

1074 e-Verifications Procedures

1. Go in the PeopleSoft UHS Finance.
2. Main menu → Custom Reports → GL → Dept. Verification RPT (1074)
3. Click “Find Existing Value.”

UHS FINANCE

Dept Verification Rpt (1074)

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](#)

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

4. Click “Search” and choose your run control ID for running the 1074 from the search results.

Search Results

Run Control ID	Language Code
00759_FY2015	English
016	English
1033	English
1033a	English
1063	English
1074	English
1074--	English
1074-AP	English
1074-BS	English
1074-C0154	English
1074-ESA	English
1074-Finance	English

5. On the left hand side of the snippet on the following page, make sure to change the “From FY/Period and To FY/Period” to correspond with the month you are working on. If you want a pdf version of the 1074, you will need to check the boxes within the red circle. Enter the speed type.
6. Click “Run” on the top right corner

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

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

*Business Unit: 00759 From FY/Period: 2020 1 To FY/Period: 2020 1

Summary by Budget Node Only
 Summary by Budget Node and Account
 Transactions

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: 237 *Fund: Some From: 2064 To: 2064
*Deptid: Some From: C0060 To: C0060
SpeedType: *Prog: Some From: F0438 To: F0438
*Project: All

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

- Click "OK" at the bottom left of the page (this will take you back to the Dept. Verification RPT page)

Process Scheduler Request

User ID 0078080 Run Control ID ADKINSMD

Server Name Run Date 11/07/2019
Recurrence Run Time 1:27:40PM Reset to Current Date/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

OK Cancel

- This will take you back to the "Dept. Verification 1074" screen. Select the "Process Monitor" icon

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

Process Instance: 12945379

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

- Once on the "Process Monitor" page, click the "Refresh" button on the topright corner until the "run and distribution status column" changes to "success" and "posted."

Process List Server List

View Process Request For

User ID Type Last 30 Days
 Server Name Instance From 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"/>	12945379		SQR Report	UGLS1074	0078080	11/07/2019 1:27:40PM CST	Success	Posted	Details
<input type="checkbox"/>	12943896		SQR Report	UGLS1074	0078080	11/07/2019 8:53:22AM CST	Success	Posted	Details
<input type="checkbox"/>	12943870		SQR Report	UGLS1074	0078080	11/07/2019 8:49:46AM CST	Success	Posted	Details
<input type="checkbox"/>	12942489		SQR Report	UGLS1063	0078080	11/06/2019 1:47:06PM CST	Success	Posted	Details

- Click the "Details" button.

Process Detail

Process

Instance 12945379 Type SQR Report
 Name UGLS1074 Description Department Verification Report
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID ADKINSMD Hold Request
 Location Server Queue Request
 Server PSUNX2 Cancel Request
 Recurrence Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On 11/07/2019 1:29:15PM CST [Parameters](#) [Transfer](#)
 Run Anytime After 11/07/2019 1:27:40PM CST [Message Log](#)
 Began Process At 11/07/2019 1:29:37PM CST [Batch Timings](#)
 Ended Process At 11/07/2019 1:30:07PM CST [View Log/Trace](#)

- Under the "Action" tab, click "View Log/Trace"

12. Also click on the “XML Verification worksheet”

View Log/Trace

Report

Report ID 7848667 Process Instance 12945379 Message Log
Name UGLS1074 Process Type SQR Report
Run Status Success

Department Verification Report

Distribution Details

Distribution Node Unix Expiration Date 12/07/2019

File List

Name	File Size (bytes)	Datetime Created
Dept_Verification_Template.xls	24,576	11/07/2019 1:30:07.271118PM CST
SQR_UGLS1074_12945379.log	1,542	11/07/2019 1:30:07.271118PM CST
UGLS1074_Verification_Worksheet.csv	1,671	11/07/2019 1:30:07.271118PM CST
UGLS1074_Z7_Work_File_1.csv	14,311	11/07/2019 1:30:07.271118PM CST
UGLS1074_Z7_Work_File_2.csv	4,246	11/07/2019 1:30:07.271118PM CST
UGLS1074_Z7_Work_File_3.csv	3,313	11/07/2019 1:30:07.271118PM CST
UGLS1074_Z7_Work_File_4.csv	1,115	11/07/2019 1:30:07.271118PM CST
UGLS1074_Z7_Work_File_5.csv	11,947	11/07/2019 1:30:07.271118PM CST
UGLS1074_Z7_Work_File_cc_list.csv	216	11/07/2019 1:30:07.271118PM CST
UHS_Create_Verification_WkshT.xls	103,936	11/07/2019 1:30:07.271118PM CST
XML_Verification_Worksheet.xls	799,880	11/07/2019 1:30:07.271118PM CST
ugls1074_12945379.PDF	2,901	11/07/2019 1:30:07.271118PM CST
ugls1074_12945379.out	1,182	11/07/2019 1:30:07.271118PM CST

Opening XML_Verification_Worksheet.xls

You have chosen to open:
XML_Verification_Worksheet.xls
which is: Microsoft Excel 97-2003 Worksheet (24.4 KB)
from: https://fsprd.my.uh.edu

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Microsoft Excel

The file format and extension of 'XML_Verification_Worksheet.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

Yes No Help

13. Save your Verification Worksheet as Fund_Program_MMY in the shared folder.

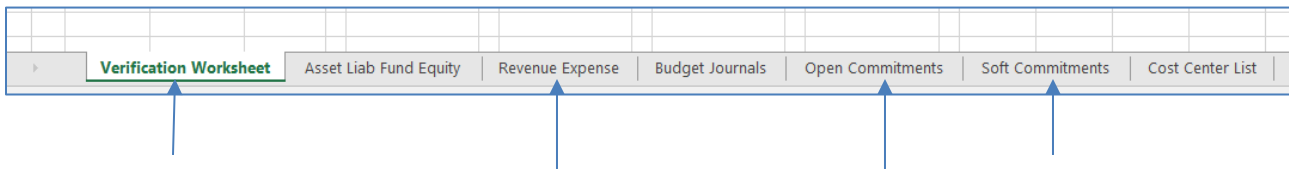
President Division Verifications (\\b33)

- Documentation
- FY20
 - C0060 President's Office
 - 1 September
 - 2 October
 - 3 November
 - 4 December
 - 5 January
 - 6 February
 - 7 March
 - 8 April
 - 9 May
 - 10 June
 - 11 July
 - 12 August
 - C0073 Development and Alumni
 - C0074 Marketing and Communica
 - C0075 University Advancement
 - C0165 Theater and Cultural Arts
 - C0169 Title IX
 - C0170 Strategic Partnerships
- FY21
- FY22

Name Date modified

2064_F0438 0919.xlsx 11/7/2019 2:29 PM

14. When you open the Verification Worksheet, there will be 7 tabs. Department Assistants will electronically sign the Verification Worksheet tab after verifying revenue and expenses on the "Revenue Expense" tab, verifying all commitments on the "Open Commitments" and "Soft Commitments" tabs.



15. For the tabs of "Revenue Expense" "Open Commitments" and "Soft Commitments", you will scroll to the column labeled "verified" and enter an "x" in each row for the transactions that you verify. You should have backup documentation on all the expenses on these pages with the exception of any HR generated journals.

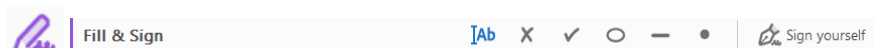
M	O	P	Q	R	S	U	V	W	X	Y	Z
Transaction Description	Source	Journal ID	Jrnl Li	Jrnl Date	PO ID	Ye	Peri	Actuals	Adjustm	Verified	Encumbran
HR Payroll Initial Encumb	HRS	HR03608092	934	09/01/2019		2020	1	0.00	0.00		2,044.83
HR B090319 Payroll Biw	HRS	HR03609789	535	09/03/2019		2020	1	0.00	0.00		(20.24)
HR B090319 Payroll Biw OnCycle	HRS	HR03609805	2009	09/03/2019		2020	1	9.22	0.00		0.00
HR B091719 Payroll Biw Encumb	HRS	HR03611960	569	09/17/2019		2020	1	0.00	0.00		(94.48)
HR B091719 Payroll Biw OnCycle	HRS	HR03611972	1887	09/17/2019		2020	1	99.89	0.00		0.00
					C20021	2020	1	0.00	0.00		(4,200.00)
					C20040	2020	1	0.00	0.00		(970.42)
					C20040	2020	1	0.00	0.00		(3,125.00)
					C20040	2020	1	0.00	0.00		(3,125.00)
CFWD/00759RPA INC	C19114	ONL	CFWD2020	512	09/01/2019	2020	1	0.00	0.00		9,131.36
COLLEGIATE E/Contract Services-Mark Lindemo	AP	AP03611007	55	09/17/2019		2020	1	3,125.00	0.00		0.00
COLLEGIATE E/Contract Services-Mark Lindemo	AP	AP03611007	55	09/17/2019		2020	1	3,125.00	0.00		0.00
ROI CONSULTI/Contract Services: Consulting	AP	AP03611007	55	09/17/2019		2020	1	4,200.00	0.00		0.00
COLLEGIATE E/Contract Services-Mark Lindemo	AP	AP03613950	80	09/24/2019		2020	1	970.42	0.00		0.00
ROI CONSULTI/Contract Services: Consulting					C20021	2020	1	0.00	0.00		29,500.00
COLLEGIATE E/Contract Services-Mark Lindemo					C20040	2020	1	0.00	0.00		18,500.00
TELEPHONE SERVICES	ACC	0003611701	8	09/23/2019		2020	1	0.00	0.00		4,824.00
AUG 2019(SPTY12005)52803 - EQU	SCR	0003615452	1	09/26/2019		2020	1	402.00	0.00		0.00
ENC-REV/AUG 2019(SPTY12005)528	SCR	0003615700	1	09/26/2019		2020	1	0.00	0.00		(402.00)
AUG 2019(SPTY12005)52807 - TEL	SCR	0003615453	1	09/26/2019		2020	1	11.88	0.00		0.00
AUG 2019(SPTY12005)52809 - TEL	SCR	0003615454	1	09/26/2019		2020	1	1.35	0.00		0.00
HARVARD UNIV/COACHE Faculty	AP	AP03615811	58	09/26/2019		2020	1	15,500.00	0.00		0.00
00248307 FY19 AP AC	ACC	Q201900002	378	09/01/2019		2020	1	(43.00)	0.00		0.00
CITIBANK (SO/2493BATES CARO082219	AP	AP03610395	159	09/13/2019		2020	1	43.00	0.00		0.00
CFWD/TR759WEBSTER BERENICE	ONL	CFWD2020	511	09/01/2019		2020	1	0.00	0.00		106.39
CFWD/TR759BATES CAROL L	ONL	CFWD2020	513	09/01/2019		2020	1	0.00	0.00		169.78
WEBSTER BER/Blanket Mileage					T2001179	2020	1	0.00	0.00		200.00
BATES CAROL/blanket Mileage					T2001180	2020	1	0.00	0.00		200.00

16. After you verify transactions on each tab and for each cost center:

- Insert your electronic signature under each cost center Verification Worksheet located on the first excel worksheet tab
- Or save the Verification Worksheet tab as a pdf and use the Adobe Fill & Sign feature to electronically sign each worksheet (one page will be saved per worksheet/cost center)
- Or if verifying multiple cost centers, you may opt to use the Cost Center Verification Log and use the Adobe Fill & Sign feature to sign one log for multiple cost centers in a department



sample excel electronic signature



sample of Adobe Fill & Sign icon and toolbar