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Over Expenditure Report Preparation Procedures

Office of Administrative Responsibility:	Continuous Improvement
Approver:	RSO Management
Scope:	

Purpose

The Research Over Expenditure Report is used by the University faculties and central units to manage the risks associated with over expended research projects. Procedures on the management of over expenditures are provided in UAPPOL.

Procedure

The Over Expenditure Report should be run 9 days after month end to ensure that all transactions are posted to the research projects. The navigation to the OE Report is shown below.

- ▷ Purchasing
- ▷ Project Costing
 - ▷ Project Definitions
 - ▷ Activity Definitions
 - ▷ Transaction Definitions
 - ▷ Budgeting
 - ▷ Revenue Collection
 - ▷ Interactive Reports
 - ▽ Reports
 - ▷ Definition
 - ▷ Summary
 - ▷ Variance Reports
 - ▽ Financial Reports*
 - [Grantee Statmnt Request Entry*](#)
 - [Process Grantee Summary Data*](#)
 - [Statmnt of Award/Expenditure*](#)
 - [Statement of Claim Report*](#)
 - [Form 300 Report*](#)
 - **Over Expenditure Report***
 - [Project Budget Review](#)
 - [Form 300 Extract*](#)
 - ▷ Review Costs
 - ▷ Accounting
 - ▷ Third Party Integration
 - ▷ Utilities
 - [My Projects](#)
 - [Maintain Preferences](#)
 - ▷ Travel and Expenses
 - ▷ Billing
 - ▷ Accounts Receivable
 - ▷ Accounts Payable
 - ▷ Asset Management
 - ▷ Banking
 - ▷ Financial Gateway
 - ▷ VAT and Intrastat
 - ▷ Commitment Control
 - ▷ General Ledger
 - ▷ Allocations
 - ▷ Set Up Financials/Supply Chain
 - ▷ Tree Manager

Over Expenditure Report

Run Control ID: ONREQUEST [Report Manager](#) [Process Monitor](#) Run

*Business Unit: *As of Date:

Dept List Option

All

Specific Dept

Range Of Depts

Select Project ID Values

All

Specify Project ID

Range of Projects

Act/Inact Proj

Both

Active

Inactive

Auth Status

Both

Authorized

Unauthorized

Only Over Expended

Once the appropriate values have been selected, press the "Run" button.

Menu

- ▷ Vendors
- ▷ Purchasing
- ▽ Project Costing
 - ▷ Project Definitions
 - ▷ Activity Definitions
 - ▷ Transaction Definitions
 - ▷ Budgeting
 - ▷ Revenue Collection
 - ▷ Interactive Reports
- ▽ Reports
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 - [Grantee Statmnt Request Entry*](#)
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 - ▷ Allocations
 - ▷ Set Up Financials/Supply Chain
 - ▷ Tree Manager
 - ▷ Reporting Tools
 - ▷ PeopleTools

Over Expenditure Report [New Window](#)

Run Control ID: MW_OE_REPORT [Report Manager](#) [Process Monitor](#) **Run**

*Business Unit: UOFAB *As of Date: 11/30/2010

Dept List Option

- All
- Specific Dept
- Range Of Depts

Select Project ID Values

- All
- Specify Project ID
- Range of Projects

Act/Inact Proj

- Both
- Active
- Inactive

Auth Status

- Both
- Authorized
- Unauthorized

Only Over Expended

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Add** **Update/Display**

You will then be directed to the Process Scheduler Request screen where you should ensure the Type and Format are "Web" and "Format" respectively and select "OK".

Process Scheduler Request

User ID: WALESIAK

Run Control ID: MW_OE_REPORT

Server Name:

Run Date: 06/14/2012

Recurrence:

Run Time: 8:37:45AM

[Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Over Expenditure Report	ZGMR013	SQR Report	Web	PDF	Distribution

[OK](#)

[Cancel](#)

The report can now be downloaded from the Details section in the "Process Monitor" when the Run Status and Distribution Status are posted "successfully" which may take several minutes.

Over Expenditure Report

Run Control ID: MW_OE_REPORT

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance:3856252

*Business Unit: UOFAB

*As of Date: 11/30/2010

Dept List Option

- All
- Specific Dept
- Range Of Depts

Process List

View Process Request For

User ID: WALESIAK Type: Last 60 Days Refresh

Server: Name: Instance: to Save On Refresh

Run Status: Distribution Status:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3856252		SQR Report	ZGMR013	WALESIAK	06/14/2012 8:46:52AM MDT	Success	Posted	Details
<input type="checkbox"/>	3853672		SQR Report	ZGMR001	WALESIAK	06/12/2012 1:54:41PM MDT	Success	Posted	Details
<input type="checkbox"/>	3853662		SQR Report	ZGMR001	WALESIAK	06/12/2012 1:52:39PM MDT	Success	Posted	Details

Process Detail



Process	
Instance: 3856252	Type: SQR Report
Name: ZGMR013	Description: Over Expenditure Report
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: MW_OE_REPORT	<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: 06/14/2012 8:48:07AM MDT	Parameters Transfer
Run Anytime After: 06/14/2012 8:46:52AM MDT	Message Log
Began Process At: 06/14/2012 8:48:09AM MDT	Batch Timings
Ended Process At: 06/14/2012 8:53:13AM MDT	View Log/Trace

OK Cancel

It will

View Log/Trace

Report

Report ID: 1935497 Process Instance: 3145660 [Message Log](#)
Name: ZGMR013 Process Type: SQR Report
Run Status: Success

Over Expenditure Report

Distribution Details

Distribution Node: HTTP Expiration Date:

File List

Name	File Size (bytes)	Datetime Created
QEREPOR.T.CSV	418,692	12/13/2010 4:22:00.000000PM MST
SQR_ZGMR013_3145660.log	1,611	12/13/2010 4:22:00.000000PM MST
zqmr013_3145660.out	477	12/13/2010 4:22:00.000000PM MST

Distribute To

Distribution ID Type	*Distribution ID
User	WALESIK

The newly created report is in a "comma-separated values" format (.csv) and will be opened in Excel. Save the document in an Excel format (.xls or .xlsx).