

NAVIGATION / PATH

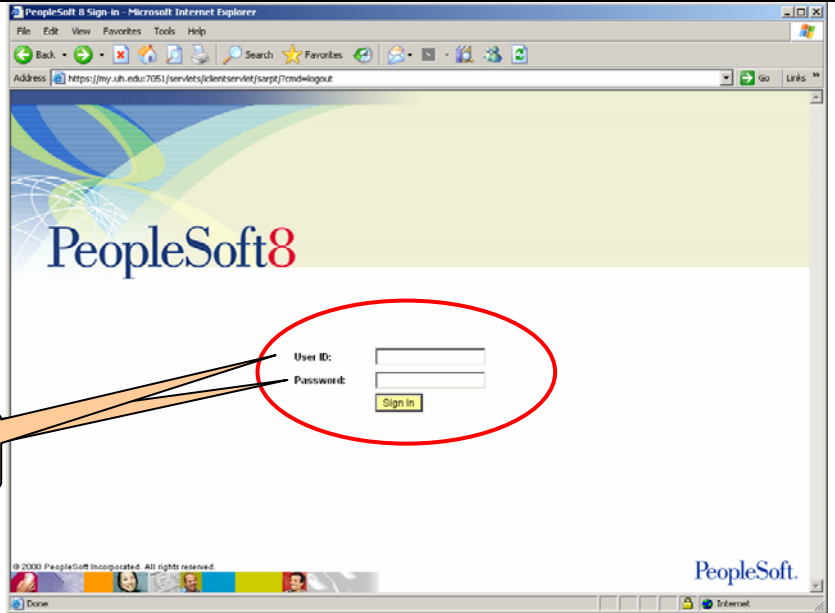
To access the 8.4 HR Production database,

➤ **Click** on the following link:
<https://my.uh.edu/hr>

➤ **Enter:** User Id
Password

➤ **Click:** 

(USE ALL CAPS)



From Home select:

- ▶ Uhs Hrms Budget
 - ▶ UHS HRMS BUDGETS
 - ▶ Reports
 - ▶ BOB Report



INSTRUCTIONS

To Run a BOB Report:

[If you have already set up a Run Control, skip to Step 2. Otherwise, create a Run Control ID.]

STEP 1: Select Add a New Value link:

➤ **Enter** a Run Control ID name with a meaningful and specific name. (No spaces, please use underscore instead.)

➤ **Click** .

[Home](#) > [Uhs Hrms Budget](#) > [UHS HRMS BUDGETS](#) > [Reports](#) > **BOB Report**

BOB Report

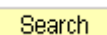
Add a New Value

Run Control ID:



[Find an Existing Value](#)

STEP 2: Under Find an Existing Value:

➤ **Click**  to search for a Run Control ID.

➤ **Click** on the link of appropriate name from list once.

PeopleSoft.



[Home](#) > [Uhs Hrms Budget](#) > [UHS HRMS BUDGETS](#) > [Reports](#) > **BOB Report**

BOB Report

Find an Existing Value

Run Control ID:

Case Sensitive

  [Basic Search](#)



[Add a New Value](#)

BOB Report

Find an Existing Value

Run Control ID:

Case Sensitive

  [Basic Search](#)

[Add a New Value](#)

Search Results

View All First 1-2 of 2 Last

Run Control ID	Language Code
BOB_MONTHLY	English
BOB_REPORT	English

Under Uhs RunctlUbud022 tab:

STEP 3: Fill in/check parameter information:

- **As of Date:** end of desired month.
- **Business Unit:** *HR765*
- **Report Choice:** *All* (default)
- **Sort Option:** *Department, Cost Center* (default)
- **Blank = All UHV** (For a specific cost center, or department, enter chartfield information.)

Home > Uhs Hrms Budget > UHS HRMS BUDGETS > Reports > BOB Report

Uhs Runctl Ubud022

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

Bob Report

As Of Date: 10/31/2004

Business Unit: HR765 U of H Victoria

Report Choice: All Division College Department

Sort Option: Department, Cost Center Page Break after Cost Center

View All First 1 of 1 Last

Fund Code	Department	Program Code	Project ID
1			

Save Return to Search Previous in List Add Update

If wanting all cost centers for a department, only fill in the *Department* and leave all other chartfields blank.

STEP 4: Save Parameters.

- **Click** 

Home > Uhs Hrms Budget > UHS HRMS BUDGETS > Reports > BOB Report

Uhs Runctl Ubud022

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

Bob Report

As Of Date: 10/31/2004

Business Unit: HR765 U of H Victoria

Report Choice: All Division College Department

Sort Option: Department, Cost Center Page Break after Cost Center

View All First 1 of 1 Last

Fund Code	Department	Program Code	Project ID
1			

Save Return to Search Next in List Previous in List Add Update/Display

STEP 5: To get to Run Parameters.

➤ Click **Run**.

Home > Uhs Hrms Budget > UHS HRMS BUDGETS > Reports > BOB Report

Uhs Runctl Ubud022

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

Bob Report

As Of Date: 10/31/2004

Business Unit: HR765 U of H Victoria

Report Choice: All Division College Department

Sort Option: Department, Cost Center Page Break after Cost Center

View All First 1 of 1 Last

Fund Code	Department	Program Code	Project ID
1			

Save Return to Search Next in List Previous in List Add Update/Display

Under Process Scheduler Request panel:

STEP 6: Change parameters:

➤ Server: leave blank

➤ Type: **Web** (change to)

➤ Format: **PDF** (change to)

➤ Click **OK**.

Home > Uhs Hrms Budget > UHS HRMS BUDGETS > Reports > BOB Report

Process Scheduler Request

User ID: CAYLORK Run Control ID: BOB_MONTHLY

Server Name: Run Date: 03/17/2005

Recurrence: Run Time: 10:13:32AM

Time Zone: Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	BOB Report	UBUD022	SQR Report	Web	PDF

OK Cancel

Under Process List tab:

STEP 7: To check the run status:

➤ Click [Process Monitor](#) link.

Home > Uhs Hrms Budget > UHS HRMS BUDGETS > Reports > BOB Report

Uhs Runctl Ubud022

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

Bob Report

As Of Date: 10/31/2004

Business Unit: HR765 U of H Victoria

Report Choice: All Division College Department

Sort Option: Department, Cost Center Page Break after Cost Center

View All First 1 of 1 Last

Fund Code	Department	Program Code	Project ID
1			

Save Return to Search Next in List Previous in List Add Update/Display

Under Process List tab:

STEP 8: To update run status:

➤ Click **Refresh** (until Run Status for your report shows Success).

➤ After Success in Run Status click on **Details** link to the right for that Instance Seq.

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process List **Server List**

View Process Request For

UserID: CAYLORK Process: [dropdown] Last: [dropdown] Days: [dropdown] **Refresh**

Server Name: [dropdown] Type: [dropdown] Instance: [dropdown] to [dropdown]

Run Status: [dropdown] View Job Items Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
740153	SQR Report	UBUD022	CAYLORK	11/10/2004 4:55:04PM PST	Success	Details
739484	Crystal	UPER056	CAYLORK	11/10/2004 12:53:24PM PST	Success	Details
739243	SQR Report	UBUD013	CAYLORK	11/10/2004 11:21:34AM PST	Success	Details
739079	SQR Report	UBUD013	CAYLORK	11/10/2004 10:02:35AM PST	Success	Details
739071	SQR Report	UPAY037	CAYLORK	11/10/2004 9:57:44AM PST	Success	Details
739068	SQR Report	UPAY037	CAYLORK	11/10/2004 9:56:11AM PST	Success	Details
739061	SQR Report	UPAY037	CAYLORK	11/10/2004 9:53:45AM PST	Success	Details

Go back to BOB Report

Save

Under Process Detail panel:

STEP 9: To view and/or print report.

➤ Click **View Log/Trace** link for the Run ID.

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process Detail

Process

Instance: 768057 Type: SQR Report

Name: UBUD022 Description: BOB Report

Run **Update Process**

Run Control ID: BOB_REPORT Hold Request

Location: Server Queue Request

Server: PSUNX Cancel Request

Recurrence: Delete Request Restart Request

Date/Time **Actions**

Request Created On: 12/15/2004 4:10:35PM PST [Parameters](#) Transfer

Run Anytime After: 12/15/2004 4:10:32PM PST [Message Log](#)

Began Process At: 12/15/2004 4:10:42PM PST [Batch Timings](#)

Ended Process At: 12/15/2004 4:13:25PM PST **[View Log/Trace](#)**

OK Cancel

Under Report/Log Viewer:

STEP 10:

➤ Click on the **UBUD022 (Runid).PDF**. Report will appear in .pdf format

PEOPLE Soft **Report/Log Viewer**

Instance: 768057 Type: SQR Report

Name: UBUD022 Run Cntl ID: BOB_REPORT

Status: Success Submitted By: CAYLORK

Server: PSUNX Recurrence:

BOB Report

Name	Size	CreationDate
Message Log	1163 bytes	2004-12-15 16:13:05
Trace File	1614 bytes	2004-12-15 16:12:53
ubud022_768057.PDF	559416 bytes	2004-12-15 16:13:05