

# HOW TO RUN COST SHARE REPORTS

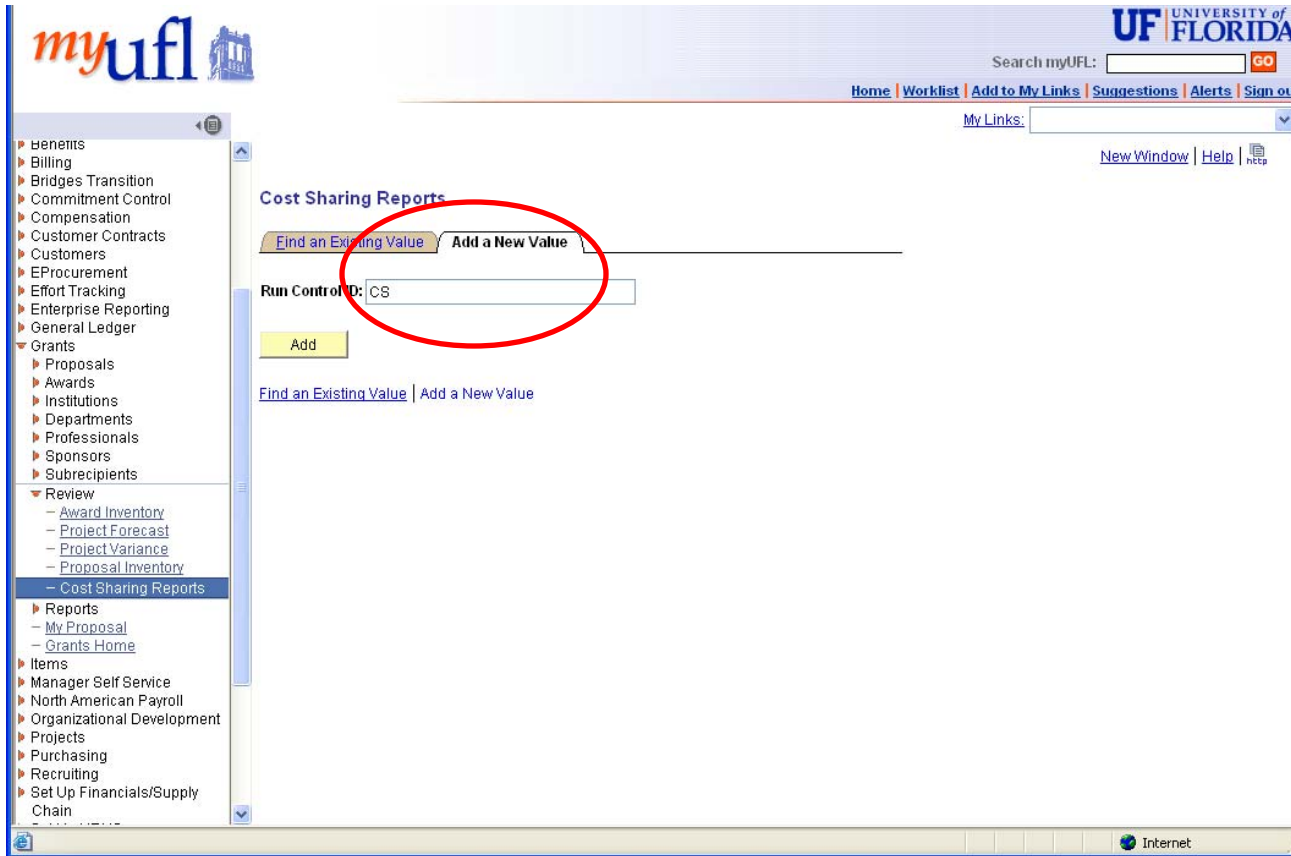
Navigate to Grants | Review | Cost Sharing Reports

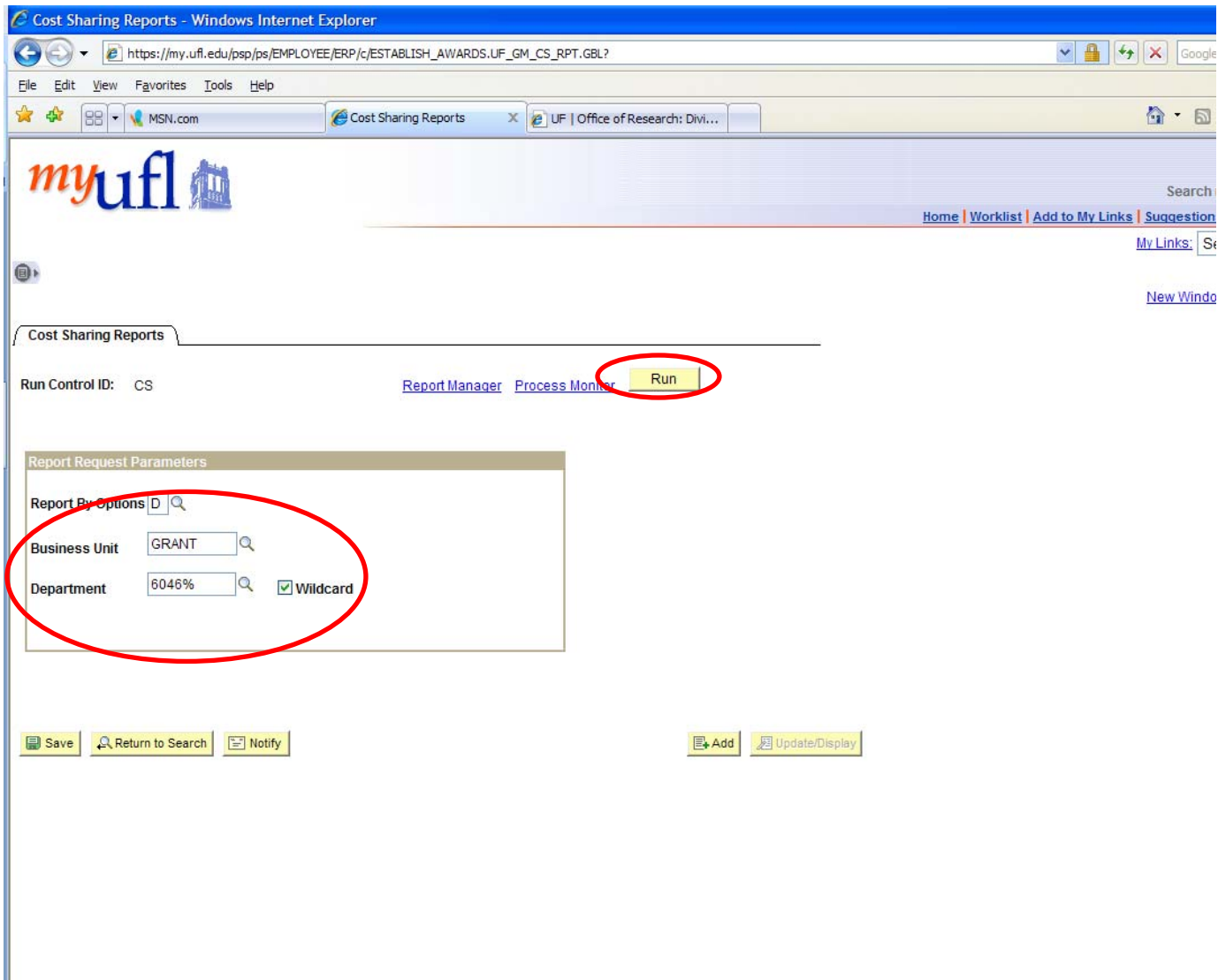
The screenshot displays the myUFL website interface. At the top left is the myUFL logo. The top right features the University of Florida logo and a search bar. Below the search bar are navigation links: Home, Worklist, Add to My Links, Suggestions, Alerts, and Sign out. A 'My Links' dropdown menu is visible. The main content area is divided into three columns. The left column contains a 'myUFL Menu' with various categories like My Account, My Self Service, Calendars, Help, Local Interest, Quick Links, Search, Access Request System, Accounts Payable, Accounts Receivable, Benefits, Billing, Bridges Transition, Commitment Control, Compensation, Customer Contracts, Customers, EProcurement, Effort Tracking, Enterprise Reporting, General Ledger, Grants, Proposals, Awards, Institutions, Departments, Professionals, Sponsors, Subrecipients, Review, Proposal Inventory, My Proposal, Grants Home, Items, Manager Self Service, North American Payroll, Organizational Development, Projects, Purchasing, and Recruiting. The 'Review' section is expanded, and 'Cost Sharing Reports' is highlighted with a red circle. The middle column is titled 'Staff News' and contains an article about the Pro3 Series training for administrative employees. The right column is titled 'IFAS' and contains an article about the NFREC Hall of Fame. Below the IFAS section is a 'News & Announcements' section with links for 'Ainsley Carry named Assistant Vice President for Student Affairs', 'Register today for the Pro3 Series - a new training designed for UF's administrative employees', 'Read Your GatorLink E-mail with Thunderbird: Free Download!', and 'Register today for FRIENDS of Lesbian, Gay, Bisexual, and Transgender People Ally Training'. At the bottom of the page, the browser address bar shows the URL: http://my.ufl.edu/psp/ps/EMPLOYEE/ERP/c/ESTABLISH\_AWARDS.UF\_GM\_CS\_RPT.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.EPCO\_GRANTS.EPGM\_REVIEW.

Select the Add a new Value TAB

Call it something you will remember – you can reuse this query report name each time you want to run the report

I am naming it “CS” for Cost Sharing





Choose “D” from the magnifying glass for by “Department”

Choose Business Unit “Grant”

Enter your Department number;

OR you can enter the first 4 digits of your Dept. ID and the % (ex. Enter 6046% in Department Field) and select the “Wildcard” option to run all sub-sections of your Dept. ID (60461000, 60462000).

After entering the Department number – Select the RUN button.

Cost Sharing Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://my.ufl.edu/ps/ps/EMPLOYEE/ERP/cj/ESTABLISH\_AWARDS.UF\_GM\_CS\_RPT.GBL

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Search myUFL: [ ] GO

Home | Worklist | Add to My Links | Suggestions | Alerts | Sign out

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### Process Scheduler Request

User ID: 68235950 Run Control ID: CS

Server Name: PSUNX Run Date: 02/26/2008

Recurrence: [ ] Run Time: 11:35:42AM [Reset to Current Date/Time]

Time Zone: [ ]

#### Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	C/S History by Source of Funds	UFGMR001	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	C/S History by Department	UFGMR002	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	C/S History by Contract	UFGMR003	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	C/S History by Project	UFGMR004	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK Cancel

Confirm the CHECK is in the C/S History by Department, type = WEB, format = PDF and select OK.

Cost Sharing Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print W Links

Address http://my.ufl.edu/ps/ps/EMPLOYEE/ERP/c/ESTABLISH\_AWARDS.UF\_GM\_CS\_RPT.GBL Go Links

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Search myUFL:  GO

[Home](#) | [Worklist](#) | [Add to My Links](#) | [Suggestions](#) | [Alerts](#) | [Sign out](#)

My Links:

[New Window](#) | [Help](#) | [Customize Page](#) **Saved**

**Cost Sharing Reports**

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

Process Instance:4258252

**Report Request Parameters**

Report By Options

Business Unit

Department   Wildcard

Process Instance:4258252 Internet

Back on this page again, now select the link for PROCESS MONITOR

The screenshot shows the myUFL University of Florida portal. The top navigation bar includes the myUFL logo, a search bar, and links for Home, Worklist, Add to My Links, Suggestions, Alerts, and Sign out. A left sidebar contains a tree view of various system categories like Benefits, Billing, and Grants. The main content area is titled 'Process List' and includes a 'View Process Request For' section with search filters for User ID, Server, Name, Instance, Run Status, and Distribution Status. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2743618		SQR Report	UFGMR004	76090450	11/13/2006 4:28:43PM EST	Success	Posted	<a href="#">Details</a>

The 'Run Status' and 'Distribution Status' columns for the first row are circled in red. Below the table are buttons for 'Save' and 'Notify', and a link to 'Go back to Cost Sharing Reports'. The status bar at the bottom shows 'Process Instance: 2743618' and 'Internet'.

You may have to select REFRESH several times, but once you have the RUN STATUS = SUCCESS and DIST STATUS = POSTED select the blue Details link at the right.

Select the View Log/Trace blue link

The screenshot shows a web browser window titled "Cost Sharing Reports - Windows Internet Explorer". The address bar contains the URL: [https://my.ufl.edu/psp/ps/EMPLOYEE/ERP/c/ESTABLISH\\_AWARDS.UF\\_GM\\_CS\\_RPT.GBL?](https://my.ufl.edu/psp/ps/EMPLOYEE/ERP/c/ESTABLISH_AWARDS.UF_GM_CS_RPT.GBL?). The browser has two tabs: "Cost Sharing Reports" and "UF | Office of Research: Divi...". The page header features the "myufl" logo and navigation links for "Home", "Worklist", and "Add to My Links".

The main content area is titled "Process Detail" and contains the following information:

Process	
Instance:	7423565
Type:	SQR Report
Name:	UFGMR002
Description:	C/S History by Department
Run Status:	Success
Distribution Status:	Posted

Below the process details are two sections: "Run" and "Update Process".

Run	Update Process
Run Control ID: CS	<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

At the bottom, there is a table with "Date/Time" and "Actions" columns:

Date/Time	Actions
Request Created On: 12/15/2010 12:58:02PM EST	<a href="#">Parameters</a> Transfer
Run Anytime After: 12/15/2010 12:57:59PM EST	<a href="#">Message Log</a>
Began Process At: 12/15/2010 12:58:16PM EST	Batch Timings
Ended Process At: 12/15/2010 12:59:49PM EST	<a href="#">View Log/Trace</a>

At the bottom of the page, there are "OK" and "Cancel" buttons.

Cost Sharing Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://my.ufl.edu/psp/ps/EMPLOYEE/ERP/c/ESTABLISH\_AWARDS.UF\_GM\_CS\_RPT.GBL

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**Report**

Report ID: 1176871      Process Instance: 4258252      [Message Log](#)

Name: UFGMR002      Process Type: SQR Report

Run Status: Success

C/S History by Department

**Distribution Details**

Distribution Node: FINANCE      Expiration Date: 03/11/2008

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_UFGMR002_4258252.log</a>	1,468	02/26/2008 11:39:49.666116AM EST
<a href="#">ufqmr002_4258252.PDF</a>	19,811	02/26/2008 11:39:49.666116AM EST
<a href="#">ufqmr002_4258252.out</a>	78	02/26/2008 11:39:49.666116AM EST

**Distribute To**

Distribution ID Type	Distribution ID
User	68235950

Process Instance:4258252

Internet

Now select the ufgmr002\*\*\*\*\*.PDF file name and it will open the CS report in PDF format and you can save or print from there.