Trial Balance Detail Full Field (UFS)

This report is useful for monitoring the status of your trading accounts as it shows the actual expenditure balances on a selected range of code combinations. It lists balances in Transaction Code order and gives a page break and subtotal based upon the Page-break parameter selection.

The inclusion of *Full Field* in the report title means the report shows the full transaction code description. The text is wrapped where necessary to avoid being truncated. This report has recently been enhanced so you can review Actuals, Budgeted or Encumbrance figures, along with a grand total and a description to the left of subtotals to display the segment code being subtotalled.

Parameter	Option	Result
Balance Type	Actual	Gives actual expenditure
	Budget	If a department has not uploaded a plan, it will just show the allocation totals for the Chest sources of funds.
	Encumbrance	Brings back balances of selected commitment type posted into the General Ledger
Plan or Encumbrance Type	**Plan** *(Do not select **Allocation** after FY17/18)*	• **Plan** - locally set departmental budgets across all sources of funds for both income and expenditure (Includes any Chest Allocation)
	Encumbrances: The four used by the University: • Commitment • Invoice • Manual • Obligation	• **Commitment** – items on an approved PO which have not been received or invoiced • **Obligation** – shows any items on an approved PO that have been received • **Invoice** – shows items on an invoice that has been entered and matched to a PO but not yet converted to an 'actual' (normally prior to Secondary Invoice Approval). • **Manual** – shows items from a commitment journal (if used)
Period	Choice of period	From start of financial year up to and including period selected here
Department	Enter your department two letter ID code	For example *AG* for Finance
Pagebreak Segment	• Cost Centre • Source of Funds • Transaction	Page-breaks and subtotals for the selection made here

Parameter	Option	Result
Page Break Segment Low/High	Select single or a range of codes	Shows the range of account codes selected. The codes offered for selection are dependent on the choice made for the Pagebreak Segment.
Currency	• GBP • STAT	GBP gives the £value of transactions, whilst *STAT* will give the number of CUEF units purchased, not a £value.
Amount type	• PJTD Project-to-Date • PTD Period-to-Date • YTD Year-to-Date	*YTD* will show the cumulative amount from the beginning of the fiscal year, inclusive of the period selected, whilst *PTD* will show only the transactions that occurred in the period selected. *PJTD* is not used.

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EXMZ      Awards, Gifts, Trophies, Souvenirs          PDHB.GAAA.EXMZ      0.00           15.00           15.00
EXZZ      Other/General Miscellaneous                 PDHA.GAAA.EXZZ      0.00          120.00          120.00
EZXX      Transfer of Expenditure                     PDSF.GAAA.EZXX      0.00       (6,656.84)      (6,656.84)
EZZI      Charge for Internal Issue of Inventory      PDEE.GAAA.EZZI      0.00          263.52          263.52
EZZI      Charge for Internal Issue of Inventory      PDHC.GAAA.EZZI      0.00            7.79            7.79
EZZI      Charge for Internal Issue of Inventory      PDJQ.GAAA.EZZI      0.00          301.35          301.35
EZZI      Charge for Internal Issue of Inventory      PDKU.GAAA.EZZI      0.00            5.76            5.76
FAAE      Scholarships/Fellowships Etc:General        PDGF.GAAA.FAAE      0.00        2,760.00        2,760.00
FAAE      Scholarships/Fellowships Etc:General        PDGQ.GAAA.FAAE      0.00        6,795.00        6,795.00
FAAE      Scholarships/Fellowships Etc:General        PDKZ.GAAA.FAAE      0.00         (537.50)        (537.50)
FAFA      University & College (Fee Payments)          PDKZ.GAAA.FAFA      0.00        6,177.00        6,177.00
FJNA      Bad Debt Provision (Non RG)(P & L)          PDGC.GAAA.FJNA      0.00          207.03          207.03
FKAA      Internal Trading - Default Expense          PDAA.GAAA.FKAA      0.00         (254.83)        (254.83)
FKAA      Internal Trading - Default Expense          PDGP.GAAA.FKAA      0.00          578.00          578.00
LAAC      Conference Income                           PDDC.GAAA.LAAC      0.00      (62,171.35)     (62,171.35)
LAAC      Conference Income                           PDDE.GAAA.LAAC      0.00       (2,100.00)      (2,100.00)
LAAC      Conference Income                           PDGH.GAAA.LAAC      0.00       (5,475.00)      (5,475.00)
LAAC      Conference Income                           PDGZ.GAAA.LAAC      0.00         (357.00)        (357.00)
LAAC      Conference Income                           PDHA.GAAA.LAAC      0.00      (29,355.30)     (29,355.30)
LAAC      Conference Income                           PDHB.GAAA.LAAC      0.00       (1,000.00)      (1,000.00)
LAAC      Conference Income                           PDJN.GAAA.LAAC      0.00       (1,027.25)      (1,027.25)
LAAC      Conference Income                           PDPD.GAAA.LAAC      0.00          (85.00)         (85.00)
LAAT      Re-Imbursement of Travel Expenses           PDHA.GAAA.LAAT      0.00         (245.00)        (245.00)
LABA      Tutorial Fees                               PDKZ.GAAA.LABA      0.00      (19,377.00)     (19,377.00)
LBAH      Sales: Coffee and Tea                       PDHD.GAAA.LBAH      0.00         (204.29)        (204.29)
LJAK      Bench Fees                                  PDKZ.GAAA.LJAK      0.00         (300.00)        (300.00)
LKAA      Sales/Income - Miscellaneous                PDDC.GAAA.LKAA      0.00         (105.91)        (105.91)
LKAA      Sales/Income - Miscellaneous                PDGC.GAAA.LKAA      0.00         (828.12)        (828.12)
LKAA      Sales/Income - Miscellaneous                PDGQ.GAAA.LKAA      0.00      (19,767.00)     (19,767.00)
LKAA      Sales/Income - Miscellaneous                PDGW.GAAA.LKAA      0.00       (2,897.50)      (2,897.50)
LKAA      Sales/Income - Miscellaneous                PDKZ.GAAA.LKAA      0.00       (6,759.82)      (6,759.82)
LKJA      Income - Loan Fund Repaid                   PDEE.GAAA.LKJA      0.00       (2,306.28)      (2,306.28)
LKPA      Sales:Private Purchases                     PDYC.GAAA.LKPA      0.00         (234.66)        (234.66)
LSAA      Sponsorship Income                          PDHB.GAAA.LSAA      0.00       (1,438.45)      (1,438.45)
VPNA      Private Purchases                           PDYC.GAAA.VPNA      0.00           (2.07)          (2.07)
XEAA      Departmental Reserves                       PDAA.GAAA.XEAA    384.21           0.00          384.21
XEAA      Departmental Reserves                       PDEE.GAAA.XEAA   (323.46)          0.00         (323.46)
XEAA      Departmental Reserves                       PDGC.GAAA.XEAA    828.12           0.00          828.12
XEAA      Departmental Reserves                       PDGF.GAAA.XEAA (12,955.71)         0.00      (12,955.71)
XEAA      Departmental Reserves                       PDGP.GAAA.XEAA (1,881.52)          0.00       (1,881.52)
XEAA      Departmental Reserves                       PDGQ.GAAA.XEAA (2,265.00)          0.00       (2,265.00)
XEAA      Departmental Reserves                       PDGU.GAAA.XEAA   (566.19)          0.00         (566.19)
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A value in brackets for an expenditure would suggest either:
- a credit note from a supplier or
- an adjustment to transfer expenditure from one cost centre to another

Transaction codes beginning with L are used for income

Represents the balance brought forward from the period year. Brackets = surplus

Trial Balance - Detail (UFS)

The same report as *Trial Balance Full Field* above but transaction code descriptions are truncated to 41 characters. This is useful where the additional lines caused by the wrapping text descriptions will interfere with the reading of the report (e.g. for a balance reconciliation exercise where the full description is not required).

You can review *Actuals, Budget* or *Encumbrance* figures, along with a grand total and a description to the left of subtotals to display the segment code being subtotalled.