

Account Reconciliation Queries

Main Menu > FMS Reporting Tools > Query > Query Viewer

1. Under **begins with**, enter **UTE_DEPT_RECON** for the query name.
2. Four queries will appear:
 - A. **Banner** expenses with “**UTZ**” document ID numbers for **Cost Centers**.
 - B. **Banner** expenses with “**UTZ**” document ID numbers for **Project IDs**.
 - C. **Inter Departmental Transfers (IDT)** expenses with “**SC028**” document ID numbers for **Cost Centers**.
 - D. **Inter Departmental Transfers (IDT)** expenses with “**SC028**” document ID numbers for **Project ID's**.

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 Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
|-------------------------------|--------------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|--------------------------|
| UTE_DEPT_RECON_BANNER_COSTCTR | BANNER DETAIL | Public | | HTML | Excel | XML | Schedule | Favorite |
| UTE_DEPT_RECON_BANNER_PROJECT | BANNER DETAIL BY PROJECT | Public | | HTML | Excel | XML | Schedule | Favorite |
| UTE_DEPT_RECON_IDT_COSTCTR | IDT DETAIL | Public | | HTML | Excel | XML | Schedule | Favorite |
| UTE_DEPT_RECON_IDT_PROJECT | IDT DETAIL BY PROJECT | Public | | HTML | Excel | XML | Schedule | Favorite |

UTE_DEPT_RECON_BANNER_PROJECT - BANNER DE

Fiscal Year:

From Acct Period:

To Acct Period:

Project:

| Project | Accty | Cost Centr | Acctg Date | Ledger | J |
|---------|-------|------------|------------|--------|---|
|---------|-------|------------|------------|--------|---|

3. Click the **Excel** hyperlink to download the file.
4. Enter **Fiscal Year, Accounting Periods** and corresponding **Project or Cost Center**.
5. Click the **View Results** button.
6. Open the Excel file, the **Line Description** and **Line Reference** columns both provide additional information to assist with the account reconciliation.

| Project | Activ | Acctg Date | Journal ID | Line Descr | Status | Line Refe | Fund | Function | Account | Acct Descr | Year | Period | Amount |
|------------|-------|------------|------------|-------------------------|--------|-----------|------|----------|---------|-----------------|------|--------|----------|
| 226150759A | 1 | 9/8/2014 | UTZ0028857 | TOTL 80094533 VA 201510 | D | 80094533 | 5100 | 200 | 64605 | Tuition Charges | 2015 | 1 | 2690.500 |
| 226150759A | 1 | 1/12/2015 | UTZ0050888 | C220 80109396 RO 201520 | D | 80109396 | 5100 | 200 | 64605 | Tuition Charges | 2015 | 5 | 1835.800 |
| 226150759A | 1 | 1/12/2015 | UTZ0050888 | TOTL 80415197 VA 201520 | D | 80415197 | 5100 | 200 | 64605 | Tuition Charges | 2015 | 5 | 1835.800 |
| 226150759A | 1 | 1/12/2015 | UTZ0050888 | C220 80094533 VA 201520 | D | 80094533 | 5100 | 200 | 64605 | Tuition Charges | 2015 | 5 | 2690.500 |
| 226150759A | 1 | 1/12/2015 | UTZ0050888 | TOTL 80055435 MA 201520 | D | 80055435 | 5100 | 200 | 64605 | Tuition Charges | 2015 | 5 | 1835.800 |
| 226150759A | 1 | 1/12/2015 | UTZ0050888 | TOTL 80127988 AR 201520 | D | 80127988 | 5100 | 200 | 64605 | Tuition Charges | 2015 | 5 | 1835.800 |

PeopleSoft Tips



- Use 2 digits for the Accounting Periods for fields in step 4.
- Do not leave any fields blank in step 4.
- Banner transactions will have “UTZ” in the document ID.
- IDT transactions will have “SC028xxxx” in the document ID. Please see the table on page two for descriptions.

Account Reconciliation Queries

| Department | Journal ID |
|---|------------------------|
| Information Technology | SC028ITIRP |
| | SC028ITECO |
| | SC028ITTIO, 1, 2, ETC |
| | SC028ITTISO, 1, 2, ETC |
| | SC028ITISO |
| Facilities Services | SC028ITRCO |
| | SC028FS001 |
| Human Resources | SC028FS002 |
| | SC028HR001 |
| University Communications | SC028HRVIS |
| | SC028UCPHO |
| | SC028UCVID |
| Special Events | SC028UCGRA |
| Union Services | SC028SE001 |
| Miner Gold Card | SC028US001 |
| University Relations | SC028MG001 |
| | SC028URCNF |
| | SC028UROFC |
| Library | SC028URMIS |
| Ricoh | SC028LIB01 |
| | SC028RIPOS |
| | SC028RIBUS |
| Sodexo | SC028RMIS |
| Student Engagement & Leadership | SC028SOD01 |
| Central Receiving | SC028ST001 |
| | SC028CRYRC |
| | SC028CRFED |
| Business Services | SC028CRUPS |
| Ticket Center | SC028TRAVL |
| BBRC | SC028TC001 |
| VPBA | SC028BBRC1 |
| Veterinary Services | SC028VPBA1 |
| Dr. Tweedie's Truck Recharge Center | SC028VET01 |
| Parking and Transportation | SC028TRUC1 |
| Athletics | SC028PT001 |
| HR SHIP | SC028ATH01 |
| Housing | SC028HRSHP |
| Academic Technologies | SC028HOU01 |
| Student Health Center | SC028AT001 |
| Student Publications | SC028SHC01 |
| Center for Accomodations & Support Svcs | SC028SPUB1 |
| College of Engineering STEM Lab | SC028CASS1 |
| Office of VPSA | SC028ENGR1 |
| Keck Recharge Center | SC028SAFF1 |
| CERM | SC028KECK1 |
| | SC028CERM1 |



PeopleSoft Tip

- Please use this Inter Departmental Transfer (IDT) table to identify the source department posting Journal ID transactions on your individual Cost Center or Project.