

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

CDD 7i Report Criteria Prompts - Windows Internet...

GL Transaction Detail by GL Account / p1

Starting Post Date: 7/1/2009

Ending Post Date: 7/15/2009

College/Unit(s): *

Department/Center and Institute(s): *

GL Accounts(s): *

Object Code(s): *

GL Fund Code(s): *

Format Report for Export to Excel (Y/N): N

Include 7/1 Balance Forward Transactions (Y/N): Y

Help Submit

Trusted sites 100%

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

California State University, Sacramento/University Enterprises, Inc
Research Administration and Contract Administration
Revenue, Expense & Advance GL Transactions by GL Account
Report Period: 7/1/2008 thru 9/30/2008
 Including Balance Forward Transactions

① Post Date	② Pri Reference	③ Description	④ Check Number	⑤ Amount
GL Account: 008802 - Engineering Development Fund ⑥ Fund: 30 ⑦ Status: Active ⑧				
Object: 1482 - Advances miscellaneous ⑨ Type: Asset ⑩				
07/21/08	JS0537	OfficeMax ADVNCE RETRMNT GFT	00182122	161.61
07/22/08	JS0537	OfficeMax ADVNCE RETRMNT GFT	00182122	(161.61)
07/22/08	JS0537	Dart, Cynda Advance Rtrmnt Gif	00182123	161.61
07/31/08	JS07.02R08	DART, CYNDA .8257/1.1482		(161.61)
08/21/08	JS0538	Abshire, Suzy RECEPTION EXP	00348369	200.00
08/31/08	JS08.07A08	ABSHIRE, S .8257/1.1482		(159.98)
09/04/08	CT 9/04/08	Abshire, Suzy Advances miscell		(40.02)
09/18/08	JS0543	Baker, Larry TAILGATE 09/27/08	00349267	150.00
Object 1482 Total:				150.00 ⑪
Object: 5101 - Unappropriated net assets Type: Fund Bal				
07/01/08	BALFWD08	Net balance forward		2,562.35
Object 5101 Total:				2,562.35
Object: 6006 - Deposits Type: Revenue				
09/18/08	CT 9/17/08	Deposits		440.00
09/25/08	CT 9/22/08	Deposits		457.22
Object 6006 Total:				897.22

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(ary) 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:
 - Expense – These object types are expenses to the account.
 - Revenue – These object types are revenues or other income.
 - Fund Balance – This is the starting balance in the account (fund 30 and 60 only)
 - 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:
 - 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.
- 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.