

CREATE 1074 MONTHLY VERIFICATION EXCEL FILE

Peoplesoft Financials – To Create Monthly Verification File

NAVIGATION to the INSTRUCTIONS

<http://www.uh.edu/finance/>
 > Training
 > PeopleSoft 8 Online Training
 > Reports
 > Department Reports
 > UGLS1074 Dept Verification Worksheet

NAVIGATION to the REPORTS/FILES

From the Menu:
 > **Reporting Tools**
 > **Report Manager**
 > Click on **“List”** tab
 > Click on **UGLS1074** report

Save the following **8** files

- Dept_Verification_Template.xls
- UGLS1074_Verification_Worksheet.csv
- UGLS1074_Z7_Work_File_1.csv
- UGLS1074_Z7_Work_File_2.csv
- UGLS1074_Z7_Work_File_3.csv
- UGLS1074_Z7_Work_File_4.csv
- UGLS1074_Z7_Work_File_5.csv
- UHS_Create_Verification_Wksht.xls

Report ID: 7896	Process Instance: 14502	
Name: UGLS1074	Process Type: SQR Report	
Run Status: Success		
Department Verification Report		
File List		
Name	File Size (bytes)	Datetime Created
Dept_Verification_Template.xls	24,576	05/25/2004 9:5
Message Log	1,451	05/25/2004 9:5
UGLS1074_Section_1_transactions.csv	1,729	05/25/2004 9:5
UGLS1074_Section_2_transactions.csv	6,554	05/25/2004 9:5
UGLS1074_Section_3_Actual_ALF_transactions.csv	97,227	05/25/2004 9:5
UGLS1074_Section_3_Actual_RE_transactions.csv	159,547	05/25/2004 9:5
UGLS1074_Section_3_Budget_Jrnl_transactions.csv	593	05/25/2004 9:5
UGLS1074_Section_4_transactions.csv	1,722	05/25/2004 9:5
UGLS1074_Section_5_transactions.csv	3,863	05/25/2004 9:5
UGLS1074_Section_6_transactions.csv	7,477	05/25/2004 9:5
UGLS1074_Verification_Worksheet.csv	1,586	05/25/2004 9:5
UGLS1074_Z7_Work_File_1.csv	97,227	05/25/2004 9:5
UGLS1074_Z7_Work_File_2.csv	160,274	05/25/2004 9:5
UGLS1074_Z7_Work_File_3.csv	471	05/25/2004 9:5
UGLS1074_Z7_Work_File_4.csv	1,722	05/25/2004 9:5
UGLS1074_Z7_Work_File_5.csv	3,863	05/25/2004 9:5
UHS_Create_Verification_Wksht.xls	122,880	05/25/2004 9:5
Under_Construction.xls	10,251	05/25/2004 9:5
ugls1074_14502.PDF	598,251	05/25/2004 9:5
Trace File	642	05/25/2004 9:5

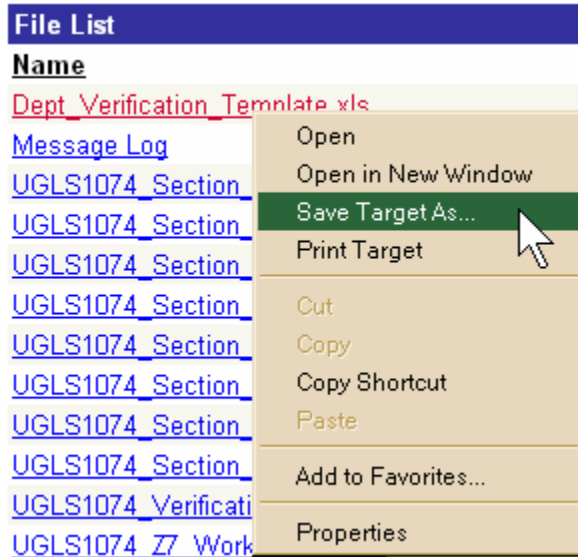
ONLY FOR .CSV FILES:

PLEASE SEE THE NOTE ON PAGE 2.

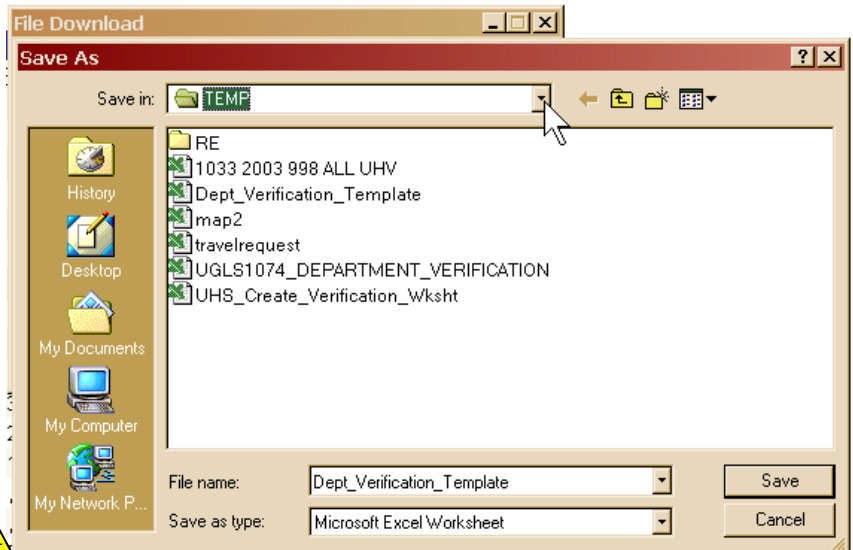
BY DOING THE FOLLOWING:

CREATE 1074 MONTHLY VERIFICATION EXCEL FILE

- right click on the file name
- select “Save Target As...”



- to your **C:\TEMP** directory,

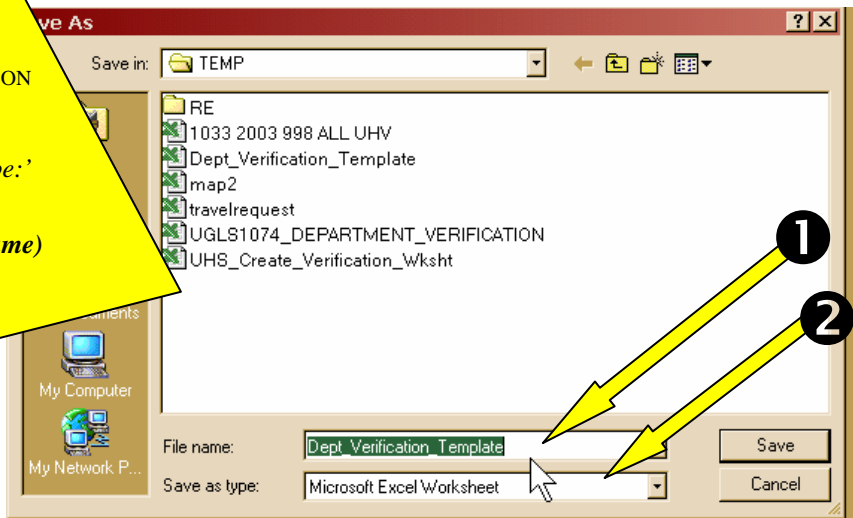


TEMPORARY WORK-AROUND UNTIL XP FIXED:

- 1 - HERE PLEASE TYPE IN THE EXTENSION OF “.csv” ON THE END OF THE 'File name'
- 2 - HERE PLEASE CHOOSE “All Files” IN 'Save as type:'

(Still DO NOT to change the original filename)

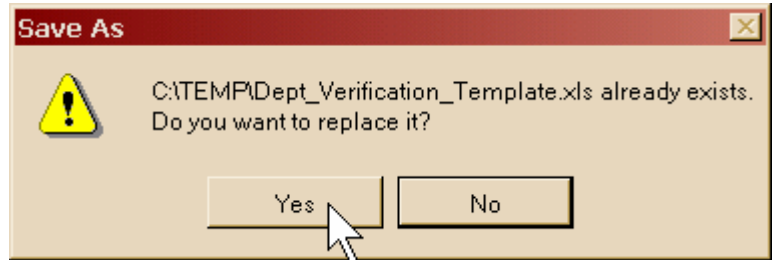
(making sure NOT to change the original filename)



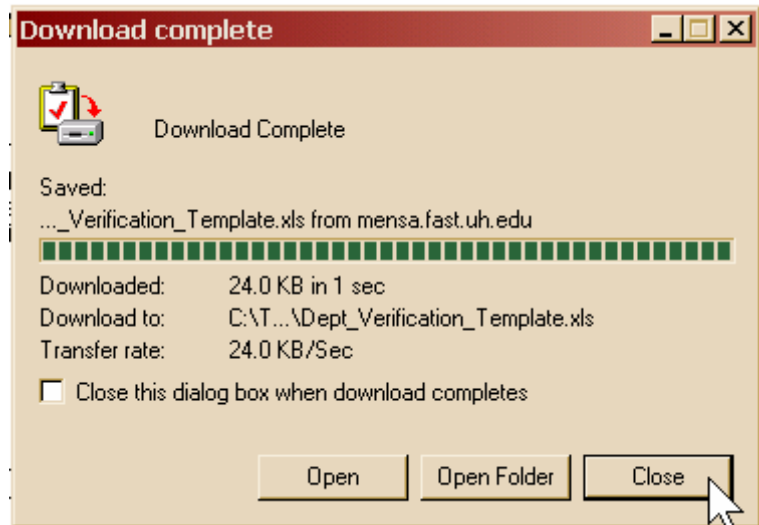
Now repeat the process with all 8 files.

CREATE 1074 MONTHLY VERIFICATION EXCEL FILE

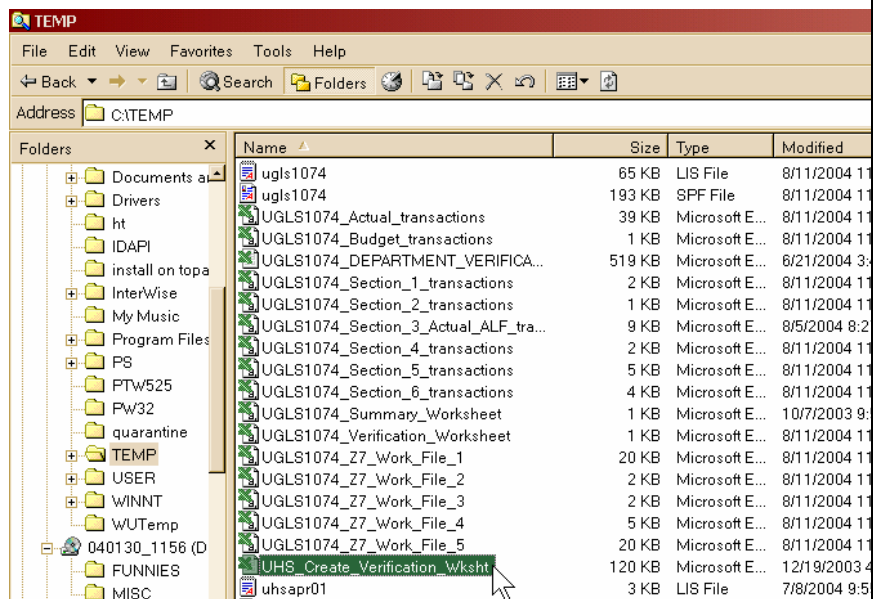
- When saving the files, if the following message appears, select **“Yes”** to overwrite a prior 1074’s filename.



- When **“Download Complete”**, click **Close**

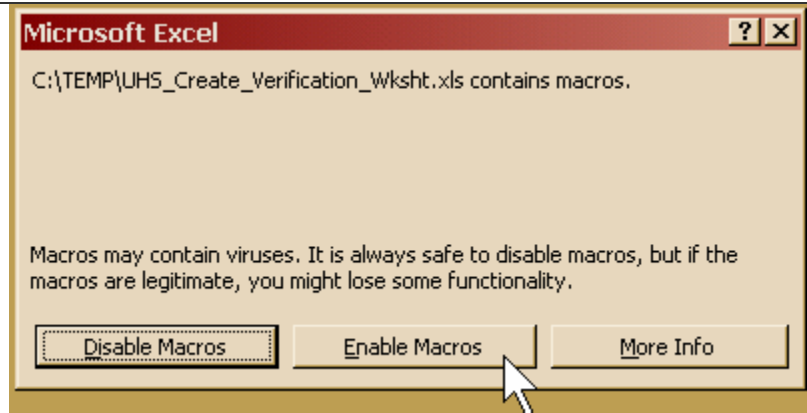


- Once all the files are copied to your C:\TEMP directory,
 - **open “My Computer”** on your desktop
 - browse to the **C:\TEMP** folder.
 - **Dbt-click** on the file name to **“Open”**: **“UHS_Create_Verification_Wksht.xls”**.



CREATE 1074 MONTHLY VERIFICATION EXCEL FILE

➤ **Enable Macros**



➤ **Click the button "Click Here to generate..." and your worksheet will be produced.**



When prompted, enter: "network drive:\Folder\Filename"

Department Verification Worksheet is displayed.

