UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

PPM TASK: IDENTIFYING CHARGE DETAILS USING GLIDE REPORT

Use this task to view details of charges on a PPM project or other chartstring using the Account Monitor. Identify detail charges from a subledger using the GLIDE report.

NAVIGATION:

General Accounting > General Accounting Dashboard

Step	Action
1.	View the chartstring in the accounting monitor.
2.	Select the hyperlink for the month expenses to drill down to the **Inquire on Detail balances report**.

View ▾ Format ▾ 🗗 Detach Account Group Development Comparison Option Prior period PTD Period Sep-23 ▾ Currency Ledger Currency ▾ ↻

Name	Ledger	Entity	Fund	Department	Account	Purpose	Program	Project	Activity	Inter Entity	Future 1	Future 2	Sep-23
Development	UCD Primary Ledger	3310	13U26	9913111	770006	UCD Purpose	UCD Program	UCD Project	UCD Activity	UCD Inter Entity	UCD Future 1	UCD Future 2	84.02 USD

Data Access Set: UCD Primary Ledger [Change]

Inquire on Detail Balances

Saved Search ANR

◢ Search

* Ledger or Ledger Set	UCD Primary Ledger ▾	* UCD Entity	3310 ▾	* UCD Project	UCD Project ▾
* From Accounting Period	Sep-23 ▾	* UCD Fund	13U26 ▾	* UCD Activity	UCD Activity ▾
* To Accounting Period	Sep-23 ▾	* UCD Financial Department	9913111 ▾	* UCD Inter Entity	UCD Inter Entity ▾
* Currency	USD ▾	* UCD Account	770006 ▾	* UCD Future 1	UCD Future 1 ▾
* Currency Type	Total ▾	* UCD Purpose	UCD Purpose ▾	* UCD Future 2	UCD Future 2 ▾
* Scenario	Actual ▾	* UCD Program	UCD Program ▾		

Search Save

Search Results

View ▾ Format ▾ 🗗 Freeze Detach Wrap

Accounting Period	Ledger or Ledger Set	UCD Entity	UCD Fund	UCD Financial Department	UCD Account	UCD Purpose	UCD Program	UCD Project	UCD Activity (USD)	UCD Inter Entity	UCD Future 1	UCD Future 2	Beginning Balance (USD)	Period Activity (USD)
Sep-23	UCD Primary Le...	3310	13U26	9913111	770006	62	000	0000000000	000000	0000	000000	000000	282.69	84.02

Step	Action
3.	Drill down on **Period Activity** to reveal Journals from Subledgers and other transaction details.

Journal Lines: 3310-13U26-9913111-770006-62-000-0000000000-000000-0000-000000-000000

Ledger   UCD Primary Ledger

Account Description   UC ANR at UCD-Endowment Admin Cost Recovery Fee 66110-Development Services-Other Support Services-Public Service-Default Program Value-Default Project-Default Activity Value-Inter Entity Default Val...

View ▼ Format ▼ 📑 📰 ▦ Freeze 📄 Detach ⏛ Wrap

			Line	Accounting Date	Source	Category	Entered Debit
Journal Batch	**Journal**						
api 5fc58402-c230-48f2-b...	Campus Copier Program Recharges for 20230831 UCD Recharge		299	9/27/23	UCD Campus Cop...	UCD Recharge	71.10 USD
sftp journal.UCD_Bulk_M...	CAMPUS Mail Services 2023-09-28 to 2023-09-28 UCD Recharge		23	9/29/23	UCD Bulk Mail Re...	UCD Recharge	1.66 USD
sftp journal.UCD_Bulk_M...	CAMPUS Mail Services 2023-09-29 to 2023-09-29 UCD Recharge		25	9/30/23	UCD Bulk Mail Re...	UCD Recharge	11.26 USD

Step	Action
4.	Drill down on **Journal Hyperlink** to reveal journal details. Export journal lines to Excel and find charge.
5.	In this example, $71.10 was charged to this chartstring as a recharge. We can find more details of the transaction in the Glide Report.

Li...	Account		Entered (USD) Debit	Credi...	Unit of Measu...	Statistical Quant...	Reconciliation Reference	Description		JE Lines - Context	Attribute 1	Attribute 2
299	3310-13U26-9913111-770006-62-000-0000000000-000000-0000-000000-000000		71.10					Journal Import Created		UCD RECHARGES	GLIDE	GLIDE

Step	Action
6.	Log into Glide; UCPath > Content > Aggie Enterprise > Glide Report
7.	In the prompts run the report for **All**. Select **Accounting Dates**.

Report Selection *Required	Transaction Status *Required	Accounting/ERP Creation Date *Required
All	PROCESSED	⦿ Accounting Date
GL		◯ ERP Creation Date
PPM		From:
		Aug 1, 2023 📅▼
		To:
		Dec 13, 2023 📅▼
	Select all Deselect all	

Step	Action
8.	In the **Journal Source** box, type UCD and search for all UC Davis sub ledgers
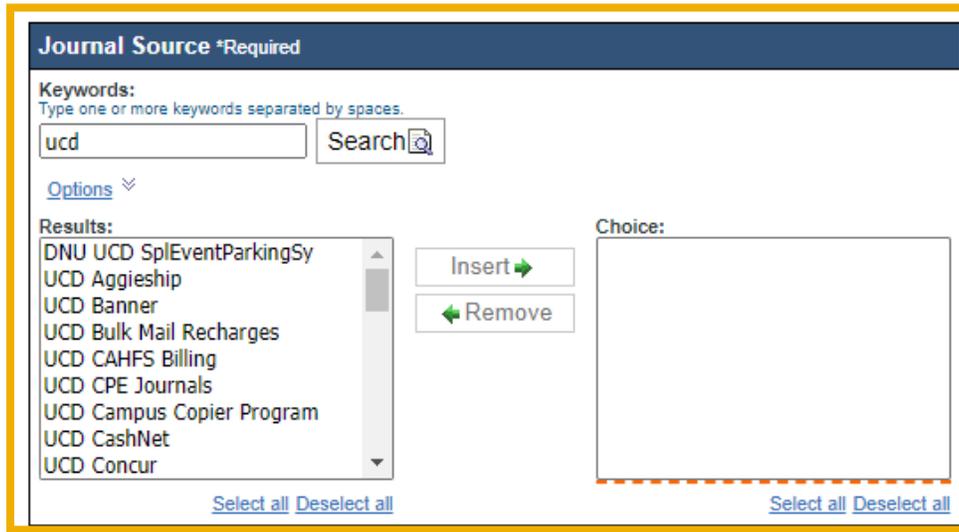
Step	Action
9.	Select the subledger where the charge originated. In the example, the charge originated in the UCD Campus Copier subledger.
10.	Select the Entity or other fields you would like to add to filter the results. In this example, the Financial Department and Entity values were added to the filter.
11.	Select Submit.
12.	Export the results to Excel. In the worksheet you will see the details of the copies on each line. They total $71.10 the Journal Entry total. End of Procedure.

X	Y	Z	AA	AB	AC	AD
GL Project	GL Project Nar	GL Activ	GL Activ	Debit Amount	Credit A	Description
0000000000	Default Project	000000	Default Act	0.15		3 COPIES AT 0.0500 EACH ON MACH 5129
0000000000	Default Project	000000	Default Act	30.68		236 COPIES AT 0.1300 EACH ON MACH 5118
0000000000	Default Project	000000	Default Act	10.9		218 COPIES AT 0.0500 EACH ON MACH 5118
0000000000	Default Project	000000	Default Act	11.31		87 COPIES AT 0.1300 EACH ON MACH 5118
0000000000	Default Project	000000	Default Act	6.85		137 COPIES AT 0.0500 EACH ON MACH 5118
0000000000	Default Project	000000	Default Act	0.26		2 COPIES AT 0.1300 EACH ON MACH 8806
0000000000	Default Project	000000	Default Act	10.4		80 COPIES AT 0.1300 EACH ON MACH 9938
0000000000	Default Project	000000	Default Act	0.55		11 COPIES AT 0.0500 EACH ON MACH 9938
		Campus Copier		$ 71.10		