# 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
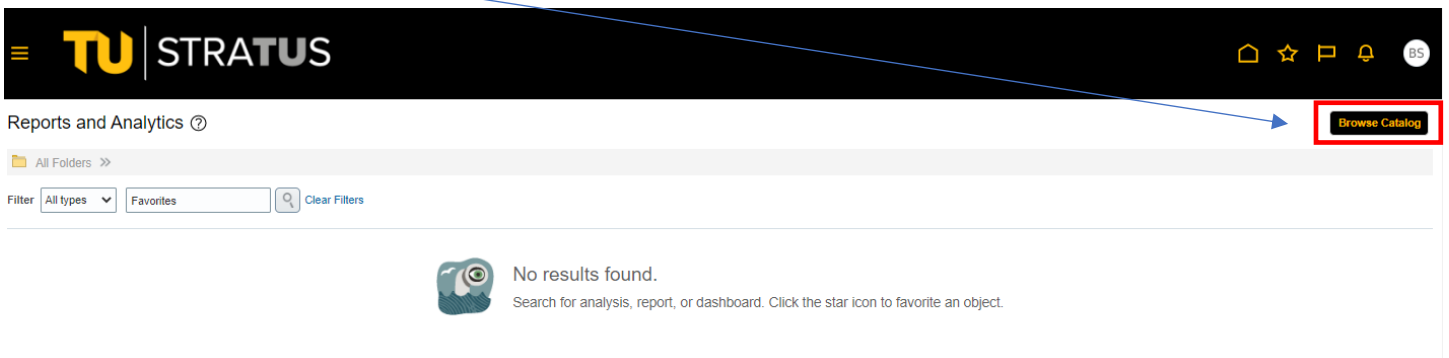*If you are looking for all the transactions hitting your budget, use TU_BC_DAT_Rev_Expense*
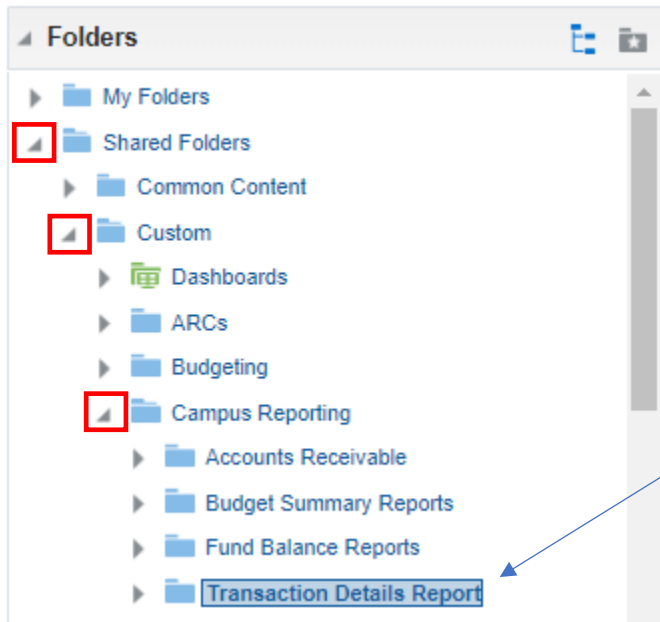*If you want to see detailed invoice and Expense information, use TU_BC_DAT_Invoice_Expense_List*

Navigate to Tools, and select the tile for Reports and Analytics
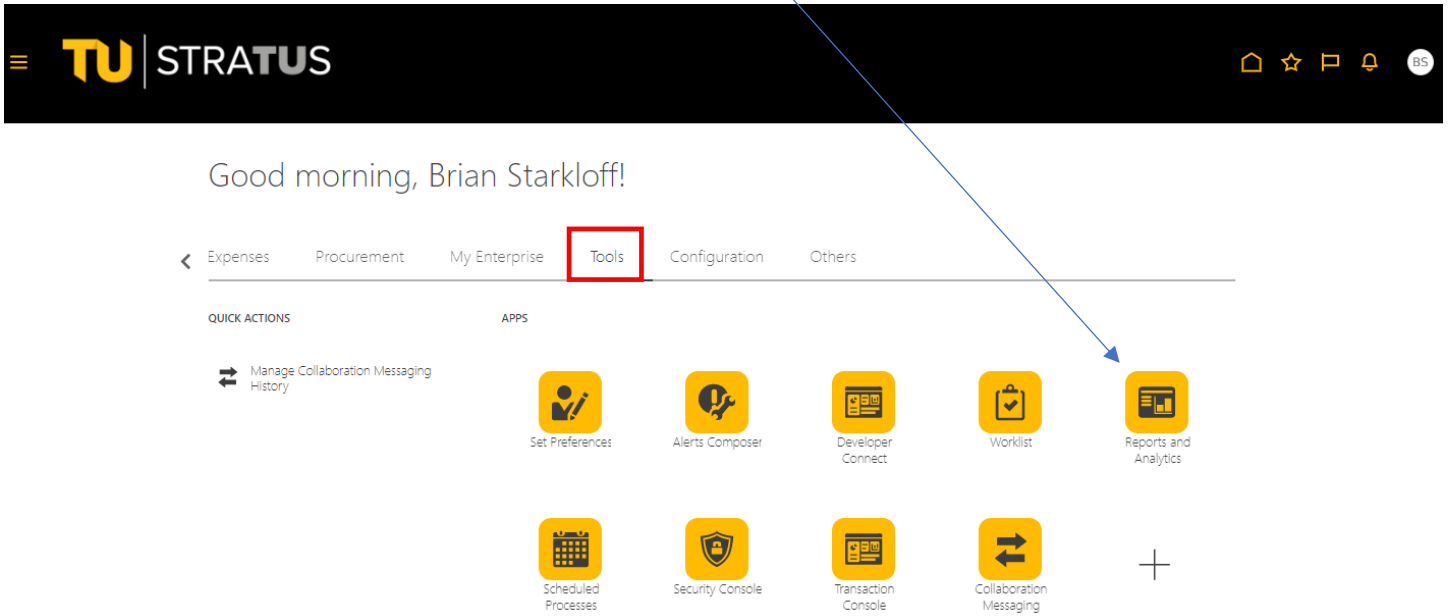
Select Browse Catalog

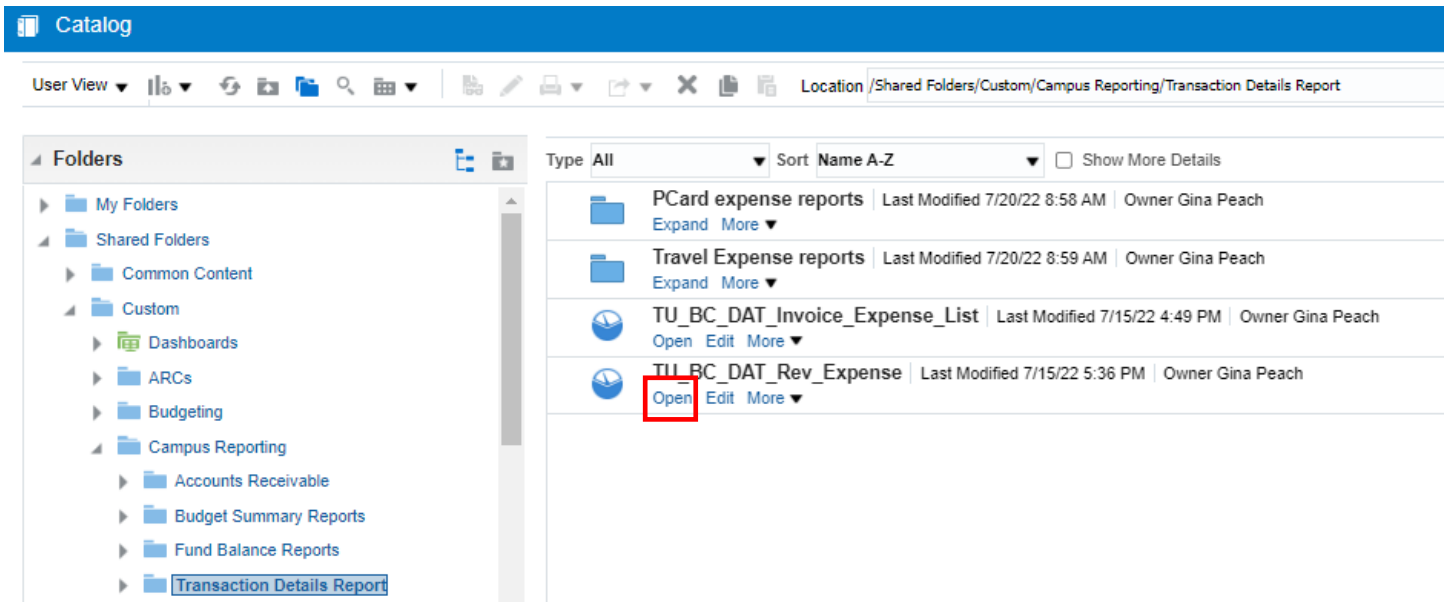Under Folders, select Shared Folders > Custom > Campus Reporting

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.

The report will populate:

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	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.

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.

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

Journal Lines ⑦

Actions ▼ View ▼ Format ▼   ＋ ▤ ▦ ▤ ▦ Detach ◁ Wrap

	Line	* Account	Entered (USD)		Description	Line Descriptive Flexfield Val			
			Debit	Credit		Journal_Line_Re	Journal_Line_Re	Journal_Line_Re	Journal_Lin
▶	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	1090-00000-201010-00000-000-000000-0	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 | | Account | 1020-20830-608224-00000-000-000000-0000 |
| Journal Source | Payables | | Account Description | State-Support-Admin & Finance-Financial Systems and Technology-Services-Other Non Auxiliary-Default Initiative-UO Default-Future-Default Interfund |

View ▼ ▦ View Journal Entry ▤ ▦ 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
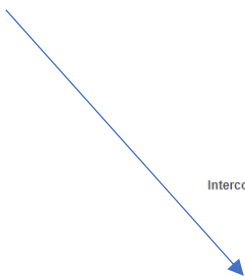
Lines   Payments

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

🔴 Create Journal - Journals - Orac   [X]

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

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

Click OK.

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.

al nted	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			