

## How to Run the Fund Equity by Fund Reports (UGLC016 A-E)

The Fund Equity Reports UGLC016 A-E have three different links under the Custom Reports - GL menu. All the reports display revenue, expense, adjustment activity and give an equity balance (you must remember to subtract the Commitments from the Ending Balance to get a true equity balance). They only differ by presentation of data.

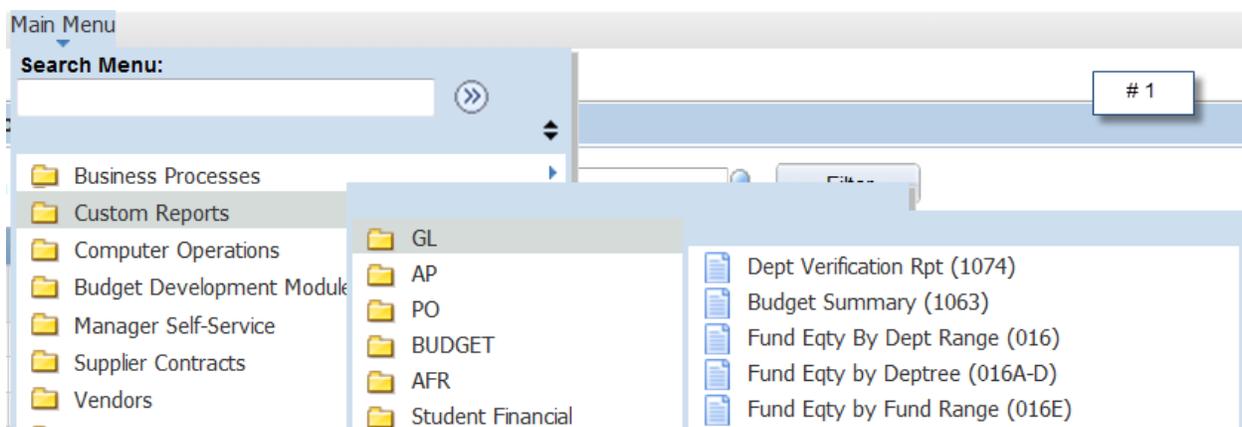
Fund Eqty by Dept Range (016) reports all fund equity balances for a specific department or range of departments.

Fund Eqty by deptree (016A-D) reports all fund equity balances for a specific DeptID and fund range. The A-D specifies the sort: A = by Department Node, B = Fund Equity by Dept/Fund Group, **C = Fund Eqty by Fund Grp/CostCntr** (this report would be the most useful for departments to run to excel), D = Fund Eqty Summary by Fund.

Fund Eqty by Fund Range (016E) reports all fund equity balances for a specific fund or range of funds.

The following example will be using the 016E report.

### 1. NAVIGATION: Custom Reports – GL – Fund Equity by Fund Range (016E)



2. **Click** Search on the Find an Existing Value tab to select a Run Control ID to open the report parameters page.
3. To add a new run control: select the Add a New Value tab. Enter a name for the run control, and then click the Add button.

## Fund Eqty by Fund Range (016E)

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 # 3

▼ Search Criteria

Run Control ID: begins with

Case Sensitive # 2

Search Clear Basic Search  Save Search Criteria

### Search Results

View All First ◀ 1-3 of 3 ▶ Last

Run Control ID	Language Code
<a href="#">0178450</a>	<a href="#">English</a>
<a href="#">1074</a>	<a href="#">English</a>
<a href="#">APP B</a>	<a href="#">English</a>

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

4. **Enter** 00784
5. **Enter** the fiscal year.
6. **Enter** the Period To.
7. **Enter** the Fund Range.
8. **Click** Run.

Run Control ID: BudgetRP

[Report Manager](#) [Process Monitor](#)

[Run](#)

Report Request Parameters

Business Unit: 00784 Univ. of Houston - Downtown # 4  
 Fiscal Year: 2011 # 5  
 Period To: 998 # 6

Fund Range

From Fund Code: 2064 To Fund Code: 2064 # 7

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#)

9. Make sure the report is selected
10. Make sure Web and PDF are selected.
11. **Click OK.** This will take you back to the report parameters page, **click** Process Monitor.

Process Scheduler Request

User ID:

Run Control ID: BudgetRP

Server Name: [dropdown] Run Date: 10/13/2011 [calendar icon]  
 Recurrence: [dropdown] Run Time: 10:41:04AM [Reset to Current Date/Time](#)  
 Time Zone: [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Fund Eqty Rpt by Fund Rg SQR	UGLS016E	SQR Report	Web	PDF	<a href="#">Distribution</a>

[OK](#) [Cancel](#) # 11

12. Look for a Run Status of "Success" and a Distribution Status of "Posted". Click **Details**.

Process List   Server List

---

View Process Request For

User ID:   Type:  Last  1 Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

# 12

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6391331		SQR Report	UGLS016E	0178450	10/13/2011 10:41:04AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6390332		SQR Report	UGLS1074	0178450	10/13/2011 7:19:06AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6388496		SQR Report	UGLS1063	0178450	10/12/2011 1:05:29PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Fund Eqty by Fund Range \(016E\)](#)

13. Click **View Log/Trace**.

## Process Detail

Process	
Instance:	6391331
Type:	SQR Report
Name:	UGLS016E
Description:	Fund Eqty Rpt by Fund Rg SQR
Run Status:	Success
Distribution Status:	Posted

Run	Update Process
Run Control ID: BudgetRP	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 10/13/2011 10:46:52AM CDT	<a href="#">Parameters</a> Transfer
Run Anytime After: 10/13/2011 10:41:04AM CDT	<a href="#">Message Log</a>
Began Process At: 10/13/2011 10:47:04AM CDT	Batch Timings
Ended Process At: 10/13/2011 10:47:18AM CDT	<a href="#">View Log/Trace</a> ← # 13

OK   Cancel

14. Click the **PDF** file link to open the report in Acrobat Reader.

### View Log/Trace

Report			
Report ID:	2234084	Process Instance:	6391331 <a href="#">Message Log</a>
Name:	UGLS016E	Process Type:	SQR Report
Run Status:	Success		

Fund Eqty Rpt by Fund Rg SQR

Distribution Details			
Distribution Node:	Unix	Expiration Date:	11/12/2011

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_UGLS016E_6391331.log</a>	1,509	10/13/2011 10:47:18.306028AM CDT
<a href="#">UGLS016E.CSV</a>	25,931	10/13/2011 10:47:18.306028AM CDT
<a href="#">ugls016e_6391331.PDF</a>	66,450	10/13/2011 10:47:18.306028AM CDT
<a href="#">ugls016e_6391331.out</a>	42	10/13/2011 10:47:18.306028AM CDT

Distribute To	
Distribution ID Type	*Distribution ID
User	0178450

# 14