GL Transaction Detail

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Report Overview

The GL Transaction Detail Report provides a listing of GL transactions, in either print or excel format. The report displays expenses, revenues and advances for the time period specified.

Report Criteria

1 - Prompts

- Starting Post Date: Transaction from and including this date are displayed
- Ending Post Date: The date to show transactions through.
- College/Units(s):   Enter the 3 digit UEI code(s) for the college or organizational unit, or choose from the pick list ([...]).

         021 – Arts & Letters
         023 – Natural Sciences & Mathematics
         025 – Social Sciences & Interdisciplinary Studies
         030 – Business Administration
         040 – Education
         050 – Engineering & Computer Science
         060 – Health & Human Services
         070 – Academic Affairs
         071 – Continuing Education
         072 – Student Affairs
         074 – University Affairs
         078 – Information Resources & Technology

- Department/Centers and Institute(s): To specify the department, center, institute, or division. These are in order by college, with the first three digits corresponding to the college code. Alternatively, use the pick list ().
- GL Account(s): Enter the 6 digit UEI account number(s) to display, or choose from the pick list by clicking . The list is organized sequentially by account number.
- Object Code(s): Enter the 4 digit UEI object code number(s) to display. For a list of object codes and their descriptions, contact your UEI account administrator.
- GL Fund Code(s): Enter the 2 digit fund code(s).
  - 20 – Grant/Contract/Restricted Fund: Grants, Contracts, or other awards where an external funding agency has put restrictions on how the monies are to be spent.
  - 30 – University Support Programs Fund: Money used in support of a university program.
  - 60 – Goethe/Miscellaneous Restricted Fund: Other monies where there is a restriction on how the funds are to be spent, but not a specific grant or contract.
- Format Report for Export to Excel: If N, the report is formatted for on-screen viewing or printing. If Y, the report is formatted in a row/column format suitable for export to excel.
- Include 7/1 Balance Forward Trans: For fund 20 accounts, expenses from the previous year post to July 1st of the current year per object code. For fund 30 and 60, the remaining balance from the previous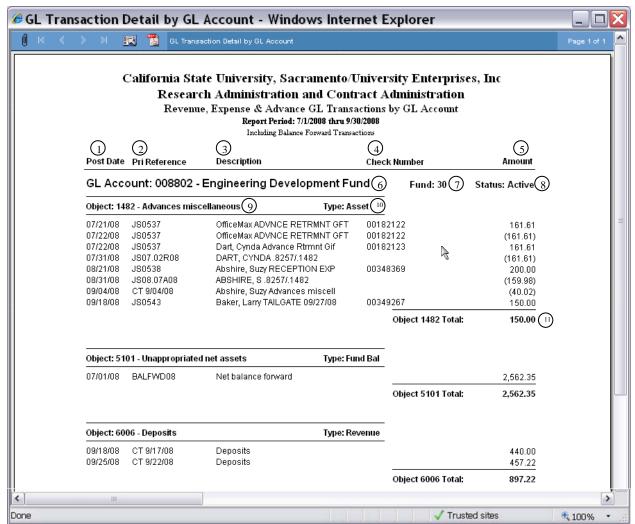 year in the account posts to July 1st. If Y, these transactions are displayed. If N, these transactions are not displayed.

Report Detail

There are two versions of the report, one for on-screen display and printing and one for export to excel.

On Screen Display

2 - Project Directors Report

① Post Date:	The posting date of the transaction. This date may be different than the date the expense occurred yet is near the date UEI received the request for processing.
② Pri(mary) Reference:	An identification of the expense. This could be a journal entry number, an invoice number, a cash transmittal date, an advance number, a stipend date, or mileage or travel location.
③ Description:	A description of the transaction.
④ Check Number:	The check number of the expense paid by UEI. EFT numbers are displayed for payroll if an employee is paid by direct deposit.

⑤	Amount:	The amount of the transaction. Negative numbers are displayed in parenthesis. Subtotals by object code are also displayed. (*See number 11*).
⑥	GL Account:	The 6 digit account number and account title.
⑦	Fund:	The fund the account belongs to. (20=restricted, 30=unrestricted, 98=cost share).
⑧	Status:	The status of the account, either Active or Closed.
⑨	Object:	The 4 digit object code and description. The object codes are used to identify types of advances, expenses and revenues. For example, 8250 is postage. The same type of expense will have the same object code across accounts.
⑩	Type:	The type of the object code. There are four possibilities: o Expense – These object types are expenses to the account. o Revenue – These object types are revenues or other income. o Fund Balance – This is the starting balance in the account (fund 30 and 60 only) o Asset (Advance) – All advances are considered UEI assets, until they are expensed or cleared.
⑪	Object subtotal:	The subtotal of the object code for the report date range.

Excel Export

The excel export option allows GL transactions to be exported to excel for further detail and analysis if required. The following information is provided in the excel export:

•	GLAcct:	The six digit UEI GL account number.
•	Obj:	The four digit UEI object code.
•	Account_Title:	The title of the UEI GL account.
•	Director:	The project director or principal investigator of the account
•	Status:	The current status of the GL account, either A for Active or C for Closed.
•	Fund:	The two digit of fund code: o 20 – Grant/Contract/Restricted Fund: Grants, Contracts, or other awards where an external funding agency has put restrictions on how the monies are to be spent. o 30 – University Support Programs Fund: Money used in support of a university program. o 60 – Goethe/Miscellaneous Restricted Fund: Other monies where there is a restriction on how the funds are to be spent, but not a specific grant or contract.
•	FundingTypeCd:	The funding agency type two digit code
•	FundingTypeDesc:	The description of the funding agency type.
•	FundingAgencyCd:	The funding agency six digit code.
•	FundingAgencyDesc:	The description of the funding agency or source of funds for the account.
•	CollegeCd:	The three digit code for the college or organizational unit.
•	CollegeDesc:	The description of the college or organizational unit.

- DeptCd: The six digit code for the department, center, institute or division.
- DeptDesc: The description of the department, center, institute or division.
- Post Date: The date the transaction posted to the General Ledger.
- PrimaryRef: The primary reference or identification in the system for the transaction.
- SecondaryRef: The secondary reference or identification in the system for the transaction.
- Trans Description: A description of the transaction
- SubSys: The subsystem that the transaction belongs to. These include:
  - #1-9: Payroll Transactions
  - AR – Accounts Receivable Transactions
  - CR – Cash Receipts Transactions
  - FA – Fixed Asset Transactions
  - IP/OH/TR – Accounts Payable Transactions
  - JE – Journal Entry Transactions
- Debit: The dollar amount being debited from the account and object code.
- Credit: The dollar amount being credited to the account and object code.
- Amt: The net change in the account.
  Debit amounts in expense object codes are positive, and credit amounts in expenses are negative.
  Credit amounts in revenue object codes are positive, and debit amounts in revenue are negative.
- CkStock: The type of check, if applicable. Check types include:
  - EF – Electronic Funds Transfer (i.e. direct deposit)
  - AA – UEI check
- Check#: The check number of the expense paid by UEI.

Sort/Organization

This report sorts first on GL account number, then object code.