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

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

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<tr>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
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Department Approver Information
Approved By: SURAPPROVER   Approved On: 21-SEP-2011

Service Unit Comments
One of the two OneCards have been completed.

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