

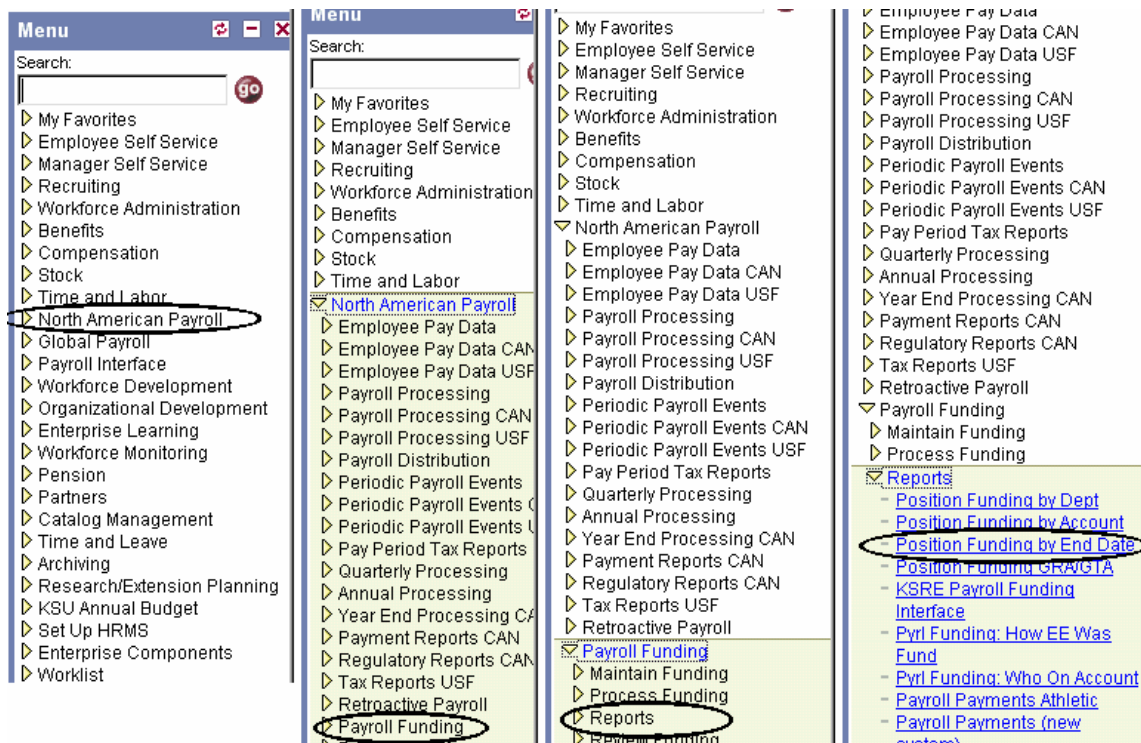
# Running / Viewing / Printing Reports

## Position Funding by End Date

This report provides a list of positions by funding end date. When setting up the report to run, the Report Request Parameters panel allows the user to input a range of dates – the first and last funding end dates to include in the report. The report will include a list of positions with funding ending between the two dates that have been designated. This report may be printed at any time and for any date (history/current/future). This report was designed so that those departments with grant funding can track when a grant ends and change the funding accordingly. The funding end date field is a memo only field and does not effect how a check will actually be funded.

### 1. Access HRIS Report

Menu Group: North American Payroll  
Menu Application: Payroll Funding  
Menu Item: Reports  
Component: Position Funding by End Date



## Position Funding by End Date


### 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>

**Position Funding by End Date**  
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.

## Position Funding by End Date

**The Report Request Parameters page will appear.**

### **3. Complete the Report Request Parameters**

# **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 (**MMDDYY** format).

# **Funding End Date Between:** (MMDDYY format) The first and last funding end dates to include in the report. The report will include a list of positions with funding ending between the two dates that have been designated.

# **Enter Department Group ID OR Department ID, not both.**

**Department Group ID:** This identification number will allow major administrative units to print the Position Funding by Department report for *all* the departments within the college/major administrative unit.

**OR** (not both)

**Department ID:** Used to print information for a single department. This identification number will print the Position Funding by Department report for selected positions within the department. Example: 367000XXX.

## Position Funding by End Date

### # **Select Class Indicator and Subunit Indicator for desired output.**

**Students Only?:** To print the Position Funding report for only hourly student positions, click on the “ **Students Only?** ” check box.

**Note:** When the “ Students Only? ” check box is on, it overrides the radio buttons for classified, unclassified, or both. Example: If the “ Students Only ” check box is on and the “classified” radio button is on, the Position Funding by Department report will print information for only hourly student positions. Classified position funding data will not be included in this report

### # **Class (Classified)\Unclass (Unclassified)\Both (Classified & Unclassified)**

**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.

## Position Funding by End Date

- # **Sort by Subunit (Optional):** Click indicator "on" to sort report by subunits within department. This option is only available to those departments who have created subunits.

Report Request Parameters	
As Of Date:	<input type="text" value="06/19/2004"/> 
Funding End Date Between:	<input type="text"/>  &: <input type="text"/> 
Department Group ID:	<input type="text"/> 
Department:	<input type="text" value="3670010040"/> 
<input type="checkbox"/> Students Only?	<b>Classified/Unclassified</b> <input type="radio"/> Class <input type="radio"/> Unclass <input checked="" type="radio"/> Both
<input type="checkbox"/> Sort By Subunit (Optional)	

# Position Funding by End Date

## 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.

Runctl Wpos105 Ksu

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

**Report Request Parameters**

As Of Date: 06/19/2004

Funding End Date Between:  &:

Department Group ID:

Department: 3670010040

Students Only?

Sort By Subunit (Optional)

**Classified/Unclassified**

Class  Unclass  Both

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



# Position Funding by End Date

## 6. View or Print the Report

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

- \* **Report Manager** (Page 9) 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 12) 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.

Runctl Wpos105 Ksu

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Run Control ID: kak

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

Process Instance:319

**Report Request Parameters**

As Of Date: 06/19/2004

Funding End Date Between:   &:

Department Group ID:

Department: 3670010040

Students Only?

Sort By Subunit (Optional)

**Classified/Unclassified**

Class  Unclass  Both

# Position Funding by End Date

## Report Manager - Set Up Report List

### Choose the Administration Tab:

View Reports For

User ID: ALMAMD Type: [dropdown] Last: 30 Days Refresh

Status: Posted Folder: [dropdown] Instance: [text] to: [text]

Report List Customize | Find | View All | First 1-50 of 91 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
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\* Status Edit Box = Posted or Blank

\* Select "Refresh" to View Report List

\* If status = Posted ... Select "View" to Access Report/Log Viewer

View Reports For

User ID: ALMAMD Type: [dropdown] Last: 30 Days Refresh

Status: Posted Folder: [dropdown] Instance: [text] to: [text]

Report List Customize | Find | View All | First 1-50 of 91 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	280	319	Position Funding by End Date	09/21/2004 10:37:57AM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	270	210	Position Funding report by	09/21/2004	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.

## Position Funding by End Date

### 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 ...  
wpos105\_319.PDF

#### Report Detail

**Report ID:** 280                      **Process Instance:** 319  
**Name:** WPOS105                      **Process Type:** SQR Report  
**Run Status:** Success

Position Funding by End Date

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,599	09/21/2004 10:38:14.000000AM CDT
<a href="#">wpos105_319.PDF</a>	2,524	09/21/2004 10:38:14.000000AM CDT
<a href="#">Trace File</a>	36	09/21/2004 10:38:14.000000AM CDT

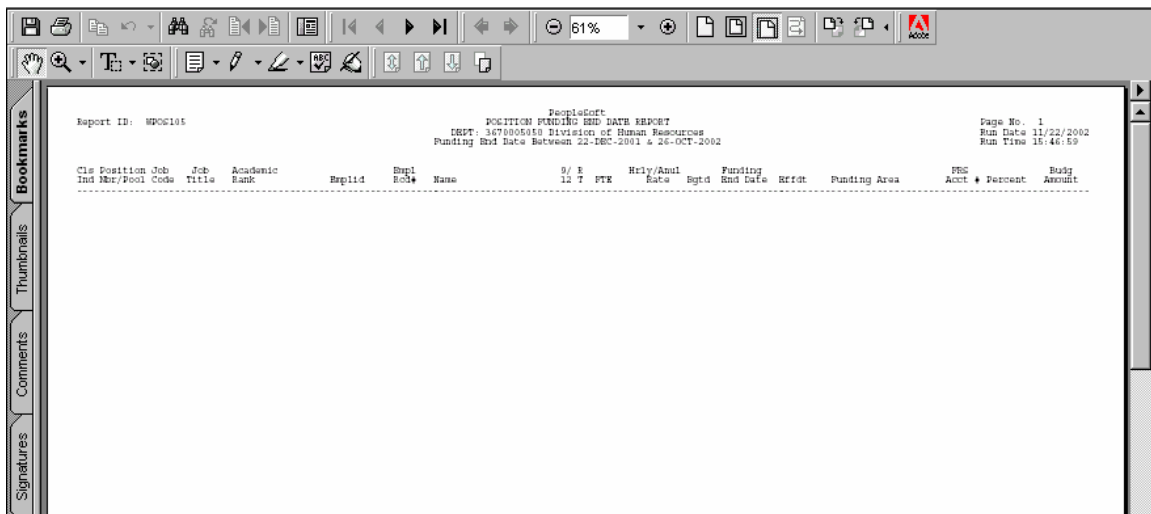
- \* After selecting the PDF file, the report will appear.

# Position Funding by End Date

## Report Manager - Print Report

\* To print the report, select the  icon.

Or, select File > Print.



# Position Funding by End Date

## 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.

**Runctl Wpos105 Ksu**

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

**Report Request Parameters**

As Of Date: 06/19/2004

Funding End Date Between: &

Department Group ID:

Department: 3670010040

Students Only?

Sort By Subunit (Optional)

**Classified/Unclassified**

Class  Unclash  Both

**Process List** [Server List](#)

**View Process Request For**

User ID: ALMAMD Type: Last: 10 Days

Server: Name: Instance: to

Run Status:  Save On Refresh

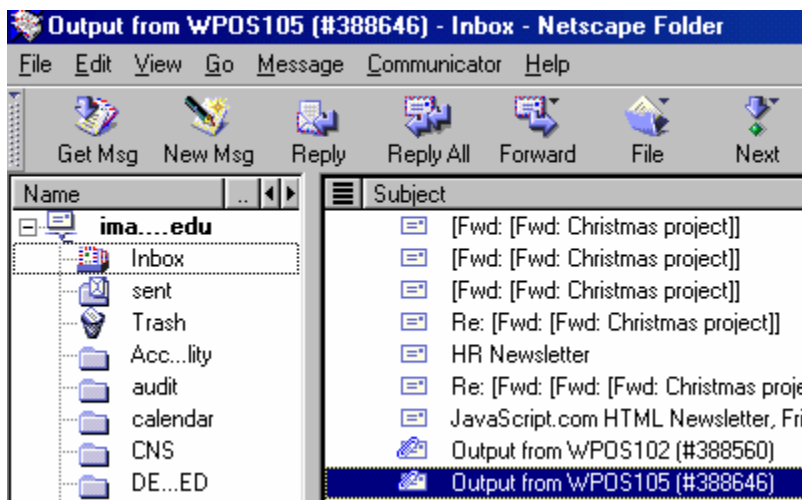
Customize | Find | View All | First 1-22 of 22 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
319		SQR Report	WPOS105	ALMAMD	09/21/2004 10:36:05AM CDT	Success	<a href="#">Details</a>
318		SQR Report	WPOS101	ALMAMD	09/21/2004 9:22:01AM CDT	Success	<a href="#">Details</a>


## Position Funding by End Date


### 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.**

 <a href="#">wpos105_388646.out</a>	<b>Name:</b> wpos105_388646.out <b>Type:</b> OUT File (application/x-unknown-content-type-out_auto_file) <b>Encoding:</b> base64
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 <a href="#">wpos105_388646.PDF</a>	<b>Name:</b> wpos105_388646.PDF <b>Type:</b> Acrobat (application/pdf) <b>Encoding:</b> base64
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If an error occurs, please contact the **HELP DESK at 532-6282**. 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.