As part of Financial Services’ efforts to provide more meaningful, user-friendly data via the Insight data download:

1) “Expenditure Balance” field has been renamed to “Balance”. The formula of this field is now “Budget Balance.”

2) The following fields have been removed:
   - Chartfield (concatenated list of all chartfields)
   - Date (Accounting Dt is still part of data set)
   - PO (Yes/No field—PO ID is still part of data set)
   - Accounting Period (note—the Accounting Period is included as the first two digits of the “Month Ledger” field which is still part of the data set)

3) The following fields have been added:
   - Scenario
   - Scenario Long Descr
   - Scenario Short Descr
   - Account Group—this is a NEW computed data element which will group Accounts. This will allocate:
     - 5XXXXX accounts = Account Group “Revenues”
     - 601XXX-602XXX accounts = Account Group “Salaries”
     - 603XXX accounts = Account Group “Benefits”
     - Remaining 6XXXXX accounts = Account Group “Other Expenses”

4) In an effort to provide a format that is more user identifiable, fields have been reordered. This reordering includes:
   - a. Located the dollar amounts in a familiar order (Budget, Encumbrance, Actual, Balance) towards the bottom of the report
   - b. Located all chartfields together
   - c. Ordered each chartfield description to be on the column directly to the right of the related chartfield
   - d. Detail specific to each transaction (source, accounting date, line descry, vendor name, etc) at the bottom of the report

5) For your reference, the yellow row below is the former data layout of the “Transaction Report Data”:

   Former format of “Transaction Report Data”:

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPTID</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>PROJECT</th>
<th>CLASS</th>
<th>FUND LDESC</th>
<th>DEPT LDESC</th>
<th>ACCOUNT LDESC</th>
<th>PROGRAM LDESC</th>
</tr>
</thead>
</table>

   New Revised format of “Transaction Report Data”:

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>MONTH</th>
<th>BUDGET</th>
<th>AMOUNT</th>
<th>ENCUMBRANCE</th>
<th>ACTUAL</th>
<th>BALANCE</th>
<th>FUND</th>
<th>DEPTID</th>
<th>DEPT LDESC</th>
</tr>
</thead>
</table>

Regrettably, we recognize that this new layout may prompt some retrofitting of existing tools, the intention is to
ad functionality, the data structure within the “Transaction Report Data” hyperlink and “Account Balances Data”
less Encumbrance less Actuals”.

...h” field which is still part of data set)

ow for subtotals and/or summarized reporting by each of these values.

ering accomplishes the following:
rd the left of the data set
 hartfield value
ere all located to the far right of the columns
, the green row below is the new/current data layout

<table>
<thead>
<tr>
<th>PROJECT LDESC</th>
<th>CLASS LDESC</th>
<th>ACCOUNTING PERIOD</th>
<th>ACTUAL AMOUNT</th>
<th>BUDGET AMOUNT</th>
<th>PO ID</th>
<th>TRAN TYPE</th>
<th>SOURCE</th>
<th>DOC NUMBER</th>
<th>LINE DESCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT GROUP</td>
<td>ACCOUNT</td>
<td>ACCOUNT LDESC</td>
<td>PROGRAM</td>
<td>PROGRAM LDESC</td>
<td>PROJECT</td>
<td>PROJECT LDESC</td>
<td>CLASS</td>
<td>CLASS LDESC</td>
<td>SCENARIO</td>
</tr>
</tbody>
</table>

hat the changes made will result in a much more user-friendly, filterable-ready data set. There will be more disci
hyperlink has been updated as of today. The benefits of cleaning up this data include future tools and better inf

<table>
<thead>
<tr>
<th>ACCOUNTING DT</th>
<th>VENDOR NAME</th>
<th>TRANSACTION REFERENCE NUM</th>
<th>AMOUNT ENCUMBRANCE</th>
<th>CHARTFIELDED</th>
<th>DATE</th>
<th>MONTH</th>
<th>PO</th>
<th>EXPENDITURE BALANCE</th>
<th>INVOICE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SCENARIO LDESC</th>
<th>SCENARIO SDESC</th>
<th>TRAN TYPE</th>
<th>SOURCE</th>
<th>ACCOUNTING DT</th>
<th>DOC NUMBER</th>
<th>LINE DESCRIPTOR</th>
<th>TRANSACTION REFERENCE NUM</th>
<th>PO ID</th>
<th>VENDOR NAME</th>
</tr>
</thead>
</table>

Discussion on how to use this data in an Excel-downloaded format tomorrow afternoon at the FS Forum.
ormation to department users. As the changes to Insight’s Transaction Report Data were more extensive, below
is a specific list of what has been changed.