

How to run the Department Verification Report (UGL01074)

1. NAVIGATION: Custom Reports – GL- Dept Verification Rpt (1074)

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.

UHS Finance

Menu

Search: []

My Favorites
Business Processes
Custom Reports

GL

- PSFT LS CR
- Dept Verification Rpt (1074)**
- Budget Summary (1063)
- Fund Eqty By Dept Range (016)
- Fund Eqty by Deptree (016A-D)
- Fund Eqty by Fund Range (016E)
- Endowment Gifts Summar (016G)
- Eqty by Deptree Lvl3 (060-D)
- Eqty by Deptree Lvl4 (070-B)
- Endowment Reports
- Direct Cost Expenditures
- Indirect Cost Expenditures
- Unbudgeted FE with Exp Budgets
- Unbudgeted FE with Exp/Rev Bud

AP
PO

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** # 3

Maximum number of rows to return (up to 300):

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#) # 2

Search Results

View All | First | 1-3 of 3 | Last

Run Control ID	Language Code
1074	English
APP_B	English
BudgetRP	English

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

The Report Parameter page is displayed:

The screenshot displays the UHS Finance system interface. On the left is a 'Menu' with a search bar and a list of navigation options. The main area is titled 'Report Parameters' and shows 'Run Control ID: 1074'. Below this are several sections: 'Cost Center Manager' with a search field and checkboxes for Funds 1-9; a section for '*Business Unit: 00784' with 'From FY/Period: 2012 1' and 'To FY/Period: 2012 1'; a section for report sections with checkboxes for 'Summary by Budget Node Only', 'Summary by Budget Node and Account', 'Transactions', 'Asset/Liab/Fund Equity', 'Rev/Exp', 'Budget Jrnl', 'Open Commitments', 'Soft Commitments', 'Balance Sheet', and 'Verification Worksheet'; and a 'Scroll Area' with search criteria for 'Request No: 1', '*Fund: Some', '*Deptid: Some', '*Prog: Some', and '*Project: Some'. At the bottom are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update'. Numbered callouts (#4-#9) highlight specific elements as described in the text.

4. Enter the Fiscal Year and range of periods for which the report is to display data.
 5. To view only cost centers that were active during the **To** period, check the **Only Print Active Cost Centers** option. If deselected, all cost centers that match the criteria will print.
 6. Select the section(s) of the report to generate. The default setting includes all sections of the report. Click the corresponding box to deselect a particular section of the report.
 7. Enter the parameters of the Cost Center(s) or enter the Speed Type for which the report is to retrieve data.
- Data can be selected in a number of ways. Each chartfield has a drop down box listing criteria choices. You can be very specific (ie. one cost center) or you can pull data by a single chartfield such as fund. To extract data by department, choose the "Tree Node" option on the Department chartfield and set the other chartfields to "ALL".
8. Click **Save**.
 9. Click **Run**.

The Process Scheduler Request page is displayed:

10. Click **OK**. Make sure Server Name is blank, the Select box is checked, Web is selected in the Type and PDF for the Format fields.

11. Click the **Process Monitor** link.

12. Click **Refresh**. When the report has finished, the Run Status must display **Success** and the Distribution Status **Posted**.

13. Click **Details**.

The Process Details page is displayed:

Process Detail

Process	
Instance: 6390332	Type: SQR Report
Name: UGLS1074	Description: Department Verification Report
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: 1074	<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 7:25:50AM CDT	Parameters Transfer
Run Anytime After: 10/13/2011 7:19:06AM CDT	Message Log
Began Process At: 10/13/2011 7:26:17AM CDT	Batch Timings
Ended Process At: 10/13/2011 7:26:29AM CDT	View Log/Trace  # 14

14. Click View Log/Trace. Page is displayed:

View Log/Trace

Report			
Report ID: 2233575	Process Instance: 6390332	Message Log	
Name: UGLS1074	Process Type: SQR Report		
Run Status: Success			

Department Verification Report

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

File List		
Name	File Size (bytes)	Datetime Created
SQR_UGLS1074_6390332.log	1,501	10/13/2011 7:26:29.062152AM CDT
UGLS1074_Section_1_transactions.csv	528	10/13/2011 7:26:29.062152AM CDT
UGLS1074_Section_2_transactions.csv	406	10/13/2011 7:26:29.062152AM CDT
UGLS1074_Section_3_Actual_ALF_transactions.csv	1,181	10/13/2011 7:26:29.062152AM CDT
UGLS1074_Section_3_Actual_RE_transactions.csv	2,411	10/13/2011 7:26:29.062152AM CDT
UGLS1074_Section_3_Budget_Jrnl_transactions.csv	1,068	10/13/2011 7:26:29.062152AM CDT
UGLS1074_Section_4_transactions.csv	707	10/13/2011 7:26:29.062152AM CDT
UGLS1074_Section_5_transactions.csv	119	10/13/2011 7:26:29.062152AM CDT
UGLS1074_Section_6_transactions.csv	1,347	10/13/2011 7:26:29.062152AM CDT
ugls1074_6390332.PDF  # 15	17,659	10/13/2011 7:26:29.062152AM CDT
ugls1074_6390332.out	771	10/13/2011 7:26:29.062152AM CDT

Distribute To	
Distribution ID Type	-Distribution ID

15. Click the PDF file to access the report in Adobe Acrobat.