

# Account Reconciliation Reports

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

### Financial Reconciliation Rpt 1

Find an Existing Value
Add a New Value

Run Control ID:  2

3

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**.

Run UTZFL514

### Monthly Reconciliation Report

Run Control ID: ACCTREC Report Manager Process Monitor  7

Process Options

\*Business Unit:

From Fiscal Year:  \*From Acct Period:  DEC 4

\*To Fiscal Year:  \*To Acct Period:  DEC

\*Report Format:

Enter one of the following parameters

Department:

Project ID:  5

Cost Center:

6

### Process Scheduler Request

User ID: 6001040384 Run Control ID: ACCTREC

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Monthly Recon Rpt	UTZFL514	Application Engine	Web	XLS	Distribution

9

### 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.

# Account Reconciliation Reports

Run UTZFL514

## Monthly Reconciliation Report

Run Control ID: ACCTREC

**Report Manager** | Process Monitor | Run

Process Instance: 709759

**Process Options**

\*Business Unit: UTEP1 UT EI Paso

\*From Fiscal Year: 2015 \*From Acct Period: 4 DEC

\*To Fiscal Year: 2015 \*To Acct Period: 4 DEC

\*Report Format: XLS

Enter one of the following parameters

Department:

Project ID:

Cost Center: 14021405

Save | Return to Search | Notify | Add | Update/Display

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)

List | Explorer | Admin

View Reports For

Folder:

Name:  Created On:  Last  1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UTZFL514	MONTHLY RECON RPT	General	02/02/15 1:20PM	675038	709759
2 UTZ_FL514_D - UTEP1_14021405_709759 DTL.xlsx	UTZ_FL514_D - UTEP1_14021405_709759_DTL.XLSX	General	02/02/15 1:20PM	675047	709759
3 UTZ_FL514 - UTEP1_14021405_709759.xlsx	UTZ_FL514 - UTEP1_14021405_709759.XLSX	General	02/02/15 1:20PM	675042	709759

Go back to Financial Reconciliation Rpt

Save

List | Explorer | Administrati

## 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.