

# Running a Department Report

**Purpose:** Use this document as a reference for Running a Department Report in ctcLink

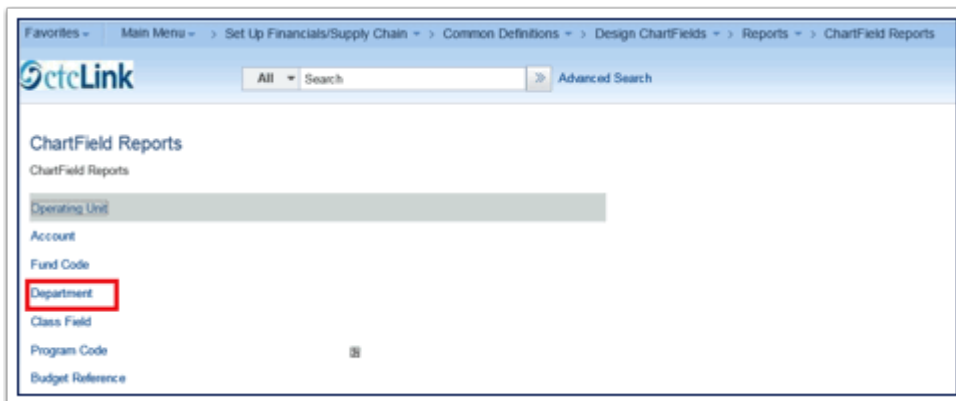
**Audience:** Financial Staff

## Running Department Report

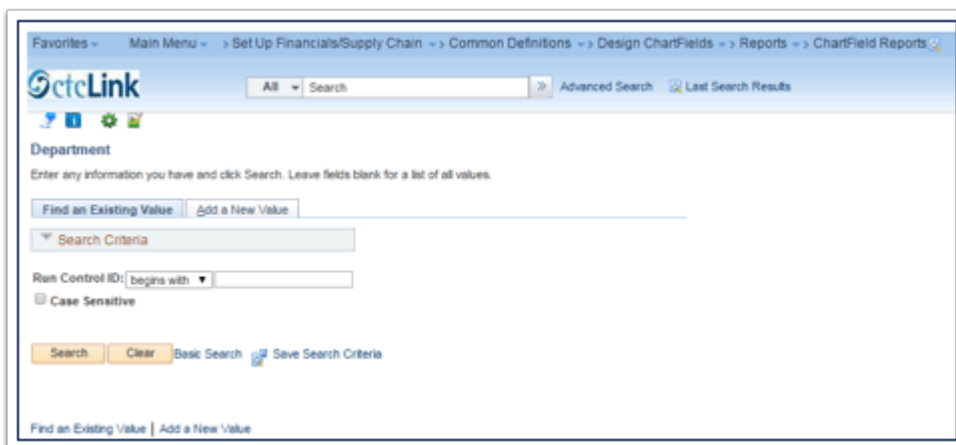
The department report is printed from a report page that can run any chartfield.

**Navigation:** Main Menu > Set up Financials/Supply Chain > Common Definitions> Design Chartfields> Reports> Chartfield Reports

1. Click on **Department**.



2. Enter a **Run Control ID**.



3. Click **Run**.

Favorites - Main Menu - > Set Up Financials/Supply Chain - > Common Definitions - > Design ChartFields - > Reports - > ChartField Reports

**cteLink** All Search Advanced Search

Department

Run Control ID: Dept\_code\_rpt Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

SetID: WA220

As of Date: 10/07/2015

Save Notify Add Update/Display

4. Click **OK**.

Process Scheduler Request

User ID: 101007974 Run Control ID: Dept\_code\_rpt

Server Name: Run Date: 10/07/2015

Recurrence: Run Time: 11:52:15AM

Time Zone: Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Valid Departments Report	FSXD011	BI Publisher	Web	PDF	Distribution

**OK** Cancel

5. Go to **Process Monitor** to verify the processing of report.

Favorites - Main Menu - > Set Up Financials/Supply Chain - > Common Definitions - > Design ChartFields - > Reports - > ChartField Reports

**cteLink** All Search Advanced Search

Department

Run Control ID: Dept\_code\_rpt Report Manager **Process Monitor** Run

Language: English Process Instance: 31706

Report Request Parameters

SetID: WA220

As of Date: 10/07/2015

6. When the process monitor has **Success** in the **Run Status** and **Posted** in the **Distribution Status**, it is ready for viewing.

7. To view report, click on **Go Back to Department**.

Process Monitor

View Process Request For

User ID: 101007974 Type: Last: 1 Days Refresh

Server: Name: Instance: to: Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	31706		BI Publisher	FSX0011	101007974	10/07/2015 11:52:16AM PDT	Success	Posted	Details

Go back to Department Save Notify

8. Click on **Report Manager**.

Department

Run Control ID: Dept\_code\_rpt Report Manager Process Monitor Run

Language: English

Report Request Parameters

SetID: WA220 As of Date: 10/07/2015

Save Return to Search Notify Add Update/Display

9. Click on **Administration** tab.

10. Click on the PDF report listed in **Reports**.

Report Manager

Administration

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last: 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
FSX0011 - 1 FSX0011.pdf	FSX0011 - FSX0011 PDF	General	10/07/15 11:58AM	26863	31706

11. Example of report.

Set ID : WA220  
As of Date : 07-Oct-2015

Department	Description	Short Description	Budgetary Only	Manager Name
10000	President's Office	PresOffice	N	Ruhland,Shella
10011	Distance Learning	DistLearn	N	Duckworth,Andrew
10012	Board of Trustees	BoTTrust	N	Ruhland,Shella
10100	First Link - Info Systems	FL InfoSys	N	Duckworth,Andrew
10501	Basic Skills	BasicSkill	N	Ward,Kimberly
10502	Basic Skills Course Fee	BasicSkill	N	Ward,Kimberly
10503	Abe Enhancements	AbeEnhance	N	Ward,Kimberly
10504	Esl	Esl	N	Ward,Kimberly
10505	Esl Course Fee	EslCourseF	N	Ward,Kimberly