

# Running / Viewing / Printing Reports

## ESARP Position Listing (WBUD630e and WBUD630f)

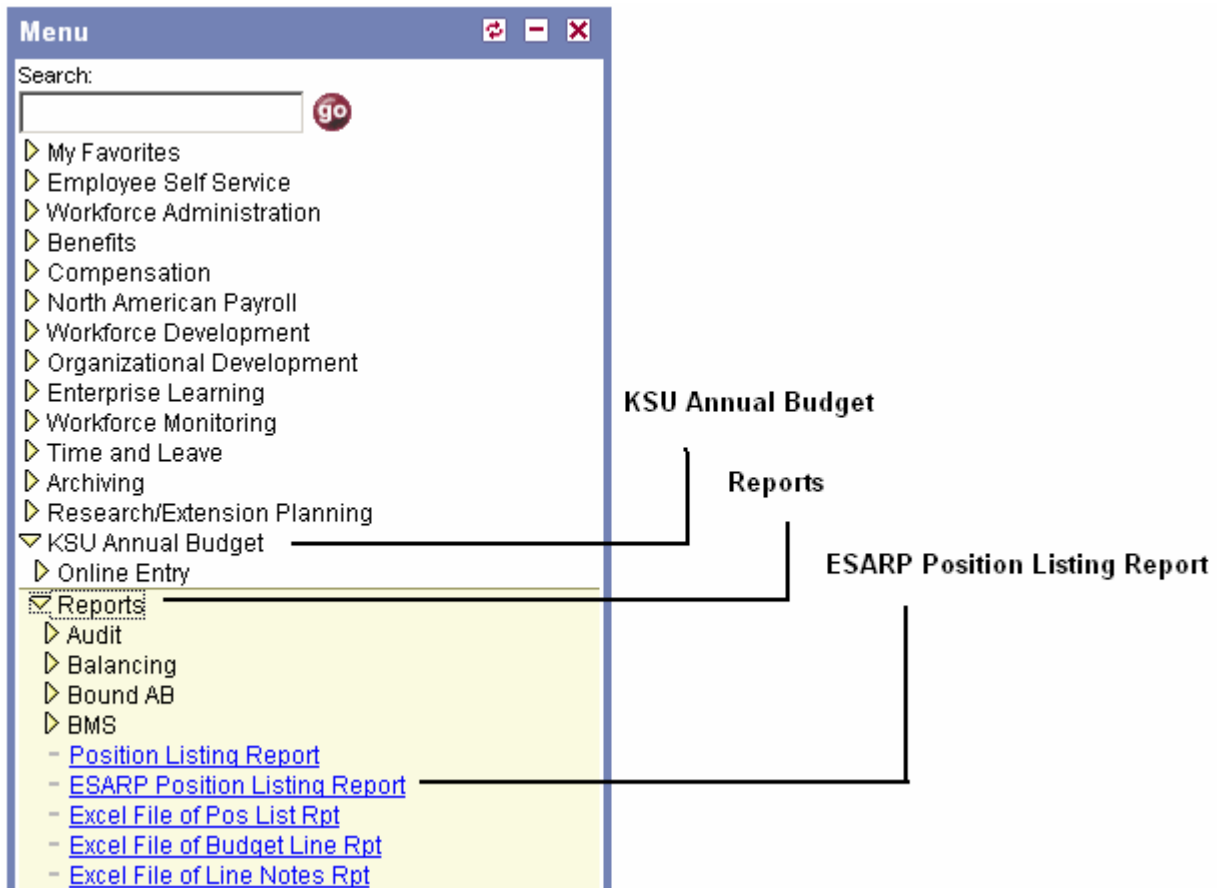
This report may be printed for the first proof in early March or April. After the budget process is complete for the new fiscal year, print this report, sign it, and send it to the University Budget Office.

This report has two options available in the Process Scheduler Request page:

**ESARP Position Listing** (WBUD630e) creates a PDF file of the position listing.

**Excel ESARP Position Listing** (WBUD630f) creates a CSV file (Excel file) of the position listing that allows data to be manipulated ... allows users to analyze the data in a spreadsheet.

### 1. Access 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>

### ESARP Position 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](#)

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.

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

**3. Complete the Report Request Parameters as appropriate.**

**Report Request Parameters**

Fiscal Year:  

Check this box if you want the entire department for each department that has one or more positions with ESARP funding, plus the entire 10010 budget unit.  
Leave the box blank if you just want positions with ESARP funding plus the entire 10010 budget unit.

Note: Wbud630e creates a **PDF** file of the position listing.  
Wbud630f creates an **Excel** file of the position listing.


**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.

**ESARP Position Listing**

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

**Report Request Parameters**

Fiscal Year:  

Check this box if you want the entire department for each department that has one or more positions with ESARP funding, plus the entire 10010 budget unit.  
Leave the box blank if you just want positions with ESARP funding plus the entire 10010 budget unit.

Note: Wbud630e creates a **PDF** file of the position listing.  
Wbud630f creates an **Excel** file of the position listing.

## 5. Set Up Process Scheduler Request Page

The following options exist for running, viewing or printing the report:

### Web Option

### E-Mail Option

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

**Two options exist: (Select one)**

**ESARP Position Listing (WBUD630E)**

**Or**

**Excel ESARP Position Listing (WBUD630F)**

### Process Scheduler Request

User ID: KKUGLE      Run Control ID: kak

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Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	ESARP Position Listing	WBUD630E	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>
<input type="checkbox"/>	Excel ESARP Position Listing	WBUD630F	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>

Two options exist ( select one )

ESARP Position Listing or  
Excel ESARP Position Listing

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.**

## 6. View or Print the Report

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

- \* Select **Report Manager** to produce a list of reports that have been set up.

The screenshot shows the 'ESARP Position Listing' interface. At the top left, there is a tab labeled 'ESARP Position Listing'. Below it, the text 'Run Control ID: kak' is displayed. To the right of this text are three buttons: 'Report Manager' (highlighted with a black box and a line pointing to it), 'Process Monitor', and 'Run'. Below the buttons, the text 'Process Instance:50020' is visible. The main content area is titled 'Report Request Parameters' and contains a 'Fiscal Year' field with the value '2006' and a search icon. Below this is a checkbox with the following text: 'Check this box if you want the entire department for each department that has one or more positions with ESARP funding, plus the entire 10010 budget unit. Leave the box blank if you just want positions with ESARP funding plus the entire 10010 budget unit.' At the bottom of this section, there is a note: 'Note: Wbud630e creates a PDF file of the position listing. Wbud630f creates an Excel file of the position listing.'

## Report Manager - Set Up Report List

- \* **Status:** Posted or Blank will provide a list of completed reports.
- \* **Select "Refresh" to View Report List**
- \* **Select "View" to Access Report/Log Viewer**

The screenshot shows the 'Report Manager' interface with the following elements:

- Navigation tabs: Explorer, List, Administration, Archives.
- Section: View Reports For
- Search filters:
  - User ID: KKUGLE
  - Type: SQR Report
  - Last: 1 Days
  - Status: Posted
  - Folder: (empty)
  - Instance: (empty)
  - to: (empty)
  - Refresh button
- Report List table:
 


Select	Report ID	Prs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	45714	50020	ESARP Position Listing	05/12/2005 9:43:57AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

Note: Reports will remain on the "Report List" for 30 days. After 30 days, reports will be automatically deleted from the report list.

## Report Manager -Access Report from Report/Log Viewer

- \* A Message Log, Trace File, and File Name will appear.
- \* To view the report, select the file name ...  
wpos630e\_XXXXXX.PDF or wpos630f\_XXXXXX.csv

### PDF File Option:

After selecting the .PDF file, the report will display. To print the PDF file, select the  icon.

ESARP Position Listing

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,644	05/12/2005 9:47:20.000000AM CDT
<a href="#">wbud630e_50020.PDF</a>	1,512,973	05/12/2005 9:47:20.000000AM CDT
<a href="#">Trace File</a>	37,380	05/12/2005 9:47:20.000000AM CDT

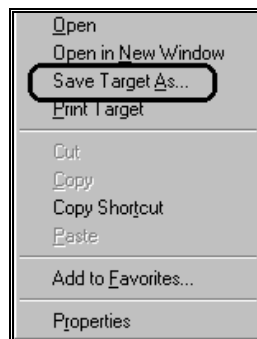
### CSV File Option (Excel Spreadsheet):

After selecting the .csv file, follow these steps to import information to an Excel spreadsheet:

Excel ESARP Position Listing

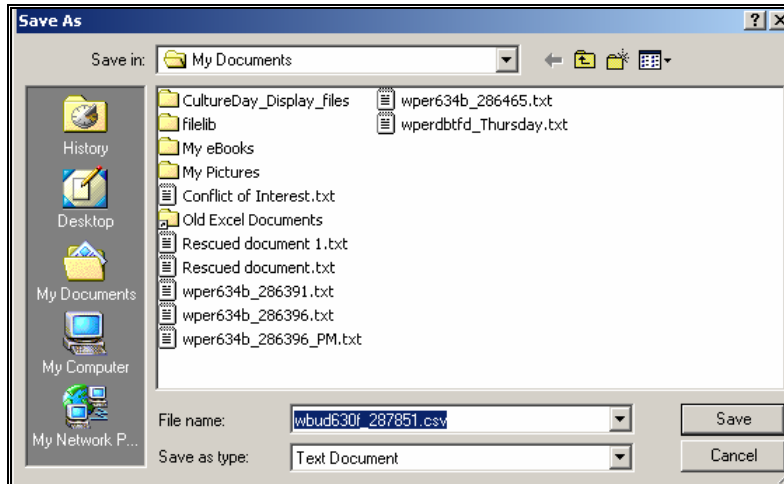
File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,644	05/12/2005 10:44:17.000000AM CDT
<a href="#">wbud630f_50025.csv</a>	1,435,439	05/12/2005 10:44:17.000000AM CDT
<a href="#">Trace File</a>	120,289	05/12/2005 10:44:17.000000AM CDT

- ▶ Right-Click on .CSV file.
- ▶ Select "Save Target As"



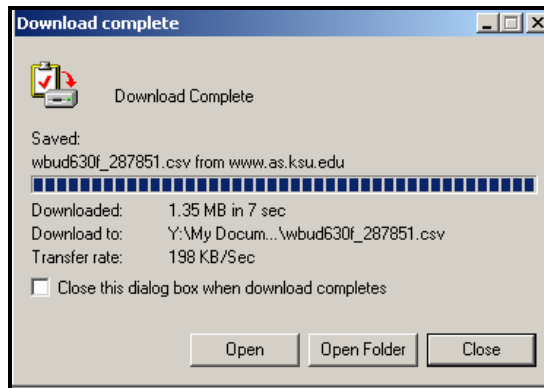
**The system will prompt for a folder . . . where to save the report.**

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.**

If an error occurs, please contact **K-State's IT HELP DESK at 532-7222**. 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 the University Budget Office at 532-6767 or Alma Deutsch at 532-1448.