

MOUNT HOLYOKE.

Report2Web Version 4.3.4 Report Descriptions

The information in this table is intended to aid you in better understanding the various reports that are published through Report2Web. The reports that you see are dependent on your security, so while there will be information listed on salary, budgeting, etc., your security may not allow you to see these reports.

Special Note: The letters MTD in the report title indicate “Month to Date”. The letters YTD equal “Year to Date”

Report2Web Title	Report Name	Report Description
Expense Reports	Transactions that are listed in Expense Reports are items that were charged to your operating account. These accounting units begin with 0 (e.g., 060701).	
Department AP Payment Detail Weekly Download ¹ Showing Open Periods run date ²	LAW-XG261 dtl-weekly	<p>Cumulative Accounts Payable transactions that have been posted to the general ledger prior to a period being closed. This report can show as much as 6 weeks of data depending on the date of the period close.</p> <p>This report shows individual payment requests that have been processed through AP. If a request has been paid the report will show the date and type of payment, check or EFT (electronic funds transfer), to the vendor.</p> <p>If the request has not been paid the Payment Date and Type columns will be blank.</p>
Department AP Payment Detail MTD Download run date	LAW-XG262 dtl-monthly	<p>Accounts Payable transactions that have been posted to the general ledger during the month.</p> <p>This report shows individual payment requests that have been processed through AP. If a request has been paid the report will show the date and type of payment, check or EFT (electronic funds transfer), to the vendor.</p> <p>If the request has not been paid the Payment Date and Type columns will be blank.</p>

¹ The word “download” in the title of a report indicates that this report can be exported in “Excel” format by clicking on the export icon. This will be covered in the “exporting documentation”.

² Run date in the “Title” column indicates the date that the report was actually produced for distribution. The “Date” column shows the most current report that is available. If the following icon appears next to the report name it indicates that there are multiple versions of the report that can be viewed.

Report2Web Title	Report Name	Report Description
Expense Reports	Transactions that are listed in Expense Reports are items that were charged to your operating account. These accounting units begin with 0 (e.g., 060701).	
Department Expense Detail Weekly Download showing Open Periods run date	LAW-XG258 dtl-weekly	Cumulative transactions that have been posted to the general ledger prior to a period being closed. This report can show as much as 6 weeks of data depending on the date of the period close. This report does not include certain transactions that are not posted until a week to 10 days after the end of the calendar month ³ .
Department Expense Summary run date	LAW-BD REVEXPSM	Summary by account of Revenues and Expenses vs. Budget for the accounting period. Report contains Balance Remaining and Percent Rec'd or Expended.
Department Expense Detail MTD run date	LAW-XG290 Gltrans-monthly-dtl	Transactions listed by account and sub-account that give individual information for each expense during the month. This report contains beginning and ending balances.
Department Expense Detail YTD Download run date	LAW-GL256-dtl-download	Individual transactions from the beginning of the fiscal year (July 1) through the latest closed period. Shows expenditures by accounting unit, account and sub-account. Does not include actual vs. budget or balances.
Department Expense Detail YTD Final run date	LAW-XG290-Gltrans-yearly-detl	Individual transactions for the entire fiscal year (July 1 st through June 30 th) are generated after final close of fiscal year. There will only be one (1) version of this report each fiscal year. Shows expenditures by accounting unit, account, and sub-account. Does not include actual vs. budget or balances.
Department Expense Detail YTD Download Final run date	LAW-GL256-dtl-download-FINAL	Individual transactions from the beginning of the fiscal year (July 1 through June 30 th) are generated after final close of fiscal year. There will only be one (1) version of this report each fiscal year. Shows expenditures by accounting unit, account, and sub-account. Does not include actual vs. budget or balances. Report is generated after final audit. One version per fiscal year.
Department Expense Summary Final run date	LAW-BD-REVEXPSM-FINAL	Summary account information for the entire fiscal year (July 1 st through June 30 th) and is generated after final close of fiscal year. There will only be one (1) version of this report each fiscal year. Report shows summary of Revenues and Expenses vs. Expenses and Budget for the fiscal year.

³ It does not include telephone, copying, purchasing card, Facilities Management or Willits charges, and funding for reserves. Depending upon how the payroll scheduling falls, the second (or third) student payroll for a month may not be posted until after the end of the calendar month.

Activities – Departmental/Individual⁴	Activity reports include: AG (Agency), CP (Capital Projects), CB, CD, CF, CN, CW (Conferences), FF (Faculty Fellowships), GI,GR, IB (Grants), DS, EI, PL, RE, UE, IR (Restricted) PR (Program) Activities will normally cross fiscal years.	
Activity Detail Weekly Download showing Open Periods run date	LAW_XA258-Dtl-weekly	Cumulative transactions that have been posted to the general ledger prior to a period being closed. This report can show as much as 6 weeks of data depending on the date of the period close. Version is replaced each week with the latest run. This report does not include certain transactions that are not posted until a week to 10 days after the end of the calendar month. ⁵ .
Activity Summary run date	LAW-XA410	Summary by Account Category only and does not include accounting unit and sub-account information.
Activity Detail MTD download run date	LAW-XA256-Actrans-mnth	Individual transactions listed by activity account category / account and sub-account that reflects information on each transaction during the month.
Activity Detail YTD Download run date	LAW-XA257-Dtl-download	Individual transactions from the beginning of the fiscal year (July 1) through the latest closed period. Shows expenditures by accounting unit, account, sub-account, activity, and account category. Does not include actual vs. budget or balances.
Activity Detail YTD Final run date	LAW_XA256-Actrans-year	Individual transactions for the entire fiscal year (July 1 st through June 30 th) and is generated after final close of fiscal year. There is only one (1) version of this report each fiscal year. Report is in Account Category / Account and sub-account order.
Activity Summary Final run date	LAW-XA410-FINAL	Summary of transactions for fiscal year (July 1 st through June 30 th) and is generated after final close of fiscal year. There is only one (1) version of this report each fiscal year. Report is in account category / account and sub-account order.
Reserves	Funds set aside for specific projects or purchases.	
Reserve Detail Weekly Download showing Open Periods run date	LAW-XG259-Reservewkly	Cumulative transactions that have been posted to the general ledger prior to a period being closed. This report can show as much as 6 weeks of data depending on the date of the period close. This report does not include certain transactions that are not posted until a week to 10 days after the end of the calendar month.
Reserve Detail run date (Note: This report covers MTD information and is also a download report)	LAW-XG256	Report shows individual transactions for the month in accounting unit / account and sub-account order with sub-totals for each account does not breakdown by sub-account. Does not show beginning balance or remaining balance in account.

⁴ Activities are broken down into two (2) categories: Departmental and Individual. The “Individual” activities are primarily grants that have been assigned to specific individuals. The security has been set up so that only the Principle Investigator (PI) can access the reports. The format of the reports will be the same whether Departmental or Individual.

⁵ It does not included telephone, copying, purchasing card, Facilities Management or Willits charges, and funding for reserves. Depending upon how the payroll schedule falls, the second (or third) student payroll for a month may not be posted until after the end of the calendar month.

Report2Web Title	Report Name	Report Information
Salary	Exempt and Non-exempt salary and benefit payments	
Reserve Summary run date	LAW-BD-RESERVESM	Report shows line item amounts of revenue and expenses as separate listings. Shows beginning balance, sub-totals by revenue and expenses and remaining balance in account.
Reserve YTD Download run date	LAW-XG253	Individual transactions from the beginning of the fiscal year (July 1) through the latest closed period. Shows expenditures by accounting unit, account, sub-account, activity, and account category. Does not include actual vs. budget or balances.
Reserve Summary Final run date	LAW-BD-RESERVESM-FINAL	Summary of transactions for fiscal year (July 1 st through June 30 th) and is generated after final close of fiscal year. There is only one (1) version of this report each fiscal year. Report is in account category / account and sub-account order.
Salary Detail run date	LAW-BD-SALBENDT	Report shows individual position number and is listed by accounting unit, account and sub-account. It includes current period / fiscal YTD / annual budget / balance remaining and recent expended
Salary Summary run date	LAW-BD-SALBENSM	Report shows total of salary and benefits paid. It includes current period / fiscal YTD / annual budget / balance remaining and percent expended
Salary Overtime Detail Download run date	LAW-XG255-overtime	Individual staff listing of over-time worked. Report includes accounting unit / account / sub-account / activity / post date / update date / description (position number and name of individual) amount / hours.
Budgets - Salary	Reports issued during budget process.	
Budget Turnaround Report Salary Download run date	LAW-BD-DPSAL	Report lists accounting unit and is line item information of revenue and salary expenses by account. Includes previous fiscal year actual, budget, current year to date actual, and projected next fiscal year budget amounts. Column is provided to insert requested amounts for next fiscal year. Report is issued twice during budget cycle, once to request budget information and once to provide approved budget.
Position Occupancy Report run date	LAW-XP200	Report gives exempt and non-exempt listing of status of current staffing. Includes position number, title, grade, percent, FTE, Rate, and salary amount. Also lists person in position information: person name, start date, end date, FTE, and annual-pay.
Approved Salary Budget Download run date 7/22/05	LAW-BD-DPSALCHK	This report is no longer being prepared

Report2Web Title	Report Name	Report Information
Budgets – Operating Expense		
Reposts issued during budget process		
Budget Turnaround Report Operating Expense Download run date	LAW-DB-DPREQUEST	Report lists accounting unit and is line item information of revenue and salary expenses by account. Includes previous fiscal year actual, budget, current year to date actual, and projected next fiscal year budget amounts. Column is provided to insert requested amounts for next fiscal year. Report is issued twice during budget cycle, once to request budget information and once to provide approved budget
2 Year Budget to Actual run date	LAW-BD-2YR-COMP	Report gives a two (2) year history of actual expenses to budgeted expense.
Approved Budget Report Operating Expense run date	LAW-BD- CKNEWBDGT	This report will be published when the new fiscal year (FY) budgets have been finalized. It will also give you a two (2) year history of budget to actual. The previous FY information will show a “thru date” which equals the point in time that the report was produced.
Purchasing Card		
Purchasing Card Purchases		
Purchasing Card Detail Weekly Download showing open periods run date	PCARD-dtl-Weekly	Report lists Cardholder Name, Default Accounting Unit, Transaction Date, Post Date, Merchant Name, Company, Accounting Unit, GL Account and Activity Number (if any), Amount, Purpose of Payment and Remarks. The Purpose of Payment and remarks columns will only contain information if the cardholder has entered information in the Purpose of Payment and/or Transaction Notes fields in JP Morgan PaymentNet web based software. This report is over-written each week
Purchasing Card Detail Monthly Download run date	PCARD-dtl-monthly	Same information as above but contains all transactions for the month/period and contains multiple versions

Source Code Information

A number of reports include a column titled “SOURCE”. This code can be very helpful if you have a question in a report. Below is a table showing the source code and the associated description:

Source	Description
AC	Activity Management
AP	Accounts Payable
CA	Cost Allocation
GL	General Ledger
RJ	Recurring Journal
XA	Mount Holyoke Allocation
XC	Purchasing Card
XE	Endowment Management System
XP	Position Control System
XR	Accounts Receivables System
XT	Telephone Interface