How to Complete 1074 e-Verifications

Step 1: Create folders by fiscal year:

- 1063
- 1074
- 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/expel” column, highlight each cost center that has an activity on it.

2. Go in the PeopleSoft UHS Finance.

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.
7. **Under the “scroll area”, type in the cost center line-by-line, just as it is on the 1063 report.**
8. Click “Run” on the top right corner

9. Click “OK” at the bottom left of the page (this will take you back to the Dept. Verification RPT page)
10. This will take you back to the “Dept. Verification 1074” screen. Select the “Process Monitor” icon

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.”
12. Click the "Details" button.

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

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

![Conversion PDFMaker](image)

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

![Acrobat PDFMaker](image)

**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.**

![Save Adobe PDF File As](image)
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 9 Image]

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

![Step 10 Image]
**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.

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.