The transaction data provided on this report is updated daily providing you with up-to-date information 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
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 View in Excel 20XX Data
  - 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
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)
  - 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
  - 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
  - This report might take a few minutes to run depending on the amount of the data
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
  - You have the option to search a range of natural accounts
- Click **Finish** to run your report
  - This report might take a few minutes to run depending on the amount of data
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
  o You must open the report in Excel for full spreadsheet functionality
  o Once your report is open in Excel, you can delete the columns you don’t need

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
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 you don’t need

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.
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
  - 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
• 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