

WebLinks OLFS Reporting – Verification and Review

Section	Frequently Asked Questions	Answers
<p>Verification and Review for <u>all types of expenditures</u> using:</p> <ul style="list-style-type: none"> ▪ Budget Status Report (BSR) ▪ GL Transaction Detail ▪ 12-Month Financial Summary by NCA Group <p>References:</p> <ul style="list-style-type: none"> ▪ WebLinks OLFS Reference Manual Chapters 3 and 4 plus Appendix B ▪ Producing the WebLinks BSRs at: http://ucsflink.ucsf.edu/research/ProducingtheWeblink_sBSRs.pdf 	<p>How can I review my expenses and look for spending patterns or trends?</p>	<ul style="list-style-type: none"> ▪ Use the 12-Month Financial Summary by NCA Group: <ul style="list-style-type: none"> • Change the Begin Actual Date to the first month you want for analysis. • Change Sort/Total if you want to sort by Fund instead of DPA. • Select Account Type of “Expense.” • Download the report to Excel after you have generated it. Use Excel to calculate percentages or create graphs to spot trends. ▪ For sponsored project funds in RAS, use the Budget Status Report (BSR). Download the report to Excel, if desired.
	<p>How can I leave out re-appropriation data on the GL Transaction Detail report?</p>	<ul style="list-style-type: none"> ▪ Enter a Source code range of 130 to 626 to eliminate all re-appropriation entries. <u>See example #1.</u> Note: Re-appropriation entries are Source Codes 120, 125, and 126.
	<p>How can I get accounts receivable, revenue and expense details in one report using the GL Transaction Detail report?</p> <p>How can I limit my report to expenditures only?</p>	<ul style="list-style-type: none"> ▪ Select Account Type of “All” to include unexpended balance, accounts receivable, revenue and expenses in one report. <ul style="list-style-type: none"> • Select an NCA or NCA range to limit to a type of account (e.g., Accounts Receivable NCAs). • Create a list of AR and/or Revenue NCAs to select on reports. ▪ Select Account Type of “Expense” to limit the report to expenditures. ▪ Select Account Type of “Revenue” to limit the report to revenue and unbilled accounts receivable transactions.
	<p>How can I exclude balance forward and carry forward from my GL Transaction Detail report?</p>	<ul style="list-style-type: none"> ▪ Select Activity Type of “Detail” to leave out balance forward and carry forward amounts. <u>See example #3.</u>

WebLinks OLFS Reporting – Verification and Review

Section	Frequently Asked Questions	Answers
<p>Payroll Verification and Review using:</p> <ul style="list-style-type: none"> ▪ Distribution of Payroll Expense ▪ GL Payroll Detail ▪ GL Transaction Detail <p>References:</p> <ul style="list-style-type: none"> ▪ WebLinks OLFS Reference Manual Chapter 3 and Appendix B ▪ WebLinks OLPPS Job Aids on Distribution of Payroll Expense and Salaries by Employee 	How can I verify payroll?	<ul style="list-style-type: none"> ▪ Use the Distribution of Payroll Expense (DPE) report. For each employee selected, the report shows Gross Earnings and Total Benefits as well as a breakdown of the total benefits expense. <ul style="list-style-type: none"> • Compare to departmental OLPPS transactions. • Compare to the Effort Reporting System and the “Other Support” page on the proposal to ensure they are correlated. <p>Note: The DPE report and GL Transaction Detail will not agree if the payroll expense was charged to an invalid DPA. This usually occurs from incorrect data on the Payroll input document or miskeying of data. Payroll does not process a Payroll Expense Transfer but instead prepares a financial journal.</p> <p>Also, if any DPA has an employee paid bi-weekly, there will be an accrual of expenses from the end of the last bi-weekly period in the month to the last calendar day of the month. The WebLinks DPE report does not show salary or benefit financial accruals. However, there is an accrual journal (Source Code 535) in the GL Transaction Detail, and the <u>hardcopy</u> DPE shows the accrual.</p>
	How can I limit the GL Transaction Detail report to payroll transactions only?	<ul style="list-style-type: none"> ▪ Enter an NCA Group range of 401000 to 430000 or an NCA range of 401000 to 419999 to limit the report to payroll transactions. <u>See example #2.</u>
	How can I look for payroll charges to invalid chartfields?	<ul style="list-style-type: none"> ▪ Compare the Distribution of Payroll Expense (DPE) to the GL Payroll Detail. Invalid chartfields will not be included in the GL Payroll Detail report (because they did not pass the General Ledger edit process).

WebLinks OLFS Reporting – Verification and Review

Section	Frequently Asked Questions	Answers
<p>Payroll Verification and Review using:</p> <ul style="list-style-type: none"> ▪ Distribution of Payroll Expense ▪ GL Payroll Detail ▪ GL Transaction Detail 	<p>How can I compare budget to actual expenses to look for variances?</p>	<ul style="list-style-type: none"> ▪ Use the GL Transaction Detail to compare actual expenses (financial column) to budget to discover any variances. <u>See example #2.</u> <ul style="list-style-type: none"> • Select Account Type of Expense. • Select Activity Type of CF BF Detail. • Enter an NCA range of 401000 to 419999. ▪ Alternatively, use the GL/Budget & Expenditure Detail (Central Print). Note: The only selection criteria are Department Code, DPA, and Fund/FY.
	<p>How can I research payroll expense for an employee?</p>	<ul style="list-style-type: none"> ▪ Use either the GL Payroll Detail report or the Distribution of Payroll Expense (DPE) report. Type in the Employee ID and a range for Begin and End DPE Ledger Month. <p>Note: To look up an Employee ID, type a partial value in Employee Name and click Search. Click an employee name to select it.</p>

WebLinks OLFS Reporting – Verification and Review

Section	Frequently Asked Questions	Answers
<p>Purchasing/Accounts Payable Verification and Review using:</p> <ul style="list-style-type: none"> ▪ GL Transaction Detail ▪ Accounts Payable <p>References:</p> <ul style="list-style-type: none"> ▪ WebLinks OLFS Reference Manual Chapter 3 and Appendix B ▪ WebLinks OLFS Reference Manual Chapter 6 	How can I verify accounts payable transactions using the GL Transaction Detail Report?	<ul style="list-style-type: none"> ▪ Enter a Source code of 426 to limit the report to Accounts Payable transactions.
	How do I verify or reconcile a specific type of expense by the use of NCAs using the GL Transaction Detail report?	<ul style="list-style-type: none"> ▪ Enter a specific NCA Group or a range of NCA Groups to reconcile a specific type of expense. For example, enter NCA 432000 to report on NCA codes that are “Communication” expenses. <u>See example #3.</u> ▪ Enter a range of NCA codes that describe the type of expense you want to report. <p>Note: To obtain a document that describes UCSF chartfields including NCA codes, go to the Controller’s Office Home page. From the left-hand menu, click General Accounting. On the General Accounting home page, select the Forms page. Under General Accounting Forms, select the “NCA Quick Reference Guide.”</p>

WebLinks OLFS Reporting – Verification and Review

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<p>Recharge and Other Financial Journal Verification and Review using:</p> <ul style="list-style-type: none"> ▪ GL Transaction Detail <p>References:</p> <ul style="list-style-type: none"> ▪ WebLinks OLFS Reference Manual Chapter 3 and Appendix B 	<p>How can I just verify recharges using the GL Transaction Detail report?</p>	<ul style="list-style-type: none"> ▪ Enter a Source code range of 550 to 556 to limit the report to recharges. <u>See example #1 for use of a Source Code range.</u>
	<p>How can I verify financial journals or cost transfer journals created by other departments using the GL Transaction Detail report?</p>	<ul style="list-style-type: none"> ▪ Enter a Source code of 535 to limit the report to financial journal transactions. <u>See example #1 for use of a Source Code range.</u> <ul style="list-style-type: none"> • Download to an Excel File and sort by Preparer ID. • Review journals for Preparer IDs that are not from your department. • In WebLinks, click a Preparer ID to find the department and phone number of the person who prepared the transaction. ▪ Enter a Source code range of 545 to 547 (automatic journal) to limit the report to cost transfers. <u>See example #1 for use of a Source Code range.</u> <ul style="list-style-type: none"> • Download to an Excel File and sort by Preparer ID. • Review journals for Preparer IDs that are not from your department. • In WebLinks, click a Preparer ID to find the department and phone number of the person who prepared the transaction.
	<p>How can I review fees assessed against gift funds and other automatic assessments using the GL Transaction Detail report?</p>	<ul style="list-style-type: none"> ▪ Enter a Source code of 566 to limit the report to: <ul style="list-style-type: none"> • General Automobile and Employment Practices Liability (GAEL) assessment • Gift Spending Fee

WebLinks OLFS Reporting – Verification and Review

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<p>Recharge and Other Financial Journal Verification and Review using:</p> <ul style="list-style-type: none"> ▪ Budget Status Report (BSR) ▪ GL Transaction Detail <p>References:</p> <ul style="list-style-type: none"> ▪ WebLinks OLFS Reference Manual Chapter 3 and Appendix B ▪ Producing the WebLinks BSRs at: http://ucsflink.ucsf.edu/research/ProducingtheWeblinksBSRs.pdf ▪ BSR Best Practices at: http://ucsflink.ucsf.edu/research/BSR_Best_Practices.pdf 	<p>How can I look up Overhead Rate Information (for calculating indirect costs)?</p>	<ul style="list-style-type: none"> ▪ Under Inquiries, select the Fund Inquiry to look up the IC Base and IC Rate used to calculate indirect costs for a fund. ▪ Under Inquiries, select Overhead Rates. This takes you to the Overhead Base Code Table on the UCSF Accounting website. Navigate through the table to find the base code and description. To look up the specific NCA codes that are included or excluded from overhead rate calculations, scroll to the bottom of the page and click the corresponding link for the IC Base code. Note: Use the browser Back icon to return to the WebLinks Report menu.
<p>How can I reconcile F&A expense for sponsored project funds in RAS?</p>	<p>How can I reconcile F&A expense for sponsored project funds in RAS?</p>	<ul style="list-style-type: none"> ▪ Run the Budget Status Report (BSR) for the Fund-FY. <ul style="list-style-type: none"> • Multiply the Direct Costs for the current month by the fund IC Rate to calculate F&A. Compare to the Indirect Costs in the report. • Also, calculate F&A on the total expenditures. <p>Note: Allow for rounding differences since F&A is calculated each night for transactions processed that day. Make sure you calculated according to the IC Base Code (e.g., Base A – exclude equipment transactions from your base in order to arrive at the correct calculation).</p> ▪ If the monthly F&A you calculated does not match the report, there may be a lag in posting F&A. Run the GL Transaction Detail for the current open period to determine if (the difference in) F&A expenses (NCA 490030) was posted to the current period.

WebLinks OLFS Reporting – Verification and Review

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<p>Cash and Revenue Verification and Review using:</p> <ul style="list-style-type: none"> ▪ GL Transaction Detail ▪ Budget Status Report (BSR) 	Where can I find information on the process for handling gift fund receipts?	<ul style="list-style-type: none"> ▪ Refer to the Controller’s Office Training website at: http://acctg/peoplesoft/journals/training/index.htm ▪ Scroll down to the Journal Tips and Refreshers section, and click the “Cash and Credit Card Journals” link.
	How do I verify cash and revenue transactions and look for incorrect chartfields?	<ul style="list-style-type: none"> ▪ Enter a Source code of 320 for cash or a Source code of 323 for credit card or use a range to include both in one report. <u>See example #1 for use of a Source Code range.</u> ▪ Enter an NCA Range of 300000 to 379999 to verify revenue transactions and an NCA Range of 400000 to 499999 to verify expense reimbursements.
<p>References:</p> <ul style="list-style-type: none"> ▪ WebLinks OLFS Reference Manual Chapter 3 ▪ Producing the WebLinks BSRs at: http://ucsflink.ucsf.edu/research/ProducingtheWeblinksBSRs.pdf ▪ BSR Best Practices at: http://ucsflink.ucsf.edu/research/BSR_Best_Practices.pdf 	What if I don’t see a journal for a deposit to a sponsored project fund that I deposited and sent the deposit slip to EMF?	<ul style="list-style-type: none"> ▪ Refer to the EMF communication on Cash Deposits and Unidentified Cash for Sponsored Projects at: http://acctg/extramural_funds/communications/Revenue_Cash_Mgmt/CashDepositProcess_in_RAS_122006.pdf
	How do I verify billing and payments for sponsored project funds?	<ul style="list-style-type: none"> ▪ Run the Budget Status Report (BSR) for the Fund-FY. Review the Billing and Payment line to determine how much has been received from the sponsor. ▪ Run a GL Transaction Detail report for a Department Code, Fund-FY, or DPA: <ul style="list-style-type: none"> • Select an Account Type of All. • Enter a Source code of 516. • To limit the report to billing transactions, enter a Journal ID of A10. To limit the report to payment transactions, enter a Journal ID of A30.

WebLinks OLFS Reporting – Verification and Review

Section	Frequently Asked Questions	Answers
<p>Cash and Revenue Verification and Review using:</p> <ul style="list-style-type: none"> ▪ Budget Status Report (BSR) ▪ Fund Summary ▪ 12-Month Financial Summary by NCA Group <p>References:</p> <ul style="list-style-type: none"> ▪ WebLinks OLFS Reference Manual Chapters 3 and 4 	<p>What is a quick way to determine if revenue has been recognized on all expenditures for sponsored project funds?</p>	<ul style="list-style-type: none"> ▪ Run the Fund Summary for the Fund-FY. If there is a debit balance in the “Financial” column, it could mean that revenue has not been recognized on all expenditures.
	<p>How can I review revenue or accounts receivable and look for patterns or trends?</p>	<ul style="list-style-type: none"> ▪ Use the 12-Month Financial Summary by NCA Group: <ul style="list-style-type: none"> • Change the Begin Actual Date to the first month you want for analysis. • Change Sort/Total if you want to sort by Fund instead of DPA. • Select Account Type of “Revenue” or, for accounts receivable, select “All” and use a list of AR NCAs. • Download the report to Excel after you have generated it. Use Excel to calculate percentages or create graphs to spot trends. <p>Refer to the following website under Revenue and Cash Management for examples and more information on RAS transactions:</p> <p>http://acctg/extramural_funds/communications/index.htm</p>

WebLinks OLFS Reporting – Verification and Review

Section	Frequently Asked Questions	Answers
<p>Unexpended Balance Verification and Review using:</p> <ul style="list-style-type: none"> ▪ Fund Summary ▪ GL Transaction Detail <p>References:</p> <ul style="list-style-type: none"> ▪ WebLinks OLFS Reference Manual Chapters 3 and 4 	<p>How do I review carry-forward balances at the beginning of the year?</p>	<ul style="list-style-type: none"> ▪ For non-sponsored projects, run a Fund Summary for the Fund for prior year end (FN/yyyy). Then run a GL Transaction Detail for the Fund for period 07/yyyy. <ul style="list-style-type: none"> • Select an Account Type of “All.” • Enter an Activity Type of “CF BF Detail.” • Enter an NCA Range of 119700 to 119900 (Unexpended Balance NCA range). • The Financial Total from the Fund Summary should match the Carry Forward on the GL Transaction Detail.
	<p>How do I review unexpended balances on a quarterly basis to ensure all transactions are appropriate and reasonable?</p>	<ul style="list-style-type: none"> ▪ Run a GL Transaction Detail for the Fund for the quarterly period range. <ul style="list-style-type: none"> • Enter an Activity Type of “Detail.” • Enter an NCA Range of 119700 to 119900 (Unexpended Balance NCA range).
	<p>How do I verify STIP transactions?</p>	<ul style="list-style-type: none"> ▪ Run a GL Transaction Detail for the Fund for the period that STIP is paid (typically 2 periods after the quarter end). <ul style="list-style-type: none"> • Select an Account Type of “All.” • Enter an Activity Type of “Detail.” • Enter a Journal ID of *D97* to see both financial and budget entries for STIP. <u>See example #4.</u> <p>Note: Financial STIP journals have a Journal ID of xxD97 (UCOP distributions) or xxD97A (Campus distribution program). Budget STIP journals have a Journal ID of xxD97B. “xx” signifies the period.</p>

WebLinks OLFS Reporting – Verification and Review

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<p>Appropriations and Budget Verification and Review using:</p> <ul style="list-style-type: none"> ▪ Fund Summary ▪ GL Transaction Detail <p>References:</p> <ul style="list-style-type: none"> ▪ WebLinks OLFS Reference Manual Chapters 3 and 4 	How can I confirm that the budget for a fund totals to zero?	<ul style="list-style-type: none"> ▪ Run a Fund Summary by Fund and check that the Total for the Budget column is zero.
	How can I verify that the budget appropriation for a sponsored project fund is correct?	<ul style="list-style-type: none"> ▪ Run a GL Transaction Detail for the Fund. <ul style="list-style-type: none"> • Select the appropriate date range. • Select Activity Type of “Detail.” • To limit the report to the budget appropriation, enter Source Code of 135. • Compare to the award documents (plus any supplements).

WebLinks OLFS Reporting – Verification and Review

Example #1 – GL Transaction Detail Report Using Activity Type and Source Code Options

Report Options for GL Transaction Detail

(* - At least one of these fields must be selected.)

Begin Date:	<input type="text" value="07/2006"/>	End Date :	<input type="text" value="07/2006"/>
Business Unit:	<input type="text" value="UCSF"/>	Sort/Total:	<input type="text" value="DPA,Fund,NCA Group"/>
Fund Type:	<input type="text" value="Current"/>		
Output Destination:	<input type="text" value="Screen"/>		
Account Type:	<input type="text" value="U/E Expense Revenue"/>		
Activity Type:	<input type="text" value="CF BF Detail"/>		
Control Point (*):	<input type="text"/>		<input type="button" value="Search"/>
Department Code (*):	<input type="text"/>		<input type="button" value="Search"/>
DPA (*):	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Search"/>
Fund-FY (*):	<input type="text" value="88098-01"/>	To: <input type="text"/>	<input type="button" value="Search"/>
Program Code:	<input type="text"/>		<input type="button" value="Search"/>
NCA Group:	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Search"/>
NCA (*):	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Search"/>
Source:	<input type="text" value="130"/>	To: <input type="text" value="136"/>	<input type="button" value="Search"/>
Journal Id (*):	<input type="text"/>		
Preparer Id (*):	<input type="text"/>		

- Enter a **Source Code** range of 130 to 626 to eliminate all re-appropriation entries.
- Enter **Source Code** as follows to limit the report to the following transactions:
 - 320 for cash
 - 326 for credit card
 - 426 for accounts payable
 - 535 for financial journals
 - 536 for payroll
 - 545 to 547 for cost transfers
 - 550 to 556 for recharges

WebLinks OLFS Reporting – Verification and Review

Example #1 – GL Transaction Detail Report Using Source Code Range 130 to 626 to exclude Re-appropriation Data

Source NCA	Prog	Line Description 1	Budget	Financial	Lien	P0 ID	Invoice ID	Invoice Dt	Jrnl ID	Jrnl Dt	Reference	Posted Dt	Prep Id
DPA - DPA NOT USED													
FundFY - 88098-01 CA DHS TURBERCULOSIS 05-45718													
NCA Group - 200000 REVENUE NCA BUDGET GROUP													
539	330030	INCOME ACCRUAL	0.00	167,628.78	0.00				12D51	07/01/2006	88098	08/07/2006	SFPROD
Total:			0.00	167,628.78	0.00								
Total:			0.00	167,628.78	0.00								
Total:			0.00	167,628.78	0.00								
DPA - 444947 MS-EPIDEMIOLOGY & BIOSTATISTICS													
FundFY - 88098-01 CA DHS TURBERCULOSIS 05-45718													
NCA Group - 200000 REVENUE NCA BUDGET GROUP													
533	330030	Recognized Revenue	0.00	10,477.82-	0.00				6800066176	07/01/2006		08/17/2006	SFPROD
533	330030	Recognized Revenue	0.00	589.13-	0.00				6800065756	07/18/2006		08/09/2006	SFPROD
533	330030	Recognized Revenue	0.00	604.95-	0.00				6800065757	07/19/2006		08/09/2006	SFPROD
533	330030	Recognized Revenue	0.00	26,463.70-	0.00				6800065767	07/31/2006		08/09/2006	SFPROD
533	330035	Recognized Revenue	0.00	10,477.82	0.00				6800066176	07/01/2006		08/17/2006	SFPROD
533	330035	Recognized Revenue	0.00	589.13	0.00				6800065756	07/18/2006		08/09/2006	SFPROD
533	330035	Recognized Revenue	0.00	604.95	0.00				6800065757	07/19/2006		08/09/2006	SFPROD
516	330035	System Generated Billing Entry	0.00	167,628.78-	0.00				A100065768	07/31/2006		08/17/2006	SFPROD
533	330035	Recognized Revenue	0.00	26,463.70	0.00				6800065767	07/31/2006		08/09/2006	SFPROD
Total:			0.00	167,628.78-	0.00								
NCA Group - 401000 ACADEMIC SALARIES - EXC TIME													
536	401014	JUL PAYROLL	0.00	398.32	0.00				PR01D10	07/31/2006		08/07/2006	SFPROD
Total:			0.00	398.32	0.00								

Source NCA	Prog	Line Description 1	Budget	Financial	Lien	P0 ID	Invoice ID	Invoice Dt	Jrnl ID	Jrnl Dt	Reference	Posted Dt	Prep Id
DPA - DPA NOT USED													
FundFY - 88098-01 CA DHS TURBERCULOSIS 05-45718													
NCA Group - 200000 REVENUE NCA BUDGET GROUP													
126	330030	REAPPROPRIATE EXPENSE	255,223.22	0.00	0.00								
539	330030	INCOME ACCRUAL	0.00	167,628.78	0.00								
Total:			255,223.22	167,628.78	0.00								
Total:			255,223.22	167,628.78	0.00								
Total:			255,223.22	167,628.78	0.00								
DPA - 444947 MS-EPIDEMIOLOGY & BIOSTATISTICS													
FundFY - 88098-01 CA DHS TURBERCULOSIS 05-45718													
NCA Group - 200000 REVENUE NCA BUDGET GROUP													
126	330030	REAPPROPRIATE EXPENSE	234,447.49-	0.00	0.00								
533	330030	Recognized Revenue	0.00	10,477.82-	0.00				01D50X002	07/01/2006		08/07/2006	SFPROD
533	330030	Recognized Revenue	0.00	589.13-	0.00				6800066176	07/01/2006		08/17/2006	SFPROD
533	330030	Recognized Revenue	0.00	589.13-	0.00				6800065756	07/18/2006		08/09/2006	SFPROD
533	330030	Recognized Revenue	0.00	604.95-	0.00				6800065757	07/19/2006		08/09/2006	SFPROD
533	330030	Recognized Revenue	0.00	26,463.70-	0.00				6800065767	07/31/2006		08/09/2006	SFPROD
533	330035	Recognized Revenue	0.00	10,477.82	0.00				6800066176	07/01/2006		08/17/2006	SFPROD
126	330035	REAPPROPRIATE EXPENSE	157,150.96	0.00	0.00				01D50X002	07/01/2006		08/07/2006	SFPROD
533	330035	Recognized Revenue	0.00	589.13	0.00				6800065756	07/18/2006		08/09/2006	SFPROD
533	330035	Recognized Revenue	0.00	604.95	0.00				6800065757	07/19/2006		08/09/2006	SFPROD
533	330035	Recognized Revenue	0.00	26,463.70	0.00				6800065767	07/31/2006		08/09/2006	SFPROD
516	330035	System Generated Billing Entry	0.00	167,628.78-	0.00				A100065768	07/31/2006		08/17/2006	SFPROD
Total:			77,296.53-	167,628.78-	0.00								
NCA Group - 401000 ACADEMIC SALARIES - EXC TIME													
126	401000	REAPPROPRIATE EXPENSE	3,471.95-	0.00	0.00								
536	401014	JUL PAYROLL	0.00	398.32	0.00				01D50X002	07/01/2006		08/07/2006	SFPROD
Total:			3,471.95-	398.32	0.00								
Total:			3,471.95-	398.32	0.00								

This report did not use a Source Code range and includes the re-appropriation transactions.

WebLinks OLFS Reporting – Verification and Review

Example #2 – GL Transaction Detail Report Using Account Type and NCA Options

Report Options for GL Transaction Detail

(*) - At least one of these fields must be selected.

Begin Date:	03/2007 ▾	End Date :	03/2007 ▾
Business Unit:	UCSF ▾	Sort/Total:	DPA,Fund,NCA Group ▾
Fund Type:	Current ▾		
Output Destination:	Screen ▾		
Account Type:	Expense ▾		
Activity Type:	<div style="border: 1px solid black; padding: 2px;"> U/E Expense Revenue All Expense Revenue Balance Sheet </div>		
Control Point (*):			<input type="button" value="Search"/>
Department Code (*):	<input type="text"/>		<input type="button" value="Search"/>
DPA (*):	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Search"/>
Fund-FY (*):	83456-01	To: <input type="text"/>	<input type="button" value="Search"/>
Program Code:	<input type="text"/>		<input type="button" value="Search"/>
NCA Group:	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Search"/>
NCA (*):	401000	To: 419999	<input type="button" value="Search"/>
Source:	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Search"/>
Journal Id (*):	<input type="text"/>		
Preparer Id (*):	<input type="text"/>		

- Accept the default **Account Type** of “Unexpended Balance, Expense, and Revenue” to get unexpended balance, revenue, and expense detail in one report.
- Select **Account Type** of “All” to include Accounts Receivable (and other balance sheet accounts), Unexpended Balance, Expense, and Revenue.
- Select one of the following **Account Types** to limit the report to that type of account:
 - Expense
 - Revenue
 - Balance Sheet (Accounts Receivable)
- Enter an **NCA Group** or **NCA** range to limit the report to certain types of expenses (e.g., 401000 to 419999 for payroll expenses).

WebLinks OLFS Reporting – Verification and Review

Example #2 –GL Transaction Detail Report Using Account Type of Expense and NCA Range 401000 to 419999

Source NCA	Prog	Line Description 1	Budget	Financial	Lien	P0 ID	Invoice ID	Invoice Dt	Jrnl ID	Jrnl Dt	Reference	Posted Dt	PrepId
DPA - 628032 MEDICINE RESIDENT-PED													
FundFY - 83456-01 C H O C 2H30MC00036-0800 HEMOPHILA													
NCA Group - 403000 SALARY RELATED (BUDGET USE)													
		403000	BALANCE FORWARD	27.00-	155.87	0.00							
547		403250	Salary accrual	0.00	583.82-	0.00							
Total:				27.00-	427.96-	0.00							
NCA Group - 404200 NON-ACAD SALARIES - EXC TIME													
		404200	BALANCE FORWARD	11,353.34-	23,040.91	0.00							
547		404210	Reg non acad salary exc time	0.00	20,574.36-	0.00							
Total:				11,353.34-	2,466.55	0.00							
NCA Group - 405200 NON-ACAD SALARIES - POS TIME													
		405200	BALANCE FORWARD	13,267.94	9,323.61	0.00							
547		405210	Reg non acad salary pos time	0.00	7,764.90-	0.00							
Total:				13,267.94	1,558.71	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
NCA Group - 412000 NON-ACADEMIC BENEFITS													
		412000	BALANCE FORWARD	3,700.55-	4,560.39	0.00							
547		412060	OSDI (NON ACADEMIC)	0.00	1,246.99-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412070	MEDICARE (NON-ACADEMIC)	0.00	400.54-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412110	WORKERS' COMPENSATION(NON ACD)	0.00	218.22-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412130	UNEMPLOYMENT INSUR (NON-ACAD)	0.00	85.05-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412140	EMPLOYEE SUPPORT PROG(NON-ACD)	0.00	76.48-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412250	NON-INDUSTRIAL DISAE INS PREM	0.00	23.01-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412270	VISION INSURANCE (NON-ACAD)	0.00	50.60-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412290	HEALTH INS SINGLE PARTY	0.00	1,440.30-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412320	BENEFIT ACCRUAL (NON-ACAD)	0.00	72.26-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412330	IAP ASSESSMENT (NON-ACAD)	0.00	129.32-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412340	DENTAL INSURANCE (NON-ACAD)	0.00	241.18-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
547		412380	SPECIAL LIFE INS CONTR	0.00	17.45-	0.00			0000083079	03/14/2007		03/14/2007	SFPEDDE
Total:				3,700.55-	558.99	0.00							
Total:				1,812.95-	4,156.29	0.00							
Total:				1,812.95-	4,156.29	0.00							
Totals:				1,812.95-	4,156.29	0.00							

This report shows payroll expense transactions only (NCA range 401000 to 419999).

WebLinks OLFS Reporting – Verification and Review

Example #3 – GL Transaction Detail Report Using Activity Type and NCA Group Options

Report Options for GL Transaction Detail

(*) - At least one of these fields must be selected.

Begin Date:	<input type="text" value="03/2007"/>	End Date :	<input type="text" value="03/2007"/>
Business Unit:	<input type="text" value="UCSF"/>	Sort/Total:	<input type="text" value="DPA,Fund,NCA Group"/>
Fund Type:	<input type="text" value="Current"/>		
Output Destination:	<input type="text" value="Screen"/>		
Account Type:	<input type="text" value="U/E Expense Revenue"/>		
Activity Type:	<input type="text" value="Detail"/>		
Control Point (*):	<input type="text" value="CF BF Detail"/> <input type="text" value="PYr CF BF Detail"/> <input type="text" value="Detail"/>	<input type="button" value="Search"/>	
Department Code (*):	<input type="text" value="478021"/>	<input type="button" value="Search"/>	
DPA (*):	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Search"/>
Fund-FY (*):	<input type="text" value="19900"/>	To: <input type="text"/>	<input type="button" value="Search"/>
Program Code:	<input type="text"/>	<input type="button" value="Search"/>	
NCA Group:	<input type="text" value="433700"/>	To: <input type="text"/>	<input type="button" value="Search"/>
NCA (*):	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Search"/>
Source:	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Search"/>
Journal Id (*):	<input type="text"/>		
Preparer Id (*):	<input type="text"/>		

- Enter an **Activity Type** of “Detail” to leave out balance forward and carry forward amounts.
- Enter a specific **NCA Group** or a range of **NCA Groups** to reconcile a specific type of expense. For example, select NCA Group “433700” to report on NCA codes that are “Printing, Reproduction & Media” expenses.

WebLinks OLFS Reporting – Verification and Review

Example #3 – GL Transaction Detail Report Using NCA Group 433700 (Printing, Reproduction & Media)

Source NCA	Prog	Line	Description 1	Budget	Financial	Lien	P0 ID	Invoice ID	Invoice Dt	Jrnl ID	Jrnl Dt	Reference	Posted Dt	PrepID
DPA - 661001 ACCOUNTING-OPERATIONS														
FundFY - 19900- GENERAL FUNDS														
NCA Group - 433700 PRINTING, REPRODUCTION & MEDIA														
426	433760	ACCAP	BMI IMAGING SYSTEMS	02258167	0.00	11,113.47	0.00	1D205B0141 275062	12/29/					
426	433760	ACCA0	XEROX CORPORATION	02262202	0.00	112.70	0.00	9000005730 023115944	02/13/					
426	433760	ACCA0	XEROX CORPORATION	02262184	0.00	182.86	0.00	18711B0689 023115947	02/13/					
556	433810		DOCUMENTS&MEDIA		0.00	54.00	0.00							
556	433810		DOCUMENTS&MEDIA		0.00	54.00	0.00							
556	433810		DOCUMENTS&MEDIA		0.00	54.00	0.00							
556	433810		DOCUMENTS&MEDIA		0.00	69.00	0.00							
535	433810		FORMS: ENV REF 539		0.00	1,183.00	0.00							
574	433810		FORMS: ENVELOPES		0.00	10,353.95	0.00							
556	433810		DOCUMENTS&MEDIA		0.00	846.50	0.00							
556	433810		DOCUMENTS&MEDIA		0.00	54.00	0.00							
556	433810		DOCUMENTS&MEDIA		0.00	229.00	0.00							
574	433810		FORMS: TAX		0.00	75.92	0.00							
556	433810	ACCAP	DOCUMENTS&MEDIA		0.00	133.32	0.00							
Total:					0.00	24,515.72	0.00							
Total:					0.00	24,515.72	0.00							
Total:					0.00	24,515.72	0.00							
Totals:					0.00	24,515.72	0.00							

This report shows detail transactions for NCA Group 433700. It does not include any carry forward or balance forward amounts.

WebLinks OLFS Reporting – Verification and Review

Example #4 – GL Transaction Detail Report Using the Journal ID Option to Review STIP and Gift Expenditure Fee

Report Options for GL Transaction Detail

(*) - At least one of these fields must be selected.

Begin Date:	11/2006	End Date :	11/2006
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 (*):	<input type="text"/>	To:	<input type="text"/>
Department Code (*):	<input type="text"/>	To:	<input type="text"/>
DPA (*):	<input type="text"/>	To:	<input type="text"/>
Fund-FY (*):	35092	To:	<input type="text"/>
Program Code:	<input type="text"/>	To:	<input type="text"/>
NCA Group:	<input type="text"/>	To:	<input type="text"/>
NCA (*):	<input type="text"/>	To:	<input type="text"/>
Source:	<input type="text"/>	To:	<input type="text"/>
Journal Id (*):	*D97*		
Preparer Id (*):	<input type="text"/>		

- Enter the month STIP was posted in **Begin and End Dates** (typically this is two months after the end of the quarter).
- Enter a **Journal ID** of **"*D97*"** to limit the report to STIP entries.

WebLinks OLFS Reporting – Verification and Review

Example #4 – GL Transaction Detail Report Using the Journal ID Option to Review STIP and Gift Expenditure Fee

Source NCA	Prog	Line	Description 1	Budget	Financial	Lien	PO ID	Invoice ID	Invoice Dt	Jznl ID	Jznl Dt	Reference	Posted Dt	PrepId
DPA - DPA NOT USED														
FundFY - 35092- COOPER L ENDOW FD														
NCA Group - 100000 BALANCE SHEET NCA BUDGET GROUP														
538	119820	X0810	STIP INCOME QTR 1	0.00	231.14-	0.00				05D97	11/30/2006	35092	12/05/2006	STPROD
538	119820	X0799	STIP ADJ PER 1 TO 3: 35092	0.00	173.36	0.00				05D97A	11/30/2006	407100	12/06/2006	STPROD
137	119820		STIP ADJ PER 1 TO 3: 35092	57.78	0.00	0.00				05D97B	11/30/2006	407100	12/06/2006	STPROD
Total:				57.78	57.78-	0.00								
Total:				57.78	57.78-	0.00								
Total:				57.78	57.78-	0.00								
DPA - 404991 MED SCH ACADEMIC SERVICES														
FundFY - 35092- COOPER L ENDOW FD														
NCA Group - 432900 INTEREST AND DEPRECIATION														
137	432040		STIP ADJ PER 1 TO 3: 35092	57.78-	0.00	0.00				05D97B	11/30/2006	407100	12/06/2006	STPROD
Total:				57.78-	0.00	0.00								
NCA Group - 437500 OTHER EXPENSES														
566	437577		NOV EXPENDITURE FEE	0.00	41.52	0.00				05D97E	11/30/2006	407100	12/08/2006	STPROD
Total:				0.00	41.52	0.00								
Total:				57.78-	41.52	0.00								
Total:				57.78-	41.52	0.00								
Totals:				0.00	16.26-	0.00								

- **xxD97** is the journal for financial STIP distribution generated by the Office of the President. “xx” is the fiscal period.
- **xxD97A** is the journal for financial STIP distribution generated by the campus STIP program for all “Other” interest earning funds. This journal also includes the Gift and Endowment assessment made from those funds.
- **xxD97B** is the budget STIP distribution generated by the campus STIP program for all funds that earn STIP.
- **xxD97E** is the journal for the gift spending fee.