



Running SQR User Executed Reports



User executed reports are those reports that can be run by the user at any time. You may receive them as part of your monthly reporting package, but you have the ability to run some of these reports whenever you require that data

The *Transaction Detail Report* is a user executed SQR report and is used as an example for this job aid.

Step 1.

Log on to the e*mpac Finance Application with your FIN Username and Password, and navigate to the **(Campus) Financial Reports** page.



Click on the Reporting Tile from the Home Page




Then navigate to Report Center → Finance

The **Dartmouth Financial Reports** page opens – The “**Dartmouth**” identifier for this page name is based on user security.

Report Name	Identifier	Report Type	Additional Info
Departmental Reporting Package			
Revenue and Expense Activity	UMGL7045	SQR	
Non-Sponsored Project/Grant Activity Report	UMGL7047	SQR	
Revenue & Expense Detail Transaction Report	UMGL7062	SQR	?
Open Encumbrance Report	UMGL7079	SQR	?
Departmental nVision Reports			
Revenue & Expense w/ Appropriation Budgets Report	UMGL7045	nVision	?
Revenue & Expense w/ Organization Budgets Report	UMGL7045	nVision	?
Non-Sponsored Project/Grant Activity Report	UMGL7047	nVision	
Balance Sheet Reports			
Balance Sheet Report	UMGL7046	nVision	
Balance Sheet Transaction Detail Report	UMGL7053	SQR	
Other Revenue & Expense Reports			
Revenue & Expense Summary w/ Approp Budgets Report - No Projects	7045SUM	nVision	
Revenue & Expense Summary w/ Org Budgets Report - No Projects	7045SUM	nVision	
Revenue & Expense w/ Approp Budgets Report - No Projects	UMGL7045	nVision	?
Revenue & Expense w/ Approp Budgets Report - Projects Only	UMGL7045	nVision	?
Revenue & Expense w/ Org Budgets Report - No Projects	UMGL7045	nVision	?
Revenue & Expense w/ Org Budgets Report - Projects Only	UMGL7045	nVision	?
Other Reports			
PO Print Report	POPO005	SQR	



Step 2.	<p>Click the Revenue & Expense Detail Transaction Report link to access the run control for this report.</p> <p>The UMGL7062-Transaction Detail (Find an Existing Value) page opens.</p> <div data-bbox="431 453 1352 1031" style="border: 1px solid black; padding: 10px;"><p style="text-align: right;">New Window Help </p><h3>UMGL7062 Transaction Detail</h3><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p>Find an Existing Value Add a New Value</p><p>▼ Search Criteria</p><p>Search by: Run Control ID begins with <input type="text"/></p><p><input type="checkbox"/> Case Sensitive</p><p>Search Advanced Search</p></div>
	<p>Note: If this is the first time you are running this report, click Add a New Value, enter a name for the Run Control ID, and click Add. Use underscores (_) in place of spaces as the system does not recognize spaces for the run control name.</p>
Step 3.	Enter the Run Control ID and click Search .
	The UMGL7062-Transaction Detail page opens.



UMGL7062 Transaction Detail




UMGL7062-Transaction Detail

Run Control ID UMGL7062 [Report Manager](#) [Process Monitor](#) [Run](#)


*Business Unit <input type="text" value="UMBOS"/> *Ledger: <input type="text" value="Actuals"/>	
Fiscal Date Options	Sorting Options
*From Period: <input type="text"/> *From Year: <input type="text"/>	Sort Type <input type="text" value="Standard"/>
*To Period: <input type="text"/> *To Year: <input type="text"/>	*1. Dept Tree: <input type="text" value="RPT_DEPARTMENT"/>
	2. Chart Field: <input type="text"/>
	3. Chart Field: <input type="text"/>
Reports Printing	
<input type="checkbox"/> Revenue <input type="checkbox"/> Payroll <input type="checkbox"/> Non Payroll <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Transfers	
BI Publisher Options	
<input type="checkbox"/> Load BIP Table	Report Group <input type="text"/> Report Order <input type="text"/>
Selection Criteria Find View All First 1 of 2 Last	
Chartfield <input type="text"/>	Node/Value <input type="text" value="V"/>
From Value / Tree Name <input type="text"/>	To Value / Tree Node <input type="text"/>

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


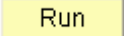
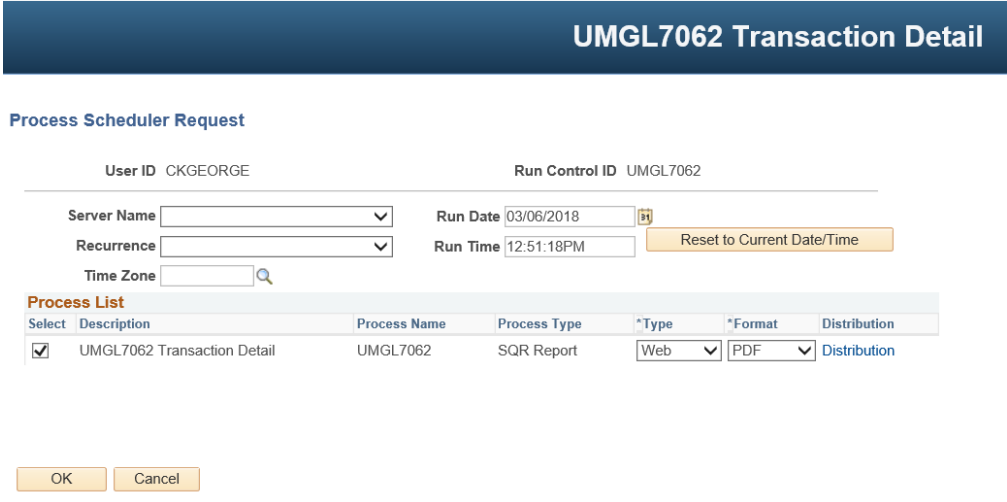
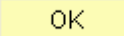


	Tip: The run control page allows you to select the parameters needed to run your report. Some run control pages require more information than others.
	Note: The Business Unit defaults based on your user security.
Step 4.	Enter the following fields: <ul style="list-style-type: none">• Ledger• Beginning Period• Ending Period• Beginning Year• Ending Year• Tree Name• ChartField (1 and 2)
	Tips: <ul style="list-style-type: none">• It is recommended that the RPT_DEPARTMENT tree be entered in the Tree Name field. (This is the same tree used in the monthly batch reports.)• The ChartField fields are optional and can include any ChartField. Valid values are Class, DeptID, Fund Code, Program Code, and Project ID.
Step 5.	Select any appropriate check boxes in the Reports Printing group box.
Step 6.	To limit the selection of ChartFields in the report, enter the ChartField field.
Step 7.	Enter one of the following options in the Node/Value field: <ul style="list-style-type: none">• V (ChartField value)• N (Node in the tree structure)


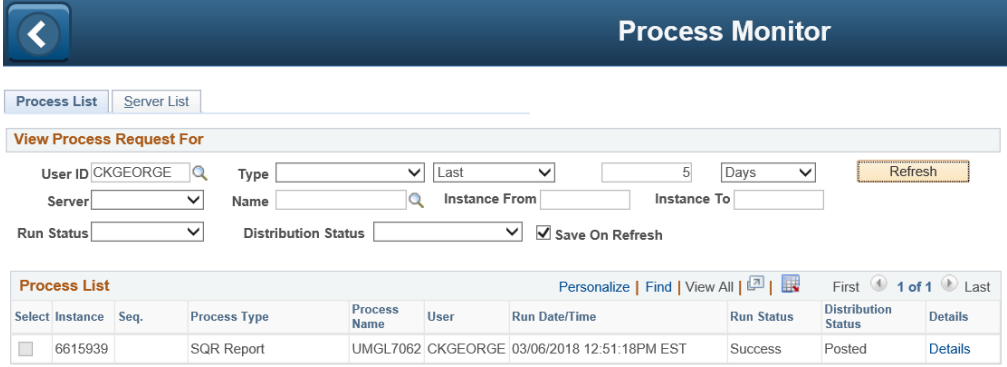

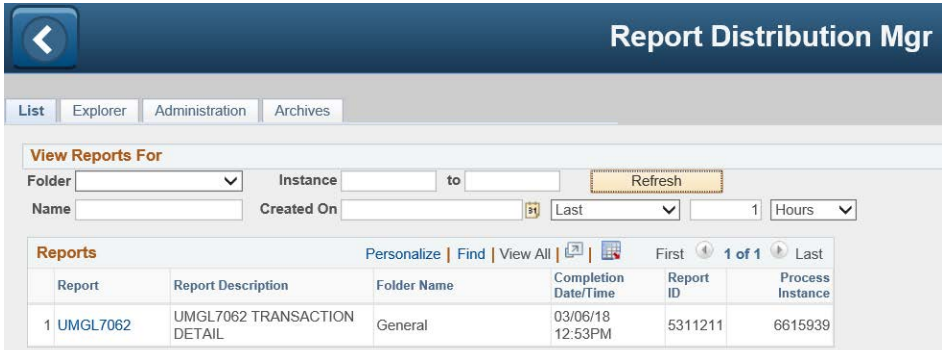
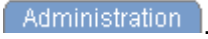


Step 8.	To limit the selection of ChartFields in the report, enter the ChartField field.																		
<div data-bbox="391 359 1393 1052"><h3 style="text-align: right;">UMGL7062 Transaction Detail</h3><p>UMGL7062-Transaction Detail</p><p>Run Control ID UMGL7062 Report Manager Process Monitor Run</p><p>*Business Unit UMBOS *Ledger: Actuals</p><table border="1"><tr><td>Fiscal Date Options</td><td>Sorting Options</td></tr><tr><td>*From Period: 1 *From Year: 2017</td><td>Sort Type Standard</td></tr><tr><td>*To Period: 12 *To Year: 2017</td><td>*1. Dept Tree: RPT_DEPARTMENT</td></tr><tr><td></td><td>2. Chart Field: FUND_CODE</td></tr><tr><td></td><td>3. Chart Field:</td></tr></table><p>Reports Printing</p><p><input checked="" type="checkbox"/> Revenue <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Non Payroll <input checked="" type="checkbox"/> Budget <input type="checkbox"/> Transfers</p><p>BI Publisher Options</p><p><input type="checkbox"/> Load BIP Table Report Group Report Order</p><p>Selection Criteria Find View 1 First 1 of 1 Last</p><table border="1"><thead><tr><th>Chartfield</th><th>Node/Value</th><th>From Value / Tree Name</th><th>To Value / Tree Node</th></tr></thead><tbody><tr><td>DEPTID</td><td>V</td><td>B001100000</td><td>B001100000</td></tr></tbody></table><p>Save Return to Search Previous in List Next in List Add Update/Display</p></div>		Fiscal Date Options	Sorting Options	*From Period: 1 *From Year: 2017	Sort Type Standard	*To Period: 12 *To Year: 2017	*1. Dept Tree: RPT_DEPARTMENT		2. Chart Field: FUND_CODE		3. Chart Field:	Chartfield	Node/Value	From Value / Tree Name	To Value / Tree Node	DEPTID	V	B001100000	B001100000
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	3. Chart Field:																		
Chartfield	Node/Value	From Value / Tree Name	To Value / Tree Node																
DEPTID	V	B001100000	B001100000																
	<p>Tip:</p> <ul style="list-style-type: none">• To define one specific department, select V in the Node/Value field and enter the same department number in the From Value / Tree Name and To Value / Tree Name fields.• To define a range of department ID values, enter the start value of the range in the From Value / Tree Name and the end value of the range in the To Value / Tree Name.• To define a group of departments, it may be easier to enter N in the Node/Value field and enter the tree name in the From Value / Tree Name and To Value / Tree Name fields.																		



Step 9.	To add another ChartField value, click  .
Step 10.	<p>Click .</p> <p>The Process Scheduler Request page opens.</p> 
Step 11.	<p>Verify that the following fields default (depending on user preferences):</p> <ul style="list-style-type: none"> • The Server Name, recurrence and time zone can be blank. • The Type should be Web • The Format should be PDF
Step 12.	<p>Click .</p> <p>The UMGL7062-Transaction Detail page reopens.</p>



<p>Step 13.</p>	<p>To monitor the status of the report, click the Process Monitor link and click  periodically until the Run Status displays "Success".</p>  <p>The screenshot shows the 'Process Monitor' interface. At the top, there is a 'Process List' tab selected. Below it, there is a 'View Process Request For' section with search filters for User ID (CKGEORGE), Type, Last, Days (5), Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is present. Below the filters is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>6615939</td> <td></td> <td>SQR Report</td> <td>UMGL7062</td> <td>CKGEORGE</td> <td>03/06/2018 12:51:18PM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	6615939		SQR Report	UMGL7062	CKGEORGE	03/06/2018 12:51:18PM EST	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	6615939		SQR Report	UMGL7062	CKGEORGE	03/06/2018 12:51:18PM EST	Success	Posted	Details												
	<p>Note: The Process Monitor and Report Manager links also appear on the Report Center page that was used to access the Report Request (see example after Step 1). If you want to view reports that have been run in the past, you do not have to open the Report Request to view those reports. You can open them directly the Process Monitor and/or Report Manager via the Report Center.</p>																				
<p>Step 14.</p>	<p>To view the report, click the Report Manager link. The List page opens.</p>  <p>The screenshot shows the 'Report Distribution Mgr' interface. At the top, there is a 'List' tab selected. Below it, there is a 'View Reports For' section with search filters for Folder, Instance, Name, Created On, and Hours (1). A 'Refresh' button is present. Below the filters is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1 UMGL7062</td> <td>UMGL7062 TRANSACTION DETAIL</td> <td>General</td> <td>03/06/18 12:53PM</td> <td>5311211</td> <td>6615939</td> </tr> </tbody> </table>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 UMGL7062	UMGL7062 TRANSACTION DETAIL	General	03/06/18 12:53PM	5311211	6615939								
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance																
1 UMGL7062	UMGL7062 TRANSACTION DETAIL	General	03/06/18 12:53PM	5311211	6615939																
<p>Step 15.</p>	<p>Click . The Administration page opens.</p>																				



Report Distribution Mgr

List Explorer Administration Archives

View Reports For
 User ID CKGEORGE Type Last 1 Hours Refresh
 Status Folder Instance to

Report List Personalize Find View All First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5311211	6615939	UMGL7062 Transaction Detail	03/06/2018 12:52:14PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All
 Delete Click the delete button to delete the selected report(s)
 Save



Note: The report will not show on the Administration tab until it has been "Posted". If you do not see the desired report in the Report Manager, click **Refresh** until it appears. Otherwise, go to the Process Monitor to check the status of the report in progress.

Step 16.

Click the Description link to open the report in PDF format, or click the **Details** link to view the report in either PDF or XLS format. In this example, the **Details** link is used

The **Report Detail** page opens.

Report Distribution Mgr

Report Detail

Report

Report ID 5311211 Process Instance 6615939 Message Log
 Name UMGL7062 Process Type SQR Report
 Run Status Success

UMGL7062 Transaction Detail

Distribution Details

Distribution Node RPTDIST Expiration Date 03/21/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_UMGL7062_6615939.log	1,847	03/06/2018 12:53:55.744639PM EST
umgl7062_6615939.PDF	198,611	03/06/2018 12:53:55.744639PM EST
umgl7062_6615939.out	96,072	03/06/2018 12:53:55.744639PM EST
umgl7062_6615939.xls	894,562	03/06/2018 12:53:55.744639PM EST

Distribute To

Distribution ID Type *Distribution ID
 User CKGEOR

OK Cancel



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Step 17.

Click the link for either format. For this example, the PDF format is selected.

The *UMGL7062-Transaction Detail Report* opens.

University of Massachusetts
 Detail Transactions STANDARD Report
 Business Unit: UMBOS
 From Period 1 Fiscal Year 2017 to Period 12 Fiscal Year 2017

Department: B001100000 WUMB Radio
 Manager: [redacted]
 FUND_CODE: 11000 7100-0200 Main Allot

PAYROLL

Account	Project/Grant	Prog	Class	Journal ID	Journal Date
Payroll					
711000	Salaries: Regular				
Journal PAY3208225 Total:		E00		PAY3208225	04/21/2017
		E00		PAY3210874	05/05/2017
		E00		PAY3210874	05/05/2017
		E00		PAY3210874	05/05/2017
Journal PAY3210874 Total:		E00		PAY3210874	05/05/2017
		E00		PAY3213425	05/19/2017
		E00		PAY3213425	05/19/2017
		E00		PAY3213425	05/19/2017
Journal PAY3213425 Total:		E00		PAY3213425	05/19/2017
		E00		PAY3215907	06/02/2017
		E00		PAY3215907	06/02/2017
		E00		PAY3215907	06/02/2017
Journal PAY3215907 Total:		E00		PAY3215907	06/02/2017
		E00		PAY3218566	06/16/2017
		E00		PAY3218566	06/16/2017
		E00		PAY3218566	06/16/2017
Journal PAY3218566 Total:		E00		PAY3218566	06/16/2017
		E00		PAY3221859	06/29/2017
		E00		PAY3221859	06/29/2017
		E00		PAY3221859	06/29/2017
Journal PAY3221859 Total:		E00		PAY3221859	06/29/2017

End of Procedure



University of Massachusetts

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Last Edited Date	05/06/18
Last Edited By	JS