Step 1:

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

University of California, San Francisco									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/Purchase Order Inquiry Report (AP/PO)									
Displays detailed line level information associated with a single Voucher, Vendor Invoice Number, or Purchase Order.									
Asset Management Report									
Used by Custodians, this report lists detailed information about capitalized assets to enable departments to perform their physical inventory. The report can also be									
used for basic inquiry, including the status of an asset.									
Balance Sheet Report									
Displays Asset and Liability account activity and balances for a selected date range. The report can be displayed at a summary Account 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 purchase orders with open balances for the specified search criteria, as of the close of the previous business day.									
Transaction Detail Report									
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
 - 52900 Bad Debt Expense-Sundry Debtor
 - 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
- 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										
ate					Report	Date Range*				
ort Da ilters	From Dec 2019 V To Dec 2019 V								Run Report	
Repo										
	★ Select fro	om MyFavorites								
	BU*	Account Level F	Fund Level E	Dept ID 🔺 Level All		Project		Activity Pd	Function	Flexfield 🔺
	SFCMP	Change Level	Change Level	Change Level						
	SFMED	٩	Q		<u>_</u>					٩٩
	SFFDN	Add Remove	Add Remove	Add Remove		Add Remove		Add Remove	Add Remove	Add Remove
	SFFPO	51321 - Spon proj equip	5018-Sale & Service Other							
Ś	SECHO	52601 - Computers \$5K	[Bua]	•						
ilte	SECHE	and above								
Б	SFLPH	52602 - Software 55K and above								
trin	SFBCP	52603 - Equipmt \$5K and above non comp								
arts	SFCF1	52604 - Interdept								
ő	SFJVA									
	SFMGP									
	SFRXB			Dept ID Site		Project Award/	arent▲	Project Manager/PI	Project Use	Project Lab Owner 🔺
	SFNGO									
	SFOAK									
	FLALI									
	ELCHO			Add Remove		Add Remove		Add Remove	Add Remove	Add Remove
	ELCMP									
	ELHEA									
	ELWMC									
		Transaction Type	So	ource Code				Repo	rt Sort 1 None	×
scific	Budget Jo	umal	Ve	ndor				Repo	rt Sort 2 None	~
Spe	Cost Trans	sfer	Jo	Journal Preparer				Show Detail Columns in Ren		Papart
E	Deposit			urnal ID a					now Benefit Detail Rows	s
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	PO								Liens	
	Payroll									
	Recharge									
	Voucher									
	Select All	Deselect All								
	Report Output Selection									
			0.0	n Screen HTMI			Excel	Unforma	atted Data	
			- Dami	Denied HTML OPDF OExcel			21001	C Chadring		Run Report
			Requi	ieu	must be	selected				<u>Clear</u> <u>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)

Demonto	
Reports Tim	ing Email
To:	sarah.ritterskamp@ucsf.edu
Cc:	sarah.ritterskamp@ucsf.edu
Subject:	MyReports: Monthly Unallowable Expenses
Body:	No Required
This message will appear in all emails:	The attached MyReport has been scheduled for automated delivery. If you no longer wish to receive this report, contact the schedule owner (copied on this email).
This message will appear in all emails:	The attached MyReport has been scheduled for automated delivery. If you no longer wish to receive this report, contact the schedule owner (copied on this email). For other questions or for technical support, please contact the
This message will appear in all emails:	The attached MyReport has been scheduled for automated delivery. If you no longer wish to receive this report, contact the schedule owner (copied on this email). For other questions or for technical support, please contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu.
This message will appear in all emails:	The attached MyReport has been scheduled for automated delivery. If you no longer wish to receive this report, contact the schedule owner (copied on this email). For other questions or for technical support, please contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu. This is an automated response; please do not reply directly to this email
This message will appear in all emails:	The attached MyReport has been scheduled for automated delivery. If you no longer wish to receive this report, contact the schedule owner (copied on this email). For other questions or for technical support, please contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu. This is an automated response; please do not reply directly to this email
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This message will appear in all emails: Available Attachments:	The attached MyReport has been scheduled for automated delivery. If you no longer wish to receive this report, contact the schedule owner (copied on this email). For other questions or for technical support, please contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu. This is an automated response; please do not reply directly to this email

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	