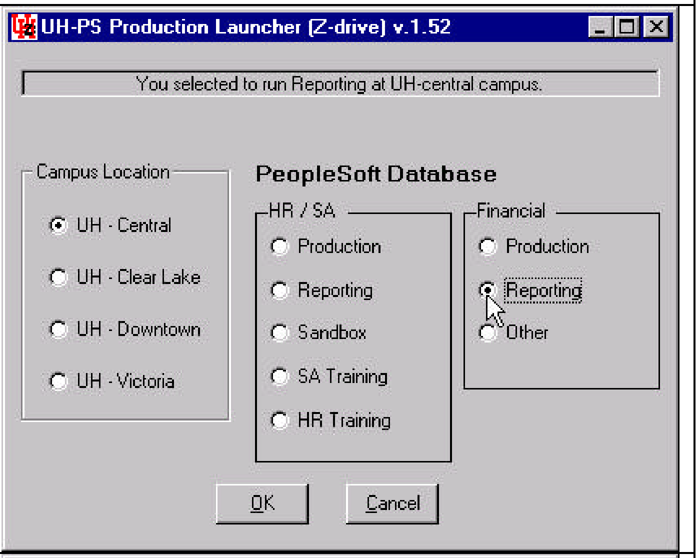
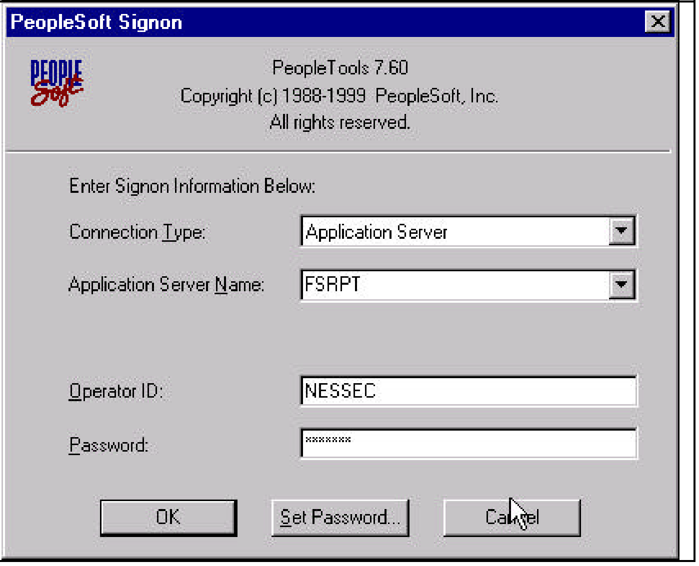
GENERATING COST CENTER BALANCE SHEET AND REVENUE EXPENSE REPORTS (UGL01003 AND UGL01004)

<table>
<tr><th>Navigation</th><th>Panel</th></tr>
<tr><td>Select the Financial Reporting database from the UH-PS Production Launcher</td><td>
</td></tr>
<tr><td>Sign on to the database using your Production Operator ID and Password.</td><td>
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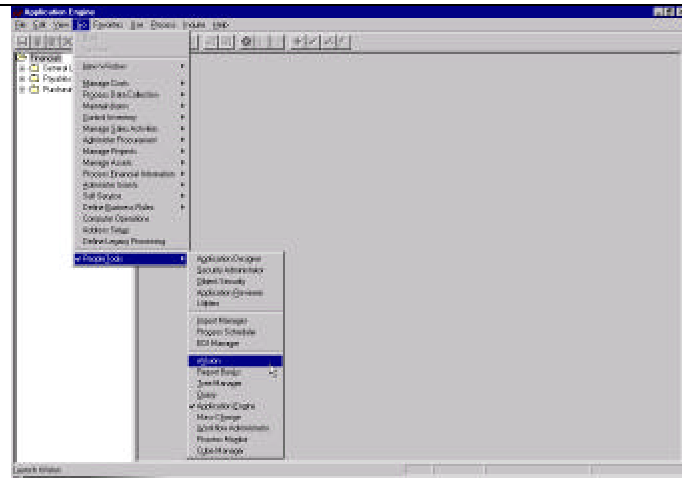
<tr>
<td>Go – PeopleTools/nVision

Note: Excel 2000 must be installed on the client PC.</td>
<td></td>
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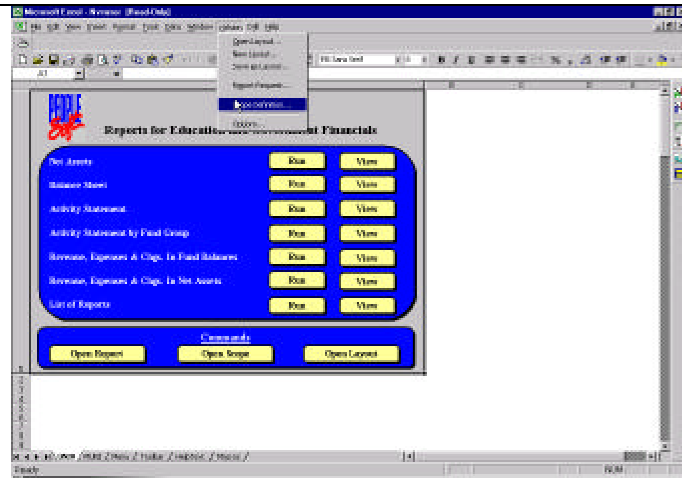
<tr>
<td>NVision – Scope Definition</td>
<td>
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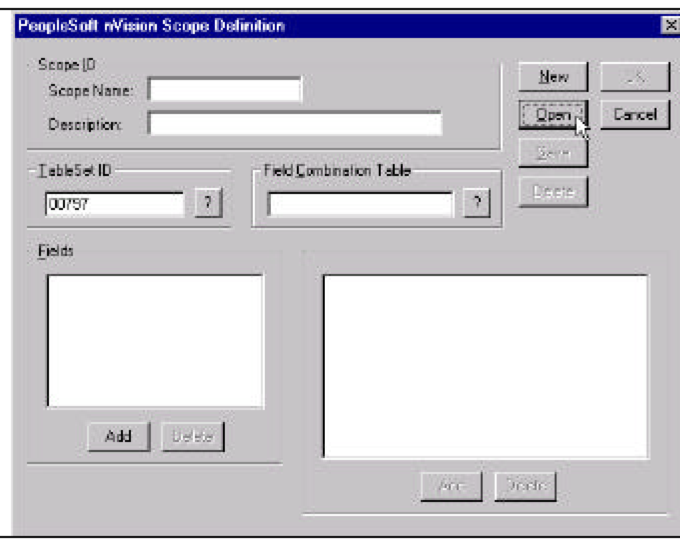
<tr>
<td>Click Open</td>
<td>
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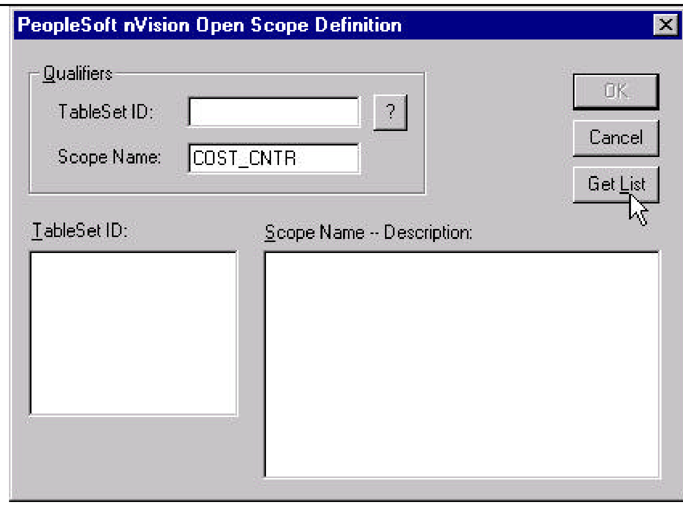
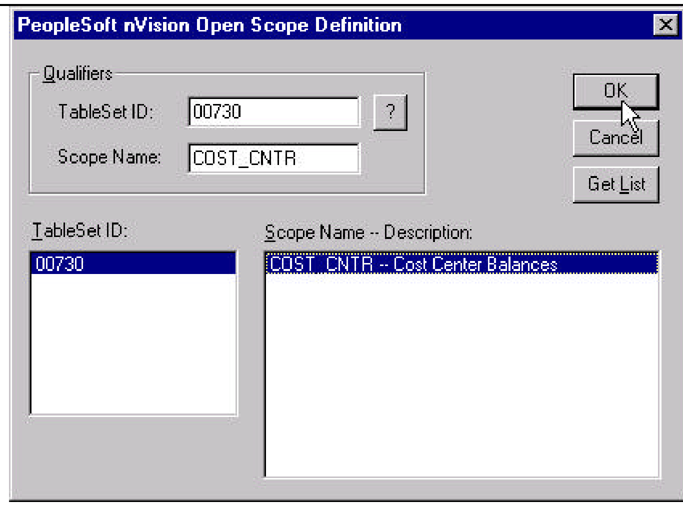
</table>

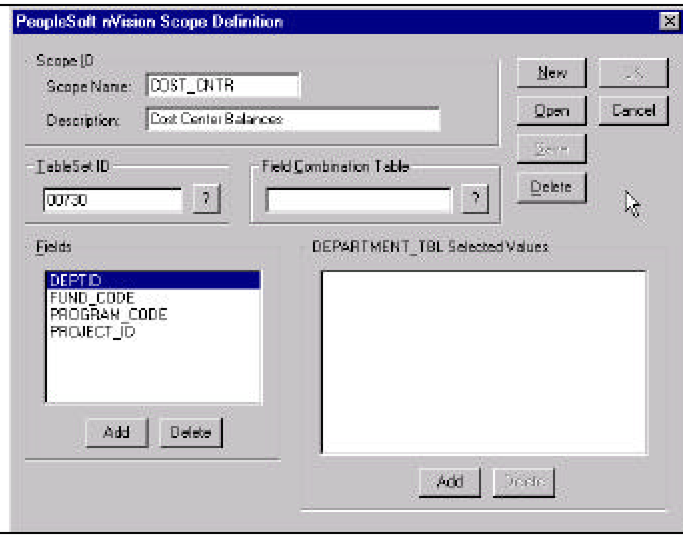
Enter Scope Name: Cost_Cntr
Click **Get List**

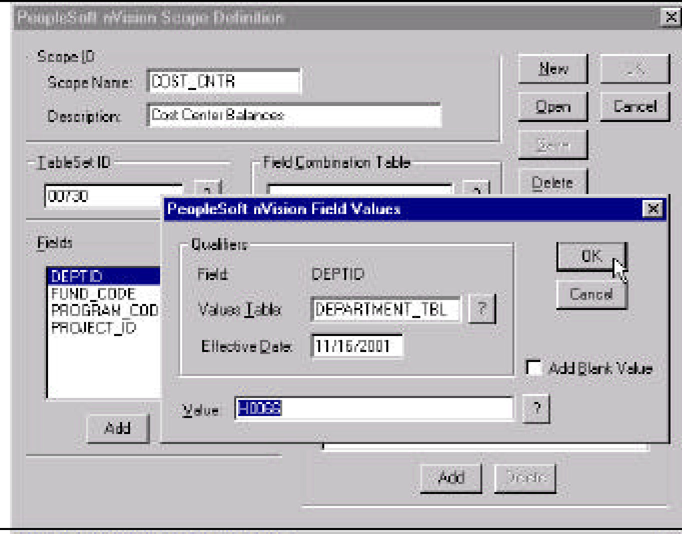
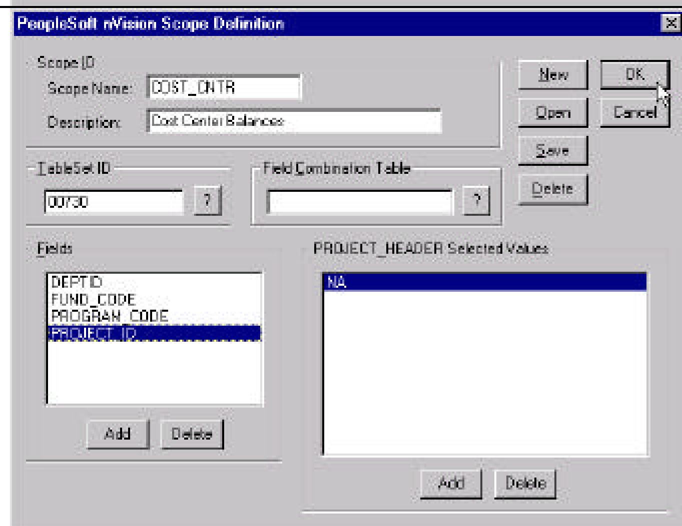


Select TableSet ID and Scope Name from displayed lists. Click **OK**.



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.



<table>
<tr>
<td>Enter the desired value in the Value field on the pop-up window. DEPTID value of H0066 entered in this example. Then click OK.</td>
<td>
</td>
</tr>
<tr>
<td>Repeat the selection process for each chartfield value in the cost center. After all values have been selected and confirmed, click OK.</td>
<td>
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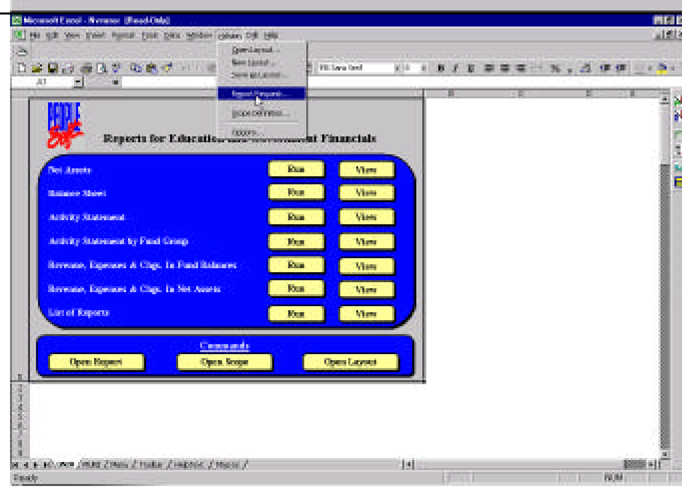
</tr>
<tr>
<td>nVision – Report Request</td>
<td></td>
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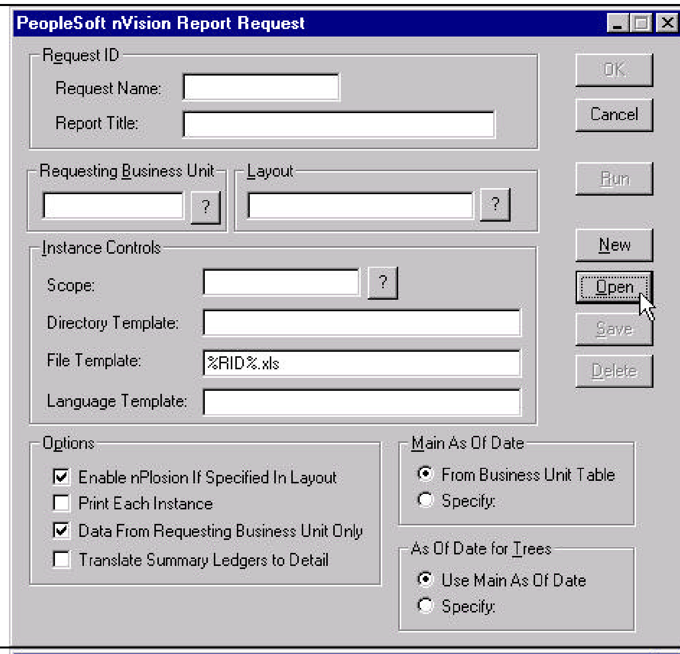
Click **Open** on the Report Request.

</td>
<td>



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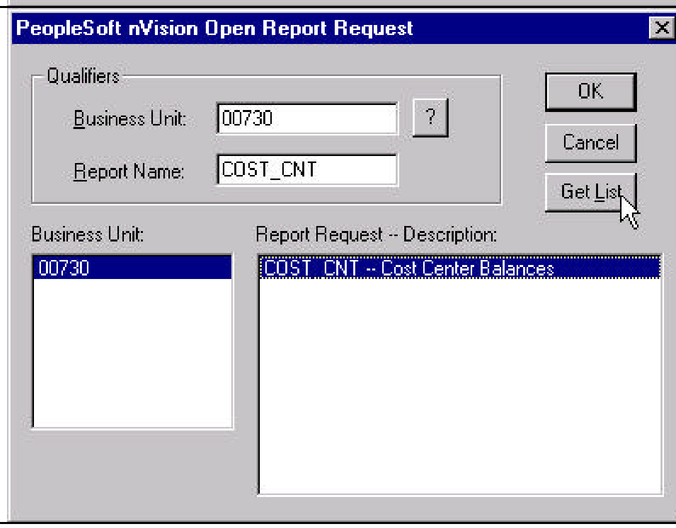
<tr>
<td>

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

</td>
<td>



</td>
</tr>
</table>

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 pulldown.

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.