

Reports

2004/05 Expenditure Report

The 2004/05 Expenditure Report will give you expenses in the current year. You will be given the Budget, Commitments, Actuals (Expenses) and the Total for each account code you enter. The totals will also be stated for the account group.

There are four general sections when running a report. These are selecting the report, creating a new report, selecting a previously created report and running the report. Each section is described below.

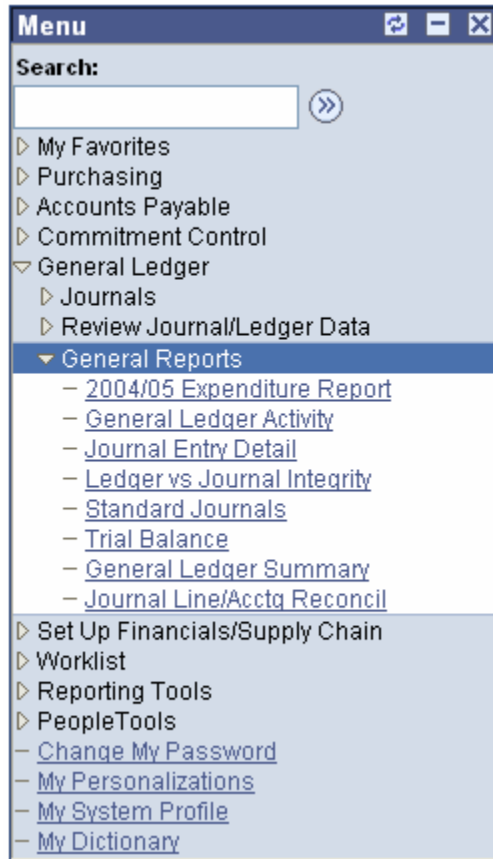
Selecting the report you require

There are a number of reports available to you. To select the 2004/05 Expenditure report, follow the steps below:

Select “General Ledger” from the main menu with a single click



Select “General Reports” with a single click. All reports that are available will be displayed. Select “2004/04 Expenditure Report”.



You will be given the option of creating a new report or selecting from reports you have created in the past. A previously created report will contain all the values you entered. There is no need to create the same report numerous times.

2004/05 Expenditure Report

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:

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Creating a new Report

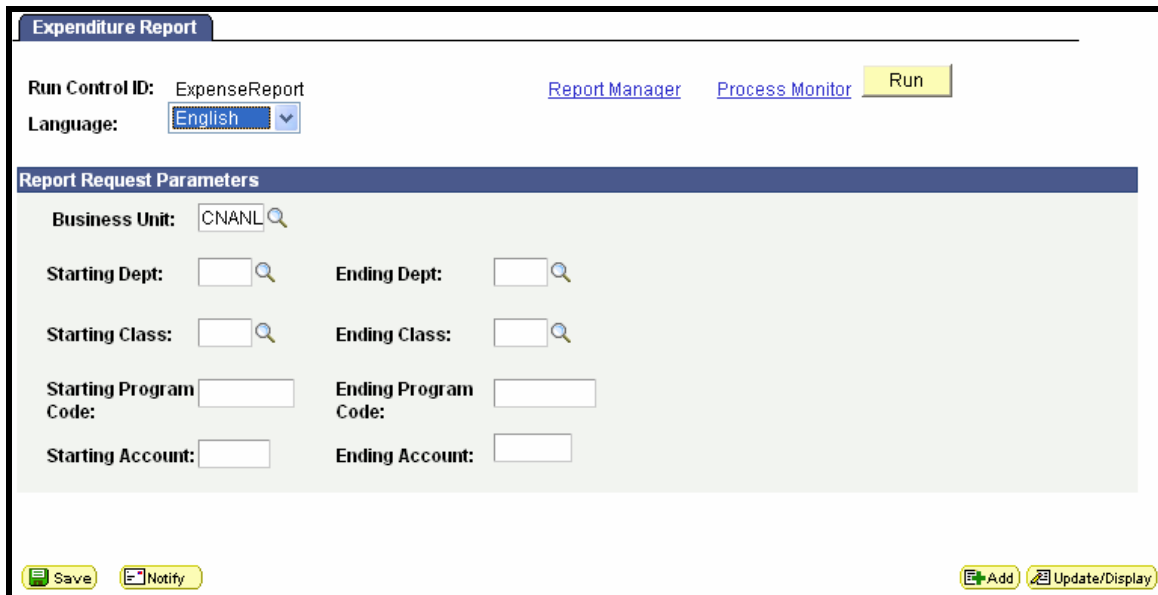
Each time a report is created, all parameters are saved. A new report only needs to be created when new parameters are required. To create a new report, you will need to give the report a name, and select the required parameters. Select the report you wish to run. The following screen will be displayed.

Select “Add a New Value” tab.



Enter the “Run Control ID” (report name). Enter a name which will reference the parameters. For example, if the report displays information for account code 80-40-13100, you could make the report name 80_40_13100_Expense_Report.

Click “Add”. The following screen will be displayed. You must enter the report parameters.



Enter the report request parameters, starting and ending values for the department, class, program code and account. The “Dept” represents the campus

code, for example 80 represents Headquarters. You can run your report over multiple campuses by entering the starting Dept as a lower value than the ending Dept. **Enter** the Class. This parameter can have a value of 10 (Administration), 15 (Facilities), 20 (Instructional), 30 (Student Services), 40 (Information Technology), 50 Resale Operations), 60 (Apprenticeship Programs), 70 (Community Ed and Contract Training), 80 (International) or 90 (Special Projects). **Enter** the Program codes. **Enter** the Account codes. Account codes range from 3000 to 3999 for revenue information, 4000 – 4999 salary information and 5000 -9999 for expenditure information.

If you are unsure what your code to enter, click the magnifying glass icon next to the required parameter and you will be given a list of possible values to enter.

Click “Save”. Your report will be saved and can be run at any time.

Previously Created Report

All reports that you create are saved so that you can run them as required. A previously created report will contain all parameter information that you entered. If you are unsure you created a required report, you can search the list of reports. Select the report you wish to run. The following screen will be displayed.


2004/05 Expenditure Report

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:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click “Search” to list all previously created reports. Or, if you know the Run Control ID (report name), enter it in the text box and click search. A list similar to the one below under “Search Results” will be displayed.


2004/05 Expenditure Report

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:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Run Control ID	Language Code
Expense	English
ExpenseReport	English

[Find an Existing Value](#) | [Add a New Value](#)

Click the report you wish to run. All account code parameters should be saved from previously. Make any adjustments required and click Save.

Expenditure Report

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

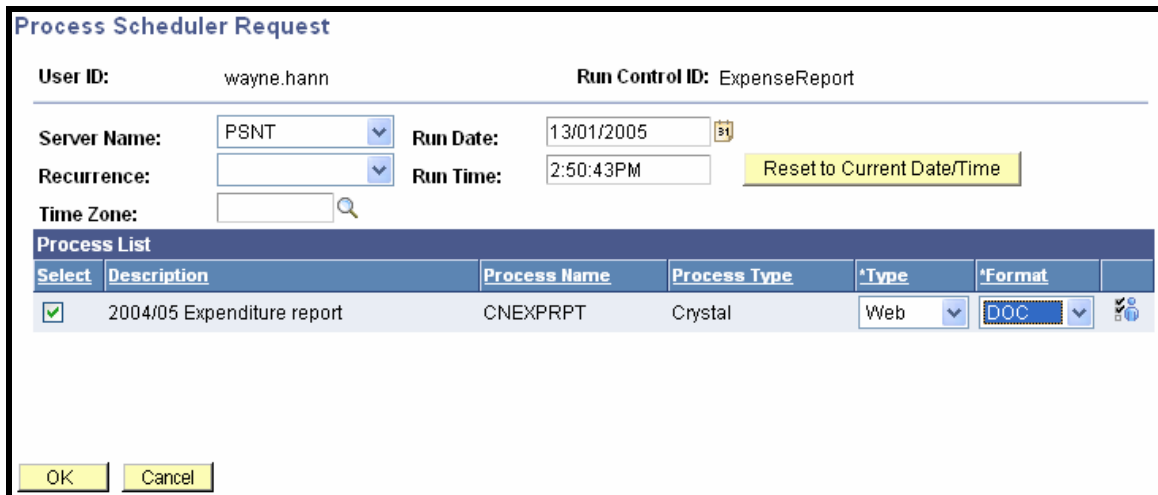
Language: English

Report Request Parameters

Business Unit:	<input type="text" value="CNANL"/> <input type="button" value="Q"/>		
Starting Dept:	<input type="text" value="80"/> <input type="button" value="Q"/>	Ending Dept:	<input type="text" value="80"/> <input type="button" value="Q"/>
Starting Class:	<input type="text" value="40"/> <input type="button" value="Q"/>	Ending Class:	<input type="text" value="40"/> <input type="button" value="Q"/>
Starting Program Code:	<input type="text" value="13100"/>	Ending Program Code:	<input type="text" value="13100"/>
Starting Account:	<input type="text" value="5000"/>	Ending Account:	<input type="text" value="9999"/>

Running the Report

After you have selected the report and have entered the parameters, click “Run”. The following screen will be displayed.



The screenshot shows a dialog box titled "Process Scheduler Request". It contains the following fields and controls:

- User ID:** wayne.hann
- Run Control ID:** ExpenseReport
- Server Name:** PSNT (dropdown menu)
- Run Date:** 13/01/2005 (calendar icon)
- Recurrence:** (empty dropdown menu)
- Run Time:** 2:50:43PM
- Time Zone:** (empty dropdown menu with search icon)
- Reset to Current Date/Time:** (button)
- Process List:** A table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and an icon column.
- Buttons:** OK and Cancel.

Select	Description	Process Name	Process Type	*Type	*Format	
<input checked="" type="checkbox"/>	2004/05 Expenditure report	CNEXPRPT	Crystal	Web	DOC	

You have the option to run the report once, or set a recurrence. If you wish to have the report run once, leave the Recurrence field blank. If you would like the report generated at regular intervals, use the drop list to select the recurrence option. The date to start the report and the time you wish to have the report run. You can also specify the format for the report.

Select the format you would like, Word document, Excel spreadsheet, PDF, etc. Set the “Type”. This is the type of report you would like. An e-mail, file, printed file, or a web file. Set a recurrence for reports that you require on a regular basis. Can be set to hourly, daily, weekly or monthly.

Click OK to execute the request.

The request will be run on the server and the results will be displayed in the format you requested. If you requested an e-mail, you will receive a mail message from Peoplesoft@cna.nl.ca.

Your request will be sent to the server and placed in a queue. To view the status of your request, click Process Monitor. The following screen will be displayed.

The screenshot shows a web interface for monitoring processes. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various search filters: 'User ID' (wayne.hann), 'Type' (dropdown), 'Last' (1 Days), 'Server' (dropdown), 'Name' (text), 'Instance' (text), 'Run Status' (dropdown), and 'Distribution Status' (dropdown). A 'Refresh' button and a 'Save On Refresh' checkbox are also present. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with the following data: Instance 9343, Process Type Crystal, Process Name CNEXPRPT, User wayne.hann, Run Date/Time 13/01/2005 2:50:43PM NST, Run Status Initiated, and Distribution Status N/A. A 'Details' link is provided for the entry.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9343		Crystal	CNEXPRPT	wayne.hann	13/01/2005 2:50:43PM NST	Initiated	N/A	Details

Your report is completed when the Run Status is “Success” and the Distribution Status is “Posted”. Click Refresh if your report is not complete. You may need to click a few times.

View the Report

If you requested your report to be e-mailed to you, you should receive a mail message with an attachment. Open the attachment to view the report results.

If your report was not e-mailed to you, you will need to open the file to view the results. When your reports has finished executing, the Run Status will change to “Success” and the Distribution Status will be “Posted”.

Process List
Server List

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9343		Crystal	CNEXPRPT	wayne.hann	13/01/2005 2:50:43PM NST	Initiated	N/A	Details

Click Details. All information about the report is displayed. The filename, status, date and time. To view the report, click “View Log/Trace”

Process Detail

Process

Instance: 9343 **Type:** Crystal

Name: CNEXPRPT **Description:** 2004/05 Expenditure report

Run Status: Success **Distribution Status:** Posted

Run

Update Process

Run Control ID: ExpenseReport

Location: Server

Server: PSNT

Recurrence:

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Actions

Request Created On: 13/01/2005 2:58:22PM NST

Run Anytime After: 13/01/2005 2:50:43PM NST

Began Process At: 13/01/2005 2:58:40PM NST

Ended Process At: 13/01/2005 2:58:54PM NST

[Parameters](#) Transfer

[Message Log](#)

Batch Timings

[View Log/Trace](#)

To open your report, click the filename in the file list. In the example below, the filename is CNEXPRPT_9343.DOC.

View Log/Trace

Report

Report ID: 5610 **Process Instance:** 9343 [Message Log](#)

Name: CNEXPRPT **Process Type:** Crystal

Run Status: Success

2004/05 Expenditure report

Distribution Details

Distribution Node: ps-http **Expiration Date:**

File List

Name	File Size (bytes)	Datetime Created
CNEXPRPT_9343.DOC	36,350	13/01/2005 2:58:54.560000PM NST
Message Log	0	13/01/2005 2:58:54.560000PM NST
PeopleSoft Trace File	494	13/01/2005 2:58:54.560000PM NST

Distribute To

Distribution ID Type	*Distribution ID
User	wayne.hann