

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.



The screenshot shows a browser window with a title bar at the top containing a URL: https://cnav.georgia.gov/report_alpha/report_administration_report_0325. Below the title bar, the main content area displays the text "General Ledger Reports" in a large, blue, serif font.

General Ledger Reports

File name: [CHRON01A_PROGRAM51_\(2019-03-31\)_Budget Summary Status - Exp.xlsm](#)

Last modified date: 03/25/2019 05:15:23 AM

Close Window

Worksheet Tabs

"Summary View" Tab Overview

Selecting the '+' button will expand the columns to show additional budget information

Budget Status Summary - Operating Expenses												
For the Period Ending August 31, 2009												
Fund: 11100 - Current Unrestricted Fund												
Department: 3XXXX - Department Name												
Program: 41 - Student Services												
Account#	Account Description	Base Budget	Temporary Budget Adjustments	Adjusted Budget	Actual Activity This Month	Actual Y-T-D This Month	% Budget Used This Year	Balance	Prior Actual Y-T-D This Month	Prior Year End YTD Actuals	% YTD Total Actual Used	
53003	Staff Wages - Casual	\$0.00	\$0.00	\$0.00	\$0.00	\$107.25	Not Budgeted	(107.25)	\$60.00	\$3,324.75	2%	
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%	
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%	
	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%	
	Other Compensation Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Not Budgeted	0.00	\$0.00	\$0.00	Not Budgeted	
60100	Post Office Charges	\$15,775.81	\$0.00	\$15,775.81	\$0.00	\$922.85	6%	14,852.96	\$15,125.93	\$19,351.81	77%	
60120	Air&Ground	\$0.00	\$0.00	\$0.00	\$0.00	\$179.10	Not Budgeted	(179.10)	\$72.59	\$1,164.75	6%	
60200	Telephone	\$18,023.63	\$0.00	\$18,023.63	\$0.00	\$121.05	1%	17,902.58	\$128.25	\$528.15	24%	
60203	Wireless Service	\$0.00	\$0.00	\$0.00	\$0.00	\$87.10	Not Budgeted	(87.10)	\$186.63	\$926.98	20%	
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 Budgeted	
61500	Travel/Transportation	\$41,278.00	\$0.00	\$41,278.00	\$0.00	-\$23.19	0%	41,301.19	\$0.00	\$174.92	0%	
61502	Travel/Mileage	\$43.00	\$0.00	\$43.00	\$0.00	\$0.00	0%	43.00	\$0.00	\$0.00	Not Budgeted	
61510	Travel-Other	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	0%	15,000.00	\$0.00	\$23.19	0%	
61514	Registration Fees	\$1,806.00	\$0.00	\$1,806.00	\$0.00	\$0.00	0%	1,806.00	\$0.00	\$0.00	Not Budgeted	
61701	Meals on C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$3,782.00	11%	
62100	Honoraria	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	Not Budgeted	
64300	Rental-Bui	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	Not Budgeted	
64315	Rental-Veh	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	Not Budgeted	
65000	Supplies &	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$4,942.62	8%	
65001	Other Supp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$1,990.90	0%	
65004	Print Shop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$4,390.93	84%	
66000	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$403.92	0%	
66040	Books & Related Material	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Not Budgeted	0.00	\$335.70	\$335.70	100%	
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%	
69150	Flower Arrangements	\$74.00	\$0.00	\$74.00	\$0.00	\$0.00	0%	74.00	\$0.00	\$0.00	Not Budgeted	
	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%	
	Total for : Department X	\$377,599.77	\$0.00	\$377,599.77	\$1,833.59	\$3,995.61	1%	\$373,604.16	\$26,135.13	\$74,539.12	35%	

The "Summary View" tab reflects a summary of your Department's transactions, listing the budget and actual expenditures for each account. See pages 3-6 for detailed information relating to each column on the "Summary View" tab.

"Summary View" Tab – Expanded View

Budget Status Summary - Operating Ex									
For the Period Ending August 31, 2009									
Fund: 11100 - Current Unrestricted Fund		1	2	3	4	5	6	7	
Department: 3XXXX - Department Name									
Program: 41 - Student Services									
Note: Columns labeled 1 – 7 are only seen when the "+" is selected.									
Account#	Account Description	Roll	Board Approved	Beginning Budget	Enrichment	Department Permanent	Permanent Budget	Base Budget	
53003	Staff Wages - Casual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53005	Staff Overtime	\$3,268.19	-\$5,000.00	-\$1,731.81	\$0.00	\$0.00	\$0.00	-\$1,731.81	
54001	Student Wages- Non Workstudy	\$6,277.43	\$0.00	\$6,277.43	\$0.00	\$0.00	\$0.00	\$6,277.43	
	Other Wage Expenses	\$9,545.62	-\$5,000.00	\$4,545.62	\$0.00	\$0.00	\$0.00	\$4,545.62	
	Other Compensation Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60100	Post Office Charges	\$15,775.81	\$0.00	\$15,775.81	\$0.00	\$0.00	\$0.00	\$15,775.81	
60120	Air&Ground	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60200	Telephone	\$18,023.63	\$0.00	\$18,023.63	\$0.00	\$0.00	\$0.00	\$18,023.63	
60203	Wireless Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60420	Contracted Printing and Dup	\$4,769.22	\$0.00	\$4,769.22	\$0.00	\$0.00	\$0.00	\$4,769.22	
61500	Travel/Transportation	\$71,278.00	-\$30,000.00	\$41,278.00	\$0.00	\$0.00	\$0.00	\$41,278.00	
61502	Travel/Mileage	\$43.00	\$0.00	\$43.00	\$0.00	\$0.00	\$0.00	\$43.00	
61510	Travel-Other	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	
61514	Registration Fees	\$4,806.00	\$0.00	\$4,806.00	\$0.00	\$0.00	\$0.00	\$4,806.00	
61701	Meals on Campus	\$106,586.00	\$0.00	\$106,586.00	\$0.00	\$0.00	\$0.00	\$106,586.00	
62100	Honoraria/Lecturers	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	
64300	Rental-Buildings/Land	\$41.61	\$0.00	\$41.61	\$0.00	\$0.00	\$0.00	\$41.61	
64315	Rental-Vehicles	\$61,082.78	\$0.00	\$61,082.78	\$0.00	\$0.00	\$0.00	\$61,082.78	
65000	Supplies & Materials	\$1,585.00	\$0.00	\$1,585.00	\$0.00	\$0.00	\$0.00	\$1,585.00	
65001	Other Supplies	\$12,475.00	\$0.00	\$12,475.00	\$0.00	\$0.00	\$0.00	\$12,475.00	
65004	Print Shop Supps	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
66000	Equipment & Furniture	\$30,379.10	\$42,500.00	\$72,879.10	\$0.00	\$0.00	\$0.00	\$72,879.10	
66040	Books & Related Material	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
69130	Memberships and Dues	\$18,535.00	\$0.00	\$18,535.00	\$0.00	\$0.00	\$0.00	\$18,535.00	
69150	Flower Arrangements	\$74.00	\$0.00	\$74.00	\$0.00	\$0.00	\$0.00	\$74.00	
	Other Expenses	\$360,554.15	\$12,500.00	\$373,054.15	\$0.00	\$0.00	\$0.00	\$373,054.15	
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.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19								
12	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
3	Summary - Operating Expenses																									
5	Ending August 31, 2009																									
6																										
8																										
9																										
10																										
11		8	9	10	11	12	13	14	15	16	17	18	19													
11		<u>One Time</u>	<u>Contingency</u>	<u>Department Temporary</u>	<u>Temporary Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Actual Activity This Month</u>	<u>Actual Y-T-D This Month</u>	<u>% Budget Used This Year</u>	<u>Balance</u>	<u>Prior Actual Y-T-D This Month</u>	<u>Prior Year End YTD Actuals</u>	<u>% YTD Total Actual Used</u>													
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107.25	Not Budgeted	(107.25)	\$60.00	\$3,324.75	2%													
14		\$0.00	\$0.00	\$0.00	\$0.00	-\$1,731.81	\$1,655.79	\$1,714.85	-99%	(3,446.66)	\$4,334.83	\$22,704.64	19%													
15		\$0.00	\$0.00	\$0.00	\$0.00	\$6,277.43	\$0.00	\$0.00	0%	6,277.43	\$0.00	\$8,938.86	0%													
16		\$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													
20		\$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%													
21		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$179.10	Not Budgeted	(179.10)	\$72.59	\$1,164.75	6%													
22		\$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	\$41,278.00	\$0.00	-\$23.19	0%	41,301.19	\$0.00	\$174.92	0%													
26		\$0.00	\$0.00	\$0.00	\$0.00	\$43.00	\$0.00	\$0.00	0%	43.00	\$0.00	\$0.00	Not Budgeted													
27		\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	0%	15,000.00	\$0.00	\$23.19	0%													
28		\$0.00	\$0.00	\$0.00	\$0.00	\$4,806.00	\$0.00	\$0.00	0%	4,806.00	\$0.00	\$0.00	Not Budgeted													
29		\$0.00	\$0.00	\$0.00	\$0.00	\$106,586.00	\$0.00	\$0.00	0%	106,586.00	\$430.00	\$3,782.00	11%													
30		\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	0%	100.00	\$0.00	\$0.00	Not Budgeted													
31		\$0.00	\$0.00	\$0.00	\$0.00	\$41.61	\$0.00	\$0.00	0%	41.61	\$0.00	\$0.00	Not Budgeted													
32		\$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													
33		\$0.00	\$0.00	\$0.00	\$0.00	\$1,585.00	\$177.80	\$686.92	43%	898.08	\$408.81	\$4,942.62	8%													
34		\$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%													
35		\$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%													
37		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Not Budgeted	0.00	\$335.70	\$335.70	100%													
38		\$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%													
39		\$0.00	\$0.00	\$0.00	\$0.00	\$74.00	\$0.00	\$0.00	0%	74.00	\$0.00	\$0.00	Not Budgeted													
40		\$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%													
42		\$0.00	\$0.00	\$0.00	\$0.00	\$377,599.77	\$1,833.59	\$3,995.61	1%	\$373,604.16	\$26,135.13	\$74,539.12	35%													
43																										

- 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															
1	2	3	B	C	D	E	F	G	H	I	J	K	L	M	N
	2														
	3			Journal Date	GL Journal ID	Scenario	Account	Fund	Department	Program	Class	Proj/Grt	Amount	Journal Line Description	Journal Line Reference
	4			2009-06-01	BUDGETLOAD	BOARD_APP	53005	11100	3xxxx	41			(5,000.00)	Budget Holds	
	5						53005 Total						(5,000.00)		
	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	
	8						61500 Total						(30,000.00)		
	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 Total						42,500.00		
	12						Grand Total						7,500.00		
	13														
	14														
	15														
	16														
	17														
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The "Budget Ledger Journal Entries" tab reflects the detail activity associated with any budget transactions that may be made to your Department's operating budget.

“Actuals Ledger Journal Entries” Tab Overview

			M36															
1	2	3	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
			Journal Date	GL Journal ID	Source	Account	Fund	Department	Program	Class	Proj/Grt	Amount	Journal Line Description	Journal Line Reference	Year			
			2009-06-05	PAY0032132	HRP	53003	11100	3xxxx	41			107.25			2010			
			53003 Total									107.25						
			2009-06-05	PAY0032132	HRP	53005	11100	3xxxx	41			59.06			2010			
			2009-08-28	PAY0033080	HRP	53005	11100	3xxxx	41			1,655.79			2010			
			53005 Total									1,714.85						
			2009-06-30	POSTAGE	POS	60100	11100	3xxxx	41			726.43	Postg-Department X		2010			
			2009-07-31	POSTAGE	POS	60100	11100	3xxxx	41			196.42	Postg-Department X		2010			
			60100 Total									922.85						
			2009-06-01	0000032675	ONL	60120	11100	3xxxx	41			51.05	UPS Air/Ground Charges-June 09		2010			
			2009-07-31	0000032893	ONL	60120	11100	3xxxx	41			128.05	July UPS Charges		2010			
			60120 Total									179.10						
			2009-06-30	0000032622	TEL	60200	11100	3xxxx	41			105.60	Tel Com Charges		2010			
			2009-07-31	0000032938	TEL	60200	11100	3xxxx	41			15.45	Tel Com Charges		2010			
			60200 Total									121.05						
			2009-06-24	APA0032476	AP	60203	11100	3xxxx	41			43.46	AP Voucher Accrual Entries		2010			
			2009-07-24	APA0032818	AP	60203	11100	3xxxx	41			43.64	AP Voucher Accrual Entries		2010			
			60203 Total									87.10						
			2009-07-14	APA0032714	AP	61500	11100	3xxxx	41			(23.19)	AP Voucher Accrual Entries		2010			
			2009-07-16	TRANSPT	TRN	61500	11100	3xxxx	41			-	Trsp-Department X		2010			
			2009-08-13	TRANSPT	TRN	61500	11100	3xxxx	41			-	Trsp-Department X		2010			
			61500 Total									(23.19)						
			2009-06-30	CSDC063009	CDC	65000	11100	3xxxx	41			55.95	DEPARTMENT X	CSDC063009	2010			
			2009-07-07	0000032671	ONL	65000	11100	3xxxx	41			(55.95)	Bookstore		2010			
			2009-07-13	0000032703	PRO	65000	11100	3xxxx	41			479.12	Procard Charges: JDOE		2010			
			2009-07-13	0000032703	PRO	65000	11100	3xxxx	41			30.00	Procard Charges: GBURG		2010			
			2009-08-11	0000032963	PRO	65000	11100	3xxxx	41			177.80	Procard Charges: JDOE		2010			
			65000 Total									686.92						
			2009-08-11	0000032963	PRO	65001	11100	3xxxx	41			129.38	Procard Charges: JDOE		2010			
			2009-08-18	0000033011	ONL	65001	11100	3xxxx	41			(129.38)	Pcard charge		2010			
			65001 Total									-						
			2009-06-30	PRTSPLY	PSP	65004	11100	3xxxx	41			190.68	PrtSup-Department X		2010			
			2009-07-31	PRTSPLY	PSP	65004	11100	3xxxx	41			9.00	PrtSup-Department X		2010			
			65004 Total									199.68						
			Grand Total									3,995.61						

The “Actuals Ledger Journal Entries” tab reflects the detail activity associated with any expenditure by account number and corresponds directly back to the “Summary View” tab. *Please note the transactions are coded by a journal source code to help identify where the transactions originated. See journal source code definitions on the next page.*

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.

"Transportation" Tab Overview

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
3	Svc Date Time	Bill ID	Passenger Name	Account	Fund	Dept	Program	Class	Project	Amount	Requestor Name	Year	Period	Service Descr
2														
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 Total						1,624.68				
17				Grand Total						1,624.68				
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														

The "Transportation" tab supplements the "Actuals Ledger Journal Entries" tab by providing detail of Gettysburg College Transportation transactions. The information provided includes the names of passengers, Bill ID, Service Date and the name of the individual requesting the service.