

UAB GL End User Transaction Download

The Transaction Download is available on the UAB GL End User menus. It provides the “detail” version of the Account Statement transactions in an Excel format.

UAB GL END USER→REPORTS→UAB TRANSACTION DOWNLOAD

The **UAB TRANSACTION DOWNLOAD** was created in response to users’ need to get detail financial transaction information in an excel format. It is available to all users with **UAB GL END USER** responsibility. Very similar in design to the Monthly Account Statement Transaction (MAST) report, parameters are entered the same way. Resulting reports are subject to the parameters defined by the user at the time of submission. Results are returned in the Concurrent Manager, and can be exported into excel.

The data for this report should be automatically subsetted to what the inquiring user can access per their Oracle access responsibilities. Data can further be subsetted using the following parameters:

- Deliver-To Person
- Dollar Type
- Account String(s)
- Organizational Unit(s)
- GL JE Categories
- GL JE Sources
- Object Code(s)

To create the **UAB TRANSACTION DOWNLOAD** for GL Account Strings:

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1. From the **BEGIN PERIOD** field, trigger the LOV list and select the beginning period for which data is needed.

The screenshot shows the 'Transaction Downloads' form. The 'Begin Period' dropdown menu is open, displaying a list of months from DEC-2001 to DEC-2008. 'DEC-2005' is selected. The form includes fields for 'End Period' and 'Deliver to Person'. Below these are sections for 'GL' (Account String, Org Unit) and 'Object Code'. At the bottom are 'Run Report' and 'Exit Form' buttons.

Dollar Type	Oper	Dollar Threshold	Format Mask	Cr.	Dr.	Abs.
Actual	<input checked="" type="checkbox"/>		NNN,NNN,NNN,NN...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget	<input checked="" type="checkbox"/>		NNN,NNN,NNN,NN...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encumbrance	<input checked="" type="checkbox"/>		NNN,NNN,NNN,NN...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. From the **END PERIOD** field, trigger the LOV list and select the last month for which data is needed.

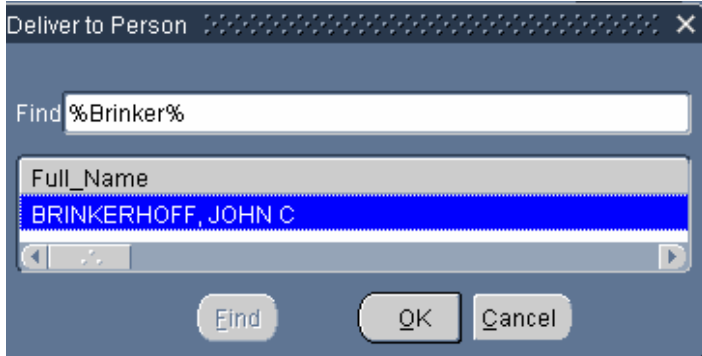
The screenshot shows the 'Transaction Downloads' form. The 'End Period' dropdown menu is open, displaying a list of months from JAN-2002 to JAN-2009. 'JAN-2006' is selected. The form includes fields for 'Begin Period' and 'Deliver to Person'. Below these are sections for 'GL' (Account String, Org Unit) and 'Object Code'. At the bottom are 'Run Report' and 'Exit Form' buttons.

Dollar Type	Oper	Dollar Threshold	Format Mask	Cr.	Dr.	Abs.
Actual	<input checked="" type="checkbox"/>		NNN,NNN,NNN,NN...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget	<input checked="" type="checkbox"/>		NNN,NNN,NNN,NN...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encumbrance	<input checked="" type="checkbox"/>		NNN,NNN,NNN,NN...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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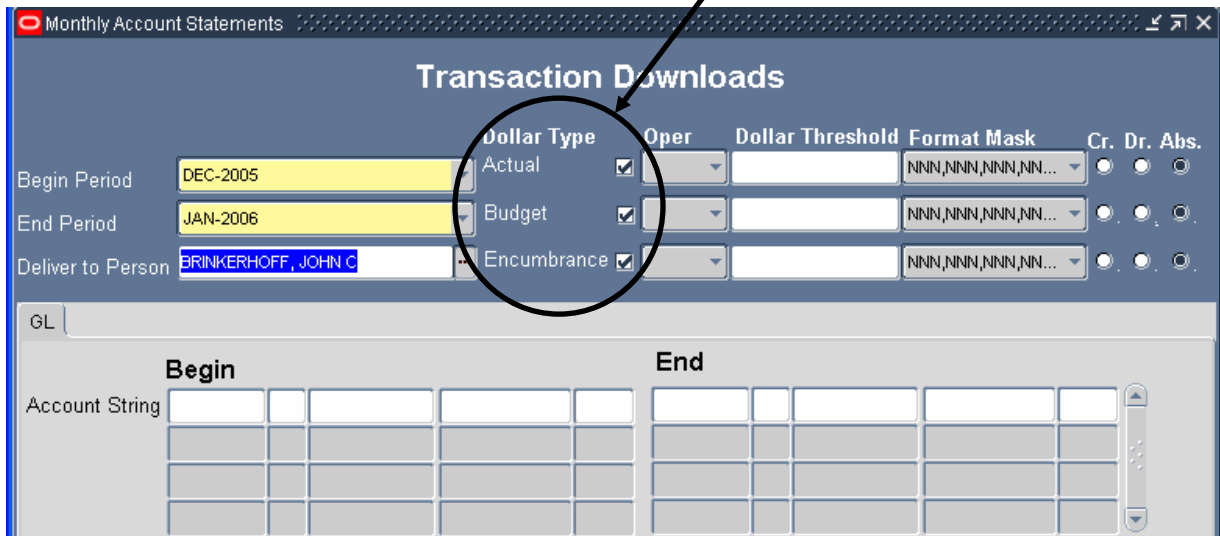
It is possible to limit the report data to GL account strings for which the Deliver-To Person attribute is a specific individual.

- To narrow search results by Deliver-To person, click in the **DELIVER TO PERSON** field to trigger the LOV list and select the person from the list.



Note: This field is not required to be used; if nothing is selected in this field, the system will return all account strings that meet the selected criteria, regardless of who the Deliver-To Person for that string might be. This Deliver-To Person subset is used in combination with any other subset criteria (i.e. Dollar Type, Project String, Org Unit, Category, Source, or Object Code) specified on the parameter form for this report run.

- Select the dollar type of the transactions desired in the results by clicking in the check box beside the appropriate transaction type to select/deselect it.



	Actual	Budget	Encumbrance	Oper	Dollar Threshold	Format Mask	Cr.	Dr.	Abs.
Begin Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			NNN,NNN,NNN,MN...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
End Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			NNN,NNN,NNN,MN...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deliver to Person	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			NNN,NNN,NNN,MN...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

GL	Begin				End				
Account String									

Note: If the **DOLLAR TYPE ABE** parameters are not changed, the resulting Transaction Download will automatically include Actual, Budget, & Encumbrance dollar transactions. This is usually preferred.

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5. Enter any **OPERATOR/DOLLAR THRESHOLD** parameters, if applicable.

The screenshot shows the 'Transaction Downloads' form. The 'Dollar Type' dropdown menu is open, showing options: 'Between', 'Like', and 'Greater Than'. The 'Begin Period' is set to 'DEC-2005' and the 'End Period' is 'JAN-2006'. The 'Deliver to Person' is 'BRINKERHOFF, JOHN C'. The 'Format Mask' is 'NNN,NNN,NNN,NN...'. The 'Cr.', 'Dr.', and 'Abs.' radio buttons are all unselected. Below the form is a table with columns 'Begin' and 'End' for 'Account String'.

Note: If the **OPERATOR/DOLLAR THRESHOLD** parameters are not entered, the resulting Transaction Download will automatically include all of the selected transactions regardless of dollar amount. This is normally preferred. However, to only review transactions equal to a specified dollar amount, greater than a specified dollar amount, equal to or greater than a specified dollar amount, or less than a specified dollar amount, the **OPERATOR/DOLLAR THRESHOLD** amounts must be specified for each **ABE** dollar type included in the report. The **OPERATOR** is selected from a LOV. The **DOLLAR THRESHOLD** is directly keyed (with pennies indicated by a decimal and two digits following the decimal; do **NOT** type in any commas).

6. Enter any **CR/DR/ABS** parameters, if applicable.

The screenshot shows the 'Transaction Downloads' form. The 'Cr.', 'Dr.', and 'Abs.' radio buttons are circled in black. The 'Begin Period' is 'DEC-2005' and the 'End Period' is 'JAN-2006'. The 'Deliver to Person' is 'BRINKERHOFF, JOHN C'. The 'Format Mask' is 'NNN,NNN,NNN,NN...'. The 'Cr.', 'Dr.', and 'Abs.' radio buttons are all unselected. Below the form is a table with columns 'Begin' and 'End' for 'Account String'.

Note: If the **ABS/CR/DR** parameters are not changed, the default of **ABS** (which is the abbreviation for "absolute") will mean that the resulting Transaction Download will automatically include all transactions specified in the **ABE & OPER/THRESHHOLD** columns of

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this section. This is normally preferred. However, using these parameters can limit the selected dollar amounts to instead look at only credits or only debits by clicking on the applicable radial buttons in this section of the form.

Entering the Account String

The download data can be limited to a particular GL account string segment value(s). In the **BEGIN** section there are five columns, one column for each of the account string segment values (i.e. the ASBOF). Similarly, there are five columns in the **END** section.

There is no LOV for these values. An understanding of the GL account string structure is needed to assist in selecting ranges of segment values. To specify a specific account string, the full account string must be known, or its alias can be used. For assistance with understanding the GL account string structure, click [here](#).

7. In the **ACCOUNT STRING** area, enter the needed account information for the desired results.

The screenshot shows a web application window titled "Monthly Account Statements" with a sub-header "Transaction Downloads". The form contains several input fields and sections:

- Begin Period:** DEC-2005
- End Period:** DEC-2005
- Deliver to Person:** BRINKERHOFF, JOHN C
- Dollar Type:** Actual, Budget, Encumbrance (each with a checked checkbox)
- Oper:** (dropdown menu)
- Dollar Threshold:** (input field)
- Format Mask:** NNN,NNN,NNN,NN...
- Cr. Dr. Abs.:** (radio buttons for each)
- Account String:** A grid with two main sections: **Begin** and **End**. Each section has five columns. The first cell in the **Begin** section contains a '%' character.

Note: Even if you do not want to further subset your search criteria by account string segment values, you must at least put a wild card "%" in the first account segment field of the **ACCOUNT STRING** section.

Warning!!!! A user can run the report for everything they have access to by simply putting a percent sign in the first **ACCOUNT STRING** field. However, if a user has access to a large volume of account strings, it could take a long time for the report to run and the resulting report could be quite large. So, it may be preferable to use several of the transaction subset criteria to limit the scope of the inquiry.

There are several ways in which to enter account segment information and narrow the report results.

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Scenario 1: Searching by a Single Account String(s)

When entering search criteria for a single account string, only the **BEGIN** column(s) of the desired segment are required to be entered. While the same account string segment(s) can also be entered as the **END** column search criteria, use of the **END** columns is required only when searching for a range of accounts. To search multiple account strings without searching within a range, simply enter the necessary account segments for each account on a separate row.

To search for a single account string, users can enter the full account string or enter a single segment of the account string. **Note:** Searching by the BAL or ORG segment alone may yield results for multiple accounts, as those segment values can be shared by multiple accounts. Using the ACCT segment is the only segment guaranteed to yield only one result

Below are examples of the various ways the **ACCOUNT STRING** fields can be entered.

The screenshot shows the 'GL' search interface. The 'Account String' section has a 'Begin' column with the value '3102397 000 210000000 310000000 000' entered. A yellow callout box labeled 'Full account string' points to this entire entry. The 'End' column is empty. Below this are three sections: 'Org Unit' with 'Begin' and 'End' columns, 'GL Categories' and 'GL Sources' with single columns, and 'Object Code' with 'Begin' and 'End' columns. All these sections are currently empty.

The screenshot shows the 'GL' search interface. The 'Account String' section has a 'Begin' column with the value '2100072' entered. A yellow callout box labeled 'Account Alias (Account Segment) Only' points to this entry. The 'End' column is empty. Below this are three sections: 'Org Unit' with 'Begin' and 'End' columns, 'GL Categories' and 'GL Sources' with single columns, and 'Object Code' with 'Begin' and 'End' columns. All these sections are currently empty.

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GL

Begin					End				
Account String			123100000				123199999		
BAL Segment Only/ Range of BAL Segments									

Org Unit	Begin	End	GL Categories	GL Sources	Object Code	Begin	End

GL

Begin					End						
Account String		2000072	000	123100000	311750000	0000	2000072	000	123100000	311750000	0000
Using Begin and End Account Strings											

Org Unit	Begin	End	GL Categories	GL Sources	Object Code	Begin	End

Scenario 2: Searching for a Range of Accounts

Oftentimes, transactions may need to be downloaded for a range of accounts. Instead of entering each individual account string, users may enter a range of account strings. The download will return all accounts within that range that meet all of the search criteria.

GL

Begin					End						
Account String		2000072	000	123100000	311750000	0000	3105606	000	413105606	311750000	0000
Using a Range of Accounts											

Org Unit	Begin	End	GL Categories	GL Sources	Object Code	Begin	End

Note: Remember, GL account access is restricted based on user responsibility, so only the accounts within the range for which the user has access will be displayed in the results.

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Scenario 3: Searching by ORG Number

For GL account strings, to only specify ORG segment values, it is possible to use the **ORG** block of this form, instead of the account string section of this form. As with the **ACCOUNT STRING** fields, users can search for a single Org, multiple Orgs (by using separate lines), or a range of Orgs. Also like the **ACCOUNT STRING** fields, the ending **ORG** field is only required if searching within a range of Orgs.

The screenshot shows the 'UAB GL End User Transaction Download' form. The 'Account String' section has a 'Begin' field with a '%' character highlighted in yellow. Below this, the 'Org Unit' section has 'Begin' and 'End' fields containing '311750000' and '311759999' respectively. A yellow callout box points to these fields with the text 'ORG Unit Only/ Range of Org Units'. Other sections include 'GL Categories', 'GL Sources', and 'Object Code'.

Note: Remember, GL account access is restricted based on user responsibility, so only the Org units within the range for which the user has access will be displayed in the results.

Also, even if you do not want to further subset your search criteria by account string segment values, you must at least put a wild card “%” in the first account segment field of the **ACCOUNT STRING** section.

Scenario 4: Searching by GL Categories

Report data can be limited to transactions with particular JE Header Category value(s) by clicking into the **GL CATEGORIES** field and selecting the applicable Category from the resulting LOV. This field is not required; if left blank, the system will return all account strings that meet the other search criteria regardless of what the JE Category for that transaction is.

The screenshot shows the same form as in Scenario 3, but with the 'GL Categories' field circled in black. A 'Categories' LOV window is open over the form, displaying a list of categories and their descriptions. The 'Category' column lists various categories like 'AX Inventory', 'AX Payables', etc., and the 'Description' column provides details for each. The 'DEL:For future UAB use' category is highlighted. The LOV window has 'Find %' at the top and 'Find', 'OK', and 'Cancel' buttons at the bottom.

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Scenario 5: Searching by GL Sources

Report data can be limited to transactions with particular JE Header Source value(s) by clicking into the **GL SOURCES** field and selecting the applicable Source from the resulting LOV. This field is not required; if left blank, the system will return all account strings that meet the other search criteria regardless of what the JE Header Source for that transaction is.

Note: Remember, GL account access is restricted based on user responsibility, so only the Org units within the range for which the user has access will be displayed in the results.

Also, even if you do not want to further subset your search criteria by account string segment values, you must at least put a wild card “%” in the first account segment field of the **ACCOUNT STRING** section.

The screenshot shows a software interface with a search window titled 'Sources' and a main form. The search window is open, displaying a list of sources with 'ADI' selected. The main form has fields for 'End', 'GL Sources', 'Object Code', 'Begin', and 'End'. There are 'Run Report' and 'Exit Form' buttons at the bottom right.

Source	Description
ADI	UAB Application Desktop Integrator
AJE:Balances Move	UAB AJE: GL Balances Move
AJE:Energy Mgmt Support	UAB AJE: Energy Management Supp
AJE:MUF Cent Rev Realloc	UAB AJE: MUF Central Revenue Rea
AJE:Non-EAS Capitaliz	UAB AJE: Non-EAS Capitalization
AJE:PSF Cent Rev Realloc	UAB AJE: PSF Central Revenue Rea
AX Inventory	NOT IN USE:AX Inventory Entry
AX Payables	NOT IN USE:AX Payables Entry
AX Receivables	NOT IN USE:AX Receivables Entry
Assets	NOT IN USE:Oracle Fixed Assets Sys
Autom Serv Ctr Billing	UAB Automated Service Center Billin
Average Consolidation	NOT IN USE:Average Consolidation
BMS	UAB Budget Model System

Scenario 6: Searching by Object Code

Report data can be limited to transactions with particular object code(s) by entering the object code(s) or range of object codes into the **OBJECT CODE** field. There is no LOV for these fields, so the object code must be known. Click [here](#) to access UAB's Official Object Code Listing.

This field is not required; if left blank, the system will return all account strings that meet the other search criteria regardless of what the object code for that transaction is. As with the **ACCOUNT STRING** fields, users can search for a single object code, object codes (using separate lines), or a range of object codes. Also like the **ACCOUNT STRING** fields, the ending **END OBJECT CODE** field is only required if searching within a range of object codes.

Note: Remember, GL account access is restricted based on user responsibility, so only the Org units within the range for which the user has access will be displayed in the results.

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Also, even if you do not want to further subset your search criteria by account string segment values, you must at least put a wild card “%” in the first account segment field of the **ACCOUNT STRING** section.

The screenshot shows a web-based form for downloading GL transactions. It is divided into several sections:

- Account String:** A grid with columns for 'Begin' and 'End'. The first cell in the 'Begin' column contains a '%' character, highlighted in yellow.
- Org Unit:** Fields for 'Begin' and 'End'.
- GL Categories:** A grid for selecting categories.
- GL Sources:** A grid for selecting sources.
- Object Code:** A grid with 'Begin' and 'End' columns. Both fields contain the value '8201099' and are circled in black.

8. Once all needed search criteria has been entered, click on the **RUN REPORT** button.

This screenshot shows the same form as above, but with the 'Run Report' button circled in black. An arrow points from the 'Object Code' section to the button. The 'Org Unit' section now contains the values '311750000' for 'Begin' and '311759999' for 'End'.

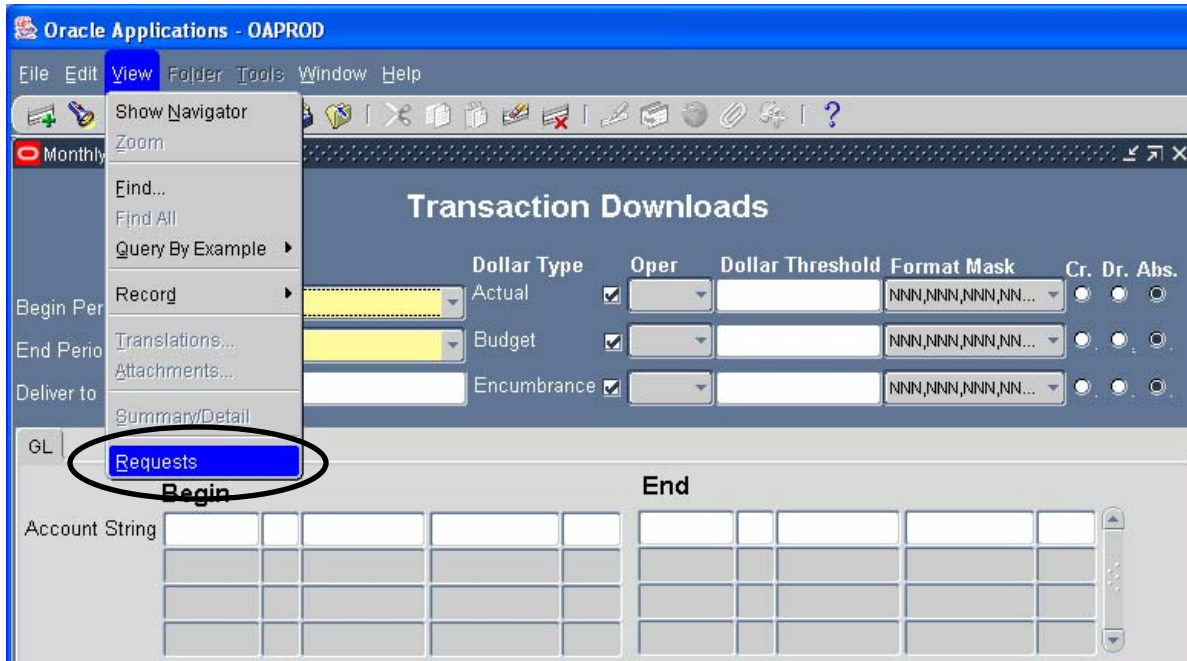
9. A small pop-up box will appear. Record the **REQUEST VALUE**. Then, click **OK**.



Clicking the **OK** button will clear the parameter screen. At this point it is possible to define more criteria for a new report, or to look for the output report(s) already run.

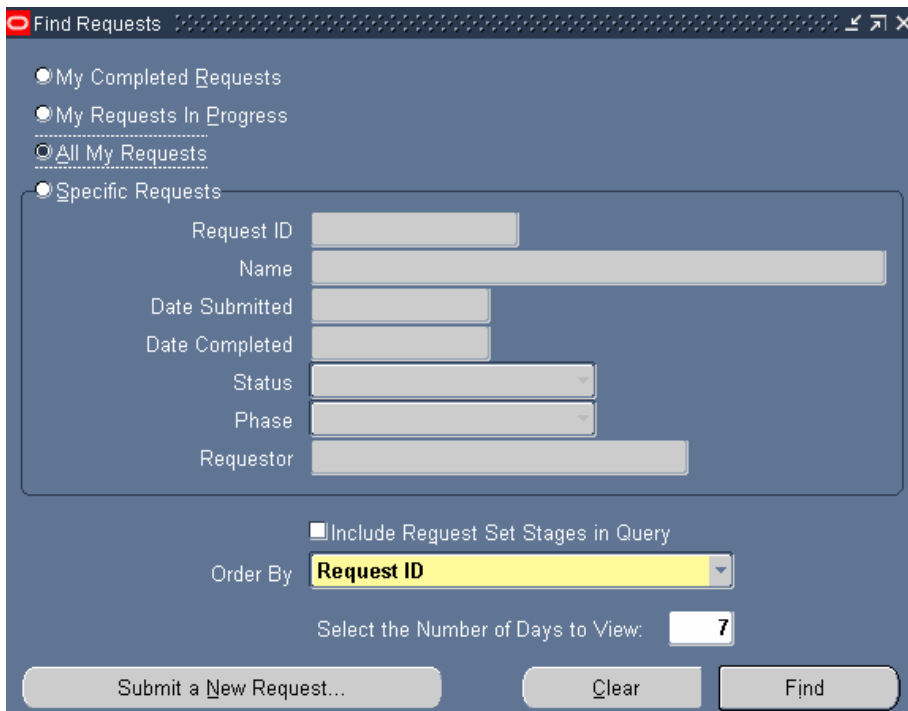
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10. To find your report results, click **View** and then click **Requests** from the main Toolbar.



The **FIND REQUESTS** window will appear. From this window, users can find requests by completion status or specific requests using the Request ID. The default find setting is **All My Requests**.

11. Change or enter information as needed. Then, click the **FIND** button on the **VIEW REQUESTS** window to view selected requests.



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12. Find the desired report in the list of returned report requests.

The screenshot shows a window titled 'Requests' with a table of report requests. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted in blue. Below the table are several buttons: 'Refresh Data', 'Find Requests', 'Submit a New Request...', 'Hold Request', 'View Details...', 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log...'. The 'View Output' button is circled in black.

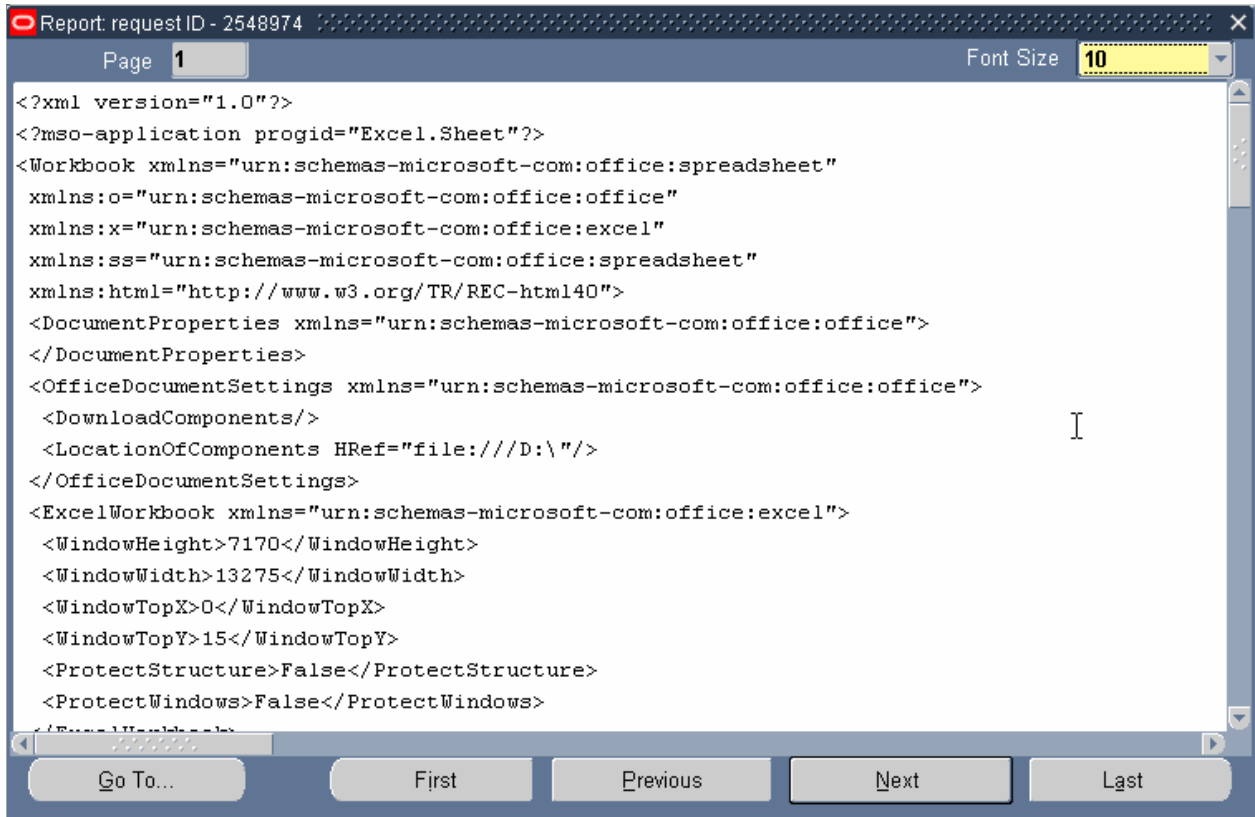
Request ID	Name	Parent	Phase	Status	Parameters
2548974	GLUAB Program MAST D		Completed	Normal	106737
2548963	GLUAB Program MAST D		Completed	Normal	106732
2529674	GLUAB Monthly Account		Completed	Normal	105373
2529669	GLUAB Monthly Account		Completed	Normal	105370
2529668	GLUAB Monthly Account		Completed	Normal	105369
2529667	GLUAB Monthly Account		Completed	Normal	105368
2529666	GLUAB Monthly Account		Completed	Normal	105367
2529548	GLUAB Report Account S		Completed	Normal	105341
2529540	GLUAB Report Account S		Completed	Terminated	105339
2529533	GLUAB Report Account S		Completed	Normal	105335

Note: The **PHASE** field identifies at which point of the process the report is in currently. Valid phases are **Pending, Running, and Completed**. Click on the **REFRESH DATA** button in the top, left-hand area of the window to see the update of the Phase. The **STATUS** field maintains the status of the report request. The only valid statuses are **Standby, Normal, and Error**. The final field is the **PARAMETERS** field and lists the subsetted parameters applied to this report request before submission.

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13. After the request is completed, click on **VIEW OUTPUT** button. A window will open with XML “program” code in it. Don’t worry; this is normal.

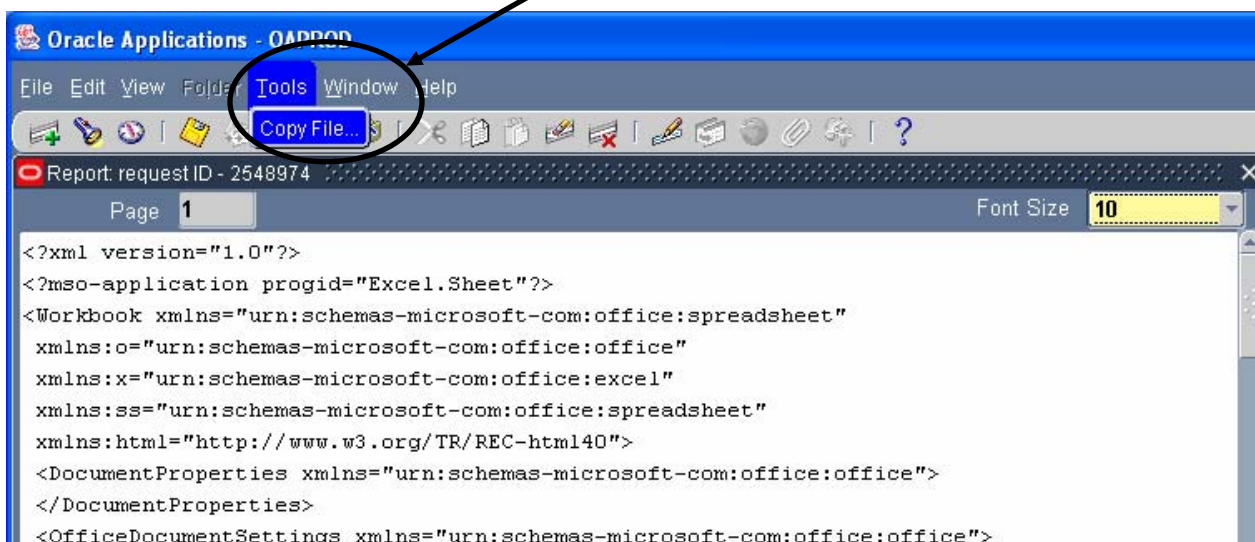
There is a maximum row limit in the download of 65,000 lines. If your query exceeds that amount of rows returned, you will receive an error message upon opening the completed request asking you to run a query that returns fewer rows.



The screenshot shows a window titled "Report: request ID - 2548974". The window has a "Page 1" indicator and a "Font Size 10" dropdown. The main content area displays XML code for an Excel spreadsheet. The code includes namespace declarations for Microsoft Office schemas and document settings. A cursor is visible in the text area. At the bottom, there is a toolbar with buttons for "Go To...", "First", "Previous", "Next", and "Last".

```
<?xml version="1.0"?>
<?mso-application progid="Excel.Sheet"?>
<Workbook xmlns="urn:schemas-microsoft-com:office:spreadsheet"
  xmlns:o="urn:schemas-microsoft-com:office:office"
  xmlns:x="urn:schemas-microsoft-com:office:excel"
  xmlns:ss="urn:schemas-microsoft-com:office:spreadsheet"
  xmlns:html="http://www.w3.org/TR/REC-html40">
<DocumentProperties xmlns="urn:schemas-microsoft-com:office:office">
</DocumentProperties>
<OfficeDocumentSettings xmlns="urn:schemas-microsoft-com:office:office">
  <DownloadComponents/>
  <LocationOfComponents HRef="file:///D:/"/>
</OfficeDocumentSettings>
<ExcelWorkbook xmlns="urn:schemas-microsoft-com:office:excel">
  <WindowHeight>7170</WindowHeight>
  <WindowWidth>13275</WindowWidth>
  <WindowTopX>0</WindowTopX>
  <WindowTopY>15</WindowTopY>
  <ProtectStructure>False</ProtectStructure>
  <ProtectWindows>False</ProtectWindows>
</ExcelWorkbook>
```

14. Go to the Toolbar and click on **Tools** and then **Copy File** in the dropdown menu.

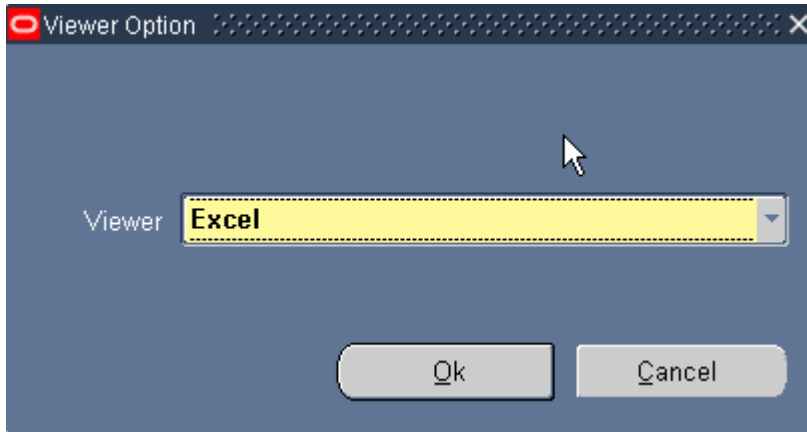


The screenshot shows the Oracle Applications interface. The menu bar includes "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". The "Tools" menu is open, and the "Copy File..." option is highlighted. An arrow points to the "Tools" menu. Below the menu bar is a toolbar with various icons. The main content area shows the same XML code as in the previous screenshot.

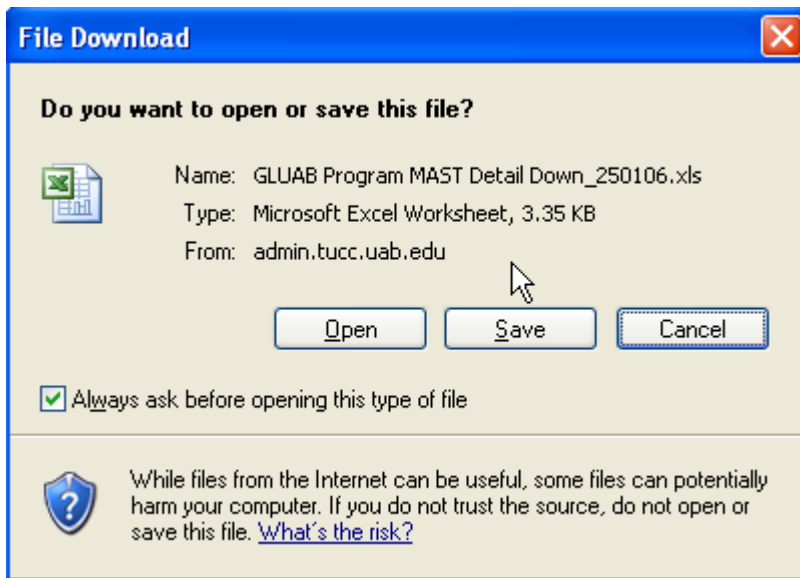
```
<?xml version="1.0"?>
<?mso-application progid="Excel.Sheet"?>
<Workbook xmlns="urn:schemas-microsoft-com:office:spreadsheet"
  xmlns:o="urn:schemas-microsoft-com:office:office"
  xmlns:x="urn:schemas-microsoft-com:office:excel"
  xmlns:ss="urn:schemas-microsoft-com:office:spreadsheet"
  xmlns:html="http://www.w3.org/TR/REC-html40">
<DocumentProperties xmlns="urn:schemas-microsoft-com:office:office">
</DocumentProperties>
<OfficeDocumentSettings xmlns="urn:schemas-microsoft-com:office:office">
```

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15. A **VIEWER OPTION** window will open and with **Excel** in the LOV; Click **OK**.



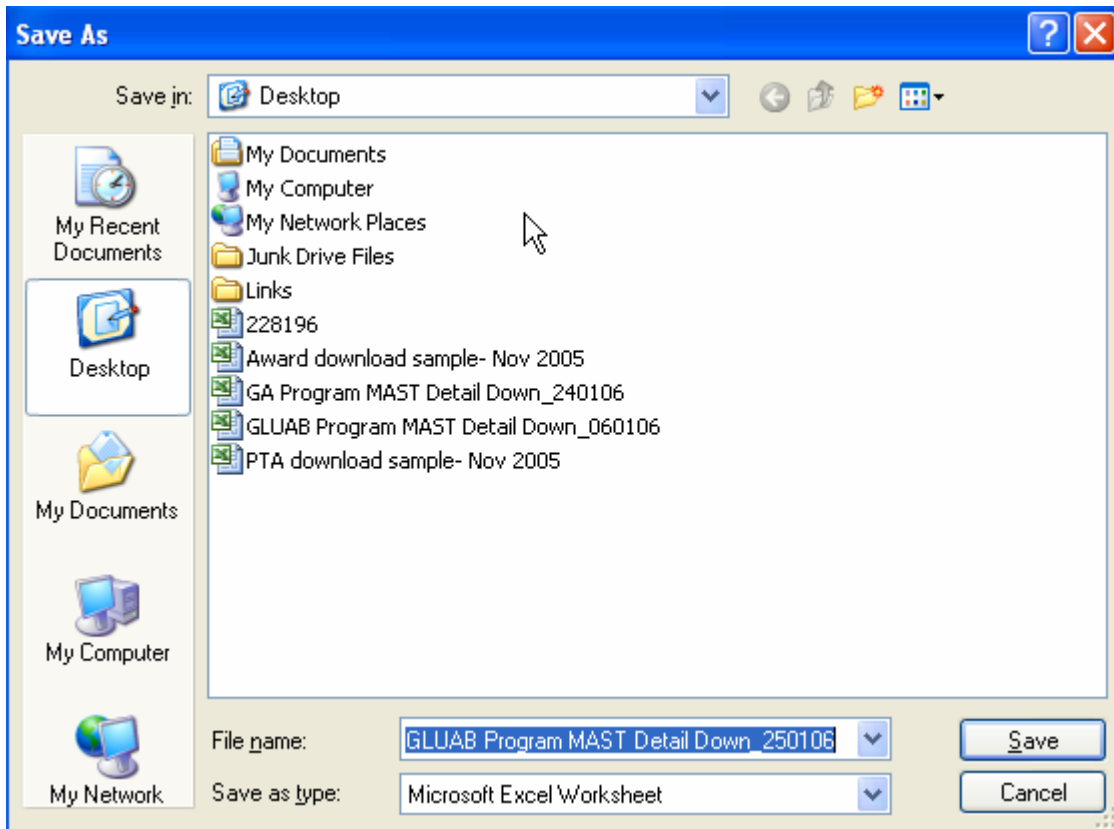
16. Next a **FILE DOWNLOAD** window will open. Click **OPEN** to go directly to the report, or click **SAVE** to save the report in a location on the computer.



Warning! By selecting **OPEN**, the report will open as an Excel file **in a web browser**, not an actual Excel worksheet. Be sure to save before closing the web browser. Depending on the computer settings, it may not be possible to make updates/edits to the report in this format.

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17. If saving to the computer, select a location, rename if desired, and click the **SAVE** button.



18. Go to the save location to open the file.

Whether the download is opened in the web browser or saved and opened from a location on the computer, it will resemble the following:

A	B	C	D	E	F	G
ACCT/PROJECT STRING	OBJECT	OBJECT DESCRIPTION	TRANSACTION DESCRIPTION	PERIOD NAME	POSTED DATE	REQ
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	02-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	02-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	13-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	16-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	16-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	29-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	30-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	30-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	30-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	30-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	30-DEC-05	
0000000002131000983117500000000	1101010	CLAIM ON CASH	Offset - Indirect Update	DEC-2005	30-DEC-05	
0000000002131000983117500000000	1102010	CASH-AMSO GEN DISB	UPS	DEC-2005	22-DEC-05	615206
0000000002131000983117500000000	1102010	CASH-AMSO GEN DISB	UPS	DEC-2005	22-DEC-05	615215

Unlike the Account Statements, this download can be sorted/edited as needed.