How To REVIEW OUTPUT From the RELATED Tab When Running Banner Processes or Reports

Banner process are 3rd letter 'P' – example PHPCALC; reports are 3rd letter 'R' – example PHRDCON. You can only display output from processes <u>YOU</u> have run.

In order to review the output, under RELATED, you have to put 'database' in the printer. If you run a 'P' process & then realize you failed to put in 'database,' <u>DO NOT</u> go back & run the process again, <u>unless it is necessary for</u> <u>processing payroll</u>.

Example of how to review output for PHRDCON:

× Process Subr	nission Controls GJAPCTL 9.3.24 (F	ROD)				
Process: PHRDCON	Disposition Control Report Param	eter Set:				
PRINTER CONTROL						
Printer	DATABASE		Submit Time			PDF Font
Special Print			MIME Type	None		Delete After I
Lines	55		PDF Font		•••	Delete After I
· PARAMETER VALUES						
Number *	Parameters				Values	
01	Year				2023	
02	Payroll ID				MN	
03	Pay Number				2	
04	Report Type				D	
	III 10 ✓ Per Page					
LENGTH: 4 TYPE:	Character O/R: Required M/S: Singl	e				
Enter Payroll Proce	ssing Year.					
- SUBMISSION						
	Save Parameter Set as				Hold / Submit 🔘 I	Hold 💿 Submit
Name	Description					

Once you save, you'll see your .lis & .log number in the top right corner. Write down your numbers!!

×	Process Submission Controls GJAPCTL 9.3.24 (PROD)		🔒 ADD 斗 RETRIEVE	🚑 RELATED	🔆 TOOLS 🚺	6
	Process: PHRDCON ***	Parameter Set: ***	Log file: phrdcon_2420027	log List file: phrdo	con_2420027.lis	
Get S	tarted: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter	your search criteria, and then press ENTER.				

Go to the RELATED tab – then select Review Output (GJIREVO).

Process Submission Controls GJAPCTL 9.3.24 (PROD)		📓 ADD 斗 RETRIEVE 🕂 🚣 RELATED 🛱 TOOLS
Process: PHRDCON ***	Parameter Set:	Q Bearch
Get Started: Complete the fields above and click Go. To search by name, press TAB	from an ID field, enter your search criteria, and then press ENTER.	Review Output [GJIREVO]
		Delete Multiple Saved Output [GJIREVD
		Upload File [GUAUPLP]
		Upload file [GJAJFLU]
		Review PDF/plain text output [GJAJLIS]
		Review Email Status [GCAMAIL]

Click the ellipses under File Name.

×	Saved Output Review GJIREVO 9.3.19 (PROD)				
	Process: PHRDCON Disposition Control Report	Number: 2420027 ++++			
	File Name:	Beginning Date:			
		Saved			
	Lines:				
Get	Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.				
_					

Select which output you want to display (.LIS files are the output (if any), .LOG files show messages about the job run, and any errors encountered).

Available Files		
Criteria Q,		
Output File Name	Record Count	Date Saved
phrdcon_2420027.lis	818	11/30/2023 04:24:51 P
phrdcon_2420027.log	17	11/30/2023 04:24:51 P
H ◀ ①or1 ► H 10 v PerPage		Record 1 of 2
	C.	incel OK

The output will be displayed on the screen.

× s	aved Output Review GJIREVO 9.3.19 (PROD)				
Process:	HRDCON Disposition Control Report Number: 2420027 File Name: phrdcon_2420027.log Beginning Date Saved:				
- SAVED O	ITPUT REVIEW				
Usernan	1 Connected.				
Startin	FHRDCON (Release 8.9)				
Please 1	nter Parameters for the Disposition Control Report (PHRDCON)				
Paranet	r Semience Sumhers phridon completed successfully				
818 lin	s written to /u03/BANJOB/phrdcon 2420027.11s				
Connect	d.				
Confirm	ng security mode R has proxy setting Y				
Connect	Connection using Oracle Role Security Mode				
Connect	d,				

Examples of how data in log files look, from the IT view – shows parameters entered for a process. You can see this same information from RELATED – REVIEW OUTPUT:

REPORT : PHPUPDT		Pay	Berea College Period Update Process	PAGE RUN DATE 02-NOV-2023 RUN TIME 06:06 PM
		* * * REPORT	CONTROL INFORMATION * * *	
Parameter Name	Value		Message	
Parameter Seq No:	2417788			
Payroll Year:	2023	Default		
Payroll ID:		Default		
Multiple Payrolls	: N	Default		
Payroll Number	Pay Period Start Date	Pay Period End Dat	e Record Count	
16	01-OCT-2023	28-OCT-2023	1451	
Total Records:	1451			

This log shows an error:

EPORT : PHPCHKL		Berea College Lg Check/Direct Deposit Notice	RUN DATE 02-NOV-2023 RUN TIME 05:27 PM
	* * * REP	ORT CONTROL INFORMATION * * *	
*ERROR** Duplicate document n	o.l exists for	this series of assigned documents. Resu	bmit with a new beginning number.
Parameter Name	Value	Message	
Parameter Seq No	2417764		
Payroll Year			
Payroll ID	SP		
Payroll Number	16		
Theck or Direct Deposit (C/D)			
Duplicate Document Prevention			
fanual or Automatic (M/A)			
fanual Document Number	1		
Beginning Range Number			
Inding Range Number			
Last Good Document Number			
Sunnress SSM/STM/TTM on Chack			

To save the output if needed:

- a. Click the **Tools** button in the upper right of the screen
- b. Click the Show Document (Save and Print File) option
- c. Click the Yes button on the message box in the upper right [You have selected to Show file xxx in a browser. Do you wish to continue?]
- d. The results will be displayed in a browser window
- e. Right-click in this window
- f. Click the Save As optiong. Choose a location for the file by navigating to the desired folder, then click on it
- h. Type a name to save the file as in the File name: prompt, if desired, or leave the default name
- i. Click the Text Document (*.txt) option, or however you want to save it.
- j. Click the **Save** button
- k. The file you named is now saved as a the document type, in the location you chose.