GL Daily Trans Report with AP/PO Detail-Excel Version

Prompts

Please Select a Value for Period:
- ☐ DEC-16
- ☐ NOV-16
- ☐ OCT-16
- ☐ SEP-16
- ☐ AUG-16
- ☐ JUL-16
- ☐ CLOSE6-16
- ☐ CLOSE5-16

Select all Deselect all

Please Select Organization Number:
Keywords:
Type one or more keywords separated by spaces.

[   ] Search 🔍

Options ⌄

Results:

Insert ▶
◀ Remove

Choice:

Select all Deselect all   Select all Deselect all

Please Select Account Number:
Keywords:
Type one or more keywords separated by spaces.

[   ] Search 🔍

Options ⌄

Results:

Insert ▶
◀ Remove

Choice:

Select all Deselect all   Select all Deselect all

NAT Acct From: [   ]
NAT Acct To: [   ]

DEPT Use:
[   ] Insert ▶
◀ Remove

Choices:

Select all Deselect all

Navigate: Public Folders => TU Groups => TAMS Monthly Statements => GL => Spreadsheet Versions => *GL Daily Trans Report with AP/PO Detail – Excel Version*

- The transaction data provided on this report is <u>updated daily</u> providing you with <u>up-to-date information</u> no matter what time of the month you are running the report
- The transaction data provided on this report includes GL, Purchasing and Accounts Payable reference information: i.e., transaction source, line description, journal name, vendor name and number, PO number, invoice number, invoice date and line description
- Each reference field is presented in separate columns allowing you to easily sort and manipulate the data as needed

Scenario 1:

It is December 14th and you would like to know the details of all transactions that have posted to a particular account so far in December even though the month is not over, yet.

- Choose DEC-16 as the period by clicking the check box
  - Since this report is updated daily, all activity posted through the previous day (December 13) will display in the results
- Enter the account number you would like to query in the *Search* field and insert the results in the *Choice* field
  - You are not required to enter an organization number in the *Org Number* field
- Click *Finish* to run your report
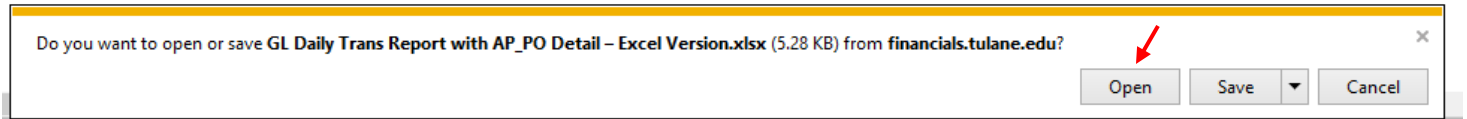 - This report might take a few minutes to run depending on the amount of data

GL Daily Trans Report with AP/PO Detail-Excel Version: Scenario 1

- Your report will automatically open in HTML format
- To change the format to Excel, click the View List down-arrow (next to the HTML symbol), choose *View in Excel Options*, then click <u>View in Excel 20XX Data</u>
  - This report is designed to be used in Excel for maximum functionality
  - Reference numbers and names appear in separate columns allowing you to sort as needed

Do you want to open or save **GL Daily Trans Report with AP_PO Detail – Excel Version.xlsx** (5.28 KB) from **financials.tulane.edu**?   ✗

              Open   Save ▼   Cancel

- A dialogue box will appear to allow you to save the report to your hard drive or to open it
- Click *Open*
  - The report will open in Excel already correctly formatted
- The following columns will be available for you to sort, delete (if not needed) or otherwise manipulate using Excel functionality: ORG, ORG DESCRIPTION, ACCOUNT, ACCT DESCRIPTION, NATURAL ACCOUNT, NAT ACCT DESCRIPTION, DEPARTMENT USE, DEPARTMENT USE DESC, PURPOSE CODE, PURPOSE CODE DESCRIPTION, FUND, FUND DESCRIPTION, FUTURE USE, FUTURE USE DESCRIPTION, BATCH NAME, JOURNAL NAME, SOURCE, CATEGORY, EFFECTIVE DATE, PERIOD, VENDOR NUMBER, VENDOR NAME, DEBIT, CREDIT, VOUCHER NUMBER, INVOICE NUMBER, INVOICE DATE, PO NUMBER, LINE DESCRIPTION, ACTIVITY DATE, NACUBO CODE, NACUBO DESCRIPTION

Scenario 2:

It is mid- January and you would like to know all payments made to a particular vendor from all of your department's GL accounts (non-grants) since the beginning of the current fiscal year.

- For this example, we are looking for all payments made to Barnes & Noble so far this fiscal year from org 13122
- Since the first month of the fiscal year is July, select the periods from JUL-16 through JAN-17 (the current month)
  - o All activity posted through the previous day of your report submission will display in the results since this report is updated with data each day
- Enter the org number you would like to query in the *Search* field and insert the results in the *Choice* field
  - o NOTE: If you do not have access to the entire org, only the account(s) that you have access to will be returned; the information you can see is limited by your approved access
- Click *Finish* to run your report
  - o This report might take a few minutes to run depending on the amount of the data

GL Daily Trans Report with AP/PO Detail-Excel Version: Scenario 2

ACCOUNT	ACCT_DES	NATURAL	NAT_ACCT_DESC	BATCH_N	SOURCE	EFFECTIVE_DA	PERIOD	VENDOR_I	VENDOR_NAME	DEBIT	CREDIT	VOUCHER	INVOICE_I	INVOICE_DT	PO_NUMB	DESCRIPTION
634002	UNRESTRI	6212	OFFICE SUPPLIES	Payables A	Payables	Aug 6, 2016	AUG-16	1160622	BARNES & NOBLES COLLEG	8		11704654	102583	Jan 2, 2015		GL_Date:06-AUG-2016 Barne
634002	UNRESTRI	6212	OFFICE SUPPLIES	Payables A	Payables	Aug 6, 2016	AUG-16	1160622	BARNES & NOBLES COLLEG	203.36		11704658	BN June 20	Jul 3, 2016		GL_Date:06-AUG-2016 Barne
634002	UNRESTRI	6212	OFFICE SUPPLIES	Payables A	Payables	Aug 6, 2016	AUG-16	1160622	BARNES & NOBLES COLLEG	8		11704656	BN June 20	Jul 3, 2016		GL_Date:06-AUG-2016 Barne
634185	BUILDING N	6211	OPERATING SUPPLI	Payables A	Payables	Dec 7, 2016	DEC-16	1160622	BARNES & NOBLES COLLEG	335.4		11721786	566768D	Nov 6, 2016		GL_Date:07-DEC-2016 Barne
634185	BUILDING N	6211	OPERATING SUPPLI	Payables A	Payables	Dec 7, 2016	DEC-16	1160622	BARNES & NOBLES COLLEG	4		11721788	566768U	Nov 6, 2001		GL_Date:07-DEC-2016 Barne
244326	DEPT OPEF	7851	MISCELLANEOUS	Payables A	Payables	Dec 5, 2016	DEC-16	1008178	GOODYEAR TIRE & RUBBER	15.5		41702716	43918309	Nov 30, 2016	1257820	$2.00 PER TIRE FOR STATE
244326	DEPT OPEF	7851	MISCELLANEOUS	Payables A	Payables	Dec 5, 2016	DEC-16	1008178	GOODYEAR TIRE & RUBBER	84.15		41702716	43918309	Nov 30, 2016	1257820	TIRES #P20555R16 KELLY EI

- Your report will automatically open in HTML format
- See instructions on how to convert your report to Excel on pages 3 and 4 of this document
  - You must open the report in Excel for full spreadsheet functionality
- Once your report is open in Excel, you can delete the columns that you don't need
- Sort your report by Vendor Name or Vendor Number
- Accounts 634002 and 634185 had payments made to Barnes and Noble

For this scenario, a total of 558.76 was paid to Barnes and Noble from accounts 634002 and 634185 so far this fiscal year

- Notice the detailed reference information available for each transaction line

Scenario 3:

It is February 2017, but you would like to go back and see details of all transactions that posted to natural account 6212 (OFFICE SUPPLIES) for all of your org's GL accounts (non-grants) for the entire previous fiscal year (FY16).

- Select periods JUL-15 through CLOSE5-16 to include the entire range of periods for FY16
- Enter the org number you'd like to query in the *Search* field and insert the results in the *Choice* field
- Enter natural account 6212 in the *NAT Acct From* field and in the *NAT Acct To* field
  - o You have the option to search a range of natural accounts
- Click *Finish* to run your report
  - o This report might take a few minutes to run depending on the amount of data

GL Daily Trans Report with AP/PO Detail-Excel Version: Scenario 3

ACCOUNT	NATURA	JOURNAL_NAME	SOURCE	EFFECTIVE_DATE	PERIOD	VENDOR_N	VENDOR_N	DEBIT	CREDIT	VOUCHER_	INVOICE_N	INVOICE_DT	PO_NUMBE	DESCRIPTION	ACTIVITY_DATE
221017	6212	11563524 Purchase	Payables	Apr 11, 2016	APR-16	1338065	JONES, JO	50.50		11938334	Q226746	Jan 27, 2016		X42763GL_Date:11-APR-2016	
221017	6212	11138537 Purchase	Payables	Aug 4, 2015	AUG-15	1338065	JONES, JO	79.69		11904815	Q218522	Aug 3, 2015		X42763 221013GL_Date:04-AUG-2015	
221017	6212	083115 PURCHASIN	PURCHASING CARI	Aug 31, 2015	AUG-15			14.37						VERNA SMITH OFFICE DEPOT	29-JUL-15
221017	6212	083115 PURCHASIN	PURCHASING CARI	Aug 31, 2015	AUG-15			88.82						VERNA SMITH DS SERVICES	07-AUG-15
221017	6212	11408837 Purchase	Payables	Jan 7, 2016	JAN-16	1338065	JONES, JO	65.97		11925888	Q226554	Oct 20, 2015		X42763-P226558GL_Date:07-	
221017	6212	11270812 Purchase	Payables	Oct 20, 2015	OCT-15	1338065	JONES, JO	59.73		11914393	Q226433	Aug 22, 2015		X42763 221013GL_Date:20-C	
221017	6212	103115 PURCHASIN	PURCHASING CARI	Oct 31, 2015	OCT-15			79.50						VERNA SMITH OFFICE DEPOT	14-OCT-15
221044	6212	083115 PURCHASIN	PURCHASING CARI	Aug 31, 2015	AUG-15			10.06						VERNA SMITH STAPLES 1833	04-AUG-15
221044	6212	083115 PURCHASIN	PURCHASING CARI	Aug 31, 2015	AUG-15			25.75						VERNA SMITH STAPLES 1836	06-AUG-15
221044	6212	123115 PURCHASIN	PURCHASING CARI	Dec 31, 2015	DEC-15			25.75						VERNA SMITH STAPLES 2010	15-DEC-15
								500.14							

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For this scenario, a total of ten lines posted in the queried org to natural account 6212 (OFFICE SUPPLIES) to two different accounts, 221017 and 221044, for the entire fiscal year of 2016, totaling 500.14

Scenario 4:

It is January 30 and you want to know all transactions that hit your Department Use Code 7315 so far this fiscal year.

NOTE: Not all departments use Department Use Codes. If you do not use these codes, you can disregard this example.

- Select the periods JUL-16 through JAN-17 to include the entire range of periods for FY17 to date
  - Since this report is updated daily with data, you will pick up all transactions that hit the Department Use Code from July 1 through January 29 (the day before you are running the report)
- Enter the org number you'd like to query in the *Search* field and insert the results in the *Choice* field
- Enter the 4-digit Department Use Code on which you'd like to search in the *DEPT Use* field and insert the code into the *Choice* field
- Click *Finish* to run your report

GL Daily Trans Report with AP/PO Detail-Excel Version: Scenario 4

ACCOUNT	NATURAL_	NAT_ACCT	DEPARTME	DEPT_USE_DESC	BATCH_NAME	JOURNAL_NAME	SOURCE	EFFECTIVE	PERIOD	DEBIT	CREDIT	DESCRIPTION	ACTIVITY_D
233625	8848	RECHARGE	7315	FRERET LOCATION	072816 MAILROOM FEE	0343441 MAILROOM	MAILROOM	42579	JUL-16	0.47		1st Class Regul00001	18-JUL-16
662114	7512	MINOR EQ	7315	FRERET LOCATION	083116 PURCHASING C	083116 PURCHASING	PURCHASI	42613	AUG-16	31.48		VERNA SMITH DMI* DELL HIC	11-AUG-16
662114	7512	MINOR EQ	7315	FRERET LOCATION	083116 PURCHASING C	083116 PURCHASING	PURCHASI	42613	AUG-16	1,523.90		VERNA SMITH DMI* DELL HIC	22-AUG-16
233111	8866	RECHARGE	7315	FRERET LOCATION	08302016 EIT JE/IT SYS	I092893 107037 INTE	JE/IT SYST	42611	AUG-16	1,600		8 PARKING PERMITS AT 200.	29-AUG-16
233111	8848	RECHARGE	7315	FRERET LOCATION	083116 MAILROOM FEE	0344201 MAILROOM	MAILROOM	42613	AUG-16	22.16		FedEx Standard 00001	26-AUG-16
233111	8848	RECHARGE	7315	FRERET LOCATION	083116 MAILROOM FEE	0343987 MAILROOM	MAILROOM	42613	AUG-16	12.90		FedEx Priority 00001	16-AUG-16
662114	7512	MINOR EQ	7315	FRERET LOCATION	113016 PURCHASING C	113016 PURCHASING	PURCHASI	42704	NOV-16	1,411.50		YOLANDA JACKSON DMI* DEL	03-NOV-16
233625	8848	RECHARGE	7315	FRERET LOCATION	121916 MAILROOM FEE	0346041 MAILROOM	MAILROOM	42723	DEC-16	6.11		1st Class Regul00013	01-DEC-16
										4,608.52			

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For this scenario, a total of eight transactions posted to Department Use Code 7315 to the queried org to three different accounts so far in FY17, totaling $4,608.52.

GL Daily Trans Report with AP/PO Detail-Excel Version: Scenario 5

Scenario 5:

It is late January 2017 and you would like to see all transactions that posted to two specific accounts since Cognos started housing report data at the beginning of FY13 (JUL-12)

- Click the *Select All* link under the *Period* selection box
  - o This process allows you select all available periods with one click instead of manually checking each period box
- Type the first account you'd like to search in the *Account Number* field and insert it into the *Choice* box

GL Daily Trans Report with AP/PO Detail-Excel Version: Scenario 5

- Type the second account you'd like to search in the *Account Number* field and insert it into the *Choice* box
  - o Notice both accounts you'd like to search are now in the *Choice* box
- Click *Finish* to run your report
- See instructions on how to convert your report to Excel on pages 3 and 4 of this document