

Short Cut to Viewing Reports from Process Monitor:

- 1) When the **Run Status** reads *Success* and the **Distribution Status** reads *Posted*, **click** on the [Details](#) link to the right of *Posted*.

The screenshot shows the Process Monitor interface. On the left is a 'Menu' sidebar with various system navigation options. The main area is titled 'Process List' and includes a search bar and filters. Below the filters is a table of process instances. The first instance is highlighted, and its 'Details' link is circled in red.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1293592		SQR Report	UGLS1074	CAYLORKM	11/28/2005 3:52:08PM CST	Success	Posted	Details

- 2) In the **Process Detail** screen, **click** on the [View Log/Trace](#) link at the bottom.

The screenshot shows the 'Process Detail' screen. It displays various process parameters and actions. The 'View Log/Trace' link is circled in red.

Process	
Instance:	1293592
Type:	SQR Report
Name:	UGLS1074
Description:	Department Verification Report
Run Status:	Success
Distribution Status:	Posted
Run	
Run Control ID:	1074_GRANTS_IDC
Location:	Server
Server:	PSUNX2
Recurrence:	
Update Process	
<input type="radio"/>	Hold Request
<input type="radio"/>	Queue Request
<input type="radio"/>	Cancel Request
<input checked="" type="radio"/>	Delete Request
<input type="radio"/>	Restart Request
Date/Time	
Request Created On:	11/28/2005 3:52:10PM CST
Run Anytime After:	11/28/2005 3:52:08PM CST
Began Process At:	11/28/2005 5:19:22PM CST
Ended Process At:	11/28/2005 5:19:32PM CST
Actions	
Parameters	Transfer
Message Log	
Batch Timings	
View Log/Trace	

- 3) From the **Report/Log Viewer**, **click** on the link to the .PDF file to open your report. (Normally this is the last link in the list. If there is not a .PDF link, the report was not initiated correctly and will have to be re-initiated.)

View Log/Trace

Report

Report ID: 425909 Process Instance: 1293592 [Message Log](#)

Name: UGLS1074 Process Type: SQR Report

Run Status: Success

Department Verification Report

Distribution Details

Distribution Node: Unky Expiration Date: 12/28/2005

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,555	11/28/2005 5:19:32.000000PM CST
UGLS1074 Section 1 transactions.csv	1,324	11/28/2005 5:19:32.000000PM CST
UGLS1074 Section 2 transactions.csv	1,979	11/28/2005 5:19:32.000000PM CST
UGLS1074 Section 3 Actual ALF transactions.csv	12,355	11/28/2005 5:19:32.000000PM CST
UGLS1074 Section 3 Actual RE transactions.csv	6,430	11/28/2005 5:19:32.000000PM CST
UGLS1074 Section 3 Budget Jml transactions.csv	119	11/28/2005 5:19:32.000000PM CST
ugls1074_1293592.PDF	26,169	11/28/2005 5:19:32.000000PM CST
Trace File	584	11/28/2005 5:19:32.000000PM CST

Distribute To

Distribution ID Type	Distribution ID
User	CAYLORKM

- 4) The report will open in .PDF format. Now you can view the report and print, by clicking on the printer icon in the tool bar, or click on File, then Print.

Adobe Reader - [ugls1074_1293592[1].pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 47%

Adobe Reader 7.0

UNIVERSITY OF HOUSTON - SYSTEM
Revenue & Expense - Budget Node Summary
Period Ended October 31, 2005 (Through Period 21)

Page No. : 1
Report ID : UGLS1074.1
Database : FPDFS
Run Date : 11/28/2005
Run Time : 05:19:22 PM

Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commit	Budget Available	Avail
Current Budget Reference									
84010 FEDERAL GRANTS AND CONTRACTS	0.00	0.00	-798.11	-798.61	-798.61	0.00	0.00	798.61	0.00
84011 INDIRECT COSTS RECOVERED - FED	-17,300.00	-17,300.00	-570.12	-570.12	-570.12	0.00	0.00	-16,729.88	96.79
Total Revenue	-17,300.00	-17,300.00	-1,368.63	-1,368.63	-1,368.63	0.00	0.00	-16,931.37	92.19
85006 LI-SALARY AND WAGES	5,346.00	5,346.00	509.65	896.37	896.37	4,624.55	0.00	-174.02	-3.39
85007 LI - TRAVEL BENEFITS	1,233.00	1,233.00	296.45	385.92	385.92	0.00	0.00	844.18	68.64
85009 LI-MAINTENANCE AND OPERATIONS	5,000.00	5,221.85	0.00	0.00	0.00	0.00	0.00	5,221.85	100.00
Total Expense	11,579.00	11,797.85	706.10	1,282.19	1,282.19	4,624.55	0.00	5,891.11	49.94
Prior Budget Reference									
No Revenue Found.									
No Expense Found.									
Grand Total Revenue	-17,300.00	-17,300.00	-1,368.63	-1,368.63	-1,368.63	0.00	0.00	-16,931.37	92.19
Grand Total Expense	11,576.00	11,797.85	706.10	1,282.19	1,282.19	4,624.55	0.00	5,891.11	49.94

1 of 7