



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**.

Run UTZFL514

Monthly Reconciliation Report

Run Control ID MFRSeptember

Report Manager Process Monitor Run

Process Options

*Business Unit: UTRGV UT Rio Grande Valley

*From Fiscal Year 2019 *From Acct Period 1

*To Fiscal Year 2019 *To Acct Period 1

*Report Format XLS

Enter one of the following parameters

Department

Project ID

Cost Center 21000067

Save Notify Add 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

Time Zone _____

Reset to Current Date/Time

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 List' tab in a web application. At the top, there are tabs for 'Process List' and 'Server List'. Below them is a section titled 'View Process Request For' containing several filters: 'User ID' with a search icon, 'Type' with a dropdown, 'Last' with a dropdown, a numeric input '1' and a 'Days' dropdown, 'Server' with a dropdown, 'Name' with a search icon, 'Instance From' and 'Instance To' inputs, 'Run Status' with a dropdown, 'Distribution Status' with a dropdown, and a 'Save On Refresh' checkbox. A yellow callout bubble with the number '1' and a red arrow points to a 'Refresh' button in the top right. 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 showing 'Success' for 'Run Status' and 'Posted' for 'Distribution Status'. A red box highlights the 'Run Status' and 'Distribution Status' columns. At the bottom left, a link 'Go back to Financial Reconciliation Rpt' is highlighted with a red arrow and a yellow callout bubble with the number '2'. Below the link are 'Save' and 'Notify' buttons. At the very bottom, there are links for 'Process List' and 'Server List'.

Process List | Server List

View Process Request For

User ID Type Last 1 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

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

Go back to Financial Reconciliation Rpt

Save Notify

Process List | Server List

Open the MFR Report

- From the **Financial Reconciliation Rpt** screen, click on Report Manager.
- Choose your reports from 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.

Report List

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Hours

Reports

1-3 of 3 View All

	Report	Report Description	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

DETAIL

SUMMARY

PEOPLESFT REPORT INFORMATION

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 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

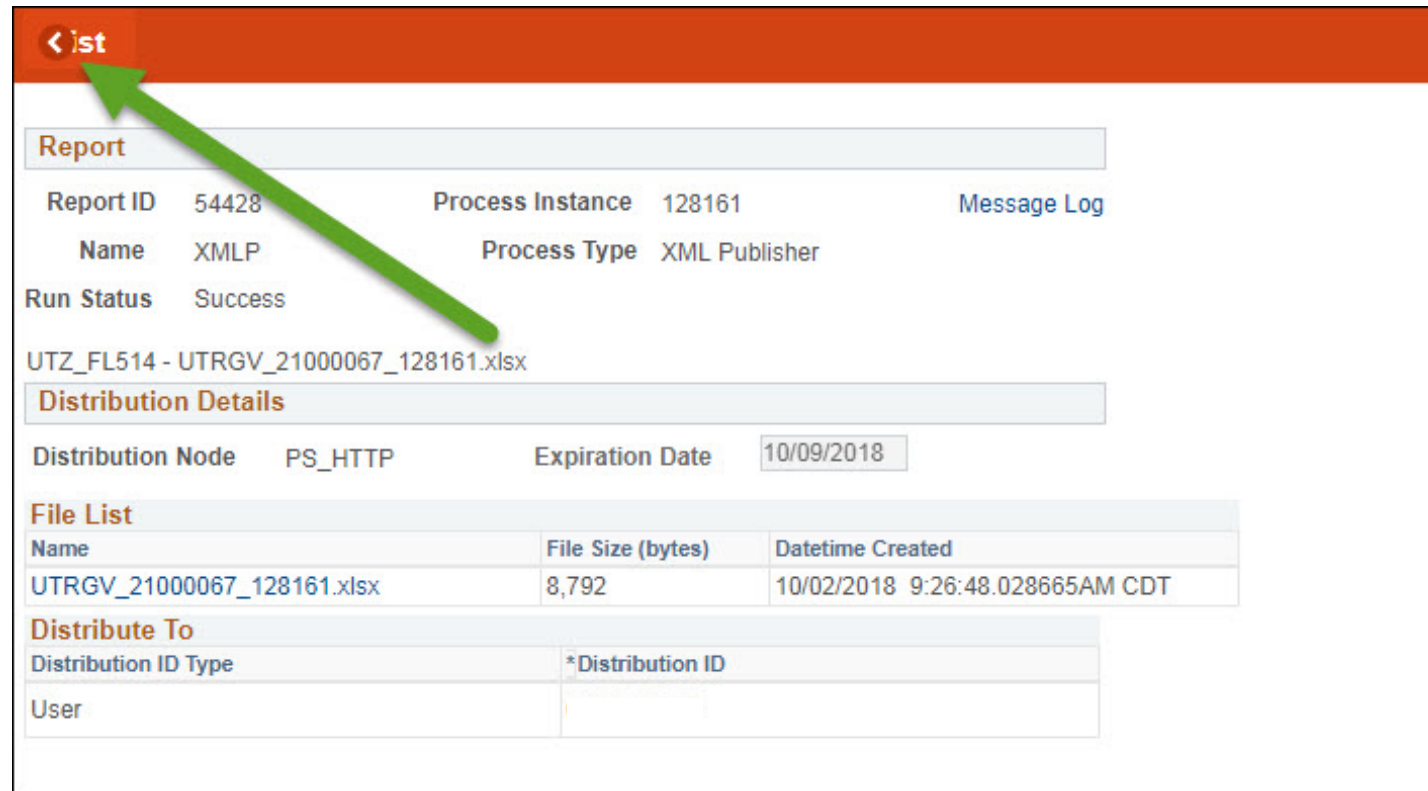
Cost Center: 21000067 - Accounting and Reporting

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 application interface with a red header bar. In the top left corner of the header, there is a back icon (a white arrow pointing left) next to the text 'ist'. A green arrow points from the text 'To return to the Reports List to get the detail report click the back icon on the top left.' to this back icon.

Report

Report ID	54428	Process Instance	128161	Message Log
Name	XMLP	Process Type	XML Publisher	
Run Status	Success			

UTZ_FL514 - UTRGV_21000067_128161.xlsx

Distribution Details

Distribution Node	PS_HTTP	Expiration Date	10/09/2018
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File List

Name	File Size (bytes)	Datetime Created
UTRGV_21000067_128161.xlsx	8,792	10/02/2018 9:26:48.028665AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	

Open Detail Report

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

Report List

List Explorer Administration Archives

View Reports For

Folder Instance to [Refresh](#)

Name Created On Last 1 Hours

Reports

	Report	Report Description	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](#)

DETAIL

SUMMARY

PEOPLESFT REPORT INFORMATION

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 ec	Act ivit y	Cost Center	Acctg Date	Doc Type	Doc ID	Vendor Descr/Employ ee Name	Doc Status	Related Doc	Lin e Ref	Lin e 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 header includes the UTRGV logo and navigation links like 'Directory' and 'myUTRGV'. The main content area is titled 'Accounting and Reporting Financial Services/Comptroller' and features a 'Resources' section with links to various documents and training materials. A 'Contact Us' button is also visible.

UTRGV The University of Texas Rio Grande Valley

Directory myUTRGV

Search...

Departments / Accounting and Reporting / Resources

Accounting and Reporting
Financial Services/Comptroller

Home Resources

Contact Us

Accounting and Reporting
Email: AccountingandReporting@utrgv.edu

Resources

ERP System Key Member Roles
Key Member Role Definitions with Additional Details for Fiscal Compliance

UTRGV Accounting Resources

- UTRGV Request for Cost Center
- UTRGV Accounting Contact Guide
- UTRGV Cost Center Key Member Update
- UTRGV Accounts Receivable Training Documents

UTRGV Monitoring Plan / Semi-Annual Financial Certification

- UTRGV Monitoring Plan
- UTRGV Semi-Annual Financial Certification
- UTRGV Monthly Reconciliation (electronic)

UTRGV PeopleSoft Account Reconciliation Training Documents

- Monthly Financial Report
- Monthly Financial Reconciliation Training (pdf format)
- Reconciliation Overview/Checklist
- Budget Overview

UTRGV Interdepartmental Transfer Template and Necessary Files

Interdepartmental Transfer Template, Interagency, District, and County

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 this, the "Training Services" header is present. A navigation bar includes links for "Upcoming Courses", "Today's Courses", "My Courses", "My Profile", "ADMINISTER", and "LOGOUT". A user login status indicates "Logged in as david.guerra@utrgv.edu".

The main section, "View All Upcoming Courses", features a search bar with the text "month" and a "Show 10 entries" dropdown. Below this is a table of upcoming courses:

	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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