



How to Generate a Department Class Validation Report in PeopleSoft

The Department Class Validation report generates a list of errors that exist in the *Schedule of Classes*. Department Schedulers should use this report to insure that the information that they entered in the *Schedule of Classes* is accurate. This is especially important for CASA reporting.

Navigation:

SBU → SBU Student Records → Report → SU Dept Class Validation

The screenshot shows the 'SU Dept Class Validation' web interface. At the top, there is a header 'SU Dept Class Validation' and a sub-header 'Find an Existing Value'. Below this is a search form with a text input field for 'Run Control ID:'. There is a checkbox for 'Case Sensitive' which is currently unchecked. Below the input field are three buttons: 'Search' (highlighted in yellow), 'Clear' (highlighted in yellow), and 'Basic Search' (a blue link). Below the search buttons is a blue link 'Add a New Value'. Underneath is a 'Search Results' section. It includes navigation options: 'View All', 'First' (with a left arrow), '1-2 of 2', and 'Last' (with a right arrow). The search results are displayed in a table with a blue header row: 'Run Control ID Language Code'. The first row of results shows 'psreports' and 'English' as clickable blue links. The second row is partially visible, showing 'psreports' and 'English'.

Click the **Search** button to display a list of your existing *Run Control IDs*.

Click the *psreports Run Control ID* (or any *Run Control ID* that you usually use for your Rosters or Scheduling Reports).

Note: If you do not have any *Run Control IDs* listed then you will have to click **Add a New Value** and add a new *Run Control ID*. You can name it *psreports*.

PeopleSoft.

Home Help

Home > SBU > SBU Student Records > Report > SU Dept Class Validation [New Window](#)

SU Dept Class Validation

Run Control ID: psreports [Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution: SUNY at Stony Brook

*Term: Spring 2005

Subject Area:

Academic Group:

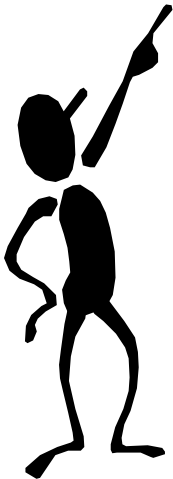
[Save](#) [Return to Search](#)

Enter the **Term**

Enter the **Subject Area** of the course

Click the **Run** button

Then click the **Report Manager** link to retrieve your report



You also have the option of generating a report for all classes by **Academic Group** (i.e., School of Nursing, SPD, etc.). Instead of entering the Subject Area, click the **Lookup button** next to the Academic Group field, click the **Lookup button** on the next page and select your **Academic Group**. **You cannot enter both Subject Area and Academic Group. It has to be one or the other.**

This will take you to the *Report List* page.

Administration Archives

View Reports For

User ID: SRDPTSCH Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

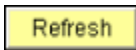
Report List Customize Find View All First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	11909	2530200	Dept Class Validation	01/16/2008 4:11:57PM	Comma delimited (*.csv)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to SU Dept Class Validation](#)

 Click the **Refresh** button until you see *Posted* in the **Status** column next to the report.

Then, click the **Details** link.

This will take you to the *ReportDetail* page.

Report Detail

Report

Report ID: 11909 Process Instance: 2530200 [Message Log](#)

Name: SUSR8115 Process Type: SQR Report

Run Status: Success

Dept Class Validation

Distribution Details

Distribution Node: psnsrepos1 Expiration Date: 01/23/2008

File List

Name	File Size (bytes)	Datetime Created
SQR_SUSR8115_2530200.log	1,720	01/16/2008 4:12:30.000000PM EST
Val_Cls_Sched.csv	3,328	01/16/2008 4:12:30.000000PM EST
SUSR8115_2530200.out	1,313	01/16/2008 4:12:30.000000PM EST

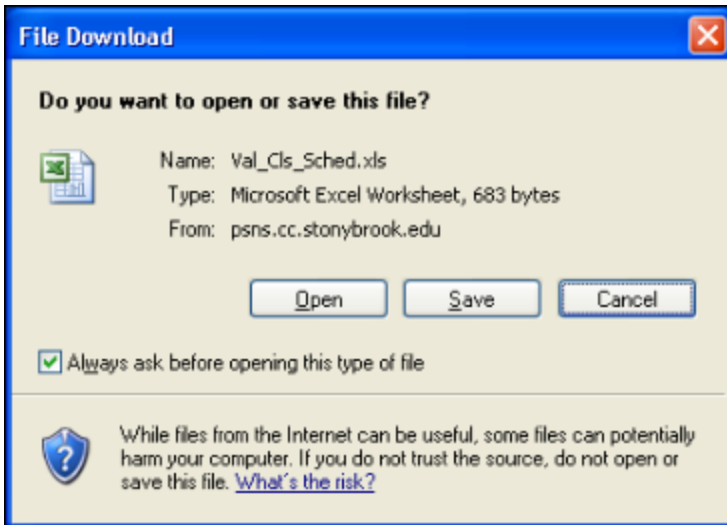
Distribute To

Distribution ID Type *Distribution ID

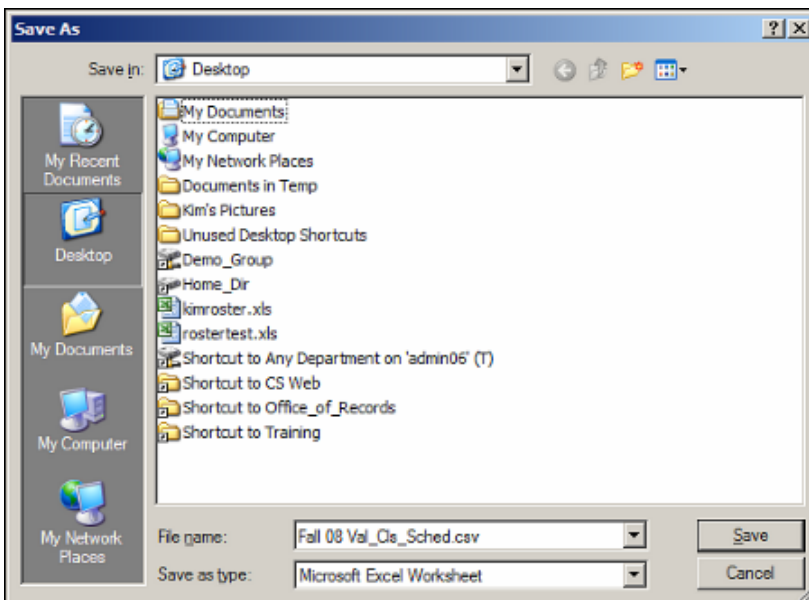
User SRDPTSCH

OK Cancel

Click the **.csv** file to open it



Click **Save**



Select where you want the file saved

Enter a file name and **change the extension to .csv**

Click **Save**

Open the file in Excel and then re-save it a Microsoft Excel workbook (in the Save as Type field).

Use this spreadsheet to clean up your errors in PeopleSoft.

You can rerun this process to make sure your errors have been fixed.

List of Error Messages

Below is a list of error messages that you may see in your report.

For a more detailed description of each error message and for information on how to correct them, please refer to the “*Departmental Class Validation Report Error Messages*” document.

<u>Code</u>	<u>Code Description</u>
CL01	Missing Class Association
CL02	Single Course Component
CL03	Single Class Component
CL04	Missing Course
CL05	Missing Course Component
CL06	Missing Class Component
CL07	Invalid Graded Component
CL08	Invalid Graded Comp - Crse Cat
CL09	Multi-Unique-Component
CL10	Associated Class 9999
CL11	Invalid Auto Enroll Section
CL12	Missing Section Combined
CL13	Invalid Class Section Name
CL14	Non-Unique Class Number
CL15	Missing Course Topic
CL16	Non Enrol Section Not Referred
CL17	Invalid Class Start/End Times
CL18	Meeting Pattern Extra Spaces
CL19	Missing Meeting Pattern
CL20	Invalid Meeting Pattern
CL21	Invalid Instructor
CL22	Class Assoc - Invalid Units
CL23	Non Enrol Not Referred (Any)
CL24	Class Active - EnrlCap Zero
CL25	Cls Assoc 9999 - No Class Comp
CL26	Class - Course Not Active
CL27	Class - Schedule Print Off
CL28	Class Instr Grade Rstr Access
CL29	Class Instr Invalid Role
CL30	Missing Course Offering

Error Messages (continued)

<u>Code</u>	<u>Code Description</u>
CL31	Course Offer Changed
CL32	Course Offer Missing Course
CL33	Class - Section Combnd No Cap
CL34	Class Assoc-Grade Basis Invld
CL35	Grade Rstr Access Appr Not = 1
CL36	Grade Rstr Incorrect TA Access
CL37	Grade Rstr Access PI: REC LAB
CL38	Grade Rstr Access TA: TUT CLIN
CL39	Grade Rstr SUP ADMIN Print CHK
CL40	Grade Rstr Access Instr Blank
CL41	Combined Class Inactive Status
CL42	Spec Perm - Invalid Status XST
CL43	Spec Perm - Invalid Status A
CL44	Auto-Enrl E not refrd to 9999
CL45	RD Catalog/Assoc Mismatch
CL46	Class Instr Enrollment > 0