Dashboard: Revenue & Expense Transaction Detail Report

What is the Revenue & Expense Transaction Detail Report?

The Revenue & Expense Transaction Detail Report provides detailed information for transactions that have posted to the revenue, expense, and transfer account codes. This includes accounts codes 4XXXX, 5XXXX, 6XXXX, 7XXXX, 8XXXX, and 9XXXX. Only transactions that have posted to the General Ledger will display here – transactions pending approval and encumbrances will not show up on this report until after approval or payment of invoices respectively. Salary and Fringe transactions will post as an aggregate at the account code level, but additional Labor details are not visible on this report, due to Labor Security.

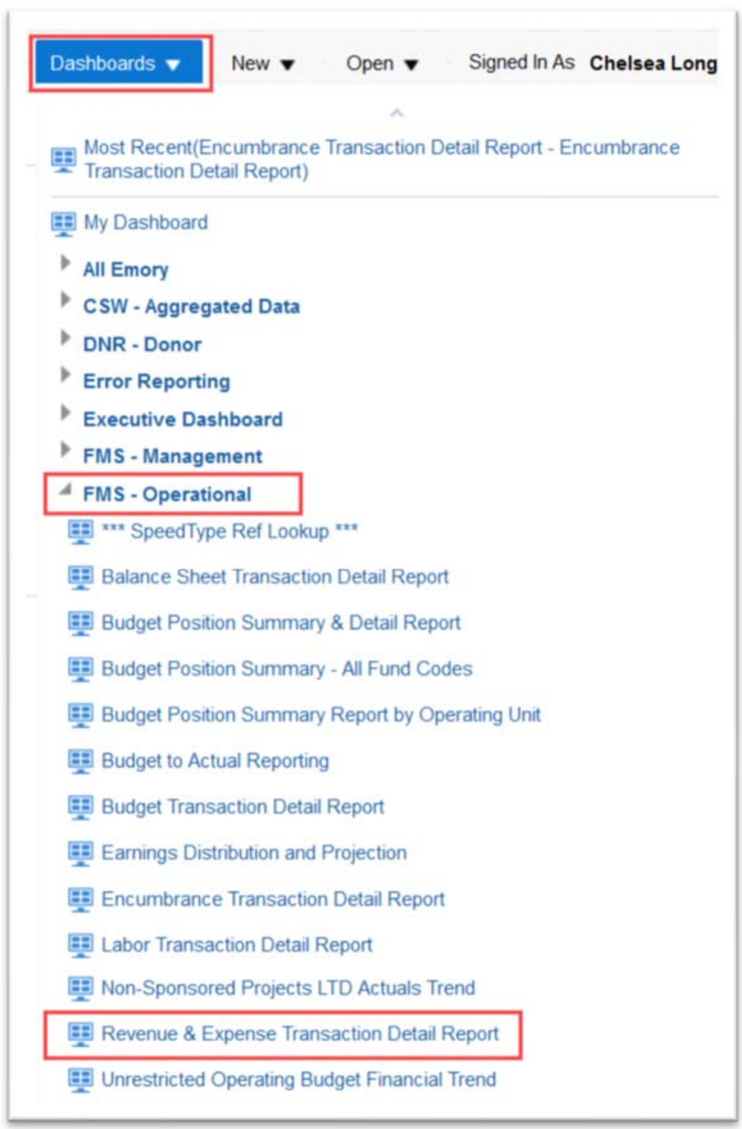
TIP: This report is the replacement for the ALLTRANS query in Compass.

When should I use the Revenue & Expense Transaction Detail Report?

Use this report if you are looking for details related to transactions that have posted to the General Ledger. Transaction details include, but are not limited to, information like: Chartfields, Transaction Dates, Transaction Submitters, Transaction or Item descriptions, etc.

Where do I find this report in EBI?

1. Log in to EBI: https://dwbi.emory.edu/analytics
2. Click on the Dashboards Menu in the upper right corner
3. In the FMS – Operational folder, click the Revenue & Expense Transaction Detail Report link.



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Understanding the Dashboard Pages

The dashboard is divided into three pages (or tabs).

1. **Revenue & Expense Detail** is the default page for the dashboard and displays transaction details based on the prompted values in a table format.

2. **Revenue & Expense Summary (Journal)** displays a summary of actuals at the Chartfield Level and Journal Source. It shows fewer detail than the default page.

3. **Revenue & Expense Detail Vendor Inquiry** page allows users to prompt on specific Vendors and see all transactions for those Vendors within the prompted timeframe.

TIP: Most users will only need the Revenue & Expense Detail page.

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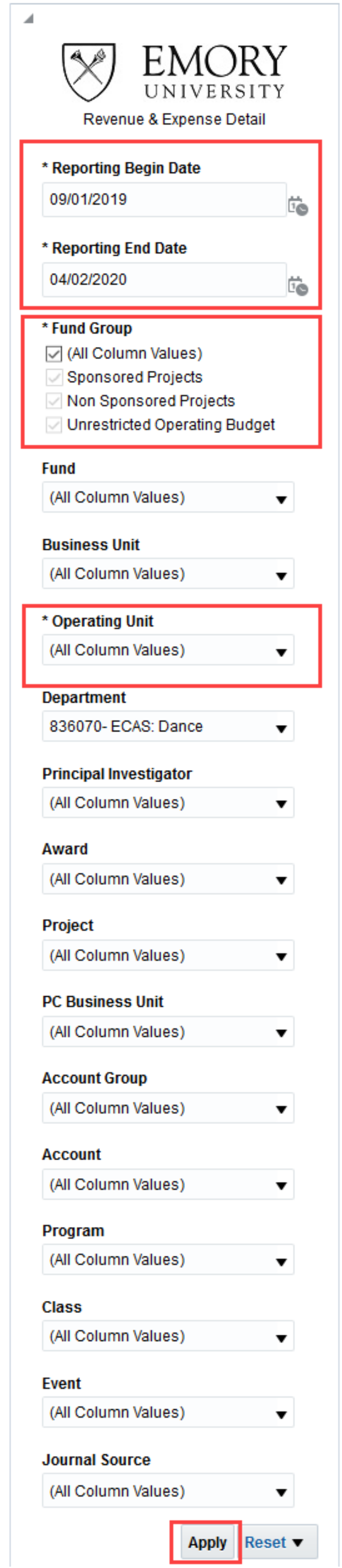
Revenue & Expense Detail Page



Selecting Prompts:

1. Select the Reporting Begin Date and Reporting End Date. The default Begin Date is September 1 of the current fiscal year. The default End Date is today's date.

2. If a specific Fund Group is needed, uncheck "All Column Values" and select the fund group(s) you wish to see data for. Otherwise, you can leave the default selection of "All Column Values"

3. If an entire Operating Unit is needed, select a value in the Operating Unit prompt. Otherwise, set it to "All Column Values" and select an Account, Department, Award, Project, etc.

   Remember, you can select multiple prompt values in a single prompt. For example, if you want to see transactions for three departments, select all three departments from the prompt menu and run the report.

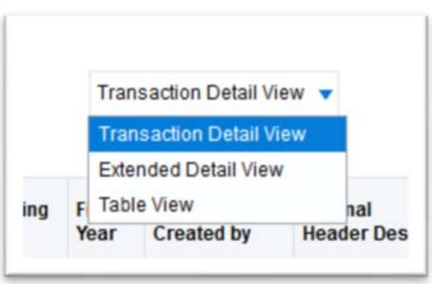
   TIP: Remember, required prompts are indicated by a * in front of the prompt name.

4. Once you have selected the prompt values you wish to use, click Apply.

   NOTE: The Revenue & Expense Transaction Detail Report contains a lot of data and it can take some time for results to populate the report, depending on your prompt values. If the report takes too long to run, or you receive an error message, try narrowing your prompt selection(s) to be more specific or choose a shorter period of time.

View Options for the Revenue & Expense Detail Page:

After the report has run and data is displayed, a View Selector will appear above the data table. This page has three view options available.



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The default report view is the “**Transaction Detail View**” and displays a table of transactions that have posted, sorted by Account Code.

TIP: Remember, all EBI reports default sort by the left most column. You can modify the sort by moving a different column to the far left side of the table, or using the Sort customization options by right clicking on any column header.

Transaction Detail View

Account	Department	Project Id & Desc	Fund Code	Program Id	Event Id	Journal Id	Journal Date	Accounting Period	Fiscal Year	Journal Created by	Journal Header Desc	Journal Line Desc	Journal Line Ref	Expense Report Traveler	Vendor Desc	PO ID	Voucher Id	Invoice Num	Monetary Amount ($)
42300- Endowment Income	836070- ECAS: Dance	00034414- Kaplan Family Dance Fund	2371	00000	0000	0001122672	1/27/2020	5	2020	TLBARR	Partial Endowment Distribution	Partial Endow Inc-00023480	00023480	-	-	-	-	-	(1,053.00)
46330- Gifts Rev - Oper - Private	836070- ECAS: Dance	R6345850- FRIENDS OF DANCE	3311	00000	0000	DUR1075635	9/11/2019	1	2020	-	DUR (ACE) JE	DUR (ACE) JE	1987747	-	-	-	-	-	(18.00)
46330- Gifts Rev - Oper - Private	836070- ECAS: Dance	R6345850- FRIENDS OF DANCE	3311	00000	0000	DUR1077193	9/16/2019	1	2020	-	DUR (ACE) JE	DUR (ACE) JE	1987877	-	-	-	-	-	(100.00)
46330- Gifts Rev - Oper - Private	836070- ECAS: Dance	R6345850- FRIENDS OF DANCE	3311	00000	0000	DUR1077898	9/17/2019	1	2020	-	DUR (ACE) JE	DUR (ACE) JE	1987900	-	-	-	-	-	(250.00)
46330- Gifts Rev - Oper - Private	836070- ECAS: Dance	R6345850- FRIENDS OF DANCE	3311	00000	0000	DUR1078686	9/18/2019	1	2020	-	DUR (ACE) JE	DUR (ACE) JE	1988516	-	-	-	-	-	(20.00)
46330- Gifts Rev - Oper - Private	836070- ECAS: Dance	R6345850- FRIENDS OF DANCE	3311	00000	0000	DUR1080646	9/24/2019	1	2020	-	DUR (ACE) JE	DUR (ACE) JE	1989556	-	-	-	-	-	(50.00)

The “**Extended Detail View**” includes all of the columns in the “Transaction Detail View,” plus additional columns and is sorted by Journal Source.

The last view is the “**Table View**” and includes all columns for customizing and or exporting.

TIP: Need additional information? Try to customize any of these views by including columns that may be excluded. Right click on any column header and choose “Include Column” to see what additional data is available for this report.

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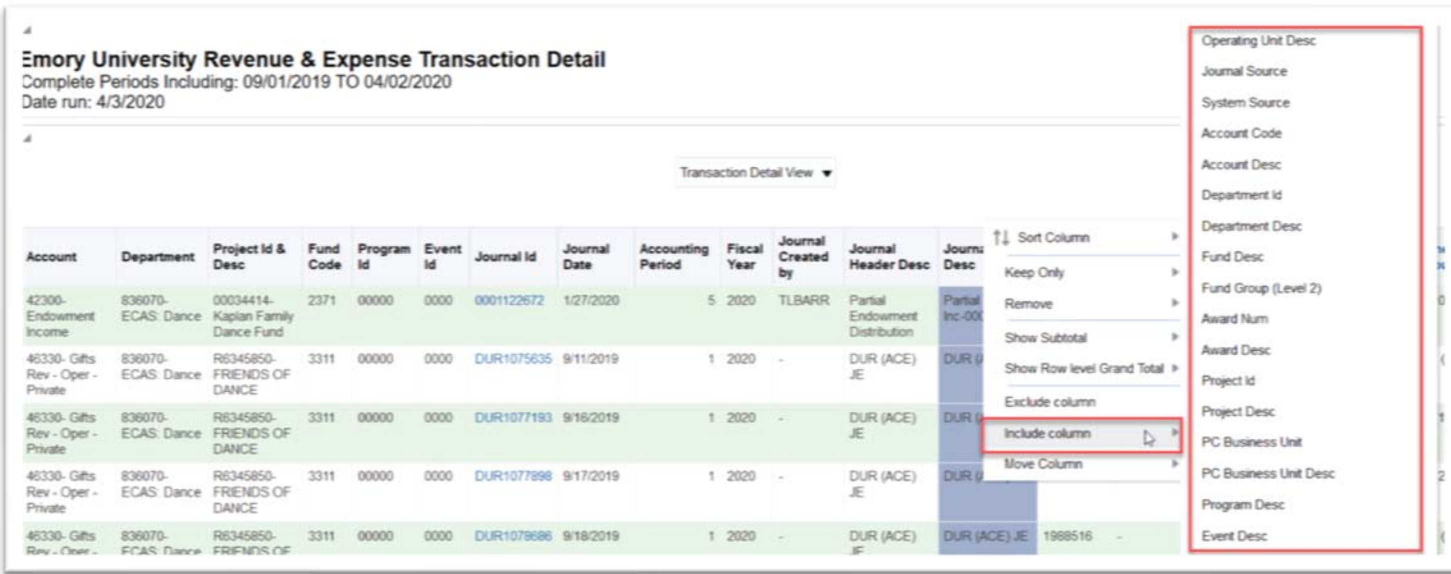
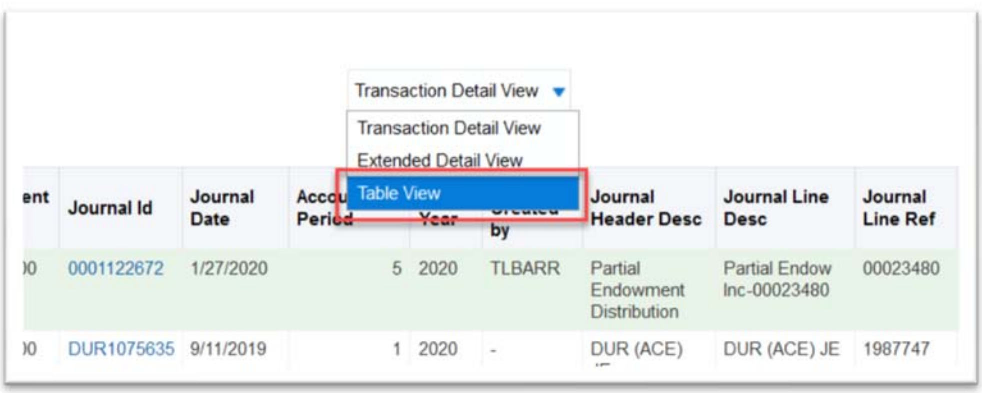
Excluded Columns on the Revenue & Expense Detail Page Reports:

The Revenue & Expense Detail reports have many excluded columns that can be useful for users. For a comprehensive list of available columns, simply right click on any column header and choose Include Column, or select the Table View from the view selector.





Listed below are some commonly used columns that many users find helpful to include in their customizations on the Revenue & Expense Detail Page.

- **Accounting Line Desc**: this column serves as a "catch all" for various pieces of information. It includes data such as, but not limited to: the Emory Express item (ie the type of pen ordered from Staples), ticket number and passenger name for direct billed airfare, RST ID, Journal Mover Header ID.
- **Merchant**: this column displays the Merchant for a Corporate Card or Purchasing Card transaction.
- **Purchaser Name**: this column displays the NetID of the person that submitted a Purchase Order in Emory Express.
- **Expense Report ID**: this column displays the actual Expense Report ID for an approved expense report.

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Revenue & Expense Summary (Journal) Page

Revenue & Expense Transaction Detail Report

Revenue & Expense Detail | **Revenue & Expense Summary (Journal)** | Revenue & Expense Detail Vendor Inquiry

Selecting Prompts:

The Revenue & Expense Summary (Journal) Page uses the same prompts as the Revenue & Expense Detail page. Refer to page 3 of this job aid for prompt assistance if needed.

View Options for the Revenue & Expense Summary (Journal) Page:

This page has a single view, with data sorted by Operating Unit, Award, Project, Department and Journal Header Source.

Remember, this page displays a summary of actuals at the Chartfield Level and Journal Source. It shows fewer detail than the Revenue & Expense Detail page and includes subtotals at the Journal Header Source.

TIP: The Journal Header Source indicates the source where the transactions originated. For example, Journal Source EX indicates that transaction was submitted on an Expense Report and Journal Source PAY indicates payroll.

Operating Unit	Award	Project	Department	Journal Header Source	Account	Fund	Class	Event	Program	Activity	Monetary Amount ($)
10000- Emory College	---	-- NA	836070- ECAS: Dance	AP	52180- Prof Fees - Honorariums	1002	A110	0000	00000	-	100.00
					52190- Prof Fees - Other	1002	A110	0000	00000	-	16,222.70
					52720- Audiovisual Services Exp	1002	A110	0000	00000	-	350.00
					52810- Marketing Expense	1002	A110	0000	00000	-	191.55
					53200- Supplies - Office Exp	1002	A110	0000	00000	-	735.48
					53600- Supplies - Other	1002	A110	0000	00000	-	3,836.33
					53810- Supplies - Software	1002	A110	0000	00000	-	251.38
					55700- Periodicals/Subscription Exp	1002	A110	0000	00000	-	44.95
					56460- Special Events Exp	1002	A110	0000	00000	-	103.88
					56515- Food & Catering Expense	1002	A110	0000	00000	-	766.15
					58212- Registration	1002	A110	0000	00000	-	2,470.00
					62440- Postage - Mail Expense	1002	A110	0000	00000	-	49.30
					62460- Printing Expense	1002	A110	0000	00000	-	985.00
					62490- Advertising & PR	1002	A110	0000	00000	-	1,471.48
				AP Total							**27,578.20**
				AR	48757- Product Sale Revenue	1002	A110	0000	00000	-	(435.00)
				AR Total							**(435.00)**

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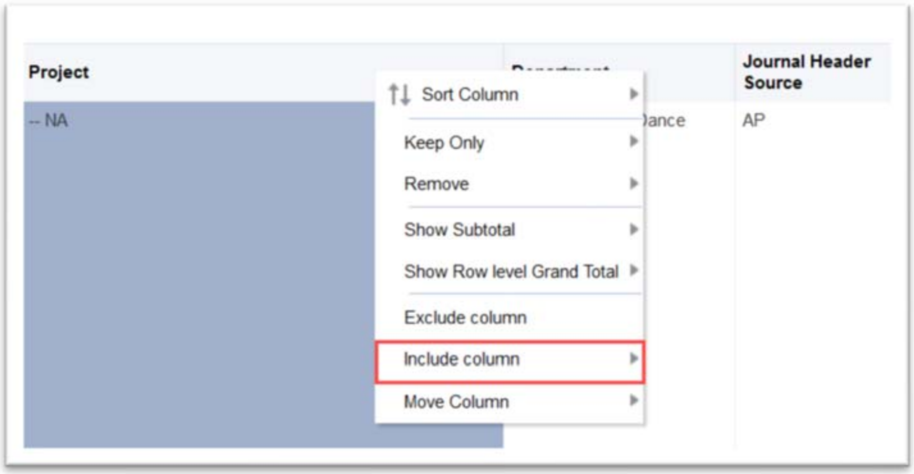
<u>Excluded Columns on the Revenue & Expense Summary (Journal) Page Reports:</u>

This page has fewer columns available to include than the default page. To view the options, simply right click on any column header and navigate to Include Column. Listed below are some, but not all, columns available to include:

- Fund Code & Desc
- Fund Group
- Line Description
- Journal Line Source
- Fiscal Year
- Accounting Period



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Revenue & Expense Detail Vendor Inquiry Page

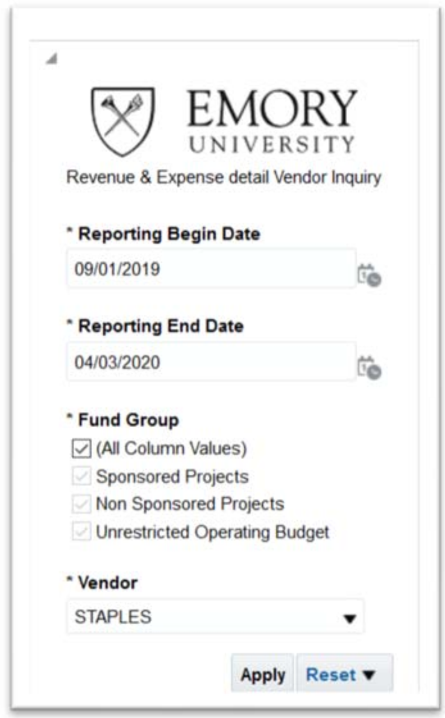
Remember, this page allows users to prompt on specific Vendors and see all transactions for those Vendors within the prompted timeframe.

Selecting Prompts:

1. Select the Reporting Begin Date and Reporting End Date. The default Begin Date is September 1 of the current fiscal year. The default End Date is today's date.

2. If a specific Fund Group is needed, uncheck "All Column Values" and select the fund group(s) you wish to see data for. Otherwise, you can leave the default selection of "All Column Values"

3. Select the Vendor(s) you wish to see.



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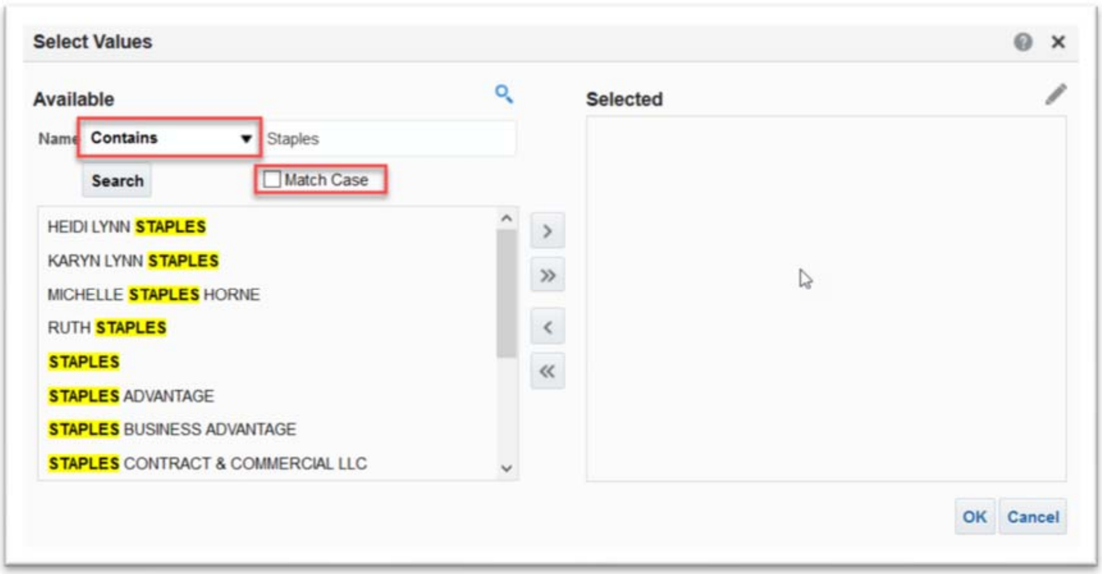
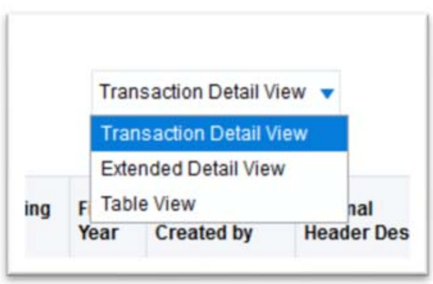
TIP: When searching for a Vendor, it is recommended that you change the "Name" field from "Starts" to "Contains" and uncheck the box next to Match Case. Vendor names are manually entered by employees and could be entered in various ways. Going through these steps increases your chances of locating the Vendor you need in the prompts.



REMEMBER: The Revenue & Expense Transaction Detail Report contains a lot of data and it can take some time for results to populate the report, depending on your prompt values. If the report takes too long to run, or you receive an error message, try narrowing your prompt selection(s) to be more specific or choose a shorter period of time.

View Options for the Revenue & Expense Detail Vendor Inquiry Page:
After the report has run and data is displayed, a View Selector will appear above the data table. This page has three view options available.



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The default report view is the "**Transaction Detail View**" and displays a table of transactions that have posted, sorted by Account Code for the prompted Vendor, Fund and time period.

Account	Department	Project	Fund Code	Program	Event	Journal Id	Journal Date	Accounting Period	Fiscal Year	Journal Created by	Journal Header Desc	Journal Line Desc	Journal Line Ref	Expense Report Traveler	Vendor Desc	PO ID	Voucher Id	Invoice Num	Monetary Amount ($)
52105- Prof Fees - Contract Work	080010- CL: Extrnl Relations Communctn	-- NA	1002	80023	0000	AP01075940	9/12/2019	1	2020	-	AP Accruals	AP Accruals	-	-	STAPLES BUSINESS ADVANTAGE	A211621	W026419	3424839358	26.59
52190- Prof Fees - Other	080165- CL:Civic & Comm Engagement	-- NA	1002	00000	0000	AP01083209	9/27/2019	1	2020	-	AP Accruals	AP Accruals	-	-	STAPLES BUSINESS ADVANTAGE	A217225	W038993	3426093517	118.67
53100- Supplies - Instructional Exp	160070- HR:Learning & Organization Dvl	-- NA	1002	00000	0000	AP01079080	9/19/2019	1	2020	-	AP Accruals	AP Accruals	-	-	STAPLES BUSINESS ADVANTAGE	A213293	W032789	3425418509	97.43
53100- Supplies - Instructional Exp	160070- HR:Learning & Organization Dvl	-- NA	1002	00000	0000	AP01082782	9/26/2019	1	2020	-	AP Accruals	AP Accruals	-	-	STAPLES BUSINESS ADVANTAGE	A213293	W033999	3425418510	(18.00)
53100- Supplies - Instructional	160070- HR:Learning & Organization Dvl	-- NA	1002	00000	0000	AP01082782	9/26/2019	1	2020	-	AP Accruals	AP Accruals	-	-	STAPLES BUSINESS ADVANTAGE	A213293	W036980	3425809321	(97.43)

The "**Extended Detail View**" includes all of the columns in the "Transaction Detail View," plus additional columns and is sorted by Journal Source.

The last view is the "**Table View**" and includes all columns for customizing and or exporting.

TIP: The Revenue & Expense Detail Vendor Inquiry page has the same excluded columns available as the Revenue & Expense Detail page.

More Information:

For additional assistance, please contact the Analytics & Reporting team via the [Finance Support Center](). Choose **Emory Business Intelligence (EBI)/Reporting** as your ticket category.