

Account Analysis Report Column Context

	Column Headings	Format	Context
A	FISCAL_YEAR	YYYY (Ex) 2017	Indicates the fiscal year of the transaction.
B	PERIOD	X (Ex) 1	Indicates the period that the transaction is posted in.
C	PERIOD_NAME	X-YY (Ex) 1-17	Combines the period and fiscal year.
D	BALANCE_TYPE	Actual or Encumbrance	Actual: The transaction has been posted to the ledger as an expense, revenue or surplus transfer. Encumbrance: Funds that have been reserved for a specific transaction.
E	ENCUMBRANCE_TYPE	Commitment Obligation P-Card Travel	Commitment: Represents approved requisitions. Obligation: Represents approved POs. P-Card: Represents pcard transactions that have not posted as actuals. Travel: Represents reimbursable cost associated with approved travel authorizations.
F	FUND	XXXX	Four character value used to identify funding source type, ie. Appropriated (1001), Local (3010), etc.
G	FUND_DESC	Text	A description of the fund value.
H	DEPARTMENT	XXXXX	Five character value used to identify the department, ie. used to identify units within the University.
I	COST_CENTER	XXXXXXX	Seven character value used to identify the cost center, ie. used to group revenues and expenses associated with common ongoing activities. May be used with a single or multiple departments.
J	COST_CENTER_DESC	Text	A description of the cost center value.
K	NATURAL_ACCOUNT	XXXXXX	Six character value used to identify the account code that clarifies the category of expense.
L	NATURAL_ACCOUNT_DESC	Text	A description of the account value.
M	SUPPLEMENTAL	XXXXXXXXXX	Ten character value defined by departments and used to identify various activities within the department.
N	INTERFUND	0	Four character value used in configuration. It will always be 0000.
O	PROJECT	XXXXXXXXXX	Ten character value used to identify the project. It is also used on the Budget Ledger to identify budget transaction type, ie. used to track project/sponsor data.
P	FUTURE1	0	Ten character value to be used in the future. It will always be 0000000000.
Q	NET_AMOUNT	0.00	Amount of the transaction.
R	ACCTNG_DATE	YYYY-MM-DD	The date a transaction is reflected in the ledger. It should correspond to the accounting period it is being recorded in. It is not necessarily the date the expense/revenue occurred or was posted.
S	TRANSACTION_NUMBER	Text	Includes system generated transaction numbers for Requisitions (REQ), Purchase Orders (PO), and Expense Reports (EX).

T	APPLICATION_NAME	Payables, Purchasing, Project Costing	Indicates the application in the system that was used to process the transaction. Payables: Invoice has been processed through Accounts Payable. Purchasing: Reqs and POs processed through the system. Project Costing: Applied to PPM module.
U	JE_SOURCE_NAME	Campus, Conversion, Payable, Payroll, Projects, Purchasing, Spreadsheet	Indicates how the transaction was originated. <i>Most Commonly Used:</i> Campus: transaction generated on a spreadsheet from Student Financials. Conversion: transactions converted from FY12-FY16. Payroll: Imported data from PeopleSoft Payroll. Spreadsheet: Imported data from spreadsheet.
V	JE_CATEGORY_NAME	Text	Indicates the type of journal. ie. deposit, payables, corrections, etc.
W	GL_BATCH_NAME	Text	System generated and indicates the name of the journal batch. The confirmation number may be found in the six digits preceding the N.
X	GL_BATCH_DESC	Text	Blank Column
Y	GL_JE_NAME	Text	Includes the system or spreadsheet description for the transaction. Descriptions included for deposits, vendors for IDCs, and spreadsheet entered data. TA numbers are found in this field.
Z	SUBLEDGER_JE_DESC	Text	Transaction details from both spreadsheets and internal transactions. Traveler's name included for travel encumbrance.
AA	GL_JE_DESC	Text	Blank Column
AB	GL_LINE_DESC	Text	Blank Column
AC	GL_LINE_NUMBER	XXXX	Indicates the line number from the batch or transaction.
AD	SUBLEDGER_JE_LINE_DESC	Text	Description from spreadsheet rows.
AE	PARTY_NAME	Text	Supplier or Employee from internal transactions.
AF	ADDITIONAL_INFO	Text	Blank Column
AG	ACCOUNTING_CODE_COMBINATION	Text	Provides the combined funding source string. The supplemental segment may be pulled from this field when unavailable or incomplete in column M.
AH	CODE_COMBINATION_DESC	Text	Provides the combined funding source string as descriptions.
*Account Analysis Pivot Fields Only			
AI	AMOUNT	0.00	Reverses the signs for all transactions.
AJ	AREA	Text	Identifies area that the department rolls up to in the hierarchy.
AK	CC-DESCRIPTION	Text	Combines the Cost Center number and description.
AL	TRANS_TYPE	Text	Identifies the type of transaction in order to differentiate between budget and expense transactions.
AM	FDCC	Text	Combines funding segments and cost center description.
AN	LEDGER	Text	Identifies appropriate ledger for each row.
AO	AUXACCT	Text	Identifies the appropriate auxilliary budget rollup for P&L report.
AP	ACCT	Text	Combines the Account segment number and description.
AQ	BUDACCT	Text	Identifies the budget rollup for each account segment by row.