How to run the Department Verification Report (UGL01074)

1. *NAVIGATION:* Custom Reports – GL- Dept Verification Rpt (1074)

2. Click Search on the Find an Existing Value tab to select a Run Control ID to open the report parameters page.

3. To add a new run control: select the Add a new Value tab. Enter a name for the run control, and then click the Add button.

UHS Finance	
Menu 🗖	
earch:	
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
My Favorites	Dept Verification Rpt (1074)
Business Processes	
Custom Reports	Enter any information you have and click Search. Leave fields blank for a list of all values
GL	Enter any mormation you have and click Search. Leave lields blank for a list of an values.
- PSFI_LS_CR	Find an Evicting Malue Add a Maw Malue #3
- Dept vehication Rpt (1074	Find an Existing value Add a New Value
- Fund Egty By Dept Range	Maximum number of rows to rotate (up to 200); 200
(016)	Maximum number of rows to return up to 300). 500
- Fund Eqty by Deptree	Search by: Run Control ID begins with
(016A-D)	Case Sensitive
- Fund Eqty by Fund Range	
<u>(U10E)</u> – Endowmont Ciffs Summar	Search
(016G)	#2
- Eqty by Deptree LvI3 (060-	
<u>D)</u>	Search Results
 Eqty by Deptree Lvl4 (070- 	View All First 🔣 1-3 of 3 🔽 Last
<u>B)</u>	Run Control IP Language Code
- Endowment Reports	1074 English
- Indirect Cost Expenditures	APP B English
- Unbudgeted FE with Exp	BudgetRP English
Budgets	English
- Unbudgeted FE with	
Exp/Rev Bud	Find on Evipting Value Add a New Value
D AP	Find an Existing value Add a New Value
0 PO	

The Report Parameter page is displayed:

UHS		
Finance		
Menu 🗖		
earch:		
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Report Parameters	
My Favorites		
Business Processes		
Custom Reports	Run Control ID: 1074	Report Manager Process Monitor Run
▽ GL		#9
- PSFT_LS_CR		
- Dept Verification Rpt (1074		Fund 4 Fund 2 Fund 5 Fund 7
- Eurod Eaty By Dept Pange	Cost Center Manager	Cet CC
(016)	-	Fund 2 Fund 4 Fund 6 Fund 9
- Fund Eqty by Deptree		Reset
(016A-D)	#4	
 Fund Eqty by Fund Range 		
(016E)		
- Endowment Giπs Summar	*Business Unit: 00784	Summary by Budget Node Only
- Eaty by Deptree Lyl3 (060-	2012 1	Summary by Budget Node and Account
D)	From FY/Period: 2012	Transactions Asset/Liab/Fund Equity
- Eqty by Deptree Lvl4 (070-	To FV/Period: 2012 1	Boy/Evp V Budget Irol #6
<u>B)</u>		Reviexp 🖸 Budget Jilli
- Endowment Reports	Drint All Coast Contana	
- Direct Cost Expenditures	O Print All Cost Centers	Verification Worksheet
- Unbudgeted EE with Exp	Only Print Active Cost Centers	Soft Commitments
Budgets	Only Print Inactive Cost Centers	Balance Sheet
- Unbudgeted FE with		
Exp/Rev Bud	Scroll Area	<u>Find</u> First 💶 1 of 1 📭 Last
▷ AP	Some	- 2064 2064
PPO #	#7 Request No: *Fund: Some	From: 2004 C 10: 2004 C
BODGET		
D Student Financial	1 *Dentide Some	V Fram D0040 Q To D0040 Q
D AM	Depud.	
- Delete Run Control ID	Some *Prog: Some	From: F0912 Q To: F0912 Q
Computer Operations	14145	
Budget Development Module	14145	
Purchasing	*Project: Some	From: NA Q To: NA Q
Accounts Pavable	i rojođu	
Asset Management		
Commitment Control		
General Ledger	Save Q Deturn to Search	are in List 1 Next in List
Set Up Financials/Supply Chair	TE Previo	

4. Enter the Fiscal Year and range of periods for which the report is to display data.

5. To view only cost centers that were active during the **To** period, check the **Only Print Active Cost Centers** option. If deselected, all cost centers that match the criteria will print.

6. Select the section(s) of the report to generate. The default setting includes all sections of the report. Click the corresponding box to deselect a particular section of the report.

7. Enter the parameters of the Cost Center(s) or enter the Speed Type for which the report is to retrieve data.

Data can be selected in a number of ways. Each chartfield has a drop down box listing criteria choices. You can be very specific (ie. one cost center) or you can pull data by a single chartfield such as fund. To extract data by department, choose the "Tree Node" option on the Department chartfield and set the other chartfields to "ALL".

- 8. Click Save.
- 9. Click Run.

The Process Scheduler Request page is displayed:

UHS Einance					
Menu arch: My Favorites Business Processes	Process Scheduler Request				
Custom Reports	User ID:	Run C	Control ID: 1074		
 Dept Verification Rpt (1074 Budget Summary (1063) Fund Eqty By Dept Range (016) Fund Eqty by Deptree 	Server Name: Recurrence: Time Zone:	Run Date: 10/13/20 Run Time: 7:19:06A	11 🛐 M Reset	to Current Date	a/Time
(016A-D) – <u>Fund Eqty by Fund Range</u> (016E) – <u>Endowment Gifts Summar</u>	Process List <u>Select</u> <u>Description</u>	Process Name port UGLS1074	Process Type SQR Report	*Type Web 🗸	<u>*Format</u> PDF ✓ <u>Distribution</u>
(UTOG) - Eqty by Deptree Lvl3 (060- D) - Eqty by Deptree Lvl4 (070- B) - Endowment Reports - Direct Cost Expenditures - Indirect Cost Expenditures	# 10 OK Cancel				

10. Click **OK**. Make sure Server Name is blank, the Select box is checked, Web is selected in the Type and PDF for the Format fields.

Report Paramet	ers			
Run Control ID:	1074	<u>Report Manager</u>	Process Monitor	Run #11
11. Click the Pro	cess Monitor link.			ı

Proces	ss List	<u>S</u> er	ver List							
View P	rocess Re	eques	st For							
User	ID:		🔍 Type:		▼ L	ast 🔽 1	Days	v	Refresh	
Serv	er:		Mame:		🔍 Ins	tance: to				
Run			Distribution Status:		*	Save On Refresh		#12		
Droces	e liet		Status.			Quality in a lift of the form with		Λ		
Select	Instance	<u>Seq.</u>	Process Type	Process Name	<u>User</u>	Run Date/Time	Run Status	1-2:02 L Distribution Status	ast Details	#13
	6390332		SQR Report	UGLS1074	0178450	10/13/2011 7:19:06AM CDT	Success	Posted	Details	
	6388496		SQR Report	UGLS1063	0178450	10/12/2011 1:05:29PM CDT	Success	Posted	<u>Details</u>	

12. Click **Refresh**. When the report has finished, the Run Status must display **Success** and the Distribution Status **Posted**.

13. Click **Details**.

The Process Details page is displayed:

Process Detail

Process								
Instance:	639033	32		Type:	SQ	R Report		
Name:	UGLS1	074		Description:	Dep	partment Verificati	on Report	
Run Status:	Succes	s		Distribution	Statu	us: Posted		
Run						Update Process		
Run Control ID Location: Server: Recurrence:	Server PSUNX	C				 Hold Reque Queue Req Cancel Req Delete Req Restart Re 	est quest quest quest quest	
Date/Time						Actions		
Request Creat	ted On:	10/13/2011	7:25:50			Parameters Message Log	Transfer	
Began Proces	s At:	10/13/2011	7:26:17	AM CDT		Batch Timings		# 14
Ended Proces	s At:	10/13/2011	7:26:29	AM CDT		View Log/Trace		# 14

14. Click View Log/Trace. Page is displayed:

View Log/Trace								
Report								
Report ID:	2233575	Process Instance	6390332	MessageLog				
Nomo	101.04074	Drococo Tunoi	00D Depend					
Name:	UGLS1074	Process Type:	SQR Report					
Run Status:	Success							
Department	Verification Report							
Distribution	Details							
Distribution	Node: Unix	Expiratio	n Date: 11/12	/2011				
Diotinodici	Chix	Expirato						
File List				,				
<u>Name</u>			<u>File Size (bytes)</u>	Datetime Created				
SQR UGLS1	074 6390332.log		1,501	10/13/2011 7:26:29.062152AM CDT				
UGLS1074 S	Section 1 transactio	ns.csv	528	10/13/2011 7:26:29.062152AM CDT				
UGLS1074_S	Section_2_transactio	ns.csv	406	10/13/2011 7:26:29.062152AM CDT				
UGLS1074_S	Section_3_Actual_AL	F_transactions.csv	1,181	10/13/2011 7:26:29.062152AM CDT				
UGLS1074_S	Section_3_Actual_RE	_transactions.csv	2,411	10/13/2011 7:26:29.062152AM CDT				
UGLS1074 S	Section 3 Budget Jr	nl transactions.csv	1,068	10/13/2011 7:26:29.062152AM CDT				
UGLS1074 S	Section 4 transactio	ns.csv	707	10/13/2011 7:26:29.062152AM CDT				
UGLS1074 S	Section 5 transaction	ns.csv	119	10/13/2011 7:26:29.062152AM CDT				
UGLS1074 S	Section 6 transactio	ns.csv	1,347	10/13/2011 7:26:29.062152AM CDT				
ugls1074_63	90332.PDF	#15	17,659	10/13/2011 7:26:29.062152AM CDT				
ugls1074_63	90332.out		771	10/13/2011 7:26:29.062152AM CDT				
Distribute To								
Distribution II	D Туре	*Dis	tribution ID					

15. Click the PDF file to access the report in Adobe Acrobat.