

## ACCESSING PUBLISHED REPORTS THROUGH A WEB BROWSER (Using Report.Web at University of Houston System)

The user will generate many reports from the PeopleSoft Financials systems at the time they are needed. Knowing that some standard reports would be beneficial to the user, the University of Houston System, as part of the FAST Financials Project, has implemented Report.Web, a tool for distribution or publication of standard reports through a web browser. The initial standard reports that will be published each month or accounting period and distributed through Report.Web are:

UGL01003 – Statement of Assets, Liabilities and Fund Equities by Cost Center

UGL01004 – Statement of Revenues and Expenses by Cost Center

UGL01047 – Detail Cost Center Transactions

Distribution of reports is organized in a series of hierarchical directories, each directory representing a department at one level with reports belonging to departments below that level included in its directory.

Campus business officers or college/division administrators authorize access to a directory. Each user must have an NT username, and know the domain in which that username is assigned. Local technical support staff should provide assistance in determining the username and domain.

<b>Navigation</b>
Launch web browser (Internet Explorer or Netscape) and enter URL: <a href="http://www.uh.edu/reports">www.uh.edu/reports</a>
<b>Enter:</b> Domain\Username <ul style="list-style-type: none"><li>• Domain is part of the network address used to identify the user. For example, within uh.edu, there are 170 domains including UH and UHSA.</li><li>• Use a backslash - \</li><li>• This is the NT username used to log into workstations, <u>not</u> the PeopleSoft Operator ID).</li></ul> Password <ul style="list-style-type: none"><li>• Enter the NT password used to log into the workstation.</li></ul> <b>Click Login</b>
Select the view desired: <b>Folder</b> – Directories containing reports are displayed. Individual directories may be opened by double clicking; select individual reports for viewing. <b>Report</b> - Reports are displayed by filename. Using the example of filename UGL01004_007302063H0066A08838NA_201 the filename identifies: Report (e.g., UGL01004) Cost center (e.g., 007302063H0066A08838NA) Accounting period (e.g., 201 denotes FY2002, period 1 or September) <b>Date</b> – Reports are listed by date published by Report.Web.

**CAUTION:** An error message that Reports.Web is inaccessible will be given to users if:

- ***The domain is incorrect.*** Check domain name. It may be necessary to change case to uppercase for domain only.
- ***A front slash is used to divide domain from username.*** Use a backslash ( \ ) to divide domain from username.
- ***Username is incorrect.*** The NT username as it is used to log into the workstation is to be used, not the PS operator ID. Contact FAST Office to correct username used for security.
- ***Password is incorrect.*** The password used to access the workstation is to be used, not the PS password.
- ***IF NO REPORTS HAVE BEEN PUBLISHED.*** This undocumented feature has been reported to the vendor. However, it should resolve itself as the initial reports are published.