



Financial Statements Tools for Reconciling

Table of Contents

View Source Documents	1
Journals (General Ledger)	1
Expense Reports	2
ProCard Statement	2
Budget Transfers	3
Budget Journals	3
Reconciling ProCard Charges	4
Generate ProCard Transaction Register	Error! Bookmark not defined.
Download ProCard Payment Voucher to Excel	5
Reconciling Payroll Transactions	8
Generate Payroll Analysis Report	8
Commitment Accounting Salary by Cost Center Report	12
Salary by Cost Center	12
Salary by Project ID Report	15
Encumbrance Details by Employee ID / Salary	18
View Commitment Control Activity Log	21
Budget Details	23
Budget Overview	27
SIS Monthly Reconciliation Report	29
Generating a Monthly Reconciliation Report	29
Departmental Deposit Detail	33

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)

1. Navigate to the **Menu > Financials > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**.
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.

Expense Report
Enter any information you have and click Search. Leave fields blank for a list of all values

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

Case Sensitive

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.*

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant Exact Match

Sequence Number

Line Number

Billing Date To

Statement Status

Budget Status

Chartfield Status

Transaction Date To

Charge Type

Posted Date To

Rows Per Page

Auto Save When Scrolling Through Chunks

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.

Enter Budget Transfer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit =

Journal ID begins with

Journal Date =

UnPost Sequence =

Budget Header Status =

Description begins with

User ID begins with

Case Sensitive

[Find an Existing Value](#) | [Add a New Value](#)

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.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Query				Personalize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UTA_AP_PROCARD_TRANS_DTL_RECON	UTA Procard Trans Dtl & Recon	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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 - UTA Procard Trans Dtl & Recon

Trans Date From: 11/04/2021

Trans Date To: 12/03/2021

Employee ID (Optional):

Dept (Optional):

Cost Centr (Optional):

[View Results](#)

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (28 kb)

[View All](#)

Row	Employee Name	Employee ID	Card Provider	Trans Date	Trans Description	PO Qty	Unit Price	Tran Amt
1			CITIBANK MC - UTA	11/09/2021	Auto door repair	1.0000	150.00000	150.000
2			CITIBANK MC - UTA	11/08/2021	Cleaning supplies	1.0000	647.00000	647.000
3			CITIBANK MC - UTA	11/09/2021	Labor and minor material to run data lines	1.0000	1284.00000	1284.000
4			CITIBANK MC - UTA	11/04/2021	Replace window	1.0000	242.71000	242.710
5			CITIBANK MC - UTA	11/09/2021	Repairs to building	1.0000	3450.00000	3450.000
6			CITIBANK MC - UTA	11/17/2021	Repair ice maker	1.0000	1114.87000	1114.870
7			CITIBANK MC - UTA	11/04/2021	Partition Repairs	1.0000	1640.00000	1640.000

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 **Voucher Accounting Entries** page: **Menu > Financials > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries.**

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

Voucher Accounting Entries

*Business Unit: UTARL

Voucher ID: [Red Box]

Invoice Number: [Red Box]

*Accounting Line View Option: Standard

Supplier ID: [Red Box]

Supplier Name: [Red Box]

*Sort By: Posting Process

Search [Red Box] Reset

Accounting Information

Posting Process: [Red Box] GL Dist Status: [Red Box] Posting Date: [Red Box]

Find | View All | First | 1 of 1 | Last

Main Information | Chartfields | Journal | [Red Box]

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date

- Click the **“Show All Columns”** icon to display all columns in the table.

Voucher Accounting Entries

*Business Unit: UTARL

Voucher ID: 00160134

Invoice Number: 5567090001972210_00026295

*Accounting Line View Option: Standard

Invoice Date: 02/04/2019

Supplier ID: 0000011664

Supplier Name: CITIBANK NA

*Sort By: Posting Process

Search Reset

Accounting Information

Posting Process: AP Accrual GL Dist Status: Distributed Posting Date: 02/15/2019

Find | View All | First | 1 of 2 | Last

Main Information | Chartfields | Journal | [Red Box]

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-875.00	USD	ACTUALS	UTARL	02/15/2019
Registration Fees for T. Caret	875.00	USD	ACTUALS	UTARL	02/15/2019
Accounts Payable	-20.40	USD	ACTUALS	UTARL	02/15/2019
Name plate for T. Ticknor	20.40	USD	ACTUALS	UTARL	02/15/2019
Accounts Payable	-51.00	USD	ACTUALS	UTARL	02/15/2019
Business cards for Ketcham, Ru	51.00	USD	ACTUALS	UTARL	02/15/2019

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

Voucher Accounting Entries

*Business Unit: UTARL

Voucher ID: 00160134

Invoice Number: [Red Box]

*Accounting Line View Option: Standard

Invoice Date: 02/04/2019

Supplier ID: 0000011664

Supplier Name: CITIBANK NA

*Sort By: Posting Process

Search Reset

Accounting Information

Posting Process: AP Accrual GL Dist Status: Distributed Posting Date: 02/15/2019

Find | View All | First | 1 of 2 | Last

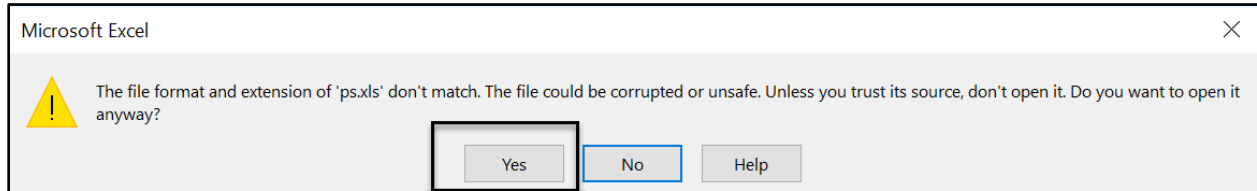
Main Information | Chartfields | Journal | [Red Box]

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary
Accounts Payable	-875.00	USD	ACTUALS	UTARL	02/15/2019					02/15/2019	V	Y
Registration Fees for T. Caret	875.00	USD	ACTUALS	UTARL	02/15/2019					02/04/2019	V	Y
Accounts Payable	-20.40	USD	ACTUALS	UTARL	02/15/2019					02/15/2019	V	Y
Name plate for T. Ticknor	20.40	USD	ACTUALS	UTARL	02/15/2019					02/04/2019	V	Y
Accounts Payable	-51.00	USD	ACTUALS	UTARL	02/15/2019					02/15/2019	V	Y
Business cards for Ketcham, Ru	51.00	USD	ACTUALS	UTARL	02/15/2019					02/04/2019	V	Y

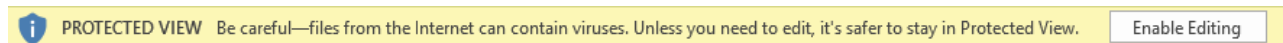
- Depending on your browser, a new window will appear. If necessary, select “**Open with Microsoft Excel**” and click **OK**.


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

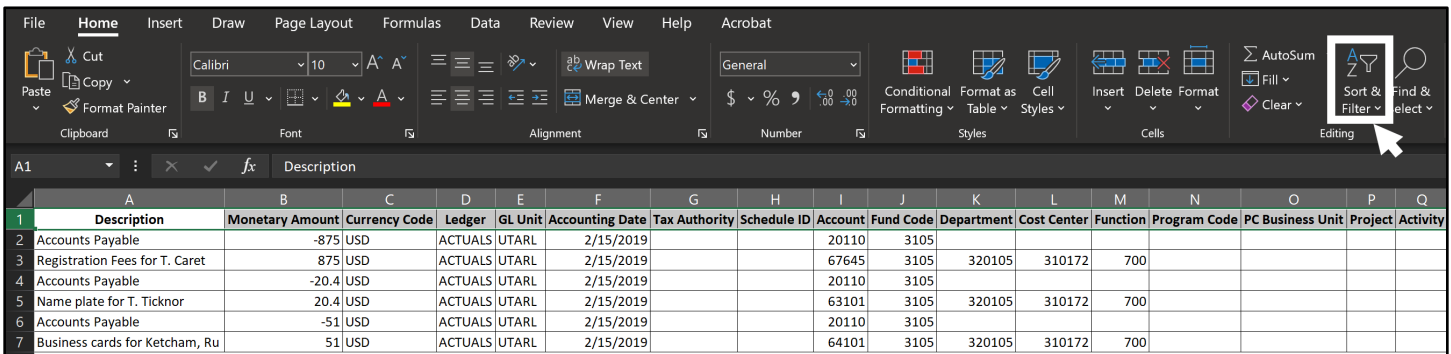
- When the Excel Window opens, you may be presented with the following message “The file you are trying to open, ‘ps-2.xls’, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?” select “Yes”.




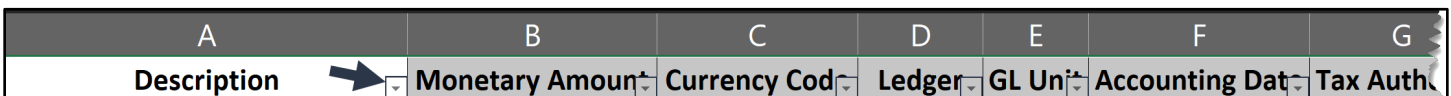
- The charges from the ProCard voucher are now displayed in Excel.
- Click the Enable Editing button on the yellow bar that displays above the open spreadsheet.



- It is recommended that you Sort or Filter the table accordingly to match the information with your Financial Statement. To Filter the table:
 - Highlight **Row 1** by selecting row one on the spreadsheet.
 - Click the **Sort & Filter** icon .
 - Select **Filter** from the menu.



- 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.



- 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.

	A	B	C	D	E	F	G	H	I	J
	Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Schedule ID	Account	Fund
1	Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Schedule ID	Account	Fund
2	Accounts Payable	-875	USD	ACTUALS	UTARL	2/15/2019			20110	
3	Registration Fees for T. Caret	875	USD	ACTUALS	UTARL	2/15/2019			67645	
4	Accounts Payable	-20.4	USD	ACTUALS	UTARL	2/15/2019			20110	
5	Name plate for T. Ticknor	20.4	USD	ACTUALS	UTARL	2/15/2019			63101	
6	Accounts Payable	-51	USD	ACTUALS	UTARL	2/15/2019			20110	
7	Business cards for Ketcham, Ru	51	USD	ACTUALS	UTARL	2/15/2019			64101	

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
 - **Returning Users – Use an Existing Run Control ID**
 - c) Click the **Add** button and proceed to **step 3.**
 - 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

Query Report Scheduler

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

Query Report Scheduler

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Search Results

View All

Run Control ID	Language Code	Report Name	Data Source Type	Description	Data Source ID
GRANT1	English	UTAKKSOAMGRTR Con. Query	UTA MFS Grants	UTA_KK_SOA_GRANT_MONTHLY	
ProCard 1	English	UTAPPROCREG Con. Query	UTA Pro Card Trans Register	UTA_AP_PROCARD_REGISTER	
Procard Financial	English	UTASTMTACTIO Con. Query	UTA Statement of Account (OPE)	UTA_KK_ACCT_STMT	
UTA_FS_Unfunded	English	UTAKKSOAMUJFN Con. Query	UTA MFS Unbudgeted Cost Center	UTA_KK_SOA_OPEU_MONTHLY	
UTA_FS_FUNDED	English	UTAKKSOAMFND Con. Query	UTA MFS Budgeted Cost Centers	UTA_KK_SOA_OPEF_MONTHLY	
UTA_FS_Funded	English	UTAKKSOAMFND Con. Query	UTA MFS Budgeted Cost Centers	UTA_KK_SOA_OPEF_MONTHLY	
UTA_FS_UNFUNDED	English	UTAKKSOAMUJFN Con. Query	UTA MFS Unbudgeted Cost Center	UTA_KK_SOA_OPEU_MONTHLY	
UTA_FS_UnFunded	English	UTAKKSOAMUJFN Con. Query	UTA MFS Unbudgeted Cost Center	UTA_KK_SOA_OPEU_MONTHLY	
payroll	English	UTAPYANALDPT Con. Query	UTA Payroll Analysis By Dept	UTA_PY_DEPT_PAY_ANALYSIS	
payroll_analysis	English	UTAPYANALDPT Con. Query	UTA Payroll Analysis By Dept	UTA_PY_DEPT_PAY_ANALYSIS	
payroll_analysis	English	UTAPYANALDPT Con. Query	UTA Payroll Analysis By Dept	UTA_PY_DEPT_PAY_ANALYSIS	
procard_register	English	UTAPPROCREG Con. Query	UTA Pro Card Trans Register	UTA_AP_PROCARD_REGISTER	
test	English	UTAPYANALDPT Con. Query	UTA Payroll Analysis By Dept	UTA_PY_DEPT_PAY_ANALYSIS	

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**

Query Name	Prompt Name	Prompt Value
1 UTA_PY_DEPT_PAY_ANALYSIS_HDR	FISCAL_YEAR	2019
2 UTA_PY_DEPT_PAY_ANALYSIS_HDR	DEPTID	320105
3 UTA_PY_DEPT_PAY_ANALYSIS_HDR	ACCOUNTING_PERIOD	1
4 UTA_PY_DEPT_PAY_ANALYSIS_HDR	ACCOUNTING_PERIOD	8
5 UTA_PY_DEPT_PAY_ANALYSIS_HDR	EMPLID	
6 UTA_PY_DEPT_PAY_ANALYSIS_HDR	CHARTFIELD1	
7 UTA_PY_DEPT_PAY_ANALYSIS_HDR	BUSINESS_UNIT_PC	
8 UTA_PY_DEPT_PAY_ANALYSIS_HDR	PROJECT_ID	
9 UTA_PY_DEPT_PAY_ANALYSIS_HDR	ACCOUNTING_ID	

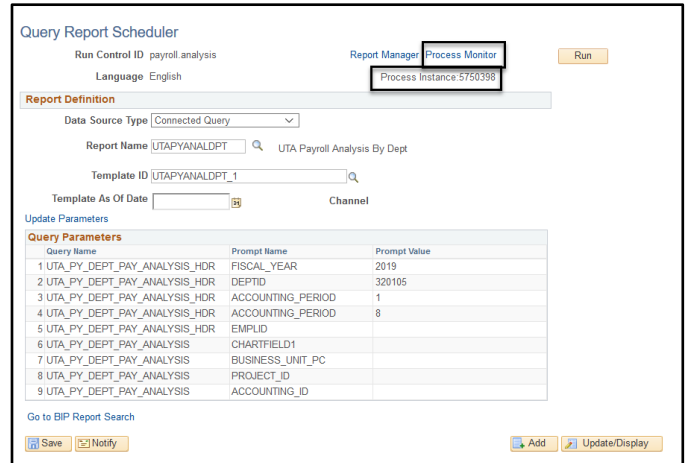
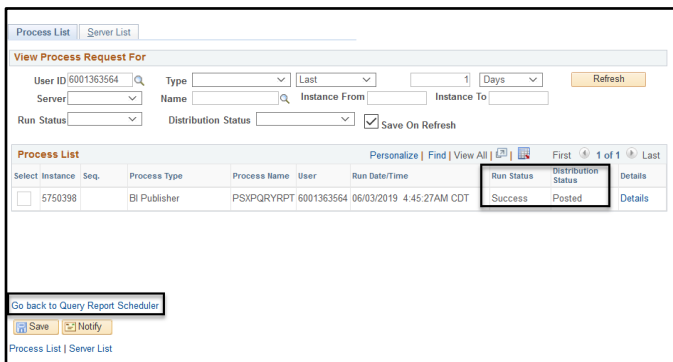
The parameters you entered display in the Query Parameters table.

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**.

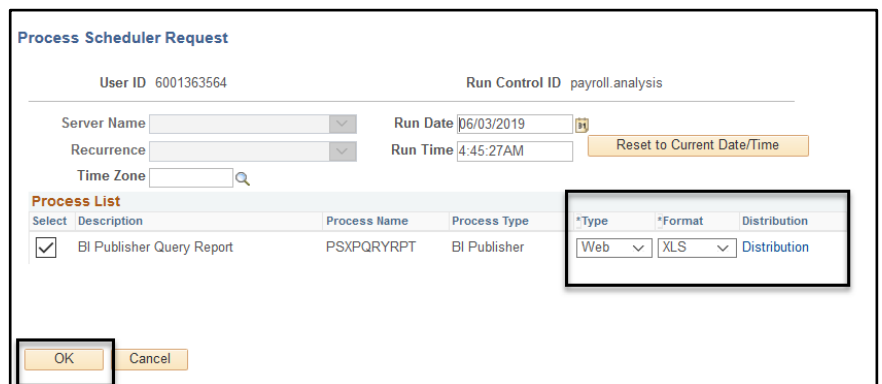
14. Click the blue **Process Monitor** link to



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.

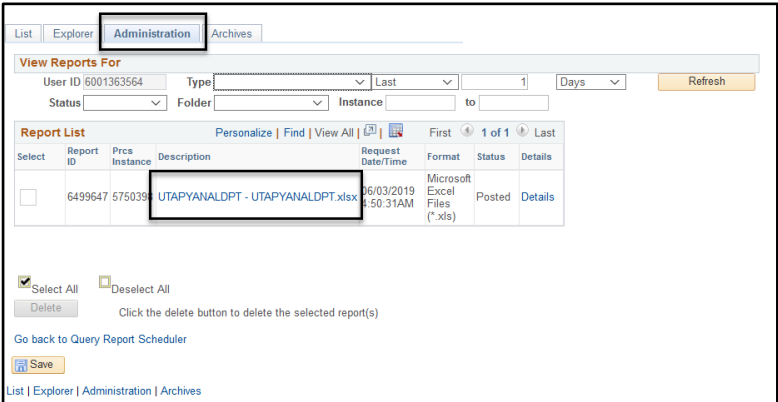
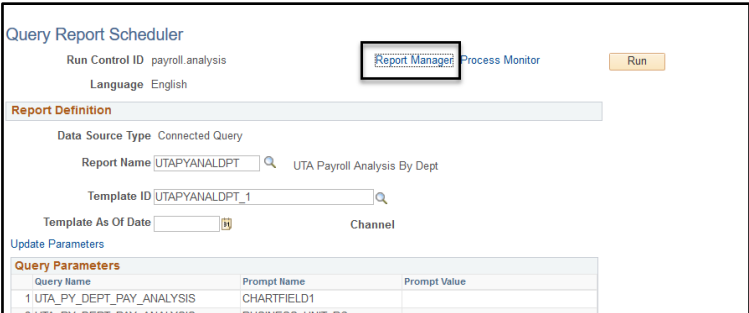
16. Click the blue Report Manager link.



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.



UNIVERSITY OF TEXAS ARLINGTON					Payroll Analysis by Department For Use by Authorized UTA Personnel Only		Created On: 5/16/2019 13:50 PM						
Payroll Analysis Report for Department: 320105 - Business Technology Services													
					Fiscal Year 2019								
Employee	Dept ID	Pay Fund Src	Account	Pay End Dt	1	2	3	4	5	6	7	Total	
	320105	CC: 310172 - BUS AFF TECHNOLOGY SERVICES	51201 - SW Classified	2018-09-30		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				2018-10-31	0.00		0.00	0.00	0.00	0.00	0.00	0.00	
				2018-11-30	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
				2018-12-31	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
				2019-01-31	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
				2019-02-28	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
				Pay End Dt Total						0.00	0.00	0.00	
			54402 - Longevity	2018-09-30		0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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.

- Begin by navigating to the **Salary Cost Center** page: **Menu > HRMS > UTZ Customization > Commitment Accounting > Reports > Salary by Cost Center**
- The **Salary by Cost Center** search page is displayed.

- **First Time User – Create a Run Control ID:**

- Click the **Add a New Value** tab.
- 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
- Click the **Add** button and proceed to **step 3**.

- **Returning Users > Use an Existing Run Control ID**

- From the **Find Existing Value** page, enter the **Run Control ID** in the **Search by** field.
- Click **Search** and proceed to **step 3**.

Salary by Cost Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID

Case Sensitive

[Find an Existing Value](#) | [Add a New Value](#)

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.).

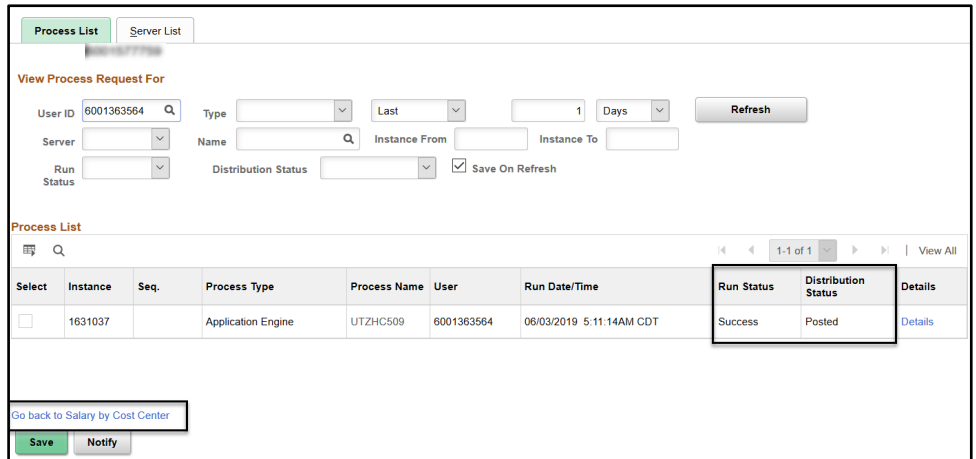
- f) Enter **Set ID** "UTARL".
- g) Enter **Fiscal Year** (e.g. 2019).
- h) Enter **Accounting Period** (e.g. 1 = Sept, 2 = Oct, etc.).
- i) Enter **Cost Center** or leave the field blank for all **Cost Centers**.
- j) Enter **Empl ID** or leave the field blank for all employees.

- 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”.

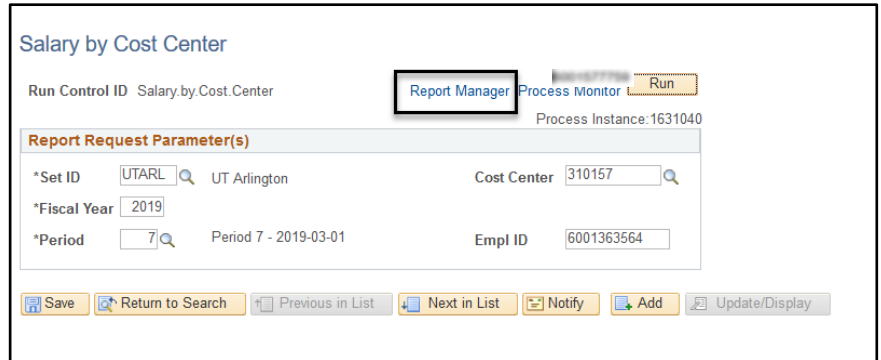


Note: It may be necessary for you to click the **Refresh** button multiple times (every 20 seconds) to refresh the page, until the **Run Status** is “Success” and the **Distribution Status** is “Posted”.

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

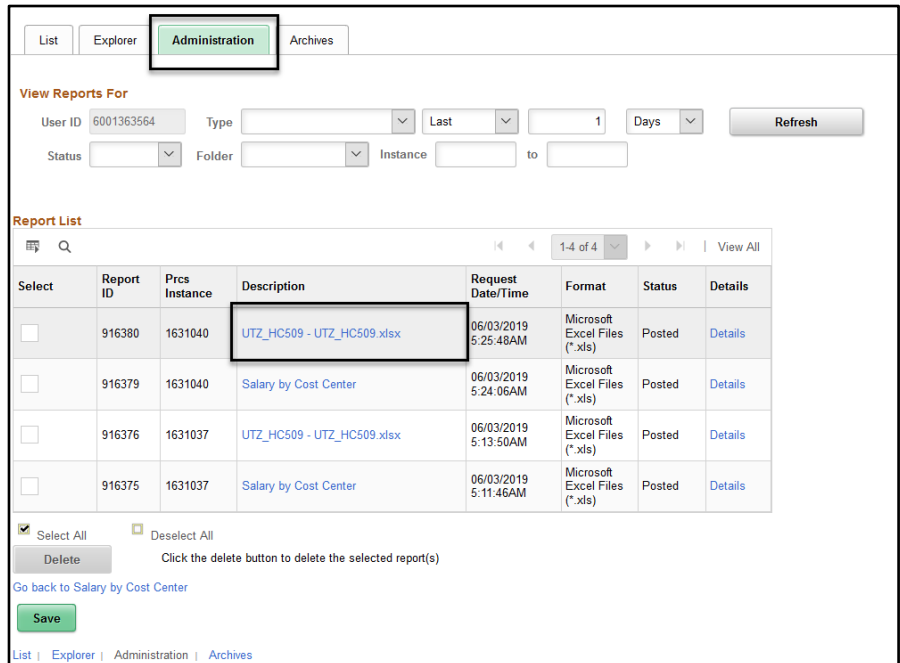
From the **Salary by Cost Center** page,

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.

ReportID: UTZ_HC509		University of Texas, Arlington				Run Date: 04/26/2019								
Fiscal Year: 2019		Salary by Cost Center				Run Time: 11:23:28								
Period: 6						Process Instance: 1614522								
Cost Center: 310172 - BUS AFF TECHNOLOGY SERVICES										Cost Center				
Name	Empl ID	Dept ID	Dept Name	Project ID	Paycheck Nbr	Pay End Dt	Off Cycle	Total Earnings	Hrs Worked	Dist %	Hours	Earnings	Deductions	Tax
		320105	Business Technology Services			2019-02-15	N		11.00	24.997%	2.75			
		320105	Business Technology Services			2019-02-28	N		152.00	100.000%	152.00			
		320105	Business Technology Services			2019-02-28	N		160.00	100.000%	160.00			
		320105	Business Technology Services			2019-02-28	N		148.00	100.000%	148.00			

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).
Run Control ID Example: salary-by-project
 - 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**.

Salary by Project ID

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Run Control ID

Case Sensitive

[Find an Existing Value](#) | [Add a New Value](#)

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.

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”.

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”.

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

Process List

View Process Request For

User ID: [Search] Type: [Dropdown] Last: [Dropdown] 1 Days [Dropdown] Refresh

Server: [Dropdown] Name: [Search] Instance From: [Dropdown] Instance To: [Dropdown]

Run Status: [Dropdown] Distribution Status: [Dropdown] Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1631047		Application Engine	UTZHC502	6001363564	06/03/2019 5:48:50AM CDT	Success	Posted	Details
<input type="checkbox"/>	1631040		Application Engine	UTZHC509	6001363564	06/03/2019 5:23:20AM CDT	Success	Posted	Details
<input type="checkbox"/>	1631037		Application Engine	UTZHC509	6001363564	06/03/2019 5:11:14AM CDT	Success	Posted	Details

Go back to Salary by Project ID

Save Notify

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

Salary by Project ID

Run Control ID salary.project.id

Report Manager Process Monitor Run

Process Request Parameter(s)

*PC Business Unit: UTASP UT Arlington Sponsored Program

PC Project ID: [Search]

*Fiscal Year: 2019 *Period: 5 Period 5 - 2019-01-01

Empl ID: [Search]

Save Return to Search Notify Add Update/Display

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 **Description** column.

List Explorer Administration Archives

View Reports For

User ID: 6001363564 Type: [Dropdown] Last: [Dropdown] 1 Days: [Dropdown] Refresh

Status: [Dropdown] Folder: [Dropdown] Instance: [Dropdown] to: [Dropdown]

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	916388	1631047	UTZ_HC502 - UTZ_HC502.xlsx	06/03/2019 5:54:06AM	Microsoft Excel Files (*.xlsx)	Posted	Details
<input type="checkbox"/>	916387	1631047	Salary by Project	06/03/2019 5:51:32AM	Microsoft Excel Files (*.xlsx)	Posted	Details
<input type="checkbox"/>	916380	1631040	UTZ_HC509 - UTZ_HC509.xlsx	06/03/2019 5:25:48AM	Microsoft Excel Files (*.xlsx)	Posted	Details
<input type="checkbox"/>	916379	1631040	Salary by Cost Center	06/03/2019 5:24:06AM	Microsoft Excel Files (*.xlsx)	Posted	Details
<input type="checkbox"/>	916376	1631037	UTZ_HC509 - UTZ_HC509.xlsx	06/03/2019 5:13:50AM	Microsoft Excel Files (*.xlsx)	Posted	Details
<input type="checkbox"/>	916375	1631037	Salary by Cost Center	06/03/2019 5:11:46AM	Microsoft Excel Files (*.xlsx)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to Salary by Project ID

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:

ReportID: UTZ_HCS02		University of Texas, Arlington						Run Date: 04/26/2019							
Fiscal Year: 2019		Salary by Project ID						Run Time: 12:10:48							
Period: 5								Process Instance: 1614564							
Project ID: 100000149 - Development and Application of											Project ID				
Name	Empl ID	Dept ID	Dept Name	Cost Center	Paycheck Nbr	Pay End Dt	Off Cycle	Total Earnings	Hrs Worked	Dist %	Hours	Earnings	Deductions	Tax	
		640102	Chemistry			2019-01-31	N		92.00	53.187%	48.93		1.88	0.00	
		640102	Chemistry			2019-01-31	N		92.00	100.000%	92.00		3.60	0.00	
Total											140.93		5.48	0.00	

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.

- 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:**
 - Click the **Add a New Value** tab.
 - Provide a meaningful name for your **Run Control ID** (up to 30 characters, no spaces, case-sensitive).
Run Control ID Example: enc_dtls.
 - Click the **Add** button and proceed to **step 3**.
 - Returning Users > Use an Existing Run Control ID**
 - From the **Find Existing Value** page, enter the **Run Control ID** in the **Search by** field.
 - 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.

- 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.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Encumbrance Dtls by Emplid/Sal	UTZHC507	Application Engine	Web	XLS	Distribution

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.

Process List | Server List

View Process Request For

User ID: Type: Days

Server: Name: Instance From: Instance To: Report Manager

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"/>	2152225		Application Engine	UTZHC507	BENH57798	03/17/2021 4:08:34PM CDT	Success	Posted	Details
<input type="checkbox"/>	2152213		Application Engine	UTZHC509	BENH57798	03/17/2021 3:54:02PM CDT	Error	Posted	Details
<input type="checkbox"/>	2152190		Application Engine	UTZHC509	BENH57798	03/17/2021 3:19:44PM CDT	Error	Posted	Details

Go back to Enc Dtl's by EmplID & Salary

Process List | Server List

13. Click the **Report Manager** link to view the report.

Run Control ID: enc_dtl's

Process Instance: 2225381

Encumbrance Details by EmplID & Salary

*Set ID: UT Arlington

*Fiscal Year:

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.

< ncumbrance Dtl - Emplid Sal Report Manager

List | Explorer | **Administration** | Archives

View Reports For

User ID: Type: Days

Status: Folder: Instance: to

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1296133	2152231	Encumbrance Dtl's by Emplid/Sal	03/17/2021 4:17:51PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1296128	2152225	Encumbrance Dtl's by Emplid/Sal	03/17/2021 4:10:51PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1296117	2152213	UTZ_HC509 - UTZ_HC509.xlsx	03/17/2021 3:54:47PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1296097	2152190	UTZ_HC509 - UTZ_HC509.xlsx	03/17/2021 3:23:27PM	Microsoft Excel Files (*.xls)	Posted	Details

Select All Deselect All

Click the delete button to delete the selected report(s)

Go back to Enc Dtl's by EmplID & Salary

List | Explorer | Administration | Archives

- 16. The **Report Detail** page will populate.
- 17. Click the blue file name for the “.csv” file.

Report Detail

Report

Report ID 1296133 Process Instance 2152231 [Message Log](#)
 Name UTZHC507 Process Type Application Engine
 Run Status Success

Encumbrance Dtl's by Emplid/Sal

Distribution Details

Distribution Node PS-HTTP Expiration Date 05/01/2021

File List

Name	File Size (bytes)	Datetime Created
AE_UTZHC507_2152231.stdout	290	03/17/2021 4:18:19.285573PM CDT
UTARL_FY2021_2152231.csv	3,678	03/17/2021 4:18:19.285573PM CDT

Distribute To

Distribution ID Type Distribution ID

User 00000000

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:




Company: ARL GL Business Unit: UTARL Fiscal Year: 2021 Cost Center: 313255

Name	ID	Empl Record	Position	Position Descr	Job	Tip	Annual Encumbered Amount	Posted Actual Amount	Posted Encumbered Amount	Annual Rate	Monthly Rate
Person	00000000	0	10083417	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10083417	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10083417	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10083417	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10083417	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10083417	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10085582	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10085582	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10085582	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10010654	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10010654	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10010654	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10089306	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10089306	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10089306	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33
Person	00000000	0	10089306	Person Support Analyst I			1000.00	1000.00	1000.00	1000.00	83.33

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:



















Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry: ACTIVLOG	Description: <input type="text"/>
*Transaction Type: <input type="text" value="EX_EXSHEET"/> 	Ledger Group: <input type="text"/> 
Report ID From: <input type="text"/> 	Report ID To: <input type="text"/> 
Tran ID: <input type="text"/> 	Tran Date: <input type="text"/> 
Process Status: <input type="text"/>	Process Instance: <input type="text"/> 
Maximum Rows: <input type="text" value="100"/>	

Transaction/Act Log Integrity

Commitment Control Activity Log Lines

Line			Ledger Group	Ledger	App BU	GL Bu	Report ID	Referenced Budg	Account	Fund	Dept	Cost Center	Status	Project	Activity
1			DETAIL	DET_EN		UTARL	<input type="text"/>	Y	62491	5400	630106		ASP	<input type="text"/>	1
1			DETAIL	DET_EX		UTARL	<input type="text"/>	N	62106	5400	630106		SP	<input type="text"/>	1
1			GRT_CHILD1	GRT_CH_ENC		UTARL	<input type="text"/>	Y	G4110	5400	630106		ASP	<input type="text"/>	1
1			GRT_CHILD1	GRT_CH_EXP		UTARL	<input type="text"/>	N	G4110	5400	630106		SP	<input type="text"/>	1
1			GRT_PARENT	GRT_PR_ENC		UTARL	<input type="text"/>	Y	G1000	5400			SP	<input type="text"/>	
1			GRT_PARENT	GRT_PR_EXP		UTARL	<input type="text"/>	N	G1000	5400			SP	<input type="text"/>	
2			DETAIL	DET_EN		UTARL	<input type="text"/>	Y	62491	3105	630106	310700			
2			DETAIL	DET_EX		UTARL	<input type="text"/>	N	62101	5400	630106		SP	<input type="text"/>	1
2			GRT_CHILD1	GRT_CH_EXP		UTARL	<input type="text"/>	N	G4110	5400	630106		SP	<input type="text"/>	1

View Expense Report:

View Expense Report

Business Purpose TRV-Perform Research Activity Report [redacted] Paid

Report Description perform research at UT library Authorization ID [redacted] Actions ...Choose an Action

Reference ✎ Attachments (1)

Post State Posted

Comment [redacted]

Expenses ?

Expand All | Collapse All Total 519.81 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency																						
08/07/2019	TR-In State-Meal Per Diem	day 1 of travel_meals at 75% 225 characters remaining	Paid By Employee	40.75	USD																						
<div style="font-size: x-small;"> Billing Type Expense <input checked="" type="checkbox"/> Default Rate Exchange Rate 1.00000000 Location TX Austin <input type="checkbox"/> Non-Reimbursable Base Currency Amount 40.75 USD <input type="checkbox"/> No Receipt </div>																											
<div style="font-size: x-small;"> Accounting Details ? <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Amount</th> <th>*GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Cost Center</th> <th>Function</th> <th>Program</th> </tr> </thead> <tbody> <tr> <td>40.75</td> <td>UTARL</td> <td>40.75</td> <td>USD</td> <td>1.00000000</td> <td>62106</td> <td>5400</td> <td>630106</td> <td></td> <td>200</td> <td></td> </tr> </tbody> </table> </div>						Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program	40.75	UTARL	40.75	USD	1.00000000	62106	5400	630106		200	
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program																	
40.75	UTARL	40.75	USD	1.00000000	62106	5400	630106		200																		
08/09/2019	TR-In State-Transportation	gas for rental car 236 characters remaining	Paid By Employee	44.07	USD																						
08/08/2019	TR-In State-Meal Per Diem	day 2 of travel - meals 231 characters remaining	Paid By Employee	61.00	USD																						
08/07/2019	TR-In State-Travel Incidentals	day 1-tips and incidentals	Paid By Employee	5.00	USD																						

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**.

Budget Details
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit = UTARL

Ledger Group = OPE

Search Clear Basic Search Save Search Criteria

The Budget Detail Overview Screen Displays:

Budget Detail Overview
Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Function	Project	Cost Center	Budget Period
UTARL	OPE	A4000	3105	320105			310172	2019

Search

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.

Budget Detail Overview
Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period
UTARL	OPE	A4000	3105	320105	310172			2019

Search

Budget Details

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period	View Details
1 UTARL	OPE	A4000	3105	320105	310172	700		2019	View Details

Return to Search Notify

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).

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Cost Center	Function	Project	Budget Period
UTARL	OPE	A4000	3105	320105	310172	700		2019

[Display Chart](#) ⓘ Previous Next [Return to Inquiry Criteria](#)

Ledger Amounts

Budget:	349,860.47 USD		Attributes
Expense:	153,691.95 USD		Parent / Children
Encumbrance:	189,820.30 USD		Associated Budgets
Pre-Encumbrance:	10,514.05 USD		

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	-4,165.84 USD	Percent (-1.19%)	Forecasts
With Tolerance	-4,165.84 USD	Percent (-1.19%)	

Budget Exceptions

Exception Errors 8 Exception Warnings 4 [Budget Exceptions](#)

[Return to Search](#) [Notify](#)

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:

Activity Log

Ledger OPE_BUD

Personalize | Find | View All | First | 1-12 of 12 | Last

Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period
	1641 Journal ID:	POROLL8108	N	A4000	3105	320105	310172	700		2019
	1642 Journal ID:	POROLL8108	N	A4000	3105	320105	310172	700		2019
	1640 Journal ID:	POROLL8108	N	A4000	3105	320105	310172	700		2019
	2297 Journal ID:	POROLL8108	N	A4000	3105	320105	310172	700		2019
	938 Journal ID:	DES-BFINAL	N	A4000	3105	320105	310172	700		2019

[OK](#)

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.

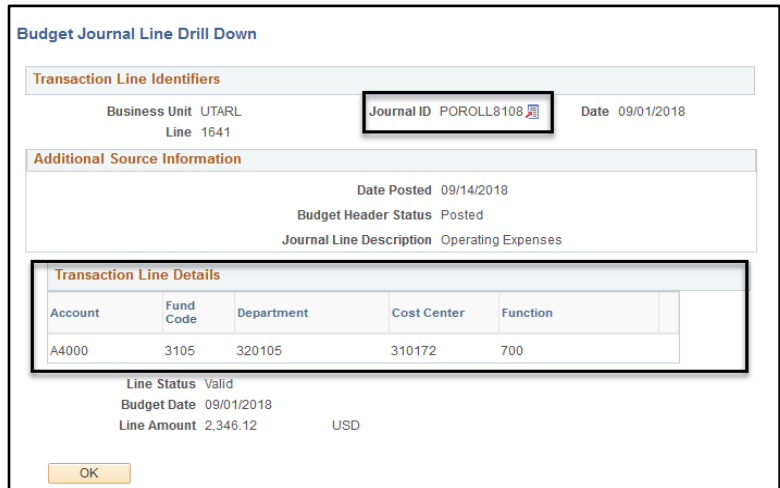
Fund, PC Bus Unit, Project and Activity: Represent the chartfield values used for the transaction line.

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.



Budget Journal Line Drill Down

Transaction Line Identifiers

Business Unit UTARL Journal ID POROLL8108  Date 09/01/2018
 Line 1641

Additional Source Information

Date Posted 09/14/2018
 Budget Header Status Posted
 Journal Line Description Operating Expenses

Transaction Line Details


Account	Fund Code	Department	Cost Center	Function
A4000	3105	320105	310172	700

Line Status Valid
 Budget Date 09/01/2018
 Line Amount 2,346.12 USD



OK

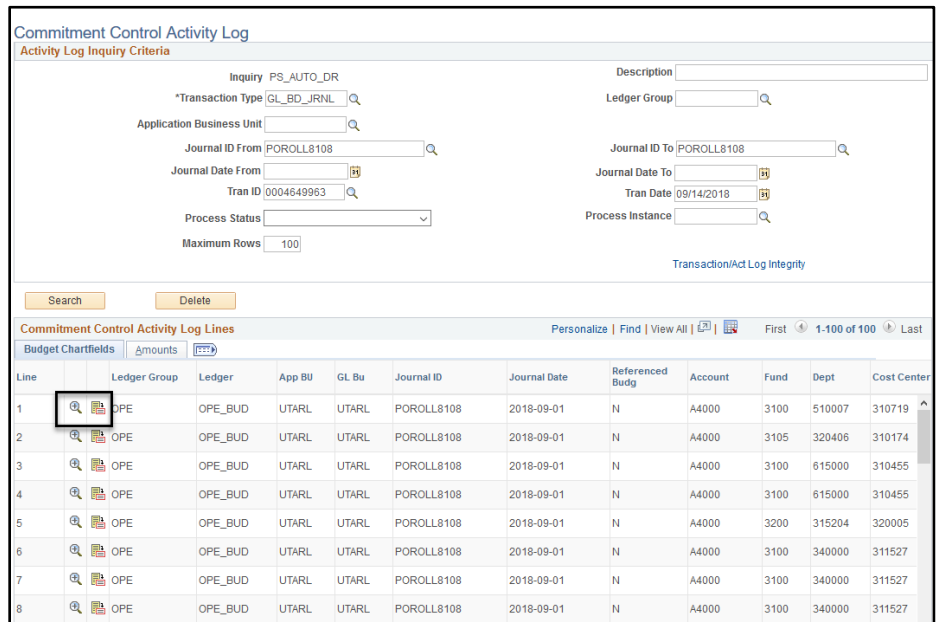
The source document will open immediately in a new window or you may be presented with a dialog box where you must select "Go to Source Entry" to display the information.

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: **Menu > Financials > Commitment Control > Review Budget Activities > Budget Overview.**

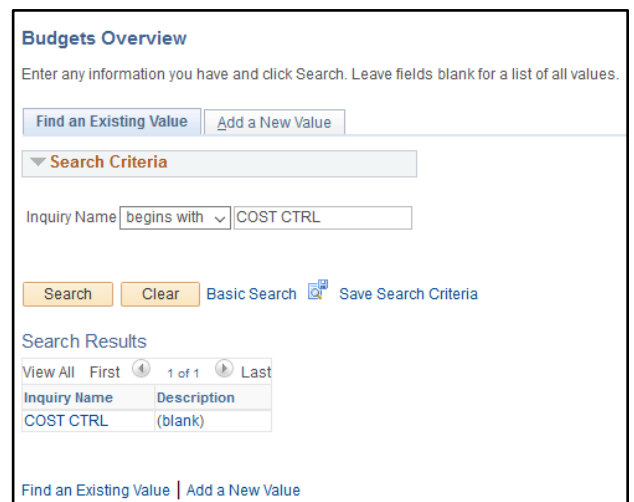
Note: First time users must create a Budget Overview Inquiry to use the Budget Overview page. The steps below assume that you have already created an Inquiry.

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.

The screenshot shows the 'Budget Inquiry Criteria' interface. At the top, there's a 'Budget Overview' section with an 'Inquiry' dropdown set to 'COST CTRL' and a 'Description' search box. Below this are 'Search', 'Clear', and 'Reset' buttons. The 'Budget Type' section includes a '*Business Unit' dropdown (set to 'UTARL'), a 'Ledger Group/Set' dropdown (set to 'Ledger Inquiry Set'), and a 'Ledger Inquiry Set' dropdown (set to 'OPE_OPR'). There's also a checkbox for 'View Stat Code Budgets'. The 'Time Span' section has a '*Type of Calendar' dropdown (set to 'Detail Budget Period'). Below is a 'Budget Criteria' table with columns for 'Select', 'Ledger Group', 'Calendar ID', 'From Budget Period', 'To Budget Period', 'Include Adjustment Period(s)', and 'Include Closing Adjustments'. The table contains two rows: one for 'OPE' and one for 'OPR', both with '2019' in the budget period fields. At the bottom is the 'ChartField Criteria' section with a table for 'ChartField' (Account, Dept, Fund, Function, Cost Centr, Project) and 'ChartField From Value' and 'ChartField To' fields. The 'Cost Centr' row has '310172' entered. To the right is a 'Budget Status' section with checkboxes for 'Open', 'Closed', and 'Hold'. At the bottom are 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

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.

Inquiry Results											
Business Unit		UTARL									
Type of Calendar		Detail Budget Period									
Amounts in Base Currency		USD									
Revenue Associated:		<input checked="" type="checkbox"/>									
Return to Criteria		Max Rows		100		Display Options		Search			
Ledger Totals (8 Rows)											
Budget		2,951,157.94		Revenue Estimate		2,749,438.50					
Expense		1,754,031.98		Recognized Revenue		2,749,438.50					
Encumbrance		959,865.48		Available Budget		0.00					
Pre-Encumbrance		10,514.05		Collected Revenue		0.00					
Budget Balance		226,746.43		Uncollected Revenue (Rec-Coll)		2,749,438.50					
Associate Revenue		0.00									
Available Budget		226,746.43									
Budget Overview Results											
										Personalize Find View All	
										First 1-8 of 8 Last	
		Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Cost Center	ChartField1 Description	Function
1		OPE	A1000	Staff Salaries	3105	DES Designated Tuition	320105	Business Technology Services	310172	BUS AFF TECHNOLOGY SERVICES	700
2		OPE	A1200	Wages	3105	DES Designated Tuition	320105	Business Technology Services	310172	BUS AFF TECHNOLOGY SERVICES	700
3		OPE	A3000	Payroll Related Costs	3105	DES Designated Tuition	320105	Business Technology Services	310172	BUS AFF TECHNOLOGY SERVICES	700
4		OPE	A4000	Operating Expenses	3105	DES Designated Tuition	320105	Business Technology Services	310172	BUS AFF TECHNOLOGY SERVICES	700

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> >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.

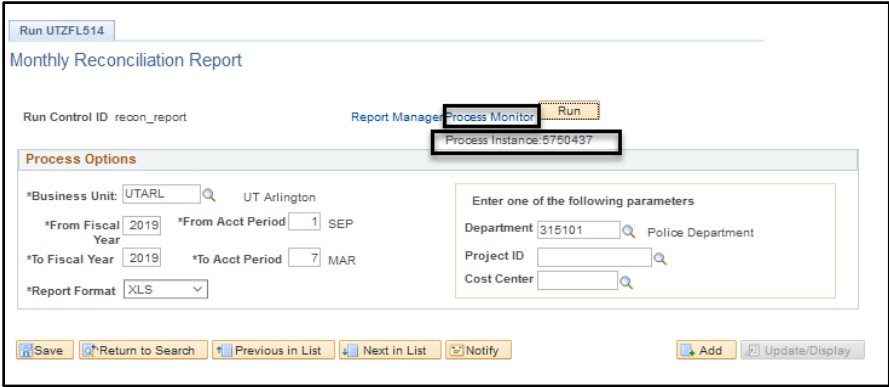
The **Process Scheduler Request** page is displayed. If necessary, select the report **Format**. The recommended Format is “XLS” (Excel).

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.

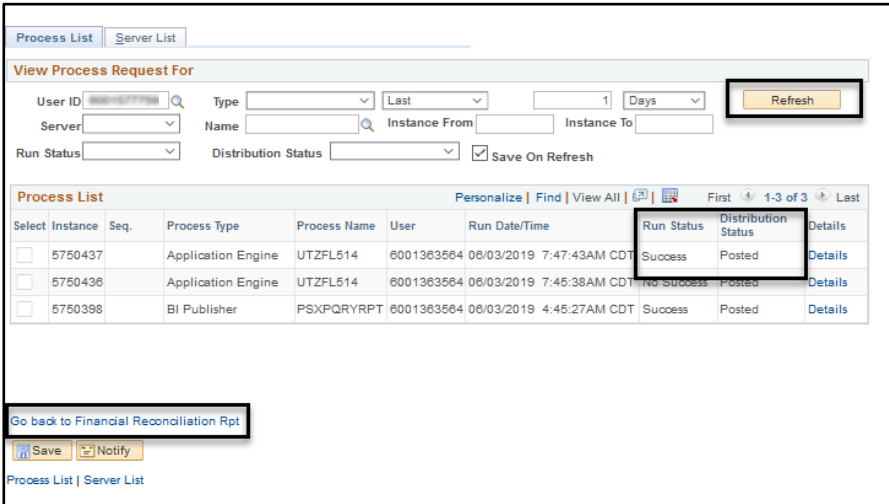


The **Process Monitor** page is used to view the status of the report. Initially, the **Run Status** may display “Queued” and the **Distribution Status** “N/A”.

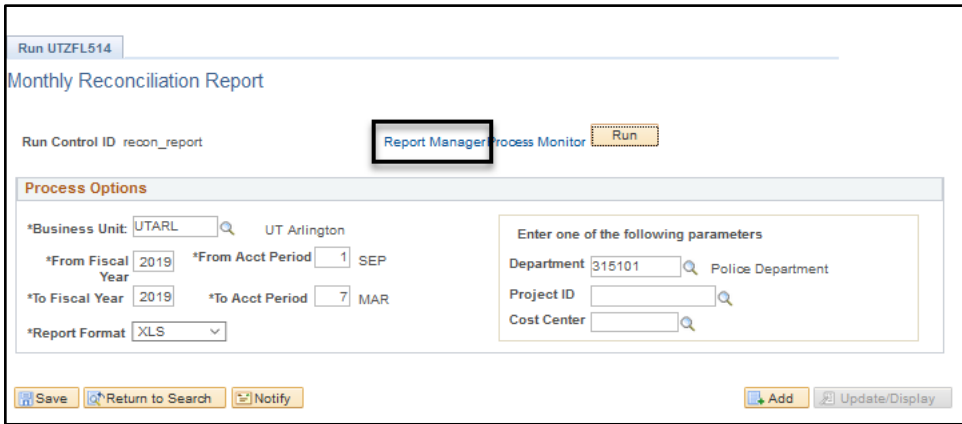
It may be necessary for you to click the **Refresh** button multiple times (every 20 seconds), until the **Run Status** has changed to “Success” and the **Distribution Status** column is displaying “Posted”.

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.

The screenshot shows the 'View Reports For' interface. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below the tabs, there are search filters for 'User ID', 'Type', 'Last', 'Days', 'Status', 'Folder', and 'Instance'. A 'Refresh' button is located on the right. The main section is titled 'Report List' and contains a table with the following data:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	6477155	5888958	UTZ_FL514 D - UTARL : 320105 5888958 DTL.xlsx Detail Financial Report	04/29/2019 2:29:17PM	Microsoft Excel Files (* .xls)	Posted	Details
<input type="checkbox"/>	6477003	5888958	UTZ_FL514 - UTARL 320105 5888954 DTL.xlsx Summary Financial Report	04/29/2019 12:03:23PM	Microsoft Excel Files (* .xls)	Posted	Details
<input type="checkbox"/>	6476824	5888958	Monthly Recon Rpt This file is not used	04/29/2019 9:45:26AM	Acrobat (* .pdf)	Posted	Details

Below the table, there are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button. At the bottom, there are navigation links: 'List | Explorer | Administration | Archives'.

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

The screenshot shows the 'Report Detail' page. It contains the following sections:

- Report**: Report ID 6477155, Process Instance 5727483, Name UTZFL514, Process Type XML Publisher, Run Status Success. A 'Message Log' link is visible.
- Distribution Details**: Distribution Node PS-HTTP, Expiration Date 06/13/2019.
- File List**: A table with columns 'Name', 'File Size (bytes)', and 'Datetime Created'. The file 'UTARL_320105_5888958_DTL.xlsx' is listed with a size of 693 bytes and a creation time of 04/29/2019 2:31:41.980215PM CDT.
- Distribute To**: A section for selecting distribution details, including 'Distribution ID Type' and 'User'.

At the bottom, there are 'OK' and 'Cancel' buttons.

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:

Report process: UTZFL514																	
Runtime: 4/29/2019 14:40:51 PM																	
Detail Financial Report																	
Business Unit: UTARL																	
Dept: 320105 - Business Services Analytics																	
For the period (From) SEP 2018 - (To) SEP 2018																	
Account: A1000 Staff Salaries																	
Approved Budget: \$2038960.00																	
Available Budget/Recognized Revenue: (\$820995.60)																	
Pre-Encumbrance Total: \$0.00																	
Encumbrance Total: \$2,380,312.23																	
Expense/Revenue Total: \$214,063.37																	
Project ID	Activity ID	Cost Center	Acctg Date	Doc Type	Doc ID	Vendor Descr/Employee Name	Doc Status	Related Doc	Line Ref	Line Descr	Fund	Function	Account	Acct Descr	Pre-Enc	Enc	Exp/Rev
		3101T2	2018-09-13	GL_JOURN AL	HPY03377 37	Encumbrance Journal	Valid Journal - Edits Complete		X	HCM Integration	3105	700	31101	S'w Admin Prof	\$0.00	\$376,115.00	\$0.00
		3101T2	2018-09-13	GL_JOURN AL	HPY03377 37	Encumbrance Journal	Valid Journal - Edits Complete		X	HCM Integration	3105	700	31201	S'w Classified	\$0.00	\$1,278,544.00	\$0.00
		313012	2018-09-13	GL_JOURN AL	HPY03377 37	Encumbrance Journal	Valid Journal - Edits Complete		X	HCM Integration	3100	700	31201	S'w Classified	\$0.00	\$53,680.00	\$0.00

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.

1. Begin my navigating to the **Query Viewer** page: **Menu > Reporting Tools > Query > Query Viewer**.
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.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

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.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query	Personalize Find View All First 1 of 1 Last									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
UTA_SF_DEPT_RECEIPTS	Departmental receipts	Public		<input type="button" value="HTML"/>	<input type="button" value="Excel"/>	<input type="button" value="XML"/>	<input type="button" value="Schedule"/>	<input type="button" value="Lookup References"/>	<input type="button" value="Favorite"/>	

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**

UTA_SF_DEPT_RECEIPTS - Departmental receipts

Business Date

End Business Date

Account (Default ALL)

Fund (Default ALL)

Department (Default ALL)

Cost Center (Default ALL)

Project/Grant (Default ALL)

NACUBO (Default ALL)

8. Results of the search will be displayed.

UTA_SF_DEPT_RECEIPTS - Departmental receipts

Business Date

End Business Date

Account (Default ALL)

Fund (Default ALL)

Department (Default ALL)

Cost Center (Default ALL)

Project/Grant (Default ALL)

NACUBO (Default ALL)

Download results in:

First 1-2 of 2 Last

Row	Date of Business	Transaction Date	Receipt Number	Receipt Line Number	Account	Fund	Department	Chartfield1	Project / Grant	Class	Amount	Reference Description	Journal
1	09/29/2020	09/29/2020	758117		1 63811	4200	315203	470086		500	0.60	PERSONAL COPIES	SSF0502207
2	09/29/2020	09/29/2020	758120		1 63811	4200	315203	470086		500	0.55	PERSONAL COPIES	SSF0502207

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.