

WebLinks OLFS Reporting – Problem Solving

| Section | Frequently Asked Questions | Answers |
|--|---|--|
| <p>Problem Solving using:</p> <ul style="list-style-type: none"> ▪ GL Transaction Detail ▪ Accounts Payable | <p>How can I find the voucher number or invoice number on the ledger report? How can I find check number since it's not on GL Transaction Detail?</p> | <ul style="list-style-type: none"> ▪ In the GL Transaction Detail report, the voucher number is the last 10 characters of the “Line Description” and is also the “Reference” for A/P transactions. See example #1. ▪ From the GL Transaction Detail report, click Source Code “426” to drill down to the Accounts Payable Detail report. The Accounts Payable Detail provides payment information for a voucher (invoice). See example #2. |
| | <p>How can I find and verify journals I created?</p> | <ul style="list-style-type: none"> ▪ Enter “*xxx*” in Journal ID, where xxx equals your 3 character ID to limit the GL Transaction Detail report to journals you created. See example #3. <p>Note: Refer to Journal ID's (in Excel) (in pdf) on the Accounting Home web page to look up the 3-character Ids assigned to people.</p> |
| | <p>How can I verify STIP entries?</p> | <ul style="list-style-type: none"> ▪ Enter “*D97*” in Journal ID to limit the report to STIP entries. See example #4. <p>Note: Budget STIP entries contain “D97B” in the Journal ID.</p> |
| | <p>How do I process cost transfers when not everyone has access to all account/fund information?</p> | <ul style="list-style-type: none"> ▪ First, identify the owner of the fund. ▪ If the owner is your own department, but your access permission is for a “child department code,” then you would need to talk to your manager about your need for the information. ▪ If the owner is another department, you would need to contact that department and work out an arrangement so that the information is made available to you on a regular basis. |
| <p>Reference: WebLinks OLFS Reference Manual Chapters 3 and 6.</p> | | |

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Example #1 – GL Transaction Detail Report for Accounts Payable Journals

Selection Options for Report GL Transaction Detail

Begin Date: 07/2002 End Date: 07/2002

Business Unit: UCSF Sort/Total: DPA,Fund,NCA Group

Fund Type: Current

Output Destination : Screen

Account Type: U/E,Expense,Revenue

Activity Type: Detail

Control Point: (*) Search

Department Code: (*) 478021 Search

DPA: (*) To: Search

Fund-FY: (*) To: Search

Program Code: Search

NCA Group: To: Search

NCA: (*) To: Search


Source Code: 420 To: 426 Search

Journal ID: (*)

- Select a **Source Code** range of 420 to 426 to limit the report to accounts payable transactions.

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Example #1 – GL Transaction Detail Report for Accounts Payable Journals



[Main Menu](#)

GL Transaction Detail for 07/2002 To 07/2002 (CLOSED)

[Excel](#)


| Sour NCA | Prog Line Description | Budget | Financial | Lien P0 ID | Invoice ID | InvDt | Jrnl ID | JrnlDt | Reference | PostDt |
|--|--|--------|-----------|------------|------------|-----------|---------|------------|-----------|-----------------|
| DPA - 661001 ACCOUNTING-OPERATIONS | | | | | | | | | | |
| Fund/FY - 19900- GENERAL FUNDS | | | | | | | | | | |
| NCA Group - 433600 MEMBERSHIPS & SUBSCRIPTIONS | | | | | | | | | | |
| 426 | 433610 ACCAP COALITION OF HIGHER | 0.00 | 175.00 | 0.00 | 10639D0513 | WONG | 060302 | AP00007672 | 072302 | CLHA0713 080502 |
| Total: | | 0.00 | 175.00 | 0.00 | | | | | | |
| NCA Group - 433700 PRINTING, REPRODUCTION & MEDIA | | | | | | | | | | |
| 426 | 433760 ACCAO XEROX CORPORATION | 0.00 | 141.26 | 0.00 | 18711 | 080190526 | 022601 | AP00007603 | 070902 | 01340618 080502 |
| 426 | 433760 ACCAO XEROX CORPORATION | 0.00 | 425.58 | 0.00 | 18711A | 089870430 | 071702 | AP00007672 | 072302 | 01350456 080502 |
| Total: | | 0.00 | 566.84 | 0.00 | | | | | | |
| Total: | | 0.00 | 741.84 | 0.00 | | | | | | |
| Total: | | 0.00 | 741.84 | 0.00 | | | | | | |
| DPA - 661004 ACCOUNTING-COMPUTER COST-OUTSIDE | | | | | | | | | | |
| Fund/FY - 19900- GENERAL FUNDS | | | | | | | | | | |
| NCA Group - 433700 PRINTING, REPRODUCTION & MEDIA | | | | | | | | | | |
| 426 | 433760 ACCAP ImageMAX, INC | 0.00 | 332.39 | 0.00 | 9-2072/138 | 99011820 | 063002 | AP00007672 | 072302 | 01350621 080502 |
| 426 | 433760 ACCAP ImageMAX, INC | 0.00 | 1,630.57 | 0.00 | 9-2072/138 | 99011642 | 062002 | AP00007672 | 072302 | 01350625 080502 |
| Total: | | 0.00 | 1,962.96 | 0.00 | | | | | | |
| Total: | | 0.00 | 1,962.96 | 0.00 | | | | | | |
| Total: | | 0.00 | 1,962.96 | 0.00 | | | | | | |
| Totals: | | 0.00 | 2,704.80 | 0.00 | | | | | | |

Click the Source Code to drill down to the Accounts Payable Detail report.

Voucher Number is the last 10 characters of the Line Description and is the Reference for A/P transactions. **Invoice ID** is the customer's invoice number.

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Example #2 – Accounts Payable Detail Report



Accounts Payable Detail

Main Menu
Excel

| | | | |
|-----------------|------------|---------------|---------------|
| Voucher Number: | 01350621 | PO Number: | |
| Invoice Number: | 99011820 | Invoice Date: | 06/30/2002 |
| Vendor Number: | 0030030371 | Vendor Name: | ImageMAX, INC |

| | |
|------------------------------|-----------------|
| Summary Recap: | |
| Merchandise Amount: | \$306.35 |
| + Sales Tax Amount: | \$26.04 |
| + Freight Amount: | \$.00 |
| <hr/> | |
| Total Invoice Amount: | \$332.39 |
| + Use Tax Amount: | \$.00 |
| - Discount: | \$.00 |
| <hr/> | |
| Total Voucher Amount: | \$332.39 |

Voucher Distribution lines:

| Reference | DPA | Fund | NCA | Program Code | Amount |
|------------|------------------------|------------------------|------------------------|--------------|----------|
| 9-2072/138 | 661004 | 19900- | 433760 | ACCAP | \$332.39 |

Voucher Payment lines:

| Payment Method | Hold | Reason | Payment Date | Payment ID | Amount | Clear Date |
|----------------|------|--------|--------------|------------|----------|------------|
| CHK | N | | 07/30/2002 | 975182 | \$332.39 | 08/06/2002 |

Voucher Payment information shows the payment date, check number (Payment ID), and amount. If **Payment Date** and **Payment ID** are blank, the payment has not been created. **Clear Date** indicates the payment has cleared the bank.

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Example #3 – GL Transaction Detail Report Using Journal ID

Selection Options for Report GL Transaction Detail

Begin Date: 08/2002 End Date: 08/2002

Business Unit: UCSF Sort/Total: DPA,Fund,NCA Group

Fund Type: Current

Output Destination: Screen

Account Type: U/E,Expense,Revenue

Activity Type: CF,BF, Detail

Control Point: (*) Search

Department Code: (*) 478021 Search

DPA: (*) To: Search

Fund-FY: (*) To: Search

Program Code: Search

NCA Group: To: Search

NCA: (*) To: Search


Source Code: To: Search

Journal ID: (*) *LHA*

Enter “*xxx*” in **Journal ID**, where xxx is your 3-character ID to create a report to verify journals you created.

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Example #3 – GL Transaction Detail Report Using Journal ID

|  | | | | | GL Transaction Detail for 08/2002 To 08/2002 (CLOSED) | | | | | | | |
|--|------------------------|------------------------------------|--------|-----------|--|-------|------------|-------|-----------|--------|-----------|--------|
| Main Menu | | | | | Excel | | | | | | | |
| Source NCA | Prog | Line Description | Budget | Financial | Lien | PO ID | Invoice ID | InvDt | Jrnl ID | JrnlDt | Reference | PostDt |
| DPA - 661001 ACCOUNTING-OPERATIONS | | | | | | | | | | | | |
| Fund/FY - 19900- GENERAL FUNDS | | | | | | | | | | | | |
| NCA Group - 432000 COMMUNICATIONS | | | | | | | | | | | | |
| 535 | 432060 | ACCA0 RECHARGE-TELEPHONE ZONE | 0.00 | 12.49 | 0.00 | | | | 02LHA0809 | 082002 | | 082202 |
| 535 | 432060 | ACCA0 RECHARGE-TELEPHONE ZONE | 0.00 | 12.49- | 0.00 | | | | 02LHA0809 | 082002 | | 082202 |
| 535 | 432070 | ACCA0 rechg-telephone toll | 0.00 | 97.13 | 0.00 | | | | 02LHA0809 | 082002 | | 082202 |
| 535 | 432070 | ACCA0 rechg-telephone toll | 0.00 | 97.13- | 0.00 | | | | 02LHA0809 | 082002 | | 082202 |
| 535 | 432090 | ACCA0 rechg-telephone line | 0.00 | 192.30 | 0.00 | | | | 02LHA0809 | 082002 | | 082202 |
| 535 | 432090 | ACCA0 rechg-telephone line | 0.00 | 192.30- | 0.00 | | | | 02LHA0809 | 082002 | | 082202 |
| 535 | 432120 | ACCA0 rechg-voicemail | 0.00 | 17.55 | 0.00 | | | | 02LHA0809 | 082002 | | 082202 |
| 535 | 432120 | ACCA0 rechg-voicemail | 0.00 | 17.55- | 0.00 | | | | 02LHA0809 | 082002 | | 082202 |
| Total: | | | 0.00 | 0.00 | 0.00 | | | | | | | |
| NCA Group - 432300 COMPUTING/DATA PROCESSING | | | | | | | | | | | | |
| 535 | 432310 | PCERR Comput & d.p./administrative | 0.00 | 11.35- | 0.00 | | | | 02LHA0811 | 082002 | | 082202 |
| 535 | 432310 | PCERR Comput & d.p./administrative | 0.00 | 18.76- | 0.00 | | | | 02LHA0811 | 082002 | | 082202 |
| Total: | | | 0.00 | 30.11- | 0.00 | | | | | | | |
| NCA Group - 432600 FREIGHT AND POSTAGE | | | | | | | | | | | | |
| 535 | 432690 | ACCA0 rechg-mail handling | 0.00 | 9,139.31 | 0.00 | | | | 02LHA0809 | 082002 | | 082202 |
| 535 | 432690 | ACCA0 rechg-mail handling | 0.00 | 9,139.31- | 0.00 | | | | 02LHA0809 | 082002 | | 082202 |
| Total: | | | 0.00 | 0.00 | 0.00 | | | | | | | |

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Example #4 – GL Transaction Detail Report to Verify STIP

Selection Options for Report GL Transaction Detail

Begin Date: 07/2000 End Date: 12/2002

Business Unit: UCSF Sort/Total: DPA,Fund,NCA Group

Fund Type: Current

Output Destination: Screen

Account Type: U/E,Expense,Revenue

Activity Type: Detail

Control Point: (*) Search

Department Code: (*) Search

DPA: (*) To: Search

Fund-FY: (*) 35092 To: Search

Program Code: Search

NCA Group: To: Search

NCA: (*) To: Search

Source Code: To: Search

Journal ID: (*) *D97*

- Select the Begin and End Date for the report.
- Enter “*D97*” in **Journal ID** to limit the report to STIP entries.

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Example #4 – GL Transaction Detail Report Showing STIP Entries

| UCSF FINANCIALS & PAYROLL | | WEBLINKS reporting portal | | GL Transaction Detail for 07/2000 To 12/2002 (CLOSED) | | | | | | | | | |
|--|------------------------|---------------------------|------------------------------|---|-----------|------|-------|------------|-------|---------|--------|-----------|--------|
| Main Menu | | | | Excel | | | | | | | | | |
| Sour | NCA | Prog | Line Description | Budget | Financial | Lien | P0 ID | Invoice ID | InvDt | Jrnl ID | JrnlDt | Reference | PostDt |
| DPA - DPA NOT USED | | | | | | | | | | | | | |
| Fund/FY - 35092- COOPER L ENDOW FD | | | | | | | | | | | | | |
| NCA Group - 100000 BALANCE SHEET NCA BUDGET GROUP | | | | | | | | | | | | | |
| 538 | 119820 | X0810 | STIP INCOME QTR 1 | 0.00 | 369.07- | 0.00 | | | | 03D97 | 113001 | 35092 | 120501 |
| 137 | 119820 | | STIP PERIODS 1 TO 3: 35092 | 369.07 | 0.00 | 0.00 | | | | 05D97B | 113001 | 407100 | 120601 |
| 538 | 119820 | X0810 | STIP INCOME QTR 1 | 0.00 | 378.27- | 0.00 | | | | 03D97 | 113002 | 35092 | 120202 |
| 137 | 119820 | | STIP ADJ PER 1 TO 3: 35092 | 283.70 | 0.00 | 0.00 | | | | 03D97B | 113002 | 407100 | 120602 |
| 538 | 119820 | X0799 | STIP ADJ PER 1 TO 3: 35092 | 0.00 | 94.57 | 0.00 | | | | 03D97A | 113002 | 407100 | 120602 |
| 538 | 119820 | X0810 | STIP INCOME QTR 1 | 0.00 | 397.19- | 0.00 | | | | 03D97 | 123100 | 35092 | 010401 |
| 137 | 119820 | | STIP PERIODS 1 TO 3: 35092 | 397.19 | 0.00 | 0.00 | | | | 06D97B | 123100 | 407100 | 010801 |
| 538 | 119820 | X0810 | STIP INCOME QTR 2 | 0.00 | 403.36- | 0.00 | | | | 06D97 | 022801 | 35092 | 030101 |
| 137 | 119820 | | STIP PERIODS 4 TO 6: 35092 | 403.37 | 0.00 | 0.00 | | | | 08D97B | 022801 | 407100 | 030601 |
| 538 | 119820 | X0810 | STIP INCOME QTR 2 | 0.00 | 397.61- | 0.00 | | | | 06D97 | 022802 | 35092 | 030402 |
| 137 | 119820 | | STIP PERIODS 4 TO 6: 35092 | 397.61 | 0.00 | 0.00 | | | | 09D97B | 033102 | 407100 | 040102 |
| 137 | 119820 | | STIP PERIODS 4 TO 6: 35092 | 397.61- | 0.00 | 0.00 | | | | 09D97BR | 033102 | 407100 | 040402 |
| 137 | 119820 | | STIP PERIODS 4 TO 6: 35092 | 397.61 | 0.00 | 0.00 | | | | 11D97B | 052802 | 407100 | 052802 |
| 538 | 119820 | X0810 | STIP INCOME QTR 3 | 0.00 | 376.93- | 0.00 | | | | 09D97 | 053101 | 35092 | 060401 |
| 538 | 119820 | X0810 | STIP INCOME QTR 3 | 0.00 | 363.41- | 0.00 | | | | 09D97 | 053102 | 35092 | 060302 |
| 137 | 119820 | | STIP PERIODS 7 TO 9: 35092 | 363.41 | 0.00 | 0.00 | | | | 11D97B | 053102 | 407100 | 060602 |
| 137 | 119820 | | STIP PERIODS 7 TO 9: 35092 | 376.94 | 0.00 | 0.00 | | | | 12D97B | 063001 | 407100 | 070201 |
| 538 | 119820 | X0810 | STIP INCOME QTR 4 | 0.00 | 381.09- | 0.00 | | | | 12D97 | 063001 | 35092 | 072101 |
| 137 | 119820 | | STIP PERIODS 10 TO 11: 35092 | 381.10 | 0.00 | 0.00 | | | | 13D97B | 063001 | 407100 | 072701 |
| 538 | 119820 | X0810 | STIP INCOME QTR 4 | 0.00 | 347.71- | 0.00 | | | | 12D97 | 063002 | 35092 | 072202 |
| 137 | 119820 | | STIP PERIODS 10 TO 11: 35092 | 347.71 | 0.00 | 0.00 | | | | 12D97B | 063002 | 407100 | 073102 |
| Total: | | | | 3,320.10 | 3,320.07- | 0.00 | | | | | | | |
| Total: | | | | 3,320.10 | 3,320.07- | 0.00 | | | | | | | |
| Total: | | | | 3,320.10 | 3,320.07- | 0.00 | | | | | | | |