Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	

Over Expenditure Report Preparation Procedures

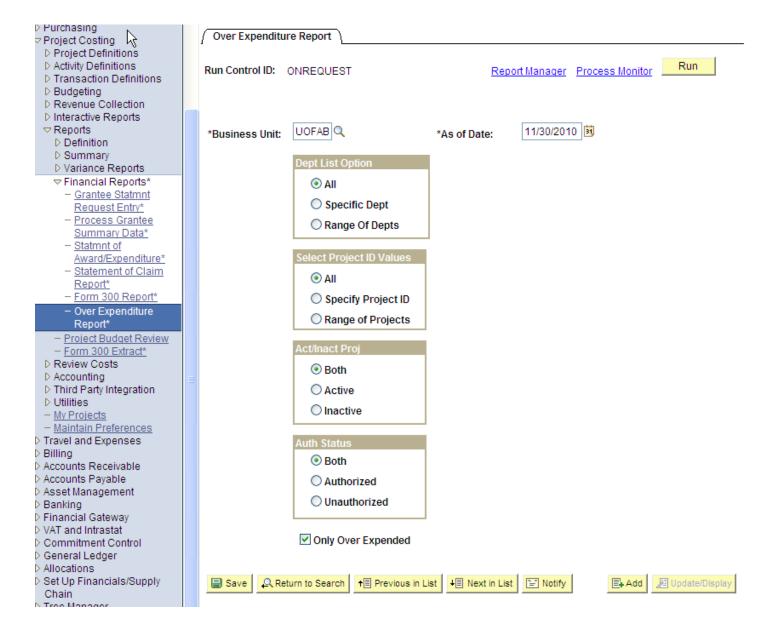
Office of Administrative Responsibility:	Continuous Improvement	
Approver:	RSO Management	
Scope:		

Purpose

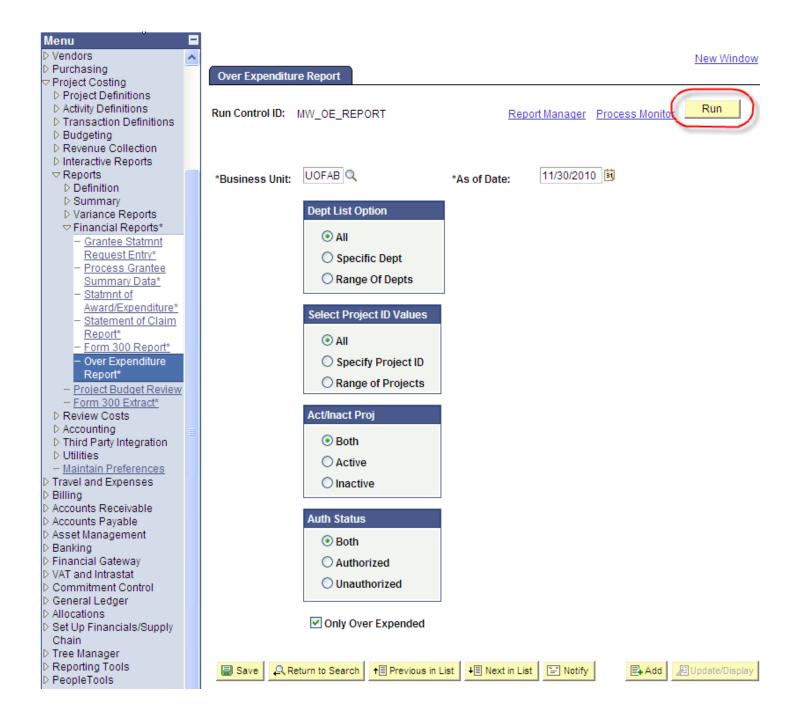
The Research Over Expenditure Report is used by the University faculties and central units to manage the risks associated with over expended research projects. Procedures on the management of over expenditures are provided in UAPPOL.

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.



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



DRAFT DATE: 2010/12/13

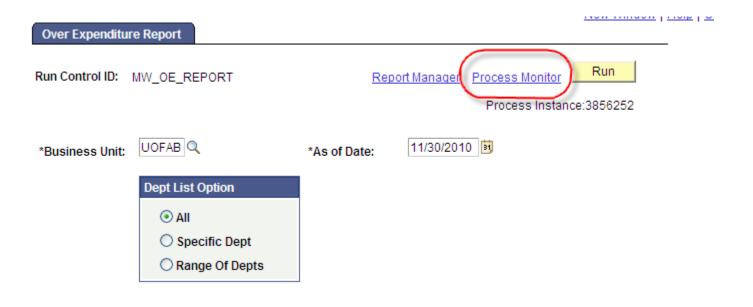
You will then be directed to the Process Scheduler Request screen where you should ensure the Type and Format are "Web" and "Format" respectively and select "OK".

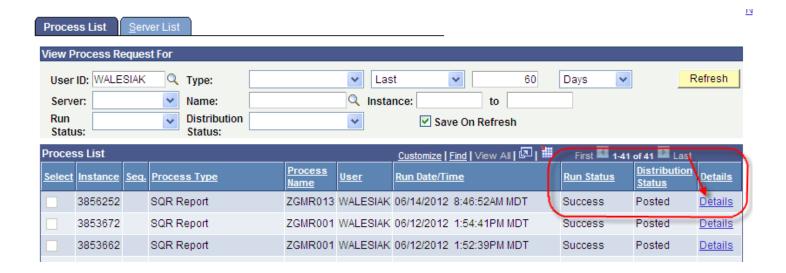
Process Scheduler Request





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.





Process Detail



Process			
Instance: 3856252	Type: SQR Report		
Name: ZGMR013	Description: Over Expenditure Report		
Run Status: Success Distrib	Distribution Status: Posted		
Run	Update Process		
Run Control ID: MW_OE_REPORT Location: Server Server: PSUNX Recurrence:	O Hold Request O Queue Request Cancel Request Delete Request Restart Request		
Date/Time	Actions		
Request Created On: 06/14/2012 8:48:07AM MDT Run Anytime After: 06/14/2012 8:46:52AM MDT Began Process At: 06/14/2012 8:48:09AM MDT Ended Process At: 06/14/2012 8:53:13AM MDT	Parameters Transfer Message Log Batch Timings View Log/Trace		

OK Cancel

It will

DRAFT DATE: 2010/12/13

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: 02/11/2011

File List						
Name	File Size (bytes)	Datetime Created				
QEREPORT.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				
zgmr013_3145660.out	477	12/13/2010 4:22:00.000000PM MST				
Distribute To						
Distribution ID Type	*Distribution ID					
User	WALESIAK					

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).