UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

REPORTS: UCD TRANSACTION LISTING REPORT (Replaces DS Report 2)

This help guide is to demonstrate how to generate the UCD Transaction Listing Report, which replaces DS report 2. The UCD Transaction Listing Report is very versatile. To extract specific information, a new chart string is needed. Note that UC ANR's entity is 3310. Please follow these step-by-step instructions to generate this report.

ROLE REQUIREMENTS

Open a help ticket by emailing the ANR Aggie Enterprise team and request the following roles.

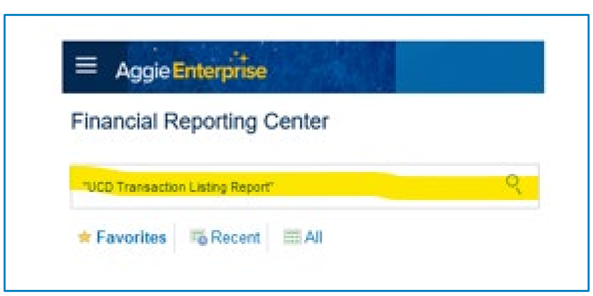
- UCD BI Consumer JR Role
- General Ledger Journal Entry JR Role

STEPS

1. Log in to Aggie Enterprise using your ANR Single Sign On (SSO) credentials.
2. Click the **Financial Reporting Center** tile.

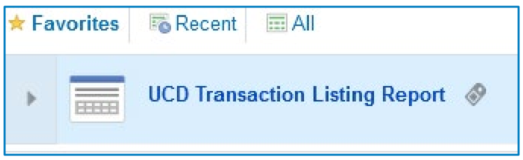
3. Click the **All** tab to pull this report for the first time.

4. Enter **UCD Transaction Listing Report** and click the magnifying glass icon to search.

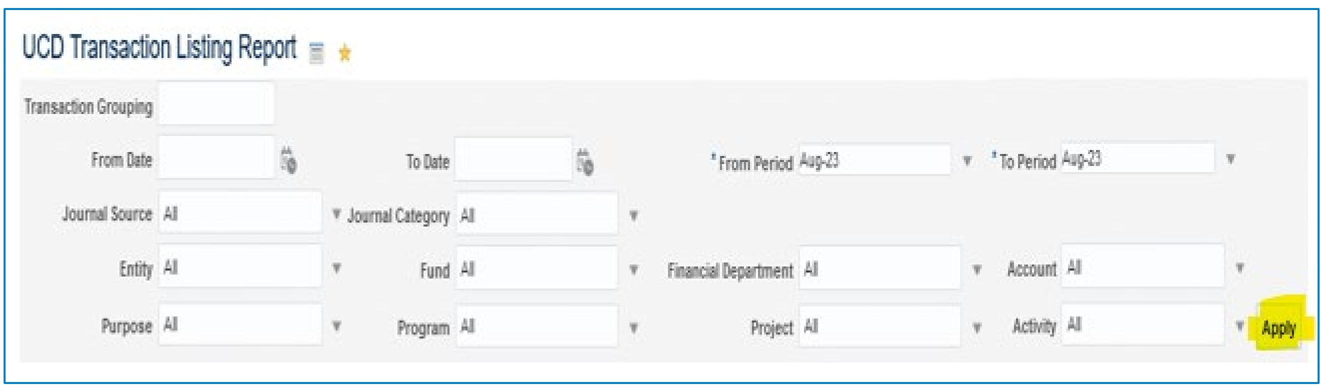


5. Click the star icon to add the report to your **Favorites** tab so that you can skip the search step next time.

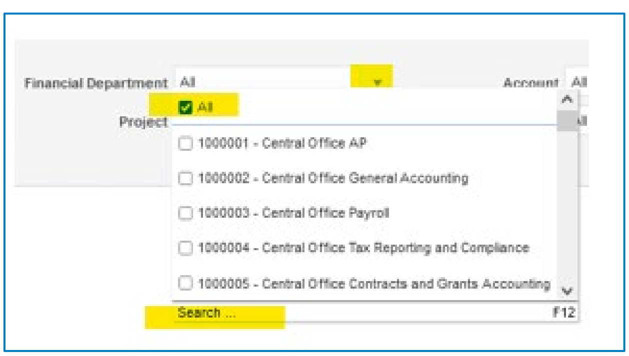
6. Click **UCD Transaction Listing Report** to open the report.



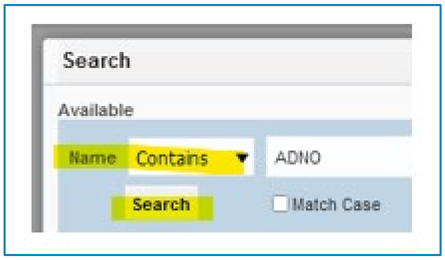
7. Select required **From** and **To Periods** and **Chart of Account (COA) segments**. From/To (Accounting) Date, Journal Source, and Journal Category are optional. Click **Apply**.



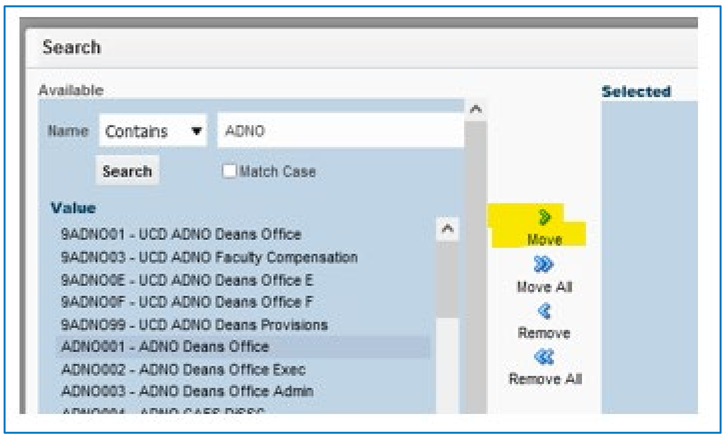
8. Select and search for specific attributes by clicking the down arrow to the right of the attribute, unchecking the box next to **All**, and clicking boxes for the specific attributes. Click **Search** at the bottom.



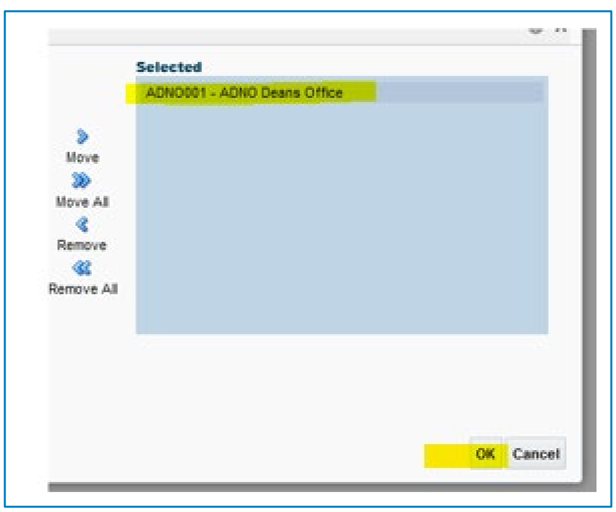
9. Update the **Name** field to **Contains**, enter your search criteria, and click the **Search** button.



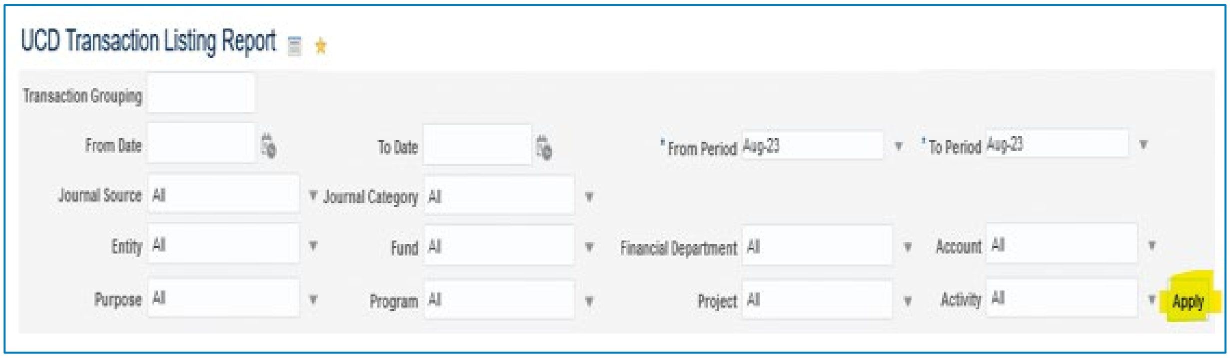
10. Click the **Move** arrow to add the selected entry to the **Selected** section. If there is a default value in the **Selected** section, you may want to move it back to the left section.



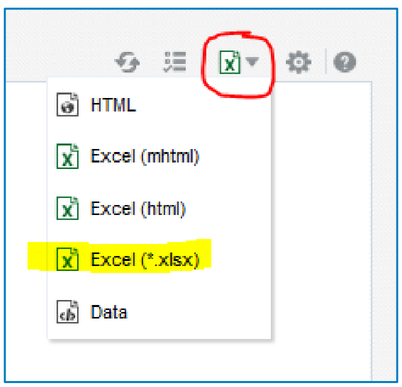
11. Highlight the attribute(s) in the **Selected** section and click **OK**.



12. Click **Apply** when your chosen report parameters have been selected.



13. Select the down arrow next to the Excel icon and select the desired output. The status changes from *Loading* to *Report Complete.*



14. Click **Done** at the upper left corner to return to the Financial Reporting Center.