Financial Statements
Tools for Reconciling
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View Source Documents

The source document is the original form used to generate a transaction line. The source document can be accessed from the Budget Details or the Budget Overview page, but it requires several layers of drilling. Since you have the reference number from the Financial Statement, it is suggested to navigate directly to the page used to generate the transaction by using the appropriate search page.

Listed below are the navigation paths for the different types of documents found on the Financial Statement:

Journals (General Ledger)

2. The Create/Update Journal Entries page is displayed. If necessary, click the Find an Existing Value tab.
3. Click the Clear button to remove the default values.
4. Enter the Business Unit (example: UTARL).
5. Enter the 10-digit reference number in the Journal ID field.
6. Click Search. The Journal page is displayed.

Vouchers

1. Navigate to the Navigator > Financials > Accounts Payable – Vouchers > Add/Update > Regular Entry.
2. The Voucher page is displayed. If necessary, click the Find an Existing Value tab.
3. Enter the 8-digit reference number in the Voucher ID field.
4. Click Search. The Voucher page is displayed.
Expense Reports

1. Navigate to the Navigator > Financials > Travel and Expense > Travel and Expense Center.
2. Click Expense Report.
3. Click View.
4. Enter the 10-digit reference number in the Report ID.
5. Click Search. The Expense Report Detail page is displayed.

ProCard Statement

The ProCard Transaction Reconciliation statement provides detailed ProCard information to help aid in the reconciliation of the monthly Financial Statement.

1. Navigate to the Navigator > Financials > Purchasing > Procurement Cards > Reconcile > Reconcile Statement.
2. Enter or lookup the cardholder by Name or Empl ID.
3. Click the Statement Status drop-down menu and select Closed.
4. Click the Search button.
5. The Procurement Card Transaction page is displayed. The charges will have a status of Closed. This status is assigned automatically by the system after the ProCard processing deadline date occurs.

Budget Transfers

The Budget Transfer page is used to view transfers between and within Cost Centers.

1. Navigate to the Navigator > Financials > Commitment Control > Budget Journals > Enter Budget Transfers.
2. The Search page is displayed. Make sure the Business Unit field is defaulting to UTARL.
3. Enter the 10-digit Journal ID number.
4. If necessary, remove the defaulting Empl ID from the User ID field.
5. Click Search. The Journal page is displayed.
**Budget Journals**

The Budget Journal page is used to view budget adjustment and other journals processed by the Budgets & Financial Planning office.

1. Navigate to the **Navigator > Financials > Commitment Control > Budget Journals > Enter Budget Journals**.
2. The search page is displayed. Make sure the **Business Unit** field is defaulting to **UTARL**.
3. Enter the 10-digit **Journal ID** number.
4. If necessary, remove the defaulting Empl ID from the User ID field.
5. Click **Search**. The **Journal** page is displayed.
Reconciling ProCard Charges

Generate ProCard Transaction Register

The ProCard Transaction Register provides detailed ProCard information to help aid in the reconciliation of the monthly Financial Statement. The ProCard Transaction Register can be generated by department or for a single cardholder. If generated by department, the report displays each cardholder with ProCard charges for a specific Cost Center or Project. Each Cost Center/Project is displayed in a different sheet of the workbook (Sheet 1, Sheet 2, etc.).

This report contains information such as:

- Transaction Description
- General Ledger Account (e.g. 63003 – Office Supplies)
- ChartField string associated with the expense line
- ProCard payment voucher reference number and the payment voucher status
- Merchant information
- Relevant Dates (e.g. Transaction Date, Merchant Post Date, etc.)

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- Merchant information
- Relevant Dates (e.g. Transaction Date, Merchant Post Date, etc.)

1. Navigating to the: Navigator > Financials > Reporting Tools > BI Publisher > Query Report Scheduler

   Note: To generate this report, you must have one of the following UT Share security roles:

   - Level III-Reconciler
   - Level V-Reconciler

The Query Report Scheduler page is used to run the ProCard Transaction Register and to preserve the criteria used to generate the report in a run control record.

2. The Query Report Scheduler page is displayed:

   - First Time Users: The fields on the page are blank. You will be required to provide the conditions for your report. Proceed to step 3.
   - Returning Users: The fields on the page defaults with the settings that were last saved. You must verify the Data Source Type and Report Name. If correct, proceed to step 9.
Optional: You may leave the Search By field blank and click the Search button. If you have created only one Run Control, the Query Report Scheduler page displays. If you have multiple Run Controls, a Search Results table will display; where you must select the appropriate ID.

3. Select “Connected Query” from the Data Source Type drop-down menu.

4. From the Report Name field: Enter or lookup the Report Name: UTAPPROCREG (UTA ProCard Transaction Register).

5. Press Save.

6. Enter the Query Parameters in the first pop-up:
   a. Enter Set ID “UTARL”. Enter or lookup 6-digit Dept number.
   b. Click OK.

7. Enter the Query Parameters in the second pop-up:
   a. Enter Employee ID or leave this field blank for ALL ProCard cardholders.
   b. Enter the desired Bill Date From and Bill Date To fields.
   c. Click OK. Proceed to step 10.

Note: The billing cycle for ProCard charges is the 4th through the 3rd (e.g. Feb 4th – Mar 3rd). If you want to generate a report for a specific billing cycle, you must enter the date after the billing cycle ends in the Bill Date From and the Bill Date To field.

8. Click the Update Parameters link to change the parameters of the report. Proceed to step 6 and step 7 above.

9. Click the Save button to save the conditions of your report.

10. To generate the report, click the Run button.
11. Select the Type from the drop down list.
   • Email will send the report directly to your email when it has processed.
   • Web will make the report available through the Report Manager.

12. The Format field defaults to “XLS”. This indicates the output file is an excel file. PDF or XLS are recommended.

   **Note:** To send the report to additional recipients, click the Distribution link and complete the appropriate fields.

13. Click the OK button to return to the Query Report Scheduler page.

![Process Scheduler Request page](image)

A Process Instance number is now assigned. This number is used to track your report from the Process Monitor page.

14. Click the Process Monitor link.

![Query Report Scheduler page](image)
9. The **Process Monitor** page is used to view the status of the report. Initially, the **Run Status** may be “Queued” and the **Distribution Status** is “N/A”.

   It may be necessary for you to click the **Refresh** button multiple times (every 20 seconds) to refresh the page, until the **Run Status** is “Success” and the **Distribution Status** is “Posted”.

11. Once the statuses have changed to “Success” and “Posted”, Click the **Go Back to Query Report Scheduler** link.

![Process Monitor page](image)

12. Click the **Report Manager** link to view the ProCard Transaction Register.

![Report Manager](image)
The Report Manager page will display. The report may be found under one or more of the tabs; List, Explorer or Administration. The example below displays the report under the Administration tab.

13. Select the ProCard report file name located under the Report column.

The File List grid may display under a new Report Index Tab depending on which Report Manager tab you find the report.

14. Click the ProCard report file name (UTAPPROCREG.xlsx) to open the report.

Note: If you run the report from the home page pagelet this will display as well.

10. You may be presented with a dialog to Save or Open the report, select the appropriate option.
Below is an example report

The Report column descriptions are below.

1. The **Account** (General Ledger Account) identifies the nature of the transaction (e.g. 63003 = Office Supplies).

2. The **Fund** is a chartfield value used to identify the source of funds.

3. The **Class** is a chartfield value used to track expenditures based on federal requirements.

4. The **Amount** represents the dollar amount of the purchase.

5. The **Transaction Description** provides a brief explanation of the purchase.

6. The **Budget Date** represents the period when the transaction was processed.

7. The **Budget Line Status** displays the budget-check status for the ProCard Statement and the Payment Voucher. The statuses are:
   - **Not Chk’d** > Budget Check has not been performed.
   - **Valid** > Budget Check performed and the line passed.
   - **Error** > Budget Check performed and the line did not pass.
   - **Warning** > Budget Check performed and there was an Error where an exception was granted in order for it to pass.

8. The **Transaction Date** represents the date the goods were purchased.

9. The **Merchant Post Date** represents the date the charge actually posted to the bank.

10. The **Statement Date** (Billing Date) represents the date the statement is loaded into UT Share. The billing cycle for ProCard charges is the 4th through the 3rd of the following month (e.g. Feb 4th – Mar 3rd). On the ProCard Transaction Register the Statement Date is the date after the billing cycle ends (e.g. Mar 4th).
11. The **Statement Status** column displays the status of the ProCard Statement. The purpose of this information is to help you identify those transactions requiring reconciliation and/or approval. The statuses are:
   - **Staged** > Statement has not been reconciled.
   - **Verified** > Statement reconciled but waiting approval.
   - **Approved** > Statement reconciled and approved.
   - **Closed** > Statement is no longer available to departments. Transactions have been pulled into a voucher to pay the vendor (e.g. Citibank).

12. The **Merchant** column provides the name of the vendor where the purchase was made.

13. The **Voucher/Line** column provides the reference number for payment voucher and the transaction line number.

14. The **Approver** column displays the name of the individual that approved the ProCard Statement.

15. The **Approver Date** represents the date the approving official approved the ProCard Statement.

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### Download ProCard Payment Voucher to Excel

The ProCard charges on the ProCard Payment Voucher are sub-totaled (dollar amounts are added together) for transactions using the same General Ledger Account (e.g. 67106 – Official Occasion) and the payee for the ProCard payment is listed as “Citibank”. This can make it difficult to reconcile the entries on the voucher to your ProCard Transaction Log or to the monthly Financial Statement.

To reconcile the amounts that were sub-totaled on the voucher, you can download the ProCard Payment Voucher to Excel, sort/filter the information by department or GL Account and add a formula to match the totals. The steps below explain how to download the ProCard Payment Voucher to Excel:

1. Begin by navigating to the **Navigator > Financials > Accounts Payable > Review Accounts Payable > Vouchers > Accounting Entries**
2. Enter the ProCard Voucher reference number in the **Voucher ID** field and click **Search**.

![Image of Voucher Accounting Entries](image-url)
3. Click the “Show All Columns” icon to display all columns in the table.

4. Scroll to the right-side of the page and click the download icon located in the blue title bar.

5. Depending on your browser, a new window will appear. If necessary, select “Open with Microsoft Excel” and click OK.

**Note:** If the new window does not appear, it may be necessary for you to disable pop-up blockers.

6. When the Excel Window opens, you may be presented with the following message “The file you are trying to open, ‘ps-2.xls’, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file?
7. The charges from the ProCard voucher are now displayed in Excel.
8. Click the Enable Editing button on the yellow bar that displays above the open spreadsheet.
9. It is recommended that you Sort or Filter the table accordingly to match the information with your Financial Statement. To Filter the table:
   a. Click the Sort & Filter icon.
   b. Select Filter from the menu.
   c. After selecting Filter from the menu. A drop-down triangle will be added to Row 1 for each column in the table. Select the down-triangle for the column that you want to filter.
   d. Once you have added the appropriate filters, the table will display only the selected information. If necessary, you can sort the Account column (General Ledger Account) and/or add a formula to calculate the Monetary Amount column to reconcile the information against your Financial Statement.

Example of Results:
Financial Statement
Reconciling Payroll Transactions

Generate Payroll Analysis Report


Note: First Time Users need to create a Run Control ID, see below:

   a) Click the Add a New Value tab.
   b) Provide a meaningful name like “payroll.analysis.report”, (up to 30 characters, no spaces, case sensitive).
   c) Click the Add button.
   d) Select the Connected Query from the Data Source Type drop down list.
   e) Enter UTAPYANALDPT in the Report Name field, or lookup the report.

To find an existing RunControl:

2. Click the Find an Existing Value Tab.
3. Click Search. A list of Run Control IDs will be listed if there are multiple, otherwise the existing Run Control ID report will display.
4. Click on the payroll analysis Run Control ID that displays in the list.
5. Click on the blue Update Parameters link. You will be prompted to enter the query parameters.
6. Enter the Fiscal Year.
7. Enter the Department.
8. Enter the Starting and Ending Period.
9. Enter the Employee ID or leave blank for all.
10. Click OK.

11. Enter the Cost Center or leave it blank for all.
12. Enter the PC Bus Unit or leave it blank for all.
13. Enter the Project# or leave it black for all.
14. Enter the Account# or leave it blank for all.
15. Click OK.

The parameters you entered display in the Query Parameters table.

16. Click the Save button.
17. Click the Run button.
The **Process Scheduler Request** page is displayed.

18. If necessary, change the **Format** field to the appropriate output option: “PDF” (Portable Document Format) or “XLS” (Excel).

19. If necessary change the **Type** of report field to Email which will send the report to the user email. The default is Web which will enable the report to be viewed in Report Manager. (Web defaults).

20. Click **OK**.

21. Click the blue **Process Monitor** link to monitor the progress of the report. The Process Instance number is also displayed.

The report is complete and ready to view when the Run Status shows “Success” and the Distribution Status shows “Posted”.

**Note:** If multiple reports are listed, verify using the process instance number.

22. Click the blue **Go back to Query Report Schedule** link.
23. Click the blue Report Manager link.

The Report Manager page is displayed. The report will display under one or more of the tabs, **usually the Administration tab**.

15. Click the TABs to find the report listing.
17. Click the file name located under the Description column.

Here is an example of the report as an Excel file.
Commitment Accounting Salary by Cost Center Report

Salary by Cost Center

The Salary by Cost Center report is used to view salary information for all employees associated with a specific Cost Center.

**Note:** The Salary by Cost Center Report can be generated by end users with the following UT Share security roles: Level III, Level III-Reconciler, Level V, or Level V-Reconciler.

1. Begin by navigating to the: **Navigator > Financials >UTZ Customization > Commitment Accounting > Reports > Salary by Cost Center**
2. The **Salary by Cost Center** search page is displayed.

   - **First Time User – Create a Run Control ID:**
     a) Click the **Add a New Value** tab.
     b) Provide a meaningful name for your Run Control ID (up to 30 characters, no spaces, case-sensitive).
     c) **Run Control ID Example:** salary-by-cost-center
     d) Click the **Add** button and proceed to **step 3**.

   - **Returning Users > Use an Existing Run Control ID**
     a) From the **Find Existing Value** page, enter the Run Control ID in the **Search by** field.
     b) Click **Search** and proceed to **step 3**.

Optional: You may leave the **Search By** field blank and click the **Search** button. If you have created only one Run Control, the Salary by Cost Center page displays. If you have multiple Run Controls, a **Search Results** table will display; where you must select the appropriate Run Control ID.

The **Salary by Cost Center** page is displayed.

**Note:** If you are a returning user, the Salary by Cost Center page defaults with the values last saved or used. Depending on the information that you want to view, you should update the parameters accordingly (e.g. Accounting Period, Cost Center, etc.).

a) Enter **Set ID** “UTARL”. Enter Fiscal Year (e.g. 2019).

b) Enter **Accounting Period** (e.g. 1 = Sept, 2 = Oct, etc.).

c) Enter **Cost Center** or leave the field blank for all Cost Centers.

d) Enter **Empl ID** or leave the field blank for all employees.

3. Click the **Save** button to save the conditions of your report.
4. To generate the report, click the **Run** button.
5. The **Process Scheduler Request** page is displayed. If necessary, select “**XLS**” (Excel File) from the **Format** field.

6. Change the Type to Email to have the report output emailed to you directly, otherwise choose WEB. **Note:** To send the report to additional recipients, click the **Distribution** link and complete the appropriate fields.

7. Click the **OK** button to return to the **Salary by Cost Center** page.

8. A **Process Instance** number is generated. This number is used to track your report from the **Process Monitor** page.

9. Click the **Process Monitor** link.

10. The **Process Monitor** page is used to view the status of the report. Initially, the **Run Status** may be “**Queued**” and the **Distribution Status** is “**N/A**”.

It may be necessary for you to click the **Refresh** button multiple times (every 20 seconds) to refresh the page, until the **Run Status** is “**Success**” and the **Distribution Status** is “**Posted**”.

11. Once the statuses have changed to “**Success**” and “**Posted**”, click the blue **Go Back to Salary by Cost Center** link.
From the **Salary by Cost Center** page,

12. click the **Report Manager** link to view the report.

![Report Manager screenshot](image)

The **Report Manager** page is displayed. The report will generate two output files.

13. Click the **Administration** **TAB**

14. Select the report with the Excel file extension (e.g. UTZ_HC509.xlsx) located under the **Description** column.
15. A dialog window may prompt you to **Open** or **Save** the file, select the appropriate option.

16. Click OK.

17. The report will display.
Salary by Project ID Report

The Salary by Project ID report is used to view salary information for all employees associated with a specific Project ID.

Note: The Salary by Project ID report can be generated by end users with the following UT Share security roles: Level III, Level III-Reconciler, Level V, or Level V-Reconciler.

1. Begin by navigating to the: Navigator > Financials >UTZ Customization > Commitment Accounting > Reports > Salary by Project ID
2. The Salary by Project ID search page is displayed.
   - **First Time User – Create a Run Control ID:**
     d) Click the Add a New Value tab.
     e) Provide a meaningful name for your Run Control ID (up to 30 characters, no spaces, case-sensitive).
     Run Control ID Example: salary-by-cost-center
     f) Click the Add button and proceed to step 3.
   - **Returning Users > Use an Existing Run Control ID**
     c) From the Find Existing Value page, enter the Run Control ID in the Search by field.
     d) Click Search and proceed to step 3.

Optional: You may leave the Search By field blank and click the Search button. If you have created only one Run Control, the Salary by Cost Center page displays. If you have multiple Run Controls, a Search Results table will display; where you must select the appropriate Run Control ID.

The Salary by Cost Center page is displayed.

Note: If you are a returning user, the Salary by Cost Center page defaults with the values last saved or used. Depending on the information that you want to view, you should update the parameters accordingly (e.g. Accounting Period, Cost Center, etc.).

3. Enter Project Costing Business Unit “UTASP”.
4. Enter Project Costing Project ID or leave the field blank for all PC Project IDs.
5. Enter Fiscal Year (e.g. 2019) and then the Accounting Period (e.g. 1 = Sept, 2 = Oct, etc.).
6. Enter Empl ID or leave the field blank for all employees.
7. Click the Save button.
8. To generate the report, click the Run button.
9. Change the Type to Email to have the report output emailed to you directly, otherwise choose WEB.

10. The Process Scheduler Request page is displayed. If necessary, select “XLS” (Excel File) from the Format field.

Note: To send the report to additional recipients, click the Distribution link and complete the appropriate fields.

11. Click the OK button to return to the Salary by Project ID page.

12. A Process Instance number is now assigned. This number is used to track your report from the Process Monitor page.

13. Click the Process Monitor link.

14. The Process Monitor page is used to view the status of the report. Initially, the Run Status may be “Queued” or “Processing” and the Distribution Status is “N/A”.

It may be necessary for you to click the Refresh button multiple times (every 20 seconds) to refresh the page, until the Run Status is “Success” and the Distribution Status is “Posted”.

15. Once the statuses have changed to “Success” and “Posted”, click the Go Back to Salary by Project ID link.
16. From the **Salary by Project ID** page, click the **Report Manager** link to view the report.

![Report Manager](image)

The **Report Manager** page is displayed. The report will generate two output files.

17. Click on the Administration TAB.
18. Select the report with the Excel file extension (e.g. UTZ_HC502.xlsx) located under the **Report** column.
A dialog window will prompt you to **Open** or **Save** the file, select the appropriate option.

19. Click OK.
20. The Report will display:

See the example Report:

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Emp ID</th>
<th>Dept ID</th>
<th>Dept Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Total Earnings</th>
<th>Hours Worked</th>
<th>Overtime Hours</th>
<th>Overtime Earnings</th>
<th>Incentive Pay</th>
<th>Incentive Pay Earnings</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000000140</td>
<td>640102</td>
<td>640102</td>
<td>Chemistry</td>
<td>2019-01-01</td>
<td>2019-01-31</td>
<td>92.00</td>
<td>92.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>640102</td>
<td></td>
<td>Chemistry</td>
<td>2019-01-01</td>
<td>2019-01-31</td>
<td>92.00</td>
<td>92.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>184.00</td>
<td>184.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
View Commitment Control Activity Log

The Commitment Control Activity Log is used to view all the General Ledger (GL) and the Budget Accounts associated with a transaction line. The GL Account is used to categorize the transaction for reporting purposes (e.g. 63003 > Office Supplies). The Budget Account is used to identify the purpose of the funds (e.g. A4000 > Operating Expense, G4110 > Domestic Travel, etc.).

Scenario:
You need to research an Expense Report. You want to view all the Cost Centers and/or Projects, as well as, the GL Accounts used on the reimbursement document. If you use the Expense Report page, it will be necessary for you to click the ➡ arrow beside each line to open the line details, then the ➡ arrow by Accounting Details by each line to view the budget information; whereas, the Commitment Control Activity Log displays everything on one page.

Review the Commitment Control Activity Log

The Commitment Control Activity Log may be viewed from the Budget Details or the Budget Overview page. Listed below are the instructions for viewing the Commitment Control Activity Log.

Budget Details

Budget Details > View Transaction Activity & Source Document

1. Begin by navigating to the Budget Details page: Navigator > Financials > Commitment Control > Review Budget Activities > Budget Details

From the Budget Details search page:

2. Verify the Business Unit is defaulting with “UTARL”.

3. Enter or lookup a Ledger Group:
   a. Select “OPE” or “OPR” to view budget activity for a Cost Center.
   b. Select “DETAIL” to view budget activity for a specific GL Account.
   c. Select “GRT_PARENT” to view the overall balance for a Sponsored Project.
   d. Select “PLANT_PRNT” to view the overall balance for a Sponsored Project.
balance for a Capital Project.

e. Select “GRT_CHILD1” to view budget activity for a single budget account for a Sponsored Project.
f. Select “PLANT” to view budget activity for a single budget account for a Capital Project.

4. Click Search.

The Budget Detail Overview Screen Displays:

5. Enter the **Account** (Budget or General Ledger) that you want to view.
6. Enter the **Cost Center** or **Project** number that you want to view.
7. Enter the **Budget Period**.
8. Click **Search**.

**Note:** *The Budget Period field is not used when viewing budget activity for a Sponsored Project (Grant) or Capital Project (Plant Fund).*

9. Click the blue **View Details** link beside the Account you want to view.

The **Commitment Control Budget Details** page provides a summary of budget information for a specific Cost Center or Project.

10. To view transaction activity, click the **Drill to Activity Log** icon (gold book).
The transaction **Activity Log** page is displayed. When transactions are budget-checked, the system creates activity lines and stores them in the **Activity Log**.

The **Activity Log** contains the following information:

**Document Label**: Indicates the type of form used to generate the transaction line. The document types include:

- **Report ID** = Travel or Non-Travel Expense Report
- **Voucher ID** = Purchase Order or Non-PO Voucher
- **Employee ID** = ProCard Transactions

**Tran Line** (Journal ID) = Corrections, Inter-Departmental Transfers, Payroll transactions or Budget Transfers will have an ID number.

**Document ID**: The reference number for the transaction.

**Account**: Used to identify the purpose of the funds like A4000 – Operation Expenses.

**Fund, PC Bus Unit, Project and Activity**: Represent the chartfield values used for the transaction line.

**Budget Period** represents the period where the funds were taken.

Use the magnifying glass 🕵️‍♂️ or the footprint icon 🪙 to drill into the details. See below:

11. Click the **Line Drill Down** icon (magnifying glass 🕵️‍♂️) to get transaction details for a particular line like the chartfield values associated with the transaction line.
12. Click the **View Related Links** icon to drill down and view the source document used to create the transaction line like a Voucher, or Expense Report, used to generate the transaction line.
The source document will open immediately in a new window or you may be presented with a dialog box where you must select "Go to Source Entry" to display the information.

**Note:** To view the page where the source document was created, you must have the appropriate level of security.

13. Back on the Activity Log screen, Click the footprint icon .

The **Commitment Control Activity Log** page displays.

14. Clicking the magnifying glass  takes you back to the Budget Journal Line Drill Down as shown above in step 11.

15. Click the open page icon  to return to the Commitment Control Budget Details page as shown in step 10.
Budget Overview

Budget Overview > View Transaction Activity & Source Document

1. Begin by navigating to the Budget Overview page: Navigator > Financials > Commitment Control > Review Budget Activities > Budget Overview.

Note: First time users must create a Budget Overview Inquiry to use the Budget Overview page. The steps below assume that you have already created an inquiry.

From the Budget Overview search page:

2. Enter the Inquiry Name and click Search. OR Leave the Inquiry Name field blank and click the Search button. The Budget Overview page will display or if you have multiple inquiries, a Search Results table will display where you select the appropriate inquiry.

The Budget Overview page is displayed with the values identified in the creation of the inquiry or that was last used.

3. Update the fields listed below to change the results information.
4. Verify the appropriate Ledger Group/Set OR Ledger Inquiry Set is selected:
   - For Cost Centers use Ledger Group: OPE, OPR; OR Ledger Inquiry Set: OPE_OPR
   - For Sponsored Projects (Grants) use Ledger Group: GRT_CHILD1
   - For Capital Projects (Plant Funds) use Ledger Group: PLANT
   - To view general ledger account information for a Cost Center, Sponsored Project, or a Capital Project use Ledger Group: DETAIL.
5. Select the **Calendar Type**. The recommended options are “Detail Accounting Period” (specific month or range) or "Detail Budget Period" (fiscal year-to-date).

6. If applicable, enter the **Budget Period** and/or the **Accounting Period** that you want to view.

**Note:** When viewing information for a Project (Sponsored or Capital) with Calendar Type "Detail Budget Period", leave the **Budget Period** "From" and "To" field blank. If you want to view budget information by Budget Period, select calendar type “Detail Accounting Period”.

7. From the **ChartField Criteria** section, enter the **Cost Center** or **Project** that you want to view.

8. Click the **Search** button to view the results of your inquiry

**Note:** You may get this pop-up message: just click the OK button.

9. The **Inquiry Results** page is displayed. To view details for a specific line item, click either the Budget Details icon to go to the Budget Details page, or the Budget Transaction types icon to go to the Budget Transactions. See Budget Details page 18 for more information.
Financial Statements – Tools for Reconciling

Note: For more information about how to use the Budget Details or the Budget Overview page, refer to the following web page: https://www.uta.edu/business-affairs/training/training-page-UTShare-Financial.php

Shared Information Services Monthly Reconciliation Report

The SIS Monthly Reconciliation Report provides financial activity for Cost Centers and Projects for a specific time period.

Note: This report should only be used as supplementary material. The Monthly Financial Statement is the official report for reconciling financial/budget activity.

1. Begin by navigating to the: Navigator > Financials >UTZ Customizations > General Ledger > Reports > Reconciliation Report
2. The Financial Reconciliation Report search page is displayed.
• **First Time User > Create a Run Control ID:**
  a) Click the **Add a New Value** tab.
  b) Provide a meaningful name for the Run Control ID (up to 30 characters, no spaces, example: recon_report).
  c) Click the **Add** button. Proceed to **step 3**.

• **Returning Users > Use an Existing Run Control ID**
  a) From the Find Existing Value page, enter the Run Control ID in the Search by field.
  b) Click **Search**. Proceed to **step 3**.

**Optional:** You may leave the Search By field blank and click the **Search** button. If you have created only one Run Control, the **SIS Monthly Reconciliation Report** page displays. If you have multiple Run Controls, a **Search Results** table will display; where you must select the appropriate ID.

3. The **SIS Monthly Reconciliation Report** page is displayed:
   - **First Time Users:** The Business Unit field defaults with “UTARL”. Proceed to **step 4**.
   - **Returning Users:** The fields on the page will default with the settings that were last saved. Proceed to **step 4**.

4. Complete or update the remaining report parameters:
   a. Enter the From and To Fiscal Year fields (e.g. 2019)
   b. Enter the From and To Accounting Period (e.g. 1 = Sept, 2 = Oct, 3 = Nov, etc.)
   c. Select the Report Format. The recommended format is “XLS” (Excel).

   You have the option of generating a report by department number or for a single Project ID or Cost Center.

5. Enter one of the following parameters: Department, Project ID, Cost Center.
6. Click the **Save** button to save the conditions of your report.
7. Click **Run** to generate the report.
The Process Scheduler Request page is displayed. If necessary, select the report Format. The recommended Format is “XLS” (Excel).

Optional: To send the reports to additional recipients, click the Distribution link and enter the recipient’s information (e.g. Empl ID).

8. Click the OK button to return to the SIS Monthly Reconciliation Report page.

A Process Instance number is now assigned. This number is used to track your report from the Process Monitor page.

9. Click the blue Process Monitor link.

The Process Monitor page is used to view the status of the report. Initially, the Run Status may display “Queued” and the Distribution Status “N/A”.

It may be necessary for you to click the Refresh button multiple times (every 20 seconds), until the Run Status has changed to “Success” and the Distribution Status column is displaying “Posted”.

Once the status’s have changed to the appropriate values (Success and Posted),

10. click the Go back to Monthly Reconciliation Report link.
11. Click the **Report Manager** link to view the reports.

12. The **SIS Monthly Reconciliation Report** will generate three files:
   - **Detail Financial Report**
   - **Summary Financial Report**
   - Trace /Standard Output file labeled “**Monthly Recon Rpt**” (this file is not used).

13. To view the desired report, click the file name located under the **Description** column.
14. The Report Detail page is displayed. From the File List section, click the file name to open the report.

Depending on your browser and/or the file type (e.g. XLS or PDF), you may be presented with a dialog box prompting you to Save or Open the report; or the report may open immediately in a new window.

A Report example is below:

<table>
<thead>
<tr>
<th>Report process: UTZFL514</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: UTARL</td>
</tr>
<tr>
<td>Dept: S20105 - Business Services Analytics</td>
</tr>
<tr>
<td>For the period (From) SEP 2018 - (To) SEP 2018</td>
</tr>
</tbody>
</table>

| Account: A1000 Staff Salaries |
| Approved Budget: $2038968.00 |
| Available Budget/Recognized Revenue: ($820995.00) |
| Pre-Encumbrance Total: $0.00 |
| Encumbrance Total: $2,982,112.33 |
| Expense/Revenue Total: $25,063,37 |

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Business Unit</th>
<th>Dept</th>
<th>Description</th>
<th>Status</th>
<th>Encumbered</th>
<th>Released</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6771</td>
<td>UTARL</td>
<td>S20105</td>
<td>Examinations Award</td>
<td>Full Amount</td>
<td>Paid</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6772</td>
<td>UTARL</td>
<td>S20105</td>
<td>Examinations Award</td>
<td>Full Amount</td>
<td>Paid</td>
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<td>$0.00</td>
</tr>
<tr>
<td>6773</td>
<td>UTARL</td>
<td>S20105</td>
<td>Examinations Award</td>
<td>Full Amount</td>
<td>Paid</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>