

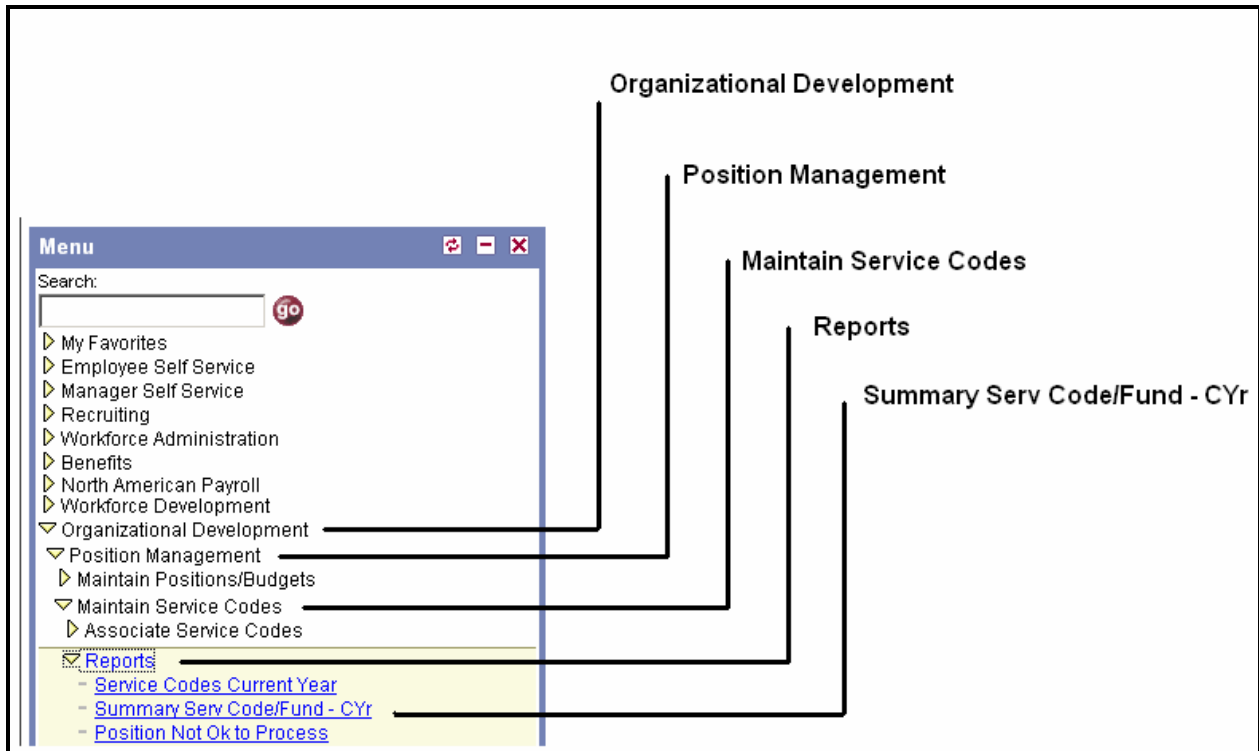
Running / Viewing / Printing Reports

Summary Service Code/Fund - Current Year

This report is used to view/print Fiscal Year 2007 data. This report provides service code related information for budgeted unclassified positions within a selected department or major administrative unit/college. The appropriate time to print this report is after entering\updating service code information. Normally, service code information is updated in August and September.

1. Access HRIS Report

**Organizational Development >> Position Management
Maintain Service Codes >> Reports >> Summary Serv
Code/Fund – CYr**




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.

Summary Serv Code/Fund - CYr
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.

- ❖ **Department:** 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.
- ❖ **Fiscal Year:** Enter "New" fiscal year (YYYY).
- ❖ **Budgeted Position:** Turn checkbox on for budgeted positions. Turn check box off for non-budgeted positions.

Summary Serv Code/Fund - CYr

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

Report Request Parameters

Enter Dept Group or Dept ID

Department: 3670005050

Department Group ID:

Fiscal Year: 2007

Budgeted Position

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

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.

5. 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.

Summary Serv Code/Fund - CYr

Run Control ID: AMD

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

Report Request Parameters

Enter Dept Group or Dept ID

Department:

Department Group ID:

Fiscal Year:

Budgeted Position

Report Manager - Set Up Report List

- ◆ Select "Refresh" to View Report List
- ◆ If status = Posted ... Select "View" to Access report detail page.

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'Administration' and 'Archives'. Below this is a section titled 'View Reports For' with fields for 'User ID' (ALMAMD), 'Type', 'Last' (1 Days), 'Status', 'Folder', 'Instance', and 'to:'. A 'Refresh' button is highlighted with a red box. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, Details, and View. A single report entry is shown with Report ID 183500, Prcs Instance 197517, Report Description 'Summary Serv Code/Fund - Cyr', Request Date/Time '08/21/2006 4:09:42PM', Format 'Acrobat (*.pdf)', and Status 'Posted'. The 'View' link for this report is highlighted with a red box. Red arrows point from the 'Refresh' button to the 'View' link.

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	183500	197517	Summary Serv Code/Fund - Cyr	08/21/2006 4:09:42PM	Acrobat (*.pdf)	Posted	Details	View

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.

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 **wbud406_.csv** or **wbud406_xxxxx.PDF**

Report Detail

Report ID: 183500 Process Instance: 197517
Name: WBUD406 Process Type: SQR Report
Run Status: Success
Summary Serv Code/Fund - Cyr

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,644	08/21/2006 4:09:48.000000PM CDT
wbud406_.csv	1,256	08/21/2006 4:09:48.000000PM CDT
wbud406_197517.PDF	2,854	08/21/2006 4:09:48.000000PM CDT
Trace File	254	08/21/2006 4:09:48.000000PM CDT

.csv for Microsoft Excel
.PDF for standard report file

Print Report

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.