

### NAVIGATION / PATH

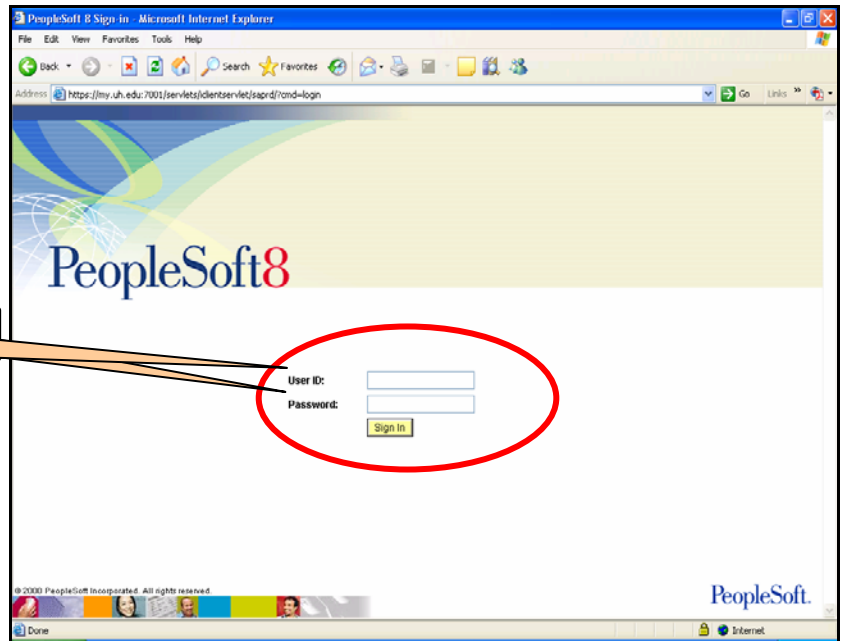
To access the 8.4 HR Production database,

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

➤ **Enter:** User Id  
Password

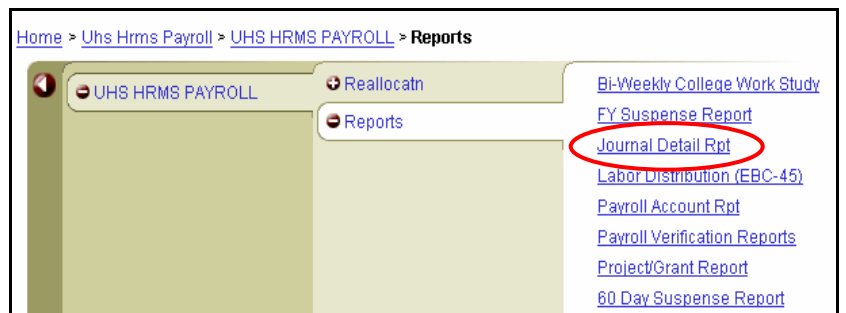
(USE ALL CAPS)

➤ **Click:** 



**From Home select:**

- ▶ Uhs Hrms Payroll
  - ▶ UHS HRMS PAYROLL
    - ▶ Reports
      - ▶ Journal Detail Rpt



## INSTRUCTIONS

*To Run a Journal Detail Report:*

*[If you have already set up a Run Control, skip to Step 2. Otherwise, start with Step 1.]*

**STEP 1: To Add a New Run Control:**

- **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** .
- Then Skip to Step 3.

**Journal Detail Rpt**

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### Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

**Journal Detail Rpt**

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### 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.

**Journal Detail Rpt**

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### Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

**Journal Detail Rpt**

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### Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

**Search Results**

View All      First ◀ 1-3 of 3 ▶ Last

Run Control ID	Language Code
<a href="#">JOURNAL_DETAIL_RPT</a>	English
<a href="#">Journal_Detail</a>	English
<a href="#">Journal_HR_Detail_Rpt</a>	English

**Under Parameters tab:**

**STEP 3: Fill in/check parameter information:**

- **Journal Select Option:** *Select by Journal ID* (default)
- **GL Journal ID:** insert the Journal ID you are looking up
- **Journal Data to Include:** *Payroll and Encumbrance* (default)
- **Journal Rpt Sort Option:** *Journal ID*
- **Additional Selection Data:** check this if you want to include additional parameters (default)

Parameters | Addtnl Parameters

Run Control ID: JOURNAL\_DETAIL\_RPT [Report Manager](#) [Process Monitor](#) [Run](#)

\*Journal Select Option: Select by Journal Id

Journal ID's

GL Journal ID: HR00002971

From/Thru Dates

\*Journal Data to Include: Payroll and Encumbrance

\*Journal Rpt Sort Option: Journal Id

Additional Selection Data  If 'YES' go to Next Panel

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

[Parameters](#) | [Addtnl Parameters](#)

**Under Addtnl Parameters tab:**

**STEP 4: Fill in/check additional parameter information:**

- **Enter** cost center in next 4 parameters:  
**Fund:**  
**Department:**  
**Program:**  
**Project/Grant:**
- **Account:**
- **HR Business Unit:** *HR765*
- **GL Business Unit:** leave blank (default)
- **Click** [Save](#)

Parameters | Addtnl Parameters

Run Control ID: Journal\_HR\_Detail\_Rpt [Report Manager](#) [Process Monitor](#) [Run](#)

Additional Selection Parameters

Fund: 5014

Department: V0021

Program: A0001

Project/Grant: G000142

Account: 51108

HR Business Unit: HR765

GL Business Unit:

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

[Parameters](#) | [Addtnl Parameters](#)

**STEP 5: Run Journal HR Detail Report.**

➤ Click **Run**.

*Under Process Scheduler Request panel:*

**STEP 6: Change parameters:**

➤ **Server:** leave blank

➤ **Type:** **Web**

➤ **Format:** **PDF**

➤ Click **OK**. (Will return you to Parameters panel. This saves all the parameters for this run control and runs the report.)

*Under Parameters tab:*

**STEP 7: Check the run status:**

➤ Click **Process Monitor** link.

**PeopleSoft HR – Running HR Journal Detail Report**

**Under Process List tab:**

**STEP 8: Update run status.**

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

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process List **Server List**

View Process Request For

UserID: CAYLORK Process: [ ] Last: 1 Days **Refresh**

Server: [ ] Process Type: [ ] Instance: [ ] to [ ]

Run Status: [ ] Save On Refresh

View Job Items

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
801820	SQR Report	UBUD013	CAYLORK	01/26/2005 2:47:39PM PST	Success	<a href="#">Details</a>
801661	SQR Report	UPAY037	CAYLORK	01/26/2005 1:22:37PM PST	Success	<a href="#">Details</a>
800526	SQR Report	UBUD013	CAYLORK	01/25/2005 3:41:36PM PST	Success	<a href="#">Details</a>
800524	SQR Report	UBUD013	CAYLORK	01/25/2005 3:40:11PM PST	Success	<a href="#">Details</a>

**Under Process Detail panel:**

**STEP 9: View and/or print report.**

After Run Status = Success:

➤ Click on [Details](#) link to the right for that Instance Seq.

➤ Click on [View Log/Trace](#) link.

Home > PeopleTools > Process Monitor > Inquire > Process Requests

**Process Detail**

Process

Instance: 801820 Type: SQR Report

Name: UBUD013 Description: Journal Detail Report

Run **Update Process**

Run Control ID: Journal\_HR\_Detail\_Rpt  Hold Request

Location: Server  Queue Request

Server: PSUNX  Cancel Request

Recurrence:  Delete Request  Restart Request

Date/Time **Actions**

Request Created On: 01/26/2005 2:50:00PM PST [Parameters](#) Transfer

Run Anytime After: 01/26/2005 2:47:39PM PST [Message Log](#)

Began Process At: 01/26/2005 2:50:12PM PST [Batch Timings](#)

Ended Process At: 01/26/2005 2:50:32PM PST **[View Log/Trace](#)**

OK Cancel

➤ Click on the [ubud013 \(run #\).PDF](#) file to view your report and, then, print, if necessary.

*This will open another window and display the report in PDF.*

**Report/Log Viewer**

Instance: 801820 Type: SQR Report

Name: UBUD013 Run Cntl ID: Journal\_HR\_Detail\_Rpt

Status: Success Submitted By: CAYLORK

Server: PSUNX Recurrence:

**Journal Detail Report**

Name	Size	CreationDate
<a href="#">Message Log</a>	1185 bytes	2005-01-26 14:50:16
<a href="#">Trace File</a>	616 bytes	2005-01-26 14:50:16
<a href="#">ubud013_801820.PDF</a>	1753 bytes	2005-01-26 14:50:16