

Account Reconciliation- Project Funding Query

Main Menu > HCM Reporting Tools> Query> Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

***Search By** 1

2 [Advanced Search](#)

1. Enter Query Name: **UTE_CA_FY_FUND_DATA_BY_PROJECT**
2. Click **Search** to pull query.
3. Select **Excel** for output option.
4. Enter **Set ID (UTEP1)** and **Project ID**
5. Click **View Results** to run query.

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to PDF	Schedule	Add to Favorites
UTE_CA_FY_FUND_DATA_BY_PROJECT		Public	UTEP_FRONT_OFFICE	HTML	Excel		Schedule	Favorite

6. Query will run as an Excel file. Review output information.
 - Year, Position, Name and Distribution %
 - Funding End Date
 - HR Status/Pay Status- Active/Inactive/Terminated
 - Compensation Frequency- Monthly/Semi-monthly
 - Compensation rates- Annual/Monthly
 - Funding End Date and Effective Date
 - Job Code

UTE_CA_FY_FUND_DATA_BY_PROJECT

SetID: 4

Project:

5

Set ID	Dept ID	Year	Position	Seq Nbr	Name	Combo Code	Budget	Distrb %	Funding End Dt	ID	Em Recd
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UTE_CA_FY_FUND_DATA_BY_PROJECT

Set ID	Dept ID	Year	Position	Name	Distrb %	Funding End Dt	ID	HR Status	Pay Status	Group	Std Hrs/Wk	Empl Class	Comp Freq	Comp Rate	Annual Rt	Monthly Rt	FTE	Budgeted Amount	Eff Date	Job Code
UTEP1	750800	2016	10075840	Jon, Vasquez	100.000	8/31/2015	6001008xxx	I	T	MNF	20.00	STU	M	1200.00	14400.00	1200.00	0.50	0.00	9/1/2015	10095
UTEP1	750800	2016	10075840	Joe, Hernandez	100.000	8/31/2015	6001032xxx	I	T	MNF	20.00	STU	M	1200.00	14400.00	1200.00	0.50	0.00	9/1/2015	10095

PeopleSoft Tip

- Set filters and remove 1) Prior fiscal years, 2) inactive employees.
- May be helpful to move the Eff Date column before the Funding End Dt column.