

## Using the Report Manager to Print the General Ledger Report for the Bursar's Office



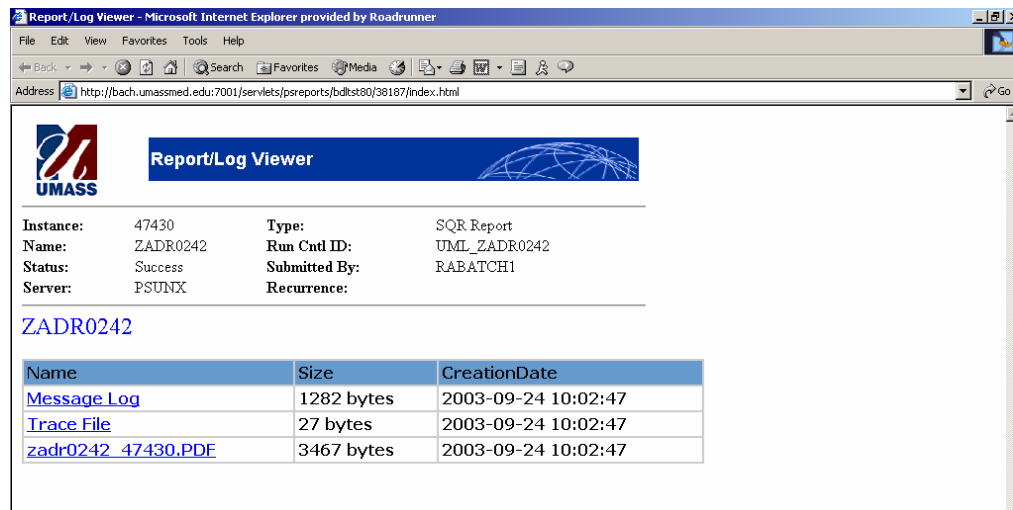
The following outlines the process for Printing the Admissions General Ledger Report for the Bursar's Office. This is a new procedure that will go into effect when E-Commerce goes live on October 14, 2003. After printing the report, it must be delivered to the Bursar's Office daily.

This Job Aid is an addendum to the "Accessing and Printing Reports" section of the Admissions Back Office Training Guide.



Home → PeopleTools → Report Manager → Inquire → Report List

1. Locate the GL report within Report Manager.
2. Verify that the **Request Date/Time** column displays either last night's date or early this morning.
3. Verify the **Status** column indicates that the report 'Posted'
4. Click View.
5. On the next page (Report Log/Viewer), select the PDF output that was generated.





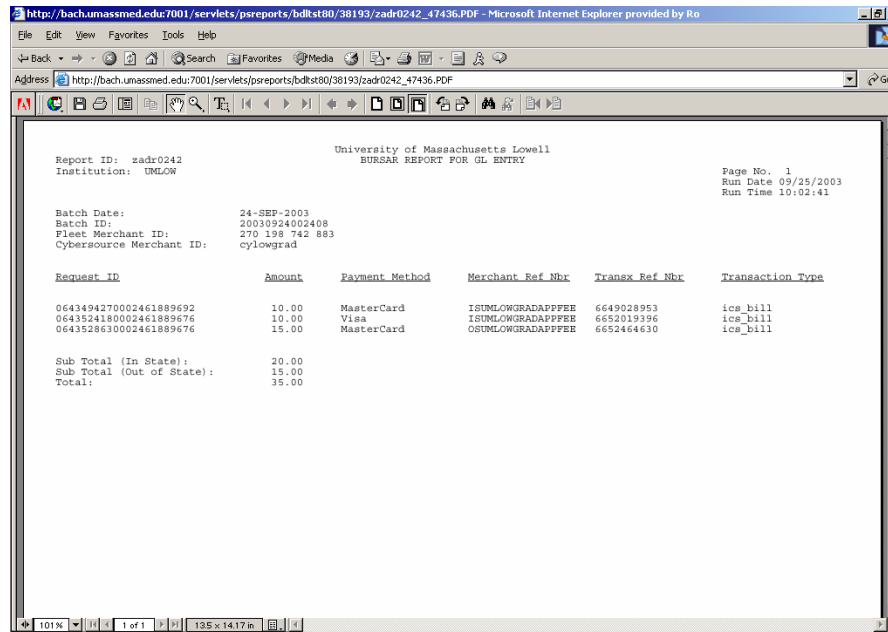
The screenshot shows a web browser window titled "Report/Log Viewer - Microsoft Internet Explorer provided by Roadrunner". The address bar shows the URL: <http://bach.umassmed.edu:7001/servlets/psreports/fbdlst80/38187/index.html>. The page content includes the UMASS logo, a "Report/Log Viewer" header, and a table of report details.

|                  |          |                      |              |
|------------------|----------|----------------------|--------------|
| <b>Instance:</b> | 47430    | <b>Type:</b>         | SQR Report   |
| <b>Name:</b>     | ZADR0242 | <b>Run Cntl ID:</b>  | UML_ZADR0242 |
| <b>Status:</b>   | Success  | <b>Submitted By:</b> | RABATCH1     |
| <b>Server:</b>   | PSUNX    | <b>Recurrence:</b>   |              |

[ZADR0242](#)

| Name                               | Size       | CreationDate        |
|------------------------------------|------------|---------------------|
| <a href="#">Message Log</a>        | 1282 bytes | 2003-09-24 10:02:47 |
| <a href="#">Trace File</a>         | 27 bytes   | 2003-09-24 10:02:47 |
| <a href="#">zadr0242_47430.PDF</a> | 3467 bytes | 2003-09-24 10:02:47 |

- View the report. It may be necessary to click  or  to page through the document.




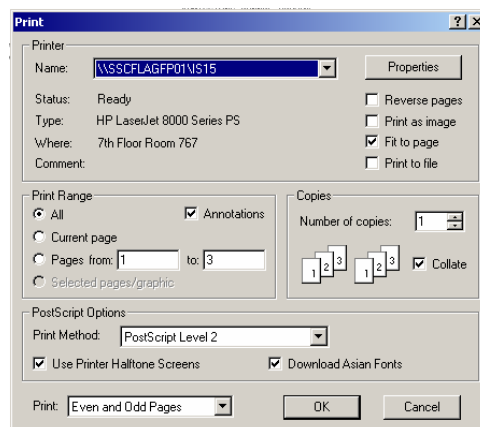
Report ID: zadr0242  
Institution: UMLLOW

Batch Date: 24-SEP-2003  
Batch ID: 20030924002408  
Fleet Merchant ID: 270 198 742 883  
Cybersource Merchant ID: cylowgrad

Page No. 1  
Run Date 09/25/2003  
Run Time 10:02:41

| Request ID                | Amount | Payment Method | Merchant Ref Nbr | Tranx Ref Nbr | Transaction Type |
|---------------------------|--------|----------------|------------------|---------------|------------------|
| 0643494270002461889692    | 10.00  | MasterCard     | ISUMLWGRADAPFFFE | 6649028953    | ics_bill         |
| 0643524180002461889676    | 10.00  | Visa           | ISUMLWGRADAPFFFE | 6652019396    | ics_bill         |
| 0643528630002461889676    | 15.00  | MasterCard     | OSUMLWGRADAPFFFE | 6652464630    | ics_bill         |
| Sub Total (In State):     |        | 20.00          |                  |               |                  |
| Sub Total (Out of State): |        | 15.00          |                  |               |                  |
| Total:                    |        | 35.00          |                  |               |                  |

- Click  at the top of the page to print the report
- Verify that the **Fit to Page** checkbox is checked.
- Click **OK**.



Printer Name: \\SSCFLAGFP01\NS15

Status: Ready

Type: HP LaserJet 8000 Series PS

Where: 7th Floor Room 767


Comment:

Print Range:  All  Current page  Pages from: 1 to: 3  Selected pages/graphic

Copies: Number of copies: 1  Collate

PostScript Options:  Use Printer Halftone Screens  Download Asian Fonts

Print: Even and Odd Pages

- Click  in the upper right hand corner of the screen to close the report.
- Deliver this report to the Bursar's office that day per the campus process.