

Run Balance Sheet and Revenue and Expense Reports

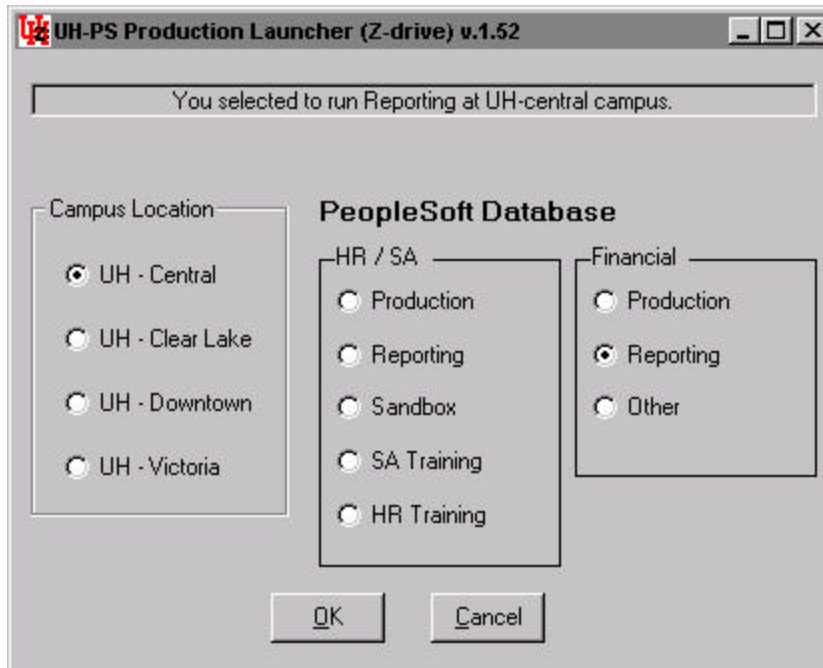
A series of custom Online Balance Sheet and Revenue and Expense Reports have been developed for the University of Houston System implementation of PeopleSoft General Ledger. These reports have been created using Structured Query Report Writer (SQR), a very powerful and complex reporting tool. By following these instructions you should be able to successfully run each of the four reports for a single cost center.

Step 1 Double-click the UHS PeopleSoft Production Launcher icon located on your desktop.



Expected Results: The UH-PS Production Launcher window displays.

Step 2 Select the Campus Location by clicking on the appropriate radio button in the PeopleSoft Production Launcher window. Select the appropriate PeopleSoft Database, Financial Reporting.

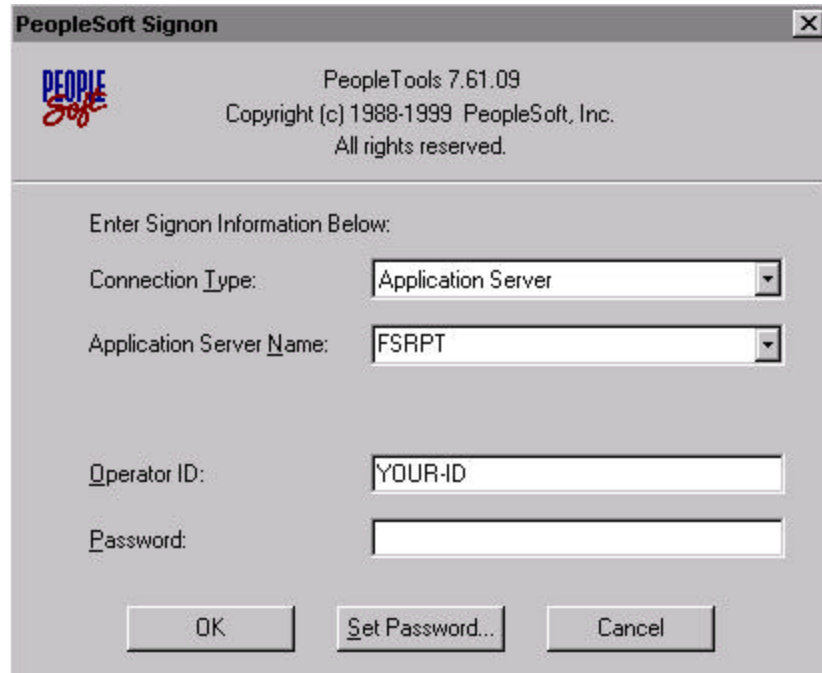


Click: OK

Expected Results: The window matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

Step 3

A PeopleSoft Signon box appears. Confirm the connection Type: Application Server and Database Name: FSRPT. Enter your Operator ID and Password.



Click OK.

Expected Results:

The Application Engine window opens. You have successfully logged into PeopleSoft.

Step 4

From the Application Engine window - Select: Go, Process Financial Information, Process Journals; Report, Balance Sheet and Rev/Exp, Add.

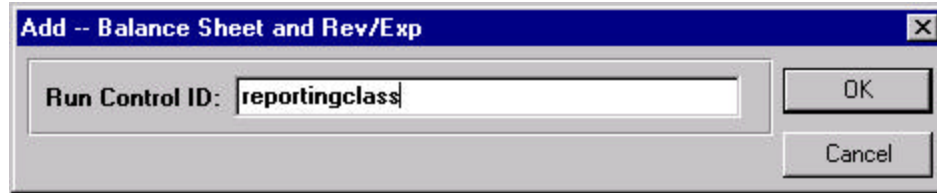


Expected Results:

The Run Control ID prompt box displays.

Step 5

Name your Run Control: Reportingclass
(Note that this is an example, and you may choose a name appropriate for your use.)



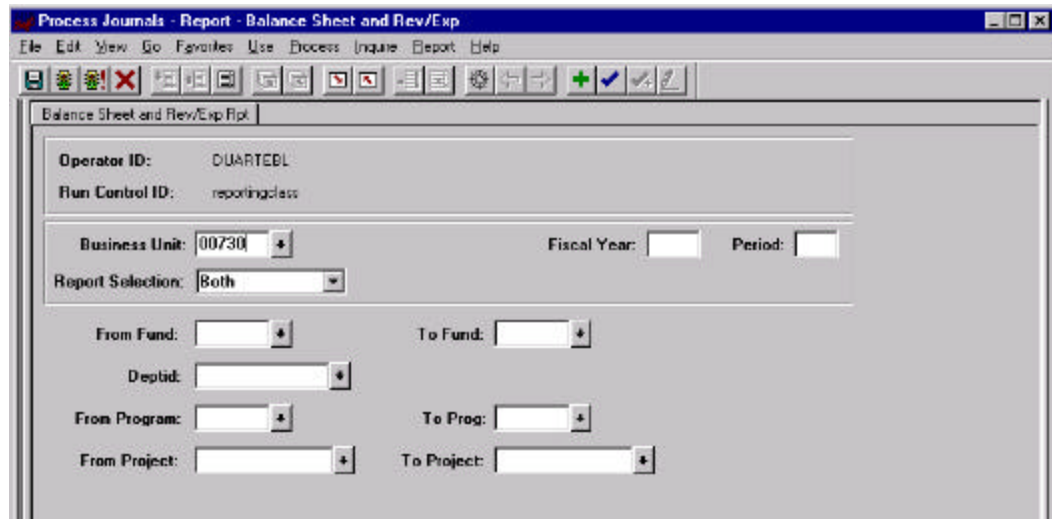
Click: OK

Expected Results:

The window matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

Step 6

The Balance Sheet and Rev/Exp Rpt panel displays. Tab over from the Business Unit that defaults in, to populate the Fiscal Year and Period. Next Click on the Report Selection field to choose the desired report format: Summary, Trans or Both.



Expected Results:

The Process Scheduler Request box appears.

Step 7

Enter the chartfield values for the desired Cost Center.

Process Journals - Report - Balance Sheet and Rev/Exp

File Edit View Go Favorites Use Process Inquire Report Help

Balance Sheet and Rev/Exp Rpt

Operator ID: DUARTEBL
Run Control ID: reportingclass

Business Unit: 00730 Fiscal Year: 2002 Period: 7
Report Selection: Both

From Fund: 2078 To Fund: 2078
Deptid: H0115
From Program: C0405 To Prog: C0405
From Project: NA To Project: NA

Click the Run icon  in the toolbar.

Step 8

Set the Run Location to Client and the Output Destination to Printer. Be sure to designate the printer location in the File/Printer field. Next select the reports by highlighting each of them in the lower portion of the window. Compare your Process Scheduler Request box with the one shown below:

Operator ID: DUARTEBL Run Control ID: reportingclass

Run Location: Client Server
 Server:

Output Destination: File Printer Window
 File/Printer:

Run Date/Time: Date:
 Time:

Run Recurrence:
 Name:

Description	Name	Process Type Descr
Budget Report	UGL01048	SQR Report
Revenue and Expense	UGL01050	SQR Report

Click: OK

Expected Results:

The reports will print on specified printer.

Step 9

Retrieve reports from printer.

Expected Results:

See Attachments 1-4 for sample reports