

MPTF Office

Printing Certified Final Report User Training Guide

<https://finance.partneragencies.org>

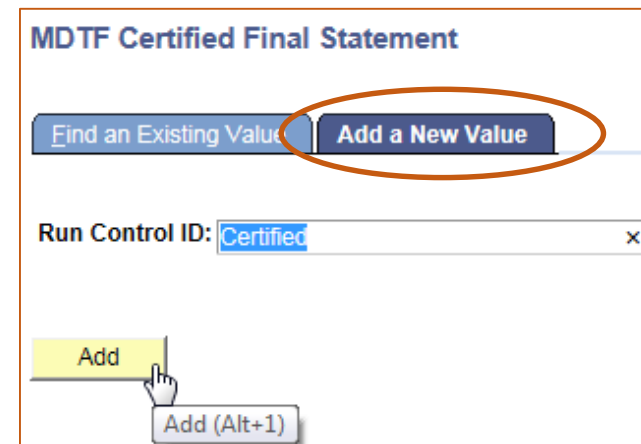
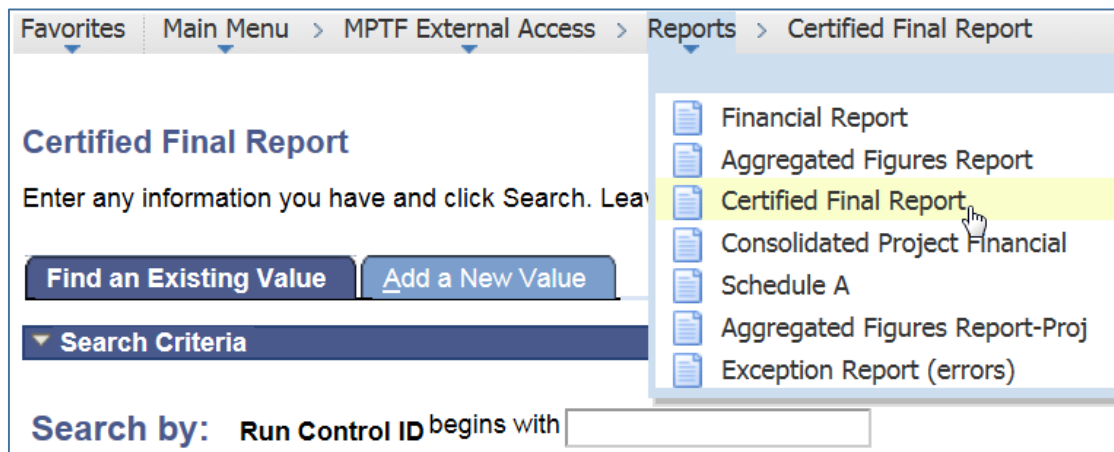
(Updated September 2019)

Running Reports

Go the **Reports** folder and click on Certified Final Report.

To set up the report, first under **Add a New Value** create a **Run Control ID** using a short description (e.g. Certified) to be associated with that report; and click on **Add**

In future, for printing any subsequent reports, go to Find an Existing Value and select that **Run Control ID**.



Running Reports

On the Certified report page, enter parameters/field values.

Select the Project and then select the single value Fund Code that appears (automatically defaults in system) and any other required parameters, and click on **Run** to take you to the Process Scheduler page. Ensure that "**PDF**" is the **Format** used.

Click on **OK** to create the request.

The image shows two screenshots from a web application. The left screenshot is the 'Cert Final Statement' page. It has a 'Run Control ID' section with 'Certified' selected and circled in orange. Below it are fields for 'Agency Name' (UNCDF), 'Last Financial Report for this UN Organization' (201606), 'Project' (00065941), and 'Fund Code'. A 'Run' button is highlighted in yellow, with a red arrow pointing to it and a blue arrow pointing to the 'Process Scheduler Request' dialog box on the right. The right screenshot is the 'Process Scheduler Request' dialog. It shows 'User ID: Xuncdf.mptfo' and 'Run Control ID: Certified'. There are fields for 'Server Name', 'Run Date' (29/11/2016), 'Recurrence', 'Run Time' (11:38:24AM), and 'Time Zone'. A 'Process List' table is shown below, with the 'PDF' format selected in the '*Format' column. The 'OK' button is highlighted in yellow, with a mouse cursor over it and a tooltip showing 'Ok (Enter)'.

Cert Final Statement

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

Agency Name: UNCDF United Nations Capital Development Fund

Last Financial Report for this UN Organization: 201606

Project: 00065941 RWA 1 - Good Governance

Fund Code:

Additional Parameters

Tick the box if your Organization's Financial Regulations and Rules do not allow for transfer of interest:

Fill in with amount of interest transferred to MDTF Office:

Fill in only if amount of total interest earned displayed in the Report must be overwritten: ?

Fill in Name and title of Certifying Authority:

Process Scheduler Request

User ID: Xuncdf.mptfo Run Control ID: Certified

Server Name: Run Date: 29/11/2016

Recurrence: Run Time: 11:38:24AM **Reset to Current Date/Time**

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UNUNXR10	UNUNXR10	SQR Process	Web	PDF	Distribution

OK **Cancel**

Ok (Enter)

Running Reports

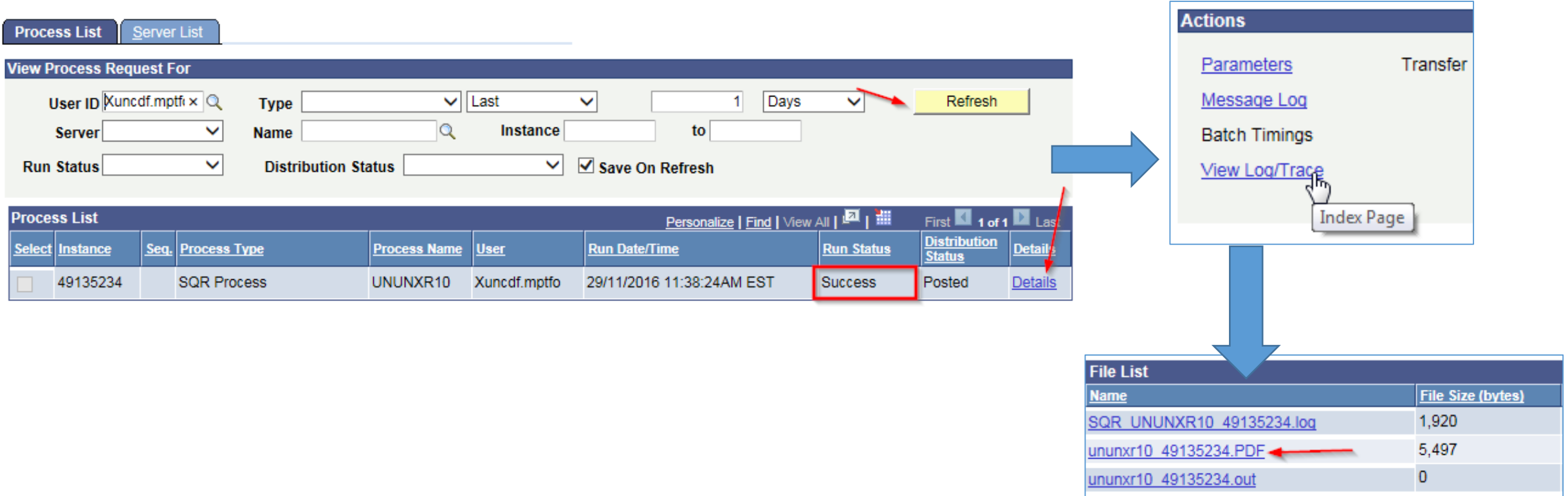
Click on [Process Monitor](#) to view status of request. 



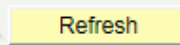
Process Monitor Run
Process Instance:51087811

Click on  to update **Run Status** until it shows **Success** and **Posted**.

Then click on [Details](#) link.



View Process Request For

User ID: Type: 1 Days 

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	49135234		SQR Process	UNUNXR10	Xuncdf.mptfo	29/11/2016 11:38:24AM EST	Success	Posted	Details

Actions

- [Parameters](#) Transfer
- [Message Log](#)
- Batch Timings
- [View Log/Trace](#)
- [Index Page](#)

File List

Name	File Size (bytes)
SQR_UNUNXR10_49135234.log	1,920
ununxr10_49135234.PDF	5,497
ununxr10_49135234.out	0

Running Reports

On [Details](#) page, click on [View Log/Trace](#), then click on output link (**PDF**) to download/open file.

Process Detail

Process	
Instance 51606500	Type SQR Process
Name UNUNXR10	Description Certified Final Report
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID Certified	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="checkbox"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 10/04/2017 4:08:40PM EDT	Parameters Transfer
Run Anytime After 10/04/2017 4:08:37PM EDT	Message Log
Began Process At 10/04/2017 4:08:53PM EDT	Batch Timings
Ended Process At 10/04/2017 4:09:08PM EDT	View Log/Trace

Actions	
Parameters	Transfer
Message Log	
Batch Timings	
View Log/Trace	

Index Page

View Log/Trace	
Report	
Report ID: 44751998	Process Instance:
Name: UNUNXR10	Process Type:
Run Status: Success	
Certified Final Report	
Distribution Details	
Distribution Node: HTTP4	Expiration
File List	
Name	File Size
SQR_UNUNXR10_51606500.log	1,810
ununxr10_51606500.PDF	5,823
ununxr10_51606500.out	0