Alt Account Detail Report

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 $\ensuremath{\textit{From}}$ and $\ensuremath{\textit{To}}$ dropdown menus

late s		Report Date Range*	
Report D Filter	From Aug 2016	✓ To Aug 2016	~

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

Chartstring Filters



4	BU*	Alt Account	Fund	Dept ID 🔺
ч		Level F	Level E	Level 5
	SFACN	Change Level	Change Level	Change Level
	SFBAY		Q	
	SFBCG	Add Remove	Add Remove	Add Remove
	SFBCP			
	SFCHF			
	SFCHO			
	SFFPO			
	SFHEA			
	SFJVA			
	SFLPH			
	SFMED			
	SFOAK			
	SFPMG			

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

See the **<u>Filtering and Running Reports in MyReports</u>** 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.

Transaction Type			- <u>4</u>	
Budget Journal	Columns Displayed	Actuals	Vendor	
Cost Transfer	3	Budget	Journal Preparer	
Deposit		Liens	Journal ID 🔺	
Financial Journal - Other				
My Expense	Show Detail Column	nns in Report		
PCard	5			
PO	_			
Payroll	*			
Select All Deselect All				
Source Code	<u>_</u>			

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):

Report 0	Dutput Selection	. 0	•	
On Screen HTML	O PDF O Excel	O Unformatied Data	4	Run Report
* Required	▲ A	t least one of these fields must be selected		<u>iar Cancel</u>

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*.



- 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.



57400 Insurance - genicatolempl liab

 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.

Sort1		Trans Type	-	Alt Acct	Alt Acct Descr
Sort 2		Facel	10#	50403	Regular staff samarius
	-	Parts	210	58404	Non-regular staff satisfies
Show Detail Col	www.	Pageol W	319	58585	Medicare-staff
Show Benefit De	fal Rent	Parts	317	58585	Medicare-staff
Update	-	Fard	STOP	58505	Warters' comp-staff
		Pard *	FOIF	58505	Notes comp-staff
		Payrod	TOP	58587	Unemplies ineva-staff
		Payoos	STOLF	59567	Unemploy Wave-shaft
		Fajeți 🌵	40%	58588	Employee supp prog-staff
		Parol 🌒	1047	58588	Employee suga prog-staff

- 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:
 - Pirst, 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
 - Select your second grouping value from the list
 - Click the **Update** button



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

Trans Type	Source Code	Bus Unit	Alt Acct	Alt Acct Descr	Sort 1 = Dept ID	
Dept ID: 763401 SOM RAD DIAGNOSTIC					Sort 2 = Alt Acct Level C	
Alt Accou	nt Level C: 400	OC GROSS	PATIENT R	EVENUE		
Financial Journal - Other	ADJ	SFFPO	41102000	PT REV MCARE IP		
Financial Journal - Other	ADJ	SFFPO	41103500	PT REV MANAGED	Subtotals by Alt Acct Level C, then Total for Dept ID	
Financial Journal - Other	ADJ	SFFPO	41104000	PT REV MANAGED		
TOTAL - Dept	ID: 763401 SOM F	AD DIAGNOS	TIC - Alt Acc	count Level C: 7050C PHYSIC	CIAN SERVICE 13 \$60,592.66 \$0.00 \$91,785.26	
TOTAL - Dept ID: 7	13401 SOM RAD DU	AGNOSTIC			\$2,331,215.02 \$0.00 -\$2,088,221.74	
REPORT TOTAL					\$2,331,215.02 \$0.00 -\$2,088,221.74	

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

the type of transaction:	Ref / Inv ID
Invoice number for general vouchers	7393760
Subcontract ID for subcontract vouchers	ŞSC 409110-02
Expense Report Name for MyExpense	199691 2 Batteries for Costell
Cardholder Name for PCard	DAF 14002