





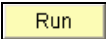
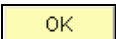




UMB Restricted Funds Payment Report (11/16/06)

1.	<p>Begin by navigating to the UMB 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 UMB 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 UMB 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 <i>eUMB Financials</i>. - 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> 

<p>9.</p>	<p>The UMB 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, eUMB Financials 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>
<p>10.</p>	<p>Click the Run button.</p> 
<p>11.</p>	<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> 
<p>12.</p>	<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>

<p>13.</p>	<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>
<p>14.</p>	<p>Click the Process Monitor link.</p> <p>Process Monitor</p>
<p>15.</p>	<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>
<p>16.</p>	<p>For easier viewing, collapse the menu.</p> <p>Click the Collapse (Ctrl+Y) button.</p> <p></p>
<p>17.</p>	<p>The UMB 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>
<p>18.</p>	<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>
<p>19.</p>	<p>Click the View Log/Trace link.</p> <p>View Log/Trace</p>

20.	<p>Click the .PDF link.</p> <p>umrhn248_134453.PDF</p>
21.	<p>A new window displays your report results. Maximize the window for easiest viewing.</p> <p>Displayed results represent payments recorded against grants in eUMB Financials.</p> <p>Total Amount and Total Count for appear at the end of each report.</p> <p>Press [Enter].</p>
22.	<p>To increase or decrease display size, use the zoom percent (boxed in green above).</p> <p>In addition to displaying report results, this page offers tools to...</p> <ul style="list-style-type: none"> - Save a Copy - Print - Email - Search <p>Action buttons are boxed in blue above.</p> <p>The Help menu located at the top of the page provides specific directions for using these buttons.</p>
23.	<p>PROBLEM: No data is returned because the user does not have RAVEN access to the project.</p> <p>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.)</p>
24.	<p>PROBLEM: No data is returned because no payments have been recorded in Financials for the Project ID(s).</p> <p>SOLUTION: Contact Sponsored Projects Accounting and Compliance if you believe payments should have been recorded against this project.</p>
25.	<p>Congratulations! You successfully ran and viewed a report in eUMB Financials.</p> <p>Please contact Sponsored Projects Accounting and Compliance if you need help interpreting the results of your UMB Restricted Funds Payment Report.</p> <p>End of Procedure.</p>