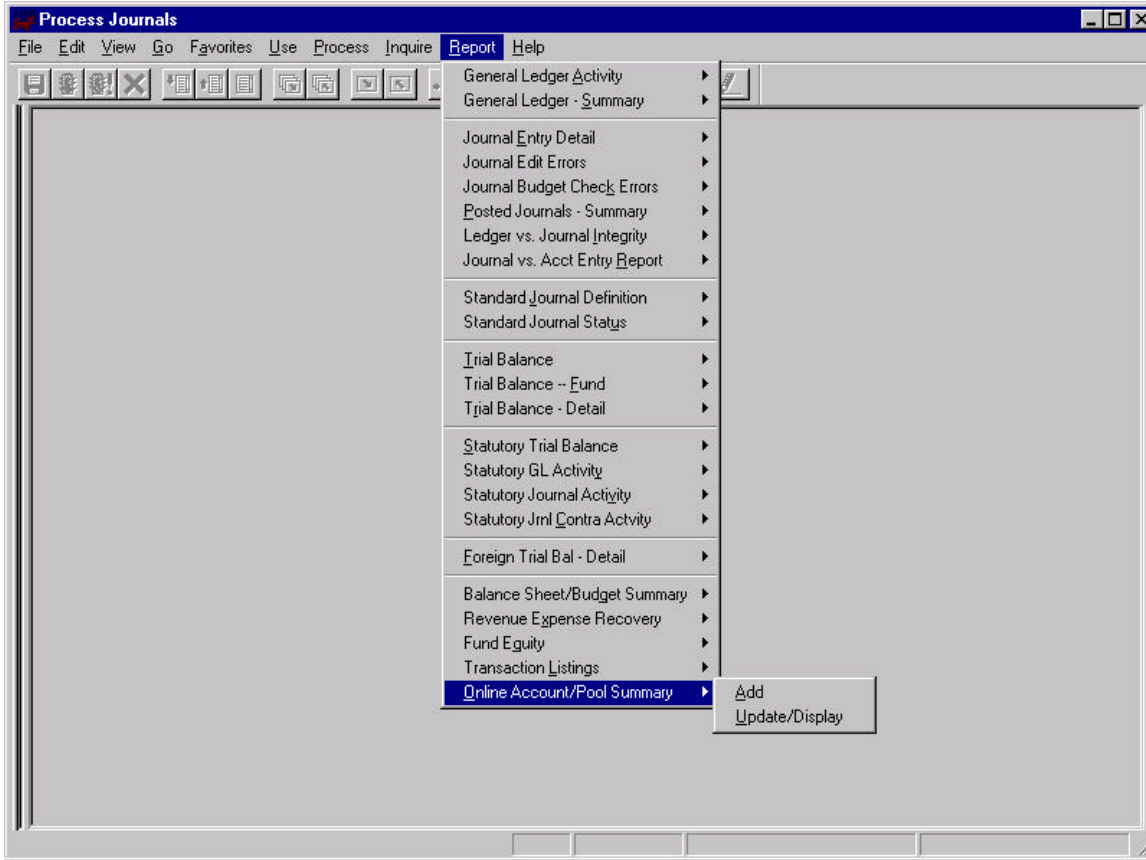


# Process Online Reports – Pool Summary

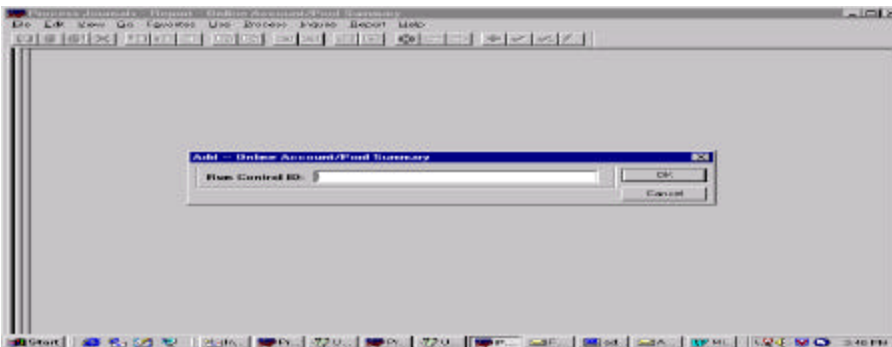
Navigation:

Go – Process Financial Information – Process Journal - Report

Select Online Account/Pool Summary. Add / Update Display. If you are running this reports for the first time, select Add.



Enter Run Control Name as “Report” (DON’T’S USE QUOTATION MARKS!) or use any name you are most comfortable with no space AND NO QUOTATION MARKS.



Enter Cost Center Information. Account use wild card (%) & Click Traffic Light.

Process Journals - Report - Online Account/Pool Summary

File Edit View Go Favorites Use Process Inquire Report Help

Online Account/Pool Summary

Operator ID: RAJANAJ  
Run Control ID: Online

Report Request Parameters

Business Unit: 00730 University of Houston  
Fund: 1026  
Department: H0001  
Program Code: F0306  
Project: NA  
Fiscal Year: 2001  
Period To: 4 Account: %

Online Account/Pool Summary Update/Display

Select Report:

UGL01044 Actual Transactions = FRS Screen 23 Non Budget Transactions.

UGL1044A Budget Transactions = FRS Screen 23 Budget Transactions.

UGL01035 Online Account Summary = FRS Screen 18

UGL01037 Online Pool Activity Summary = FRS Screen 36

UGL01036 Online Pool Summary = FRS Screen 35

UGL01045 Pool Summary = FRS Screen 19

Run Location = Client

Output Destination = Window

Select Report and Click OK

Once the report appears on your screen, you have option to Print.

Process Journals - Report - Online Account/Pool Summary

File Edit View Go Favorites Use Process Inquire Report Help

Online Account/Pool Summary

**Process Scheduler Request**

Operator ID: RAJANAJ Run Control ID: Online

Run Location:  Client  Server  
 Server: [Dropdown]

Output Destination:  File  Printer  Window  
 File/Printer: [Text Box]

Run Date/Time: Date: 09/26/2001 Time: 03:57:00 PM  
 [Reset to current Date/Time]

Run Recurrence: [Once] [Dropdown]  
 Name: [Text Box]  
 [New] [View] [Delete]

Description	Name	Process Type Descr
Actual Transactions	UGL01044	Crystal
Budget Transactions	UGL1044A	Crystal
Online Account Summary	UGL01035	Crystal
Online Pool Activity Summary	UGL01037	Crystal
Online Pool Summary	UGL01036	Crystal
Pool Summary	UGL01045	Crystal

Start [Icons] 3:57 PM