

# How to complete 1074 e-verifications

A complete Cost Center verification includes:

- Verification of transactions listed on the UGLS1074 Report, which include all Revenue, Expense, Fund Equity, Budget transactions, Open Commitment, and Soft Commitment balances, and Asset and Liability transactions that were entered into the system, are accurate and in accordance with department records;
  - ✓ Compare prior month UGLS1063 with current month to identify any changes in budget.

ACC Base Typ (Original)	Current (Orig + Adj)	Curr Rev/Exp
REV	0.00	-83,457.81
EXP	70,786.00	31,667.81

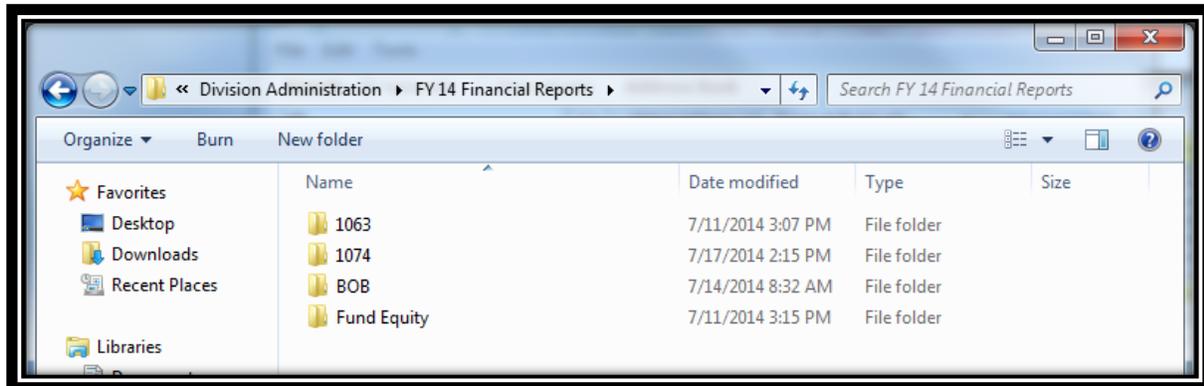
- Identification of transactions that appeared on a cost center in error and require a correction;
  - ✓ Provide any necessary information pertaining to problems that are being resolved. Provide an update if the problem continues.
  - ✓ Document any email correspondence on UGLS1074; ex. "Emailed budget office 4/30/17 regarding fringe benefits."
  - ✓ If there is a discrepancy indicate on the page the reason and action taken.
- Preparation and transmittal of requests for corrections to the appropriate office; and
  - ✓ All discrepancies should be investigated and cleared within 30 days, if possible.
- Supporting documentation for each transaction has been pinned to UGLS1074.
  - ✓ Add comments to address any change in budget.
  - ✓ Add comments to address any negative budget. Provide any necessary information pertaining to problems that are being resolved. Provide an update if the problem continues.
  - ✓ Pin appropriate documentation (Citibank statements, voucher cover sheets without backup is not proper documentation).

B5006 L3-SALARY AND WAGES	597,487.00	505,719.00	36,134.81	197,702.69	197,702.69	189,667.63	0.00	125,348.69	24.63	✖
GLM Subtotal	597,487.00	505,719.00	36,134.81	197,702.69	197,702.69	189,667.63	0.00	125,348.69	24.63	
B5007 L3 - FRINGE BENEFITS	159,801.00	131,515.00	7,056.83	35,149.21	35,149.21	39,278.83	0.00	57,086.96	43.44	
B5009 L3-MAINTENANCE AND OPERATIONS	36,853.00	38,463.00	1,678.83	22,520.52	22,520.52	1,949.20	0.00	19,971.38	36.31	
Total Expense	794,141.00	675,687.00	44,826.47	248,384.42	248,384.42	230,895.66	0.00	196,406.92	29.14	✔
Prior Budget Reference										
No Revenue Found										
B5006 L3-MAINTENANCE AND OPERATIONS	0.00	300.66	0.00	121.16	121.16	179.51	0.00	0.00	0.04	
TOTAL EXPENSE	0.00	300.66	0.00	121.16	121.16	179.51	0.00	0.00	0.04	
Grand Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.04	
Grand Total Expense	794,141.00	675,987.66	44,826.47	248,505.57	248,505.57	231,075.17	0.00	196,406.92	29.14	
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>✖</p> <p>Base budget transfer from Auto Allowance cost center to M&amp;O in Acad Aff DOE cost center.</p> </div> <div style="text-align: center;"> <p>✖</p> <p>Budget transfer from M&amp;O in Acad Aff DOE to Interim Provost Salary. (Related to Auto Allowance)</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>✖</p> <p>Lapse Salary FEB (Acad Affairs, Library, QEP, COB, CST)</p> </div> <div style="text-align: center;"> <p>✖</p> <p>PR - Budget entry to fund Temporary Non-Exempt Staff from vacant executive assistance position.</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>✖</p> <p>PR - Base budget adjustment, funding position 01017697 (Administrative Assistant III) (Partial Entry)</p> </div> </div>										

Cost center managers are responsible for reviewing/approving monthly verification reports. The review/approval process may be delegated in writing to a faculty member, Chair, or Dean who has specific knowledge of the cost center activity. Overall, the cost center manager is still ultimately responsible for the transactions or his/her cost centers.

**Step 1:** By fiscal years create the following folders in SharePoint/Departmental Shared Drive:

- **1063**
- **1074**
  - **Example – FY 2017 Verifications**
    - **Jan 2017 Verification**
- **BOB**
- **Fund Equity**



**Step 2:** This task can be completed by an Administrative Assistant or a Student Worker. CBA/DBA or AA/SW use the current month 1063 report.

1. On the report, **under the “current rev/exp” column, highlight each cost center that has an activity on it. (Ex. Budget changes, revenue, expenses etc).**
2. Log on to PeopleSoft **UHSFinance**.
3. **Main menu → Custom Reports → GL → Dept. Verification RPT (1074)**
4. Click **“Find Existing Value.”**
5. Click **“Search.”**
6. On the left hand side, **make sure to change the “From FY/Period and To FY/Period” to correspond with the month you’re working on.**

Report Parameters

Run Control ID: Dept\_1074 Report Manager Process Monitor Run

Cost Center Manager  Get CC  
Reset

Fund 1 Fund 3 Fund 5 Fund 7  
Fund 2 Fund 4 Fund 6 Fund 9

\*Business Unit: 00784

From FY/Period: 2014 8  
To FY/Period: 2014 8

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

Print All Cost Centers  
 Only Print Active Cost Centers  
 Only Print Inactive Cost Centers

Open Commitments  
 Soft Commitments  
 Balance Sheet

Verification Worksheet  
 Combine  Separate

Scroll Area Find First 1 of 1 Last

Request No: \*Fund: Some From: 2064 To: 2064  
1 \*Deptid: Some From: D0012 To: D0012  
SpeedType: \*Prog: Some From: D0891 To: D0891  
\*Project: Some From: NA To: NA

Save Return to Search Add Update

September	1
October	2
November	3
December	4
January	5
February	6
March	7
April	8
May	9
June	10
July	11
August	12

7. Under the “scroll area”, type in the cost center line-by-line, just as it is on the 1063 report.

Report Parameters

Run Control ID: Dept\_1074 Report Manager Process Monitor Run

Cost Center Manager  Get CC  
Reset

Fund 1 Fund 3 Fund 5 Fund 7  
Fund 2 Fund 4 Fund 6 Fund 9

\*Business Unit: 00784

From FY/Period: 2014 8  
To FY/Period: 2014 8

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

Print All Cost Centers  
 Only Print Active Cost Centers  
 Only Print Inactive Cost Centers

Open Commitments  
 Soft Commitments  
 Balance Sheet

Verification Worksheet  
 Combine  Separate

Scroll Area Find First 1 of 1 Last

Request No: \*Fund: Some From: 2064 To: 2064  
1 \*Deptid: Some From: D0012 To: D0012  
SpeedType: \*Prog: Some From: D0891 To: D0891  
\*Project: Some From: NA To: NA

Save Return to Search Add Update

8. Click **“Run”** on the top right corner

The screenshot shows the 'Report Parameters' form. At the top right, there is a yellow 'Run' button with a red arrow pointing to it. The form includes fields for 'Run Control ID' (Dept\_1074), 'Report Manager', and 'Process Monitor'. Below these are sections for 'Cost Center Manager' with checkboxes for Funds 1-9, 'Business Unit' (00784), 'From FY/Period' (2014 8), and 'To FY/Period' (2014 8). There are also checkboxes for 'Print All Cost Centers', 'Only Print Active Cost Centers', and 'Only Print Inactive Cost Centers'. A 'Scroll Area' contains search criteria for 'Request No.', 'Fund', 'Deptid', 'SpeedType', and 'Project'. At the bottom, there are 'Save', 'Return to Search', 'Add', and 'Update' buttons.

9. Click **“OK”** at the bottom left of the page (this will take you back to the Dept Verification RPT page)

The screenshot shows the 'Process List' dialog box. At the top, it displays 'User ID: 1030944' and 'Run Control ID: Dept\_1074'. Below this are fields for 'Server Name', 'Recurrence', 'Time Zone', 'Run Date' (04/07/2014), and 'Run Time' (11:29:40AM), along with a 'Reset to Current Date/Time' button. A table titled 'Process List' contains the following data:

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

At the bottom left, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

10. This will take you back to the “Dept Verification 1074” screen. Select the **“Process Monitor”** icon

The screenshot shows the 'Report Parameters' screen for the 'Process Monitor' report. At the top, there are fields for 'Run Control ID' (Dept\_1074), 'Report Manager', and a highlighted 'Process Monitor' button with a red arrow pointing to it. Below this are sections for 'Cost Center Manager' with checkboxes for Funds 1-9, 'Business Unit' (00784), 'From FY:Period' (2014), and 'To FY:Period' (2014). There are also various checkboxes for report options like 'Summary by Budget Node Only', 'Transactions', 'Open Commitments', and 'Verification Worksheet'. A 'Scroll Area' contains search filters for 'Request No.', 'Fund', 'Deptid', 'SpeedType', and 'Project'. At the bottom, there are 'Save', 'Return to Search', 'Add', and 'Update' buttons.

11. Once on the “Process Monitor” page, **click the “Refresh”** button on the top right corner until the “run and distribution status column” changes to “success” and “posted.”

The screenshot shows the 'Process Monitor' page with the 'Process List' tab selected. At the top, there is a breadcrumb trail: 'Favorites - Main Menu - Custom Reports -> GL -> Dept Verification Rpt (1074) -> Process Monitor'. Below this is the 'UHS Finance' logo and a 'View Process Request For' section with search filters for 'User ID' (1030944), 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance', and 'to'. A highlighted 'Refresh' button with a red arrow is in the top right. Below the filters is a table with the following data:

Select Instance	Seq. Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/> 8343445	SQR Report	UGLS1074	1030944	04/07/2014 11:33:47AM CDT	Queued	N/A	Details
<input type="checkbox"/> 8343425	SQR Report	UGLS1074	1030944	04/07/2014 11:31:08AM CDT	Success	Posted	Details
<input type="checkbox"/> 8343425	SQR Report	UGLS1074	1030944	04/07/2014 11:31:01AM CDT	Success	Posted	Details
<input type="checkbox"/> 8343080	SQR Report	UGLS1074	1030944	04/07/2014 10:46:13AM CDT	Success	Posted	Details

At the bottom, there are 'Save' and 'Notify' buttons, and a 'Process List | Server List' link.

12. Click the “Details” button.

The screenshot shows the UHS Finance Process Monitor interface. At the top, there is a breadcrumb trail: Favorites - Main Menu - Custom Reports -> GL -> Dept Verification Rpt (1074) -> Process Monitor. Below this is the UHS Finance logo. The interface includes a 'Process List' tab and a 'Server List' tab. A search area for 'View Process Request For' contains fields for User ID (1030944), Type, Last, Days, Server, Name, Instance, Run Status, and Distribution Status, along with a 'Refresh' button and a 'Save On Refresh' checkbox. Below the search area is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8343446		SQR Report	UGLS1074	1030944	04/07/2014 11:33:47AM CDT	Queued	N/A	Details
<input type="checkbox"/>	8343426		SQR Report	UGLS1074	1030944	04/07/2014 11:31:08AM CDT	Success	Posted	Details
<input type="checkbox"/>	8343425		SQR Report	UGLS1074	1030944	04/07/2014 11:31:01AM CDT	Success	Posted	Details
<input type="checkbox"/>	8343080		SQR Report	UGLS1074	1030944	04/07/2014 10:46:13AM CDT	Success	Posted	Details

At the bottom of the table, there are buttons for 'Save' and 'Notify'. A red arrow points to the 'Details' column header.

13. Under the “Action” tab, click “View Log/Trace”

The screenshot shows the UHS Finance Process Detail interface. At the top, there is a breadcrumb trail: Favorites - Main Menu - Custom Reports -> GL -> Dept Verification Rpt (1074) -> Process Monitor. Below this is the UHS Finance logo. The interface is titled 'Process Detail' and shows the following information:

**Process**

Instance: 8343426      Type: SQR Report  
Name: UGLS1074      Description: Department Verification Report  
Run Status: Success      Distribution Status: Posted

**Run**      **Update Process**

Run Control ID: Dept\_1074       Hold Request  
Location: Server       Queue Request  
Server: PSURD2       Cancel Request  
Recurrence       Delete Request  
    Restart Request

**Date/Time**      **Actions**

Request Created On: 04/07/2014 11:31:10AM CDT      Parameters      Transfer  
Run Anytime After: 04/07/2014 11:31:08AM CDT      Message Log  
Began Process At: 04/07/2014 11:31:24AM CDT      Batch Timings  
Ended Process At: 04/07/2014 11:31:39AM CDT      **View Log/Trace**

At the bottom, there are buttons for 'OK' and 'Cancel'. A red arrow points to the 'View Log/Trace' button.

14. Under "file list", look for the "ugls 1074.pdf file".

UHS Finance  
Distribution Node: Unix      Expiration Date: 05/07/2014

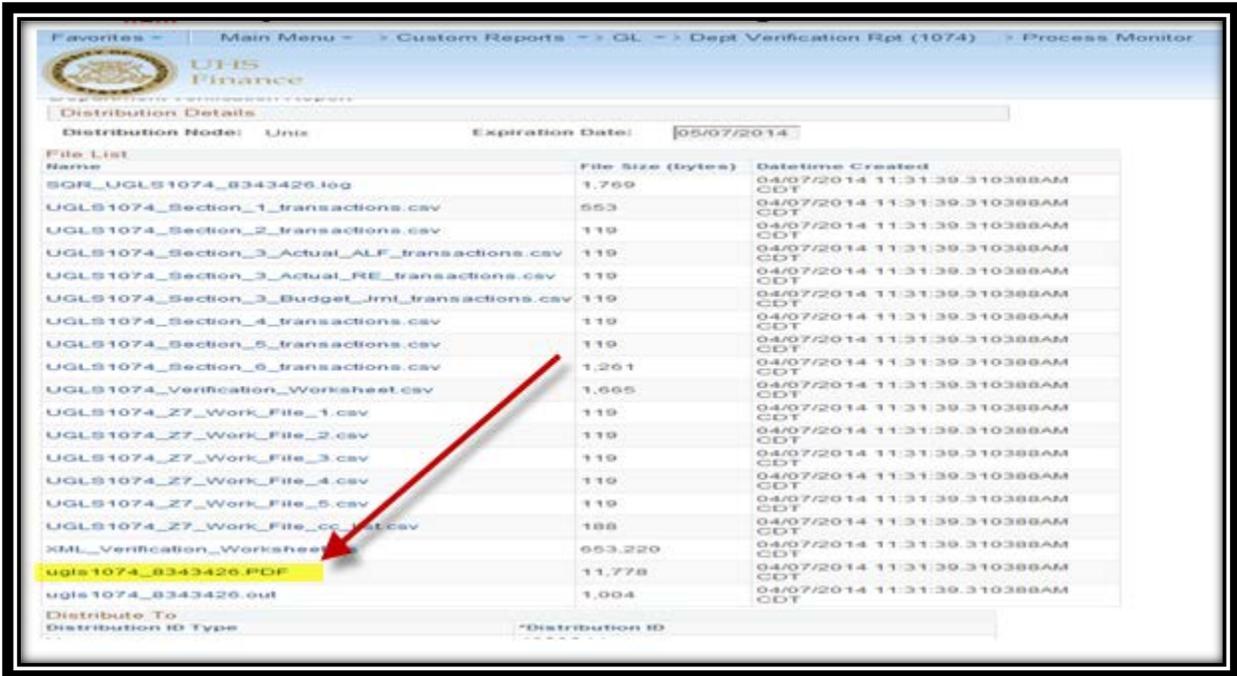
Name	File Size (bytes)	Datetime Created
SQR_UGLS1074_8343426.log	1,769	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Section_1_transactions.csv	553	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Section_2_transactions.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Section_3_Actual_ALF_transactions.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Section_3_Actual_RE_transactions.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Section_3_Budget_Irml_transactions.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Section_4_transactions.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Section_5_transactions.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Section_6_transactions.csv	1,261	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Verification_Worksheet.csv	1,665	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Z7_Work_File_1.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Z7_Work_File_2.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Z7_Work_File_3.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Z7_Work_File_4.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Z7_Work_File_5.csv	119	04/07/2014 11:31:39.310388AM CDT
UGLS1074_Z7_Work_File_csv_list.csv	188	04/07/2014 11:31:39.310388AM CDT
XML_Verification_Worksheet.xls	653,220	04/07/2014 11:31:39.310388AM CDT
<b>ugls1074_8343426.pdf</b>	11,778	04/07/2014 11:31:39.310388AM CDT
ugls1074_8343426.out	1,004	04/07/2014 11:31:39.310388AM CDT

15. If on the list, you see "1074.out" file, you have done something wrong, (go back and redo # 8-11.)

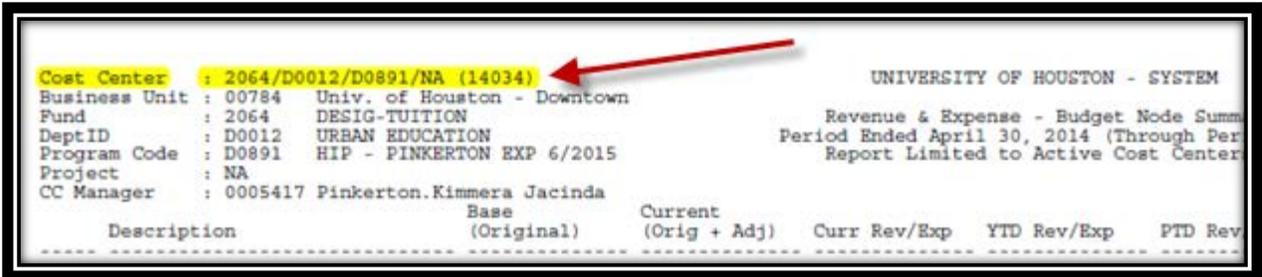
UHS Finance  
Distribution Node: Unix      Expiration Date: 05/07/2014

Name	File Size (bytes)	Datetime Created
Dept_Verification_Template.xls	24,576	04/07/2014 11:44:04.804254AM CDT
SQR_UGLS1074_8343510.log	1,519	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Section_1_transactions.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Section_2_transactions.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Section_3_Actual_ALF_transactions.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Section_3_Actual_RE_transactions.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Section_3_Budget_Irml_transactions.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Section_4_transactions.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Section_5_transactions.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Section_6_transactions.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Verification_Worksheet.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Z7_Work_File_1.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Z7_Work_File_2.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Z7_Work_File_3.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Z7_Work_File_4.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Z7_Work_File_5.csv	119	04/07/2014 11:44:04.804254AM CDT
UGLS1074_Z7_Work_File_csv_list.csv	119	04/07/2014 11:44:04.804254AM CDT
UHS_Create_Verification_Worksheet.xls	103,936	04/07/2014 11:44:04.804254AM CDT
XML_Verification_Worksheet.xls	619,829	04/07/2014 11:44:04.804254AM CDT
<b>ugls1074_8343510.out</b>	669	04/07/2014 11:44:04.804254AM CDT

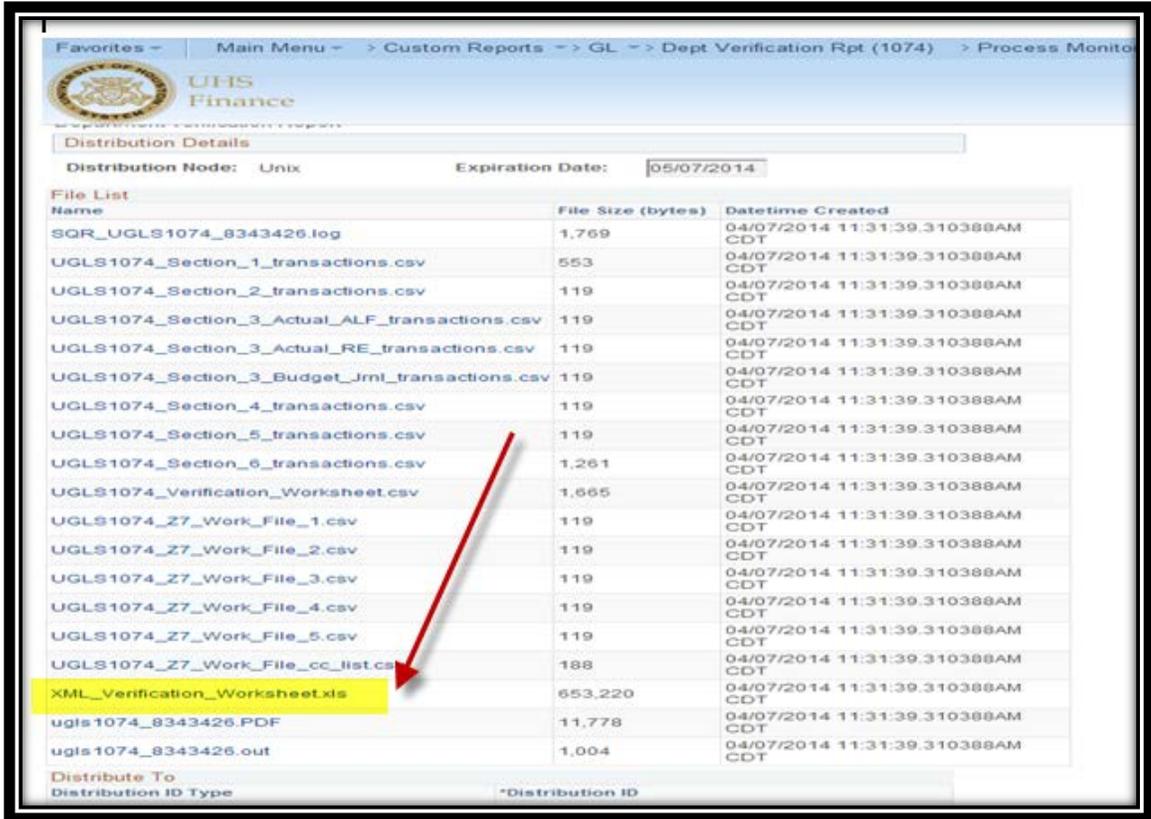
16. Click "ugls 1074.pdf" and save the PDF file in the designated folder



17. Make sure the cost center on the top of the file matches the cost center you are working on.

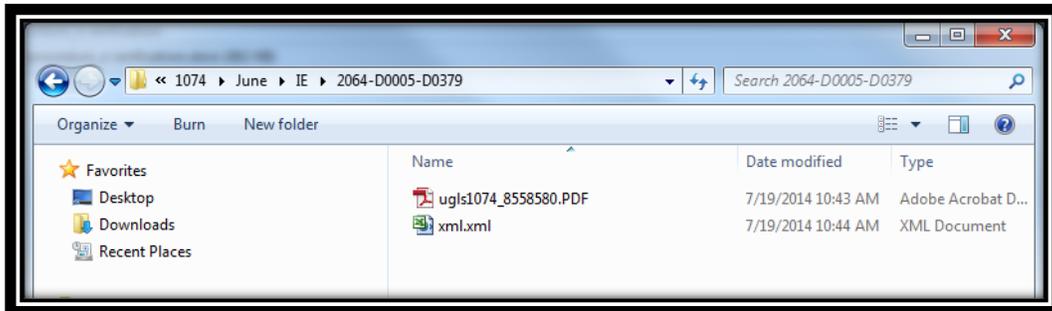


18. Also **click on the “XML Verification worksheet”**

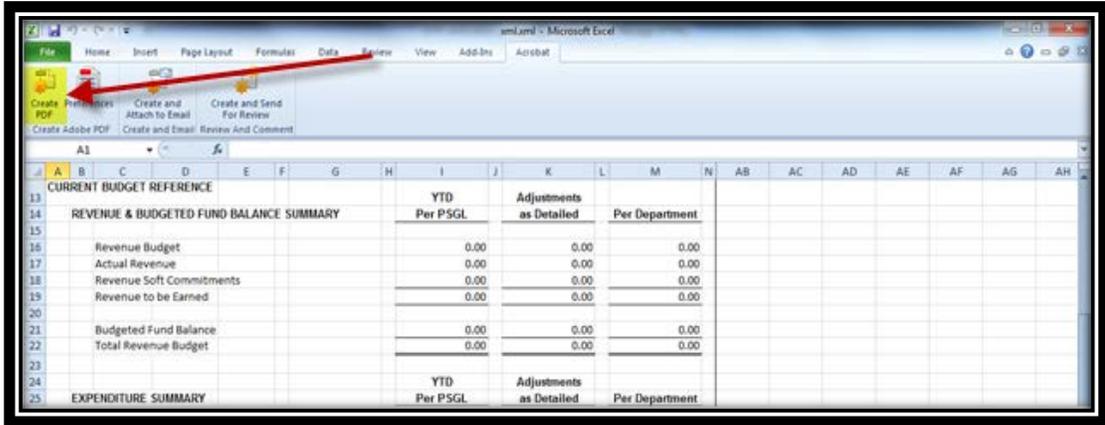


19. Refer back to # 17- 18 to save the document.

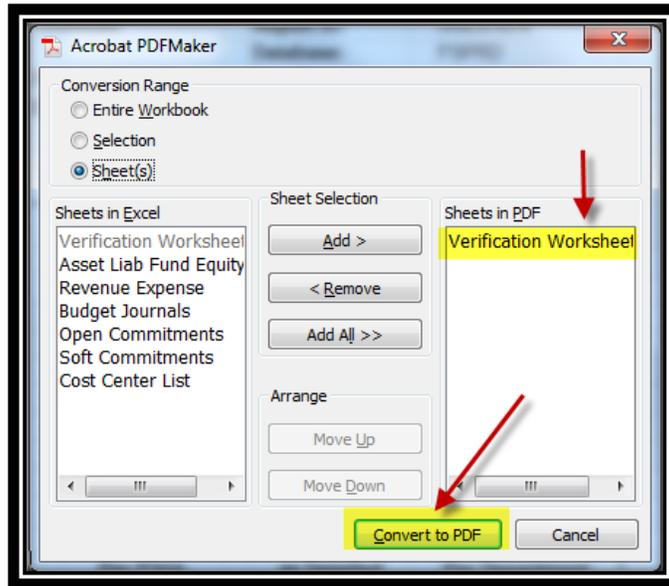
**Step 3:** Open folder containing your 1074 report and xml verification worksheet.



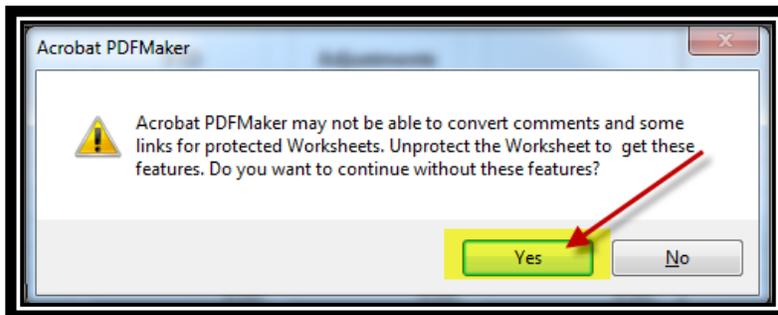
**Step 4: Convert the Xml worksheet to a PDF Document.**



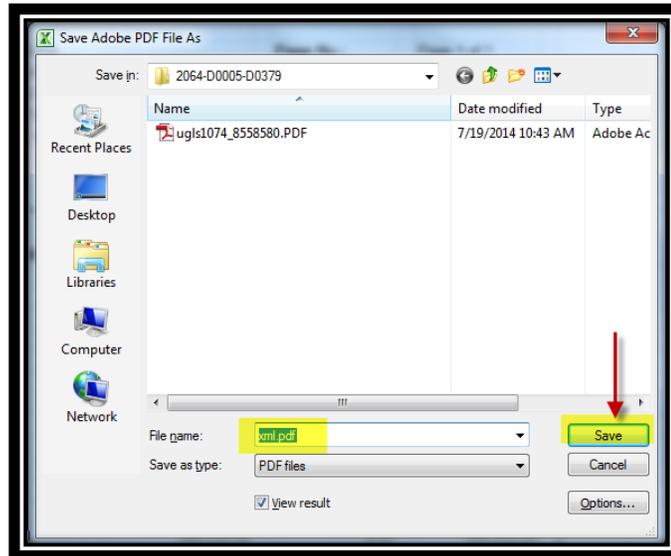
**Step 5:** You will be prompted with the following window. **Please be sure that the only tabs in “sheets in PDF” are the “Verification Worksheet” as seen below.** Once this step is completed, **click “convert to PDF.”**



**Step 6:** Acrobat PDF Maker: **Click “Yes”** to continue.

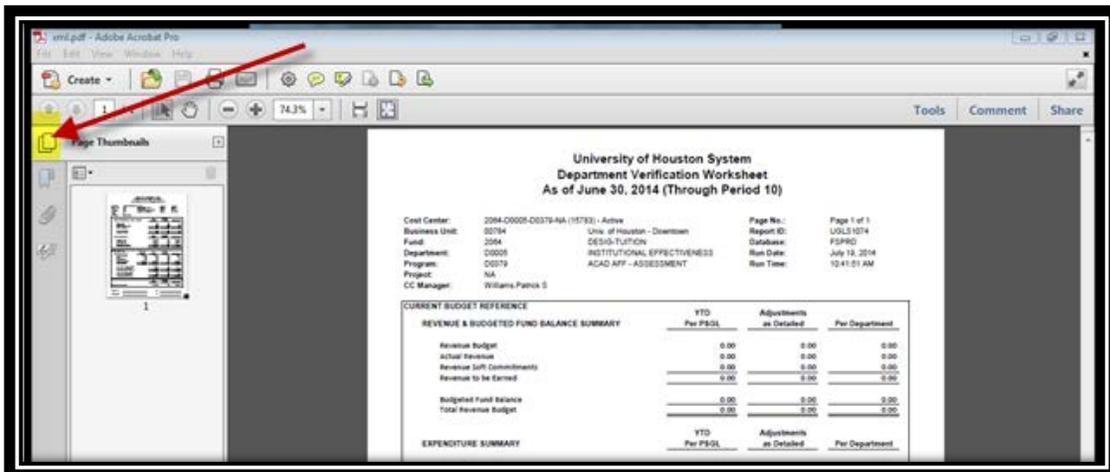


**Step 7:** You will be prompted to **save the xml.pdf file**. Be sure to **save it in the cost center verification folder that you are completing**.



**Step 8:** **Open the folder containing the pdf/xml files** to start your verification process.  
**\*\*\*Note: The verification process will work best with dual monitors\*\*\***

**Step 9:** **Open both the 1074 and xml pdf files in your dual monitors**. Have both page thumbnails open and **drag the xml/pdf worksheet into the 1074 pdf file**.



**Step 10:** Once completed, **your 1074.pdf** should appear like the screenshot below, including your xml worksheet.

University of Houston System  
Department Verification Worksheet  
As of June 30, 2014 (Through Period 10)

Cost Center: 2004-0000-00279-NA (10743) - Active Page No.: 1 of 1  
 Business Unit: 00784 Univ. of Houston - Clemons Report ID: UH131074  
 Fund: 2004 DESIGN TUITION Database: F3PFD  
 Department: 00005 INSTITUTIONAL EFFECTIVENESS Run Date: July 19, 2014  
 Program: 00070 ACAD AFF - ASSESSMENT Run Time: 10:41:01 AM  
 Project: NA  
 CC Manager: Williams,Patrick G

CURRENT BUDGET REFERENCE			
REVENUE & BUDGETED FUND BALANCE SUMMARY			
	YTD	Adjustments	Per Department
	Per P&GL	as Detailed	
Revenue Budget	0.00	0.00	0.00
Actual Revenue	0.00	0.00	0.00
Revenue Soft Commitments	0.00	0.00	0.00
Revenue to be Earned	0.00	0.00	0.00
Budgeted Fund Balance	0.00	0.00	0.00
Total Revenue Budget	0.00	0.00	0.00

EXPENDITURE SUMMARY			
	YTD	Adjustments	Per Department
	Per P&GL	as Detailed	
Expenditure Budget	489,135.00	0.00	489,135.00
Actual Expenditures	396,802.07	0.00	396,802.07
Open Commitments	74,141.27	0.00	74,141.27
Expense Soft Commitments	218.94	0.00	218.94
Available Expenditure Budget	\$1,072.72	0.00	\$1,072.72

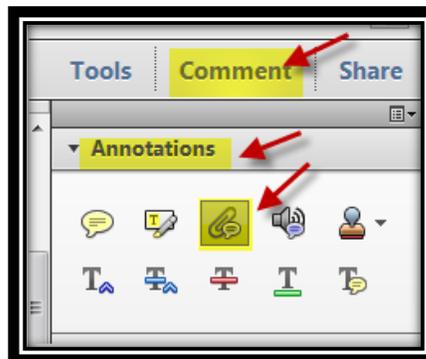
CURRENT FISCAL YEAR			
FUND EQUITY SUMMARY			
	FY14 Pd 10	YTD	Adjustments
	Per P&GL	Per P&GL	as Detailed
Beginning Fund Equity	350,514.00	-9,206.04	0.00
Revenue	0.00	0.00	-9,206.04
Fund Adjustments	0.00	0.00	0.00
Expenses (Current BfAF)	37,044.13	396,802.07	0.00
Expenses (Prior BfAF)	0.00	0.00	0.00
Ending Fund Equity	187,169.03	187,169.03	0.00
Open Commitments (Current BfAF)	74,141.27	0.00	74,141.27
Open Commitments (Prior BfAF)	0.00	0.00	0.00
Fund Equity Less Open Commitments	461,737.30	0.00	461,737.30
Soft Commitments (Current BfAF)	218.94	0.00	218.94
Soft Commitments (Prior BfAF)	0.00	0.00	0.00
Fund Equity Less all Commitments	461,706.24	0.00	461,706.24

UNBUDGETED FUND EQUITY			
	YTD	Adjustments	Per Department
	Per P&GL	as Detailed	
	479,828.94	0.00	479,828.94

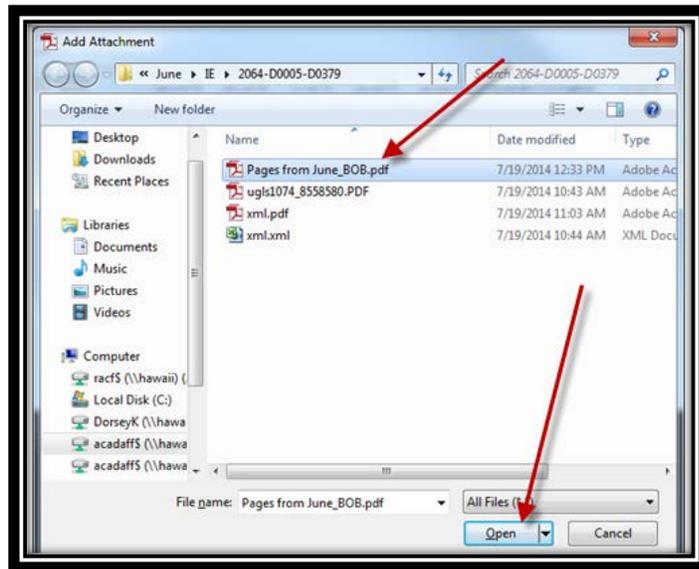
Prepared By \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

**Step 9:** How to attach documents to your 1074 report example: BOB Report .

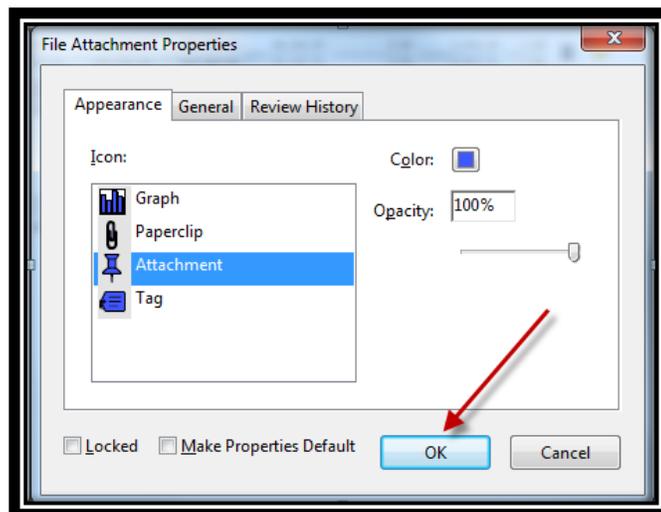
- **Under comments, click annotations.**



- **Select the file** you want to attach, and then **click “open.”**



- You will be then prompted to **select which file attachment appearance you would prefer**. Once finished, **click “ok”** to close.



**Step 10:** Double-click on the push pin icon to review the BOB Report.

Current Budget Reference										
No Revenue Found.										
B5006 L3-SALARY AND WAGES	343,362.00	370,194.00	28,693.21	305,956.95	305,956.95	58,323.91	0.00	5,913.14	1.61	
<b>Sal Subtotal</b>	<b>343,362.00</b>	<b>370,194.00</b>	<b>28,693.21</b>	<b>305,956.95</b>	<b>305,956.95</b>	<b>58,323.91</b>	<b>0.00</b>	<b>5,913.14</b>	<b>1.61</b>	

1. **Insert check marks on all positions BBA lines to ensure a positive number.** To insert check marks, use the following steps:

- Click Comments
- Click Annotations
- Click Add Stamp
- Drop Down to “Sign Here”
- Select Check 

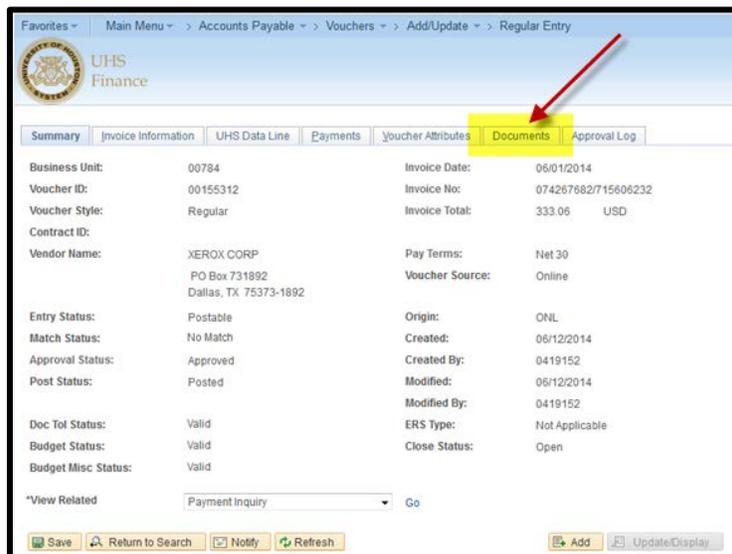
2. **If any position is negative, please address using the typewriter feature.** You may address either on the BOB or 1074 report. To utilize the typewriter field on the 1074 PDF use the following steps:

- Click Tools
- Click Content
- Click Add or Edit Text Box

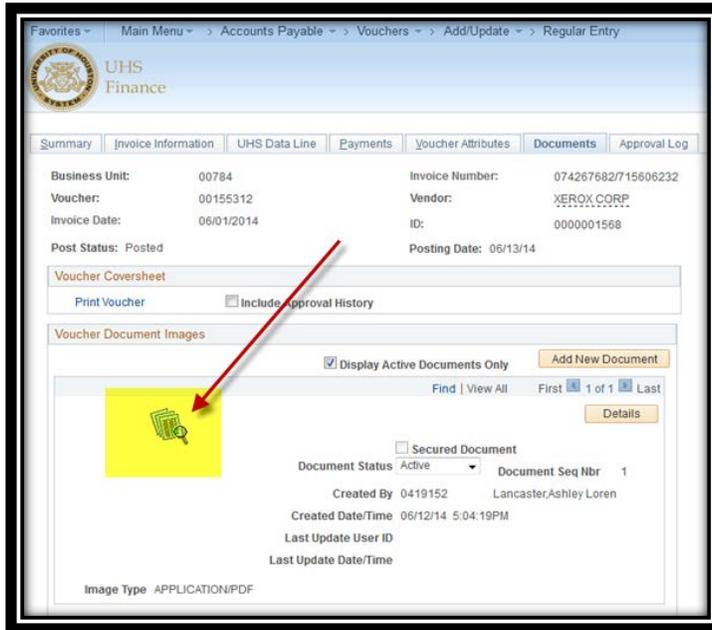


**Step 11:** How to attach documents to your 1074 report example: Vouchers/P-Card Statements.

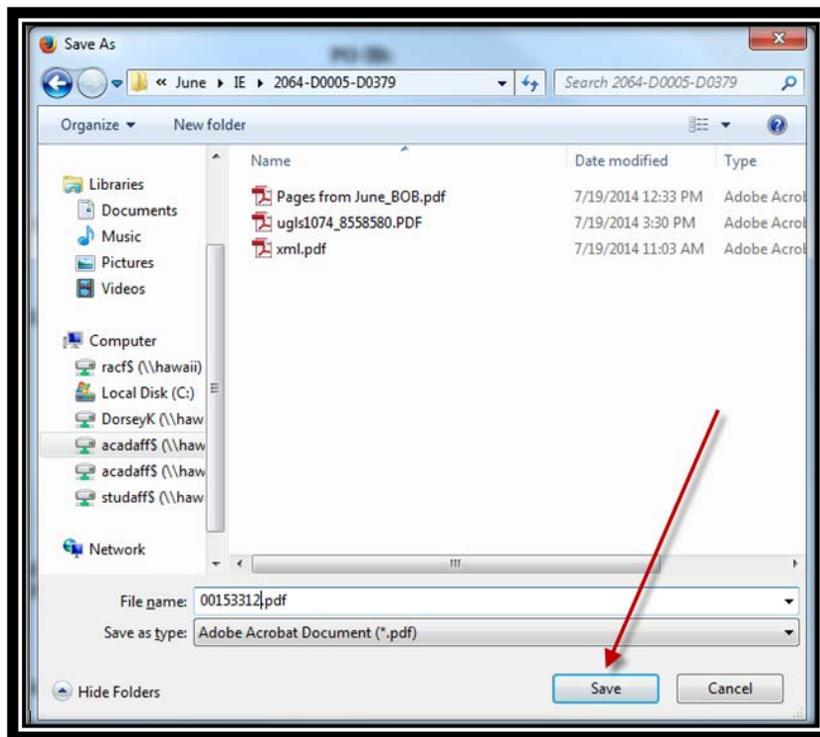
- **Locate the voucher** in PeopleSoft.
- Select the **“Documents tab.”**



- Once you are on the Documents tab, **click on the icon highlighted in the screenshot below**



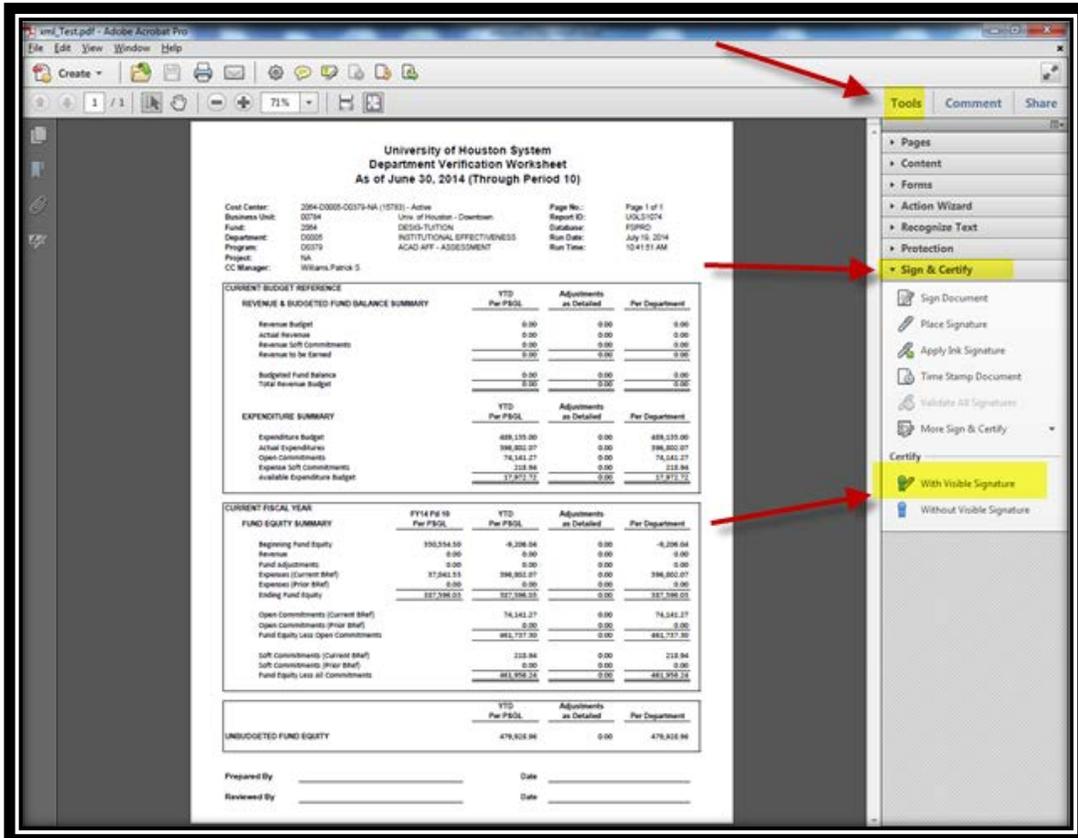
- Right-click and **save the voucher in the appropriate folder.**



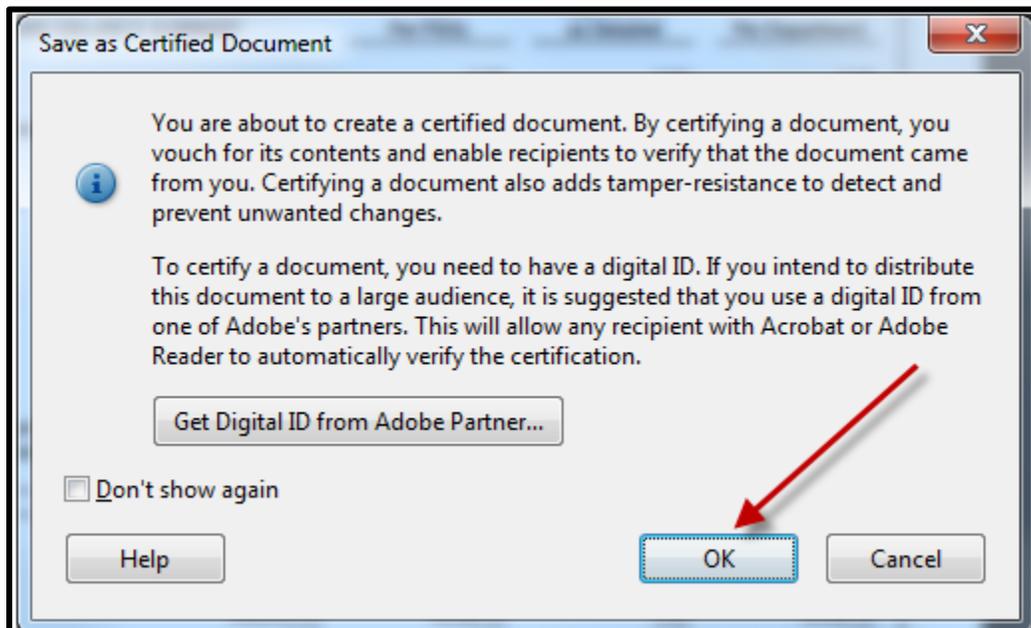
**Step 12:** Repeat Step 9 to **import voucher into your 1074 report.**

**Step 13:** **Creating a self-signed Digital ID:**

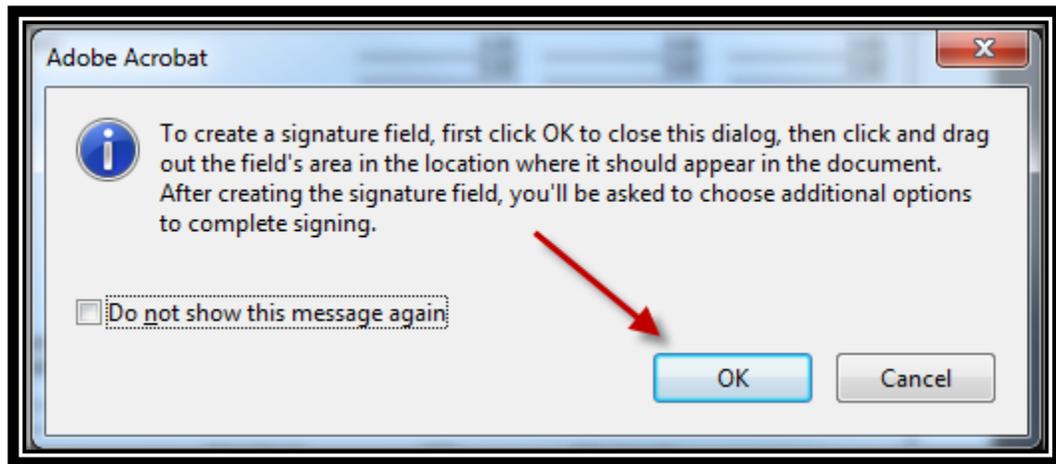
- In Adobe Acrobat, select **Tools > Sign & Certify > With Visible Signature**



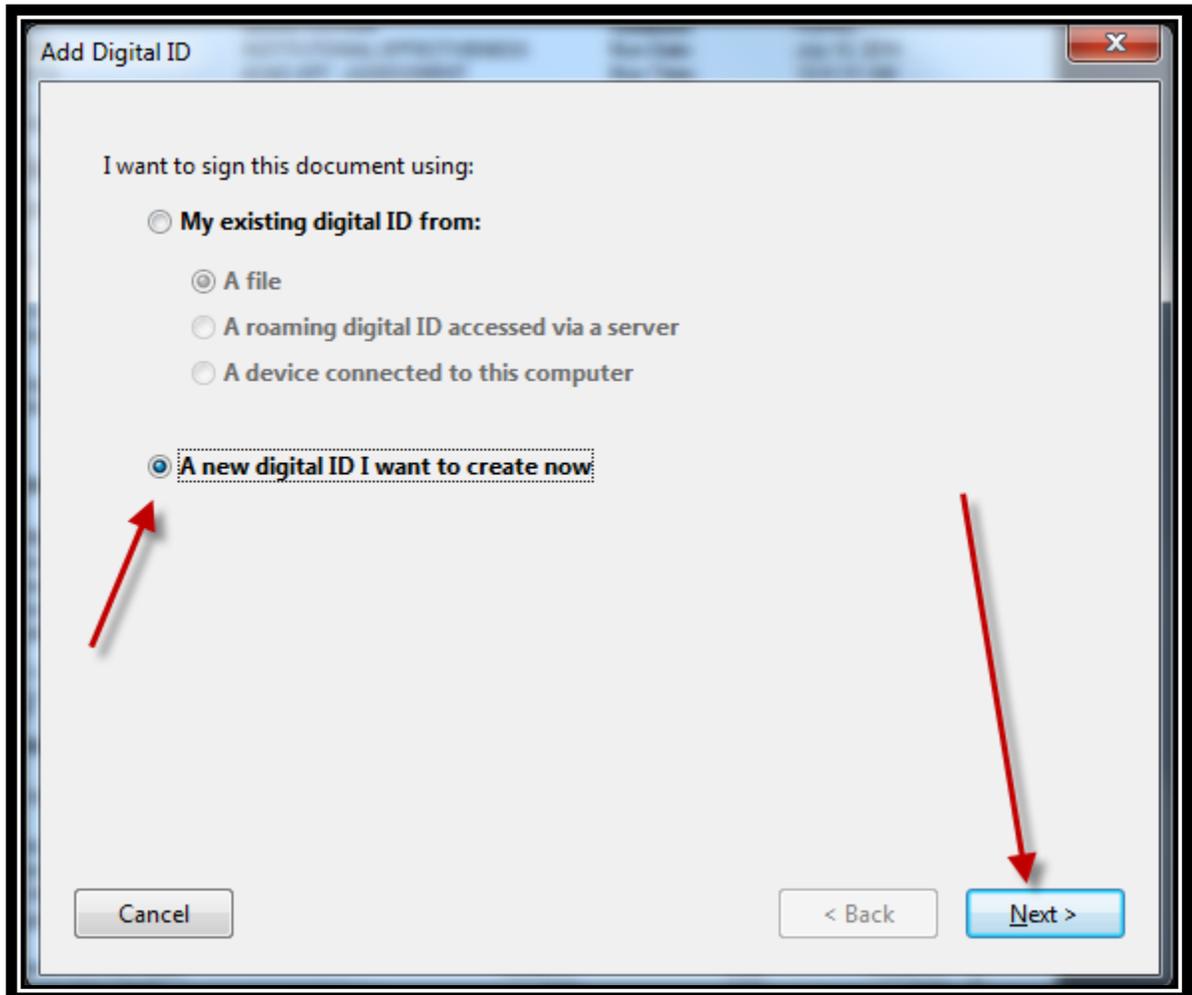
- Click **"OK"** to create.



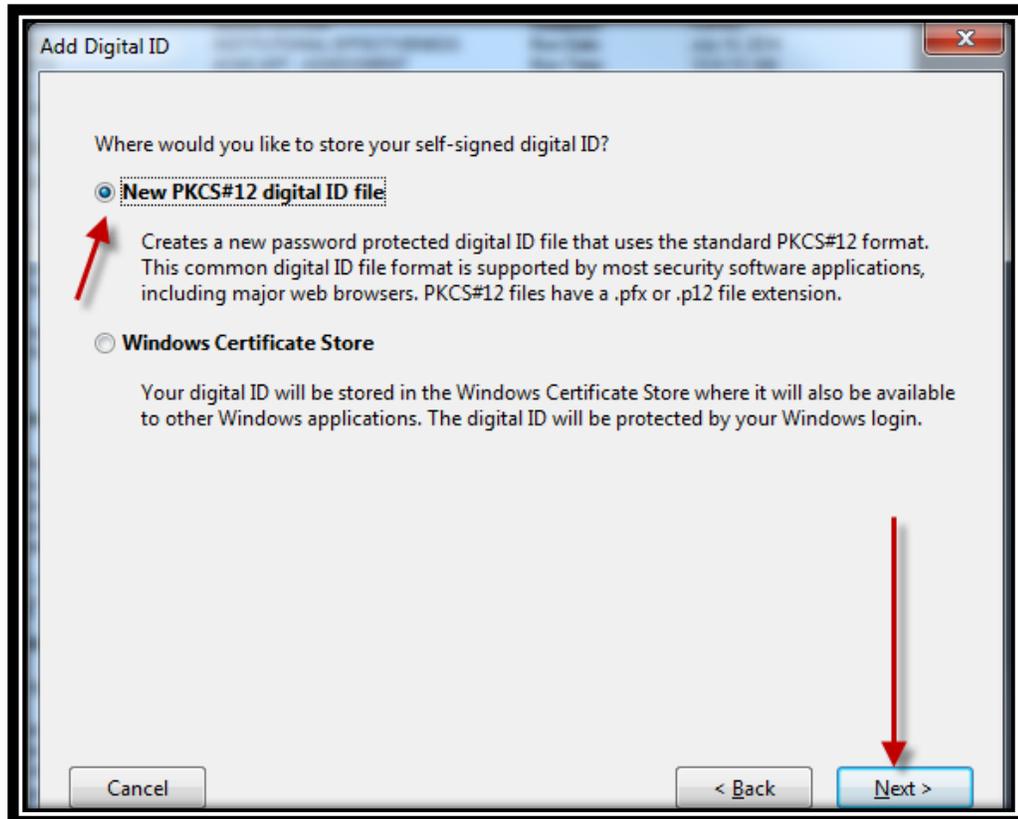
➤ Click **“OK”** to continue



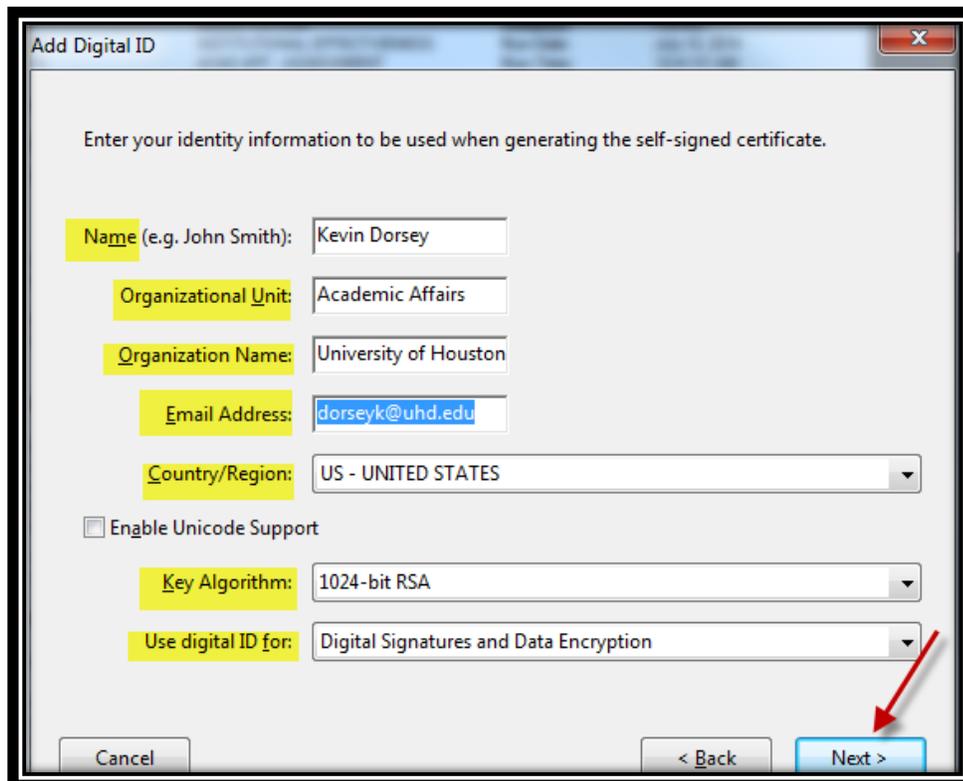
➤ Select **“A new digital ID I want to create now”** and click **“Next”** to continue.



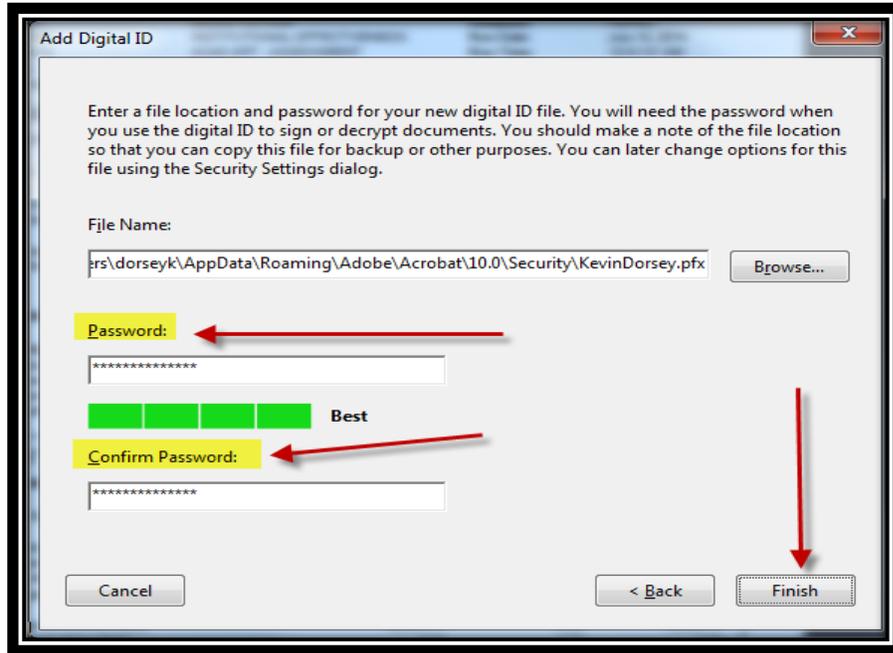
- Select **“New PKCS#12 digital ID file”** and click **“Next”** to continue.



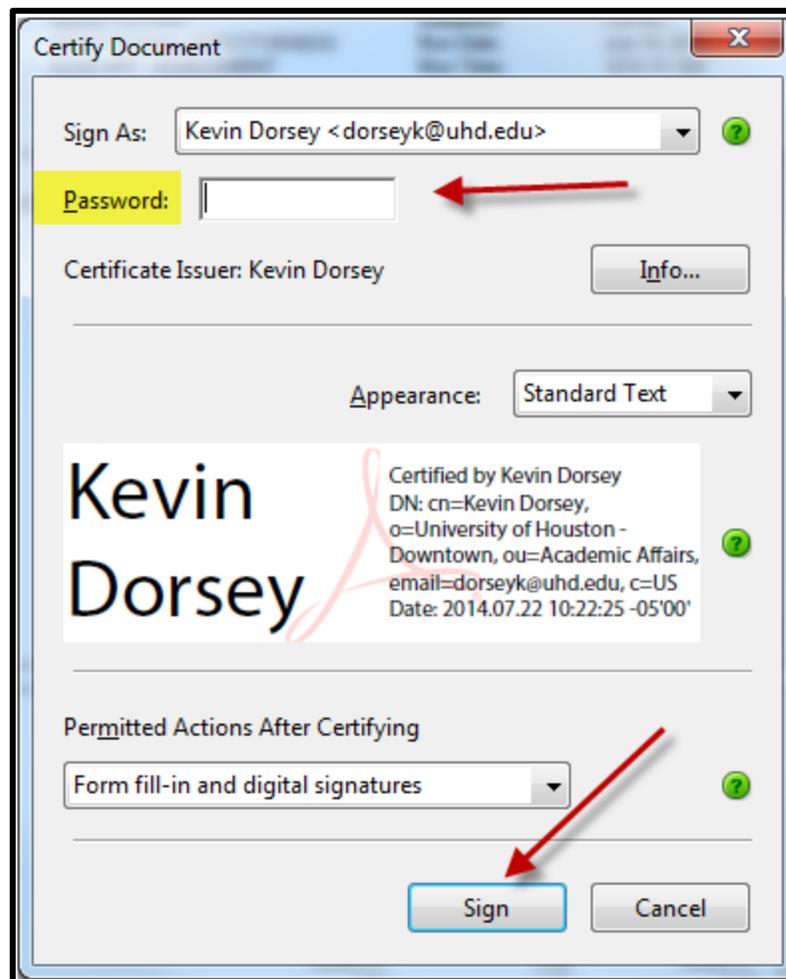
- Enter the requested information as shown in the example below and click **“Next”** to continue.



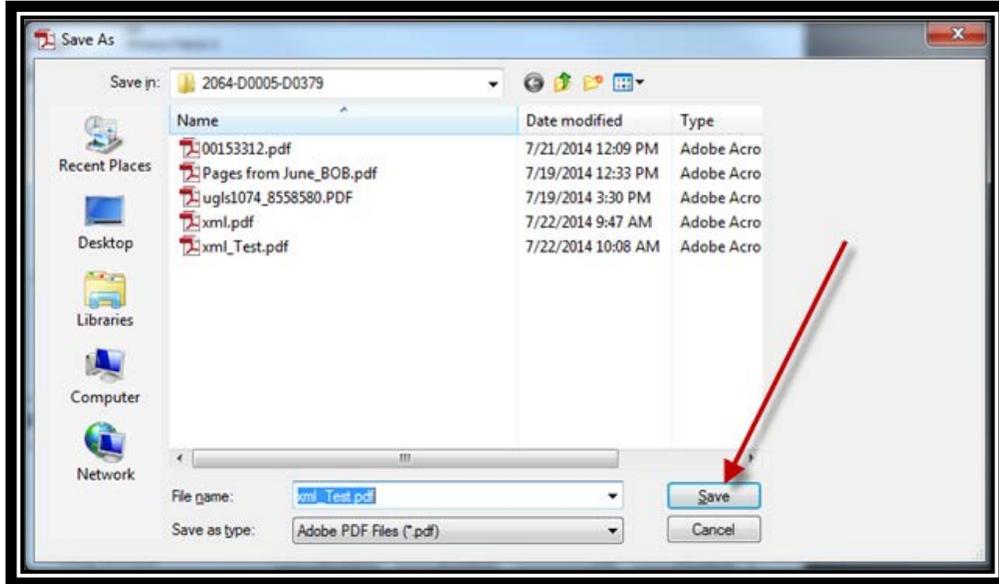
- You will be prompted to **create a password**. Once complete, **click “Finish.”**



- You be asked to **type in your password**, then **click “Sign”** to certify document.



- **Save** in the verification folder you are completing.



- **Certified** verification will appear as followed.

Certified by Kevin Dorsey <dorseyk@uhd.edu>, University of Houston - Downtown, certificate issued by Kevin Dorsey.

### University of Houston System Department Verification Worksheet As of June 30, 2014 (Through Period 10)

Cost Center: 2064-D0005-D0379-NA (15783) - Active      Page No.: Page 1 of 1  
 Business Unit: 00794      Univ. of Houston - Downtown      Report ID: UGLS1074  
 Fund: 2054      DECISIO-TUTION      Database: FSPRO  
 Department: D0005      INSTITUTIONAL EFFECTIVENESS      Run Date: July 19, 2014  
 Program: D0379      ACAD AFF - ASSESSMENT      Run Time: 10:41:51 AM  
 Project: NA  
 CC Manager: Williams,Patrick S

CURRENT BUDGET REFERENCE			
REVENUE & BUDGETED FUND BALANCE SUMMARY			
	YTD Per PSGL	Adjustments as Detailed	Per Department
Revenue Budget	0.00	0.00	0.00
Actual Revenue	0.00	0.00	0.00
Revenue Soft Commitments	0.00	0.00	0.00
Revenue to be Earned	0.00	0.00	0.00
Budgeted Fund Balance	0.00	0.00	0.00
Total Revenue Budget	0.00	0.00	0.00

EXPENDITURE SUMMARY			
	YTD Per PSGL	Adjustments as Detailed	Per Department
Expenditure Budget	489,135.00	0.00	489,135.00
Actual Expenditures	396,802.07	0.00	396,802.07
Open Commitments	74,141.27	0.00	74,141.27
Expense Soft Commitments	218.94	0.00	218.94
Available Expenditure Budget	17,972.72	0.00	17,972.72

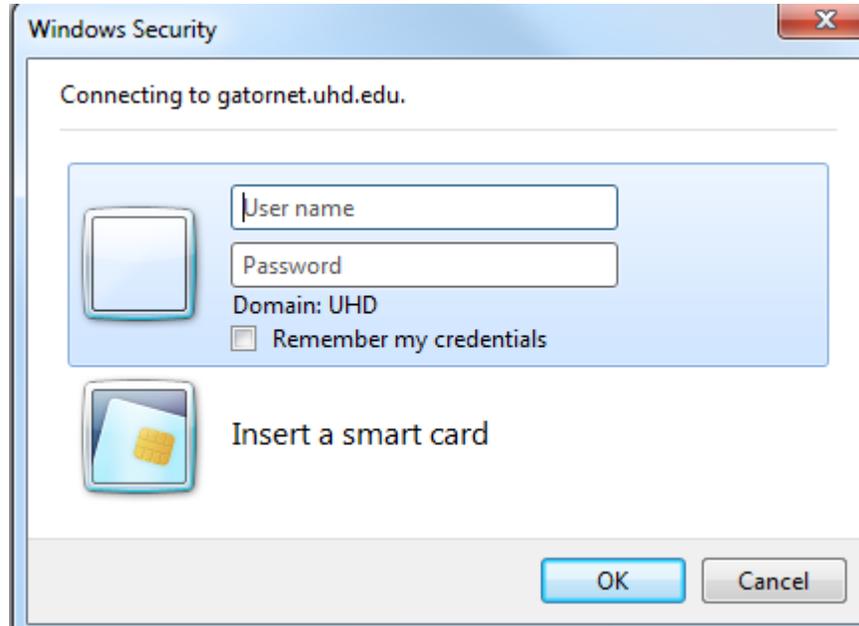
CURRENT FISCAL YEAR				
FUND EQUITY SUMMARY				
	FY14 Pd 10 Per PSGL	YTD Per PSGL	Adjustments as Detailed	Per Department
Beginning Fund Equity	350,554.50	-9,206.04	0.00	-9,206.04
Revenue	0.00	0.00	0.00	0.00
Fund Adjustments	0.00	0.00	0.00	0.00
Expenses (Current BRef)	37,041.53	396,802.07	0.00	396,802.07
Expenses (Prior BRef)	0.00	0.00	0.00	0.00
Ending Fund Equity	387,596.03	387,596.03	0.00	387,596.03
Open Commitments (Current BRef)	74,141.27	0.00	0.00	74,141.27
Open Commitments (Prior BRef)	0.00	0.00	0.00	0.00
Fund Equity Less Open Commitments	461,737.50	0.00	0.00	461,737.50
Soft Commitments (Current BRef)	218.94	0.00	0.00	218.94
Soft Commitments (Prior BRef)	0.00	0.00	0.00	0.00
Fund Equity Less All Commitments	481,956.22	0.00	0.00	481,956.22

UNBUDGETED FUND EQUITY			
	YTD Per PSGL	Adjustments as Detailed	Per Department
UNBUDGETED FUND EQUITY	479,928.96	0.00	479,928.96

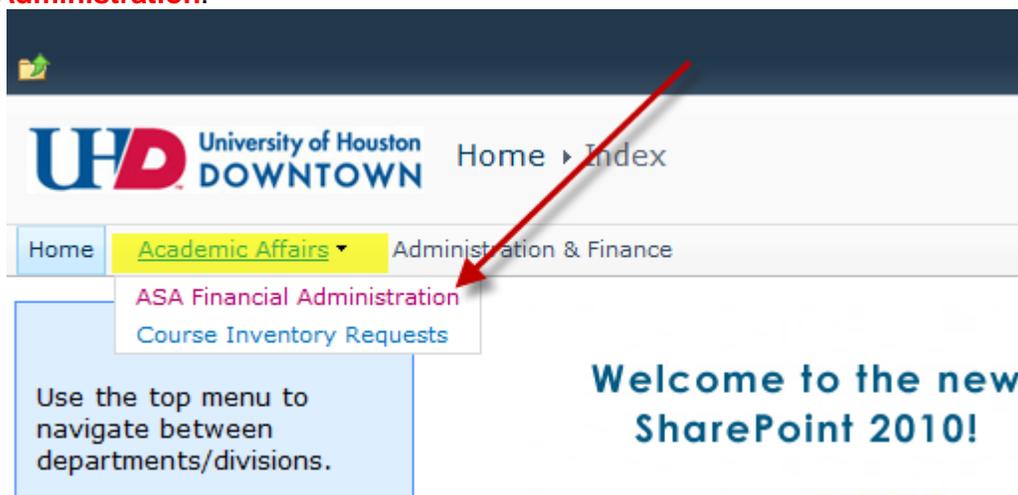
Prepared By: Kevin Dorsey      Date: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_      Date: \_\_\_\_\_

## How to access the UHD ASA Financial Administration SharePoint

1. Open your web browser and go to <https://gatonet.uhd.edu> 
2. You may be prompted for a User name and Password. If so, enter your **UHD User name and Password** and click **OK**.



3. **Hover mouse over Academic Affairs** and a menu will appear. **Click on ASA Financial Administration**.



# How to View and Edit Documents in SharePoint

1. **Select your college/department's** document directory from the left-hand menu on the main page (as highlighted below).

The screenshot shows a SharePoint interface. At the top, there are navigation tabs: "Home", "Academic Affairs" (which is selected and highlighted in blue), and "Administration & Finance". Below the tabs is a left-hand navigation menu with a yellow background. The menu items are: "ABTC", "Academic Affairs", "College of Business", "College of Humanities and Social Sciences", "College of Public Service", "College of Sciences and Technology", "English Language Institute", "Enrollment Management", "IR\_RACF", "Library", "Student Life", "University College", "Shared Documents", "Calendar", and "Tasks". To the right of the menu, the page header reads "Academic & Student Affairs Financial Administration" in blue text. Below the header is a photograph of four business professionals (three women and one man) in business attire, smiling and looking at a laptop screen.

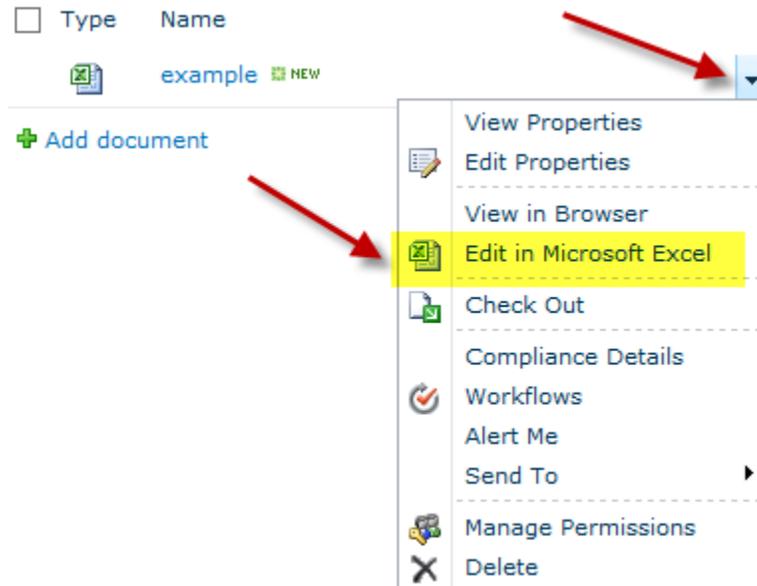
2. Once you select your college/department's document directory, you should be able to view all the document directories in which you have access permission. **Note:** *If you feel you should have access to view or edit other document directories, please contact Elaine Pearson or Kevin Dorsey.* **Click on the folder that contains the document you want to view.**

<input type="checkbox"/> Type	Name	Modified	<input type="checkbox"/> Modified By
	<a href="#">AP, Travel, and General Accounting</a>	5/2/2014 11:48 AM	Strohl, Patricia
	<a href="#">Budget</a>	5/2/2014 11:48 AM	Strohl, Patricia
	<a href="#">Contract Administration</a>	5/2/2014 11:49 AM	Strohl, Patricia
	<a href="#">FY 14 Financial Reports</a>	5/2/2014 11:49 AM	Strohl, Patricia
	<a href="#">Human Resources (ESO)</a>	5/2/2014 11:49 AM	Strohl, Patricia
	<a href="#">Pcard, Gift Card, and Cash Handling</a>	5/2/2014 11:49 AM	Strohl, Patricia
	<a href="#">RACF - Academic Department Use</a>	5/2/2014 11:49 AM	Strohl, Patricia
	<a href="#">Research Administration</a>	5/2/2014 11:49 AM	Strohl, Patricia
	<a href="#">Scholarships</a>	5/2/2014 11:49 AM	Strohl, Patricia

3. **To view document only:** **Click on the filename for the document** you wish to view. It will open in your web browser.

The screenshot shows a document list with columns for "Type", "Name", and "Modified". The "Name" column contains a document icon, the text "example", and a "NEW" badge. A red arrow points from the right side of the image towards the "example" document entry.

4. **To edit the document:** Click on the black arrow to the right of the document filename and a menu will appear. **Click Edit in Microsoft Excel (or Microsoft Word if it's a Word document, etc.)** to open and edit the document. **Note:** If this menu option does not appear, you have not been granted editing permissions for this document directory. If you feel this is in error, please contact Elaine Pearson or Kevin Dorsey.



### **How to Upload a Document to SharePoint**

1. **Select the document directory and folder** in SharePoint you wish to upload the document to.
2. Click on **Add document**.
3. A window will appear prompting you to browse for the file you wish to upload to the SharePoint directory/folder. **Once you have selected the file, click OK.**

