WPOS102 for dates prior to FY 2006.
 Select LASER Posn Funding by Project WPOS102A for dates in FY 2006 and beyond.

Web Option

E-Mail Option

To view/print report via the <u>Web</u>:	To view/print report via <u>Electronic Mail</u>:
<u>Server Name</u> : PSUNX	<u>Server Name</u> : PSUNX
<u>Type</u> : Web	<u>Type</u> : E-Mail
<u>Format</u> : PDF	<u>Format</u> : PDF
Runs report to the process scheduler.	Runs report to e-mail.

Process Scheduler Request

User ID: KKUGLE Run Control ID: kak

Server Name: PSUNX Run Date: 05/23/2005 [BT]

Recurrence: [] Run Time: 3:51:58PM [Reset to Current Date/Time]

Time Zone: [] [Q]

Select	Description	Process Name	Process Type	Type	Format
<input type="checkbox"/>	Position Funding by FRS Accoun	WPOS102	SQR Report	Email	PDF
<input type="checkbox"/>	LASER Posn Funding by Project	WPOS102A	SQR Report	Web	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.**

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6. View or Print the Report

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

- * **Report Manager** (Page 8) 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 11) 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.

The screenshot shows a web interface for 'LASER Posn Funding' with a sub-tab 'Runctl Wpos102 Ksu'. Below the header, the text 'Run Control ID: kak' is displayed. To the right are three buttons: 'Report Manager' (blue text), 'Process Monitor' (blue text), and 'Run' (yellow background). Below the buttons, the text 'Process Instance:2818,2819' is visible. The same interface is shown again below, with the 'Run' button highlighted in yellow.

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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

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'Explorer', 'List', 'Administration', and 'Archives'. Below the tabs is a search area titled 'View Reports For' with fields for 'User ID' (KKUGLE), 'Type' (SQR Report), 'Last' (1 Days), 'Status' (a dropdown menu), 'Folder', 'Instance', and 'to'. A 'Refresh' button is highlighted with a yellow box. Below the search area is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, Details, and View. Two reports are listed, both with a status of 'Posted'. The 'View' links for both reports are highlighted with a yellow box.

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	2246	2821	LASER Posn Funding by Project	05/23/2005 3:57:11PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	2245	2819	LASER Posn Funding by Project	05/23/2005 3:54:32PM	Acrobat (*.pdf)	Posted	Details	View

Status, Posted or blank

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.

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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 ... wpos102_xxxx.PDF

Report Detail

Report ID: 2286 **Process Instance:** 2863
Name: WPOS102 **Process Type:** SQR Report
Run Status: Success

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File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,614	05/27/2005 8:23:54.000000AM CDT
wpos102_2863.PDF	2,045	05/27/2005 8:23:54.000000AM CDT
Trace File	619	05/27/2005 8:23:54.000000AM CDT

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

To print the report, select the  icon.

Or, select File > Print.

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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.

LASER Posn Funding Runctl Wpos102 Ksu

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

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Save On Refresh

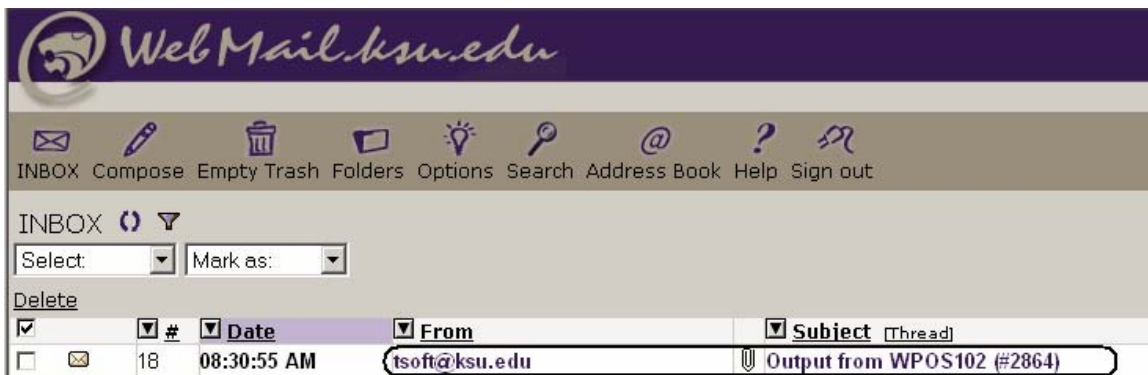
Customize | Find | View All | First 1-3 of 3 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
2865		SQR Report	WPOS102A	KKUGLE	05/27/2005 8:29:35AM CDT	Success	Details
2864		SQR Report	WPOS102	KKUGLE	05/27/2005 8:28:53AM CDT	Success	Details
2863		SQR Report	WPOS102	KKUGLE	05/27/2005 8:16:24AM CDT	Success	Details

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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.**



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.