

# Reviewing UTZ query information in Banner



Nav Bar > Navigator > Financials > Reporting Tools > Query > Query Viewer

1. Follow the navigation to get to the Query Viewer page. Enter the following query name in the blank field: **UTE\_DEPT\_RECON\_BANNER**
2. Two queries will appear:
  - 2a. **Banner docs** with “**UTZ**” document ID numbers for **Cost Centers**.
  - 2b. **Banner docs** with “**UTZ**” document ID numbers for **Project IDs**.
3. Click the **Excel** hyperlink to download the desired query.

## Query Viewer

Enter any information

\*Search By

Query Name

begins with

UTE\_DEPT\_RECON\_BANNER

Search

Advanced Search

## Search Results

\*Folder View

-- All Folders --

### Query

Person

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel
UTE_DEPT_RECON_BANNER_COSTCTR	BANNER DETAIL	Public	UTEP_FRONT_OFFICE	HTML	Excel
UTE_DEPT_RECON_BANNER_PROJECT	BANNER DETAIL BY PROJECT	Public	UTEP_FRONT_OFFICE	HTML	Excel

## UTE\_DEPT\_RECON\_BANNER\_COSTCTR - BANNER DETAIL

Fiscal Year:

2019

From Acct Period:

01

To Acct Period:

05

Cost Center:

30699999

View Results

4. Enter **Fiscal Year**, **Accounting Periods** and the corresponding **Project ID or Cost Center**.
5. Click the **View Results** button, which will generate an Excel file.



### PeopleSoft Tips

- Do not leave any fields blank in step 4.
- Use 2 digits for the Accounting Period fields in step 4.

Cost Centr	Acctg Date	Journal ID	Line Descr	Line Reference	Account	Acct Descr	Year	Period	Amount
30699999	9/1/2018	UTZ0396019	DEPO R#03992899 MISCTRANS	@00000417	67620	Miscellaneous Expenses	2019	1	300.000
30699999	9/1/2018	UTZ0394439	S442 80001966 SO 201910	80001966	64601	Scholarship Fellow Citizen	2019	1	250.000

6. Once you open the excel file, review the “**Line Descr**” and “**Acct Descr**” columns that provide additional information about the Banner transactions posted.
  - A) “**Line Descr**” with “**DEPO**” is for miscellaneous transactions done at cashiers (ie: departmental deposit/withdrawal etc...)
  - B) “**Line Descr**” with an “**800#**” is for a charge/credit directly on a students’ account (ie: Scholarship, Financial Aid etc...)

# Reviewing Deposit/Withdrawal Transactions in Banner

## Reviewing Banner "UTZ" Deposit/Withdrawal transactions:

- To review further details, go to [www.banner.utep.edu](http://www.banner.utep.edu)
- Review the "Line Descr" column from step 7:  
If line contains "DEPO R#" use the [TSAMISC](#) page

Line Descr	Line Reference	Account	Acct Descr
DEPO R#03992899	@00000417	67620	Miscellaneous Expenses
MISCTRANS			
S442 80001966	80001966	64601	Scholarship Fellow Citizen
SO 201910			

## For Deposits/Withdrawals:

- From the Banner home page, enter **TSAMISC**
- The "TOADEST" page will appear, disregard and press the "X" box to escape
- Enter "**DEPO R#**" (receipt number) located in the **Line Descr** column from the query
- Delete "**Transaction Date**"
- Click "**GO**"

- Navigate to bottom page & click "**down arrow**"
- Review the "**Name**" & "**Street Line**" fields to identify: the Department, the Cost Center, Processor/Approver and who the source of the transaction.



### PeopleSoft Tips

- If you do not have access to Banner, submit a Help Desk request to [helpdesk@utep.edu](mailto:helpdesk@utep.edu).

# Reviewing Student Transactions in Banner

Reviewing Banner “UTZ” Student charges/credits directly processed for an individual student account

- To review further details, go to [www.banner.utep.edu](http://www.banner.utep.edu)
- Review the “Line Descr” column from step 7:  
If line contains an “800#” use the [TSAAREV](#) page

Line Descr	Line Reference	Account	Acct Descr
DEPO R#03992899 MISCTRANS	@00000417	67620	Miscellaneous Expenses
S442 80001966 SO 201910	80001966	64601	Scholarship Fellow Citizen

## For Student Transactions:

- From the Banner home page, enter **TSAAREV**
- The “TOADEST” page will appear, disregard and press the “X” box to escape
- Enter the “800#” located in the **Line Descr** column

Welcome

TSAAREV X

Account Printer Selection TOADEST 9.3 (PROD)

PRINTER DESTINATIONS

Invoices

Receipts

Account Detail Review Form - Student TSAAREV 9.3.6.1 (PROD)

ID: 80001966 Paydirt, Pete

Go

- Click “GO”
- Review the name that appears for the student transaction. This will identify the student who’s charge/credit that is appearing on the reconciliation.

Account Detail Review Form - Student TSAAREV 9.3.6.1 (PROD)

ID: 80001966 Paydirt, Pete Credit Limit: User: JHUERTA4 Holds:

ACCOUNT DETAILS

Receipt

Detail Code *	Description *	Term *	Charge	Payment
MMEF	MME Major Fee	201920	150.00	



## PeopleSoft Tips

- If you do not have access to Banner, submit a Help Desk request to [helpdesk@utep.edu](mailto:helpdesk@utep.edu).