

In order to facilitate the monthly review and reconciliation process, additional key information is now provided on select data warehouse reports. Starting on May 2, 2008, the *JE Line Description* field on the *Consolidated Transaction Detail Report* will display the following additional information:

- **EMS Itinerary and/or EMS Item Comments** – This information will be provided when present. If no information is entered in these fields, the report will display the Expenditure Type description as it currently does.
- **EMS Merchant Name** - This information will be provided for transactions representing out-of-pocket expenses.

Note: If purchasing at the request of another person, identify that person by name as the Initiator in the EMS Item Comment field.
To avoid redundancy in reports, do not repeat information in the EMS Itinerary and EMS Item Comment fields.

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 (Menu Option)



Yale University
Consolidated Transaction Detail Report
 (Source within Project)

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Date : 04/30/08

Time : 15:05:31

Fiscal Period: MAR08-08
 Officer: B01780 Vice President for Finance and Administration
 Division: D01942 Other Finance And Administration
 Department: G01863 ADMPRC Procurement Dept Operating
 Organization: 955039 Accts Payable Operating

Project Class Primary Grp: B06 6 - Administration
 Project Class: C10 Administration
 Project: 0029335 DISBURSEMENTS OP 0029335
 Task: 00 General task
 Source Group: GENAP General Appropriations
 Source Sub Group: GASRC General Sources
 Source: 00001 General Appropriation
 Award: 0001DB General Appropriation - Human Resources Services 0001DB

Je Line Attr 1	Transaction Dt	Je Source	Je User Category Nm	Je Line Attribute2	Invoice Num	Req Num	P O Num	Vendor Num	Vendor Nm	Distribution	Debit or Credit Amt
Full Name Ltfmk	Assign Num	Fringe Cd	Je Line Attribute3	Je Line Attribute4	Je Line Attribute5	Je Line Attribute6	Je Line Attribute7	Rif And Line Num	Rif Line Num	Vip Num	
Orig Trans Batch Nm	Je Batch Nm	Je User Source Nm	Je Line Dsc	Time Period ID	Payroll Nm	Prime Sponsor	Short Nm	Funding Source Nm			
Je Header Nm	Je Header Dsc	Trans Source	Trans Je Source	Trans Description	Funding Source Nm						

Object Cd: 871030 Dom. Travel - Car Rental

Expenditure Typ: 871030 Dom. Travel - Car Rental

13-NOV-2007	13-NOV-07	Payables	Purchase Invoices	6374%EM5000022436	ER6002985BPE			174387	Dore, Nicole		35.00 Db	0.00 Cr		
			peg6		Getty									
EM58200803280656			OAP31MAR081 21029 Payables 7761136: A 781828		Payables	gas								
Purchase Invoices USD			YMO OAP31MAR081		Purchase Invoices	Payables			Test GL extract 11/14/07 - Test GL extract 11/14/07		Yale University			
13-NOV-2007	13-NOV-07	Payables	Purchase Invoices	6374%EM5000022434	ER6002985BPE			174387	Dore, Nicole		45.00 Db	0.00 Cr		
			peg6		Alamo Rent a Car									
EM58200803280656			OAP31MAR081 21029 Payables 7761136: A 781828		Payables	car rental								
Purchase Invoices USD			YMO OAP31MAR081		Purchase Invoices	Payables			Test GL extract 11/14/07 - Test GL extract 11/14/07		Yale University			
Subtotal Expenditure Typ: Dom. Travel - Car Rental											Amount	80.00	80.00 Db	0.00 Cr
Subtotal Object Cd: Dom. Travel - Car Rental											Amount	80.00	80.00 Db	0.00 Cr

Out of Pocket Merchant Name

EMS Itinerary and/or Item

Object Cd: 871090 Dom. Travel-Tel & Internet Chges

Expenditure Typ: 871090 Dom. Travel-Tel & Internet Chges

04-NOV-2007	04-NOV-07	Payables	Purchase Invoices	6374%EM5000022432	ER6002984BPE			174387	Dore, Nicole					
			peg6		Motel 6									
EM58200803280656			OAP31MAR081 21029 Payables 7761136: A 781828		Payables	Hotel								
Purchase Invoices USD			YMO OAP31MAR081		Purchase Invoices	Payables			Test GL extract - Test GL extract		Yale University			
Subtotal Expenditure Typ: Dom. Travel-Tel & Internet Chges											Amount	11.95	11.95 Db	0.00 Cr
Subtotal Object Cd: Dom. Travel-Tel & Internet Chges											Amount	11.95	11.95 Db	0.00 Cr