Running Reports in the PRD Database

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RUNNING REPORTS IN THE PRD DATABASE

Use this **Menu Path**: Home > Compensate Employees > Manage Time and Earnings > Report > Payroll Extract

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**Step** | **Field** | **Action**
--- | --- | ---
1. | Add a New Value | Select “Add a New Value”

**Note:** For previously ran reports, enter the Run Control ID and then select the yellow “Search” Button.
Step | Field            | Action                                                                 |
--- | ---------------- | -----------------------------------------------------------------------|
1   | Run Control ID  | Enter any value you wish. The number 1 is often used or you may use your initials. |
2   | Add             | Select yellow “Add” Button                                             |
Step | Field       | Action                                                                 |
---  |------------|------------------------------------------------------------------------|
1.   | Pay End Date | Enter Payroll End Date                                                 |
2.   | Account Code  | Enter the account number for the Report you wish to run              |
2.   | Run         | Select the yellow “Run” Button                                         
**Step** | **Field** | **Action**
---|---|---
1. | **Server Name** | • Select “PSUNX” for SQR Reports  
• Select “PSNT” for Crystal Reports  
The Process Type will identify if the Report is a SQR or Crystal Report.
2. | **Type** | Select “Web” from Drop Down Box choices.
3. | **Format** | • Select “PDF” for SQR Reports  
• Select “DOC” for Crystal Reports from Drop Down Box choices
4. | **OK** | Select yellow **“OK”** Button
<table>
<thead>
<tr>
<th>Step</th>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Process Monitor</td>
<td>Select &quot;Process Monitor&quot; beside Yellow &quot;Run&quot; Button</td>
</tr>
</tbody>
</table>
### Running Reports in the PRD Database

<table>
<thead>
<tr>
<th>Step</th>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Refresh</td>
<td>Click yellow “Refresh” Button until “Success” shows up under “Run Status”</td>
</tr>
<tr>
<td>2.</td>
<td>Details</td>
<td>Select “Details”</td>
</tr>
</tbody>
</table>
Field | Action
--- | ---
1. | Select “View Log/Trace”
A new window will open. The following Security Alert box MAY appear:

<table>
<thead>
<tr>
<th>Step</th>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>OK</td>
<td>Select “OK”</td>
</tr>
</tbody>
</table>

The following Security Alert box MAY appear:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select “Yes”</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
1. | Select Report Name. In this instance, it is pay543x 5635.PDF.

Your Report will display in a PDF file format.

### To Save Report to a File

Within the Adobe Acrobat Reader (normally in the upper left corner) you will see a diskette icon that indicates “Save a Copy”. Click on the diskette icon. It will ask you where you want to save the file. You can save it on your hard drive or on a shared drive so others can view it. Name it what you wish, however, the report will remain a PDF file for view only.

### To Send Report by Email

Select File from the Internet Task Bar. Select “Send”. Select “Page by Email”. An email will appear with the PDF file attached. The Report ID will automatically appear in the Subject line—you may change it if you wish.
Exiting from Report brings this page back up:

- **Step 1.** Select “OK” to return to the Process Detail page
- OR
- Exit process