Transaction Detail (TDR) Report



The **Transaction Detail (TDR) Report** displays detail transaction information for Payroll, Accounts Payable, Purchase Orders, Financial Journals, and Budget Journals.

What can I learn from the TDR Report?

- Provides accurate and timely information for researching and sampling of transactions
- Facilitates reconciliation to source documents and/or source systems
- Allows for drill-through to specific Voucher and Purchase Order source documents when detail columns are displayed
- Displayed when drilling through for more detail from other reports

Report Date Filters

The default date for the **TDR** is the *current* month. You can use the **Report Date Range** dropdown menus to specify a different range.

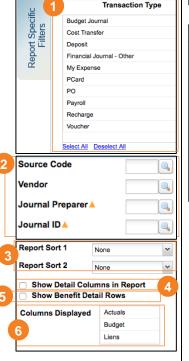


Report Specific Filters

You can further refine your search by:

1 Transaction Type – choose which transaction type(s) to display

- Choose to display a specific Source Code, Vendor, Journal Preparer, and/or Journal ID
- 3 Report Sort 1 and Report Sort 2 allow you to apply one or two sort options to the report output
- 4 Show Detail Columns in the report output by selecting this checkbox
- 5 Show Benefit Detail Rows in the report output by selecting this checkbox
- 6 Columns Displayed choose which report columns to display in the report output

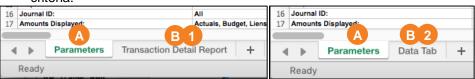


Report Output

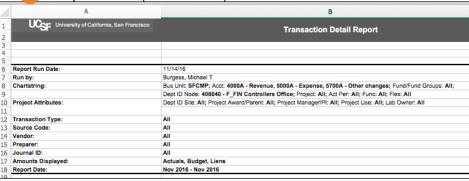
- In addition to the report output selections of On Screen HTML (default),
 PDF, and Excel (1), you can choose Unformatted Data (2)
- Selection of the Unformatted Data output returns an Excel file that has no special formatting, making it the best source for pivot tables and other advanced spreadsheet analysis
- Select your desired report output and click the Run Report button (3)



In both the Excel and Unformatted Data outputs, the workbook will contain two or more tabs. The first sheet/tab (A) always displays the entered filter criteria:



A Sample first tab ("Parameters") – same for both downloads



B1 Sample additional tab - Excel download ("Transaction Detail Report"):

	A	В	С	D	E	F	G	Н	I	J	K		
1	UCSF University of California, San Francisco												
2													
3													
4	Trans Type	Source Code	Bus Unit	Acct	Acct Descr	Fund	Dept ID	Project	Atvy Pd	Funct	Flex		
5	Payroll	548	SFCMP	50439	Staff PET salary accrual	5000	408047	2013567		72		INC2881924	
6	Payroll	548	SFCMP	50439	Staff PET salary accrual	5000	408047	2013567		72		INC2881924	

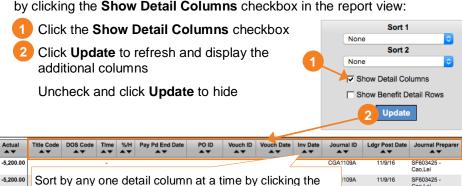
B 2 Sample second tab - Unformatted Data download ("Data Tab"):

	A	В	С	D	E	F	G	Н	I	J	K	
1	Trans Type	Source Code	Bus Unit	Acct	Acct Descr	Fund	Dept ID	Project	Atvy Pd	Funct	Flex	
2	Payroll	548			Staff PET salary accrual		408047			72		INC2881924
3	Payroll	548	SFCMP	50439	Staff PET salary accrual	5000	408047	2013567		72		INC2881924
4	Payroll	548			Staff PET salary accrual		408047			72		INC2881924
5	Payroll	548	SFCMP	50439	Staff PET salary accrual	5018	408047	2013567		72		INC2881924

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Tips & Tricks

- Run a TDR for the narrowest criteria applicable:
 - In most cases, running an Operational or Management report first, then drilling on items needing further research will be more efficient
 - If you require detailed transaction information, filter your TDR for the shortest date range and lowest Dept ID and consider limiting the report by Transaction Type when possible
- By default, the TDR is set to display only Accounts associated with Revenues, Expenses, and Other Changes
- The TDR only displays transactions for the time period selected and does not display information for Period 0 balances
- You can choose to display more detailed information about each transaction by clicking the Show Detail Columns checkbox in the report view:



Inv Date

Trans Type

Payroll

Payroll

Payroll

Payroll

Payroll

Payroll

Payroll

None

None

Acct

CMP

CMP

JMP

CMP

SFCMP

SFCMP

FCMP

Sort 1

Sort 2

Show Detail Columns

90403 Regular staff salaries

50505 Medicare-staff

50506 Workers' comp-staff

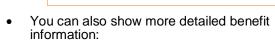
50506 Workers' comp-staff

50507 Unemploy insur-staff

50404 Non-regular staff salaries

Show Benefit Detail Rows

Update



1 Check the Show Benefit Detail Rows checkbox

Ascending order (denoted by ↑ icon)

Descending order (denoted by ↓ icon)

Click Update to refresh

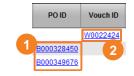
desired arrow:

The report will then display more detailed information on benefits such as OASDI and Workers' Comp:

Uncheck and click **Update** to hide



- In the report view, hyperlinks are displayed as blue underlined text or values
 - Clicking a blue **PO ID** will display more detail in the PO report
 - Clicking a blue **Voucher ID** will display more detail in the AP report



- Since the TDR returns data in list format without subtotals or groupings, you
 may want to further refine your report using the Sort 1 and Sort 2 options:
 - Click the Sort 1 drop-down and select the first value from the list
 - 2 If desired, select the second desired grouping from the **Sort 2** drop-down
- Dept ID

 Sort 2

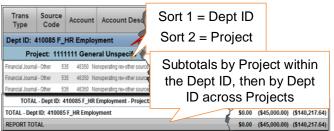
 Project

 Show Detail Columns

 Project Award/Parent ID
 Project Manager
 Account Level C

 None

Your report is refreshed and now displays data in your chosen groups with subtotals:



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

Invoice number for general vouchers
Subcontract ID for subcontract vouchers
Expense Report Name for MyExpense
Cardholder Name for PCard

Ref / Inv ID

7393760
SC 409110-02

199691 2 Batteries for Costell
DAF 14002

Additional Information & Assistance

- More information about **MyReports** including how to request access and additional training can be found in the MyReports section of the <u>Controller's</u> Office website
- If you require help with a technical problem, or have a question about a specific report, contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu or 415.476.2126
- To stay informed about MyReports news, follow the directions on the MyReports section of the Controller's Office website to join the MyReports ListServ