Financial Reporting – Transaction Reports

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Financial Reporting – Transaction Reports

A transaction report shows the activity that has taken place within a Fund, Organization or FOP. Think of these as a check register or a view of a checking account online where a list of activity is viewed. Prudent financial management includes verifying and reconciling accounts, which should be done on a monthly basis. The transaction level reports aid in that process. Often times these reports are used to answer questions about specific account events, such as a Purchase Order, a Salary Encumbrance or a Travel Voucher.

There are various types of transaction reports:
- Operating Ledger Transaction Reports
- Encumbrance Ledger Transaction Reports
- Balance Sheet Transaction Reports.

An Operating Ledger Transaction Report provides the following information:

Chart - This identifies the institution

Fiscal Year – This is the academic year, the 12 month period beginning on September 1 and ending on August 31st

Posting Period - This is a numeric value which represents a month in the fiscal year. i.e. 01 = Sept, 02=Oct, 03=Nov

Rule Class and Rule Class Description – This is a code and definition of the type of entry

Transaction Date – the date the event posts to the ledger

Activity Date – the date the transaction is entered into the system (Banner)

Document ID – This is a user-defined or system generated document number

Transaction Amount – the dollar amount of the transaction

Transaction Description – information about the transaction

Document Reference Number - an identifier that provides some detail about the transaction, useful to search on a travel document and other financial activities.

Fund – This is an accounting code that identified where the money is coming from.

Organization – This is an accounting code that identifies who is spending the money

Account – This is an accounting code that details what the money is being spent on.

Program – This is an accounting code that describes why the money is being spent.

Vendor ID – Tech ID for the vendor

Bank – Designates the bank that was involved in the transaction
Document Prefix Identifiers

In the transaction level reports, the Document ID tied to each transaction is provided. This Doc ID allows identification of the type of transaction, the department involved and the contact person / department regarding it for further assistance. A reference guide is available on AFISM’s Crosswalks and Code Charts to aid in understanding the Document ID and in finding the appropriate contact should questions arise.

The path to this reference tool is:


http://www.depts.ttu.edu/afism/referencev2/crosswalksCodecharts.asp

On the following pages are examples of the types of transactions that appear within an Operating Ledger Transaction Report and how you might use these reports for business decisions. Each section of the report is presented with definition of the data that is found in that section.

DMFR 06/2020
Revenue Budget Transactions

The screen shot below shows that Transactions related to the Revenue Budgets that have hit the Operating Ledger. The information provided includes:

- **Rule Class and Description** – a code that represents the transaction type with a description of the code
  - Permanent Adopted Budget – this is the budget approved by the Regents
    - The starting point for the Fiscal Year Budget
  - Temporary Budget Adjustment – will not affect the next budget prep session
  - Permanent Budget Adjustment – will be reflected in the next budget prep session
- **Document ID** – Identifier given the entry in Banner.
- **Transaction Description** – Provides information about the entry
  - Row 1 shows the Original FY budget being loaded
  - Row 2 shows a temporary adjustment of Fund Balance being carried forward from the previous FY
  - Row 3 shows a Budget Revision moving funds from the 5A1 Budget Pool to the 6A4 Budget Pool
- **Transaction Amount** – Dollar amount of the entry

A different report was used to generate the information below. Notice the following regarding the Revenue Budget Transactions:

- All transactions are Temporary Budget Adjustments
- Each has a different description, notice on line one the request was made per FST (Accounting Services)
- Line 3 has an action of moving money from the Account Level to Budget Pool Level
Actual Revenue Transactions

The screen shot below details revenue received from **Tuition and Fees:**

- **Rule Class Description** identifies the type of revenue
- **Activity Date** is the date the details were entered into Banner
- **Transaction Date** is the date the event happened
  - Notice below that the Activity Date and Transaction Date are different.
- **Document ID** shows the code given to the document in Banner
- **Transaction Description** gives information about the entry
- **Transaction Amount** shows the dollar amount of the transaction
- **Document Reference** number for Student Exemptions and Waivers is the R-number of the student without the R.
- **Account Code** followed by **Account Description** identifies the type of revenue

<table>
<thead>
<tr>
<th>Posting Period</th>
<th>Rule Class</th>
<th>Rule Class Description</th>
<th>Activity Date</th>
<th>Transaction Date</th>
<th>Document ID</th>
<th>Transaction Description</th>
<th>Transaction Amount</th>
<th>Document Reference Number</th>
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<th>Organization</th>
<th>Account</th>
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<th>Program Desc</th>
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<td>Hazelwood Legacy</td>
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</table>

The screen shot below details revenue received from **Interest and Royalties:**

The columns do not change from one report to the other, but the information does change.

- **Rule Class Description** identifies Revenue as Cash Investments or Deposits
- **Activity Date** is the date the details were entered into Banner
- **Transaction Date** is the date the event happened
  - Notice below that the Activity Date and Transaction Date are different.
Transfer in Transactions

A Transfer In occurs when a FOP receives funds from another FOP. There are different reasons to transfers funds into a FOP. It may be for a Budget Revision, to cover negative balances within a FOP or Revenue received being transferred to the FOP.

In the screen shot below, we see the following:
- 3 transfer ins have occurred, all with different Rule Classes
  - Budget System Transfer
  - Revenue Transfer
  - FAR Journal Entry Transfer
- Activity Date and Transaction Date for each event varies
- Transaction Description details where the funds were transferred from
- Fund – Organization – Program – Account columns identify the FOAP that received the funds.

In the screen shot below are other examples of a Transfer In.
- The first two lines represent an organization change. You will note that both the debit and the credit entries are displayed.
- The second and third lines represent a change due to funds being credited to the wrong Program Code. The result of the two entries is to move the funds from the G10 Program code and place them in the E10 Program Code.
- The final entry shows a move to 24G293 from 84A064, Operations.

<table>
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<th>Posting Period</th>
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<th>Rule Class Description</th>
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<th>Transaction Date</th>
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</table>
Expense Budget Transactions

Expense Budgets for most FOPs are approved by the Regents and entered into Banner for the next Fiscal Year in the early part of August. Other budgets are carried forward into the new Fiscal Year on or after September 1st. The report shows the transactions related to the Expense Budget for a FOP.

In the Transaction Report for Expense Budgets, we see:
- **TB1 – Permanent Adopted Budget** – entry of the budget approved by the Regents
  - Transaction Description is FY15 TTU Original Budget
  - Transaction amount is shown by the Account credited to
  - Account 6Z0 has funds Allocated for Salary but not assigned to specific salary Account
- **J020 – Budget Carry Forward** – Move of previous year’s budget to current year
  - Purchase Order from previous FY rolled over to current FY
  - Budget Adjustment completed to bring Encumbered funds to current year

In the screen shot below, notice that all of the entries are Temporary Budget Adjustments, however each is a different type of adjustment:
- Line 1 is a carry forward of the Fund Balance from the previous year into the 7C0 Account
- Lines 2 and 3 is an adjustment to Salary Account, moving money from 6Z0 to 6A4
- Lines 4 and 5 reflect an adjustment from the 6Z0 to the 7A0 Account
Actual Expense Transactions

Actual Expenses are those for which payment has been made. Notice the entry in the Bank column. This indicates that the check has cleared the bank. For each expense, the report provides details that allow the user to determine if it has been charged to the appropriate FOP and if the charges are correct. Both the transaction description and transaction amount provide good information for a department.

Expenses fall into two “Account Types”, these are Account Type 60 – Personnel Expenses and Account Type 70 – Operating Expenses. Notice that in the screen shot below, all of the account codes start with a 7. This indicates that these expenses are considered operating expenses. It is important that these are reviewed frequently to ensure that all expenses that have been charged to a FOP are valid.

- Rule class and Description help to identify the type of expenditure
- Document ID is used to identify each financial entry.
  - Line 1, JV is used by Travel Services to charge the FOP for travel expenditures
  - Line 2, XM is an Intra Institutional Voucher(IV) used by Service Departments (i.e. Departmental Postage) to charge departments for goods or services
  - Line 3, IY indicates an invoice was paid by Accounts Payable
  - Line 4, CT indicates a the transaction involved a Procurement Card
- Commodity Name and Transaction Description help to give details about the expense
- Line 1, Document Reference Number shown is the trip number from the Travel System
- Account and Description detail how the transaction is classified

In the event that during review a transaction that should not have been charged to the FOAP is found, a cost transfer can be completed using the FiTS System. This effectively moves the charge from one FOAP to another.

![Image of Actual Expense Transactions]

DMFR 06/2020
Because there are various expense transactions, the data that is provided on a transaction report may vary from one line to the next. The screenshot below is an example of this. Some of the variances include:

- **Line 1** - This transaction is an IV (departmental charge) from a service center
- **Lines 2-5** - These are for the same Purchase Order (P0). Each item in the P0 displays on the transaction report. The Commodity Name describes the items
- **Lines 6, 7** - These show expenses related to Payroll – notice the Rule Class Descriptions and Transaction Description. The Account Description aids in identifying the payroll event. To get person details, an HR report would have to be used.

The screenshot below provides different types of transactions, including Payroll Entries:

- **Line 1** – A transaction for Fringe Benefit, Workers Compensation. Notice within Transaction Description column, the highlighted 1. This means this is the second event for this payroll transaction and the amount is negative (-). This charge is being reversed
- **Line 2** - This is an entry where a scholarship has been paid to a student
- **Lines 3-4** – Both are payroll related, notice the highlighted 0. The first event for a payroll transaction is given a 0. If changes are made, the first change is designated with a 1, the next with a 2 and so forth.
- **P0, Commodity Name, Vendor ID and Vendor Name do not apply to these events.**
Transfer out Transactions

A “Transfer Out” is an event that moves money from one FOP/FOAP to another FOP/FOAP. In the screenshot below are examples of transactions for a Transfer Out.

Notice the following:
- Two different Rule classes are involved
  - TC6 – the transaction was entered by TTUFAR
  - TC7 – the transaction was entered by the Budget System
- Document ID for each transaction is different
  - J1T – Journal Voucher for a Budget Transfer
  - TJ – TTU Financial Services & Tax Journal Voucher
  - TX – Budget System Transfer JV
- Transaction Description denotes the FOP(s) the funds were transferred to
  - Notice the second line showing the funds were transferred to multiple FOPs
- Not all columns are populated within the report. If data is present in the system the field will populate, otherwise it will be left blank.

Encumbrance Transactions

An encumbrance is a transaction that anticipates a future expenditure. Funds are encumbered, or set aside, for a specific future expense. These funds are no longer available to use in other transactions. The Encumbrance section of a report should not be used to find actual expense amounts but should be used only to see what was encumbered and what was released.

Encumbrances are created by the Travel System, TechBuy, and EPafs for certain employees. Not every transaction will have an encumbrance tied to it. For example, Pcard transactions, Fringe Benefits and Longevity, and Scholarships are expenses but the funds are not encumbered in advance of the payment.

On the next page are screen shots of various encumbrance related transactions. There are examples of P0’s and Travel Encumbrances.
In the screen shot below, notice the following:

- **Line 1** – Transaction Description “Close P0” - this was initiated by the Organization that created the Purchase Order and then subsequently requested that it be closed.
- **Line 2** – Transaction Description “Batch Close P0” – P0 was closed by the system due to the amount being less than $10.00
- **Lines 3 & 4** – Original Travel Encumbrances created when a travel application is approved
- **Lines 5 & 6** – Release of Travel Encumbrance so expenses can be paid

Continuing with Encumbrance transactions, the screen shots below show transactions related to a Purchase Order. Note the following:

- **Lines 1 & 3** – Transactions of establishing the P0 on line 3 and line 1 is releasing the encumbered funds so payment can be made. Actual expense may not be this amount
- **Line 2** – Change order created to increase an existing P0
- **Lines 4&5** – Tied to same P0, each item in the P0 displays as a single line on the reports
The screen shots on this page display Encumbrance activity related to payroll

- Lines 1 & 2 shown below are the original encumbrances for the FY for Salaries
- Lines 3 & 4 are adjustments to the salary encumbrances. These adjustments can be created by ePAFs or by budget revisions.

During the process of running a payroll, an Encumbrance Adjustment occurs which effectively releases the funds needed to meet the current payroll. Adjustments also occur if an employee leaves the department (decrease to encumbrance), receives a pay increase (increase to encumbrance) or if new employees are hired (increase to encumbrance).

In the screenshot below, notice the following:
- Each transaction is a Payroll Encumbrance Adjustment
- All occur on the same date, at the time payroll is going to run
- All transactions are decreasing the encumbered amount by FOAP
Exercises:
Use the report below to answer the following questions:
- What is the amount of Student Exemption for a TTU Employee? ____________
- What Fund / Account received the greatest amount of Revenue? ______________
- What amount of revenue was received from Printing? ______________________
- What is the Document ID of the revenue for Advising Fees? __________________

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<tr>
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<th>Rule Class</th>
<th>Rule Class Description</th>
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Use the report below to answer the following questions:
- What is the amount spent on Commercial Airfare? ______________________
- What is the amount spent on P0328772? ______________________________
- What is the amount of the transaction for the TTU Service Center Journal entry? _________
- What is the rule class for travel transactions? ____________________

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<th>Posting Period</th>
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</tr>
<tr>
<td>04</td>
<td>INE</td>
<td>Invoice with Encumbrance</td>
<td>12/02/14</td>
<td>12/02/14</td>
<td>V9235721</td>
<td>P0328772</td>
<td>210-ABPL-Elle C3666def Colr Multifun Laser P</td>
<td>Summus Dell</td>
<td>546.99</td>
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<td>70C011</td>
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<td>Research Expense</td>
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<tr>
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<td>T12</td>
<td>V15</td>
<td>12/03/14</td>
<td>12/03/14</td>
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<td>7157</td>
<td>1532904</td>
<td>16A407</td>
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<td>Academic Support Expense</td>
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<tr>
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<td>V15</td>
<td>V15</td>
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<td>T1118 Baltimore</td>
<td>7157</td>
<td>1532904</td>
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<td></td>
<td></td>
<td></td>
<td>400</td>
<td>Academic Support Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Use the report below to answer the following questions:

- Are the transactions below for Monthly or Semi-Monthly Payroll? ________________
- What is the amount expended for Program 100? ________________
- What is the Transaction date of transactions? ________________
- What is the amount paid for SW Student Employee Graduate? ________________
- What is the posting period for the entries shown? ________________
- What is the amount paid for Workers Compensation Insurance? ________________

<table>
<thead>
<tr>
<th>Posting Period</th>
<th>Rule Class</th>
<th>Rule Class Description</th>
<th>Activity Date</th>
<th>Transaction Date</th>
<th>Document ID</th>
<th>Transaction Description</th>
<th>Transaction Amount</th>
<th>Fund</th>
<th>Account</th>
<th>Account Desc</th>
<th>Program</th>
<th>Program Desc</th>
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</thead>
<tbody>
<tr>
<td>04</td>
<td>HGRB</td>
<td>Payroll - Gross Benefit Expense</td>
<td>01/08/15</td>
<td>12/29/14</td>
<td>F0080768</td>
<td>HR Payroll 2015 SM 1 0</td>
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<td>6B4913</td>
<td>FB TRS Matching</td>
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<td>Academic Support Expense</td>
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<tr>
<td>04</td>
<td>HGRB</td>
<td>Payroll - Gross Benefit Expense</td>
<td>01/08/15</td>
<td>12/29/14</td>
<td>F0080768</td>
<td>HR Payroll 2015 SM 1 0</td>
<td>268.33</td>
<td>16A407</td>
<td>6B4904</td>
<td>FB Health Matching</td>
<td>400</td>
<td>Academic Support Expense</td>
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<tr>
<td>04</td>
<td>HGNL</td>
<td>Payroll - Gross Exp. No Liquidation</td>
<td>01/08/15</td>
<td>12/29/14</td>
<td>F0080768</td>
<td>HR Payroll 2015 SM 1 0</td>
<td>168.00</td>
<td>16A407</td>
<td>6A4401</td>
<td>SW Student Employee Graduate</td>
<td>400</td>
<td>Academic Support Expense</td>
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<tr>
<td>04</td>
<td>HGNL</td>
<td>Payroll - Gross Exp. No Liquidation</td>
<td>01/08/15</td>
<td>12/29/14</td>
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<td>6A2501</td>
<td>SW Academic Support Staff NonExempt</td>
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<td>Academic Support Expense</td>
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<tr>
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<td>HGRB</td>
<td>Payroll - Gross Benefit Expense</td>
<td>01/08/15</td>
<td>12/29/14</td>
<td>F0080768</td>
<td>HR Payroll 2015 SM 1 0</td>
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<td>15A050</td>
<td>6B4902</td>
<td>FB Workers Compensation Insurance</td>
<td>100</td>
<td>Instruction Expense</td>
</tr>
</tbody>
</table>

Use the report below to answer the following questions:

- What is the PO Number that had funds released to pay Advanced Graphix? ________________
- What is the Vendor ID for Comet Cleaners? ________________
- What is the amount encumbered for Travel to San Antonio? ________________
- How much was encumbered for SW Student Employee Grad? ________________
- What is the amount encumbered on a Purchase Order for Comet Cleaners? ________________

<table>
<thead>
<tr>
<th>Posting Period</th>
<th>Rule Class</th>
<th>Rule Class Description</th>
<th>Activity Date</th>
<th>Transaction Date</th>
<th>Document ID</th>
<th>Transaction Description</th>
<th>Transaction Amount</th>
<th>Fund</th>
<th>Account</th>
<th>Account Desc</th>
<th>Program</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>EV1</td>
<td>Original Encumbrance</td>
<td>12/08/14</td>
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<td>TV Encumbrance In State Travel</td>
<td>825.28</td>
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<td>R005209314</td>
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<td></td>
</tr>
<tr>
<td>04</td>
<td>HENC</td>
<td>Payroll - Salary Encumbrance</td>
<td>12/08/14</td>
<td>12/08/14</td>
<td>F0039797</td>
<td>SW Student Employee Graduate</td>
<td>5,000.00</td>
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<tr>
<td>04</td>
<td>INEI</td>
<td>Invoice with Encumbrance</td>
<td>12/08/14</td>
<td>12/08/14</td>
<td>81W5280</td>
<td>Advanced Graphix Inc</td>
<td>(686.25)</td>
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<td>7N3950</td>
<td>400</td>
<td>Advanced Graphix Inc</td>
<td>26</td>
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</tr>
<tr>
<td>04</td>
<td>PORO</td>
<td>Establish Purchase Order</td>
<td>12/08/14</td>
<td>12/08/14</td>
<td>P0337716</td>
<td>CE Laundry Uniform/Linen Service</td>
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<td>7N3020</td>
<td>400</td>
<td>Comet Cleaners</td>
<td>R100004565</td>
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</tr>
</tbody>
</table>
FI026A – Advanced Operating Ledger Transaction Report

This is an advanced version of the FI026 report. The parameter page is designed to provide more flexibility in getting exact information desired.

**Required Parameters:**

- Chart of Account, Beginning and Ending Fiscal Year, Beginning and Ending Posting Period

**Optional Parameters** (in top section):

- Grant ID, Document ID and Document Reference Number

The middle section of the parameter page allows for selecting the Fund and / or Organization Codes:

- The Fund Category and Class and the Organization Department and Section parameter choices populate based upon the Chart Selected in the top section of the parameter page.
- Fund Code and Organization Code Option: Single text box or by using Search and Select parameter which supports entering multiple Funds
The parameters on the bottom section provide options to view only specific details:

- Account to see specific Revenue or Expenditure type
- Account Type to view Selected Events types
- Program to see transactions related to specific purpose
- Type of Transaction to view specific transaction events

![Parameter Page](image)

**FI026A – Advanced Operating Ledger Transaction Report – Parameter Page (2)**

The second parameter page to this report provides for selection of:

- Organization Division or Organization Area if the data is needed at either of those hierarchical levels.
- Sort option. Select multiple options, sort order ranks from top to bottom in list
- Data that does / does not display in the report

![Parameter Page](image)
Report View FI026A

A view of the Advanced Operating Ledger Transaction Report is presented below. The data provided in the view show activity that affected the Expense Budgets and Actual Expenses that occurred within the FOP.

Expense Budgets:
Both transactions were Temporary Adjustments to the Budget
- Funds were taken from the 6Z0 Budget Pool
- Funds were added to the 6A4 Budget Pool in order to meet payroll
  - Review the Budget Report for the FOP to see if more funds need to be moved into the 6A4 Budget Pool. This will happen automatically when payroll runs if the funds do not exist.

Actual Expenses:
- Payment was made on a P0 to Staples
- Payment was made to Service Department for Paper usage
- All expenses were for the purpose of Instruction Expense (Account code 100)
FI040A – Advanced Op Ledger Transaction Report by FOP

This report provides the opportunity to see data at various levels of the Fund and Organization hierarchies. Its structure is similar to the FI026A report. Rather than the FOP being included within the report columns, the report is sectioned by FOP, which allows for all data to be viewed without using the sliding bar to view it.

Required Parameters:

- Chart of Account
- Beginning and Ending Fiscal Year – multi-year capability to support grant reporting

Optional Parameters:

- Beginning and Ending Posting Period
- Document ID – i.e. Purchase Order
- Document Reference Number – i.e. Trip Number from Travel System

Display options:

- Choose Yes to display data in report, No to hide data in report

Parameter Section for Fund:

- Fund Category and Class parameters populate based upon the Chart of Accounts selected.
- Fund Category and Class parameters have multi-select functionality, supported with the control + click action.
- The Fund search provides the ability to search by the first few characters of the fund code and to enter multiple funds by leaving a space between each
- Fund Manager search is by last name.
Parameter Section for Organization:

- Organization Department and Section Populate based on Chart of Accounts
- Organization Search allows to enter one or many orgs or to search on part of org
- Organization Manager search is by last name

Additional parameters

- Account
- Account Type
- Program
- Type of Transaction
FI040A – Report View

The FI040 report displays by FOP by and is sectioned by Transaction Type. In this example data shown is for Actual Expense and Encumbrances. Note the Posting Period shows 07 which reflects all transactions occurred during that posting period which represents March.

Actual Expenses:
- Occurred in period 07 (March)
- Total Expenses for time shown $943.90
- Documents with a CT Document ID are Pcard transactions
- Account Description and Transaction Description columns help to identify the transaction

Encumbrances:
- Amount Encumbered decreased by $398.65 during the period shown
- All transactions were related to purchase orders
- No encumbrances were created during the reporting period selected for the report
Below is a screen shot of the Transaction Reports that are housed in Cognos Team Content > TTU Finance > Transaction Reports

**Transaction Reports Folder in Cognos:**

- FI026 - Operating Ledger Transaction Report
  4/4/2010 8:45 PM
- FI026A - Advanced O ... Transaction Report
  10/11/2011 9:02 AM
- FI027 - Balance Sheet Transaction Report
  4/8/2010 4:29 PM
- FI030 - Encumbrance ... Transaction Report
  4/8/2010 4:33 PM
- FI040 - Operating Ledger ... Report By FOP
  4/4/2010 8:45 PM
- FI040A - Advanced Op Le ... Report By FOP
  3/8/2012 10:01 AM
- FI041 - JV Suspense an ... Queued (JV Detail)
  4/12/2013 1:37 PM
- FI045 - Monthly Ledger Report
  4/4/2010 8:45 PM
- FI045D - Monthly Led ... - Transaction Detail
  4/24/2014 4:34 PM