

## Verification Worksheet Update

Effective October 25<sup>th</sup>, 2004, a new version of the Verification Worksheet will be available to users. This new version includes major enhancements and simplifies the process to generate the worksheet. Since the new version is written in Extensible Markup Language (XML), it requires Excel 2003 or Excel XP software. Users that do not have the required software will continue to follow the existing process of downloading files in order to produce worksheets.

Following is a summary of the process change, requirements, and enhancements for the new XML version:

### Process Simplified

We have streamlined the process, eliminating the need to copy files to a temp folder. Left click on the [XML Verification Worksheet.xls](#) link in the View Log/Trace File List to generate the worksheet.

View Log/Trace		
<b>Report ID:</b> 107161	<b>Process Instance:</b> 321109	
<b>Name:</b> UGLS1074	<b>Process Type:</b> SQR Report	
<b>Run Status:</b> Success		
File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Dept_Verification_Template.xls</a>	24,576	10/21/2004 1:43:42.000000PM CDT
<a href="#">Message Log</a>	1,442	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Section_1_transactions.csv</a>	1,309	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Section_2_transactions.csv</a>	4,193	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Section_3_Actual_ALF_transactions.csv</a>	35,121	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Section_3_Actual_RE_transactions.csv</a>	26,223	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Section_3_Budget_Jrnl_transactions.csv</a>	118	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Section_4_transactions.csv</a>	2,086	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Section_5_transactions.csv</a>	118	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Section_6_transactions.csv</a>	3,294	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Verification_Worksheet.csv</a>	1,908	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Z7_Work_File_1.csv</a>	35,121	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Z7_Work_File_2.csv</a>	118	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Z7_Work_File_3.csv</a>	2,086	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Z7_Work_File_4.csv</a>	118	10/21/2004 1:43:42.000000PM CDT
<a href="#">UGLS1074_Z7_Work_File_5.csv</a>	26,223	10/21/2004 1:43:42.000000PM CDT
<a href="#">UHS_Create_Verification_Wksht.xls</a>	103,936	10/21/2004 1:43:42.000000PM CDT
<a href="#">XML_Verification_Worksheet.xls</a> ✓	1,046,342	10/21/2004 1:43:42.000000PM CDT

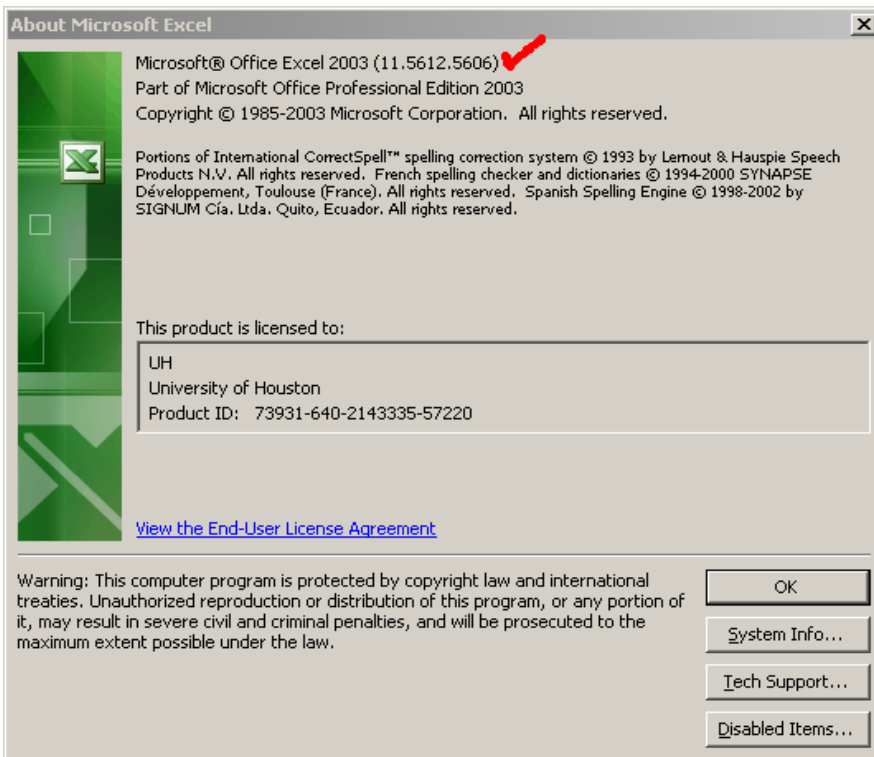
### Software Requirements

- Excel 2003 (preferred)
- Excel XP (Formatting may be required on the first page by the user.)

To determine the Excel version installed on your computer, follow these steps:

Open Excel

Select Help, About Microsoft Office Excel



If you do not have Excel 2003 or Excel XP, the current version of the Verification Worksheet will still work by downloading the required 8 files.

## Format Enhancements

### Verification Worksheet Tab (Combined & Separate Worksheets)

#### Non-Project Cost Centers

- Current Budget Reference and Current Fiscal Year presentation.
- Current Month activity displayed in the Current Fiscal Year section.
- Speedtype displayed in parenthesis to the right of the cost center in the verification worksheet header.
- Expenditures, Open Commitments and Soft Commitments broken out by Current Budget Reference and Prior Budget Reference in the Current Fiscal Year section.

#### Project/Grant Cost Centers

- Project to Date and Current Fiscal Year presentation.
- Current Month activity displayed in the Current Fiscal Year section.
- Speedtype displayed in parenthesis to the right of the cost center in the verification worksheet header.

### Supporting Detail Tabs

- Detail adjustment items roll up to separate and combined worksheets.
- Additional, blank rows are now placed at the bottom of each tab. These rows are shaded green, formatted, and can be used for additional adjustments. In order for revenue/expenses to populate the correct cost center and category, users **must** populate:
  1. **Cost center**, the complete cost center has to be entered (For example, 00765-5014-V0021-A0001-G000161),
  2. **Budget Reference**, "BP" needs to be included along with the four digit year, except in the case of Project/Grant cost centers, you would leave this field blank. (For Example, "BP2005")
  3. **Account**, and,
  4. **Account Type**.
- Column filters in all columns were added for sorting.