Business Process Procedures

14.20 PROCESSING REPORTS

- **Overview** These procedures walk an operator through the step-by-step process of running a report using the Process Scheduler.
- Key Points First time users will need to establish a Run Control ID for this report. Once the Run Control ID is established it may be used to run many similar PeopleSoft reports.
- Notes Each operator must set up his/her own Run Control Defaults.
- Important! To comply with the VCCS Good Neighbor rules, users must:

<u>ALWAYS</u> run reports using the smallest data range possible. <u>NEVER</u> overlap running processes so more than one is running at a time.

VCCS reports violators of this policy to NovaConnect Support Services for further action.

Navigation Running the Cash Register Total Report was used as an example for creating this document. The Navigation to this page is:

Home > VCCS Custom > VCCS Student Financials > Register Tools

Detailed Discussion

Step 1 Navigate to the menu item where the report is located. A dialog box will appear.

Find an Existing Value	Add a New Value	
Search by: Run Conti	ol ID begins with	
Case Sensitive		
Search Advanced S	earch	

Step 2 To create a new Run Control ID:

Click Add a New Value. Enter a new Run Control ID and click Add.

Note The ID should be a minimum of three characters in length, is case sensitive, and must not contain spaces between words. Use only alphabetic characters, the digits 0-9 and the underscore (_) in the formation of your Run Control ID names. Use of other special characters, such as the slash '/', question mark '?' or pound sign '#' may cause the process to fail.

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To use an existing Run Control ID:

Type in the ID name, or click <a>Search to locate the name from the list of available values.

Step 3 The Run Control page for this process will appear.

/ Register Totals				_
Run Control ID: PRINT_RECEIPT	Report Manager	Process Monitor	Run	
Business Unit:				
Cashier's Office:				
Cash Register: 🔍 🔍				
Business Date:				
Save Return to Search + Previous in List	↓ Next in List		E+Add 💹	lpdate/Display

- Step 4 Enter the desired values.
- Step 5 Click save, and then Run.
- Step 6 The Process Scheduler Request Page appears.

Process Scheduler Request								
User ID:	1061608 Run Control ID: PRINT_RECEIPT							
Server Name: Recurrence:	•	Run Date: Run Time:	06/26/200 10:36:00A		Reset to C	urrent D	Date/Time	
Time Zone:	٩							
Process List								
Select Description		Process	s Name	Process T	<u>ype *T</u>	ype	<u>*Format</u>	Distribution
VCCS Regis	ter Totals SQR Reprt	VXREGT	гот	SQR Repo	vrt V	Veb	Y PDF	Distribution
	R							
OK Cance	1							

Step 7 Enter the appropriate server name.

For SQR, COBOL, and App Engine jobs, select **PSUNX**. Server Name: PSUNX

For Crystal Reports, select **PSNT**. Server Name: PSNT

Step 8 Choose the appropriate process from the Process Lists. Verify the *Type and *Format values.

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For Process Type = SQR Report or Crystal, select **Web** for *Type and **PDF** for *Format. For Process Type = COBOL, accept the default of **None** for both *Type and *Format.

Step 9

Click $\stackrel{\circ \kappa}{\longrightarrow}$ to start running the process.

Step 10Once the process commences, the Run Control page will redisplay, and the Process
Instance Number assigned to the process will appear.

Register Totals					
Run Control ID: PR	INT_RECEIPT	<u>Report Manager</u>	Process Monitor Process Instar	Run nce:963	
Business Unit:	NV280 Q				
Cashier's Office:	NCBO Q				
Cash Register:	NC01 Q				
Business Date:	06/15/2006 🔍				
Save Return	to Search T Previous in List	Next in List		E+Add 🗾 Up	date/Display

Step 11

Click Process Monitor and the Process List page appears.

Process List Server List				
View Process Request For				
User ID: 1061608 Q Type: Server: Name:	Last: 1 None Last: 1 None Last: 1 to	Refresh		
Run 🔽 Distribu Status: Status	ntion Save On Refres	h		
Process List	Customize Find	View All 🛄 👘	First 🛃 1 of	1 🕑 Last
<u>Select Instance Seq. Process Type</u>	<u>Process</u> <u>User</u> <u>Run Date/Time</u> Name	Run Status	<u>Distribution</u> <u>Status</u>	¹ <u>Details</u>
🔲 906 SQR Report	VXREGTOT 1061608 06/17/2006 11:37:22AM EDT	Success	Posted	<u>Details</u>
Go back to Register Totals				
Process List <u>Server List</u>				

- Step 12 Periodically click Refresh to refresh the Process Monitor page. Use this page to check the process until it has finished processing and the Run Status for your report shows Success.
- Step 13 When the Run Status displays success, click Details for your process.

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Step 14

The Process Detail page appears.

Process Deta	ail				
Process					
Instance:	908	Type:	SQR Report		
Name:	VCREGTOT Description: Register Totals Report				
Run Status:	Success	Distribution 9	Status: N/A		
Run			Update Process		
Run Control IE): ciber-totals-report		Hold Request		
Location:	Server		C Queue Request		
Server:	PSUNX		Cancel Request Delete Request		
Recurrence:			Restart Request		
			-		
Date/Time			Actions		
Request Crea	ted On: 06/17/2006	12:24:16PM EDT	<u>Parameters</u> Transfer		
Run Anytime /	After: 06/17/2006	12:13:23PM EDT	<u>Message Log</u>		
Began Proces	ss At: 06/17/2006	12:24:31PM EDT	Batch Timings		
Ended Proces	ss At: 06/17/2006	12:25:01PM EDT	View Log/Trace		
OK	Cancel				

Step 15

Click $\frac{\text{View Log/Trace}}{\text{Log}}$. The View Log/Trace page appears.

				-11
View Log/1	Frace			
Report				
Report ID:	839	Process Instance:	908	Message Log
Name:	VCREGTOT	Process Type:	SQR Rep	ort
Run Status:	Success			
Register Tot	als Report			
Distribution	Details			
Distribution Node: S89HTTP		Expiration Date: 07/01/2006		07/01/2006
File List				
<u>Name</u>		File Size	e (bytes)	Datetime Created
Message Lo	1	1,818		06/17/2006 12:25:14.000000PM EDT
vcreqtot01 9	08.PDF	1,440		06/17/2006 12:25:14.000000PM EDT
vcreqtot02 9	08.PDF	1,648		06/17/2006 12:25:14.000000PM EDT
vcreqtot03 9	08.PDF	3,739		06/17/2006 12:25:14.000000PM EDT
Trace File		1,490		06/17/2006 12:25:14.000000PM EDT
Distribute To	l i i i i i i i i i i i i i i i i i i i			
Distribution I	<u>D Type</u>	<u>*Distrit</u>	oution ID	
User		106160)8	
	Report Report ID: Name: Run Status: Register Tot Distribution Distribution File List Name Message Log vcregtot01 9 vcregtot02 9 vcregtot03 9 Trace File Distribute To Distribution I	View Log/Trace Report Report ID: 839 Name: VCREGTOT Run Status: Success Register Totals Report Distribution Details Distribution Node: S89HTTP File List Name Message Log vcreatot01 908.PDF vcreatot02 908.PDF vcreatot03 908.PDF vcreatot03 908.PDF Trace File Distribute To Distribution ID Type	View Log/Trace Report Report ID: 839 Process Instance: Name: VCREGTOT Process Type: Run Status: Success Register Totals Report Distribution Details Distribution Node: S89HTTP Expiration File List Name File Size Message Log 1,818 vcreatot01_908.PDF 1,648 vcreatot02_908.PDF 3,739 Trace File 1,490 Distribution ID Type 'Distribution'	Report Report ID: 839 Process Instance: 908 Name: VCREGTOT Process Type: SQR Rep Run Status: Success Register Totals Report Distribution Details Distribution Node: S89HTTP Expiration Date: I File List Mame File Size (bytes) Message Log 1,818 ycregtot01 908.PDF 1,648 vcregtot02 908.PDF 3,739 Trace File 1,490 Distribution ID Distribution ID Type 'Distribution ID Yope 'Distribution ID

- **Step 16** Click on the appropriate .PDF file name to display the report you wish to view. The report will display in a separate Adobe Reader window.
- **Notes** The Message Log and Trace File provide runtime information that can be used to assist in troubleshooting. To view the report, click on the report name to open it using Adobe Acrobat. See note below regarding processes that error.

Some COBOL processes may return a Success status, but may not have produced the desired result especially since they do not generally create a report. Always check the Message Log to verify the results.