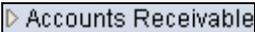


UM Restricted Funds Payment Report (11/16/06)

Step	Action
1.	<p>Begin by navigating to the UM Restricted Funds Payment Report on the Accounts Receivable menu in <i>eUMB Financials</i>.</p> <p>Click the eUMB Financials link.</p> 
2.	<p>For easier viewing, you may want to maximize your Internet Explorer window.</p> <p>Continue navigating to the UM Restricted Funds Payment Report.</p> <p>Click the Accounts Receivable link.</p> 
3.	<p>Click the Payments link.</p> 
4.	<p>Click the Reports link.</p> 
5.	<p>Click the UM Restricted Funds Paymt Rpt link.</p> 
6.	<p>Run Control IDs help track your report request through all stages of its creation. The following statements are true for Run Control IDs in <i>eUMB Financials</i>:</p> <ul style="list-style-type: none"> - They can be re-used. - They can be used to run any report within eUMB Financials. - You do not need to create a new Run Control ID each time you run a report. - A Run Control ID manages one report request at a time. - To run more than one report at a time, create more than one Run Control ID.
7.	<p>Enter the desired information into the Run Control ID field. Enter a valid value e.g. "RF_Payment".</p>
8.	<p>Click the Add button.</p> 

Step	Action
9.	<p>The UM Restricted Funds Payment Report can retrieve by...</p> <ul style="list-style-type: none"> - a single Project ID (enter ID in Project field) - all projects for which you have access (leave Project field BLANK) <p>In this example we will run the report for a single project. We will enter a Project ID. You could also use the Lookup button to search for a Project ID. The Lookup button is located to the right of the Project field.</p> <p>Although the system will allow you to enter any Project ID, <i>eUMB Financials</i> will return data ONLY if you have RAVEN access to the project.</p> <p>Enter the desired information into the Project field. Enter a valid value e.g. "00433728".</p>
10.	<p>Click the Run button.</p> <div data-bbox="354 808 483 856" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;">Run</div>
11.	<p>Review the Process List on the Process Scheduler Request page:</p> <ul style="list-style-type: none"> - a check should appear in the Select checkbox - the name of the report should appear under Description - Type and Format should remain 'Web' and 'PDF' - all other settings should remain unchanged <p>Click the OK button.</p> <div data-bbox="354 1239 495 1287" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;">OK</div>
12.	<p>Note that a Process Instance number now appears beneath the Run button. This is your indication that you have successfully submitted your report.</p> <p>Make note of the Process Instance number. When submitting more than one report, you may also want to include the Project ID related to this instance.</p> <p>The Process Instance number is used later to locate the report you wish to view.</p>

Step	Action
13.	<p>Both Report Manager and Process Monitor pages provide the ability to...</p> <ul style="list-style-type: none"> - check on report progress/status - view report results - email report results - print report results - save a copy of report results <p>In this example, we will use Process Monitor. You could follow similar steps to use Report Manager.</p>
14.	<p>Click the Process Monitor link.</p> <p>Process Monitor</p>
15.	<p>Your User ID (your Employee or Affiliate ID) should appear in the User ID field.</p> <p>Reports run previously are available up to 98 days after the run date.</p> <p>For direct access to reports run at another time, use the following menu path: PeopleTools > Process Scheduler > Process Monitor.</p>
16.	<p>For easier viewing, collapse the menu.</p> <p>Click the Collapse (Ctrl+Y) button.</p> <p></p>
17.	<p>The UM Restricted Funds Payment Report usually takes only a few minutes to run to success.</p> <p>Check the status of your report by clicking the Refresh button periodically and viewing the Run Status and Distribution Status columns. Completed reports will show Run Status = Success and Distribution Status = Posted.</p> <p>Click the Refresh button.</p> <p></p>
18.	<p>When Run Status = Success and Distribution Status = Posted, you will be able to view the report.</p> <p>If you have submitted multiple reports, use the Process Instance number (in the Instance column) to identify the report you wish to view.</p> <p>Click the Details link.</p> <p>Details</p>

Step	Action
19.	Click the View Log/Trace link. View Log/Trace
20.	Click the .PDF link. umrfrn248_134453.PDF
21.	A new window displays your report results. Maximize the window for easiest viewing. Displayed results represent payments recorded against grants in <i>eUMB Financials</i> . Total Amount and Total Count for appear at the end of each report. Press [Enter] .
22.	To increase or decrease display size, use the zoom percent (boxed in green above). In addition to displaying report results, this page offers tools to... <ul style="list-style-type: none"> - Save a Copy - Print - Email - Search Action buttons are boxed in blue above. The Help menu located at the top of the page provides specific directions for using these buttons.
23.	PROBLEM: No data is returned because the user does not have RAVEN access to the project. SOLUTION: Submit a completed, signed RAVEN Access Request form to Financial Services. This form is available on Financial Services' web site. (Click on the light bulb below to go to the FS forms site.)
24.	PROBLEM: No data is returned because no payments have been recorded in Financials for the Project ID(s). SOLUTION: Contact Sponsored Projects Accounting and Compliance if you believe payments should have been recorded against this project.
25.	Congratulations! You successfully ran and viewed a report in eUMB Financials. Please contact Sponsored Projects Accounting and Compliance if you need help interpreting the results of your UM Restricted Funds Payment Report . End of Procedure.