

GRANT INCEPTION-TO-DATE REPORT

A report has been developed to provide departmental users with inception-to-date balances for grant projects/departments. Instructions for running this report have been provided below both in summary version and in detailed version (with illustrations).

INSTRUCTIONS--SUMMARY VERSION

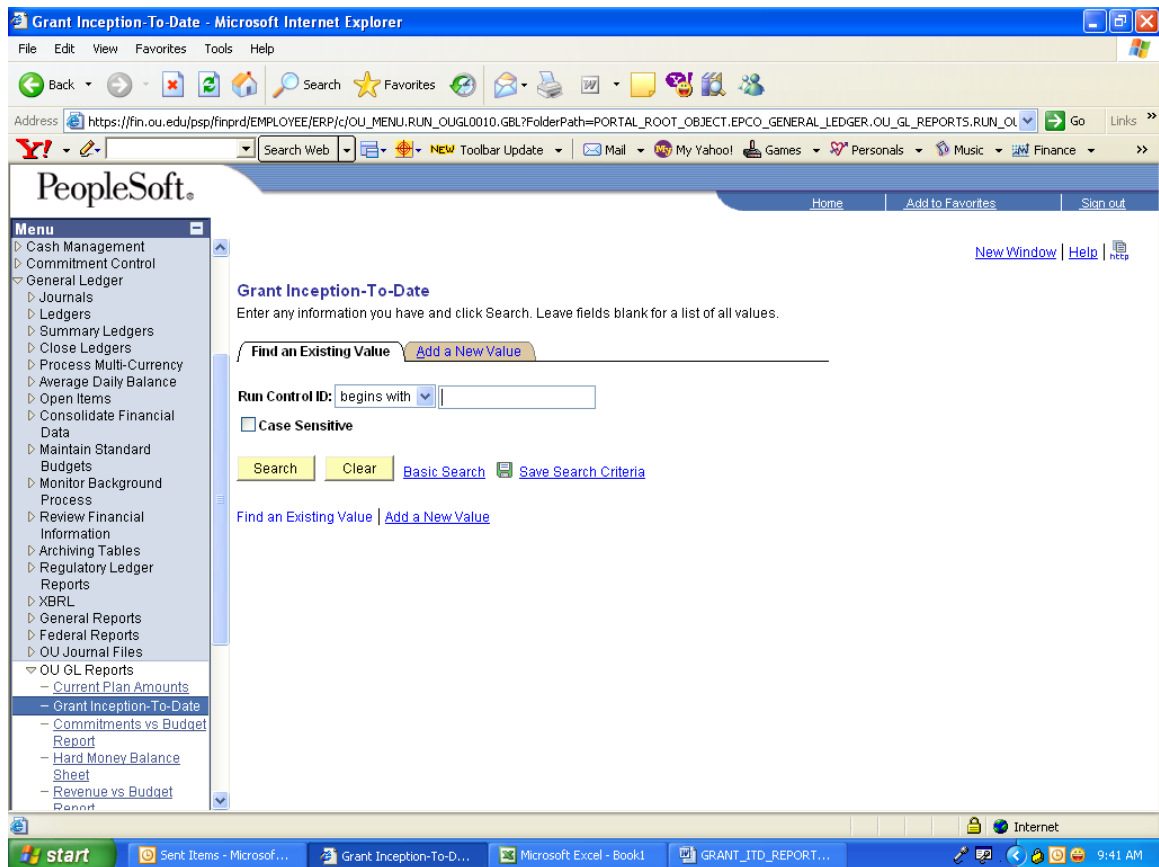
1. Navigate to General Ledger>OU GL Reports>Grant Inception-To-Date.
2. Click Search and select your run control ID, or click Add to establish a new run control ID.
3. Enter the following information:
 - a. Language: Should always be English
 - b. Fiscal Year: The four-digit ending fiscal year for the report. For a current report, the fiscal year will be 2006.
 - c. Period: The period of the fiscal year (July is period 1, June is period 12).
 - d. Budget Type: You can run this report for revenues only, expenses only, or for both revenues and expenses.
 - e. Project ID: Enter the project for the grant you would like to include on the report. Clicking on the blue plus button to the right will open another line, enabling you to run reports for multiple grants at one time.
4. Click Run.
5. The OUGL0010 report should be selected. If so, click OK.
6. Click on Process Monitor.
7. Click on the Refresh button until the Run Status for the OUGL0010 is Success and the Distribution Status is Posted.
8. Click on the blue Details hyperlink on the right side of the screen.
9. Click on View Log/Trace.
10. Click on the blue hyperlink for the PDF file under file list. Your report will then open.

INSTRUCTIONS--DETAILED VERSION

To run this report, navigate to General Ledger>OU GL Reports>Grant Inception-To-Date.

If this is the first time you have run the report, you will need to establish a run control. To establish a new run control, click on Add a New Value, enter a run control ID (without spaces) that has meaning for you, and click add. You will then be taken to the Grant Inception-To-Date parameter screen.

Once you have established a run control, you can re-use it the next time you run the report. Click on Search to find your previously saved run control ID.



A list of your saved run control IDs will appear. Select your saved run control for the Grant Inception-To-Date report by clicking on the ID.

The screenshot shows a web browser window titled "Grant Inception-To-Date - Microsoft Internet Explorer". The address bar displays a URL from "fin.ou.edu". The page features the PeopleSoft logo and a navigation menu on the left. The main content area is titled "Grant Inception-To-Date" and includes a search form with a dropdown for "Run Control ID" set to "begins with". Below the search form is a table of search results.

Menu

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 - Hard Money Balance Sheet
 - Revenue vs Budget Report
 - Soft Money Balance

Grant Inception-To-Date

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

☐ Case Sensitive

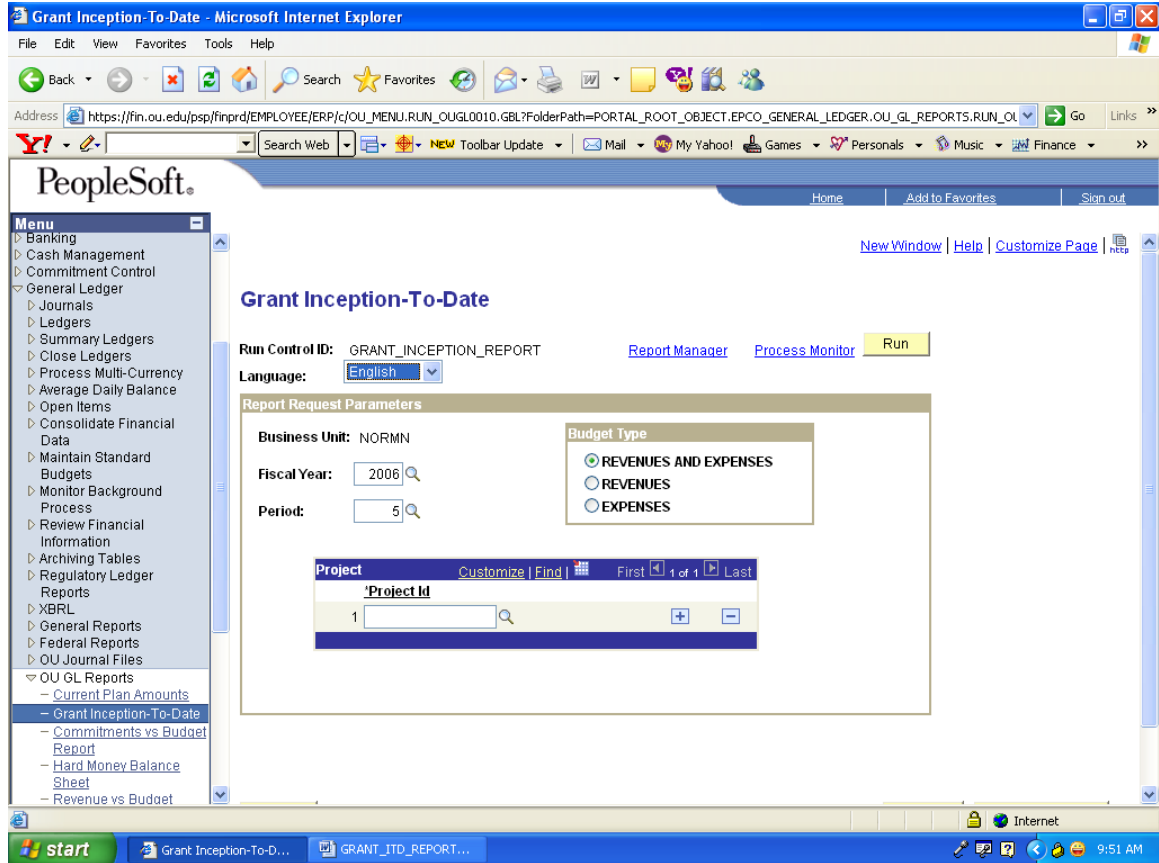
Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-64 of 64 Last

Run Control ID	Language Code
ALLOC_CALC_LOG_IDC	English
AM_TEMP_MASS	English
AP_GEN_JRNL	English
ASSETS_BY_DEPT	English
ATHLETIC_RPT_BOOK	English
BALANCE_SHEET	English
BAL_SHEET	English
BUDGET_STATUS_REPORT	English
BUILD_COMBO_DATA	English
CLOSE_DEPR	English
CLOSE_YEAR	English
COMBO_EDIT_LOAD	English
COMM_VS_BUDGET	English

The following screen will appear.



You will need to enter the following information:

- Language: Should always be English
- Fiscal Year: The four-digit ending fiscal year for the report. For a current report, the fiscal year will be 2006.
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- Budget Type: You can run this report for revenues only, expenses only, or for both revenues and expenses.
- Project ID: Enter the project for the grant you would like to include on the report. Clicking on the blue plus button to the right will open another line, enabling you to run reports for multiple grants at one time.

Grant Inception-To-Date - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://fin.ou.edu/psp/finprd/EMPLOYEE/ERP/c/OU_MENU.RUN_OUGL0010.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_GENERAL_LEDGER.OU_GL_REPORTS.RUN_OU

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Home Add to Favorites Sign out

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 - Hard Money Balance Sheet
 - Revenue vs Budget

Grant Inception-To-Date

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

Language: English

Report Request Parameters

Business Unit: NORMN

Fiscal Year: 2006

Period: 5

Budget Type

- ☒ REVENUES AND EXPENSES
- ☐ REVENUES
- ☐ EXPENSES

Project	Customize	Find	First	1-2 of 2	Last
1 125291200					
2 105000400					

Save Add Update/Display

start Grant Inception-To-D... GRANT_ITD_REPORT... 9:56 AM

Click Run.

Running the report automatically saves the run control ID for you, while clicking on Save will allow you to save the run control ID without running the report immediately.

The following screen will appear.

The process name OUGL0010 should be selected. If so, click OK.

The screenshot shows a web browser window titled "Grant Inception-To-Date - Microsoft Internet Explorer". The address bar displays a URL from "https://fin.ou.edu/psp/finprd/EMPLOYEE/ERP/c/OU_MENU.RUN_OUGL0010.GBL?". The PeopleSoft logo is at the top left of the page. A left-hand menu lists various accounting functions, with "OU GL Reports" expanded and "Grant Inception-To-Date" selected. The main content area is titled "Process Scheduler Request". It contains fields for "User ID" (406141) and "Run Control ID" (GRANT_INCEPTION_REPORT). Below these are input fields for "Server Name", "Run Date" (11/17/2005), "Recurrence", "Run Time" (9:57:35AM), and "Time Zone", along with a "Reset to Current Date/Time" button. A "Process List" table is shown with one entry: "Grant Inception-To-Date" with process name "OUGL0010" and type "SQR Report". The table has columns for "Select", "Description", "Process Name", "Process Type", "Type", "Format", and "Distribution". At the bottom of the form are "OK" and "Cancel" buttons. The Windows taskbar at the bottom shows the "start" button and two open windows: "Grant Inception-To-D..." and "GRANT_ITD_REPORT...".

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Process Scheduler Request

User ID: 406141 Run Control ID: GRANT_INCEPTION_REPORT

Server Name: Run Date: 11/17/2005
Recurrence: Run Time: 9:57:35AM
Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Grant Inception-To-Date	OUGL0010	SQR Report	Web	PDF	Distribution

OK Cancel

You will be taken back to the screen shown below.

Click on the blue Process Monitor hyperlink.

Grant Inception-To-Date - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://fin.ou.edu/psp/finprd/EMPLOYEE/ERP/c/OU_MENU.RUN_OUGL0010.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_GENERAL_LEDGER.OU_GL_REPORTS.RUN_OU... Go Links

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Grant Inception-To-Date

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

Language: English Process Instance: 85417

Report Request Parameters

Business Unit: NORMN

Fiscal Year: 2006

Period: 5

Budget Type

- ☒ REVENUES AND EXPENSES
- ☐ REVENUES
- ☐ EXPENSES

Project	Project Id		
1	125291200	+	-
2	105000400	+	-

Process Instance: 85417

start Grant Inception-To-D... GRANT_ITD_REPORT...

9:59 AM

Click on the Refresh button until the Run Status for the OUGL0010 is Success and the Distribution Status is Posted.

Click on the blue Details hyperlink on the right side of the screen.

Grant Inception-To-Date - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Process List [Server List](#)

[New Window](#) [Help](#) [Customize Page](#) [Saved](#)

View Process Request For

User ID: 406141 Type: Last: 30 Minutes Refresh

Server: Name: Instance: to

Run Status: Distribution Status ☒ Save On Refresh

Process List [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	85417		SQR Report	OUGL0010	406141	11/17/2005 9:57:35AM CST	Success	Posted	Details

[Go back to Grant Inception-To-Date](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

Process Instance: 85417

start Grant Inception-To-D... GRANT_ITD_REPORT...

Internet 10:02 AM

Click on View Log/Trace.

Grant Inception-To-Date - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://fin.ou.edu/psp/finprd/EMPLOYEE/ERP/c/OU_MENU.RUN_OUGL0010.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_GENERAL_LEDGER.OU_GL_REPORTS.RUN_OU

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Process Detail

Process

Instance:	85417	Type:	SQR Report
Name:	OUGL0010	Description:	Grant Inception-To-Date
Run Status:	Success	Distribution Status:	Posted

Run Update Process

Run Control ID:	GRANT_INCEPTION_REPORT	<input type="radio"/> Hold Request
Location:	Server	<input type="radio"/> Queue Request
Server:	PSNT	<input type="radio"/> Cancel Request
Recurrence:		<input type="radio"/> Delete Request
		<input type="radio"/> Restart Request

Date/Time Actions

Request Created On:	11/17/2005 9:59:47AM CST	Parameters	Transfer
Run Anytime After:	11/17/2005 9:57:35AM CST	Message Log	
Began Process At:	11/17/2005 9:59:50AM CST	Batch Timings	
Ended Process At:	11/17/2005 9:59:54AM CST	View Log/Trace	

Process Instance: 85417

start Grant Inception-To-D... GRANT_ITD_REPORT...

Internet 10:02 AM

Click on the blue hyperlink for the PDF file under file list. Your report will then open.

Grant Inception-To-Date - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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New Window Help Customize Page

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View Log/Trace

Report

Report ID: 88247 **Process Instance:** 85417 [Message Log](#)

Name: OUGL0010 **Process Type:** SQR Report

Run Status: Success

Grant Inception-To-Date

Distribution Details

Distribution Node: nodedef **Expiration Date:** 02/20/2006

File List

Name	File Size (bytes)	Datetime Created
OUGL0010_85417.PDF	6,054	11/17/2005 9:59:54.000000AM CST
Trace File	8,750	11/17/2005 9:59:54.000000AM CST
Message Log	1,744	11/17/2005 9:59:54.000000AM CST

Distribute To

Distribution ID Type	Distribution ID
User	406141

Return

Process Instance: 85417

start Grant Inception-To-D... GRANT_ITD_REPORT...

Internet 10:03 AM