



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

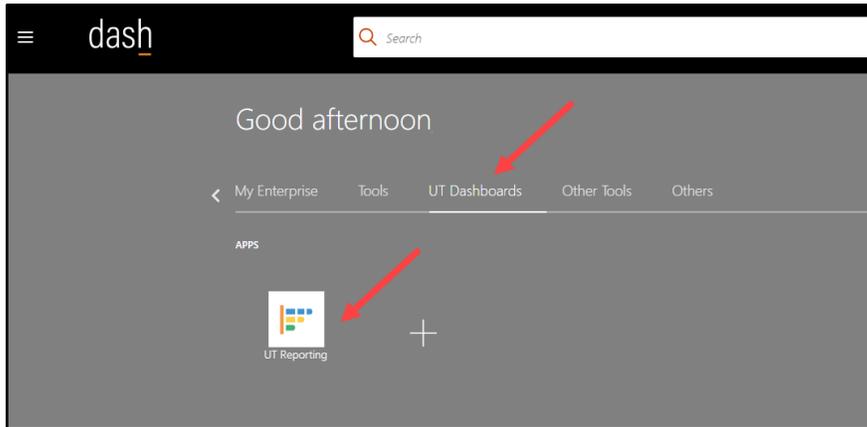
Steps to Follow:

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.

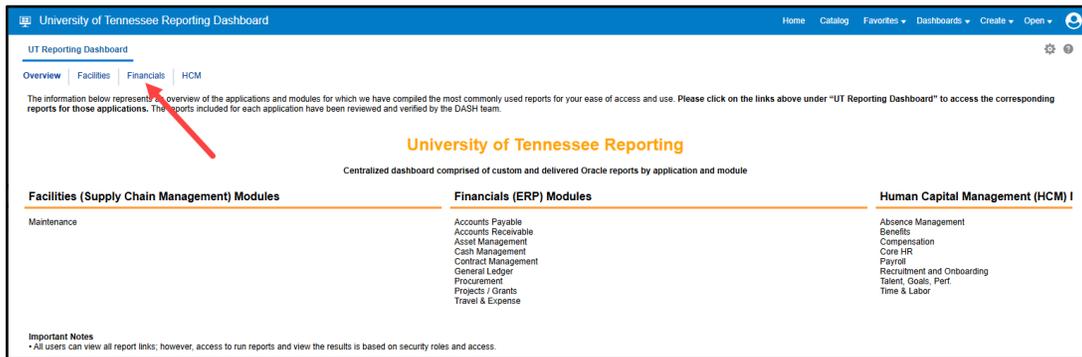


DASH Department All Postings – Journal Entry Reports

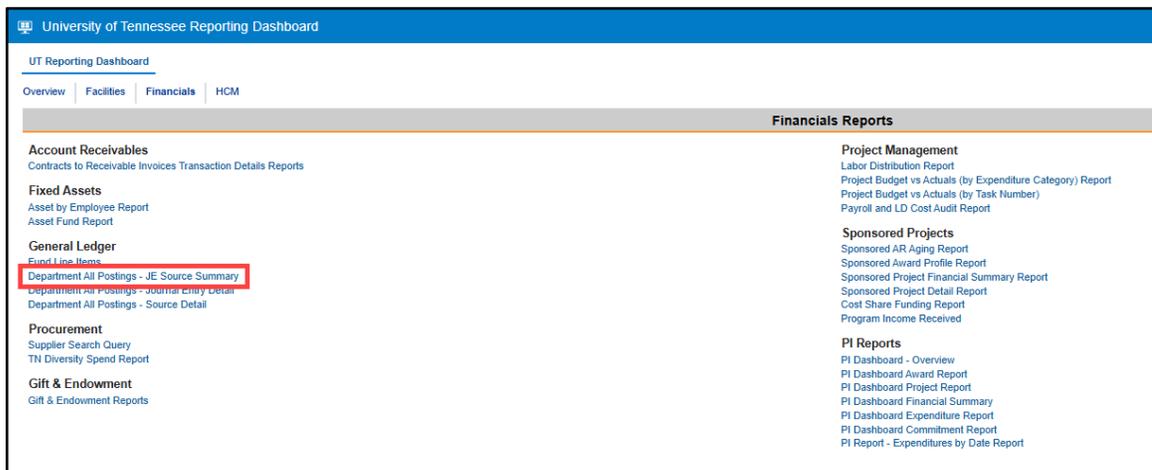
Job Aid



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.

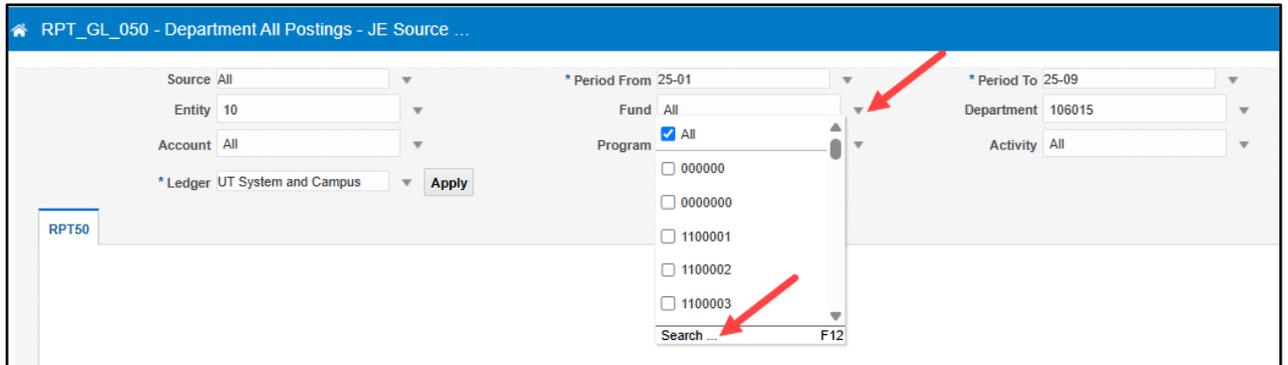




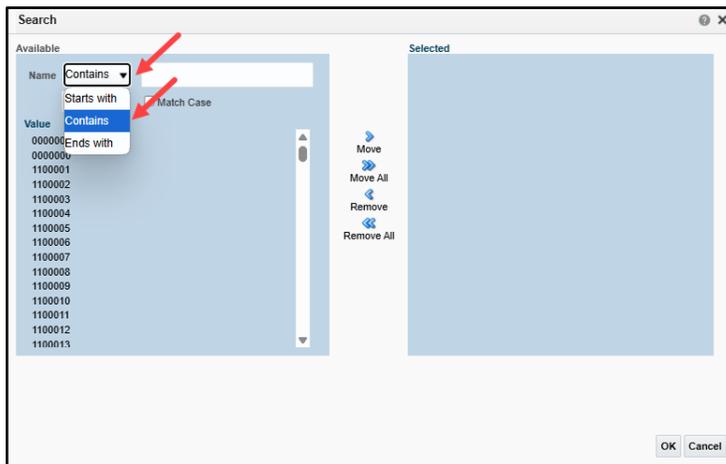
Execute and export the Department All Postings – Journal Entry Source Summary Report

Steps to Follow:

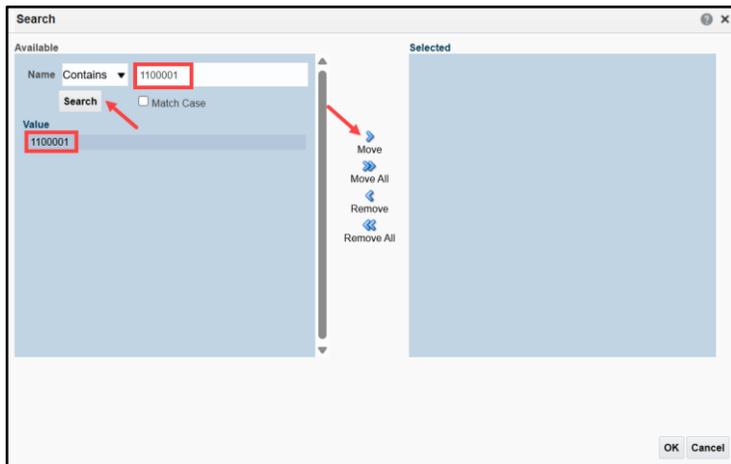
1. Use the dropdown selections to populate each field as needed. For this example, the report will be run for the UTK Physics Department. An example of using the search option for the “Fund” field is below.
 - a. Select the dropdown arrow, then select **Search**.



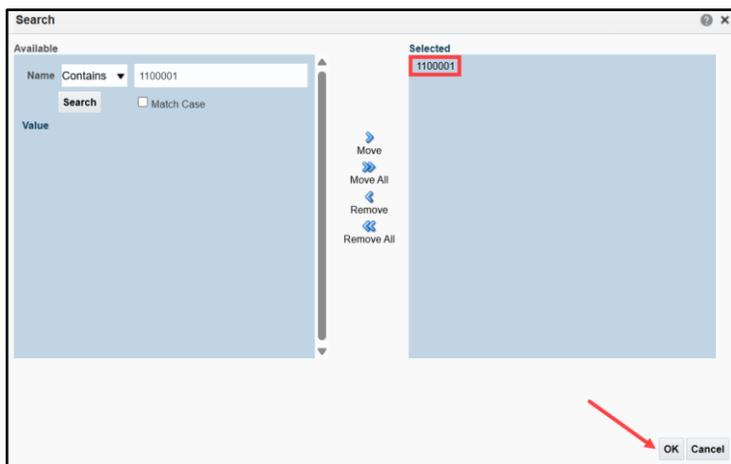
- b. Select **Contains** from the “Name” dropdown.



- 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**.



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.

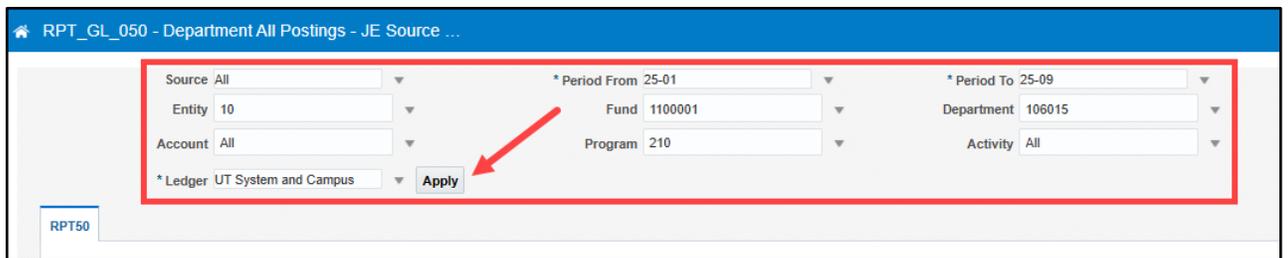


DASH Department All Postings – Journal Entry Reports

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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.



DASH Department All Postings – Journal Entry Reports

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Transaction Source	Total
Conversion	3,499,203.32
FAH Transactions	18,125.12
Manual	15.00
Payables	71,001.87
Project Accounting	1,727,630.03
Receipt Accounting	0.00
	5,315,975.34

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.

Transaction Source	Total
Conversion	3,499,203.32
FAH Transactions	18,125.12
Manual	15.00
Payables	71,001.87
Project Accounting	1,727,630.03
Receipt Accounting	0.00
	5,315,975.34

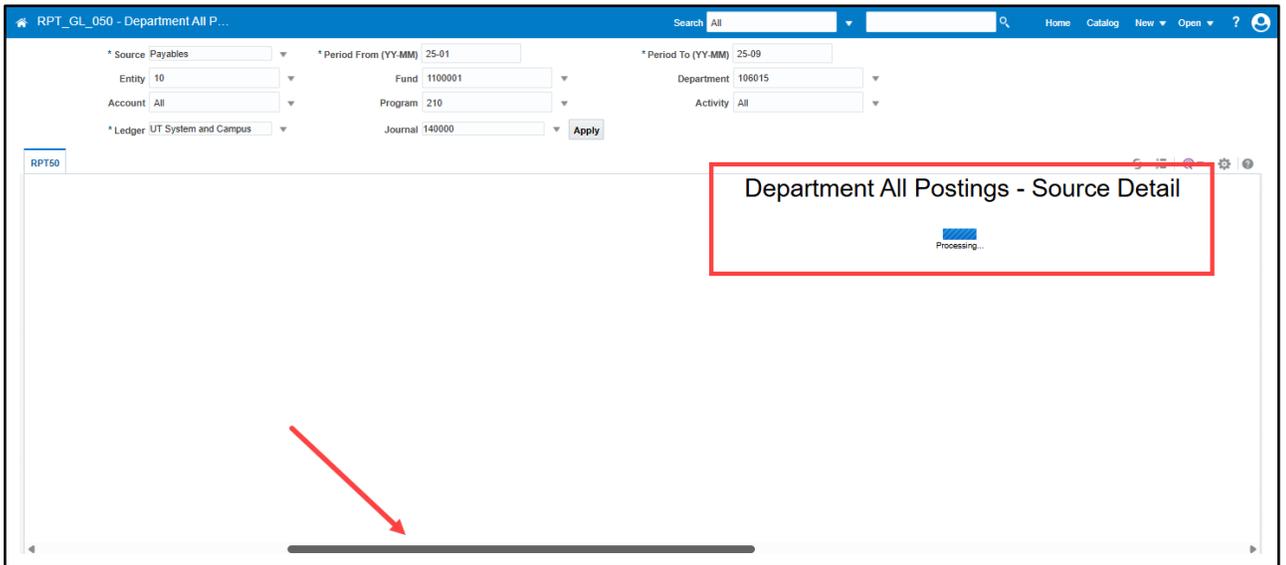
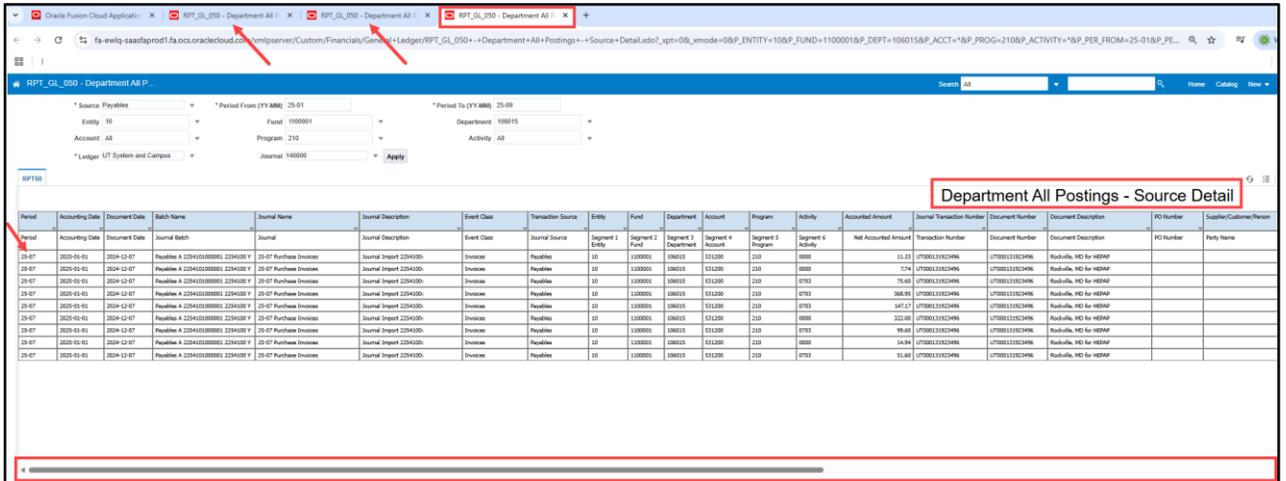
Batch Name	Journal Name	Journal Description	Entity	Fund	Department	Account	Program	Activity	Amount	Effective Date	Transaction Source
Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	10	1100001	106015	531200	210	0000	356.01	01/31/2025	Payables
Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100:	10	1100001	106015	531200	210	0703	742.92	01/31/2025	Payables
Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690:	10	1100001	106015	531200	210	0704	969.76	01/31/2025	Payables
Payables A 2532200000005 2532199 Y	25-07 Purchase Invoices	Journal Import 2532199:	10	1100001	106015	531200	210	0000	47.80	01/31/2025	Payables
Payables A 2591850000003 2591849 Y	25-08 Purchase Invoices	Journal Import 2591849:	10	1100001	106015	537600	210	0031	38,973.26	02/28/2025	Payables
Payables A 2671830000003 2671829 Y	25-08 Purchase Invoices	Journal Import 2671829:	10	1100001	106015	537600	210	0031	9,102.31	02/28/2025	Payables
Payables A 2671830000005 2671829 Y	25-08 Purchase Invoices	Journal Import 2671829:	10	1100001	106015	549200	210	0000	495.00	02/28/2025	Payables
Payables A 2970236000007 2970295 Y	25-09 Purchase Invoices	Journal Import 2970295:	10	1100001	106015	537600	210	0031	20,255.84	03/31/2025	Payables
Payables A 3048499000007 3048498 Y	25-09 Purchase Invoices	Journal Import 3048498:	10	1100001	106015	531200	210	0000	38.97	03/31/2025	Payables
									71,001.87		



DASH Department All Postings – Journal Entry Reports

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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.



DASH Department All Postings – Journal Entry Reports

Job Aid

RPT_GL_050 - Department All Postings - JE Source ...

Source All * Period From 25-01 * Period To 25-09
 Entity 10 Fund 1100001 Department 106015
 Account All Program 210 Activity All
 * Ledger UT System and Campus Apply

RPT50

Department All Postings - Source Summary

Transaction Source	Total
Conversion	3,499,203.32
FBI Transactions	18,125.12
Manual	15.00
Payables	71,001.87
Project Accounting	1,727,630.03
Receipt Accounting	0.00
Total	5,315,975.34

RPT_GL_050 - Department All Postings - JE Source ...

Source Payables * Period From (FY 888) 25-01 * Period To (FY 888) 25-09
 Entity 10 Fund 1100001 Department 106015
 Account All Program 210 Activity All
 * Ledger UT System and Campus Apply

RPT50

Department All Postings - Source Detail

Period	Accounting Date	Document Date	Batch Name	Journal Name	Journal Description	Event Class	Transaction Source	Entity	Fund	Department	Account	Program	Activity	Accounted Amount	Journal Transaction Number	Document Number	Document Description	PO Number	Supplier/Customer/Vendor	Label
25-07	2025-01-01	2024-12-07	Payables A 12541000000 22541001	25-07 Purchase Invoices	Journal Import 22541001	Invoice	Payables	10	1100001	106015	512030	210	0703	73.00	UT7001131242496	UT7001131242496	Red-Villa, MC for H&MSP			

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.

RPT_GL_050 - Department All Postings - JE Source ...

Source All * Period From 25-01 * Period To 25-09
 Entity 10 Fund 1100001 Department 106015
 Account All Program 210 Activity All
 * Ledger UT System and Campus Apply

RPT50

Department All Postings - Source Summary

Transaction Source	Total
Conversion	3,499,203.32
FBI Transactions	18,125.12
Manual	15.00
Payables	71,001.87
Project Accounting	1,727,630.03
Receipt Accounting	0.00
Total	5,315,975.34

Actions menu:

- Edit Report
- Edit Layout
- Export**
 - Interactive
 - PDF
 - Excel (*.xlsx)
 - CSV
- Schedule
- Jobs
- Job History
- Republish from History
- Share Report Link
- Online Diagnostics



DASH Department All Postings – Journal Entry Reports

Job Aid

RPT_GL_050 - Department All P... Search All Home Catalog New Open ?

* Source Payables * Period From (YY-MM) 25-01 * Period To (YY-MM) 25-09

Entity 10 Fund 1100001 Department 106015

Account All Program 210 Activity All

* Ledger UT System and Campus Apply

Department All Postings - Journal Entry Detail

Batch Name	Journal Name	Journal Description	Entity	Fund	Department	Account	Program	Activity	Amount	Effective Date	Tran
Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	10	1100001	106015	531200	210	0000	356.01	01/31/2025	Pay
Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	10	1100001	106015	531200	210	0703	742.92	01/31/2025	Pay
Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690	10	1100001	106015	531200	210	0704	989.76	01/31/2025	Pay
Payables A 2532200000005 2532199 Y	25-07 Purchase Invoices	Journal Import 2532199	10	1100001	106015	531200	210	0000	47.80	01/31/2025	Pay
Payables A 2591850000003 2591849 Y	25-08 Purchase Invoices	Journal Import 2591849	10	1100001	106015	537600	210	0031	38,973.26	02/28/2025	Pay
Payables A 2671830000003 2671829 Y	25-08 Purchase Invoices	Journal Import 2671829	10	1100001	106015	537600	210	0031	9,102.31	02/28/2025	Pay
Payables A 2671830000005 2671829 Y	25-08 Purchase Invoices	Journal Import 2671829	10	1100001	106015	549200	210	0000	495.00	02/28/2025	Pay
Payables A 2970296000007 2970295 Y	25-09 Purchase Invoices	Journal Import 2970295	10	1100001	106015	537600	210	0031	20,255.84	03/31/2025	Pay
Payables A 3048499000007 3048498 Y	25-09 Purchase Invoices	Journal Import 3048498	10	1100001	106015	531200	210	0000	38.97	03/31/2025	Pay
									71,001.87		

Export

RPT_GL_050 - Department All P... Search All Home Catalog New Open ?

* Source Payables * Period From (YY-MM) 25-01 * Period To (YY-MM) 25-09

Entity 10 Fund 1100001 Department 106015

Account All Program 210 Activity All

* Ledger UT System and Campus Apply

Department All Postings - So

Period	Accounting Date	Document Date	Batch Name	Journal Name	Journal Description	Event Class	Transaction Source	Entity	Fund	Department	Account	Program	Activity	Accrued Amount	Journal Transaction Number	Document Number	Document Description
25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	Invoices	Payables	10	1100001	106015	531200	210	0000	7.74	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 2254101000001 2254100 Y	25-07 Purchase Invoices	Journal Import 2254100	Invoices	Payables	10	1100001	106015	531200	210	0703	51.40	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690	Invoices	Payables	10	1100001	106015	531200	210	0703	76.88	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 2282691000001 2282690 Y	25-07 Purchase Invoices	Journal Import 2282690	Invoices	Payables	10	1100001	106015	531200	210	0703	345.17	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 2532200000005 2532199 Y	25-07 Purchase Invoices	Journal Import 2532199	Invoices	Payables	10	1100001	106015	531200	210	0000	368.95	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 2591850000003 2591849 Y	25-07 Purchase Invoices	Journal Import 2591849	Invoices	Payables	10	1100001	106015	531200	210	0000	11.33	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 2591850000003 2591849 Y	25-07 Purchase Invoices	Journal Import 2591849	Invoices	Payables	10	1100001	106015	537600	210	0031	99.40	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 2671830000003 2671829 Y	25-07 Purchase Invoices	Journal Import 2671829	Invoices	Payables	10	1100001	106015	531200	210	0000	322.09	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 2671830000005 2671829 Y	25-07 Purchase Invoices	Journal Import 2671829	Invoices	Payables	10	1100001	106015	531200	210	0704	322.00	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 2970296000007 2970295 Y	25-07 Purchase Invoices	Journal Import 2970295	Invoices	Payables	10	1100001	106015	531200	210	0704	368.95	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 2970296000007 2970295 Y	25-07 Purchase Invoices	Journal Import 2970295	Invoices	Payables	10	1100001	106015	537600	210	0704	258.80	UT00011023496	UT00011023496	Rockville, MD for
25-07	2025-01-01	2024-12-07	Payables A 3048499000007 3048498 Y	25-07 Purchase Invoices	Journal Import 3048498	Invoices	Payables	10	1100001	106015	531200	210	0704	34.31	UT00011023496	UT00011023496	Rockville, MD for

Export

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