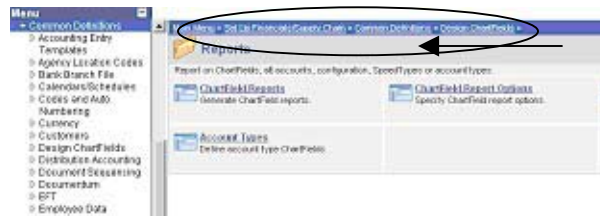


Chartfield Reports: Printable

This is a printable list of all open departments numbers, names and their managers.

Navigation: Setup Financials Supply Chain/Common Definitions/Design Chartfields/Reports/Departments



Notice the Navigation Breadcrumbs.

Depending on your level of security you may see more or fewer options on this page.

1. Click on the Chartfield you are interested in.
Example: **Departments**

ChartField Reports

You do not have security privileges to access the ChartFields that are not hyperlinks.

[Account](#)
[Alternate Account](#)
[Fund Code](#)
[Department](#)
[Program Code](#)
[Class Field](#)
[Budget Reference](#)
[Product](#)
[Project](#)
[Book Code](#)
[Adjustment Type](#)
[Scenario](#)
[Statistics Code](#)

To run a list of the available Account Codes and their description choose "Account."

2. Search for or create a new run control.

Department

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

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

Run Control ID: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

It doesn't really matter which run control you use for this report because the only variable is a date field.

3. Enter the date; the current date will give you a current list. Then click the 'Run' Button.

Department

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

Language: English

Report Request Parameters

SetID: DBSU

As of Date: 01/25/2005

Save Return to Search Next in List Previous in List Notify Add

4. Set the Process Scheduler with the criteria below and then press the 'OK' button.

Process Scheduler Request

User ID: SBACKERM Run Control ID: sSTEPH

Server Name: PSNT Run Date: 01/25/2005

Recurrence: Run Time: 11:24:41AM **Reset to Current Date/Time**

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Valid Departments Report	FIN0011-	Crystal	Web	HTM

OK Cancel

Server Name: PSNT
Type: Web
Format: PDF
Check the "Select" box.

5. Click the 'Process Monitor' link.

Department

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

Language: English

Report Request Parameters

SetID: DBSU

As of Date: 01/25/2005

Process Instance: 3844

- Click on the 'Refresh' button. This may take several minutes.

The 'Distribution Status' will change from N/A to Posted when your report is ready to view. And the 'Run Status' will change from Queued or Processing to Success.

This is a list of all the reports you have recently run.
The most recent are at the top

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various input fields: 'User ID' (SSACKERM), 'Type' (dropdown), 'Last' (1 Days), 'Server' (PSNT), 'Name' (FIN0011-), 'Instance' (3844), 'Run Status' (dropdown), and 'Distribution Status' (dropdown). A 'Refresh' button is highlighted with a red circle. Below the form is a table with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The first row shows instance 3844, Crystal type, FIN0011- process name, SSACKERM user, and a run date of 01/25/2005 11:24:41AM MST. The 'Run Status' is 'Success' and 'Distribution Status' is 'N/A'. A 'Details' link is circled in red.

- Once the report has been posted successfully, click on the "Details" link.

- Click the "View Log/Trace" link.

The screenshot shows the 'Process Detail' page. It is divided into several sections: 'Process', 'Run', 'Date/Time', and 'Actions'. The 'Process' section shows Instance: 3844, Type: Crystal, Name: FIN0011-, Description: Valid Departments Report, Run Status: Success, and Distribution Status: N/A. The 'Run' section shows Run Control ID: sSTEPH, Location: Server, Server: PSNT, and Recurrence: (empty). The 'Date/Time' section shows Request Created On: 01/25/2005 11:24:54AM MST, Run Anytime After: 01/25/2005 11:24:41AM MST, Began Process At: 01/25/2005 11:25:18AM MST, and Ended Process At: 01/25/2005 11:25:25AM MST. The 'Actions' section includes links for Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace. The 'View Log/Trace' link is circled in red.

If the 'View Log/Trace' link is not highlighted, go back to the prior page and wait a few seconds, then try again.

- Click on the link that begins with 'FIN.'

View Log/Trace

Report

Report ID: 3139 Process Instance: 3844 [Message Log](#)

Name: FIN0011- Process Type: Crystal

Run Status: Success

Valid Departments Report

Distribution Details

Distribution Node: bsu_http Expiration Date: 02/24/2005

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	01/25/2005 11:25:40.000000AM MST
FIN0011- 3844.HTM	3,374,342	01/25/2005 11:25:40.000000AM MST
PeopleSoft Trace File	477	01/25/2005 11:25:40.000000AM MST

Distribute To

Distribution ID Type	Distribution ID
User	SSACKERM

- This is a Crystal Report. You may save it or print a hard copy

Go to File/Save As to save it as an html file.

Go to File/Print to print a hard copy.

Department	Description	Short Description	Budgetary Only	Manager Name
001A00000	BKT Do Not Use	BKT Do Not	N	
001A10001	Arts & Sciences Administration	Arts & Sci	N	
001A10003	Scientific Instrumentation Sho	Scientific	N	
001A10007	Administration - Summerfest	Administra	N	
001A10009	Music/Theatre Usage Fund	Music/Thea	N	Eastman,Phil
001A10015	Arts & Science - General Instr	Arts & Sci	N	
001A09999	BKT Do Not Use	BKT Do Not	N	
001G10001	Merck AAAS	Merck AAAS	N	Schlingf,Dr. Martin
001G10002	Molecular Interactions Lab	Molecular	N	Eastman,Phil
001G10003	Molecular Interactions Lab	Molecular	N	Eastman,Phil
001L10103	Public Relations Arts & Science	Public Rel	N	Norton,Sally
001L10115	Arts & Sciences Indirect Cost	Arts & Sci	N	Norton,Sally
001L10120	Scientific Instrumentation	Scientific	N	Norton,Sally
001L10130	Mccaslin Memorial Grad Asst	Mccaslin M	N	Norton,Sally
001L10140	Research Support-Arts&Sciences	Research S	N	Norton,Sally
001L10150	A&S Computer Lab Fee	A&S Comput	N	Norton,Sally
001L10170	Music/Theatre Usage Fund	Music/Thea	N	Eastman,Phillip
001L10189	Arts & Sciences-PR	Arts & Sci	N	Norton,Sally
002A00000	BKT Do Not Use	BKT Do Not	N	