## Step 1:

• In MyReports on the Transactional Reports tab select Transaction Detail Report

UC <sub>SF</sub> Ur	iversity of Califo	ornia, San Franc	isco						MyReports
Transactional Reports	Operational Reports	Management Reports	Faculty Portfolio	Portfolio Projections	Control Point Reports	HR Data Reports	Inquiries	Manage MyFavorites	Support
								Trans	actional Repo
Accounts	Payable/Purch	nase Order Ingu	ry Report (AP/	PO)					
Displays d	Displays detailed line level information associated with a single Voucher, Vendor Invoice Number, or Purchase Order.								
Asset Ma	nagement Rep	ort							
Used by C	ustodians, this re	eport lists detailed	information abou	ut capitalized asse	ets to enable depa	rtments to perfor	m their physical i	inventory. The repo	rt can also be
used for b	asic inquiry, inclu	ding the status of	an asset.						
Balance	Balance Sheet Report								
Displays A	sset and Liability	account activity a	nd balances for	a selected date ra	ange. The report ca	an be displayed a	at a summary Ac	count level, or at a	detail level
including Fund, Dept ID, and Project.									
Distribution of Payroll Expense Report (DPE)									
Displays detailed payroll information for all transactions processed through the Payroll System at a level of detail not available in the GL Payroll Journal.									
Purchase Order Lien Balance Report									
Displays p	urchase orders w	vith open balances	for the specified	d search criteria, a	as of the close of the	he previous busir	ness day.		
Transacti	<u>on Detail Repo</u>	<u>rt</u>							
Displays d	Displays detailed transaction information including Payroll, Accounts Payable, Purchase Orders, Financial Journals, and Budget Journals. Facilitates research and								

## Step 2:

- In the Transaction Detail Report
  - Keep the default Date Range for one month
  - Add the following list of Unallowable Expense Accounts
    - 51321 Spon proj equip >\$5K+
    - 52310 Dietary (food)
    - 52315 Furniture
    - 52601 Computers \$5K and above
    - 52602 Software \$5K and above
    - 52603 Equipment \$5k+ non compute
    - 52604 Interdept equipment transfers
    - 52605 Library materials capitalized
    - 55601 Legal general ops/advice
    - 55602 Legal litigation/debt collect
    - 55603 Legal fines and penalties
    - 57001 Telephone lines/equipment
    - 57025 Telephone cellular
    - 57055 Mail sorting/mail delivery
    - 57200 Business meetings excl alcoho
    - 57250 Social activ /entmt/alcohol
    - 57251 Social/civic membship & subsc
    - 57253 Travel fundr, lobby, alumni

- 57501 Cap lease principal computer
- 57503 Cap lease principal non-comp
- 57802 Parking permits/space
- 57808 ID card expenses
- 57835 Advert sales/public relations
- 57843 Donations/contributions
- 57851 Employee recog/award/bearh
- 58510 Interest expense other
- 57970 MC-bad debt
- 57971 MC-bad debt-ctr ip pers pvt
- 59032 Loans-reserve for bad debts
- 59135 Debt extingishment costs
- 59140 STIP invest expense-current
- 59141 STIP invest expense-loan
- 59142 STIP invest expense-plant
- 59143 STIP invest expense-roi
- 59144 STIP invest expense-rrpl

- Fund: 5018
- **Project Award/Parents:** Add all recharge Projects
- Transaction Type: Select All, except Budget Journal and PO
- Check Show Detail Columns in Report
- o Select Actuals for Columns Displayed
- Select your preferred **Report Output Selection** 
  - Unformatted Data provides C Level details (recommended)
- Click Save As MyFavorite
- Enter a name for the saved report (ex. Monthly Unallowable Expenses)
  - Click Save

Transaction Detail Report										
Report Date Filters				From Dec 2019	Report	V To Dec 2019		¥		Run Report
Chartstring Filters	★ Select from A BU* SFMED SFMED SFFDN SFFPN SFFPO SFFA SFCP SFCF1 SFDCP SFCF1 SFDCP SFCF1 SFDCP SFCF1 SFNA SFMOD SFOAK SFNA SFNA SFNA SFNA SFNA SFNA SFNA SFNA	W/Favorites Account Level F Change Level Add Remove 51321 - Spon projequip >SSK, non-comp 52601 - Computers SSK and above and above 52602 - Software SSK and above 52603 - Equipmt SSK and above, non comp 52604 - Interdept	Fund Level E Change Level Add Remove 5018-Sale & Service Other [Bud]	Dept ID A Level All Change Level Add Remove Add Remove		Project ▲ Add Remove Project Award/Par Add Remove	rent A	Activity Pd Add Remove Project Manager/Pl A Add Remove	Function Add Remove Project Use Add Remove	Flexfield A Add Remove Project Lab Owner A Add Remove
Report Specific Filters	Budget Journa Cost Transfer Deposit Financial Jour My Expense PCard PO Payroll Recharge Voucher Select All Des	Iransaction Type al mai - Other	S V J J	iource Code /endor ournal Preparer▲ ournal ID▲				Report Report ☑ Sho Column	Sort 1 None Sort 2 None w Detail Columns in Rep w Benefit Detail Rows Is Displayed Actuals Budget Liens	v v Ino
	★ Save As MyFau	vorite	O ( * Req	Report C On Screen HTML uired	Dutput Se PDF At lea must be	election	Excel	<ul> <li>Unformatt</li> </ul>	ed Data	Run Report <u>Clear Cancel</u>

## Step 3:

• Return to MyReports and select Manage MyFavorites tab

Schedule

If the report Monthly Unallowable Expenses does not appear on the list, exit MyReports and log back in

- Check the box in front of the report
- Select Schedule
  - Click Next
- On the Timing Tab:
  - o Select Monthly
  - Select At campus month-end close of every 1 month(s)
    - Click Next



Manage MyFavorites

- Enter the email address you would like this report sent to each month
  - Your email will automatically be copied in the CC line
  - Update the Subject line if you prefer (ex. MyReports: Monthly Unallowable Expenses)
  - Add any additional language to the Body if needed
  - Select Unformatted Data
    - Click Save
- You will now receive the report via email automatically each monthly once the books are closed
  - At year-end you will receive the report at each stage of closing (Prelim, Interim, Final)

Schedule Wizard								
Reports	Timin	g En	nail					
To:		sarah.ritterskar	np@ucsf.e	du	1			
Dc:	13	sarah.ritterskar	np@ucsf.e	du				
Subject:		MyReports: Monthly Unallowable Expenses						
Body:		No Required						
This message will aj all emails:	ppear in	The attached N you no longer v (copied on this For other quest Controller's Off This is an autor	lyReport h vish to rec email). ions or for ce Solutio mated resp	as been scheduled eive this report, co technical support, n Center at COSol ponse; please do n	t for automated delivery. If ntact the schedule owner please contact the utionCenter@ucsf.edu. ot reply directly to this email.			
Available Attachmen	nts:	O PDF	(	) Excel	Unformatted Data			

## Additional Notes:

• To make any changes to the schedule click Manage MySchedules on the Manage MyFavorites tab



• To run the report ad-hoc, click Select from MyFavorites on the Transaction Detail Report page

				Transa	action Detail Report
Report Date Filters				From Dec 2019	Report Date Range*
	★ Select fro BU*	MyFavorites Account Level F	Fund Level E	Dept ID 🔺	Project ▲
	SECMP	Change Level	Change Level	Change Level	