The UNIVERSITY of VERMONT

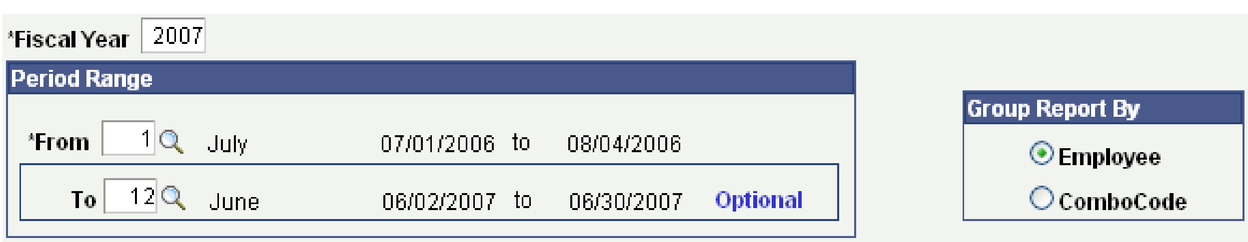
PeopleSoft

Step-by-Step Guide

Understanding Your Departmental Suspense

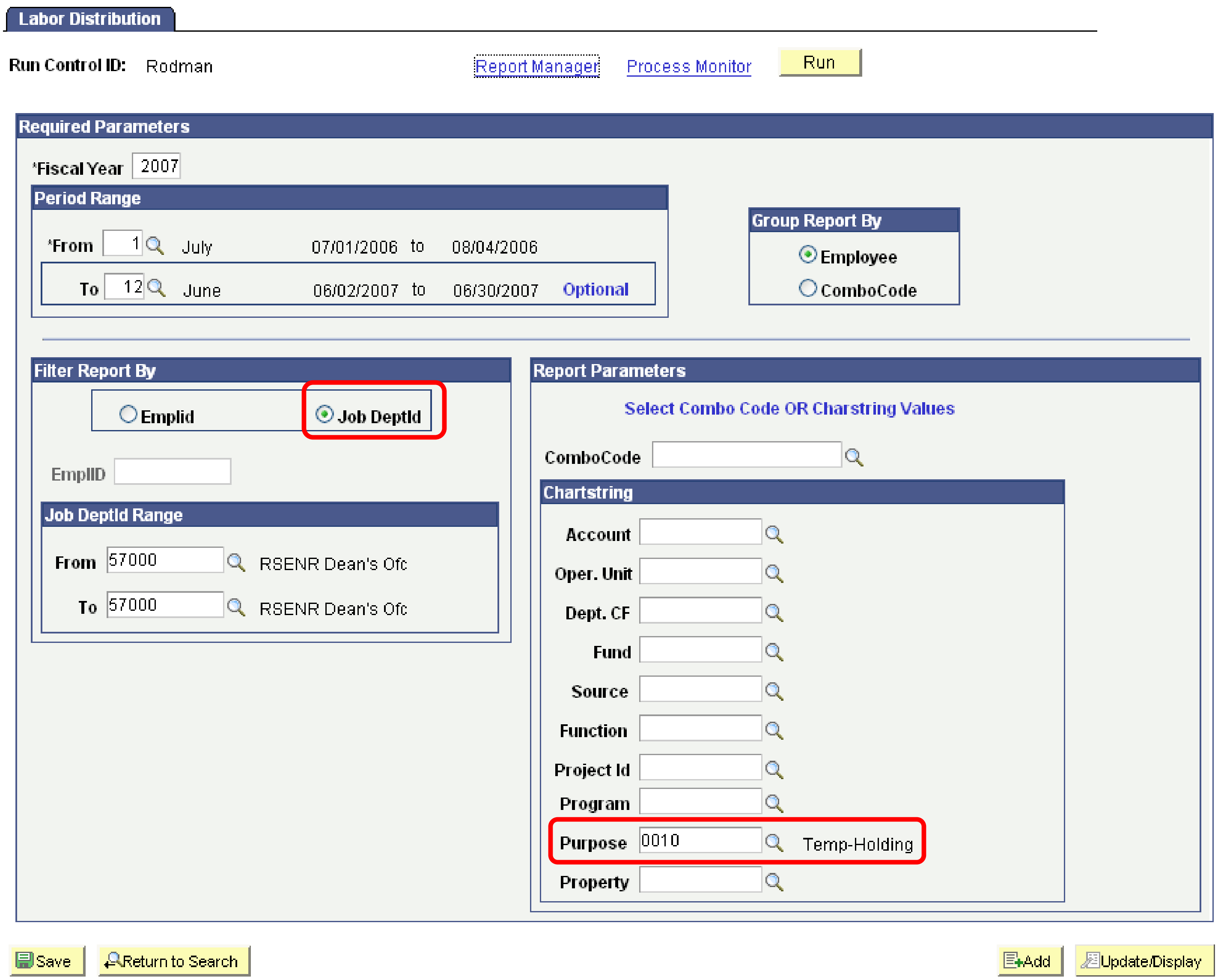
Scenario: You want to see who has been charged to your departmental suspense chartstring, on a report sorted either by combo code or by individual. Use these instructions to tailor the Labor Distribution Report to show you this information.

1.	Log in to PeopleSoft through the **Human Resources** login (uvm.edu/~erp/portal).
2.	Click the **UVM Reports** link.
3.	Click the **Commitment Accounting** link.
4.	Click the **Labor Distribution** link.
5.	Click **Search** to find and use an existing Run Control ID, or click the **Add a New Value** tab to create a new run control ID. (A run control ID is like a table of contents—you use it to stipulate the criteria [thus selecting the contents] for the report you wish to run. Note that you can change the criteria of run control IDs, but you cannot delete them—so you may find it better to reuse old run control IDs than to create new ones.)
6.	If you decide to create a new run control ID, choose the **Add a New Value** tab, then place your cursor in the **Run Control ID** field. Type in the name you wish to use for this run control ID. Depending on your needs, it may be better to make it general, rather than too specific. You cannot use spaces, but you can use an underscore (e.g., DISTRIBUTIONS_FY2007). Click the **Add** button to open your new run control ID.
7.	Enter a **Fiscal Year** and a **Period Range** in the appropriate fields. (The fiscal year and first period are required fields, as denoted by the asterisks. You can use the magnifying glass(es) to select the period(s) rather than typing it/them in.



8.	Choose whether to group the information by **combo code** or by **employee** by selecting the appropriate radio button.

9.	Under **Filter Report By**, choose **Job DeptId**.



10.	Put your Department number in the **Job DeptId Range** fields.
11.	In the Chartstring box in the lower right corner of the screen, enter **0010** in the Purpose field. (To see your entire department, leave the other chartfields blank.)
12.	Click the **Save** button in the bottom left hand corner of your screen, and then click the **Run** button in the upper right hand corner.

13.	A screen will open entitled **Process Scheduler Request**. Ensure that **Web** is selected under "Type," and **PDF** is selected under "Format." Click the **OK** button.
14.	Click the **Process Monitor** link in the upper right hand corner of the screen. Process Monitor
15.	You will be taken to the report monitoring screen. You may need to wait a couple of minutes before your report is ready. Periodically click the **Refresh** button to update the screen with the progress of your report. Once the **Run Status** column shows **Success** and the **Distribution Status** column shows **Posted**, continue to the next step.
16.	Click the **Details** link on the far right hand side of the screen. Details
17.	Click the **View Log/Trace** link on the bottom right hand side of your screen.
18.	Under **File List—Name**, click the link for the file that ends with the suffix **PDF**. Your report will open in PDF format.
19.	End of Procedure.