FI Transaction List by Month

Query Technical Name: ZZFIFMMP05_Q001

Location: FI Departmental Reports folder

Purpose: This report is designed to provide a list of financial transactions that have posted for the selected period. **Parked Documents are not included in this report**. Transactions are expected to be reconciled monthly; generate a report for a single month to reconcile most efficiently.

Standard View: By default this report provides columns detailing the selected fund center(s), & the applicable commitment items, posting dates, fund numbers, doc numbers, any attached descriptions, and the amounts.

Variable Entry screen: Period/Fiscal Year is a required variable. Entering period *000/YEAR – 016/YEAR* will retrieve all data for the desired fiscal year. ***YEAR* refers to the fiscal year; if, for example, one is interested in viewing transaction detail for the month of July during fiscal year 2012 users will input 001/2012.**

NOTE: Variables marked with an asterisk (*) are required entries; they must be populated to proceed. Refer to the reporting manual for step-by-step instructions in populating these fields.

	Variable	Current Selection	Description
	Funds Center Hierarchy		
	Business Area		
	Functional Area		
	Fund		
	Funded Program		
	Grant		
*	Period/Fiscal Year (Interval Entry, Required)		
	Vendor Number (Selection Option, Optional)		
	Commitment Item		
	Posting Date (Selection Option, Optional)		

Types of questions this report can answer beyond the standard view:

1. There is an expense that is charged to the wrong cost center and/or g/l account. What should I do?
   a. Contact the Office of the Comptroller to recode the expense-be ready to provide the document number, posting date, cost center and g/l account for the ***currently charged*** expense is as well as the correct cost center and g/l account.

2. I'm trying to balance payroll actuals against the Labor Distribution report, but the figures are not balancing. Is there anything I can do to display the manual payroll entries for my cost center?
   Users may display manual payroll data in either of the following ways:

   a. Run the "*FI Transaction List by Month – Manual Payroll Entries*" report.
   b. The "FI Transaction List by Month" query may be set to display payroll data using the "*ZF Payroll Correction*" and the "*ZG Year-end Payroll*" document types. To edit the document types included in your results, place a filter on the free characteristic "**Document type.**"

3. How do I filter the results to show only those transactions processed through our department's procurement card(s)?
   a. Using the "**Document type**" field, choose **ZI** to limit the results to procard postings.

Please see "Filtering Your Business Warehouse (BW) Report" for additional details on data filters.