Running Reports in the RPT Database

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November 8, 2002
RUNNING REPORTS IN THE RPT DATABASE

Menu Path:  Home > Compensate Employees > Manage Time and Earnings > Report

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select Report you wish to run</td>
</tr>
</tbody>
</table>

Find an Existing Value

Run Control ID: [Field]

- Search
- Advanced Search
- Add a New Value

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>1.</td>
<td>Add a New Value</td>
<td>Select “Add a New Value”</td>
</tr>
</tbody>
</table>

Note:  For previously ran reports, enter the Run Control ID and then select the yellow “Search” Button.
The Report you select will be identified here.

### Comp Time by Dept ID

#### Add a New Value

**Run Control ID:**

- **Enter any value you wish. The number 1 is often used or you may use your initials.**

- **Add**

- **Find an Existing Value**

---

**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. | | Select yellow “Add” Button
### For Comp Time Report

<table>
<thead>
<tr>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>No entries are required to run the Comp Time Report</td>
</tr>
<tr>
<td>2.</td>
<td>Select yellow “Run” Button</td>
</tr>
</tbody>
</table>

### OR

For Hourly ESL by Acct Nbr, Hourly Paid Leave by Acct Nbr, Monthly ESL by Acct Nbr, and Monthly Paid Leave by Acct Nbr

<table>
<thead>
<tr>
<th>Step</th>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>As of Date</td>
<td>Enter Payroll End Date</td>
</tr>
<tr>
<td>2.</td>
<td>Run</td>
<td>Select the yellow “Run” Button</td>
</tr>
</tbody>
</table>
For Position Control by Acct Nbr

<table>
<thead>
<tr>
<th>Step</th>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pay End Date</td>
<td>Enter Payroll End Date</td>
</tr>
<tr>
<td>2.</td>
<td>Account Code</td>
<td>Enter the Account Number for the Report you wish to run</td>
</tr>
<tr>
<td>2.</td>
<td>Run</td>
<td>Select the yellow “Run” Button</td>
</tr>
</tbody>
</table>

The University of Oklahoma HRMS
Running Reports in the RPT Database
Step | Field | Action
--- | --- | ---
1. | Server Name | - Select “PSUNIX” 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
Step | Field        | Action                                                      
--- |-------------|-------------------------------------------------------------
1.  | Process Monitor | Select “**Process Monitor**” beside Yellow “Run” Button
### Step 1

**Field**: Click yellow "Refresh" Button until "Success" shows up under "Run Status"

**Action**: Click yellow "Refresh" Button until "Success" shows up under "Run Status"

### Step 2

**Field**: Details

**Action**: Select "Details"
### Process Detail

**Process**
- **Instance:** 2864
- **Type:** SQR Report

**Run**
- **Run Control ID:** 2
- **Location:** Server
- **Server:** PSUNIX
- **Recurrence:**

**Date/Time**
- **Request Created On:** 09/12/2002 4:36:42PM PDT
- **Run Anytime After:** 09/12/2002 4:36:06PM PDT
- **Began Process At:** 09/12/2002 4:36:45PM PDT
- **Ended Process At:** 09/12/2002 4:37:00PM PDT

**Actions**
- **Parameters**
- **Transfer**
- **Message Log**
- **Batch Timings**
- **View Log/Trace**

### Step

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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>View Log/Trace</td>
<td>Select “View Log/Trace”</td>
</tr>
</tbody>
</table>
A new window will open. The following Security Alert box MAY appear:

**Security Alert**

You are about to view pages over a secure connection. Any information you exchange with this site cannot be viewed by anyone else on the Web.

- [ ] In the future, do not show this warning

[OK] [More Info]

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<tr>
<td>1.</td>
<td>OK</td>
<td>Select “OK”</td>
</tr>
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</table>

The following Security Alert box MAY appear:

**Security Alert**

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site’s security certificate.

- [✓] The security certificate is from a trusted certifying authority.
- [✓] The security certificate date is valid.
- [⚠️] The name on the security certificate does not match the name of the site.

Do you want to proceed?

[Yes] [No] [View Certificate]

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<tbody>
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<td>1.</td>
<td>Yes</td>
<td>Select “Yes”</td>
</tr>
</tbody>
</table>
Step | Action
---|---
1. | Select Report Name. In this instance, it is pay513x 2864.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:

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<tr>
<td>1.</td>
<td>OK</td>
<td>Select “OK” to return to the Process Detail page OR Exit process</td>
</tr>
</tbody>
</table>