

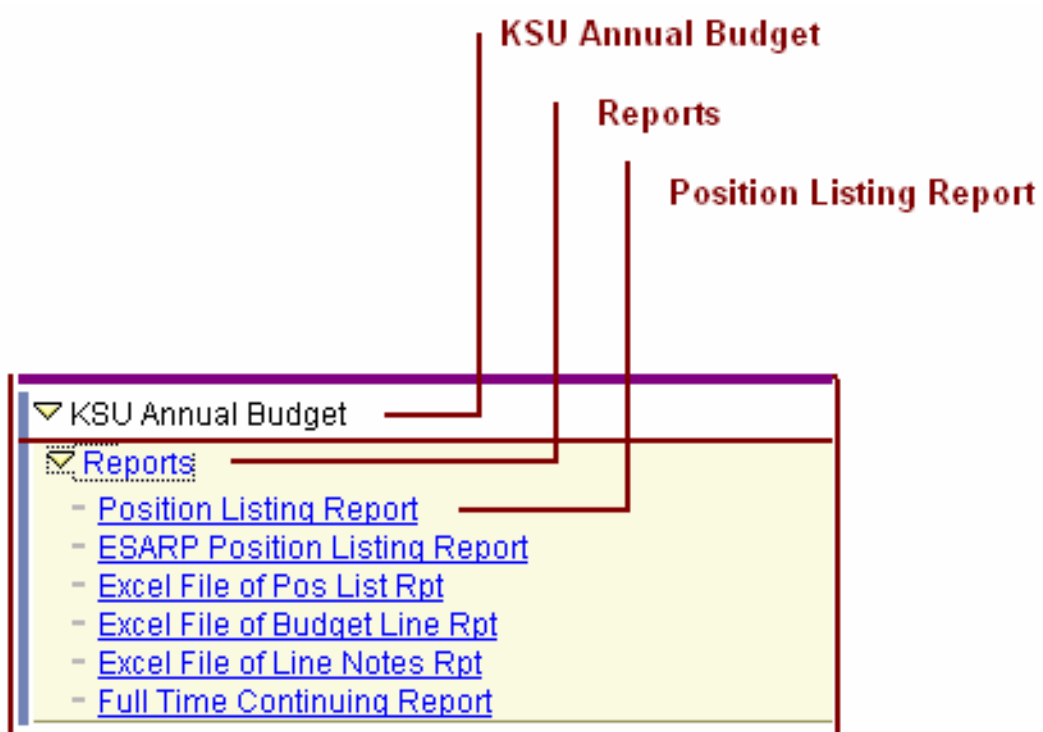
Running / Viewing / Printing Reports

Position Listing

This report produces budget line/position data and may be printed at any time.

After the budget process is complete for the new fiscal year, print this report, sign it, and send it to the University Budget Office.

1. Access Position Listing 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>

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.

Position Listing

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

Report Request Parameters

Fiscal Year: **Print Benefits** Sub:
 Print Employees with Bonus Only Agency:
 Print Classified Salaries Class Indc:
 <-- Starting Page# to Print on Report BL Type:

Department:

Budget Unit:

Department Group ID:

3. Complete the Report Request Parameters as appropriate.

Fiscal Year: Fiscal Year




Print Benefits: Option to display benefit totals (i.e., retirement, OASDI, Medicare, etc.)

Print Employees with Bonus Only: Option to select only classified employees with longevity bonus.

Print Classified Salaries: Option to display salary totals.



Starting page # to Print on Report: Option to select/print specific pages of report.

3. Continued ... Complete the Report Request Parameters

Department:	<input type="text"/>	
Budget Unit:	<input type="text" value="3670045010"/>	
Department Group ID:	<input type="text"/>	

Department or Budget Unit or Department Group ID: Normally, enter Department Group ID for desired output.

List of Budget Units

Search Results	
View All	First  1-17 of 17  Last
Budget/Reporting Unit	Description
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

Note: The Budget Unit and Department Group ID do not always include the same departments.

Position Listing

Sub Agency: Used to select/print budget lines for a specified sub-agency.

**ESARP
Main Camp
Vet Med**

Class Indc: Used to select/print budget lines for a specified class of employees.

**All
Classified
Temporary
Unclassified**

BL Type (Budget Line Type): Used to select/print specified budget line type(s).

**Benefit
HRIS
Joint
OOE
Pooled
Shrink Up
Shrinkage
Student**

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.

Position Listing

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

Report Request Parameters

Fiscal Year: 2006	<input type="checkbox"/> Print Benefits	Sub: Main Camp
	<input type="checkbox"/> Print Employees with Bonus Only	Agency:
	<input checked="" type="checkbox"/> Print Classified Salaries	Class Ind: All
	<input type="text"/> <-- Starting Page# to Print on Report	BL Type:
Department:		
Budget Unit: 3670045010		
Department Group ID:		

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

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.

Position Listing

Run Control ID: AMD

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

Report Request Parameters

Fiscal Year: 2006 <input type="text"/>	<input type="checkbox"/> Print Benefits	Sub: Main Camp <input type="text"/>
	<input type="checkbox"/> Print Employees with Bonus Only	Agency: <input type="text"/>
	<input checked="" type="checkbox"/> Print Classified Salaries	Class Indc: All <input type="text"/>
	<input type="text"/> <-- Starting Page# to Print on Report	BL Type: <input type="text"/>
Department: <input type="text"/>		
Budget Unit: 3670020010 <input type="text"/>		
Department Group ID: <input type="text"/>		

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 tabs for Explorer, List, Administration, and Archives. The 'View Reports For' section includes 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 the 'Report List' table with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, Details, and View. A single report is listed with ID 32163, Instance 35072, Description 'Position Listing', Request Date/Time '03/17/2005 4:12:16PM', Format 'Acrobat (*.pdf)', and Status 'Posted'. The 'View' link for this report is highlighted with a red box.

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	32163	35072	Position Listing	03/17/2005 4:12:16PM	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 report appears on the list, select "**View**"

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, File Name and Trace File will appear.
- * To view the report, select the file name ...
wpos630_xxxxxx.PDF

Report Detail

Report ID: 32163 **Process Instance:** 35072
Name: WBUD630 **Process Type:** SQR Report
Run Status: Success

Position Listing

File List		
<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,629	03/17/2005 4:13:33.000000PM CST
wbud630_35072.PDF	280,099	03/17/2005 4:13:33.000000PM CST
Trace File	8,017	03/17/2005 4:13:33.000000PM CST

After selecting the .PDF file, the report will display.

To print the report, select the  icon.

Or, select File > Print.

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.