Report Description
The DC Transaction 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 Transaction Detail Report is used to review actual internal billing detail transactions posted to a chartstring(s). Since DC Transaction Detail Report is used to review individual transactions it is a helpful tool in completing reconciliations and verifying charges. The DC Transaction 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 one fiscal year at a time, and displays internal billing transactional information as provided by individual internal billers.
- Returns transaction information on all Account types (revenues, expenses, assets and liabilities).
- Output is customizable
  - **Billee Department v Biller Department** - this selection only matters if you’re also choosing a specific Department(s) in the Department Prompt
    - **Billee Department** (default) – keep this selected if you are reviewing the charges that were posted to your organization, or if you are not choosing a specific Department in the Department Prompt
    - **Biller Department** – select this if you are an internal biller, to review all transactions (revenues and charges) that you processed as an internal biller on a particular Department. The Department entered should be the one which recognized the revenues.
  - Choose specific Transaction IDs (the transaction ID is the Journal ID) 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
- 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.
### Column Definitions

- **Transaction Type**: Will always be “General Ledger Journal” as DC transactions are posted to the general ledger as journal entries.
- **Transaction ID**: General ledger journal ID.
- **Encumbrance Amount**: Will always be zero / 0.00 as this report only includes actual transactions.
- **Ref ID (J#####)**: Journal Class (JC), a unique value identifying each individual internal biller group.
- **Ref Descr**: JC Description, description of the internal biller group.
- **Transaction Date**: Date the charge was posted to the general ledger.
- **Line Descr**: Journal entry line description. Depending on each internal biller’s DC system setup, this is typically either the Ref Descr (JC description), or the Service Type Description.

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### Sample Report Output

*(This sample uses default output prompts, and in order to save space on this guide, is not showing each individual ChartField column)*

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Account Period</th>
<th>Chartering Department*</th>
<th>Transaction Type</th>
<th>Transaction ID</th>
<th>Account Amount</th>
<th>Encumbrance Amount</th>
<th>Ref ID (J#####)</th>
<th>Ref Descr</th>
<th>Transaction Date</th>
<th>Line Descr</th>
<th>Transaction Line Reference</th>
<th>Year of Service</th>
<th>Month of Service</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Rate</th>
<th>Requestor</th>
<th>Requestor Code</th>
<th>Service Request Number</th>
<th>Service Request Description</th>
<th>Service Identifications</th>
<th>Service Description</th>
<th>DC OA Account Number</th>
<th>Comments</th>
<th>Customer Number</th>
<th>Customer Name</th>
<th>Customer’s Organization</th>
<th>Departmental Card Number</th>
<th>Service Type ID</th>
<th>Service Type Description</th>
<th>DC Transaction Reference Number</th>
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<td>General Ledger Journal</td>
</tr>
</tbody>
</table>

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*(This guide is a reference guide and does not include actual financial data)*
Departmental Charges Transaction Detail Reference Guide

- **Transaction Line Reference and DC Transaction Reference Number (last column):** Unique value assigned by the DC system to identify each DC transaction. Same as last column **DC Transaction Reference Number.**
- **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.
- **Requester:** 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.
- **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.
- **Departmental Card Number:** Displayed if payment was made via TowerCard or Department Copy Card.
- **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.