

Viewing Monthly Detail Report

Monthly Detail Report data will be accessible only for closed accounting periods. Users will be notified when an accounting period has been closed through campus email.

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:

English	Español
Dansk	Deutsch
Français	Italiano
Français du Canada	日本語
Polski	Português
Nederlands	Svenska
简体中文	繁體中文

User ID: The PeopleSoft identification name assigned to you.

Password: The PeopleSoft password associated with the operator ID.

Viewing Monthly Detail Report

Home → USM Procedures → MDR General Auxiliary Detail*

***NOTE:** This is where you will choose the type of report you wish to retrieve. The following is a key to know which report to retrieve.

MDR - General & Auxiliary - Detail (10xxx, 12xxx, 13xxx) equivalent to USMGEN01

MDR - General & Auxiliary - Summary (10xxx, 12xxx, 13xxx) equivalent to USMGEN05

MDR - Designated and Agency Funds (14x10, 14x20, 50xxx) equivalent to USMGEN06 and revenue page on USMGEN01

MDR - Projects and Grants - Detail (DE's, SR's, GR's, WP's) equivalent to USMGEN03

MDR - GRxxxxx Grants - Summary (GR's ONLY) equivalent to USMGEN07

MDR - Study Abroad (14H50 380001 xxxxx) this is for study abroad ONLY

USM_RC_GENR074_COM

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

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

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

USM_RC_GENR074_COM

Run Control ID:

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

Usm Rc Genr074 Pag

Run Control ID: MDR_GEN&AUX

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

Run

Fund Code	<input type="text" value="10H10"/>	
Department	<input type="text" value="360001"/>	
Program Code	<input type="text" value="04001"/>	
Budget Period	<input type="text" value="2004"/>	
Month	<input type="text" value="Aug"/>	

Fund Code: Enter your fund code.

Department: Enter your department code.

Program Code: Enter your program code.

***REMINDER: Program Code = 00000 for Designated Funds (14xxx)**

Budget Period: Enter the budget year of interest.

Month: Select the budget month of interest.

IF YOU CHOOSE TO RUN THE “MDR - Projects and Grants – Detail” or “MDR - GRxxxxx Grants – Summary” then you will do the following:

****The “MDR-GRxxxxx Grants – Summary” is for GR’s ONLY.**

Usm Rc Genr075 Pag

Run Control ID: TRAIN

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

Run

SetID	USM01	
Project	<input type="text" value="GR01700"/>	
Budget Period	<input type="text" value="2005"/>	
Month	<input type="text" value="Aug"/>	

Project: Enter Project number

Budget Period: Enter the budget year of interest.

Month: Select the budget month of interest.

FOR ALL REPORTS:

<Click on> the Save button .

<Click on> the Run button .

Process Scheduler Request

User ID: W129941 **Run Control ID:** MDR_GEN&AUX

Server Name: **Run Date:**

Recurrence: **Run Time:**

Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	GENR074	GENR074	SQR Report	Web	PDF

Server Name: Select PSUNX from the dropdown.

Type: Select “Web” from the dropdown.

Format: Select PDF from the dropdown.

<Click on> the OK button .

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: **Type:** **Last:**

Server: **Name:** **Instance:** to

Run Status: **Distribution Status:** **Save On Refresh**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4177		SQR Report	GENR074	W129941	05/16/2005 11:06:34AM CDT	Success	Posted	Details

<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	
Instance: 4177	Type: SQR Report
Name: GENR074	Description: GENR074
Run Status: Success	Distribution Status: Posted

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

Date/Time	Actions
Request Created On: 05/16/2005 11:09:38AM CDT	Parameters Transfer
Run Anytime After: 05/16/2005 11:06:34AM CDT	Message Log
Began Process At: 05/16/2005 11:09:47AM CDT	Batch Timings
Ended Process At: 05/16/2005 11:10:01AM CDT	View Log/Trace

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

View Log/Trace

Report		
Report ID: 2831	Process Instance: 4177	Message Log
Name: GENR074	Process Type: SQR Report	
Run Status: Success		
GENR074		

Distribution Details		
Distribution Node: PSREPORTS	Expiration Date:	<input type="text" value="07/15/2005"/>

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,948	05/16/2005 11:10:01.000000AM CDT
genr074_4177.PDF	2,636	05/16/2005 11:10:01.000000AM CDT
Trace File	439	05/16/2005 11:10:01.000000AM CDT

Distribute To	
Distribution ID Type	Distribution ID
User	W129941

<Click on> the pdf file [genr074_4177.PDF](#).

