Instructions to access Financial Reports on CNAV

Step 1. Select 'My Finances' from the left hand drop down menu of CNAV.

Step 2. Click on the General Ledger Reports Link.

- **Step 3.**At this screen, click on the type of report folder you want to view (Department, Fund, or Project/Grant).
- **Step 4.** Select the report you want to view by clicking on the Department, Fund, or Project/Grant number.
- Step 5. Next, the name and date of the report for the individual Department, Fund, or Project/Grant will appear. To open this report in Excel, hold down the shift key and click on the report title.
- **Step 6.** Before printing, click on "Preview" to view how the report will print. To prints the entire report including detail, click on 'Entire Workbook'.

Understanding CNAV budget reports

While this tutorial applies specifically to the departmental Budget Status Summary – Operating Expenses report, the other financial reports listed on CNAV for both Funds and Projects/Grants function in the same manner but with fewer tabs.

Reports are run daily and posted to CNAV. Although the report period on the report does not change throughout the month (the report date on the report is always the last day of the month) the data within the report changes $each_{day}$ to include any transactions posted to the system the prior day. You can tell what time period is included in the report by looking at the last modified date in CNAV. The example below includes all transactions through 3/25/2019.

General Ledger Reports

File name: <u>CHRON01A_PROGRAM51_(2019-03-31)_Budget Summary Status - Exp.xlsm</u> Last modified date: 03/25/2019 05:15:23 AM

Close Window

um	imary '	View" Tab Overvie	w		Selectin expand	g the '+' b the colum	utton will ns to show	v								
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1 2 3			(\mathbf{F})	(\cdot)												
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3		· · · · · ·		Budget Sta	tus Summai	v - Operati	ng Expenses				1					
-						, print										
5				For	the Period Endu	ig August 31,	2009									
0	E	11100 Comment University of Fun	1													
0	Fund:	2XXXX Department Name														
0	Program	41 - Student Services														
10	110gram.	41 - Stutent Services														
11	Account#	Account Description	Base Budget	<u>Temporary</u> <u>Budget</u> Adjustments	<u>Adjusted</u> <u>Budget</u>	<u>Actual</u> <u>Activity</u> This Month	<u>Actual Y-T-D</u> <u>This Month</u>	<u>% Budget</u> <u>Used This</u> <u>Year</u>	<u>Balance</u>	Prior Actual <u>Y-T-D This</u> Month	Prior Year End YTD Actuals	<u>% YTD Tota</u> <u>Actual Used</u>				
12																
13	53003	Staff Wages - Casual	\$0.00	\$0.00	\$0.00	\$0.00	\$107.25	Not Budgeted	(107.25)	\$60.00	\$3,324,75	2%				
14	53005	Staff Overtime	-\$1,731.81	\$0.00	-\$1,731.81	\$1,655.79	\$1,714.85	-99%	(3,446.66)	\$4,334.83	\$22,704.64	19%				
15	54001	Student Wages- Non Workstudy	\$6,277.43	\$0.00	\$6,277.43	\$0.00	\$0.00	0%	6,277.43	\$0.00	\$8,938.86	0%				
16		Other Wage Expenses	\$4,545.62	\$0.00	\$4,545.62	\$1,655.79	\$1,822.10	40%	\$2,723.52	\$4,394.83	\$34,968.25	13%				
18		Other Compensation Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Not Budgeted	0.00	\$0.00	\$0.00	Not Budget				
19	(0100	D : 0.07 . 01	A16 776 01		A15 335 01	6 0.00	6000.05	(0)	11.052.05	A15 105 00	610.551.01	770/				
20	60100	Air&Ground	\$13,773.81	\$0.00	\$15,775.81	\$0.00	\$922.83	070 Not Pudgeted	(170.10)	\$13,123.95	\$19,001.81	60/				
21	60200	Telephone	\$18 023 63	\$0.00	\$18 023 63	\$0.00	\$175.10	1%	17 902 58	\$128.25	\$528.15	24%				
23	60203	Wireless Service	\$0.00	\$0.00	\$0.00	\$0.00	\$87.10	Not Budgeted	(87.10)	\$186.63	\$926.98	20%				
24	60420	Contracted Printing and Dup	\$4,769.22	\$0.00	\$4,769.22	\$0.00	\$0.00	0%	4,769.22	\$0.00	\$0.00	Not Budget				
25	61500	Travel/Transportation	\$41,278.00	\$0.00	\$41,278.00	\$0.00	-\$23.19	0%	41,301.19	\$0.00	\$174.92	0%				
26	61502	Travel/Mileage	\$43.00	\$0.00	\$43.00	\$0.00	\$0.00	0%	43.00	\$0.00	\$0.00	Not Budget				
27	61510	TravelOther	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	0%	15,000.00	\$0.00	\$23.19	0%				
28	61514	Registration Fees	\$1,906,00	00.02	\$1,806,00	00.02	00.02	09/	1 806 00	00.00	\$0.00	Not Budget				
29	61/01	The "Summa	rv View" ta	b reflects a	a summarv	of your D	epartment	's transacti	ons. listing	the 💾	\$3,782.00	11%				
21	64200	Pronorana/I	.,							00	\$0.00	Not Budget				
32	64315	Rental-Vet budget and a	actual exper	nditures fo	r each acco	ount. See	pages 3-6 t	tor detailec	l informati	on 🖁	\$0.00	Not Budget				
33	65000	Supplies &		an th - "C			-			R1	\$4 942.62	8%				
34	65001	Other Supp	ach column	on the "St	immary Vie	ew tab.				00	\$1.990.90	0%				
35	65004	Print Shop								89	\$4,390.93	84%				
36	66000	Equipment								00	\$403.92	0%				
37	66040	Books & Related Material	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Not Budgeted	0.00	\$335.70	\$335.70	100%				
38	69130	Memberships and Dues	\$18,535.00	\$0.00	\$18,535.00	\$0.00	\$0.00	0%	18,535.00	\$1,355.00	\$1,355.00	100%				
39	69150	Flower Arrangements	\$74.00	\$0.00	\$74.00	\$0.00	\$0.00	0%	74.00	\$0.00	\$0.00	Not Budget				
40 41		Other Expenses	\$373,054.15	\$0.00	\$373,054.15	\$177.80	\$2,173.51	1%	\$370,880.64	\$21,740.30	\$39,570.87	55%				

"Summary View" Tab – Expanded View

	1			r						_
	2			• •						
2		С	D	E F G	H 1	I J K	L N	1 N O	P (Q R
	3							Budget Statu	is Summary -	- Operating I
=	÷		11	1		1		E	Denie d De die e	August 21, 200
_	2							For the	e Penoa Enaing	August 51, 200
-	0	Funde	11100 Current Unrestricted Fur							
-	8	Department	· 3XXXX - Department Name							
-	9	Program	41 - Student Services							
	10			note: Colu	umns inversed 1 –	7 are only seen w	hen tus 👘 is sel	ected.		
	11	Account#	Account Description	<u>Roll</u>	Board Approved	Beginning Budget	Enrichment	Department Permanent	<u>Permanent</u> <u>Budget</u>	Base Budget
	12									
.	13	53003	Staff Wages - Casual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
•	14	53005	Staff Overtime	\$3,268.19	-\$5,000.00	-\$1,731.81	\$0.00	\$0.00	\$0.00	-\$1,731.81
•	15	54001	Student Wages- Non Workstudy	\$6,277.43	\$0.00	\$6,277.43	\$0.00	\$0.00	\$0.00	\$6,277.43
- [16		Other Wage Expenses	\$9.545.62	-\$5,000.00	\$4.545.62	\$0.00	\$0.00	\$0.00	\$4.545.62
	17		o mer vige zup mer		,					
	18		Other Compensation Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-	19		outer compensation 2npense							
• . -	20	60100	Post Office Charges	\$15,775,81	\$0.00	\$15,775,81	\$0.00	\$0.00	\$0.00	\$15,775,81
.	21	60120	Air&Ground	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	22	60200	Telephone	\$18,023.63	\$0.00	\$18,023.63	\$0.00	\$0.00	\$0.00	\$18,023.63
•	23	60203	Wireless Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
· [24	60420	Contracted Printing and Dup	\$4,769.22	\$0.00	\$4,769.22	\$0.00	\$0.00	\$0.00	\$4,769.22
•	25	61500	Travel/Transportation	\$71,278.00	-\$30,000.00	\$41,278.00	\$0.00	\$0.00	\$0.00	\$41,278.00
•	26	61502	Travel/Mileage	\$43.00	\$0.00	\$43.00	\$0.00	\$0.00	\$0.00	\$43.00
•	27	61510	TravelOther	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
•	28	61514	Registration Fees	\$4,806.00	\$0.00	\$4,806.00	\$0.00	\$0.00	\$0.00	\$4,806.00
•	29	61701	Meals on Campus	\$106,586.00	\$0.00	\$106,586.00	\$0.00	\$0.00	\$0.00	\$106,586.00
•	30	62100	Honorana/Lecturers	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
	31	64215	Rental-Buildings/Land	\$41.01	\$0.00	\$41.01	\$0.00	\$0.00	\$0.00	\$41.01
	32	65000	Supplies & Materials	\$1.585.00	\$0.00	\$1,082.78	30.00	\$0.00	\$0.00	\$1,082.78
	34	65001	Other Supplies	\$1,365.00	30.00	\$12,355.00	30.00	\$0.00	00.02	\$1,385.00
. -	35	65004	Print Shop Supps	\$0.00	\$0.00	\$12,475.00	\$0.00	\$0.00	\$0.00	\$0.00
.	36	66000	Equipment & Furniture	\$30,379,10	\$42,500,00	\$72.879.10	\$0.00	00.02	\$0.00	\$72.879.10
.	37	66040	Books & Related Material	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	38	69130	Memberships and Dues	\$18,535.00	\$0.00	\$18,535.00	\$0.00	\$0.00	\$0.00	\$18,535.00
•	39	69150	Flower Arrangements	\$74.00	\$0.00	\$74.00	\$0.00	\$0.00	\$0.00	\$74.00
-	40		Other Expenses	\$360,554.15	\$12,500.00	\$373,054.15	\$0.00	\$0.00	\$0.00	\$373,054.15
	41									
	42		Total for : Department X	\$370,099.77	\$7,500.00	\$377, 599. 77	\$0.00	\$0.00	\$0.00	\$377 ,599. 77

"Summary View" Tab – Expanded View (cont.)

🔺 S	T U	V W	X Y	ZA	A. AB A	A AD A	J AF A	A AH A	AJ AJ	AL A	A AN A	AP
3 1 1	nary - Opera	ting Expenses										
		8 1										
5 . E	anding August 3	1, 2009										
6												
7												
8												
9												
10				-		- A stored		0 a Handwood		Periou Astrol	Deriver Varia	
	One Time	Contingonou	Department	<u>1 emporary</u> Budget	Adjusted	Actual	Actual Y-T-D	<u>Word This</u>	Palanas	V T D This	Frior Year	% YTD Total
1	<u>One Time</u>	Contingency	Temporary	Adjustments	Budget	This Month	This Month	Vor	Dalance	1-1-D This Month	Actuals	Actual Used
				Aujustments		<u>1 nis Month</u>		<u>1 car</u>		Month	Actuals	
2	\$0.00	0.00	00.03	00.00	00.03	00.00	\$107.35	Not Dudgets 4	(107.35)	\$60.00	\$2.224.75	204
3	50.00	0.00	00.00	\$0.00	\$0.00	\$0.00	\$107.23	Not Budgeted	(107.20)	\$00.00	\$3,524.73	2%
5	\$0.00	\$0.00	\$0.00	\$0.00	\$6 277 43	\$1,055.79	\$1,714.85	-9970	6 277 43	\$0.00	\$22,704.04	1970
	\$0.00	50.00	\$0.00	\$0.00	\$4,5,45,62	\$1.CEE 70	61 022 10	40%	62 722 52	64 20 4 92	\$3,750.00	1.20/
10	\$0.00	\$0.00	\$0.00	\$0.00	\$4,545.62	\$1,655.79	\$1,822.10	40%	\$2,723.52	\$4,394.83	\$34,968.25	13%
. /			** **									
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Not Budgeted	0.00	\$0.00	\$0.00	Not Budgeted
19												
0	\$0.00	\$0.00	\$0.00	\$0.00	\$15,775.81	\$0.00	\$922.85	6%	14,852.96	\$15,125.93	\$19,551.81	77%
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$179.10	Not Budgeted	(179.10)	\$72.59	\$1,164.75	6%
2	\$0.00	\$0.00	\$0.00	\$0.00	\$18,023.63	\$0.00	\$121.05	1%	17,902.58	\$128.25	\$528.15	24%
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.10	Not Budgeted	(87.10)	\$186.63	\$926.98	20%
24	\$0.00	\$0.00	\$0.00	\$0.00	\$4,769.22	\$0.00	\$0.00	0%	4,769.22	\$0.00	\$0.00	Not Budgeted
25	\$0.00	\$0.00	\$0.00	\$0.00	\$41,2/8.00	\$0.00	-\$23.19	0%	41,301.19	\$0.00	\$174.92	0%
10	\$0.00	\$0.00	\$0.00	\$0.00	\$43.00	\$0.00	\$0.00	0%	43.00	\$0.00	\$0.00	Not Budgeted
./	50.00	50.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	0%	15,000.00	50.00	\$23.19	0%
8	50.00	\$0.00	\$0.00	\$0.00	\$4,800.00	\$0.00	\$0.00	0%	4,800.00	\$0.00	\$0.00	Not Budgeted
.9	\$0.00	\$0.00	\$0.00	\$0.00	\$100,580.00	\$0.00	\$0.00	0%	100,080.00	\$430.00	\$5,782.00	Not Pudgeted
1	\$0.00	\$0.00	\$0.00	\$0.00	\$41.61	\$0.00	\$0.00	0%	41.61	\$0.00	\$0.00	Not Budgeted
2	\$0.00	\$0.00	\$0.00	\$0.00	\$61.082.78	\$0.00	\$0.00	0%	61 082 78	\$0.00	\$0.00	Not Budgeted
3	\$0.00	\$0.00	\$0.00	\$0.00	\$1 585 00	\$177.80	\$686.92	43%	898.08	\$408.81	\$4 942.62	8%
4	\$0.00	\$0.00	\$0.00	\$0.00	\$12,475,00	\$0.00	\$0.00	0%	12,475,00	\$0.00	\$1,990,90	0%
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$199.68	Not Budgeted	(199.68)	\$3,697.39	\$4,390.93	84%
36	\$0.00	\$0.00	\$0.00	\$0.00	\$72.879.10	\$0.00	\$0.00	0%	72.879.10	\$0,00	\$403.92	0%
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Not Budgeted	0.00	\$335.70	\$335.70	100%
8	\$0.00	\$0.00	\$0.00	\$0.00	\$18,535.00	\$0.00	\$0.00	0%	18,535.00	\$1,355.00	\$1,355.00	100%
9	\$0.00	\$0.00	\$0.00	\$0.00	\$74.00	\$0.00	\$0.00	0%	74.00	\$0.00	\$0.00	Not Budgeted
0	\$0.00	\$0.00	\$0.00	\$0.00	\$373,054.15	\$177.80	\$2,173.51	1%	\$370,880.64	\$21,740.30	\$39,570.87	55%
1					,,					,		
											-	

1: Roll: (only seen when the '+' is selected) – The Base Budget from the previous year.

2: Board Approved: (only seen when_{the} '+' is selected) – During the budget process, certain line items may be identified to receive an across the board increase or decrease due to historical spending or trends in the market. These adjustments are approved during the budget process and are applied in the "board approved" column. These entries can be seen on_{the} Budget Ledger tab. The description of the approved change is noted in the Journal Line Description column of this tab.

3: Beginning Budget: (only seen when the '+' is selected) – The total of the Roll column plus any Board Approved Budget Adjustments

4: Enrichment: (only seen when the '+' is selected) – Additional budget dollars that are approved by the Board during the budget process and are used to fund existing, continual deficits or to fund new programs on an on-going basis.

5: Department Permanent: (only seen when the '+' is selected) – These are budget adjustments that are made by budget managers to permanently move existing budget dollars from one area/line within a budget to another area/line.

6: Permanent Budget: (only seen when the '+' is selected) – The sum of the Enrichment and Department Permanent budget adjustments.

7: Base Budget: The sum of the Beginning Budget plus the Permanent Budget Columns.

8: One Time: (only seen when_{the} '+' is selected) – Budget dollars that are applied to your budget on a one-time basis to fund either an expense for a particular year or to fund start-up costs on a trial basis for a new program.

9: Contingency: (only seen when the '+' is selected) – Budget dollars that are applied on_a one-time basis to fund unforeseen or unpreventable expenses

10: Department Temporary: (only_{seen} when the '+' is selected) – These are budget adjustments that are made by budget managers to temporarily move existing budget dollars from one area/line within a budget to another area/line to_{fund an} expense for that year only.

11: Temporary Budget Adjustments: The sum of the One Time, Contingency and Department Temporary_{Budget columns.}

12: Adjusted Budget: The sum of all "Permanent" and "Temporary" budget adjustments. This column is used in the CNAV reports to calculate the % of budget used and the budget balance.

13: Actual Activity This Month: Summary of all transactions made during the_{current} month. The current month is noted in the header of the report. The example report shown is for August 2009.

14: Actual Y-T-D This Month: Summary of all transactions made for the fiscal year through the current month.

15: % Budget Used This Year: Amount in Actual Y-T-D This Month column divided by Amount in Adjusted Budget column

16: Balance: Budget dollars remaining. Amount in Adjusted Budget column less Amount in Actual Y-T-D This Month column. Amounts presented with red brackets are amounts exceeding the budget.

17: Prior Actual Y-T-D This Month: Summary of all transactions made for the prior fiscal year through the current month.

18: Prior Year End YTD Actuals: Summary of all transactions made for the entire prior fiscal year.

19: % **YTD Total Actual Used:** Prior Actual Y-T-D This Month column divided by Prior Year End YTD Actuals column.

"Budget Ledger Journal Entries" Tab Overview

	H18		- ()	f_{sc}										
1 2 3		В	С	D	E	F	G	Н	I	J	K	L	М	N
	2													
	3		Journal Date	GL Journal ID	Scenario	Account	Fund	Department	Program	Class	Proj/Grt	Amount	Journal Line Description	Journal Line Reference
ГΓ·	4		2009-06-01	BUDGETLOAD	BOARD APP	53005	11100	3xxxx	41			(5,000.00)	Budget Holds	
—	5					53005 To	tal					(5,000.00)		
Γ·	6		2009-06-01	BUDGETLOAD	BOARD APP	61500	11100	3xxxx	41			(5,000.00)	Budget Cuts	
	7		2009-06-01	BUDGETLOAD	BOARD APP	61500	11100	3xxxx	41			(25,000.00)	Budget Holds	
Ē	8					61500 To	tal					(30,000.00)		
Γ·	9		2009-06-01	BUDGETLOAD	BOARD_APP	66000	11100	3xxxx	41			50,000.00	Funding	
·	10		2009-06-01	BUDGETLOAD	BOARD_APP	66000	11100	3xxxx	41			(7,500.00)	Budget Holds	
-	11					66000 To	tal					42,500.00		
-	12					Grand 2	Total					7,500.00		
	13													
	14													
	15													
	16													
	17													
	18													
	19				ть		ant	Indonia	urnal	[+r;	oc" +ob	roflocts th	•	
	20				11	ie Bud	get	Leager JC	uman	Entri	es lab	renects the	2	
	21				de	etail act								
	22						,							
	23				tra	ansacti	ons t	that may	be ma	de to	o your l	Departmen	ťs	
	24				or	oratin	, hu	tapt						
	25				0	Crating								
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	46													
	I Su	Immary \	View Budg	jet_Ledger_Jou	urnal_Entries	Actua	s_Led	ger_Journal_I	Entries	AP	Detail 🖉	Pcard Detail 🦯		14

"Actuals Ledger Journal Entries" Tab Overview

	M36		• (•	f_{x}												
1 2 3		В	С	D	E	F	G	Н	I	J	K	L	М	N	0	Р
	2															
	3		Journal Date	GL Journal ID	Source	Account	Fund	Department	Program	Class	Proj/Grt	Amount	Journal Line Description	Journal Line Reference	Year	
ГΓ·	4		2009-06-05	PAY0032132	HRP	53003	11100	3xxxx	41			107.25			2010	
—	5					53003 To	otal					107.25				
ΙΓ·	6		2009-06-05	PAY0032132	HRP	53005	11100	3xxxx	41			59.06			2010	
	7		2009-08-28	PAY0033080	HRP	53005	11100	3xxxx	41			1,655.79			2010	
_	8					53005 To	otal					1,714.85				
ΙΓ·	9		2009-06-30	POSTAGE	POS	60100	11100	3xxxx	41			726.43	Postg-Department X		2010	
$1 \pm \cdot$	10		2009-07-31	POSTAGE	POS	60100	11100	3xxxx	41			196.42	Postg-Department X		2010	
-	11					60100 To	otal					922.85				
ΙΓ·	12		2009-06-01	0000032675	ONL	60120	11100	3xxxx	41			51.05	UPS Air/Ground Charges-June 09		2010	
$\pm \pm \cdot$	13		2009-07-31	0000032893	ONL	60120	11100	3xxxx	41			128.05	July UPS Charges		2010	
_	14					60120 To	otal					179.10				
ΙΓ·	15		2009-06-30	0000032622	TEL	60200	11100	3xxxx	41			105.60	Tel Com Charges		2010	
$\pm \pm \cdot$	16		2009-07-31	0000032938	TEL	60200	11100	3xxxx	41			15.45	Tel Com Charges		2010	
_	17					60200 To	otal					121.05				
ΙΓ·	18		2009-06-24	APA0032476	AP	60203	11100	3xxxx	41			43.46	AP Voucher Accrual Entries		2010	
± 1	19		2009-07-24	APA0032818	AP	60203	11100	3xxxx	41			43.64	AP Voucher Accrual Entries		2010	
_	20					60203 To	otal					87.10				
ΙΓ·	21		2009-07-14	APA0032714	AP	61500	11100	3xxxx	41			(23.19)	AP Voucher Accrual Entries		2010	
$ \cdot$	22		2009-07-16	TRANSPT	TRN	61500	11100	3xxxx	41			-	Trsp-Department X		2010	
$1 \pm \cdot$	23		2009-08-13	TRANSPT	TRN	61500	11100	3xxxx	41			-	Trsp-Department X		2010	
	24					61500 To	otal					(23.19)				
	25		2009-06-30	CSDC063009	CDC	65000	11100	3xxxx	41			55.95	DEPARTMENT X	CSDC063009	2010	
$ \cdot$	26		2009-07-07	0000032671	ONL	65000	11100	3xxxx	41			(55.95)	Bookstore		2010	
$ \cdot$	27		2009-07-13	0000032703	PRO	65000	11100	3xxxx	41			479.12	Procard Charges: JDOE		2010	
$ \cdot $	28		2009-07-13	0000032703	PRO	65000	11100	3xxxx	41			30.00	Procard Charges: GBURG		2010	
$1 \pm \cdot$	29		2009-08-11	0000032963	PRO	65000	11100	3xxxx	41			177.80	Procard Charges: JDOE		2010	
	30					65000 To	otal					686.92				
	31		2009-08-11	0000032963	PRO	65001	11100	3xxxx	41			129.38	Procard Charges: JDOE		2010	
ТT	32		2009-08-18	0000033011	ONL	65001	11100	3xxxx	41			(129.38)	Pcard charge		2010	
	33					65001 To	otal					-				
	34		2009-06-30	PRTSPLY	PSP	65004	11100	3xxxx	41			190.68	PrtSup-Department X		2010	
ТT	35		2009-07-31	PRTSPLY	PSP	65004	11100	3xxxx	41			9.00	PrtSup-Department X		2010	
	36					65004 To	otal					199.68				
_	37					Grand	Total					3,995.61				
	38															
	39				The "	Actuals	s Led	ger Journ	al Ent	ries"	tab ref	lects the de	etail activity associated			
	40				••••								,			
	41				with	any exp	bend	iture by a	iccoun	t nur	nper ar	iu correspo	bhus directly back to			
	42				the "											
	43				the summary view case receive the transactions are couch by a journal											
	44				source code to help identify where the transactions originated. See journal											
	45				source code definitions on the next name											
	46				source code dejinitions on the next page.											
$H \rightarrow$	N Su	mmary	View 📈 Buo	dget_Ledge												

Journal Source Code Definitions:

- AP Expenses that are processed through the accounts payable process
- BSR Development Gifts
- CDC College Store department charges
- CSH Manual journal made by financial services. These entries are similar to ONL entries except that the entry included a debit or credit to a cash account.
- CTR Dining catering charges
- DIN Dining Services charges (boxed lunches, cookies, etc.)
- EOY End of Year adjustments. These are typically entries made to record expenses in the proper accounting period/year.
- HRP HR/Payroll, Bi-weekly payroll postings for faculty, administrators, staff and students
- ONL On-line entries. These are manual entries made by financial services. These are usually "reclassification" items or moving an expense from one expense category to another.
- POS Post Office charges
- PRO Purchases made using the college purchasing card
- PSP Print shop charges. Charges for work done in IKON.
- SFC Entries being made through the cashiering office. Generally these represent deposits posted via financial services.
- TEL Telephone charges.
- TRN Transportation department charges (see the Transportation Tab for more information)

Please note:

Journal Source Code AP: AP vouchers entered by the AP office on the same day and coded to the same account number will be combined into one entry on the "Actuals Ledger Journal Entries" tab. You will need to look at the "AP Detail" tab to see the individual vouchers that make up this entry.

Journal Source Code PRO: Pcard purchases made by the same employee, in the same month, and coded to the same account number will be combined into one entry on the "Actuals Ledger Journal Entries" tab. You will need to look at the "Pcard Detail" tab to see the individual charges that make up this entry.

"AP Detail" Tab Overview

1 2 3		В	С	D	E	F	G	Н	I	J	K	L	Μ	N	0	Р	Q	R
	2																	
	3		Acctg Date	Voucher	Line	Invoice	Vendor	Vendor Name	Account	Fund	Department	Program	Class	Proj/Grt	Amount	Descr	Year	Period
·	4		2009-06-24	00162988	1	991804476X06192009	0001009534	AT&T MOBILITY	60203	11100	3xxxx	41			43.46	Expense Distribution	2010	1
.	5		2009-07-24	00164062	1	991804476X07192009	0001009534	AT&T MOBILITY	60203	11100	3xxxx	41			43.64	Expense Distribution	2010	2
																•		
	0								60203 10	otal					87.10			
·	7		2009-07-14	00163657	1	20164238	0001010470	FLEET SERVICES	61500	11100	3xxxx	41			(23.19)	Expense Distribution	2010	2
-	8								61500 To	otal					(23.19)			
-	9								Grand To	tal					63.91			
	10																	
	11																	
	12																	
	13																	
	14																	
	16																	
	17																	
	18																	
	19						The "AP	Detail" tab su	upplem	ents	the "Act	uals Le	edgei	r Journ	al			
	20						Entries" tab by providing detail of the accounts payable											
	21						LIIUICS		ing uei			ounts	Jaya	bie				
	22						transact	ansaction, such as the vendor name, invoice numb										
	23						amount	Please note	the tra	ncar	tions list	ed on t	thic a	ection				
	24						amount	. Flease note	the tra	insac		eu on		Section				
	25						correspo	onds directly	back to	the	"Actuals	Ledgei	. Jon	rnal				
	20						Entries"	tab not the "	'Summ	arv \	/iew" tah							
	27						LIIIICS	tab, not the	Jumm	aryv								
	29																	
	30																	
	31																	
	32																	
	33																	
	34																	
	35																	
	36																	
	37																	
	38																	
	39																	
	40																	
		Summa	rv View	Budget L	edae	r Journal Entries	Actuals Le	edger Journal Entri	es AP	P Deta	il Pcard D	etail 🖉 🕅						

"Pcard Detail" Tab Overview

	C45		- (9	f_{x}											
1 2 3		В	С	D	E	F	G	H	I	J	K	L	М	N	0
	2														
	3		Acctg Date	Pcard Post Date	Card Holder	Vendor Name	Account	Fund	Department	Program	Class	Project	Amount	Year	Period
ΓГ・	4		2009-07-13	2009-06-11	JDOE	STAPLES BUSINE00349035	65000	11100	3xxxx	41			160.69	2010	2
	5		2009-07-13	2009-06-11	JDOE	STAPLES BUSINE00349035	65000	11100	3xxxx	41			18.18	2010	2
	6		2009-07-13	2009-06-19	JDOE	COLLEGIATE DIRECTORIES I	65000	11100	3xxxx	41			279.75	2010	2
	7		2009-07-13	2009-06-25	JDOE	STAPLES BUSINE00349035	65000	11100	3xxxx	41			20.50	2010	2
	8		2009-08-11	2009-07-02	JDOE	STAPLES BUSINE00349035	65000	11100	3xxxx	41			144.27	2010	3
	9		2009-08-11	2009-07-10	JDOE	STAPLES BUSINE00349035	65000	11100	3xxxx	41			33.53	2010	3
	10		2009-07-13	2009-06-12	GBURG	STAPLES BUSINE00349035	65000	11100	3xxxx	41			30.00	2010	2
-	11						65000 T	otal					686.92		
1 <u>[</u> ·	12		2009-08-11	2009-07-30	JDOE	DAKTRONICS INC	65001	11100	3xxxx	41			129.38	2010	3
_	13						65001 To	otal					129.38		
-	14						Grand To	tal					816.30		
	15														
	16														
	17														
	18														
	19														
	20														
	21														
	22														
	23														
	24											<u> </u>			
	25				The	e "Pcard Detail" tab supple	ments t	the "/	Actuals Le	edger					
	26					rnal Entrine" tab by provid	ing dat		the nure	hacing	card				
	27				Jou	inal Entries cab by provid	ing det	all OI	the purci	lasing	Caru				
	28				tra	nsaction, such as the vende	or name	e, car	dholder v	who ma	ade				
	29					, and an an a low and a low and a low a		, 1 - 1 - 1		+: I:	ام م م				
	30				the	purchase and amount. Pi	ease no	nte th	e transac	tions ii	stea				
	31				on	this section corresponds d	irectlv k	back t	to the "A	ctuals					
	32							(C		<i>"</i>					
	33				Leo	iger Journal Entries" tab, n	ot the "	Sum	mary viev	w" tab.					
	34														
	30														
	27														
	3/														
	38														
	39														
	40														
	41														
	42														
	43														
	44			1											
14 4 >	M Su	mmany	View Bi	Idaet Ledaer 1a	urnal Entries	Actuals Ledger Journal Entrie		Detail	Pcard De	tail 🦄	/				İ. 4

"Transportation" Tab Overview

3		D	Е	F	G	Η	I	J	Κ	L	Μ	Ν	0	Р	Q	
	2															
	3	Svc Date Time	Bill ID	Passenger Name	Account	Fund	Dept	Program	Class	Project	Amount	Requestor Name	Year	Period	I Service Descr	
	4	2018/06/18 07:15 AM	0647496f	(Employee) Jane Smith	61500	11100	10000	51			87.50	(Employee) John Doe	2019		1 Field Trip	
	5	2018/06/20 10:00 AM	2472edbc	(Employee) Jane Smith	61500	11100	10000	51			90.00	(Employee) John Doe	2019		1 Field Trip	
	6	8/3/2018 21:00	016d371f	(Employee) Rebecca Stone; (Employee) Jane Smith; (Employee) Elizabeth Williams	61500	11100	10000	51			101.05	(Employee) John Doe	2019		3 Field Trip	
	7	8/3/2018 12:15	6e798fb5	(Employee) Elizabeth Williams; (Employee) Jane Smith; (Employee) Rebecca Stone	61500	11100	10000	51			87.00	(Employee) John Doe	2019		3 Field Trip	
	8	9/4/2018 13:55	3a74be4e	(Employee) Jane Smith; (Employee) Elizabeth Williams	61500	11100	10000	51			95.00	(Employee) John Doe	2019		4 Charter	
	9	9/6/2018 16:40	385aa4be	(Employee) Jane Smith; (Employee) Elizabeth Williams	61500	11100	10000	51			95.00	(Employee) John Doe	2019		4 Charter	
	10	9/26/2018 15:00	0541f2cf	(Employee) Jane Smith	61500	11100	10000	51			147.42	(Employee) John Doe	2019		4 Field Trip	
	11	10/12/2018 14:26	7b3087f7	(Employee) Jane Smith	61500	11100	10000	51			95.00	(Employee) John Doe	2019		5 Charter	
	12	10/17/2018 14:15	306c1e25	(Employee) Jennifer Doe	61500	11100	10000	51			410.00	(Employee) John Doe	2019		5 Field Trip	
	13	1/14/2019 7:00	cce00af9	(Employee) Jane Smith	61500	11100	10000	51			131.71	(Employee) John Doe	2019		8 Field Trip	
	14	1/22/2019 6:40	45ca9b33	(Employee) Jane Smith; (Employee) Kathleen Rogers	61500	11100	10000	51			95.00	(Employee) John Doe	2019		8 Charter	
	15	2/5/2019 20:35	d7730811	(Employee) Jane Smith	61500	11100	10000	51			190.00	(Employee) John Doe	2019		9 Charter	
]	16				61500 1	otal					1,624.68					
	17				Grand 7	otal					1,624.68					
	18															
	19															
	20			The "Transportation" tab supplements	the "A	ctuals	s Led	ger								
	21			Journal Entries" tab by providing detail	of Get	tysbu	irg Co	ollege								
	22			Transportation transactions The inform	nation	nrov	hahi	•								
	23															
	24			includes the names of passengers, Bill II	D, Serv	ice D	ate a	and the	e							
	25			name of the individual requesting the se	ervice.											
	26															
	27															
	28															
	29															
	30															
		Summary View	Budget_Le	edger_Journal_Entries Actuals_Ledger_Journal_Entries AP Detail PCard Detai	sportati	on	+				: 4					