# THE COMPREHENSIVE TRANSACTION DETAIL REPORT

Report provides transaction detail across all funds and accounts for a variety of periods. Includes direct links to source documentation.

NAVIGATION

1. Login into myUFL and navigate to: **Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics**
2. To open the report, click on the **Team Content folder**.
   - The Team Content folder is used for reports shared by you and other members of your team.   The My Content folder is used for your personal reports.
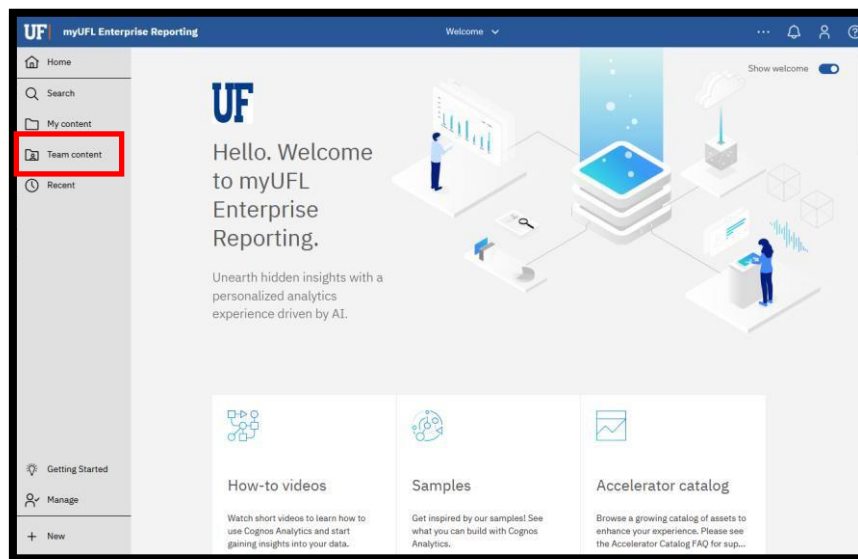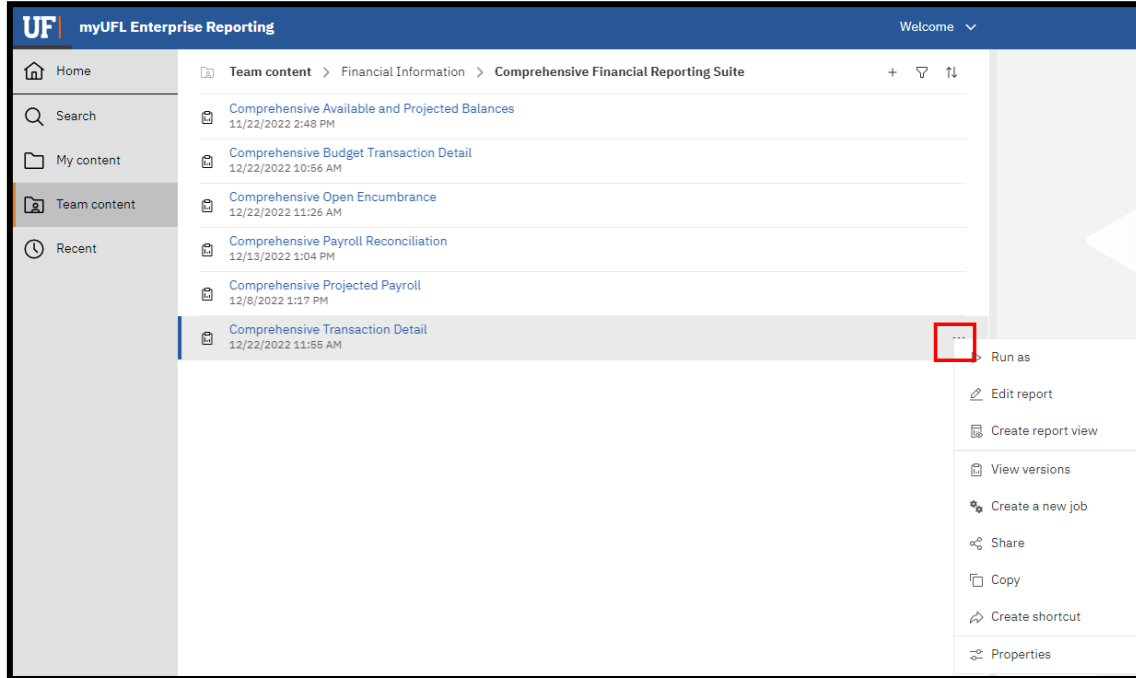

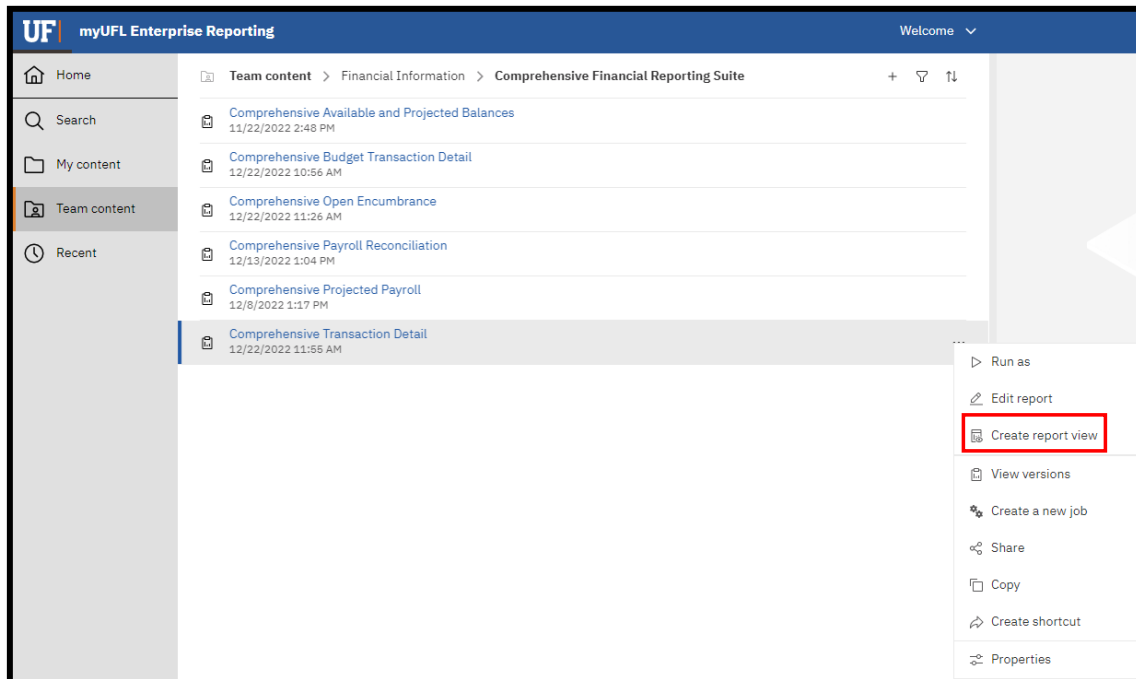3. Navigation to the report: **Team content > Financial Information > Comprehensive Financial Reporting Suite**
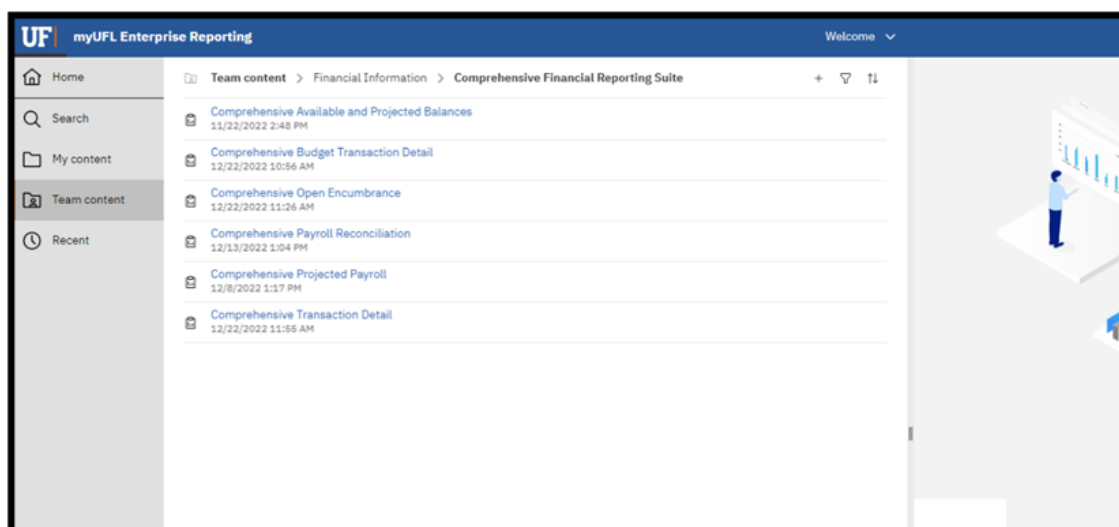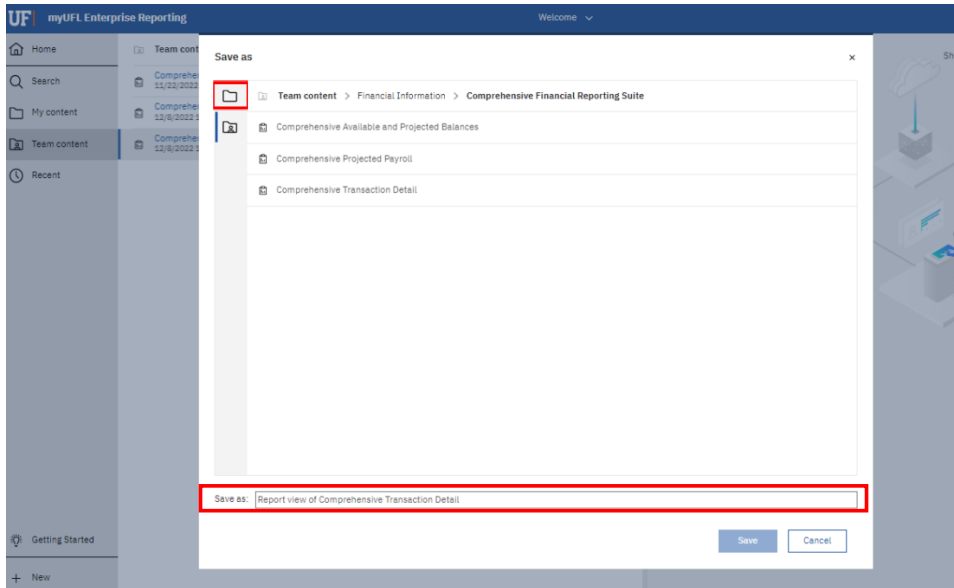
CREATING REPORTING VIEW AND SETTING PROMPTS

1. Click the **more** options (ellipses).

2. Select **Create report view.**

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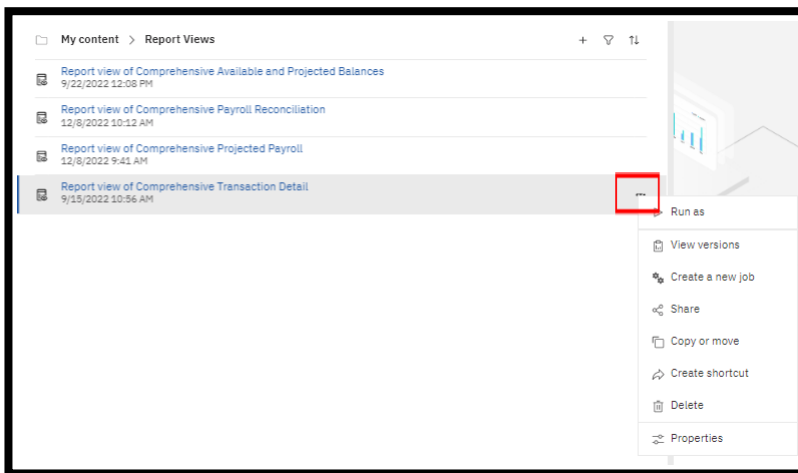Enterprise Analytics

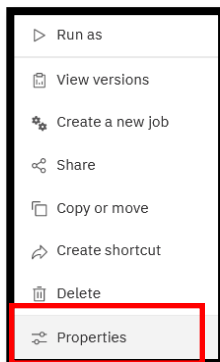3. Name the report as desired and save to your **My Content** folder:

4. Navigate to the saved report view and click the **more** icon.

5. Click **Properties**.

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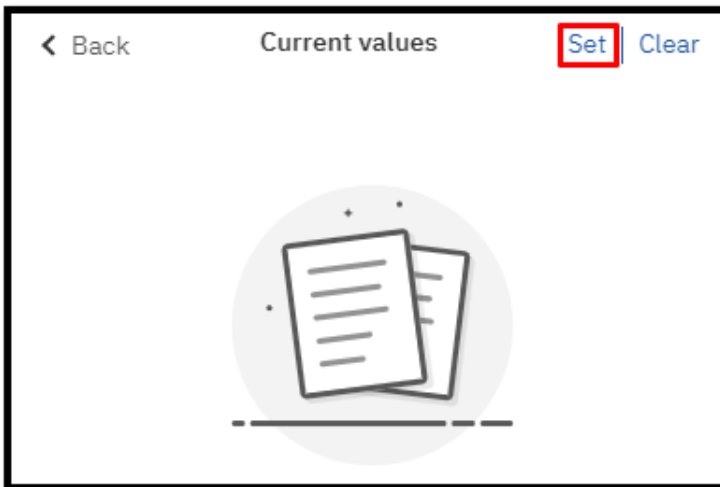
6. Click **Report**, then **Set Values:**
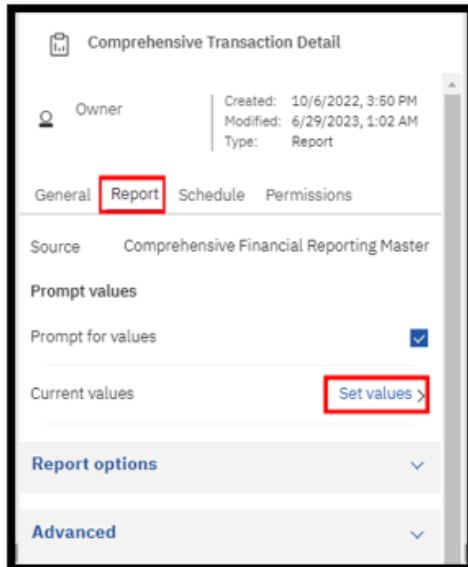
7. Click **Set.**

8. Set the **Required** and **Optional** prompts and then click **Run Report.**

This report will be downloaded in Excel format

Fiscal Year/Accounting Period or Accounting Date Range

Select ONE Fiscal Year

Fiscal_Year

Select Accounting Period(s)

- 0 - Beginning Balance
- 1 - July
- 2 - August
- 3 - September
- 4 - October
- 5 - November

Select all Deselect all

OR

Select Date Range

From:
- ○ Jul 3, 2023
- ● Earliest date

To:
- ○ Jul 3, 2023
- ● Latest date

Choose Relative Timeframe: (ie Current or Prior Accounting Period)

Relative Timeframe

Include or Exclude Chartfield Descriptions?

Exclude Chartfield Descrs

Comprehensive Transaction Detail

Description: Report provides transaction detail across all funds and accounts for a variety of periods. Includes direct links to source documentation.

Inquiries: Please contact reporting-services@ufl.edu with any questions or comments.

Last Modified: 6/30/23

Chartfield Values

Select College

College Code Mask and Desc

OR

Select DeptID(s)

Keywords:
Input keywords here

Select all

No Results

Choices:

Select Fund(s)

Keywords:
Input keywords here

Select all

No Results

Choices:

OR

Select Account Code(s)

Keywords:
Input keywords here
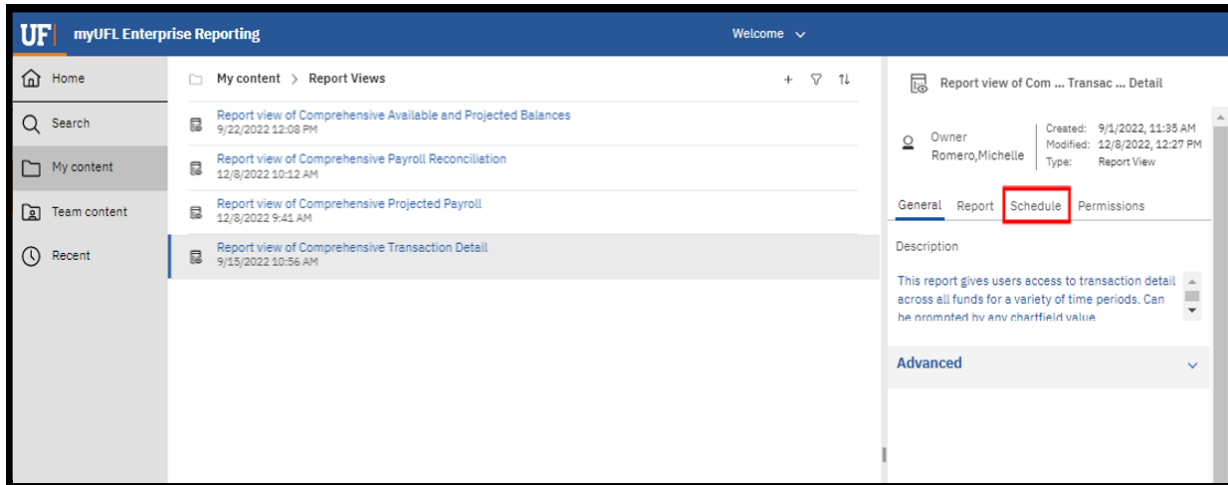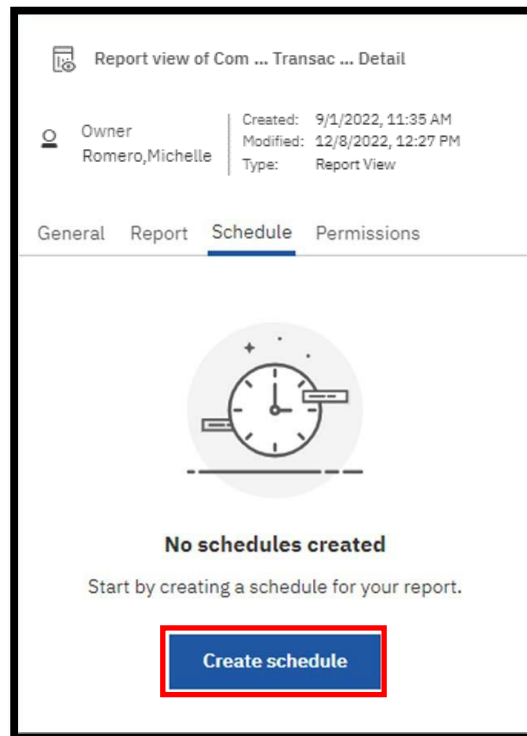
Select all

No Results

Choices:

**OR**

SCHEDULING THE REPORT FOR EMAIL DELIVERY

1. Click **Schedule**.

2. Click the **Create Schedule** button.

3. Select when and how frequently you would like to receive the report.

Report view of Comprehensive Transaction Detail
Report view of Comprehensive Transaction Detail

Schedule   Options   Prompts

Frequency

Type   Weekly

Repeat every   1   week

Repeat on   M T W T F S S

☐ Daily time interval ⓘ

Period

Start   🗓 2022-07-05   🕐 4:00 PM

☑ No end date

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4. Click on the Options Tab and select **Send the report by email.** Set email options by clicking Edit Details.
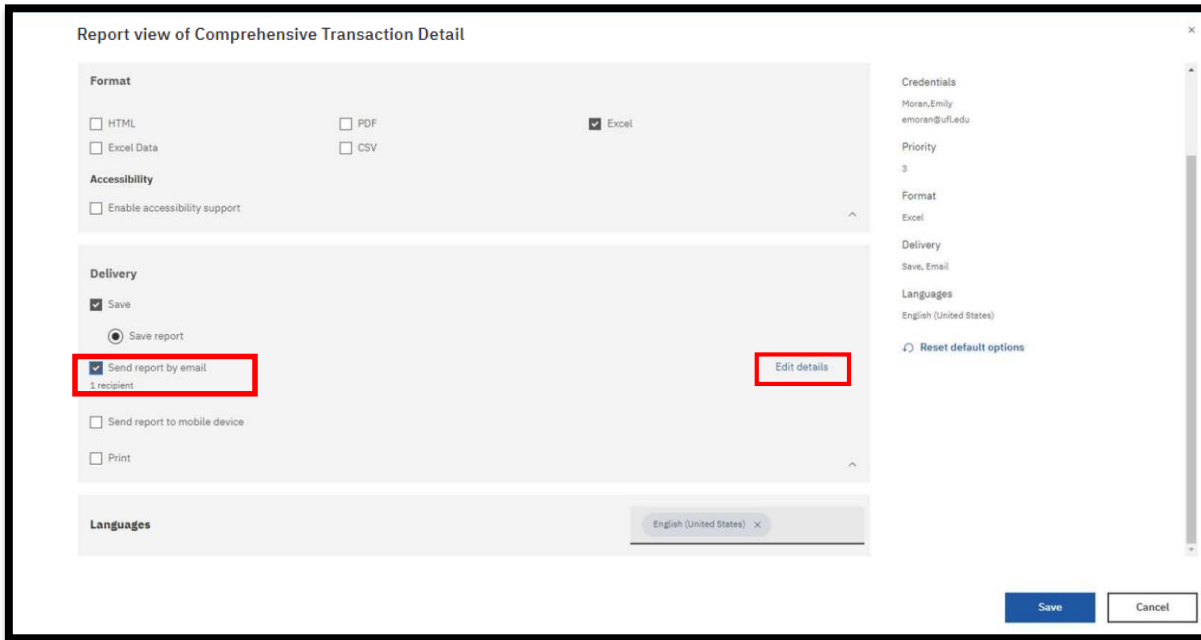
5. **A best practice is to send the report as a link** rather than as an attachment to ensure that the recipient has permissions to view the data. This will also ensure that large files are not prevented from being sent through email. The recipient will have to log into Enterprise Analytics. Gatorlink will authenticate their permissions
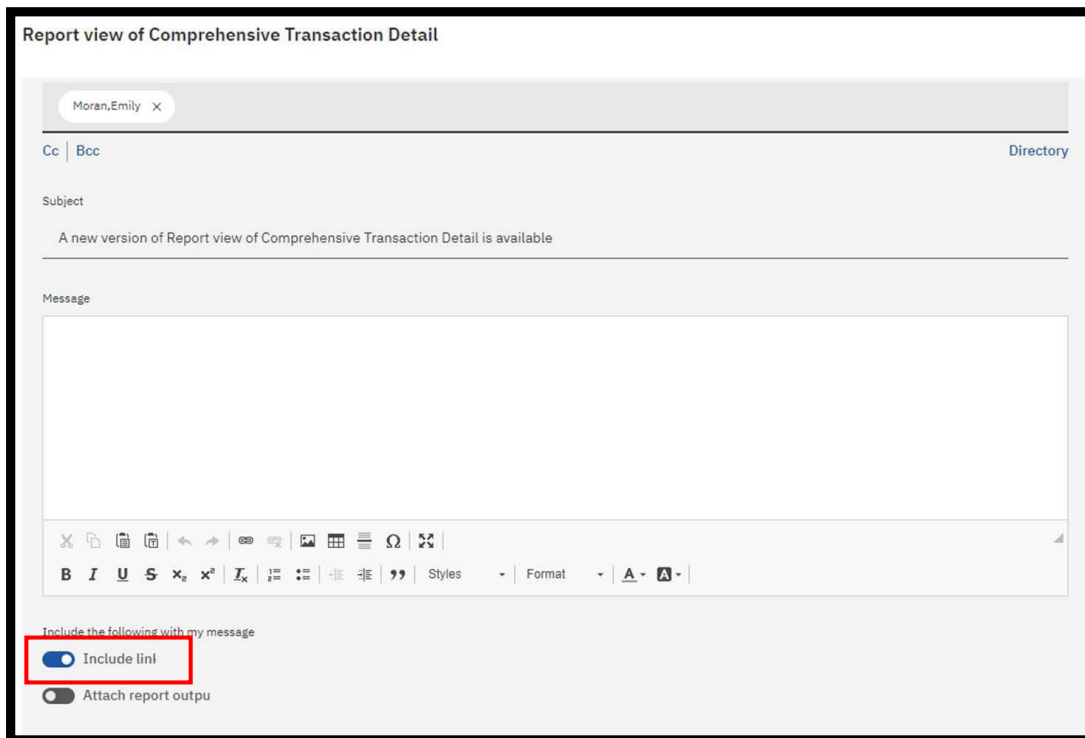
6. Click **Save**
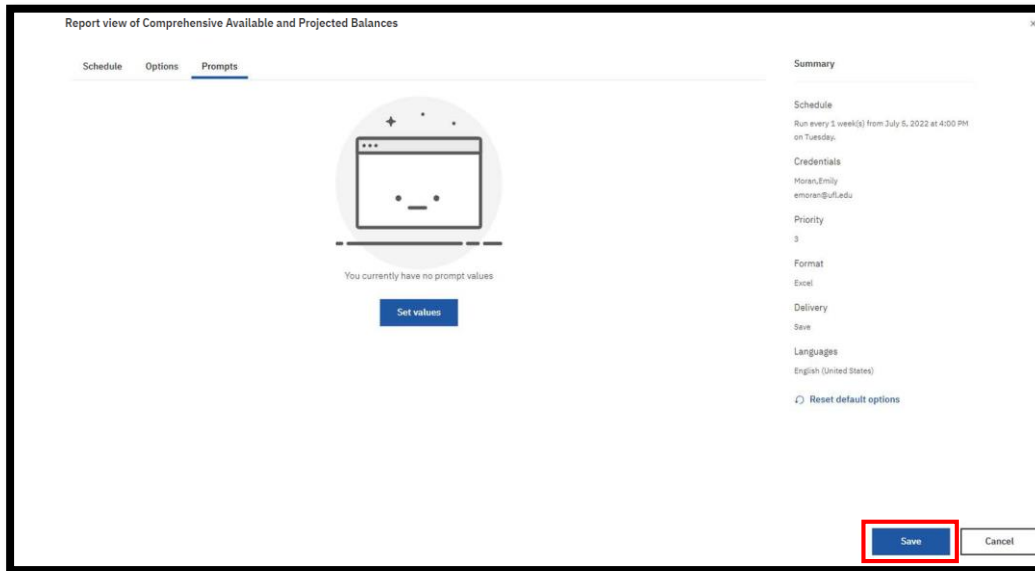
7. The schedule confirmation message displays. Make sure that **Schedule** is set to enable
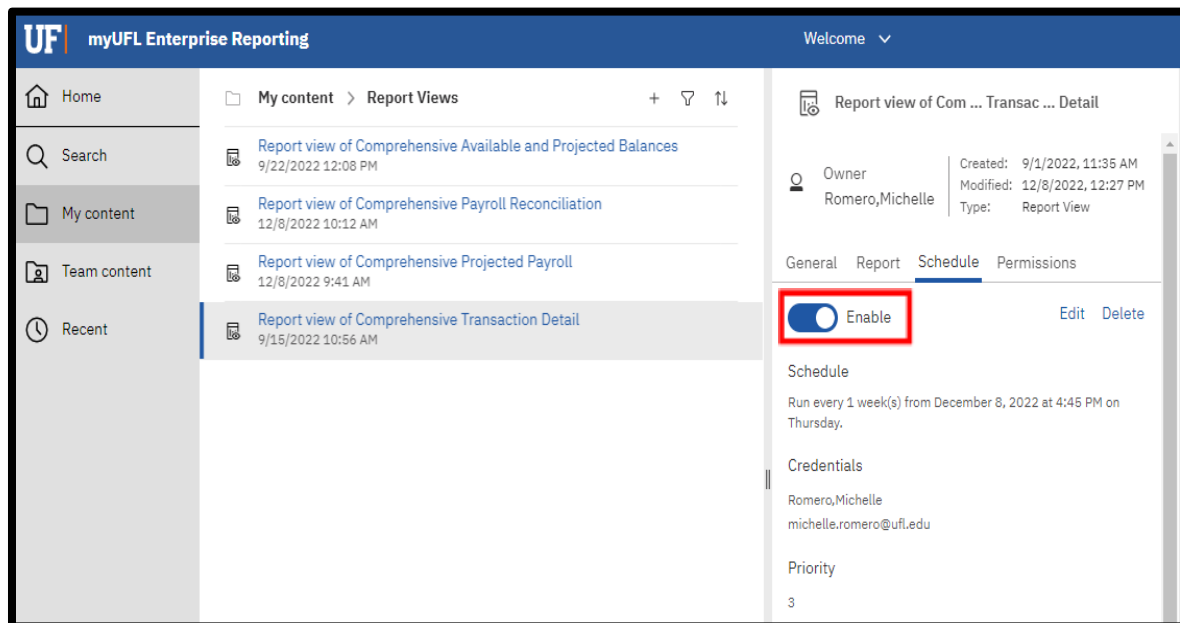
Report Prompts with Explanation

- Fiscal Year/Accounting Period or Accounting Date Range
  - Select ONE Fiscal Year
  - Select Accounting Period(s)
  - Select Date Range
  - Choose Relative Timeframe
    - Current Fiscal Year, Current Acctng Period, Prior Fiscal Year, Prior Acctng Period, Prior Week
  - Include or Exclude Chartfield Descriptions
    - This prompt will allow you to either include or exclude description of Chartfield values
      - Excludes: 731100
      - Includes: 731100 - Lab Supplies
- Chartfield Values:
  - College
  - Dept ID(s)
  - Fund(s)
  - Account Code(s)
  - Source of Fund(s)
  - Budget Reference(s)
  - Flex Code(s)
  - Program Code(s)
  - EmplID Chartfield(s)
  - CRIS Code(s)
- Project / Award Related Values:
  - Project ID(s)
  - Award ID(s)
  - Award PI UFID(s)
  - Project Manager UFID(s)
  - Reporting Sponsor(s)

Report Export Fields with Explanation

- Acctg Date
- Jrnl Date
- Fiscal Year
- Accounting Period
- Sub-System Source
- Journal ID
- Transaction Detail
  - Depending on transaction type
    - Examples: Voucher#, TXN#, ER#, P/R Date
- Encumbrance Description
  - Depending on transaction type
    - Examples:
      - Payroll Journals: Employee Last,First Name,UFID and Job Record
      - Vouchers: PO #
      - Pcard: Voucher #
- Document Description Detail
  - Depending on transaction type

- Examples:
  - Payroll Journals: Fringe Category/Rate
  - Vouchers: Invoice #
  - Pcard & Expense Reports: Employee ID & Name

➢ Vendor ID
  - o Blank unless it is a voucher or Pcard expense
➢ Vendor
  - o Blank unless it is a voucher or Pcard expense
➢ Doc Desc
  - o Depending on transaction type
    - Examples:
      - Payroll Journals: Distribution Percentage
      - Vouchers: Vendor + Line-Item Description
      - Pcard: Description
➢ Posted Amount
➢ Account Code
➢ Account Desc
➢ Dept ID
➢ Fund Code
➢ Program Code
➢ Budget Reference
➢ Source of Funds Code
➢ Project Code
➢ Project Title
➢ [Project Type](#)
➢ Project Dept ID
➢ Award ID
➢ Award Full Title
➢ Sponsor
➢ Award PI UFID
➢ Award PI Name
➢ Project Manager UFID
➢ Project Manager Name
➢ Flex Code
➢ EmplID
➢ CRIS Code
➢ OnBase Doc

ADDITIONAL HELP

Technical issues, contact the University of Florida Reporting Services
reporting-services@ufl.edu