Office of Information Technology
KNOWLEDGE SERVICES

UTShare Queries and Reports Training Guide

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Queries and Reports

Both the Financial Management System (FMS) and the Human Resource Management System (HRMS) have queries and reports that are used to view system data. Running reports and queries extracts data from the UTShare database and displays the information in a report, file, or on the screen.

Your security access determines which queries you can view and what data is included in the output.

Query Viewer Overview

The Query Viewer Page is used to:

- Search for an existing query.
- Run a query and display results in a new browser window.
- Download the results to a file.
- Print a query.

Using Query Viewer

There are two Query Viewer pages in UTShare: one for Financial queries and one for HRMS queries.

- For Financial queries: **Navigator > Financials > Reporting Tools > Query > Query Viewer**
- For HRMS queries **Navigator > HRMS > Reporting Tools > Query > Query Viewer**

Note: *Both Query Viewer pages operate the same.*

You may perform a basic **Search** or an **Advanced Search** when using Query Viewer. Both search options allow you to perform a **Search By,** by selecting: *Access Group Name, Description, Folder Name, Owner, Query Name, Type, Uses Field Name, or Uses Record Name from the drop-down list*.

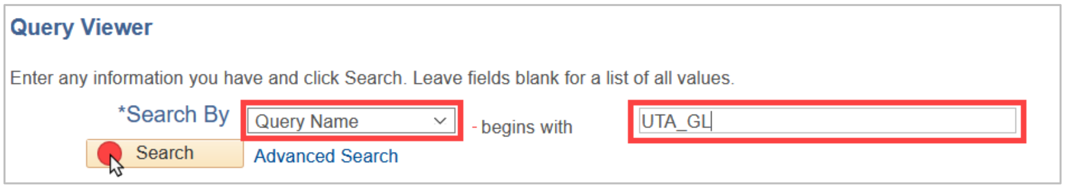
When searching by Query Name:

- Leave the **Query Name** field blank and click **Search** to view all queries.
- Type **UTA** in the **Query Name** field and click **Search** to view queries created by a UTA report writer.
- Type **UTZ** in the **Query Name** field and click **Search** to view queries created by a Shared Services report writer (or may be a Peoplesoft delivered report).
- Use the % sign as a wildcard with a keyword to return any query that may contain that word.

Note: *Your security access determines which reports or queries you can view and what data is included in the output.*

Basic Search

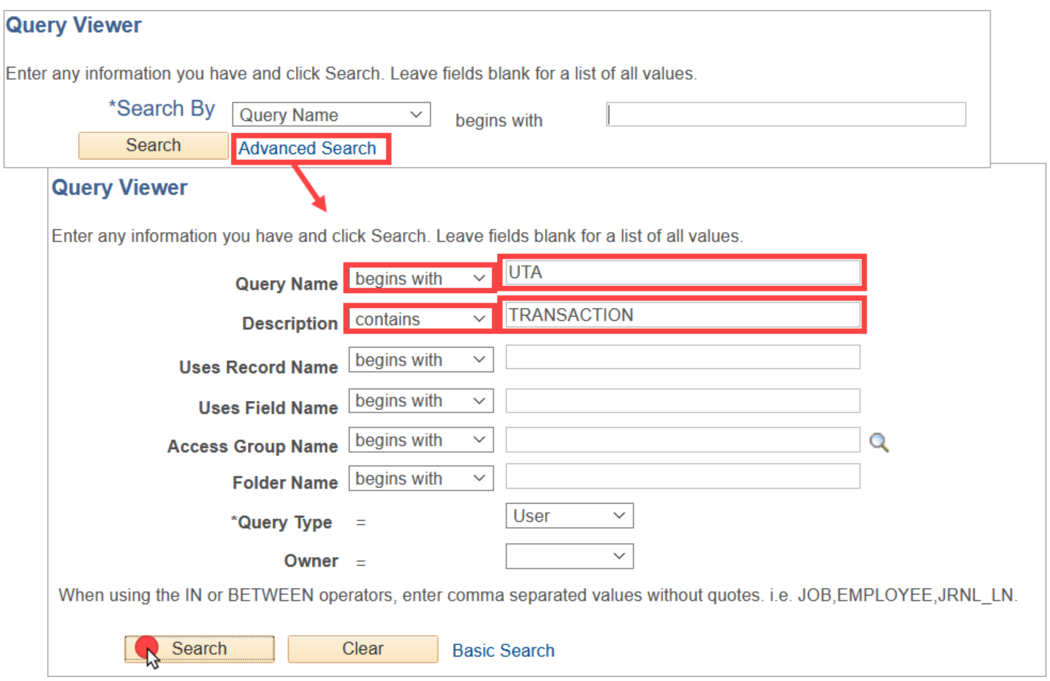
The basic **Search** enables you to perform a search using only the **begins with** condition.



1. Choose the **Search by** from the drop-down list.
2. Enter the **begins with** search information.
3. Click the **Search** button.

Advanced Search

The **Advanced Search** option enables you to perform a progressively narrower search using one or more search criteria fields. Each search field offers more conditions to choose from the drop-down list, such as *contains, between, equals to*, etc.



1. Click the **Advanced Search** link.
2. Select the **condition drop-down** beside the search field.
3. Enter the search information.

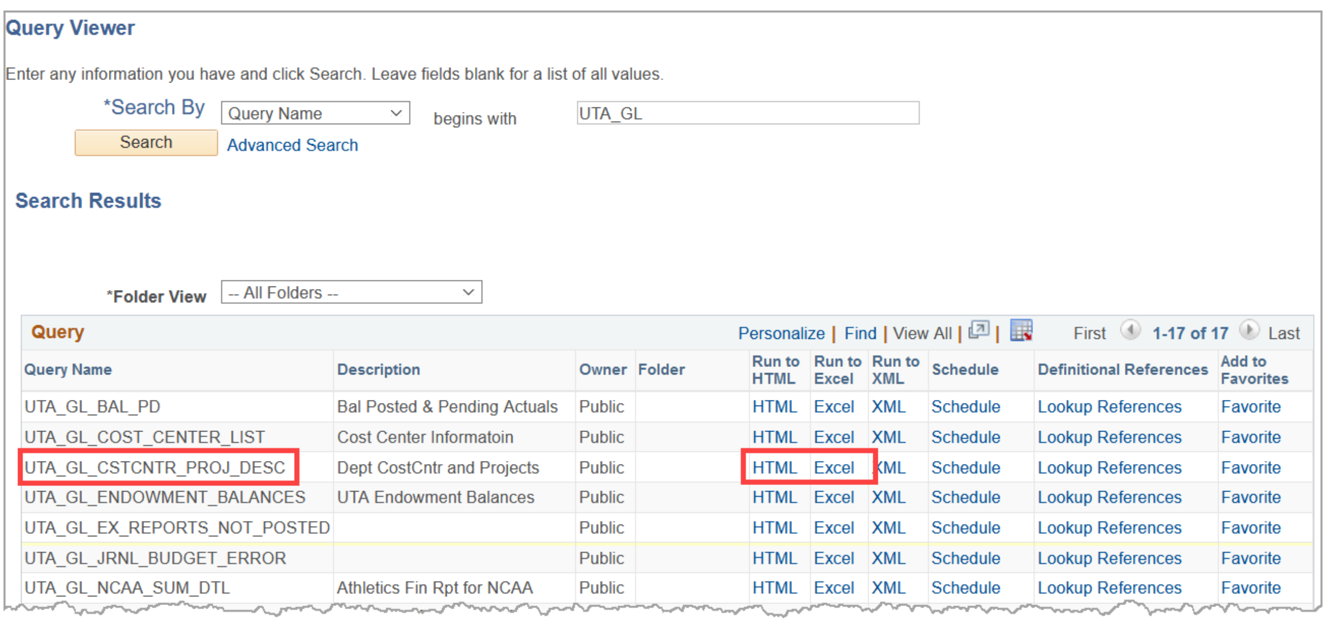
4. Click the **Search** button.

Note: *The Query type should be left as "User".*

To return to a Basic Search, click the "Basic Search" link.

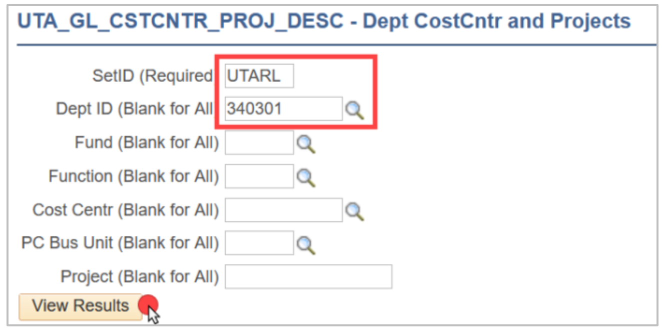
Running a Query

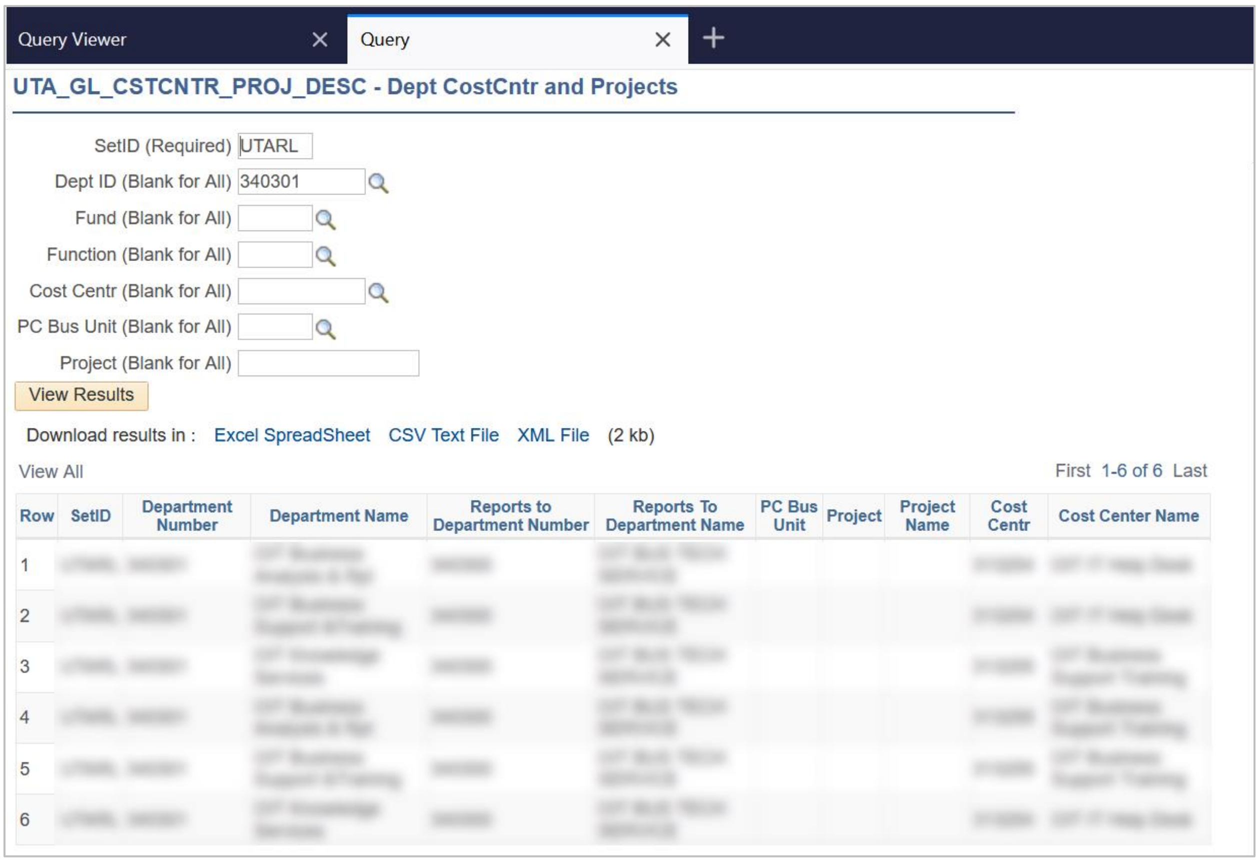
1. Search for the query using either the Basic or Advanced Search. This example uses a Basic Search for **Query Name.**
2. **Find the Query Name** you want to run. The description (if displayed) also offers help identifying the information in the query.
3. Determine how you want to run the report. You can run the report be several options:
   - The **Run to HTML** link is used to run a query and display the results in a new browser window.
   - The **Run to Excel** link is used to download the results of a query to Microsoft Excel.
   - The **Run to XML** link is used to view a query in a XML Publisher-format.
   - The **Schedule** link is used to run queries at a pre-defined time or on a recurring schedule. You must have the appropriate security authorization to use these options.
4. **Select the appropriate link** for the report you want to run. (suggest using the HTML option). The Query page will open in a new browser tab.



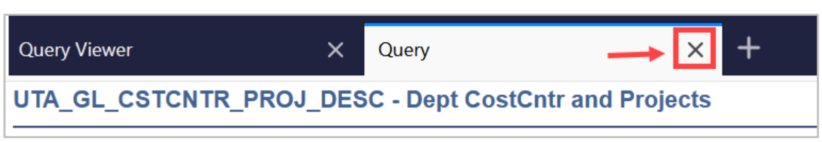
Note: *If too many items meet the search criteria, narrow the search to help you find the report you need.*

5. Depending on the query type, it may be necessary for you to **provide report prompt information**, such as Business Unit, a Calendar Group, Dept ID, Set ID, Business Unit, Empl ID, Cost Center, Project ID, etc.
6. Click the **View Results** button to run the query.





7. If desired, export the report using the “Download results in” link options for an Excel, CSV, or XML file.
8. To close the query and return to the Query Viewer page, close the “Query” browser tab.

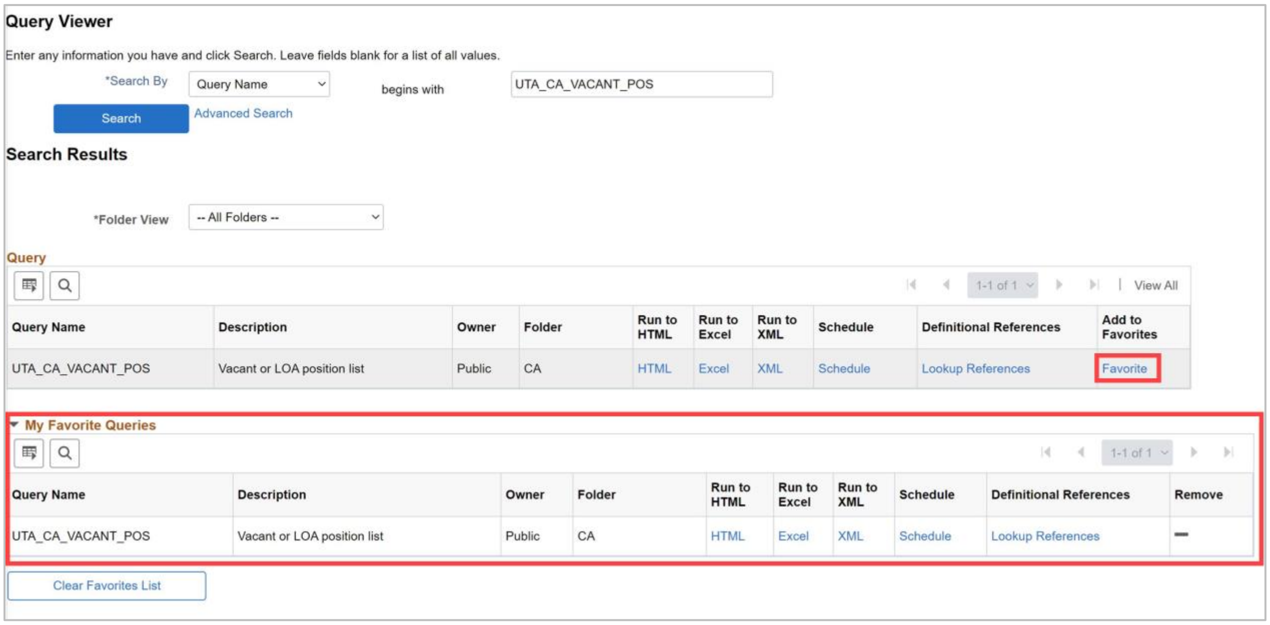


Add a Query to My Favorite:

You can add frequently run queries to your **My Favorite** list. The query list will display when you access Query Viewer.

To add a query to **Favorites:**

1. **Search for the query** you want to add.
2. Click on **Favorite** under the Add to Favorites column.



Delete My Favorites

1. To delete one query from My Favorites, click the “-“ (minus button) in the **Remove** column.
2. To delete <u>all</u> favorites, use the **Clear Favorites List** button.

Commonly Used UTShare 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 – NavBar Navigation: Menu > HRMS > Reporting Tools > Query > Query Viewer

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
Workstudy	UTA_CA_FILLED_WORKSTUDY	Filled position list

Other Financial Reports

Several reports in UTShare can be run to extract financial data. Several of the available reports are listed below, along with a description of the data provided by the report and the menu pathway to the report.

Grants Management

- **Sponsored Project Summary** – returns Project details including expenses and budget balances (Menu > Financials > UTZ Customizations > Grants Management > Reports)
- **Sponsored Project Detail Report** – returns details of project expenditures for a specified Accounting Period range in an Excel worksheet format (Menu > Financials > UTZ Customizations > Grants Management > Reports)
- **Notice of Award Report** – returns details of Award and associated Projects, including Award Modifications, Key Personnel, and Sponsored Budgets (Menu > Financials > UTZ Customizations > Grants Management > Reports)

General Ledger

- **Reconciliation Report** – returns a listing of budget information for a specified Cost Center or project for the indicated Accounting Periods; includes breakdown by Budget Account (Menu > Financials > UTZ Customizations > General Ledger > Reports)
- **Monthly Statement of Account** – returns Commitment Control and General Ledger information for the indicated Accounting Period for the specified Cost Center or Project (Menu > Financials > UTZ Customizations > General Ledger > Reports)
- **Sahara ARA Query** – returns a listing of all Actuals transactions reported through the Sahara Reconciliation for a specific Cost Center, Project, or Department for the indicated Accounting Periods

Commitment Control

- **Budget Status Report** – returns budget totals for the specified parameters (Menu > Financials > Commitment Control > Budget Reports > Print Budget Status Report)

Commitment Accounting (Salary Encumbrance)

- **Salary by Cost Center** – returns payroll information for specific Cost Center or employee that includes paycheck and funding information (Menu > HRMS > UTZ Customizations > Commitment Accounting > Reports)

- **Salary by Project ID** – returns payroll information for a specific Project or employee that includes paycheck and funding information (Menu > HRMS > UTZ Customizations > Commitment Accounting > Reports)
- **Encumbrance Details by Employee ID** – returns information regarding payroll encumbrances including pay and fringe information, encumbrance and expense, and pay rate information (Menu > HRMS > UTZ Customizations > Commitment Accounting > Reports)
- **Budget Actuals to Encumbrance Details** - returns information regarding payroll encumbrances including original encumbrance, amount expensed, and remaining encumbrance (Menu > HRMS > UTZ Customizations > Commitment Accounting > Reports)

Human Resources Reports

- **Birthday Report** – returns a list of employees and their birthdays (Menu > HRMS > UTZ Customizations > Human Resources > Reports > Birthday Report)
- **Emergency Contacts Report** – returns a list of employees and their emergency contact information (Menu > HRMS > Workforce Administration > Personal Information > Personal Relationships > Emergency Contacts Report)

Run Control ID Overview

Many of the reports above run a process in UTShare, and a set of parameters must be provided. Those parameters are attached to a Run Control ID. The Run Control ID must be created and saved the first time you run the report. Run Control IDs are unique to users, meaning they cannot be shared (you cannot run another user's Run Control ID). Once a Run Control ID has been created, it can then be reused the next time the report is generated.

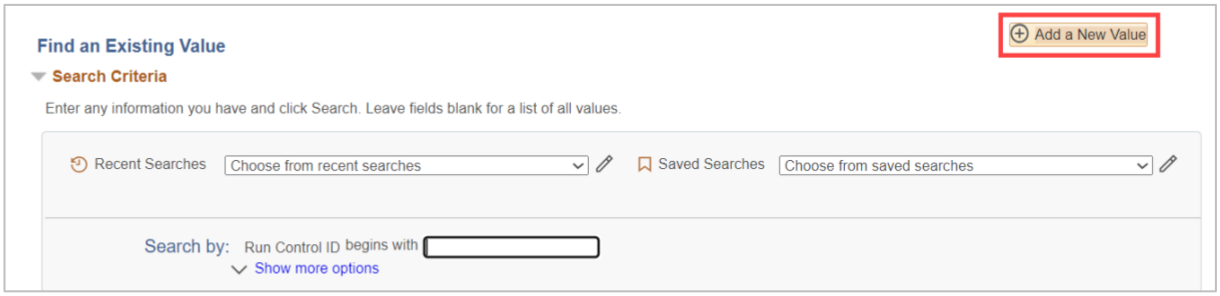
- Creating a Run Control is a preliminary step that must be completed before you run any process or report in UT Share.
- The parameters specify what information should appear on the report. Instead of entering the same values each time you run the report, a run control is created and saved with those settings. This includes any Distribution settings that are added to make the report available to other users.
- Once the reports are created, they will be available to view using Report Manager.

Note: *Run Control IDs can become corrupted. If you are unable to run a report using an existing Run Control ID, please create a new Run Control ID and rerun the report.*

Create a Run Control ID

Starting from the UTShare Main Menu, you will navigate to the desired page that requires a Run Control ID.

1. Select a report to create a run control ID.
2. The Find an Existing Value page displays. Click the **Add a New Value** button at the top-right of the page.



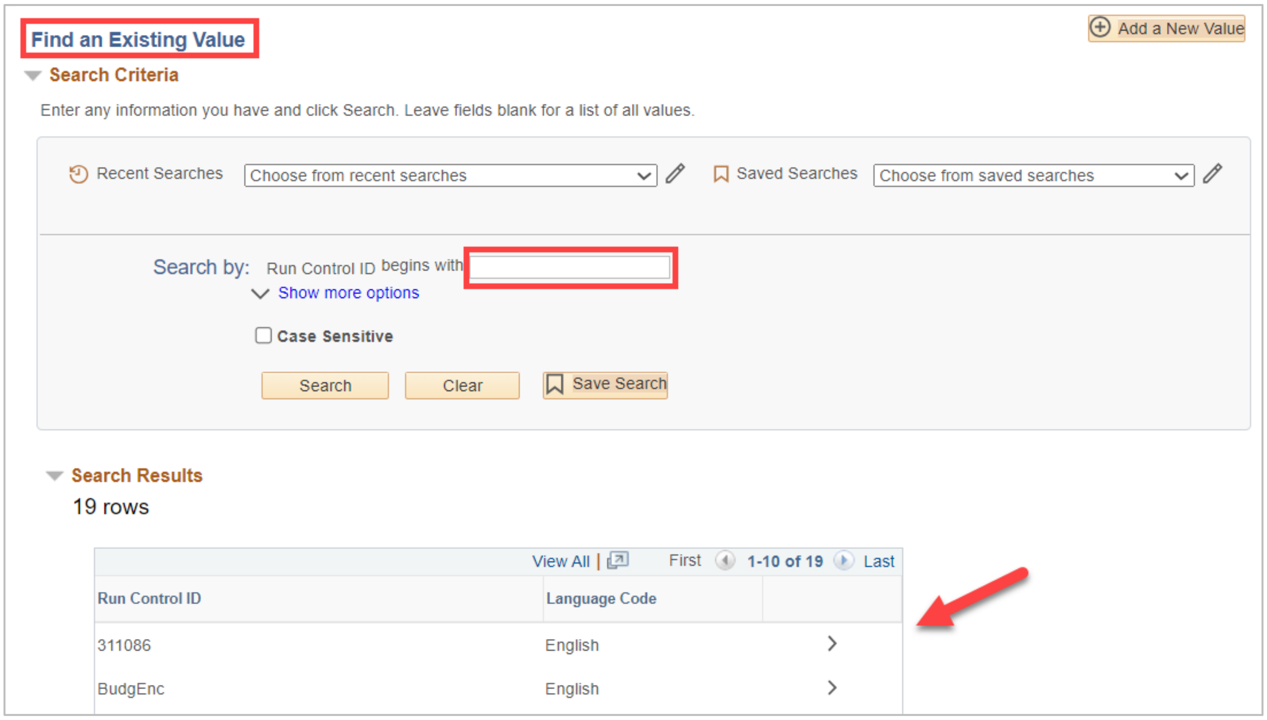
3. Give your Run Control ID a **name**. Run Control IDs are limited to 30 characters, cannot contain spaces, and can contain an underscore but no other special characters.

4. With the name entered, click the **Add** button.
5. The report parameters page will open.

Use Existing Run Control ID

Starting from the UTShare Main Menu, you will navigate to the desired page that requires a Run Control ID.

1. The page will default to **Find an Existing Value**.
2. If you know the desired **Run Control ID name**, type it in the Run Control ID field. If you do not know the Run Control ID name, leave this field blank to return all available Run Control IDs.
3. Click the **Search** button.
4. A search results table of all matching will populate. Click on the row for the desired Run Control ID.



5. The report parameters page will populate.

Report Parameters

The report parameters page is displayed once a Run Control ID is opened. At the top-left corner of the page, you will notice the name of your Run Control ID.

The Report Request Parameters page contains the criteria values needed to run a report. These will vary by report. In some cases, a report may not have any parameters, but a Run Control ID is still required to run the report (e.g. Emergency Contact Report).

The parameter values determine what information returns on the report. Fields with an asterisk (*) are required.

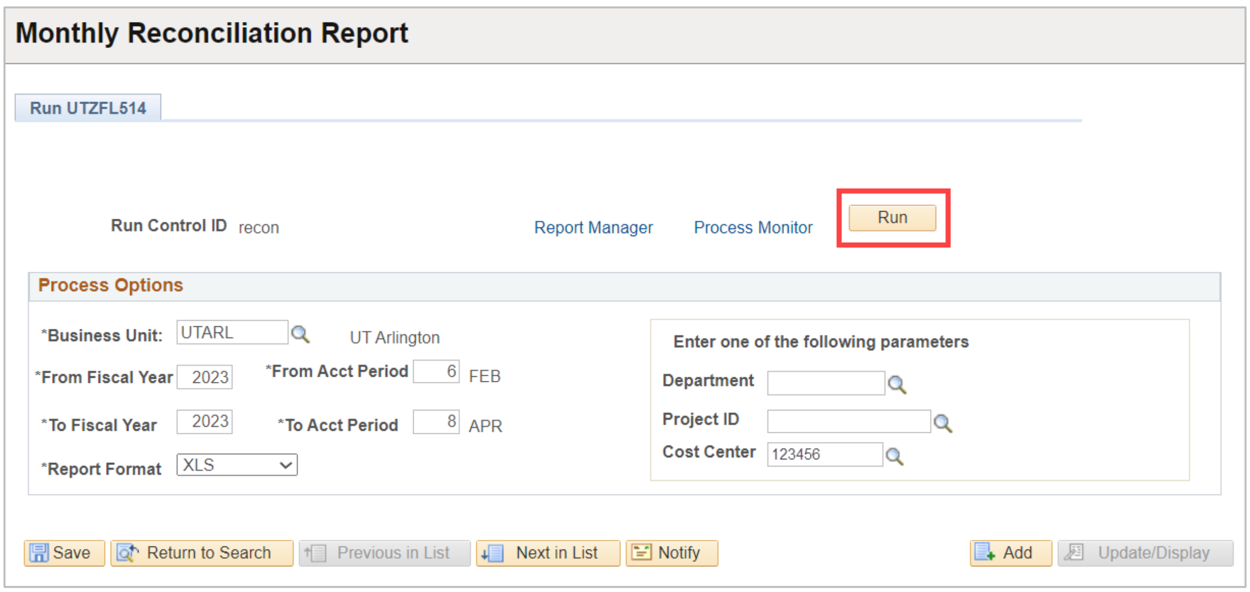
<u>Considerations regarding Report Parameters:</u>

- If the parameters ask for Department in addition to Cost Center or Project, enter <u>*either*</u> the Department <u>*or*</u> the Cost Center or Project; do not enter both. You can run the report for an entire Department (by entering the Department ID) or for a specific Cost Center or Project (by entering the specific Cost Center or Project Number).
- The Business Unit value will vary depending on the type of account that is being used.
  - For reports run for Cost Centers, Business Unit should be “UTARL”
  - For reports run for Sponsored Projects, Business Unit should be “UTASP”
  - For reports run for Plant Fund Projects, Business Unit “UTAPF” should be used.

- On HRMS reports, if the parameters as for “Company”, use “ARL”.
- For “Fiscal Year”, use the 4-digit fiscal year. UTA’s fiscal year run from September 1 through August 31, and is named for the year in which they end.
- For “Accounting Period”, enter the number of the month in the fiscal year. For example, Accounting Period 1 (one) is September, Accounting Period 2 (two) is October, and Accounting Period 3 (three) is November.

Running Reports

1. Once the Run Control ID has been selected and the report parameters entered, click the **Run** button at the top right of the page.



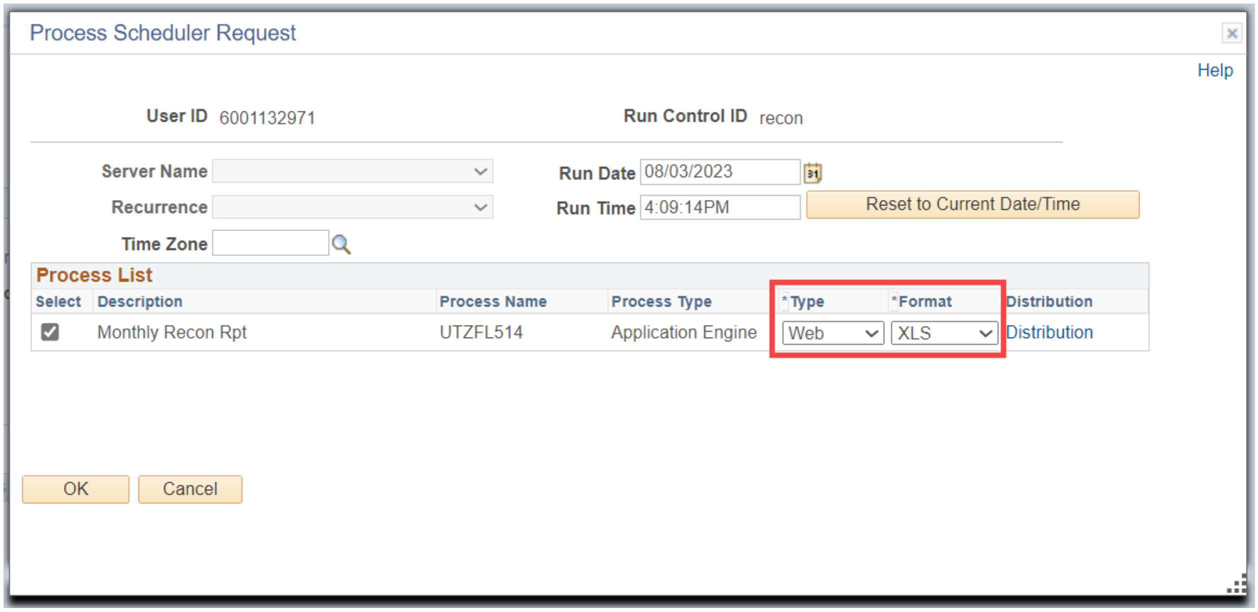
2. The **Process Scheduler Request** page will open, displaying the process information. This page allows the user to determine how the report will be generated.
    a. Select the **Type** from the drop-down list.
        i. **Email** will send the report directly to your email when it has processed.

        Please note, running a report to email will not store the report in the Report Manager; it will only be available through the email. Also, not all reports will generate an email. If you run a report to email and do not receive an emailed report, you will need to go back and run the report to the Web type.

        ii. **Web** will make the report available through the Report Manager.

    b. Select the **Format** from the drop-down list.
        i. Choose XLS to run the report as an Excel document.

ii. Choose PDF to run the report as a PDF.

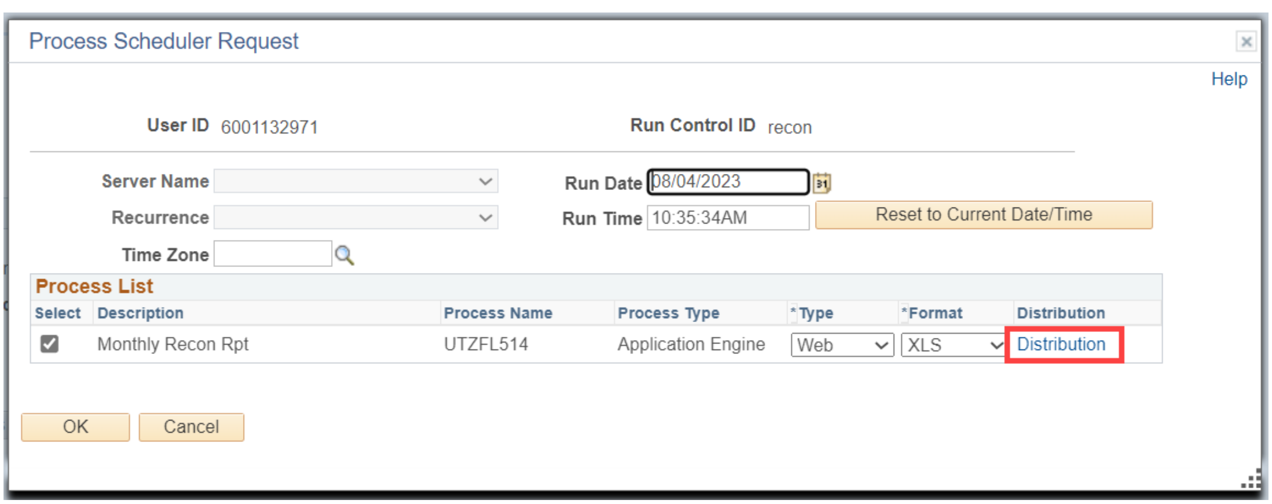


3. Click OK to run the report.

<u>Distribute Reports to Additional Recipients</u>

When reports are run, they can be shared with others. The reports are sent to other users using the Distribution link on the Process Scheduler Request page. When the report process is run to Success and the report is Posted, if the report was run to the Type "Web", the additional user will see the report populate in their Report Manager page (tile available on the Employee Self Service Homepage). If the report was run to the Type "Email", the additional user will receive an email with the report.

1. When Running a Report, on the Process Scheduler Request page, click the blue **Distribution** link.

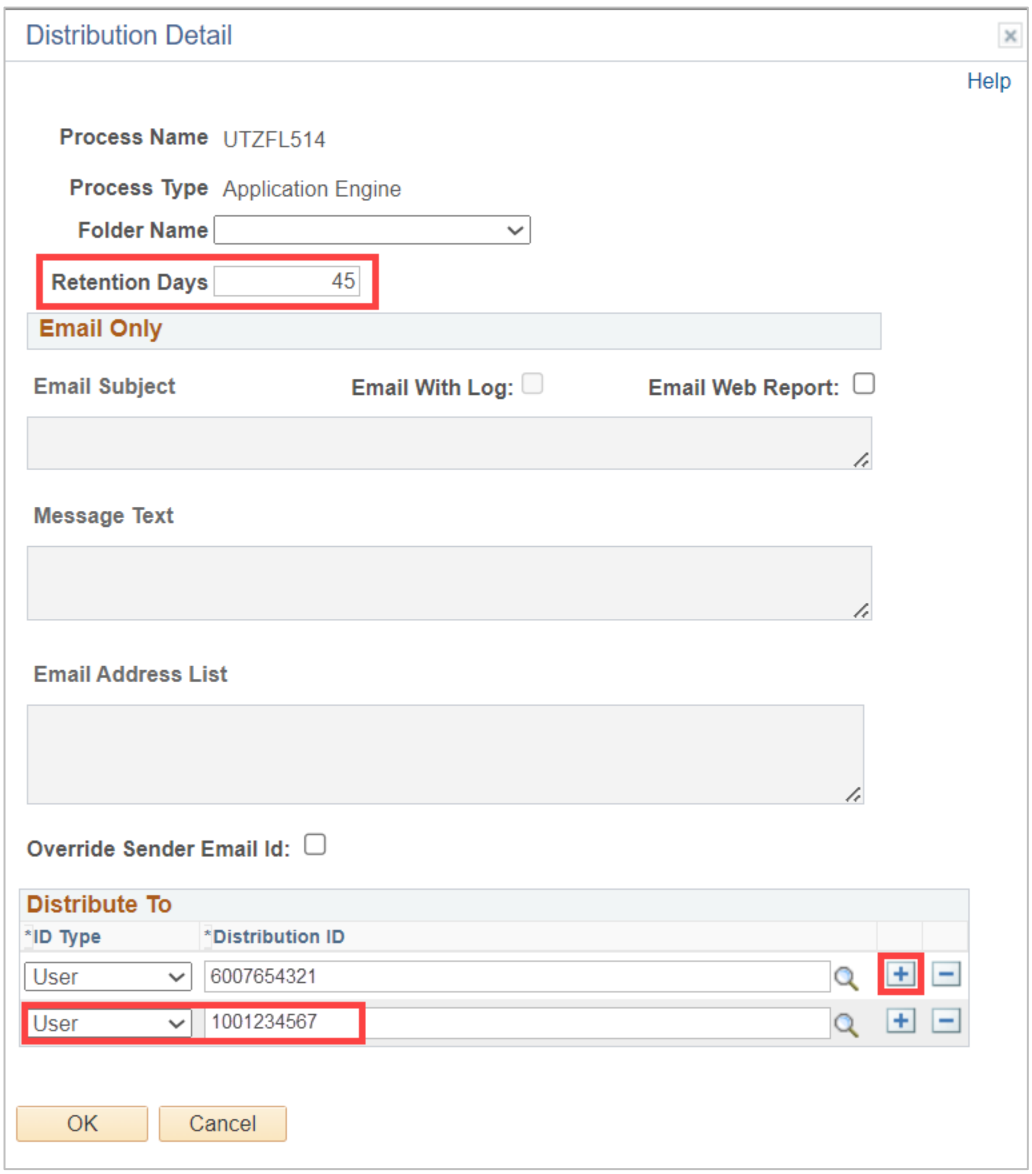


The Distribution Detail page is displayed. This page is used to specify the recipients who are to receive the report. You can also set the number of Retention Days to keep the report available to the recipients.

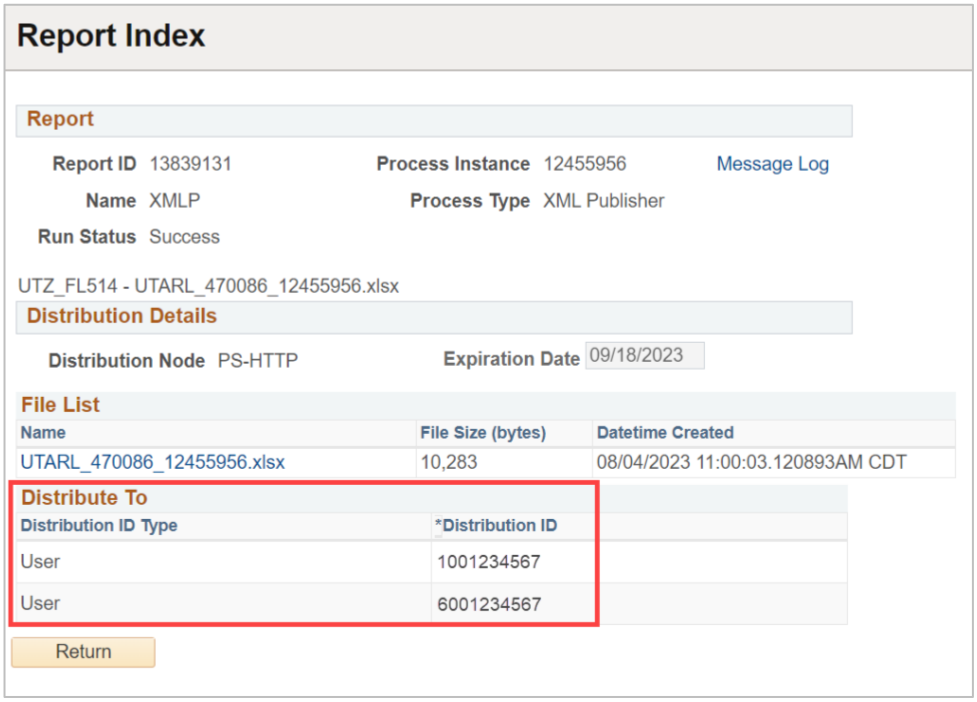
2. Enter the number of days to retain the report in the Retention Days field.
3. Click the **plus** button (+) in the bottom **Distribute To** panel to add additional users.

   Note: *Your Empl ID will automatically default on the first line. It is recommended that you leave that default value.*

4. Select **User** from the ID Type drop down field.
5. Enter or search for the Employee ID# in the Distribution ID field.
6. Click **OK**.



7. This will return you to the Process Scheduler Request page. Continue to make your report **Type** and **Format** selections, then click **OK** to run the report.
8. The Report Index page that contains the link to the report output will list the users to whom the report was distributed.

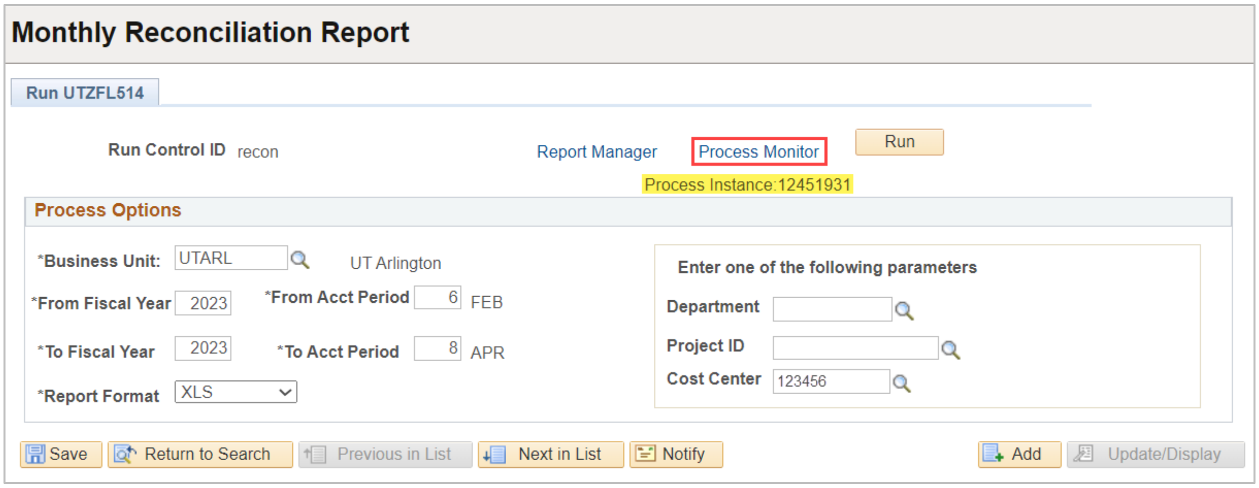


Note: *The Run Control ID will contain the Distribution selection until it is changed, meaning every time the report is run using the specific Run Control ID on which the additional user was added, the report will be provided to the additional user.*

Process Monitor

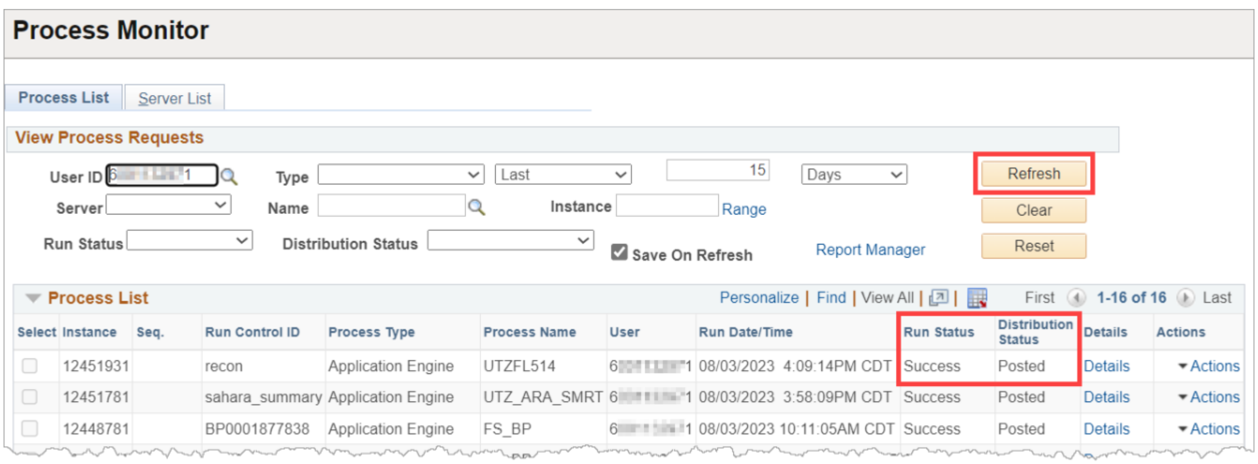
Once a report has been requested to run, a Process Instance number is assigned. This is like a tracking number for your process/job.

1. Click the blue Process Monitor link to see the status of your process/job.



2. The most recent job appears in the list. The initial status of the Report Status is "Queued" and the Distribution Status is N/A. The report is complete when the Run Status becomes Success, and the Distribution Status is Posted.

   If the job is not completed, press the Refresh button. Refresh does not speed up the process of generating the report, it just refreshes the screen.



Run Status Definitions

- Queued – The process is waiting to run
- Initiated – The process has started.
- NA – The process is still running.
- Processing – The process is running.
- Posted – The report has posted.
- No Success – The process did not run. Make sure the report parameters are correct

Distribution Status Definitions

- NA – The process is still running.
- Not Posted – The report did not post.

- Warning – The process ran, but there may be a problem.
- Success – The process ran successfully.

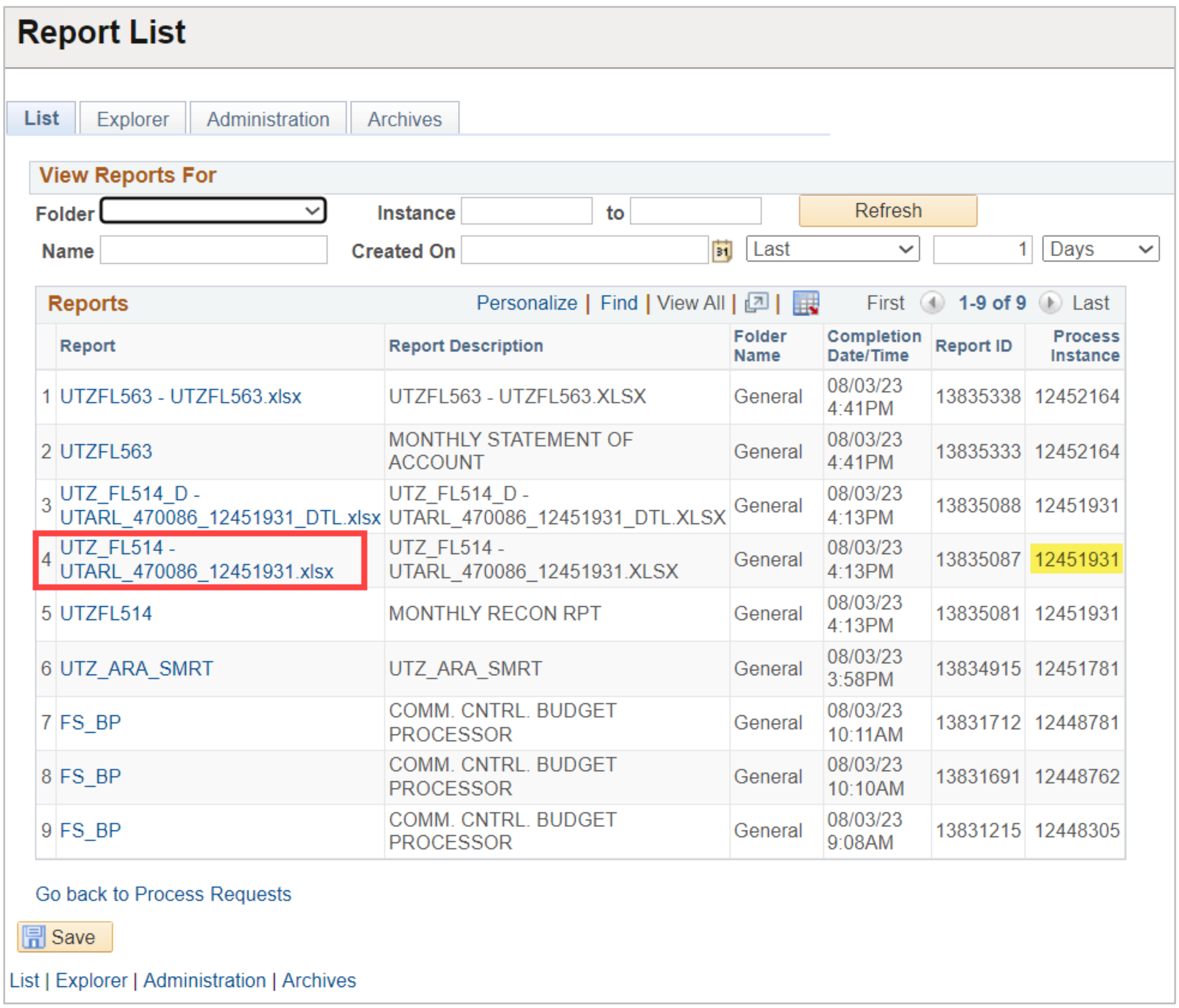
Report Manager

The Report Manager provides a framework to view existing reports. It is a central access point for reports in UTShare. Several reports populate into the Report Manager.

1. From the Process Monitor page, click the blue **Report Manager** link to view the report.

   Alternately, if not on the Process Monitor page, navigate to the Report Manager by clicking on the My Reports tile on the Employee Self-Service homepage.

2. The Report Manager page will open on the List tab. Click the report that matches the Process Instance number and the **output file** that you selected earlier.



	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	UTZFL563 - UTZFL563.xlsx	UTZFL563 - UTZFL563.XLSX	General	08/03/23 4:41PM	13835338	12452164
2	UTZFL563	MONTHLY STATEMENT OF ACCOUNT	General	08/03/23 4:41PM	13835333	12452164
3	UTZ_FL514_D - UTARL_470086_12451931_DTL.xlsx	UTZ_FL514_D - UTARL_470086_12451931_DTL.XLSX	General	08/03/23 4:13PM	13835088	12451931
4	UTZ_FL514 - UTARL_470086_12451931.xlsx	UTZ_FL514 - UTARL_470086_12451931.XLSX	General	08/03/23 4:13PM	13835087	12451931
5	UTZFL514	MONTHLY RECON RPT	General	08/03/23 4:13PM	13835081	12451931
6	UTZ_ARA_SMRT	UTZ_ARA_SMRT	General	08/03/23 3:58PM	13834915	12451781
7	FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General	08/03/23 10:11AM	13831712	12448781
8	FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General	08/03/23 10:10AM	13831691	12448762
9	FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General	08/03/23 9:08AM	13831215	12448305

Note: *Depending on your browser and/or the file type, you may be presented with a dialog box prompting you to Save or Open the report; or the report will open immediately in a new window.*

3. The **Report Index** page displays. This screen displays information for the output file such as:

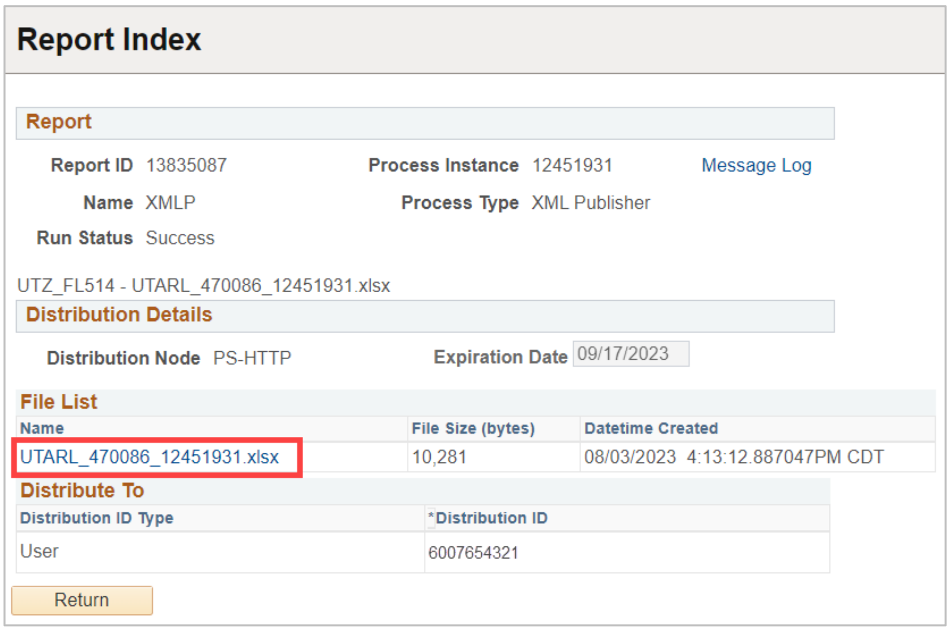
    a. The report file name.

    b. The expiration date (usually 14 days from the report run date).

    c. The report distribution information which lists the employee(s) receiving the report, and other associated logs or message files.

    d. Datetime the report was created.

4. Click on the blue report name link you want to view.

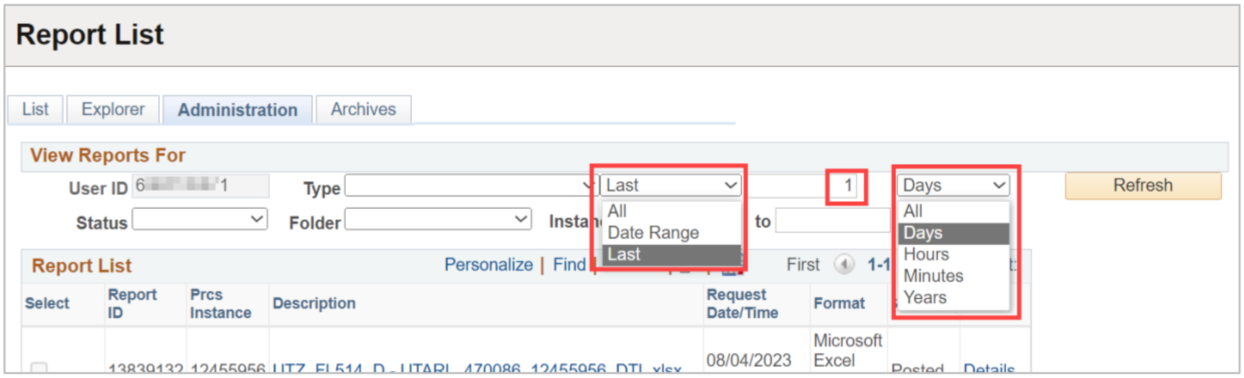


5. Export the report to save the file, format and print as needed.

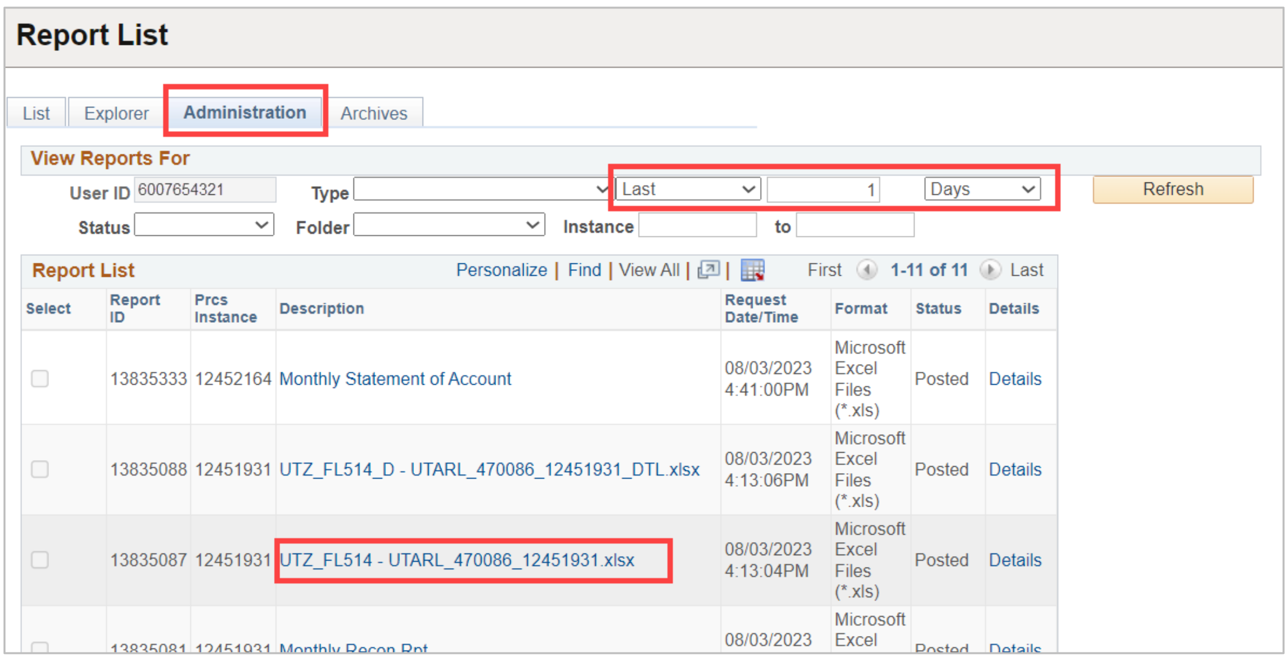
Administration Tab

The Administration tab view opens the report without taking you to the Report Index.

Please note, by default, the Administration tab will display reports for the last 1 day. This can be affected by changing the filter parameters. Then click the Refresh button to update the Report list.



1. Confirm the filtered date range includes the desired report.
2. Click on the blue report name link to open the report.
3. Export the report to save the file, format, and print as needed.



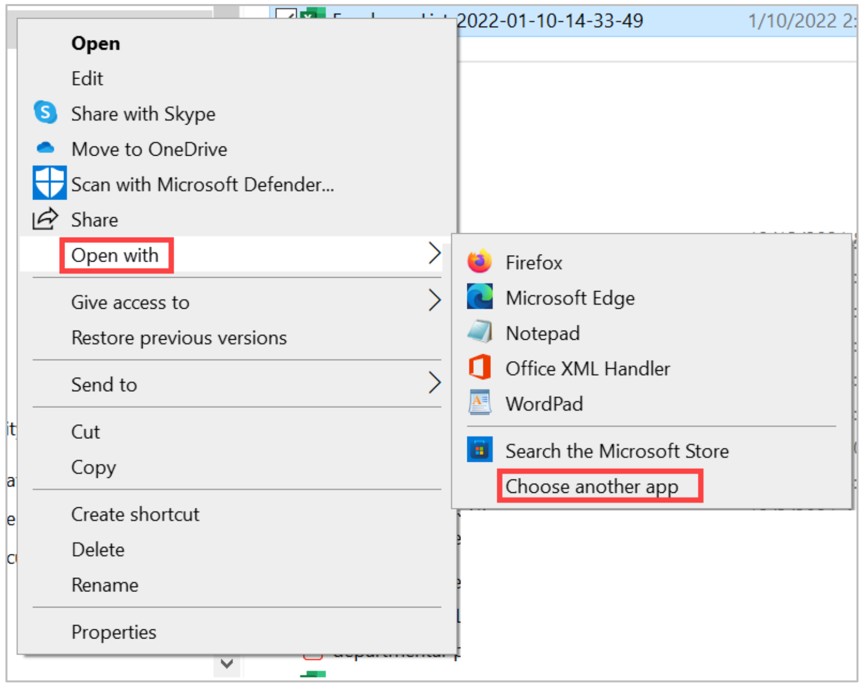
Note: *Depending on your browser and/or the file type, you may be presented with a dialogue box prompting you to* ***Save*** *or* ***Open*** *the report.*

Open “OpenXML” Report in Excel

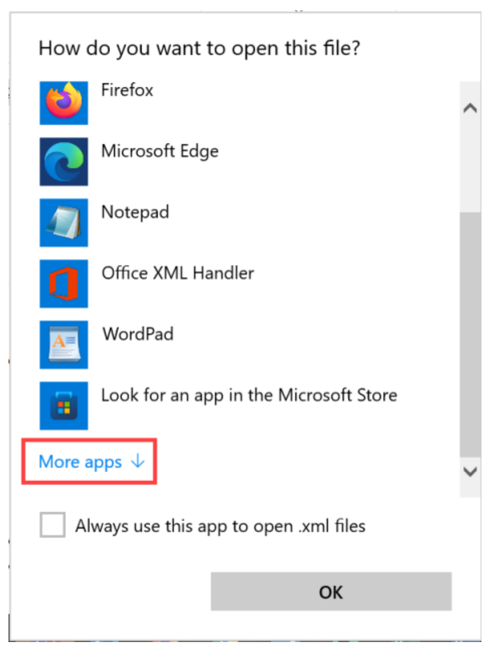
If a report is run to the Type “Email” and for the Format “XML” or “XLS”, the file may be sent in an “XLM” file format. The instructions below will detail how to open the XML file as an Excel Spreadsheet. Instructions are provided for both Windows and Apple computers, as the process does differ based on operating type.

For Windows

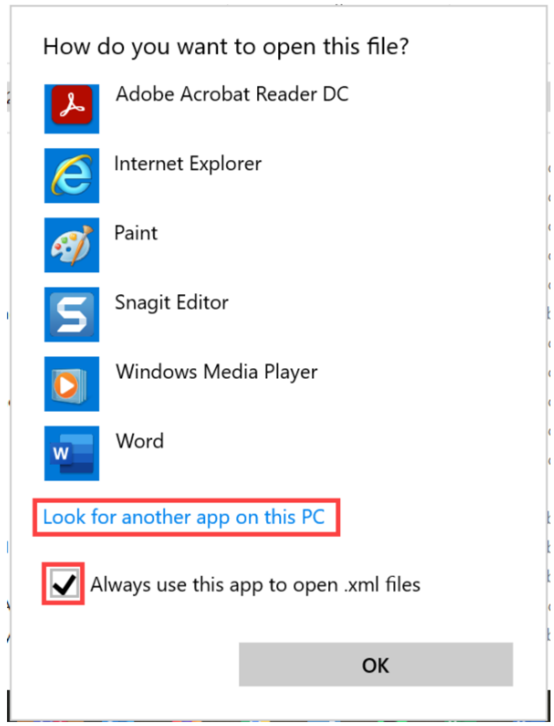
1. Download the file and Save it to your computer.
2. Go to the file in File Explorer on your computer.
3. Right-click on the downloaded file and select "Open With".
4. If Excel is not an option, click on "Chose another app".



5. Select the "More Apps" link.



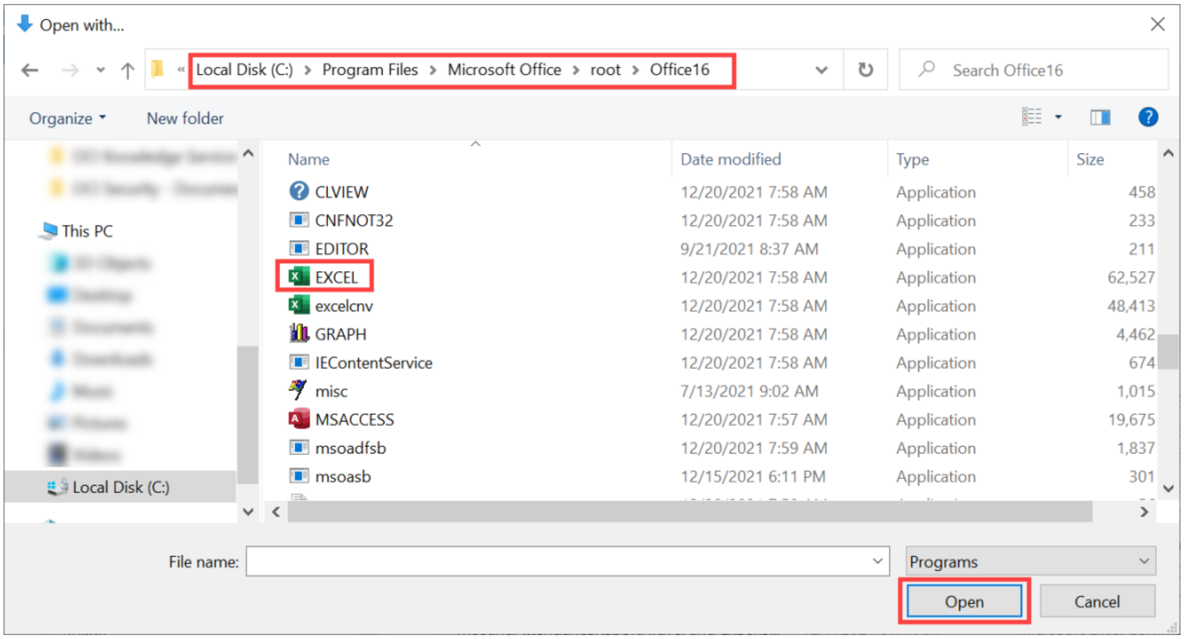
6. From here select Excel.
   a. If Excel is listed on the More Apps page, click Excel.



   i. Click the box for click the box for "Always use this app to open .xml files".
   ii. Click the "OK" button.

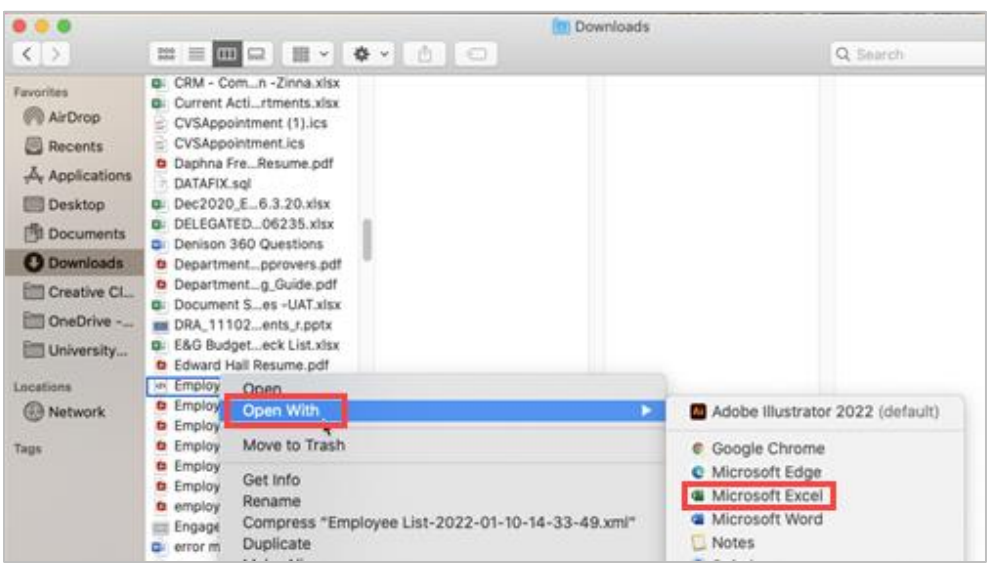
b. If Excel is not listed on the More Apps page, click the checkbox for "Always use this app to open .xml files" then click the "Look for another app" link.

   i. Navigate to the Office16 folder at: Local Disc (C:) > Program Files > Microsoft Office > Root > Office 16.
   ii. Find and Click on "Excel".
   iii. Click the "Open" button.

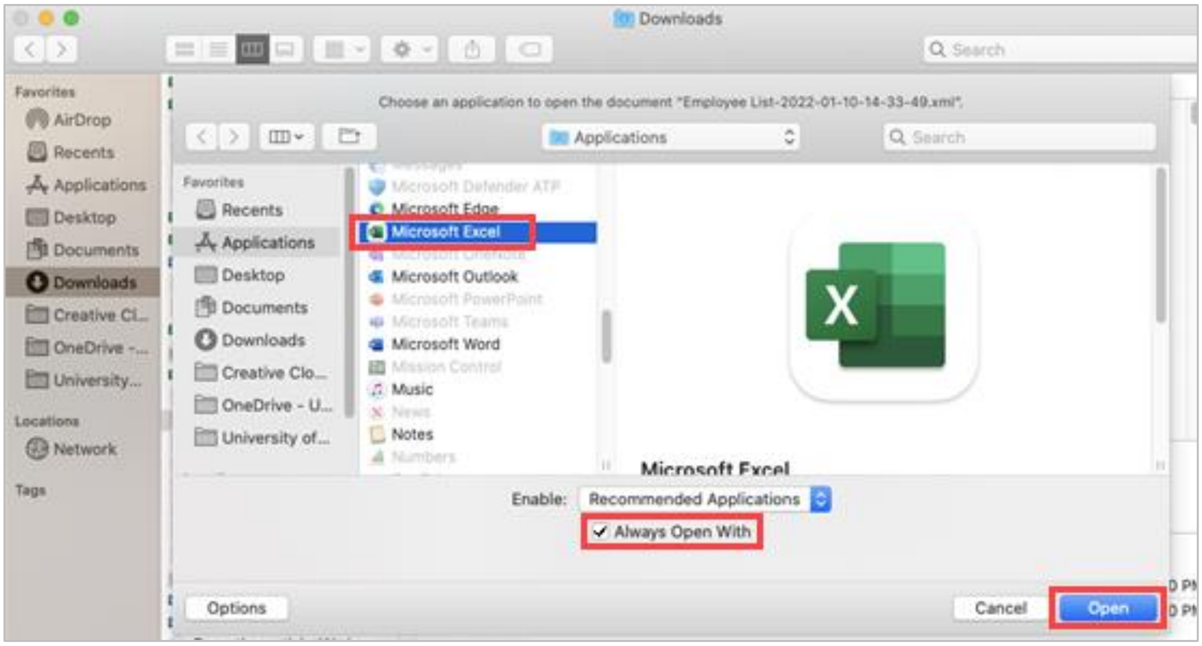


For Apple Computers

1. Download the file and Save it to your computer.
2. Click on **Finder**. 
3. **Right click** on the downloaded file and select "**Open With**"
4. Select **Excel**.



   a. If Excel is not listed as an option, click "Other…"
   b. In the Applications screen, find and click on Microsoft Excel.
   c. Click the "Always Open With" check box and click "Open".


Downloads
Choose an application to open the document "Employee List-2022-01-10-14-33-49.xml".
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Microsoft Edge
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
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Numbers
Microsoft Excel
Enable: Recommended Applications
Always Open With
Options
Cancel
Open