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 the reference number from the Financial Statement is available, 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 Menu > 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 Menu > Financials > Travel and Expense > Expense Report > View.
2. Enter the 10-digit reference number in the Report ID.
3. 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 Menu > 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.

Note: You must have proxy access to the cardholder to see their transaction statement.
**Budget Transfers**

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

1. Navigate to the **Menu > 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 **Menu > 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

Run Query: UTA_AP_PROCARD_TRANS_DTL_RECON

The ProCard Transaction Details & Reconciliation query provides detailed ProCard information to help aid in the reconciliation of the monthly Financial Statement. UTA_AP_PROCARD_TRANS_DTL_RECON can be generated by any user with elevated UTShare access. The query displays transactions for a specified time period by cardholder, department, or cost center/project.

This report contains information such as:
- Transaction Description
- General Ledger Account (e.g. 63003 – Office Supplies)
- ChartField string associated with the expense line
- Merchant information
- Relevant Dates (e.g. Transaction Date, Merchant Post Date, etc.)

1. Navigate to the Financials Query Viewer: Menu > Financials > Reporting Tools > Query > Query Viewer
2. The Query Report Scheduler page is displayed:
   a. Type UTA_AP_PROCARD_TRANS_DTL_RECON into the search field and click Search.
   b. The Query can be ran on the browser with the HTML link, or exported directly to Excel.
3. Click to select the desired output. This will open in a new browser window.

4. Complete the query search criteria:
   a. In the Trans Date From and Trans Date To fields, enter the dates of the ProCard billing cycle you need to see transactions from. In reference to SAHARA, the Citibank vouchers will be for the prior month charge cycle. Ex. If you are reconciling SAHARA Period 4 (December), the vouchers paying back Citibank for use of their issued credit cards will be on the billing cycle dates of November 4th – December 3rd.
   b. In relation to reconciling SAHARA, the most useful search criteria to use will be the Cost Center or Project you are currently reconciling.
   c. This report can then be used to compare transaction amounts and general ledger accounts to
the SAHARA actuals to find the cardholder and then reference their ProCard Reconciliation Log as necessary.

![UTA_AP_PROCARD_TRANS_DTL_RECON](#)

### 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:

2. Enter the ProCard Voucher reference number in the **Voucher ID** field and click **Search**.

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 now?” select “Yes”.

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. Highlight Row 1 by selecting row one on the spreadsheet.
   b. Click the Sort & Filter icon.
   c. Select Filter from the menu.
   d. 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.
Reconciling Payroll Transactions

Generate Payroll Analysis Report

1. Navigating to the Query Report Scheduler page:
   - Menu > Financials > Reporting Tools > BI Publisher > Query Report Scheduler.
2. The Query Report Scheduler 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).
     Run Control ID Example: payroll_analysis
     c) Click the Add button and proceed to step 3.
   - **Returning Users – Use an Existing Run Control ID**
     d) From the Find Existing Value tab, enter the Run Control ID in the Search by field.
     e) Click Search and proceed to step 8.

Optional: You may leave the Search By field blank and click the Search button. If you have created only one Run Control ID, clicking the Run Control ID filter will automatically select it. If you have created more than one Run Control ID, clicking the Run Control ID filter will allow you to select the desired Run Control ID from a drop-down list.

e. 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.
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: UTAPYANALDPT (UTA Payroll Analysis Department).
5. Press Save

6. Enter the Query Parameters in the first pop-up:
   f) Enter Set ID “UTARL”. Enter or lookup 6-digit Dept number.
   g) Click OK.
7. Enter the Query Parameters in the second pop-up:
   h) Enter Employee ID or leave this field blank for ALL.
   i) Enter the desired Starting and Ending Period.
   j) Click OK. Proceed to step 10.
8. Click the Update Parameters link to change the parameters of the report. Proceed to step 6 and step 7 above

The parameters you entered display in the Query Parameters table.

9. Click the Save button to save the conditions of your report.
10. To generate the report, click the Run button.
The **Process Scheduler Request** page is displayed.

11. The **Format** field defaults to “XLS”. This indicates the output is an excel file.
12. 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).
13. Click **OK**.

14. Click the blue **Process Monitor** link to

![Process Monitor](image)

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.

15. Click the blue Go back to Query Report Schedule link.
16. 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 or Level V.

1. Begin by navigating to the Salary Cost Center page: Menu > HRMS > 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).
        Run Control ID Example: salary-by-cost-center
     c) Click the Add button and proceed to step 3.
   - **Returning Users > Use an Existing Run Control ID**
     d) From the Find Existing Value page, enter the Run Control ID in the Search by field.
     e) 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.).

f) Enter Set ID “UTARL”.
g) Enter Fiscal Year (e.g. 2019).
h) Enter Accounting Period (e.g. 1 = Sept, 2 = Oct, etc.).
i) Enter Cost Center or leave the field blank for all Cost Centers.
j) 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”.

**Note:** 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.

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 **Salary by Project ID** page: **Menu > HRMS > 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:**
     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) Click the **Add** button and proceed to step 3.

   - **Returning Users > Use an Existing Run Control ID**
     d) From the **Find Existing Value** page, enter the **Run Control ID** in the **Search by** field
     e) 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 Project ID** 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 Project ID** page is displayed.

**Note:** If you are a returning user, the **Salary by Project ID** 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.
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”.

   **Note:** 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”.

**Accounting Period, Cost Center, etc.**
15. Once the statuses have changed to “Success” and “Posted”, click the **Go Back to Salary by Project ID** link.

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

16. From the **Salary by Project ID** page, click the **Report Manager** link to view the report.

17. Click on the Administration TAB.

18. Select the report with the Excel file extension (e.g. UTZ_HC502.xlsx) located under the **Description** 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:

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**Encumbrance Details by Employee ID / Salary**

The Encumbrance Details by Employee ID / Salary report is used to view the salary encumbrance details for a specified department, cost center, or project.

1. Begin by navigating to the **Encumbrance Dtls by EmplID/Salary** page: **Menu > HRMS > UTZ Customization > Commitment Accounting > Reports > Encumbrance Dtls by EmplID/Sal**.

   - **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**: enc_dtls.
     c) Click the **Add** button and proceed to step 3.

   - **Returning Users > Use an Existing Run Control ID**
     d) From the **Find Existing Value** page, enter the **Run Control ID** in the **Search by** field.
     e) 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 **Encumbrance Dtls by EmplID/Sal** page displays. If you have multiple Run Controls, a **Search Results** table will display; where you must select the appropriate Run Control ID.

2. The **Encumbrance Dtls by EmplID/Sal** page is displayed.

**Note:** If you are a returning user, the **Salary by Project ID** 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 **Set ID** “UTARL”.
4. Enter **Fiscal Year** (e.g. 2021).
5. Enter either the **Department**, **Cost Center**, or **PC Bus Unit** and **Project ID**.
6. Click the **Save** button.
7. To generate the report, click the **Run** button.

8. The **Process Scheduler Request** page is displayed. Leave the Type as “Web” and, if desired, select “XLS” (Excel File) from the **Format** field.

9. A **Process Instance** number is now assigned. This number is used to track your report from the **Process Monitor** page.
10. Click the **Process Monitor** link.

11. 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”.
   **Note:** 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”.
12. Once the statuses have changed to “Success” and “Posted”, click the **Go Back to Enc Dtls by Empl ID & Salary** link.
13. Click the **Report Manager** link to view the report.

14. The **Report Manager** page is displayed. Click the **Administration** tab to see the Microsoft Excel report file.

15. Click the blue **Report Name** link to open the Excel file.
16. The **Report Detail** page will populate.

17. Click the blue file name for the “.csv” file.

A dialog window will prompt you to **Open** or **Save** the file, select the appropriate option.

18. Click OK.

19. The Report will display. See the example Report:

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### 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 would like to look at an overview of the transactions, which Cost Center/Project funded the expense, and what GL account was used. The **Commitment Control Activity Log** displays an overview of the Expense Report. In this view, information can be exported to excel to sort/filter using the filter tool. This allows extensive reports to be organized to the desired focus of the research. When a more itemized view is needed, using the **View Expense Report** page will give the accounting details and itemized expense-type descriptions. To view the details on the expense report page, expand the date and accounting details within each line item.

In summary, your **View Expense Report** page **details** the transactions. The **Commitment Control Activity Log** displays an **overview** of the Expense Report Transactions.

### Commitment Control Activity Log:

<table>
<thead>
<tr>
<th>Line</th>
<th>Ledger Group</th>
<th>Ledger</th>
<th>App BU</th>
<th>GL Bus</th>
<th>Report ID</th>
<th>Referenced Budg</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Center</th>
<th>US</th>
<th>Project</th>
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<tbody>
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</tr>
</tbody>
</table>
### 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: **Menu > 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 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.

![Source Document](image.png)

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.

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**Budget Overview**

**Budget Overview > View Transaction Activity & Source Document**

1. Begin by navigating to the **Budget Overview** page: Menu > 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.

Note: Ledger Group is used to view a single ledger, e.g. OPE, OPR, GRT_CHILD1, PLANT, or DETAIL. Ledger Inquiry Set is used to view a combined ledger, i.e. OPE_OPR. This option is only available for Cost Centers.

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

> Select Managing Dept Funds from the set of blue boxes on the right side of the page. The left side will then populate additional resources: Job Aid Budget Overview and Job Aid Budget Details.

**SIS Monthly Reconciliation Report**

The SIS (Shared Information Services) 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 Sahara Account Reconciliation is the official report for reconciling financial/budget activity.

**Generating a Monthly Reconciliation Report**

1. Begin by navigating to the Reconciliation Report page: Menu > 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**
  d) From the **Find Existing Value** page, enter the **Run Control ID** in the **Search by** field.
  e) 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”.
   - **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. Click the **Administration tab**

13. 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).
14. To view the desired report, click the file name located under the **Description** column.

![Image of Report List](image)

15. The **Report Detail** page is displayed. From the **File List** section, click the file name to open the report.

![Image of Report Detail](image)

**Note:** *Depending on your browser and/or the file type (XLS), 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:

Departmental Deposit Detail
Detail for departmental deposits is available by running a query in MyMav. MyMav can be accessed through the MyMav icon on the uta.edu Faculty & Staff page. To request access to the queries, employees must request the role “UTA_CS_AC_DEPT_REPORTS” be granted.


2. Two queries are available to obtain detail to SSF journal:
   a. UTA_SF_DEPT_RECEIPTS - this query will give details of departmental deposits processed through the Bursars Office. It is generated using a date range and offers several options of running by department, cost center, etc.
   b. UTA_SF_ACCTS_RECV_LOG - this query will give detail of student accounts receivable transactions by department or by cost center, also using a date range.

3. The Query Viewer Page is displayed. The Search By field will default to Query Name.

Optional: Click Advanced search to enter additional parameters for the Query Search.
4. Enter the name of the Query (UTA_SF_DEPT_RECEIPTS) and click Search.
5. When the Query populates > Click HTML under the Run to HTML column.

6. A new window will open to enter additional criteria.
   a. Enter the Business Date
   b. Enter the End Business Date
   c. Enter the Cost center

7. Click View Results

8. Results of the search will be displayed.

Optional: Results can be downloaded to Excel ShreadSheet for sorting and filtering.

9. For the second Query (UTA_SF_DEPT_RECEIPTS), repeat steps 1 through 8.