FMS Use an Existing Run Control ID and Generate Statements

Run Control IDs are needed in order to generate monthly financial statements. With Run Control IDs the departments will have the ability to generate statements any time during the month. The statements can be generated as a PDF document and/or an Excel file.

Common Financial Statements

- **Funded (UTAKKSOAMFND)** - The Funded report is also referred to as “Budgeted”. This report lists the Expenses and/or Revenue for accounts that have pre-defined budgets.
- **UnFunded (UTAKKSOAMUFN)** - The UnFunded report is also referred to as “Non-Budgeted”. This report lists the Expenses and/or Revenue for accounts that have no pre-defined budgets.
- **Grant (UTAKKSOAMGRT)** - This report lists the Expenses for Sponsored Projects.
- **Plant Fund (UTAKKSOAMPLT)** - This report lists the Expenses for Capital Projects.

Procedure

1. Click on **Main Menu - FMS Reporting Tools - BI Publisher - Query Report Scheduler.**

   ![Query Report Scheduler](image)

   The **Query Report Scheduler** screen displays.

2. Click the **Find an Existing Value** tab.
3. Choose a **Search by** option from the drop-down list, suggest Run Control ID.
4. Enter the Run Control ID name in the **begins with** field.
   a. Use the % as a wildcard.
   b. Leave blank to see all.
5. Click the **Search** button.

Note: If you have created only one run control, the page used to enter the report parameters is displayed. If you have multiple run controls, a Search Results table will display; where you must select the appropriate ID to use.

Leaving the search blank produces a list of existing Run Control IDs.
6. Click on the **blue Run Control ID** for the report you want to generate.

7. Click on the **blue Update Parameters** link to update the report parameter prompt values.

**Note:** Review the existing parameter prompt values, if the values are okay as is, click the Run button to run the report.
8. Enter the parameter prompt values that need to be updated.
   - Enter or search for the range of your 6-digit Dept numbers in the Dept From and Dept To fields. OR enter the same number in both fields.
   - Enter the Fiscal Year in the Budget Period field. The fiscal year runs Sept 1– Aug 31. The budget period is derived from the date on which the fiscal Year ends.
   - Enter the corresponding month in the Accounting Period field. Example: 1 = Sept, 2 = Oct. 
     Note: When generating statements for Accounting Period 998, you must enter 12 in the Accounting Period field.
   - Enter or search for the Cost Center or Project ID. This field will be labeled Cost Center or Project ID depending on the statement type OR leave this field blank for all.
     Note: If a Project ID is entered, you must provide a PC Business Unit for the Project (Grants = UTASP and Plant Funds = UTAPF).

9. Click the OK button.

Note: The financial activity from Accounting Period 12 will be included in the 998 statements. You may disregard period 12 activities if it is already reconciled.

10. Click the check box to Include ProCard Transactions in the report.

11. Click the OK button.

12. Click the Run button.
13. The Type defaults to Web, leave as is or choose email to email the report to yourself.
14. Choose the format from the drop-down list, either PDF or XLS.
15. Press the OK button.

Optional:
To send the statements to additional recipients, click the blue Distribution link.

1. From the Distribute To grid, click the (plus sign) to insert a new row.
2. Select ID Type “User”.
3. Enter the recipients “Empl ID” in the Distribution ID field.
4. Click OK to return to the Process Scheduler Request page.
5. Click OK to return to the Query Report Scheduler page.
A Process Instance number is assigned. This is like a tracking number for your report.

19. Click the blue Process Monitor link to check the status of the report.

![Process Monitor Image]

The Process Monitor page is displayed. The most recent job appears in the list. Initially, the Run Status is “Queued” and the Distribution Status is “N/A”.

**Note:** If the job is not completed, press the Refresh button until the Run becomes Success, and the Distribution Status is Posted. Refresh does not speed-up the process of generating the report, it just refreshes the screen.

![Process Monitor Table]

20. Click the blue Go back to Query Report Scheduler link.
21. Click the blue Report Manager link to view the report.

![Query Report Scheduler](image)

22. Click the blue report link that matches the Process Instance number and the output file that you selected earlier. The most recent report is listed first.

**Note:** The report will be listed under one or more of the tabs. This example is under the Administration tab.

![Report List](image)

**Note:** Depending on your browser and/or the file type, you may be presented with a dialog box prompting you to **Save** or **Open** the report; or the report will open immediately in a new window.

23. Download the report to save and print the file as needed.

24. To return back to a specific page in the process, click a link in the navigation path at the top (breadcrumb trail).
Example Report:

MONTHLY FINANCIAL STATEMENT
FOR BUDGETED COST CENTERS without ASSOCIATED REVENUE

Department 320105 - Business Technology Services For Budget Year 2019, Period Ending 10/31/2018

Cost Center: 310172 - BUS AFF TECHNOLOGY SERVICES

Important Note: Summary Balances may vary when compared against transaction detail balances due to timing of encumbrance processing and other factors!

Expense Summary for Cost Center: 310172
**Amounts reflect Year-To-Date Balances**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>1) Allocated Budget</th>
<th>4) Encumbrance</th>
<th>5) Expense</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI05 - Staff Salaries</td>
<td>2019</td>
<td>1</td>
<td>$1,623,056.00</td>
<td>-1,356,261.27</td>
<td>270,350.59</td>
<td>14,706.14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>-1,623,056.00</td>
<td>-1,356,261.27</td>
<td>270,350.59</td>
<td>14,706.14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>-127,295.60</td>
<td>118,197.50</td>
<td>109,408.90</td>
<td>14,706.14</td>
</tr>
<tr>
<td>AI08 - Wages</td>
<td>2018</td>
<td>1</td>
<td>$40,558.00</td>
<td>8,000</td>
<td>-4,456.02</td>
<td>36,101.98</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>$40,558.00</td>
<td>8,000</td>
<td>-4,456.02</td>
<td>36,101.98</td>
</tr>
</tbody>
</table>

Note: Reports that are generated also appear in the My Reports pagelet located on the UT Share homepage. The report is available up to 14 days.

Optional Note
When the report displays under the List or Explorer Tab an additional Report Index page will display before the report can be opened.

This page provides information about the output file such as, how long the report will be available (Expiration Date), the report file name and the recipient(s) of the report (Distribution To).

1. From the File List panel of the screen, Click on the blue report Name link you want to view.