Summary

Below are some of the main elements of the GL Detail-Transactions page:

- Click to filter grid by FAU
- Click to filter grid by Sub code
- Click to filter grid by Object code
- Click to filter grid by From and To date
Purpose

The purpose of the GL Detail- transactions page is to allow users to view expenses by transactions. The GL Detail-Transactions page consists of an expense grid. Below is a sample view of the GL Detail-Transaction page:

Screen Group

The GL Detail-Transactions page can be accessed four ways:

1. From the Overview page: user clicks the link titled GL-Detail Transactions under the Financial Summary

2. From the Menu Bar: User navigates to the Fund Details Tab and selects GL-Detail Transactions under the Financial Summary Tab
3. From another page: User can access the GL-Detail Transactions page if they are already on the GL-Detail Summary page and clicks the expense link.

4. From another page: User can access the GL-Detail Transactions page if they are already on the Sub by Sub page and clicks the expense link.

**Screen View**

The GL Detail-Transactions page is visible to all. The screen consists of a drop down options (green box) and once drop downs are selected, the GL Detail-Transactions grid appears (red box):
GL Detail-Transactions Dropdowns:

If the user accesses the GL Detail-Transactions page using the navigation bar, the default on the drop down filters should be View (All for Home and EFM, for Linked it would be their FAU), From (Current Month/Current Year), To (Current Month, Current Year), Sub (All).

If the user accesses the page by drilling from GL Summary Transactions, the filter will already be present and the report is generated to show that expense from the GL Detail-Transactions.

FAU Dropdown: user selects the FAU from the drop down box. For Home and EFM, user may select option “All”. For Linked, user can only view their FAU. Home Depts can see Linked FAUs.

Object: User selects Object code from drop down box. Object code selection has to exist for the Sub code that was selected, even if it doesn’t produce results. If no result is produced, the report will say “None found.” ie: If user selects Sub “03”, when they go select from the Object drop down box, it should only show Object codes that exists for Sub 03.

From: User selects Month and Year (for beginning date) through drop down box
To: User selects Month and year (for ending date) through drop down box. This includes the current month, even if that ledger month is still open.

**GL Detail-Transactions Grid**

The GL Detail-Transactions Grid contains a list expenses in the general ledger. The grid contains 11 columns: Sub, Object, Title, Account, CC, TE, Transaction ID, Transaction Doc Date, Effective Date, Description and Expense. Each column can be sorted in either ascending or descending order.

**Sub:** The Sub column should display Sub codes. The report will only display Sub codes that have actual expenses for the FAU selected.

**Object:** The Object column should display Object codes. Report should display only Object codes that have actual expenses for the FAU selected.

**Title:** The Title column should display the Title of each Sub-Object Code. Report should display only Titles that have actual expenses for the FAU selected.

**Account:** The Account column should display the 6 digit account number of the FAU.

**CC:** The CC column should display the 2 digit Cost Center of the FAU

**TE:** The TE column should display the Type Entry code

**Trans ID:** The Trans ID code should display the transaction ID for the expense.

**Trans Doc Date:** The Trans Doc Date should display the transaction document date of the expense.

**Trans Effective Date:** The Trans effective Date should display the transaction effective date of the expense.

**Expense:** The Expense column should display the expense amount. Unlike GL Detail- Summary, the expense on this page will not be linked.

**Total:** This should be the sum of all expenses listed.

**Report Generation**

The page can be exported to Excel.

**Page Access**

This page is viewable to: Dept Admin, Dept Sr fund Manager, Dept Fund Manager, EFM Director, EFM Supervisor, and the EFM Fund Manager.