Running, Viewing, Printing Reports
Using Microsoft Excel

Steps 1 - 4:   **Proceed through report process.**

Step 5:   *Set Up* **Process Scheduler Request Page**

Server Name =   <u>PSUNX</u>
Type =   <u>WEB</u>
Format =   <u>CSV</u>

Process Scheduler Request

User ID:	ALMAMD		Run Control ID:	AMD

			Run Date:	12/15/2004	
Server Name:	PSUNX				
Recurrence:			Run Time:	8:24:18AM	Reset to Current Date/Time
Time Zone:					

Process List

Select	Description	Process Name	Process Type	*Type	*Format	
☑	Payroll Payments Acc. Report	WPAY605N	SQR Report	Web	CSV	

OK   Cancel

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time).

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

Report Request Parameters page will appear.

6. View or Print the Report

After selecting "OK" … HRIS will return to the Report Request Parameters page.

► **Select Report Manager**

► **Select "View" from Report List**

■ **Status Edit Box = Posted or Blank**

■ **Select "Refresh" to View Report List**

■ **If status = Posted … Select "View" to Access Report/Log Viewer**

Report Manager - Report/Log Viewer

A Message Log, Trace File, and .CSV File will appear.
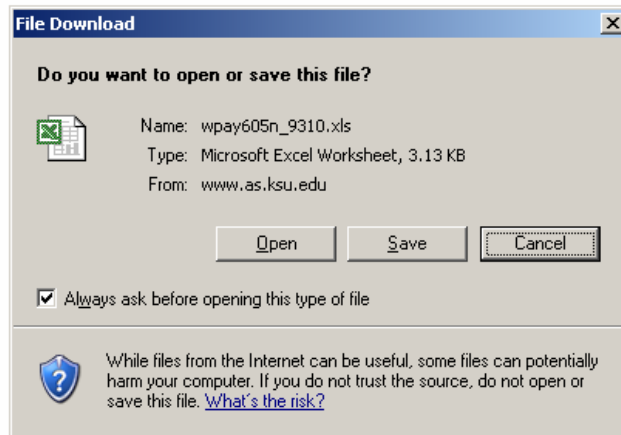
► <u>Left</u> Click on .CSV file.

Report Detail

Report ID:	8406	Process Instance:	9310
Name:	WPAY605N	Process Type:	SQR Report
Run Status:	Success		

Payroll Payments Acc. Report

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,641	12/15/2004 8:20:56.000000AM CST
wpay605n_9310.csv	19,119	12/15/2004 8:20:56.000000AM CST
Trace File	665	12/15/2004 8:20:56.000000AM CST

► **Select "Save"**

File Download

Do you want to open or save this file?

Name: wpay605n_9310.xls
Type: Microsoft Excel Worksheet, 3.13 KB
From: www.as.ksu.edu

[Open] [Save] [Cancel]

☑ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
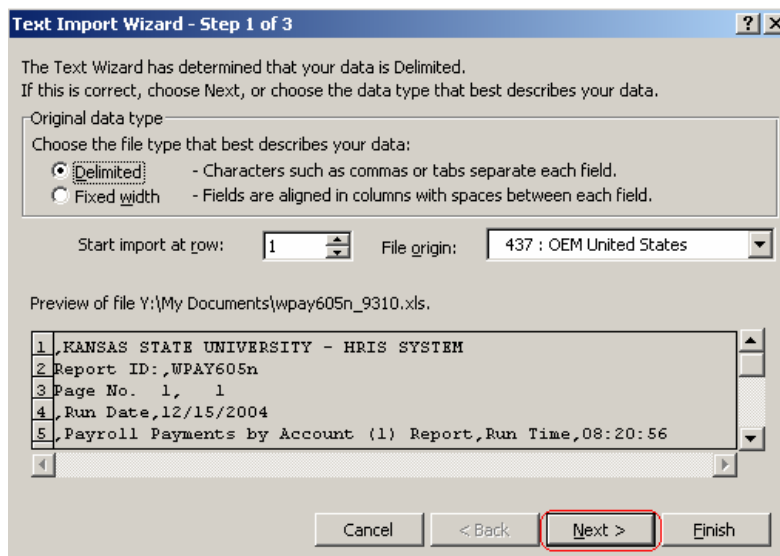
Importing .CSV file to Microsoft Excel

► **Save file as a Microsoft Excel file.**
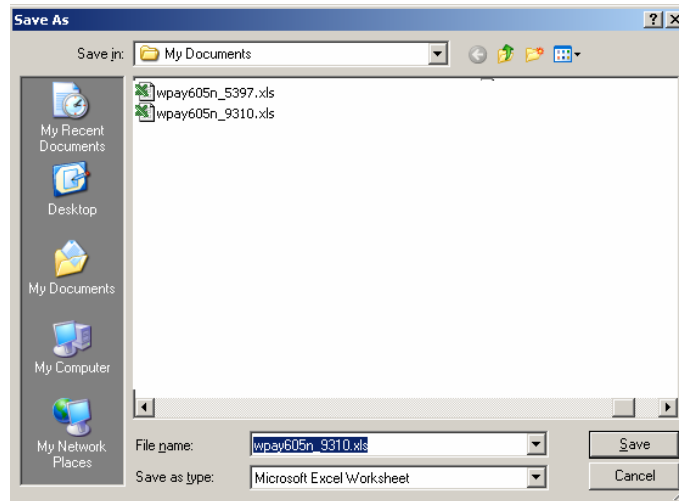
► **May need to open Microsoft Excel to complete Text Import Wizard Steps**

Importing .CSV file to Microsoft Excel

►   **Complete Text Import Wizard Steps**