

September 8, 2010

The Activity Review Report summarizes transaction activity recommended for after-the-fact review in the Financial Review Guidelines. The Activity Review Report should be scheduled to run on a regular basis as part of the Monthly Financial Review Process.

The Activity Review Report is located in the DWH Portal “Review Tools” folder.

Folders	Name	Type	Modified	Description
SMART Space	Account Holder By PTAO	Folder	8/18/09 11:32 AM	Account Holder By PTAO - Group A
Developers Only	Account Holder By Person	Folder	7/11/08 2:52 PM	Account Holder By Person - Group A
University Standard Reports	Account Intersection	Folder	8/11/08 9:33 AM	New Category
Finance	Adhoc Reports	Folder	4/1/09 2:01 PM	New Category
HR	Capital Management Reports	Folder	2/25/08 1:18 PM	New Category
ISP	Commitment Trans Detail	Folder	9/22/08 1:46 PM	New Category
Procurement	Current Month Detail	Folder	7/9/08 8:05 AM	New Category
Usage	Fund Balance Activity	Folder	2/26/08 10:46 AM	New Category
Yale Next	General Accounting	Folder	9/22/08 11:57 AM	New Category
	Grant Balance	Folder	6/2/09 11:49 AM	New Category
	Installation Commitment Detail	Folder	2/25/08 1:24 PM	New Category
	Payroll Earnings Detail	Folder	2/25/08 1:24 PM	New Category
	Position Plan	Folder	2/26/08 10:51 AM	New Category
	Review Tools	Folder	8/14/09 11:03 AM	Review Tools
	Source Group Activity	Folder	2/25/08 1:26 PM	New Category

## How to Process

Select the following parameters before generating the report:

- Organization: Select Org Hierarchy Level (Division, Dept, Org Level, etc.)
- Organization Value: Select specific Org Value
- Project (default = ALL)
- Award (default = ALL)
- Accounting Period (default = LCM, “Last Closed Month”)
  - To select a range of accounting periods: Click on first accounting period in your range and then hold down the shift key. Click on the last accounting period of the range and you will see the multi-period range highlighted.
- Source Group (default = ALL which includes SPAGR, ENDOW, EXPOP, GENAP, SPPRO)

Set Values

PSOO/PTAEO Parameters			
Segment	Level	Value	Page Break By
Organization	University	Yale University A00101	
Project	University/All Projects	ALL	
Award	All Awards	ALL	
Additional Parameters			
Accounting Period	Current Open Month - July FY2011 Adjustment FY2010 Last Closed Month - June FY2010 May FY2010 April FY2010		
Source Group	All		

After processing is complete, report output will default to the “Home” screen, also known as the “Activity Summary Report.”

**Activity Review Report**

March 2010

Date Range (Optional)   
 Start Date    
 End Date

**Summary Report**

**Detail Views**

Expenses

Interfund Transfers

Revenue

Print Summary

Summary Report		Sponsored Agreements	Endowment and Similar Funds	Expendable Gifts - Operating	General Appropriations	Special Programs
Category	Transaction Type	Amount	Amount	Amount	Amount	Amount
EMS Reports	ERs Not Routed in Dept for Approval	152.20	45.00	213.40	190.83	2,638.69
SciQuest Purchases	SciQuest Not Routed in Dept for Approval	14,767.91	4,313.99		1,580.51	40,893.46
Ok-to-Pay Invoices	OK-to-Pay Invoices	16,532.97	4,963.50	1,495.64		25,814.14
Shipping Transactions	Shipping Transactions	47.66	19.99			649.05
Internal Service Providers	CCMI - Confocal		175.00			175.00
	Cell Sorter Facility	83.96				99.63
	Central Facilities				264.00	132.00
	Central Stockroom	64.80				605.70
	Cesium-137 Gamma Irradiator and XRAD320 X-ray Unit					142.50
	Dempath Research Histology	322.50	371.00			3,854.75
	Dining Services - YCATER			370.00		425.75
	ITS Data Center Operations					2,347.00
	ITS Data Network Operations				12.00	
	ITS Desktop Support Services	366.00				
	ITS Enterprise Systems					1,495.00
	ITS Med School Billing	28.00	153.00	9.71	882.05	5,570.60
	ITS MEDIA & Technology Classroom Services					77.25
	ITS Software Administration Services	124.00				55.00
	ITS Telecommunication Services	171.02		27.25	206.07	6,396.43
	ITS Telecommunications				101.75	166.50
Med School Central AR System	-976.69				376.69	

New Feature allows the date to be limited

## Summary Report (Home Screen)

The Summary Report summarizes all transaction activity included in the report by Transaction Category and Transaction Type, across Source Groups.

There are three Transaction Categories:

- Expenses
- Inter-fund Transfers
- Revenue

Detailed information on each Transaction Category is provided in the sections below.

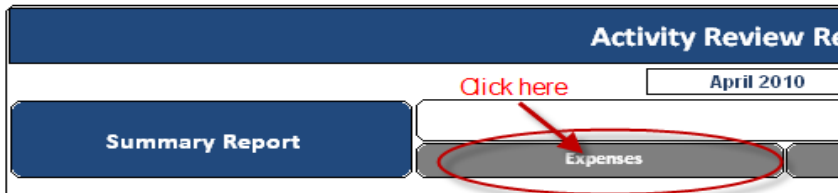
The **Date Range Parameter** facilitates a more frequent review of processed transactions. Data can now be limited to a specific range of days within the fiscal period for which the report was originally processed. The date format is YYYY-MM-DD.

### General Report Use Notes:

**Source Groups** are sequenced with the most restrictive funds appearing in the first column (Sponsored Agreements) and the least restrictive (Special Programs) appearing in the last column.

### Navigation

Navigation between the categories is accomplished by clicking on the appropriate category tab (see illustration below).



## Printing

To print the summary report use the "Print Summary" button located in the above left portion of the report.

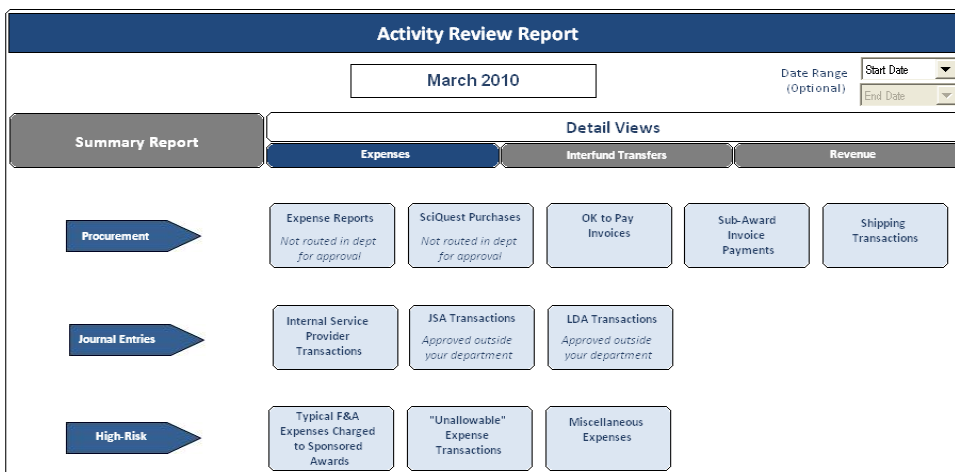


Remember to check the "Properties" button on the print screen when printing the Summary Report as your default may be set for portrait and this report must use landscape printing.

## Important Note:

A transaction will appear in more than one view if it falls into more than Category. For example if a transaction is an Expense Report under \$200 that is charged to a Miscellaneous Expenditure Type Code, it will appear in both the "Expense Reports" and "Miscellaneous Expenses" categories on the report in both the Detail and Summary Reports.

## Expense Transactions Detail Views



**Expense** Transaction views are organized into three distinct sub-categories: Procurement, Journal Entries and High-Risk transactions

## Procurement Transactions

1. **Expense Reports not routed in dept for approval:** Includes all EMS (iExpense) transactions that are not routed for approval in the department prior to being processed.

Source Group Name	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Invoice Num	Vendor Name	Transaction Description	Amount	Initiator Name	Preparer Name
GENAP			Dept. General Appropriations	00	0001AM	831101	Cell Phone/Wireless Device Service	05/03/2010	05/06/10	ER1489159		Cell phone for emergencies and email	80.19		
						911400	Miscellaneous	05/08/2010	05/19/10	ER1490097		receipt of payment	73.82		

2. **SciQuest Purchases not routed in dept for approval:** Includes all SciQuest transactions that are not routed for approval in the department prior to being processed. *Please note that the Initiator field may not be consistently populated if the Preparer did not complete the needed information on the original order.*

Source Group Name	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Invoice Num	Vendor Name	Transaction Description	Amount	Initiator Name	Preparer Name
ENDOW				00		821200	Supplies-Laboratory	05/03/2010	05/05/10	46454474	GOVCONNECTION INC	BLACK-HIGH CAPACITY-120V	63.11		

3. **OK to Pay Invoices:** Includes all OK-to-Pay Invoices, which are invoices for purchases made without a purchase order.

Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Invoice Num	Vendor Name	Transaction Description	Invoice Description	Amount	Initiator Name	Preparer Name	Approver Name
			00		832500	Catering-External	04/08/2010	04/16/10	08-APR-2010				280.00			
					833300	Advertising, Public Relations	03/24/2010	04/12/10	22903	YALE DAILY NEWS			121.00			

4. **Sub-Award Invoice Payments:** Includes all Sub-Award Invoices charged to sponsored agreements.

Source Group Name	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Transaction Date	Posting Date	Invoice Number	Vendor Name	Transaction Description	Amount	Initiator Name	Preparer Name	Approver Name
SPAGR				1		833410	03/05/2010	04/09/10	01328-FEB-2010	UNIVERSITY OF TEXAS AT AUSTIN	Inv#01328-FEB-2010 2/1/10-2/28/10 VOUCHER NO.: 013 C09010191	13,587.54			

5. **Shipping Transactions** Includes all Shipping transactions processed through Accuship or E-Ship Global. Please note that for Accuship transactions, the *Preparer* appears in the transaction description field, and the *Initiator* field is blank. E-Ship Global transactions will populate the Initiator and Preparer fields.

Source Group Name	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Invoice Num	Transaction Description	Amount	Initiator Name	Preparer Name
SPAGR				1		832800	Freight-Shipping & Transportation	03/12/2010	03/18/10	791521752285	FEDERAL EXPRESS (FDE)	11.22		
										791522170619	FEDERAL EXPRESS (FDE)	8.22		

## Journal Entry Transactions:

6. **Internal Service Providers:** Includes all transactions charged to your account(s) by a registered Internal Service Provider (ISP). The Preparer and Approver fields reflect the ISP representatives that processed the transaction. The Other ISP info 1 & 2 fields are intended to provide departments with the individuals from the department that requested the services, however

many ISPs are still in the process of implementing the ISP standards for field usage and data requirements.

Source Group Name	Transaction Activity Sub Type Detail	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Transaction Description	Amount	Initiator Name	Preparer Name	Approver Name	Other ISP Info 2	Other ISP Info 1
SPAGR	CCMI - Cryo EM				1		833615	CCMI ISP Services	01/31/2010	04/06/10	CCMI CRYO-EM FACILITY: Usage of the T12 and F20 @ \$30/hr and annual cap of \$10,000 plus film cost (JAN 2010-1	1,412.50					

7. **JSA Transactions Approved outside your department:** Includes all JSA transactions charged to your accounts and approved by an individual outside your department.

Source Group Name	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Je Batch Num	Transaction Description	Amount	Initiator Name	Preparer Name	Approver Name
SPAGR				1		821700	Supplies-Software	03/16/2010	03/17/10	-16-MAR-2010-0002 JSA - NON-LABOR 10424213: A	-16-MAR-2010-0002 Software Site License-Linguistics	50.00			

8. **LDA Transactions Approved outside your department:** Includes all LDA transactions charged to your account(s) and approved by an individual outside your department.

Source Group Name	Org Unit Cd	Project Num	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	LDA Num	Full Name	Job Cd	Amount	Initiator Name	Preparer Name	Approver Name
SPAGR			1		721000	Staff M&P	01/29/2010	04/01/10	A-Adjustments 10502107: A 904326	OLD	MP				

**High-Risk Expense Transactions:** Includes transactions that were charged to those Expenditure Types classified as "High Risk" by the Controller's Office, and other Compliance Units such as GCFA.

9. **Typical F&A Expenses Charged to Sponsored Awards:** This view includes transactions charged to Sponsored Awards (SPAGR) using Expenditure Types that are typically considered administrative (F&A) expenses, and may not be allowable on certain sponsored awards (see table below for list of Expenditure Types included). Please note that for Petty Cash transactions, the *Initiator* is the Payee, which is captured in the Transaction Description field. In addition, the use of Initiator, Preparer and Approver fields in this view vary by transaction type.

Source Group Name	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Transaction Description	Amount	Initiator Name	Preparer Name	Approver Name
SPAGR						832115	ITS Email Services	05/01/2010	06/03/10	(S065386) rb227 Add-on E-mail Service Req#rb227 Inv#S065386 Initiator Nm &	9.00			
						832900	Print/Copy Services	04/29/2010	05/18/10	Inv#WER1495598 DDW meeting New Orleans1 - attend Divesive Disease Week Cardholder:	168.00			

**Typical F&A Expenditure Types Included In This View:**

820300	Periodical & Books	832110	ITS Enterprise Systems	850105	Monographs Books Hard Copy
820500	Materials for Bldgs & Grounds	832115	ITS Email Services	850130	Monographs Microform Preserv
820610	Equipment - Computers < cap amt	832120	ITS Production Services	850205	Serials & Contins Books Hard Copy
820620	Furniture Cost < cap amt	832125	ITS File Services	881100	Equip - Computer Cost >= cap amt
820800	Food & Beverage	832130	ITS Desktop Support Contract Billing	881300	Furniture Cost >= cap amt
820900	Gas & Oil for Vehicles	832135	ITS Desktop Support Hourly Billing	881500	Office Machines Cost >= cap amt

821000	Supplies-Office	832140	ITS RIS Services	883100	Maint – Vehicle
821010	Supplies-Office-Procard	832145	ITS Device Charges	883610	ITS DNO Services
821300	Postage	832150	ITS FTE Billing	883620	ITS Email and Calendaring Services
821400	Supplies-Food Service	832151	ITS FTE Billing Allocation	883700	Maint - Photocopy Equip
821500	Supplies – Computer	831252	ITS Managed Workstation	883800	Rental - Photocopy Equip
821600	Supplies – Toner	831255	ITS Help Desk	896000	Fees - Misc Professional
821900	Procurement Card Purchases	832160	ITS Scheduling	903000	Malpractice Insurance
822000	VIP Card Expense	832165	ITS Client Accounts	905000	Taxes-Real & Personal Property
822100	Supplies-Misc	832170	ITS Central Backup	910400	License Fees
831100	Telephone Rental	832180	ITS DNO ARA or PPP Services	910620	Health/Dental Reimbursement
831101	Cell Phone/Wireless Device Service	832190	ITS AMT Services	911000	Commissions
831150	Answering Service	832195	ITS Services Other	911400	Other Miscellaneous Expenses
831175	Telecom Infrastructure Bundle	832200	Photocopying	911600	Miscellaneous - Other Expenses
831200	Telephone & Data Install	832500	Catering	915100	Dues & Membership
831300	Long Distance Network and Internet Charges	832850	Mailing Services	922000	Electricity
831400	Long Distance Tolls	832900	Print/Copy Services	924000	Gas
831500	Directory Listings	833000	Graphic Design Services	932000	Custodial Services
831600	Purchased Telephone Equip	831700	YSM Supplemental Telecom Charge	933000	Maint - Utilities Building
831650	Beeper Rental	832110	ITS Enterprise Systems	961100	Utilities – Cost Center
820300	Periodical & Books	832115	ITS Email Services	881100	Equip - Computer Cost >= cap amt
820500	Materials for Bldgs & Grounds	832120	ITS Production Services	881300	Furniture Cost >= cap amt
820610	Equipment - Computers < cap amt	832125	ITS File Services	881500	Office Machines Cost >= cap amt
820620	Furniture Cost < cap amt	832130	ITS Desktop Support Contract Billing	883610	ITS DNO Services
820800	Food & Beverage	832135	ITS Desktop Support Hourly Billing	883620	ITS Email and Calendaring Services
820900	Gas & Oil for Vehicles	832140	ITS RIS Services	883700	Maint - Photocopy Equip
821000	Supplies-Office	832145	ITS Device Charges	883800	Rental - Photocopy Equip
821010	Supplies-Office-Procard	832150	ITS FTE Billing	896000	Fees - Misc Professional
821300	Postage	832160	ITS Scheduling	898000	Bank Fees
821400	Supplies-Food Service	832170	ITS Central Backup	903000	Malpractice Insurance
821500	Supplies – Computer	832180	ITS DNO ARA or PPP Services	905000	Taxes-Real & Personal Property
821600	Supplies – Toner	832190	ITS AMT Services	910400	License Fees
821900	Procurement Card Purchases	832200	Photocopying	910620	Health/Dental Reimbursement
822000	VIP Card Expense	832500	Catering	911000	Commissions
822100	Supplies-Misc	832850	Mailing Services	911400	Miscellaneous
831100	Telephone Rental	832900	Print/Copy Services	911600	Miscellaneous - Other Expenses
831150	Answering Service	833000	Graphic Design Services	915100	Dues & Membership
831200	Telephone & Data Install	833500	Honoraria	922000	Electricity
831300	Long Distance Network and Internet Charges	833600	Misc Services & Allowance	924000	Gas
831500	Directory Listings	874000	Business Meals	925000	Water
831600	Purchased Telephone Equip	833050	Web Development Services	931000	Renovation/Alteration

831650	Beeper Rental	833500	Honoraria	932000	Custodial Services
831700	YSM Supplemental Telecom Charge	833600	Misc Services & Allowance	933000	Maint - Utilities Building
832100	Data Processing	874000	Business Meals	961100	Utilities – Cost Center

**10. Unallowable Expense Transactions:** “Unallowable” expenses are those expenses that cannot be included in the institutional expense base used for the F&A rate calculation.

Source Group Name	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Transaction Description	Amount	Initiator Name	Preparer Name	Approver Name
SPPRO				00	0061AM	915200	Dues & Membership-Unallowable	04/15/2010	05/07/10	Inv#ER1488408 Lab supply charges for April - Lab supplies Cardholder:	160.00			

The table below list includes all Unallowable Expenditure Types that are used in this report:

712300	Faculty Salary-Unallowable	724500	724500 Staff-Unallowable	873000	Entertainment & Alcohol – Unallowable
876000	Travel-unallowable	876001	Foreign Travel-unallowable	894000	Fees-unallowable professional
911100	Other unallowable costs	911150	Unallowable Credit Card Losses	915200	Dues & Memberships-unallowable

**11. Miscellaneous Expenses** includes all transactions charged to your account(s) that have used the Expenditure Type 911400, “Other Miscellaneous Expenses.”

Source Group Name	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Transaction Description	Amount	Initiator Name	Preparer Name	Approver Name
ENDOW				00		911400	Miscellaneous	04/12/2010	04/13/10	Inv#PCR519779 N. PCR6221788	29.90			

## Inter-Fund Transfer Detail View

Activity Review Report

Date Range (Optional) Start Date:   
End Date:

Summary Report

Detail Views

Expenses

Interfund Transfers

Revenue

Interfund Transfers

General Fund Transfers

Gift Fund Transfers

Endowment Fund Transfers

Other Fund Transfers

All Inter-Fund Transfer detail views follow the same format as illustrated below:

Source Group Name	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Transaction Description	Je Line Attribute2	Amount	Initiator Name	Preparer Name	Approver Name
SPPRO				00	0061AE	351101	Trans To/From Gen Funds	04/07/2010	05/13/10	685109-4-13-APR-2010-0001 Transfer of funds		500.00			

12. **General Fund Transfers:** Includes all transactions using Expenditure Type 351101: Trans to/From Gen Funds.

13. **Gift Fund Transfers:** Includes all transactions using the following Expenditure Types

351201	Trans To/From Expendable Gifts-Operating	351251	Trans To/From Expendable Gifts-Physical Capital
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14. **Endowment Fund Transfers:** Includes all transactions using the following Expenditure Types:

351501	Trans To/From Endow Income	351651	Trans To/From Endow Principal-NonHBV
351504	Trans From Endow Principal	351701	Endow Transfer-To Principal-HBV (from Income)
351505	Trans From Endow to Other Source Principal	351751	Endow Transfer-To Principal-NonHBV (from Income)
351601	Trans To/From Endow Principal-HBV	351851	Endow Transfer-To Income (from Principal-NonHBV)

15. **Other Fund Transfers:** Includes all transactions using the following Expenditure Types:

351104	Transfer for Central Use Only	351351	Trans To/From Designated-Capital Improvements
351105	Transfer To/From TVP	351401	Trans To/From Student Loans
351108	Closeouts and Deficit Funding	351951	Trans To/From Investible Agency
351301	Trans To/From Designated-Operating Reserves		

## Revenue Detail Views

The screenshot displays the 'Activity Review Report' interface. At the top, there is a date range selector set to 'March 2010'. Below this, a navigation bar shows 'Summary Report' and 'Detail Views' (Expenses, Interfund Transfers, Revenue). The 'Detail Views' section is expanded to show 'Revenue'. Under 'Revenue', there are two main categories: 'Income & Expense Reclasses' and 'High-Risk'. 'Income & Expense Reclasses' includes 'General Fund Reclasses', 'Gift Fund Reclasses', and 'Endowment Fund Reclasses'. 'High-Risk' includes 'Miscellaneous Revenue'.

Revenue transaction views are organized into two distinct sub-categories: Income & Expense Reclasses, and High-Risk transactions

All Revenue Transaction detail views follow the same format as illustrated below:

Source Group Name	Org Unit Cd	Project Num	Project Name	Task Num	Award Num	Expenditure Type Cd	Expenditure Type Name	Transaction Date	Posting Date	Trans. Desc	Je Line Attribute2	Amount	Initiator Name	Preparer Name	Approver Name
ENDOW				00		477301	Income Reclass DR	0407/2010	0408/10	sponsoring research which investigates the influence of roads and runoff contaminants on wetland amphibian communities.		-5,000.00			

## Income & Expense Reclasses

16. **General Fund Reclass** : Includes all transactions using the following Expenditure Types:

477301	Income Reclass DR	477302	Income Reclass CR
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17. **Gift Fund Reclass** : Includes all transactions using the following Expenditure Types:

451106	Restricted Current Use Gifts Reclass (DR)	451107	Restricted Current Use Gifts Reclass (CR)
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18. **Endowment Fund Reclass**: Includes all transactions using the following Expenditure Types:

469206	Alloc Curr Year Spend Distr-By Dept (Dr)	469207	Alloc Curr Year Spend Distr-By Dept (Cr)
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## High-Risk Transactions

19. **Miscellaneous & Other Revenue**: Includes all transactions using the following Expenditure Type:

477001	Other Income	479004	Miscellaneous Income 4
479001	Miscellaneous Income 1	479007	Miscellaneous Income 7
479002	Miscellaneous Income 2	479009	Miscellaneous Income 9
479003	Miscellaneous Income 3		

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## Need Help?

For further information, please contact [gausersupport@yale.edu](mailto:gausersupport@yale.edu)

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