

BOB Report

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Menu Search: []

BOB 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

Run Control ID: begins with [JC]

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Enter Control ID

Run Control ID	Enter Run Control ID in field.*
Search	Click on Search

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

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Uhs Runcctl Ubud022

Run Control ID: JC | Report Manager | Process Monitor | Run

BOB Report

As Of Date: 05/30/2004 [B1]

Business Unit: HR730 [] U of H Main

Report Choice: All | Division | College | Department

Sort Option: Department, Cost Center | Page Break after Cost Center

Fund Code	Department	Program Code	Project ID
1 5022	H0062	B0001	G086908





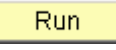
Save | Return to Search | Notify | Add | Update/Display

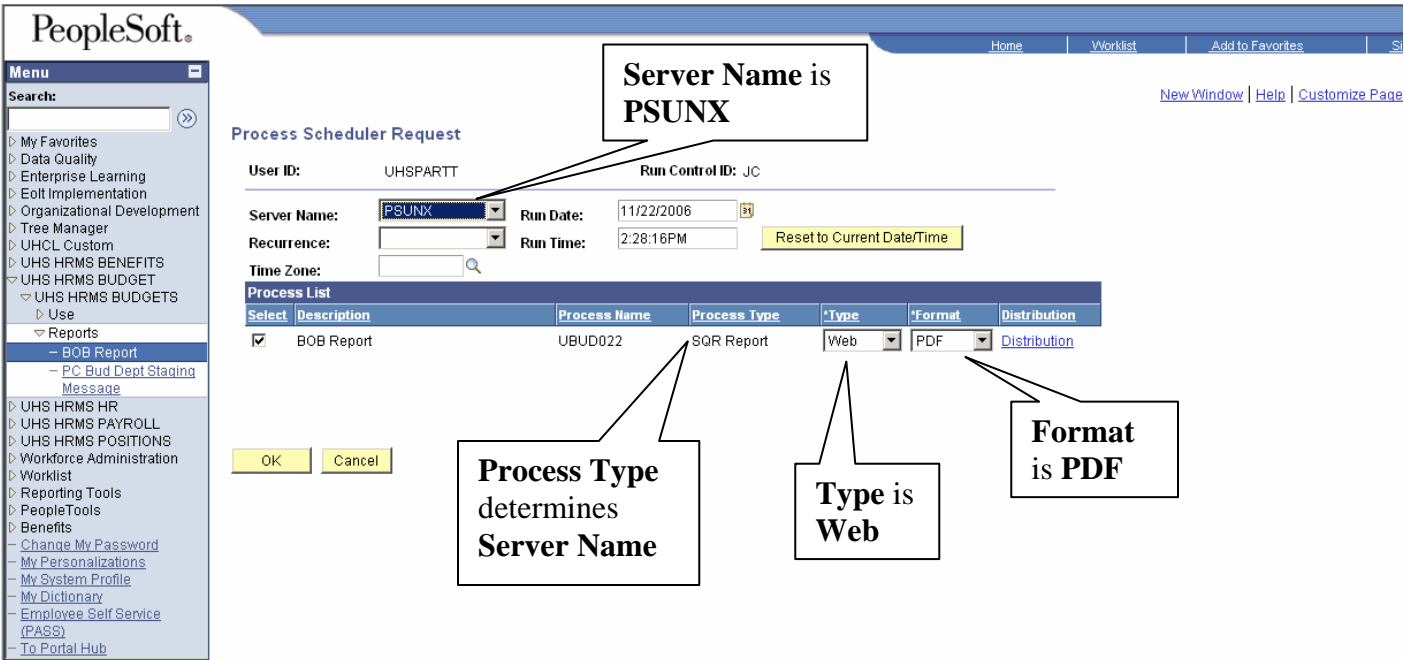
Enter Date

Inserts a page break between cost centers

As of Date	Enter a date (mm/dd/yyyy) or click on and select appropriate date.
Business Unit	Enter business unit or click on to get a list of valid values.
Report Choice	Select one option by clicking on radio button

HINT: Report Choice – The BOB Report can be run by Division, College, and Department. Therefore, if the report needs to be processed for an entire College, inserting a row for each department is no longer necessary. Report Choice can now be chosen (i.e. College) and a field value entered such as H0411 Natural Sciences and Mathematics. Click on to insert row to add information. Click on to delete row.

Sort Option	Click on  and select option for drop down menu. Options include: 
Fund Code	Enter fund code
Department	Enter department
Program Code	Enter program code
Project ID	Enter project identification number
	Plus sign adds a row.
	Minu sign deletes a row
Run	Click  to start the process



The screenshot shows the 'Process Scheduler Request' form in PeopleSoft. The 'Server Name' field is set to 'PSUNX', the 'Process Type' is 'SQR Report', and the 'Format' is 'PDF'. Callouts point to these fields with the following text:

- Server Name is PSUNX** (pointing to the Server Name dropdown)
- Process Type determines Server Name** (pointing to the Process Type dropdown)
- Type is Web** (pointing to the Type dropdown)
- Format is PDF** (pointing to the Format dropdown)

Other visible fields include User ID: UHSPARTT, Run Control ID: JC, Run Date: 11/22/2006, Run Time: 2:28:16PM, and a Process List table with one entry: BOB Report (UBUD022).

Server Name*	Enter PSUNX in field or click on arrow and select from drop down menu.
Type	Enter Web or click on arrow and select from drop down menu.
Format	Enter PDF or click on arrow and select from drop down menu.
OK	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.*

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New Window | Help | Customize Page |

Uhs Runctl Ubud022

Run Control ID: JC Report Manager Process Monitor Run

Process Instance:1074856

Bob Report

As Of Date: 05/30/2004

Business Unit: HR730 U of H Main

Report Choice: All Division College Department

Sort Option: Department, Cost Center Page Break after Cost Center

Fund Code	Department	Program Code	Project ID
1 5022	H0062	B0001	G086908

Save Return to Search Notify Add Update/Display

Process Instance number

Process Instance number	This number identifies BOB report.
Process Monitor	Click on Process Monitor link.

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Process List Server List

View Process Request For

User ID: UHSPARTT Type: Last: 1 Days Refresh

Server: PSUNX Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1074856		SQR Report	UBUD022	UHSPARTT	11/22/2006 2:28:16PM PST	Success	Posted	Details
<input type="checkbox"/>	1074855		SQR Report	UBUD022	UHSPARTT	11/22/2006 2:19:22PM PST	Success	Posted	Details

Save Notify Process List | Server List

Refresh button

Details link

Run Status should be Success

Process Instance number

User ID	Your user id should be in this field. User id should match PS login id.
Server	Enter PSUNX in field or click on arrow and select from drop down menu.
Refresh	Click on Refresh button to refresh/update screen. Click this button until Run Status shows Success.
<u>Details</u>	Click on Details link to view the report after Success appears in the Run Status column.

Menu

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- ▷ Worklist
- ▷ Reporting Tools
- ▷ PeopleTools
- ▷ Benefits
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
 - Employee Self Service (PASS)
 - To Portal Hub

Process Detail

Process	
Instance: 1074856	Type: SQR Report
Name: UBUD022	Description: BOB Report
Run Status: Success	Distribution Status: Posted

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

Date/Time	Actions
Request Created On: 11/22/2006 2:29:03PM PST	Parameters Transfer
Run Anytime After: 11/22/2006 2:28:16PM PST	Message Log
Began Process At: 11/22/2006 2:29:21PM PST	Batch Timings
Ended Process At: 11/22/2006 2:29:35PM PST	View Log/Trace

View Log/Trace link

OK Cancel

[View Log/Trace](#)

Click on link to get the Leave Accrual report.

View Log/Trace

Report

Report ID: 5795	Process Instance: 1074856	Message Log
Name: UBUD022	Process Type: SQR Report	
Run Status: Success		

BOB Report

Distribution Details

Distribution Node: PSUNX	Expiration Date: 11/29/2006
---------------------------------	------------------------------------

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,509	11/22/2006 2:29:35.000000PM PST
ubud022_1074856.PDF	11,603	11/22/2006 2:29:35.000000PM PST
Trace File	2,417	11/22/2006 2:29:35.000000PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	UHSPARTT

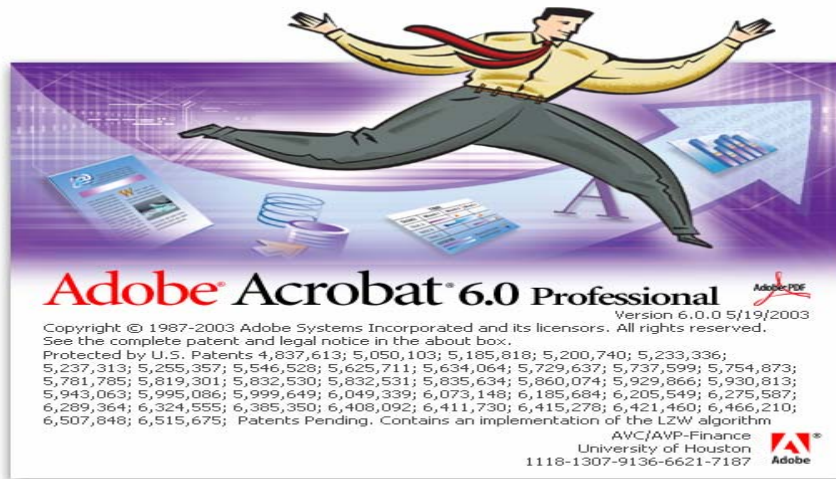
Filename link

Return

ubud022_1074856.PDF

This is the filename. Click on this link to view/print the BOB 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 BOB report will appear immediately afterward.

Note: Adobe Acrobat Reader must be on computer.

Report ID: UBUD022
 Business Unit: 00730 - University of Houston

University Of Houston System
 POSITION BUDGET STATUS REPORT BY DEPARTMENT
 Balances as of 05/31/2004

Page No. 1
 Run Date 11/22/2006
 Run Time 14:29:30

Fund Code	Department	Prgm Code	Project Id	Base Budget	Current Budget	Current Month Actual	FYTD Actual	Encumbrance Amount	BBA	Base FTE	Final FTE
5022	H0062	B0001	G086908								
CMCD/PROJECT GRAD LOS ANGELES											
00000000			Blank Position	0.00	0.00					0.00	0.00
Total Position: 00000000				0.00	0.00	0.00	0.00	0.00		0.00	0.00
00106435			Coord, CMCD	0.00	0.00					0.00	0.00
0127583			Allison, Jennifer J								
50104			P/A= 1.00 FTE			Start: 01/01/2004	End: 08/31/2004	Pay Rate: 3,825.42	FTE: 1.00	OFFICER CD: N	
						0.00		750.07	0.00		
Total Position: 00106435				0.00	0.00	0.00	750.07	0.00	-750.07	0.00	0.00
00109156			Coord, CMCD	0.00	0.00					0.00	0.00
0102282			Settles, Paula Sharon								
50104			P/A= 1.00 FTE			Start: 01/01/2004	End: 08/31/2004	Pay Rate: 3,104.75	FTE: 1.00	OFFICER CD: N	
						0.00		3,043.76	0.00		
Total Position: 00109156				0.00	0.00	0.00	3,043.76	0.00	-3,043.76	0.00	0.00
00109655			COORD, CMCD	0.00	0.00					0.00	0.00
0127590			Thomas, Jefferys P								
50104			P/A= 1.00 FTE			Start: 01/01/2004	End: 08/31/2004	Pay Rate: 3,926.67	FTE: 1.00	OFFICER CD: N	
						392.66		1,963.34	386.23		
Total Position: 00109655				0.00	0.00	392.66	1,963.34	386.23	-2,349.57	0.00	0.00
01001340			Office Asst 2	0.00	0.00					0.00	0.00
0131777			Moeller, Joan M								
50104			P/A= 1.00 FTE			Start: 09/01/2003	End: 08/31/2004	Pay Rate: 12.00	FTE: 1.00	OFFICER CD: N	
						0.00		0.00	0.00		

BOB Report

As shown above the BOB Report appears.

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