

Common UTShare Reports and Queries

| Category  | Report/Query Name              | Description   | Navigation  |
|---|--------------------------------|---|---|
| 1 Human Resources - Workstudy                   | UTA_CA FILLED WORKSTUDY        | Filled position list  | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 2 Human Resources - Budgeted Positions          | UTA_CA PERMANENT BUDGETED_POS  | Permanent Budgeted Positions  | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 3 Human Resources - Unfunded Positions          | UTA_CA UNFUNDED_POSITIONS      | Positions Not Funded  | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 4 Human Resources - Job Data                    | UTA_HR_JOB_DATA                | Job Data by Department  | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 5 Human Resources - Position Profile            | UTA_HR_POS_PROFILE             | Position Profile by Department  | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 6 Human Resources - Vacant Positions            | UTA_HR_VACANT_POSN             | Vacant or LOA position list   | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 7 Human Resources - Reports To                  | UTA_POS_RPTS_TO                | Reports To Information  | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 8 Human Resources - All Funded Positions        | UTZ_CA_POSITIONS_FUNDED_DBT    | Positions Funded incl. vacant   | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 9 Human Resources - Funded, Filled Positions    | UTZ_CA_POSITIONS_FUNDED_FILLED | Funded & filled; no vacant  | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 10 Human Resources - Monthly Accruals           | UTA_MONTHLY_ACCRLS             | The MonthlyAccruals report displays sick and vacation accruals for all employee's in a department.  | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 11 Human Resources - Vacation and Sick Balances | UTZ_HA_VAC_SICK_LEAVE_BAL_DEPT | The Employee Leave Balance report displays vacation, sick leave balances, and provides state service information for all employees in a department.<br><b>Reminders:</b><br>1) An employee's available balance reflects the last time absence management was processed.<br>2) Leave accruals for the current month will be visible in Employee Self-Service (ESS) typically around the 19th of each month.<br>3) Leave balances; Vacation and Sick time are updated twice a month, around the 15th and after the last day of the month. | Main Menu > HCM Reporting Tools > Query > Query Viewer                  |
| 12 Finance - Expense Reports                    | UTA_AP_TRV_ER_OUTSTAND         | This will display all outstanding expense reports.  | Main Menu > FMS Reporting Tools > Query > Query Viewer                  |
| 13 Finance - Travel Authorizations              | UTA_AP_TRV_TA_OUTSTAND         | This will display all outstanding travel authorizations.  | Main Menu > FMS Reporting Tools > Query > Query Viewer                  |
| 14 Finance - Travel Expense Locations           | UTZ_TE_EXP_LOCATIONS           | This will display a list of all travel locations in UTShare   | Main Menu > FMS Reporting Tools > Query > Query Viewer                  |
| 15 Finance - General Ledger                     | UTZ_GL_GL_Account              | Listing of all of the GL Accounts.  | Main Menu > FMS Reporting Tools > Query > Query Viewer                  |
| 16 Finance - Procurement                        | UTA_PO_OPEN_ENCUMBRANCE        | Lists the open encumbrances on purchase orders by Department ID.  | Main Menu > FMS Reporting Tools > Query > Query Viewer                  |
| 17 Finance - Accounts Payable                   | UTA_AP_VCHR_DEPT_OUTSTAND      | This will display all outstanding voucher documents.  | Main Menu > FMS Reporting Tools > Query > Query Viewer                  |
| 18 Finance - Payroll Analysis                   | PAYROLL ANALYSIS REPORT        | Provides salary and benefit information for all employees associated with a specific department. It contains information such as, the funding source, Longevity Pay, Premium Sharing, etc.  | Main Menu > FMS Reporting Tools > BI Publisher > Query Report Scheduler |
| 19 Finance - Account Statement                  | Statement of Accounts          | Provides departmental revenue and expenditures for a specific period of the fiscal year.  | Main Menu > FMS Reporting Tools > BI Publisher > Query Report Scheduler |