Setting up and running the Monthly Financial Report using UTShare/PeopleSoft

**Major Steps**
2. Review your support documentation and the transaction detail line items for transactions and perform reconciliation (Page 9).

**Menu Navigation through tiles:**
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Step 1. Navigate to the Reconciliation Report and Add a New Value:

A. Navigate to the Reconciliation Report and Select the Add a New Value Tab.

B. Name the Run Control ID to include add an underscore and initials at the end of the name. (The example used is “Monthly_Recon_<Initials>”). This same Run Control ID will be used for all the Monthly Reconciliations.

C. Next, click the Add button.
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Step 2: Enter the **Process Options**:

A. Enter the **Business Unit** (UTSA1), the *From Fiscal Year, the *To Fiscal Year and Accounting Period** (Accounting Period Table Below).

<table>
<thead>
<tr>
<th>Month</th>
<th>Period</th>
<th>Month</th>
<th>Period</th>
<th>Month</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept</td>
<td>1</td>
<td>Jan</td>
<td>5</td>
<td>May</td>
<td>9</td>
</tr>
<tr>
<td>Oct</td>
<td>2</td>
<td>Feb</td>
<td>6</td>
<td>June</td>
<td>10</td>
</tr>
<tr>
<td>Nov</td>
<td>3</td>
<td>March</td>
<td>7</td>
<td>July</td>
<td>11</td>
</tr>
<tr>
<td>Dec</td>
<td>4</td>
<td>April</td>
<td>8</td>
<td>Aug</td>
<td>12</td>
</tr>
</tbody>
</table>

B. Choose the **Report Format** (Select XLS). The preferred format is XLS which will allow user to format report and insert column totals.

C. Enter the **Cost Center** or **Project ID**. (Cost Center example shown above). The preferred parameters are either the **Cost Center** or **Project ID**.

D. Select the **Save** button at bottom left margin.

E. Select the **Run** button. This will take you to the **Process Scheduler Request Page**.

F. Choose the **Report Format** (Select XLS). The preferred format is XLS which will allow user to format report and insert column totals.

G. Click the **Ok** button. This will take you back to the **Monthly Reconciliation Report** page.
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Step 3: Check the Status of the report in Process Monitor:

A. Select the Process Monitor Link. Note: The Run Status may first read “Queued” or “Processing”.

B. Click the Refresh Button. (You may need to click the Refresh button repeatedly until the Run Status changes to “Success” and the Distribution Status must change to “Posted”).

C. Select the link “Go back to Financial Reconciliation Rpt” link.
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Step 4: Viewing and Downloading the Summary and Detail report:

A. Click on the Report Manager Link to view the reconciliation reports.

**TIP**: Once the report is posted, the alternate navigation to these report are:

```
Main Menu >> FMS Reporting Tools >> Report Manager
```

Report Manager will provide the Summary and Detail transactional information report. (If your list contains multiple listings, use the most recent day and time listed under the Completion Date/Time column.)

**Note**: The financial detail report will have “DTL” in the end of the file name. Once saved and downloaded, you should format and resize the reports in Excel. There may be a brief 3-5 second delay in displaying the report. If only 1 report is displayed, select the Go back to Financial Reconciliation Rpt link then go back into Report Manager.
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B. Right click on the link under the Report column and open the report in a new window. (You will repeat the following steps (B, C & D) for each link to download the Summary and Details report.)

C. When the Report Information page opens, select report name with the file extension “.xlsx”.

D. Save the file when prompted by the dialog box.
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Summary Financial Report

Detail Financial Report

Above images shows both reports after downloaded from UTShare/PeopleSoft

Note: Some of the column widths may require resizing or some cells may need to be unmerged. Select the column border at the top of the workbook and drag the mouse pointer to the right until all the data and column headers are visible.

- When you are ready to print the report, change the page orientation to Landscape.
- You may need to set the print scale to “Fit on One Page”, change the scaling to less than 100% or print to Legal size paper as needed.

- The Detail Report may have multiple workbook tabs for each budget group. You will need to repeat the formatting steps for each workbook tab.
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After formatting the workbook tab:
A. Sum the totals of the Pre-Encumbrance (Pre-Enc), Encumbrance (Enc) and Expense/Revenue (Exp/Rev) columns at the bottom of each column (You may need to add a row or unmerge the cell at the bottom of the table).

B. Repeat the process for each workbook tab in the Detail Report.
C. Print both the Summary and Detail report.
D. Sign and date the bottom of the Summary Report and add both reports to your Monthly Reconciliation Packet.

End of instructions.
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**Review Support for Transactions and Perform Reconciliation**

- Review source documentation for all transactions on file.
- Verify that all expenses were authorized for payment against the cost center.
- Forward to Reviewer and Approver to sign and date.

**General Information**

- Months typically close on the 6th working day of the following month.
- Reconciliations are to be performed within two months of the close of the month.
- Records Retention Schedule notes that reconciliation should be kept for current fiscal year + three years.
- Everyone who performs or reviews reconciliations is required to take Monthly Financial Report Training.
- For more information about the Monthly Financial Reporting process and responsibilities, please refer to the following Financial Management Operational Guidelines (FMOG):
  - [http://www.utsa.edu/financialaffairs/opguidelines/0108.html](http://www.utsa.edu/financialaffairs/opguidelines/0108.html)
  - [http://www.utsa.edu/financialaffairs/opguidelines/0108.html](http://www.utsa.edu/financialaffairs/opguidelines/0108.html)
  - [http://www.utsa.edu/financialaffairs/accounting/corrections.html](http://www.utsa.edu/financialaffairs/accounting/corrections.html)

For assistance, contact the Budget Office or Accounting Services Office.