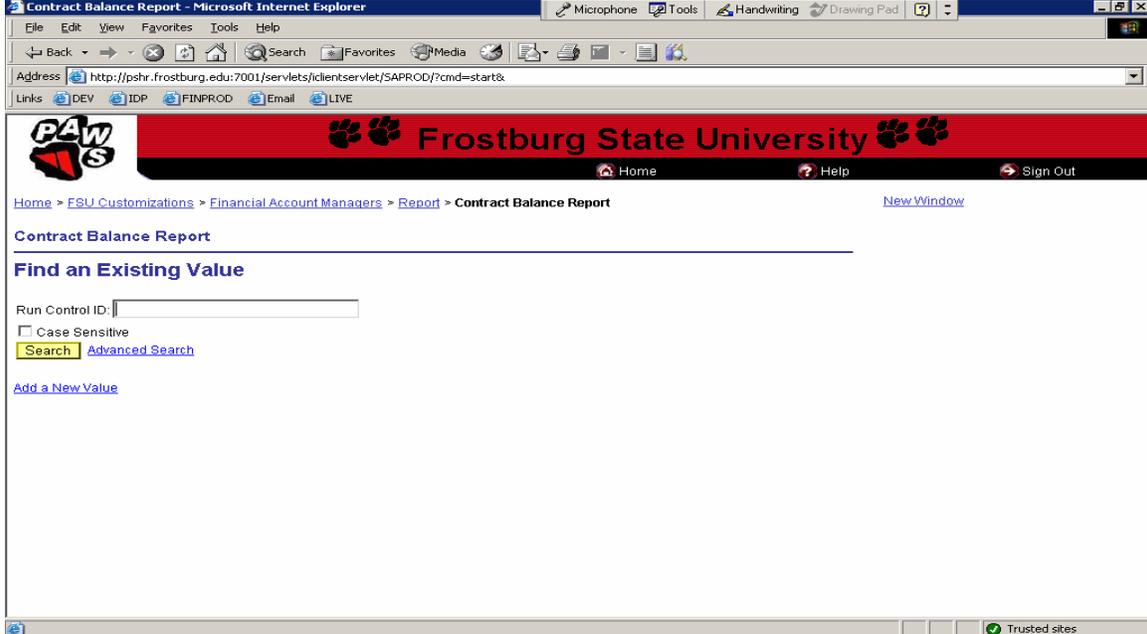
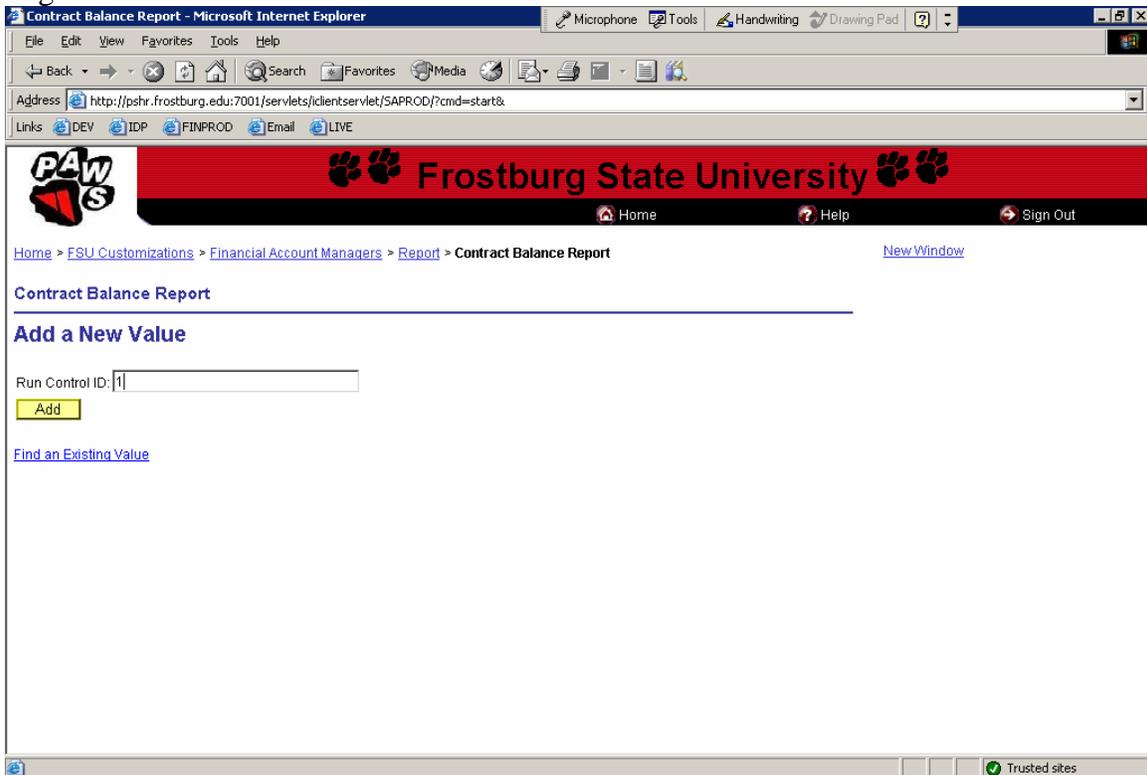


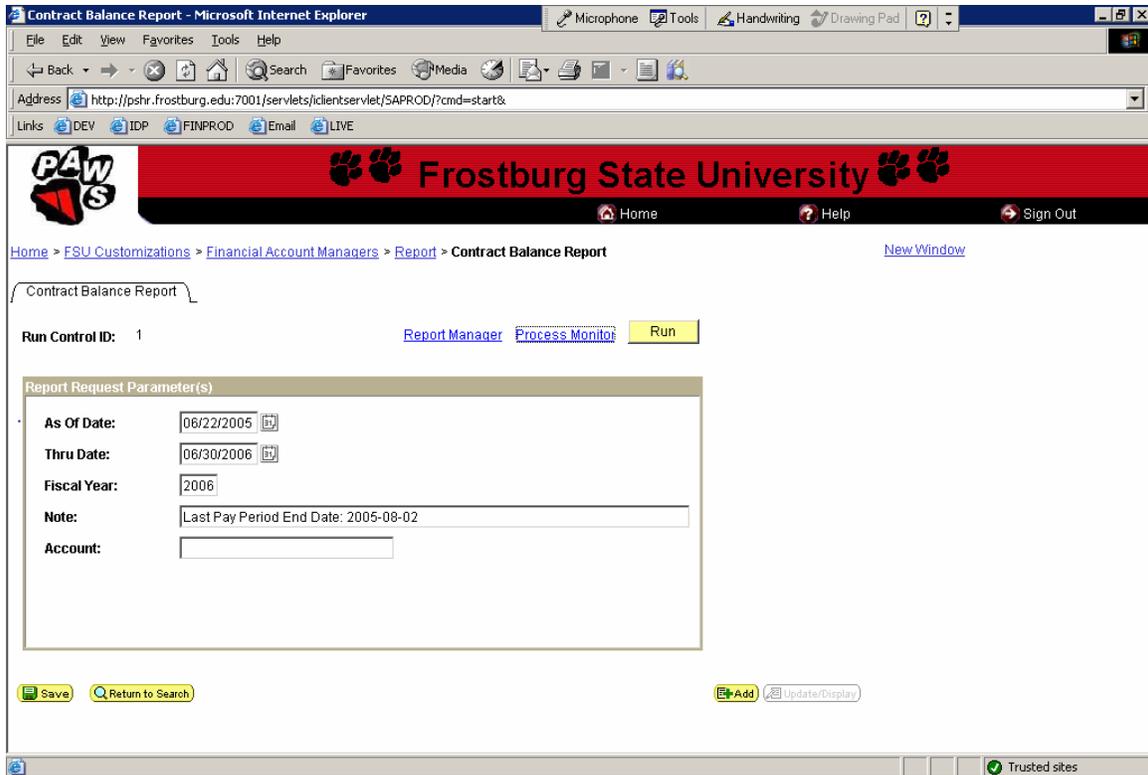
Contract Balance Report Directions

Make sure you are in SAPROD. Follow the bread crumbs to get to “Contract Balance Report”.

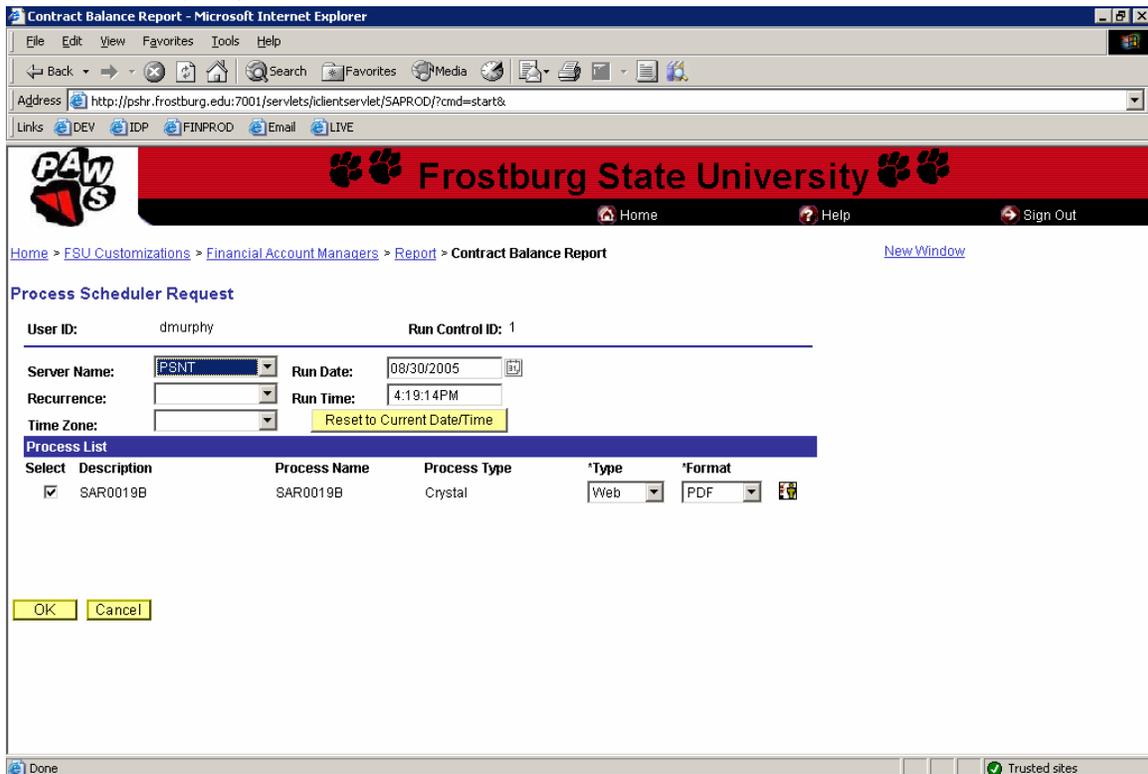


Next, click on “Add a New Value”. Then enter “1” for the “Run Control ID” and click “Add”, as shown in the screen print below. Adding a new value for the run control only has to be done once. After the first time you will be able to click on the “Search” button to get to the next screen.





The screen shot above shows the parameters required to run the contract balance job. These parameters will remain the same. The “As of Date” should be 06/22/2005, the “Thru Date” should be 06/30/2006, the fiscal year should be “2006” and the note will populate itself. After the data is entered, click “Save” and hit the “Run” button. Next click the “OK” button as shown on the screen below. Be sure the format is PDF and the server name is “PSNT”.



Click the “Process Monitor” button to monitor the progress. You may click the “Refresh” button until you notice the Run Status of “Success”. Open the report by clicking “Details” on the far right side of the screen for SAR019B (Process Name).

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
318330	Crystal	SAR0019B	dmurphy	08/30/2005 4:19:14PM EDT	Success	Details
318321	Application Engine	TL_TIMEADMIN	dmurphy	08/30/2005 4:13:16PM EDT	Success	Details
318318	Application Engine	TL_GRP_RFRSH	dmurphy	08/30/2005 4:08:20PM EDT	Success	Details
318271	SQR Report	SAR0003	dmurphy	08/30/2005 3:12:53PM EDT	Success	Details
318267	Application Engine	TL_ST_LIB	dmurphy	08/30/2005 3:05:44PM EDT	Success	Details
318266	Application Engine	TL_ST_LIB	dmurphy	08/30/2005 3:03:37PM EDT	Success	Details
318263	Application Engine	TL_ST_LIB	dmurphy	08/30/2005 3:01:23PM EDT	Success	Details
318260	Application Engine	TL_ST_LIB	dmurphy	08/30/2005 2:59:08PM EDT	Success	Details
318255	Application Engine	TL_ST_LIB	dmurphy	08/30/2005 2:55:39PM EDT	Success	Details
318244	Application Engine	TL_ST_LIB	dmurphy	08/30/2005 2:47:06PM EDT	Success	Details
318242	Application Engine	TL_ST_LIB	dmurphy	08/30/2005 2:42:16PM EDT	Success	Details
318240	Application Engine	TL_ST_LIB	dmurphy	08/30/2005 2:40:28PM EDT	Success	Details

Process Monitor - Microsoft Internet Explorer

Address: http://pshr.frostburg.edu:7001/servlets/clientservlet/SAPROD/?cmd=start&

Frostburg State University

Home Help Sign Out

Home > PeopleTools > Process Monitor > Inquire > Process Requests

[New Window](#)

Process Detail

Process

Instance: 318330 Type: Crystal
 Name: SAR0019B Description: SAR0019B

Run **Update Process**

Run Control ID: 1 Hold Request
 Location: Server Queue Request
 Server: PSNT Cancel Request
 Recurrence: **Delete Request**
 Restart Request

Date/Time **Actions**

Request Created On: 08/30/2005 4:19:50PM EDT [Parameters](#) Transfer
 Run Anytime After: 08/30/2005 4:19:14PM EDT [Message Log](#)
 Began Process At: 08/30/2005 4:19:51PM EDT Batch Timings
 Ended Process At: 08/30/2005 4:21:27PM EDT [View Log/Trace](#)

OK Cancel

Process Instance:318330 Trusted sites

Click on “View Log/Trace” on the screen above. Next you will be able to view and print the Contract Balance Report by clicking on SAR019B.

Report/Log Viewer - Microsoft Internet Explorer

Address: http://pshr.frostburg.edu:7001/servlets/psreports/SAPROD/101128/index.html

PEOPLE Soft Report/Log Viewer

Instance: 318330 Type: Crystal
 Name: SAR0019B Run Cntl ID: 1
 Status: Success Submitted By: dnmurphy
 Server: PSNT Recurrence:

[SAR0019B](#)

Name	File Size	File Creation Date
Message Log	0 bytes	Tue Aug 30 16:19:51 2005
SAR0019B_318330.PDF	471865 bytes	Tue Aug 30 16:19:53 2005

Done Trusted sites

