Campus Connections

RUNNING THE GRADUATION LIST REPORT

NOTE

• The images within this document are for reference only. They may not reflect the actual information that you would use as data to be entered, as you navigate through this step by step program guide.

• The screen windows and pages you explore will be identical to the windows and pages as set on the examples of the document.
Running the Graduation List report

**TRANSACTION CODE: ZCRPC005**

To run this transaction do one of the following:

- If it is set up in your favorites menu just double click on it **or**
- Enter the transaction (ZCRPC005) in the box at the top of the SAP Easy Access Menu and then hit the enter key

The following screen will come up.
NOTE: You can run this report either by college or department.

1. **Degree Status** - Select either Pending Degree or Awarded degree by clicking on the appropriate radial button.

2. **College** - you can do a search or just enter the object ID or

3. **Department** - you can do a search or just enter the object ID. If you want to run it for multiple departments, just click on the yellow arrow and a screen will come up to allow you to enter(or search for) multiple departments.

4. **Student number** - this field was mainly for testing and you would not normally run this report for one or more students.

5. **Campus** - this defaults to on-campus but you can also select an off-campus location.

6. **Level** - enter (or select from the drop down) either **UG** (undergraduate), **GR** (graduate) or **DR** (doctoral). If you leave it blank, it will report on all levels.

7. **Honors** - If you wanted a report just on students earning honors, you would enter the code in this field (**C** = Cum, **M** = Magna or **S** = Summa). If you want to select multiple honors, then you would click on the yellow arrow and screen would come up to allow you to enter all three of the honor codes.

8. **Graduation Date** - This is the actual calendar year and month of graduation. For example the graduation date at the end of the Fall 2006-2007 semester would be entered as 12/2006.
9. **Display Address** - Select either No or Yes by clicking on the appropriate radial button. If you select Yes another box will come up where you can select either PERM (Permanent) or CURR (Current) address.

![Display Address options](image)

To execute this report (and run it in the background), you would go to the top and from **Program** select **Execute in Background** by clicking on it.

![Program options](image)

The following screen will come up. Make sure that **Output Device** has your SAP printer number or FWIN (if printing to a local printer). Also make sure the **Time of Print** shows Send to SAP Spooler only. You then click the green check mark to execute the report.

![Output Device and Time of Print](image)

Execute this report by clicking on the green check mark.
The following screen will come up.

You can either:

Have it run immediately by clicking on the **Immediate Button** at the top and then the **Save Button** at the bottom. (NOTE: if running it immediately we ask that you do it before 9:00 am or after 4:30 pm) as the running of reports does affect the performance time of the system).

**Or**

Schedule to have it run on another date or time by clicking on the **Date and Time button** (it will then prompt you to enter a date and time) and then clicking on the **Save Button** at the bottom.
Once the report is done running, you can access it by going to **System** at the top and selecting **Own Spool Requests.**
The following screen will come up showing your spool files.

<table>
<thead>
<tr>
<th>Spool</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
<th>Pages</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2649</td>
<td></td>
<td>07/27/2007</td>
<td>14:10</td>
<td></td>
<td>2</td>
<td>LIST1S P069 ZCRPC005_HUT</td>
</tr>
<tr>
<td>664</td>
<td></td>
<td>07/27/2007</td>
<td>11:48</td>
<td></td>
<td>1</td>
<td>LIST1S P069 ZH1O8F0_HUT</td>
</tr>
<tr>
<td>663</td>
<td></td>
<td>07/27/2007</td>
<td>11:48</td>
<td></td>
<td>2</td>
<td>LIST1S P069 ZH1O8F0_HUT</td>
</tr>
<tr>
<td>644</td>
<td></td>
<td>07/27/2007</td>
<td>09:28</td>
<td></td>
<td>2</td>
<td>LIST1S P069 ZH1O8F0_HUT</td>
</tr>
<tr>
<td>643</td>
<td></td>
<td>07/27/2007</td>
<td>09:28</td>
<td></td>
<td>5</td>
<td>LIST1S P069 ZH1O8F0_HUT</td>
</tr>
<tr>
<td>642</td>
<td></td>
<td>07/27/2007</td>
<td>09:28</td>
<td></td>
<td>2</td>
<td>LIST1S P069 ZH1O8F0_HUT</td>
</tr>
</tbody>
</table>

1. If you have multiple spool files like the example above, you can tell the one you want by looking for the transaction number (ZCRPC005)
2. Select the one you want by checking the box in the first column.
3. View the report by selecting the **small** eye glasses (this report is very wide so to be able to see all the information, you need to have this special view)

   Small eye glasses 🕶️

   Large eye glasses 🕍
The report will come up as follows.

![Graphical display of spool request 665 in system RS3](image)

The fields appearing in this report are as follows:

**Note:** the heading will show the academic year and term for that graduation. For example graduation for December 2006 will be reported as Fall 2006-2007 and will show either “Awarded Degree” or “Pending Degree” depending on what you selected.

- Student Number
- Full student name
- Last name (we include this field so that you can sort in alpha order by last name)
- First name
- Gender
- Level (UG, GR or DR)
- CUM GPA
- CUM HRS
- Degree status - when you run pending you will only get the pending statuses and when you run for awarded you will only get the awarded statuses. Most do mean the same thing but because we do things in cycles (whether it is ordering diplomas for pending graduates or awarding degrees) we have to have different codes to reflect these different cycles.
- Degree code (e.g. BS)
- Degree description (e.g. Bachelor of Science)
- Honors – if you have selected “Pending Degree” you will see the Prospective Honors. If you have Selected “Awarded Degree” you will see Final Honors.
- Teacher certification code
  - TPE = Recommended for Elem Provisional Certificate
  - TPS = Recommended for Sec Provisional Certificate
  - TKE = Recommended for K-12 Elem Provisional Certificate
  - TKS = Recommended for K-12 Sec Provisional Certificate
- Exam – this is the education code for each major or minor that a student is certified to teach after passing the exam. These are the codes reported to the state.
- Majors – there is a spot for up to 4 majors
- Minors – there is a spot for up to 4 minors
- Street address
- City
- State
- Zip Code
- Phone number
- E-mail address
- Ethnicity
- Campus Code

You can export this report to excel and delete any columns that you do not need. To export this report to excel you would click on the **Save to Local File** icon at the top of the report.

The following box will come up. Check the radial button for **Spreadsheet** and then click the green check mark.
The following box will come up.

Either type in the name of the file path or click on the search icon and search for the folder you would like to save the report in.

If you select search, the following screen will come up. Find the folder you need, type in a file name, and then click save.
The following box will come up again and you click on the Generate key.

To access your report, go to the folder you saved it in and open it. Once the report comes up, make sure you do a “Save As” and select as your “Save as type” Microsoft Office Excel Workbook and then click on the Save Button.