When requesting a correction to posted GL chart string transactions, please prepare a report using the following instructions. If this format and method are used, the strings and amounts DO NOT need to be filled in on the OnBase form:

Transfer From:

#	Chart Type	Chart String		Amount
1	--Select--			Amount
	Add Additional String		Total:	Amount

This area can be left blank if the report is prepared as instructed, and uploaded to the OnBase request

Transfer To:

#	Chart Type	Chart String		Amount
1	--Select--			Amount
	Add Additional String		Total:	Amount

Department Administrator Additional Access ☐

Choose GL Transactions

⊞ Launchpad

Home Page   OSP   Procure to Pay   Ops Report   Fixed Assets   Fina

◢ **GL Reports (DC_WORLD)**

GL010a - GL Transactions
GL010b - GL Transactions by Date Range
GL015 - GL Transactions with Facilities Information
GL220 - GL Rollup Report
GL210 - GL Rollup Operating Report
GL200 - GL Budget vs Actual
GL100 - GL Funding Balances
GL100a - GL Funding Balances Quick View
GL120 - GL Full Funding Balances

Run the report with filters to find the transactions you would like to move:

Report ID: GL010a v2.4.0

GL Transactions

12:00:48 PM 4/27/2023

This report contains transactional level detail for a specified fiscal year and period.

◢ Filter Selections

* Fiscal Year	2023 ▼	Entity	20-College Only ▼	JE Source	PCARD_DC;Payables ▼
Fiscal Period	--Select Va▼	Org	545-Financial Reporting ▼	JE Transaction Type	Actual ▼
		Funding	--Select Value-- ▼		
		Activity	--Select Value-- ▼		
		Subactivity	--Select Value-- ▼		
		Natclass	7331-MAINT CONTR Software I▼		Apply Reset ▼

Once the report runs, choose the Corrections View:

Export the Corrections View, Formatted, to Excel:

Payables	TDC NH annual report ext	Williamson, Rachel L	

Analyze - Refresh - Print - Export

		2	299.00	Payables	NACUBO 2022 Tax Forum	Williamson, Rachel L		OIE2054378	
	5	2/1/2025	800.00	Payables	NACUBO UBIT Tax Forum	Williamson, Rachel L		OIE2119387	
	022	11/18/2022	75.00	Payables	DELC NH annual report fee	Williamson, Rachel L		OIE2073101	
	022	11/18/2022	75.00	Payables	TDC NH annual report ext	Williamson, Rachel L		OIE2073097	

ctual Amount	Encumb Amount
19,850.45	0.00
19,850.45	**0.00**

Analyze - Refresh - Print - Export

D37436G

- 📄 PDF
- 📄 Excel
- 📄 Powerpoint
- 📄 Web Archive

- 📄 Formatted
- 📄 Data ▶
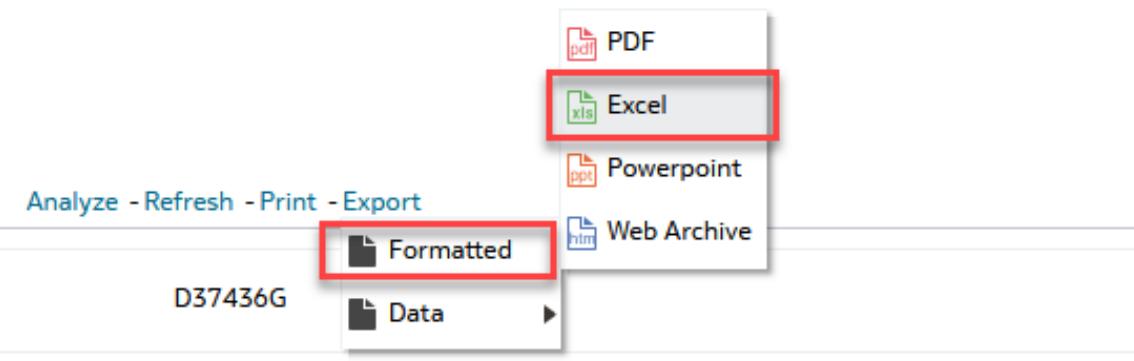
Transactions

Please keep all ==columns== in the report.

Institutional Reporting and Analysis (IRA)

Report ID: GL010 v2.3.0   GL Transactions   04/27/23 12:04:59
             This report contains transactional level detail.

Full Chart String	Effective Date	Posted Date	Actual Amount	JE Source Short Name	JE Line Description	Reference 1	Reference 4	Reference 5	Inventory Ticket	Work Order Number	Onbase Req Number	Business Purpose
20.545.363006.343608.0000.7331	3/22/2023	3/22/2023	994.00	Payables	Fundriver Balance annual fees 4/1/23-3/31/24	EverTrue, Inc		201710444				
20.545.363006.343608.0000.8161	1/6/2023	1/6/2023	535.50	Payables	NACUBO Higher Ed Strategic Finace Course	Switzer, Craig W		OIE2102220				
20.545.363006.343608.0000.8161	2/22/2023	2/22/2023	299.00	Payables	NACUBO 2023 Endowment Leadership Series	Sykes, Matthew		OIE2127146				
20.545.368000.343612.0000.7331	8/19/2022	9/1/2022	185.00	PCARD_DC	51496 - THOMPSON, LISA - PG CALC	PG CALC	PG Calc Primary Services, GiftCalcs Plus				1034726	PG Calc Primary Services, GiftCalcs Plus
20.545.368000.343612.0000.7692	11/18/2022	11/18/2022	92.95	Payables	Mailing extensions	Williamson, Rachel L		OIE2073099				
20.545.368000.343612.0000.8161	8/3/2022	8/3/2022	495.00	Payables	NACUBO Prof Development	Barrett, Michael P		OIE2033503				
20.545.368000.343612.0000.8161	9/28/2022	9/28/2022	299.00	Payables	NACUBO 2022 Tax Forum	Williamson, Rachel L		OIE2054378				
20.545.368000.343612.0000.8161	2/1/2023	2/1/2023	800.00	Payables	NACUBO UBIT Tax Forum	Williamson, Rachel L		OIE2119387				
20.545.368000.343612.0000.8475	11/18/2022	11/18/2022	75.00	Payables	DELC NH annual report fee	Williamson, Rachel L		OIE2073101				
20.545.368000.343612.0000.8475	11/18/2022	11/18/2022	75.00	Payables	TDC NH annual report ext	Williamson, Rachel L		OIE2073097				

Grand Total

Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	0.00	19,850.45	0.00
Grand Total	0.00	19,850.45	0.00

Report ID: GL010 V2.3.0   D37436G   Page 1

Keep only the transaction <mark>lines</mark> that need to be moved. Delete any lines that are already in the correct string.

Institutional Reporting and Analysis (IRA)

Report ID: GL010 v2.3.0   GL Transactions 04/27/23 12:04:59
       This report contains transactional level detail.

Full Chart String	Effective Date	Posted Date	Actual Amount	JE Source Short Name	JE Line Description	Reference 1	Reference 4	Reference 5	Inventory Ticket	Work Order Number	Onbase Req Number	Business Purpose
20.545.363006.343608.0000.8161	1/6/2023	1/6/2023	535.50	Payables	NACUBO Higher Ed Strategic Finace Course	Switzer, Craig W		OIE2102220				
20.545.363006.343608.0000.8161	2/22/2023	2/22/2023	299.00	Payables	NACUBO 2023 Endowment Leadership Series	Sykes, Matthew		OIE2127146				
20.545.368000.343612.0000.7331	8/19/2022	9/1/2022	185.00	PCARD_DC	51496 - THOMPSON, LISA - PG CALC	PG CALC	PG Calc Primary Services, GiftCalcs Plus				1034726	PG Calc Primary Services, GiftCalcs Plus

Add a column to the right of the Full Chart String and enter the string(s) you would like the charge(s) moved to.

Institutional Reporting and Analysis (IRA)

Report ID: GL010 v2.3.0   GL Transactions 04/27/23 12:04:59
       This report contains transactional level detail.

Full Chart String	New string	Effective Date	Posted Date	Actual Amount	JE Source Short Name	JE Line Description	Reference 1	Reference 4	Reference 5	Inventory Ticket	Work Order Number	Onbase Req Number	Business Purpose
20.545.363006.343608.0000.8161	20.547.368000.343608.0000.7511	1/6/2023	1/6/2023	535.50	Payables	NACUBO Higher Ed Strategic Finace Course	Switzer, Craig W		OIE2102220				
20.545.363006.343608.0000.8161	20.547.368000.343608.0000.7511	2/22/2023	2/22/2023	299.00	Payables	NACUBO 2023 Endowment Leadership Series	Sykes, Matthew		OIE2127146				
20.545.368000.343612.0000.7331	20.547.368000.343608.0000.7511	8/19/2022	9/1/2022	185.00	PCARD_DC	51496 - THOMPSON, LISA - PG CALC	PG CALC	PG Calc Primary Services, GiftCalcs Plus				1034726	PG Calc Primary Services, GiftCalcs Plus

Save this Excel file and upload it to OnBase in your correction request.