

Running / Viewing / Printing Reports

Service Codes - Current Year (WBUD407)

This report provides service code related information for a selected department or major administrative unit/college.

1. Access HRIS Report

[Organizational Development > Position Management](#)

[Maintain Service Codes > Reports > Service Codes Current Year](#)

2. Select Run Control ID

The screenshot shows a search interface titled "Service Codes - Current Year". It includes a search criteria dropdown menu set to "Search Criteria". Below this, the "Run Control ID" field is set to "begins with" and "AMD". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

3. Complete the Report Request Parameters.

The screenshot shows a form titled "Report Request Parameters". It contains the following fields and options:

- Fiscal Year: 2016
- Budgeted Position:
- Department: 3670020060 (Biology)
- Department Group ID: (empty)
- Sort By Subunit (Optional):

4. *Save and Run the Report*

Select " **Save** " to retain selected report parameters.

Select " **Run** " to run the report and to access the Process Scheduler Request page.

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

Report Request Parameters

Fiscal Year: 2016 Budgeted Position

Department: 3670020060 Biology

Department Group ID:

Sort By Subunit (Optional):

Save

5. Set up Process Scheduler Request Page

Process Scheduler Request

User ID ALMAMD Run Control ID AMD

Server Name PSUNX Run Date 09/03/2015

Recurrence Recurrence Run Time 8:45:49PM **Reset to Current Date/Time**

Time Zone CST Central Time (US)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Service Codes - Current Year	WBUD407	SQR Report	Web	PDF	Distribution

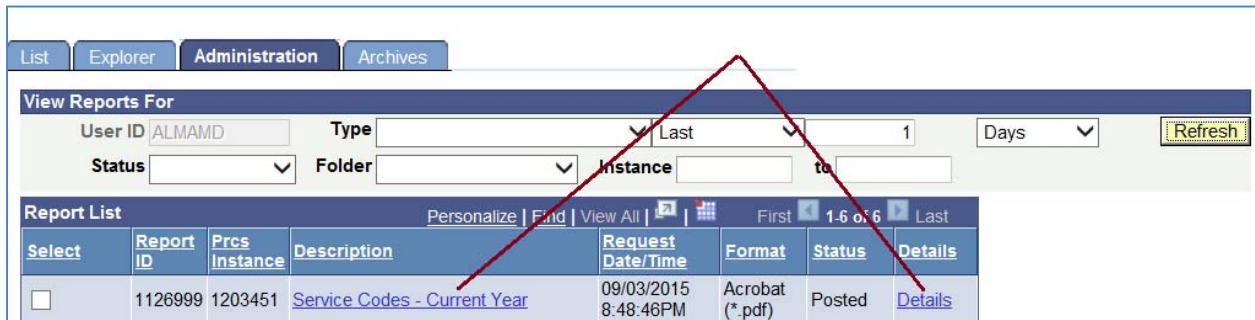
OK **Cancel**

After completing the options, select "OK" to run the report.

6. View or Print the Report

Select **Report Manager**

To view the report, select the **Description** or **Details** link.



The screenshot shows a web application interface for report management. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below the tabs is a 'View Reports For' section with fields for 'User ID' (ALMAMD), 'Type', 'Last', 'Status', 'Folder', 'Instance', and 'Days', along with a 'Refresh' button. The main area is a 'Report List' table with columns: 'Select', 'Report ID', 'Prce Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. A red triangle is drawn over the table, pointing to the 'Description' and 'Details' links for the first report entry.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1126999	1203451	Service Codes - Current Year	09/03/2015 8:48:46PM	Acrobat (*.pdf)	Posted	Details

Questions regarding the information displayed within this report may be directed to Planning and Analysis at (785) 532-3931 or Human Capital Services Resource Center Representative at (785) 532-6277.