

# Project Director's Report

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## Report Overview

The Project Director's Report provides an overview of a GL account, budget to actual information, and optionally GL transaction detail. It also displays outstanding advances and encumbrances, and estimated Facilities and Administrative (F&A) Costs on advances and encumbrances.

This report is designed to be run when books are closed. A hard copy of the report is sent monthly via campus mail by the Research Administration and Contract Administration (RACA) office to the Project Administrator named on the account. It can be run mid-month to provide a month-to-date or year-to-date summary.

## Report Criteria

**CDD 7i Report Criteria Prompts - Windows Internet Explorer**

**Project Directors Report / p1**

Report As-Of Date: 6/30/2009

College/Unit(s): \*

Department/Centers and Institute(s): \*

GL Account(s): \*

GL Fund Code(s): \*

Print GL Transaction Detail (Y/N): Y


Search for Project Director (any case, \* = all): \*

GL Account Status (A=active; C=closed, \* = all) (must be upper case): A

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### 1 - Prompts

- Report As-Of Date: The date to show activity through. Defaults to the end of the previous month. It always selects through the end of the month. The report will display a message if the month is not yet closed.
- 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

- 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.
- 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.
- Print GL Transaction Detail: Print individual transaction for the month by object code (Y=Yes,N=No). *Also, see figure 3.*
- Search for GL Project Director: Enter all or part of a Project Director's name. Wildcards are not necessary, and the field is not case sensitive.
- GL Account Status: Enter (A) for active accounts, (C) for closed accounts, or (\*) for both active and closed accounts. Note: Only accounts that were closed in the fiscal year the report is being run for will be displayed. *Must be uppercase.*

# Report Detail

**California State University, Sacramento/University Enterprises, Inc.**  
**Research Administration and Contract Administration**  
**Project Directors Report**  
 Sorted by Director, Account Group, GL Account  
 GL Account Summary  
 Fiscal Year: 2008  
 Current Period: Mar 2009  
 Period Closed  
 As of: 3/31/2009

GL Account: 515152 - CDCR/Sex Offender Mgt Board (1)      Status: Active (6)      [View Related Accounts](#) (7)

Funding Agency: Corrections & Rehabilitation (2)      Grant/Contract#: C07.300 (8)  
 Project Director: PI Name (3)      Account Period: 7/1/2008 - 6/30/2009 (9)  
 Department: Dept Name (4)      CFDA#: 84.042A (10)  
 Account Admin.: Marlene Franz (5)  
 Phone: (916) 278-5432 (12)

(11) Object	(12) Description	(13) Budget	(14) Per Closed TTL Thru Feb-2009	(15) Per Closed Cur Period Mar-2009	(16) TTL Thru Mar-2009	(17) Encum	(18) Balance
<b>ADVANCES (19)</b>							
1481	Travel advances	0	2,744	(531)	2,213	0	(2,213)
<b>Total Advances:</b>		<b>0</b>	<b>2,744</b>	<b>(531)</b>	<b>2,213</b>	<b>0</b>	<b>(2,213)</b>
<b>EXPENSES (19)</b>							
8011	Salary - project director	30,000	23,700	2,000	25,700	0	4,300
8014	Contract employees	77,250	36,613	3,000	39,613	0	37,637
8015	Salary - support staff	25,550	1,243	0	1,243	0	24,307
8016	Fringe benefits	16,405	0	0	0	0	16,405
8022	FICA contribution	0	4,671	383	5,054	0	(5,054)
8023	SUI contribution	0	363	30	393	0	(393)
8025	Workers' Comp	0	639	51	690	0	(690)
8120	Consultant Services	0	9,630	0	9,630	9,505	(19,135)
8254	Project expense	5,500	507	0	507	0	4,993
8286	Travel staff	4,750	2,262	278	2,540	0	2,210
8925	IC 25% TDC	39,863	19,907	1,435	21,342	2,929	18,521
<b>Total Expenses:</b>		<b>199,318</b>	<b>99,535</b>	<b>7,177</b>	<b>106,712</b>	<b>12,434</b>	<b>80,171</b>

## 2 - Project Directors Report

- ① GL Account: The 6 digit account number and account title.
- ② Funding Agency: The external funding agency for a grant or contract. Only appears for fund 20 accounts.
- ③ Project Director: The Project Director(s) named for the project.
- ④ Department: The Project Director's campus department.
- ⑤ UEI Contact: The name and phone number of the UEI Account Administrator.
- ⑥ Status: The status of the account, either Active or Closed.
- ⑦ View Related Accounts: A drill down to a list of related accounts. *Also see figures 5 and 6.*
- ⑧ Grant/Contract#: The funding agency's grant, contract or other award number for this account. Only appears for fund 20 accounts
- ⑨ Account Period: The duration of this account. This may be different than the entire award period if this is one year of a multi-year award. Only appears for fund 20 accounts

- ⑩ CFDA#: The Catalog of Federal Domestic Assistance number. This field appears only if applicable.
- ⑪ Object: The 4 digit object code. 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.
- ⑫ Object Description: The description of the object code. These can be unique to the individual account (i.e. 8250 - Postage)
- ⑬ Budget: The current budget for the object code. Only appears for fund 20 accounts.
- ⑭ Total Through Previous Month: Displays the total of all transactions for the object code up to but not including the month the report date. Dynamically displays the month the expenses are through, and if that month is closed or open. (Per Closed, Per Open).
- ⑮ Current Period: Displays the total of all transactions for the object code for the month. Dynamically displays the month the expenses occurred in, and if the month is closed or open. *Also see figure 12 and 13 for drill down information.*
- ⑯ Total Through Current Month: Displays the total of all transaction for the object code up through and including the month the report is ran for. (i.e. sum of column 14 and 15). *Also see figure 14 and 15 for drill down information.*
- ⑰ Encumbrance: Displays outstanding encumbrances, if any, on the object code. Additionally, an estimate of F&A on outstanding advances and encumbrances is displayed on object code 8925. This estimate is based on total direct costs and may differ from actual F&A. *Also see figure 10 and 11 for drill down information.*
- ⑱ Balance: The current balance of the object code. Calculated by subtracting total transactions (16) and outstanding encumbrances (17) from the budget (13). Only appears for fund 20 accounts.
- ⑲ Object Type: Shows the transaction type (Advances, Expenses, Revenues). Subtotals on transaction type are also displayed.

### ***Sort/Organization***

This report sorts first on project director, then by account group, then by GL account. This means that multiple GL accounts that are part of the same award will appear consecutively.

## Drill Down Reports and Subreports

### Account Summary

For fund 30 and 60 accounts, an account summary will appear after the Project Director's report but before the Transaction Detail report.

Account Summary	
Starting Account Balance:	144,962
<i>plus</i> Revenue:	134,109
Transfers In:	0
<i>less</i> Expenses:	184,821
Outstanding AR:	0
Advances:	250
Transfers Out:	0
<hr/> Current Account Balance:	94,000

#### 3 - Account Summary

- ① Starting Account Balance: The amount of funds available in the account at the beginning of the fiscal year.
- ② Revenue: The amount of revenue deposited into the account from the beginning of the fiscal year up through the report date.
- ③ Transfers In: The amount of transfers into the account from other sources. Primarily used for Goethe accounts.
- ④ Expenses: The amount of expenses charged to the account from the beginning of the fiscal year up through the report date.
- ⑤ Outstanding AR: The amount of outstanding invoices. Once payment on the invoice is received, this amount will be reduced.
- ⑥ Advances: The amount of outstanding advances.
- ⑦ Transfers Out: The amount of transfers out of the account to other accounts. Primarily used for Goethe accounts.
- ⑧ Current Account Balance: The current account balance as of the report date. It is calculated by taking the starting account balance, and adding revenue and transfers in, and subtracting expenses, outstanding AR, advances, and transfers out.

## GL Transaction Detail

**CDD 7i Report Criteria Prompts - Windows Internet Explorer**

**Project Directors Report / p1**

Report As-Of Date: 6/30/2009

College/Unit(s): \*

Department/Centers and Institute(s): \*

GL Account(s): \*

GL Fund Code(s): \*

Print GL Transaction Detail (Y/N): **Y**

Search for Project Director (any case, \* = all): \*

GL Account Status (A=active; C=closed, \* = all) (must be upper case): A

[Help](#) [Submit](#)

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4 - GL Transaction Detail Prompt

If Print GL Transaction Detail is set to Y, then this optional information appears after the Project Directors report for each account. (see figure 3)

It displays GL transactions for expenses, revenues, and advances, with the following information:

**Project Directors Report**

Project Directors Report (Fund 20) Page 2 of 13

**California State University, Sacramento/University Enterprises, Inc.**  
**Research Administration and Contract Administration**  
**Project Directors Report**  
**GL Transaction Detail**  
**Fiscal Year: 2008** As of: 3/31/2009  
**Current Period: Mar 2009**  
**Period Closed**

GL Account: 515152 - CDCR/Sex Offender Mgt Board (1)

Post Date	Primary Ref	Transaction Description	Check No. (7)	Amount
<b>EXPENSES (2)</b>				
8925 - IC 25% TDC (3)				
03/01/2009		<b>Beginning Balance</b>		<b>19,906.90 (8)</b>
03/31/2009 (4)	TDC (5)	monthly indirect cost recovery (6)		1,435.25
03/31/2009		<b>Ending Balance</b>		<b>21,342.15</b>

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5 - GL Transaction Detail

(1) GL Account: The 6 digit account number and account title.

- ② Object Type: Shows the transaction type (Advances, Expenses, Revenues)
- ③ Object: The 4 digit object code. 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.
- ④ 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.
- ⑤ Primary Reference: An identification of the expense. This may represent a journal entry number, an invoice number, a cash transmittal date, an advance number, a stipend date, or mileage or travel location.
- ⑥ Transaction Description: A description of the transaction.
- ⑦ 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.
- ⑧ Amount: The amount of the transaction. Negative numbers are displayed in parenthesis. A subtotal is also displayed by object code (*see number 11*).

### View Related Accounts

The 'View Related Accounts' drill down will provide a list of accounts related to the current account. These related accounts could represent other tasks, phases, or years of a contract.

The screenshot shows a web browser window with the following content:

**Project Directors Report**  
 California State University, Sacramento/University Enterprises, Inc.  
 Research Administration and Contract Administration  
 Project Directors Report  
 Sorted by Director, Account Group, GL Account  
 GL Account Summary  
 Fiscal Year: 2008  
 Current Period: Mar 2009  
 Period Closed  
 As of: 3/31/2009

GL Account: 515152 - CDCR/Sex Offender Mgt Board      Status: Active  
 Funding Agency: Corrections & Rehabilitation      Grant/Contract#: C07.300  
 Project Director: PI Name      Account Period: 7/1/2008 - 6/30/2009  
 Department: Dept Name  
 Account Admin.: Marlene Franz  
 Phone: (916) 278-5432

Object	Description	Budget	Per Closed	Per Closed	TTL Thru	Encum	Balance
			TTL Thru	Cur Period			
			Feb-2009	Mar-2009	Mar-2009		

A red circle highlights the 'View Related Accounts' link in the top right area of the report content.

6 - View Related Accounts Drill Down



Project Directors Report, GL Account List - Drill Report - Windows Internet Explorer

Project Directors Report, GL Account List - Drill Report Page 1 of 1

**California State University, Sacramento/University Enterprises, Inc.**  
**Research Administration and Contract Administration**  
**Listing of All GL Accounts in Group**  
**Sorted by Group, Fund, GL Account**

Status	Group Code	Fund	GL Account	Title	Start Date	End Date
A	070046	20	515141	CDCR/Sex Offender Mgt Board	02/01/2008	06/30/2009
A	070046	20	515151	CDCR/Sex Offender Mgt Board	02/01/2008	06/30/2008
A	070046	20	515152	CDCR/Sex Offender Mgt Board	07/01/2008	06/30/2009

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### 7 - Listing of All GL Accounts in Group

- Status: The current status of the account. (A=Active, C=Closed).
- Group Code: The unique code that identifies this group of accounts.
- Fund: The fund the account belongs to. (20=restricted, 30=unrestricted, 98=cost share).
- GL Account: The six digit UEI Account number.
- Title: The title of the account.
- Start Date: The start date of the account.
- End Date: The end date of the account.

## Advances

The drill down on the advance object code (1481 in figure 7) will display a report of outstanding advances as of the day it is ran for that object code. If there is more than one advance object code, each object code has a separate drill down report.

Object	Description	Budget	Per Closed TTL Thru Feb-2009	Per Closed Cur Period Mar-2009	TTL Thru Mar-2009	Encum	Balance
<b>ADVANCES</b>							
1481	Travel advances	0	2,744	(531)	2,213	0	(2,213)
<b>Total Advances:</b>		<b>0</b>	<b>2,744</b>	<b>(531)</b>	<b>2,213</b>	<b>0</b>	<b>(2,213)</b>

8 - Advances Drill Down

Each advance is assigned a log number and is how advances are summarized on the next report (Figure 8). Only outstanding advances are displayed or those cleared within the past 30 days. For older cleared advances, please contact your account administrator.

Object	Adv Log#	PEID	PE Name	GL Description	Date	Advance	Cash Rtn	Expensed (cleared)	Balance
California State University, Sacramento/University Enterprises, Inc. Research Administration and Contract Administration Outstanding Advances as of 5/5/2009 Includes advances closed during the past 30 days									
GL Acct: 515152 - CDCR/Sex Offender Mgt Board				Status: A					
1481	MF0078	49586		Travel advance	02/05/2009	1,282.00	346.22	0.00	935.78
1481	MF0079	49586		Travel advance	02/05/2009	1,462.00	530.67	0.00	931.33
<b>Account 515152 Total</b>						<b>2,744.00</b>	<b>876.89</b>	<b>0.00</b>	<b>1,867.11</b>

9 - Advance Log Drill Down

Each log number has an additional drill down to all transactions with that log number (see figure 9 below). It displays dates of all transactions, the payees and dollar amounts.

Post Date	Pri Ref	Description	PEID	PE Name / Check No.	SS	Debit Amt	Credit Amt	Net Amt
California State University, Sacramento/University Enterprises, Inc. Research Administration and Contract Administration GL Transactions for Advances								
GL Account: 515152 - CDCR/Sex Offender Mgt Board				Object: 1481 - Travel advances Advance Log#: MF0079				
02/05/2009	MF0079	2/18-20/09 SAN	49586	00353757	OH	1,462.00	0.00	1,462.00
03/06/2009	CT 2/16/09	Travel advance	49586		CR	0.00	530.67	(530.67)
<b>Adv Log#: MF0079 / Object: 1481 Total:</b>						<b>1,462.00</b>	<b>530.67</b>	<b>931.33</b>

10 - GL Transactions for Advances by Log #

## Encumbrances

The encumbrance column displays outstanding encumbrances as of the report date (*see figure 10 below.*)

Object	Description	Budget	Per Closed TTL Thru Feb-2009	Per Closed Cur Period Mar-2009	TTL Thru Mar-2009	Encum	Balance
<b>ADVANCES</b>							
1481	Travel advances	0	2,744	(531)	2,213	0	(2,213)
<b>Total Advances:</b>		<b>0</b>	<b>2,744</b>	<b>(531)</b>	<b>2,213</b>	<b>0</b>	<b>(2,213)</b>
<b>EXPENSES</b>							
8011	Salary - project director	30,000	23,700	2,000	25,700	0	4,300
8014	Contract employees	77,250	36,613	3,000	39,613	0	37,637
8015	Salary - support staff	25,550	1,243	0	1,243	0	24,307
8016	Fringe benefits	16,405	0	0	0	0	16,405
8022	FICA contribution	0	4,671	383	5,054	0	(5,054)
8023	SUI contribution	0	363	30	393	0	(393)
8025	Workers' Comp	0	639	51	690	0	(690)
8120	Consultant Services	0	9,630	0	9,630	9,565	(19,135)
8254	Project expense	5,500	507	0	507	0	4,993
8286	Travel staff	4,750	2,262	278	2,540	0	2,210
8925	IC 25% TDC	39,863	19,907	1,435	21,342	2,929	18,521
<b>Total Expenses:</b>		<b>199,318</b>	<b>99,535</b>	<b>7,177</b>	<b>106,712</b>	<b>12,434</b>	<b>80,171</b>

11 - Encumbrance Drill Down

Clicking on the dollar amount will show the outstanding encumbrances on that object code, grouped by Purchase Order number (*see figure 11 below*). It will show the original encumbrance date and amount, and all subsequent payments on that purchase order by date. The last column of the report shows the running balance of the purchase order.

California State University, Sacramento/University Enterprises, Inc.  
Research Administration and Contract Administration  
Outstanding Encumbrances

GL Account: 515152 - CDCR/Sex Offender Mgt Board  
Object: 8120 - Consultant Services PO#: Z016691

Date	Description / Vendor Name	Encumbrance	Payment	Balance
08/26/2008	Date of Service: 02/01/08 thru JOSE, IVY	11,250.00	0.00	11,250.00
09/05/2008	ZC16691 7/15-16/08 TECH ASST JOSE, IVY	0.00	360.00	10,890.00
09/05/2008	ZC16691 6/20-22/08 TECH ASST JOSE, IVY	0.00	90.00	10,800.00
09/23/2008	EDITING C7/17-25/08 JOSE, IVY	0.00	2,205.00	8,595.00

12 - Outstanding Encumbrances

## Transaction Detail, Current Period

The current period column displays the expenses for the month of the report. Clicking one of the dollar amounts (*see figure 12 below*), will show all transaction for the month for that object code, to detail how the number was calculated.

Object	Description	Budget	Per Closed	Per Closed	TTL Thru	Encum	Balance
			TTL Thru Feb-2009	Cur Period Mar-2009			
<b>ADVANCES</b>							
1481	Travel advances	0	2,744	(531)	2,213	0	(2,213)
<b>Total Advances:</b>		<b>0</b>	<b>2,744</b>	<b>(531)</b>	<b>2,213</b>	<b>0</b>	<b>(2,213)</b>
<b>EXPENSES</b>							
8011	Salary - project director	30,000	23,700	2,000	25,700	0	4,300
8014	Contract employees	77,250	36,613	3,000	39,613	0	37,637
8015	Salary - support staff	25,550	1,243	0	1,243	0	24,307
8016	Fringe benefits	16,405	0	0	0	0	16,405
8022	FICA contribution	0	4,671	383	5,054	0	(5,054)
8023	SUI contribution	0	363	30	393	0	(393)
8025	Workers' Comp	0	639	51	690	0	(690)
8120	Consultant Services	0	9,630	0	9,630	9,505	(19,135)
8254	Project expense	5,500	507	0	507	0	4,993
8286	Travel staff	4,750	2,262	278	2,540	0	2,210
8925	IC 25% TDC	39,863	19,907	1,435	21,342	2,929	18,521
<b>Total Expenses:</b>		<b>199,318</b>	<b>99,535</b>	<b>7,477</b>	<b>106,712</b>	<b>12,434</b>	<b>80,171</b>

13 - GL Transaction Detail Drill Down, Current Period

Transactions are sorted by date, with the description, primary reference, PEID (the unique identification number of the payee), the check number if applicable and the amount.

California State University, Sacramento/University Enterprises, Inc.  
 Research Administration and Contract Administration  
 GL Transaction Detail

GL Account: 515152 - CDCR/Sex Offender Mgt Board  
 GL Object: 8286 - Travel staff

Post Date	Trans Description	Primary Ref	SubSys	PEID	Check No.	Amount
03/27/2009	Loving, Russell 3/13-14/09	REDBLUFF	OH	49586	00355137	278.09
<b>Total Object 8286</b>						<b>278.09</b>

14 - GL Transaction Detail

This information is the same as shown on the 'Print GL Transaction Detail' option (*see figure 4*). The drill down only shows one object code at a time and may be useful for printing or for interactive inquiries.

## Transaction Detail, Total Through

The total through column drill down option (*figure 14*) is similar to the current period drill down, except it displays all expenses up to and including the report month (*figure 15*).

Object	Description	Budget	Per Closed TTL Thru Feb-2009	Per Closed Cur Period Mar-2009	TTL Thru Mar-2009	Encum	Balance
<b>ADVANCES</b>							
1481	Travel advances	0	2,744	(531)	2,213	0	(2,213)
<b>Total Advances:</b>		<b>0</b>	<b>2,744</b>	<b>(531)</b>	<b>2,213</b>	<b>0</b>	<b>(2,213)</b>
<b>EXPENSES</b>							
8011	Salary - project director	30,000	23,700	2,000	25,700	0	4,300
8014	Contract employees	77,250	36,613	3,000	39,613	0	37,637
8015	Salary - support staff	25,550	1,243	0	1,243	0	24,307
8016	Fringe benefits	16,405	0	0	0	0	16,405
8022	FICA contribution	0	4,671	383	5,054	0	(5,054)
8023	SUI contribution	0	363	30	393	0	(393)
8025	Workers' Comp	0	639	51	690	0	(690)
8120	Consultant Services	0	9,630	0	9,630	9,505	(19,135)
8254	Project expense	5,500	507	0	507	0	4,993
8286	Travel staff	4,750	2,262	278	2,540	0	2,210
8925	IC 25% TDC	39,863	19,907	1,435	21,342	2,929	18,521
<b>Total Expenses:</b>		<b>199,318</b>	<b>99,535</b>	<b>7,177</b>	<b>106,712</b>	<b>12,434</b>	<b>80,171</b>

15 - GL Transaction Detail Drill Down, Total

California State University, Sacramento/University Enterprises, Inc.  
 Reseach Administration and Contract Administration  
 GL Transaction Detail

GL Account: 515152 - CDCR/Sex Offender Mgt Board  
 GL Object: 8286 - Travel staff

Post Date	Trans Description	Primary Ref	SubSys	PEID	Check No.	Amount
11/04/2008		REIMB	OH	49586	00350937	25.00
02/17/2009		BAKRSFLD	OH	50925	00354043	98.00
02/17/2009		PHOENIX	OH	50925	00354043	636.92
02/18/2009		MF02.02D09	JE	49586		555.32
02/18/2009		MF02.02E09	JE	49586		946.82
03/27/2009		REDBLUFF	OH	49586	00355137	278.09
<b>Total Object 8286</b>						<b>2,540.15</b>

16 - GL Transaction Detail, Total

Balance forward transactions occur on July 1<sup>st</sup>, and are a summary of prior year(s) activity.