



Account Analysis Reports: CUFS

The Account Analysis reports provide detailed information about individual transactions that have been posted to the general ledger from other modules such as Accounts Payables (invoiced expenditure), Payroll and Accounts Receivable (sales invoices and income received). It is recommended that you run these reports **for specific account combinations** where you want to study the transactions that make up a particular balance – perhaps a balance that you are querying from a higher level general ledger report.

Versions available

There are a number of versions of the Account Analysis Report with layouts to suit differing needs each with a slightly different emphasis, and appealing to different audiences. The following table shows which columns each report contains.

Account Analysis Report	When to use...	Source of transaction (eg Payables, Receivables)	Category (e.g. Purchase invoice)	Batch name+	Journal name	Posted Date	Flexfield	Flexfield Description	Description of transaction	*Reference 1# (Display depends on the category of)	*Reference 5 # (Display depends on the category of)	PO Number if matched	Debit column	Credit column	Amount column (Credits indicated as)
Full Field	Good for information about the source of the transaction	✓	✓	✓	✓		✓		✓				✓	✓	
Transaction Detail 1 (UFS)	Good all round report especially for information on transactions from AP		✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Transaction Detail 3 (UFS)	Report limits data for each transaction to a single line, to assist with downloading into Excel and subsequent sorting etc.					✓	✓		✓**	✓	✓	✓			✓
Transaction Detail (UFS) – Excel Version	Directly exports in to Excel, enabling the data to be interpreted and manipulated more easily.	✓	✓	✓		✓			✓	✓	✓	✓			✓
Transaction Detail Filtered by Categories Excel Version (UFS)	Directly exports in to Excel, allows usage of CC owner/category functionality to FILTER report	✓	✓	✓		✓			✓	✓	✓	✓			✓
Transaction Detail with Categories Excel Version (UFS)	Directly exports in to Excel, INCLUDES CC owner/category columns	✓	✓	✓		✓			✓	✓	✓	✓			✓
Transaction Detail with Categories and School Param (UFS)	For School use only	✓	✓	✓		✓			✓	✓	✓	✓			✓

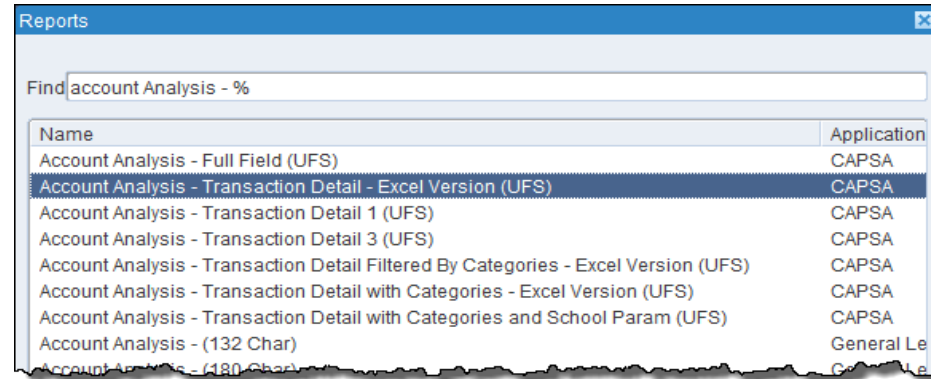
NOTES for table:

+Batch name for Payables & Receivables is from overnight run, not user defined name
*Eg. AP Invoices/AR invoices/AR Misc. receipts
**always the journal line description as held in the General Ledger
Ref 1: supplier/customer name
##Ref 2 or 5: supplier's invoice number/ AR invoice number/paid from
Flexfield for Excel Version reports is not given in one column, but are all given, in separate, sometimes side by side columns, some with descriptions of codes
...Excel Version & Filtered by Cat: codes displayed side by side
...With Categories...: have code descriptions in between each segment

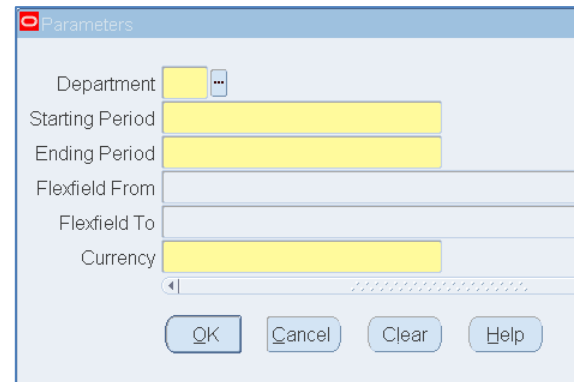
A detailed procedure for running the Excel version of the Account Analysis report follows.

Running the Account Analysis – Transaction Detail (UFS) - Excel Version

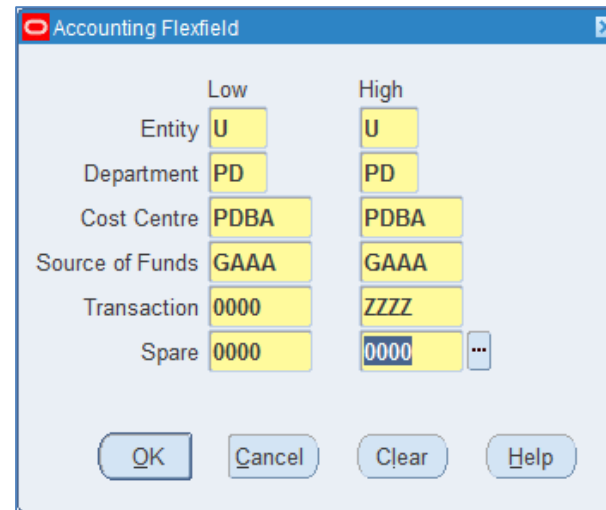
1. Select this report in the normal way from the list of available reports.



2. Complete the required parameters
 - a) Enter your **Department code**.
 - b) Enter the date for the **Starting period** of the information you require. You can either do this by clicking on the list of values or entering the date manually, e.g. Jun-17
 - c) Enter the date for the **Ending Period** of the information you require. You can do this by clicking on the list of values or by entering it manually, e.g. Sep-18



- d) Upon completing the date fields, UFS will open the Accounting Flexfield form which requires completing.
- e) Enter the information of the account code string you wish to query by completing all the fields.
- f) Once all fields completed, click OK and the parameter screen will display again.



The image shows a dialog box titled "Accounting Flexfield" with a blue header bar. It contains two columns of input fields labeled "Low" and "High". The fields are: Entity (U), Department (PD), Cost Centre (PDBA), Source of Funds (GAAA), Transaction (0000), and Spare (0000). The Spare field has a dropdown arrow. At the bottom, there are four buttons: OK, Cancel, Clear, and Help.

	Low	High
Entity	U	U
Department	PD	PD
Cost Centre	PDBA	PDBA
Source of Funds	GAAA	GAAA
Transaction	0000	ZZZZ
Spare	0000	0000

- g) The last field that needs completing is the *currency* field. The currency you need to enter is **GBP**, or alternatively, use the **STAT** option to report on the physical number (as opposed to value) of your CUEF units
 - h) Click **OK** to return to the submit request screen.
3. **Options** – click button to ensure that printer setting is set to **0** copies or **noprint**
 4. **Submit** the report.
 5. Once the report *phase* is **Completed**, click on **View output**, then **Save > Open**, to open the Excel file.

Report output

The Excel workbook contains at least two worksheets:

- **Report Information** – shows the report name, date run and parameters entered, as well as the reconciliation. The difference must be zero.
- **Transactions** - shows the line details for each entry that matches the report criteria

Transactions tab

Posted	Period	Entity	Dept	CC	SOF	Tran	Spare	Category	Source	Batch Name	Description	Ref 1	Ref 4	Ref 5	Ref 6	Ref 8	Ref 10	PO Number	Amount	Tran Desc
03-May-2018	MAY-18	U	ZZ	ZZDE	AAAC	ETKZ	0000	Purchase Inv	Payables	Payables A 2813905 22943812	33pax COACH TO HAYLEY WOOD	NEALS TRAVEL LTD		37907		3		2644454	0.00	Coach Hire
09-May-2018	MAY-18	U	ZZ	ZZDE	AAAC	ETKZ	0000	Purchase Inv	Payables	Payables A 2819903 22981204	53pax COACH, 15/5/18, FROM	NEALS TRAVEL LTD		38028		3		2752408	0.00	Coach Hire
09-May-2018	MAY-18	U	ZZ	ZZDE	AAAC	ETKZ	0000	Purchase Inv	Payables	Payables A 2819903 22981204	53pax COACH, 15/5/18, FROM	NEALS TRAVEL LTD		38028		1		2752408	200.00	Coach Hire
03-May-2018	MAY-18	U	ZZ	ZZDE	AAAC	ETKZ	0000	Purchase Inv	Payables	Payables A 2813905 22943812	33pax COACH TO HAYLEY WOOD	NEALS TRAVEL LTD		37907		1		2644454	290.00	Coach Hire
01-Jun-2018	MAY-18	U	ZZ	ZZDN	AAAA	ETZZ	0000	Purchase Inv	Payables	Payables A 2829929 23145352	22/05/18 INTERVIEW WITH DR S	CHANEL, DR COCO		EXP/29/05/18.		1			-200.00	Other/General Travel & Transport
23-May-2018	MAY-18	U	ZZ	ZZGC	GAAA	ETAZ	0000	Purchase Inv	Payables	Payables A 2825936 23083927	ACCOMMODATION FOR SUBODH	DOWNING COLLEGE		INV002787		3			144.28	Accommodation and Hotels
21-May-2018	MAY-18	U	ZZ	ZZGH	GAAA	ETAZ	0000	Purchase Inv	Payables	Payables A 2825918 23067171	08/05/18 ACCOMMODATION 30	GONVILLE & CAIUS COLLEGE		231459		3			0.00	Accommodation and Hotels
21-May-2018	MAY-18	U	ZZ	ZZGH	GAAA	ETAZ	0000	Purchase Inv	Payables	Payables A 2825918 23067171	08/05/18 ACCOMMODATION 30	GONVILLE & CAIUS COLLEGE		231459		1			617.10	Accommodation and Hotels
29-May-2018	MAY-18	U	ZZ	ZZGM	GBAA	ETGZ	0000	Purchase Inv	Payables	Payables A 2828921 23120142	MEALS: PHD JURY MEETING WITH	GELLER, DR ROSS		EXP/25/05/18/3		3			0.00	Subsistence
29-May-2018	MAY-18	U	ZZ	ZZGM	GBAA	ETGZ	0000	Purchase Inv	Payables	Payables A 2828921 23120142	MEALS: PHD JURY MEETING WITH	GELLER, DR ROSS		EXP/25/05/18/3		1			70.40	Subsistence
31-May-2018	MAY-18	U	ZZ	ZZGY	EFKM	ETFZ	0000	Purchase Inv	Payables	Payables A 2829921 23135399	Train to London 24/04/2018 Dr G	KEY TRAVEL LTD		1828501		3		2756167	0.00	Rail Travel
05-Jul-2018	JUN-18	U	ZZ	ZZDN	AAAA	ETZZ	0000	Adjustment	Spreadsheet	AG/SKT/BANKCHARGE/05/07/20	Bank chg GBP IPO:ZZ 18445,								2.00	Other/General Travel & Transport
05-Jul-2018	JUN-18	U	ZZ	ZZDN	AAAA	ETZZ	0000	Adjustment	Spreadsheet	AG/SKT/BANKCHARGE/05/07/20	Bank chg GBP IPO:ZZ 18444,								2.00	Other/General Travel & Transport
22-Jun-2018	JUN-18	U	ZZ	ZZGL	GBAA	ETBZ	0000	Transfer	Manual	ZZ/DH/22/06/18-1	CC FLIGHT TO STOCKHOLM 26								144.08	Air Travel
20-Jun-2018	JUN-18	U	ZZ	ZZGZ	GAAA	ETZZ	0000	Transfer	Manual	ZZ/DH/20/06/18-1	CC SWISS CONFERENCE								668.14	Other/General Travel & Transport