BOB Report

Step 1: Login to People soft

UNIVERSITY OF HOUSTON SYSTEM

User ID (User ID is your 7-digit ID Number)

Password

Sign In

Reset Password | Request My User ID

List of supported browsers

Once logged in enter into PeopleSoft Human Resources Module

UNIVERSITY OF HOUSTON SYSTEM

Wed, Jul 29, 15 10:20 AM

Campus Solutions
Campus Solutions

Human Resources
Human Resources

UHS Finance
UHS Finance

Navigate to BOB report: Main Menu->UHS HRMS Budget->Reports-> Bob Report

Favorites ▾ | Main Menu ▾ > UHS HRMS Budget ▾ > Reports ▾ > BOB Report

ORACLE®

BOB Report

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 |

▽ Search Criteria

Run Control ID: [begins with ▾] [_____]

☐ Case Sensitive

| Search | Clear | Basic Search 💾 Save Search Criteria

Find an Existing Value | Add a New Value

1. Create a Run Control ID if you are running the report for first time or search for the Run controlID used before
2. Enter the last date of the month that corresponds to the accounting period
3. Enter the business unit.
4. Enter the College ID / Dept ID where payroll is charged or you can select the cost center for which you need the report
5. Select the Sort option for the report.
6. Select the format in which you want the report (PDF or XLS), click the Run button.

Uhs Runctl Ubud022

Run Control ID: BOB_HRM   Report Manager   Process Monitor   [Run]

Bob Report

As Of Date: 07/31/2015 📅   ⦿ PDF Report
Business Unit: HR784 🔍   UH Downtown   ○ XLS Report

Report Choice
○ All   ○ Division   ⦿ College   ○ Department   ☐ Include Fringe Ben. Encum.

College ID: [_____] 🔍
Sort Option: [Department, Cost Center ▾]   ☑ Page Break after Cost Center

Personalize | Find | View All | 🔲 | 🎴   First ◀ 1 of 1 ▶ Last

	Fund Code	Department	Program Code	Project ID		
1					➕	➖

💾 Save   🔍 Return to Search   📧 Notify   🔲 Add   ⤴ Update/Display

7. Click the OK button on the next page

Process Scheduler Request

User ID	1113074			Run Control ID	BOB_HRM			

Server Name PSUNX ▾   Run Date 07/29/2015 📅

Recurrence ▾   Run Time 10:30:57AM   Reset to Current Date/Time

Time Zone 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	BOB Report	UBUD022	SQR Report	Web ▾	PDF ▾	Distribution

OK   Cancel

8. Click Process Monitor to access the report.

Process List | Server List

View Process Request For

User ID 1113074 🔍   Type ▾ Last ▾   1 Days ▾   Refresh

Server ▾   Name 🔍   Instance   to

Run Status ▾   Distribution Status ▾   ☑ Save On Refresh

Process List   Personalize | Find | View All | 🔳 | 🔳   First ◀ 1-4 of 4 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	11026569		SQR Report	UBUD022	1113074	07/29/2015 10:30:57AM CDT	Success	N/A	Details
☐	11025103		SQR Report	UBUD025	1113074	07/28/2015 4:04:42PM CDT	Success	Posted	Details
☐	11024899		SQR Report	UBUD022	1113074	07/28/2015 3:02:54PM CDT	Success	Posted	Details
☐	11024882		SQR Report	UBUD022	1113074	07/28/2015 2:59:53PM CDT	Success	Posted	Details

Go back to BOB Report

💾 Save   ✉ Notify

Process List | Server List

9. Click details to get the process detail page

Process Detail

Process

Instance	11025103	Type	SQR Report
Name	UBUD025	Description	Position Funding Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID POSITIONFUNDING
Location Server
Server PSUNX
Recurrence

Update Process

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

Date/Time

Request Created On 07/28/2015 4:04:43PM CDT
Run Anytime After 07/28/2015 4:04:42PM CDT
Began Process At 07/28/2015 4:05:03PM CDT
Ended Process At 07/28/2015 4:05:17PM CDT

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

OK   Cancel

10. Click View Log / Trace to access the report in the format selected in the initial step. Click on the PDF or XLS file link to open the report

View Log/Trace

Report

Report ID:	6865354	Process Instance:	11025103		Message Log
Name:	UBUD025	Process Type:	SQR Report		
Run Status:	Success				

Position Funding Report

Distribution Details

Distribution Node: PSUNX   Expiration Date: 08/27/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_UBUD025_11025103.log	1,522	07/28/2015 4:05:17.967806PM CDT
ubud025_11025103.PDF	68,418	07/28/2015 4:05:17.967806PM CDT
ubud025_11025103.out	147	07/28/2015 4:05:17.967806PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	1113074

Return