UAB GA End User
Transaction Download

The Transaction Download is available on the UAB GA End User menu. It provides the "detail" version of the Account Statement transactions in an Excel format.

UAB GA 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 GA 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.

Unlike the **UAB GL END USER** responsibility, reports in the **UAB GA END USER** responsibility can be run for any valid project, task, or award combination(s), regardless of the user's department of responsibility. However, the data for this report can also be subsetted using the following parameters:

- Deliver-To Person
- Dollar Type
- Project String(s)
- Organizational Unit(s)
- GAJE Categories
- GA JE Sources
- Object Code(s)

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

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

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

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

3. 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, Account String, Org Unit, Category, Source, or Object Code) specified on the parameter form for this report run.

4. 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.

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

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

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.

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 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 PTA (Project, Task, Award) combination(s). In the **BEGIN** section there are three columns, one column for each segment of the PTA combination. Similarly, there are three columns in the **END** section.

There is no LOV for these values. An understanding of the GA 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 GA account string structure, click here.

The **UAB GA END USER** access is not restricted by user responsibility. As such, a user can pull project data for any valid PTA combination in the system.

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

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

Warning!!!!! A user can run the report for every PTA combination in the system by simply putting a percent sign in the first **PROJECT STRING** field. However, it could take a long time or possibly error out because it exceeds the maximum number of lines allowed. So, it is preferable to use several of the transaction subset criteria to limit the scope of the inquiry.

There are several ways in which to enter project string information and narrow the report results.

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

When entering search criteria for a single project string, only the **BEGIN** column(s) of the desired segment are required to be entered. While the same project 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 projects. To search multiple project strings without searching within a range, simply enter the necessary PTA segments for each project on a separate row. To search for a single project string, users can enter the full project string or enter a single segment of the project string.

Note: Searching by the Task segment alone may yield results for multiple project strings, as those segment values can be shared by multiple projects. Searching by the Award segment only is only beneficial when looking for data only on that award, as it may not return all tasks and/or awards associated with a particular project. To return all tasks and awards associated with a project, search only by the Project segment.

The **UAB GA END USER** access is not restricted by user responsibility. As such, a user can pull project data for any valid PTA combination in the system.

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

Project Segment Only

Award Segment Only/ Range of Award Segments

Using Begin and End Project Strings

Scenario 2: Searching for a Range of Accounts

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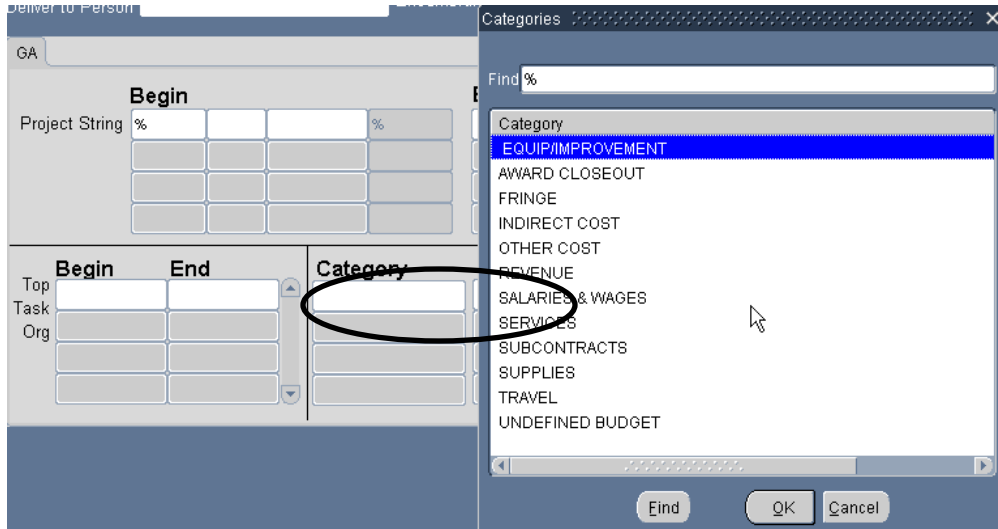

Note: GA responsibilities are not restricted by user responsibility, so all project strings meeting the search criteria within the range will be returned in the search results

Scenario 3: Searching by ORG Number

It is possible to use the **ORG** block instead of the project string section of this form. Users can search for a single Org, multiple Orgs (by using separate lines), or a range of Orgs. Also like the **PROJECT STRING** fields, the ending **ORG** field is only required if searching within a range of Orgs.

Note: GA responsibilities are not restricted by user responsibility, so all project strings meeting the search criteria within the range will be returned in the search results. Also, even if you do not want to further subset your search criteria by Project string segment values, you must at least put a wild card "%" in the first Project segment field of the **PROJECT STRING** section.

## Scenario 4: Searching by GA 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 Project strings that meet the other search criteria regardless of what the JE Category for that transaction is.

Scenario 5: Searching by GA 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 Project strings that meet the other search criteria regardless of the JE Header Source for that transaction.

Note: GA responsibilities are not restricted by user responsibility, so all project strings meeting the search criteria within the range will be returned in the search results. Also, even if you do not want to further subset your search criteria by Project string segment values, you must at least put a wild card "%" in the first Project segment field of the **PROJECT STRING** section.
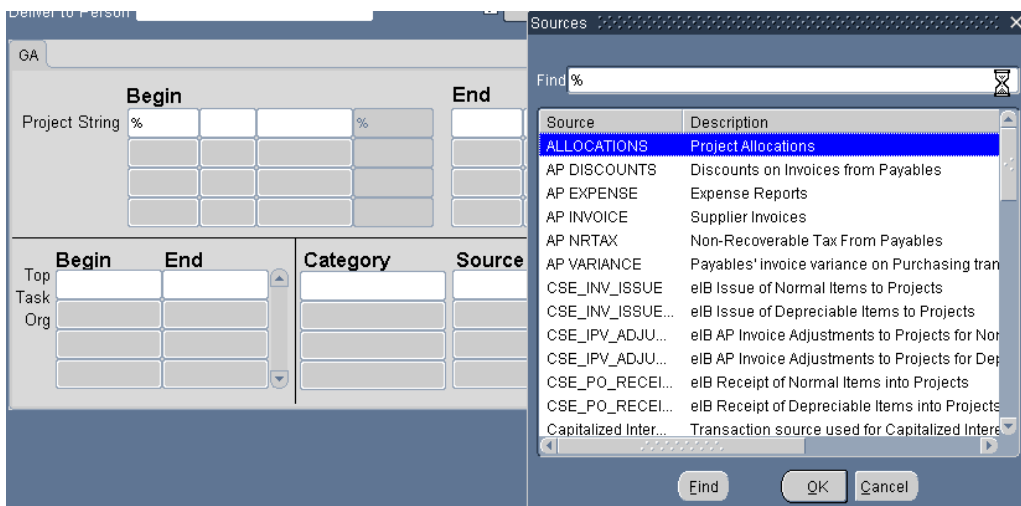
Scenario 6: Searching by Object Code

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 project strings that meet the other search criteria regardless of what the object code for that transaction is. As with the **PROJECT STRING** fields, users can search for a single object code, multiple object codes (using separate lines), or a range of object codes. Also like the **PROJECT STRING** fields, the ending **END OBJECT CODE** field is only required if searching within a range of object codes.

Note: GA responsibilities are not restricted by user responsibility, so all project strings meeting the search criteria within the range will be returned in the search results

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

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

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.
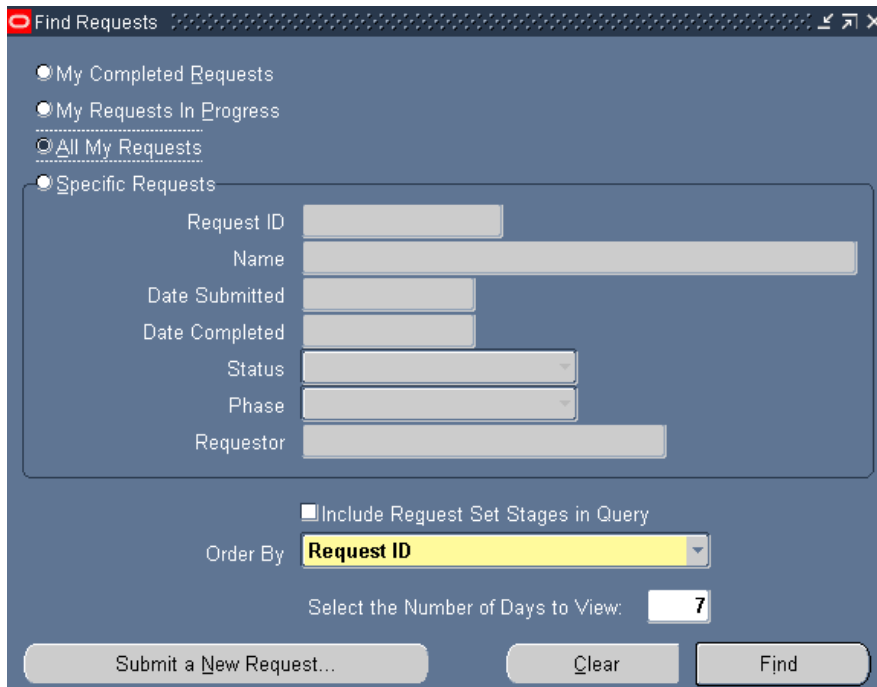
10. To find your report results, click **View** and then click **Requests** from the main Toolbar.
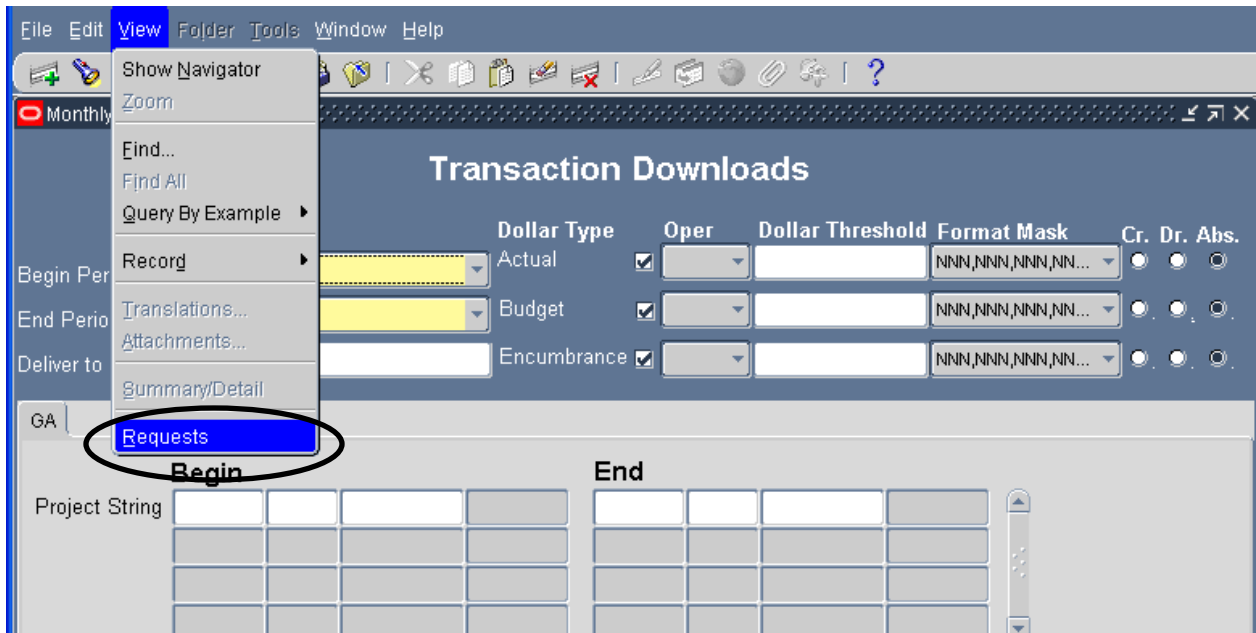
The **FIND REQUESTS** window will appear. From this window, users can find requests by completion status or specific requests using the Request ID. The default find setting is *All My Requests.*

11. Change or enter information as needed. Then, click the **FIND** button on the **VIEW REQUESTS** window to view selected requests.
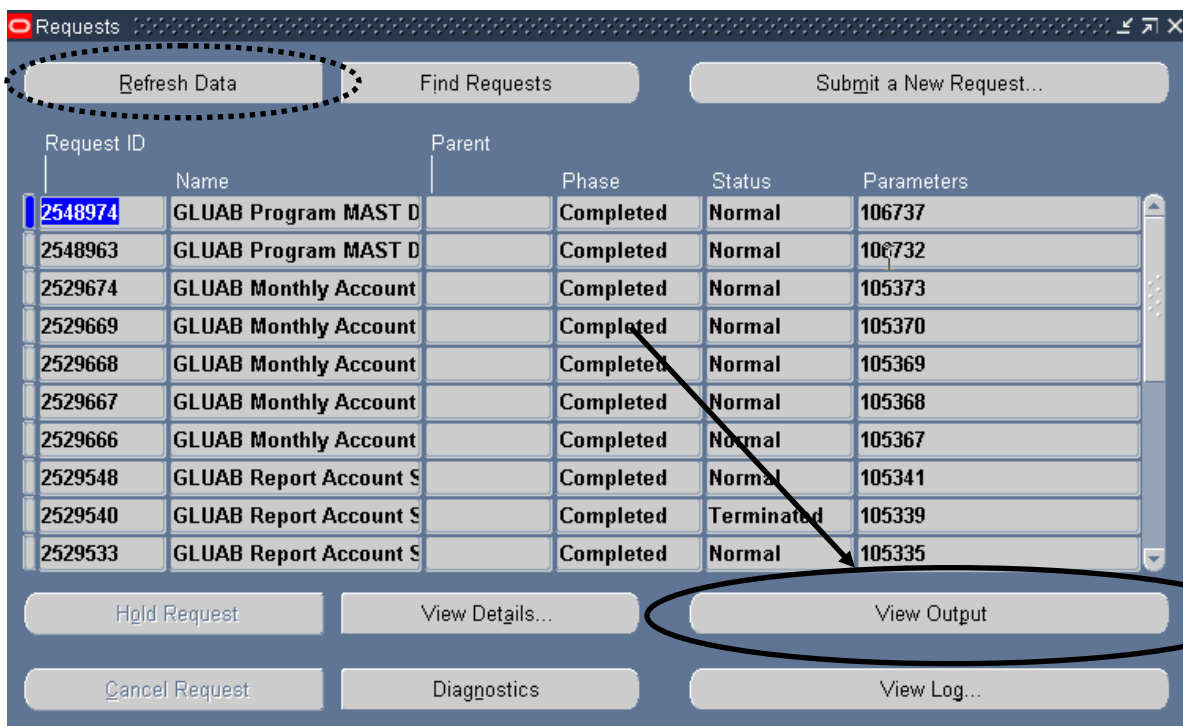
12. Find the desired report in the list of returned report requests.

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.

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.
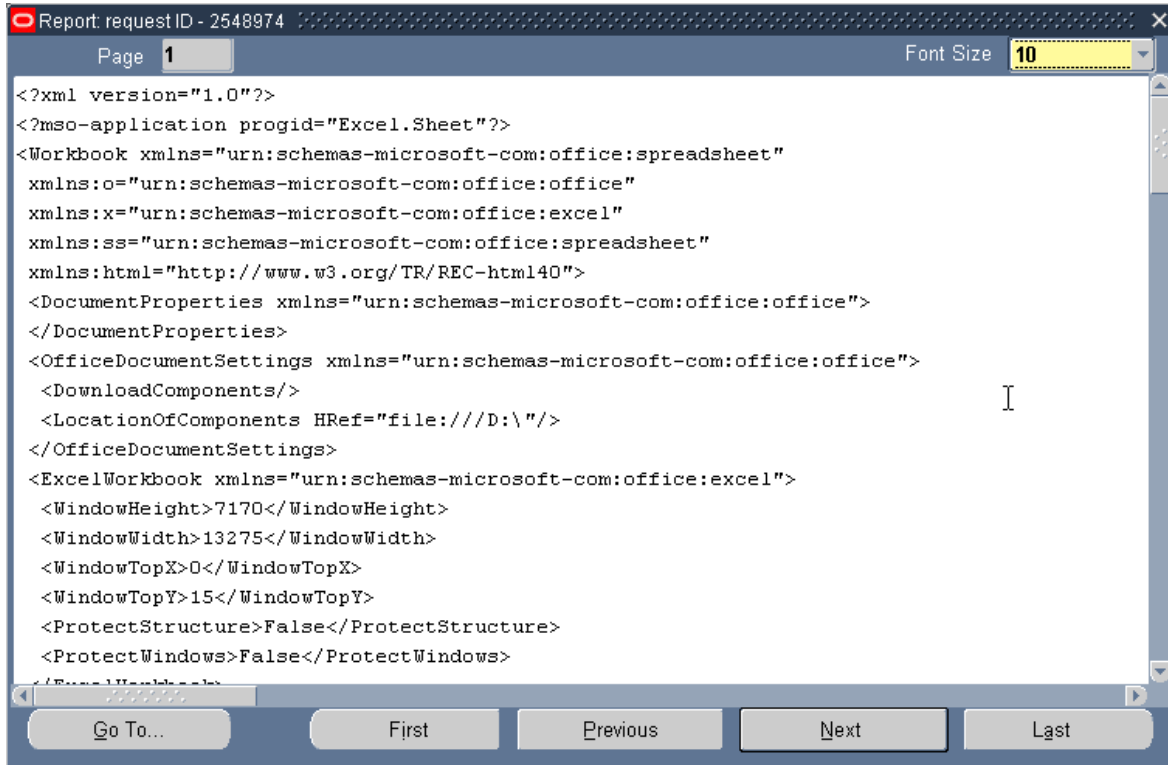
There is a maximum row limit in the download of 65,000 lines. If your query exceeds that amount of rows returned, you will receive an error message upon opening the completed request asking you to run a query that returns fewer rows.
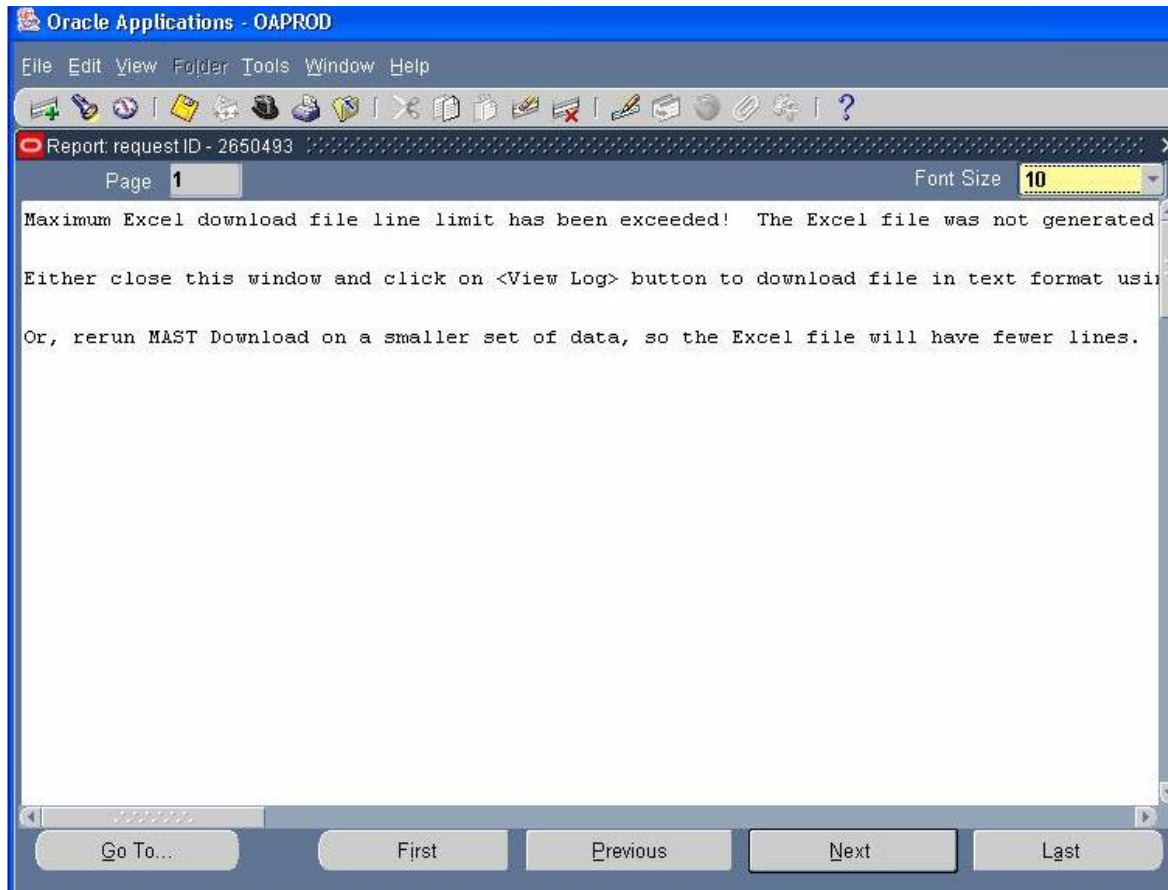
14. Go to the Toolbar and click on **Tools** and then **Copy File** in the dropdown menu.
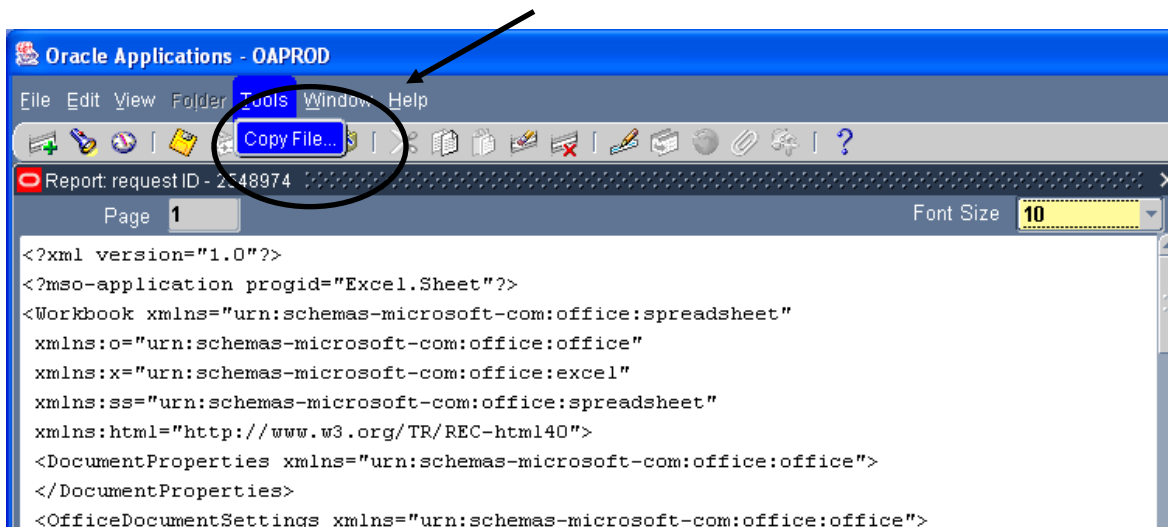
15. A **VIEWER OPTION** window will open and with *Excel* in the LOV; Click **OK**.
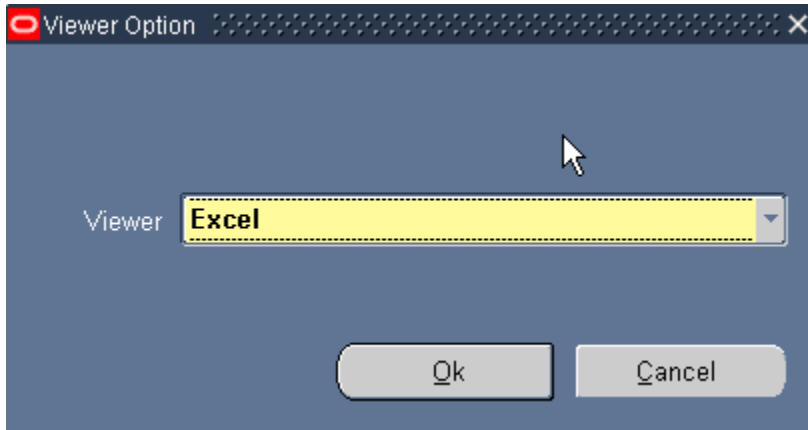
WARNING!!!! Depending on the settings, the computer may recognize the download as a pop-up and try to block it. Holding down the **CTRL** key will bypass the pop-up blocker and allow the file to download.

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.
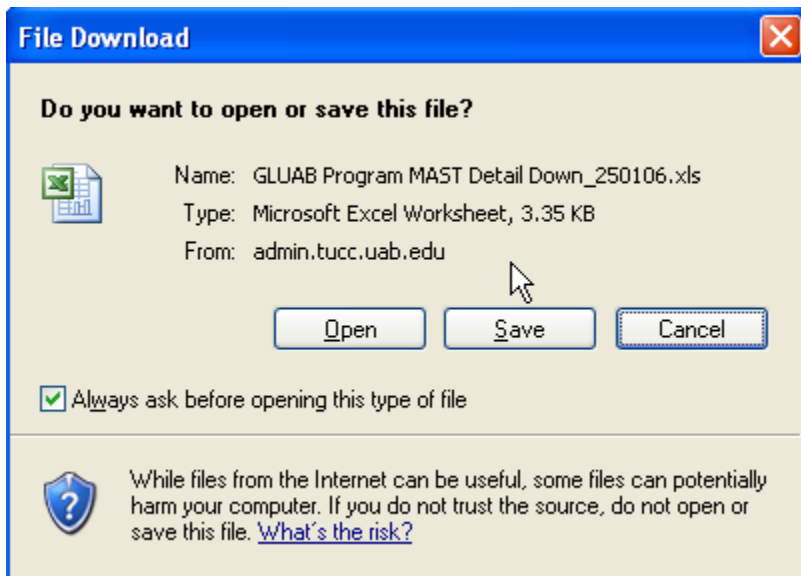

Note: Depending on the computer settings, downloads may try to open as a .TSV document, not default to an Excel format. Click here to learn how to set Excel as the default application to open downloads.

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.

17. If saving to the computer, select a location, rename if desired, and click the **SAVE** button.
Be sure to change the **SAVE AS TYPE** to **Microsoft Excel Worksheet.**
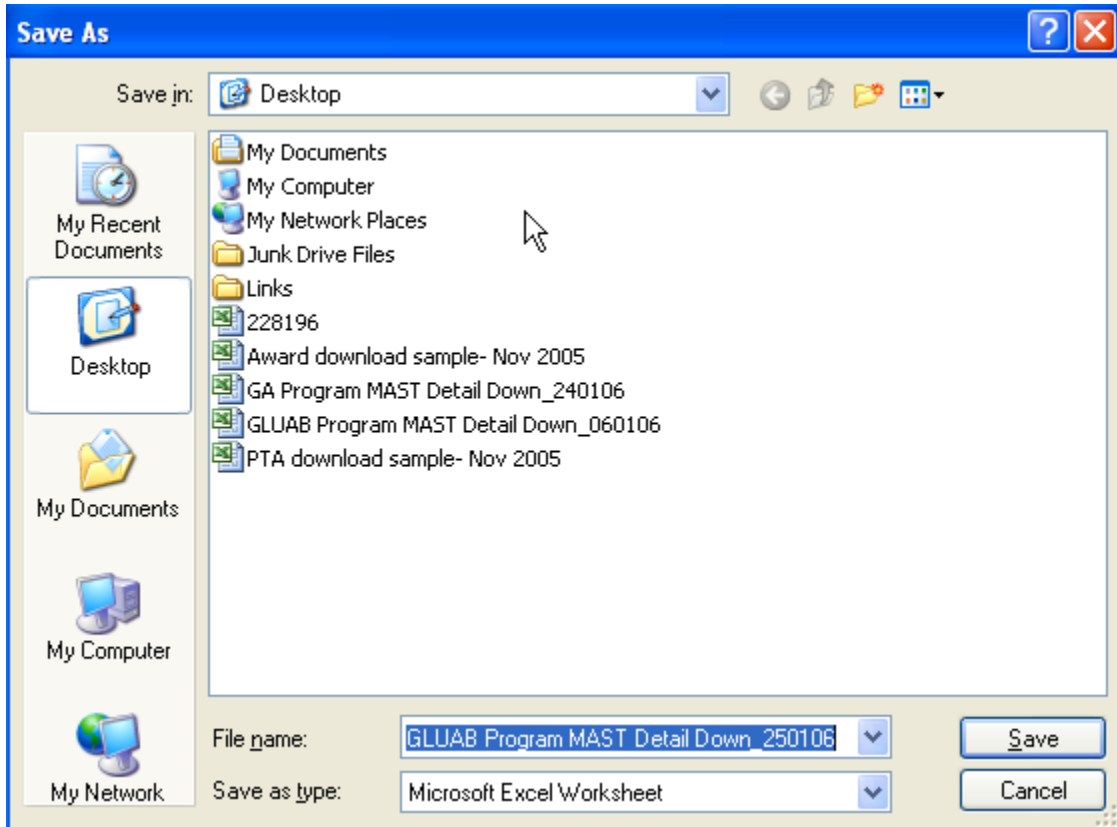
18. Go to the save location to open the file.

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

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