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.

The Report Parameter page is displayed:

 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

Run Control ID: 1074
Location: Server
Server: PSUNX
Recurrence:

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
◉ Delete Request
○ Restart Request

Date/Time

Request Created On:	10/13/2011 7:25:50AM CDT
Run Anytime After:	10/13/2011 7:19:06AM CDT
Began Process At:	10/13/2011 7:26:17AM CDT
Ended Process At:	10/13/2011 7:26:29AM CDT

Actions

Parameters   Transfer
Message Log
Batch Timings
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	17,659	10/13/2011 7:26:29.062152AM CDT
ugls1074_6390332.out	771	10/13/2011 7:26:29.062152AM CDT

← # 15

Distribute To

Distribution ID Type   *Distribution ID

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