

## How to run common Financial Reports: 1063 Report, 16B Report, 1033A Report and 1074 Report

### **1063 Report – Budget Account Summary**

[Pathway in PS to run report: Main menu > Custom Reports > GL > Budget Summary (1063)]

1. Input the Business Unit and To FY/Period
  - Business Unit: 00759
  - To FY/Per: Current FY, and period
  - Run report using the Tree range or department for time period needed
2. Check the following boxes:
  - Limit Results to Current Budget Reference
  - Budget Account Summary for Revenue and Expenses
  - Only Print Active Cost Centers
3. Fund:
  - For Quarterly review - Select Group and select Fund 1, Fund 2, Fund 3, Fund 4, and Fund 7
  - Can also run by a certain fund if needed
4. Deptid:
  - For Quarterly review – run by “tree range” and use divisional tree node
  - Can also run by any department if needed by selecting the “some” option
5. Prog and Project:
  - For Quarterly review – select all
  - Can also run by any program or project if needed
6. Select All for Prog and Project
7. Under Additional Options for Sort and Group Options
  - First Sort – Department; Second Sort – Fund Code; Third Sort – Program Code; and Fourth Sort – Project ID. Fifth and Sixth Sort should be Project ID.
  - Check boxes: Sub Total By and Page Break
8. Click Run
9. Make sure the box is selected next to BBA Summary
10. Select Ok
11. Click on Process Monitor to see when the report is ready
12. Report is ready when the Run Status and Distribution Status state “Success” and “Posted” respectively.
13. Click on Details
14. Click on View Log/Trace
15. Select CSV or PDF option

### **16B Report – Fund Equity Report by Dept Tree Node and Fund Group**

[Pathway in PS: Main menu > Custom Reports > GL > Fund Eqty by Deptree (016A-D)]

1. Input the following:
  - Business Unit: 00759
  - Fiscal Year: Current Fiscal Year
  - Period To: Period need
  - Dept Tree Node: Run report at divisional level or department level
  - From Fund Code: 1001
  - To Fund Code: 7999

2. Click Run
3. Select box for UGLSO16B under process name and pick the format type
4. Click Ok
5. Click on Process Monitor to see when the report is ready
6. Report is ready when the Run Status and Distribution Status state “Success” and “Posted” respectively.
7. Click on Details
8. Click on View Log/Trace
9. Select CSV or PDF option

## **1033A Report – Unbudgeted Fund Equity with Expense and Revenue Budgets**

(Pathway in PS: Main menu > Custom Reports > GL > Unbudgeted FE with Exp/Rev Bud)

1. Input the following:
  - Business Unit: 00759
  - Fiscal Year: Current Fiscal Year
  - Accounting Period: Ending period needed for the report
  - Department: Run report at divisional level or department level
2. Click Run
3. Make sure the box is checked for Unbudgeted FE With Exp/Rev Budgets
4. Select type of format wanted (csv, pdf, xml ...)
5. Click Ok
6. Click on Process Monitor to see when the report is ready
7. Report is ready when the Run Status and Distribution Status state “Success” and “Posted” respectively.
8. Click on Details
9. Click on View Log/Trace
10. Select CSV, PDF, XML or whatever format you chose
11. Save as needed

## **1074 Report – Dept Verification Rpt (1074)**

[Pathway in PS: Main menu > Custom Reports > GL > Dept Verification Rpt (1074)]

1. Input the Business Unit, From FY/Period and To FY/Period
  - Business Unit: 00759
  - From FY/Period: Current FY and first period needed (or older FY’s for historical financial data)
    - ✓ To reconcile monthly – use period that just closed
    - ✓ For historical data – best to do a fiscal year at a time and not cross fiscal years
  - To FY/Period: Current FY and last period needed (or older FY’s for historical financial data)
    - ✓ To reconcile monthly – use period that just close
    - ✓ For historical data – best to do a fiscal year at a time and not cross fiscal years
2. Check the following boxes if they are needed:
  - Summary by Budget Node Only
  - Summary by Budget Node and Account
  - Transactions
    - ✓ Asset/Liab/Fund Equity
    - ✓ Rev/Exp
    - ✓ Budget Jrnl
  - Open Commitments
  - Soft Commitments
  - Balance Sheet

- Verification Worksheet with Separate box checked
  - Only Print Active Cost Centers
    - ✓ Can choose to select “Print All Cost Centers” to pull historical data on inactive cost centers as well as active cost centers
3. Input the Cost Center information
- Speed Type – input the speed type and tab out, verify this is the cost center you need
  - Input the other details if you do not know the speed type
    - ✓ Fund: Can run by some and enter in one fund or do a range of funds
    - ✓ DeptID: Select some to run by one department or a range of departments
    - ✓ Prog: Select some to run by one program or select All to run all programs in a certain department
    - ✓ Project: Select some and enter “NA” for non-project cost centers
  - Add lines to enter more cost center and enter Speed Type or cost center information
4. Click Run
5. Make sure the box is checked for Department Verification Report
6. Click Ok
7. Click on Process Monitor to see when the report is ready
8. Report is ready when the Run Status and Distribution Status state “Success” and “Posted” respectively.
9. Click on Details
10. Click on View Log/Trace
11. Select and save pdf file
12. Select and save XML\_Verification Worksheet.xls file

See example screens shots of all reports on the following pages.

## 1063 Screen shots

[Favorites](#) ▾ | [Main Menu](#) ▾ | > [Custom Reports](#) ▾ | > [GL](#) ▾ | > [Budget Summary \(1063\)](#)

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### UHSFINANCE

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[Report Parameters](#) | [Additional Options](#)

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Run Control ID: 1063 
[Report Manager](#) | [Process Monitor](#) | [Run](#)

Process Instance: 13132350

\*Business:  🔍

Unit: \_\_\_\_\_

To FY/Period:

	Budget Summary	Budget Account Summary	Actual Account Summary
Revenue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expense	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Print multiple requests on same page

Limit Results to Current Budget Ref

Print All Cost Centers

Only Print Active Cost Centers

Only Print Inactive Cost Centers

**Scroll Area** Find | View All | First ◀ 1 of 1 ▶ Last

Request No:  \*Fund:  ▾

Fund 1 |  Fund 3 |  Fund 5 |  Fund 7 |  Fund 9  
 Fund 2 |  Fund 4 |  Fund 6

\*Deptid:  ▾ | Node:  🔍

SpeedType:  🔍 | \*Prog:  ▾

\*Project:  ▾

Save |  Return to Search |  Previous in List |  Next in List |  Add |  Update/Display

[Report Parameters](#) | [Additional Options](#)

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Run Control ID: 1063 
[Report Manager](#) | [Process Monitor](#) | [Run](#)

**Sort and Group Options**

First Sort:  ▾ | 
 Second Sort:  ▾ | 
 Third Sort:  ▾ | 
 Fourth Sort:  ▾ | 
 Fifth Sort:  ▾ | 
 Sixth Sort:  ▾

Sub Total By |  Sub Total By

Page Break

## 16B Screen shots

[Favorites](#) > [Main Menu](#) > [Custom Reports](#) > [GL](#) > [Fund Eqty by Deptree \(016A-D\)](#)

### UHS FINANCE

Fund Equity (016A-D)

Run Control ID: 016B [Report Manager](#) [Process Monitor](#) [Run](#)

**Report Request Parameters**

Business Unit:   Univ. of Houston - Clear Lake

Fiscal Year:

Period To:

Dept Tree Node:   COLLEGE OF BUS

From Fund Code:   To Fund Code:  

### Process Scheduler Request

User ID 0008638 Run Control ID 016B

Server Name   Run Date

Recurrence   Run Time

Time Zone  

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Fund Equity by Dept Node SQR	UGLS016A	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	Fund Equity by Dept/Fund SQR	UGLS016B	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	<a href="#">Distribution</a>
<input type="checkbox"/>	Fund Eqty by Fund Grp/CC SQR	UGLS016C	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	<a href="#">Distribution</a>
<input type="checkbox"/>	Fund Eqty Summary by Fund SQR	UGLS016D	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	<a href="#">Distribution</a>

## 1033A Screen shots

[Favorites](#) ▾ | [Main Menu](#) ▾ | > [Custom Reports](#) ▾ | > [GL](#) ▾ | > [Unbudgeted FE with Exp/Rev Bud](#)

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### UHSFINANCE

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**Unbudgeted Fund Equity (1033)**

Run Control ID: 1033      [Report Manager](#)      [Process Monitor](#)      [Run](#)

Business Unit:  🔍      Fiscal Year:       Accounting Period:

Department:  ▾      Tree Node:  🔍

[Save](#)   [Return to Search](#)   [Notify](#)      [Add](#)   [Update/Display](#)

### Process Scheduler Request

User ID 0008638      Run Control ID 016E

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Server Name  ▾      Run Date  📅  
 Recurrence  ▾      Run Time       [Reset to Current Date/Time](#)  
 Time Zone  🔍

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Unbudgeted FE With Exp/Rev Bud	UGLS033A	SQR Report	Web ▾	PDF ▾	Distribution

## 1074 Screen shots

[Favorites](#) > [Main Menu](#) > [Custom Reports](#) > [GL](#) > Dept Verification Rpt (1074)

### UHS FINANCE

Report Parameters

Run Control ID: 1074 Report Manager Process Monitor **Run**

Cost Center Manager  
 Fund 1  Fund 3  Fund 5  Fund 7  
 Fund 2  Fund 4  Fund 6  Fund 9

\*Business Unit:    
 From    
 FY/Period:  
 To FY/Period:

Summary by Budget Node Only  
 Summary by Budget Node and Account  
 Transactions  Asset/Liab/Fund Equity  
 Rev/Exp  Budget Jrnl

Print All Cost Centers  
 Only Print Active Cost Centers  
 Only Print Inactive Cost Centers

Open Commitments  
 Soft Commitments  
 Balance Sheet

Verification Worksheet  
 Combine  Separate

Scroll Area Find First 1 of 1 Last

Request No:  \*Fund:  From:  To:

\*Deptid:  From:  To:

SpeedType:  \*Prog:  From:  To:

\*Project:  From:  To:

### Process Scheduler Request

User ID 0008638 Run Control ID 1074

Server Name   Run Date

Recurrence  Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Department Verification Report	UGLS1074	SQR Report	Web	PDF	Distribution