

Job Aid

Summary:

The purpose of this Job Aid is to provide guidance with accessing and running the DASH Department All Postings – Journal Entry Reports. These reports present similar data to the IRIS line item reports and represent general ledger (GL) postings from the subledgers.

- Department All Postings Journal Entry (JE) Source Summary Report
- Department All Postings Journal Entry (JE) Detail Report
- Department All Postings Source Detail Report

Please note the following:

- The JE Source Summary report is the main entry point and includes the option to drill down to the data found in the JE Detail and Source Detail reports. Those reports can also be run separately to directly access that information. This job aid demonstrates how to run the JE Source Summary report and then drill down to the JE Detail and Source Detail reports.
 - If the JE Detail and Source Detail reports are run separately, the **Period From** and **Period To** fields are manually populated.
- These reports are used to track general ledger entries. Project spending is not included in these reports.
- Required fields are marked with an asterisk (*). If a report times out, narrowing selections may be helpful, such as running a report for three months rather than one year.
- Data can be exported and for larger amounts of data, the CSV format should be used.

Sign in to DASH and access the Department All Postings – Journal Entry Reports Steps to Follow:

- 1. Log in to DASH: <u>https://dash.tennessee.edu/home</u>
- 2. Navigate to the **UT Dashboards** selection in the Header Row. You may need to arrow to the right depending on your selections. Select the **UT Reporting** tile.



Job Aid



3. Select the Financials option.

University of Tennessee Reporting Dashboard		Home	Catalog	Favorites +	Dashboards 🗸	Create 🗸	Open 🗸	0
UT Reporting Dashboard Overview Facilities Financials HCM The information below representer the overview of the applications and modules for which we have compiled the reports for those applications. This works included for each application have been reviewed and vention by the application hav	mot commonly used reports for your ease of access and use. Please click on the links no DASH feam. ersity of Tennessee Reporting	above ur	der "UT Re	eporting Dast	iboard" to acces	ss the corre	ت sponding	0
Centralized dashboard co	omprised of custom and delivered Oracle reports by application and module							
Facilities (Supply Chain Management) Modules	Financials (ERP) Modules			Huma	an Capital M	anageme	ent (HC	M) I
Maintenance	Accounts Payable Accounts Receivable Cash Management Contra Management General Ledger Procursment Projects / Grants Travel & Expense			Absence Benefit Compe Core H Payroll Recruit Talent, Time &	e Management s nsation R ment and Onboar Goals, Perf. Labor	rding		
Important Notes - All users can view all report links; however, access to run reports and view the results is based on security role	is and access.							

4. Under the General Ledger heading, select the **Department All Postings – JE Source Summary** report. Note that this job aid demonstrates how to run the JE Source Summary report and then drill down to the JE Detail and Source Detail reports.

or Reporting Dashboard	
verview Facilities Financials HCM	
	Financials Reports
Account Receivables Contracts to Receivable Invoices Transaction Details Reports Fixed Assets Saset Dy Employee Report Saset Fund Report General Ledger Light Line Items Department AI Postings - Journa Cimy Detail Department AI Postings - Source Detail Procurement Suppler Search Query IN Diversity Spend Report	Project Management Labor Distribution Report Project Budget va Actuals (by Expenditure Category) Report Project Budget va Actuals (by Task Number) Payroll and LD Cost Audit Report Sponsored AR Aging Report Sponsored ARA Aging Report Sponsored Araved Project Bali Report Sponsored Project Instancial Summary Report Sponsored Project Detail Report Cost Share Funding Report Program Income Received PI Reports PI Dashboard Averview PI Dashboard Averview PI Dashboard Averview

Last Modified: [March 2025]



Execute and export the Department All Postings – Journal Entry Source Summary Report

Steps to Follow:

- 1. Use the dropdown selections to populate each field as needed. For this example, the report will be run for the UTK Physics Department. An example of using the search option for the "Fund" field is below.
 - a. Select the dropdown arrow, then select **Search**.

RPT_GL_050 - Depa	artment All Posting	gs - JE Source				/		
Source	e All	Ŧ	* Period From	25-01	•	* Period To	25-09	
Enti	ty 10	Ŧ	Fund	All	-	Department	106015	
Accou	nt All	v	Program	🗹 All		Activity	All	
*Loda	IT System and Cam	Apply		000000				
	or of other and our	has they		0000000				
RPT50				1100001				
				1100002				
				1100003				
				Search	F12			

b. Select Contains from the "Name" dropdown.



c. Enter the desired fund number and then select **Search**. If found, the value will be displayed. Click on the fund number to select, and then select **Move**.



Job Aid



d. The fund number is displayed in the **Selected** section. Next, click **OK**.



e. Note that for the **Account Value** field, "zzz" references a parent account and child account data will be included in the report results.



Job Aid

2. Complete the remaining parameters for the report and select **Apply** to run the report. For this example, Entity 10, Fund 1100001, Department 106015, and Program 210 have been selected.

So	ource A	All	Ŧ	* Period From	25-01	*	* Period To	25-09	
E	Entity	10	Ŧ	Fund	1100001	*	Department	106015	*
Acc	count	All	*	Program	210	*	Activity	All	

- 3. The **Department All Postings Source Summary** report is displayed. Use the scroll bar located on the right side to see further selections.
 - a. Each **Transaction Source** link can be selected to drill down to the **Department All Postings** – **Journal Entry Detail** report for journal line information.
 - b. Each **Total** link can be selected to drill down to the **Department All Postings Source Detail** report for vendor information, etc. Examples are included below.



Job Aid

1_GL_050 -	Departn	nent All Postings - JE	Source							Home	Catalog	Favorites -	Dashboards 👻	Create -	Open
	Source A	JI	Ŧ	* Period From	25-01	v	* Period To	25-09	v						
	Entity	10		Fund	1100001	• C	Department	106015	v						
1	Account	All	Ŧ	Program	210	Ŧ	Activity	All	Ŧ						
,	Ledger U	JT System and Campus	▼ Ap	ply											
													59 ;≣	Q ₹	0 0
				Depart	ment All Po	stings - S	Sourc	e Sumn	nary	1			€; €	(G) #	\$ Ø
				Transaction Source	ment All Po	stings - S	Sourc	e Sumn	nary				€ €	(t) A	\$ 9
				Transaction Source Conversion EAH Transactions	ment All Po	stings - S	Sourc	e Sumn	Total 3.499.203.32 18.125.12				€ <u>9</u> ;≘	CC1 +	\$ 9
				Tansaction Source Conversion EAH Transactions Manual	ment All Po	stings - S	Sourc	e Sumn	Total 3.499.203.32 18.125.12 15.00				€9 ;≘	Q. *	\$ Ø
				Transaction Source Conversion EAH.Transactions Manual Panables	ment All Po	stings - S	Sourc	e Sumn	Total 3:499:203.32 18:125.12 15:00 71:001.87				*3 ;≡		•
				Transaction Source Conversition FAH Transactions Manual Damhles Project Accounting	ment All Po	stings - S	Sourc	e Sumn	Total 3:499:203.32 18:125.12 15:00 71:001.87 1:727:630.03				€ ;≘		Q 9
				Transaction Source Contention FAIL Transactions Manual Provide Accounting Receipt Accounting	ment All Po	stings - S	Sourc	e Sumn	Taty 3:499:203.32 18:125.12 15:00 71:001.67 1:727:630.03 0:00				€ <u>9</u> ;≘	<i>€</i> ₽ ▼	Q 0

For example, when the Transaction Source - Payables link is selected, the Department All Postings

 Journal Entry Detail report opens in a new browser tab, displaying Payables details. The Source Summary page is accessible on the previous browser tab. In this example, the Journal Name column provides links to Purchase Invoices. Click on each link to see further details.

*	RPT_GL_050	- Department All Postings -	- JE Source							Home	Catalog	Favorites -	Dashboards -	Create 🗸	Open 👻
		Source All	Ŧ	* Period From	25-01	v	* Period To	25-09	Ŧ						
		Entity 10	v	Fund	1100001	*	Department	106015	Ŧ						
		Account All	Ŧ	Program	210	*	Activity	All	*						
		* Ledger UT System and Campus	s v Apply												
	RPT50									-			9 ⊞	@ *	¢ 0
				Depart	ment All Po	ostings -	 Source 	ce Sumr	nary						
				Transaction Source					Total						
				Conversion					3,499,203.32						
				FAH Transactions					<u>18,125.12</u>						
				Manual					<u>15.00</u>						
				Pavables					<u>71.001.87</u>						
				Project Accounting					1,727,630.03						
				Receipt Accounting					0.00						
									5,315,975.34						

	Oracle Fusion Cloud Application	× CRPT_GL_050 - Department	t All P × 🖸 RPT_GL_050 -	Department All	IR × +							- c	- X
$\leftarrow \rightarrow$	C 😋 fa-ewlq-saasfar	prod1.fa.ocs.oraclecloud.com/xm	ny server/Custom/Financials,	/General+Led	ger/RPT_GL_05	0+-+Department	+All+Postin	gs+-+Journa	al+Entry+Detail	९ ☆	=, ≁		:
88													Bookmarks
🐔 RP	T_GL_050 - Department All P				Sea	arch All		•	৹	, Home	Catalog New 🔻	Open 🔻	? 0
	* Source Payables	▼ * Perior	d From (YY-MM) 25-01		* Period To	o (YY-MM) 25-09						- 1	
	Entity 10	v	Fund 1100001	v	De	epartment 106015		v				- [[] AIEE Open *	
1	Account All	v	Program 210			Activity All		*					
	Louge.												
RPT5			Department A	\II Post	ings - J	lournal E	ntry D	etail			⊕)⊒	Q = 1	¢ 0
RPT5	Batch Name	Journal Name		II Post	ings - J	Iournal E	ntry D		Amount	Effective Date		@ = 1	\$ 0
RPT5	0 Batch Name Payables A 225410100001 2254100	Journal Name 25-07 Purchase Invoices	Journal Import 2254100:	LI Post	ings - J	Iournal E artment Account 015 531200	Program	Oetail	Amount 356.01	Effective Date 01/31/2025	January Control Source Payables	@ = 1	¢ 0
RPTS	0 Batch Name Payables A 2254101000001 2254100 Payables A 2254101000001 2254100 Y	Journal Name 25-07 Purchase Invoices 25-07 Purchase Invoices	Department A Journal Description Journal Import 2254100: Journal Import 2254100:		Fund Depa 1100001 10600 1100001 10600	Iournal E artment Account 015 531200 015 531200	Program	Activity V 0000 0703 0703 0704	Amount 356.01 742.92	Effective Date 01/31/2025 01/31/2025	Transaction Source Payables Payables Payables	Q = 1	0
RPT5	0 Batch Name Payables A 225410100001 2254100 Payables A 225410100001 2254100 Payables A 225259100001 2254100 Y Payables A 2252591000001 2252590 Y Payables A 2252591000001 2252590 Y	Sournal Name 15-07 Purchase Invoices 25-07 Purchase Invoices 25-07 Purchase Invoices 25-07 Purchase Invoices	Department A Journal Description Journal Import 2254100; Journal Import 2254100; Journal Import 225690;	Entity 10 10	Fund Depu Fund Depu 1100001 1060 1100001 1060 1100001 1060	Journal E artment Account 015 531200 015 531200 015 531200 015 531200	Program 210 210 210 210	Activity 0000 0703 0704	Amount 355.01 742.92 989.76 4780	Effective Date 01/31/2025 01/31/2025 01/31/2025 01/31/2025	Transaction Source Payables Payables Payables Payables Payables	Q = 1	0
RPTS	0 Batch Name Payables A 225410100001 22541001 Payables A 225410100001 2254100 Payables A 22526100001 2282690 Y Payables A 2282691000001 2282690 Y Payables A 258220000005 2582199 Y Payables A 25827000001 259149 Y Payables A 25827000001 259149 Y Payables A 25827000001 259149 Y Payables A 2582700001 259149 Y Payables A 259160 P P	Sournal Name 25-07 Dechases Innoises 25-07 Dechases Innoises 25-07 Dechases Innoises 25-07 Dechases Innoises 25-07 Dechases Innoises	Department A Journal Description Journal Import 2254100: Journal Import 2265400: Journal Import 2265490: Journal Import 2522199:	Entity 10 10 10 10 10	Fund Dep 1100001 10600 1100001 10600 1100001 10600 1100001 10600 1100001 10600	Account 015 \$31200 015 \$31200 015 \$31200 015 \$31200 015 \$31200 015 \$31200 015 \$31200 015 \$31200	Program 210 210 210 210 210 210	Activity 0000 0703 0704 0000 0031	Amount 356.01 742.92 989.76 47.80 38.973 36	Effective Date 01/31/2025 01/31/2025 01/31/2025 01/31/2025 02/28/2025	Transaction Source Payables P	@ = 1	¢ 0
RPTS	0 b b b b b b b b b b b b b b b b b b b	Sournal Name 25-07 Excloses Invoices 25-07 Excloses Invoices 25-07 Excloses Invoices 25-08 Textuses Invoices 25-08 Excloses Invoices	Department A Journal Inport 224100: Journal Import 224100: Journal Import 225100: Journal Import 2252199; Journal Import 2352199; Journal Import 235189;	LI Post 10 10 10 10 10 10 10 10 10 10	Fund Depa Fund Depa 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060	Account 015 \$31200 015 \$31200 015 \$31200 015 \$31200 015 \$31200 015 \$31200 015 \$37600 015 \$37600	Program 210 210 210 210 210 210 210 210 210	Activity 0000 0703 0704 0000 0031 0031	Amount 356.01 742.92 989.76 47.80 38,973.26 9,102.31	Effective Date 01/31/2025 01/31/2025 01/31/2025 01/31/2025 02/28/2025 02/28/2025	Transaction Source Payables P	Q = 1	
RPTS	0 Batch Name Payables A 225410100001 22541001 Payables A 225410100001 22541001 Payables A 22541000001 2254100 Y Payables A 250125000001 2251949 Y Payables A 250125000000 2591849 Y Payables A 2501250000000 2591849 Y Payables A 2501250000000 2591849 Y	Journal Name 25-07 Purchase Invoices 25-07 Purchase Invoices 25-07 Purchase Invoices 25-08 Purchase Invoices 25-08 Purchase Invoices 25-08 Purchase Invoices	Department A Journal Import 2254100: Journal Import 2254100: Journal Import 2254100: Journal Import 2552199: Journal Import 2552199: Journal Import 2551899: Journal Import 2571829:	LI Post 10 10 10 10 10 10 10 10 10 10	tings - J Fund Depu 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060	Account 015 531200 015 531200 015 531200 015 531200 015 531200 015 537600 015 549200	Program 210 210 210 210 210 210 210 210 210 210	Activity 0000 0703 0704 0000 0031 0031 0000	Amount 356.01 742.92 989.76 47.80 38.973.26 9,102.31 495.00	Effective Date 01/31/2025 01/31/2025 01/31/2025 01/31/2025 02/28/2025 02/28/2025 02/28/2025	Transaction Source Payables P	@ + 1	÷ 0
RPTS	0 Bytch Name Bysables A 225410100001 2254100 Y Psyables A 225410100001 2254100 Y Psyables A 225320000002 228590 Y Psyables A 253250000002 259149 Y Psyables A 253150000002 2571827 Y Psyables A 2571530000002 2571827 Y Psyables A 2571530000002 2571827 Y	Zoumal Name 25-02 Purchase Invoices 25-02 Purchase Invoices 25-02 Purchase Invoices 25-02 Purchase Invoices 25-08 Purchase Invoices 25-08 Purchase Invoices 25-08 Purchase Invoices 25-08 Purchase Invoices 25-09 Purchase 25-09 Purcha	Department A Journal Description Journal Import 2254100: Journal Import 2254100: Journal Import 2254100: Journal Import 2351849: Journal Import 2571829: Journal Import 2571829: Journal Import 2571829:	LI Post 10 10 10 10 10 10 10 10 10 10	Fings - J Fund Deput 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060	Journal E attment Account 015 \$31200 015 \$31200 015 \$37200 015 \$37600 015 \$37600 015 \$37600 015 \$37600	Program 210 210 210 210 210 210 210 210 210 210	Activity 0000 0703 0704 0000 0031 0001 0001 0001	Amourt 356.01 742.92 989.76 47.80 3.8.973.26 9.102.31 9.102.31 0 20.255.84	Effective Date 01/31/2025 01/31/2025 01/31/2025 01/31/2025 02/28/2025 02/28/2025 03/31/2025 03/31/2025	Transaction Source Payables	Q = 1	0 0
RPTB	0 Batch Name Payables A 225410100001 22541001 Payables A 225410100001 2254100 Payables A 228269100001 2282690 Y Payables A 259220000005 2582590 Y Payables A 2591000001 2591494 Y Payables A 267103000000 2671829 Y Payables A 267103000000 2671829 Y Payables A 267103000000 2671829 Y Payables A 26703000007 3048494 V Payables A 26703900007 3048494 V Payables A 26703900007 3048494 V Payables A 26703900007 3048494 V Payables A 2670390007 3048494 V Payables A 267039007 304849 V Payables A 2670490 V Payables A 2	Sournal Name 25-07 Dechase Invoices 25-07 Dechase Invoices 25-07 Dechase Invoices 25-08 Dechase Invoices 25-08 Dechase Invoices 25-08 Dechase Invoices 25-09 Dechase Invoices 25-09 Dechase Invoices	Department A Journal Import 2254100: Journal Import 2254100: Journal Import 2254100: Journal Import 2252590; Journal Import 2571829; Journal Import 2571829; Journal Import 2571829; Journal Import 2571829; Journal Import 2571829; Journal Import 2571829; Journal Import 2571829;	Line Content of Conten	Lings - J Fund Dep 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060 1100001 1060	Journal E artment Account 015 \$31200 015 \$31200 015 \$31200 015 \$31200 015 \$31200 015 \$37600 015 \$37600 015 \$37600 015 \$37600 015 \$37600 015 \$37600 015 \$37600	Program 210 210 210 210 210 210 210 210 210 210	Activity 0000 0703 0704 0000 0031 0000 0031 0000	Amount, 355.01 742.92 969.76 472.90 38.973.26 9.102.31 465.00 20.255.84 38.97	Effective Date 01/31/2025 01/31/2025 01/31/2025 01/31/2025 02/28/2025 02/28/2025 03/31/2025 03/31/2025	Transaction Source Payables	Q * 1	

Last Modified: [March 2025]



a. The Department All Postings – Source Detail report is now displayed. Navigation scroll bars are available as needed on the right side and the bottom of the screen. The previous report screens are available by using the browser tabs. Note that if a blank screen is displayed when running these reports, you may need to scroll to the right to see the "Processing" message.

~	Ora	cle Fusion Clou	d Application	K 🛛 🔁 RPT_GL_050 - Departr	nent All P. 🗴 🕴 📴 RPT_GL_05	0 - Department All Pill X	RPT_GL_050 - Departe	ment All P. X	+											
4	→ (9 55 fa	ewin-saasfan	rod1 fa.ocs oraclecloud co	/xmloserver/Custom/Financia	is/General+Ledger/RPT GL 0	50+++Department	+All+Postings+-	+Source+D	etail.xdo?	xrot=08 xr	mode=08P	NTITY=108F	P FUND=1100	001&P DEPT=10601	58P ACCT=*8P PR	G=2108P ACT	VITY=*&P PER FROM=25.0	INP PE. Q	* * *
	. í		ernd-sansah	TOU INBIOCION BORECTOURICON	Annyaer very constantly i maricia	nij denezi i Ledgel/ni 1_di_d	oor-roeparament	rear roadings -	1.50010210					_1010-1100	00100 _0011-10001	Star Shoel - an Sh	00-E1000 _HC1	Intra di preignom-25-6	100 21 000 -	H 4 9
8					N															
-		_050 - Depa	rtment All P.													Search All		*	Q Hor	me Catalog New v
		* Source	Payables	* * Period Fro	m (YY-MM) 25-01	* Period	To (YY-MM) 25-09													
		Entity	10	*	Fund 1100001	*	Department 106015		Ŧ											
		Account	Al	*	Program 210	*	Activity All		Ŧ											
			IT Sustan and C	Added at	14000															
Ι.		- Ledler	71 aynun ana G	angua +	Journal (19900)	* Apply														
	RPT50																			- 0 H
																Depar	tment A	ll Postinas - Se	ource D	Detail
					la un	1	1			1					I			le se se	less s	
K.	Period	Accounting Date	Document Date	Batch Name	Journal Name	Journal Description	Event Class	Transaction Source	Entry	Fund	Department	Account	Program	Activity	Accounted Amount	Journal Transaction Number	Document Number	Document Description	v VO Number	Supplier/Customer/Person
N	Period	Accounting Date	Document Date	Journal Batch	Journal	Journal Description	Event Class	Journal Source	Segment 1 Entity	Segment 2 Fund	Segment 3 Department	Segment 4 Account	Segment 5 Program	Segment 6 Activity	Net Accounted Amount	Transaction Number	Document Number	Document Description	PO Number	Party Name
	25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254500	Invoices	Payables	10	1100001	106015	\$31200	210	0000	11.33	U7000131923496	UT000131923496	Rodoville, MD for HEPAP		
	25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Payables	10	1100001	106015	\$31200	210	0000	7.74	U7000131923496	UT000131923496	Radoville, MD for HEPAP		
	25-07	2025-01-01	2024-12-07	Peyables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Payables	10	1100001	106015	531200	210	0703	75.60	UT000131923495	UT000131923496	Rodeville, MD for HERAP		
	25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Payables	10	1100001	106015	\$31200	210	6703	368.95	UT000131923496	UT000131923496	Radiculie, MD for HEPAP		
	25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Payables	10	1100001	106015	531200	210	0703	147.17	UT000131923496	UT000131923496	Rodoville, MD for HEPAP		
	25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	Invoices	Payables	10	1100001	106015	531200	210	0000	322.00	UT000131923496	UT000131523496	Rodwille, MD for HERAP		
	25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Involces	Payables	10	1100001	109015	\$31200	210	0703	99.60	U7000131923496	UT000131923496	Rodoville, MD for HEPAP		
	25-07	2025-01-01	2034-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Payables	10	1100001	106015	531200	210	0000	14.94	UT000131923496	UT000131923496	Rockville, MD for HEPAP		
	25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Involces	Payables	10	1100001	109015	\$31200	210	0703	51.60	UT000131923496	UT000131923496	Rodoville, MD for HEPAP		
11														_						
Ц																				

☆ RPT_GL_0	050 - Dep	artment All P						Search All		•		٩,	Home	Catalog	New 🔻 O	pen 🔻	? 🕹
	* Source	Payables	Ŧ	* Period From (YY-MM)	25-01]		* Period To (YY-MM)	25-09								
	Entity	10	v	Fund	1100001		,	Department	106015		Ŧ						
	Account	All	v	Program	210		,	Activity	All		Ŧ						
	* Ledger	UT System and Campus	*	Journal	140000	v	Apply										
RPT50								-							9 <u>;</u>	a 4	2 Ø
									Departn	ner	nt All Posting	gs -	Sou	rce [Detail		
									•			•					
											Processing						
								L									
							_		_								

 When a Total link is selected from the Source Summary report, the Department All Postings – Source Detail report opens in a new browser tab, displaying details including vendor information, etc.



Job Aid

☆ RPT_GL_050) - Department All Postings -	- JE Source							Home	Catalog	Favorites -	Dashboards •	Create -	• Open •
	Source All	Ŧ	* Period From	25-01	Ŧ	* Period To	25-09	Ŧ						
	Entity 10	*	Fund	1100001	*	Department	106015	Ŧ						
	Account All	Ŧ	Program	210	Ŧ	Activity	All	Ŧ						
	* Ledger UT System and Campus	T Apply												
RPT50			Depart Tanacton Source Conversion EALTransactors Manual Panablas Protect Accounting Recent Accounting	ment All Po	stings	- Sourc	ce Sumn	Tetal 3:459:203.32 18:125.12 15:00 2:0.01.87 1:727:630.03 0.00 5:315:975.34				6 ∷	@ ▼	\$ 0

RPT_G	L_050 - Depa	rtment All P.	**												Search All		•	9, Hon	e Calalog New 🕶 Ope	n 🔻 🕺
	* Source	Payables	* * Period From	n (YY-MM) 25-01	* Period	To (YY-MM) 25-09														
	Entity	10	v	Fund 1100001	v	Department 106015		Ŧ												
	Account	All		Program 210		Activity All		*												
	*Ledger	UT system and c	ampus v	Journal All	* Apply															
RPT50																				- 0
															Donor	tmont A	I Destings S		lotoil	
															Depar	unieni A	ii Postings - St	Juice D	etall	
Period	Accounting Date	Document Date	Batch Name	Journal Name	Journal Description	Event Class	Transaction Source	Entity	Fund	Department	Account	Program	Activity	Accounted Amount	Journal Transaction Number	Document Number	Document Description	PO Number	Supplier/Customer/Person	1
feriod	Accounting Date	Document Date	Journal Batch	Journal	Journal Description	Event Class	Journal Source	Segment 1	Segnent 2	Segment 3 December	Segment 4	Segment 5	Segment 6 Arthuite	Net Accounted Amount	Transaction Number	Document Number	Document Description	PO Number	Party Name	1
15-07	2025-01-01	2024-12-07	Pavables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Pavables	10	1100001	106015	531200	210	0000	7.74	UT000131523496	UT000131923496	Rodwille, MD for HERRP			-
25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Drivoices	Payables	50	1100001	106015	\$31200	210	0703	51.60	UT000131923496	U7000131923496	Rodoville, MD for HERRP			-
15-07	2025-01-01	2024-12-07	Pavables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Penables	10	1100001	106015	531200	210	0703	75.60	UT000131523496	UT000131923496	Rodoville, MD for HERRP			-
15-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	Invoices	Paubles	50	1100001	106015	\$21200	210	0703	\$47.17	UT000131923496	U7000121923496	Rockville, MD for HETHP			
5-07	2025-01-01	2024-12-07	Pavables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	Invoices	Pavables	10	1100001	106015	531200	210	0703	368.95	UT000131523496	UT000131923496	Rodville, MD for HERRP			
S-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	Invoices	Pavables	10	1100001	106015	\$31200	210	0000	11.33	UT000131923496	UT000131923496	Rodville, MD for HEIMP			_
5-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Swoices	Payables	50	1100001	106015	531200	210	0703	99.60	UT000131923496	U7000131923496	Rodville, MD for HEIMP			
5-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Payables	10	1100001	106015	531200	210	0000	322.00	UT000131923496	UT000131923496	Rodville, MD for HEIMP			
5-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690x	Invoices	Paubles	10	1100001	106015	\$31200	210	0704	322.00	UT000128849193	U7003128849193	HERMP Neeting			
S-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2292690:	Invoices	Payables	10	1100001	106015	\$31200	250	0704	368.95	UT000128949193	UT000128949193	HERVP Neeting			
5-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690	Invoices	Payables	10	1100001	106015	\$31200	210	0704	226.60	UT000128849193	U7000128849193	HEMP Neeting			_
S-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690	Invoices	Payables	10	1100001	106015	531200	210	0704	34.01	UT000128949193	U7000128949193	HERVP Neeting			
5-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690	Drivolices	Payables	50	1100001	106015	\$31200	210	0704	38.00	UT000128049193	UT000128849193	HEMP Meeting			_
25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Involces	Journal Import 2254100:	Invoices	Payables	50	1100001	106015	\$31200	210	0000	14.94	UT000131923496	UT000131923496	Rockville, MD for HERAP			
25-07	2025-01-22	2025-01-13	Payables A 2532200000005 2532199 Y	25-07 Purchase Invoices	Journal Import 2532199	Drivolices	Psysbles	10	1100001	106015	\$31200	210	0000	47.80	UT000146997913	U7003146997913	Tampa workshop-Yang Zhang			
25-08	2025-02-01	2024-12-13	Payables A 2671830000005 2671829 Y	25-00 Purchase Invoices	Journal Import 2671829:	Invoices	Payables	10	1100001	106015	545200	210	0000	495.00	UT000199998051	UT000199998051	Dinner receipts with my group and Dr. Shuangshun Zhang			
5-08	2025-02-07	2025-01-03	Payables A 2591850000003 2591849 Y	25-00 Purchase Invoices	Journal Import 2591849:	Drupices	Payables	50	1100001	106015	\$37600	210	0031	9,230.51	90362126	90262126	DEC 2024 3FO - Read	PO10000005053	UT BATTELLE LLC	_
5-08	2025-02-07	2024-12-04	Payables A 2591850000003 2591849 Y	25-00 Purchase Invoices	Journal Import 2591949:	Invoices	Payables	50	1100001	106015	\$37600	210	0071	10,304.32	90261606	90263606	NOV 2024 3FO - Hix	PC100000005054	UT BATTELLE LLC	
5-08	2025-02-07	2024-12-04	Payables A 2591850000003 2591849 Y	25-00 Purchase Invoices	Journal Import 2591849:	Structures	Psysbles	10	1100001	106015	\$37600	210	0031	10.256.12	90261601	90261601	NOV 2024 3FO - Read	PO10000005049	UT BATTELLE LLC	
5-08	2025-02-07	2025-01-03	Payables A 2591850000003 2591849 Y	25-06 Purchase Invoices	Journal Import 2591849:	Invoices	Payables	10	1100001	106015	537600	210	0031	9,002.31	90262131	90262131	DEC 2024 3FO- Hix	PC10000005055	UT BATTELLE LLC	
5-08	2025-02-13	2025-02-05	Payables A 2671830000003 2671829 Y	25-00 Purchase Invoices	Journal Import 2671829:	Drivpices	Payables	50	1100001	106015	537600	210	0031	4,999.56	90262694	90262694	34N 2025 3FO Hix	PC10000006189	UT BATTELLE LLC	_
5-05	2025-02-13	2025-02-05	Payables A 2671530000003 2671529 Y	25-06 Purchase Invoices	Journal Import 2671829:	Structures	Payables	10	1100001	106015	537600	210	0031	4,122,45	90262689	90262689	JAN 2025 JPO-K. Read	PC10000006191	UT BATTELLE LLC	_
5-09	2025-03-01	2025-02-20	Payables A 3048499000007 3048498 Y	25-09 Purchase Involces	Journal Import 3048498:	Drivolices	Payables	10	1100001	106015	\$31200	210	0000	1.81	UT000224549180	U7000224549180	BPS Feb/2025			_
5-09	2025-03-01	2025-02-20	Payables A 3046499000007 3046495 Y	25-09 Purchase Invoices	Journal Import 3040490:	Drivoloes	Payables	10	1100001	106015	\$31200	210	0000	1.61	UT000224549100	UT000224549080	BPS Feb/2025			_
5-09	2025-03-01	2025-02-20	Payables A 3048499000007 3048496 Y	25-09 Purchase Invoices	Journal Import 3048498:	Drivologia	Payables	50	1100001	105015	531200	210	0000	1.64	UT000224549180	U7000224549580	8P5 Feb/2025			_
5-09	2025-03-01	2025-02-20	Payables A 3048499000007 3048456 Y	25-09 Purchase Invoices	Journal Import 3048496:	Invoices	Payables	50	1100001	106015	531200	210	0000	5.40	UT000224549180	UT000224549180	BP5 Feb/2025			_
	2020 02 02	1010.02.10	Bundlin & TOTRATIONOUS TOURISE Y	16.00 Barbara Incident	In section of the sec	An other	Developer	50	1.000001	100015	621200	310	0000	6.50	100000000000000000000000000000000000000	100000000000000000000000000000000000000	and a lation of			_

5. The reports can be exported to CSV or Excel formats using the Actions icon as shown in the screenshots below. For larger amounts of data, the CSV format is recommended.

L_050 - Department All Pos	stings - JE Source							Home Catalog I	Favorites
Source All	Ŧ	* Period From 25-01	v	* Period To	25-09	v			
Entity 10	*	Fund 1100001	Ψ	Department	106015	Ŧ			
Account All	v	Program 210	v	Activity	All	Ŧ			× 1
* Ledger UT System and	Campus v Apply								
									-9 ≣ Q.
		D	epartme	ent All Po	stinas - So	urce Summarv			Edit Report
		Transaction So					Total		Edit Layout
		Conversion	Conversion		*	3.499-2	13.32		C Event
		FAH Transactio	05			18,1	25.12	W Interactive	L CAPON
		Manual					15.00	PDF	Send
		Pavables				71.0	01.87	Excel (*.xlsx)	o Schedule
		Project Account	ting			1.727.6	30.03	R csv	the lobe
		Receipt Accour	iting			E 215 9	0.00	2 001	
						5,525,5			Job History
									Republish from History
									Share Report Link
									Online Discouting



Job Aid

RPT_GL_05	50 - Department All P					Sea	rch All		•		۹ не	me (Catalog New 🔻 Open 👻
	* Source Payables	Period From (YY-I)	IM) 25-01	* P	eriod To (YY-I	MM) 25-09							
	Entity 10	v Fi	ind 1100001	Ŧ	Departm	nent 106015		v					
	Account All	* Prog	am 210	-	Acti	ivity All							
	* Ledger UT System and Campus	* Apply											
RPT50													⊕ ∷ @ ▼ ∰
		Department All Postings - Journal Entry Detail									Add to My Favorite		
	Batch Name	Journal Name	Journal Description	Entity	Fund	Department	Account	Program	Activity	Amount	Effective Date	Tran	Edit Report
	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	10	1100001	106015	531200	210	0000	356.01	01/31/2025	Paya	Edit Lavout
	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	10	1100001	106015	531200	210	0703	742.92 01/74/2000	01/~* /~~~	1.	
	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690:	10	1100001	106015	531200	210	0704	989.76	01/ Q Interactive	1	∱Export ►
	Payables A 2532200000005 2532199 Y	25-07 Purchase Invoices	Journal Import 2532199:	10	1100001	106015	531200	210	0000	47.80	o 🕞 csv		Send
	Payables A 2591850000003 2591849 Y	25-08 Purchase Invoices	Journal Import 2591849:	10	1100001	106015	537600	210	0031	38,973.26	02/28/2025	Paya	
	Payables A 2671830000003 2671829 Y	25-08 Purchase Invoices	Journal Import 2671829:	10	1100001	106015	537600	210	0031	9,102.31	02/28/2025	Paya G	o Schedule
	Payables A 2671830000005 2671829 Y	25-08 Purchase Invoices	Journal Import 2671829:	10	1100001	106015	549200	210	0000	495.00	02/28/2025	Paya 👌	o Jobs
	Payables A 2970296000007 2970295 Y	25-09 Purchase Invoices	Journal Import 2970295:	10	1100001	106015	537600	210	0031	20,255.84	03/31/2025	Paya	
	Payables A 3048499000007 3048498 Y	25-09 Purchase Invoices	Journal Import 3048498:	10	1100001	106015	531200	210	0000	38.97	03/31/2025	Paya 0	Job History
										71,001.87			Republish from History
													Share Report Link
												_	Online Diagnostics

🖷 RPT_	GL_050 - Depa	irtment All P.												Search	All	•	् Home	Catalog	New - Open - ?
	* Source	Payables	* Period From	n (YY-MM) 25-01	* Period	To (YY-MM) 25-09													
	Entity	10	*	Fund 1100001	* 1	Department 106015		*											
	Account	A8		Program 210		Activity All		-											
	* Ledger	UT System and C	ampus *	Journal Al	* Apply														
PRTEA																			o = o- o
100															D				0.20.06.05
Department All Postings - Sou Add by Periode												My Pavonte							
Period	Accounting Date	Document Date	Ratch Name	Journal Name	Journal Description	Event Class	Transaction Source	Frthy	Bird	Decartment	Account	Program	AdMty	Accounted Amount	Journal Transaction Number	Document Number	Document Description	Edit Re	port
						-		· · · ·	,								v v	6.01.0	
Period	Accounting Date	Document Date	Journal Batch	Journal	Journal Description	Event Class	Journal Source	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6	Net Accounted Amount	Transaction Number	Document Number	Document Description	x	your
25-07	2025-01-01	2024-12-07	Pavables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	Invoices	Payables	10	1100001	106015	531200	210	0000	7.7	UT000131923496	UT000131923496	Rockville, ND for	C Export	
25-07	2025-01-01	2024-12-07	Paubles A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Payables	10	1100001	106015	\$31200	210	0703	51.40	UT000131923496	UT000131923496	Rodoville, ND for	Send	
25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Payables	10	1100001	106015	531200	210	0703	75.44	UT000131923496	UT000131923496	Rockville, ND for HEHHP		
25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	Invoices	Payables	10	1100001	106015	531200	210	0703	147.13	UT000131923496	UT000131923496	Rodoville, MD for HERNP	- 🍾 Schedu	sle
25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	Strucices	Payables	10	1100001	106015	531200	210	0703	268.91	UT000131923496	UT000131923496	Rockville, ND for HERMP	💫 Jobs	
25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Payables	10	1100001	106015	531200	210	0000	11.3	UT000131923496	UT000131923496	Rodoville, ND for HEPAP		
25-07	2025-01-01	2024-12-07	Peyebles A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Drivoices	Payables	10	1100001	106015	531200	210	0703	99.44	UT000131923496	UT000131923496	Rockville, ND for HERAP	Gi Jue His	adry
25-07	2025-01-01	2034-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	Invoices	Payables	10	1100001	106015	531200	210	0000	322.00	UT000131923496	UT000131923496	Rockville, ND for HERAP	Republ	ish from History
25-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Involces	Journal Import 2283690:	Invoices	Payables	10	1100001	106015	\$31200	210	0704	322.00	UT000128849193	UT000128849193	HERAP Meeting	Share I	Report Link b
25-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2283690:	Strucices	Payables	10	1100001	106015	531200	210	0704	368.91	UT000128849193	UT000125849193	HERRP Meeting	anane	
25-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690:	Drivoices	Payables	10	1100001	106015	531200	210	0704	226.80	UT000128849193	UT000128849193	HERRP Meeting	Online	Diagnostics +
25-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690:	Swoices	Payables	10	1100001	106015	531200	210	0704	34.0:	UT000128849193	UT000128849193	HERAP Meeting		

6. This completes the process to access and run the DASH Department All Postings – Journal Entry Reports.