University of Hawaii

eThority DataBooks

Last Updated: September 22, 2016

Contents

How To Use This Guide:

The information that follows is distinguished or separated into three categories: Section 1 contains both KFS DataBooks and KFS Templates primarily used by FAs and others in the field. A detailed explanation of the distinction between a Template and a DataBook is provided on the next page. The global DataBooks in Section 1 were created to enable FAs and others in the field to produce reporting for their functional area. Advanced users may use the KFS Templates in Section 1 to create specialized DataBooks.

Section 2 contains KFS DataBooks that are primarily used by central offices such as General Accounting and Loan Collection (GALC) and Office of Research Services (ORS).

Section 3 contains KFS DataBooks / Templates Currently Not Being Used by UH but that remain accessible to eThority users. Each section displays the hierarchical eThority groupings or topics such as KFS AR DataBooks (or KFS Contracts + Grants DataBooks) and is followed by the table listing of DataBooks contained in that grouping.

Each section contains a listing of DataBooks or Templates in table form. The tables have three column headings “DataBook Name”, “Contents” and “Potential Uses”. The “DataBook Name” column shows the name of the DataBook or Template that displays in eThority. The “Contents” column displays some of the column headings in the resulting eThority report output. The Contents column also contains any Control Value filters that users may be prompted for when running the DataBook. The “Potential Uses” column provides the purpose for the DataBook or possible uses for the DataBook and indicates how the data in the DataBook is grouped and/or summarized.

The Difference between a Template and a DataBook:

eThority **Templates** are core datasets based on commonly referenced functional needs that are not grouped, sorted or filtered in any way. Templates contain a large amount of data presented in a listing that has no structure. An eThority Template is used as a starting point to create DataBooks. Templates cannot be merged or joined which means that fields from one Template cannot be used in conjunction with fields from another Template. All Templates are DataBooks.

A **DataBook** (or report) is a visual representation of data that may contain a combination of sorting, grouping and calculated totals of your data. Global DataBooks were created from Templates, representing output that has been manipulated into a meaningful structure for reporting and distribution. Global DataBooks have been created by central office staff and shared with all eThority users. Global DataBooks may not be edited by general eThority users. All DataBooks are not Templates.

As an example: the GL Financial Transactions – Template (page 52-53) contains over 300 columns and 30 million rows of data. This Template was used to create the FBMR090 (Income Statement) – Non-CG Account Summary by Account DataBook (page 22-23) that contains groupings, sort sequences, control value filters and provides data totals.

In this guide, the DataBooks are listed separately from the Templates but in eThority, they are listed together and categorized by commonly referenced functional needs such as AR, Capital Assets, Contracts and Grants, GL, Labor and PurAP. The distinction is made here to emphasize to the user, that there is a vast difference between a Template and a DataBook. Also, users who choose to create their own customized DataBooks can easily refer to the latter half of Section 1 as a starting point for User DataBook creation.

SECTION 1: DATABOOKS AND TEMPLATES PRIMARILY USED BY FAs AND OTHERS IN THE FIELD

KFS DATABOOKS:

These global DataBooks have been created to enable users to produce reporting on core data sets for their area. Global DataBooks may prompt users to enter control values to pre-filter specific data for a more customized DataBook.

KFS AR DataBooks

KFS AR DataBooks > Field AR Templates:

DATABOOK NAME	CONTENTS	POTENTIAL USES
AR Listing for Field	**Some of the more important Information that can be seen in this DataBook:** • Customer Name • Original Invoice Number • Customer Number • Inv Billing Date • AR Billing Organization • AR Processing Organization • Document Number • Chart Code • Account Number • AR Object Code • Object Code • Amount • Adjustments • Invoice Paid Amount • Open Amount **Control Value Filters:** • Processing Org [Optional]: The default value is "xx – xxxx" if you leave the default value, all Processing Orgs will be returned. A specific Processing Org may be entered (e.g., HO - HO)	This DataBook provides an invoice listing for an AR Processing Org code. Data is grouped by invoice document type, customer name, original invoice number and invoice item number providing totals for each customer as well as a grand total for all customers.

AR Listing for ORS	**Some of the more important Information that can be seen in this DataBook:** • Invoice Document Type • Award Account Proposal Number • Original Invoice Number • Inv Item Number • Customer Number • Customer Name • Inv Invoice Type • Org Document Number • Inv Billing Date • AR Billing Organization • AR Processing Organization • Document Number • Chart Code • Account Number • Object Code • Amount • Adjustments • Invoice Paid Amount • Open Amount • AR Billing Org CV • AR Billing Org Default Value **Control Value Filters:** • Billing Org [Optional]: The default value is "xx – xxxx" if you leave the default value, all Billing Orgs will be returned. A specific Billing Org may be entered (e.g., MA - HIMB)	This DataBook provides an invoice listing for contracts and grants invoice types (CGIN) for an AR Billing Org code. Data is grouped by invoice document type, Award account proposal number, original invoice number and invoice item number providing totals for each award account proposal number as well as a grand total for all awards.
Converted FMIS – ARS Outstanding AR dtd from 07-2010	**Some of the more important Information that can be seen in this DataBook:** • Cust Name • KFS AR Inv No • Cust No • Legacy/FMIS ARS Code • Org Doc No • Inv Type	This DataBook provides legacy system (FMIS-ARS) non-contracts and grants invoices dated from 07/01/2010, with open balances on 06/30/2012, which were converted to KFS-AR invoices. Data is grouped by customer name, KFS AR invoice number and invoice item number and excludes all contracts and grants invoice types (CGIN).

	• Billing Date • AR Billing Org • AR Processing Org • Doc No • Chart • Account • Object • Amount • Inv Paid Amt • Open Amt **Control Value Filters:** • FO [Required]: The default value is “00000” and must be changed to a valid FO Code to get results. (e.g., “001”). Note: The default is five digits although FO codes do not contain five digits.	
Non-CG Customer Listing for Field	**Some of the more important Information that can be seen in this DataBook:** • Customer Name • Cust No • Cust Type • Cust Tax Number Type • Cust Contact Information • Cust Address • Cust Intl Address Information • Cust Legacy Code • Cust UH No **Control Value Filters: Enter at least 1 of the following:** • Customer Name [Optional]: The default value is “Enter Name” if you leave the default value, the “FMIS ARS Customer No” must be entered or no results will be returned. (e.g., “15 Craigside”) • FMIS ARS Customer No [Optional]: The default value is “C0000000000”. If you leave the default value a “Customer Name” must be entered or no results will be returned. (e.g., “C0000220220”)	This DataBook provides detailed information about non-CG customers.

KFS Contracts + Grants DataBooks:

DATABOOK NAME	CONTENTS	POTENTIAL USES
CG Accounts with Deficits	**Some of the more important Information that can be seen in this DataBook:** • Chart-Account • Account Name • FO Code – Description • Fiscal Officer Name • Budget • Actuals • Encumbrances • Balance • Pre-Encumbrances • Balance Less PE **Control Value Filters:** • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001").	This DataBook can be used to create a DataBook to monitor deficit balances (expenses recorded > budget). It can be useful to Fiscal Administrators to help ensure they have cleared their deficit balances by fiscal year end. Note: Columns "FO Filter Value" & "FO Filter Value" appear in the DataBook, but does NOT show up when you export the data to excel.

KFS Contracts + Grants DataBooks > Field Reports:

DATABOOK NAME	CONTENTS	POTENTIAL USES
CBMR090 (Income Statement) – CG Account Summary by Account Supervisor and Account	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Inception to Date Actuals • Encumbrances • Balances (Current Budget less Inception to Date	View budget balance available for contract and grant accounts by Account Supervisor. Balances are grouped by account, CG Budget Pools and object codes.

	Actuals less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00". If you leave the default value, results for Contract and Grant Beginning Balances (CB) and Financial Beginning Balance (BB) will be returned. Contracts and Grants beginning Balance (CB) is the Inception to Date balance. A specific Fiscal Period may be entered. As an Example entering "05" will return Inception to Date and FYTD balances as of November. • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Chart [Optional]: The default value is "xx". If you leave the default value, all charts will be returned. If you specify a chart (e.g., "MA"), you must also enter an Account Number. • Account Number [Optional]: The default value is "0000000". If you leave the default value, all accounts will be returned. If you specify an account (e.g., "1234567") you must also enter the Chart code for the account. • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Award Number [Optional]: The default is "00000". If you leave the default value, all awards will be returned. A specific award may be entered (e.g., "17657").	

	• Account Supervisor Username [Optional]: The default is “xxxxx”. If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., “young”). • Awd Acct Project Dir Username [Optional]: The default is “xxxxx”. If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., “litton”).	
CBMR091AWFO -CG Consolidated Statement by Award & Account	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Inception to Date Actuals • Encumbrances • Balances (Current Budget less Inception to Date Actuals less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Period [Optional]: The default value is “00”. If you leave the default value, results for Contract and Grant Beginning Balances (CB) and Financial Beginning Balance (BB) will be returned. Contracts and Grants beginning Balance (CB) is the Inception to Date balance. A specific Fiscal Period may be entered. As an Example entering “05” will return Inception to Date and FYTD balances as of November. • Fiscal Year [Required]: The default value is “2000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be	Consolidated DataBooks give a high level summary by attributes. This DataBook allows users to view available budget balance for contract and grant accounts grouped by Award Id and account. Balances are summarized by Award and Account.

	returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Organization Code may be entered (e.g.," MCOM"). • Award Number [Optional]: The default is "00000". If you leave the default value, all awards will be returned. A specific award may be entered (e.g., "17657"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young"). • Awd Acct Project Dir Username [Optional]: The default is "xxxxx". If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., "litton").	
CBMR091AWFO -CG Consolidated Statement by Award & Budget Category	**Some of the more important Information that can be seen in this DataBook:** • Award (if Control Value entered) • Report Date • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Inception to Date Actuals • Encumbrances • Balances (Current Budget less Inception to Date Actuals less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00". If you leave the default value, results for Contract and	Consolidated DataBooks give a high level summary by attributes. This DataBook allows users to view the budget balance available for contract and grant accounts grouped by Award Id and CG Budget Pools CG Budget Pools include but are not limited to salary, fringe benefits, travel, utility, repairs, and supplies.

	Grant Beginning Balances (CB) and Financial Beginning Balance (BB) will be returned. Contracts and Grants beginning Balance (CB) is the Inception to Date balance. A specific Fiscal Period may be entered. As an Example entering “05” will return Inception to Date and FYTD balances as of November. • Fiscal Year [Required]: The default value is “2000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Organization Code may be entered (e.g.,” MCOM”). • Award Number [Optional]: The default is “00000”. If you leave the default value, all awards will be returned. A specific award may be entered (e.g., “17657”). • Account Supervisor Username [Optional]: The default is “xxxxx”. If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., “young”). • Awd Acct Project Dir Username [Optional]: The default is “xxxxx”. If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., “litton”).	
CBMR091R1FO - CG Consolidated Statement by Rollup 1 & Account	**Some of the more important Information that can be seen in this DataBook:** • User Rollup Code 1 • Report Date • Account • Base Budget	Consolidated DataBooks give a high level summary by attributes. This DataBook allows users to view budget balances available for contract and grants accounts by User Rollup 1 (i.e. 00354) and account. User Rollup Codes are user defined.

- Current Budget
- Current Month Actuals
- Fiscal Year to Date Actuals
- Inception to Date Actuals
- Encumbrances
- Balances (Current Budget less Inception to Date Actuals less Encumbrances)
- Pre-Encumbrances
- Budget Balances less Pre-Encumbrances

Control Value Filters:

- Fiscal Period [Optional]: The default value is “00”. If you leave the default value, results for Contract and Grant Beginning Balances (CB) and Financial Beginning Balance (BB) will be returned. Contracts and Grants beginning Balance (CB) is the Inception to Date balance. A specific Fiscal Period may be entered. As an Example entering “05” will return Inception to Date and FYTD balances as of November.
- Fiscal Year [Required]: The default value is “0000” and must be changed to a valid fiscal year to get results (e.g., “2015”).
- User Rollup Code 1 [Optional]: The default value is “00000”. If you leave the default value, all rollup codes will be returned. A specific User Rollup Code 1 may be entered (e.g., “YR48”).
- FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”).
- Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Organization Code may be entered (e.g.,” MCOM”).
- Award Number [Optional]: The default is “00000”. If you leave the default value, all awards will be returned. A specific award number may be entered

	(e.g., “17657”). • Account Supervisor Username [Optional]: The default is “xxxxx”. If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., “young”). • Awd Acct Project Dir Username [Optional]: The default is “xxxxx”. If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., “litton”).	
CBMR091R1FO - CG Consolidated Statement by Rollup 1 & Budget Category	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Inception to Date Actuals • Encumbrances • Balances (Current Budget less Inception to Date Actuals less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Period [Optional]: The default value is “00”. If you leave the default value, results for Contract and Grant Beginning Balances (CB) and Financial Beginning Balance (BB) will be returned. Contracts and Grants beginning Balance (CB) is the Inception to Date balance. A specific Fiscal Period may be entered. As an Example entering “05” will return Inception to Date and FYTD balances as of November. • Fiscal Year [Required]: The default value is “2000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • User Rollup Code 1 [Optional]: The default value is	Consolidated DataBooks give a high level summary by attributes. This DataBook allows users to view budget balance available for contract and grants accounts by User Rollup 1 (i.e., 00354) and CG Budget Pools (i.e. salary, fringes, travel, etc).

	"00000". If you leave the default value, all rollup codes will be returned. A specific User Rollup Code 1 may be entered (e.g., "YR48"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Organization Code may be entered (e.g.," MCOM"). • Award Number [Optional]: The default is "00000". If you leave the default value, all awards will be returned. A specific Award Number may be entered (e.g., "17657"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young"). • Awd Acct Project Dir Username [Optional]: The default is "xxxxx". If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., "litton").	
CBMR091R2FO - CG Consolidated Statement by Rollup 2 & Account	• Some of the more important Information that can be seen in this DataBook: • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Inception to Date Actuals • Encumbrances • Balances (Current Budget less Inception to Date Actuals less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances •	Consolidated DataBooks give a high level summary by attributes. This DataBook allows users to view budget balance available for contract and grants accounts User Rollup 2 (i.e. 00782) and account. User Rollup Codes are user defined.

	• Control Value Filters: • Fiscal Period [Optional]: The default value is "00". If you leave the default value, results for Contract and Grant Beginning Balances (CB) and Financial Beginning Balance (BB) will be returned. Contracts and Grants beginning Balance (CB) is the Inception to Date balance. A specific Fiscal Period may be entered. As an Example entering "05" will return Inception to Date and FYTD balances as of November.Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • User Rollup Code 2 [Optional]: The default value is "00000". If you leave the default value, all rollup codes will be returned. A specific User Rollup Code 2 may be entered (e.g., "00782"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Organization Code may be entered (e.g.," MCOM"). • Award Number [Optional]: The default is "00000". If you leave the default value, all awards will be returned. A specific Award Number may be entered (e.g., "17657"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young"). • Awd Acct Project Dir Username [Optional]: The default is "xxxxx". If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., "litton").	

CBMR091R2FO - CG Consolidated Statement by Rollup 2 & Budget Category	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Inception to Date Actuals • Encumbrances • Balances (Current Budget less Inception to Date Actuals less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00". If you leave the default value, results for Contract and Grant Beginning Balances (CB) and Financial Beginning Balance (BB) will be returned. Contracts and Grants beginning Balance (CB) is the Inception to Date balance. A specific Fiscal Period may be entered. As an Example entering "05" will return Inception to Date and FYTD balances as of November. • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • User Rollup Code 2 [Optional]: The default value is "00000". If you leave the default value, all rollup codes will be returned. A specific User rollup code 2 may be entered (e.g., "00782"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM").	Consolidated DataBooks give a high level summary by attributes. This DataBook allows users to view budget balance available for contract and grants accounts by Rollup 2 (i.e., 00782) and CG Budget Pools (i.e. salary, fringes, travel, etc).

	• Award Number [Optional]: The default is "00000". If you leave the default value, all awards will be returned. A specific Award Number may be entered (e.g., "17657"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young"). • Awd Acct Project Dir Username [Optional]: The default is "xxxxx". If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., "litton").	
CBMR091R3FO - CG Consolidated Statement by Rollup 3 & Account	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Inception to Date Actuals • Encumbrances • Balances (Current Budget less Inception to Date Actuals less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00". If you leave the default value, results for Contract and Grant Beginning Balances (CB) and Financial Beginning Balance (BB) will be returned. Contracts and Grants beginning Balance (CB) is the Inception to Date balance. A specific Fiscal Period may be entered. As an Example entering "05" will return Inception to Date and FYTD balances as of November. • Fiscal Year [Required]: The default value is "2000"	Consolidated DataBooks give a high level summary by attributes. This DataBook allows users to view budget balance available for contract and grants accounts by User Rollup 3 (i.e. 010H, 06-310) and account. User Rollup Codes are user defined..

	and must be changed to a valid fiscal year to get results (e.g., "2015"). • User Rollup Code 3 [Optional]: The default value is "00000". If you leave the default value, all rollup codes will be returned. A specific User Rollup Code 3 may be entered (e.g., "O1OH"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Award Number [Optional]: The default is "00000". If you leave the default value, all awards will be returned. A specific Award Number may be entered (e.g., "17657"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young"). • Award Account Project Director Username [Optional]: The default is "xxxxx". If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., "litton").	
CBMR091R3FO - CG Consolidated Statement by Rollup 3 & Budget Category	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Inception to Date Actuals • Encumbrances • Balances (Current Budget less Inception to Date Actuals less Encumbrances)	Consolidated DataBooks give a high level summary by attributes. This DataBook allows users to view budget balance available for contract and grants accounts by Rollup 3 (i.e. 010H, 06-310) and CG Budget Pools (i.e. salary, fringes, travel, etc).

	• Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00". If you leave the default value, results for Contract and Grant Beginning Balances (CB) and Financial Beginning Balance (BB) will be returned. Contracts and Grants beginning Balance (CB) is the Inception to Date balance. A specific Fiscal Period may be entered. As an Example entering "05" will return Inception to Date and FYTD balances as of November. • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • User Rollup Code 3 [Optional]: The default value is "00000". If you leave the default value, all rollup codes will be returned. A specific User Rollup Code 3 may be entered (e.g., "010H"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Award Number [Optional]: The default is "00000". If you leave the default value, all awards will be returned. A specific Award Number may be entered (e.g., "17657"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young"). • Awd Acct Project Dir Username [Optional]: The	

	default is "xxxxx". If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., "litton").	
CBSP090D (Balance Sheet) – CG Transaction Listing by Account	**Some of the more important Information that can be seen in this DataBook:** • Account • Report Date • BAC • Transaction Date • Document Number • Origin Code • Document Type • Reference Document Number • Reference Document Origin • Org Document Number • Previous Balance • Current Month Actuals • Inception to Date Actuals **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00". If you leave the default value, results for Contract and Grant Beginning Balances (CB) and Financial Beginning Balance (BB) will be returned. Contracts and Grants beginning Balance (CB) is the Inception to Date balance. A specific Fiscal Period may be entered. As an Example entering "05" will return Inception to Date and FYTD balances as of November. • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Chart [Optional]: The default value is "xx". if you leave the default value, all charts will be returned. If you specify a Chart (e.g., "MA"), you must also enter an Account Number. • Account Number [Optional]: The default value is	This DataBook allows the user to view transactions for contract and grant accounts recorded to balance sheet object codes. Transactions are grouped by account, basic accounting category (assets liabilities, fund balance) and object code.

	"0000000". If you leave the default value, all accounts will be returned. If you specify an Account Number (e.g., "1234567") you must also enter the chart code for the account. • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Award Number [Optional]: The default is "00000". If you leave the default value, all awards will be returned. A specific Award Number may be entered (e.g., "17657"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young"). • Awd Acct Project Dir Username [Optional]: The default is "xxxxx". If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., "litton").	
CBSP090D (Income Statement) – CG Transaction Listing by Account	**Some of the more important Information that can be seen in this DataBook:** • Transaction Date • Document Number • Origin Code • Document Type • Balance Type • Post Date • Base Budget • Current Budget • Actual Amount • Encumbrances	This DataBook allows the user to view transactions for contract and grant accounts recorded to income and expense object codes. Transactions are grouped by account, basic accounting category (income, expense), CG Budget Pools and object code. Note that the order of columns change when exported to Excel.

	• Pre-encumbrances • Account • BAC • CG Budget Summary **Control Value Filters:** • Fiscal Period [Required]: The default value is “00” and must be changed to a valid fiscal period to get results (e.g., “01” for July). • Fiscal Year [Required]: The default value is “0000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • Chart [Optional]: The default value is “xx”. if you leave the default value, all charts will be returned. If you specify a Chart (e.g., “MA”), you must also enter an Account Number. • Account [Optional]: The default value is “0000000”. If you leave the default value, all accounts will be returned. If you specify an Account Number (e.g., “1234567”) you must also enter the chart code for the account. • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Award Number [Optional]: The default is “00000”. If you leave the default value, all awards will be returned. A specific Award Number may be entered (e.g., “17657”). • Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.,” MCOM”). • Account Supervisor Username [Optional]: The default is “xxxxx”. If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., “young”).	

	• Awd Acct Project Dir Username [Optional]: The default is “xxxxx”. If you leave the default value, all Award Account Project Directors will be returned. A specific Award Account Project Director Username may be entered (e.g., “litton”). [Optional]	

KFS GL DataBooks

DATABOOK NAME	CONTENTS	POTENTIAL USES
Open Commitment Status Report All G Funds	**Some of the more important Information that can be seen in this DataBook:** • DAGS Fund Appropriation Code • UH Fund Appropriation Code • Chart Code • Account Number • Object Code • FO Code • Encumbrance Open Amount • Encumbrance Closed Amount • Encumbrance Outstanding Amount **Control Value Filters: None**	The DataBook creates an open commitment listing (outstanding encumbrances and balances) for all G Funds
PCard Cardholder Profile Details	**Some of the more important Information that can be seen in this DataBook:** • Cardholder Principal Name • Cardholder UH Number • Address • Email Address • FO Code • PCard Expiration Date • Active Indictaor **Control Value Filters: None**	This DataBook provides PCard Maintenance Document details to assist OPRPM with Cardholder profile updates, audits and survey. Data is grouped by Cardholder Principal name (UH Username) and then by Cardholder profile IDs
PCDO Transactions by FO Code and Cardholder	**Some of the more important Information that can be seen in this DataBook** • Card Holder FO Code • Bank Ref Number	The DataBook creates a listing of PCard transactions that have been posted to the General Ledger. Date is grouped by Card Holder.

	• PCDO eDoc Number • Vendor • Bank Transaction Date • Bank Post Date • GL Post date • Card Holder • Chart Code • Account FO Code • Account Number • Object Code-Name • Amount **Control Value Filters:** • Fiscal Year [Required]: The default value is “2000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • Fiscal Period [Required]: The default value is “00” and must be changed to a valid fiscal period to get results (e.g., “01” for July). • Card Holder FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Account FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Chart Code [Optional]: The default value is “xx”. If you leave the default value, all charts will be returned. If you specify a chart (e.g., “MA”), you must also enter an Account Number. • Account Number [Optional]: The default value is “0000000”. If you leave the default value, all accounts will be returned. If you specify an Account Number (e.g., “1234567”) you must also enter the Chart Code for the account.	
PCDO Transactions by FO Code and Account	**Some of the more important Information that can be seen in this DataBook**	The DataBook creates a listing of PCard transactions that have been posted to the General Ledger.

	• Card Holder FO Code • Bank Ref Number • PCDO eDoc Number • Vendor • Bank Transaction Date • Bank Post Date • GL Post Date • Card Holder • Chart Code • Account FO Code • Account Number • Object Code-Name • Amount **Control Value Filters:** • Fiscal Year [Required]: The default value is “2000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • Fiscal Period [Required]: The default value is “00” and must be changed to a valid fiscal period to get results (e.g., “01” for July). • Card Holder FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Account FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Chart Code [Optional]: The default value is “xx”. If you leave the default value, all charts will be returned. If you specify a chart (e.g., “MA”), you must also enter an Account Number. • Account Number [Optional]: The default value is “0000000”. If you leave the default value, all accounts will be returned. If you specify an Account Number (e.g., “1234567”) you must also enter the Chart Code for the account.	Date is grouped by Account Number.

UBIT Yr End Income Analysis Exclud	**Some of the more important Information that can be seen in this DataBook** • FO Code • Chart Code • Account Number • Object Code • Prior Fiscal Year • Current Fiscal Year • Difference • Percent Difference **Control Value Filters:** • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Fiscal Period [Required]: The default value is "00" and must be changed to a valid fiscal period to get results (e.g., "01" for July).	DataBook includes Income Object Type Codes and excludes the range of object codes: 0600-0830 Data is grouped by Account then by Object Code
UBIT Yr End Income Analysis Include	**Some of the more important Information that can be seen in this DataBook** • FO Code • Chart Code • Account Number • Object Code • Prior Fiscal Year • Current Fiscal Year • Difference • Percent Difference **Control Value Filters:** • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Fiscal Period [Required]: The default value is "00" and must be changed to a valid fiscal period to get results (e.g., "01" for July).	This DataBook includes Income Object Type Codes Data is grouped by Account then by Object Code

KFS GL DataBooks > Field GL Templates:

DATABOOK NAME	CONTENTS	POTENTIAL USES
Account Delegate Listing	**Some of the more important Information that can be seen in this DataBook:** • FO Code • Org Chart Code • Account Number • Account Delegate Document Type Code • Account Delegate Username • Account Delegate Name • Account Delegate Primary Route • Account Delegate Start Date • Account Delegate Approval From This Amount • Account Delegate Approval To This Amount • Account Delegate Active Code • Rpt to Chart-Org Search **Control Value Filters:** • Chart [Optional]: The default value is "xx". If you leave the default value, all charts will be returned. If you specify a Chart (e.g., "MA"), you must also enter an Account Number. • ORG Code [Optional]: The default value is "xxx". If you leave the default value, all Orgs will be returned. A specific ORG Code may be entered (e.g., HFAS) • Account Number [Optional]: The default value is "0000000". If you leave the default value, all accounts will be returned. If you specify an Account Number (e.g., "1234567") you must also enter the Chart code for the account. • Account Delegate Username [Optional]: The default value is "xxxxxx". If you leave the default value, all account delegates will be returned. A specific Account Delegate Username may be entered (e.g., "young") • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be	This DataBook provides a listing Account Delegates with no groupings.

	returned. A specific FO Code may be entered (e.g., “001”).	
Account Fiscal Officer Listing	**Some of the more important Information that can be seen in this DataBook:** • Chart Code • Account Number • Organization Code • FO Code • Fiscal Officer Name • Fiscal Officer Username • Account Closed Indicator • Account Expiration Date **Control Value Filters:** • Fiscal Officer Code [Required]: The default value is “000” and must be changed to a valid Fiscal Office Code to get results (e.g., “044”).	This DataBook provides a listing Account Fiscal Officers with no groupings.
Account Manager Listing	**Some of the more important Information that can be seen in this DataBook:** • Chart Code • Account Number • Organization Code • Account Manager Name • Account Manager Username • Account Closed Indicator • Account Expiration Date **Control Value Filters:** • Acct Manager Username [Required]: The default value is “xxxxxx” and must be changed to a valid Acct Manager Username (e.g., “young”).	This DataBook provides a listing Account Managers with no groupings.
Account Responsibility	**Some of the more important Information that can be seen in this DataBook:** • Chart Code • Account Number • Organization Code • FO Code	This DataBook shows Account Responsibility (i.e., FA, Account Supervisor and Account Manager) with no groupings.

	• Fiscal Officer Name • Account Supervisor Name • Account Manager Name • Account Manager Username • Account Closed Indicator • Account Create Date • Account Effective Date • Account Expiration Date • Sub Account Name • Sub-Fund Group Code-Desc • Sub-Fund Group Type Code-Desc **Control Value Filters:** • Account Manager Username [Optional]: The default is “xxxxx”. If you leave the default value, all Account Managers will be returned. A specific Account Manager Username may be entered (e.g., “young”). • Chart [Optional]: The default value is “xx”. If you leave the default value, all charts will be returned. If you specify a Chart (e.g., “MA”), you must also enter an Acct Number. • Acct Number [Optional]: The default value is “0000000”. If you leave the default value, all accounts will be returned. If you specify an Acct Number (e.g., “1234567”) you must also enter the Chart code for the account. • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Acct Supervisor Username [Optional]: The default is “xxxxx”. If you leave the default value, all Account Supervisors will be returned. A specific Acct Supervisor Username may be entered (e.g., “young”). • ORG Code [Optional]: The default value is “xxx”. If you leave the default value, all Orgs will be returned. A specific ORG Code may be entered (e.g., HFAS).	

Account Supervisor Listing	**Some of the more important Information that can be seen in this DataBook:** • Chart Code • Account Number • Organization Code • Account Supervisor Name • Account Supervisor Username • Account Closed Indicator • Account Expiration Date **Control Value Filters:** • Acct Supervisor Username [Required]: The default value is "xxxxxx" and must be changed to a valid Acct Supervisor Username (e.g., "young").	This DataBook provides a listing Accounts within a specific Account Supervisor's responsibility with no groupings.
Account Supervisor Search	**Some of the more important Information that can be seen in this DataBook:** • Campus Code • Account Manager Name • Account Number • Account Name • Continuation Account Number • Organization Code • Endowment Chart Code • FO Code • Fund Group Code • ORS Account Number • Program ID Code • RCUH Reference • Responsibility Center Code-Name **Control Value Filters:** • Acct Supervisor Username [Required]: The default value is "xxxxxx" and must be changed to a valid Acct Supervisor Username (e.g., "young").	This DataBook provides detailed account information a for a specific account supervisor with no groupings.
Continuation Account Transactions (All)	**Some of the more important Information that can be seen in this DataBook:** • FO Code-Description	This DataBook provides a listing Continuation Accounts grouped by FO code Description, Account Number, Intended Chart-Acct, Object Code-Name.

	• Account Number • Intended Chart-Acct • Object Code-Name • Transaction Ledger Entry Description • Transaction Ledger Entry Amount • Transaction Debit/Credit Code • Transaction Post Date • Transaction Date • Balance Type Code-Name • Object Type Code-Name • Organization Code-Name • Origin Code • Origin Database Description • Sub-Fund Group Type Code-Desc • Sub-Fund Group Code-Desc **Control Value Filters:** None	
Continuation Account Transactions by FO Code	**Some of the more important Information that can be seen in this DataBook:** • Transaction Description • Transaction Date • Balance Type • Object Type • GL Amount • Transaction Amount • Debit/Credit • Transaction Post Date • Organization Code • Origin Code • Origin System • Intended Chart-Acct • FO Code-Description • Object Code-Name **Control Value Filters:** • FO Code [Required]: The default value is “000” and must be changed to a valid FO Code (e.g., “001”).	This DataBook provides a listing Continuation Accounts grouped by FO code Description, Account Number, Intended Chart-Acct, Object Code-Name filtered by Fiscal Year, Fiscal Period and FO Code.

	• Fiscal Year [Required]: The default value is “0000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • Fiscal Period [Required]: The default value is “00” and must be changed to a valid fiscal period to get results (e.g., “01” for July).	
FBMR090 (Income Statement) – Non-CG Account Summary by Account	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actual • Fiscal Year to Date Actual • Inception to Date Actuals • Encumbrances • Balances (Current Budget less Fiscal Year to Date Actual less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Period [Optional]: The default value is “00” If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., “01” for July). • Fiscal Year [Required]: The default value is “0000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • Chart [Optional]: The default value is “xx”. If you leave the default value, all charts will be returned. If you specify a Chart (e.g., “MA”), you must also enter an Account Number. • Account Number [Optional]: The default value is “0000000”. If you leave the default value, all accounts will be returned. If you specify an Account Number (e.g., “1234567”) you must also enter the Chart code for the account. • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be	This DataBook can be used to view budget balance available for non-contract and grant accounts. Balances are grouped by A and O budget pools and object codes within the account. This DataBook is useful for FAs to see how much has been spent against a budget. • Note: FBMR: B- sort by Campus

	returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young").	
FBMR090 (Income Statement) – Non-CG Account Summary by Account Supervisor & Account	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Encumbrances • Balances (Current Budget less Fiscal Year to Date Actual less Encumbrances • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Chart [Optional]: The default value is "xx". If you leave the default value, all charts will be returned. If you specify a Chart (e.g., "MA"), you must also enter an Account Number. • Account Number [Optional]: The default value is "0000000". If you leave the default value, all accounts will be returned. If you specify an Account	This DataBook provides users with a view of the budget balance available for non-contract and grant accounts for Account Supervisor. Balances are grouped by account, A and O budget pools and object codes. • Note: FBMR: B- sort by Campus

	Number (e.g., "1234567") you must also enter the Chart code for the account. • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, all Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young").	
FBMR094 – GL Balance Sheet Balances by Campus(param)	**Some of the more important Information that can be seen in this DataBook:** • Chart • UH Appropriation • DAGS Appropriation • Sub-Fund Group • Account Number-Name • Beginning Balance • Prior Mo Fiscal (YTD) Year to Date • Current Month Change • Current Balance • Fiscal Month • Fiscal Year **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • FO Code [Optional]: The default value is "000". If	This DataBook shows Basic Accounting Category, Object Code and Account. Gives a simple balance sheet by Campus • Note: FBMR: B- sort by Campus • 94: balance sheet object codes

	you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM").	
FBMR095DTL – SL Income & Expense Balances by Campus (param)	**Some of the more important Information that can be seen in this DataBook:** • Chart • Base Budget • Current Budget • Current Month Actuals • Fiscal YTD Actuals • Cumulative Actuals • Total Encumbrances (Encumbrance Beg Bal – Encumbrance FYTD) • Variance (Current Budget – Proj YTD Actuals) • Fiscal Mo • Fiscal Yr **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM").	This DataBook provides a simple income statement by Campus. Data is grouped by Object Code and account. • Note: FBMR: B- sort by Campus; • 95: income expense object code • DTL - by object code
FBMR095SMRY – SL Income &	**Some of the more important Information that can be**	This DataBook provides a simple income statement by Campus.

Expense Balances by Campus (param)	**seen in this DataBook:** • Chart • Base Budget • Current Budget • Current Month Actuals • Fiscal YTD Actuals • Cumulative Actuals • Total Encumbrances (Encumbrance Beg Bal – Encumbrance FYTD) • Variance (Current Budget – Proj YTD Actuals) • Fiscal Mo • Fiscal Yr **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM").	Data is grouped by Object Code and provides object code totals. • Note: FBMR: B- sort by Campus; • 95: income expense object code • SMRY - Summarized by Financial Statement Code
FBSP090D (Balance Sheet) – Non-CG Transaction Listing by Account	**Some of the more important Information that can be seen in this DataBook:** • Transaction Description • Transaction Date • Document Number • Origin • Document Type • Reference Document Number • Reference Origin Code	This DataBook provides transaction detail for the Fiscal period by FO Code and Accounts for non-contract and grant accounts that were against balance sheet object codes. Transactions are grouped by account, basic accounting category, and object code. • Note: FBxx: B- sort by Campus;

	• Org Document Number • Balance Type • Previous Balance • Current Month Actuals • Fiscal Year to Date Actuals • Post Date • Bank **Control Value Filters:** • Fiscal Period [Optional]: The default value is “00” If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., “01” for July). • Fiscal Year [Required]: The default value is “2000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • Chart [Optional]: The default value is “xx”. If you leave the default value, all charts will be returned. If you specify a chart (e.g., “MA”), you must also enter an account. • Account Number [Optional]: The default value is “0000000”. If you leave the default value, all accounts will be returned. If you specify an Account Number (e.g., “1234567”) you must also enter the chart code for the account. • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.,” MCOM”). • Account Supervisor Username [Optional]: The default is “xxxxx”. If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., “young”).	

FBSP090D (Income & Expense) – Non-CG Transaction Listing by Account	**Some of the more important Information that can be seen in this DataBook:** • Transaction Description • Transaction Date • Document Number • Origin Code • Document Type • Reference Document Number • Reference Document Origin • Org Document Number • Balance Type • Base Budget • Current Budget • Actual Amount • Encumbrances • Pre-encumbrance Amount • Post Date **Control Value Filters:** • Fiscal Period [Required]: The default value is "00" and must be changed to a valid fiscal period to get results (e.g., "01" for July). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Chart [Optional]: The default value is "xx". If you leave the default value, all charts will be returned. If you specify a chart (e.g., "MA"), you must also enter an account. • Account Number [Optional]: The default value is "0000000". If you leave the default value, all accounts will be returned. If you specify an Account Number (e.g., "1234567") you must also enter the chart code for the account. • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001").	This DataBook allows the user to view transactions for non-contract and grant accounts that were against the SL object codes. Transactions grouped by account, basic accounting category (income, expense), A and O Budget Pools and object code. • Note: FBxx: B- sort by Campus;

	• Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.,” MCOM”). • Account Supervisor Username [Optional]: The default is “xxxxx”. If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., “young”).	
FHMR009B – Open Commitment Status by FO Code	**Some of the more important Information that can be seen in this DataBook:** • Encumbrance Document Number • Chart Code • Account Number • Sub-Account Number • Object Code • Sub-Object Code • Transaction Encumbrance Amount • Transaction Description • Encumbrance Open Amount • Encumbrance Closed Amount • Outstanding Amount • Last Update Timestamp • FO Code **Control Value Filters**: • Fiscal Year [Required]: The default value is “2000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • Fiscal Officer Code [Required]: The default value is “000” and must be changed to a valid FO Code to get results (e.g., “001”).	This DataBook creates an open commitment listing (outstanding encumbrances and balances) sorted by Encumbrance Document Number then Account Number • Note: FHMR: H- sort by Univ
FHMR009B – Open Commitment Status by FO Code and Account	**Some of the more important Information that can be seen in this DataBook:** • Encumbrance Document Number • Chart Code • Account Number • Sub-Account Number	This DataBook creates an open commitment listing (outstanding encumbrances and balances) grouped by Account Number, sorted by Encumbrance Document Number • Note: FHMR: H- sort by Univ

	• Object Code • Sub-Object Code • Transaction Encumbrance Amount • Transaction Description • Encumbrance Open Amount • Encumbrance Closed Amount • Outstanding Amount • Last Update Timestamp • FO Code **Control Value Filters**: • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Fiscal Officer Code [Required]: The default value is "000" and must be changed to a valid FO Code to get results (e.g., "001").	
FHMR094 – GL Balance Sheet Balances, Consolidated (param)	**Some of the more important Information that can be seen in this DataBook:** • Chart • UH Apprn • DAGS Apprn • Sub-FG • FG • Beginning Balance Prior mo FYTD • Current Month Change • Current Balance • F Mo • F Yr • Acct **Control Value Filters:** • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB and CB	This DataBook shows balance sheet balances for Basic Accounting Sort-Description: 01 – Assets by Object Code and Account • Note: FHMR: H- sort by Univ • 094: balance sheet object codes (assets, liabilities, fund balance

	will be returned. A specific Fiscal Period may be entered (e.g., “01” for July). • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.,” MCOM”).	
FHMR095DTL – SL Income & Expense Balances, Consolidated (param)	**Some of the more important Information that can be seen in this DataBook:** • Chart Code • Base Budget • Current Budget • Current Month Actuals • FYTD Actuals • Cumulative Actuals • Total Encumbrances • Variance • Fiscal Mo • Fiscal Yr **Control Value Filters:** • Fiscal Year [Required]: The default value is “2000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • Fiscal Period [Required]: The default value is “00” and must be changed to a valid fiscal period to get results (e.g., “01” for July). • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.,” MCOM”).	This DataBook shows all income statement (income & expense) object codes for an FO Code and is summarized by object code level and shows a grand total for all object codes. Data is Grouped by Basic Accounting Category, Object Code and Account • Note: FHMR: H- sort by Univ • 95: income expense object codes • DTL - by object code

FHMR095SMRY – SL Income & Expense Balances, Consolidated (param)	**Some of the more important Information that can be seen in this DataBook:** • Chart Code • Base Budget • Current Budget • Current Month Actuals • FYTD Actuals • Cumulative Actuals • Total Encumbrances • Variance • Fiscal Mo • Fiscal Yr **Control Value Filters:** • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM").	This DataBook shows all income statement (income & expense) object codes for an FO Code and is summarized by financial statement codes. Data is Grouped by Basic Accounting Category and Object Code • Note: FHMR: H- sort by Univ • 95: income expense object codes • SMRY - Summarized by Financial Statement Code
Non- CG Consolidated Statement by Rollup 1 & Account	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actual • Fiscal Year to Date Actual • Encumbrances • Balance (Current Budget less Fiscal Year to Date	This DataBook allows users to view the budget balance available for non-contract and grants accounts by User Rollup 1 and account.

	Actual less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • User Rollup 1 [Optional]: The default is "00000". If you leave the default value, all user rollup codes will be returned. A specificUser Rollup 1 may be entered (e.g., "CAMP"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young").	
Non- CG Consolidated Statement by Rollup 1 & Budget Summary 1	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Encumbrances • Balances (Current Budget less Fiscal Year to Date Actual less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances	This DataBook allows users to view the budget balance available for non-contract and grants accounts by User Rollup 1 and Budget Summary 1 (A and O) pools.

	Control Value Filters: • Fiscal Year [Required]: The default value is “0000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • Fiscal Period [Optional]: The default value is “00” If you leave the default value, results for BB will be returned. A specific Fiscal Period may be entered (e.g., “01” for July). • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.,” MCOM”). • Rollup Code 1 [Optional]: The default is “00000”. If you leave the default value, all rollup codes will be returned. A specific Rollup Code 1 may be entered (e.g., “CAMP”). • Account Supervisor Username [Optional] : The default is “xxxxx”. If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., “young”).	
Non- CG Consolidated Statement by Rollup 1 & Budget Summary 2	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Encumbrances • Balances (Current Budget less Fiscal Year to Date Actual less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances	This DataBook allows users to view the budget balance available for non-contract and grants accounts by User Rollup 1 and Budget Summary 2 pools.

	Control Value Filters: • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Rollup Code 1 [Optional]: The default is "00000". If you leave the default value, all rollup codes will be returned. A specific Rollup Code 1 may be entered (e.g., "CAMP"). • Account Supervisor Username [Optional] : The default is "xxxxx". If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young").	
Non- CG Consolidated Statement by Rollup 2 & Account	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actual • Fiscal Year to Date Actual • Encumbrances • Balance (Current Budget less Fiscal Year to Date Actual less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances	This DataBook allows users to view the budget balance available for non-contract and grants accounts by User Rollup 2 and account.

	Control Value Filters: • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Rollup Code 2 [Optional]: The default is "00000". If you leave the default value, all user rollup codes will be returned. A specific Rollup Code 2 may be entered (e.g., "881"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young").	
Non- CG Consolidated Statement by Rollup 2 & Budget Summary 1	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Encumbrances • Balances (Current Budget less Fiscal Year to Date Actual less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:**	This DataBook allows users to view the budget balance available for non-contract and grants accounts by User Rollup 2 and Budget Summary 1 (A and O) pools.

	• Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Rollup Code 2 [Optional]: The default is "00000". If you leave the default value, all user rollup codes will be returned. A specific Rollup Code 2 may be entered (e.g., "881"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young").	
Non- CG Consolidated Statement by Rollup 2 & Budget Summary 2	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Encumbrances • Balances (Current Budget less Fiscal Year to Date Actual less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Year [Required]: The default value is "0000"	This DataBook allows users to view the budget balance available for non-contract and grants accounts by User Rollup 2 and Budget Summary 2 pools.

	and must be changed to a valid fiscal year to get results (e.g., "2015"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Rollup Code 2 [Optional]: The default is "00000". If you leave the default value, all user rollup codes will be returned. A specific Rollup Code 2 may be entered (e.g., "881"). • Account Supervisor Username [Optional]: The default is "xxxxx". If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young").	
Non - CG Consolidated Statement by Rollup 3 & Account	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actual • Fiscal Year to Date Actual • Encumbrances • Balance (Current Budget less Fiscal Year to Date Actual less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Year [Required]: The default value is "0000"	This DataBook allows users to view the budget balance available for non-contract and grants accounts by User Rollup 3 and account.

	and must be changed to a valid fiscal year to get results (e.g., “2015”). • Fiscal Period [Optional]: The default value is “00” If you leave the default value, results for BB will be returned. A specific Fiscal Period may be entered (e.g., “01” for July). • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.,” MCOM”). • Rollup Code 3 [Optional]: The default is “00000”. If you leave the default value, all rollup codes will be returned. A specific Rollup Code 3 may be entered (e.g., “EHSO”). • Account Supervisor Username [Optional] : The default is “xxxxx”. If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., “young”).	
Non - CG Consolidated Statement by Rollup 3 & Budget Summary 1	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Encumbrances • Balances (Current Budget less Fiscal Year to Date Actual less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Year [Required]: The default value is “0000” and must be changed to a valid fiscal year to get	This DataBook allows users to view the budget balance available for non-contract and grants accounts by User Rollup 3 and Budget Summary 1 (A and O) pools.

	results (e.g., "2015"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Rollup Code 3 [Optional]: The default is "00000". If you leave the default value, all user rollup codes will be returned. A specific Rollup Code 3 may be entered (e.g., "EHSO"). • Account Supervisor Username [Optional] : The default is "xxxxx". If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young").	
Non - CG Consolidated Statement by Rollup 3 & Budget Summary 2	**Some of the more important Information that can be seen in this DataBook:** • Base Budget • Current Budget • Current Month Actuals • Fiscal Year to Date Actuals • Encumbrances • Balances (Current Budget less Fiscal Year to Date Actual less Encumbrances) • Pre-Encumbrances • Budget Balances less Pre-Encumbrances **Control Value Filters:** • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015").	This DataBook allows users to view the budget balance available for non-contract and grants accounts by User Rollup 3 and Budget Summary 2 pools.

	• Fiscal Period [Required]: The default value is "00" and must be changed to a valid fiscal period to get results (e.g., "01" for July). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • Rollup Code 3 [Optional]: The default is "00000". If you leave the default value, all rollup codes will be returned. A specific Rollup Code3 may be entered (e.g., "EHSO"). • Account Supervisor Username [Optional] : The default is "xxxxx". If you leave the default value, All Account Supervisors will be returned. A specific Account Supervisor Username may be entered (e.g., "young").	

KFS GL DataBooks > Field GL Templates >Appropriated Funds Budget & Cash Templates

DATABOOK NAME	CONTENTS	POTENTIAL USES
Budget-to-Actual by Account	v2.1 Appropriated funds E&E against Revenue Projections/Allocations/Carryover/Transfer budgets **Grouped by:** • Chart-Acct-Subacct • Report Date • Budget Summary 1 category • Object • Fiscal period **Information that can be seen in this DataBook:**	• Appropriated fund accounts • Compares Actual YTD Expenditures (by Object Code and Fiscal Period) against projected available funds (Projected Revenue/Allocations + Carryover + Projected Transfers) • Provides Actual YTD Revenue Recognized balances by Object Code and Fiscal Period • Allows for comparison of Expenditure Projections against projected available funds (Projected Revenue/Allocations + Carryover + Projected Transfers) • Allows for comparison of Actual YTD Expenditures against Expenditure Projections

	• Rev-Alloc-Carry-Tfr • Revenue Recognized YTD • Expenditure Projections • Expenditure YTD • Expenditure ITD • SW B-Plus Adjustment • Rev-Alloc-Carry-Trf Balance • Encumbrances • Balance Less Encumb • Pre-Encumbrances • Balance Less PE • **Control Value Filters:** • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Account [Required]: The default value is "0000000". And must be changed to a valid account to get results (e.g., "1234567"). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015").	• Provides current Encumbrance and Pre-Encumbrance balances
Budget-to-Actual by FO Code	v2.1 Appropriated funds E&E against Revenue Projections/Allocations/Carryover/Transfer budgets **Grouped by:** • UH Fund • Report Date • Budget Plan ID • Organization • Account **Information that can be seen in this DataBook:** • FO Code • Rev-Alloc-Carry-Tfr • Expenditure Projections	• Appropriated fund accounts by FO Code • Compares Actual YTD Expenditures (by Organization and Account) against projected available funds (Projected Revenue/Allocations + Carryover + Projected Transfers) • Allows for comparison of Expenditure Projections against projected available funds (Projected Revenue/Allocations + Carryover + Projected Transfers) • Allows for comparison of Actual YTD Expenditures against Expenditure Projections • Provides current Encumbrance and Pre-Encumbrance balances

	• Expenditure Q1 • Expenditure Q2 • Expenditure Q3 • Expenditure Q4 • Expenditure YTD • Expenditure ITD • SW-B-Plus Adjustment • Rev-Alloc-Carry-Tfr Balance • Encumbrances • Balance Less Encumb • Pre-encumbrances • Balance Less PE **Control Value Filters:** • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015").	
Cash Balance 37-47 Rpt – Special & Revolving – by FO Code	V3 37-47 report of change from beginning cash to ending cash **Grouped by:** • UH Fund (Special or Revolving) • Report Date • Budget Plan ID • Organization • Account	For all appropriated Special & Revolving fund accounts by FO Code: • Compares beginning cash balances and current cash balances by looking at changes in revenue, expenses, and transfers • Also reflects: - Encumbrances to calculate unencumbered cash balances - Pre-encumbrances to calculate unencumbered cash less pre-encumbrances • Provides supporting information for annual preparation of 37-

	Information that can be seen in this DataBook: • 1 Claim-on-cash Beg Bal • Revenue Recognized YTD • AR YTD • Fund Bal Adj • Loan Payments • Other Amounts • 2 Revenue net of AR/FB/Ln Pmt/Oth • Expenditure YTD • AP YTD • Loan Advances • 3 Expenditure net of AP/Ln Adv • 4 Transfers • 5 Claim-on-cash Cur Bal • Cal Ending Cash 1+2+3+4 • Diff in Cash • Encumbrances • 37-47 Unencumbered Cash • AP/Cur Yr Def Rev • Unencumbered Claim-on-cash • Pre-encumbrance • Unenc Cash Less PE **Control Value Filters:** • Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.,” MCOM”). • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Fiscal Period [Optional]: The default value is “00” If you leave the default value, results for Fiscal Period 13 will be returned. A specific Fiscal Period may be entered (e.g., “01” for July).	47 forms for submittal to Dept. of Budget & Finance, providing balances down to the account level for specified FO Code

	• Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015").	
Cash Balance Quarterly - Special & Revolving – by FO Code	V2 Quarter-end-cash balances **Grouped by:** • UH Fund (Special or Revolving) • Report Date • Budget Plan ID • Organization • Account **Information that can be seen in this DataBook:** • FO Code • Claim-on-Cash Beg Bal • Claim-on-Cash Q1 • Claim-on-Cash Q2 • Claim-on-Cash Q3 • Claim-on-Cash Q4 • Claim-on-Cash Cur Bal • YTD Change in Claim-on-cash • AP/Cur Yr Def Rev • Encumbrances • Unencumbered Claim-on-Cash • Pre-encumbrance • Unenc Cash Less PE **Control Value Filters:** • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for Fiscal Period	For all appropriated Special & Revolving fund accounts by FO Code: • Presents Claim-on-cash balances by quarter • Presents YTD change in Claim-on-cash • Provides current Encumbrance and accounts payable balances (also includes current year deferred revenue when run for fiscal period 13) to calculate unencumbered cash balances • Provides Pre-Encumbrance balances to calculate unencumbered cash less pre-encumbrances

	13 will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015").	
Cash Balance YTD - Special & Revolving – by FO Code	V2 Year-to-date cash balance **Grouped by:** • UH Fund (Special or Revolving) • Report Date • Budget Plan ID • Organization • Account **Information that can be seen in this DataBook:** • FO Code • Claim-on-Cash Beg Bal • Claim-on-Cash Cur Bal • YTD Change in Claim-on-cash • AP/Cur Yr Def Rev • Encumbrances • Unencumbered Claim-on-Cash • Pre-encumbrance • Unenc Cash Less PE **Control Value Filters:** • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for Fiscal Period 13 will be returned. A specific Fiscal Period may be entered (e.g., "01" for July).	For all appropriated Special & Revolving fund accounts by FO Code: • Compares beginning cash balances and current cash balances • Also reflects: - Encumbrance balances and accounts payable balances (also includes current year deferred revenue when run for fiscal period 13) to calculate unencumbered cash balances - Pre-encumbrance balances to calculate unencumbered cash less pre-encumbrances

	• Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015").	
Projected Ending Cash Balance - Special & Revolving – by FO Code	V2 Year-end projected cash balance **Grouped by:** • Fund (Special or Revolving) • Report Date • Budget Plan ID • Organization • Account **Information that can be seen in this DataBook:** • FO Code • Claim-on-Cash Beg Bal • Prior Yr Deferred Revenue • Revenue Projection • Transfer Budget • Expenditure Projections • Projected Ending Cash • Claim-on-Cash Cur Bal **Control Value Filters** • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Fiscal Period [Required]: The default value is "00" and must be changed to a valid fiscal period to get results (e.g., "01" for July). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015").	For all appropriated Special & Revolving fund accounts by FO Code. • Provides calculation of Projected Ending Claim-on-cash, based on current projections (budgets) for Revenue, Expenditures, Transfers • Compares Projected Ending Cash to current Claim-on-cash balance
Revenue Collections- Special & Revolving – by FO Code	V2 Year-to-date revenue against revenue projections	For all appropriated Special & Revolving fund accounts by FO Code.

	Grouped by: • Fund (Special or Revolving) • Report Date • Budget Plan ID • Organization • Account **Information that can be seen in this DataBook:** • FO Code • Revenue Projection • Prior Yr Deferred Revenue • Rev Recognized Q1 • Rev Recognized Q2 • Rev Recognized Q3 • Rev Recognized Q4 • Rev Recognized Cur Yr • Diff from Projection • % of Projection **Control Value Filters:** • Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.,” MCOM”). • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Fiscal Period [Optional]: The default value is “00” If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., “01” for July). • Fiscal Year [Required]: The default value is “2000” and must be changed to a valid fiscal year to get results (e.g., “2015”).	• Compares Actual YTD Revenue Recognized against Revenue Projection • Presents Actual Revenue Recognized by quarter
Special & Revolving Rev/Exp Projections – by FO Code	V2 Year-to-date revenue/personnel exp/other exp against projections	For all appropriated Special & Revolving fund accounts by FO Code:

	Grouped by: • Fund (Special or Revolving) • Report Date • Budget Plan ID • Organization • Account **Information that can be seen in this DataBook:** • FO Code • Revenue Projection • Rev Recognized Cur Yr • Diff from Proj • Personnel Exp Projection • Personnel Exp YTD • Personnel Exp Diff from Proj • Other Exp Projection • Other Exp YTD • Other Exp Diff from Proj **Control Value Filters:** • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015").	• Compares Actual YTD Revenue Recognized against Projected Annual Revenue • Compares Actual YTD Personnel Expenditures against Projected Personnel Expenditures • Compares Actual YTD Other (non-personnel) Expenditures against Projected Other Expenditures
Special & Revolving Rev/Exp Projections – (net revenue)- by FO Code	V2 Revenue/expenditure amounts without sign changes to reflect net revenue amounts	For all appropriated Special & Revolving fund accounts by FO Code: • Revenue amounts are reflected as credit (negative) amounts

	Grouped by: • Fund (Special or Revolving) • Report Date • Budget Plan ID • Organization • Account Number-Name • Budget Summary 1 category **Information that can be seen in this DataBook:** • Base Projection • Current Projection • Rev/Exp Q1 • Rev/Exp Q2 • Rev/Exp Q3 • Rev/Exp Q4 • Rev/Exp YTD • Difference from Projection • % of Projection **Control Value Filters:** • Highest Org Level [Optional]: The default is “xxxxxx”. If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.,” MCOM”). • FO Code [Optional]: The default value is “000”. If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., “001”). • Fiscal Period [Optional]: The default value is “00” If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., “01” for July). • Fiscal Year [Required]: The default value is “2000” and must be changed to a valid fiscal year to get results (e.g., “2015”).	so that the sum of revenue and expenditure amounts reflects net revenues • Presents Projected Revenue Net of Projected Expenditures (Base and Current Budgets) • Presents Actual Revenue Net of Actual Expenditures by Quarter • Compares YTD Actual Revenue Net of YTD Actual Expenditures against Projection
Summary - Cash Balance 37-47 Special & Revolving by FO Code	V3 37-47 report of change from beginning cash to ending cash **Grouped by:**	This DataBook was created to use the GL Summary Template instead of the GL Financial Transactions Template on 9/4/2016.

	• UH Fund (Special or Revolving) • Report Date • Budget Plan ID • Organization • Account **Information that can be seen in this DataBook:** • 1 Claim-on-cash Beg Bal • Revenue Recognized YTD • AR YTD • Fund Bal Adj • Loan Payments • Other Amounts • 2 Revenue net of AR/FB/Ln Pmt/Oth • Expenditure YTD • AP YTD • Loan Advances • 3 Expenditure net of AP/Ln Adv • 4 Transfers • 5 Claim-on-cash Cur Bal • Cal Ending Cash 1+2+3+4 • Diff in Cash • Encumbrances • 37-47 Unencumbered Cash • AP/Cur Yr Def Rev • Unencumbered Claim-on-cash • Pre-encumbrance • Unenc Cash Less PE **Control Value Filters:** • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g.,	For all appropriated Special & Revolving fund accounts by FO Code: • Compares beginning cash balances and current cash balances by looking at changes in revenue, expenses, and transfers • Also reflects: - Encumbrances to calculate unencumbered cash balances - Pre-encumbrances to calculate unencumbered cash less pre-encumbrances • Provides supporting information for annual preparation of 37-47 forms for submittal to Dept. of Budget & Finance, providing balances down to the account level for specified FO Code

	"001"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for Fiscal Period 13 will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015").	
Summary - Cash Balance Quarterly Special & Revolving – by FO Code	V2 Quarter-end-cash balances **Grouped by:** • UH Fund (Special or Revolving) • Report Date • Budget Plan ID • Organization • Account **Information that can be seen in this DataBook:** • FO Code • Claim-on-Cash Beg Bal • Claim-on-Cash Q1 • Claim-on-Cash Q2 • Claim-on-Cash Q3 • Claim-on-Cash Q4 • Claim-on-Cash Cur Bal • YTD Change in Claim-on-cash • AP/Cur Yr Def Rev • Encumbrances • Unencumbered Claim-on-Cash • Pre-encumbrance • Unenc Cash Less PE **Control Value Filters:** • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • FO Code [Optional]: The default value is "000". If	This DataBook was created to use the GL Summary Template instead of the GL Financial Transactions Template on 9/4/2016. For all appropriated Special & Revolving fund accounts by FO Code: • Presents Claim-on-cash balances by quarter • Presents YTD change in Claim-on-cash • Provides current Encumbrance and accounts payable balances (also includes current year deferred revenue when run for fiscal period 13) to calculate unencumbered cash balances Provides Pre-Encumbrance balances to calculate unencumbered cash less pre-encumbrances

	you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g., "001"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for Fiscal Period 13 will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015").	
Summary - Revenue Collections Special & Revolving – by FO Code	V2 Year-to-date revenue against revenue projections **Grouped by:** • Fund (Special or Revolving) • Report Date • Budget Plan ID • Organization • Account • **Information that can be seen in this DataBook:** • FO Code • Revenue Projection • Prior Yr Deferred Revenue • Rev Recognized Q1 • Rev Recognized Q2 • Rev Recognized Q3 • Rev Recognized Q4 • Rev Recognized Cur Yr • Diff from Projection • % of Projection **Control Value Filters:** • Highest Org Level [Optional]: The default is "xxxxxx". If you leave the default value, all Organization Codes will be returned. A specific Org Code may be entered (e.g.," MCOM"). • FO Code [Optional]: The default value is "000". If you leave the default value, all FO Codes will be returned. A specific FO Code may be entered (e.g.,	This DataBook was created to use the GL Summary Template instead of the GL Financial Transactions Template on 9/4/2016. For all appropriated Special & Revolving fund accounts by FO Code. • Compares Actual YTD Revenue Recognized against Revenue Projection • Presents Actual Revenue Recognized by quarter

	"001"). • Fiscal Period [Optional]: The default value is "00" If you leave the default value, results for BB and CB will be returned. A specific Fiscal Period may be entered (e.g., "01" for July). • Fiscal Year [Required]: The default value is "2000" and must be changed to a valid fiscal year to get results (e.g., "2015").	

KFS Labor Ledger DataBooks:

DATABOOK NAME	CONTENTS	POTENTIAL USES
Accounts with Labor Continuation Transactions	**Information that can be seen in this DataBook:** • Employee ID • Paid Date • Service Date • Transaction Post Date • Document Number • Payroll Number • Chart Code • Object Code • Transaction Ledger Amount • Intended Chart • Intended Account • Employee Name • FO Code Description **Control Value Filters:** • Fiscal Month [Required]: The default value is "00" and must be changed to a valid fiscal period to get results (e.g., "01" for July). • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015"). • FO Code [Required]: The default value is "000" and must be changed to a valid FO Code to get results (e.g., "001").	Labor Ledger Data viewable only to those with labor access. This DataBook is useful to identify those payroll accounts charged to Continuation Accounts that potentially require adjustment via Salary Expense Transfer (ST). This DataBook will return FO specific payroll recorded to continuation accounts and requires the user to input FO Code, Fiscal Year and Fiscal Month. Payroll data returned is grouped by Chart Code/Account Number/Sub-Account Number/Employee Name. Note: This query will return payroll feed and Labor Ledger Correction Process (LLCP) adjustments but no Salary Expense Transfer (ST) data.

CBMR289 – To Assist with Effort Reporting	**Some of the information that can be seen in this DataBook:** • Fiscal Year • Employee Name • Position Title • Position Number • Employee ID • Source • FTE Person • Percent • Paid Date • Service Date **Control Value Filters:** • Paid Date From [Required]: The default value is “Jul 01, 2012” and must be changed to get results for the proper period. Enter in the format mm/dd/yyyy (e.g., 07/20/2016) and eThority will convert to the format shown in the Control Value. • Paid Date To [Required]: The default value is “Apr 30, 2013” and must be changed to get results for the proper period. Enter in the format mm/dd/yyyy (e.g., 07/20/2016) and eThority will convert to the format shown in the Control Value. • Chart [Optional]: The default value is “xx”. If you leave the default value, all charts will be returned. If you specify a chart (e.g., “MA”), you must also enter an account. • Account [Optional]: The default value is “0000000”. If you leave the default value, all accounts will be returned. If you specify an account (e.g., “1234567”) you must also enter the chart code for the account.	Labor Ledger Data viewable only to those with labor access. This DataBook will return payroll information and requires the user to input a Paid Date range (From and To), Chart Code and Account Number. Note that the query will return payroll data only when the Sub-Fund Group associated with the Account Number is equal to one of the following Sub-Fund Groups: FSTIMU, FSPON1, FVOCED or FUSDA. Payroll data returned is grouped by Fiscal Officer (FO) Number, Account Code/Employee ID#/Paid Date. Note: This Labor query will return payroll feed info , Labor Ledger Correction Process adjustments (LLCP) and Salary Expense Transfer (ST) data.
Detail Payroll Feed by FO Code by Fiscal Month and Year	**Information that can be seen in this DataBook:** • Employee ID • Paid Date • Service Date • Transaction Post Date • Document Number	Labor Ledger Data viewable only to those with labor access. This DataBook will return payroll feed information and requires the user to input a specific FO Code, Fiscal Month and Fiscal Year. Payroll data returned is grouped by Account Number/Sub-

	• Payroll Number • Chart Code • Object Code • Transaction Ledger Amount • Account Number Name • Sub Account Number • Employee Name • Payroll Type **Control Value Filters:** • Fiscal Month [Required]: The default value is “00” and must be changed to a valid fiscal period to get results (e.g., “01” for July). • Fiscal Year [Required]: The default value is “0000” and must be changed to a valid fiscal year to get results (e.g., “2015”). • FO Code [Required]: The default value is “000” and must be changed to a valid FO Code to get results (e.g., “001”).	Account/Payroll Type/Employee Name. Note: This query will return payroll feed data and Labor Ledger Correction Process (LLCP) adjustments but no Salary Expense Transfer (ST) data.
Detail Payroll Feed by UH Fund, UH Appr and Account	**Information that can be seen in this DataBook:** • Employee ID • FO Code • Account Supervisor • Paid Date • Service Date • Transaction Post Date • Document Number • Reference Doc Origin Code • DAGS Account Number • Payroll Number • Object Code • Transaction Ledger Amount • Account Number Name • Sub Account Number • Employee Name • UH Fund Appropriation Code	Labor Ledger Data viewable only to those with labor access. This DataBook will return payroll feed information and requires the user to input a specific Paid Date and Fiscal Year. Payroll data returned is grouped by Chart Code/UH Fund Appropriation/Account Number/Sub-Account Number/Employee Name. Note: This query will return payroll feed and Labor Ledger Correction Process (LLCP) adjustments but no Salary Expense Transfer (ST) data.

	Control Value Filters: • Paid Date [Required]: The default value is "Jul 20, 2012" and must be changed to get results for the proper period. Enter in the format mm/dd/yyyy (e.g., 07/20/2016) and eThority will convert to the format shown in the Control Value. • Fiscal Year [Required]: The default value is "0000" and must be changed to a valid fiscal year to get results (e.g., "2015").	
NIMP and Imposed Assessments for WC and UIC	**Information that can be seen in this DataBook:** • Paid Date Fiscal Year • Empl ID • WC Obj Code • WC Amount • UIC Object Code • UIC Amount • Account Fringe Benefit Code • Sub-Fund Group Type Code- Desc • UH Fund Approp Code – Desc • Chart Code • Account Number • Sub Account Number • Non-Imposed Fringe Indicator **Control Value Filters:** • Paid Date [Required]: The default value is "Jul 20, 2012" and must be changed to get results for the proper period. Enter in the format mm/dd/yyyy (e.g., 07/20/2016) and eThority will convert to the format shown in the Control Value.	Labor Ledger Data viewable only to those with labor access. This DataBook provides payroll information for a specific paid date. Data is grouped by NonImp – Imp Indicator, Chart Code, UH Fund Appropriation, Account Number, Sub Account Number. Object Codes included in this DataBook are 2542, 2041, 2042, 2141, 2142, 2241, 2341, 2342, 2441, 2442, 2541, or 2242.
Payroll Inquiry by Account (752)	**Some of the more important information that can be seen in this template:** • Empl ID • Paid Date • Service Date • Document Number • Doc Type	Labor Ledger Data viewable only to those with labor access. This DataBook will return payroll information and requires the user to input a CPU Date Range (From and To) and Account Number. Payroll data returned is grouped by Account Number/Sub-Account Number/CPU Date/Payroll Type/Employee Name/Payroll Number.

	• Ref Origin • Chart Code • Object Code • Sub Object Code • Amount • Orig Chart • Orig Account • Orig Sub Account • CPU Date • Employee Name **Control Values:** • Account [Required]: The default value is "0000000". and must be changed to a valid account to get results (e.g., "1234567"). • CPU Date (From) [Required]: The default value is "Jul 01, 2012" and must be changed to get results for the proper period. format mm/dd/yyyy (e.g., 07/20/2016) and eThority will convert to the format shown in the Control Value. • CPU Date (To) [Required]: The default value is "Jul 30, 2012" and must be changed to get results for the proper period. Enter in the format mm/dd/yyyy (e.g., 07/20/2016) and eThority will convert to the format shown in the Control Value.	Note: This Labor query will return payroll feed info, Labor Ledger Correction Process adjustments (LLCP) and Salary Expense Transfer (ST) data.
Payroll Inquiry by Employee ID (751)	**Some of the information that can be seen in this DataBook:** • Empl ID • CPU Date • SVC Date • Document Number • Doc Type • Ref Origin • Chart • Account • Object • Amount	Labor Ledger Data viewable only to those with labor access. This DataBook will return payroll information and requires the user to input a Paid Date Range (From and To) Employee ID# and Employee Name. Payroll data returned is grouped by Employee Name/Paid Date/Account Number/Sub-Account Number/Payroll Number. Note: This Labor query will return payroll feed info, Labor Ledger Correction Process adjustments (LLCP) and Salary Expense Transfer (ST) data.

	• Award Close Date • Paid Date • Payroll Number **Control Values:** • Employee ID [Optional]: The default is "0000000" (seven zeroes). If you leave the default you must enter an Employee Name. (Employee ID e.g., "12345678"). • Employee Name [Optional]: The default is "xxxxx". If you leave the default you must enter an Employee ID (Employeee Name e.g., "Smith"). • Paid Date From [Required]: The default value is "Jul 01, 2012" and must be changed to get results for the proper period. Enter in the format mm/dd/yyyy (e.g., 07/20/2016) and eThority will convert to the format shown in the Control Value. • Paid Date To [Required]: The default value is "Jul 20, 2012" and must be changed to get results for the proper period. Enter in the format mm/dd/yyyy (e.g., 07/20/2016) and eThority will convert to the format shown in the Control Value.	
Payroll Inquiry by Paid Date (754)	**Some of the information that can be seen in this DataBook**: • Transaction Post Date • Service Date • Document Number • Document Type Code • Payroll Number • Bargaining Unit • Transaction Ledger Entry Amount • Employee Name **Control Value Filters:** • Paid Date [Required]: The default value is "Jul 20, 2012" and must be changed to get results for the proper period. Enter in the format mm/dd/yyyy (e.g., 07/20/2016) and eThority will convert to the format	Labor Ledger Data viewable only to those with labor access. This DataBook will return payroll information and requires the user to input a Paid Date, Chart Code, Account Number, Sub Account Number (If applicable), Payroll Number and Object Code. Payroll data returned is grouped by Document Number/Object Code/Sub-Object. Note: This Labor query will return payroll feed info , Labor Ledger Correction Process adjustments (LLCP) and Salary Expense Transfer (ST) data.

	shown in the Control Value. • Employee ID [Optional]: The default value is "00000000" If you leave the default value, all employees will be returned. A specific employee id may be entered (e.g., "12345678"). • Chart [Optional]: The default value is "xx". If you leave the default value, all charts will be returned. If you specify a chart (e.g., "MA"), you must also enter an account. • Account [Optional]: The default value is "0000000". If you leave the default value, all accounts will be returned. If you specify an account (e.g., "1234567") you must also enter the chart code for the account. • Sub Account [Optional]: The default value is "-----". If you leave the default value, all sub accounts will be returned. A specific sub account may be entered (e.g., "2015"). • Object Code [Optional]: The default value is "0000". If you leave the default value, all object codes will be returned. A specific object code may be entered (e.g., "2009") • PR Number [Optional]: The default value is "xxx". If you leave the default value, all PR Numbers are returned. A specific PR Number may be entered (e.g., "F53").	

KFS PurAP DataBooks > Audit Reports

DATABOOK NAME	CONTENTS	POTENTIAL USES
Scholarship/Fellowship Payment Inquiry by Last Name	**Some of the more Important information that can be seen in this DataBook:** • Source Document Number • Payee Name • Payee Number • Chart Code • Account Number • Object Code	This DataBookre can be used to to assist the departmental business offices on how to locate and identify the Scholarship/Fellowship payments using object codes 65XX made to an individual during a Calendar Year (CY). This DataBook was created to extract reportable/taxable payments per AP 8.561, Tax Treatment of Non-Service Financial Assistance for Individuals. Data is grouped by Payee Name

	• FO Code • Disbursement Number • Disbursement Timestamp • Amount **Control Value Filters:** • Payee Last Name [Required]: The default value is "xxxxxxxxxxxx" and must be changed to a valid Payee Last Name to get results (e.g., "Smith"). • From Date [Required]: The default value is "Jan 31, 2000" and must be changed to get results for the proper period (e.g., "07/20/2016"). • To Date [Required]: The default value is "Dec 31, 2000" and must be changed to get results for the proper period (e.g., "07/20/2016").	

KFS PurAP DataBooks > Field Templates

DATABOOK NAME	CONTENTS	POTENTIAL USES
Search for Payment by Payee Number	**Some of the more Important information that can be seen in this DataBook:** • Source Document Number • Source Document Type • FO Code • PDP PO Number • Invoice Number • Invoice Date • Net Payment Amount • Chart Code • Account Number • Object Code • Disbursement Type Name • Project Code • Fiscal Year **Control Value Filters:** • Payee Filter ID [Required]: The default value is "0000-	This DataBook creates detailed payment information for a particular payee over a date range. Data is grouped by Payee. Check/ACH Number and FO Code

	0" and must be changed to a valid payee filter id to get results (e.g., "12345-1"). • Check Date From [Required]: The default value is "Jan 01, 2012" and must be changed to get results for the proper period (e.g., "07/20/2016"). • Check Date to [Required]: The default value is "Dec 31, 2012" and must be changed to get results for the proper period (e.g., "07/20/2016").	

TEMPLATES:

These templates include all data pertinent to the respective area and can be used to create specialized DataBooks by users or data architects. The data contained in these templates are the basis for all DataBooks in eThority for the respective areas: AR, Capital Assets, Contracts & Grants, GL, Labor Ledger and PurAP.

KFS AR DataBooks:

DATABOOK NAME	CONTENTS	POTENTIAL USES
AR Consolidated Template	**Some of the more important Information that can be seen in this DataBook**: • Document Create Date • Document Number • Document Initiator • Document Type • Org Document Number • Chart Code • Account Number • Object Code • Customer Name • AR Processing Organization • Invoice Document Type • Fund Group Name • Fund Group Code	This template provides a listing of all transaction eDocs in the KFS AR Module for all chart codes, all accounts, both contracts and grants and non-contracts and grants. This template contains 132 columns and over 150,000 rows of data. This template includes one record for every transaction in the KFS AR module for the Invoice (INV/CGIN), Payment Application (APP) and Cash Control (CTRL) eDocs. This template contains 132 columns including fields from the account, object, organization and related tables.