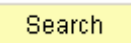


# Benefit By Account Report

## Project/Grant



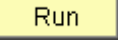
Navigation: **UHS HRMS Payroll > Reports > Project/Grant Report**

The screenshot shows the PeopleSoft interface for the 'Project/Grant Report'. The search criteria are set to 'Run Control ID begins with JC'. A callout box points to the search field with the text 'Enter Control ID'. The 'Search' button is highlighted in yellow.

<b>Run Control ID</b>	Enter Run Control ID in field.*
<b>Search</b>	Click on 

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

The screenshot shows the 'Project/Grant Rpt' run interface. The 'Run Control ID' is 'JC'. The 'From Date' is 06/01/2006 and the 'Thru Date' is 06/30/2006. The 'Business Unit' is 'HR730'. The 'Run' button is highlighted in yellow.

<b>From Date</b>	Enter start date (mm/dd/yyyy) or click on  and select appropriate date.
<b>Thru Date</b>	Enter end date (mm/dd/yyyy) or click on  and select appropriate date.
<b>Business Unit*</b>	Enter business unit. (optional)
<b>Project/Grant*</b>	Enter project/grant (optional)
<b>Run</b>	Click  to start the process

\*Note: Business Unit & Project ID are optional parameters.

**Server Name is PSUNX**

**Process Type determines Server Name**

**Type is Web**

**Format is PDF**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PROJECT/GRANT BENEFIT REPORT	UPAY037	SQR Report	Web	PDF	Distribution

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

**Process Monitor**

**Process Instance number**

<b>Process Instance Number</b>	This number identifies Project/Grant Benefit report.
<b>Process Monitor</b>	Click on Process Monitor link.

The screenshot shows the PeopleSoft Process List interface. At the top, there's a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below that, a 'Menu' sidebar is visible on the left. The main area is titled 'Process List' and 'Server List'. A 'View Process Request For' form is displayed with fields for 'User ID' (UHSPARTT), 'Type' (SQR Report), 'Last' (1 Days), and a 'Refresh' button. Below the form is a table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. A single row is shown with Instance 1072669, Process Type SQR Report, Process Name UPAY037, User UHSPARTT, Run Date/Time 11/29/2006 3:59:44PM PST, Run Status Success, and Distribution Status Posted. A 'Details' link is visible at the end of the row. Callout boxes point to the 'Refresh' button, the '1072669' instance number, the 'Success' run status, and the 'Details' link.

<b>User ID</b>	Your user id should be in this field. User id should match PS login id.
<b>Server</b>	Enter PSUNX in field or click on  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><u>Details</u></b>	Click on Details link to view the report after Success appears in the Run Status column.

The screenshot shows the PeopleSoft Process Detail interface. It displays information for a specific process instance: Instance 1072669, Type SQR Report, Name UPAY037, Description PROJECT/GRANT BENEFIT REPORT, Run Status Success, and Distribution Status Posted. The interface is divided into sections: 'Process', 'Run', 'Update Process', and 'Date/Time'. The 'Run' section shows Run Control ID: JC, Location: Server, Server: PSUNX, and Recurrence. The 'Update Process' section has radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request. The 'Date/Time' section shows Request Created On, Run Anytime After, Began Process At, and Ended Process At. A 'View Log/Trace' link is present in the 'Actions' section. A callout box points to this link.

<b><u>View Log/Trace</u></b>	Click on link to get the Project/Grant Benefit report.
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## View Log/Trace

### Report

**Report ID:** 31787      **Process Instance:** 1072669      [Message Log](#)  
**Name:** UPAY037      **Process Type:** SQR Report  
**Run Status:** Success

PROJECT/GRANT BENEFIT REPORT

### Distribution Details

**Distribution Node:** PSUNX      **Expiration Date:** 12/29/2006

### File List

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,509	11/29/2006 4:05:29.000000PM PST
<a href="#">upay037_1072669.PDF</a>	2,775,046	11/29/2006 4:05:29.000000PM PST
<a href="#">Trace File</a>	441	11/29/2006 4:05:29.000000PM PST

### Distribute To

#### Distribution ID Type

User

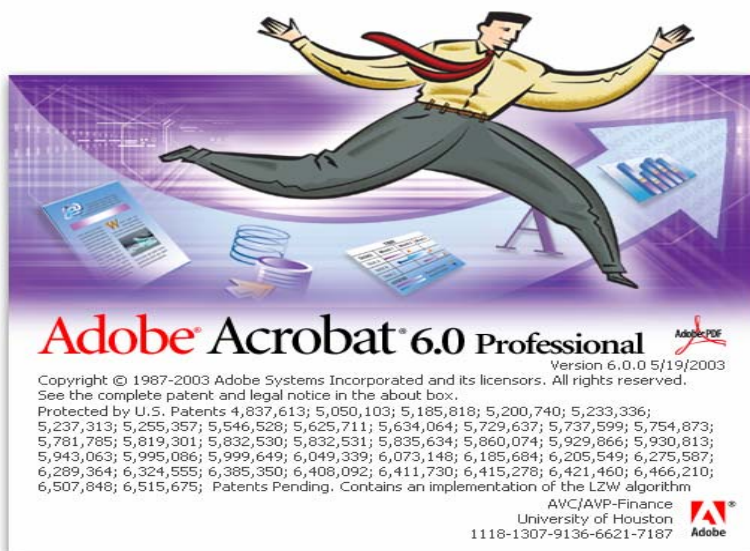
Filename link

[Return](#)

**upay037\_1072669.PDF**

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

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

Save a Copy Print Email Search Review & Comment Sign

Select Text 115%

University Of Houston System  
 PROJECT/GRANT BENEFIT REPORT  
 Process Dates: 06/01/2006 thru 06/30/2006

Report ID: UPAY037  
 Business Unit: HR730 - U of H Main  
 Project/Grant: F000005

Page No. 1  
 Run Date 11/29/2006  
 Run Time 16:00:38

Employee Name	Emplid	Gross MTD FYTD	51108 Emplr Paid Medicare	51109 Emplr Paid FICA	51110 ORP 6.00	51113 ORP 1.31	51112 ORP 1.19	51111 TRS	51104 Ins Prem	51103 UCI	51102 WCI	Total Benefit
Anetor,Ehidiamen	0158728	0.00 -47.25	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 -0.05	0.00 -0.43	0.00 -0.48
Clark,Stephanie	0164317	0.00 -44.10	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 -0.04	0.00 -0.40	0.00 -0.44
Pearson,Dwayne	0167069	0.00 -17.32	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 -0.02	0.00 -0.16	0.00 -0.18
Vu,Quynh Tu	0149003	0.00 -168.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 -0.17	0.00 -1.51	0.00 -1.68
Totals for Project/Grant F000005		0.00 -276.67	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 -0.28	0.00 -2.50	0.00 -2.78

11 x 8.5 in 1 of 758

**Project/Grant Benefit Report**

As shown above the Project/Grant Benefit Report appears.

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