

## **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:

- UGL01048 – Balance Sheet Summary
- UGL01049 – Balance Sheet Transactions
- UGL01050 – Revenue and Expense Summary
- UGL01051 – Revenue and Expense 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.

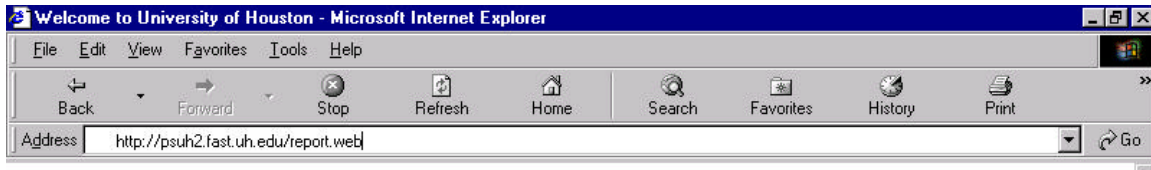
Campus business officers or college/division administrators authorize access to a directory. Each user must have an NT username, and know the domain in which that username is assigned. Local technical support staff should provide assistance in determining the username and domain.

***Briefly noted: To access Report.Web,***

- ***Submit approved access request to your campus security administrator.***
- ***Use your network username and password, not your PeopleSoft OperID.***

## STEP 1: NAVIGATE TO REPORT.WEB PANEL

- Launch web browser (Internet Explorer or Netscape)
- At address bar enter URL: <http://psuh2.fast.uh.edu/report.web> and press Enter



- Click on **Report.Web Insight**



- Click on the **Java** coffee cup

*Note: You may get a security warning. Check with your Network Administrator if you have problems logging in. Your computer system must have Java installed in order for the Report.Web Insight to run.*



## STEP 2: LOG IN

- A Login box will appear. Enter your NT **User Name** and the NT **Password** used to log into workstations and click **Continue**.

*Note: This is different from your PeopleSoft Operator ID and Password.*

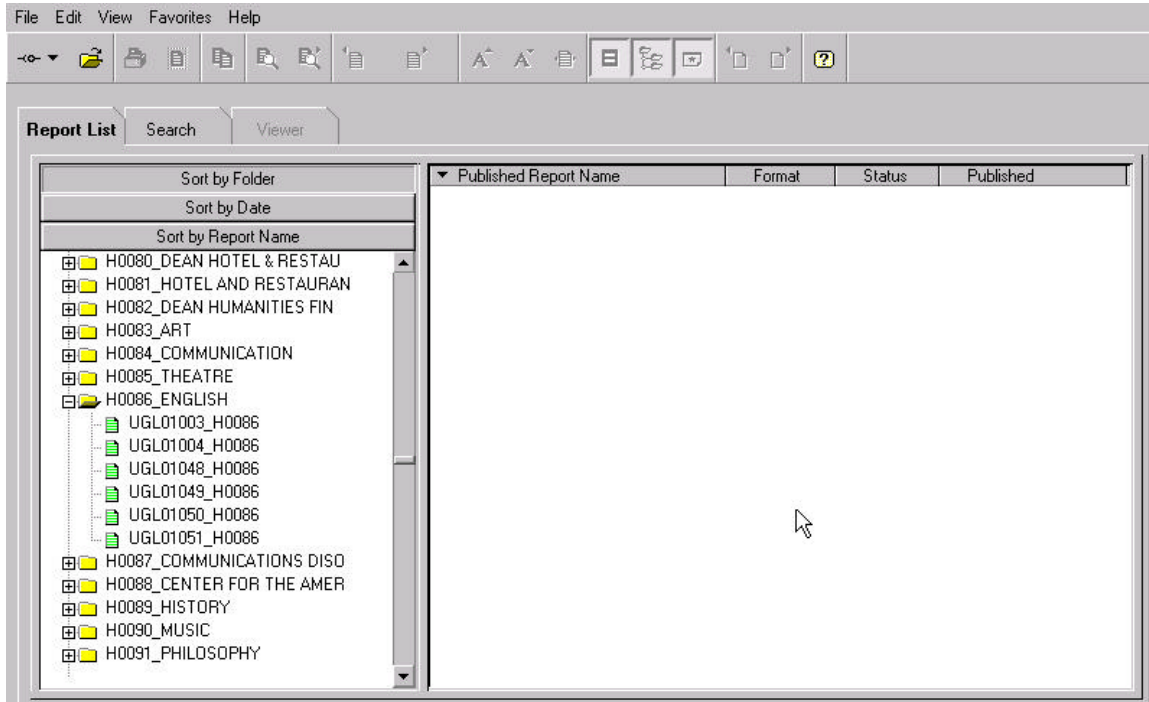
Login - psuh2.fast.uh.edu

User Name:  Continue

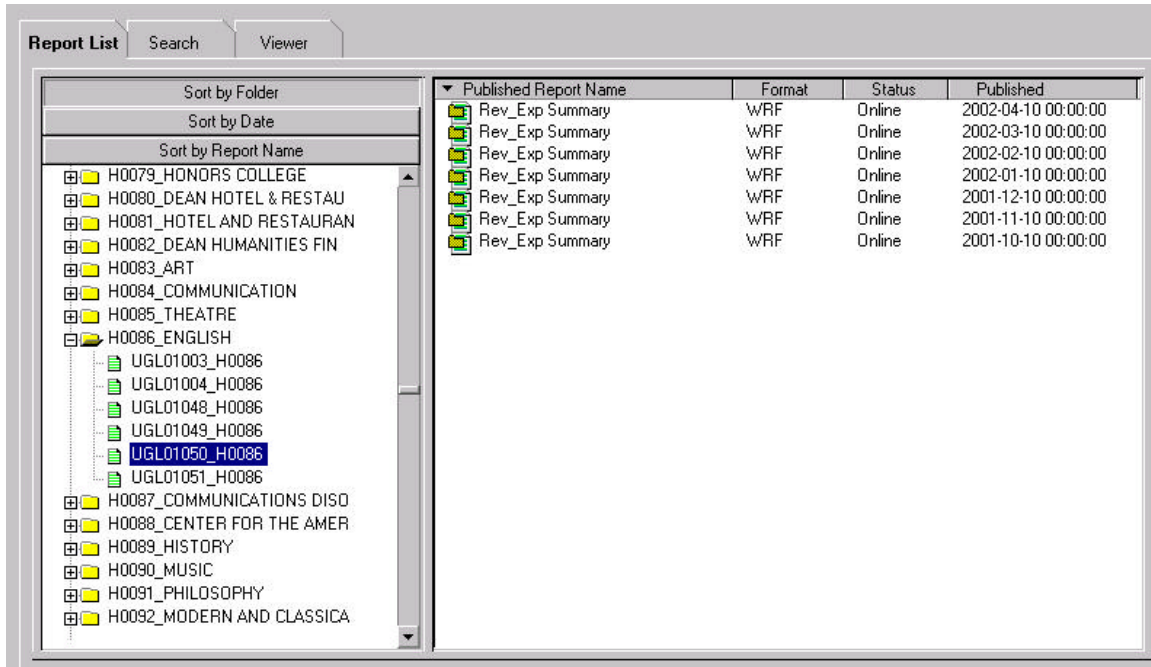
Password:  Cancel

### STEP 3: ACCESSING REPORTS

- Folders containing reports are displayed on the left panel. Double click the folder to view the available reports.



- Next, select the desired report type by double-clicking on it. On the right panel, reports are displayed by filename. Double-click filename to open.



- Reports are displayed in report writer format (WRF) and can be viewed on-line or printed. To print, select File on the menu bar, then Print.

