

# 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:

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

- Choose to display a specific **Source Code**, **Vendor**, **Journal Preparer**, and/or **Journal ID**

- Report Sort 1** and **Report Sort 2** allow you to apply one or two sort options to the report output

- Show Detail Columns** in the report output by selecting this checkbox

- Show Benefit Detail Rows** in the report output by selecting this checkbox

- 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:

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

A		B	
UCSF University of California, San Francisco		Transaction Detail Report	
1			
2			
3			
4			
5			
6	Report Run Date:	11/14/16	
7	Run by:	Burgess, Michael T	
8	Chartstring:	Bus Unit: SFCMP; Acct: 4000A - Revenue, 5000A - Expense, 5700A - Other changes; Fund/Fund Groups: All;	
9	Project Attributes:	Dept ID Node: 408040 - F_FIN Controllers Office; Project: All; Act Per: All; Func: All; Flex: All	
10		Dept ID Site: All; Project Award/Parent: All; Project Manager/PI: All; Project Use: All; Lab Owner: All	
11	Transaction Type:	All	
12	Source Code:	All	
13	Vendor:	All	
14	Preparer:	All	
15	Journal ID:	All	
16	Amounts Displayed:	Actuals, Budget, Liens	
17	Report Date:	Nov 2016 - Nov 2016	
18			
19			

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

A		B	C	D	E	F	G	H	I	J	K
UCSF University of California, San Francisco		Transaction Detail									
1											
2											
3											
Trans Type	Source Code	Bus Unit	Acct	Acct Descr	Fund	Dept ID	Project	Atty Pd	Func	Flex	
4 Payroll	548	SFCMP	50439	Staff PET salary accrual	5000	408047	2013567		72		INC2881924
5 Payroll	548	SFCMP	50439	Staff PET salary accrual	5000	408047	2013567		72		INC2881924

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

A		B	C	D	E	F	G	H	I	J	K
UCSF University of California, San Francisco		Transaction Detail									
1											
2											
3											
Trans Type	Source Code	Bus Unit	Acct	Acct Descr	Fund	Dept ID	Project	Atty Pd	Func	Flex	
2 Payroll	548	SFCMP	50439	Staff PET salary accrual	5000	408047	2013567		72		INC2881924
3 Payroll	548	SFCMP	50439	Staff PET salary accrual	5000	408047	2013567		72		INC2881924
4 Payroll	548	SFCMP	50439	Staff PET salary accrual	5018	408047	2013567		72		INC2881924
5 Payroll	548	SFCMP	50439	Staff PET salary accrual	5018	408047	2013567		72		INC2881924

# Transaction Detail (TDR) Report

## 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:

- Click the **Show Detail Columns** checkbox
- Click **Update** to refresh and display the additional columns

Uncheck and click **Update** to hide

Sort 1: None  
Sort 2: None  
☒ Show Detail Columns  
☐ Show Benefit Detail Rows  
**Update**

Actual	Title Code	DOS Code	Time	%/H	Pay Pd End Date	PO ID	Vouch ID	Vouch Date	Inv Date	Journal ID	Ldgr Post Date	Journal Preparer
-5,200.00										CGA1109A	11/9/16	SF603425 - Cao,Lei
-5,200.00										1109A	11/9/16	SF603425 - Cao,Lei

Sort by any one detail column at a time by clicking the desired arrow:

- Ascending order (denoted by ↑ icon)
- Descending order (denoted by ↓ icon)

- You can also show more detailed benefit information:

- Check the **Show Benefit Detail Rows** checkbox
- Click **Update** to refresh

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

Uncheck and click **Update** to hide

Sort 1: None  
Sort 2: None  
☐ Show Detail Columns  
☒ Show Benefit Detail Rows  
**Update**

Trans Type	Unit	Acct	Acct Descr
Payroll	*CMP	50403	Regular staff salaries
Payroll	*CMP	50404	Non-regular staff salaries
Payroll	*CMP	50505	Medicare-staff
Payroll	*CMP	50505	Medicare-staff
Payroll	SFCMP	50506	Workers' comp-staff
Payroll	JFCMP	50506	Workers' comp-staff
Payroll	*CMP	50507	Unemploy insur-staff
Payroll	SFCMP	50507	Unemploy insur-staff

- 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

PO ID	Vouch ID
	<a href="#">W0022424</a>
<a href="#">B000328450</a>	
<a href="#">B000349678</a>	

- 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
- If desired, select the second desired grouping from the **Sort 2** drop-down

Sort 1: Dept ID  
Sort 2: Project  
☐ Show Detail Columns  
☒ Show Benefit Detail Rows  
**Update**

- Click **Update**
- Your report is refreshed and now displays data in your chosen groups with subtotals:

Sort 1 = Dept ID  
Sort 2 = Project

Subtotals by Project within the Dept ID, then by Dept ID across Projects

Trans Type	Source Code	Account	Account Descr
Dept ID: 410085 F_HR Employment			
Project: 1111111 General Unspecif			
Financial Journal - Other	535	46350	Nonoperating rev-other source
Financial Journal - Other	535	46350	Nonoperating rev-other source
Financial Journal - Other	535	46350	Nonoperating rev-other source
TOTAL - Dept ID: 410085 F_HR Employment - Project			
TOTAL - Dept ID: 410085 F_HR Employment			
REPORT TOTAL			

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

	Ref / Inv ID
Invoice number for general vouchers	7393760
Subcontract ID for subcontract vouchers	SC 409110-02
Expense Report Name for MyExpense	1996912 Batteries for Costell
Cardholder Name for PCard	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 [Controller's 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](mailto: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](#)