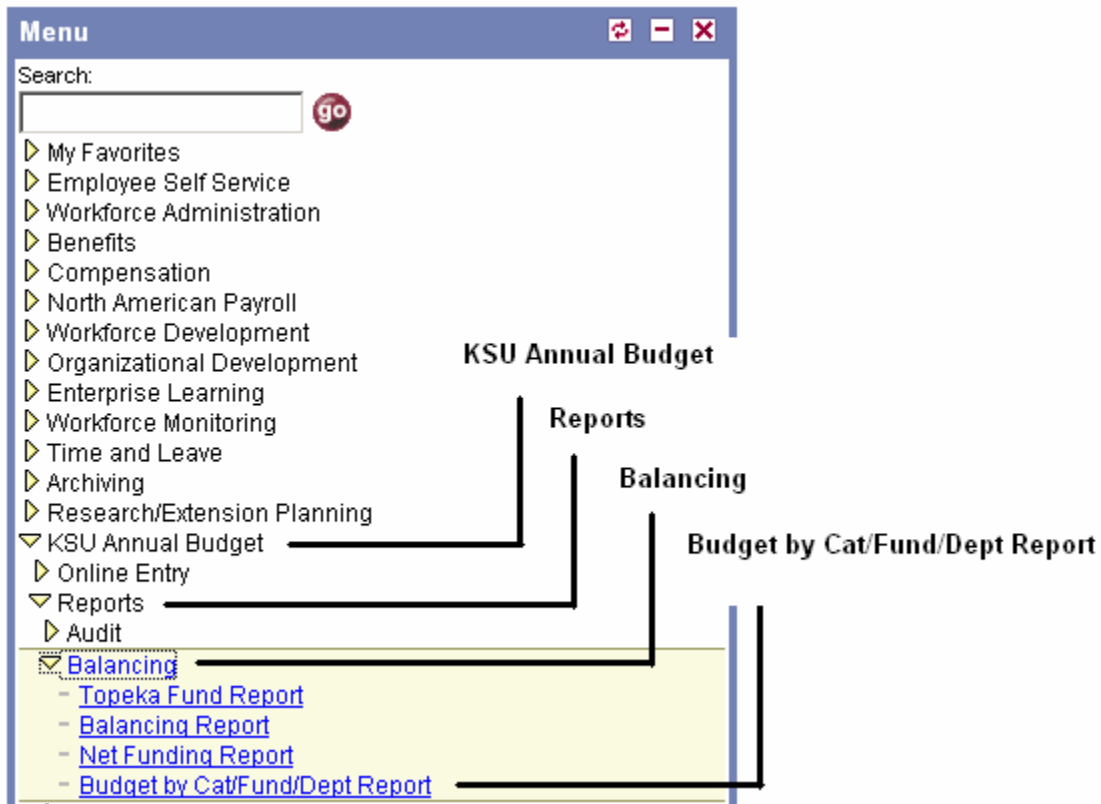


Running / Viewing / Printing Reports

Budget by Category/Fund/Department

This report provides a summary of budget information by unclassified, classified, student, and OOE (category), by each fund listed on the budget, and in departmental order. This report can help users quickly obtain summary totals for each of their departments for each budgeted category and fund. This report may be ordered at anytime but will not reflect the changes entered in the on-line area until the area has been closed and the data copied back to the main database. Normally, this occurs in May or June.

1. Access Report



Budget by Category/Fund/Department Report

2. Create a Run Control ID OR Select Run Control ID

To Create a Run Control ID:

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.

Find an Existing Value

Run Control ID:

[Advanced Search](#)

[Add a New Value](#)

To Select an Existing 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>

Budget by Category/Fund/Department Report

The Report Request Parameters page will appear.

3. Complete Report Request Parameters as appropriate.

Report Request Parameters

Fiscal Year: Print?

Sub Agency:

DeptID:

Budget Unit:

Dept Group:

Fiscal Year: New Fiscal Year

Print?: **Yes** provides detailed variance, prior year, and current year totals
No provides fund totals only

Sub Agency: Select one ... ESARP, Main Campus, or Vet Med

DeptID: Use Department ID only when one department is desired

Budget Unit: Major Budget Reporting Unit. Select one

<u>Budget/Reporting Unit</u>	<u>Description</u>
3670001010	Presidents Office
3670003010	Provost Office
3670005010	Admin & Finance Vice President
3670009010	Institutional Advancement VP
3670010010	Ag Deans Office & Dir AES
3670015010	Arch Planning & Design Dean of
3670020010	Arts & Sciences Dean Office
3670025010	Business Administration Dean
3670030005	Vice Provost Acad Serv&Tech
3670035010	Coop Extension Director
3670040010	Education Dean of
3670045010	Engineering Dean of
3670050010	Reserch&Grad Schl Vice Prvost
3670055010	Human Ecology Dean of
3670080010	Vet Med Center Dean of
3670085010	Technology & Aviation Dean Sal
3670085010	Technology College Dean Salina

Dept Group: A defined set of departments.

Budget by Category/Fund/Department Report

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.

Human Resource Information System
Kansas State University

Home | Add to

Next

Runctl Wbud637 Ksu

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

Report Request Parameters

Fiscal Year: 2006

Sub Agency: Main Camp

DeptID: 3670040010

Budget Unit:

Dept Group:

Print?

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

Budget by Category/Fund/Department Report

5. Set Up Process Scheduler Request Page

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


Web Option

E-Mail Option


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

Process Scheduler Request

User ID: KKUGLE 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"/>	Budget by Cat/Fund/Dept	WBUD637	SQR Report	Email	PDF

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Budget by Cat/Fund/Dept	WBUD637	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). After completing the options, **select "OK" to run the report.**

Budget by Category/Fund/Department Report

6. View or Print the Report

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

- * **Report Manager** (Page 7) 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 10) 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 Wbud637 Ksu

Run Control ID: kak

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

Process Instance:49677

Report Request Parameters

Fiscal Year Print?

Sub Agency:

DeptID

Budget Unit

Dept Group

Report Manager - Set Up Report List

Status: Leave edit box "blank" or select "Posted."

Refresh: Select to View Report List

View: 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:

Report List [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Select	Report ID	Prce Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	45391	49677	Budget by Cat/Fund/Dept	05/11/2005 11:19:35AM	Acrobat (*.pdf)	Posted	Details	View

A Message Log, Trace File, and File Name (wbud630c) will appear.

PDF file ... to view the report, select the file name (wbud630c xxxxxx.PDF).

Report Detail

Report ID: 45391 Process Instance: 49677
Name: WBUD637 Process Type: SQR Report
Run Status: Success

Budget by Cat/Fund/Dept

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,629	05/11/2005 11:19:51.000000AM CDT
wbud637 49677.PDF	11,016	05/11/2005 11:19:51.000000AM CDT
Trace File	666	05/11/2005 11:19:51.000000AM CDT

Report will appear on your desktop. Print report by selecting the "Print" icon or by selecting File ... Print.

Process Monitor - View Report Status

Use Process Monitor to view the Process List and Run Status.

Runctl Wbud637 Ksu

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

Report Request Parameters

Fiscal Year: 2006 Print?

Refresh until Run Status is Success.

Process List **Server List**

View Process Request For

User ID: KKUGLE Type: Last: 1 Days Refresh

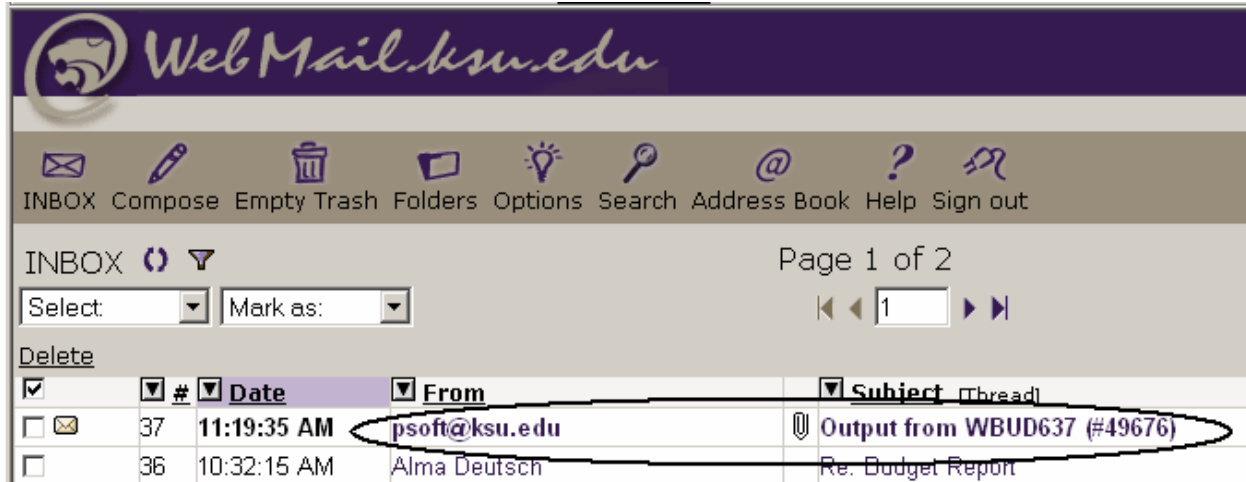
Server: Name: Instance: to Run Status: Save On Refresh

Customize | Find | View All | First 1-2 of 2 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
49677		SQR Report	WBUD637	KKUGLE	05/11/2005 11:19:31AM CDT	Success	Details
49676		SQR Report	WBUD637	KKUGLE	05/11/2005 11:15:50AM CDT	Success	Details

Process Monitor - View Report Status

- * **When Process Monitor Run Status indicates "Success" open e-mail to view/print report.**



WebMail.ksu.edu

INBOX Compose Empty Trash Folders Options Search Address Book Help Sign out

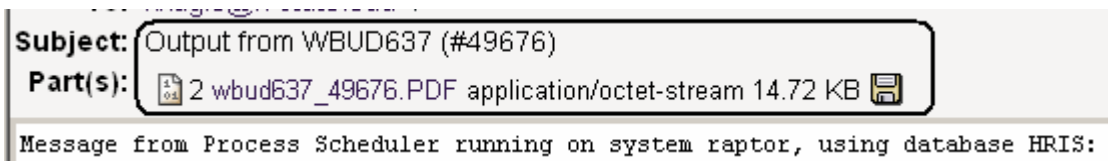
INBOX Page 1 of 2

Select Mark as: 1

Delete

<input type="checkbox"/>	#	Date	From	Subject (Thread)
<input type="checkbox"/>	37	11:19:35 AM	psoft@ksu.edu	Output from WBUD637 (#49676)
<input type="checkbox"/>	36	10:32:15 AM	Alma Deutsch	Re: Budget Report

- * **Open the PDF file to view or print the report.**



Subject: Output from WBUD637 (#49676)

Part(s): 2 wbud637_49676.PDF application/octet-stream 14.72 KB

Message from Process Scheduler running on system raptor, using database HRIS:

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.