



Finance and Fiscal Reporting

Monthly Financial Report (MFR)

Setup, Run, & Download

NOTICE

**BEFORE RUNNING
MONTHLY FINANCIAL RECONCILIATION REPORT
PLEASE ENSURE YOU HAVE ACCESS IN PEOPLESFT**

**PLEASE REVIEW & UNDERSTAND THE CONTENTS OF
THIS TRAINING DOCUMENT.**

**Please Periodically Check For UPDATES, REVISIONS, or MODIFICATIONS to this Document on
BLACKBOARD:**

https://mycourses.utrgv.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_8284114_1&course_id=_61417_1

Accounting & Reporting Resources Webpage:

<https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm>

**If you have any comments, concerns, or questions please do not hesitate to contact
Training Coordinator (accountingandtimekeepingtraining@utrgv.edu) or
Accounting and Reporting (accountingandreporting@utrgv.edu)**

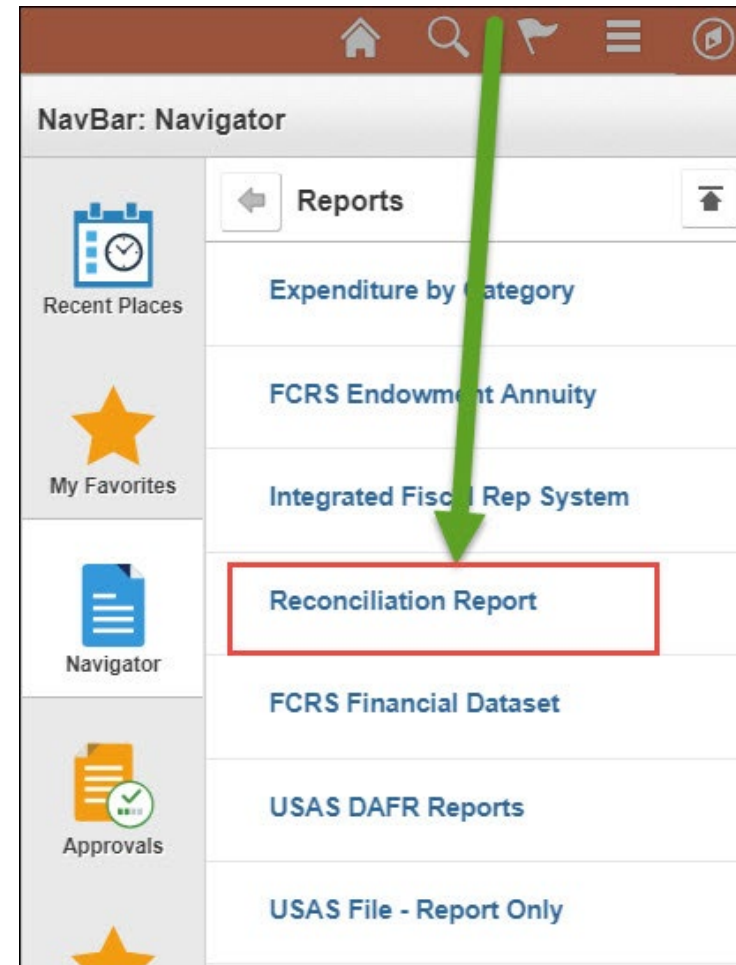
Navigate to Monthly Financial Report

1. Log in to PeopleSoft.
2. From the Employee Self Service drop-down menu choose Accounting & Financial Reports.
3. Click on the GL Reporting Tab.
4. Choose Monthly Financial Report (MFR).



Alternate Navigation (if the tile doesn't work)

1. Log in to PeopleSoft.
2. Click on the NavBar.
3. Select Navigator.
4. Click Financials.
5. Click UTZ Customizations.
6. Click General Ledger.
7. Click Reports.
8. Click Reconciliation Report.



Create a new Run Control ID (for first timers)

Select Add a New Value and name (don't include spaces) your Run Control ID, then click **Add**.

Populate the search criteria for your report then click **Run**.

The screenshot shows the 'Monthly Reconciliation Report' interface. At the top, there is a tab labeled 'Run UTZFL514'. Below the title, the 'Run Control ID' is set to 'MFRSeptember'. There are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. A yellow circle with the number '2' and a red arrow points to the 'Run' button. Another yellow circle with the number '1' and a red arrow points to the 'Run' button. A red box highlights the 'Process Options' section, which includes the following fields: '*Business Unit' (UTRGV), '*From Fiscal Year' (2019), '*To Fiscal Year' (2019), '*Report Format' (XLS), '*From Acct Period' (1), and '*To Acct Period' (1). To the right of these fields is a section titled 'Enter one of the following parameters' with fields for 'Department', 'Project ID', and 'Cost Center' (21000067). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Click **OK** to the message that pops up.

Review Process Scheduler Request

- Confirm the **Process List** includes **Web** as the ***Type** and **TXT** as the ***Format**. Click **OK**.

Process Scheduler Request

User ID _____ Run Control ID MFRSeptember

Server Name _____ Run Date 11/08/2018

Recurrence _____ Run Time 2:30:32PM Reset to Current Date/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	TXT	Distribution

OK Cancel

Check the Process Status

Click Process Monitor to review the status of your report.

Here, we are looking for a Run Status of **Success** and Distribution Status of **Posted**.
Select Refresh until you see these.

Click on [Go back to Financial Reconciliation Rpt](#)

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a section titled 'View Process Request For' with various filters: 'User ID', 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. A 'Refresh' button is highlighted with a yellow callout '1' and a red arrow. Below the filters is a table titled 'Process List' with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains three rows of data, all with 'Run Status' as 'Success' and 'Distribution Status' as 'Posted'. A red box highlights the 'Run Status' and 'Distribution Status' columns. Below the table, there is a link 'Go back to Financial Reconciliation Rpt' highlighted with a yellow callout '2' and a red arrow. At the bottom, there are 'Save' and 'Notify' buttons and a footer 'Process List | Server List'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	127298		Application Engine	UTZFL514	6001245960	10/01/2018 1:57:23PM CDT	Success	Posted	Details
<input type="checkbox"/>	127043		Application Engine	UTZFL514	6001245960	10/01/2018 9:58:09AM CDT	Success	Posted	Details
<input type="checkbox"/>	127002		Application Engine	UTZFL514	6001245960	10/01/2018 8:53:45AM CDT	Success	Posted	Details

Open the MFR Report

- From the **Financial Reconciliation Rpt** screen, click on Report Manager.
- Choose your reports form the list available.
 - UTZ_FL514_D-UTRGV_XXXXXXXX_YYYYY_DTL.xlsx
 - UTZ_FL514_D-UTRGV_XXXXXXXX_YYYYY.xlsx
- Do **NOT** select **MONTHLY RECON RPT** as it will not contain the financial data you are looking for.

The screenshot shows the 'Report List' interface with a table of reports. Three callouts are present: 'DETAIL' points to the 'Report Description' column, 'SUMMARY' points to the 'Report ID' column, and 'PEOPLESFT REPORT INFORMATION' points to the 'Process Instance' column.

Report	Report Description	Name	Completion Date/Time	Report ID	Process Instance
1	UTZ_FL514_D - UTRGV_21000067_2735660_DTL.xlsx	General		3334	2735660
2	UTZ_FL514 - UTRGV_21000067_2735660.xlsx	General	08/28/23 4:21PM	3128333	2735660
3	UTZFL514	General			2735660

Open the Monthly Financial Report

From the next screen, click on the file name once again.

Depending on your browser type, the Excel file will download at the bottom or top right of your browser.

The screenshot displays a web application interface for report management. At the top, a 'Report' section shows details for Report ID 53615, Name XMLP, Process Instance 127298, and Process Type XML Publisher. Below this, a 'Distribution Details' section shows Distribution Node PS_HTTP and Expiration Date 10/08/2018. A 'File List' table contains one entry: 'UTRGV_21000067_127298.xlsx' with a File Size of 8,790 bytes and a Datetime Created of 10/01/2018 1:58:04.864381PM CDT. A red arrow points to this file name. Below the file list is a 'Distribute To' section with fields for Distribution ID Type and User. At the bottom of the browser window, a download bar shows the file 'UTRGV_21000067_....xl...' with a red arrow pointing to it.

Report			
Report ID	53615	Process Instance	127298
Name	XMLP	Process Type	XML Publisher
Run Status	Success		
UTZ_FL514 - UTRGV_21000067_127298.xlsx			
Distribution Details			
Distribution Node	PS_HTTP	Expiration Date	10/08/2018
File List			
Name	File Size (bytes)	Datetime Created	
UTRGV_21000067_127298.xlsx	8,790	10/01/2018 1:58:04.864381PM CDT	
Distribute To			
Distribution ID Type	*Distribution ID		
User			

Review the Report - Summary

Summary Financial Report

Business Unit: UTRGV

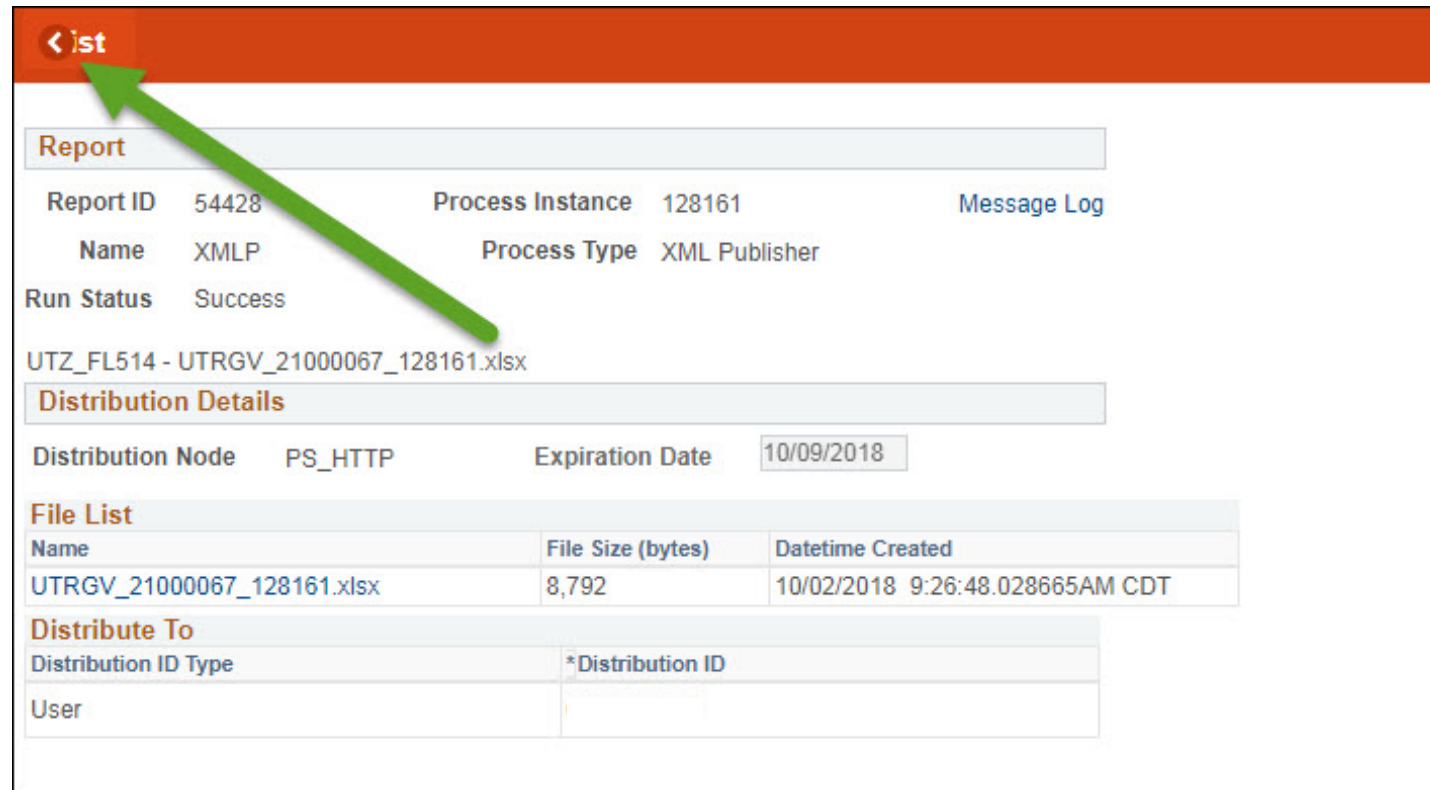
Cost Center: 21000067 - Accounting and Reporting

For the period (From) SEP 2018 - (To) SEP 2018

COST CENTER EXPENSES				SEP 2018 - SEP 2018			ACCOUNTING PERIODS: SEP 2018 - SEP 2018				
Cost Center	Cost Center Descr	Account	Acct Descr	Pre-Enc	Enc	Expense	Budget	Pre-Enc	Enc	Expense	Available Budget
21000067	Accounting and Reporting	A1000	Staff Salaries	\$0.00	\$0.00	\$0.00	\$437,622.00	\$0.00	\$0.00	\$0.00	\$437,622.00
21000067	Accounting and Reporting	A1200	Wages	\$0.00	\$0.00	\$372.00	\$13,000.00	\$0.00	\$0.00	\$372.00	\$12,628.00
21000067	Accounting and Reporting	A3000	Payroll Related Costs	\$0.00	\$0.00	\$24.94	\$10,800.00	\$0.00	\$0.00	\$24.94	\$10,775.06
21000067	Accounting and Reporting	A4000	Operating Expenses	\$0.00	\$304.05	\$120.77	\$8,228.05	\$0.00	\$304.05	\$120.77	\$7,803.23

Return to the Reports List

To return to the Reports List to get the detail report click the back icon on the top left.



The screenshot shows a web interface for report details. At the top left, there is a back icon (a white arrow pointing left) on an orange background, with the text '< ist' next to it. A green arrow points to this icon. Below the header, there are several sections:

- Report**: A section with fields for Report ID (54428), Process Instance (128161), Name (XMLP), Process Type (XML Publisher), and Run Status (Success). There is also a link for Message Log.
- UTZ_FL514 - UTRGV_21000067_128161.xlsx**: The name of the report file.
- Distribution Details**: A section with fields for Distribution Node (PS_HTTP) and Expiration Date (10/09/2018).
- File List**: A table with columns for Name, File Size (bytes), and Datetime Created. It contains one row: UTRGV_21000067_128161.xlsx, 8,792 bytes, and 10/02/2018 9:26:48.028665AM CDT.
- Distribute To**: A section with fields for Distribution ID Type and *Distribution ID.

Open Detail Report

Click on the report ending in **DTL** and click once more in the following page.

The screenshot shows a web application interface titled "Report List". It has a navigation bar with "List", "Explorer", "Administration", and "Archives". Below this is a "View Reports For" section with filters for Folder, Instance, Name, and Created On. The main area is a table of reports. Three callouts are present: a yellow callout labeled "DETAIL" pointing to the "Report Description" column of the first row; a yellow callout labeled "SUMMARY" pointing to the "Report ID" column of the second row; and a white callout labeled "PEOPLESOFT REPORT INFORMATION" pointing to the "Report Name" column of the third row.

	Report	Report Description	Report Name	Completion Date/Time	Report ID	Process Instance
1	UTZ_FL514_D - UTRGV_21000067_2735660_DTL.xlsx	UTZ_FL514_D - UTRGV_21000067_2735660_DTL.XLSX	General		3334	2735660
2	UTZ_FL514 - UTRGV_21000067_2735660.xlsx	UTZ_FL514 - UTRGV_21000067_2735660.XLSX	General	08/28/23 4:21PM	3128333	2735660
3	UTZFL514	MONTHLY RECON RPT	General			2735660

[Go back to Financial Reconciliation Rpt](#)

[Save](#)

Reminder: The file named *MONTHLY RECON RPT* does **not** contain the financial data you seek.

Review the Report - Detail

Detail Financial Report

Business Unit: UTRGV
Cost Center: 21000067 - Accounting and Reporting
For the period (From) SEP 2018 - (To) SEP 2018

Account: A4000 Operating Expenses
Approved Budget: \$8,228.05
Available Budget/Recognized Revenue: \$7,803.23
Pre-Encumbrance Total: \$0.00
Encumbrance Total: \$304.05
Expense/Revenue Total: \$120.77

Proj	Activity	Cost Center	Acctg Date	Doc Type	Doc ID	Vendor Descr/Employ ee Name	Doc Status	Related Doc	Line Ref	Line De	Fund	Function	Account	Acct Descr	Pre-Enc	Enc	Exp/Rev
		21000067	2018-09-01	PO_POENC	C000131870	CORE BUSINESS SOLUTIONS INC	Dispatched				2100	700	64031	Rental Furn_Equip	\$0.00	\$304.05	\$0.00
		21000067	2018-09-01	PO_POENC	V000001253	UTRGV CENTRAL SCHEDULING	Dispatched				2100	700	63204	Hardware & Materials	\$0.00	\$0.00	\$0.00
		21000067	2018-09-25	PO_POENC	V000004101	SUMMUS INDUSTRIES INC	Dispatched				2100	700	63003	Office/Computer Supplies	\$0.00	\$120.77	\$0.00
		21000067	2018-09-26	AP_VOUCHER	R0002197	SUMMUS INDUSTRIES INC	Postable	V000004101			2100	700	63003	Office/Computer Supplies	\$0.00	-\$117.66	\$0.00
		21000067	2018-09-26	AP_VOUCHER	R0002197	SUMMUS INDUSTRIES INC	Postable	V000004101			2100	700	63003	Office/Computer Supplies	\$0.00	\$0.00	\$117.66
		21000067	2018-09-27	AP_VOUCHER	R0002341	SUMMUS INDUSTRIES INC	Postable	V000004101			2100	700	63003	Office/Computer Supplies	\$0.00	-\$3.11	\$0.00
		21000067	2018-09-27	AP_VOUCHER	R0002341	SUMMUS INDUSTRIES INC	Postable	V000004101			2100	700	63003	Office/Computer Supplies	\$0.00	\$0.00	\$3.11

Training: Options & Availability

Training materials can be found:

UTRGV Division of Finance and Business Affairs,
Finance and Fiscal Reporting, Accounting and
Reporting Resources webpage
(<https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm>)

The University of Texas Rio Grande Valley Blackboard
UTRGV PeopleSoft Academy
(<http://mycourses.utrgv.edu>)



A screenshot of the UTRGV Accounting and Reporting Resources webpage. The page header includes the UTRGV logo and the text 'The University of Texas Rio Grande Valley'. Below the header, there is a navigation bar with 'Home' and 'Resources' links. The main content area is titled 'Accounting and Reporting Financial Services/Comptroller' and lists various resources such as 'ERP System Key Member Roles', 'UTRGV Accounting Resources', and 'UTRGV PeopleSoft Account Reconciliation Training Documents'. A 'Contact Us' button is visible on the left side of the page.

Training: Options & Availability

You are welcomed to attend detailed training sessions, as needed.

Information on how to attend can be found at UTRGV Training Portal (www.utrgv.edu/training)

The screenshot displays the UTRGV Training Services portal. At the top, the UTRGV logo and the text "The University of Texas Rio Grande Valley" are visible. Below the header, there are navigation tabs: "Upcoming Courses", "Today's Courses", "My Courses", "My Profile", "ADMINISTER", and "LOGOUT". The user is logged in as "david.guerra@utrgv.edu". The main content area is titled "Training Services" and shows a section for "View All Upcoming Courses". It includes a search bar with the word "month" entered, a "Show 10 entries" dropdown, and a table of courses. The table has columns for "Starts", "Ends", "Title", and "Actions". Each row represents a course with a "Register" button and a "Q Info" link.

	Starts	Ends	Title	Actions
O	7/2/2020 9:30 AM	12:00 PM	PeopleSoft - GL - Monthly Financial Reconciliation Process (updated MAR2020)	Register Q Info
O	7/7/2020 9:30 AM	12:00 PM	PeopleSoft - GL - Monthly Financial Reconciliation Process (updated MAR2020)	Register Q Info
O	7/9/2020 9:30 AM	12:00 PM	PeopleSoft - GL - Monthly Financial Reconciliation Process (updated MAR2020)	Register Q Info
O	7/14/2020 1:30 PM	4:00 PM	PeopleSoft - GL - Monthly Financial Reconciliation Process (updated MAR2020)	Register Q Info
O	7/17/2020 9:30 AM	12:00 PM	PeopleSoft - GL - Monthly Financial Reconciliation Process (updated MAR2020)	Register Q Info
O	7/22/2020 9:30 AM	12:00 PM	PeopleSoft - GL - Monthly Financial Reconciliation Process (updated MAR2020)	Register Q Info
O	7/24/2020 9:30 AM	12:00 PM	PeopleSoft - GL - Monthly Financial Reconciliation Process (updated MAR2020)	Register Q Info
O	7/29/2020 9:30 AM	12:00 PM	PeopleSoft - GL - Monthly Financial Reconciliation Process (updated MAR2020)	Register Q Info

Contact Us:

Training Coordinator: AccountingandTimekeepingTraining@utrgv.edu

Accounting and Reporting: AccountingandReporting@utrgv.edu

WWW: <https://www.utrgv.edu/financial-services-comptroller/departments/accounting-and-reporting/index.htm>

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Rio Grande ValleyTM

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