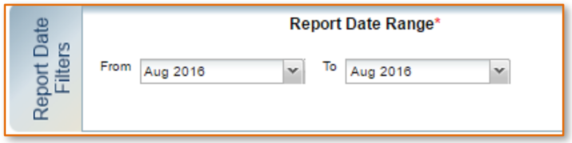
The **Alt Account Detail Report (ADR)** displays detail transaction information for all financial transactions and journal entries posted to the **PeopleSoft** general ledger.

What can I learn from the Alt Account Detail Report?

- Provides accurate and timely information for researching transactions
- Facilitates reconciliation to source documents and/or source systems
- Displays when drilling through for more detail from other reports

Report Date Filter

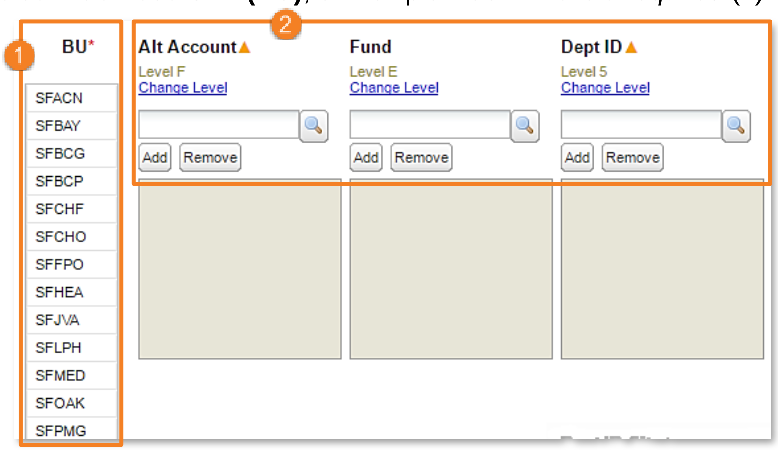
Choose the date range using the **From** and **To** dropdown menus



The default date range is set to the current open accounting period.

Chartstring Filters

1 Select **Business Unit (BU)**, or multiple BUs – this is a *required* (*****) field

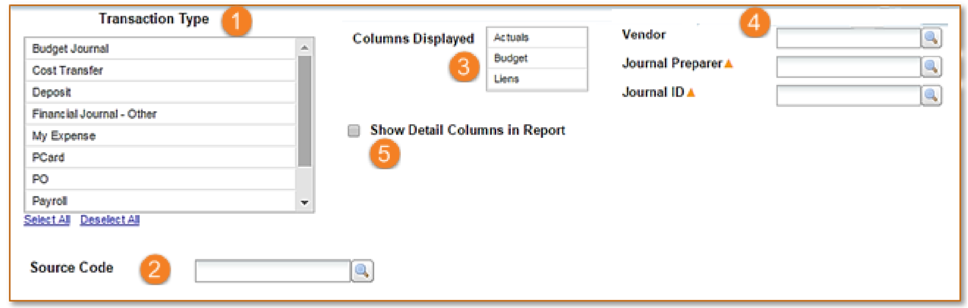


2 Enter the **Alt Account** and/or any other chartfield parameters desired. *At least one* of the conditionally required fields denoted by an orange triangle (▲) must be selected.

See the **Filtering and Running Reports in MyReports** job aid for additional information and tips & tricks for using the filters to configure your report criteria.

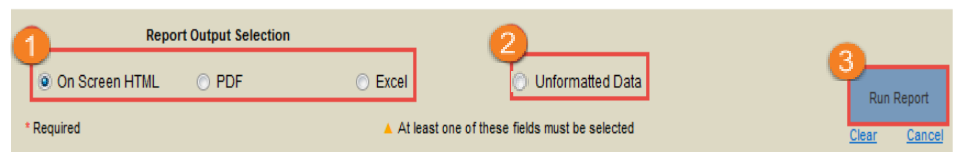
Report Specific Filters

You can further refine your search by **Transaction Type** (1); **Source Code** (2); **Columns Displayed** (3); and/or **Vendor, Journal Preparer**, or specific **Journal ID** (4). You may also choose to display detailed columns in the report by checking the **Show Detail Columns in Report** checkbox (5). All of these filters are optional.



Report Output

In addition to the report output selections of **On Screen HTML** (default), **PDF**, and **Excel** (1), you can choose **Unformatted Data** (2). Selection of the **Unformatted Data** output returns a data only Excel file that has no special formatting, a single row for column headings, and additional fields (Journal Last Approver, Accounting Fiscal Period, and Alt Account Level C) making it the best source for pivot tables and other advanced spreadsheet analysis. Select your desired report output and click the **Run Report** button (3):



Tips & Tricks

- Run an **ADR** for the narrowest criteria applicable:
  - In most cases, running a **Balance Sheet** or **Income Statement** report first, then drilling on items needing further research will be more efficient
  - If you require detailed transaction information, filter your **ADR** report for the shortest date range and lowest Dept ID. Consider limiting the report by **Transaction Type** when possible.
- The **ADR** only displays transactions for the time period selected

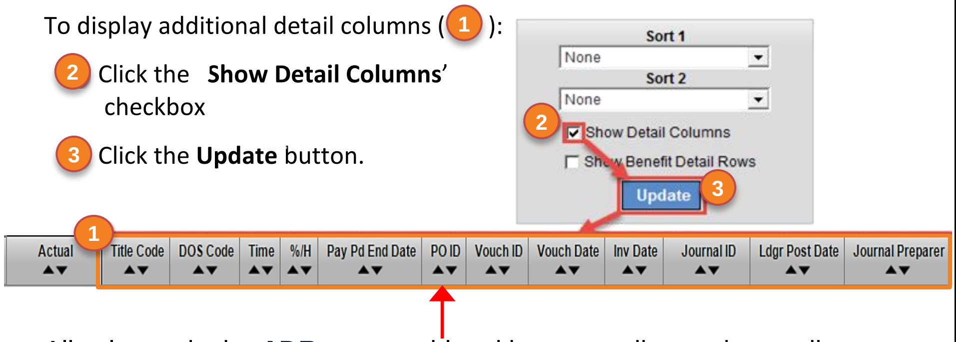
Alt Account Detail Report

Tips & Tricks (continued)

- You can choose to display more detailed information about each *transaction* by clicking the **Show Detail Columns** checkbox. Columns will be added to the report including PO ID, Vouch ID, Vouch Date, and Invoice Date for *purchases*; Journal ID and Journal Preparer for *journals*, and Title Code, DOS, and Pay Pd End Date for *payroll*.

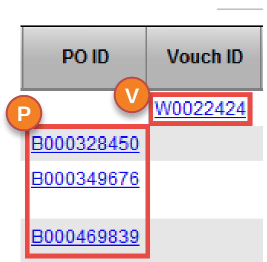
To display additional detail columns (1):

2. Click the **Show Detail Columns'** checkbox
3. Click the **Update** button.

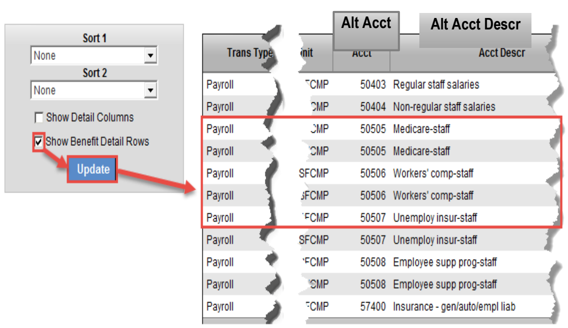


- All columns in the **ADR** are sortable, either ascending or descending. Simply click the up or down arrow (▲▼) in the column you would like to sort.

- In the report view, hyperlinks are displayed as blue underlined text or values. Select a blue hyperlink in the **PO ID** (P) column to view more detail for a **BearBuy** PO, or a hyperlink in the **Voucher ID** (V) column to view more detail in the **Accounts Payable/Purchase Order Inquiry** report.

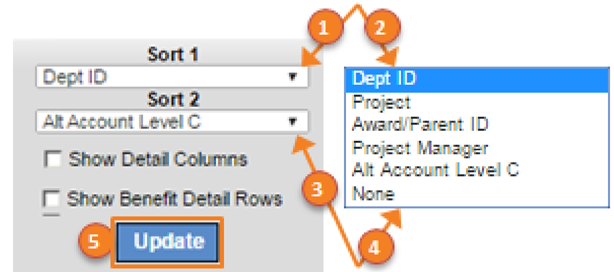


- You can also choose to display more detailed *benefits* information by clicking the **Show Benefit Detail Rows** checkbox and then the **Update** button. The report will display more detailed information on benefits such as FICA and Workers' Comp.

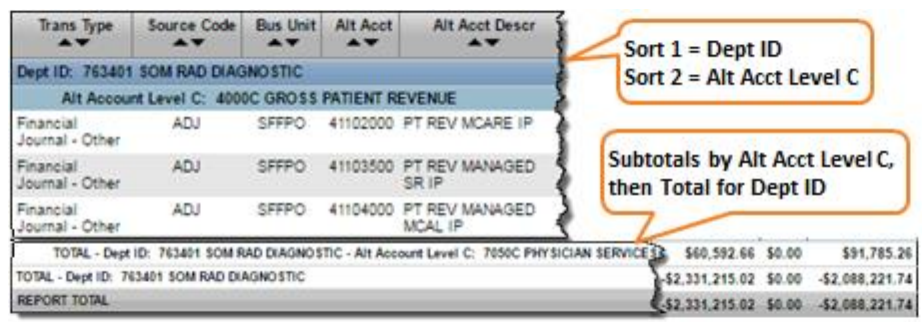


- Since the **ADR** returns data in list form without subtotals or groupings, you can further refine your report using the **Sort 1** and **Sort 2** options:

1. First, click the **Sort 1** drop-down menu
2. Select your first grouping value from the list
3. If desired, click the **Sort 2** drop-down menu
4. Select your second grouping value from the list
5. Click the **Update** button



The report now displays data in your chosen groups with subtotals:



- Information displayed in the Reference Column (**Ref/Inv ID**) differs depending on the type of transaction:

	Ref / Inv ID
Invoice number for general vouchers	7393760
Subcontract ID for subcontract vouchers	SC 409110-02
Expense Report Name for MyExpense	199691 2 Batteries for Costell
Cardholder Name for PCard	DA[illegible] 14002