Account Reconciliation Reports

Main Menu > UTZ Customizations > General Ledger > Reports > Reconciliation Report

1. Click on the Add a new Value tab.
2. Enter any name next to Run Control ID.
3. Click on Add button.
4. Enter Fiscal Year, Acct Period, Report Format (XLS).
5. Enter either a Cost Center or a Project ID for Grants
6. Click Save.
7. Click Run.
8. Select XLS for format to export to Excel.
9. Click OK.

PeopleSoft Tips

- You can access saved inquiries by clicking on Find an Existing Value and entering the Inquiry Name.
- Do not include any blank spaces in the Inquiry Name.
- The Report will be submitted after Step. 9, please allow some time for processing.
- Reconcile one accounting period at a time.
10. Write down your **Process Instance** number. This number will be used to help you identify and select your reports.

11. Completed reports will appear in the **Report Manager** link.

12. Click report matching the **Process Instance** with **.XLSX. Extension**.
   - The **Report** will process **three outputs**:
     a) **Monthly Recon** — ignore this report.
     b) **DTL.xlsx** – This output displays a **Detailed Financial** report.
     c) **xlsx** – This output displays a **Summary Financial** report.

13. You will be directed to a new page. Please select another **xlsx** document. (Image not provided)

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**PeopleSoft Tips**

- You can also access reports in the **PeopleSoft Home Page** under **My Reports**.
- The **Process Instance** should match to **Step 10** reference number.
- Refer to Power Point for information on **Reviewing Reports**.
- Only select reports with an **xlsx** extension.