

**Log in to Cognos.** (Tip: If you have trouble downloading Congos reports into Excel, try using Firefox instead of Internet Explorer as your browser.)

**Select the m-Fin FINANCIAL DETAIL REPORT**

Name	Modified	Actions
Look Ups	January 25, 2012 9:55:10 PM	More...
m-Fin FINANCIAL DETAIL	February 2, 2012 9:45:53 AM	More...
m-Fin ACCOUNT NUMBER	January 24, 2012 10:26:42 AM	More...
m-Fin ACCOUNT RANGE BY FUND	October 17, 2011 5:33:33 PM	More...
m-Fin SPEEDTYPE SUMMARY	January 31, 2012 3:19:25 PM	More...
m-Fin OPERATING SUMMARY	January 31, 2012 3:01:27 PM	More...
m-Fin EXPENDITURE TYPE SUMMARY	October 20, 2011 12:34:32 PM	More...
m-Fin EXPENDITURE TYPE	January 18, 2012 2:25:00 PM	More...
m-Fin REVENUE AND EXPENDITURE SUMMARY	January 27, 2012 9:29:51 AM	More...
m-Fin REVENUE AND EXPENDITURE TOTAL	January 24, 2012 9:24:11 AM	More...
m-Fin BALANCE SHEET SUMMARY	January 25, 2012 9:22:54 AM	More...
m-Fin BALANCE SHEET TOTAL	December 12, 2011 11:35:50 AM	More...
m-Fin TRIAL BALANCE SUMMARY	January 20, 2012 9:30:08 AM	More...
m-Fin TRIAL BALANCE TOTAL	January 18, 2012 2:24:58 PM	More...
m-Fin OUTSTANDING ENCUMBRANCES	January 30, 2012 10:22:44 AM	More...

Firefox  
Boulder Campus Portal | m-Fin FINANCIAL DETAIL - IBM Cog...  
cu.edu https://gateway.prod.cu.edu/crn/cgi-bin/cognos.cgi?b\_action=cognosViewer&ui.action=run&ui.object=%2fcontent%2ffolder[%4

## FINANCIAL DETAIL

m-Fin

**FISCAL YEAR AND ACCOUNTING PERIOD**

FROM 2012 TO 2012  
7 -- JAN 7 -- JAN

Summarize prior data  
 Exclude prior data

Search and Insert Speedtypes or Enter full or partial FOPPS

**SPEEDTYPE**

Keywords:  
Type one or more keywords separated by spaces.  
12981775

Options

Results:

Choice:
12981775 -- AA CREDIT CARD(ACTIVE)

Select all Deselect all

\*  A -- ACTIVE  I -- INACTIVE

Select all Deselect all

**SORT**

\* SPEEDTYPE

**FUND**

ORG | ORGNODE

PROGRAM

PROJECT

SUBCLASS

Also, FOPPS values limit speedtype searches

Cancel

Select the relevant accounting period(s).

Enter your credit card clearing speedtype.

Click "Next"

## FINANCIAL DETAIL

FYI: Credit card revenue and fees that have been collected through your IMA should appear in these account codes.

LEVEL03

- 000000 - 099999 -- ASSETS
- 100000 - 199899 -- LIABILITIES
- 200000 - 399999 -- REVENUES
- 400000 - 989999 -- EXPENDITURES
- 990000 - 999999 -- TRANSFERS

Select all Deselect all

LEVEL04 (ACCT TYPE)

- 200000 - 200099 -- REVENUE GENERAL BUDGET
- 200100 - 201999 -- APPROPRIATIONS AND REFUNDS
- 202000 - 202999 -- CONTRIBUTIONS FROM STATE
- 205000 - 214999 -- TUITION AND TUITION REFUNDS
- 220000 - 229999 -- STUDENT FEES & FEE REFUNDS
- 230000 - 232499 -- INVESTMENT REVENUE
- 235000 - 240999 -- GRANTS, CONTRACTS, & GIFTS
- 250000 - 259999 -- SALES&SRVS EDUCATIONAL ACTIVITS
- 260000 - 279999 -- PLACEHOLDER
- 280000 - 289999 -- AUXILLIARY ENTERPRISE REVENUE
- 290000 - 309999 -- PLACEHOLDER

Select all Deselect all

All account prompts on this page are optional. You need only select values in a level if you want a subset of values in that level. Examples: For revenues, select REVENUES in in level 3 and select nothing in levels 4 and 5. For OPERATING EXPENSES and TRAVEL, select these two in level 4 and select nothing in level 5. For a single account code such as 400100, enter the code (into both "From" and "To" and then click insert) and select nothing in any of the levels.

The Reprompt button refreshes the choices available in levels below based on values selected in levels above. Selecting ASSETS in level 3, for example, and then clicking Reprompt, makes the subranges under ASSETS available in levels 4 and 5.

Reprompt

LEVEL05

- 200000 - 200097 -- REVENUE GENERAL BUDGET
- 200100 - 201997 -- APPROPRIATIONS AND REFUNDS
- 202000 -- CONTRIBUTN FROM STATE GEN BUDG
- 202001 -- COP CAPITAL CONTRIBUT TRANSFER
- 202002 -- COP CAP CONTRIBUT-INT EXP
- 202003 -- COP CAP CONTRIBUT-INT REV
- 202004 -- COP CAP CONTRIBUT-ISS COSTS
- 202005 -- COP 2008 CAPITAL CONTRIBUTION
- 202006 -- COP 2008 CAP CONT INTEREST REV
- 205000 - 214997 -- TUITION AND TUITION REFUNDS
- 214998 - 214999 -- TUITION SCHOL ALLOWANCE CONTRA

Select all Deselect all

ACCOUNT CODE

From:  Choices:

Lowest value

Highest value

Select all Deselect all

TRANSACTION TYPE

- BUDGET
- ACTUAL
- ENCUMBRANCE

Select all Deselect all

EXTRAS

- VENDOR SHORT NAME
- VENDOR NAME
- INVOICE ID
- INVOICE OR PAY-PERIOD-END DATE

Select all Deselect all

PAYROLL DETAIL

- YES
- NO

SCRUNCH

- YES
- NO

Truncates description and vendor so that they do not take more than one line, resulting in more data lines fitting per page. Affects HTML and PDF output only.

Click "Finish"

Cancel < Back Next > **Finish**



Firefox | Boulder Campus Portal | m-Fin FINANCIAL DETAIL - IBM Cog... | cu.edu | https://gateway.prod.cu.edu/crn/cgi-bin/cognos.cgi?b\_action=cognosViewer&ui.action=run&ui.object=%2fcontent%2ffolder%40name%3d%2fCU%20Report

CU Reporting System | m-Fin FINANCIAL DETAIL | 180604 | Log Off | About IBM

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View in HTML Format  
View in PDF Format  
View in Excel 2007 Format  
View in Excel 2002 Format  
View in CSV Format  
View in Excel Options

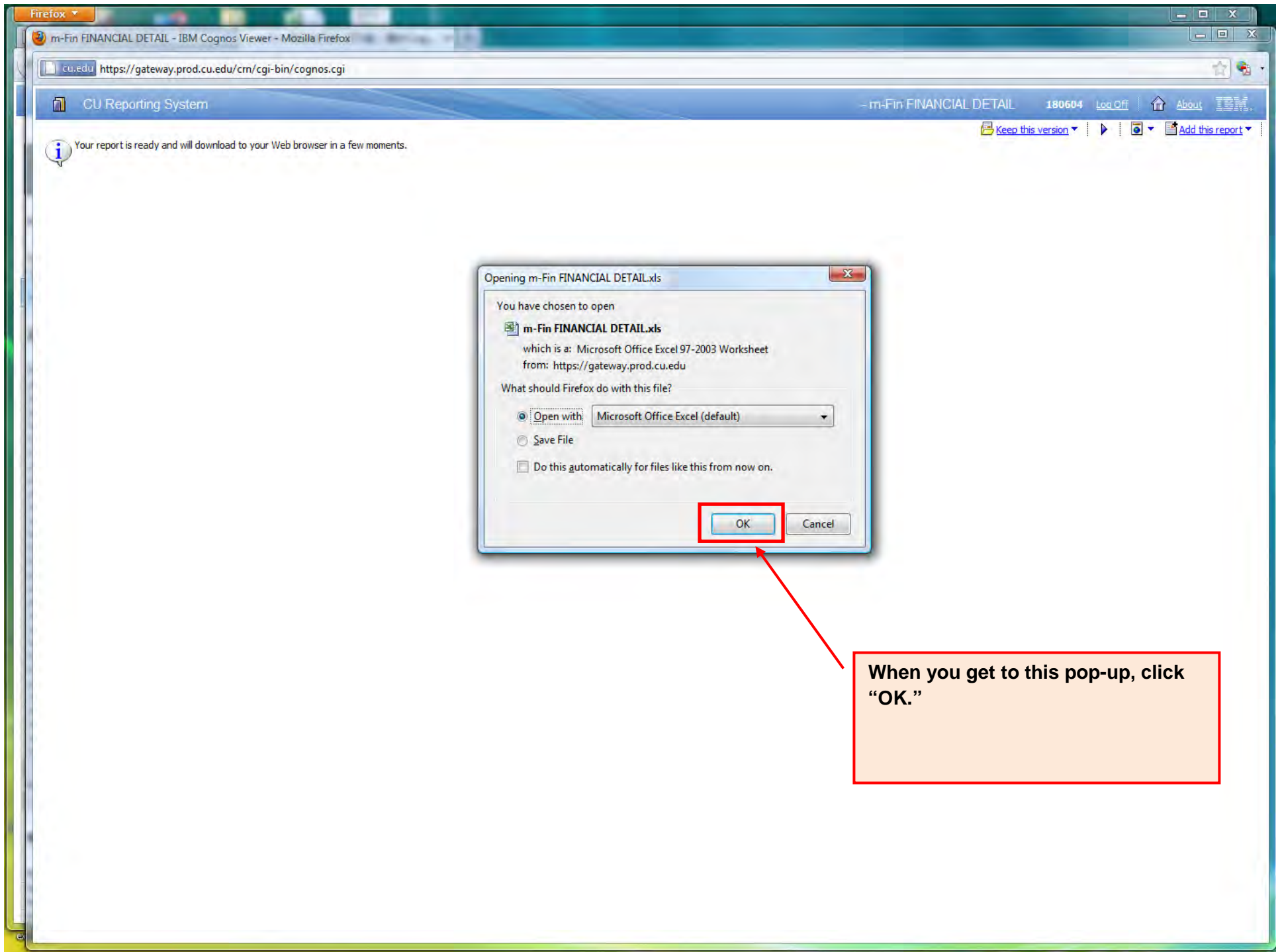
**When the report appears, click on:**

1. The little white rectangle with a globe (?) in the middle
2. "View in Excel Options"
3. "View in CSV Format"

**University of Colorado**  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

SPEEDTYPE: 12981775 -- AA CREDIT CARD (ACTIVE)  
FUND: 29 -- OTHER SELF-FUNDED OPERATIONS  
ORG: 10879 -- ALUMNI ASSOCIATION  
PROGRAM: 44432 -- AA CREDIT CARD  
SUBCLASS: NO SUBCLASS

ACCT	JOURNAL LN DESC	ACTUAL	BAE CODE	SRCE CODE	LN #
<b>200000 - 399999 -- REVENUES</b>					
<b>325100 -- MISC REV - OPERATING</b>					
325100	MERCHANT BNKCD DEPOSIT 111230	(48.00)	ACTUALS	ST3	487
325100	MERCHANT BNKCD DEPOSIT 120102	(72.00)	ACTUALS	ST3	505
325100	MERCHANT BNKCD DEPOSIT 111231	(192.00)	ACTUALS	ST3	553
325100	MERCHANT BNKCD DEPOSIT 120101	(360.00)	ACTUALS	ST3	583
325100	MERCHANT BNKCD DEPOSIT 120103	(458.00)	ACTUALS	ST3	344
325100	MERCHANT BNKCD DEPOSIT 120104	(144.00)	ACTUALS	ST3	321
325100	MERCHANT BNKCD DEPOSIT 120105	(615.00)	ACTUALS	ST3	289
325100	MERCHANT BNKCD DEPOSIT 120107	(476.00)	ACTUALS	ST3	566
325100	MERCHANT BNKCD DEPOSIT 120108	(588.00)	ACTUALS	ST3	578
325100	MERCHANT BNKCD DEPOSIT 120106	(825.00)	ACTUALS	ST3	592
325100	MERCHANT BNKCD DEPOSIT 120109	(657.00)	ACTUALS	ST3	679
325100	MERCHANT BNKCD DEPOSIT 120110	(2,034.00)	ACTUALS	ST3	373
325100	MERCHANT BNKCD DEPOSIT 120111	(1,218.00)	ACTUALS	ST3	350
325100	MERCHANT BNKCD DEPOSIT 120112	(649.00)	ACTUALS	ST3	426
325100	MERCHANT BNKCD DEPOSIT 120115	(20.00)	ACTUALS	ST3	564
325100	MERCHANT BNKCD DEPOSIT 120114	(652.00)	ACTUALS	ST3	780
325100	MERCHANT BNKCD DEPOSIT 120113	(784.00)	ACTUALS	ST3	792
325100	MERCHANT BNKCD DEPOSIT 120117	(205.00)	ACTUALS	ST3	803
325100	MERCHANT BNKCD DEPOSIT 120118	(2,041.00)	ACTUALS	ST3	388
325100	MERCHANT BNKCD DEPOSIT 120119	(868.00)	ACTUALS	ST3	428
325100	MERCHANT BNKCD DEPOSIT 120122	(268.00)	ACTUALS	ST3	603
325100	MERCHANT BNKCD DEPOSIT 120121	(1,142.00)	ACTUALS	ST3	711
325100	MERCHANT BNKCD DEPOSIT 120123	(643.00)	ACTUALS	ST3	1,239
325100	MERCHANT BNKCD DEPOSIT 120124	(2,110.00)	ACTUALS	ST3	341
325100	MERCHANT BNKCD DEPOSIT 120125	(475.00)	ACTUALS	ST3	330
325100	MERCHANT BNKCD DEPOSIT 120126	(830.00)	ACTUALS	ST3	452
325100	MERCHANT BNKCD DEPOSIT 120128	(20.00)	ACTUALS	ST3	401
325100	MERCHANT BNKCD DEPOSIT 120127	(239.00)	ACTUALS	ST3	559
<b>325100 -- MISC REV - OPERATING</b>		<b>(18,633.00)</b>			
<b>325000 - 334999 -- MISCELLANEOUS INCOME</b>		<b>(18,633.00)</b>			
<b>200000 - 399999 -- REVENUES</b>		<b>(18,633.00)</b>			
<b>400000 - 989999 -- EXPENDITURES</b>					
<b>552607 -- CREDIT CARD FEES</b>					
552607	MERCHANT BNKCD INTERCHNG 12010	156.88	ACTUALS	ST3	833
552607	MERCHANT BNKCD FEE 120101 1040	7.25	ACTUALS	ST3	1,095
552607	MERCHANT BNKCD DISCOUNT 120101	4.50	ACTUALS	ST3	1,133



When you get to this pop-up, click "OK."



**You should then  
get an Excel report  
that you can save  
and work with.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ACCTREE	ACCT	ACCT	JOURNAL	JOURNAL	JOURNAL	BUDGET	ACTUAL	SFAUTH	ENCUMB	BAE CODE	SRCE COD	MULTILINE	MAX MUL
2	200000 - 3	325100 --	325100	MERCHAN			0	-48	0	0	ACTUALS	ST3	1	1
3	200000 - 3	325100 --	325100	MERCHAN			0	-72	0	0	ACTUALS	ST3	1	1
4	200000 - 3	325100 --	325100	MERCHAN			0	-192	0	0	ACTUALS	ST3	1	1
5	200000 - 3	325100 --	325100	MERCHAN			0	-360	0	0	ACTUALS	ST3	1	1
6	200000 - 3	325100 --	325100	MERCHAN			0	-458	0	0	ACTUALS	ST3	1	1
7	200000 - 3	325100 --	325100	MERCHAN			0	-144	0	0	ACTUALS	ST3	1	1
8	200000 - 3	325100 --	325100	MERCHAN			0	-615	0	0	ACTUALS	ST3	1	1
9	200000 - 3	325100 --	325100	MERCHAN			0	-476	0	0	ACTUALS	ST3	1	1
10	200000 - 3	325100 --	325100	MERCHAN			0	-588	0	0	ACTUALS	ST3	1	1
11	200000 - 3	325100 --	325100	MERCHAN			0	-825	0	0	ACTUALS	ST3	1	1
12	200000 - 3	325100 --	325100	MERCHAN			0	-657	0	0	ACTUALS	ST3	1	1
13	200000 - 3	325100 --	325100	MERCHAN			0	-2034	0	0	ACTUALS	ST3	1	1
14	200000 - 3	325100 --	325100	MERCHAN			0	-1218	0	0	ACTUALS	ST3	1	1
15	200000 - 3	325100 --	325100	MERCHAN			0	-649	0	0	ACTUALS	ST3	1	1
16	200000 - 3	325100 --	325100	MERCHAN			0	-20	0	0	ACTUALS	ST3	1	1
17	200000 - 3	325100 --	325100	MERCHAN			0	-652	0	0	ACTUALS	ST3	1	1
18	200000 - 3	325100 --	325100	MERCHAN			0	-784	0	0	ACTUALS	ST3	1	1
19	200000 - 3	325100 --	325100	MERCHAN			0	-205	0	0	ACTUALS	ST3	1	1
20	200000 - 3	325100 --	325100	MERCHAN			0	-2041	0	0	ACTUALS	ST3	1	1
21	200000 - 3	325100 --	325100	MERCHAN			0	-868	0	0	ACTUALS	ST3	1	1
22	200000 - 3	325100 --	325100	MERCHAN			0	-268	0	0	ACTUALS	ST3	1	1
23	200000 - 3	325100 --	325100	MERCHAN			0	-1142	0	0	ACTUALS	ST3	1	1
24	200000 - 3	325100 --	325100	MERCHAN			0	-643	0	0	ACTUALS	ST3	1	1
25	200000 - 3	325100 --	325100	MERCHAN			0	-2110	0	0	ACTUALS	ST3	1	1
26	200000 - 3	325100 --	325100	MERCHAN			0	-475	0	0	ACTUALS	ST3	1	1
27	200000 - 3	325100 --	325100	MERCHAN			0	-830	0	0	ACTUALS	ST3	1	1
28	200000 - 3	325100 --	325100	MERCHAN			0	-20	0	0	ACTUALS	ST3	1	1
29	200000 - 3	325100 --	325100	MERCHAN			0	-239	0	0	ACTUALS	ST3	1	1



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Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	V
1	ACCTTREE ACCT	ACCT	JOURNAL	JOURNAL	JOURNAL	BUDGET	ACTUAL	SFAUTH	ENCUMB	BAE CODE	SRCE COD	MULTILINI	MAX MUL	LN #	ID	DATE	FY	PRD	OPER NAM	SPDT	
2	200000 - 3 325100 --	f	325100	MERCHAN			0	-48	0	0	ACTUALS	ST3	1	1	487	EDA187	1/3/2012 0:00	2012	7	SYSTEM	1298
3	200000 - 3 325100 --	f	325100	MERCHAN			0	-72	0	0	ACTUALS	ST3	1	1	505	EDA187	1/3/2012 0:00	2012	7	SYSTEM	1298
4	200000 - 3 325100 --	f	325100	MERCHAN			0	-192	0	0	ACTUALS	ST3	1	1	553	EDA187	1/3/2012 0:00	2012	7	SYSTEM	1298
5	200000 - 3 325100 --	f	325100	MERCHAN			0	-360	0	0	ACTUALS	ST3	1	1	583	EDA187	1/3/2012 0:00	2012	7	SYSTEM	1298
6	200000 - 3 325100 --	f	325100	MERCHAN			0	-458	0	0	ACTUALS	ST3	1	1	344	EDA188	1/4/2012 0:00	2012	7	SYSTEM	1298
7	200000 - 3 325100 --	f	325100	MERCHAN			0	-144	0	0	ACTUALS	ST3	1	1	321	EDA189	1/5/2012 0:00	2012	7	SYSTEM	1298
8	200000 - 3 325100 --	f	325100	MERCHAN			0	-615	0	0	ACTUALS	ST3	1	1	289	EDA190	1/6/2012 0:00	2012	7	SYSTEM	1298
9	200000 - 3 325100 --	f	325100	MERCHAN			0	-476	0	0	ACTUALS	ST3	1	1	566	EDA193	1/9/2012 0:00	2012	7	SYSTEM	1298
10	200000 - 3 325100 --	f	325100	MERCHAN			0	-588	0	0	ACTUALS	ST3	1	1	578	EDA193	1/9/2012 0:00	2012	7	SYSTEM	1298
11	200000 - 3 325100 --	f	325100	MERCHAN			0	-825	0						592	EDA193	1/9/2012 0:00	2012	7	SYSTEM	1298
12	200000 - 3 325100 --	f	325100	MERCHAN			0	-657	0						679	EDA194	1/10/2012 0:00	2012	7	SYSTEM	1298
13	200000 - 3 325100 --	f	325100	MERCHAN			0	-2034	0						373	EDA195	1/11/2012 0:00	2012	7	SYSTEM	1298
14	200000 - 3 325100 --	f	325100	MERCHAN			0	-1218	0						350	EDA196	1/12/2012 0:00	2012	7	SYSTEM	1298
15	200000 - 3 325100 --	f	325100	MERCHAN			0	-649	0						426	EDA197	1/13/2012 0:00	2012	7	SYSTEM	1298
16	200000 - 3 325100 --	f	325100	MERCHAN			0	-20	0						564	EDA201	1/17/2012 0:00	2012	7	SYSTEM	1298
17	200000 - 3 325100 --	f	325100	MERCHAN			0	-652	0						780	EDA201	1/17/2012 0:00	2012	7	SYSTEM	1298
18	200000 - 3 325100 --	f	325100	MERCHAN			0	-784	0						792	EDA201	1/17/2012 0:00	2012	7	SYSTEM	1298
19	200000 - 3 325100 --	f	325100	MERCHAN			0	-205	0						803	EDA202	1/18/2012 0:00	2012	7	SYSTEM	1298
20	200000 - 3 325100 --	f	325100	MERCHAN			0	-2041	0						388	EDA203	1/19/2012 0:00	2012	7	SYSTEM	1298
21	200000 - 3 325100 --	f	325100	MERCHAN			0	-868	0	0	ACTUALS	ST3	1	1	428	EDA204	1/20/2012 0:00	2012	7	SYSTEM	1298
22	200000 - 3 325100 --	f	325100	MERCHAN			0	-268	0	0	ACTUALS	ST3	1	1	603	EDA207	1/23/2012 0:00	2012	7	SYSTEM	1298
23	200000 - 3 325100 --	f	325100	MERCHAN			0	-1142	0	0	ACTUALS	ST3	1	1	711	EDA207	1/23/2012 0:00	2012	7	SYSTEM	1298
24	200000 - 3 325100 --	f	325100	MERCHAN			0	-643	0	0	ACTUALS	ST3	1	1	1239	EDA208	1/24/2012 0:00	2012	7	SYSTEM	1298
25	200000 - 3 325100 --	f	325100	MERCHAN			0	-2110	0	0	ACTUALS	ST3	1	1	341	EDA209	1/25/2012 0:00	2012	7	SYSTEM	1298
26	200000 - 3 325100 --	f	325100	MERCHAN			0	-475	0	0	ACTUALS	ST3	1	1	330	EDA210	1/26/2012 0:00	2012	7	SYSTEM	1298
27	200000 - 3 325100 --	f	325100	MERCHAN			0	-830	0	0	ACTUALS	ST3	1	1	452	EDA211	1/27/2012 0:00	2012	7	SYSTEM	1298
28	200000 - 3 325100 --	f	325100	MERCHAN			0	-20	0	0	ACTUALS	ST3	1	1	401	EDA214	1/30/2012 0:00	2012	7	SYSTEM	1298
29	200000 - 3 325100 --	f	325100	MERCHAN			0	-239	0	0	ACTUALS	ST3	1	1	559	EDA214	1/30/2012 0:00	2012	7	SYSTEM	1298
30	400000 - 9 552607 --	c	552607	MERCHAN			0	156.88	0	0	ACTUALS	ST3	1	1	833	EDA187	1/3/2012 0:00	2012	7	SYSTEM	1298
31	400000 - 9 552607 --	c	552607	MERCHAN			0	7.25	0	0	ACTUALS	ST3	1	1	1095	EDA187	1/3/2012 0:00	2012	7	SYSTEM	1298
32	400000 - 9 552607 --	c	552607	MERCHAN			0	4.5	0	0	ACTUALS	ST3	1	1	1133	EDA187	1/3/2012 0:00	2012	7	SYSTEM	1298
33	400000 - 9 552607 --	c	552607	MERCHAN			0	1.8	0	0	ACTUALS	ST3	1	1	1209	EDA187	1/3/2012 0:00	2012	7	SYSTEM	1298
34	400000 - 9 552607 --	c	552607	MERCHAN			0	0.57	0	0	ACTUALS	ST3	1	1	1315	EDA187	1/3/2012 0:00	2012	7	SYSTEM	1298
35	400000 - 9 552607 --	c	552607	MERCHAN			0	45	0	0	ACTUALS	ST3	1	1	885	EDA207	1/23/2012 0:00	2012	7	SYSTEM	1298
36																					
37																					
38																					
39																					

Once you save the report, you can edit it so that the information you'll use to reconcile and reallocate revenue is easily identifiable.



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From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail Outline

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ACCT	JOURNAL LN DESC	ACTUAL	DATE													
2	325100	MERCHANT BNKCD DEPOSIT 111230	-48	1/3/2012 0:00													
3	325100	MERCHANT BNKCD DEPOSIT 120102	-72	1/3/2012 0:00													
4	325100	MERCHANT BNKCD DEPOSIT 111231	-192	1/3/2012 0:00													
5	325100	MERCHANT BNKCD DEPOSIT 120101	-360	1/3/2012 0:00													
6	325100	MERCHANT BNKCD DEPOSIT 120103	-458	1/4/2012 0:00													
7	325100	MERCHANT BNKCD DEPOSIT 120104	-144	1/5/2012 0:00													
8	325100	MERCHANT BNKCD DEPOSIT 120105	-615	1/6/2012 0:00													
9	325100	MERCHANT BNKCD DEPOSIT 120107	-476	1/9/2012 0:00													
10	325100	MERCHANT BNKCD DEPOSIT 120108	-588	1/9/2012 0:00													
11	325100	MERCHANT BNKCD DEPOSIT 120106	-825	1/9/2012 0:00													
12	325100	MERCHANT BNKCD DEPOSIT 120109	-657	1/10/2012 0:00													
13	325100	MERCHANT BNKCD DEPOSIT 120110	-2034	1/11/2012 0:00													
14	325100	MERCHANT BNKCD DEPOSIT 120111	-1218	1/12/2012 0:00													
15	325100	MERCHANT BNKCD DEPOSIT 120112	-649	1/13/2012 0:00													
16	325100	MERCHANT BNKCD DEPOSIT 120115	-20	1/17/2012 0:00													
17	325100	MERCHANT BNKCD DEPOSIT 120114	-652	1/17/2012 0:00													
18	325100	MERCHANT BNKCD DEPOSIT 120113	-784	1/17/2012 0:00													
19	325100	MERCHANT BNKCD DEPOSIT 120117	-205	1/18/2012 0:00													
20	325100	MERCHANT BNKCD DEPOSIT 120118	-2041	1/19/2012 0:00													
21	325100	MERCHANT BNKCD DEPOSIT 120119	-868	1/20/2012 0:00													
22	325100	MERCHANT BNKCD DEPOSIT 120122	-268	1/23/2012 0:00													
23	325100	MERCHANT BNKCD DEPOSIT 120121	-1142	1/23/2012 0:00													
24	325100	MERCHANT BNKCD DEPOSIT 120123	-643	1/24/2012 0:00													
25	325100	MERCHANT BNKCD DEPOSIT 120124	-2110	1/25/2012 0:00													
26	325100	MERCHANT BNKCD DEPOSIT 120125	-475	1/26/2012 0:00													
27	325100	MERCHANT BNKCD DEPOSIT 120126	-830	1/27/2012 0:00													
28	325100	MERCHANT BNKCD DEPOSIT 120127	-830	1/27/2012 0:00													
29	325100	MERCHANT BNKCD DEPOSIT 120128	-830	1/27/2012 0:00													
30	552607	MERCHANT BNKCD INTERCHN															
31	552607	MERCHANT BNKCD FEE 12010															
32	552607	MERCHANT BNKCD DISCOUNT															
33	552607	MERCHANT BNKCD DISCOUNT															
34	552607	MERCHANT BNKCD DISCOUNT															
35	552607	MERCHANT BNKCD DEPOSIT 1															
36																	
37																	
38																	
39																	

Since you'll be adding other data sets to this Excel workbook, you should rename this page so that you'll be able to identify this information as the speedtype detail you pulled from Cognos.

12981775



Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	B37	=MERCHANT BNKCD DEPOSIT 120120															
1	ACCT	JOURNAL LN DESC	ACTUAL	DATE													
2	325100	MERCHANT BNKCD DEPOSIT 111230	-48	1/3/2012 0:00													
3	325100	MERCHANT BNKCD DEPOSIT 120102	-72	1/3/2012 0:00													
4	325100	MERCHANT BNKCD DEPOSIT 111231	-192	1/3/2012 0:00													
5	325100	MERCHANT BNKCD DEPOSIT 120101	-360	1/3/2012 0:00													
6	325100	MERCHANT BNKCD DEPOSIT 120103	-458	1/4/2012 0:00													
7	325100	MERCHANT BNKCD DEPOSIT 120104	-144	1/5/2012 0:00													
8	325100	MERCHANT BNKCD DEPOSIT 120105	-615	1/6/2012 0:00													
9	325100	MERCHANT BNKCD DEPOSIT 120107	-476	1/9/2012 0:00													
10	325100	MERCHANT BNKCD DEPOSIT 120108	-588	1/9/2012 0:00													
11	325100	MERCHANT BNKCD DEPOSIT 120106	-825	1/9/2012 0:00													
12	325100	MERCHANT BNKCD DEPOSIT 120109	-657	1/10/2012 0:00													
13	325100	MERCHANT BNKCD DEPOSIT 120110	-2034	1/11/2012 0:00													
14	325100	MERCHANT BNKCD DEPOSIT 120111	-1218	1/12/2012 0:00													
15	325100	MERCHANT BNKCD DEPOSIT 120112	-649	1/13/2012 0:00													
16	325100	MERCHANT BNKCD DEPOSIT 120115	-20	1/17/2012 0:00													
17	325100	MERCHANT BNKCD DEPOSIT 120114	-652	1/17/2012 0:00													
18	325100	MERCHANT BNKCD DEPOSIT 120113	-784	1/17/2012 0:00													
19	325100	MERCHANT BNKCD DEPOSIT 120117	-205	1/18/2012 0:00													
20	325100	MERCHANT BNKCD DEPOSIT 120118	-2041	1/19/2012 0:00													
21	325100	MERCHANT BNKCD DEPOSIT 120119	-868	1/20/2012 0:00													
22	325100	MERCHANT BNKCD DEPOSIT 120122	-268	1/23/2012 0:00													
23	325100	MERCHANT BNKCD DEPOSIT 120121	-1142	1/23/2012 0:00													
24	325100	MERCHANT BNKCD DEPOSIT 120123	-643	1/24/2012 0:00													
25	325100	MERCHANT BNKCD DEPOSIT 120124	-2110	1/25/2012 0:00													
26	325100	MERCHANT BNKCD DEPOSIT 120125	-475	1/26/2012 0:00													
27	325100	MERCHANT BNKCD DEPOSIT 120126	-830	1/27/2012 0:00													
28	325100	MERCHANT BNKCD DEPOSIT 120128	-20	1/30/2012 0:00													
29	325100	MERCHANT BNKCD DEPOSIT 120127	-239	1/30/2012 0:00													
30																	
31																	
32	552607	MERCHANT BNKCD INTERCHNG 12010	156.88	1/3/2012 0:00													
33	552607	MERCHANT BNKCD FEE 120101 1040	7.25	1/3/2012 0:00													
34	552607	MERCHANT BNKCD DISCOUNT 120101	4.5	1/3/2012 0:00													
35	552607	MERCHANT BNKCD DISCOUNT 120101	1.8	1/3/2012 0:00													
36	552607	MERCHANT BNKCD DISCOUNT 120101	0.57	1/3/2012 0:00													
37	552607	MERCHANT BNKCD DEPOSIT 120120	45	1/23/2012 0:00													
38																	
39																	

**You can split the data by account codes so that you can total the revenue and credit card fees separately.** One thing to note is that CU automatically assigns an expense account code to negative revenue. For example, if you refund more money than you take in on a particular day, you'll find that, instead of seeing a debit in the 325100 account code, you'll instead see an expense in the 552607 account code. You'll want to do a JE to reclassify this so that this "expense" appears as a debit to revenue.



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Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency (\$), Percentage (%), Decimals (0, 00, 000)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Find & Filter, Select

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	=SUM(C2:C30)																
1	ACCT	JOURNAL LN DESC	ACTUAL	DATE													
2	325100	MERCHANT BNKCD DEPOSIT 111230	-48	1/3/2012 0:00													
3	325100	MERCHANT BNKCD DEPOSIT 120102	-72	1/3/2012 0:00													
4	325100	MERCHANT BNKCD DEPOSIT 111231	-192	1/3/2012 0:00													
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29	325100	MERCHANT BNKCD DEPOSIT 120127	-239	1/30/2012 0:00													
30	552607	MERCHANT BNKCD DEPOSIT 120120	45	1/23/2012 0:00													
31			-18588														
32																	
33																	
34	552607	MERCHANT BNKCD INTERCHNG 12010	156.88	1/3/2012 0:00													
35	552607	MERCHANT BNKCD FEE 120101 1040	7.25	1/3/2012 0:00													
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38	552607	MERCHANT BNKCD DISCOUNT 120101	0.57	1/3/2012 0:00													
39																	

**Move any negative revenue expense up and total the revenue. This is the total revenue you'll be reallocating. Since tying credit card fees to individual transactions is next to impossible, you'll need to come up your own system to allocate those (e.g. by % of sales, number of transactions, etc.).**

Note: I haven't change the expense account code on this spreadsheet, but you'll want to make sure you do that with a Journal entry. Do it as a separate JE so that you can explain why you're converting expense to revenue in the JE header.