


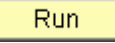
# Fiscal Year (FY) Suspense Report

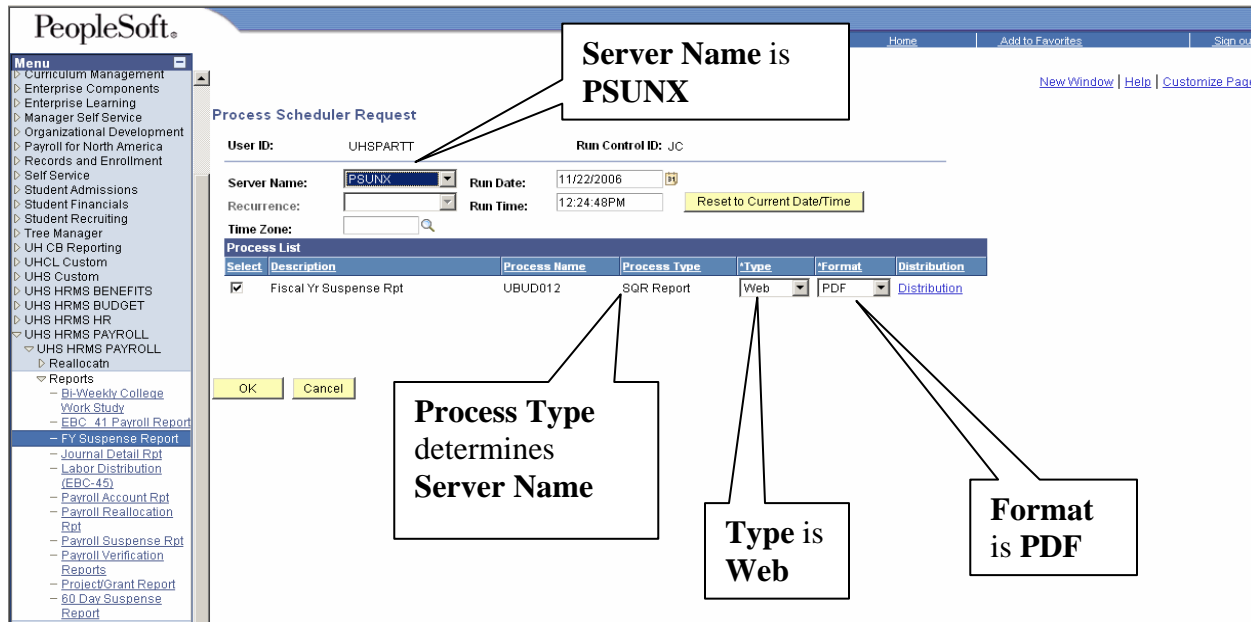
Navigation: **UHS HRMS Payroll >Reports > FY Suspense Report**

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

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

<b>As of Date</b>	Enter date (mm/dd/yyyy) or click on  and select appropriate date. <b>HINT: The "As of Date" can be changed and will run through the specified date. The default is today's date. It will only pick up payrolls with a Pay End Date through today. If you choose a date to enter, be aware of the payroll calendar for payroll processing dates to determine what will be included as of the date.</b>
<b>Business Unit</b>	Enter business unit or click on  to get a list of valid values. <b>HINT: Use the HR business unit here. If you use the 00 business unit, you will pull data by the GL business unit.</b>

<b>Department</b>	Enter department or click on  to get a list of valid values. <b>HINT: The Department parameter is optional, however, the Business Unit must be entered in order to pull the department information.</b>
<b>Run</b>	Click  to start the process



The screenshot shows the PeopleSoft Process Scheduler Request interface. A callout box points to the 'Server Name' dropdown menu, which is set to 'PSUNX'. Another callout box points to the '\*Type' dropdown menu, which is set to 'Web'. A third callout box points to the '\*Format' dropdown menu, which is set to 'PDF'. A fourth callout box points to the 'Process Name' field, which is 'UBUD012', with the text 'Process Type determines Server Name'. The 'Process List' table shows the selected process: 'Fiscal Yr Suspense Rpt' with Process Name 'UBUD012', Process Type 'SQR Report', \*Type 'Web', and \*Format 'PDF'. The 'OK' and 'Cancel' buttons are visible at the bottom left.

<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.

PeopleSoft. Home Add to Favorites Sign out

Menu

Uhs Runctl Ubud012

Run Control ID: JC Report Manager Process Monitor Run

Language: English Process Instance: 1072283

Report Request Parameters

As Of Date: 09/30/2006

Business Unit: HR730 U of H Main

Department: H0098 Dean, Law

Save Return to Search Notify Add Update/Display

Process Instance number

**Process Instance Number** This number identifies FY Suspense report.

**Process Monitor** Click on Process Monitor link.

PeopleSoft. Home Add to Favorites Sign out

Menu

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"/>	1072283		SQR Report	UBUD012	UHSPARTT	11/22/2006 12:24:48PM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	107227		SQR Report	UBUD013	UHSPARTT	11/22/2006 10:51:02AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>					RTT	11/22/2006 9:11:52AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>					RTT	11/22/2006 8:58:54	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>					RTT	11/22/2006	Success	Posted	<a href="#">Details</a>

Refresh button

Process Instance number

Run Status should be Success

Details link

**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.

**Details** 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

Process Detail

Process	
Instance: 1072283	Type: SQR Report
Name: UBUD012	Description: Fiscal Yr Suspense Rpt
Run Status: Success	Distribution Status: Posted
Run	Update Process
Run Control ID: JC	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSUNX	
Recurrence:	
Date/Time	Actions
Request Created On: 11/22/2006 12:25:44PM PST	<a href="#">Parameters</a> Transfer
Run Anytime After: 11/22/2006 12:24:48PM PST	<a href="#">Message Log</a>
Began Process At: 11/22/2006 12:26:03PM PST	Batch Timings
Ended Process At: 11/22/2006 12:26:47PM PST	<a href="#">View Log/Trace</a>

View Log/Trace link

OK Cancel

[View Log/Trace](#)

Click on link to get the FY Suspense report.

View Log/Trace

Report	
Report ID: 31425	Process Instance: 1072283 <a href="#">Message Log</a>
Name: UBUD012	Process Type: SQR Report
Run Status: Success	

Distribution Details	
Distribution Node: PSUNX	Expiration Date: 12/22/2006

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,509	11/22/2006 12:26:47.000000PM PST
<a href="#">ubud012_1072283.PDF</a>	14,356	11/22/2006 12:26:47.000000PM PST
<a href="#">Trace File</a>	339	11/22/2006 12:26:47.000000PM PST

Distribute To	
Distribution ID Type	*Distribution ID
User	UHSPARTT

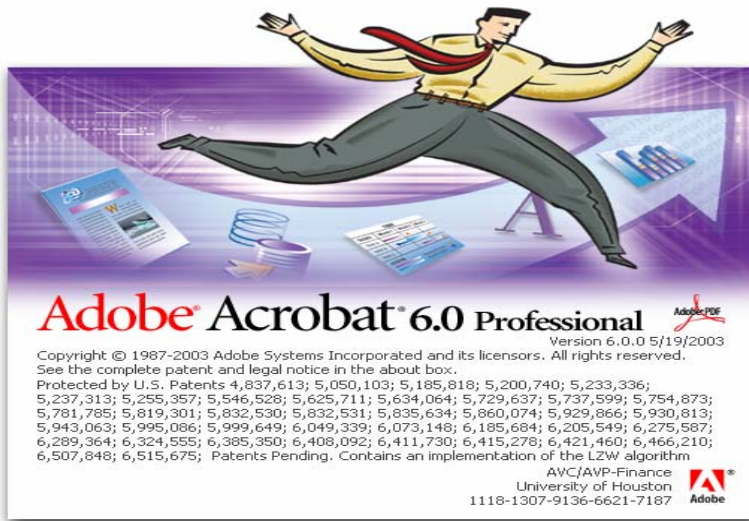
Return

Filename link

**ubud012 1072283.PDF**

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

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

Report ID: UBUD012  
 Company: UH UH System Consolidated  
 Pay Period End: 09/05/2006  
 Pay Group: HBW Houston Bi-Weekly

University Of Houston System  
 FISCAL YEAR SUSPENSE REPORT  
 HR Business Unit: HR730  
 On/Off Cycle  
 Processing From: 09/01/2006 Thru 09/30/2006

Page No. 1  
 Run Date 11/23/2006  
 Run Time 12:26:03

Employee ID	Employee Name	Check/Advice Number	Position Number	Earn Code	Earnings Amount	Deduction Code	Deduction Class	Deduction Amount	Tax Class	Tax Amount	Account Code	
0091354	Bhaskaran, Shivakumar	6718476	01002727	020	767.76						00730-33318-50190	
				050	150.00							00730-32015-50106
				01002727								
Totals for Employee Bhaskaran, Shivakumar					917.76			0.00		70.22		
0151594	Parker, Amanda	6718496	00102858	020	163.13						*00730-32332-16100	
Totals for Employee Parker, Amanda					163.13			0.00		0.00		
0190178	Price, Tomnica	3284076	01003243	020	28.88						00730-30984-50200	
				020	9.62							00730-36101-50200
				01003243								
Totals for Employee Price, Tomnica					38.50			0.00		2.95		
0148893	Rebollar, Debora	6718497	00102858	020	195.00						*00730-32332-16100	
Totals for Employee Rebollar, Debora					195.00			0.00		0.00		
0190194	Rodriguez, Ivette	3284077	01003243	020	34.13						00730-30984-50200	
				020	11.37							00730-36101-50200
				01003243								
Totals for Employee Rodriguez, Ivette					45.50			0.00		3.48		

### FY Suspense Report

As shown above the FY Suspense Report appears.

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