The DC Detail Report provides a detailed transaction-level view of internal billing data for a chartstring(s). The report displays actual transactions processed through the DC system, including financial and non-financial data. This report should only be used after a higher-level summary review has been completed on those DC transactions that have been identified for further analysis. It should not be the first report run for financial management review, as it’s a very granular view of data.

Purpose
The DC Detail Report is used to review actual internal billing detail transactions posted to a chartstring(s). Since the DC Detail Report displays individual transactions it is a helpful tool in completing reconciliations and verifying charges. The DC Detail Report is a detailed, granular view of information therefore it is the “last stop” on drills from other higher-level Financial Management Reports.

Key Information
- Runs for any time period selected, it is not restricted to a one-fiscal-year-at-a-time view.
- Returns transaction information on all Account types (revenues, expenses, assets and liabilities).
- Output is customizable
  - Choose specific DC Transaction ID(s) and/or Journal ID(s) for targeted output
  - Choose specific Journal Class(es) (JC) for targeted output by a specific internal biller(s)
    - Billees output will show all JC charges posted to their organization
    - Internal Billers output will show all transactions, regardless of Department, on the JC(s) they process
  - You can choose whether or not to display ChartField descriptions.
  - The report automatically subtotals by JC, and defaults to subtotal by Department. You can customize the level of ChartField subtotal display by choosing other and/or additional ChartFields.
  - Billee Department v Biller Department:
    - Billee Department - populate this prompt when you are reviewing the charges that were posted to your organization, or keep it blank to review all of your DC activity.
    - Biller Department - populate this if you are an internal biller, to review all transactions (revenues and expenses) that you processed as an internal biller. The Biller Department(s) populated should be the one(s) which recognized the revenues. You can then either leave Billee Department blank to return all expenses, or enter specific charged Department(s) for targeted output.
  - Output content and format will vary by each internal biller, and reflects the format and detailed information that each individual internal biller provides through the DC system.
## Sample Report Output
(This sample uses default output prompts)

| Department | Fund | Program | Site | Project | Activity | Account | Journal Class | Transaction ID | Fiscal Year | Journal ID | Year of Service | Charges | Journal ID | Ledger Date | Requestor | Request Date | Revised Date | Service Request Number | Service Request Description | Service Description | Service Type ID | Comments | Departmental Card Number | DC OA Inventory Number | Customer Number | Customer Name | Customer’s Organization |
|------------|------|---------|------|---------|----------|---------|---------------|---------------|-------------|------------|----------------|---------|------------|-------------|----------|---------------|--------------|----------------|----------------------|----------------------|---------------|--------------|--------------|-----------------------|---------------------|----------------|---------------|---------------------|
| 12300 - SC | A0000 - General Fund | GU122 - Meetings | N/A | No | No | Activity | 7027 - IS: Building Services | 60000000620 | 1000135123 | 2019 | 04/02/2019 | Acarnone, Amanda M. | 2019 | 3 | 0 | 0.00 | DOE | 03/08/2019 | 17-74140 | Monthly Meeting in (Job#16) | BDyre_EVTN_LBR_O | BLOG SVC DVTN LABOR ADVRN BLOG SVC EVENT RENTALS | TABLES, BANQUET, SEATS 5 (P K X 50) | REV01 | 012300 | 012300 | 00000 | 102300 |
| 12300 - SC | Ac001 - Acad Admin Allowance Fund | GU122 - Meetings | N/A | No | No | Activity | 7027 - IS: Building Services | 60000000621 | 1000135123 | 2019 | 04/02/2019 | Acarnone, Amanda M. | 2019 | 3 | 6 | 9.00 | DOE | 03/08/2019 | 17-74140 | Monthly Meeting in (Job#16) | BDyre_EVTN_LBR_O | BLOG SVC DVTN LABOR ADVRN BLOG SVC EVENT RENTALS | TABLES, BANQUET, SEATS 5 (P K X 50) | REV01 | 012300 | 012300 | 00000 | 102300 |
| Total for 12300 | J00004 - Building Services | 288.00 | 12300 - SOC | A0001 - Acad Admin Allowance Fund | NA | No | Project | 8230 - IS: Postage | 60000000630 | 1000135123 | 2019 | 04/03/2019 | Britts, David S. | 2019 | 3 | 0 | 0.00 | DOE | 03/08/2019 | 17-74140 | Monthly Meeting in (Job#16) | BDyre_EVTN_LBR_O | BLOG SVC DVTN LABOR ADVRN BLOG SVC EVENT RENTALS | TABLES, BANQUET, SEATS 5 (P K X 50) | REV01 | 012300 | 012300 | 00000 | 102300 |
| Total for 12300 | J00003 - Mail Services Charges | 0.48 | 12300 - SOC | A0001 - Acad Admin Allowance Fund | NA | No | Project | 8230 - IS: Postage | 60000000631 | 1000135123 | 2019 | 04/03/2019 | Britts, David S. | 2019 | 3 | 0 | 0.00 | DOE | 03/08/2019 | 17-74140 | Monthly Meeting in (Job#16) | BDyre_EVTN_LBR_O | BLOG SVC DVTN LABOR ADVRN BLOG SVC EVENT RENTALS | TABLES, BANQUET, SEATS 5 (P K X 50) | REV01 | 012300 | 012300 | 00000 | 102300 |
| Total for 12300 | J00014 - Catering Services-Eating | 155.19 | 12300 - SOC | SC | Government Sponsored Research | NA | No | Project | 7025 - IS: Lunchroom and Overhead | 50000000620 | 1000135123 | 2019 | 04/15/2019 | Rumpfwe, Debreannie M. | 2019 | 4 | 1 | 0.00 | DOE | 03/08/2019 | 17-74140 | Monthly Meeting in (Job#16) | BDyre_EVTN_LBR_O | BLOG SVC DVTN LABOR ADVRN BLOG SVC EVENT RENTALS | TABLES, BANQUET, SEATS 5 (P K X 50) | REV01 | 012300 | 012300 | 00000 | 102300 |
| Total for 12301 | J00131 - Physics Stockroom | 5.06 | Total for 12301 | jsci | Research | NA | No | Site | 7025 - Recharge Stockroom w/Overhead | 50000000621 | 1000135123 | 2019 | 04/15/2019 | Rumpfwe, Debreannie M. | 2019 | 4 | 1 | 0.00 | DOE | 03/08/2019 | 17-74140 | Monthly Meeting in (Job#16) | BDyre_EVTN_LBR_O | BLOG SVC DVTN LABOR ADVRN BLOG SVC EVENT RENTALS | TABLES, BANQUET, SEATS 5 (P K X 50) | REV01 | 012300 | 012300 | 00000 | 102300 |
| Total | 441.54 |

### Column Definitions – note some fields will be blank depending on relevance, and/or the amount of detailed information provided by each internal biller group:

- **Journal Class (JC):** A unique value identifying each individual internal biller group.
- **Transaction ID:** A unique value assigned by the DC system to identify each DC transaction.
- **Journal ID:** The transaction’s general ledger Journal ID.
- **Ledger Date:** Date the charge was posted to the general ledger.
- **Transaction Creator:** The individual who processed the DC charge and/or the person responsible for the internal billing (contact person).
Departmental Charges (DC) Detail Reference Guide

- **Year of Service and Month of Service**: Year and month the good or service was provided by internal biller.
- **Quantity**: Number of units consumed. May be populated if charge is calculated based on Quantity x Rate.
- **Unit of Measure**: Definition of the “unit”. May be populated if charge is calculated based on Quantity x Rate.
- **Rate**: Price per unit. May be populated if charge is calculated based on Quantity x Rate.
- **Requestor**: Person who requested the good or service from the internal biller.
- **Request Date**: Date the good or service was requested.
- **Service Request Number**: Most internal billers use a source system to administer their goods and/or services. The Service Request Number is an identifier back to the internal biller source system.
- **Service Request Description and Service Identification and Service Description and Comments**: Descriptive information about the good or service provided by the internal billers.
- **Service Type ID**: Abbreviation for the type of service provided by the internal biller.
- **Service Type Description**: Type of service provided by the internal biller.
- **Departmental Card Number**: Displayed if payment was made via TowerCard or Department Copy Card.
- **DC OA Invoice Number**: Outside Account (external customer) invoice number. Will only display on internal biller Departments who have external customers, and on the central Finance & Treasury Receivables Department.
- **Customer Number and Customer Name and Customer's Organization**: Outside Account (external customer) information. Will only display on internal biller Departments who have external customers, and on the central Finance & Treasury Receivables Department.