

Running SQR User Executed Reports



User executed reports are those reports that can be run by the user at any time. You may receive them as part of your monthly reporting package, but you have the ability to run some of these reports whenever you require that data

The *Transaction Detail Report* is a user executed SQR report and is used as an example for this job aid.

- Step 1.** Log on to the e*mpac Finance Application with your FIN Username and Password, and navigate to the **(Campus) Financial Reports** page.



Report Center → Finance

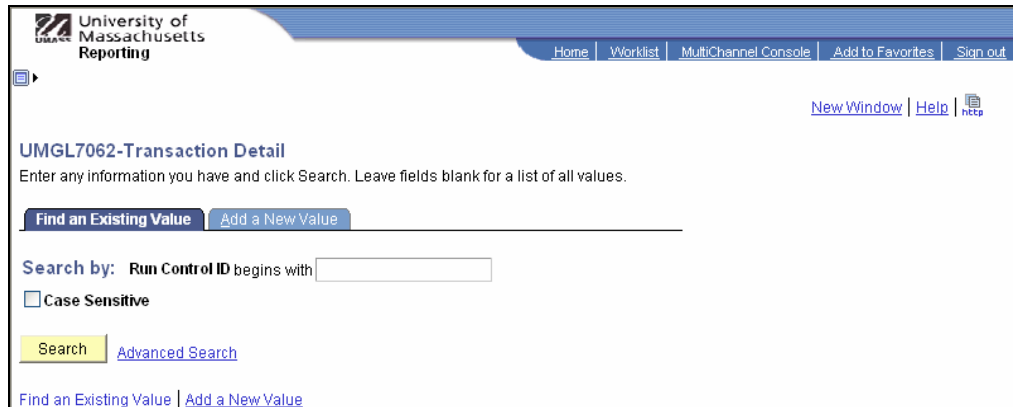
The **Boston Financial Reports** page opens – The “**Boston**” identifier for this page name is based on user security.



Report Name	UMGL	System	Icon
Department Package Reports			
Overhead Summary Report	UMGL7050	nVision	
Revenue & Expense w/ Appropriation Budgets Report	UMGL7045	nVision	?
Revenue & Expense Detail Transaction Report	UMGL7062	SQR	?
Revenue & Expense w/ Organization Budgets Report	UMGL7045	nVision	?
Open Encumbrance Report	UMGL7079	SQR	?
Fund Balance Reports			
Fund Balance Detail Report	UMGL7037	nVision	?
Fund Balance with Net Assets Report	UMGL7036	nVision	?
Project/Grant Reports			
Project/Grant Activity Report	UMGM7047	SQR	
Individual Reports			

- Step 2.** Click the **Revenue & Expense Detail Transaction Report** link to access the run control for this report.

The **UMGL7062-Transaction Detail (Find an Existing Value)** page opens.



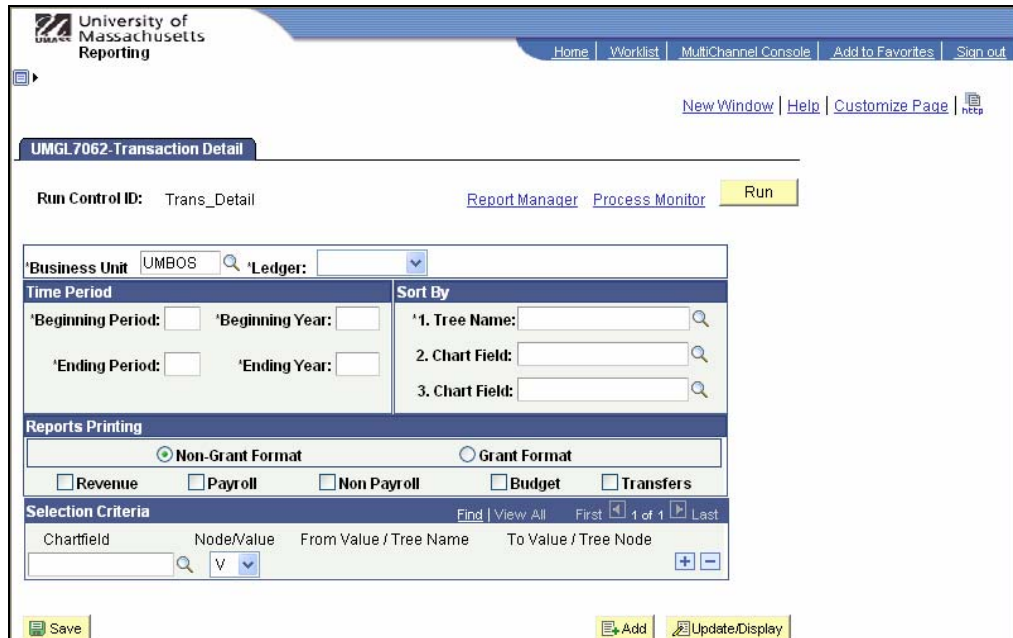
The screenshot shows the 'UMGL7062-Transaction Detail' page. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there are links for New Window, Help, and a help icon. The main heading is 'UMGL7062-Transaction Detail' with a sub-heading 'Find an Existing Value'. Below the heading, there is a search area with a 'Search by:' field containing 'Run Control ID begins with' and an empty input box. There is a 'Case Sensitive' checkbox which is unchecked. Below the search area are 'Search' and 'Advanced Search' buttons. At the bottom of the search area, there are links for 'Find an Existing Value' and 'Add a New Value'.



Note: If this is the first time you are running this report, click **Add a New Value**, enter a name for the **Run Control ID**, and click **Add**. Use underscores (**_**) in place of spaces as the system does not recognize spaces for the run control name.

- Step 3.** Enter the **Run Control ID** and click **Search**.

The **UMGL7062-Transaction Detail** page opens.



The screenshot shows the 'UMGL7062-Transaction Detail' page after the search. The 'Run Control ID' field is populated with 'Trans_Detail'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this, there is a 'Business Unit' field with 'UMBOS' and a 'Ledger' dropdown menu. The 'Time Period' section has fields for 'Beginning Period', 'Beginning Year', 'Ending Period', and 'Ending Year'. The 'Sort By' section has three fields: '1. Tree Name', '2. Chart Field', and '3. Chart Field'. The 'Reports Printing' section has radio buttons for 'Non-Grant Format' (selected) and 'Grant Format', and checkboxes for 'Revenue', 'Payroll', 'Non Payroll', 'Budget', and 'Transfers'. The 'Selection Criteria' section has a table with columns for 'Chartfield', 'Node/Value', 'From Value / Tree Name', and 'To Value / Tree Node'. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.



Tip: The run control page allows you to select the parameters needed to run your report. Some run control pages require more information than others.



Note: The Business Unit defaults based on your user security.

Step 4. Enter the following fields:

- **Ledger**
- **Beginning Period**
- **Ending Period**
- **Beginning Year**
- **Ending Year**
- **Tree Name**
- **ChartField (1 and 2)**



Tips:

- It is recommended that the **RPT_DEPARTMENT** tree be entered in the **Tree Name** field. (This is the same tree used in the monthly batch reports.)
- The **ChartField** fields are optional and can include any ChartField. Valid values are **Class**, **DeptID**, **Fund Code**, **Program Code**, and **Project ID**.

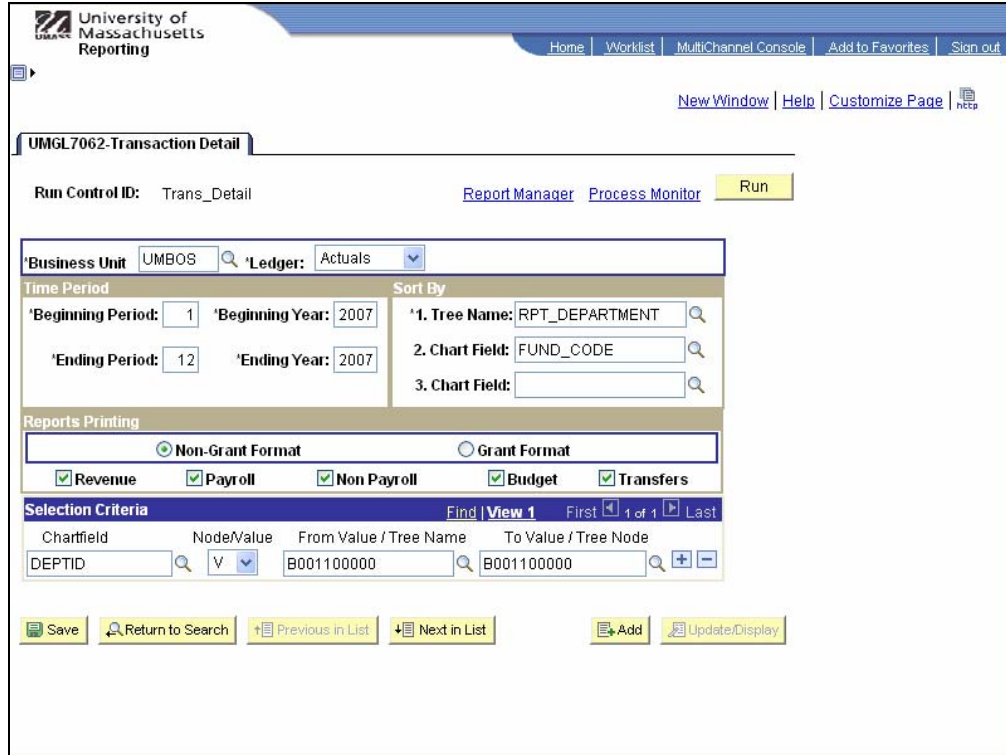
Step 5. Select any appropriate check boxes in the **Reports Printing** group box.

Step 6. To limit the selection of ChartFields in the report, enter the **ChartField** field.

Step 7. Enter one of the following options in the Node/Value field:

- **V** (ChartField value)
- **N** (Node in the tree structure)

Step 8. To limit the selection of ChartFields in the report, enter the **ChartField** field.



University of Massachusetts Reporting

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | help

UMGL7062-Transaction Detail

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

'Business Unit: UMBOS 'Ledger: Actuals

Time Period

'Beginning Period: 1 'Beginning Year: 2007 'Ending Period: 12 'Ending Year: 2007

Sort By

'1. Tree Name: RPT_DEPARTMENT
2. Chart Field: FUND_CODE
3. Chart Field:

Reports Printing

Non-Grant Format Grant Format

Revenue Payroll Non Payroll Budget Transfers

Selection Criteria Find | View 1 First 1 of 1 Last


Chartfield	Node/Value	From Value / Tree Name	To Value / Tree Node
DEPTID	V	B001100000	B001100000

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)



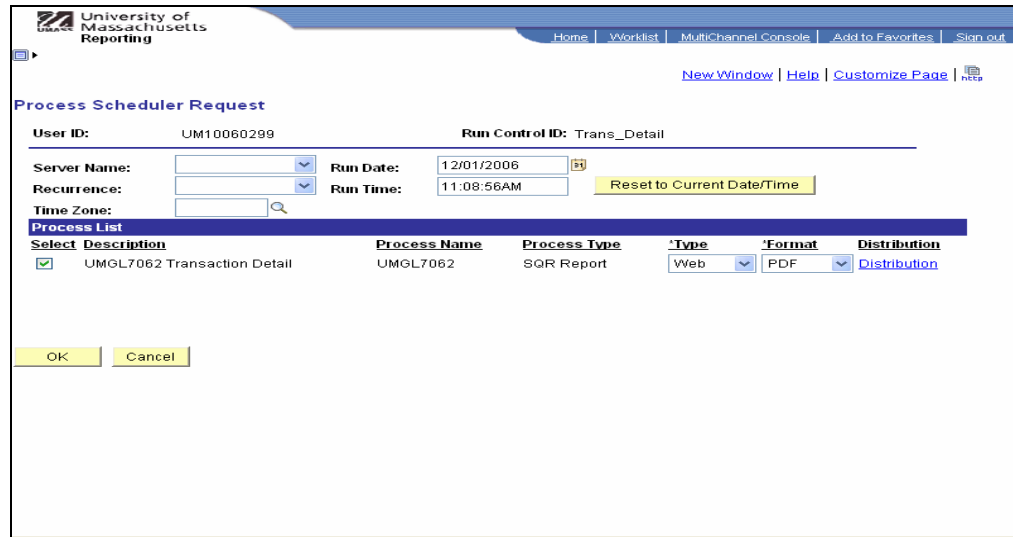
Tip:

- To define one specific department, select **V** in the **Node/Value** field and enter the same department number in the **From Value / Tree Name** and **To Value / Tree Name** fields.
- To define a range of department ID values, enter the start value of the range in the **From Value / Tree Name** and the end value of the range in the **To Value / Tree Name**.
- To define a group of departments, it may be easier to enter **N** in the **Node/Value** field and enter the tree name in the **From Value / Tree Name** and **To Value / Tree Name** fields.

Step 9. To add another ChartField value, click .

Step 10. Click .

The **Process Scheduler Request** page opens.



The screenshot shows the 'Process Scheduler Request' page. At the top, there is a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, there are links for 'New Window', 'Help', 'Customize Page', and 'Help'. The main content area includes the following fields:

- User ID: UM10060299
- Run Control ID: Trans_Detail
- Server Name: (dropdown menu)
- Run Date: 12/01/2006 (calendar icon)
- Recurrence: (dropdown menu)
- Run Time: 11:08:56AM (Reset to Current Date/Time button)
- Time Zone: (dropdown menu)

Below these fields is a 'Process List' table:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	UMGL7062 Transaction Detail	UMGL7062	SQR Report	Web	PDF	Distribution


At the bottom of the form, there are 'OK' and 'Cancel' buttons.

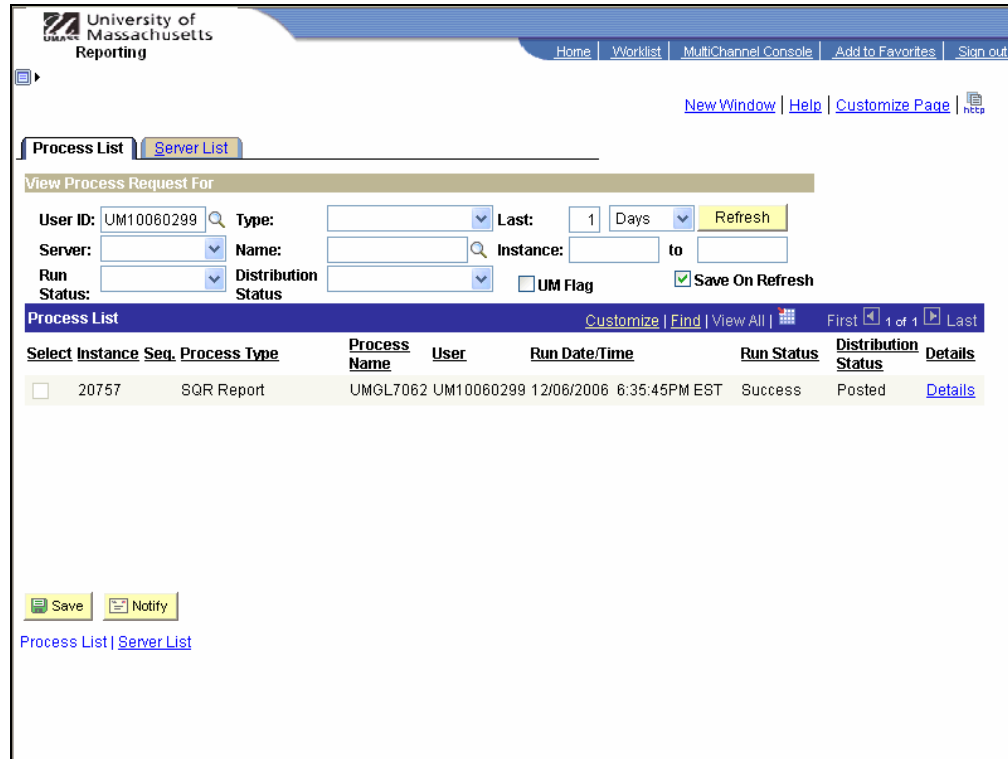
Step 11. Verify that the following fields default (depending on user preferences):

- For the Process Type **SQR**, the **Server Name** should be **PSUNX**
- For the Process Type **Crystal**, the **Server Name** should be **PSNT**
- The Type should be **Web**
- The Format should be **PDF**

Step 12. Click .


The UMGL7062-Transaction Detail page reopens.

- Step 13.** To monitor the status of the report, click the **Process Monitor** link and click  periodically until the **Run Status** displays "Success".



University of Massachusetts Reporting

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Process List | **Server List**

View Process Request For

User ID: UM10060299 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status UM Flag 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"/>	20757		SQR Report	UMGL7062	UM10060299	12/06/2006 6:35:45PM EST	Success	Posted	Details

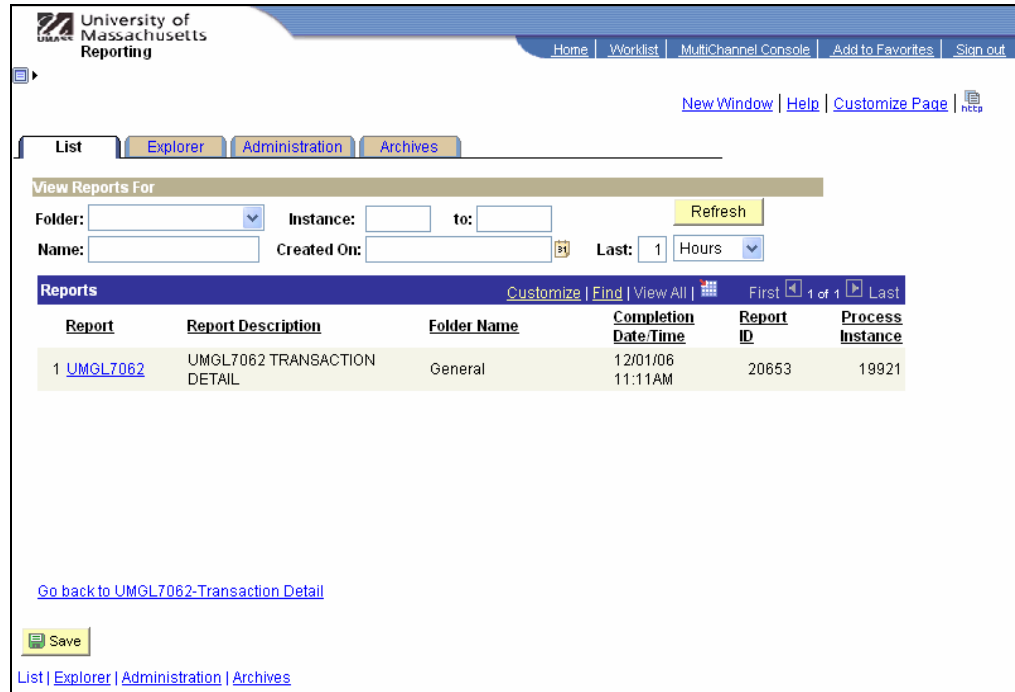
Save Notify

[Process List](#) | [Server List](#)



Note: The Process Monitor and Report Manager links also appear on the Report Center page that was used to access the Report Request (see example after Step 1). If you want to view reports that have been run in the past, you do not have to open the Report Request to view those reports. You can open them directly the Process Monitor and/or Report Manager via the Report Center.

Step 14. To view the report, click the **Report Manager** link.
 The **List** page opens.



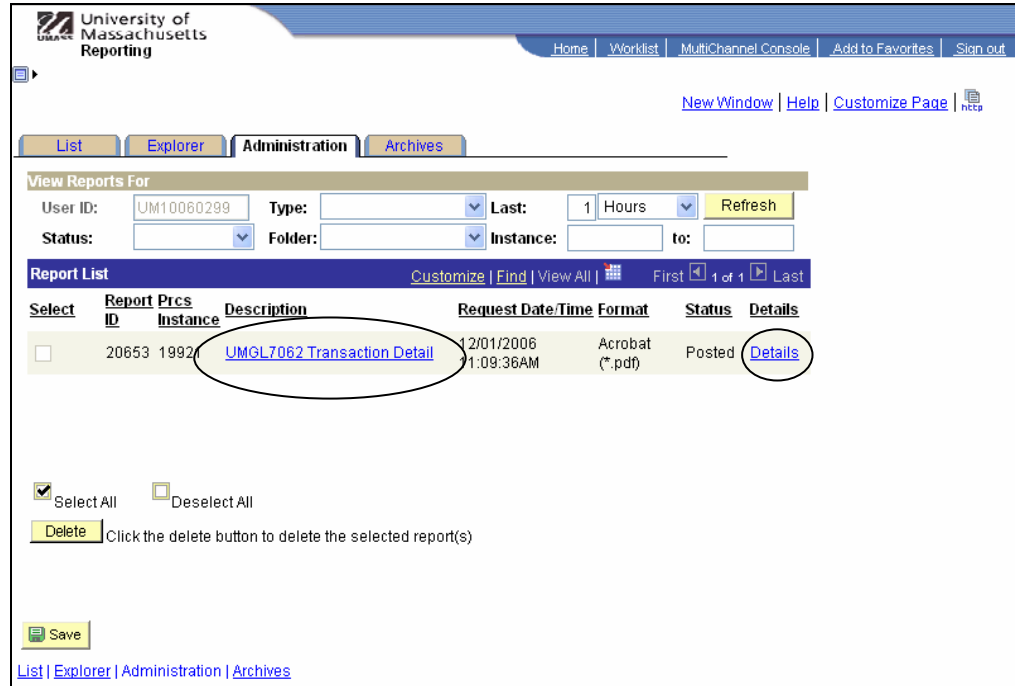
The screenshot shows the 'Reporting' section of the University of Massachusetts website. It includes a navigation bar with links like 'Home', 'Worklist', and 'MultiChannel Console'. Below this, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. A search area allows filtering reports by folder, instance, name, and creation date. A table displays a single report entry.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UMGL7062	UMGL7062 TRANSACTION DETAIL	General	12/01/06 11:11AM	20653	19921

Additional elements include a 'Refresh' button, a 'Save' button, and a link to 'Go back to UMGL7062-Transaction Detail'.


Step 15. Click **Administration**.

The **Administration** page opens.



University of Massachusetts Reporting

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | 

List | Explorer | **Administration** | Archives

View Reports For

User ID: Type: Last: Hours

Status: Folder: Instance: to:

Report List Customize | Find | View All |  First Last

Select	Report ID	Prcs Instance	Description	Request Date:Time	Format	Status	Details
<input type="checkbox"/>	20653	1992	UMGL7062 Transaction Detail	12/01/2006 1:09:36AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Click the delete button to delete the selected report(s)

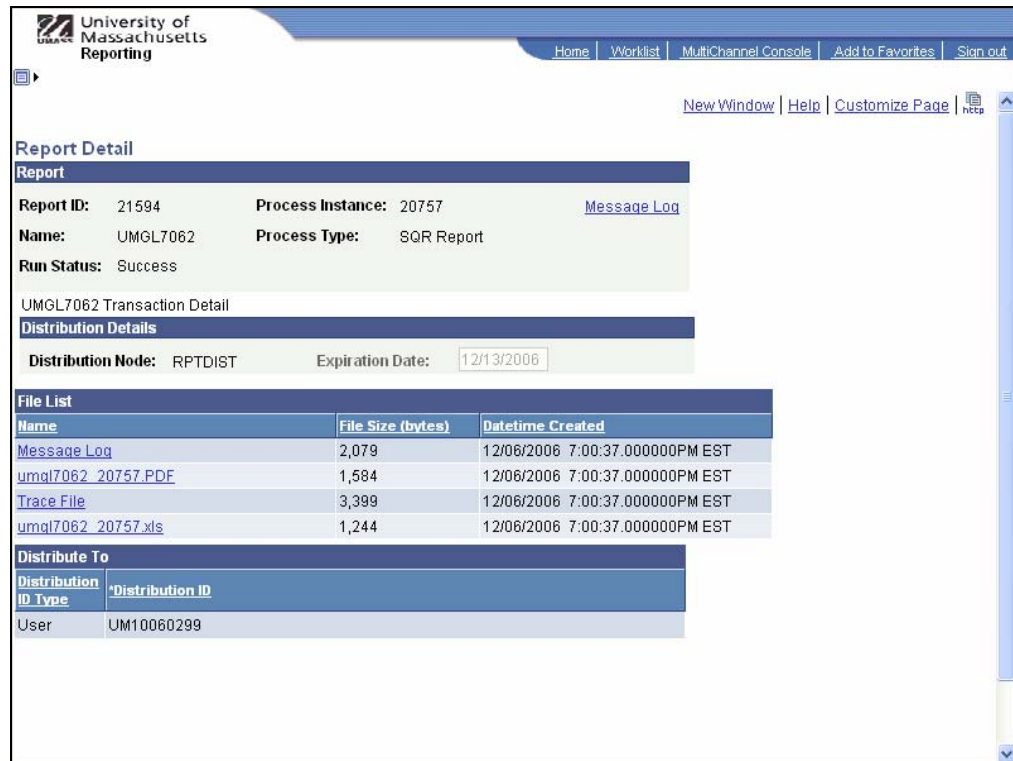
List | Explorer | Administration | Archives



Note: The report will not show on the Administration tab until it has been “Posted”. If you do not see the desired report in the Report Manager, click until it appears. Otherwise, go to the Process Monitor to check the status of the report in progress.


- Step 16.** Click the Description link to open the report in PDF format, or click the **Details** link to view the report in either PDF or XLS format. In this example, the **Details** link is used

The **Report Detail** page opens.



University of Massachusetts Reporting

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Report Detail

Report

Report ID: 21594 Process Instance: 20757 [Message Log](#)

Name: UMGL7062 Process Type: SQR Report

Run Status: Success

UMGL7062 Transaction Detail

Distribution Details

Distribution Node: RPTDIST Expiration Date: 12/13/2006

File List

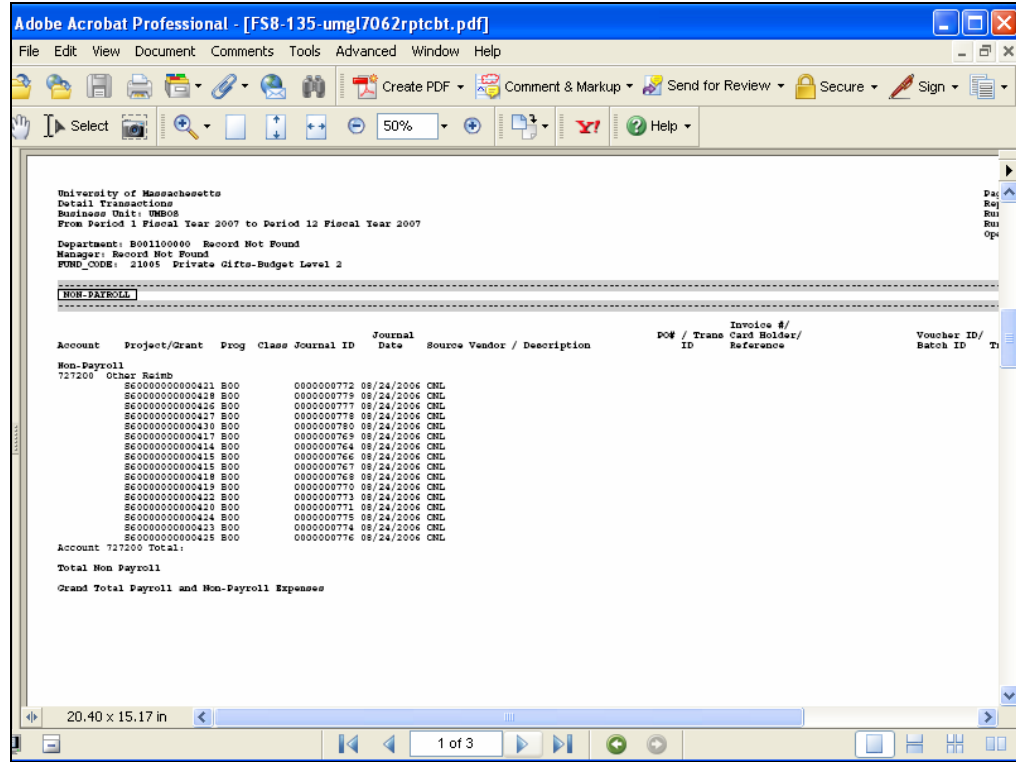
Name	File Size (bytes)	Datetime Created
Message Log	2,079	12/06/2006 7:00:37.000000PM EST
umgl7062_20757.PDF	1,584	12/06/2006 7:00:37.000000PM EST
Trace File	3,399	12/06/2006 7:00:37.000000PM EST
umgl7062_20757.xls	1,244	12/06/2006 7:00:37.000000PM EST

Distribute To

Distribution ID	Type	Distribution ID
User		UM10060299

Step 17. Click the link for either format. For this example, the PDF format is selected.

The *UMGL7062-Transaction Detail Report* opens.



End of Procedure



Last Edited Date	12/22/06
Last Edited By	RB