

Commonly Used UTShare Queries

The purpose of this document is to list helpful queries.

Finance Queries

NavBar Navigation: Menu > Finance > Reporting Tools > Query > Query Viewer

Category	Report/Query Name	Description
Accounts Payable	UTA_AP_VCHR_DEPT_OUTSTAND	Displays all outstanding voucher documents.
Accounts Payable	UTA_AP_VCHR_INFO_BY_ACCT	Displays voucher information with various search parameters
ProCard	UTA_AP_PROCARD_TRANS_DTL_RECON	Procard Transaction Details including cardholder, amount, merchant, and accounting details
Budgets	UTZ_KK_OPE_BUDGET_BALANCE	Summarizes budget, encumbrance, expense, and available balance by child account (i.e. B4100) for a cost center
Budgets	UTA_BUDGET_ADJ_AND_ORIG	List Budget Adj and Originals Journals
Departments	UTA_GL_CSTCNTR_PROJ_DESC	Lists all cost centers and projects in a department
Departments	UTZ_GL_CF_DEPARTMENT	Lists all departments in UTShare
Expense Reports	UTA_AP_TRV_ER_OUTSTAND	This will display all outstanding expense reports.
General Ledger	UTZ_GL_GL_ACCOUNT	Listing of all of the GL Accounts.
Payroll Query	UTZ_DEPT_RECON_PR_DTL	Listing of Payroll GL entries
Procurement	UTA_PO_OPEN_ENCUMBRANCE	Lists the open encumbrances on purchase orders by Department ID.

Procurement	UTZ_PO_ITEM_CATEGORIES_LIST	Lists all category ID numbers and the GL account they are mapped to
Travel Authorizations	UTA_AP_TRV_TA_OUTSTAND	This will display all outstanding travel authorizations.
Travel Authorizations	UTA_TE_TRAVEL_AUTH_LIST	This will display all travel authorizations and the Expense Reports and Cash IDs associated with them
Travel Expense Locations	UTZ_TE_EXP_LOCATIONS	This will display a list of all travel locations in UTShare

HRMS Queries

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Category	Report/Query Name	Description
All Funded Positions	UTA_CA_POSITIONS_FUNDED_DBT	Positions Funded
Funded, Filled Positions	UTA_CA_POSITIONS_FUNDED_FILLED	Funded & filled; no vacant
Job Data	UTA_HR_JOB_DATA	Job Data by Department
Position Data with Headcount	UTA_HR_POSITION_DATA_HC	Position Information, including the position headcount
Position Funding	UTA_DEPT_SALARY_BY_FY	DBT/Job Data information by FY & Department
Position Profile	UTA_HR_POS_PROFILE	Position Profile by Department
Reports To	UTA_POS_RPTS_TO	Reports To Information
Unfunded Positions	UTA_CA_UNFUNDED_POSITIONS	Positions Not Funded
Vacant Positions	UTA_HR_VACANT_POSN	Vacant or LOA position list

