

# 60-Day Suspense Report

Navigation: **UHS HRMS Payroll >Reports >60 Day Suspense Report**

PeopleSoft. Home Add to Favorites Sign out

60 Day Suspense Report  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search by: Run Control ID begins with  Enter Control ID

Case Sensitive

Search Advanced Search

Find an Existing Value Add a New Value

<b>Run Control ID</b>	Enter Run Control ID in field.*
<b>Search</b>	Click on <span style="border: 1px solid black; padding: 2px;">Search</span>

\*Note: Click on [Add a New Value](#) link or tab to create a Control ID if one does not exist.

PeopleSoft. Home Add to Favorites Sign out

60 Day Susp Rpt

Run Control ID: JC Report Manager Process Monitor Run

Language: English

Report Request Parameters

'As Of Date: 09/30/2006

'Business Unit: HR730 U of H Main

Coll Div ID: H0400 VCMP, Research & Int Prop Mgt

Department ID: H0247

Note: Coll/Div ID & Department ID are optional parameters.  
Coll/Div is only used by Houston & System Campuses.  
Suspense rpt is based upon 60 days before As Of Date.

Save Return to Search Notify Add Update/Display

<b>As of Date</b>	Enter a date (mm/dd/yyyy) or click on <input type="text" value="31"/> and select appropriate date.
<b>Business Unit</b>	Enter business unit or click on <input type="text" value="🔍"/> to get a list of valid values.
<b>Coll Div/ID</b>	Enter college/division id number or click on <input type="text" value="🔍"/> to get a list of valid values and select from list.
<b>Department ID</b>	Enter department identification number (optional/not required)
<b>Run</b>	Click <span style="border: 1px solid black; padding: 2px;">Run</span> to start the process

**Note:** *Coll/Div ID & Department are optional parameters.  
Coll/Div is only used by Houston & System Campuses.  
Suspense rpt is based upon 60 days before As Of Date.*

The screenshot shows the 'Process Scheduler Request' form in PeopleSoft. A callout box labeled 'Server Name is PSUNX' points to the 'Server Name' dropdown menu. Another callout box labeled 'Process Type determines Server Name' points to the 'Process Type' dropdown menu. A third callout box labeled 'Type is Web' points to the 'Type' dropdown menu. A fourth callout box labeled 'Format is PDF' points to the 'Format' dropdown menu. The form includes fields for 'User ID' (UHSPARTT), 'Run Control ID' (JC), 'Run Date' (11/28/2006), and 'Run Time' (9:00:34AM). A 'Process List' table is visible below the form.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	60 Day Suspense Rpt	UBUD023	SQR Report	Web	PDF	Distribution

<b>Server Name*</b>	Enter PSUNX in field or click on arrow and select from drop down menu.
<b>Type</b>	Enter Web or click on arrow and select from drop down menu.
<b>Format</b>	Enter PDF or click on arrow and select from drop down menu.
<b>OK</b>	Click OK button

**\*Note:** A Server Name must be selected when printing reports. The Process Type determines which server to use. There are two types, (1) Crystal Report, and (2) SQR Report. For SQR reports use PSUNX and Crystal reports use PSNT. Use the drop down arrow to select the appropriate type and format.

The screenshot shows the 'Process Monitor' link in the PeopleSoft interface. A callout box labeled 'Process Monitor link' points to the 'Process Monitor' link. Another callout box labeled 'Process Instance numbers' points to the 'Process Instance: 1072590' text. The 'Report Request Parameters' section is visible, showing fields for 'As Of Date', 'Business Unit', 'Coll/Div ID', and 'Department ID'. The 'Process Instance: 1072590' is highlighted in yellow.

<b>Process Instance Number</b>	This number identifies the 60-Day Suspense report requested.
<b>Process Monitor</b>	Click on Process Monitor link.

**View Process Request For**

User ID: UHSPARTT Type: SQR Report Last: 1 Days Refresh

Server: PSUNX Name: Instance: to

Run: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1072590		SQR Report	UBUD023	UHSPARTT	11/28/2006 9:00:34AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1072584		SQR Report	UPER065	UHSPARTT	11/28/2006 8:20:37AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1072543		SQR Report	UPAY078	UHSPARTT	11/27/2006 4:12:17PM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1072542		SQR Report	UPAY042	UHSPARTT	11/27/2006 4:12:17PM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1072537		SQR Report	UPAY078	UHSPARTT	11/27/2006 4:09:22PM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1072536		SQR Report	UPAY078	UHSPARTT	11/27/2006 4:02:33PM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1072494		SQR Report	UBUD023	UHSPARTT	11/27/2006 9:14:14AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1072493		SQR Report	UBUD023	UHSPARTT	11/27/2006 9:14:14AM PST	Success	Posted	<a href="#">Details</a>

Go back to 60 Day Suspense Report

Save Notify

<b>User ID</b>	Your user id should be in this field. User id should match PS login id.
<b>Server</b>	Enter PSUNX or click on arrow and select from drop down menu.
<b>Refresh</b>	Click on Refresh button to refresh/update screen. Click this button until Run Status shows Success.
<b>Instance</b>	Process Instance number identifies report that is being requested.
<b><a href="#">Details</a></b>	Click on Details link to view the report after Success appears in the Run Status column.

- Menu
- ▷ Curriculum Management
- ▷ Enterprise Components
- ▷ Enterprise Learning
- ▷ Manager Self Service
- ▷ Organizational Development
- ▷ Payroll for North America
- ▷ Records and Enrollment
- ▷ Self Service
- ▷ Student Admissions
- ▷ Student Financials
- ▷ Student Recruiting
- ▷ Tree Manager
- ▷ UH CB Reporting
- ▷ UHCL Custom
- ▷ UHS Custom
- ▷ UHS HRMS BENEFITS
- ▷ UHS HRMS BUDGET
- ▷ UHS HRMS HR
- ▷ UHS HRMS PAYROLL
- ▷ UHS HRMS PAYROLL
  - ▷ Reallocatn
  - ▷ Reports
    - Bi-Weekly College Work Study
    - EBC 41 Payroll Report
    - FY Suspense Report
    - Journal Detail Rpt
    - Labor Distribution (EBC-45)
    - Payroll Account Rpt
    - Payroll Reallocation Rpt
    - Payroll Suspense Rpt
    - Payroll Verification Reports
    - Project/Grant Report
    - 60 Day Suspense Report

Process Detail

Process	
<b>Instance:</b> 1072590	<b>Type:</b> SQR Report
<b>Name:</b> UBUD023	<b>Description:</b> 60 Day Suspense Rpt
<b>Run Status:</b> Success	<b>Distribution Status:</b> Posted

Run	Update Process
<b>Run Control ID:</b> JC	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSUNX	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
<b>Request Created On:</b> 11/28/2006 9:01:16AM PST	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 11/28/2006 9:00:34AM PST	<a href="#">Message Log</a>
<b>Began Process At:</b> 11/28/2006 9:01:30AM PST	Batch Timings
<b>Ended Process At:</b> 11/28/2006 9:03:00AM PST	<a href="#">View Log/Trace</a>

OK Cancel

View Log/Trace link

[View Log/Trace](#)

Click on link to get the 60-Day Suspense report.

View Log/Trace

Report	
<b>Report ID:</b> 31710	<b>Process Instance:</b> 1072590 <a href="#">Message Log</a>
<b>Name:</b> UBUD023	<b>Process Type:</b> SQR Report
<b>Run Status:</b> Success	

60 Day Suspense Rpt

Distribution Details

<b>Distribution Node:</b> PSUNX	<b>Expiration Date:</b> 12/28/2006
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File List

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,509	11/28/2006 9:03:00.000000AM PST
<a href="#">ubud023_1072590.PDF</a>	3,582	11/28/2006 9:03:00.000000AM PST
<a href="#">Trace File</a>	761	11/28/2006 9:03:00.000000AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	UHSPARTT

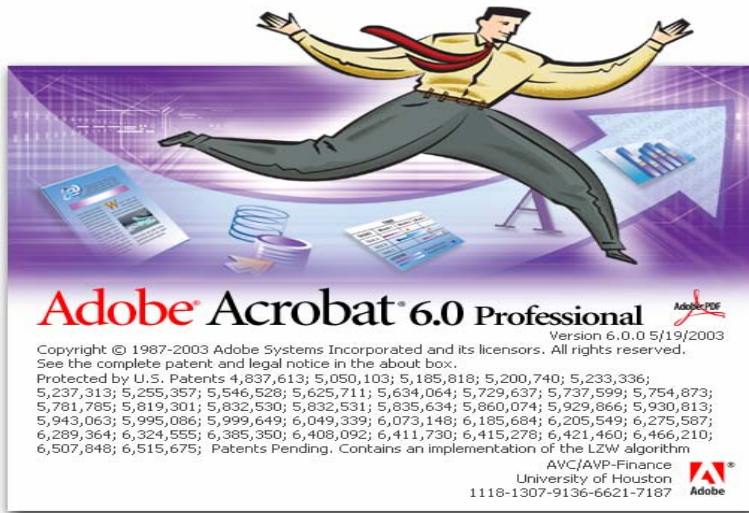
Filename link

Return

**ubud023 1072590.PDF**

This is the filename. Click on this link to view/print the 60-Day Suspense report. File can only be saved in PDF format

*Note: Notice that the Process Instance number is part of filename.*



## Adobe Acrobat Reader

The Adobe Acrobat page will appear as shown. The 60-Day Suspense report will appear immediately afterward.

*Note: Adobe Acrobat Reader must be on computer.*

Report ID: UBUD023

UNIVERSITY OF HOUSTON SYSTEM  
ITEMS IN SUSPENSE OVER 60 DAYS  
As Of Date: 30-SEP-2006

Business Unit: HR730 - U of H Main  
College/Division: H0400 VC/VP, RESEARCH & INT PROP M  
Department: H0247 Super Conduct & Adv Materials

Page No. 1  
Run Date 11/28/2006  
Run Time 09:01:30

Emplid	Name	Check #	Position #	Type	Amount	Suspense Since:
0126484	Fann, Peter	3064378	01001627	Taxes	93.00	30-AUG-2002
0126484	Fann, Peter	3064379	01001627	Taxes	94.28	30-AUG-2002
0126484	Fann, Peter	3064381	01001627	Taxes	79.56	30-AUG-2002
Totals for Dept ID H0247					266.84	

## 60 Day Suspense Report

As shown above the 60-Day Suspense report appears.

*Note: User can view, print and/or save this report. Report can only be saved in PDF format.*