

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, & for only reports & cost centers needed.

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

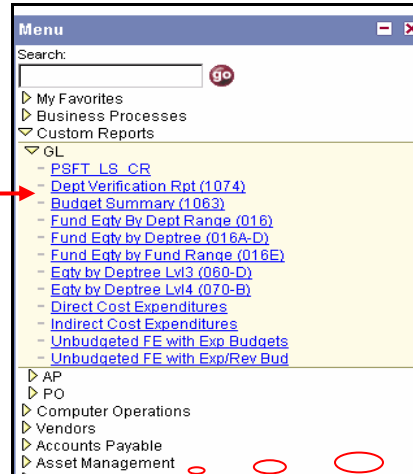
Or, See the [SignOn Financial Production job aid](#).

Remember to use
ALL CAPS

NAVIGATION

From the Menu select:

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

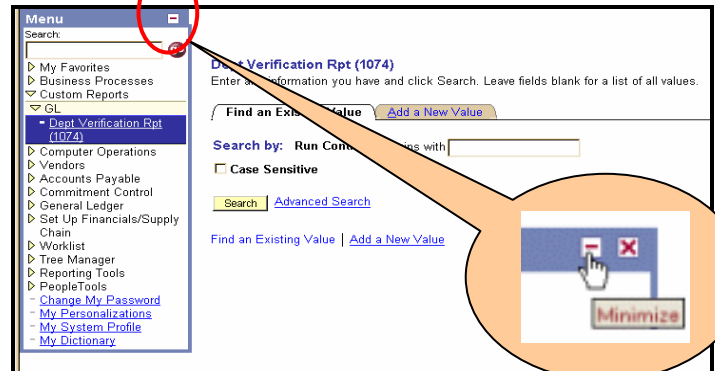


Be sure to add
to "Favorites"!

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	

- When requesting an entire department's cost centers, this will not print those whose status is "inactive".
- NOTE: this is for cost center status, not activity,**

FYI: (see next step for more detail)

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

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

Report Parameters

Run Control ID: 1074 Budget V0014 [Report Manager](#) [Process Monitor](#) [Run](#)

Business Unit: 00765
 From FY/Period: 2005 6
 To FY/Period: 2005 6

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 All | First 1 of 1 | Last

Request No:	Fund: Some	From: 1061	To: 1061
1	Deptid: Some	From: V0014	To: V0014
SpeedType:	Prog: Some	From: F0263	To: F0263
	Project: Some	From: NA	To: NA

★ = 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 totals broken down by individual account totals
 - (.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 activity to be verified & 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.

HINT: Leave all selected except "Combine"; does not take that much longer to run, and you will have the reports available, if needed.

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 7**.

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**.

➤ **NOTE:** The Request No. will change.

Report Parameters

Run Control ID: 1074_Budget_V0014 [Report Manager](#) [Process Monitor](#) [Run](#)

'Business Unit: 00765

From FYPeriod: 2005 6

To FYPeriod: 2005 6

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

Request No: 'Fund: Some From: 1061 To: 1061

1

'Deptid: Some From: V0014 To: V0014

SpeedType:

'Prog: Some From: F0263 To: F0263

'Project: Some From: NA To: NA

Save Return to Search Next in List Previous in List Add

NOTE: 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.)

NOTE:

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

Scroll Area

Request No: 'Fund: Some From: 1061 To: 1061

1

'Deptid: Some From: V0014 To: V0014

SpeedType:

'Prog: Some From: F0263 To: F0263

'Project: Some From: NA To: NA

Find | View 1 | First 1 of 1 | Last

Indicates number of requests.

7 "Run" report:

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

Report Parameters

Run Control ID: 1074_Budget_V0014 [Report Manager](#) [Process Monitor](#) [Run](#)

'Business Unit: 00765

From FYPeriod: 2005 6

To FYPeriod: 2005 6

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

Request No: 'Fund: Some From: 1061 To: 1061

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

➤ Click **OK**.

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

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, until **Run Status** = Success & **Distribution Status** = Posted.

To view/print PDF reports, continue on to Step 10.

To create excel file, go to Step 14.

10 To view/print PDF reports:

➤ Click on the [Details](#) link to right of Success of desired report.

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11 In the **Process Detail** screen,
 ➤ **Click** on the [View Log/Trace](#) link
 (bottom right).

Process Detail

Process

Instance: 732282 **Type:** SQR Report
Name: UGLS1074 **Description:** Department Verification Report
Run Status: Success **Distribution Status:** Posted

Run **Update Process**

Run Control ID: 1074_Budget_V0014 **Hold Request**
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Location: Server
Server: PSUNX
Recurrence:

Date/Time **Actions**

Request Created On: 04/13/2005 2:05:02AM CDT [Parameters](#) Transfer
Run Anytime After: 04/13/2005 2:00:15AM CDT [Message Log](#)
Began Process At: 04/13/2005 2:05:41AM CDT Batch Timings
Ended Process At: 04/13/2005 2:06:29AM CDT [View Log/Trace](#)

12 **View Log/Trace Panel:** *this is a list of all the files associated with this report.*
 ➤ **Click** on [...PDF](#) link

View Log/Trace

Report

Report ID: 238368 **Process Instance:** 732282 [Message Log](#)
Name: UGLS1074 **Process Type:** SQR Report
Run Status: Success

Department Verification Report

Distribution Details

Distribution Node: Unix **Expiration Date:** 05/13/2005

File List

Name	File Size (bytes)	Datetime Created
Dept Verification Template.xls	24,576	04/13/2005 2:06:29.000000AM CDT
Message Log	1,508	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Section 1 transactions.csv	450	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Section 2 transactions.csv	501	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Section 3 Actual ALF transactions.csv	17,615	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Section 3 Actual RE transactions.csv	2,345	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Section 3 Budget Jml transactions.csv	118	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Section 4 transactions.csv	498	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Section 5 transactions.csv	118	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Section 6 transactions.csv	3,161	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Verification Worksheet.csv	1,586	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Z7 Work File 1.csv	17,615	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Z7 Work File 2.csv	118	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Z7 Work File 3.csv	498	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Z7 Work File 4.csv	118	04/13/2005 2:06:29.000000AM CDT
UGLS1074 Z7 Work File 5.csv	2,345	04/13/2005 2:06:29.000000AM CDT
UHS Create Verification Wksht.xls	103,936	04/13/2005 2:06:29.000000AM CDT
UHS Verification Worksheet.xls	693,603	04/13/2005 2:06:29.000000AM CDT
ugls1074_732282.PDF	30,240	04/13/2005 2:06:29.000000AM CDT
Trace File	732	04/13/2005 2:06:29.000000AM CDT

Distribute To

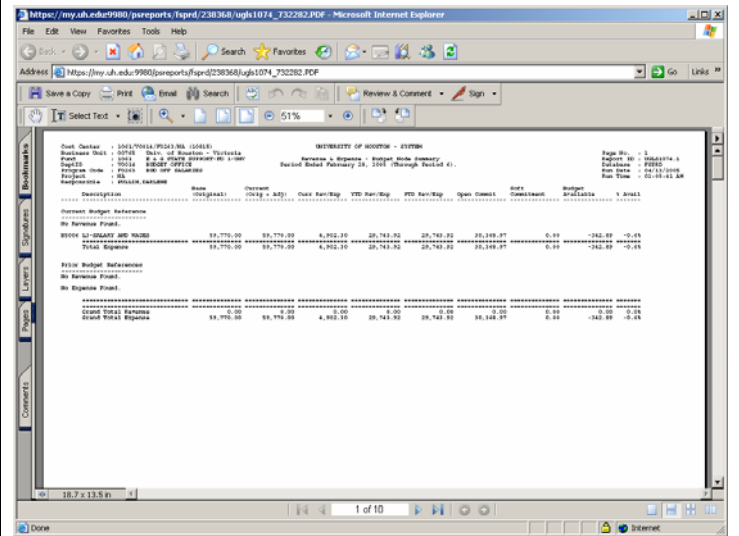
Distribution ID Type	Distribution ID
User	TURLEYLK

To return to the 1074, just click

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- 13** Opens in it's own window. Use the PDF viewer icons to:
- magnify,
 - search the report, or,
 - print any part or all.

Close the window () when finished.



To Create the Verification Worksheet:

- 14** Left **click** on the [XML Verification Worksheet.xls](#) link in the View Log/Trace File List

View Log/Trace

Report ID: 107161 Process Instance: 321109
 Name: UGLS1074 Process Type: SQR Report
 Run Status: Success


File List

Name	File Size (bytes)	Datetime Created
Dept Verification Template.xls	24,576	10/21/2004 1:43:42.000000PM
Message Log	1,442	10/21/2004 1:43:42.000000PM
UGLS1074 Section 1 transactions.csv	1,309	10/21/2004 1:43:42.000000PM
UGLS1074 Section 2 transactions.csv	4,193	10/21/2004 1:43:42.000000PM
UGLS1074 Section 3 Actual ALF transactions.csv	35,121	10/21/2004 1:43:42.000000PM
UGLS1074 Section 3 Actual RE transactions.csv	26,223	10/21/2004 1:43:42.000000PM
UGLS1074 Section 3 Budget Jml transactions.csv	118	10/21/2004 1:43:42.000000PM
UGLS1074 Section 4 transactions.csv	2,086	10/21/2004 1:43:42.000000PM
UGLS1074 Section 5 transactions.csv	118	10/21/2004 1:43:42.000000PM
UGLS1074 Section 6 transactions.csv	3,294	10/21/2004 1:43:42.000000PM
UGLS1074 Verification Worksheet.csv	1,908	10/21/2004 1:43:42.000000PM
UGLS1074 Z7 Work File 1.csv	35,121	10/21/2004 1:43:42.000000PM
UGLS1074 Z7 Work File 2.csv	118	10/21/2004 1:43:42.000000PM
UGLS1074 Z7 Work File 3.csv	2,086	10/21/2004 1:43:42.000000PM
UGLS1074 Z7 Work File 4.csv	118	10/21/2004 1:43:42.000000PM
UGLS1074 Z7 Work File 5.csv	26,223	10/21/2004 1:43:42.000000PM
UHS Create Verification Wksht.xls	103,936	10/21/2004 1:43:42.000000PM
XML Verification Worksheet.xls	1,046,342	10/21/2004 1:43:42.000000PM


- 15** Click  to generate the worksheet

File Download

Do you want to open or save this file?

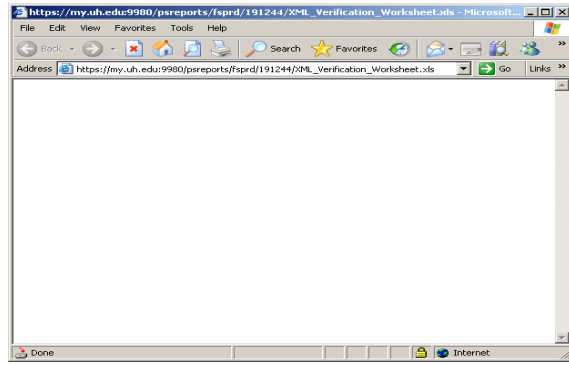
 Name: XML_Verification_Worksheet.xls
 Type: Microsoft Excel Worksheet, 4.52 MB
 From: my.uh.edu

Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

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16 A blank window will appear until the excel file is created (—this may take a while depending on the amount of activity).



17 Then Excel will open with the data.

18 Do a **File Save As** to your Department's network drive in the folder(s) you store your monthly verification files for retention.

BE SURE TO** change the "Save as type" to **Microsoft Excel Workbook (.xls)

University of Houston System Department Verification Worksheet As of January 31, 2005 (Through Period 5)			
5	Cost Center:	1061-V0024-F0237-NA (10142)	Page No.: Page 1 of 33
6	Business Unit:	00765 Univ. of Houston - Victoria	Report ID: UGLS1074
7	Fund:	1061 E & G STATE SUPPORT-FD 1-UHV	Database: FSPRD
8	Department:	V0024 UNIVERSITY ADVANCEMENT	Run Date: February 10, 2005
9	Program:	F0237 UNIVERSITY ADVANCEMENT	Run Time: 09:49:14 AM
10	Project:	NA	
11	Manager:	PRICE, JENNIFER	
12	CURRENT BUDGET REFERENCE		
13		YTD	Adjustments
14	REVENUE & BUDGETED FUND BALANCE SUMMARY	Per PSGL	as Detailed
15			Per Department
16	Revenue Budget	0.00	0.00
17	Actual Revenue	0.00	0.00
18	Revenue Soft Commitments	0.00	0.00
19	Revenue to be Earned	0.00	0.00
20			
21	Budgeted Fund Balance	0.00	0.00
22	Total Revenue Budget	0.00	0.00
23		YTD	Adjustments
24	EXPENDITURE SUMMARY	Per PSGL	as Detailed
25			Per Department

Or See the job aid: **Report 1074 Create Excel File** for more information.