



# **Commitment Control - Run Customized Reports (MFR) Business Process Guide**

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## Overview

Customized reports will be created to assist with business processes. This Business Process Guide will outline the steps to run the Monthly Reconciliation Report.

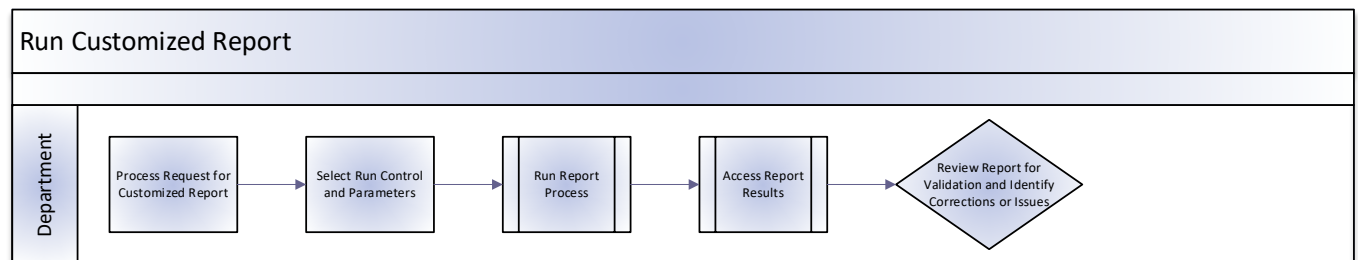
### Benefits

- Online Reconciliation Report which can be downloaded as an Excel file, HTML, PDF, etc.
- Ability for department users to own process of running and validating Reconciliation Report.
- Ability to view budget checked transactions for a specified fiscal year and accounting period.

### Assumptions

- Users running report are responsible for review of transactions to sign off for approval.
- Users will run this on a monthly basis to ensure full Reconciliation.
- Campus users using SAHARA will reconcile and approve using SAHARA tool.

### Business Process Flow



## Roles and Responsibilities

Listed below is a general overview of the roles and responsibilities. However, the responsible office for the tasks listed below vary among the participating institutions.

### Department

Run report and validate.

## Related Reports

### Budget Status Report

- Displays all Commitment Control ledger amounts (budgeted, pre-encumbrance, encumbrance, expense, collected, recognized) and the available balance for the budgets you select.

### Ledger Details Report

- Displays such details as amounts and currency for each ledger (amount type) in the control budgets you select, as well as the available amount for the budget.

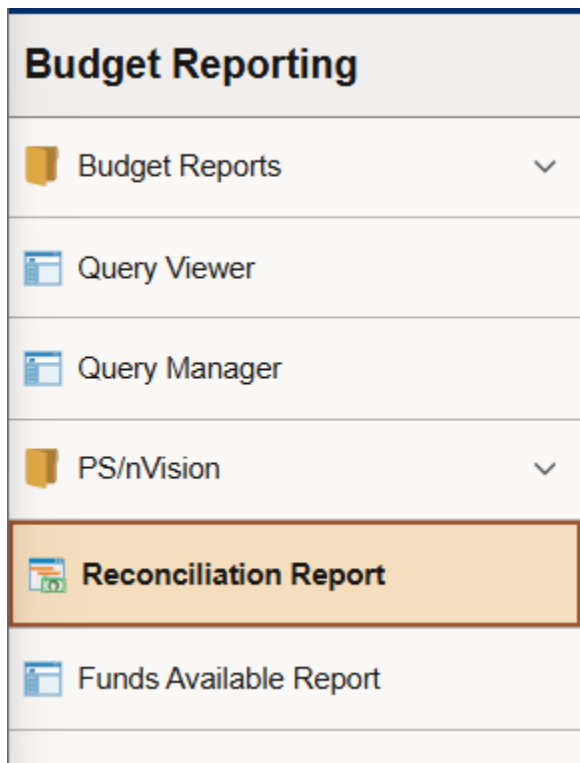
## Commitment Control Budget Overview Inquiry Page

- Provides a view of budget activity for one or multiple budgets, from the level of a ledger group or ledger inquiry set to the more detailed level of individual budgets. This component also enables further drill down to budget journal lines and source transaction lines.

## Business Process Steps

### Step 1 – Navigate to Reconciliation Report

**Fluid Navigation:** Commitment Control landing page > Budget Reporting tile > Reconciliation Report nav collection



Click on Reconciliation Report

## Step 2 – Enter Fields for Run Control ID

Run UTZFL514

### Monthly Reconciliation Report

Run Control ID RPT      Report Manager      Process Monitor      Run

**Process Options**

\*Business Unit:  UT Health Science Center Tyler

\*From Fiscal Year       \*From Acct Period

\*To Fiscal Year       \*To Acct Period

\*Report Format

Enter one of the following parameters

Department  Budget & Financial Planning

Project ID

Cost Center

Save   
 Return to Search   
 Notify   
 Add   
 Update/Display

### Enter Budget Transfer Journal Header information

1. Enter **Business Unit**.
2. Enter **From Fiscal Year** and **To Fiscal Year**.
3. Enter **From Acct Period** and **To Acct Period**.
4. Enter **Department, Project ID, or Cost Center**.
5. Click **Save**.
6. Click **Run**.

## Step 3 – Review/Confirm Process Scheduler Request

**Process Scheduler Request** × Help

User ID 6001689003      Run Control ID RPT

Server Name       Run Date

Recurrence       Run Time

Time Zone

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

OK      Cancel

Confirm the *UTZFL514* Process Name is selected. Then click **OK** to continue.

## Step 4 – Review Process Scheduler Status

Run UTZFL514

### Monthly Reconciliation Report

Run Control ID RPT      Report Manager      Process Monitor      Run

Process Instance: 16010136

**Process Options**

\*Business Unit:  UT Health Science Center Tyler

\*From Fiscal Year:  \*From Acct Period:  SEP

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

\*Report Format:

Enter one of the following parameters

Department:  Budget & Financial Planning

Project ID:

Cost Center:

Save    Return to Search    Notify    Add    Update/Display

Note the *Process Instance* number. Click the **Process Monitor** link.

Process List    Server List

### View Process Requests

User ID:  Type:  Last:  1 Days:  Refresh

Server:  Name:  Instance:  Range:  Clear

Run Status:  Distribution Status:  ☒ Save On Refresh    Report Manager    Reset

Process List											Personalize	Find	View All	First	1-3 of 3	Last
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions					
<input type="checkbox"/>	16010136		RPT	Application Engine	UTZFL514		08/26/2025 1:44:09PM CDT	Success	N/A	Details	▼ Actions					

Click **Refresh** every so often until the Run Status shows 'Success' and Distribution Status of 'Posted'.

Go Back to the Monthly Reconciliation Report Request Page

Click the **Go back to Financial Reconciliation Report** link.

Run UTZFL514

### Monthly Reconciliation Report

Run Control ID RPT      Report Manager      Process Monitor      Run

**Process Options**

\*Business Unit:  UT Health Science Center Tyler

\*From Fiscal Year:  \*From Acct Period:  SEP

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

\*Report Format:

Enter one of the following parameters

Department:  Budget & Financial Planning

Project ID:

Cost Center:

Save    Return to Search    Notify    Add    Update/Display

## Access Report Manager

Click the **Report Manager** link to access the Report List. Click the **Administration** tab next.

## Open Report from Options

1. The Report which Ends in “\_DTL” will include full details for the ChartField value selected when running the report.
2. The Report which does not end in “\_DTL” is the summary for the ChartField value selected when running the report.

Below is an example of the summary MFR Report in XLS format.

Report process: UTZFL514  
Runtime: 12/20/2021 10:10:51 AM

**Summary Financial Report**

**Business Unit:** UTXXX  
**Cost Center:** 3XXXXX - Cost Center Name  
**For the period (From) OCT 2019 - (To) OCT 2020**

COST CENTER EXPENSES				OCT 2019 - OCT 2020			ACCOUNTING PERIODS: SEP 2019 - OCT 2020				
Cost Center	Cost Center Descr	Account	Acct Descr	Pre-Enc	Enc	Expense	Budget	Pre-Enc	Enc	Expense	Available Budget
3XXXXX	OIT Instructional Tech Service	A1000	Staff Salaries	\$0.00	\$87,649.76	\$943,783.09	\$1,939,570.20	\$0.00	\$809,135.16	\$1,009,297.42	\$121,137.62
3XXXXX	OIT Instructional Tech Service	A1200	Wages	\$0.00	\$0.00	\$249,554.30	\$506,984.00	\$0.00	\$0.00	\$272,925.02	\$234,058.98
3XXXXX	OIT Instructional Tech Service	A3000	Payroll Related Costs	\$0.00	\$382.98	\$307,405.31	\$612,487.69	\$0.00	\$6,600.10	\$328,461.33	\$277,426.26
3XXXXX	OIT Instructional Tech Service	A4000	Operating Expenses	(\$149,220.44)	\$5,223.86	\$534,292.05	\$1,395,599.68	(\$149,220.44)	(\$142,853.44)	\$683,062.43	\$1,004,611.13
3XXXXX	OIT Instructional Tech Service	A7000	Expense Transfers	\$0.00	\$0.00	\$118,625.00	\$118,625.00	\$0.00	\$0.00	\$118,625.00	\$0.00

REVENUES				OCT 2019 - OCT 2020		ACCOUNTING PERIODS: SEP 2019 - OCT 2020	
Cost Center	Cost Center Descr	Account	Acct Descr	Recognized	Revenue Estimate	Recognized Revenue	
3XXXXX	OIT Instructional Tech Service	RTRFS	Revenue Transfers	\$2,171,296.79	\$4,236,646.79	\$4,236,646.79	
3XXXXX	OIT Instructional Tech Service	TOTRV	Total Revenue	\$92,026.21	\$92,296.21	\$92,296.21	

Reconciler: Signature/Date: \_\_\_\_\_

By this submittal, to the best of my knowledge I am certifying the following:  
The salary, wages, expenditures and other transactions posted to funds as detailed in the Budget Page

Please note that the above screenshot was captured in a lower environment and does not reflect actual data.

## Questions/Support?

For further queries regarding any error/support while reviewing MFR Report, please reach out to [budget@uttyler.edu](mailto:budget@uttyler.edu).

**Thank you!**



## Documentation Revision

### Change Record

This documentation provides best practice guidance for the FMS Team and the information enclosed will be utilized by the employees of the FMS Team.

Date	Author	Version	Description
06/10/2022	Amanda N.	1	Masked names and IDs
04/18/2023	Gaoussou T.	2	Updated the logo, changed title's font to Calibri, size to 24, and color to dark blue (#003767), added revision period in footer, updated document spacing and table of contents.