Northwestern | INFORMATION TECHNOLOGY

Reading the GL008 Revenue and Expense Activity Report

- The GL008 Revenue and Expense Activity Report displays all transactions affecting the budget balance for both sponsored and non-sponsored funds for a given accounting period.
- This report will help you review the transactional details that are summarized in the GL005 Summary Budget Status Report and the GM045 Sponsored Project Budget Statement.

NORTHWESTERN UNIVERSITY

A Revenue and Expense Activity Report
For Fiscal Year 2013
As of Accounting Period 10 - June 2013 (Closed)

Fiscal Year/Budget Period: Current Period
Accounting Period: Current Period
Fund Code: All
Project Status: Active Projects Only
Project: All
Current Department:
Account: 76000 - Physical Plant Properties, 76001 - Auto Repair, 76002 - Lock Shop, 76003 - Waste Disposal, 76004 - Electricians, 76005 - Radio Shop, 76006 - Paint Shop, 76007 - Hv Ac,

Fund:
Department:
Project: - - -
Department Manager: -
Project Manager: -

B Account / Transaction Type	C Transaction ID	D Line/Schedule/ Distribution	E Budget Check Date	F Description	G Pre-Enc/Enc	H Account Beginning Balance	I Transactions	J Account Ending Balance	K GL Post Date	L Chartfield
Expense Budget Activity										
76002 Lock Shop					**$0.00**	**$0.00**	**$1,603.00**	**$1,603.00**		
GL Budget Entry	0000193673	7131	7/20/12	-/Lock Shop			1,603.00			-
76730 Professional Development					**$0.00**	**$0.00**	**$2,000.00**	**$2,000.00**		
GL Budget Entry	0000193673	7132	7/20/12	-/Professional Development			2,000.00			-
				Expense Budget Activity Ending Balances	**$0.00**			**$3,603.00**		
Expenses and Open Commitments										
76002 Lock Shop					**$0.00**	**$835.37**	**$0.00**	**$835.37**		
76710 General Travel					**$0.00**	**$1,162.82**	**$0.00**	**$1,162.82**		
76715 Promotion					**$57.28**	**$14,036.66**	**$0.00**	**$14,036.66**		
Purchase Order	PUR0485123	3/1/2	9/15/12	PRINTABLE PROMOTIONS/SUPERVISOR imprint on back	34.70					-
Purchase Order	PUR0485123	4/1/2	9/15/12	PRINTABLE PROMOTIONS/Upcharge XXL	1.61					-
Purchase Order	PUR0485123	5/1/2	9/15/12	PRINTABLE PROMOTIONS/Upcharge XXXL	4.84					-
Purchase Order	PUR0485123	6/1/2	9/15/12	PRINTABLE PROMOTIONS/Upcharge XXXXL	6.45					-
Purchase Order	PUR0485123	7/1/2	9/15/12	PRINTABLE PROMOTIONS/Upcharge XXXXXL	9.68					-
76725 Special Events-Educational					**$0.00**	**$4,257.00**	**$0.00**	**$4,257.00**		
76730 Professional Development					**$0.00**	**$1,698.00**	**$0.00**	**$1,698.00**		
76765 Domestic Travel-Transportation					**$3,476.79**	**($1,360.20)**	**$0.00**	**($1,360.20)**		
Travel Authorization	0000002901	1	7/5/11	D'Arienzo,/Advance for Conference Travel/-	800.00					-
Travel Authorization	0000003015	1	8/23/11	BonDurant,/Advance for Conference Travel/-	1,158.13					1024
Travel Authorization	0000003111	1	9/29/11	D'Arienzo,/ACUHO-1 Conference/-	1,070.50					-
Travel Authorization	0000004156	1	10/10/12	Delin,Ther/Advance for Conference Travel/-	448.16					1088
				Expenses and Open Commitments Ending Balances	**$3,534.07**			**$20,629.65**		

A. **Accounting Period -** Parentheses next to the Accounting Period indicate whether that period was open or closed at the time the report was run. "Closed" indicates this report has "final" amounts. If "open", the totals and balances are not final.

B. **Account/Transaction Type -** In bold you see the Account number and name where transactions were posted. Below it you see the Transaction types charged to this Account. The Transaction Type corresponds to the Transaction ID to the right.

C. **Transaction ID -** shows you the number of the original transaction. If you're viewing this report online in Cognos, the transaction number hyperlink can be clicked to open a window with additional information about the transaction. The Transaction ID can also be used in NUFinancials inquiries.

D. **Line/Schedule/Distribution -** The first number, Line identifies the line number of the transaction. The second number, Schedule is not being used and can be ignored. The third number, Distribution tells you which line this chart string is on (assuming the amount was distributed among more than one chartstring).

E. **Budget Check Date** - identifies when the transaction was originally budget checked. Normally, this happens on the day a transaction is created/entered. This date is important for actuals transactions that do not have a GL post date because it is the date the funds were encumbered (reserved).

F. **Description** - varies by transaction type. In general, the description is a combination of the description a user enters, along with numbers, dates, and codes from NUFinancials.

G. **Pre-Enc/Enc** - Pre-Encumbrance/Encumbrance indicates whether the transaction amount is currently encumbered with a positive amount. An encumbrance commits funds in the budget to that transaction so that the money cannot be spent elsewhere. The budget checking process encumbers the funds. The Pre/Enc total appears in bold with the amounts listed below. Pre-Encumbrances only apply to unapproved requisitions. Encumbrances apply to approved requisitions/Purchase Orders and Travel Authorizations/Advances. Amounts move out of this column and into the Transactions column when they become paid expenses. This column does not apply to Revenue.

H. **Account Beginning Balance** - displays the cumulative total for the fiscal year through the period for which the report was run. This amount carries over from the previous accounting period and indicates a starting total for this period.

I. **Transactions** - indicate the amount of actual revenue or expenses during the accounting period for which the report was run. The Transactions total appears in bold with the amounts listed below. Transactions whose amounts appear in this column include Revenue deposits, Expense Reports, Journals, and Vouchers/Payments. The GL Post Date corresponds to these amounts.

J. **Account Ending Balance** - is the sum of Account Beginning Balance and Transactions. The total Account Ending Balance appears in bold with the subtotals listed below. At month end/close, this balance carries forward into the next period as the account beginning balance.

K. **GL Post Date** - is the date Transactions were paid/posted to the General Ledger. Their amounts appear in the Transactions column. The column is blank if the expense has yet to be paid.

L. **Chartfield** - refers to ChartField1, a 4-digit code used (optionally) to categorize and track transactions at a finer level of granularity for reporting/analysis. It also serves to track payroll transactions that are in suspense by displaying SUSP in the column. The Chartfield column is left blank if your department does not use it.

NEED HELP? For assistance, contact NUIT Support Center at 847-491-4357 (1-HELP) or e-mail consultant@northwestern.edu.

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