

U. S. Coast Guard
Coast Guard Academy
Direct Access

How to Generate the CADET Payroll Reports

Overview

Introduction This guide provides the procedures for generating the following CADET payroll reports:

- CADET ICA Payback
- CADET Fees
- CADET ICA

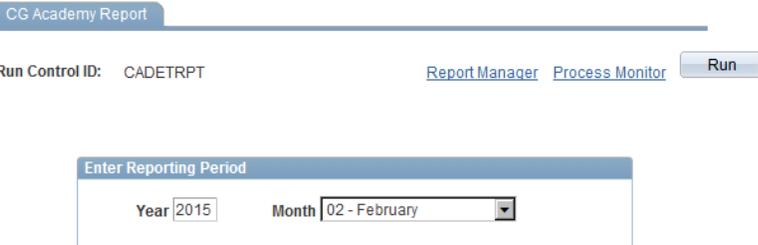
Topics The following topics are covered in this guide.

Topic	See Page
How to Generate the CADET ICA Payback Report	2
How to Generate the CADET Fees Payroll Report	4
How to Generate the CADET ICA Report	6

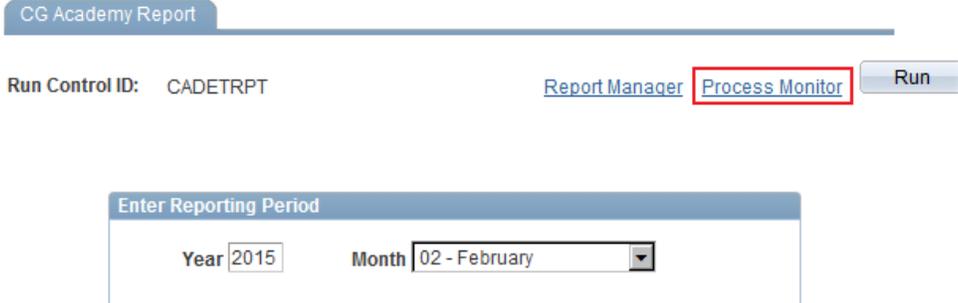
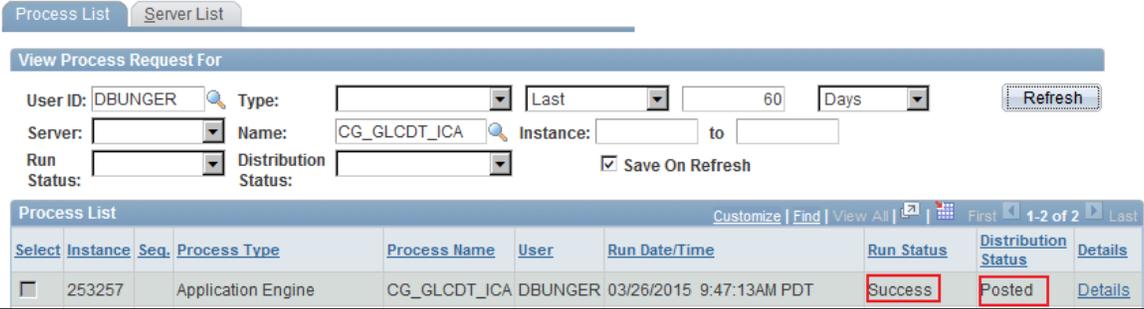
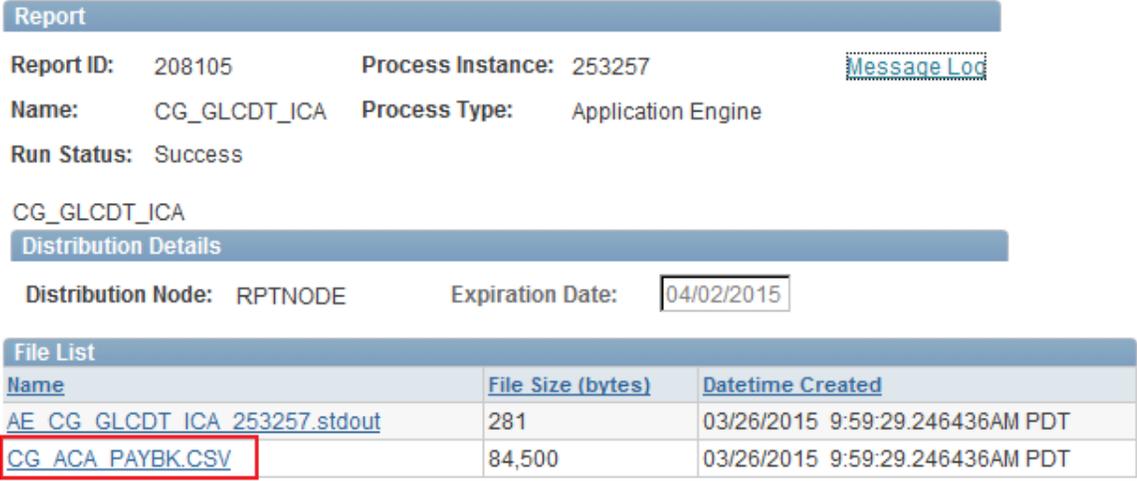
How to Generate the CADET ICA Payback Report

The Academy will take the following steps to generate the CADET ICA Payback report in Direct Access.

Note: The user must have the *CG_ACADEMY_EXTRACTS* role to generate this report.

Step	Action														
1	<p>From the home page, click on the CG Academy Monthly report link within the Payroll Accounting Reports shortcut menu:</p>  <p>You can also path to it via the following: Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > GL Admin (AD & RSV) > GL Reports > CG Academy Monthly Report</p>														
2	The system will ask for a Run Control ID. Click the “Add a New Value” tab.														
3	In the Run Control ID field, enter CADETRPT. Note: When the process is run in the future, this run control ID can be used every time.														
4	Click the ADD button if adding a Run Control ID. If not, click the SEARCH button.														
5	Click on the Year field and enter the year. For instance if running it for a month in 2015, enter 2015.														
6	<p>Click on the Month field and select the month. An example of what the page would look like for February 2015 is shown below:</p> 														
7	Click the RUN button.														
8	<p>Click the drop down on the Server Name field and select PSUNX. It will already be PSUNX if you’ve generated the report before.</p> <p>Process Scheduler Request</p> <p>User ID: 2096321 Run Control ID: CADETRPT</p> <p>Server Name: <input type="text" value="PSUNX"/> Run Date: <input type="text" value="03/26/2015"/> <input type="button" value="B1"/></p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="4:12:44PM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>CG_GLCDT_ICA</td> <td>CG_GLCDT_ICA</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	CG_GLCDT_ICA	CG_GLCDT_ICA	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
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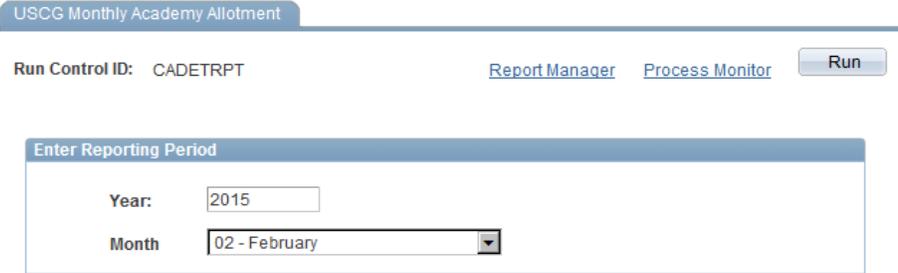
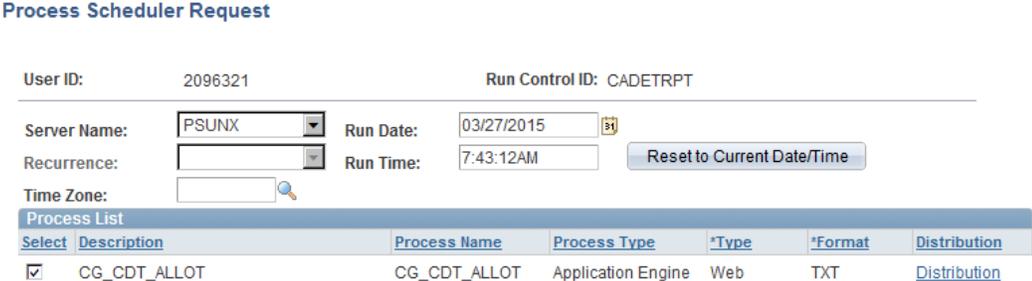
How to Generate the CADET ICA Payback Report, Continued

Step	Action
9	Click the OK button.
10	Click the Process Monitor link. 
11	It will take a few minutes for the system to generate this report. The Run Status will initially show 'Queued', then 'Processing', then 'Success'. Make sure the Distribution Status shows 'Posted', as shown in the example screenshot below. Note: Notify CG-631 if the process fails. 
12	Once finished, click on Details link.
13	Click on the View Log/Trace link.
14	Click on the CG ACA PAYBK.CSV link and the system will bring up the report. Save the report to a local directory folder. 

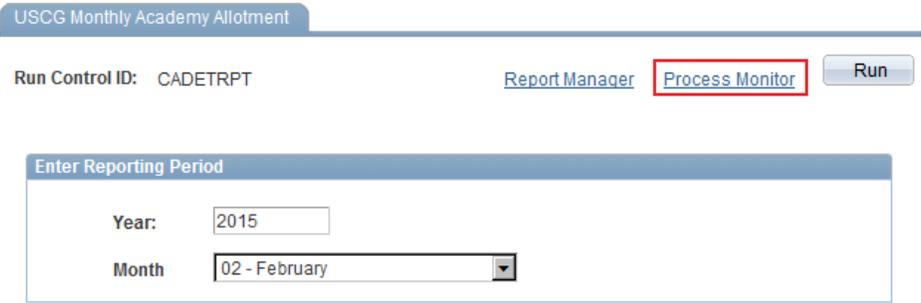
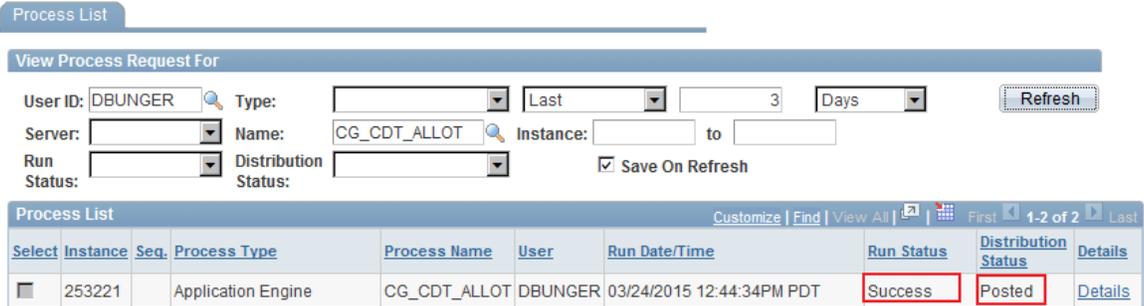
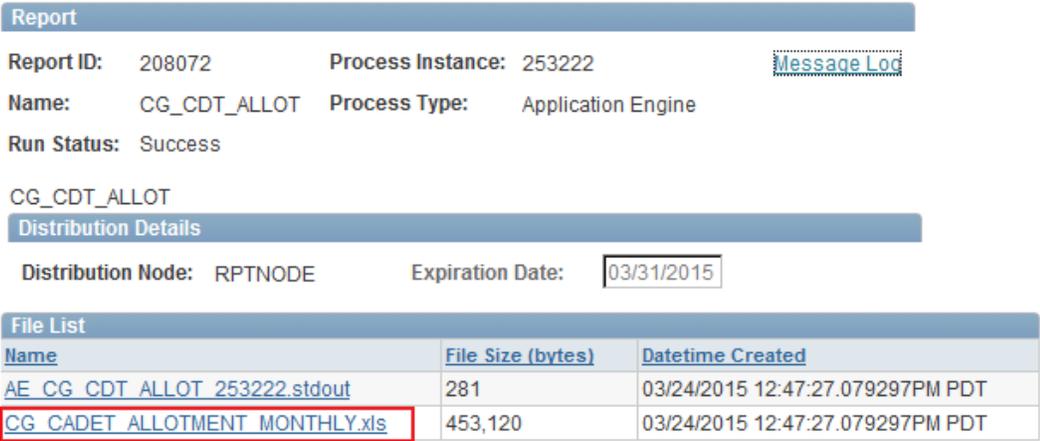
How to Generate the CADET Fees Payroll Report

The Academy will take the following steps to generate the CADET Fees payroll report in Direct Access.

Note: The user must have the *CG_ACADEMY_EXTRACTS* role to generate this report.

Step	Action														
1	<p>From the home page, click on the Monthly Academy Allotment Rpt link within the Payroll Accounting Reports shortcut menu:</p>  <p>You can also path to it via the following:</p> <p>Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > GL Admin (AD & RSV) > GL Reports > USCG Cadet Allotment Report</p>														
2	The system will ask for a Run Control ID. Click the “Add a New Value” tab.														
3	In the Run Control ID field, enter CADETRPT. Note: When the process is run in the future, this run control ID can be used every time.														
4	Click the ADD button if adding a Run Control ID. If not, click the SEARCH button.														
5	Click on the Year field and enter the year. For instance if running it for a month in 2015, enter 2015.														
6	<p>Click on the Month field and select the month. An example of what the page would look like for February 2015 is shown below:</p> 														
7	Click the RUN button.														
8	<p>Click the drop down on the Server Name field and select PSUNX. It will already be PSUNX if you’ve generated the report before.</p>  <p>Process Scheduler Request</p> <p>User ID: 2096321 Run Control ID: CADETRPT</p> <p>Server Name: <input type="text" value="PSUNX"/> Run Date: <input type="text" value="03/27/2015"/> <input type="button" value="B1"/></p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="7:43:12AM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>CG_CDT_ALLOT</td> <td>CG_CDT_ALLOT</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	CG_CDT_ALLOT	CG_CDT_ALLOT	Application Engine	Web	TXT	Distribution
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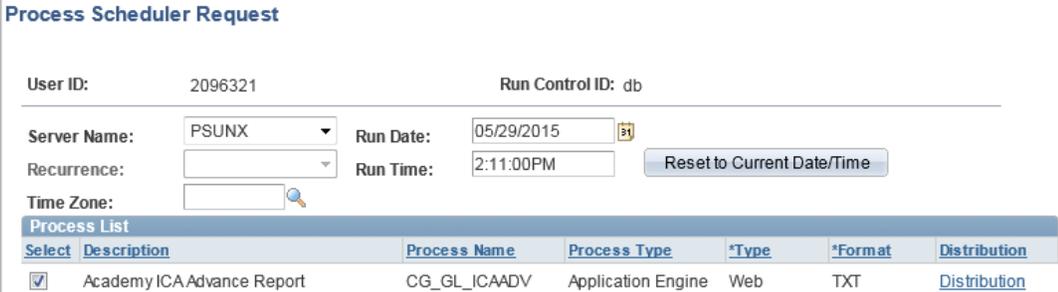
How to Generate the CADET Fees Payroll Report, Continued

Step	Action
9	Click the OK button.
10	<p>Click the Process Monitor link.</p> 
11	<p>It will take a few minutes for the system to generate this report. The Run Status will initially show 'Queued', then 'Processing', then 'Success'. Make sure the Distribution Status shows 'Posted', as shown in the example screenshot below.</p> <p>Note: Notify CG-631 if the process fails.</p> 
12	Once finished, click on Details link.
13	Click on the View Log/Trace link.
14	<p>Click on the CG CADET ALLOTMENT MONTHLY.xls link and the system will bring up the report. Save the report to a local directory folder.</p> 

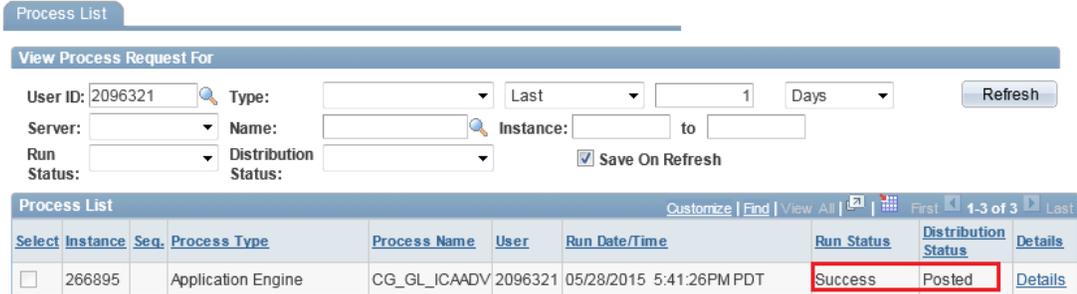
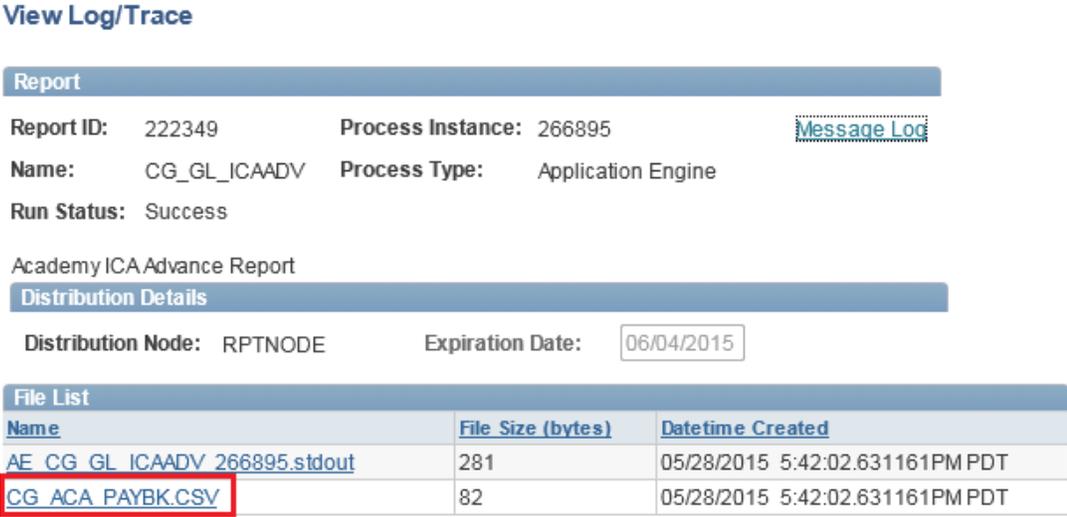
How to Generate the CADET ICA Report

The Academy will take the following steps to generate the CADET ICA report in Direct Access.

Note: The user must have the *CG_ACADEMY_EXTRACTS* role to generate this report.

Step	Action														
1	<p>From the home page, click on the Cadet Academy ICA Report link within the Payroll Accounting Reports shortcut menu:</p>  <p>You can also path to it via the following:</p> <p>Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > GL Admin (AD & RSV) > GL Reports > Cadet Academy ICA Report</p>														
2	The system will ask for a Run Control ID. Click the “Add a New Value” tab.														
3	<p>In the Run Control ID field, enter CADETICA.</p> <p>Note: When the process is run in the future, this run control ID can be used every time.</p>														
4	Click the ADD button if adding a Run Control ID. If not, click the SEARCH button.														
5	Click on the Year field and enter the year. For instance if running it for a month in 2015, enter 2015.														
6	<p>Click on the Month field and select the month. An example of what the page would look like for May 2015 is shown below:</p> 														
7	Click the RUN button.														
8	<p>Click the drop down on the Server Name field and select PSUNX. It will already be PSUNX if you’ve generated the report before.</p>  <p>Process Scheduler Request</p> <p>User ID: 2096321 Run Control ID: db</p> <p>Server Name: PSUNX Run Date: 05/29/2015</p> <p>Recurrence: Run Time: 2:11:00PM Reset to Current Date/Time</p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Academy ICA Advance Report</td> <td>CG_GL_ICAADV</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Academy ICA Advance Report	CG_GL_ICAADV	Application Engine	Web	TXT	Distribution
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How to Generate the CADET ICA Report, Continued

Step	Action																				
9	Click the OK button.																				
10	Click the Process Monitor link.  <p>The screenshot shows the 'CG Academy ICA Rpt' header. Below it, there is a 'Run Control ID: CADETICA' label. To the right, there are three links: 'Report Manager', 'Process Monitor' (highlighted with a red box), and a 'Run' button. Below these links is a section titled 'Enter Reporting Period' with a 'Year' dropdown set to '2015' and a 'Month' dropdown set to '10 - October'.</p>																				
11	It will take a few minutes for the system to generate this report. The Run Status will initially show 'Queued', then 'Processing', then 'Success'. Make sure the Distribution Status shows 'Posted', as shown in the example screenshot below. Note: Notify CG-631 if the process fails.  <p>The screenshot shows the 'Process List' section. It includes a 'View Process Request For' form with fields for User ID (2096321), Type, Last, Days (1), and a Refresh button. Below the form is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>266895</td> <td></td> <td>Application Engine</td> <td>CG_GL_ICAADV</td> <td>2096321</td> <td>05/28/2015 5:41:26PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>The 'Success' and 'Posted' cells in the table are highlighted with a red box.</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	266895		Application Engine	CG_GL_ICAADV	2096321	05/28/2015 5:41:26PM PDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	266895		Application Engine	CG_GL_ICAADV	2096321	05/28/2015 5:41:26PM PDT	Success	Posted	Details												
12	Once finished, click on Details link.																				
13	Click on the View Log/Trace link.																				
14	Click on the CG ACA PAYBK.CSV link and the system will bring up the report. Save the report to a local directory folder.  <p>The screenshot shows the 'View Log/Trace' report. It includes a 'Report' section with the following information: Report ID: 222349, Process Instance: 266895, Name: CG_GL_ICAADV, Process Type: Application Engine, Run Status: Success. Below this is a 'Distribution Details' section with Distribution Node: RPTNODE and Expiration Date: 06/04/2015. At the bottom is a 'File List' table:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE CG_GL_ICAADV_266895.stdout</td> <td>281</td> <td>05/28/2015 5:42:02.631161PM PDT</td> </tr> <tr> <td>CG_ACA_PAYBK.CSV</td> <td>82</td> <td>05/28/2015 5:42:02.631161PM PDT</td> </tr> </tbody> </table> <p>The 'CG_ACA_PAYBK.CSV' file name is highlighted with a red box.</p>	Name	File Size (bytes)	Datetime Created	AE CG_GL_ICAADV_266895.stdout	281	05/28/2015 5:42:02.631161PM PDT	CG_ACA_PAYBK.CSV	82	05/28/2015 5:42:02.631161PM PDT											
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