Account Reconciliation- Project Funding Query

NavBar> Navigator> HRMS> 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 [Query Name ▾] begins with [_____ ①]

[Search] 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 [-- All Folders -- ▾]

Query								

Personalize | Find | View All | | First ◄ 1 of 1 ► Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to	Schedule	Add to Favorites
UTE_CA_FY_FUND_DATA_BY_PROJECT		Public	UTEP_FRONT_OFFICE	HTML	Excel ③		Schedule	Favorite

UTE_CA_FY_FUND_DATA_BY_PROJECT

SetID: [UTEP1]

Project: [226100799a] ④

[View Results] ⑤

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

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

⑥

UTE_CA_FY_FUND_DATA_BY_PROJECT																		

Set ID	Dept ID	Year	Position	Name	Distrb %	Funding End Dt	ID	HR Status	Pay Status	Group	Stnd 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.