

# Running / Viewing / Printing Reports

## Service Codes - Current Year (WBUD407)

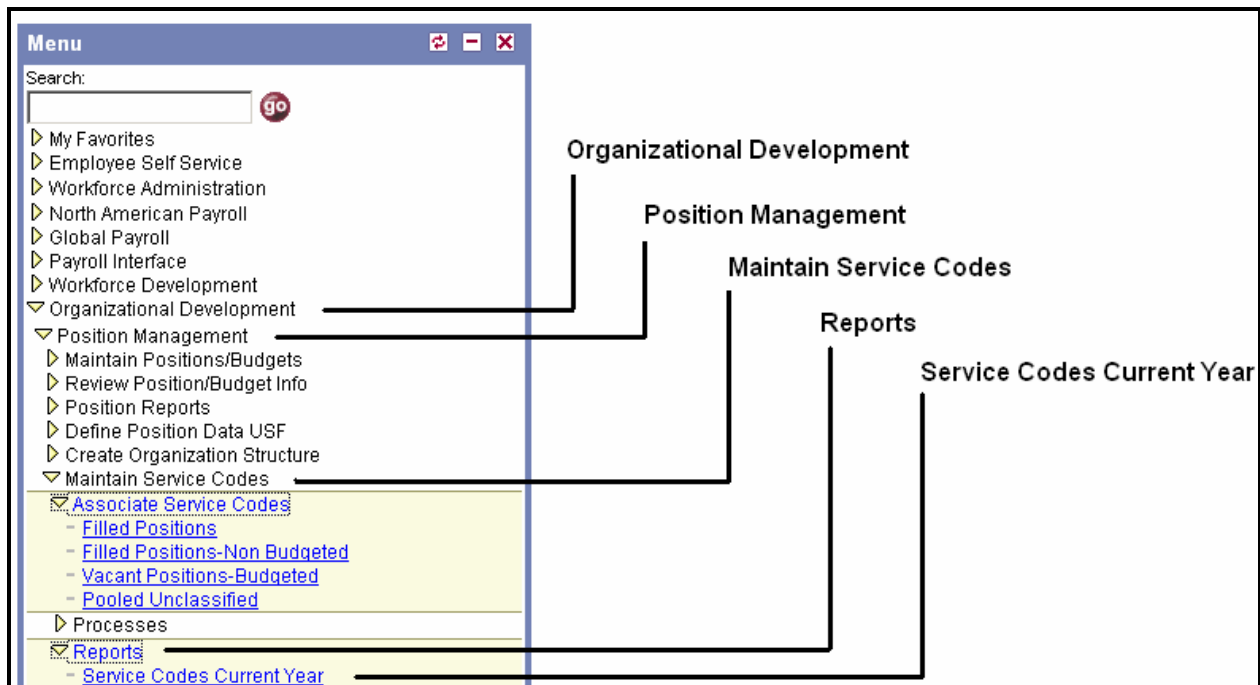
This report displays service code(s) and salary information for unclassified budgeted positions. This report may be used to view/print data for the prior fiscal year and the current fiscal year. The appropriate time to print this report is . . .

- before updating service code information for the current fiscal year. Use prior fiscal year as report parameter to view prior fiscal year data.
- after updating service code information for current fiscal year. Use current fiscal year as report parameter to view current fiscal year data ... latest updates.

### 1. Access HRIS Report

[Organizational Development](#) >> [Position Management](#)

[Maintain Service Codes](#) >> [Reports](#) >> [Service Codes Current Year](#)



## 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>

**Service Codes - Current Year**  
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: begins with | amd

Search | Clear | 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.**

**2. Complete the Report Request Parameters.**

❖ **Fiscal Year:** Enter Fiscal Year (YYYY)

❖ **Department ID or Department Group ID:**

***Department ID:*** Used to print information for a single department. This identification number will print service code information for all budgeted positions\employees within the department. Example: 367000XXXX

**Or**

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

❖ **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.

The screenshot shows a web form titled "Report Request Parameters" with a light green header. The form contains the following fields and options:

- Fiscal Year:** A text input field containing "2007" and a magnifying glass icon to its right.
- Budgeted Position:** A checked checkbox.
- Department:** A text input field containing "3670005050" and a magnifying glass icon to its right, with the text "Division of Human Resources" displayed to the right of the field.
- Department Group ID:** An empty text input field with a magnifying glass icon to its right.
- Sort By Subunit (Optional):** An unchecked checkbox.

### 3. **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.

Service Codes - Current Year

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

**Report Request Parameters**

Fiscal Year: 2007  Budgeted Position

Department: 3670005050  Division of Human Resources

Department Group ID:

Sort By Subunit (Optional)

**Save** **Return to Search** **Next in List** **Previous in List** **Notify** **Add**



## 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 using the web type on the Process Scheduler Request Page and sent to the process scheduler/report list.

Service Codes - Current Year

Run Control ID: AMD

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

**Report Request Parameters**

Fiscal Year:    Budgeted Position

Department:   Division of Human Resources

Department Group ID:

Sort By Subunit (Optional)

## 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 'Archives' tab in the Report Manager. Under 'View Reports For', there are input fields for 'User ID' (ALMAMD), 'Type', 'Last' (1 Days), 'Status', 'Folder', and 'Instance'. A 'Refresh' button is highlighted with a red box. Below this is the 'Report List' table with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, Details, and View. The first row contains a checkbox, Report ID 183394, Prcs Instance 197385, Report Description 'Service Codes - Current Year', Request Date/Time '08/21/2006 1:57:00PM', Format 'Acrobat (\*.pdf)', Status 'Posted', and links for 'Details' and 'View'. The 'View' link is highlighted with a red box. Two red arrows originate from the 'Refresh' button: one points to the 'View' link, and the other points to the 'Details' link.

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	183394	197385	Service Codes - Current Year	08/21/2006 1:57:00PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

Note: Reports will remain on the "Report List" for 30 days.

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

- \* A Message Log, Trace File, and File Name(s) will appear.
- \* To view the report, select the **wbud407 .csv** or **wbud407\_xxxxx.PDF**

Report for Microsoft Excel

Hard copy report

**Report Detail**

**Report ID:** 183394      **Process Instance:** 197385  
**Name:** WBUD407      **Process Type:** SQR Report  
**Run Status:** Success

Service Codes - Current Year

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,644	08/21/2006 1:57:19.000000PM CDT
<a href="#">wbud407 .csv</a>	90	08/21/2006 1:57:19.000000PM CDT
<a href="#">wbud407_197385.PDF</a>	1,717	08/21/2006 1:57:19.000000PM CDT
<a href="#">Trace File</a>	430	08/21/2006 1:57:19.000000PM CDT

- To print the report, select the  icon.

Or, select File > Print.

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.