

How to Run the BOB Report from HRMS

NAVIGATION: UHS HRMS Budget-Reports-BOB Report

The screenshot displays the Oracle HRMS interface. On the left, the 'Search Menu' is expanded to show the navigation path: UHS HRMS Budget > Reports > BOB Report. The 'BOB Report' page is active, showing a search interface with the following elements:

- Buttons: 'Find an Existing Value' and 'Add a New Value' (circled in green).
- Text: 'Enter any information you have and click Search. Leave fields blank for a list of all values'.
- Input fields: 'Maximum number of rows to return (up to 300): 300' and 'Run Control ID: begins with' (with a dropdown arrow).
- Checkbox: 'Case Sensitive'.
- Buttons: 'Search' (circled in green), 'Clear', 'Basic Search', and 'Save Search Criteria'.
- Footer: 'Find an Existing Value | Add a New Value'.

1. **Click** Search on the Find an Existing Value tab to select a Run Control ID to open the report parameters page.
2. To add a new run control: select the Add a New Value tab. Enter the name for the run control, and then click the Add button.

Run Control ID: BOB

[Report Manager](#) [Process Monitor](#)[Run](#)

Bob Report

As Of Date: # 3

Business Unit: UH Downtown # 4

Report Choice

All Division College Department # 5

DeptID: Budget Office # 6

Sort Option: Page Break after Cost Center # 7

Customize | Find | View All | First 1 of 1 Last

	Fund Code	Department	Program Code	Project ID		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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

3. **Enter** a date (mm/dd/yyyy) or click on the calendar icon and select a date.
4. **Enter** HR784
5. **Select** a Report choice.
 - a. All = the entire HR784
 - b. Division = Tree node level 3, President, Provost or A&F
 - c. College = Tree node level 4
 - d. Department = individual departments
6. If you select Division, College or Department, you must **enter** a Department ID or click on the magnifying glass for your options.
7. **Select** your sort and page break options
8. Run the report for specific cost centers by completing the fields and add more by using the plus sign.
9. **Click** Run.

Process Scheduler Request

User ID: 0178450 #10 Run Control ID: BOB #11

Server Name: PSUNX #10 Run Date: 10/13/2011 #11

Recurrence: #10 Run Time: 9:41:22AM #11 [Reset to Current Date/Time](#)

Time Zone: #10

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BOB Report	UBUD022	SQR Report	Web #12	PDF #12	Distribution #13

OK #14 Cancel #14

10. The server name PSUNX should default. If not, either leave the field blank or **select** PSUNX.
11. **Accept** or **Enter** a Run Date and Run Time.
12. **Verify** that the BOB Report is selected with a **Web** Type and **PDF** Format.
13. **Enter** a Distribution if you want to share the report.
14. **Click** OK.
15. This will take you back to the report parameters back, **click** on the Process Monitor link.

Process List Server List

View Process Request For

User ID: 0000001 #16 Type: #16 Last #16 3 #16 Days #16 [Refresh](#) #16

Server: #16 Name: #16 Instance: #16 to #16

Run Status: #16 Distribution Status: #16 Save On Refresh #16

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6173118		SQR Report	UBUD022	0178450	10/13/2011 9:41:22AM CDT	Success	Posted	Details #17

16. Your report must have a Run Status of **Success** and Distribution Status of **Posted** to view. Click Refresh to update the status fields.
17. When you have Success, Click **Details**.

Process Detail

Process	
Instance: 6173118	Type: SQR Report
Name: UBUD022	Description: BOB Report
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: BOB	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 10/13/2011 9:52:00AM CDT	Parameters Transfer
Run Anytime After: 10/13/2011 9:41:22AM CDT	Message Log
Began Process At: 10/13/2011 9:52:07AM CDT	Batch Timings
Ended Process At: 10/13/2011 9:52:37AM CDT	View Log/Trace

18. Click View Log/Trace.

View Log/Trace

Report			
Report ID:	3247268	Process Instance:	6173118 Message Log
Name:	UBUD022	Process Type:	SQR Report
Run Status:	Success		

BOB Report

Distribution Details	
Distribution Node:	PSUNX
Expiration Date:	<input type="text" value="11/12/2011"/>

File List		
Name	File Size (bytes)	Datetime Created
SQR_UBUD022_6173118.log	1,475	10/13/2011 9:52:37.164969AM CDT
ubud022_6173118.PDF	12,369	10/13/2011 9:52:37.164969AM CDT
ubud022_6173118.out	2,130	10/13/2011 9:52:37.164969AM CDT

19. Click the PDF file link to open the HR BOB Report in Adobe Reader.