

REPORT UGLS1074 – DEPARTMENT VERIFICATION

USED FOR:

- ◆ verifying cost center transactions and balances
- ◆ to look up prior budget period activity
- ◆ ability to print cost center reports on-demand, and for only reports & cost centers needed.

Access the Financial Production database: <https://my.uh.edu/fs>

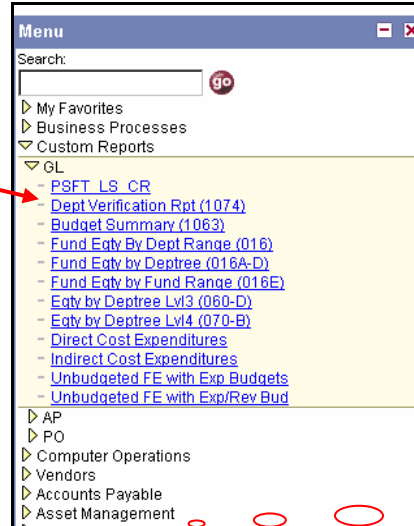
Or, See the [SignOn Financial Production job aid](#).

Remember to use
ALL CAPS

NAVIGATION

From the Menu select:

- ▶ Custom Reports
- ▶ GL
- ▶ Dept Verification Rpt (1074)

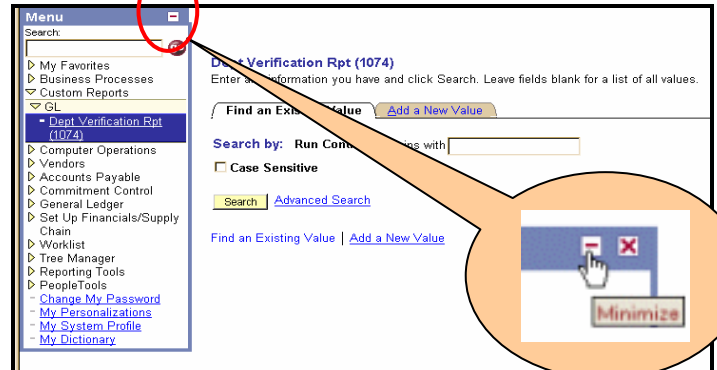


Be sure to add
to "Favorites"!

Option:

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

It will then appear as an Expand button if needed again.



INSTRUCTIONS

1 Dept Verification Rpt (1074) panel:

Default tab is **Find an Existing Value**, to look for a run control that you have already set up.

➤ Click on **Search** to view a listing of your established **Run Control IDs**.

➤ Then go to Step 2.

Dept Verification Rpt (1074)
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Dept Verification Rpt (1074)
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

Search Results
View All First 1-11 of 11 Last

Run Control ID	Language Code
1064	English
1074-KMC	English
BAL_REV_RPT_KC	English
PROJ_GRT_BUDGET_STATUS_KC	English

Or to Create a new Run Control:

➤ Click on the **Add a New Value** tab for first time only. Fill in a meaningful and specific name.

➤ Click on **Add**

➤ Now proceed to Step 3.

Dept Verification Rpt (1074)

Find an Existing Value | **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

2 Click once on the **Run Control ID** name from the search results and it will open the **Report Parameters** page for that **Run Control ID**.

Dept Verification Rpt (1074)
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

Search Results
View All First 1-11 of 11 Last

Run Control ID	Language Code
1064	English
1074-KMC	English
BAL_REV_RPT_KC	English
PROJ_GRT_BUDGET_STATUS_KC	English

RUN PROCESS

3 The Report Parameters panel will appear;

Fill in the following information:

- **Business Unit = 00765**
(defaults to your business unit)
- **Populate the From/To FY fields =**
desired Fiscal Year (NOTE: When entering the From FY/Period information the To FY/Period automatically fills in with what you entered above, just type over with the correct information if different.)
- **Period =** desired month

Period=fiscal month#:

Sept = 1	Mar = 7
Oct = 2	Apr = 8
Nov = 3	May = 9
Dec = 4	Jun = 10
Jan = 5	July = 11
Feb = 6	Aug = 12
13 th month = 998	

FYI:

- Will create the desired *printed* reports, if any.
- Will create the excel files needed to make the Monthly Verification Worksheet.

(All the above sections default to every option selected; simply click on the check box adjacent to an option to de-select it.)

NEW in 8.4:

If you want to request an entire department's cost center, this will not print those that are "inactive".

Only Print Active Cost Centers

NOTE: This is only for cost center status, not for whether there is "activity" or not.

★ = minimum selection for monthly verification.

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4 Report Selection: *default is all selected; click to de-select any report not desired.*

(Section #)

- (.1) **Summary by Budget Node Only** = shows rev & exp totals
 - (.2) **Summary by Budget & Account** = shows rev & exp individual account totals within cost centers
 - (.3) **Transactions** = options to choose:
 - (.3a) **Asset/Liab/Fund Equity** = detail trans
 - (.3b) **Rev/Exp** = detail of actuals ledger (posted) activity
 - (.3c) **Budget Jnl** = budget journal detail trans.
 - (.4) **Open Commitment Transactions** = detail of open commitments
 - (.5) **Soft Commitments** = detail of rev & exp trans. budget-checked but not posted yet
 - (.6) **Summarized Bal Sheet** = total trans by acct
- Verification WorkSheet** = new excel file containing coversheet (that needs to be signed & dated and retained for 3 years).
Combine & Separate are used to designate how the Verification Coversheet prints if using more than one request/cost center.

5 Scroll Area Section:

SpeedType

- Enter the speedtype/code/chart for a specific cost center to fill in all the chartfields automatically.
- Press tab key and cost center will populate.

OR

Enter desired chartfield information as needed:

Fund = All or Some.
All = will select all funds
Some = to specify one or a range; must indicate by entering a **To** and **From** range in the text boxes that will appear once 'Some' is selected.

Deptid = All or Some. Same applies as above.

Prog = All or Some. Same applies as above.

Project = All or Some. Same applies as above.

If no other requests needed, skip to **Step 8**.

NOTE: Ability to run multiple depts./cost centers/programs at one time

- 1XXX State
- 2XXX Designated
- 3XXX Auxiliary
- 4XXX Restricted
- 5XXX Grants
- 6XXX Endow. & Loans
- 7XXX Plant
- 9XXX Agency

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6 If more than one request is desired:

➤ Click on the **+...** in the right hand corner of the Scroll Area to insert 1 additional request at a time.

Fill in speedtype/chartfields with information for desired cost center(s), same as **Step 5**.

To delete a Request:

➤ Click on the **-** to the right of the **+...** in the Scroll Area. (Note: Your cursor has to be in the field of the request that you wish to delete before clicking on the minus button.)

➤ The Request No. will change.

Can use the directional arrows or the **View All** link in the Scroll Area header to view multiple Run Control requests.

Report Parameters

Run Control ID: 1074-KMC [Report Manager](#) [Process Monitor](#) [Run](#)

*Business Unit: 00765

From FYPeriod: 2004 9

To FYPeriod: 2004 9

Only Print Active Cost Centers

Summary by Budget Node Only

Summary by Budget Node and Account

Transactions Asset/Liab/Fund Equity

Rev/Exp Budget Jnl

Open Commitments

Soft Commitments

Verification Worksheet

Balance Sheet Combine Separate

Scroll Area Find | View All First 1 of 1 Last

Request No: *Fund: Some From: 5014 To: 5014 **+ -**

1 *Deptid: Some From: V0021 To: V0021

SpeedType: *Prog: Some From: A0001 To: A0001

*Project: Some From: G000145 To: G000145

Balance Sheet

Scroll Area Find | View 1 First 1-2 of 2 Last

Request No: *Fund: Some From: 5014 To: 5014 **+ -**

1 *Deptid: Some From: V0021 To: V0021

SpeedType: *Prog: Some From: A0001 To: A0001

*Project: Some From: G000145 To: G000145

Request No: *Fund: All From: To: **+ -**

2 *Deptid: Some From: To:

SpeedType: *Prog: All From: To:

Indicates number of requests.

Find | View 1 First 1-2 of 2 Last

7 "Run" report:

Then click **Run** in the right hand corner of window.

Report Parameters

Run Control ID: 1074-KMC [Report Manager](#) [Process Monitor](#) [Run](#)

*Business Unit: 00765

From FYPeriod: 2004 9

To FYPeriod: 2004 9

Only Print Active Cost Centers

Summary by Budget Node Only

Summary by Budget Node and Account

Transactions Asset/Liab/Fund Equity

Rev/Exp Budget Jnl

Open Commitments

Soft Commitments

Verification Worksheet

Balance Sheet Combine Separate

Scroll Area Find | View 1 First 1-2 of 2 Last

Request No: *Fund: Some From: 5014 To: 5014 **+ -**

1 *Deptid: Some From: V0021 To: V0021

SpeedType: *Prog: Some From: A0001 To: A0001

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8 *Process Scheduler Request* panel appears. All the necessary information defaults in. ONLY:

➤ Click **OK**

Process Scheduler Request

User ID: CAYLORKM Run Control ID: 1074-KMC

Server Name: [dropdown] Run Date: 06/29/2004
 Recurrence: [dropdown] Run Time: 3:58:06PM [Reset to Current Date/Time]

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Department Verification Report	UGLS1074	SQR Report	Web	PDF

OK Cancel

You will be returned to the **Report Parameters** panel.

HINT: Since version 8.4 is web-based, report programs are run on a central server which means that you will not see the various report icons (SQR, Crystal) on the Taskbar of your desktop. Instead, when you click on the Run button, the task of running the report is turned over to the Process Monitor and report output is accessed through the Report Manager link located on Report Parameter pages or through the menu when the report task is completed.

9 Check the status of reports being processed.

➤ Click on the **Process Monitor** link (top right) to view the progress of the report being run.

➤ Click on the **Refresh** to update status on screen, as necessary.

NOTE: "Success" means report has finished running successfully.

➤ Click on the [Go back to Dept Verification Rpt \(1074\)](#) to return to **Report Parameters** panel.

Report Parameters

Run Control ID: 1074-KMC [Report Manager](#) [Process Monitor](#) Run

Process Instance: 24171

*Business Unit: 00765
 From FY/Period: 2004 9
 To FY/Period: 2004 9

Only Print Active Cost Centers

Summary by Budget Node Only
 Summary by Budget Node and Account
 Transactions Asset/Liab/Fund Equity
 Rev/Exp Budget Jnl

Open Commitments
 Soft Commitments
 Balance Sheet

Verification Worksheet
 Combine Separate

Scroll Area Find View 1 First 1 of 1 Last

Request No: 1 *Fund: Some From: 5014 To: 5014
 *Deptid: Some From: V0021 To: V0021

SpeedType:

Process List Server List

View Process Request For

User ID: CAYLORKM Type: [dropdown] Last: 1 Days Refresh
 Server: [dropdown] Name: [dropdown] Instance: [dropdown] to [dropdown]
 Run Status: [dropdown] Save On Refresh

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
24171		SQR Report	UGLS1074	CAYLORKM	06/29/2004 3:58:06PM CDT	Success	Details

Customize Find View All First 1 of 1 Last

Go back to Dept Verification Rpt (1074)

Save Notify

Process List | Server List

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10 Once the report is done, to view it:

➤ **Click** on the [Report Manager](#) link (top center).

11 Find the report name/instance in the list, and

➤ **Click** on the link.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UGLS1074	DEPARTMENT VERIFICATION REPORT	General Ledger	06/29/04 4:10PM	11880	24171
2 APY1020-	POSTED VOUCHER LISTING	General	06/28/04 1:21PM	11666	23697

12 **File List:** This is a list of all the files associated with this report. (The .csv files can be opened in Excel and saved as an Excel document. They contain the same information that is displayed in the .pdf file but in an Excel format.) The printed report itself is listed as .PDF.

➤ **Click** on the PDF file link to view report.

Name	File Size (bytes)	Datetime Created
Dept Verification Template.xls	24,576	06/29/2004 4:10:10.000000PM CDT
Message Log	1,445	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Section 1 transactions.csv	1,113	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Section 2 transactions.csv	4,938	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Section 3 Actual RE transactions.csv	118	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Section 4 transactions.csv	498	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Section 5 transactions.csv	894	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Verification Worksheet.csv	841	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Z7 Work File 1.csv	118	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Z7 Work File 2.csv	118	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Z7 Work File 3.csv	498	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Z7 Work File 4.csv	894	06/29/2004 4:10:10.000000PM CDT
UGLS1074 Z7 Work File 5.csv	118	06/29/2004 4:10:10.000000PM CDT
UHS Create Verification Wksht.xls	122,880	06/29/2004 4:10:10.000000PM CDT
Under Construction.xls	6,152	06/29/2004 4:10:10.000000PM CDT
ugls1074_24171.PDF	33,856	06/29/2004 4:10:10.000000PM CDT
Trace File	689	06/29/2004 4:10:10.000000PM CDT

