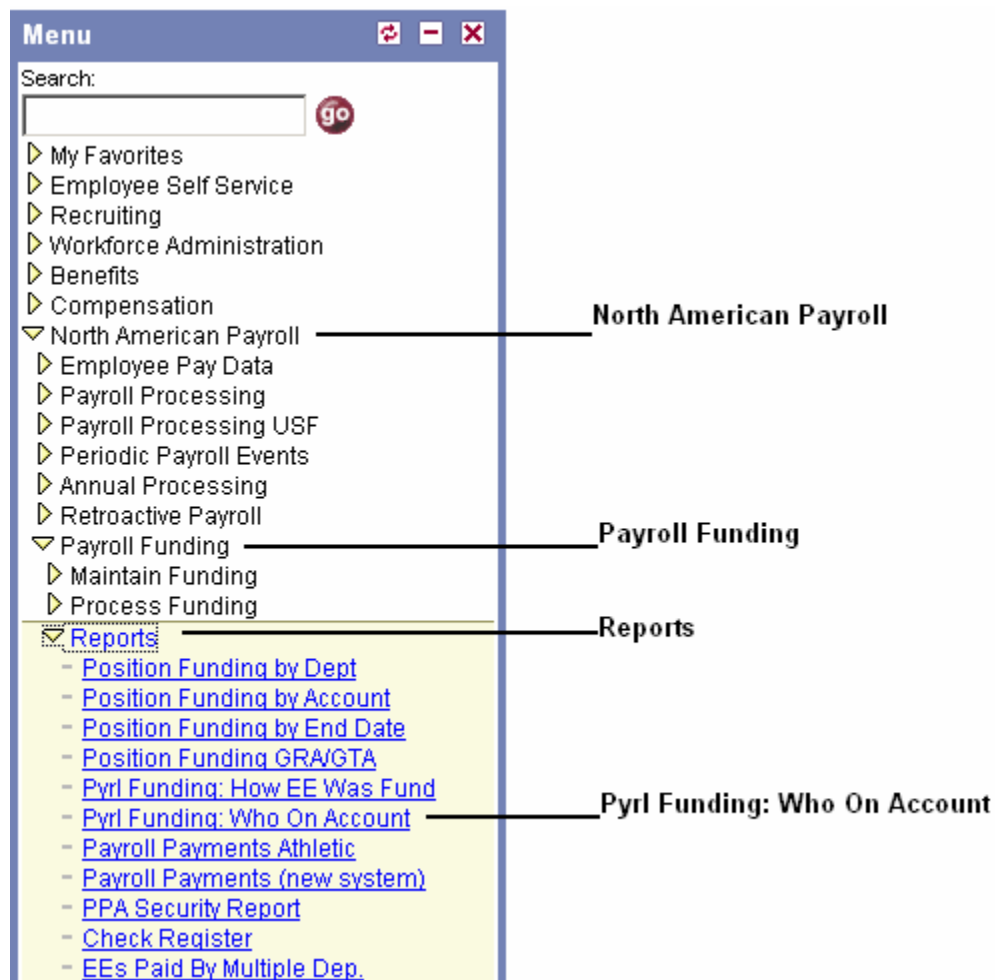


Running / Viewing / Printing Reports

Pyrl Funding: Who on Account

This report provides a list of employees paid from a designated FIS project for a specified period of time.

STEP 1: Access Report



Pyrl Funding: Who on Account

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>

Pyrl Funding: Who On Account

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](#)

Search by: Run Control ID begins with

[Search](#)

[Advanced Search](#)

[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.



Pyrl Funding: Who on Account

This report has two tab options. For FY 2006 and beyond, select the LASWER Pyrl Fund: Who on Acct. For prior to FY 2006, select the Pyrl Funding: Who On Account.



LASER Pyrl Fund: Who on Acct	Pyrl Funding: Who On Account
------------------------------	------------------------------

The Report Request Parameters page will appear.

For LASER Pyrl Fund: Who on Acct

Report Request Parameters	
Project:	<input type="text"/>
Department (Opt):	<input type="text"/> 
PayEndDt Start From:	<input type="text"/> 
PayEndDt Thru Date:	<input type="text"/> 

For Pyrl Funding: Who On Account

Report Request Parameters	
Account Code:	<input type="text"/> 
PayEndDt Start From:	<input type="text"/> 
PayEndDt Thru Date:	<input type="text"/> 

3. Complete Report Request Parameters for desired output.

For Pyrl Funding: Who On Account

Account Code: Enter FRS Account. Example: 480480

PayEndDt From: Use any pay period end date after
PayEndDt To: 12/11/1999 for How As EE Funded Report (WPAY780).

Use any pay period end date between
12/28/1996 and 12/11/1999 for History:
How Was EE Funded Report (WPAY782).

Note: Funding prior to 12/28/1996 has been purged from HRIS and is not available.

For LASER Pyrl Fund: Who on Acct

Project: Enter project number: Example: GAGR520761

- 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.

Department(Opt): Optional: Use department ID number.
Example: 3670020010

PayEndDt From: Use any pay period end dates after
PayEndDt To: the start of FY 2006 Example: 06/18/2005

Pyrl Funding: Who on 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 Pyrl Fund: Who on Acct](#) [Pyrl Funding: Who On Account](#)

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

Report Request Parameters

Account Code: CEDUC INSTR REST FEE

PayEndDt Start From:

PayEndDt Thru Date:

[LASER Pyrl Fund: Who on Acct](#) [Pyrl Funding: Who On Account](#)

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

Report Request Parameters

Project:

Department (Opt):

PayEndDt Start From:

PayEndDt Thru Date:

Pyrl Funding: Who on Account

5. Set Up Process Scheduler Request Page For Pyrl Funding: Who On Account

Report options are determined by whether or not funding for a given pay period has been archived. If it has been archived, you will select the History: Who on Account SQR described in 2) below.

To determine which pay periods has been archived; go to **Compensate Employees > Maintain Payroll History (KSU) > Inquire > Pay Check Distribution History**

Enter an EmplID ... search and scroll down to the bottom of the list. The last pay period end date shown is the last pay period archived. Currently we have archived through 12/11/99.

1) **PYRL Funding: Who on Account:**

If pay period end dates are after what has been archived, currently 12/11/1999, the Pyrl Funding: Who on Account (WPAY781) should be selected in the Process Scheduler Request page.

Process Scheduler Request



User ID: ALMAMD Run Control ID: kak

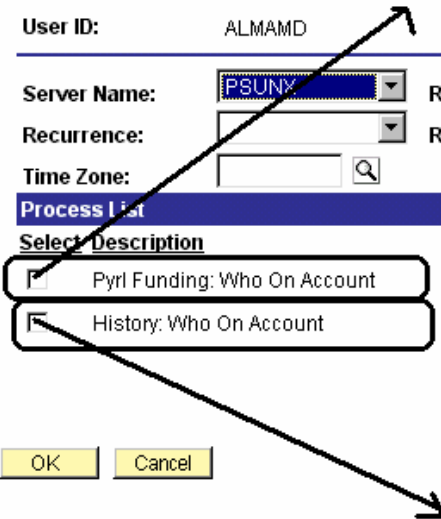
Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	
<input checked="" type="checkbox"/>	Pyrl Funding: Who On Account	WPAY781	SQR Report	Web	PDF	
<input checked="" type="checkbox"/>	History: Who On Account	WPAY783	SQR Report	Web	PDF	



2) **History: Who On Account:**

If pay period end dates have been archived, currently prior or equal to 12/11/999, he History: Who On Account (WPAY783) should be selected in the Process Scheduler Request page.

Funding prior to 12/28/1996 has been purged from HRIS and is not available.

Pyrl Funding: Who on Account

**Select Report by turning on the checkbox for desired report.
Select only one.**

For Pyrl Fund: Who on Acct:

Process List					
Select	Description	Process Name	Process Type	'Type	'Format
<input type="checkbox"/>	Pyrl Funding: Who On Account	WPAY781	SQR Report	Web	PDF
<input checked="" type="checkbox"/>	LASER Pyrl Fund: Who on Acct	WPAY781A	SQR Report	Web	PDF
<input type="checkbox"/>	History: Who On Account	WPAY783	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).

For Pyrl Funding: Who On Account

Process Scheduler Request

User ID: KKUGLE Run Control ID: kak

Server Name: PSUNX Run Date: 05/23/2005
Recurrence: Run Time: 10:49:11AM [Reset to Current Date/Time](#)
Time Zone:

Process List					
Select	Description	Process Name	Process Type	'Type	'Format
<input type="checkbox"/>	Pyrl Funding: Who On Account	WPAY781	SQR Report	Web	CSV
<input type="checkbox"/>	LASER Pyrl Fund: Who on Acct	WPAY781A	SQR Report	Web	PDF
<input type="checkbox"/>	History: Who On Account	WPAY783	SQR Report	Email	PDF

[OK](#) [Cancel](#)

After completing the options, select "OK" to run the report.

Pyrl Funding: Who on Account

6. View or Print the Report

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

- * **Select . . . Report Manager** (Page 9) will produce a list of reports that have been sent to the process scheduler/report list.

LASER Pyrl Fund: Who on Acct **Pyrl Funding: Who On Account**

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

Report Request Parameters

Project:

Department (Opt):

LASER Pyrl Fund: Who on Acct **Pyrl Funding: Who On Account**

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

Report Request Parameters

Account Code: CEDUC INSTR REST FEE

Report Manager - Set Up Report List

- * **Status:** Blank or Posted
- * **Refresh:** Select to View Report List
- * **Status:** When status is "Posted" ... Select "View" to Access Report/Log Viewer

Explorer | **List** | Administration | Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Select	Report ID	Pics Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	2239	2812	LASER Pyrl Fund: Who on Acct	05/23/2005 10:56:49AM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	2238	2811	Pyrl Funding: Who On Account	05/23/2005 10:56:28AM	Acrobat (*.pdf)	Posted	Details	View

Status ... Blank or 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 Posted appears on the list, select "**View**"

Report Manager - Access Report via Report Detail

- * A Message Log, Trace File, and .CSV File will appear.

Report Detail

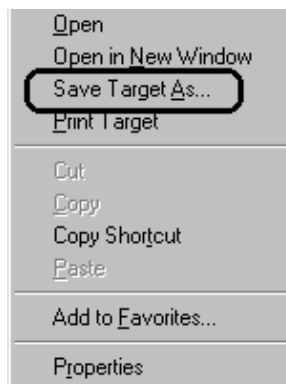
Report ID: 282 Process Instance: 321
Name: WPAY781 Process Type: SQR Report
Run Status: Success

Pyrl Funding: Who On Account

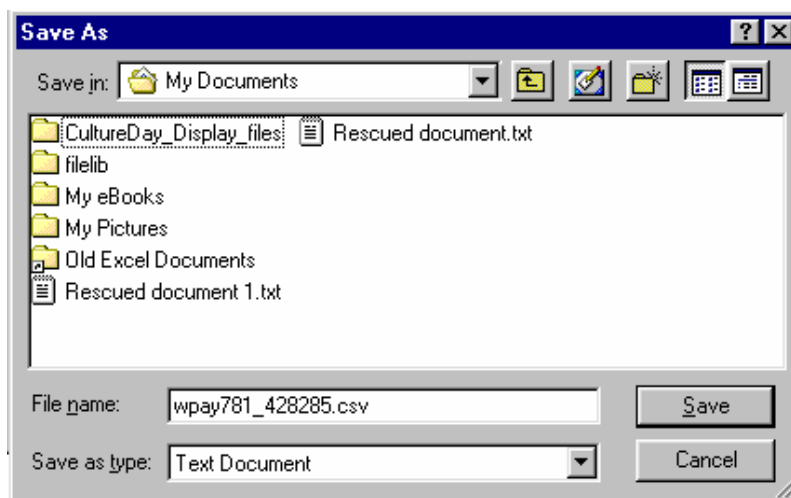
File List

Name	File Size (bytes)	Datetime Created
Message Log	1,611	09/21/2004 11:41:52.000000AM CDT
wpay781_321.csv	10,318	09/21/2004 11:41:52.000000AM CDT
Trace File	359	09/21/2004 11:41:52.000000AM CDT

- ▶ Right-Click on .CSV file.
- ▶ Select "Save Target As" [Internet Explorer]

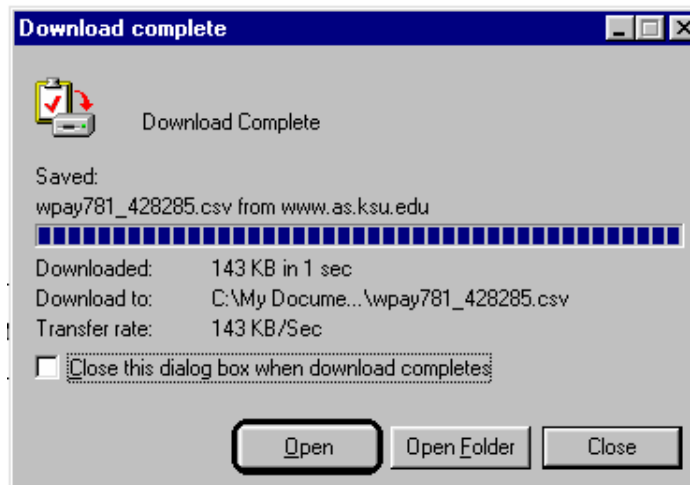


The system will prompt for a folder . . . where to save the report.
Note the File Name or change the File Name incase you need it later.



- ▶ **Select "Save"**

The following message will appear.



- ▶ **When the page indicates that the download is complete, select "Open."**

Report will appear in Microsoft Excel.