How to Run the TU_GL_DAT_Rev_Expenses_Transaction_Details

Report used to get an all-inclusive listing of revenue and expense transactions including details for GL journals, AP, AR, PCard and Travel. You can select by FY, period, cost center, account range selection, as well as selection by divisional level. This report combines data from the TU_BC_DAT_Rev_Expense, TU_BC_Invoice_Expense_List as well as select details from the Pcard and Travel completed reports.

Log into Stratus. Go to Tools>Reports and Analytics.
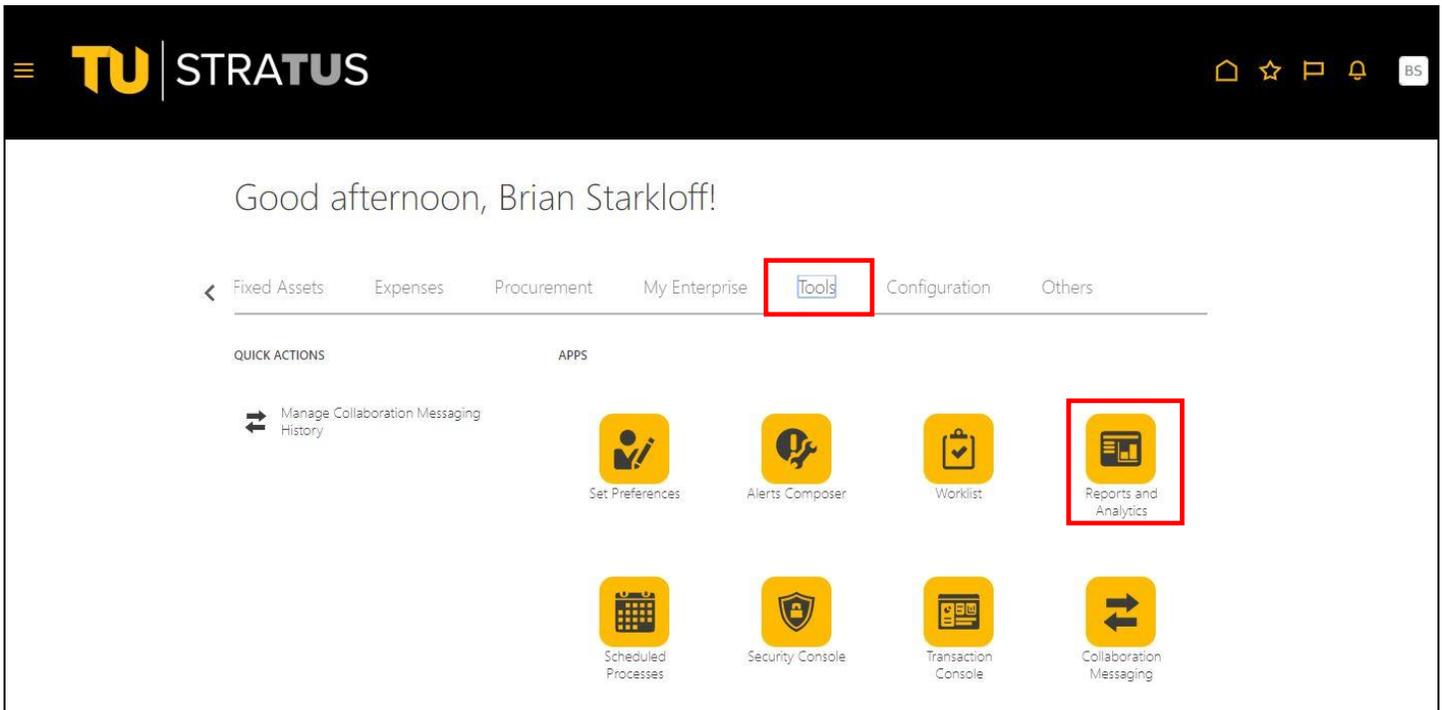
Select Browse Catalog.
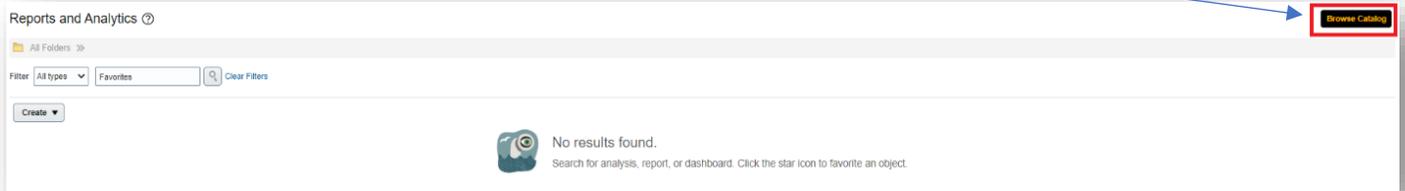
Select Shared Folders > Custom > Campus Reporting > Transactional Details Report
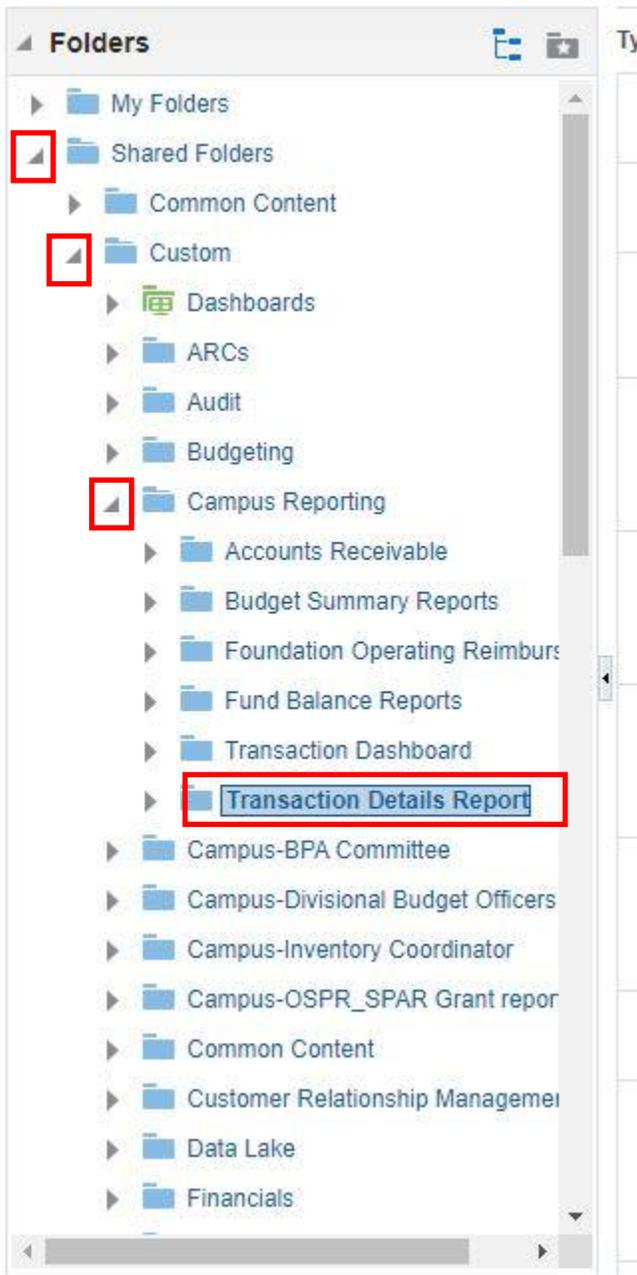
Select Open under the report name.

TU_GL_DAT_Rev_Expenses_Transaction_Details | Last Modified 11/10/23 12:13 PM | Owner Gina Peach

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Open Edit More ▼

Here you will enter your parameters:

- **Fiscal Year** defaults to current year, but you can select a prior one using the drop down.
- **Period Name** values list changes depending on the Fiscal Year selected and defaults to all. To select a specific period, use the drop down.
- You can type in your **cost center** (only one at a time) or use the search icon next to it to search/select. *(NOTE: A separate report is being created to allow for entering cost center ranges which will be helpful for grants.)*
- You can choose to run by **account** range or leave this blank to run all. If you want to look up 609003 for instance you must enter it in both the Account From and Account to.
  - *Tip: if you just want operating expenses you could enter Account From 600000, Account To 699999.*
- You can choose to run by **division, sub division, unit, or department group**. It is ok to only select one of these. If you do this, leave Cost Center blank.

When you are finished selecting your parameters, click Apply.

The report will download to Excel. Turn on filters here

Note Journal Source. This is where you will see more information about which system these transactions are coming from.
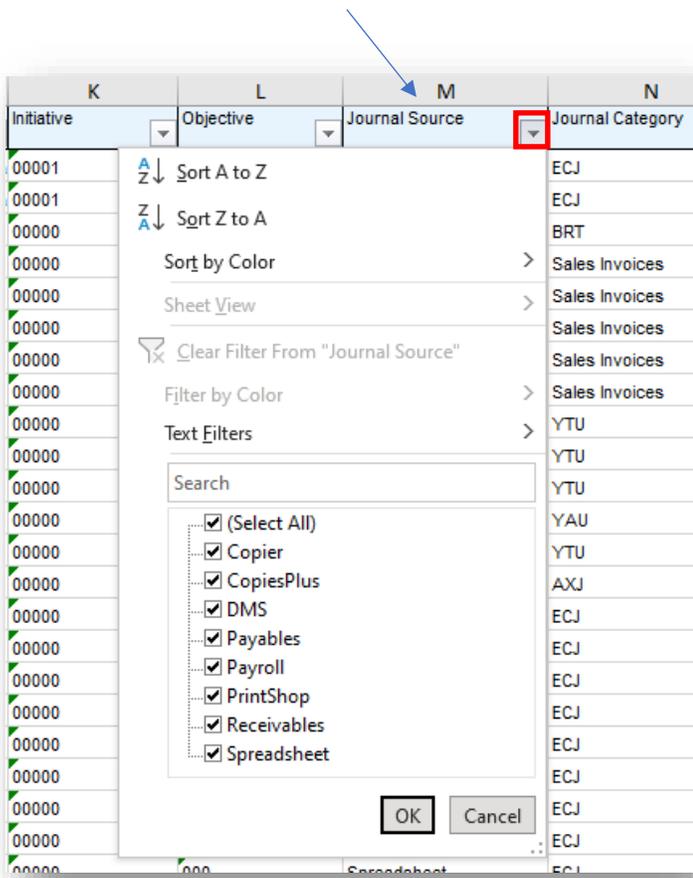
For receivables, the report will bring in the actual journal lines from Stratus AR, including billing invoice numbers and the customer that they billed. Instead of being one lump sum, this report will break out each line item.

These totals should tie out to the numbers on any of the related previous reports you have been utilizing.

You will also notice, Journal Accounting Sequence numbers. Instead of using a journal name, this sequence number is an easy way to validate/lookup a transaction.
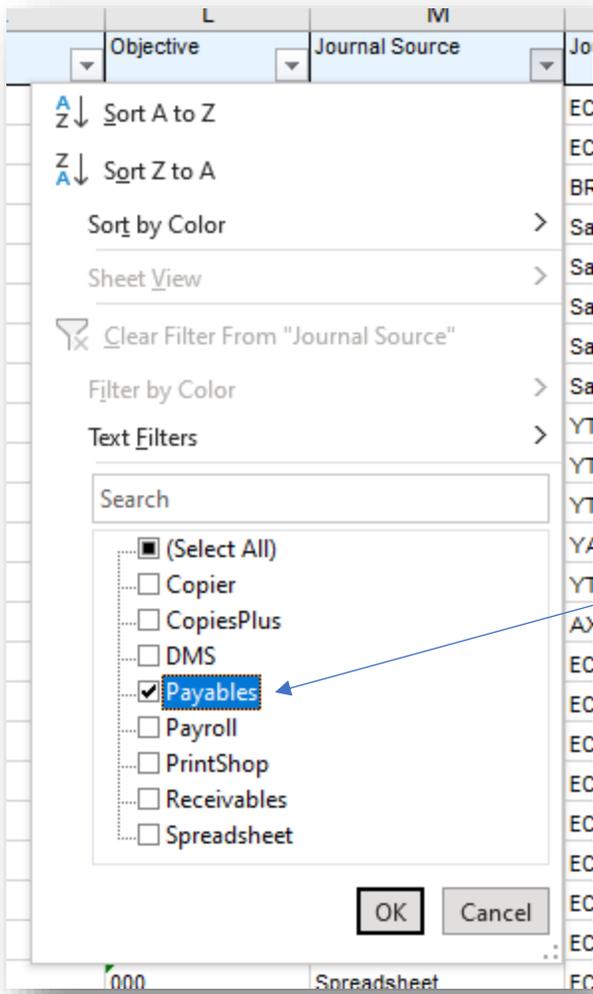
For payables, the report will list out each invoice individually.

You can view the invoice number, the journal line, and name of the vendor in the Description column.

When it is a Pcard expense report (EXP…) it will list the name of the Merchant in the Description column.

P	Q	R	S		T	U	V
Journal Name	Net Amount	Journal Line Num	Ref / Invoice #	Descr		More Information	Identifying PO
Nov-23 Purchase Invoices	240.00	64	EXP000073345528	Jeanne M Deckelbaum		$30 x 8 months - $240	
Jul-23 Purchase Invoices	1,022.17	13	48655	Linen Services of Maryland, LLC			TOW0001191
Jul-23 Purchase Invoices	2,922.90	86	EXP000070390139	LINEN SERVICES OF MARYLAN		Linen Cleaning	
Jul-23 Purchase Invoices	490.85	13	48602	Linen Services of Maryland, LLC			TOW0001191
Aug-23 Purchase Invoices	2,875.77	59	48865	Linen Services of Maryland, LLC			TOW0001191
Aug-23 Purchase Invoices	516.59	41	48921	Linen Services of Maryland, LLC			TOW0001191
Aug-23 Purchase Invoices	96.00	65	EXP000070642892	WWW.GLBCLEANERS.COM		Cleaning of ECS items Skirting	

If there is a PO related to the invoice, that will be in the Identifying PO column.

If you scroll farther to the right, you will see Supplier or Party Name. This column will be a duplicate of the Description column, unless it is a Pcard purchase. It will then show the card holder's name.

T Descr	U More Information	V Identifying PO	W Invoice Date	X Invoice Description	Y Supplier Or Party Name
Jeanne M Deckelbaum	$30 x 8 months - $240		2023-11-08	Cell Phone Reimbursement	
Linen Services of Maryland, LLC		TOW0001191	2023-07-19		Linen Services of Maryland, LLC
LINEN SERVICES OF MARYLAN	Linen Cleaning		2023-07-10	Event Supplies	Yvonne A. Stevenson
Linen Services of Maryland, LLC		TOW0001191	2023-07-12		Linen Services of Maryland, LLC
Linen Services of Maryland, LLC		TOW0001191	2023-08-16		Linen Services of Maryland, LLC
Linen Services of Maryland, LLC		TOW0001191	2023-08-23		Linen Services of Maryland, LLC
WWW.GLBCLEANERS.COM	Cleaning of ECS items Skirting		2023-07-12	July Expenses	Scott R. Beyer
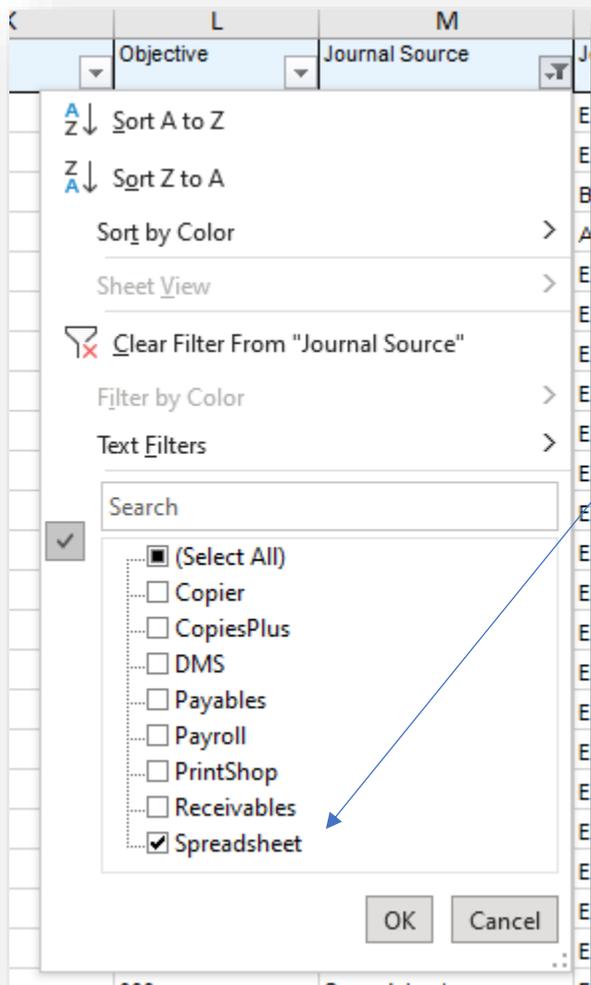
Spreadsheet, Copier, CopiesPlus, DMS, Payroll, Printshop and others can be selected as the journal source if you want to view all the Journals originating from the GL. If someone created a journal manually, it would say Manual. You will see the same descriptive fields as before, but they have been combined together.

Further explanations of what descriptive data can be found on each transaction source is in the index below.

- **Ref / Invoice #:**
    - DMS: CD number-Deposit Date
    - CashRegister(SUBO): CD number
    - Copier: Number of Copies
    - Payables (invoices): Invoice number
    - Payables (Travel and Pcard expense reports): Expense report number
    - Payroll: Type of Payroll combined with Pay Period End Date
    - PrintShop/Copies Plus: Description of Order
    - Receivables: Billing invoice number (including credit invoices)
    - Spreadsheet/Manual Journals: Journal Line Ref 2 and 3
    - STFINTMP(Student Financials Interface): Item Type Number
- **Description:**
    - DMS: DMS Revenue Description
    - CashRegister(SUBO): Description given with Deposit
    - Payables (invoices): Vendor name
    - Payables travel expense reports: traveler's name
    - Payables Pcard expense reports: merchant name
    - PrintShop/CopiesPlus: Type of order combined with who placed the order
    - Receivables: Customer's name
    - Spreadsheet/Manual Journals: Combination of Journal Line Description and Journal Line Ref 1
    - For STFINTMP(Student Financials Interface): Item Type Description
- **More Information:**
    - CashRegister(SUBO): Receipt Number
    - Payables (Travel and Pcard expense reports): Line Description on expense report
    - PrintShop/CopiesPlus: Order Number
    - Spreadsheet Journals: Journal Line Ref 4 and 5
- **Invoice Description:**
    - Payables (Travel and Pcard expense reports): Purpose field
- **Supplier or Party Name:**
    - Payables (invoices): Vendor name
    - Payables travel expense reports: traveler's name
    - Payables Pcard expense reports: Card Holder's Name
- **State Check date/number:** If it was paid by the State, you would see info listed in these fields.
    - Only listed for Invoice Payments, Travel Expense report Payments and Interagency Payments
- **Posting Date:** When this journal was actually posted to GL.
- **Created by:** Username of who created the journal entry
- **Division Code, Division Name, Sub-Division Name, Unit Code, Unit Name, Dept Group Code, Dept Group Name**: Where the cost center falls within the organization.