

## **Viewing Departmental Deposit Report**

**Getting Started in PeopleSoft**

The PeopleSoft sign-on panel will prompt you to enter information in two fields. Use the tab key to move to the next field. <Click on> **Sign In** after entering the data into the specified fields.

PeopleSoft.

User ID: W129941

Password: \*\*\*\*\*

**Sign In**

To set trace flags, click [here](#)

Select a Language:

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Italiano</a>
<a href="#">Français du Canada</a>	<a href="#">日本語</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Nederlands</a>	<a href="#">Svenska</a>
<a href="#">简体中文</a>	<a href="#">繁體中文</a>

**User ID:** The PeopleSoft identification name assigned to you.

**Password:** The PeopleSoft password associated with the operator ID.

## Viewing Departmental Deposit Report

**\*Please note that this report can be run at anytime to see REAL TIME information.**

Home → USM Procedures → Departmental Deposit Report

### Departmental Deposit Report

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 by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

**First time only:** Select the “Add a New Value” tab **Add a New Value**

### Departmental Deposit Report

Find an Existing Value **Add a New Value**

Run Control ID:

Add

Enter a run Control ID that identifies the process and **<click on>** Add **Add**

### Departmental Deposit Report

Run Control ID: DEPT\_DEP\_RPT [Report Manager](#) [Process Monitor](#) **Run**

\*From Date  \*Through Date

Select Departmental Deposit Report

Chartfield  Project

\*Fund Code  \*Department  \*Program Code

**Save**

**From Date:** Enter the date that you would like to begin viewing from.

**Through Date:** Enter the date that you would like to end viewing through.

**Select Departmental**

**Deposit Report:** Choose Chartfield or Project\*

**\*IF YOU SELECT “CHARTFIELD”**

**Fund Code:** Enter your fund code.

**Department:** Enter your department’s code.

**Program Code:** Enter your program code.

**\*Note: Enter program code assigned to this chartfield (i.e., 01001, 02001, 03000, 04001, 05000, 06000, etc.)**

**\*IF YOU SELECT “PROJECT” (for DExxxxx and SRxxxxx projects only):**

**Departmental Deposit Report**

Run Control ID: GRANT\_DEPOSIT\_RPT


[Report Manager](#) [Process Monitor](#)

**Run**

'From Date' 02/01/2005  'Through Date' 02/28/2005 

Select Departmental Deposit Report

Chartfield  Project

'Project' DE00073 



**From Date:** Enter the date that you would like to begin viewing from.

**Through Date:** Enter the date that you would like to end viewing through.

**Select Departmental Deposit Report:** Choose Project.

**Project:** Enter the DE or SR number for your account.

**FOR ALL:**

<Click on> the Save button .

<Click on> the Run button .

## Process Scheduler Request

User ID: W129941 Run Control ID: DEPT\_DEP\_RPT

Server Name: PSUNX Run Date: 05/16/2005  
Recurrence: Run Time: 11:44:21AM [Reset to Current Date/Time](#)  
Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Departmental Deposits	GENR060	SQR Report	Web	PDF

[OK](#) [Cancel](#)

**Server Name:** Select PSUNX from the dropdown.

**Type:** Select “Web” from the dropdown.

**Format:** Select PDF from the dropdown.

<Click on> the OK button [OK](#).

This will return you to the previous screen.

<Click on> the Process Monitor link [Process Monitor](#) at the top of the page.

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

View Process Request For

User ID: W129941 Type: Last: 1 Days [Refresh](#)  
Server: Name: Instance: to  
Run Status: Distribution Status  Save On Refresh

**Process List** [Customize](#) | [Find](#) | [View All](#) | First 1-16 of 16 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4182		SQR Report	GENR060	W129941	05/16/2005 11:44:21AM CDT	Success	N/A	<a href="#">Details</a>

<Click on> the Refresh button [Refresh](#) until the Run Status column says “Success.”

<Click on> the Details link [Details](#) to the right of the report you are attempting to run.

## Process Detail

Process	
<b>Instance:</b> 4186	<b>Type:</b> SQR Report
<b>Name:</b> GENR070	<b>Description:</b> USM Monthly Detail Report
<b>Run Status:</b> Success	<b>Distribution Status:</b> N/A

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

Date/Time	Actions
<b>Request Created On:</b> 05/16/2005 1:10:23PM CDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 05/16/2005 1:10:19PM CDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 05/16/2005 1:10:27PM CDT	Batch Timings
<b>Ended Process At:</b> 05/16/2005 1:10:33PM CDT	<a href="#">View Log/Trace</a>

<Click on> the View Log/Trace link [View Log/Trace](#) at the bottom right of the page.

## View Log/Trace

Report		
<b>Report ID:</b> 2840	<b>Process Instance:</b> 4186	<a href="#">Message Log</a>
<b>Name:</b> GENR070	<b>Process Type:</b> SQR Report	
<b>Run Status:</b> Success		
USM Monthly Detail Report		

Distribution Details	
<b>Distribution Node:</b> PSREPORTS	<b>Expiration Date:</b> 07/15/2005

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,964	05/16/2005 1:10:41.000000PM CDT
<a href="#">genr070_4186.PDF</a>	43,959	05/16/2005 1:10:41.000000PM CDT
<a href="#">Trace File</a>	162,491	05/16/2005 1:10:41.000000PM CDT

Distribute To	
Distribution ID Type	Distribution ID
User	W129941

<Click on> the pdf file [genr074\\_4177.PDF](#).

**Entity/Unit** 01001 The University of Southern Mississippi

**BUDGET YEAR:** 2005

**MONTH:** Mar

**Fund** 10000 One Food Establishment  
**Dept** 20000 Main  
**Prog** 00000 Instruction - General


**BUDGET LEDGER**

	<u>YEAR TO DATE</u>	
Budget	0.00	
Expended	<u>0.00</u>	
	0.00	
To encumbrances	0.00	
Encumbrances	<u>0.00</u>	
Remaining Spending Authority	<u>0.00</u>	

**Project**  
**Account** CAPSUT

<u>TOTALS FOR THE MONTH</u>		
Month	Budget	Expended
Month		0.00
		0.00

**ACTUALS LEDGER POSTED TO THE CURRENT MONTH.**  
 In this column, all negative numbers are credits and decrease the balance.  
 All positive numbers are debits and increase the balance.

A new window will appear with the report. <Click on> the printer icon  in the toolbar at the top of the page to print.