# **BOB Report**

# **Step 1**: Login to People soft

# University of Houston System









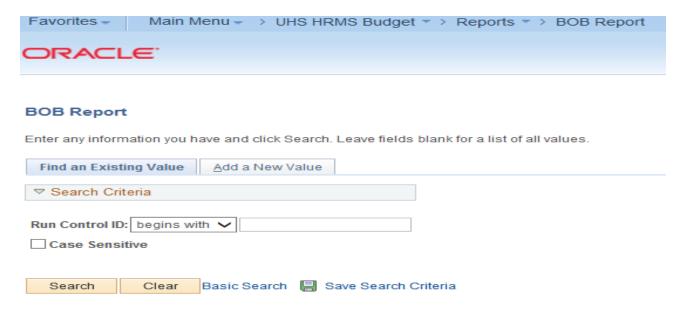


Once logged in enter into PeopleSoft Human Resources Module

## **UNIVERSITY OF HOUSTON SYSTEM**

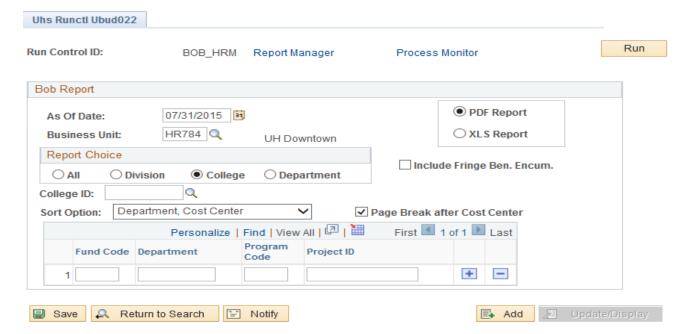


## Navigate to BOB report: Main Menu->UHS HRMS Budget->Reports-> Bob Report



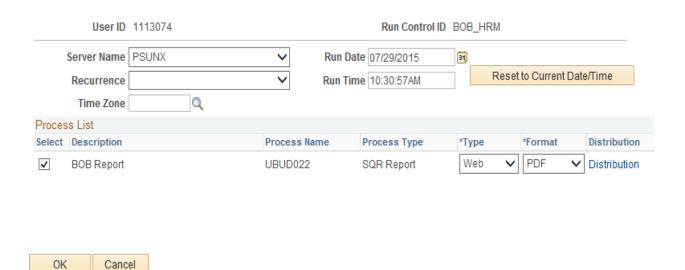
#### Find an Existing Value | Add a New Value

- 1. Create a Run Control ID if you are running the report for first time or search for the Run controlID used before
- 2. Enter the last date of the month that corresponds to the accounting period
- 3. Enter the business unit.
- 4. Enter the College ID / Dept ID where payroll is charged or you can select the cost center for which you need the report
- 5. Select the Sort option for the report.
- 6. Select the format in which you want the report (PDF or XLS), click the Run button.

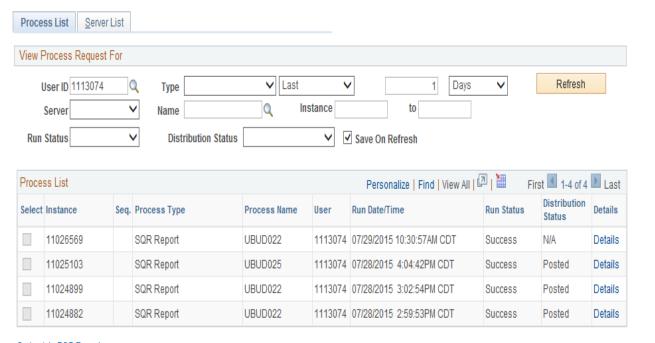


# 7. Click the OK button on the next page

## **Process Scheduler Request**



8. Click Process Monitor to access the report.



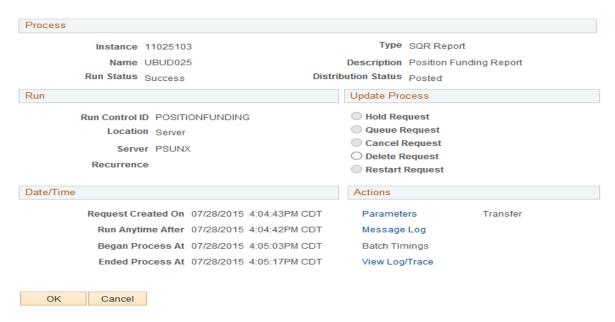
Go back to BOB Report



Process List | Server List

9. Click details to get the process detail page

#### **Process Detail**



10. Click View Log / Trace to access the report in the format selected in the initial step. Click on the PDF or XLS file link to open the report

#### View Log/Trace

