DASH Department All Postings – Journal Entry Reports
Job Aid

Summary:

The purpose of this Job Aid is to provide guidance with accessing and running the DASH Department All Postings – Journal Entry Reports. These reports present similar data to the IRIS line item reports and represent general ledger (GL) postings from the subledgers.

- Department All Postings – Journal Entry (JE) Source Summary Report
- Department All Postings – Journal Entry (JE) Detail Report
- Department All Postings – Source Detail Report

Please note the following:

- The JE Source Summary report is the main entry point and includes the option to drill down to the data found in the JE Detail and Source Detail reports. Those reports can also be run separately to directly access that information. This job aid demonstrates how to run the JE Source Summary report and then drill down to the JE Detail and Source Detail reports.
  - If the JE Detail and Source Detail reports are run separately, the **Period From** and **Period To** fields are manually populated.
- These reports are used to track general ledger entries. Project spending is not included in these reports.
- Required fields are marked with an asterisk (*). If a report times out, narrowing selections may be helpful, such as running a report for three months rather than one year.
- Data can be exported and for larger amounts of data, the CSV format should be used.

Sign in to DASH and access the Department All Postings – Journal Entry Reports
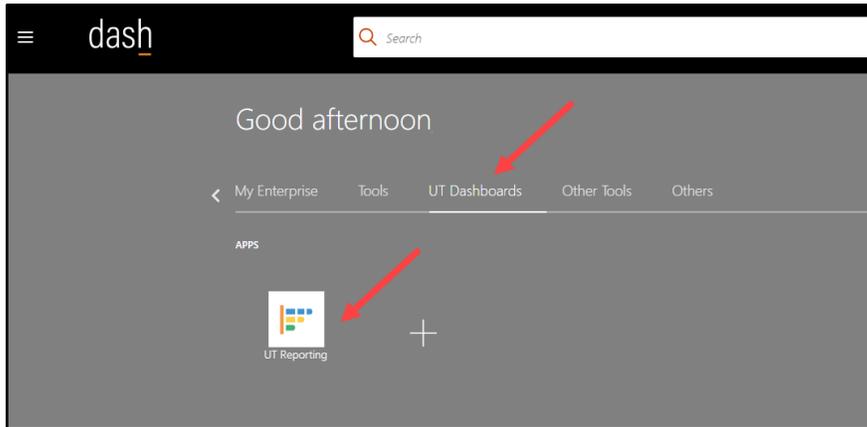**Steps to Follow:**

1. Log in to DASH: https://dash.tennessee.edu/home

2. Navigate to the **UT Dashboards** selection in the Header Row. You may need to arrow to the right depending on your selections. Select the **UT Reporting** tile.
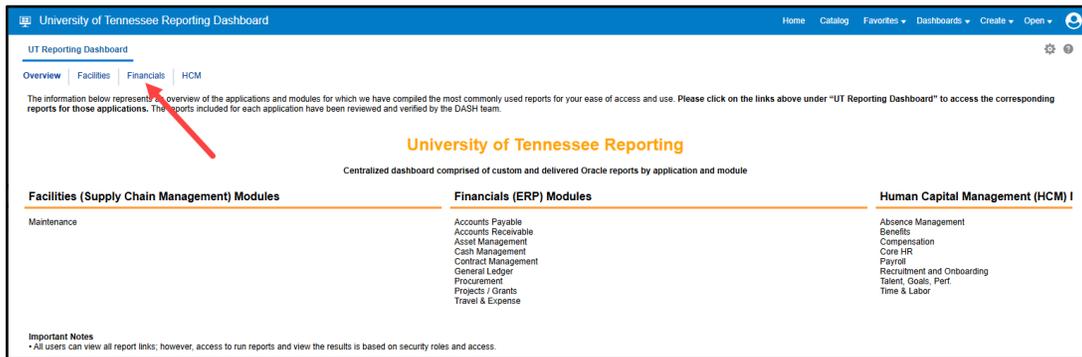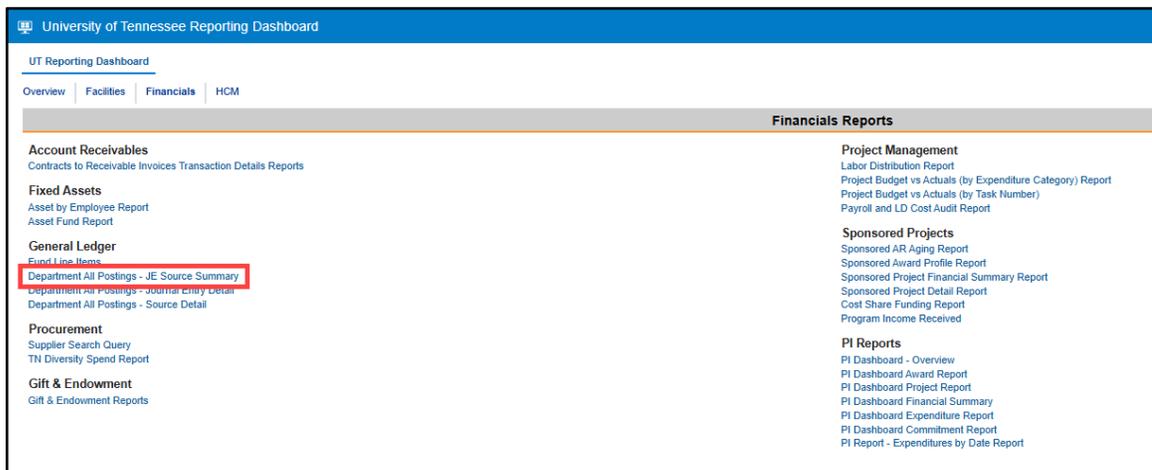
3. Select the **Financials** option.

4. Under the General Ledger heading, select the **Department All Postings – JE Source Summary** report. Note that this job aid demonstrates how to run the JE Source Summary report and then drill down to the JE Detail and Source Detail reports.
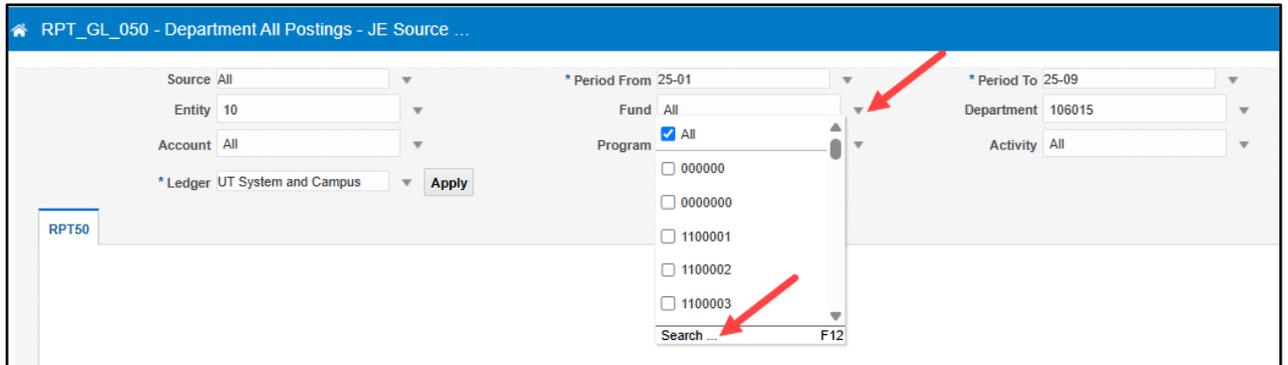
Execute and export the Department All Postings – Journal Entry Source Summary Report

Steps to Follow:

1. Use the dropdown selections to populate each field as needed. For this example, the report will be run for the UTK Physics Department. An example of using the search option for the "Fund" field is below.

   a. Select the dropdown arrow, then select **Search**.

   b. Select **Contains** from the "Name" dropdown.
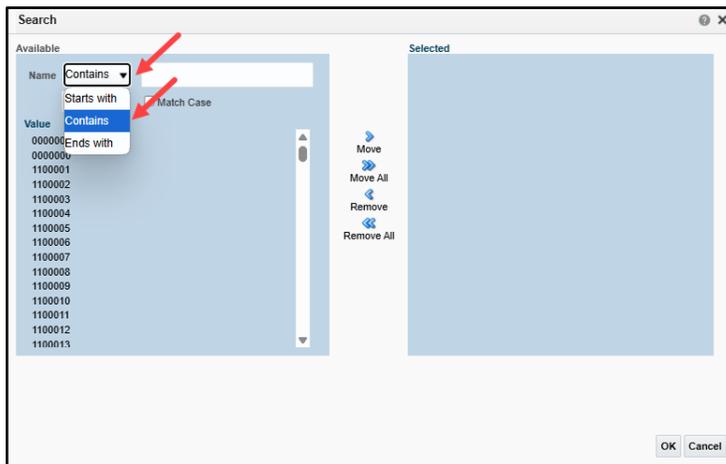
   c. Enter the desired fund number and then select **Search**. If found, the value will be displayed. Click on the fund number to select, and then select **Move**.

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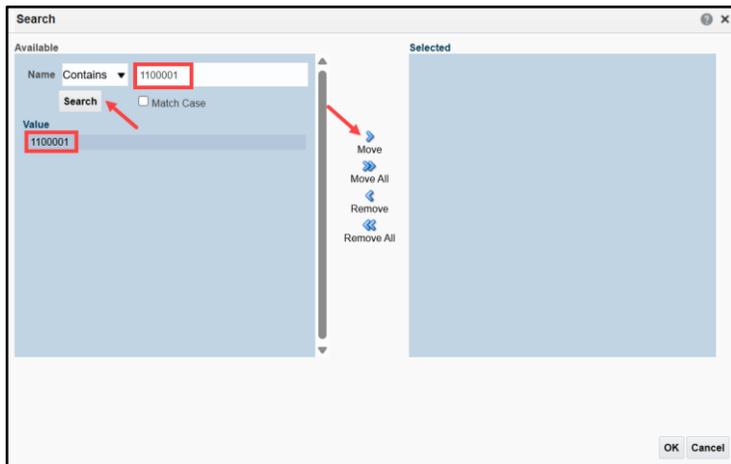
    d.   The fund number is displayed in the **Selected** section. Next, click **OK**.
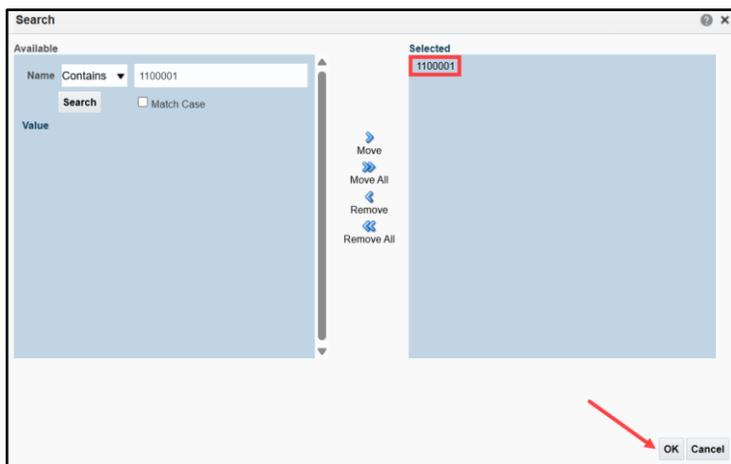
    e.   Note that for the **Account Value** field, "zzz" references a parent account and child account data will be included in the report results.

2. Complete the remaining parameters for the report and select **Apply** to run the report. For this example, Entity 10, Fund 1100001, Department 106015, and Program 210 have been selected.
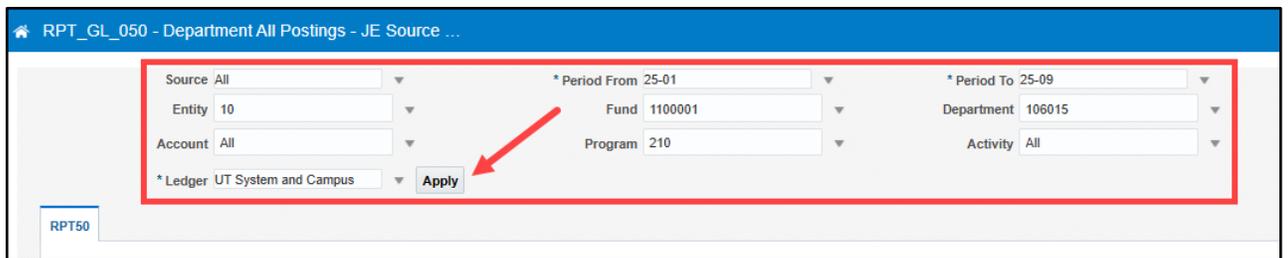
3. The **Department All Postings – Source Summary** report is displayed. Use the scroll bar located on the right side to see further selections.
    a. Each **Transaction Source** link can be selected to drill down to the **Department All Postings – Journal Entry Detail** report for journal line information.
    b. Each **Total** link can be selected to drill down to the **Department All Postings – Source Detail** report for vendor information, etc. Examples are included below.

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4. For example, when the **Transaction Source - Payables** link is selected, the **Department All Postings – Journal Entry Detail** report opens in a new browser tab, displaying Payables details. The **Source Summary** page is accessible on the previous browser tab. In this example, the **Journal Name** column provides links to **Purchase Invoices**. Click on each link to see further details.

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a. The **Department All Postings – Source Detail** report is now displayed. Navigation scroll bars are available as needed on the right side and the bottom of the screen. The previous report screens are available by using the browser tabs. Note that if a blank screen is displayed when running these reports, you may need to scroll to the right to see the "Processing" message.
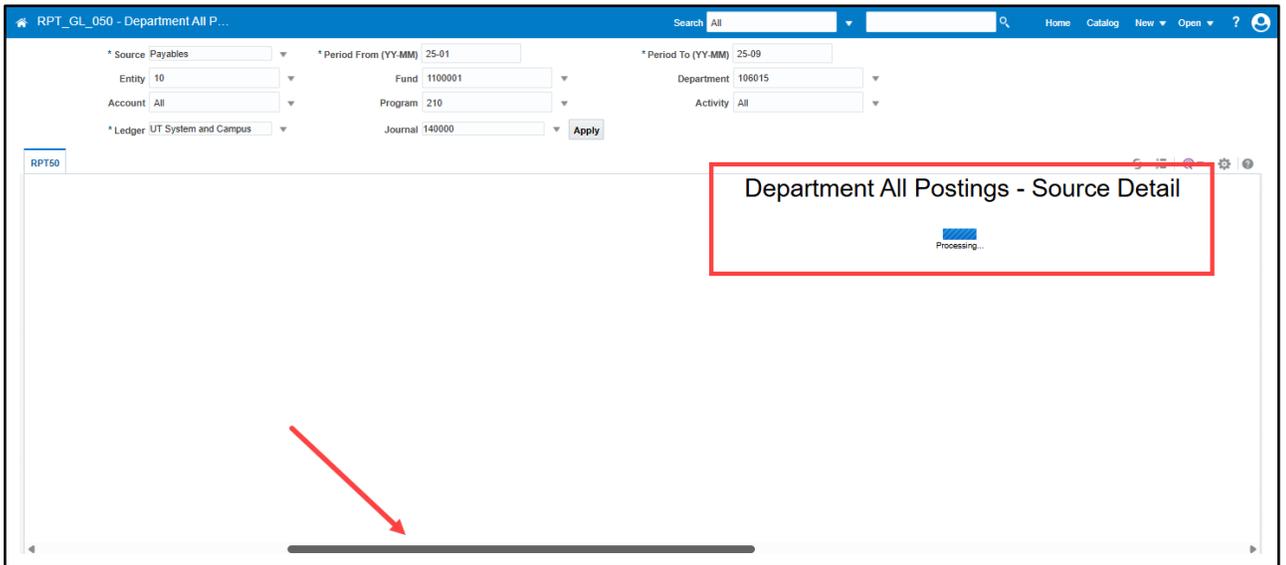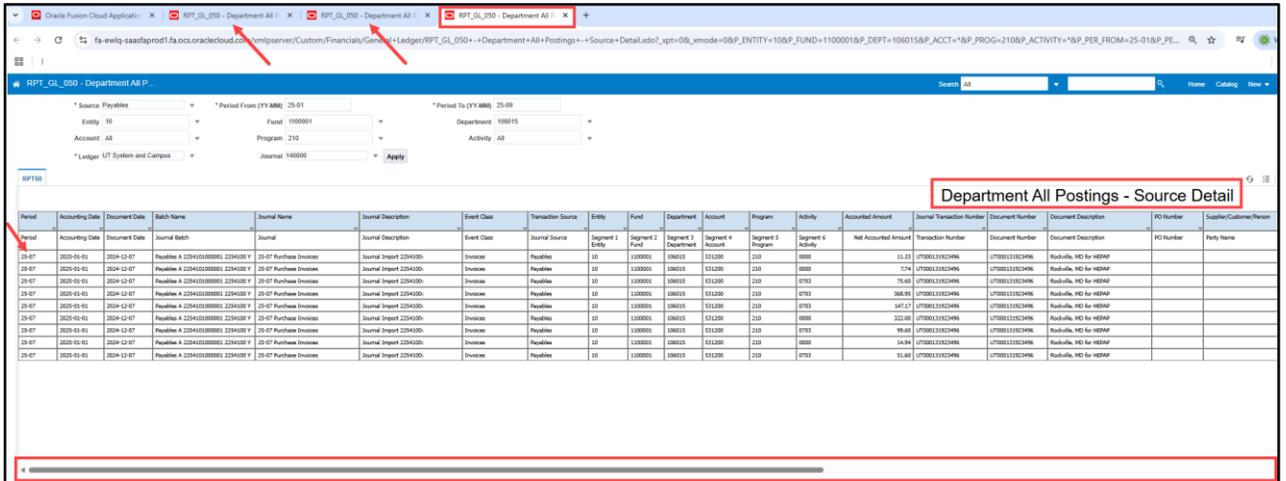
b. When a **Total** link is selected from the **Source Summary** report, the **Department All Postings – Source Detail** report opens in a new browser tab, displaying details including vendor information, etc.

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5. The reports can be exported to CSV or Excel formats using the Actions icon as shown in the screenshots below. For larger amounts of data, the CSV format is recommended.

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6. This completes the process to access and run the DASH Department All Postings – Journal Entry Reports.