Report – Transaction Detail

Getting to the Report

TEST Environment

https://reports.irttest.dcollege.net/

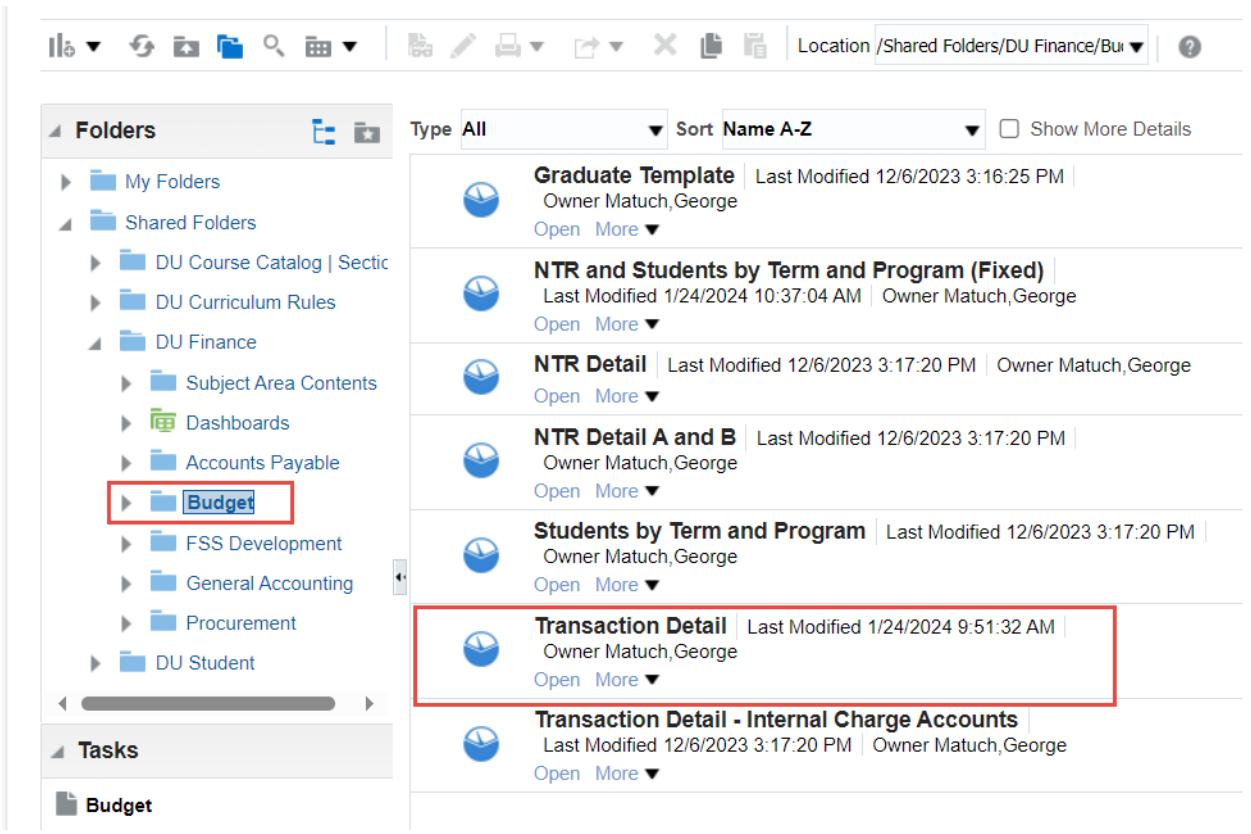
PROD Environment

https://reports.dcollege.net/analytics/

Once you sign in go to the gold ribbon at the top of the screen click Catalog

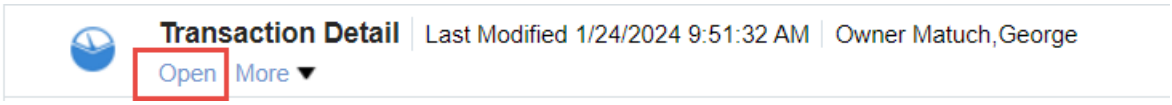


In the left hand pane expand Shared Folders>DU Finance > Budget > Transaction Detail



Insert final screenshot of catalog path here.

Click the blue “Open” link



Setting Parameters for the Dashboard

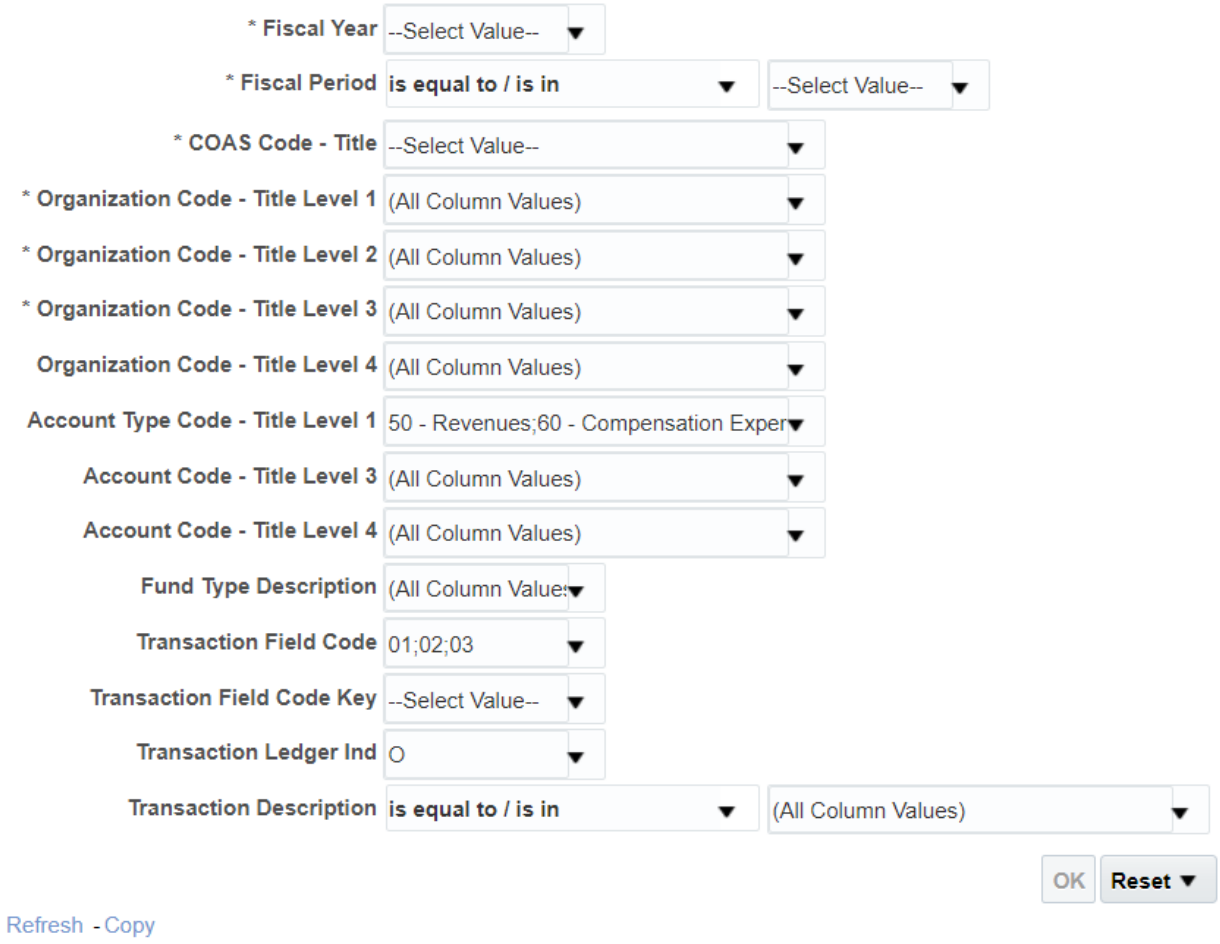
The dashboard, when opened, has some parameters preset but the data that will be displayed will be limited to what you have security access to see.

For example, the report runs for the total university, as (All Column Values) is selected for all the Organization Level parameters when initially opened but will only display the orgs that you have security access to view in Web Finance.

Please note that any field with an asterisk “*” next to it in the parameters section is a required field.

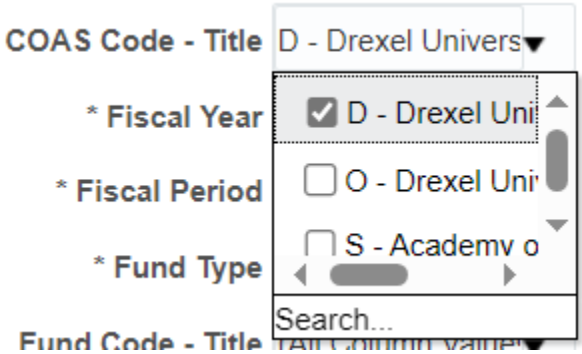
“**(All Column Values)**” is a valid selection so you do not have to enter a value unless you are trying to narrow down your report to a more limited set of data.

If a particular field has “**--Select Value—”** in the box, **you must select a value**.

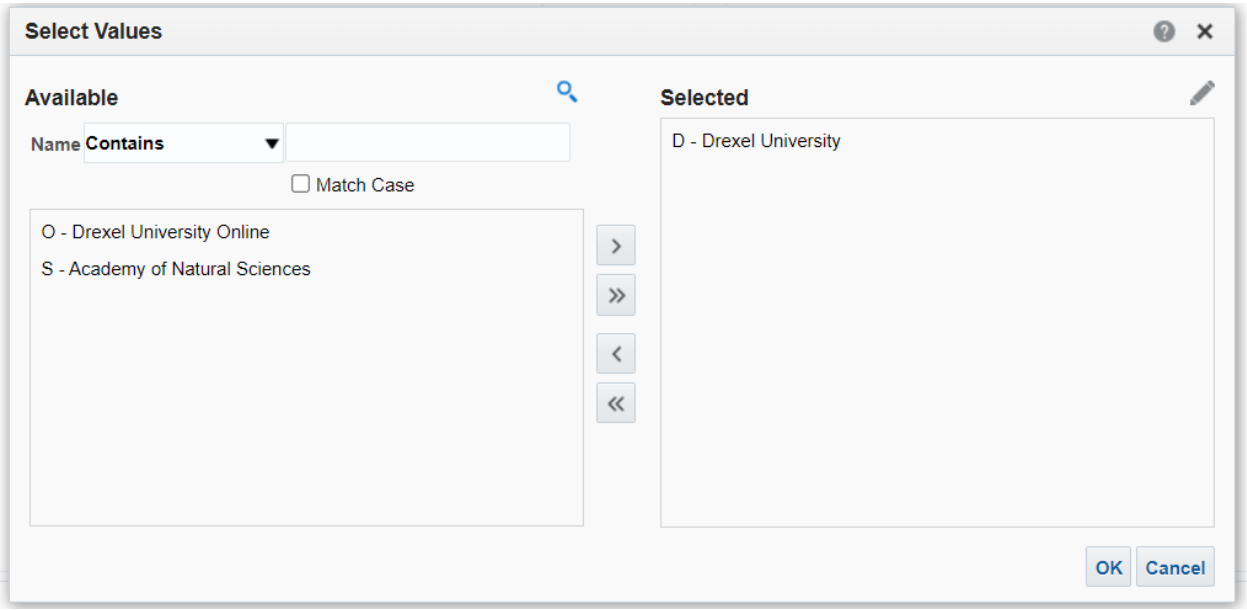


To change or add parameters, you have three methods available to you:

- you can type directly into the field box if you know the exact format the field requires, or
- click on the black triangle ▼ and select the check boxes of the values that appear or as prompted, please wait… until the values are populated, or



- you can also click on the word “Search…” which will open the Select Values window from which you need to move the values you want from the left side of the window to the right using the buttons in the middle of the window and click “OK” when you are finished.



Repeat this step for each field that you want to use to narrow down your selection criteria.

**** Note: NOT EVERY FIELD NEEDS TO BE FILLED OUT and the words “All Column Values” means that there are no restrictions for that field.**

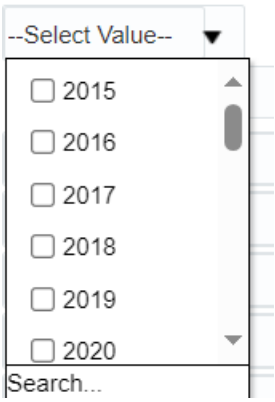
If you choose all column values, it effectively removes the filter for that field. If the report has a hard coded value… and you select all column values” it overwrites the hardcoded value. If the field has “select values” it will not overwrite the hardcoded value.

The query will run each time you update a field… so please remain patient.

When you have completed filling out all the parameters to your desired specifications, click on the **OK** button or **Reset** to clear all filters and start again.

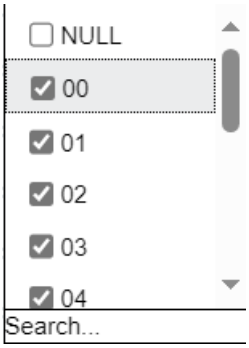


Fiscal Year: Four-digit code

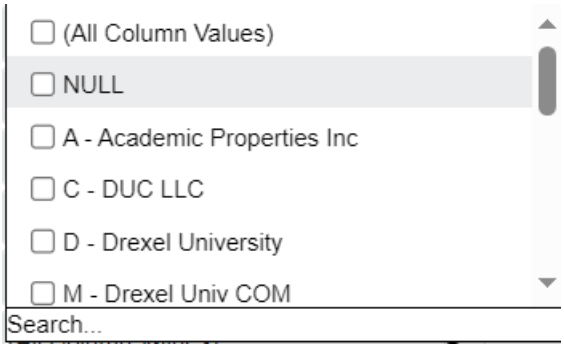


Examples of Parameter Values

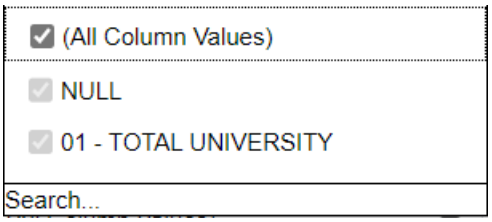
Fiscal Period: two-digit code except for NULL



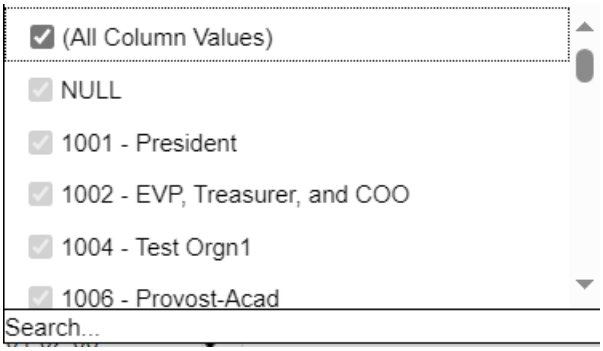
COAS code: Chart Code plus Description



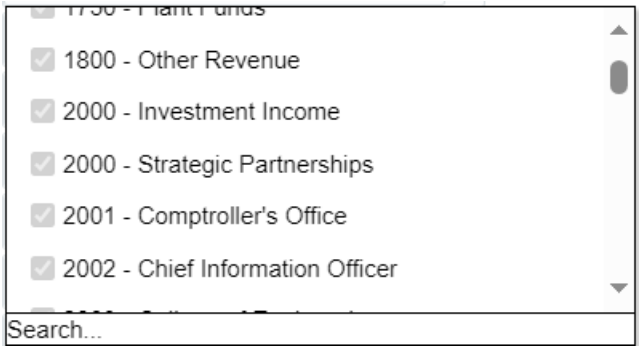
Organization Code – Title Level 1: Same as Orgn Level 1



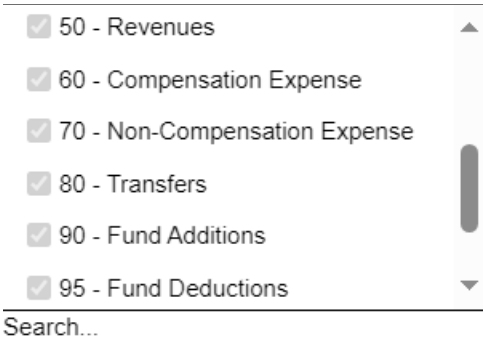
Organization Code – Title Level 2:



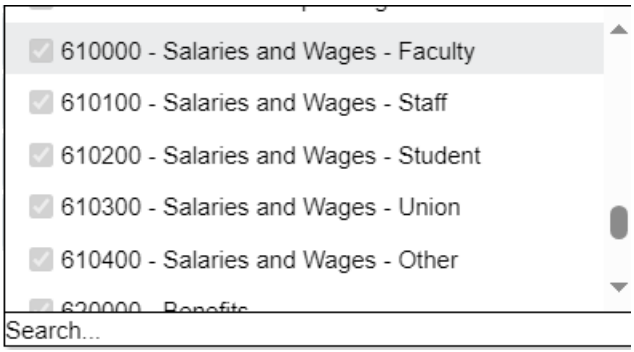
Organization Code – Title Level 3:



Account Type Code - Title Level 1:



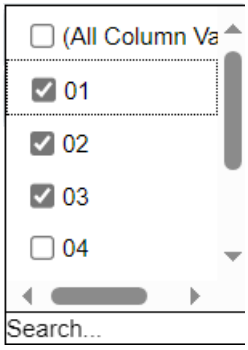
Account Code - Title Level 3:



Account Code - Title Level 4:



Transaction Field Code:



Key for Field Codes for each of the Transaction Ledgers are as follows:

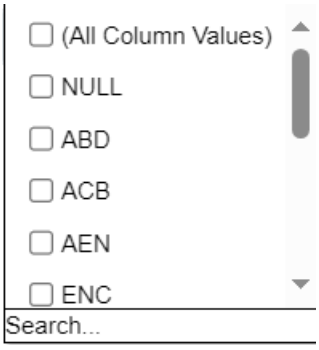
Banner Ledger and Field Codes

Transaction History Ledger and Field Indicators

(Banner FGQDOCP accessed from FGIDOCR and Cognos Transaction History)

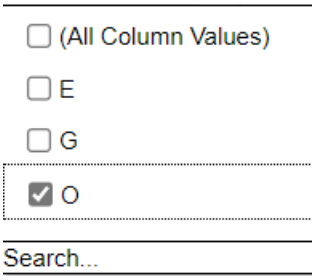
Ledger	Title	Field	Code	Description
G	General	01	D	Debits
		02	C	Credits
O	Operating	01	OBD	Original Budget
		02	ABD	Budget Adjustment
		03	YTD	Year to Date
		04	ENC	Encumbrance
		05	RSV	Budget Reservation
		06	ACT	Accounted Budget
		07	TMP	Temporary Budget
E	Encumbrance	01	ORG	Original Encumbrance
		02	ADJ	Encumbrance Adjustment
		03	LIQ	Liquidations

Transaction Field Code Key:



Note: if you use the Transaction Field Code filter in the section above it is best to keep the Transaction Field Code Key filter = (All Column Values).

Transaction Ledger Ind:



Check O only as the other Ledgers only apply to a small percentage of the end users.

G is for the General Ledger (Balance Sheet) which has other field code values

E is for the Encumbrance Ledger which also has other field code values

Transaction Description:

This field can be used to search for specific transaction descriptions. Unless you are trying to search for key words, leave this set at (All Column Values).



Included fields when exporting the data set

Transaction Ledger Ind
Transaction Field Code
Transaction Field Code Key
Transaction Document Sequence Code
Transaction Document Code
Transaction Rule Class Code
Transaction User ID
Transaction Document Reference Number
Transaction Date
Transaction Description
Transaction Vendor PIDM
Transaction Vendor ID
Transaction Vendor Name
Transaction Encumbrance Number
Transaction Debit Credit Ind
Transaction Activity Date
Transaction Budget Period
Transaction Sequence Number

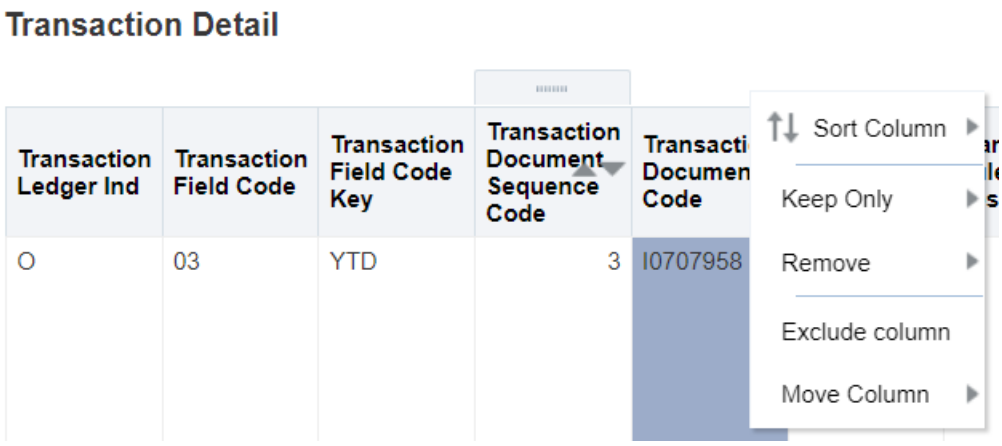
Organization Code - Title Level 4
Organization Code - Title Level 3
Organization Code - Title Level 2
Organization Code - Title
Fiscal Period
Fiscal Year
COAS Code - Title
Fund Code - Title
Account Code - Title
Program Code - Title
Activity Code - Title
Transaction Amount
Fund Type Attribute Value Description
Transaction Item Number
Transaction Rule Class Description
Fund Restriction Ind
Fund Type Code - Title Level 2
Fund Code - Title Level 1
Fund Code - Title Level 2
Fund Code - Title Level 3
Account Type Code - Title Level 1
Account Type Code - Title Level 2
Account Code - Title Level 1
Account Code - Title Level 2
Account Code - Title Level 3

Results

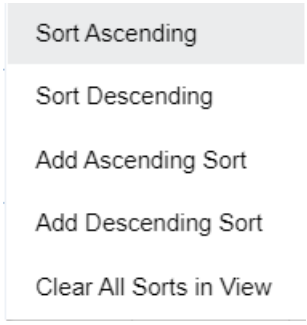
Results are returned in two sections:

- Tabular view
- Pivot view

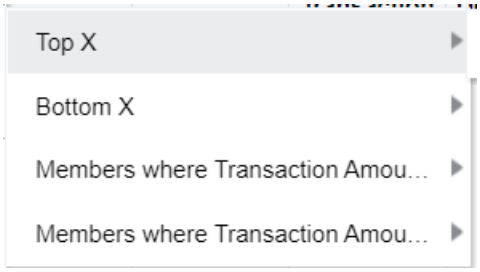
- For the Tabular view, you have several options to manipulate the table



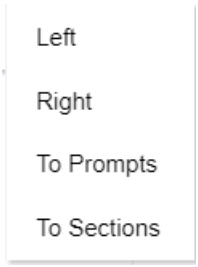
Sort Column:

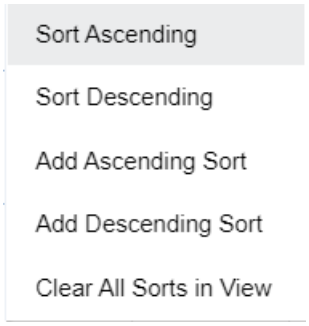


Keep Only/ Remove

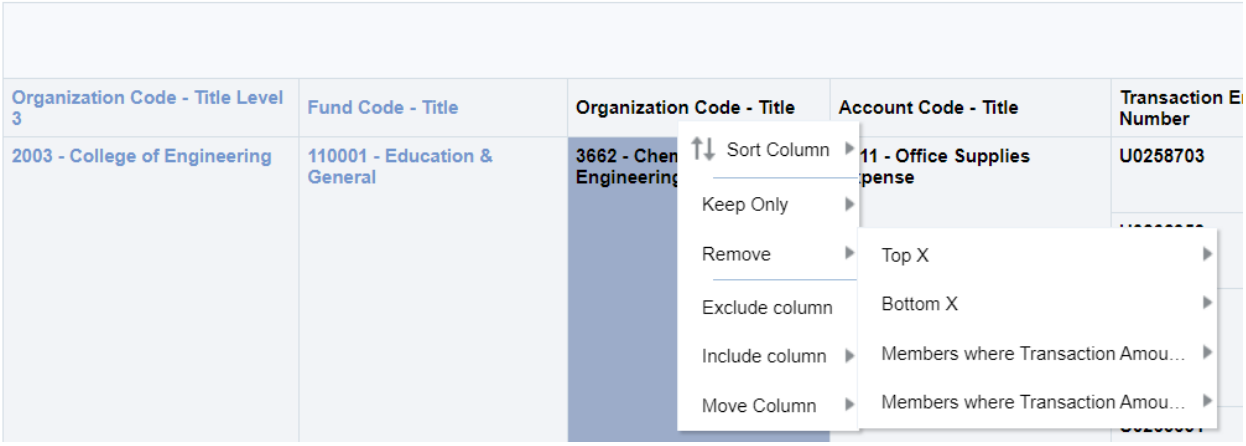


Move Column:

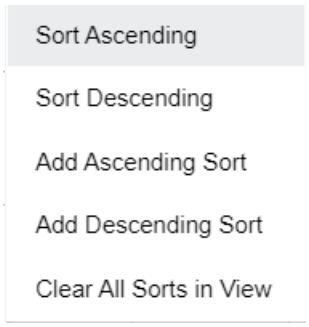




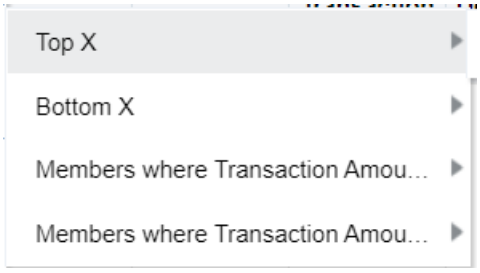
For the Pivot View you have similar options to manipulate the pivot as there were in the Tabular view.



Sort Column:



Keep Only/ Remove



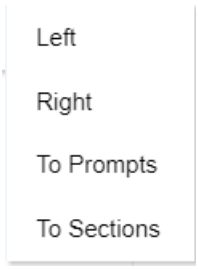
Exclude Column:

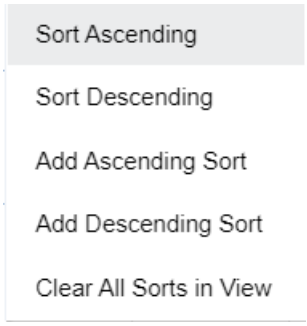
This command removes the column from the display.

Include Column:

This command adds the column to the display.

Move Column:





Blue colored fields can be drilled into