

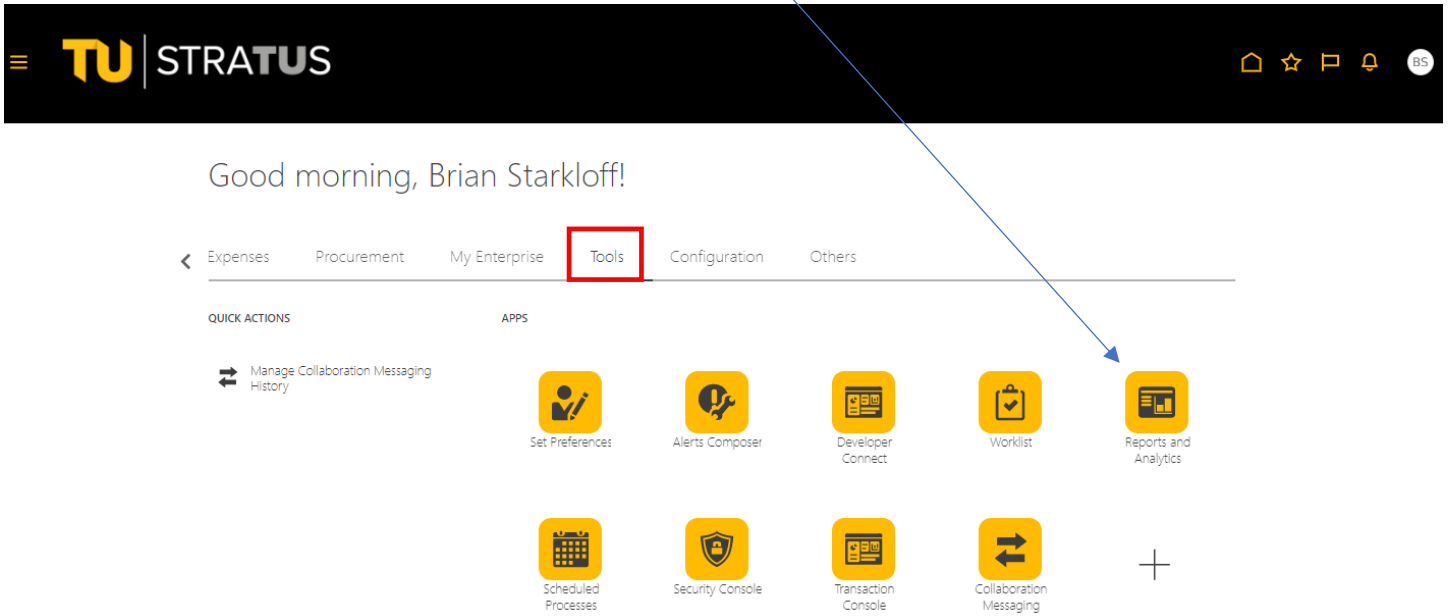
How to run the revenue and expense transactions report

The combination of these two reports replaces the revenue and expense tab on the DAT report

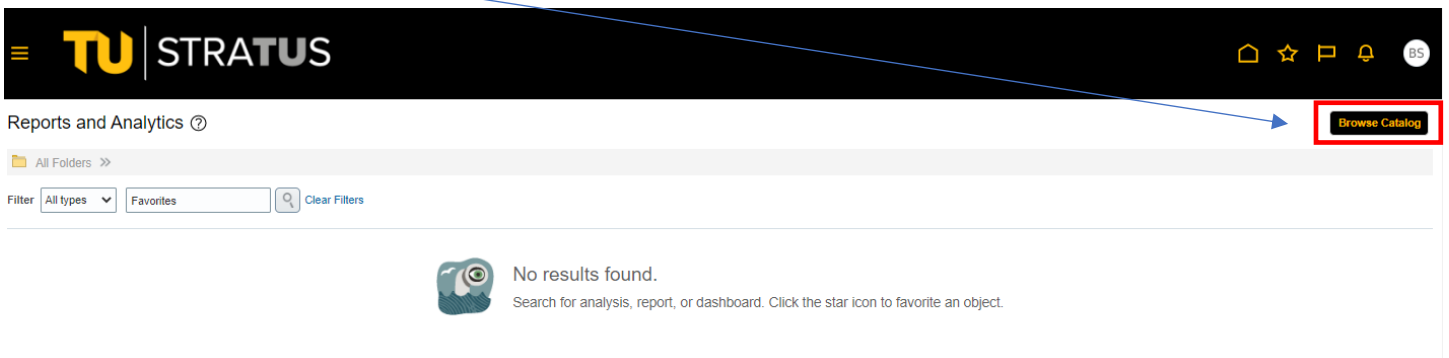
If you are looking for all the transactions hitting your budget, use TU_BC_DAT_Rev_Expense

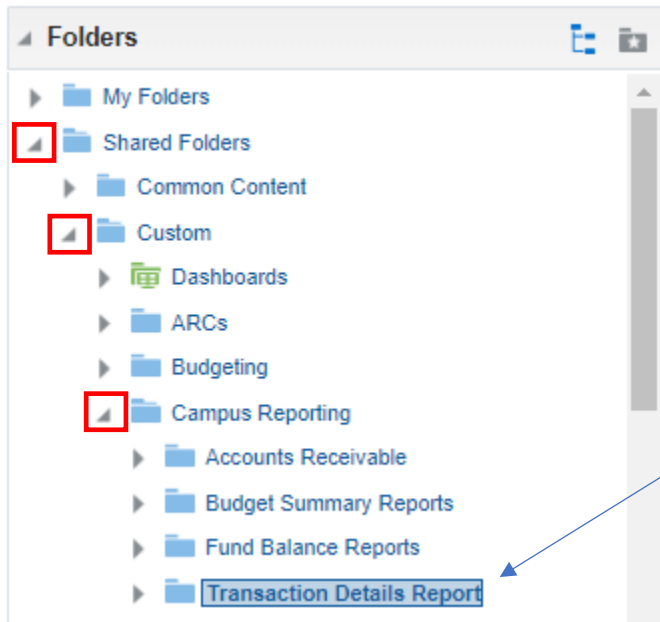
If you want to see detailed invoice and Expense information, use TU_BC_DAT_Invoice_Expense_List

Navigate to Tools, and select the tile for Reports and Analytics



Select Browse Catalog

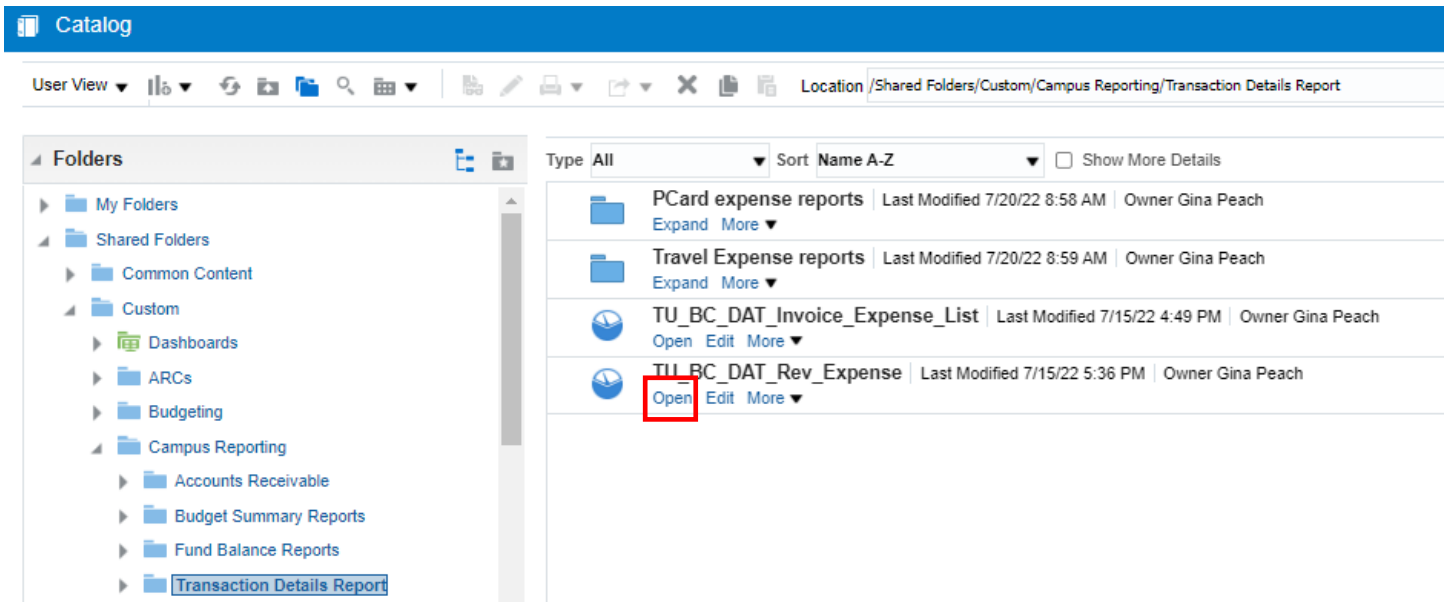




Under Folders, select Shared Folders > Custom > Campus Reporting

Click on Transaction Details Report

Select [Open](#) on the report TU_BC_DAT_Rev_Expense



Follow the prompts;

The default date range is set for the current fiscal year. It can be changed to another date.

Type in your cost center. If you want to run multiple cost centers, use a semi-colon (;) to separate them.

The other boxes are optional.

Click OK.

TU_BC_DAT_Rev_Expense

* Accounting Date Between  - 

* Cost Center Code ▼

Account Code-not required Between ▼ - ▼

Division Name ▼

Sub-Division Name ▼

Unit Name ▼

Dept Group Name ▼

▼

[Edit](#) - [Refresh](#) - [Copy](#)

The report will populate:

Ledger Name	Accounting Year	Accounting Period Number	Accounting Period Name	Accounting Date	Balancing Segment Code	Cost Center Code	Cost Center Description	Account Code	Account Description	Initiative Segment Value	Objective Segment Value	Journal Total Entered Debit	Journal Total Entered Credit	Journal Name	Journal Line Number	Accounting Sequence Number	Journal Line Description	Journal_Line_Ref1	Journal_Line_Ref2	Journal
TOWSON US	2023	1.0	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	000	2.00		Jul-22 Purchase Invoices	15.0	1000000220	Journal Import Created			
TOWSON US	2023	1.0	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	000		2.00	Jul-22 Purchase Invoices	16.0	1000000220	Journal Import Created			
TOWSON US	2023	1.0	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	000	16.00		Jul-22 Purchase Invoices	16.0	1000000243	Journal Import Created			
TOWSON US	2023	1.0	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	000		16.00	Jul-22 Purchase Invoices	17.0	1000000243	Journal Import Created			
TOWSON US	2023	1.0	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	609109	Food-Purchased (not catered)	00000	000	34.18		Jul-22 Purchase Invoices	33.0	1000000220	Journal Import Created			
TOWSON US	2023	1.0	Jul-22	7/10/2022	1020	20830	Financial Systems and Technology	609109	Food-Purchased (not catered)	00000	000		34.18	AL-CREDIT EXP-ONL ONL	2.0	1000000209	EXP000035354808-Tracey Davis	To 15860-608166		

Edit - Refresh - Print - Export - Add to Briefing Book - Email - Copy

At the bottom left of the page you have the option to Export. If you want to export to Excel, select Export, Formatted, Excel.

TOWSON US	2023	1.0	Jul-22	7/31/2022	1020
TOWSON US	2023	1.0		0/2022	1020

Edit - Refresh - Print - Export - Add to Briefing Book - Email - Copy

To drill down into a journal, click on the blue journal name

on	Account Code	Account Description	Initiative Segment Value	Objective Segment Value	Journal Total Entered Debit	Journal Total Entered Credit	Journal Name	Journal Line Number	Accounting Sequence Number	Journal Line Description	Journal_Line_Ref
ly	608224	Services-Other Non Auxiliary	00000	000	2.00		Jul-22 Purchase Invoices	15.0	1000000220	Journal Import Created	
ly	608224	Services-Other Non Auxiliary	00000	000		2.00	Jul-22 Purchase Invoices	16.0	1000000220	Journal Import Created	
ly	608224	Services-Other Non Auxiliary	00000	000	16.00		Jul-22 Purchase Invoices	16.0	1000000243	Journal Import Created	
ly	608224	Services-Other Non Auxiliary	00000	000		16.00	Jul-22 Purchase Invoices	17.0	1000000243	Journal Import Created	

Here you can view additional journal information, attachments, and journal lines.

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Data Access Set: TOWSON US

Edit Journal
Save
Post
Cancel

Journal Batch: Payables A 1136574000001 1136577 Y Show More

<p>Journal Batch: Payables A 1136574000001 1136577 Y</p> <p>Description: Journal Import Payables 1136577</p> <p>Balance Type: Actual</p> <p>* Accounting Period: Jul-22</p> <p>Attachments: None</p>	<p>Source: Payables</p> <p>Approval Status: Not required</p> <p>Funds Status: Reserved in subledger</p> <p>Batch Status: Posted</p> <p>Completion Status: Complete</p>
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Balances

PTD Total

No lines selected.

Journal: Jul-22 Purchase Invoices Journal Actions

<p>Journal: Jul-22 Purchase Invoices</p> <p>Description: Journal Import 1136577</p> <p>* Ledger: TOWSON US</p> <p>Accounting Date: 7/31/22</p> <p>* Category: Purchase Invoices</p>	<p>Currency: USD US Dollar</p> <p>Conversion Date: 7/31/22</p> <p>Conversion Rate Type: User</p> <p>Conversion Rate: 1</p> <p>Inverse Conversion Rate: 1</p>
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Journal Lines

If you want to drill into the journal line, click on the amount

Journal Lines ?

Actions View Format + [Icons] Detach Wrap

Line	Account	Entered (USD)		Description	Line Descriptive Flexfield Val			
		Debit	Credit		Journal_Line_Re	Journal_Line_Re	Journal_Line_Re	Journal_Line
▶ 13	4500-45340-613210-340GY-000-000000-0	1,529.55		Journal Import ...				
▶ 14	4220-43270-604005-00000-000-000000-0	141.26		Journal Import ...				
▶ 15	4500-45640-604015-00000-000-000000-0	374.92		Journal Import ...				
▶ 16	1020-20830-608224-00000-000-000000-0	16.00		Journal Import ...				
▶ 17	1020-20830-608224-00000-000-000000-0		16.00	Journal Import ...				
▶ 18	1020-00000-201010-00000-000-000000-0	16.00		Journal Import ...				
▶ 19	1020-00000-201010-00000-000-000000-0		4,451.68	Journal Import ...				
▶ 20	1020-21450-610135-00000-000-000000-0	4,435.68		Journal Import ...				
▶ 21	1005-13060-609118-00000-000-000000-0	28.98		Journal Import ...				
▶ 22	1000-00000-201010-00000-000-000000-0	10,018.27		Journal Import ...				
Total		264,588.85	264,588.85					

Here you can view the subledger details. To view the transaction, highlight the line by in blue by clicking on it and then click View Transaction.

Data Access Set: TOWSON US

Subledger Journal Lines

Done

Ledger TOWSON US
Journal Source Payables

Account 1020-20830-608224-00000-000-000000-0000
Account Description State-Support-Admin & Finance-Financial Systems and Technology-Services-Other Non Auxiliary-Default Initiative-UO Default-Future-Default Interfund

View [Icons] View Journal Entry [Icons] Detach

Accounting Date	Transaction Number	Accounting Class	Accounted (USD)		Event Type	Line Description	Attachments
			Debit	Credit			
7/6/22	Smoke Test Rec'ing	Item expense		10.00	Invoice Validated	Smoke test requisition	None
7/6/22	Smoke Test Recv'ing	Item expense		6.00	Invoice Cancelled	Smoke test requisition	None

▶ 1020-20830-608224-00000-000-000000-0000: Transaction Information

View Transaction

You will be able to see the invoice information as well as a picture of the invoice if there is one attached.

Data Access Set: TOWSON US

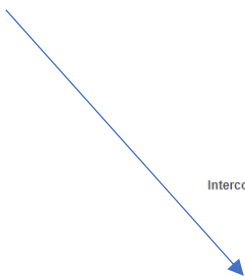
Invoice: Smoke Test Rec'ing

Done

Business Unit Towson University
 Legal Entity Name Towson University
 Supplier or Party Colossal Contractors Inc
 Supplier Site 000
 Address 4601 Sandy Spring, Burtonsville, MD
 20866, Montgomery
 Invoice Date 7/6/22

Invoice Amount 0.00 USD
 Unpaid Amount 0.00 USD
 Payment Currency USD
 Tax Control Amount
 Conversion Rate Type
 Conversion Rate
 Conversion Date

Invoice Type Standard
 Intercompany invoice No
 Description
 Funds Status ✔ Reserved
 Attachment None



Lines Payments

Items

Actions View View Distributions View Results Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinar
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	0.00	Smoke test requisition	7/6/22	✔ Reserved			TOW0000...	1	1						Towson University

Summary Tax Lines Shipping and Handling

View

When you are finished, close out of that tab



You can click on the Catalog button to return to your list of reports to run. Or simply close out of this tab if you are finished.

TU_BC_DAT_Rev_Expense

Home Catalog Favorites Dashboards Create Open

TU_BC_DAT_Rev_Expense

Ledger Name	Accounting Year	Accounting Period Number	Accounting Period Name	Accounting Date	Balancing Segment Code	Cost Center Code	Cost Center Description	Account Code	Account Description	Initiative Segment Value	Objective Segment Value	Journal Total Entered Debit	Journal Total Entered Credit	Journal Name	Journal Line Number	Acc Sec Nur
TOWSON US	2023	1.0	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	000	2.00		Jul-22 Purchase Invoices	15.0	100

If you want to see a report of all your invoices, open the TU_BC_DAT_Invoice_Expense_List report

The screenshot shows a file catalog interface with a blue header bar containing 'Catalog' and 'Home' buttons. Below the header is a toolbar with various icons and a 'Location' field showing '/Shared Folders/Custom/Campus Reporting/Transaction Details Report'. On the left is a 'Folders' sidebar with a tree view including 'My Folders', 'Shared Folders', 'Common Content', 'Custom', 'Dashboards', 'ARCs', 'Budgeting', 'Campus Reporting', 'Accounts Receiv', and 'Budget Summary'. The main area displays a list of reports with columns for 'Type', 'Name', 'Last Modified', and 'Owner'. The reports listed are 'PCard expense reports', 'Travel Expense reports', 'TU_BC_DAT_Invoice_Expense_List' (highlighted with a red box), and 'TU_BC_DAT_Rev_Expense'. Each report entry includes 'Open', 'Edit', and 'More' options.

Enter your Accounting Date and Cost Center Code. You can also search by account code, invoice number, or supplier.

Click OK.

The screenshot shows the configuration screen for the 'TU_BC_DAT_Invoice_Expense_List' report. It features a blue header bar with the report name and a globe icon. Below the header are several input fields: '* Accounting Date Between' with date pickers for '07/01/2022' and '06/30/2023'; '* Cost Center Code' with a dropdown menu showing '20830'; 'Account Code' with a dropdown menu showing '(All Column Value)'; 'Invoice Number' with a dropdown menu showing '(All Column Value)'; and 'Supplier' with a dropdown menu showing '(All Column Value)'. At the bottom right, there is an 'OK' button (highlighted with a red box) and a 'Reset' button with a dropdown arrow. At the bottom left, there is a link for 'Edit - Refresh - Copy'.

Here you can view a list of all the invoice and expense information including invoice amounts:

TU_BC_DAT_Invoice_Expense_List

Accounting Year	Accounting Period Number	Accounting Period Name	Accounting Date	Balancing Segment Code	Cost Center Code	Cost Center Description	Account Code	Account Description	Initiative Segment Value	Journal Sequence Number	Journal Name	Journal Line Number	Journal Total Accounted Debit	Journal Total Accounted Credit	Inv/Exp DB Amt	Inv/Exp CR Amount
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	15.0	2.00		1.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	15.0	2.00		1.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	16.0		2.00	1.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	16.0		2.00	1.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	16.0	16.00		10.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	16.0	16.00		6.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	17.0		16.00	10.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	17.0		16.00	6.00	

Scroll out to the right to see the invoice number, description, supplier info and if applicable PO number etc. Also when we get the payment file on invoices back from the State of MD state check number and dates will also be displayed on this report.

Journal Total Accounted Credit	Inv/Exp DB Amt	Inv/Exp CR Amount	Journal Line Description	Invoice Number	Invoice Date	Invoice Description	Supplier or Party Name	Supplier Number	Identifying PO	Pay Group	Payment Method	Receipt Date	Receipt Number	Voucher Document Sequence	State Check Date	State Check Num	State Docume Num
2.00		1.00	Journal Import Created	917424457	6/23/22		BSN Sports, LLC	0000035975		Standard	86			2			
2.00		1.00	Journal Import Created	AJ09733737	6/22/22		Apple Computer Inc	0000002143		Standard	86			1			
2.00		1.00	Journal Import Created	917424457	6/23/22		BSN Sports, LLC	0000035975		Standard	86			2			
2.00		1.00	Journal Import Created	AJ09733737	6/22/22		Apple Computer Inc	0000002143		Standard	86			1			
16.00		10.00	Journal Import Created	Smoke Test Rec'ing	7/6/22		Colossal Contractors Inc	0000001592	TOW0000001	Standard	00			3			
16.00		6.00	Journal Import Created	Smoke Test Recv'ing	7/6/22		Colossal Contractors Inc	0000001592	TOW0000001	Standard	00			4			
16.00		10.00	Journal Import Created	Smoke Test Rec'ing	7/6/22		Colossal Contractors Inc	0000001592	TOW0000001	Standard	00			3			