

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 YOU 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,' DO NOT go back & run the process again, unless it is necessary for processing payroll.

Example of how to review output for PHRDCON:

Number	Parameters	Values
01	Year	2023
02	Payroll ID	MIN
03	Play Number	2
04	Report Type	D

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

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

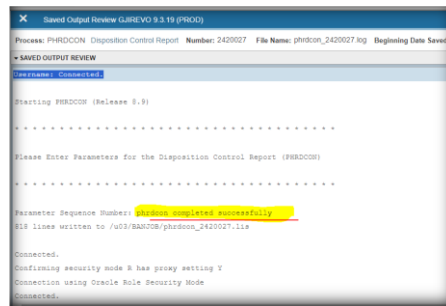
Click the ellipses under File Name.

Process: PHRDCON Disposition Control Report Number: 2420027
File Name: [] Beginning Date: []
Lines: [] Saved

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).

Output File Name	Record Count	Date Saved
phrdcon_2420027.lis	818	11/30/2023 04:24:51 PM
phrdcon_2420027.log	17	11/30/2023 04:24:51 PM

The output will be displayed on the screen.



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                                     PAGE 1
                                     Berea College    RUN DATE 02-NOV-2023
                                     Pay Period Update Process  RUN TIME 06:06 PM

      * * * REPORT CONTROL INFORMATION * * *

Parameter Name      Value                Source      Message
-----
Parameter Seq No:  2417788
Payroll Year:      2023                    Default
Payroll ID:        SP                      Default
Multiple Payrolls: N

Payroll Number      Pay Period Start Date  Pay Period End Date  Record Count
-----
16                  01-OCT-2023            28-OCT-2023         1451
Total Records:     1451
```

This log shows an error:

```
REPORT : PHPCHKL                                     RUN DATE 02-NOV-2023
                                     Berea College    RUN TIME 05:27 PM
                                     Lg Check/Direct Deposit Notice

      * * * REPORT CONTROL INFORMATION * * *

**ERROR** Duplicate document no.1 exists for this series of assigned documents. Resubmit with a new beginning number.

Parameter Name      Value                Message
-----
Parameter Seq No    2417764
Payroll Year        2023
Payroll ID          SP
Payroll Number      16
Check or Direct Deposit (C/D) D
Duplicate Document Prevention Y
Manual or Automatic (M/A) M
Manual Document Number 1
Beginning Range Number
Ending Range Number
Last Good Document Number
Suppress SSM/SIN/TIN on Check Y
```

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** option
- g. 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.