
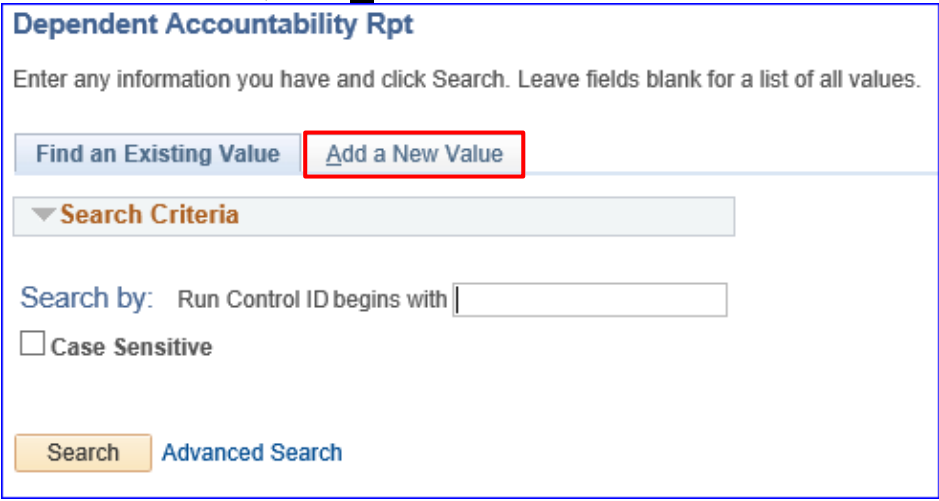


Dependent Accountability Report

Introduction This guide provides the procedures to run the Dependent Accountability Report in Direct Access (DA).


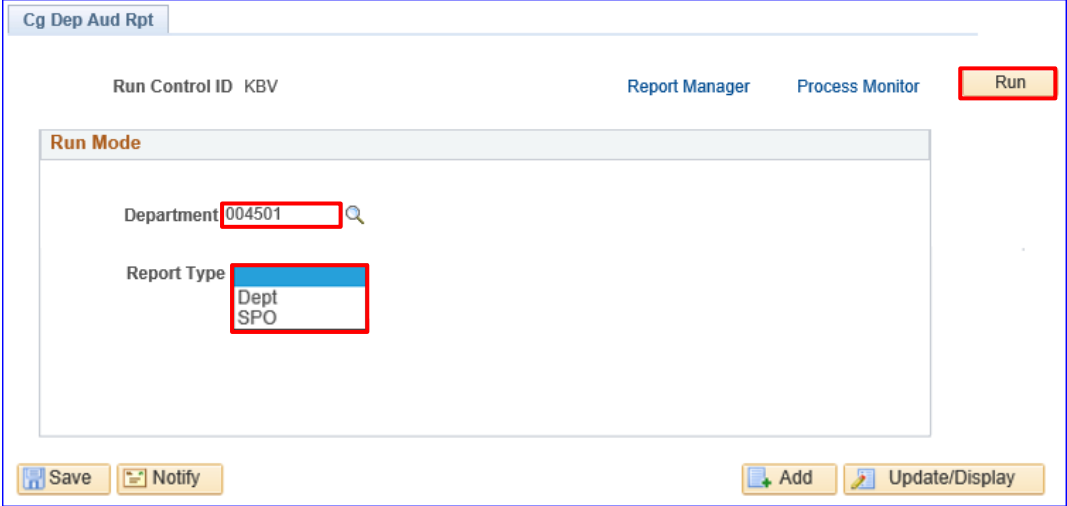
Procedures See below.

Step	Action
<p>1</p>	<p>From the Menu, select Human Resources > Human Resources Reports > Dependent Accountability Rpt.</p>  <p>The screenshot shows a menu with a search bar at the top. Below the search bar are several categories: 'My Favorites', 'Self Service', 'Self Service', and 'Human Resources'. Under 'Human Resources', there is a sub-menu 'Human Resources Reports' which is expanded. This sub-menu contains several items: 'Profile Reports', 'Travel Charge Cards Reports', 'Workflow Reports', 'Dependent Accountability Rpt' (highlighted with a red box), 'Rehire Report', 'Member Information', 'Member Information', 'All Duty Report', 'Leave Correction Report', and 'CG Unit Roster Report'.</p>
<p>2</p>	<p>A Run Control ID must be established before the report can be run. Once it is established, this Run Control ID can be used for running future reports. To add a new Run Control ID, click Add a New Value.</p>  <p>The screenshot shows the 'Dependent Accountability Rpt' search interface. It includes a title 'Dependent Accountability Rpt', a search instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.', and two buttons: 'Find an Existing Value' and 'Add a New Value' (highlighted with a red box). Below the buttons is a 'Search Criteria' dropdown menu. Underneath, there is a 'Search by:' label followed by a text input field containing 'Run Control ID begins with'. There is also a checkbox for 'Case Sensitive' which is currently unchecked. At the bottom, there are two buttons: 'Search' and 'Advanced Search'.</p>

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Dependent Accountability Report, Continued

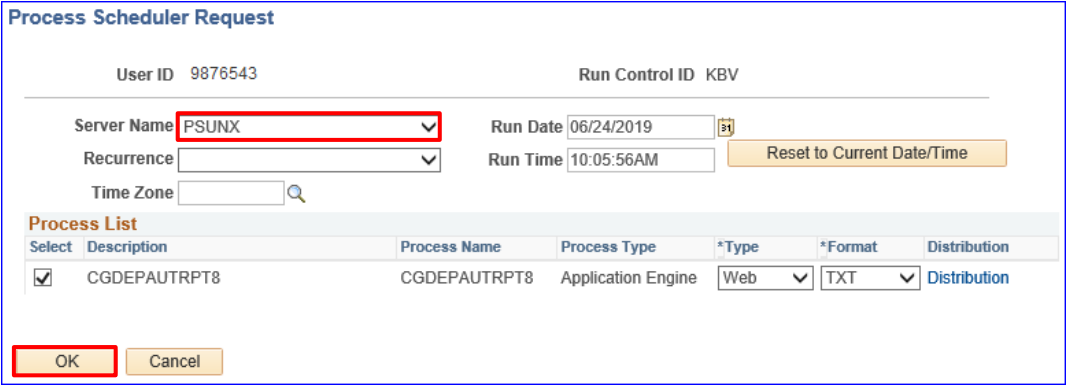
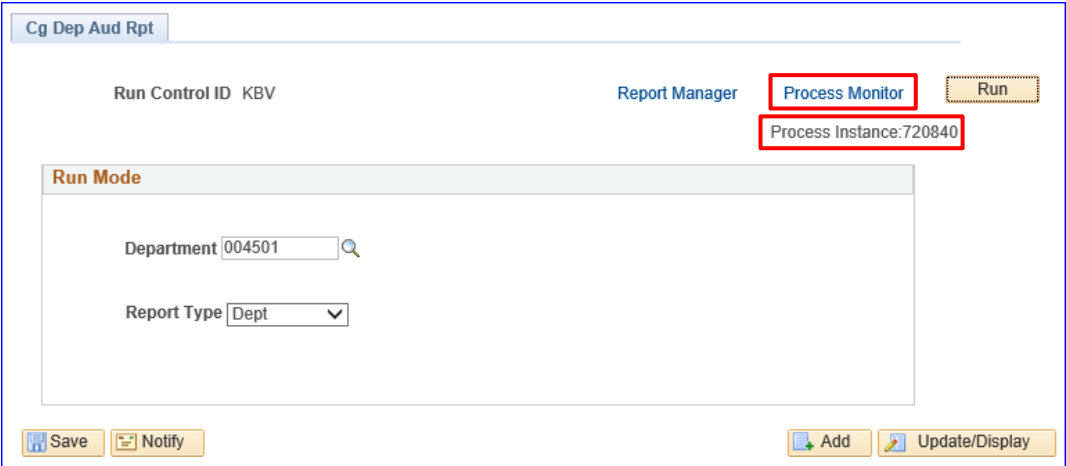
Procedures,
continued

Step	Action
3	<p>Enter a Run Control ID. This can be anything but should be something easily remembered. Click Add.</p> 
4	<p>The Cg Dep Aud Rpt page will display.</p> <ul style="list-style-type: none"> • Enter the Department ID number (or use the lookup icon to search for the Department ID number). • Using the drop-down, select the Report Type. <p>Click Run.</p> 

Continued on next page

Dependent Accountability Report, Continued

Procedures,
continued

Step	Action														
5	<p>The Process Scheduler Request will open. Using the Server Name drop-down, select PSUNX. Click OK.</p>  <p>Process Scheduler Request</p> <p>User ID 9876543 Run Control ID KBV</p> <p>Server Name PSUNX Run Date 06/24/2019 Recurrence Run Time 10:05:56AM Time Zone</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>CGDEPAUTRPT8</td> <td>CGDEPAUTRPT8</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	CGDEPAUTRPT8	CGDEPAUTRPT8	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	CGDEPAUTRPT8	CGDEPAUTRPT8	Application Engine	Web	TXT	Distribution									
6	<p>The Cg Dep Aud Rpt page will re-display with a Process Instance number. Select Process Monitor.</p>  <p>Cg Dep Aud Rpt</p> <p>Run Control ID KBV Report Manager Process Monitor Run</p> <p>Process Instance: 720840</p> <p>Run Mode</p> <p>Department 004501 Report Type Dept</p> <p>Save Notify Add Update/Display</p>														

Continued on next page

Dependent Accountability Report, Continued

Procedures,
continued

Step	Action																				
7	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the Refresh button until the Run Status updates to Success and the Distribution Status indicates Posted. This may take a considerable amount of time depending on the size of the file. Continue to click the Refresh button periodically.</p> <div data-bbox="328 674 1398 1144" style="border: 1px solid black; padding: 5px;"> <p>Process List</p> <p>View Process Request For</p> <p>User ID: 9876543 <input type="text"/> x <input type="button" value="Q"/> Type: <input type="text"/> Last: <input type="text"/> 1 Days <input type="button" value="Refresh"/></p> <p>Server: <input type="text"/> Name: <input type="text"/> Instance From: <input type="text"/> Instance To: <input type="text"/></p> <p>Run Status: <input type="text"/> Distribution Status: <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List</p> <p><input type="button" value="Q"/> 1-1 of 1 View All</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>720840</td> <td></td> <td>Application Engine</td> <td>CGDEPAUTRPT8</td> <td>9876543</td> <td>06/24/2019 10:05:56AM PDT</td> <td>Processing</td> <td>N/A</td> <td>Details</td> </tr> </tbody> </table> <p>Go back to Dependent Accountability Rpt</p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/></p> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	720840		Application Engine	CGDEPAUTRPT8	9876543	06/24/2019 10:05:56AM PDT	Processing	N/A	Details
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8	<p>Once the Run Status indicates Success and the Distribution Status indicates Posted, click Details.</p> <div data-bbox="328 1261 1398 1731" style="border: 1px solid black; padding: 5px;"> <p>Process List</p> <p>View Process Request For</p> <p>User ID: 9876543 <input type="text"/> x <input type="button" value="Q"/> Type: <input type="text"/> Last: <input type="text"/> 1 Days <input type="button" value="Refresh"/></p> <p>Server: <input type="text"/> Name: <input type="text"/> Instance From: <input type="text"/> Instance To: <input type="text"/></p> <p>Run Status: <input type="text"/> Distribution Status: <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List</p> <p><input type="button" value="Q"/> 1-1 of 1 View All</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>720840</td> <td></td> <td>Application Engine</td> <td>CGDEPAUTRPT8</td> <td>9876543</td> <td>06/24/2019 10:05:56AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Go back to Dependent Accountability Rpt</p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/></p> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	720840		Application Engine	CGDEPAUTRPT8	9876543	06/24/2019 10:05:56AM PDT	Success	Posted	Details
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Dependent Accountability Report, Continued

Procedures,
continued

Step	Action																																																				
9	<p>The Process Detail will open. Click View Log/Trace.</p> <div data-bbox="327 526 1396 1294" style="border: 1px solid blue; padding: 5px;"> <p>Process Detail</p> <p>Process</p> <table border="0"> <tr> <td>Instance</td> <td>720840</td> <td>Type</td> <td>Application Engine</td> </tr> <tr> <td>Name</td> <td>CGDEPAUTRPT8</td> <td>Description</td> <td>CGDEPAUTRPT8</td> </tr> <tr> <td>Run Status</td> <td>Success</td> <td>Distribution Status</td> <td>Posted</td> </tr> </table> <p>Run</p> <table border="0"> <tr> <td>Run Control ID</td> <td>KBV</td> <td colspan="2">Update Process</td> </tr> <tr> <td>Location</td> <td>Server</td> <td><input type="radio"/> Hold Request</td> <td></td> </tr> <tr> <td>Server</td> <td>PSUNX</td> <td><input type="radio"/> Queue Request</td> <td></td> </tr> <tr> <td>Recurrence</td> <td></td> <td><input type="radio"/> Cancel Request</td> <td></td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="checkbox"/> Delete Request</td> <td></td> </tr> <tr> <td></td> <td></td> <td><input type="radio"/> Re-send Content</td> <td><input type="radio"/> Restart Request</td> </tr> </table> <p>Date/Time</p> <table border="0"> <tr> <td>Request Created On</td> <td>06/24/2019 10:06:22AM PDT</td> <td>Parameters</td> <td>Transfer</td> </tr> <tr> <td>Run Anytime After</td> <td>06/24/2019 10:05:56AM PDT</td> <td>Message Log</td> <td>View Locks</td> </tr> <tr> <td>Began Process At</td> <td>06/24/2019 10:06:31AM PDT</td> <td>Batch Timings</td> <td></td> </tr> <tr> <td>Ended Process At</td> <td>06/24/2019 10:08:02AM PDT</td> <td>View Log/Trace</td> <td></td> </tr> </table> <p>OK Cancel</p> </div>	Instance	720840	Type	Application Engine	Name	CGDEPAUTRPT8	Description	CGDEPAUTRPT8	Run Status	Success	Distribution Status	Posted	Run Control ID	KBV	Update Process		Location	Server	<input type="radio"/> Hold Request		Server	PSUNX	<input type="radio"/> Queue Request		Recurrence		<input type="radio"/> Cancel Request				<input checked="" type="checkbox"/> Delete Request				<input type="radio"/> Re-send Content	<input type="radio"/> Restart Request	Request Created On	06/24/2019 10:06:22AM PDT	Parameters	Transfer	Run Anytime After	06/24/2019 10:05:56AM PDT	Message Log	View Locks	Began Process At	06/24/2019 10:06:31AM PDT	Batch Timings		Ended Process At	06/24/2019 10:08:02AM PDT	View Log/Trace	
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Dependent Accountability Report, Continued

Procedures,
continued

Step	Action																
<p>10</p>	<p>Select DEPENDENT_ACCOUNTABILITY_DEP_RPT.csv.</p> <p>Note: The DEPENDENT_ACCOUNTABILITY_MEM_RPT.csv will only display the member information.</p> <div data-bbox="327 636 1267 1375" style="border: 1px solid blue; padding: 5px;"> <p>View Log/Trace</p> <p>Report</p> <p>Report ID 715985 Process Instance 720840 Message Log Name CGDEPAUTRPT8 Process Type Application Engine Run Status Success</p> <p>CGDEPAUTRPT8</p> <p>Distribution Details</p> <p>Distribution Node RPTNODE Expiration Date 07/01/2019</p> <p>File List</p> <table border="1" data-bbox="336 992 1257 1182"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_CGDEPAUTRPT8_720840.stdout</td> <td>294</td> <td>06/24/2019 10:08:02.824143AM PDT</td> </tr> <tr> <td>DEPENDENT_ACCOUNTABILITY_DEP_RPT.csv</td> <td>2,852</td> <td>06/24/2019 10:08:02.824143AM PDT</td> </tr> <tr> <td>DEPENDENT_ACCOUNTABILITY_MEM_RPT.csv</td> <td>2,767</td> <td>06/24/2019 10:08:02.824143AM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1" data-bbox="336 1227 1134 1317"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>9876543</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p> </div>	Name	File Size (bytes)	Datetime Created	AE_CGDEPAUTRPT8_720840.stdout	294	06/24/2019 10:08:02.824143AM PDT	DEPENDENT_ACCOUNTABILITY_DEP_RPT.csv	2,852	06/24/2019 10:08:02.824143AM PDT	DEPENDENT_ACCOUNTABILITY_MEM_RPT.csv	2,767	06/24/2019 10:08:02.824143AM PDT	Distribution ID Type	Distribution ID	User	9876543
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<p>11</p>	<p>A prompt will appear asking to Open, Save, or Save As. Select Open.</p> <div data-bbox="327 1458 879 1895" style="border: 1px solid blue; padding: 5px;"> <p>Internet Explorer</p> <p>What do you want to do with DEPENDENT_ACCOUNTABILITY_DEP_RPT.csv?</p> <p>From: hcenv5.direct-access.us</p> <p>→ Open The file won't be saved automatically.</p> <p>→ Save</p> <p>→ Save as</p> <p><input type="button" value="Cancel"/></p> </div>																

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Dependent Accountability Report, Continued

Procedures,
continued

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12	<p>The file will open in an Excel Spreadsheet that may be sorted according to preference, saved, and/or printed.</p> <table border="1"> <thead> <tr> <th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th><th>I</th><th>J</th><th>K</th><th>L</th><th>P</th><th>Q</th><th>R</th><th>S</th><th>V</th><th>W</th><th>AA</th> </tr> <tr> <th>PROCESS INSTANCE</th><th>EMPL ID</th><th>DEPENDENT/BENEFICIARY ID</th><th>LAST NAME</th><th>FIRST NAME</th><th>RELATIONSHIP TO EMPLOYEE</th><th>DATE OF BIRTH</th><th>AGE</th><th>ADDRESS TYPE</th><th>EFFECTIVE DATE</th><th>SAME ADDRESS AS EMPLOYEE</th><th>ADDRESS LINE 1</th><th>CITY</th><th>STATE</th><th>POSTAL CODE</th><th>COUNTRY</th><th>SAME AS EMPL PHONE TYPE</th><th>DEPENDENT PHONE</th><th>SYSTEM DATE</th> </tr> </thead> <tbody> <tr><td>720840</td><td>1234567</td><td></td><td>1</td><td>Beesly</td><td>Pam</td><td>SP</td><td>7/14/1984</td><td>34 MAIL</td><td>5/31/2014</td><td>Y</td><td>500 REAM CT</td><td>SCRANTON</td><td>PA</td><td>18503</td><td>USA</td><td></td><td></td><td>6/24/2019</td></tr> <tr><td>720840</td><td>1234567</td><td></td><td>6</td><td>Halpert</td><td>Cecilia</td><td>D</td><td>12/25/2014</td><td>4 BEN</td><td>12/25/2014</td><td>Y</td><td>501 REAM CT</td><td>SCRANTON</td><td>PA</td><td>18503</td><td>USA</td><td>MAIN</td><td>555/666-1234</td><td>6/24/2019</td></tr> <tr><td>720840</td><td>1234567</td><td></td><td>7</td><td>Halpert</td><td>Philip</td><td>S</td><td>8/22/2016</td><td>2 BEN</td><td>8/22/2016</td><td>Y</td><td>502 REAM CT</td><td>SCRANTON</td><td>PA</td><td>18503</td><td>USA</td><td></td><td></td><td>6/24/2019</td></tr> <tr><td>720840</td><td>2121211</td><td></td><td>1</td><td>Schrute</td><td>Angela</td><td>SP</td><td>3/25/1983</td><td>36 MAIL</td><td>5/6/2011</td><td>N</td><td>12345 Shrute Farms Rd</td><td>HONESDALE</td><td>PA</td><td>18507</td><td>USA</td><td></td><td></td><td>6/24/2019</td></tr> 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N	12345 Shrute Farms Rd	HONESDALE	PA	18507	USA			6/24/2019																																																																																																																																																																																																																																																																																																																																																																																					
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Y	1984 DUNDER LANE	BOULDER	CO	80302	USA	MAIN	888/777-4321	6/24/2019																																																																																																																																																																																																																																																																																																																																																																																					
Y	1985 DUNDER LANE	BOULDER	CO	80302	USA	MAIN	888/777-4321	6/24/2019																																																																																																																																																																																																																																																																																																																																																																																					
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