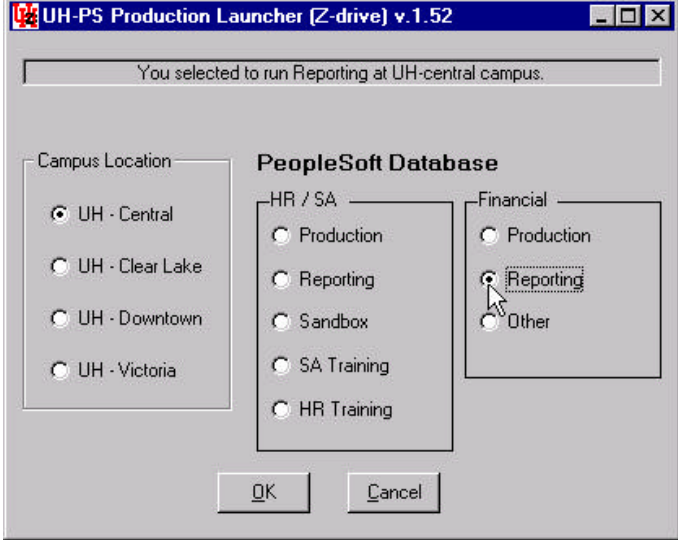
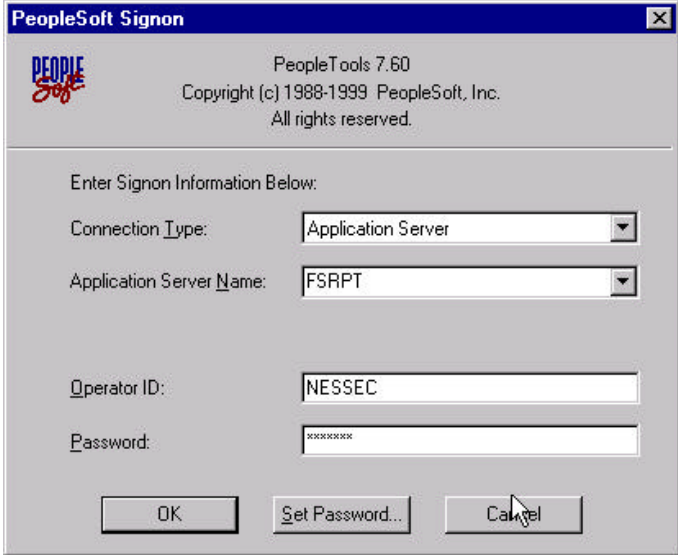
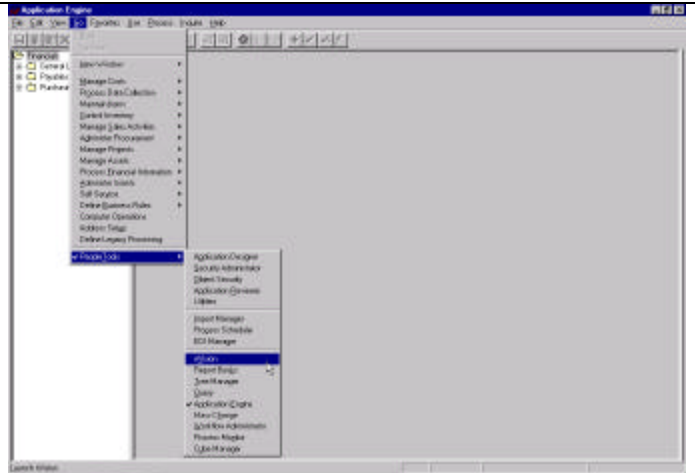


**GENERATING COST CENTER BALANCE SHEET AND REVENUE EXPENSE REPORTS  
(UGL01003 AND UGL01004)**

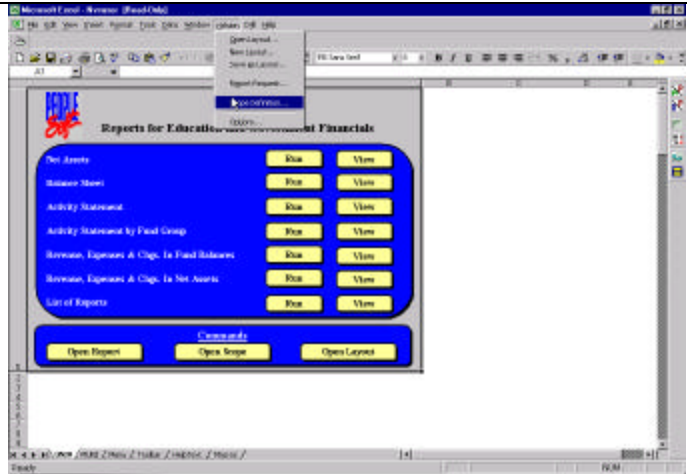
Navigation	Panel
Select the Financial Reporting database from the UH-PS Production Launcher	 The screenshot shows a dialog box titled "UH-PS Production Launcher (Z-drive) v.1.52". At the top, it says "You selected to run Reporting at UH-central campus." Below this, there are three sections of radio button options. The first section, "Campus Location", has four options: "UH - Central" (selected), "UH - Clear Lake", "UH - Downtown", and "UH - Victoria". The second section, "HR / SA", has five options: "Production", "Reporting" (selected), "Sandbox", "SA Training", and "HR Training". The third section, "Financial", has three options: "Production", "Reporting" (selected), and "Other". At the bottom are "OK" and "Cancel" buttons.
Sign on to the database using your Production Operator ID and Password.	 The screenshot shows a "PeopleSoft Signon" dialog box. It features the PeopleSoft logo and text: "PeopleTools 7.60", "Copyright (c) 1988-1999 PeopleSoft, Inc.", and "All rights reserved." Below this, it says "Enter Signon Information Below:". There are four input fields: "Connection Type" (dropdown menu with "Application Server" selected), "Application Server Name" (dropdown menu with "FSRPT" selected), "Operator ID" (text field with "NESSEC" entered), and "Password" (text field with "*****" entered). At the bottom are "OK", "Set Password...", and "Cancel" buttons.

Go – PeopleTools/nVision

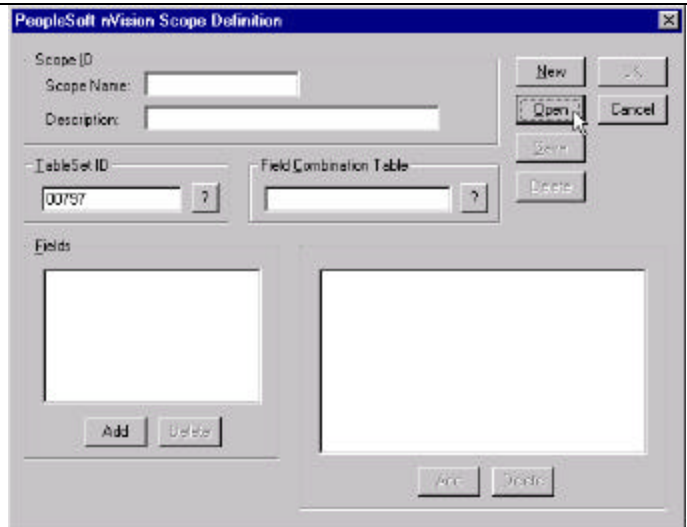
*Note: Excel 2000 must be installed on the client PC.*



NVision – Scope Definition



Click **Open**



Enter Scope Name: Cost\_Cntr  
Click **Get List**

PeopleSoft nVision Open Scope Definition

Qualifiers

TableSet ID:  ?

Scope Name:

OK

Cancel

Get List

TableSet ID:

Scope Name -- Description:

Select TableSet ID and Scope Name from displayed lists. Click **OK**.

PeopleSoft nVision Open Scope Definition

Qualifiers

TableSet ID:  ?

Scope Name:

OK

Cancel

Get List

TableSet ID:

Scope Name -- Description:

Individually select each of the chartfields shown in the Fields box. *DEPTID* is shown in this example. Then click the **Add** button in the selected values box on the right.

PeopleSoft nVision Scope Definition

Scope ID

Scope Name:

Description:

New

Open

Cancel

Save

Delete

TableSet ID:  ?

Field Combination Table:

Fields

DEPTID

FUND\_CODE

PROGRAM\_CODE

PROJECT\_ID

Add

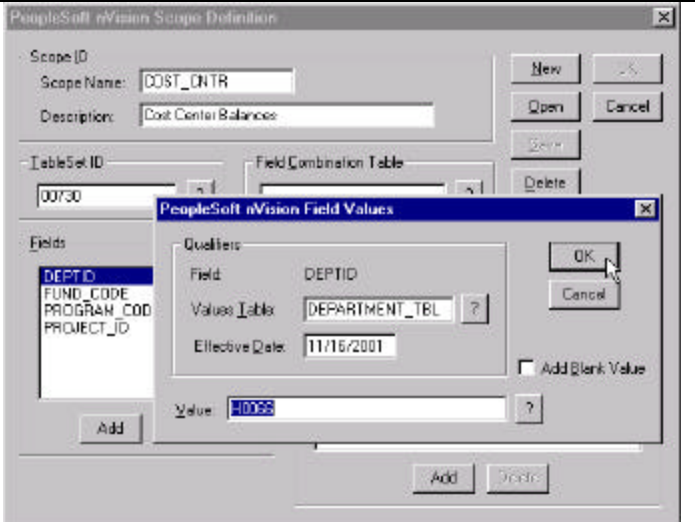
Delete

DEPARTMENT\_TBL Selected Values

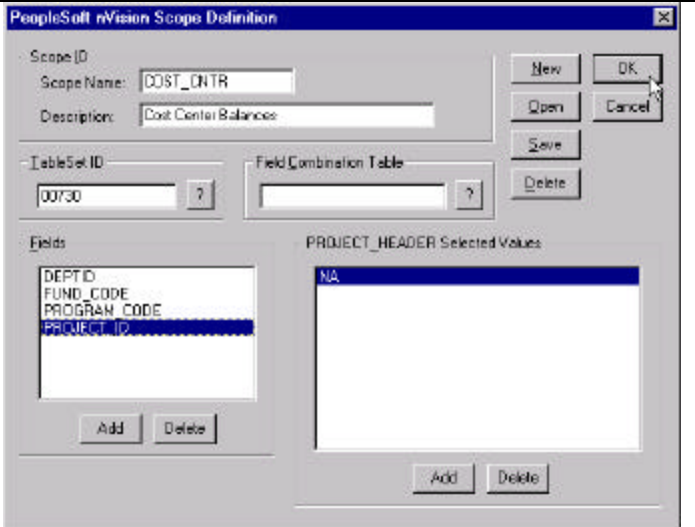
Add

Delete

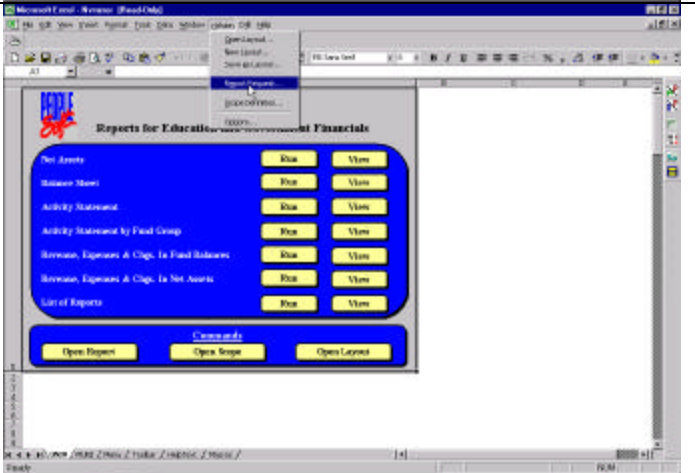
Enter the desired value in the **Value** field on the pop-up window. *DEPTID* value of *H0066* entered in this example. Then click **OK**.



Repeat the selection process for each chartfield value in the cost center. After all values have been selected and confirmed, click **OK**.



nVision – Report Request



Click **Open** on the Report Request.

The screenshot shows the 'PeopleSoft nVision Report Request' dialog box. It contains several sections: 'Request ID' with fields for 'Request Name' and 'Report Title'; 'Requesting Business Unit' and 'Layout' fields; 'Instance Controls' with fields for 'Scope', 'Directory Template', 'File Template' (containing '%RID%.xls'), and 'Language Template'; 'Options' with checkboxes for 'Enable nPlosion If Specified In Layout', 'Print Each Instance', 'Data From Requesting Business Unit Only', and 'Translate Summary Ledgers to Detail'; 'Main As Of Date' with radio buttons for 'From Business Unit Table' and 'Specify'; and 'As Of Date for Trees' with radio buttons for 'Use Main As Of Date' and 'Specify'. On the right side, there are buttons for 'OK', 'Cancel', 'Run', 'New', 'Open', 'Save', and 'Delete'. A mouse cursor is pointing at the 'Open' button.

Click **Get List** and select Business Unit and Report Request Description. Then click **OK**.

The screenshot shows the 'PeopleSoft nVision Open Report Request' dialog box. It contains a 'Qualifiers' section with fields for 'Business Unit' (containing '00730') and 'Report Name' (containing 'COST\_CNT'). Below this are two list boxes: 'Business Unit' containing '00730' and 'Report Request -- Description' containing 'COST\_CNT -- Cost Center Balances'. On the right side, there are buttons for 'OK', 'Cancel', and 'Get List'. A mouse cursor is pointing at the 'Get List' button.

Confirm Business Unit and Layout. Changes may be made by deleting (highlighting then delete) the value currently in the field and either enter or select the desired value from the pull-down.

Layouts:

UGL01003 - Asset, Liability and Fund Equity Balance

UGL01004 – Budget, Revenue and Expense Balance.

Select Main As Of Date by clicking the radio button and entering the period ending date.

*Example: 09/30/2001.*

Click **Run**.

Report output will be an Excel file.

- Use File/Save As to save the report using an appropriate location and name.
- Close the file completely and reopen to enable macros.
- File will scroll to hide zero balance rows and display results.

**DO NOT MAKE CHANGES TO THE LAYOUT FILE.**

**PeopleSoft nVision Report Request**

Request ID  
Request Name: COST\_CNT  
Report Title: Cost Center Balances

Requesting Business Unit: 00730 ?  
Layout: UGL01004 ?

Instance Controls  
Scope: COST\_CNTR ?  
Directory Template:  
File Template: %RID%.xls  
Language Template:

Options  
 Enable nPlosion If Specified In Layout  
 Print Each Instance  
 Data From Requesting Business Unit Only  
 Translate Summary Ledgers to Detail

Main As Of Date  
 From Business Unit Table  
 Specify: 09/30/2001

As Of Date for Trees  
 Use Main As Of Date  
 Specify:

Buttons: OK, Cancel, Run, New, Open, Save, Delete