

HR Account Code Build Process

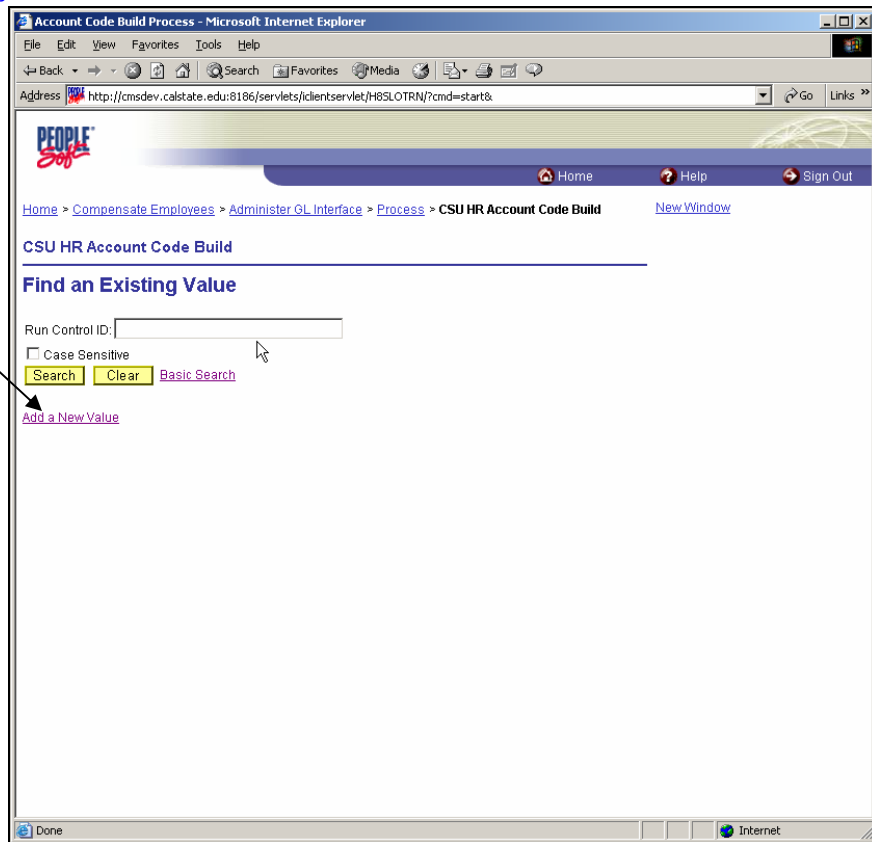
Account Code Build Process

The Account Code Build process is used to build chartfields in to HR Account Codes. All Account Codes must have a unique value, so before running the process make sure the Account Code you choose does not already exist.

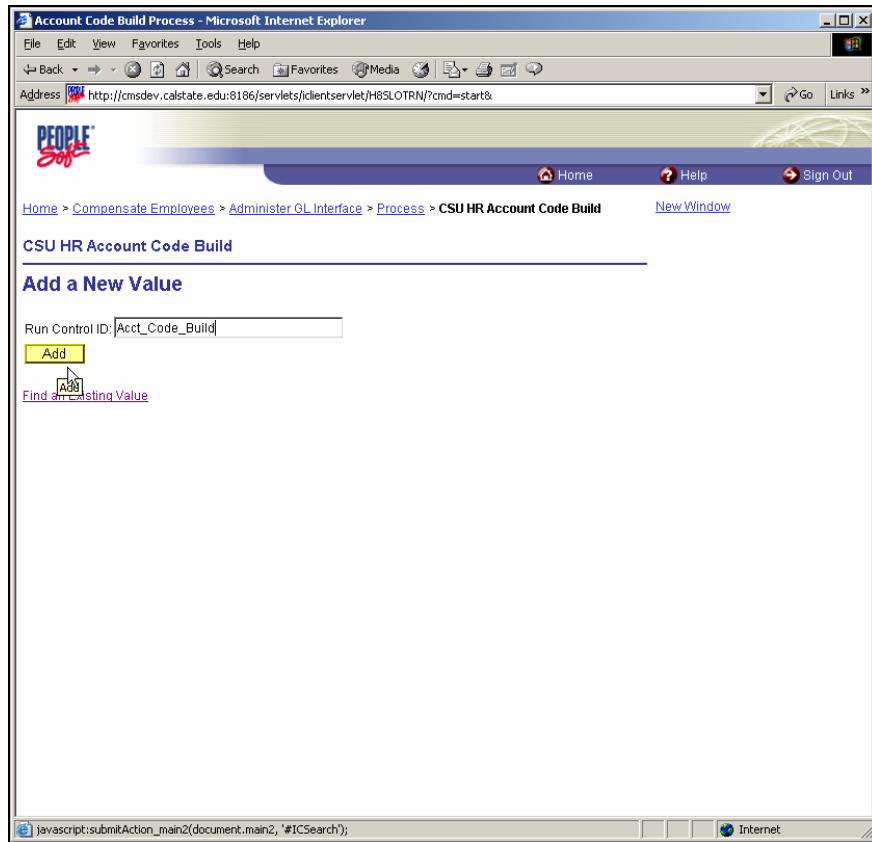
Navigation:

[Home](#) > [Compensate Employees](#) > [Administer GL Interface](#) > [Process](#) > CSU HR Account Code Build

1. At the Find and Existing Value page, click on "Add a New Value"



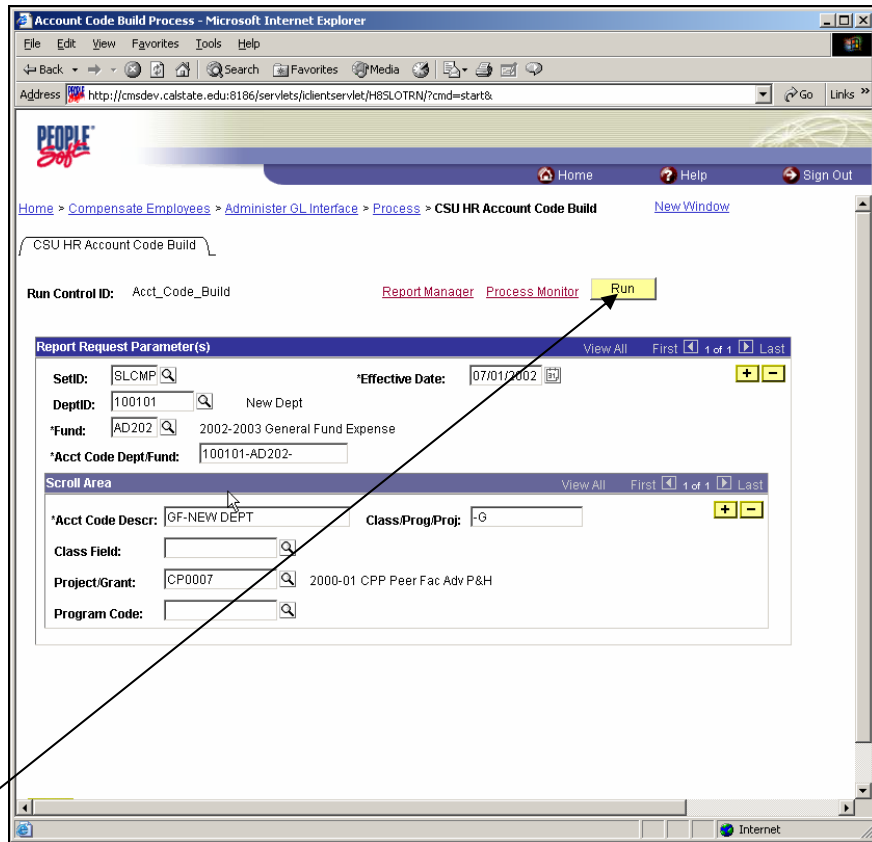
2. Create a new Run Control ID and click ADD



3. Enter data for:

- a) Setid: SLCMP
- b) Effective Date
- c) Deptid
- d) Fund
- e) AcctCode:
Deptid-Fund
- f) Description
- g) Optional-
Class
Program
Project are
- h) Class/Proj/Proj: If
using a Class,
Program or Project
enter:
-C (for class),
-P (for program)
-G (for project/grant)

**Click Run to start
to process**



4. Choose the Unix Server and Click OK

Account Code Build Process - Microsoft Internet Explorer

Address: http://cmsdev.calstate.edu:8186/servlets/clientervlet/HSL0TRN?cmd=start&

PEOPLE Soft

Home Help Sign Out

Home > Compensate Employees > Administer GL Interface > Process > CSU HR Account Code Build [New Window](#)

Process Scheduler Request

User ID: LCDTEST3 Run Control ID: Acct_Code_Build

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	CSU Account Code Build Process	CSUBE001	SQR Report	Web	PDF

5. Click on the Process Monitor link to check the status

The screenshot displays the 'Account Code Build Process' web application. The browser window title is 'Account Code Build Process - Microsoft Internet Explorer'. The address bar shows the URL: <http://cmsdev.calstate.edu:8186/servlets/clientervlet/H8SLOTRN?cmd=start&>. The page features a navigation bar with 'Home', 'Help', and 'Sign Out' links. The main content area includes a 'Run Control ID: Acct_Code_Build' and a 'Process Monitor' link. Below this is a 'Report Request Parameter(s)' section with the following fields:

- SetID: SLCMP
- Effective Date: 07/01/2002
- DeptID: 100101 (New Dept)
- Fund: AD202 (2002-2003 General Fund Expense)
- Acct Code Dept/Fund: 100101-AD202

A 'Scroll Area' section contains the following fields:

- Acct Code Descr: GF-NEW DEPT
- Class/Prog/Proj: -G
- Class Field: [Empty]
- Project/Grant: CP0007 (2000-01 CPP Peer Fac Adv P&H)
- Program Code: [Empty]

A 'Save' button is located at the bottom left of the form area. The browser status bar at the bottom shows the JavaScript code: `javascript:submitAction_main2(document.main2,PRCSRQSTDLG_WRK_LOADPRCSMONITORPB);`

6. When the Status says "Success" you can click the Details.

You may need to update the status by clicking on the Refresh button.

The screenshot shows the 'Process Monitor' web application in a Microsoft Internet Explorer browser. The address bar shows the URL: `http://cmsdev.calstate.edu:8106/servlets/clientServlet/H3SLOTRN?cmd=start&`. The application header includes the 'PEOPLE Soft' logo and navigation links for Home, Help, and Sign Out. The breadcrumb trail is: Home > PeopleTools > Process Monitor > Inquire > Process Requests. Below the breadcrumb, there are tabs for 'Process List' and 'Server List'. A section titled 'View Process Request For' contains search filters for User ID (LCDTEST3), Process Type, Server Name, Process Name, Instance, and Run Status. A 'Refresh' button is present. A table displays process information with columns: Instance Seq., Process Type, Process Name, User, Run Date/Time, Run Status, and Details. The table contains one row with Instance Seq. 19125, Process Type SQR Report, Process Name CSUBE001, User LCDTEST3, Run Date/Time 03/21/2003 4:50:51PM PST, and Run Status Success. The 'Details' link in the last column is highlighted with a mouse cursor. Below the table, there is a 'Save' button and a link to 'Process List | Server List'. The status bar at the bottom shows the JavaScript code: `javascript:submitAction_main2(document.main2,PMN_DERIVED_PRCDETAIL_BTN#0);`.

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
19125	SQR Report	CSUBE001	LCDTEST3	03/21/2003 4:50:51PM PST	Success	Details

7. Click on the "View Log /Trace" link .

The screenshot shows the 'Process Monitor' web application. The breadcrumb navigation is 'Home > PeopleTools > Process Monitor > Inquire > Process Requests'. The 'Process Detail' section shows:

- Instance:** 19125
- Name:** CSUBE001
- Type:** SQR Report
- Description:** CSU Account Code Build Process

Below this, there are sections for 'Run' and 'Update Process'. The 'Run' section includes 'Run Control ID: Acct_Code_Build', 'Location: Server', 'Server: PSUNX', and 'Recurrence:'. The 'Update Process' section has radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. The 'Date/Time' section shows 'Request Created On: 03/21/2003 4:52:04PM PST', 'Run Anytime After: 03/21/2003 4:50:51PM PST', 'Began Process At: 03/21/2003 4:52:20PM PST', and 'Ended Process At: 03/21/2003 4:52:38PM PST'. The 'Actions' section has links for 'Parameters', 'Message Log', 'Batch Timings', and 'View Log/Trace'. A mouse cursor is pointing at the 'View Log/Trace' link. At the bottom, there are 'OK' and 'Cancel' buttons.

8. Click on the PDF file to see the results.

The screenshot shows the 'Report/Log Viewer' web application. It displays the same process details as the previous screenshot. Below the details, there is a section titled 'CSU Account Code Build Process' containing a table of generated files:

Name	Size	CreationDate
Message Log	1424 bytes	2003-03-21 16:52:22
Trace File	3159 bytes	2003-03-21 16:52:22
CSUBE001_ER_19125.PDF	2052 bytes	2003-03-21 16:52:22
CSUBE001_R_19125.PDF	4562 bytes	2003-03-21 16:52:22

A mouse cursor is pointing at the 'CSUBE001_R_19125.PDF' link. The browser address bar shows the URL: http://cmsdev.calstate.edu:8186/servlets/psreports/H8SLOTRN/125/CSUBE001_R_19125.PDF.

The CSUBE001 ER will show if there was an error.

The CSUBE001 R will display the newly build Account Codes

The screenshot shows a web browser window with the address bar containing the URL: http://cmsdev.calstate.edu:8186/servlets/psreports/H8SLOTRN/125/CSUBE001_R_19125.PDF. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation and printing icons, and a status bar at the bottom showing 'Done' and 'Internet'.

The main content area displays a PDF report with the following information:

- Report ID: CSUBE001
- Page 1 of 1
- California State University, CSU San Luis Obispo
- Account Code Build Report
- Report Date: 03/21/03
- Report Time: 16:52:22

The report contains a table with two columns: 'Account Code' and 'Description'. The table lists various account codes and their corresponding descriptions, such as 'Pres SalryGF-NEW DEPT', 'Acad SalryGF-NEW DEPT', 'Grad AsstGF-NEW DEPT', etc.

Account Code	Description
100101-AD202-601030-G	Pres SalryGF-NEW DEPT
100101-AD202-601100-G	Acad SalryGF-NEW DEPT
100101-AD202-601103-G	Grad AsstGF-NEW DEPT
100101-AD202-601201-G	MPP SalryGF-NEW DEPT
100101-AD202-601300-G	Staff SalryGF-NEW DEPT
100101-AD202-601301-G	OvertimeGF-NEW DEPT
100101-AD202-601303-G	Stud AsstGF-NEW DEPT
100101-AD202-601800-G	Staff SBAGF-NEW DEPT
100101-AD202-601801-G	Asst WrkGF-NEW DEPT
100101-AD202-601802-G	Shift DrftGF-NEW DEPT
100101-AD202-601803-G	Mgmt SBAGF-NEW DEPT
100101-AD202-601804-G	Acad SBAGF-NEW DEPT
100101-AD202-601805-G	LecturersGF-NEW DEPT
100101-AD202-601806-G	X-Qtr FacGF-NEW DEPT
100101-AD202-602001-G	WrkSty-OnGF-NEW DEPT
100101-AD202-602002-G	WrkSty-OffGF-NEW DEPT
100101-AD202-603001-G	OASDGF-NEW DEPT
100101-AD202-603003-G	DentalGF-NEW DEPT
100101-AD202-603004-G	Hlth-WelfrGF-NEW DEPT
100101-AD202-603005-G	RetirementGF-NEW DEPT
100101-AD202-603006-G	Indust DisGF-NEW DEPT
100101-AD202-603009-G	Non-Ind DsGF-NEW DEPT
100101-AD202-603011-G	Life InsurGF-NEW DEPT
100101-AD202-603012-G	MedicareGF-NEW DEPT
100101-AD202-603013-G	VisionGF-NEW DEPT
100101-AD202-603014-G	LT Dis InsGF-NEW DEPT
100101-AD202-603015-G	Flw-G-NEW DEPT