

Users can run CCR Department Reports to view important transaction information of their departments.

### Navigation

#### Navigation

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### Creating the Run Control

#### CCR - Department Report

[Find an Existing Value](#) [Add a New Value](#)

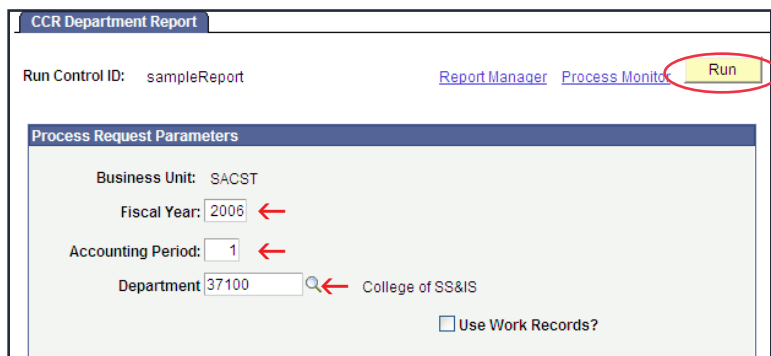
Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

*Note: Once you create and save this Run Control, for future reports you can click the "Find an Existing Value" tab and search for the Run Control name that you created.*

Begin by navigating to the CCR - Department Report Search page.

1. If this is the first time you will run this report, you need to set up a Run Control by selecting the Add a New Value Tab.
2. The Add a New Value search page displays.
3. In the Run Control ID field, enter a Run Control name for the report and then click the Add button.



CCR Department Report

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

**Process Request Parameters**

Business Unit: SACST

Fiscal Year: 2008 ←

Accounting Period: 1 ←

Department: 37100 ← College of SS&IS

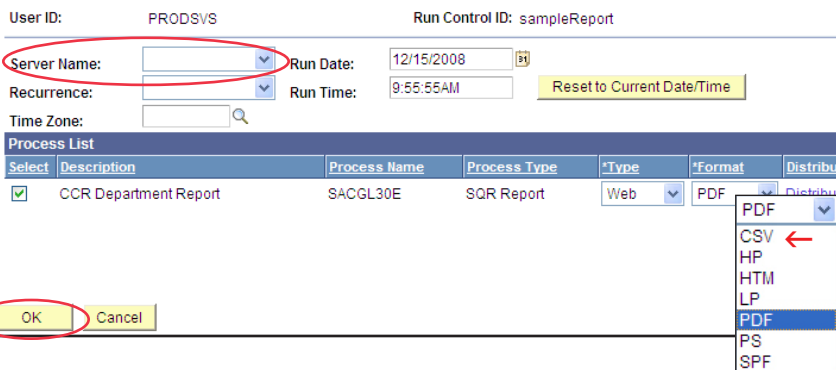
Use Work Records?

*Note: Leave the Use Work Records? field blank.*

4. The CCR Department Report page displays.
5. In the Fiscal Year Field enter the fiscal year (e.g. 2007 is 2007/2008 fiscal year).
6. In the Accounting period field enter the accounting period with July equaling 01.
7. In the Department field, enter the 5 digit department code for your report. You can use the magnifying glass button to look up your department number as well.
8. Click the Run button.

### Track Report Progress

#### Process Scheduler Request



User ID: PRODSVS Run Control ID: sampleReport

Server Name:  Run Date: 12/15/2008

Recurrence:  Run Time: 9:55:55AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CCR Department Report	SACGL30E	SQR Report	Web	PDF	Distribution

9. The Process Scheduler Request page displays.

10. In the Server Name field, use the drop down menu button to select "PSUNX" as the server.

11. Click the Ok button.

*Note: You can change the Format of the report by selecting the drop down arrow button under the \*Format column. Select the CSV file format to export the report as an Excel file so that it can be customized.*

**CCR Department Report**

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

→ Process Instance: 374668

**Process List**    [Server List](#)

View Process Request For

User ID: PRODSVS    Type:    Last: 3 Days    Refresh

Server: PSUNX    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"/>	374668		SQR Report	SACGL30E	PRODSVS	12/15/2008 9:55:55AM PST	Success	Posted	<a href="#">Details</a>

12. The CCR Department Report page displays showing the process instance number.
13. Click the Process Monitor link.
14. The Process List page displays.
15. Verify that the Run Status field displays "Success" and the Distribution Status field displays "Posted". If this does not display, click on the Refresh button until this status changes.
16. Click the Details link.

**Review and Print the Report**

**Process Detail**

**Process**

Instance: 374668    Type: SQR Report

Name: SACGL30E    Description: CCR Department Report

Run Status: Success    Distribution Status: Posted

Run	Update Process
Run Control ID: sampleReport	<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: 12/15/2008 9:57:27AM PST	<a href="#">Parameters</a> Transfer
Run Anytime After: 12/15/2008 9:55:55AM PST	<a href="#">Message Log</a>
Began Process At: 12/15/2008 9:57:37AM PST	Batch Timings
Ended Process At: 12/15/2008 9:57:49AM PST	<a href="#">View Log/Trace</a>

17. The Process Detail page displays.
18. Click on the View Log/Trace link.
19. The View Log/Trace page displays.
20. Click on the PDF Report hyperlink to download your report as a .pdf file.
21. The report will load on your computer as a PDF file and you will have the option to save it to your computer or print it.

**View Log/Trace**

**Report**

Report ID: 236385    Process Instance: 374668    [Message Log](#)

Name: SACGL30E    Process Type: SQR Report

Run Status: Success

CCR Department Report

**Distribution Details**

Distribution Node: FSACTST    Expiration Date: 12/17/2008

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SACGL30E_374668.log</a>	1,605	12/15/2008 9:57:49.000000AM PST
<a href="#">sacgl30e_374668.PDF</a>	1,678	12/15/2008 9:57:49.000000AM PST
<a href="#">sacgl30e_374668.out</a>	240	12/15/2008 9:57:49.000000AM PST

Chartfield	Speedtype	TransDate	Descr	Project	Reference	WorkOrder	Qty	Prior Amt	Trans Amt	Posted Amt
MS01-66001-37100-	37100101	01/12/07	POSTAGE CHARGE				232	0.00	90.48	90.48
MS01-66001-37100-	37100101	01/31/07	POSTAGE CHARGE				1	0.00	0.39	0.39
Charge Type Total										90.87
.....										
MS01-66003-37100-	37100101	01/30/07	FACILITY WORK ORDER			W0181787	0	0.00	213.20	213.20
Charge Type Total										213.20
.....										

Instance: P8ACTRN    California State University, Sacramento    Page No. 1  
 Report ID: SACGL30E    Campus Coat Recovery Department Report    Run Date 03/21/2007  
 Department: 37100    College of S&GID    For January 2007    Run Time 08:39:14

**Support Information**

For more information on Running a CCR Department Report, please visit the CMS website training pages [www.csus.edu/irt/ams/training/index.stm](http://www.csus.edu/irt/ams/training/index.stm). For questions, contact the Help Desk at 278-2670 or [cmshelpdesk@csus.edu](mailto:cmshelpdesk@csus.edu).