

BOB Report

Step 1: Login to [People soft](#)

UNIVERSITY OF HOUSTON SYSTEM

User ID (User ID is your 7-digit ID Number)

Password

[Reset Password](#) | [Request My User ID](#)

[List of supported browsers](#)



Once logged in enter into PeopleSoft Human Resources Module

UNIVERSITY OF HOUSTON SYSTEM

Wed, Jul 29, 15 10:20 AM



Campus Solutions
Campus Solutions



Human Resources
Human Resources



UHS Finance
UHS Finance

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

BOB Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID:

Case Sensitive

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.

Uhs Runctl Ubud022

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

Bob Report

As Of Date:

Business Unit: UH Downtown

PDF Report
 XLS Report

Include Fringe Ben. Encum.

Report Choice
 All Division College Department

College ID:

Sort Option: Page Break after Cost Center

Fund Code	Department	Program Code	Project ID
1			

7. Click the OK button on the next page

Process Scheduler Request

User ID 1113074 Run Control ID BOB_HRM

Server Name Run Date

Recurrence Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BOB Report	UBUD022	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

8. Click Process Monitor to access the report.

View Process Request For

User ID Type Last 1

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List									Personalize	Find	View All	<input type="button" value="🔍"/>	<input type="button" value="📄"/>	First	1-4 of 4	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details							
<input type="checkbox"/>	11026569		SQR Report	UBUD022	1113074	07/29/2015 10:30:57AM CDT	Success	N/A	Details							
<input type="checkbox"/>	11025103		SQR Report	UBUD025	1113074	07/28/2015 4:04:42PM CDT	Success	Posted	Details							
<input type="checkbox"/>	11024899		SQR Report	UBUD022	1113074	07/28/2015 3:02:54PM CDT	Success	Posted	Details							
<input type="checkbox"/>	11024882		SQR Report	UBUD022	1113074	07/28/2015 2:59:53PM CDT	Success	Posted	Details							

[Go back to BOB Report](#)

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

9. Click details to get the process detail page

Process Detail

Process	
Instance 11025103	Type SQR Report
Name UBUD025	Description Position Funding Report
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID POSITIONFUNDING	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 07/28/2015 4:04:43PM CDT	Parameters Transfer
Run Anytime After 07/28/2015 4:04:42PM CDT	Message Log
Began Process At 07/28/2015 4:05:03PM CDT	Batch Timings
Ended Process At 07/28/2015 4:05:17PM CDT	View Log/Trace

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

Report		
Report ID: 6865354	Process Instance: 11025103	Message Log
Name: UBUD025	Process Type: SQR Report	
Run Status: Success		

Position Funding Report

Distribution Details	
Distribution Node: PSUNX	Expiration Date: 08/27/2015

File List		
Name	File Size (bytes)	Datetime Created
SQR_UBUD025_11025103.log	1,522	07/28/2015 4:05:17.967806PM CDT
ubud025_11025103.PDF	68,418	07/28/2015 4:05:17.967806PM CDT
ubud025_11025103.out	147	07/28/2015 4:05:17.967806PM CDT

Distribute To	
Distribution ID Type	*Distribution ID
User	1113074