# Running, Viewing, Printing Reports <u>Using Microsoft Excel</u>

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

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

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

Process Sched	uler Request			$\backslash$		
User ID:	ALMAMD	Run Control ID: AMD				
Server Name: Recurrence: Time Zone:		Run Date:   Run Time:	12/15/2004 8:24:18AM	EI Reset	to Current Date	Лime
Process List					$\sim$	
<u>Select</u> <u>Descripti</u> ☑ Payroll Pa	ion ayments Acc. Report	<u>Proc</u> WPA	e <u>ss Name</u> Y605N	<u>Process Type</u> SQR Report	*Type Web	
OK Canc	el					

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

/ Runcti Wpay605nksu \				
Run Control ID:	AMD			Report Manager
Report Request Parameters				
Pay Period: 11/20/2004 🔍	Subunit Option	Data File Option	Print Option	
Fiscal Year: 2005 🔍	Sort By Subunit?	🗆 Data File?	Print Report?	

## 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

Explor	er γ	List	Administration A	Archives			-
View Rep	ports Fo	r					
UserI	): A	LMAMD	Type:	▼ Last:	1 Days	<b>•</b>	Refresh
Status	: [		Folder:	🗾 Instan	ce:	to:	
Report L	.ist			Customize   Find	View All   📜 👘 F	irst 💽 1-	з of з 💽 Last
<u>Select</u>	<u>Report</u> ID	<u>t Prcs</u> Instance	Report Description	<u>Request</u> Date/Time	<u>Format</u>	<u>Status</u>	<u>Details</u> <u>View</u>
	8406	9310	Payroll Payments Acc. Report	12/15/2004 8:20:44AM	Comma delimited (*.csv)	Posted	Details View

#### **Report Manager - Report/Log Viewer**

A Message Log, Trace File, and .CSV File will appear.



Repolt Detail									
Report D:	8406	Process Instance	<b>:</b> 9310						
Name:	WPAY605N	Process Type:	SQR Report						
Run Status:	Success								
Payroll Payr	ents Acc. Report								
File List									
<u>Name</u>			<u>File Size (bytes)</u>	Datetime Created					
Message Loc	1		1,641	12/15/2004 8:20:56.000000AM CST					
<u>wpaγ605n_93</u>	<u>310.csv</u>		19,119	12/15/2004 8:20:56.000000AM CST					
Trace File			665	12/15/2004 8:20:56.000000AM CST					





#### Importing .CSV file to Microsoft Excel

- Save As ?× 💽 🕝 🤌 📂 🛄-Save in: 🗀 My Documents 🔊 wpay605n\_5397.xls wpay605n\_9310.xls À B Deskto J tu Cor File <u>n</u>ame: wpay605n\_9310.xls • <u>S</u>ave Microsoft Excel Worksheet • Cancel Save as type:
- Save file as a Microsoft Excel file.

 May need to open Microsoft Excel to complete Text Import Wizard Steps

Text Import Wizard - Step 1 of 3	<u>? ×</u>
The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.	
Original data type	
Choose the file type that best describes your data: O Delimited - Characters such as commas or tabs separate each field. O Fixed width - Fields are aligned in columns with spaces between each field.	
Start import at row: 1 🚔 File grigin: 437 : OEM United States	•
Preview of file Y:\My Documents\wpay605n_9310.xls.	7.1
1 KANSAS STATE UNIVERSITY - HRIS SYSTEM 2 Report ID: WPAY605n	
Brage No. 1, 1 4, Run Date, 12/15/2004 5, Payroll Payments by Account (1) Report, Run Time, 08:20:56	
Cancel < Back Next > Eini	sh

## Importing .CSV file to Microsoft Excel

# Complete Text Import Wizard Steps

Text Impo	rt Wizard ·	- Step 3 of 3	;						<u>?</u> ×
This screen lets you select each column and set the Data Format.									
'General' converts numeric values to numbers, date values to dates, and all remaining values to text.									
	<u>A</u> dvan	ced		O Do	o not įm	iport colum	ın (skip	)	
Data preview									
General	General	General	General	General	Gener	General	Gener	Gener	
	KANSAS	STATE	UNIVERSITY	-	HRIS	SYSTEM			
Report	ID:	WPAY605n							
Page	No.	ı	L I						
	Run	Date	12/15/2004						
	Payroll	Payments	ьу	Account	(1)	Report	Run	Time	<b>-</b>
Cancel < <u>B</u> ack Next > Finish									