

**To:** Business Managers  
**From:** Yale University Procurement  
**Re:** Procurement-Related Financial Report Changes

Effective May 2, 2008, the following changes to financial reports will be in effect to support system changes made by Procurement:

- ***Account Holder Detailed Transactions Report:*** Now includes an Initiator column to identify who initiated the request for goods or services paid for by the invoice. Also, for EMS transactions, identifies the Preparer of the Expense Report. Click [here](#) to see a sample report.
- ***Consolidated Transaction Detail Report:*** For EMS transactions, now displays the Merchant Name captured for out-of-pocket expenses (i.e., paid in cash rather than Purchasing Card). Also, in the JE Line Description, displays the Itinerary and/or Item Comment recorded by the EMS user. If neither is populated, displays the Expenditure Type description as it did in the past. Click [here](#) to see a sample report.
- ***Invoice Hold Report:*** Now prints on standard paper rather than on legal size paper.

If you have any questions about the EMS or Initiator data, please contact [procurement@yale.edu](mailto:procurement@yale.edu).