

TDR Report –pdf

USE TO: Run the TDR report – pdf format.

1. Log in to PeopleSoft Financials
2. Navigate to *BC Reports > Commitment Control > New TDR Report*, the following screen will appear. Select a Run Control Id and click

BOSTON COLLEGE

Menu

Search:

- My Favorites
- BC Custom
- BC Reports
 - Commitment Control
 - ACR Report
 - TDI - PG
 - TDI STDNT SLRY by trans dt
 - TDI STDNT SLRY
 - TDI ALL SALARY
 - TDI ALL SLRY by trans dt
 - New TDR Report**

New TDR Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Note: First time in you will need to set up a Run Control Id by clicking . Enter Run Control Id and click the Add button. A run control id can be alpha or numeric.

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Menu

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New TDR Report

Run Control ID:

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

TDR Report - pdf Step-By-Step Instructions

3. Enter Budget Period, Accounting Period and Department

Business Unit: EAGLE (will default)

Department: xxxxxx

Budget Period: Enter Budget Year i.e. 2010

Account Period – Enter Period i.e. Enter month you want to display data for - January enter 8

Fund Code Range – Select All or 2xx and 6xx or 9xx

If you are a Salary Administrator, All Salaries will default. Chart of Accounts criteria is optional.

The screenshot shows the 'TDR Run Parameters' form. At the top, 'Run Control ID' is 'TDR' and 'Language' is 'English'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'TDR Run Parameters' section includes: 'Business Unit' (EAGLE), 'Budget Period' (2010), 'Accounting Period (Month)' (8), 'Fund Code Range' (ALL), and 'Salary Data' (All Salaries selected). The 'Chart of Accounts - Optional' section includes: 'Department' (051201), 'Fund Code', 'Fund Source', 'Program Code', 'Function', and 'Property', all with search icons.

If you leave the Department blank, you will get a report for “all” departments in your area

This screenshot is identical to the one above, but the 'Department' field in the 'Chart of Accounts - Optional' section is empty, illustrating the instruction that leaving it blank reports for all departments.

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- Once search criteria entered, click **Run**
- Enter the following:
 - Verify Server Name: PSNT (If blank, select PSNT from dropdown menu)
 - Select TDR – Transaction Detail New

Process Scheduler Request

User ID: STACHNIE Run Control ID: TDR

Server Name: PSNT Run Date: 02/01/2010

Recurrence: Run Time: 11:19:22AM **Reset to Current Date/Time**

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TDR-Transaction Detail New	BCGLR008	Crystal	Web	PDF	Distribution

- Click OK Note: You will return to the TDR Run Control Page
- Click on [Process Monitor](#) blue hyperlink.

Bcglr008

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

Language: English Process Instance: 2086875

TDR Run Parameters

Business Unit: EAGLE

Budget Period: 2010

Accounting Period (Month)

Accounting Period: 8

Fund Code Range

Fund Code Range: ALL

Salary Data

All Salaries Student Salaries

Chart of Accounts - Optional

Department: 051201

Fund Code:

Fund Source:

Program Code:

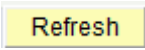
Function:

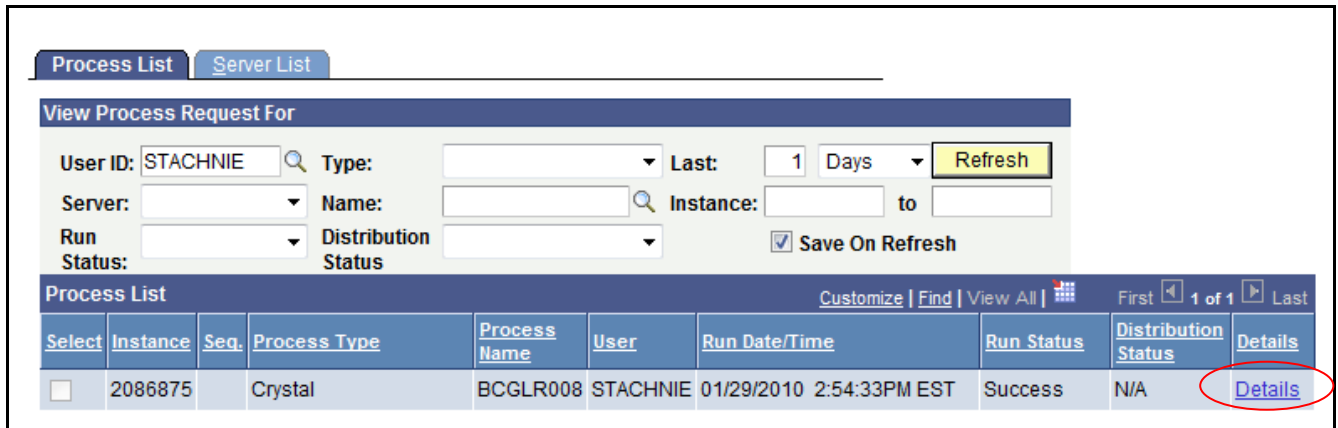
Property:

Save **Notify** **Add** **Update/Display**

You will be brought to the Process Monitor Page

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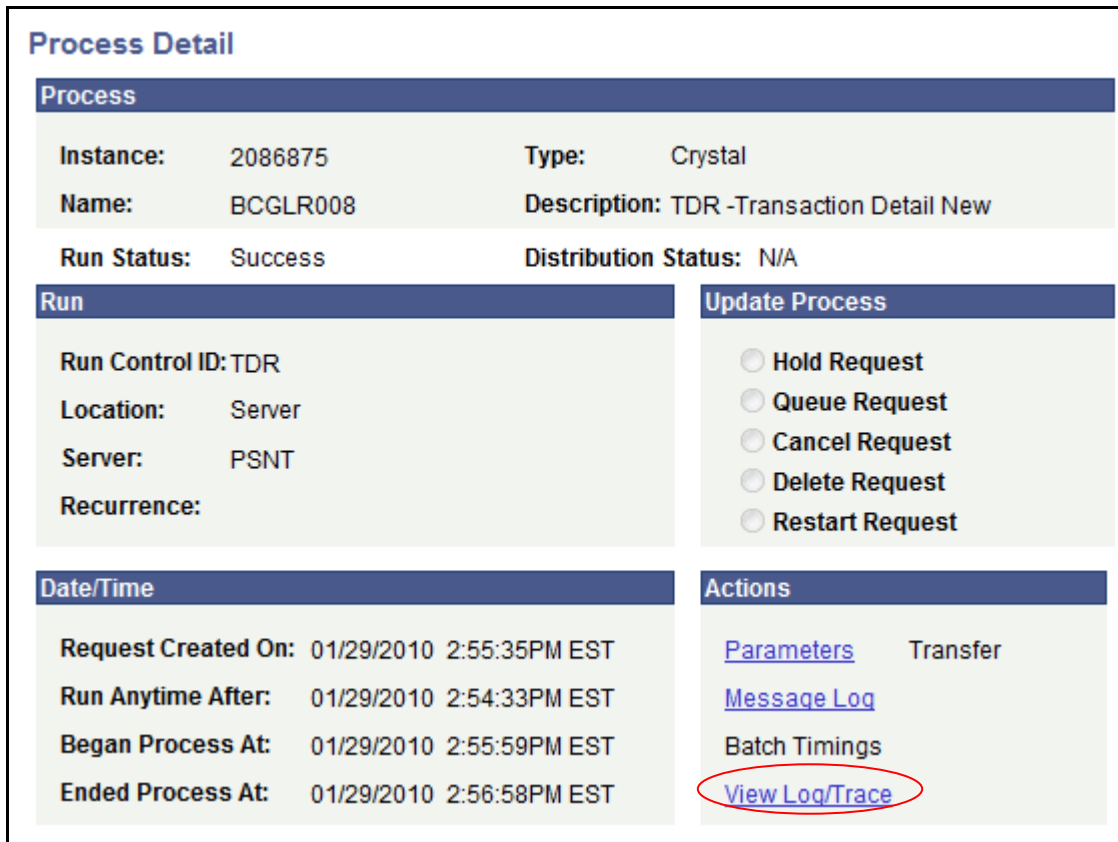
8. Click on the Refresh button  until the report has finished processing and the status is:
 Run Status = Success
 Distribution Status = Posted
 Then click on the on the [Details](#) Hyperlink



The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a search section titled 'View Process Request For' with fields for 'User ID' (STACHNIE), 'Type', 'Last' (1 Days), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is highlighted in yellow. Below the search section is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2086875		Crystal	BCGLR008	STACHNIE	01/29/2010 2:54:33PM EST	Success	N/A	Details

9. You will be on the Process Detail page, click on the [View Log/Trace](#) blue Hyperlink



The screenshot shows the 'Process Detail' page. It is divided into several sections:

- Process:** Instance: 2086875, Type: Crystal, Name: BCGLR008, Description: TDR -Transaction Detail New, Run Status: Success, Distribution Status: N/A.
- Run:** Run Control ID: TDR, Location: Server, Server: PSNT, Recurrence: (empty).
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request (all with radio buttons).
- Date/Time:** Request Created On: 01/29/2010 2:55:35PM EST, Run Anytime After: 01/29/2010 2:54:33PM EST, Began Process At: 01/29/2010 2:55:59PM EST, Ended Process At: 01/29/2010 2:56:58PM EST.
- Actions:** Parameters Transfer, Message Log, Batch Timings, [View Log/Trace](#) (circled in red).

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10. You will be on the View Log/Trace page, click on the [bcglr008.xxxxx.PDF](#) Hyperlink

View Log/Trace

Report			
Report ID:	520189	Process Instance:	2086875 Message Log
Name:	BCGLR008	Process Type:	Crystal
Run Status:	Success		

TDR -Transaction Detail New

Distribution Details	
Distribution Node:	ps-prcs Expiration Date: 04/29/2010

File List		
Name	File Size (bytes)	Datetime Created
BCGLR008_2086875.PDF	97,314	01/29/2010 2:57:12.000000PM EST
CRW_BCGLR008_2086875.log	0	01/29/2010 2:57:12.000000PM EST
pssqltrace.trc	501	01/29/2010 2:57:12.000000PM EST

Distribute To	
Distribution ID Type	*Distribution ID
User	STACHNIE

11. This will open up the ACR Report –


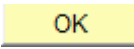
Typically will be a multi page report.

Note: Once you open the PDF you can save by selecting File > Save As > ...

Report ID : TDR (BCGLR008)		Boston College		Page No. 2	
Dist:Transaction Detail Gen Univ-Jan-2010		Transaction Detail Report (WITH SALARY ACCTS)		Run Date:29 Jan 2010	
		Jan-2010		Run Time 2:55 PM	
Dept	051201:Inst Religious Ed Pastoral Min	Fund Source	10000:General Tuition Supported	Function	011:Tuition and Fees
Fund	100:Operating	Program	00000:No Program	Property	00000:No Property
Journal or Transaction Information		Reg ID	Voucher/	Invoice#	Paid Amount/
Source	Date	PreEnc/Enc/Actual/BudAmt	Journal ID	Expense ID/	Iml Ln Ref
			Check #	Travel Auth ID	
				Budget Type	
			PO ID	EmpId	
				Vendor/Header Descr	
				Empl Name	
				Line Descr	
Account Type	Revenue				
Account	41100	Tuition Doctoral			
Transaction					
GL_JOURNAL	1/8/2010	2,412.00	XSR0302490	Student System - Student	DOCTORAL-ACAD. YEAR SR01070108
GL_JOURNAL	1/14/2010	4,824.00	XSR0303228	Student System - Student	DOCTORAL-ACAD. YEAR SR01140114
GL_JOURNAL	1/15/2010	7,236.00	XSR0303387	Student System - Student	DOCTORAL-ACAD. YEAR SR01150115
GL_JOURNAL	1/21/2010	-4,824.00	XSR0303859	Student System - Student	DOCTORAL-ACAD. YEAR SR01200121
GL_JOURNAL	1/23/2010	4,824.00	XSR0304242	Student System - Student	DOCTORAL-ACAD. YEAR SR01230123
GL_JOURNAL	1/26/2010	-4,824.00	XSR0304513	Student System - Student	DOCTORAL-ACAD. YEAR SR01260126
Total for PreEnc		0.00	Total for Actuals	9,648.00	
Total for Enc		0.00	Total for Budget	0.00	
Account	41200	Tuition Masters			
Transaction					

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12. If you would like to run another TDR immediately,

- from the View Log/Trace page, click on the Return  button;
- this will bring you back to the Process Detail page, click on the OK  button;

[Go back to New TDR Report](#)

- this will bring you back to the Process Monitor page, click on the hyperlink

Enter your new values and repeats steps 3 – 11