

Quick Reference Guide:

How to Run the Transaction Report



Purpose:

The Transaction report will give Project Managers, Project Participants, and/or Financial Analysts access to individual transaction information for their data level access.

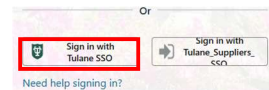
REQUIREMENT: To view data, users must have the Project Manager, Project Participant or Financial Analyst role. To obtain one of these roles, please submit a WaveWorks Service Now Access request including the data level needed to receive.

Step-by-Step:

Log into Gibson and click on WaveWorks Analytics & Reports link.



Use Tulane's SSO to sign in.



Click on the Navigator.



This is in the upper left hand of the screen.

Click on Catalog.



Click on Shared Folders.



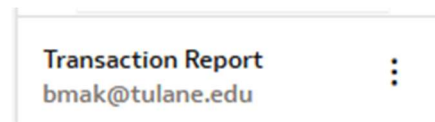
Click on Custom.



Click on FDI Production.



Open the report.



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Make selections from available search filters.

Click Apply to apply the filter.

Fiscal Period

Jul-26

Cost Center

All

Project

All

Natural Account

All

Cost Center Program

All

University Activity

All

Journal Source

All

Purchase Order Nu...

All

Apply

Invoice Number

All

Journal Batch

All

Payables Source Name

All

L5

All

L4

All

L3

All

Natural Account Lev...

Statement of A...

L5, L4, L3 (A grouping of Cost Centers for Reporting)

Review or Export the data.



This report will return the following data:

Fiscal Period	The month the activity was recorded
GL Accounting Date	The specific date that the activity was recorded in the General Ledger
Net Amount (Accounted)	The total of the transaction
Cost Center	The Cost Center where the activity occurred
Project	Account including GL, Non-Sponsored, and Sponsored Projects
Natural Account	Nature or classification of the transaction
Cost Center Program	Will be 00000 if no Cost Center Program was used
University Activity	Will be 0000 if no University Activity code is associated with the project
Journal Source	Where this transaction originated, i.e. Payables, EIT, Projects, Fringe, etc.
Combined Description	Combined value from Invoice Description, PO Line Description and Journal Line Description
Purchase Order Number	Transactions associated with the Expense Module will not show a Purchase Order Number
Supplier Name	Name of the Supplier
	Will show the employee name for Expense Reports



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Invoice Date	Date the transaction was invoiced For expenses this is the date where the report moved to payables for payment
Invoice Number	Expense Report numbers will show if this is associated with an expense report
Payables Source Name	Where is the transaction from, i.e. Expense Reports, B2B XML invoice (punch out)
Merchant Name	Will show the merchant name from Expense Reports
Payables Line Description	Will show the Description or the Expense Type for an expense report
Payment Document Number	The internal Tulane number associated with the payment
Expense Category	Will only show for Expense Reports
Payment Status Name	Will show if the payment has been cleared, voided, etc
Payment Date	Date the payment was made
Purchase Order Line Number	The line number on the PO May show No Value if there is not a line number
PO Line Description	The line description on the PO
Supplier Number	Will only show for Procurement Suppliers
Invoice Description	Expense report title or the description of the requisition will show here
Fiscal Year	The fiscal year when the activity was recorded
Journal Batch	The number associated with the Journal Batch



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Journal Batch Description	The description associated with the Journal Batch
Journal Header	The header title of the journal entry
Journal Line Description	The line description associated with the Journal Batch
Payment L5	A grouping of Cost Centers used for reporting
Payment L4	A grouping of Cost Centers used for reporting
Payment L3	A grouping of Cost Centers used for reporting
Debit Amount (Accounted)	Shows the debited amount
Credit Amount (Accounted)	Shows the credited amount

