

SUR REPORTS

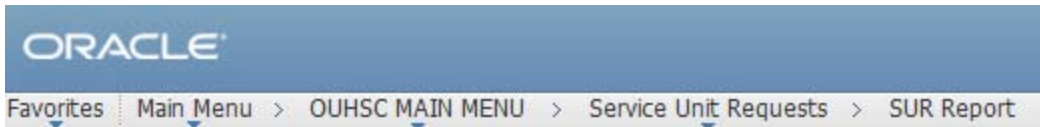
These reports can be used by the SUR Inquirer, SUR Preparer, SUR Approver, and the Service Units.

Access PeopleSoft Financials via <http://www.ouhsc.edu/jumpoff/>

Core PeopleSoft Applications

- **Campus Solutions (formerly Student Administration) - <https://cs.ouhsc.edu>**
- **Financial Services - <http://fs.ouhsc.edu>** ←
- **Human Capital (formerly Human Resources) - <http://hc.ouhsc.edu>**

OUHSC MAIN MENU >> Service Unit Requests >> SUR Report



SUR Report

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

You will need to add a new **Run Control ID:** to run this report

SUR Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

SUR SERVICE UNIT REPORT OPTIONS

SUR Report

Run Control ID: SUR

[Report Manager](#) [Process Monitor](#)

Run

SUR Number Range	
From SUR #:	<input type="text"/>
To SUR #:	<input type="text"/>

OR

SUR Requested On Date Range	
From Date:	<input type="text"/>
Through Date:	<input type="text"/>

Optional Parameters

Service Unit:

SUR Status:

Department:

Save Notify

Add Update/Display

**The SUR Reports can be ran by:
SUR Number Range
OR
SUR Requested On Date Range**

No matter how you run the report, you will only be able to see the organizations that you have access to.

SUR SERVICE UNIT REPORT OPTIONS

The screenshot shows a web interface for generating a SUR Report. At the top left, there is a tab labeled "SUR Report". Below it, the text "Run Control ID: SUR" is displayed. To the right, there are two links: "Report Manager" and "Process Monitor". A "Run" button is highlighted with a red circle. Below these elements are two main filter sections: "SUR Number Range" and "SUR Requested On Date Range". The "SUR Number Range" section has two input fields: "From SUR #:" and "To SUR #:", each with a magnifying glass icon. The "SUR Requested On Date Range" section has two input fields: "From Date:" and "Through Date:", each with a calendar icon. Between these two sections is the word "OR". Below these sections is an "Optional Parameters" section, which is highlighted with a red box. It contains three fields: "Service Unit:" (a dropdown menu), "SUR Status:" (a dropdown menu), and "Department:" (an input field with a magnifying glass icon). At the bottom of the interface, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

The SUR Reports can also be ran by the SUR Service Unit and/or SUR Status and/or by Department along with the SUR Number Range **OR** SUR Requested On Date Range

No matter how you run the report, you will only be able to see the organizations that you have access to.

SUR SERVICE UNIT REPORT OPTIONS

If logged in as a Service Unit, you can run the report by SUR Status:

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

SUR Number Range	OR	SUR Requested On Date Range
From SUR #: <input type="text"/>		From Date: <input type="text"/>
To SUR #: <input type="text"/>		Through Date: <input type="text"/>

SUR Service Unit - Optional

Service Unit: OneCard

SUR Status:

- Approved
- Cancelled
- Complete
- Denied
- EI Approval
- Holding
- In Process
- In Progress
- Open
- Parking Issued
- Pending
- Pending Approval
- Processed
- Received
- Shuttle Provided
- Submitted

SUR REPORT EXAMPLE

Service Unit Request

General Information

Number: 1000014 Status: In Progress Requested On: 21-SEP-2011
Requested By: MBORCHAR Service Unit: OneCard
Required By: 30-SEP-2011 Department: PRV453

Location of Delivery/Work

Building: Service Center Building Room: 215

Contact Person Information

First Name: MELISSA Last Name: BORCHARDT
Phone Number: 271-2345 Extension: 46378
Building: Service Center Building Room: 224T
Email: MELISSA-BORCHARDT@OUHSC.EDU

Request Description

Estimate: N Attachments: Y
Description: NEED TWO ONECARDS. Please review attachment for requested information.

Department Chartfield Information

Fund	Dept	Program	Class	Project	Percentage
STATE	PRV450	00016	00000		50
STATE	PRV453	00016	00000		50

Department Approver Information

Approved By: SURAPPROVER Approved On: 21-SEP-2011

Service Unit Comments

One of the two OneCards have been completed.

Service Unit Chartfield Information

Fund	Dept	Program	Class	Project	Account	Amount	Billed
STATE	PRV453	00016	00000		600100	10.00	N
STATE	PRV450	00016	00000		600100	10.00	Y