

## 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:

**ALWAYS run reports using the smallest data range possible.**  
**NEVER 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.

**Register Totals**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

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**Search by:** Run Control ID begins with

Case Sensitive

[Advanced Search](#)

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

**Step 2** To create a new Run Control ID:  
 ❖ Click [Add a New Value](#). Enter a new Run Control ID and click .

**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.

To use an existing Run Control ID:

- ❖ Type in the ID name, or click  to locate the name from the list of available values.

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

**Step 4** Enter the desired values.

**Step 5** Click , and then .

**Step 6** The Process Scheduler Request Page appears.

| Select                              | Description                    | Process Name | Process Type | *Type | *Format | Distribution                 |
|-------------------------------------|--------------------------------|--------------|--------------|-------|---------|------------------------------|
| <input checked="" type="checkbox"/> | VCCS Register Totals SQR Reprt | VXREGTOT     | SQR Report   | Web   | PDF     | <a href="#">Distribution</a> |

**Step 7** Enter the appropriate server name.

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


Server Name:

For Crystal Reports, select **PSNT**.

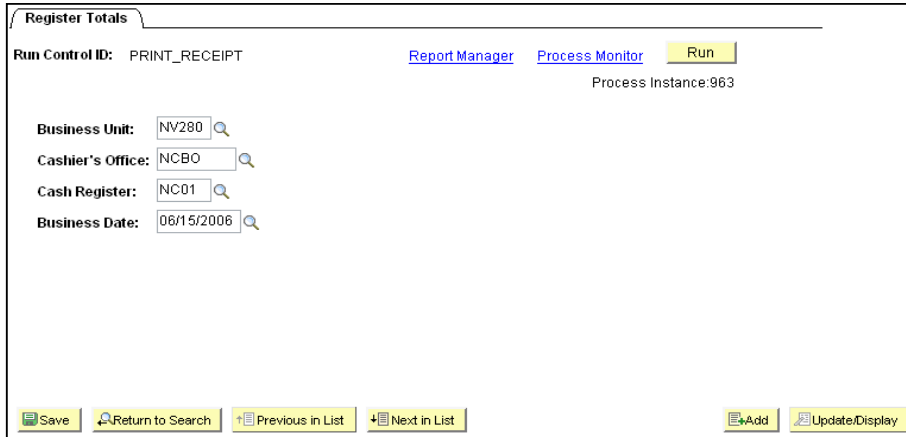
Server Name:

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

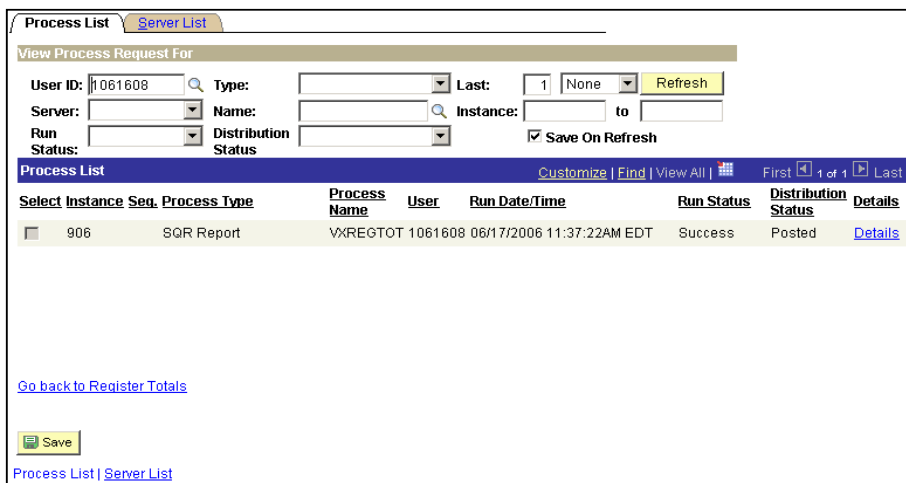
For Process Type = SQR Report or Crystal, select **Web** for \*Type and **PDF** for \*Format.  
 For Process Type = COBOL, accept the default of **None** for both \*Type and \*Format.

**Step 9** Click  to start running the process.


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



**Step 11** Click [Process Monitor](#) and the Process List page appears.



| Select                   | Instance | Seq. | Process Type | Process Name | User    | Run Date/Time             | Run Status | Distribution Status | Details                 |
|--------------------------|----------|------|--------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 906      |      | SQR Report   | VXREGTOT     | 1061608 | 06/17/2006 11:37:22AM EDT | Success    | Posted              | <a href="#">Details</a> |

**Step 12** Periodically click  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.

**Step 14** The Process Detail page appears.

| Process Detail                                       |  |
|--|--|
| <b>Process</b>                                       |  |
| <b>Instance:</b> 908                                 | <b>Type:</b> SQR Report                      |
| <b>Name:</b> VCREGTOT                                | <b>Description:</b> Register Totals Report   |
| <b>Run Status:</b> Success                           | <b>Distribution Status:</b> N/A              |
| <b>Run</b>   | <b>Update Process</b>                        |
| <b>Run Control ID:</b> ciber-totals-report           | <input type="radio"/> <b>Hold Request</b>    |
| <b>Location:</b> Server                              | <input type="radio"/> <b>Queue Request</b>   |
| <b>Server:</b> PSUNX                                 | <input type="radio"/> <b>Cancel Request</b>  |
| <b>Recurrence:</b>                                   | <input type="radio"/> <b>Delete Request</b>  |
|  | <input type="radio"/> <b>Restart Request</b> |
| <b>Date/Time</b>                                     | <b>Actions</b>                               |
| <b>Request Created On:</b> 06/17/2006 12:24:16PM EDT | <a href="#">Parameters</a> Transfer          |
| <b>Run Anytime After:</b> 06/17/2006 12:13:23PM EDT  | <a href="#">Message Log</a>                  |
| <b>Began Process At:</b> 06/17/2006 12:24:31PM EDT   | Batch Timings                                |
| <b>Ended Process At:</b> 06/17/2006 12:25:01PM EDT   | <a href="#">View Log/Trace</a>               |
| <input type="button" value="OK"/>                    | <input type="button" value="Cancel"/>        |

**Step 15** Click [View Log/Trace](#). The View Log/Trace page appears.

| View Log/Trace                     |  |                                  |
|------------------------------------|--|----------------------------------|
| <b>Report</b>                      |  |                                  |
| <b>Report ID:</b> 839              | <b>Process Instance:</b> 908 <a href="#">Message Log</a> |                                  |
| <b>Name:</b> VCREGTOT              | <b>Process Type:</b> SQR Report                          |                                  |
| <b>Run Status:</b> Success         |  |                                  |
| Register Totals Report             |  |                                  |
| <b>Distribution Details</b>        |  |                                  |
| <b>Distribution Node:</b> S89HTTP  | <b>Expiration Date:</b> 07/01/2006                       |                                  |
| <b>File List</b>                   |  |                                  |
| Name                               | File Size (bytes)  | Datetime Created                 |
| <a href="#">Message Log</a>        | 1,818  | 06/17/2006 12:25:14.000000PM EDT |
| <a href="#">vcregtot01_908.PDF</a> | 1,440  | 06/17/2006 12:25:14.000000PM EDT |
| <a href="#">vcregtot02_908.PDF</a> | 1,648  | 06/17/2006 12:25:14.000000PM EDT |
| <a href="#">vcregtot03_908.PDF</a> | 3,739  | 06/17/2006 12:25:14.000000PM EDT |
| <a href="#">Trace File</a>         | 1,490  | 06/17/2006 12:25:14.000000PM EDT |
| <b>Distribute To</b>               |  |                                  |
| Distribution ID Type               | *Distribution ID   |                                  |
| User                               | 1061608  |                                  |

Revised 10/2007

**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.