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## Report Distribution

Distribution of AFS Monthly reports is accomplished via the BUNDL report software. Please refer to the BUNDL Users Guide for instructions on viewing and printing reports.

These monthly reports are available for access by Agency personnel:

- 2G00 – Expenditure/Revenue Organization Responsibility Report
- 2G01 – Agency Trial Balance
- 2G02 – Agency Transaction List
- 2G03 – Agency Warrants List
- 2G04 – Balance Sheet
- 2G05 – Statement of Revenues and Expenditures/Expenses
- 2G06 – CAFR – Fund General Ledger Trial Balance
- 2G07 – Fund Ledger in Detail
- 2G13 – Monthly Bank Ledger in Detail
- 2G14 – Program Organization Responsibility Report
- 2G15 – Appropriation Report by Agency
- 2G16 – Louisiana Organization Responsibility Report
- 2G17 – Revenue Summary – Current Year and Prior Year
- 2G18 – Fund Reconciliation Summary
- 2G20 – Reporting Category Expenditure Summary Report
- 2G21 – Reporting Category Revenue Summary Report
- 2G22 – Reporting Category Transactions Detail Accounting Report
- 2G23 – Pending Transactions in Suspense File in Excess of 90 Days
- 2G25 – Project Summary Report
- 2G26 – Unclassified Deposit Summary
- 2G27 – Project Transaction Detail Report
- 2G29 – Statement of Fund Transfers Without Warrants
- 2G36 – Detail Transaction Register
- 2G37 – Receipts and Expenditures by Cash Account
- 2G40 – MOF Appropriation Report
- 2G41 – Cash Disbursement Register
- 2G42 – Federal Aid Expenditure Summary Report
- 2G43 – Federal Aid Revenue Summary Report
- 2G44 – Agency Encumbrance by Appropriation/Organization Report
- 2G48 – Statewide Activity Report
- 2G49 – Activity Report by Agency
- 2G51 – Activity Report by Department
- 2G52 – Backup Withholding Report
- 2G54 – Appropriation Budget Reconciliation Report by Agency
- 2G57 – Summary Appropriation Report

These monthly reports are available for access by Control Agencies:

- 2G06A – CAFR – Administrative Fund Trial Balance
- 2G08 – Monthly Interest Allocation

## MONTHLY REPORTS

2G11 – Count of Transaction Code DS & Deposit Items by Bank & Bank Account  
2G12 – Count of Transaction Code DS & Deposit Items by Agency  
2G19 – Monthly Check Register  
2G30 – Statement of Fund Transfers With Warrants  
2G31 – Treasurer’s Special Revenue Report  
2G32 – Organizational Structure Consistency Report  
2G33 – LA Organizational Structure Consistency Report  
2G35 – Open Deposit Exception Report  
2G38 – Receipts and Expenditures for Funds 051, 055, and 075 – by Group Code  
2G39 – Deposit Summary  
2G45 – Organization Responsibility Exception Report  
2G46 – Monthly Electronic Funds Register  
2G47 – Activity Sub-Program Report  
2G50 – Monthly Ledger Review  
2G53 – Monthly Organization Error Report by Budget Year  
2G60 – 2G37 / 2G06 Fund Reconciliation

These monthly reports are available only to selected Agencies:

2G28 – Projects by Agency  
2G34 – Non-Payable Project Number List  
2C00/2C10 – Cost Allocation Pool & Base Summary Report  
2C01 – Pool/Base Exception Report by Group & Step  
2C02 – Pool Base Definition Report (Validation & Final)  
2C03/2C13 – Cost Allocation Detail Report  
2C04/2C14 – Cost Allocation Point of Entry and Final Base Report  
2C05 – Cost Allocation FX Generation Error Report  
2C06/2C16 – Cost Allocation Pools Not Allocated/Bases Not Forward-Referenced Report  
2C20 – JTPA Wide Expenditures by Object/Orgn (GA-14J)  
2C21 – Federal Aid Allocation Report (Current Period) (GA-14)  
2C22 – Activity Positions and Cost (GA-12)  
2C23 – Quarterly Worksheet Report (GA-15)  
2C24 – Federal Aid Budget/Expenditure Report by Object Category  
2C25 – Federal Aid Budget/Expenditure Report by Object  
2C26 – Federal Aid Budget/Expenditure Summary Report

## 2G00 Expenditure/Revenue Organization Responsibility Report

**Report**

**Overview:**

This report is a comparison of current month and year to date expenditures and revenue to budget for each lowest level organization (expenditure/revenue organization). Amounts are displayed for each object/revenue source and totaled for every object/revenue category. Although totals are included for each *organization* by object/revenue category, budget control is enforced by object category at the *appropriation unit* level. The report includes the hierarchy level of reported organizations and the organization number and Louisiana Organization number to which it reports. Reports are distributed based upon the Responsible Agency. This report is produced monthly and for period 13 (July 1st - August 14th).

Expenditure organizations (Organization Type 2) are reported before revenue organizations (Organization Type 1).

**Report**

**Purpose:**

To compare actual to year to date expenditures and revenues by organization. This report also provides remaining budget information for a particular organization.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED), Year-to-Date General Ledger (CLSLEDG) and Year-to-Date Budget Ledger (CLSBUDG).

**Related**

**Reports:**

- 2G14 – Program Organization Responsibility Report
- 2G15 – Appropriation Report by Agency
- 2G16 – Louisiana Organization Responsibility Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which expenditure and revenue activity is shown.
FY †	Budget fiscal year to which the expenditures/revenues were charged.
FUND †	Fund to which the organization reports and its short name, from FUN2.

Field Name	Description
AGENCY †	Agency number associated with the organization and its short name, from AGC2.
APPR UNIT †	Appropriation unit number to which the organization reports and its short name, from EAP2.
RESPONSIBLE AGENCY	Responsible agency number for the organization and its short name, from AGC2.
ORGANIZATION LEVEL	Organization level of the expenditure/revenue organization, from ORG2.
ORGANIZATION †	Expenditure/revenue organization number and name, from ORG2.
REPORTS TO ORGN	Number and name of the organization (1st 12 characters) to which the expenditure/revenue organization reports.
ORGANIZATION TYPE	Organization type: Type 1- revenue Type 2- expenditure.
REPORTS TO LORG	Number and name of the Louisiana organization number associated with the organization.
CAT	Object category or revenue category, from OBJ2 or RSR2.
OBJ/REV CODE †	Object code or revenue source number.
DESC	Short name of the object code or revenue source, from OBJ2 or RSR2.
CURRENT BUDGET ††	Current budgeted amount for object code or revenue source.
ACTUAL PERIOD †	Total expenses or classified revenue for the monthly reporting period.
ACTUAL YTD †	Total expense or classified revenue amounts, year-to-date.
PRE-ENC BALANCE †	Year-to-Date pre-encumbrance amounts.
ENC BALANCE †	Year-to-Date encumbrance amounts.
REMAINING BUDGET	Current Budget minus Actual YTD and Encumbrance Balance.
REMAINING BUDG LESS PRE-ENCUM	Current Budget minus Actual YTD, Encumbrance Balance and Pre-encumbrance Balance.
TOTAL line	Object or Revenue category totals in each column.

**MONTHLY REPORTS**

Field Name	Description
TOT line	Organization totals in each column.

† These fields are pulled from transactions posted to the Year-to-Date General Ledger (CLSLEDG).

†† These fields are pulled from transactions posted to the Year-to-Date Budget Ledger (CLSBUDG).

**Report**

**Distribution:** All Agencies

**Report**

**Layout:** Access BUNDL to view the report layout.

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## Agency Trial Balance

### 2G01

**Report**

**Overview:**

This report provides month-end budget-based trial balances for all accounts in each Agency's Fund. Accounts can be individual revenue source or expenditure accounts (i.e., transfers- both revenue and expenditure, are reported individually), balance sheet accounts, or summaries of account types (i.e., EXPC is the sum of all account type 22 transactions less expenditure transfers). For each account, totals are provided for: activity for the current month, the current year-to-date balance, prior year activity for fiscal months 13 and 14, and the prior year-to-date balance, if prior year is still open. Totals are provided for each fund, fund class and all funds.

The difference between this report and 2G06- CAFR Fund General Ledger Trial Balance is that this report shows activity in the fund in which it was recorded. Report 2G06 determines the fund to be reported through various means (Administrative Fund, Cash/Fund table) and does not necessarily report activity in the fund on the ledger.

**Report**

**Purpose:**

To provide agencies with a monthly trial balance report for all accounts in each agency's fund.

**Report**

**Source:**

Information for this report is obtained from the Detail General Ledger (GENLED), Detail Closed Ledger (CLSLED), Detail Budget Ledger (CURRBD) and Detail Closed Budget Ledger (CLSBUD).

**Related**

**Reports:**

1G01 – Fund Ledger Summary  
 2G06 – CAFR Fund General Ledger Trial Balance  
 2G07 – Monthly Fund Ledger in Detail

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which current month balances are listed.
FUND	Number and name of the fund for which the account balances are listed.

MONTHLY REPORTS

Field Name	Description
FUND CLASS	Number and name of the fund class for which the account balances are listed.
ACCOUNT	Number and name of the account (from ledgers or a summary account as specifically designated) for which balances are listed. An example of a summary account is EXPC, which sums all account type 22 entries, less expenditure transfers.
ACCOUNT DESCRIPTION	Description of the account from BAC2, or as designated.
CURRENT MONTH ACTIVITY	Current month activity for the account for the current fiscal year.
CURRENT YEAR BALANCE	Year-to-date amounts for the account for the current fiscal year.
PRIOR YEAR ACTIVITY	Period 13 and 14 activity for the account for a prior fiscal year which is open.
PRIOR YEAR BALANCE	Year to date amounts for the account for the prior year including accounting period 13 and 14 activity for an open prior budget fiscal year.
TOTAL CASH ACCOUNTS	Cash accounts totals in the fund, for each column.
TOTAL OTHER ACCOUNTS	Other accounts totals (for accounts that are not cash accounts) in the fund, for each column.
TOTAL FUND	Fund totals for each column.

**Report**

**Distribution:** All Agencies, via the ISFGFS mailcode.

**Report**

**Layout:** Access BUNDL to view the report layout.



**2G02**

**Agency Transaction List**

**Report**

**Overview:**

This report is an agency list of transactions processed during the accounting month affecting revenues and expenditures. This report sub-totals by each object/revenue source and by expenditure/revenue organization. There is a total by appropriation unit, budget fiscal year and agency. Totals are provided for revenue and expenditures any time the budget fiscal year or agency changes.

**Report**

**Purpose:**

To provide an agency with a detailed list of transactions affecting revenues and expenditures processed during the accounting month designated in the report header.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED).

**Related**

**Reports:**

- 1G08 – Detail Transaction List
- 2G27 – Project Transaction Detail Report
- 2G36 – Detail Transaction Register

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR AGENCY †	Number of the agency for which transactions are listed.
FOR PERIOD ENDING	The month-end date for the accounting period for which transactions are listed.
BFY †	Budget fiscal year from the transaction.
APR UNT †	Appropriation unit code from the transaction.
ORG †	Expenditure/revenue organization code from the transaction.
FUNCTION †	Function code from the transaction.
ACTIVITY †	Activity code from the transaction.
AC TP †	Account type from the transaction.

Field Name	Description
OBJT REV †	Object code/revenue source code from the transaction.
SUB OR †	Sub object/sub revenue source code from the transaction.
FUND †	Fund to which the organization reports, from the transaction.
REPT CATG †	Reporting category code from the transaction.
VENDOR †	Vendor number from the transaction.
TRANS ID †	Transaction Type, Agency number and Transaction number
TRANS DATE †	Transaction date.
ACTUAL DEL DATE †	Actual delivery date from the transaction.
AMOUNT †	Amount of the transaction.
DESCRIPTION †	First 2 spaces are transaction type; the next 17 spaces contain the description entered on the document.
TOTAL OBJ/REV	The object or revenue source total.
TOTAL APPR UNIT REV	The total revenues for the appropriation unit.
TOTAL APPR UNIT EXP	The total expenditures for the appropriation unit.
TOTAL BFY REV	The total revenues for the budget fiscal year.
TOTAL BFY EXP	The total expenditures for the budget fiscal year.
TOTAL ORG REV	The total revenues for the organization.
TOTAL ORG EXP	The total expenditures for the organization.
TOTAL AGENCY REV	The total revenues for the agency.
TOTAL AGENCY EXP	The total expenditures for the agency.

† These fields are pulled from transactions posted to the Closed General Ledger (CLSLED).

**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.

**2G03**

**Agency Warrants List**

**Report**

**Overview:**

This report is an agency list of every processed warrant transaction for the accounting month, listed by budget fiscal year and appropriation unit.

**Report**

**Purpose:**

To provide a list of all warrants transactions processed by an agency during the accounting month designated in the report header.

**Report**

**Source:**

This report includes all transactions that posted to the Warrants Drawn Object (T360) from the Closed General Ledger (CLSLED).

**Related**

**Reports:**

2G02 – Agency Transaction List  
 2G36 – Detail Transaction Register

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR AGENCY †	Number of the agency for which warrant transactions are listed.
FOR PERIOD ENDING	The month-end date for the accounting period for which warrant transactions are listed.
BFY †	Budget Fiscal Year from the warrant voucher.
APPR UNIT †	Appropriation unit from the warrant voucher.
ORG †	Organization code from the warrant voucher.
FUNCTION †	Function code charged from the organization coded on the warrant voucher, if any.
ACTIVITY †	Activity code charged from the organization coded on the warrant voucher, if any.
ACCT TYPE †	Account type of the transaction from the warrant voucher.
OBJ †	Object code charged with warrant processing.
SUB OBJ †	Sub-object code charged with warrant processing, if any.

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Field Name	Description
FUND <sup>†</sup>	Fund from the warrant voucher.
REPT CATG <sup>†</sup>	Reporting Category charged with warrant processing, if any.
VENDOR <sup>†</sup>	Vendor code from the warrant voucher. <b>(Not used by Louisiana.)</b>
TRANS ID <sup>†</sup>	Transaction Type, Agency number, and Transaction number from the warrant voucher.
TRANS DATE <sup>†</sup>	Posting date from the warrant voucher.
AMOUNT <sup>†</sup>	Warrant amount from the warrant voucher.
DESCRIPTION <sup>†</sup>	Transaction description from the warrant voucher.
TOTAL APPR UNIT	The total of all warrant amounts for the appropriation unit.
TOTAL BFY	The total of all warrant amounts for the budget fiscal year.
TOTAL AGENCY	The total of all warrant amounts for the agency.

<sup>†</sup> These fields are pulled from transactions posted to the closed general ledger (CLSLED).

**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.



**2G04**

**Balance Sheet**

**Report Overview:**

This report is a monthly balance sheet sorted by fund. It includes a column for each of the following: current period, fiscal year to date, current period for prior year, year to date for prior year, and total inception to date. The two prior-year columns will only be populated during the thirteenth and fourteenth periods. At all other times, they is zeroes. The monthly balances for all revenue, expenditure, and most transfer accounts are included in the Total Reserves/Fund Equity section. Only accounts T210 (Due from Other Funds – Seeds) and T220 (Due to Other Funds – Seeds) are instead shown as assets and liabilities, respectively. Reserves for Encumbrances are shown separately.

Each balance sheet account is listed separately. Amounts on this report are not rounded.

Capital Outlay funds (055 and 075) are not included in this report.

**Report Purpose:**

To provide agencies with a balance sheet each month that not only provides inception-to-date totals, but also current and prior-period totals.

**Report Source:**

This report uses the Closed General Ledger (CLSLED) for current-period columns and Year-to-Date Closed General Ledger (YTDLED) for year-to-date columns during normal monthly cycles. During on-request runs, the Daily General Ledger (GENLED) is used for current-period columns and GENLED plus YTDLED are used for year-to-date columns.

**Related Reports:**

There is no comparable report. Many of the same balances can be found on 2G01 and 2G06.

**Report Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field Descriptions:**

Field Name	Description
AS OF	The month-end date for the accounting period to which the balance sheet relates.
FUND	Fund number and name as shown on the FUND table.

Field Name	Description
ASSETS	Lists each asset account that has or has had activity. Account T210 (Due from Other Funds – Seeds) is listed here as an asset, if applicable.
LIABILITIES	Lists each liability account that has or has had activity. Account T220 (Due to Other Funds –Seeds) is shown here as a liability, if applicable.
RESERVES & FUND EQUITY	Lists payroll clearing and undesignated fund balance, with reserves for encumbrances listed separately.
CURRENT PERIOD	Current month activity for the current fiscal year. These amounts are pulled from the CLSLED ledger, or GENLED if run during the month.
FISC YEAR TO DATE	Year-to-date totals for the current fiscal year. These amounts are pulled from the YTDLED ledger. It also pulls from GENLED if run during the month.
CURR PER PRIOR YEAR	Thirteenth or fourteenth period activity for the prior fiscal year. This information is pulled from the GENLED and/or the YTDLED ledgers depending on when the report is run.
YTD PRIOR YEAR	Account balances for all periods for the prior fiscal year. This information is pulled from the GENLED and/or the YTDLED ledgers depending on when the report is run.
TOT INCEPT TODATE	Calculated amounts. This column sums the balances from the fiscal-year-to-date and year-to-date prior year columns to arrive at a balance from inception to current date.
TOTAL ASSETS	The total assets in each column.
TOTAL LIABILITIES	The total liabilities in each column.
TOTAL RESERVES/FUND EQUITY	The total reserves and fund equity in each column.
TOTAL LIABS, RESERVES & RE	The total liabilities, reserves, and fund equity in each column.

**Report Distribution:** All Agencies, via the ISFGFS mailcode

**Report Layout:** Access BUNDL to view the report layout.



**2G05**

**Statement of Revenues and Expenditures/Expenses**

**Report**

**Overview:**

This report is monthly, sorted by fund. It is in a standard format for a statement of revenues and expenditures with transfer activity at the bottom of the report. There are columns for current-period activity and for year-to-date activity for the current fiscal year. Each is also followed by a column that calculates the percentage of every line to total revenue. There is also a column that reports current budget. It is followed by a variance column that is calculated by comparing specific revenue or expenditure actual to the budget for that line. Balances for both revenues and expenditures are listed separately by class and expenditures are subtotaled by group for the entire fund. This report is not designed to provide information by appropriation.

**Report**

**Purpose:**

To provide a standard statement of revenues and expenditures with a budget comparison. Amounts on this report are not rounded.

**Report**

**Source:**

Information for this report is extracted from the Closed General Ledger (CLSLED), Closed Year-to-Date General Ledger (YTDLED), and Closed Year-to-Date Budget Ledger (YTDDBUD). Additional information is obtained from the Fund (FUN2), Revenue Source (RSR2), and Object (OBJ2) tables.

**Related**

**Reports:**

Reports 2G15 and 2G57 are similar, but both are rounded and provide data by appropriation unit. Report 2G15 has more detailed information.

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR THE FISCAL PERIOD ENDED	The month-end date for the accounting period for which revenue, expenditure, and transfer activity is shown.
FUND	Fund number and name as shown on the FUN2 table.
REVENUE	Revenues summed and listed by revenue source. Account names are taken from RSR2. All revenues, with the exception of Transfers, are listed.
TOTAL REVENUES	Total for all revenue activity in the Fund, excluding Transfers.

Field Name	Description
COST OF GOODS SOLD	Sum of all expenditure object accounts whose type equals CO.
TOTAL COST OF GOODS SOLD	Totals of all Cost Of Goods Sold activity in the Fund.
GROSS REVENUES / PROFIT	Total Revenues less Total Cost of Goods Sold.
EXPENDITURES / EXPENSES	Expenditures summed and listed by expenditure object and totaled by object group. Account names are taken from OBJ2.
TOTAL	Total amount of expenditures for the object group.
TOTAL OPER EXPENDITURE / EXPENSE	The sum of all expenditure totals.
OPERATING INCOME / (LOSS)	Gross Revenues / Profit less Total Oper Expenditure / Expense.
OTHER REVENUES/ (EXPENSES)	Non-operating revenues and expenditures.
TOTAL OTHER REVENUES/ EXPENSES	The sum of all amounts in Other Revenues / (Expenses).
NET INCOME / (LOSS) BEFORE XFERS	Operating Income / (Loss) plus/minus Total Other Revenues / Expenses.
OPERATING TRANSFERS	<p>All transfer revenue sources and expenditure objects with a group of TR. Revenue sources that begin with the letter T are shown as OPERATING TRANSFERS IN. Expenditure objects that begin with the letter T are shown as OPERATING TRANSFERS OUT.</p> <p>One exception is revenue source T180 (Intrafund Transfer) It is treated as follows: if the balance in T180 is less than zero it is shown as OPERATING TRANSFERS IN; if the amount is zero or greater, the balance is shown as OPERATING TRANSFERS OUT.</p> <p>A minus sign in this section indicates that a subtraction is taking place.</p>
TOTAL OPERATING TRANSFERS	The sum of the balances in OPERATING TRANSFERS IN and OPERATING TRANSFERS OUT.
NET INCOME / (LOSS)	Net Income / (Loss) Before Xfers plus or minus Total Operating Xfers.
CASH CARRYOVER	Balance in account T190 (Prior Year Cash Carryover ).

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Field Name	Description
CURRENT PERIOD	Current month totals for each revenue, expenditure, and transfer line listed. These amounts are pulled from CLSLED.
% TOT REV	Each current period line amount as a percentage of total revenue.
YEAR TO DATE	Year-to-Date totals for each revenue, expenditure, and transfer line listed. These amounts are pulled from YTDLED.
% TOT REV	Each Year-to-Date line amount as a percentage of total revenue.
CURRENT BUDGET	Current modified budget amount for each revenue, expenditure, and transfer line listed. These amounts are pulled from YTDLUD.
VARIANCE	Year-to-Date minus Current Budget for revenues and transfers; Current Budget minus Year-to-Date for Expenditures.

**Report**

**Distribution:** All Agencies, via the ISFGFS mailcode.

**Report**

**Layout:** Access BUNDL to view the report layout.

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**2G06****CAFR - Fund General Ledger Trial Balance****Report****Overview:**

This report lists monthly balances for budget and various accounts for each Fund. This report generates the account balances based on whether the record on the ledger belongs to an administrative fund, an original fund, a fund designated on the Cash/Fund table (CFND) or the fund on the ledger, for a particular ledger record entry. Accounts can be individual revenue source or expenditure accounts (i.e., transfers- both revenue and expenditure, are reported individually), balance sheet accounts, or summaries of account types (i.e., EXPC is the sum of all account type 22 transactions less expenditure transfers).

For each account, totals are provided for: activity for the current month, the current year-to-date balance, prior year activity for fiscal months 13 and 14, and the prior year-to-date balance, if prior year is still open. Totals are provided within the fund for both cash accounts and other accounts. A summary page of all accounts is also given for all funds within a fund class and for all funds.

The difference between this report and 2G01 Agency Trial Balance is that this report determines the fund to be reported through various means (Administrative Fund, Cash/Fund table) and does not necessarily report activity in the fund on the ledger.

An additional version of this report, 2G06A – CAFR – Fund General Ledger Trial Balance, is produced which contains only information for Administrative Funds. It is sorted and grouped by Fund Class and Administrative Fund, and the totals should agree with the Administrative Fund totals on 2G06.

**Report****Purpose:**

To provide month end budget based trial balances for all accounts in each Fund (both real funds and Administrative Funds).

**Report****Source:**

Information for this report is extracted from the Daily General Ledger (GENLED), all generations of the Closed General Ledger (CLSLED), the Daily Budget Ledger (CURRBD) and all generations of the Closed Budget Ledger (CLSBUD).

**Related****Reports:**

2G01 – Agency Trial Balance  
2G60 – 2G37 / 2G06 Fund Reconciliation

**Report****Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

MONTHLY REPORTS

**Field Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which account activity and balance information is listed.
FUND <sup>†</sup>	Number and name of the fund for which account activity and balance information is listed.
FUND CLASS	Fund class to which the Fund belongs, from the FUND table.
ACCOUNT <sup>†</sup>	Account number from the ledgers, or as specifically designated.
ACCOUNT DESCRIPTION	Description of each account, from the BAC2, RSRC, or OBJT table, or as specifically designated.
CURRENT MONTH ACTIVITY <sup>†</sup>	Total current month activity for the account for the current fiscal year.
CURRENT YEAR BALANCE <sup>†</sup>	Year-to-Date balance for the account for the current fiscal year.
PRIOR YEAR ACTIVITY <sup>†</sup>	Total Period 13 and 14 activity for the account for a prior fiscal year, if open.
PRIOR YEAR BALANCE <sup>†</sup>	Account balance for the prior year including the accounting period 13 and 14 activity for the prior budget fiscal year, if open.
TOTAL CASH ACCOUNTS	Cash account totals in the fund, for each column.
TOTAL OTHER ACCOUNTS	Other account totals (for accounts that are not cash accounts) in the fund, for each column.
TOTAL FUND	Fund totals for each column.
TOTAL FUND CLASS	Totals of all fund amounts within the fund class, for each column.
TOTAL ALL FUND CLASSES	Shown on the summary page at the end of the report. Net of cash account and other account balances for each column. Should be 0.00.

<sup>†</sup> These fields are pulled from transactions posted to GENLED, CLSLED, CURRBD, CLSBUD.

**Report Distribution:** All Agencies, via the ISFGFS mailcode.

**Report Layout:** Access BUNDL to view the report layout.



**2G07**

**Monthly Fund Ledger in Detail**

**Report**

**Overview:**

This report is a list of all transactions affecting each fund. This will include only transactions that took place during the Current Accounting Period as specified on the report parameters. Transactions are listed by account within fund. Accounts can be individual revenue source or expenditure accounts (i.e., transfers - both revenue and expenditure, are reported individually), balance sheet accounts, or summaries of account types (e.g., EXPC is the sum of all account type 22 transactions less expenditure transfers). A total is provided for each account group.

This report generates account balances based on whether the record on the ledger belongs to an administrative fund, an original fund, a fund designated on the Louisiana Cash Account Fund table (CFND) or the fund on the ledger.

**Report**

**Purpose:**

To provide a list of all transactions affecting each fund during the current accounting period.

**Report**

**Source:**

Information for this report is extracted from the Closed General Ledger (CLSLED).

**Related**

**Reports:**

1G01 – Fund Ledger Summary

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which transactions are listed.
FUND †	Number and name of fund for which transactions are listed.
ACCT †	Account number from the ledgers, or as specifically designated.
ACCOUNT DESCRIPTION	Description of the account.
DOCUMENT †	Number of document (including transaction code and agency) with which transaction was processed.

MONTHLY REPORTS

Field Name	Description
EFF DATE †	Fiscal month and fiscal year in which the transaction was recorded.
APPR †	The appropriation unit recorded on the transaction.
BFY †	The budget fiscal year recorded on the transaction.
POSTING DATE †	Date the transaction was accepted.
POSTED AMOUNT †	The dollar amount of the transaction.
TOTAL POSTED	The total amount of each account group, calculated from the Posted Amounts.

† This data is pulled from the Closed General Ledger (CLSLED).

**Report**

**Distribution:**

All Agencies, via the ISFGFS mailcode.

**Report**

**Layout:**

Access BUNDL to view the report layout.



**2G08**

**Monthly Interest Allocation**

**Report**

**Overview:**

This report shows daily cash balances by cash account by fund and appropriation and computes an average daily balance and allocated interest. Only means of financing appropriations are included in this report.

The average daily balance is the sum of the daily cash balances (including holidays and weekends) divided by the number of days in the month. Previous workday balances are used for holidays and weekends.

Allocated interest for an appropriation is the average daily balance multiplied by the current annual interest rate divided by 12. The result is rounded to two decimal places.

**Report**

**Purpose:**

To provide the State Treasurer’s Office with a list of daily cash balances by cash account, fund, and appropriation, as well as average daily balance and allocated interest information, for means of financing appropriations.

**Report**

**Source:**

Information for this report is obtained from the Appropriation (EAP2) and Organization (ORG2) tables.

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
CURRENT ANNUAL INTEREST RATE	The current annual interest rate used in this period’s calculations.
NO. OF DAYS	The number of days used in the interest calculation.
FOR PERIOD ENDING	The month-end date for the accounting period for which cash balances and interest information are listed.
CASH ACCOUNT	Number and name of the cash account for the fund and appropriation listed, obtained from the ORG2 table.
FUND	Three digit fund number from EAP2.
APPR	Three-digit appropriation unit number from EAP2.

MONTHLY REPORTS

Field Name	Description
AGCY	Agency number from EAP2.
BFY	Budget fiscal year from EAP2.
DESCRIPTION	Appropriation description from EAP2.
DATE	Date that relates to the indicated cash balance. A range of dates is shown when the cash balance was the same for all dates in the range.
DAILY CASH BALANCE	The Cash Balance for each day or range of days (Prior Balance + Receipts - Expenditures), from EAP2.
AVERAGE DAILY BALANCE	The sum of all daily balances (number of days the balance stayed the same including holidays and weekend days) of the month divided by the number of days in the month. The calculated amount is truncated to two decimal places.
ALLOCATED INTEREST	The average daily balance times the current annual interest rate, divided by 12.

**Report**

**Distribution:**

State Treasurer's Office

**Report**

**Layout:**

Access BUNDL to view the report layout.

**2G11**

**Count of Transaction Code DS & Deposit Items by Bank & Bank Account**

**Report**

**Overview:**

This report lists information about deposits made during a specified period of time (usually monthly). The report lists, by bank and bank account number, the number of deposits per agency, the total number of items deposited by that agency, and the dollar amount of these deposits. 2G11 provides an alternate view of information from the 2G12 report, which lists deposits by agency, bank, and bank account.

**Report**

**Purpose:**

To provide the State Treasurer’s Office with a list of deposits by bank and bank account number and agency number, which includes the number of deposits, the number of items deposited, and the total amount of the deposits.

**Report**

**Source:**

Information for this report is obtained from the Open Deposit Items table (ODIT) and Bank Account table (BANK).

**Related**

**Reports:**

2G12 – Count of T/C DS & Deposit Items by Agency

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
PERIOD ENDING	The month-end date for the accounting period during which deposits listed were made.
BANK NO.	Number assigned to the bank, inferred from the Bank Account Code entered on deposit document.
BANK ACCOUNT NUMBER	Account number to which deposits were made, inferred from the Bank Account Code entered on deposit document.
AGENCY NUMBER	Agency that made the deposit.
NUMBER OF DEPOSITS	The total number of deposits made by the agency during the report period.
NUMBER OF ITEMS	The total number of deposit items included in the deposits.
AMOUNT OF DEPOSITS	The total dollar amount of deposits made by the agency during the report period.

MONTHLY REPORTS

Field Name	Description
TOTAL BANK ACCOUNT NUMBER	Totals for each column, for the Bank Account.
TOTAL BANK NO.	Totals for each column, for the Bank.
GRAND TOTAL	Totals for each column, for all Banks and Bank Accounts.

**Report**

**Distribution:**

State Treasurer's Office

**Report**

**Layout:**

Access BUNDL to view the report layout.

**2G12**

**Count of Transaction Code DS and Deposit Items by Agency**

**Report**

**Overview:**

This report lists details about deposits made during a specified period of time (usually monthly). For each agency, the report lists by bank and bank account, the total number of deposits, the total number of items deposited, and the total amount deposited. 2G12 provides an alternate view of information from the 2G11 report, which lists deposits by bank and bank account.

**Report**

**Purpose:**

To provide the State Treasurer’s Office with a list by agency, bank, and bank account number of the number of deposits, the number of items deposited, and the total amount of the deposits.

**Report**

**Source:**

Information for this report is obtained from the Open Deposit Items table (ODIT) and Bank Account table (BANK).

**Related**

**Reports:**

2G11 – Count of T/C DS & Deposit Items by Bank

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
PERIOD ENDING	The month-end date for the accounting period during which the deposits listed were made.
AGENCY NUMBER	Agency that made the deposits.
BANK NO.	Number assigned to the bank, inferred from the Bank Account Code entered on deposit document.
BANK ACCOUNT NUMBER	Account number to which deposits were made, inferred from the Bank Account Code entered on deposit document.
NUMBER OF DEPOSITS	The total number of deposits made during the report period.
NUMBER OF ITEMS	The total number of deposit items included in the deposits.
AMOUNT OF DEPOSITS	The total amount of deposits made by bank and bank account, during the report period.
TOTAL AGENCY	Shows the totals for each column, for the Agency.
GRAND TOTAL	Shows the totals for each column, for all Agencies.

**MONTHLY REPORTS**



**Report**

**Distribution:** State Treasurer's Office

**Report**

**Layout:** Access BUNDL to view the report layout.

**2G13**

**Monthly Bank Ledger in Detail**

**Report**

**Overview:**

This report provides the State Treasurer's Office with a monthly analysis of bank accounts by bank number. This report lists all Deposits (Deposit Suspense transactions and Cancelled Checks), Transfer (Journal Voucher) transactions, and Disbursements, [including Automated Disbursements (summarized), Electronic Funds Transfers (summarized), Manual Warrants, and J5 interfaces], from the general ledger for the previously closed month.

**Report**

**Purpose:**

To provide the State Treasurer's Office with a monthly analysis of bank account activity by bank number.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED). Additional information is obtained from the Bank Account (BANK) and Bank Account Balance (ABAL) tables.

**Related**

**Reports:**

1G03 – Daily Bank Ledger in Detail

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which bank account analysis information is listed.
BANK CODE †	Bank code from the transaction.
BANK NUMBER	Bank Number linked to the Bank Code, from BANK.
BANK ACCOUNT #	Bank Account Number linked to the Bank Code, from ABAL.
ACCOUNT NAME	Name for the bank account, from ABAL.
DEP/EFF DATE †	The deposit date of the DS transaction, or the transaction date if not a DS transaction.
T/C †	Transaction code.
AGY †	Agency that was coded on the transaction.
DOCUMENT NUMBER †	The document number of the transaction.

MONTHLY REPORTS

Field Name	Description
BEGINNING BALANCE	The Beginning Balance in the bank account at the beginning of the month, from ABAL.
DEPOSITS †	The amounts from DS transactions that are increases, JVs that are debit balance transactions, and CX (cancelled check) transactions.
DISBURSEMENTS †	The amounts from DS transactions that are decreases, JVs that are credit balance transactions, and disbursements from AD, EF, MW, or J5 transactions.
ENDING BALANCE	The Total of Beginning Balance + Deposits - Disbursements (should equal the Ending Book Balance on ABAL).
TOTAL FOR BANK ACCOUNT	Totals for the bank account, for each column.
TOTAL FOR ALL BANK ACCOUNTS	Totals for all bank accounts, for each column.

† These fields are pulled from transactions posted to the Closed General Ledger (CLSLED).

**Report**

**Distribution:** All Agencies, via the ISFGFS mailcode.

**Report**

**Layout:** Access BUNDL to view the report layout.





**2G14**

**Program Organization Responsibility Report**

**Report**

**Overview:**

This report lists expenditures and revenues for current month and year-to-date and compares budget to year-to-date amounts for all reporting level (program) organizations (type 3) for all levels except the lowest level. Amounts are displayed for each object/revenue source along with totals for each object/revenue category. The report header includes the level of the organization being reported as well as the number of the organization to which it reports. Detail lines at the end of the report show total revenues and expenditures for all organizations below this organization. This report is produced monthly and for the 13<sup>th</sup> period (July 1 – August 14).

**Report**

**Purpose:**

To provide current month and year-to-date expenditure and revenue information for program organizations as well as comparisons of budget to year-to-date activity. The report is produced for all program organizations in an organization hierarchy except the one at the lowest level.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED), Year-to-Date General Ledger (CLSLEDG) and Year-to-Date Budget Ledger (CLSBUDG). Additional information is obtained from the Fund (FUN2), Agency (AGC2), Organization (ORG2), Object (OBJ2), Revenue Source (RSR2), Object Category (OCAT), and Revenue Category (RCAT) tables.

**Related**

**Reports:**

- 2G00 – Expenditure/Revenue Organization Responsibility Report
- 2G15 – Appropriation Report by Agency
- 2G16 – Louisiana Organization Responsibility Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which revenue and expenditure information is listed.
FY <sup>††</sup>	The budget fiscal year to which the revenues/expenditures relate.
FUND <sup>††</sup>	The fund to which the organization reports and its short name, from FUN2.

Field Name	Description
AGENCY <sup>††</sup>	The reporting organization's agency number from ORG2 and its short name, from AGC2.
ORGANIZATION LEVEL	The level of the reporting organization, from ORG2.
ORGANIZATION <sup>††</sup>	The reporting organization's number and name, from ORG2.
REPORTS TO ORGN	The number and name of the next higher organization in the hierarchy structure, from ORG2.
CAT	The object/revenue category, from OBJ2 or RSR2.
OBJ/REV CODE <sup>††</sup>	The object code/revenue source number.
DESC	Object code or category, or revenue source or category short name, from OBJ2 or OCAT or RSR2 or RCAT.
CURRENT BUDGET <sup>†††</sup>	Current fiscal year budgeted amount for detail budget line (organization and object/revenue source).
ACTUAL PERIOD <sup>†</sup>	Actual amount collected or expended for the current period.
ACTUAL YTD <sup>††</sup>	Actual amount collected or expended for the year to date.
PRE-ENC BALANCE <sup>††</sup>	Pre-encumbrance balance for detail budget line.
ENC BALANCE <sup>††</sup>	Encumbrance balance for detail budget line.
REMAINING BUDGET	Calculated as Current Budget minus Actual YTD and Encumbrance Balance.
REMAINING BUDG LESS PRE-ENCUM	Calculated as Current Budget minus Actual YTD, Encumbrance Balance and Pre-encumbrance Balance.
TOTAL	Totals for the object or revenue category, for each column.
TOT	Totals for the reporting organization followed by totals for each lower level program organization, for each column. A final total is listed for all lower level program organizations, for each column, and agrees with first TOT line described herein.

<sup>†</sup> These fields are pulled from transactions posted to the Closed General Ledger (CLSLED).

<sup>††</sup> These fields are pulled from transactions posted to the Year-to-Date General Ledger (CLSLEDG).

<sup>†††</sup> These fields are pulled from transactions posted to the Year-to-Date Budget Ledger (CLSBUDG).

**MONTHLY REPORTS**



**Report**

**Distribution:** Agencies

**Report**

**Layout:** Access BUNDL to view the report layout.

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## Appropriation Report by Agency

### 2G15

**Report**

**Overview:**

This report lists revenues and expenditures for current month and year-to-date and compares budget to year-to-date amounts for each Means of Financing and Appropriated Program unit for an agency. The first part of the report has two summary sections – one for Means of Financing appropriations and one for Appropriated Program appropriations. The Means of Financing summary lists revenues by revenue category for each MOF appropriation; the Appropriated Program summary lists expenditures by object class and category for each Appropriated Program appropriation.

The second part of the report also has two sections – one that lists detailed revenue information and one that lists detailed expenditure information. The revenue section displays activity by revenue source code, revenue class, and category for each MOF appropriation. The expenditure section displays activity by expenditure object, expenditure class, and category for each Appropriated Program appropriation.

Agency 148 is specifically excluded from this report.

**Report**

**Purpose:**

This report was designed to provide agencies with an overview of activity in all their MOF and Appropriated Program appropriation units each month.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED), Year-to-Date General Ledger (CLSLEDG) and Year-to-Date Budget Ledger (CLSBUDG). Additional information is obtained from the Fund (FUN2), Agency (AGC2), Appropriation (EAP2), Object (OBJ2), Revenue Source (RSR2), and Revenue Category (RCAT) tables.

**Related**

**Reports:**

2G57 Summary Appropriation Report is similar. It provides summary information by revenue and expenditure category.

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which revenue and expenditure information by appropriation is listed.

Field Name	Description
FY <sup>††</sup>	Budget fiscal year related to appropriations listed.
AGENCY <sup>††</sup>	Number and short name of agency for which appropriation activity is listed, from AGC2.
Summary Means of Financing Section	
FUND <sup>††</sup>	Fund associated with MOF appropriation and its short name, from FUN2.
APPR UNIT <sup>††</sup>	MOF Appropriation unit number.
DESC	MOF Appropriation short name, from EAP2.
OBJ/REV CAT	Revenue category.
DESC	Revenue category short name, from RCAT.
CURRENT BUDGET <sup>†††</sup>	Current budgeted amount for the revenue source.
ACTUAL PERIOD <sup>†</sup>	Total classified revenue amounts for the month.
ACTUAL YTD <sup>††</sup>	Total classified revenue amounts year-to-date.
REMAINING REVENUE BUDGET	Calculated as Current Budget minus Actual YTD.
WARR DRAWN/FREE CASH <sup>††</sup>	Total Warrants Drawn within the specific budget fiscal year, agency, fund, appropriation unit and revenue category.
BUDGET LESS WARR DRAWN	Equal to spaces. Information is not displayed in this field on the detail lines; the field is populated on the total lines only.
TOT APPR UNIT/FREE CASH	<p>DESC represents the short name of the appropriation from the EAP2 table.</p> <p>Appropriation Unit totals for Current Budget, Actual Period, Actual YTD, and Remaining Revenue Budget.</p> <p>For General Fund, Free Cash is calculated as Current Budget less Actual YTD; for all other MOFs, Free Cash is calculated as Actual YTD less Warr Drawn.</p> <p>Budget Less Warr Drawn is calculated as Current Budget less Warr Drawn/Free Cash.</p>

Field Name	Description
TOTAL MEANS OF FINANCING	<p>Appropriation Unit totals for all Means of Financing in the Agency, for Current Budget, Actual Period, Actual YTD, and Remaining Revenue Budget.</p> <p>Free Cash and Budget Less Warr Drawn are blank fields on this line.</p>
TOTAL WARRANTABLE FREE CASH – OTHER MOF	<p>Current Budget, Actual Period, Actual YTD, Remaining Revenue Budget and Budget Less Warr Drawn are blank fields.</p> <p>Free Cash represents the sum of all the Appropriation Unit Totals of Free Cash amounts added together within the specific budget fiscal year, agency and fund excluding Group Codes '01' and '07' .</p>
TOTAL WARRANTABLE FREE CASH – STATE MOF	<p>Current Budget, Actual Period, Actual YTD, Remaining Revenue Budget and Budget Less Warr Drawn are blank fields.</p> <p>Free Cash represents the sum of all the Appropriation Unit Totals of Free Cash amounts added together within the specific budget fiscal year, agency and fund for only Group Codes '01' and '07' .</p>
TOTAL WARRANTS DRAWN	<p>Current Budget, Actual Period, Actual YTD, Remaining Revenue Budget and Budget Less Warr Drawn are left blank.</p> <p>Warr Drawn represents the sum of all the Warr Drawn amounts added together within the specific budget fiscal year, agency and fund.</p>
TOTAL BUDGET LESS WARRANTS DRAWN	<p>Current Budget, Actual Period, Actual YTD, Remaining Revenue Budget and Warr Drawn/Free Cash are left blank.</p> <p>Budget Less Warr Drawn represents the sum of all the Appropriation Unit Totals of Budget Less Warr Drawn amounts added together within the specific budget fiscal year, agency and fund.</p>
Summary Appropriated Programs Section	
CAT	Object category.
OBJ REV CLS	Object class.
OBJ/REV CODE <sup>††</sup>	Object number.
DESC	Short name of the object, from OBJ2.
CURRENT BUDGET <sup>†††</sup>	Current budgeted amount for object code.

Field Name	Description
ACTUAL PERIOD †	Total expense/expenditure amount for the month.
ACTUAL YTD ††	Total expense/expenditure amount year-to-date.
PRE-ENC ††	Year-to-Date pre-encumbrance amount.
ENCUM ††	Year-to-Date encumbrance amount.
REMAINING BUDGET	Current Budget minus Actual YTD and Encum.
REMAINING BUD LESS PRE-ENCUM	Current Budget minus Actual YTD, Encum, and Pre-enc.
TOT CLS	Object class totals in each column.
TOT CAT	Object category totals in each column.
TOT APPR PRGMS/FUND	Totals for all appropriated programs within the fund, for each column.
Detail Means of Financing Section	
FUND ††	Fund associated with MOF appropriation and its short name, from FUN2.
APR UNT ††	MOF Appropriation unit number.
DESC	MOF Appropriation short name, from EAP2.
OBJ/REV CAT	Revenue category.
OBJ REV CLS	Revenue Class, from RSR2.
OBJ/REV CODE ††	Revenue source number.
DESC	Short name of the revenue source, from RSR2.
CURRENT BUDGET †††	Current budgeted amount for revenue source.
ACTUAL PERIOD †	Total classified revenue amounts for the month.
ACTUAL YTD ††	Total classified revenue amounts year-to-date.
REMAINING BUDGET	Calculated as Current Budget minus Actual YTD.
WARR DRAWN/FREE CASH	Equal to spaces. Information is not displayed in this field on the detail lines; the field is populated on WD (warrant detail) and total lines only.
BUDGET LESS WARR DRAWN	Equal to spaces. Information is not displayed in this field on the detail lines; the field is populated on the total lines only.



Field Name	Description
TOT CLS	<p>Revenue class totals in each column.</p> <p>WARR DRAWN/FREE CASH and BUDGET LESS WARR DRAWN are blank fields.</p>
TOT CAT	<p>Revenue category totals in each column.</p> <p>WARR DRAWN/FREE CASH and BUDGET LESS WARR DRAWN are blank fields.</p>
WD ††	<p>The Warrants Drawn detail line (where OBJ REV CAT = 'WD') will only be present once for each MOF, after all other categories have been listed. The WD amount is equal to the Warrants Drawn within the specific budget fiscal year, agency, fund, appropriation unit and revenue category. All other amount fields on the line are left blank.</p>
TOT APPR UNIT/FREE CASH	<p>Appropriation Unit totals for Current Budget, Actual Period, Actual YTD, and Remaining Budget.</p> <p>For General Fund, Free Cash is calculated as Current Budget less Actual YTD, for all other MOFs, Free Cash is calculated as Actual YTD less Warr Drawn.</p> <p>Budget Less Warr Drawn is calculated as Current Budget less Warr Drawn.</p>
TOTAL MEANS OF FINANCING	<p>Appropriation Unit totals for all Means of Financing in the Agency, for Current Budget, Actual Period, Actual YTD, and Remaining Revenue Budget.</p> <p>Free Cash and Budget Less Warr Drawn are blank fields on this line.</p>
TOTAL WARRANTABLE FREE CASH – OTHER MOF	<p>Current Budget, Actual Period, Actual YTD, Remaining Revenue Budget and Budget Less Warr Drawn are blank fields.</p> <p>Free Cash represents the sum of all the Appropriation Unit Totals of Free Cash amounts added together within the specific budget fiscal year, agency and fund excluding Group Codes '01' and '07' .</p>
TOTAL WARRANTABLE FREE CASH – STATE MOF	<p>Current Budget, Actual Period, Actual YTD, Remaining Revenue Budget and Budget Less Warr Drawn are blank fields.</p> <p>Free Cash represents the sum of all the Appropriation Unit Totals of Free Cash amounts added together within the specific budget fiscal year, agency and fund for only Group Codes '01' and '07' .</p>

Field Name	Description
TOTAL WARRANTS DRAWN	Current Budget, Actual Period, Actual YTD, Remaining Revenue Budget and Budget Less Warr Drawn are blank fields.  Warr Drawn represents the sum of all the Warr Drawn amounts added together within the specific budget fiscal year, agency and fund.
TOTAL BUDGET LESS WARRANTS DRAWN	Current Budget, Actual Period, Actual YTD, Remaining Revenue Budget and Warr Drawn/Free Cash are blank fields.  Budget Less Warr Drawn represents the sum of all the Appropriation Unit Totals of Budget Less Warr Drawn amounts added together within the specific budget fiscal year, agency and fund.
Detail Appropriated Programs Section	
APP UNT <sup>††</sup>	Appropriated Program appropriation unit number.
CAT	Object category, from OBJ2.
OBJ REV CLS	Object class, from OBJ2.
OBJ/REV CODE <sup>††</sup>	Object number.
DESC	Short name of the object, from OBJ2.
CURRENT BUDGET <sup>†††</sup>	Current budgeted amount for object code.
ACTUAL PERIOD <sup>†</sup>	Total expense/expenditure amount for the month.
ACTUAL YTD <sup>††</sup>	Total expense/expenditure amount year-to-date.
PRE-ENC <sup>††</sup>	Year-to-Date pre-encumbrance amount.
ENCUM <sup>††</sup>	Year-to-Date encumbrance amount.
REMAINING BUDGET	Current Budget minus Actual YTD and Encum.
REMAINING BUD LESS PRE-ENCUM	Current Budget minus Actual YTD, Encum, and Pre-enc.
TOT CLS	Object class totals in each column.
TOT CAT	Object category totals in each column.
TOT APPR	Totals for each appropriated program within the fund, for each column.

MONTHLY REPORTS

Field Name	Description
TOT APPR PRGMS/FUND	Totals for all appropriated programs within the fund, for each column.

† These fields are pulled from transactions posted to the Closed General Ledger (CLSLED).

†† These fields are pulled from transactions posted to the Year-to-Date General Ledger (CLSLEDG).

††† These fields are pulled from transactions posted to the Year-to-Date Budget Ledger (CLSBUDG).

**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.

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## Louisiana Organization Responsibility Report

### 2G16

**Report**

**Overview:**

This report lists revenues and expenditures for current month and year-to-date and compares budget to year-to-date amounts for each level of Louisiana Organization (LORG). The report displays the organization level of the Louisiana Organization unit being reported and the LORG number to which it reports.

The report has a revenue detail section and a revenue summary section, as well as expenditure detail and expenditure summary sections. The summary sections include lines for each LORG unit that reports to the LORG being reported. These lines are displayed with their totals and are located immediately after the related detail sections. This report is produced monthly and for the 13<sup>th</sup> period (July 1 – August 14).

**Report**

**Purpose:**

To provide current month and year-to-date expenditure and revenue information for Louisiana Organization units as well as comparisons of budget to year-to-date activity.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED), Year-to-Date General Ledger (CLSLEDG) and Year-to-Date Budget Ledger (CLSBUDG). Additional information is obtained from the Louisiana Organization (LORG), Object (OBJ2), and Revenue Source (RSR2) tables.

**Related**

**Reports:**

- 2G00 – Expenditure/Revenue Organization Responsibility Report
- 2G14 – Program Organization Responsibility Report
- 2G15 – Appropriation Report by Agency

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which revenue and expenditure information for Louisiana organizations is listed.
FY ††	The budget fiscal year related to LORG activity being reported.

Field Name	Description
REPORTS TO AGENCY	Number of the agency to which the Louisiana organization reports and its short name, from AGC2.
LOUISIANA ORGANIZATION LEVEL	The level of the reporting Louisiana organization, from ORG2.
LOUISIANA ORGANIZATION	The reporting Louisiana organization's number and name, from LORG.
REPORTS TO LA ORGN	The number and name of the next higher Louisiana organization in the hierarchy structure, from LORG.
CAT	The object/revenue category
OBJ/REV CODE <sup>††</sup>	Object code/revenue source number
DESC	Short name of the object code or category or revenue source or category, from OBJ2 or OCAT or RSR2 or RCAT; or short name of the LORG organization from LORG; or short name of the revenue or expenditure organization from ORG2.
CURRENT BUDGET <sup>†††</sup>	Current fiscal year budgeted amount for detail budget line (Louisiana organization and object/revenue source).
ACTUAL PERIOD <sup>†</sup>	Actual amount expended or collected for the current period.
ACTUAL YTD <sup>††</sup>	Actual amount expended or collected for the year to date.
PRE-ENC BALANCE <sup>††</sup>	Remaining year to date pre-encumbrance amounts.
ENC BALANCE <sup>††</sup>	Remaining year to date encumbered amounts.
REMAINING BUDGET	Current Budget minus Actual YTD and Encumbrance Balance.
REMAINING BUDGET LESS PRE-ENCUM	Current Budget minus Actual YTD, Encumbrance Balance and Pre-encumbrance Balance.
TOTAL	Object category or revenue category totals in each column.

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Field Name	Description
TOT	<p>In the revenue and expenditure detail sections, Louisiana Organization totals in each column.</p> <p>In the revenue and expenditure summary sections for the lowest level LORG, totals are provided for each revenue or expenditure organization to which the LORG relates.</p> <p>In the revenue and expenditure summary sections for the higher level LORGs, the amounts on each line relate to the lower level LORGs that report to the LORG being reported.</p> <p>Finally, a TOT line is listed at the end of each summary representing the total of all lower level LORG activity. Totals on this line will agree with totals on the TOT line at the end of the detail section.</p>

† These fields are pulled from transactions posted to the Closed General Ledger (CLSLED).

†† These fields are pulled from transactions posted to the Year-to-Date General Ledger (CLSLEDG).

††† These fields are pulled from transactions posted to the Year-to-Date Budget Ledger (CLSBUDG).

**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.

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**2G17**

**Revenue Summary - Current Year and Prior Year**

**Report**

**Overview:**

This report lists current year and prior year revenue collected in the current year, summarized by revenue source for current month and year-to-date. Original funds are listed first, followed by administrative funds, then by other funds. The total of fund class 85I is shown separately at the end of the report on a line entitled Total Interface Revenue.

**Report**

**Purpose:**

To provide a current year and prior year revenue summary for current month and year to date by Fund, Group Code, and Agency.

**Report**

**Source:**

Information for this report is obtained from the Year to Date General Ledger (YTDLED), Daily General Ledger (GENLED). Additional information is obtained from the Administrative Fund (ADMF), Fund (FUN2), Agency (AGC2), Appropriation (EAP2), Group Code (GRPC), Organization (ORG2), and Revenue Source (RSR2) tables.

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR THE PERIOD ENDING	The month-end date for the accounting period for which revenue information is listed.
FUND <sup>†</sup>	Original, administrative, or "normal" fund code and description associated with the fund code, from FUN2.
GROUP CODE	Appropriation group code and its name, from GRPC.
AGENCY <sup>†</sup>	Number and name of agency for which revenue is displayed.
AGCY <sup>†</sup>	Agency for which revenue is displayed.
APPR UNIT <sup>†</sup>	Appropriation for which revenue is displayed.
REV SRCE <sup>†</sup>	Revenue source for which revenue is displayed.
FY <sup>†</sup>	Budget fiscal year for which revenue is displayed.

Field Name	Description
DESCRIPTION	Description of the revenue source, from RSR2.
CURRENT MONTH ACTUAL CURRENT YEAR <sup>††</sup>	Total of current year revenue collected in the reporting month.
YEAR TO DATE ACTUAL CURRENT YEAR <sup>†††</sup>	Total of current year revenue collected year to date.
CURRENT MONTH ACTUAL PRIOR YEAR <sup>††</sup>	Total of prior year revenue collected in the reporting month.
YEAR TO DATE ACTUAL PRIOR YEAR <sup>†††</sup>	Total of prior year revenue collected year to date.
TOTAL APPR	Appropriation Number and Name from EAP2, and appropriation totals for each column.
TOTAL AGCY	Agency Number and Name from AGC2, and agency totals for each column.
TOTAL GP CD	Group Code Number and Name from GRPC, and group code totals for each column.
TOTAL FUND	Fund Number and Name from FUN2, and fund totals for each column.
TOTAL REVENUE	Total Revenue for all funds, for each column.
TOTAL INTERFACE REVENUE	Total Revenue from interfaces, for all funds, for each column.
TOTAL NONINTERFACE REVENUE	Total Revenue from sources other than interfaces, for all funds, for each column.

<sup>†</sup> These fields are pulled from the transactions posted to the Closed Detail General Ledger and Year-to-Date General Ledger.  
<sup>††</sup> These fields are pulled from the transactions posted to the Closed Detail General Ledger only.  
<sup>†††</sup> These fields are pulled from the transactions posted to the Year-to-Date General Ledger only.

**Report Distribution:** All Agencies, via the ISFGFS mailcode

**Report Layout:** Access BUNDL to view the report layout.

**2G18**

**Fund Reconciliation Summary**

**Report**

**Overview:**

This report provides a summary of the appropriation and cash balances within a fund, and includes some balance sheet account totals.

**Report**

**Purpose:**

This report is used to reconcile differences between the amount of warrants drawn and expenditures to the actual balance in the operating cash account at fund level within an agency. The difference is represented by the net totals of the listed balance sheet accounts added together.

**Report**

**Source:**

Information for this report is obtained from the Year to Date ledger (YTDLED), and also from the Daily General Ledger (GENLED) during the 45-day close. Additional information is obtained from the Agency table (AGC2).

**Related**

**Reports:**

- 2G01 – Agency Trial Balance
- 2G06 – CAFR Fund General Ledger Trial Balance
- 2G15 – Appropriation Report by Agency

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which cash balances by agency/fund are listed.
FY †	The budget fiscal year to which the balances relate.
AGENCY †	The 3-digit agency number and the agency short name from the AGC2 table.
FUND †	The 3-digit fund number.
WARRANTS RECEIVED †	The net dollar amount of warrants received (revenue source code T350).
EXPENDITURES †	The net dollar amount of expenditures/expenses and expenditures (account types 22 and 23).
APPROPRIATIONS BALANCE	A calculated field = Warrants Received – Expenditures.

Field Name	Description
OPERATING CASH BALANCE †	The net dollar amount for operating cash (balance sheet account code 6000).
NET B/S TOTALS	A calculated field = the sum of the amounts for all balance sheet accounts listed on the report.
CASH BALANCE	A calculated field = Operating Cash Balance + Net B/S Totals.
<i>CURRENT FY BALANCE SHEET TOTALS ARE LISTED FOR THESE BALANCE SHEET ACCOUNTS:</i>	
ADVANCES †	The net dollar amount for balance sheet account code 6260.
INTERFACE SUSPENSE †	The net dollar amount for balance sheet account code 6685.
VOUCHERS PAYABLE †	The net dollar amount for balance sheet account code 6335, where revenue source = spaces.
CANCEL VOUCHERS PAYABLE †	The net dollar amount for balance sheet account code 6710.
LIENS PAYABLE †	The net dollar amount for balance sheet account code 6530.
BACK-UP WITHHOLDING †	The net dollar amount for balance sheet account code 6375.
RETAINAGE †	The net dollar amount for balance sheet account code 6485.
LINE OF CREDIT †	The net dollar amount for balance sheet account code 6290.
LINE OF CREDIT-CONTRA †	The net dollar amount for balance sheet account code 6295.
DEFERRED COMP †	The net dollar amount for balance sheet account code 6540.
PAYROLL CLEARING †	The net dollar amount for balance sheet account code 6725.
NET B/S TOTALS	A calculated field = the sum of the amounts for all balance sheet accounts listed on the report.

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Field Name	Description
<i>THE FOLLOWING FIELDS APPEAR FOR EACH BALANCE SHEET ACCOUNT:</i>	
CURRENT YEAR DEBITS †	The sum of all debit dollar amounts.
CURRENT YEAR CREDITS †	The sum of all credit dollar amounts.
PRIOR YEARS ROLLED †	The sum of all PY rolled dollar amounts.

† These fields are obtained from the Year to Date Ledger (YTDLED), and also from the Daily General Ledger (GENLED) during the 45-day close.

**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.

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**2G19**

**Monthly Check Register**

**Report**

**Overview:**

This report is a recap of the daily check registers. It is produced monthly and sent to the State Treasurers' Office (STO) on microfiche. It displays checks and manual warrants issued during an accounting month by bank and by check number.

**Report**

**Purpose:**

To recap daily check registers and display payments made by the automated disbursement cycle and manual warrants. Each payment listed includes check or manual warrant number, check date, payee vendor, and amount paid.

**Report**

**Source:**

Information for this report is obtained from the Automated Disbursements Registers AUTODS (ADs) and LODREG (MWs).

**Related**

**Reports:**

- 1G03 – Daily Bank Ledger in Detail
- 1G18 – Daily Check Register
- 1G19 – Million Dollar Check Register

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which check and manual warrant information is listed.
BANK	Bank code for bank against which checks and manual warrants were drawn.
CHECK NUMBER	Check Number of the disbursed check or manual warrant.
DATE	Date on which the check was cut or manual warrant recorded.
VENDOR	Name of the payee vendor for whom the check was produced.
PMT VOUCHER ID	For checks only: Document ID of the payment voucher disbursed by the check.
AGY	Agency for which the payment voucher was entered.
FUND	Fund for which the payment voucher was entered.

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Field Name	Description
AMOUNT	Dollar amount disbursed for the payment voucher on the check, or the dollar amount of the manual warrant.
CHECK TOTAL	Total Dollar amount disbursed on the check, or the dollar amount of the manual warrant.
BANK TOTAL	Total Dollar amount disbursed from the Bank during the accounting period.
GRAND TOTAL	Total Dollar amount disbursed during the accounting period against all banks.

**Report**

**Distribution:**

State Treasurer's Office

**Report**

**Layout:**

Access BUNDL to view the report layout.





**2G20**

**Reporting Category Expenditure Summary Report**

**Report**

**Overview:**

This report summarizes expenditures by reporting category, for reporting categories that are **not** tied to grants. The report is sorted by fiscal year, agency, reporting category, object code, sub-object and organization. Expenditures are shown for the current period and year-to-date. Year-to-date totals are also provided for encumbrance activity. Original fund postings are not included on this report. Totals are provided by object, by reporting category, and by agency.

**Report**

**Purpose:**

To provide a summary of expenditures by reporting category, for reporting categories which are **not** tied to grants.

**Report**

**Source:**

Information for accounting transactions for this report is obtained from the current month Closed General Ledger (CLSLED) and from the year-to-date Closed General Ledger (CLSLEDG). Additional information is obtained from the Agency (AGC2), Reporting Category (RPTG), and Object (OBJ2) tables.

**Related**

**Reports:**

2G22 – Reporting Category Transaction Detail Accounting Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which reporting category expenditures are summarized.
FY	Budget fiscal year to which reporting category expenditures were charged.
AGENCY	Number and short name (from AGC2) of agency for which reporting category expenditures are listed.
REPORTING CATEGORY	Number and name of reporting category (from RPTG) for which expenditures are listed.
OBJ CODE	Object code for which activity is shown, from CLSLED.
DESCRIPTION	The object description, from the OBJ2 table.
SUB OBJ	Sub-object code for which activity is shown, from CLSLED.

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Field Name	Description
ORGN	Expenditures organization code for which activity is shown, from CLSLED.
ACTUAL CURRENT PERIOD	Total monthly expenditures (account types 22 and 23) for this detail line, from CLSLED.
ACTUAL YEAR-TO-DATE	State fiscal year-to-date expenditures (account types 22 and 23) for this detail line, from CLSLEDG.
ENC BALANCE	State fiscal year-to-date encumbrances (account type 21) for this detail line, from CLSLEDG.
TOTAL OBJECT	Object totals for each column.
TOTAL REPT CAT	Reporting Category totals for each column.
TOTAL AGENCY	Agency totals for each column.

**Report  
Distribution:**

Agencies

**Report  
Layout:**

Access BUNDL to view the report layout.

## 2G21 Reporting Category Revenue Summary Report

**Report**

**Overview:**

This report summarizes revenue collections by reporting category for reporting categories that are **not** tied to grants. Original fund postings are not included. Revenues are shown for the current period and year-to-date. The report is sorted by fiscal year, agency, reporting category, revenue source, sub-revenue, and organization.

**Report**

**Purpose:**

To provide a summary of revenue collections by reporting category for reporting categories that are **not** tied to grants.

**Report**

**Source:**

Information for accounting transactions for this report is obtained from the current month Closed General Ledger (CLSLED) and from the year-to-date Closed General Ledger (CLSLEDG). Additional information is obtained from the Agency (AGC2), Reporting Category (RPTG), and Revenue Source (RSR2) tables.

**Related**

**Reports:**

2G22 – Reporting Category Transaction Detail Accounting Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which reporting category revenues are summarized.
FY	Budget fiscal year in which reporting category revenues were collected.
AGENCY	Number and short name (from AGC2) of agency for which reporting category revenues are listed.
REPORTING CATEGORY	Number and name of reporting category (from RPTG) for which revenues are listed.
REV CODE	Revenue Source code, from CLSLED.
DESCRIPTION	The revenue source description, from RSR2.
SUB REV	Sub-revenue source code, from CLSLED.

MONTHLY REPORTS

Field Name	Description
ORGN	Revenue organization code, from CLSLED.
ACTUAL CURRENT PERIOD	Total monthly collections (account type 31) for this detail line, from CLSLED.
ACTUAL YEAR-TO-DATE	State fiscal year-to-date collections (account type 31) for this detail line, from CLSLEDG.
TOTAL REV SOURCE	Revenue Source totals for each column.
TOTAL REPT CAT	Reporting Category totals for each column.
TOTAL AGENCY	Agency totals for each column.

**Report  
Distribution:**

Agencies

**Report  
Layout:**

Access BUNDL to view the report layout.

## 2G22 Reporting Category Transactions Detail Accounting Report

**Report**

**Overview:**

This is a monthly report that displays transactions charged to a reporting category code during the accounting period. Original fund postings are not included on this report. The report sorts by budget fiscal year, agency, reporting category, appropriation unit, account type, object, revenue source, sub-object, sub-revenue source, organization, transaction id, and line number. Totals are displayed by object/revenue source code, Appropriation Unit charges/revenue, and Reporting Category charges/revenue. Total Appropriation Unit Federal Aid (FX) charges and Total Reporting Category Federal Aid (FX) charges are displayed, if applicable. Grand totals for charges, revenues, and FX's are listed for the entire agency at the end of the report.

**Report**

**Purpose:**

To provide a detail list of all transactions that have a reporting category coded, for the closed accounting period.

**Report**

**Source:**

Information for accounting transactions for this report is obtained from the current month Closed General Ledger (CLSLED). Information for federal aid charge (FX) transactions for this report is obtained from the current month Closed Federal Aid Ledger (CLSFEDAD). Additional information is obtained from the Agency (AGC2) and Reporting Category (RPTG) tables.

**Related**

**Reports:**

- 2G20 – Reporting Category Expenditure Summary Report
- 2G21 – Reporting Category Revenue Summary Report
- 2G42 – Federal Aid Expenditure Summary Report
- 2G43 – Federal Aid Revenue Summary Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which transactions charged to reporting categories are listed.
FY	Budget fiscal year to which transactions were charged.
AGENCY	Number and short name (from AGC2) of the agency to which transactions were charged.

Field Name	Description
REPORTING CATEGORY	Number and name (from RPTG) of reporting category to which transactions were charged.
APPR UNIT	Appropriation unit to which transactions were charged, from CLSLED or CLSFEDAD.
ACCT TYPE	Account type of the transaction, from CLSLED or CLSFEDAD 20: Pre-encumbrances 21: Encumbrances 22: Expenditures/Expenses 23: Expenditures 31: Revenues 80: Federal Aid Charges (FX).
OBJ/REV S	Object code or revenue source number, from CLSLED or CLSFEDAD.
SUB OBJ REV	Sub-object or sub-revenue source number (if used), from CLSLED or CLSFEDAD.
ACTIVITY	Activity code, from CLSLED or CLSFEDAD.
FUNCTION	Function code, from CLSLED or CLSFEDAD.
ORGN	Organization number code, from CLSLED or CLSFEDAD.
TRANSACTION ID	Transaction type, agency number, and transaction number of transaction charged to reporting category, from CLSLED or CLSFEDAD.
LINE NO	Transaction line number, from CLSLED or CLSFEDAD.
TRANS DATE	Date the transaction was entered, from CLSLED or CLSFEDAD.
BS ACCT	Balance sheet account number entered on the transaction (if used), from CLSLED.
IGPS FUND/AGCY	Intergovernmental fund and intergovernmental agency number from the transaction (if used), from CLSLED.
DESCRIPTION	First 12 characters of the transaction line description, from CLSLED.
AMOUNT	Dollar amount of the transaction line, from CLSLED or CLSFEDAD.
TOTAL FOR REVENUE	Total of all transactions charged to the revenue source code, from CLSLED.

Field Name	Description
TOTAL FOR OBJECT	Total of all transactions charged to the object code, from CLSLED or CLSFEDAD.
TOTAL FOR ACCOUNT TYPE 31	Total for all account type 31 transactions, from CLSLED.
TOTAL FOR ACCOUNT TYPE 20	Total for all account type 20 transactions, from CLSLED.
TOTAL FOR ACCOUNT TYPE 21	Total for all account type 21 transactions, from CLSLED.
TOTAL FOR ACCOUNT TYPE 22	Total for all account type 22 transactions, from CLSLED.
TOTAL FOR ACCOUNT TYPE 23	Total for all account type 23 transactions, from CLSLED.
TOTAL FOR ACCOUNT TYPE 80	Total for all account type 80 transactions, from CLSFEDAD.
TOTAL APPR UNIT CHARGES	Total for all account types 20, 21, 22, & 23 transactions for the appropriation unit, from CLSLED.
TOTAL APPR UNIT REVENUE	Total for all account type 31 transactions for the appropriation unit, from CLSLED.
TOTAL APPR UNIT FX	Total for all account type 80 transactions for the appropriation unit, from CLSFEDAD.
TOTAL CHARGES FOR RPT CAT	Total for all account types 20, 21, 22, & 23 transactions for the reporting category, from CLSLED.
TOTAL REVENUE FOR RPT CAT	Total for all account types 31 transactions for the reporting category, from CLSLED.
TOTAL FX FOR RPT CAT	Total for all account types 80 transactions for the reporting category, from CLSFEDAD.
TOTAL CHARGES FOR AGENCY	Total for all account types 20, 21, 22, & 23 transactions for the agency, from CLSLED.
TOTAL REVENUE FOR AGENCY	Total for all account types 31 transactions for the agency, from CLSLED.
TOTAL FX FOR AGENCY	Total for all account types 80 transactions for the agency, from CLSFEDAD.

**MONTHLY REPORTS**



**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.



**2G23**

**Pending Transactions in Suspense File in Excess of 90 Days**

**Report**

**Overview:**

This report is a list of transactions that have been on the suspense file (SUSF) in excess of 90 days. The report is by agency and transactions requiring action. If a transaction appears on this report, the owner agency should investigate why the transaction has not yet processed and take appropriate action. The report will also distribute to OSRAP, who will ensure that agencies take action to clear SUSF, for transactions which have been there over 90 days.

**Report**

**Purpose:**

To provide a list of transactions that have been on the suspense file in excess of 90 days, which may need to be processed or deleted.

**Report**

**Source:**

Information for this report is obtained from the Document Suspense Table (SUSF).

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which transactions are listed (transactions on SUSF for more than 90 days).
AGENCY †	Agency that has transactions on SUSF in excess of 90 days.
BATCH TRAN †	Batch transaction code (will always appear, even for unbatched documents).
BATCH AGCY †	Batch agency code (will always appear, even for unbatched documents).
BATCH NUMBER †	Batch number (only appears if batching was used for the document).
DOCID TRAN †	Transaction code of the document.
DOCID AGCY †	Agency that entered the document.
DOC ID NUMBER †	Transaction number of the document.

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Field Name	Description
STAT †	Current document status.
APPRV †	Current approval levels for the document.
ENTRY DATE †	Date on which document entry began.
LAST DATE †	Last date on which any document editing or approvals occurred.
LAST USER †	User ID of the last person to perform any document editing or approvals.
PROCESS DATE †	New process date for the document (if one has been manually assigned).
TOTAL TRANSACTION COUNT FOR AGENCY	The number of pending transactions listed on the report for the agency.

† All information for this report is obtained from the SUSF table.

**Report**

**Distribution:**

Agencies and OSRAP

**Report**

**Layout:**

Access BUNDL to view the report layout.

## Project Summary Report

### 2G25

**Report**

**Overview:**

This report summarizes expenditures for projects/sub-projects/phases for the current month and the year to date. It also summarizes expenditures on an inception to date basis and lists inception to date expenditures, outstanding encumbrances, current budget and available budget. This report is run monthly and also for the thirteenth period (July 1 - August 14 prior year expenditures). Projects with a status of "E" (Ended), "N" (Non-Payable), or "F" (Finished Non-Payable) on the AGPR table are not included on this report.

**Report**

**Purpose:**

To provide a summary of expenditures for projects/sub-projects/phases for current month and year to date.

**Report**

**Source:**

Information for this report is obtained from the current month Closed General Ledger (CLSLED), and from the year-to-date Closed General Ledger (CLSLEDG). Additional information is obtained from the Agency (AGC2), Agency Project Inquiry (AGPR), Project Budget Line Inquiry (PRBL), Sub Project Name (SPNT), and Project Phase (PRPH) tables.

**Related**

**Reports:**

2G27 – Project Transaction Detail Report  
 2G28 – Projects by Agency Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which project/sub-project/phase expenditure information is listed.
AGENCY	Number of agency whose project/sub-project/phase expenditure information is listed.
AGENCY NAME	Name of agency whose project/sub-project/phase expenditure information is listed.
PROJECT	Number of project whose project activity is listed, from CLSLED.
PROJECT DESCRIPTION	Description of project whose project activity is listed, from AGPR.

Field Name	Description
PROJECT MGR	Name of project manager, from AGPR.
SUBPRJ	Sub-project code which identifies the project part, from PRBL.
SUBPRJ NAME	Name of subproject, from SPNT.
PHASE	Phase code within the project/sub-project, from PRBL.
PHASE NAME	Name of phase, from PRPH.
DESC	Description of subproject from PRBL table (first 14 bytes only).
APPR UNIT	MOF appropriation to which the activity is coded, from CLSLED.
OBJECT	Object code to which expenditure was charged, from CLSLED.
CURRENT MONTH	Total of expenditures charged to the detail line in the reporting month, from CLSLED.
YEAR-TO-DATE	Total of expenditures charged to the detail line in the state fiscal year to date, from CLSLEDG.
TOTAL APPR-UNIT	Current month and year-to-date totals for the appropriation unit.
TOTAL SUB-PRJ/PH	Current month and year-to-date totals for the sub-project and phase.
GRAND TOTAL APPR-UNIT	Current month and year-to-date totals for all appropriation units.
GRAND TOTAL PROJECT	Current month and year-to-date totals for all sub-projects and phases for the project.
TOTAL AGENCY	Current month and year-to-date totals for all projects for the agency. These amounts are displayed on the last page of the report.
INCEPTION TO-DATE EXPENDITURES	Cumulative expenditures by project/sub-project/phase incurred since the beginning of the project; can represent activity for multiple fiscal years; from PRBL
INCEPTION TO-DATE OUTSTANDING ENCUMBRANCES	Cumulative unpaid purchase order amounts by project/sub-project/phase incurred since the beginning of the project; can represent activity for multiple fiscal years; from PRBL

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Field Name	Description
CURRENT BUDGET	Current budget amount for the project/sub-project/phase, from PRBL
AVAILABLE BUDGET	This field is computed as the net of: Current Budget – Inception-to-date Expenditures – Inception-to-date Encumbrances.
TOTAL SUB-PRJ/PH	Expenditures, encumbrances, and budget totals for the sub-project and phase.
GR TOT PROJECT	Expenditures, encumbrances, and budget totals for all sub-projects and phases for the project.
TOTAL AGENCY	Expenditures, encumbrances, and budget totals for all projects for the agency. These amounts are displayed on the last page of the report.

**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.

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## Unclassified Deposit Summary - By Agency

### 2G26

**Report**

**Overview:**

This report provides a monthly list of deposits that are not completely classified at the end of the month. This information is provided so that agencies can ensure that deposits are completely classified.

**Report**

**Purpose:**

To provide a list of deposits that have not been completely classified by state agencies at the end of each month.

**Report**

**Source:**

Information for this report is obtained from the Open Deposit by Agency (ODAI) Table.

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which deposits not fully classified are listed.
AGENCY	The agency code for which the deposit was made.
DOCUMENT NUMBER	Deposit ticket number from the deposit transaction.
DEPOSIT DATE	Date on which the deposit was made.
POSTING DATE	Date on which the deposit suspense (DS) transaction was accepted in the system.
ORIGINAL DEPOSIT	Original deposit amount.
AMOUNT CLASSIFIED	Amount of the deposit classified to date by Cash Receipt (CR) transactions.
AMOUNT UNCLASSIFIED	Remaining amount of the original deposit that is not yet classified.
LAST ACTIVITY	Last date on which any deposit or classification activity occurred for the deposit.
TOTAL AGENCY	Totals for the agency in each column.

**MONTHLY REPORTS**

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**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.



## Project Transaction Detail Report

### 2G27

**Report**

**Overview:**

This report is a monthly list of all transactions processed against projects. Transactions are sorted by agency, project, subproject/phase and transaction. This report is run monthly and also for the thirteenth period (July 1 - August 14 for prior year expenditures), even if no activity occurred during the month.

**Report**

**Purpose:**

To provide a list of all transactions processed against projects during an accounting month.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED). Additional information for this report comes from the Agency (AGC2), Agency Project (AGPR), Sub-Project Name (SPNT), Project Phase (PRPH), and Project Budget Line Inquiry (PRBL) tables.

**Related**

**Reports:**

2G25 – Project Summary Report  
 2G28 – Projects by Agency Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

FIELD NAME	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which project transactions are listed.
AGENCY	Number of agency whose project transactions are listed, from CLSLED.
AGENCY NAME	Name of agency whose project transactions are listed, from AGC2.
PROJECT	Project number for which transactions are listed, from CLSLED.
PROJECT DESCRIPTION	Description of the project whose transactions are listed, from AGPR.
PROJECT MGR	Name of the project manager name, from AGPR.
SUBPRJ	Sub Project Number for the transaction line, from CLSLED.

FIELD NAME	Description
SUBPRJ NAME	Sub Project Name for the transaction line, from SPNT.
PHASE	Phase Number for the transaction line, from CLSLED.
PHASE NAME	Phase Name for the transaction line, from PRPH.
DESC	The Project description from the PRBL table (first 14 bytes only).
APPR UNIT	MOF appropriation to which the project is linked, from CLSLED.
TRANSACTION ID	Document's transaction code, agency, and document number, from CLSLED.
TRANS DATE	Transaction date entered on input document, from CLSLED.
ACCT TYPE	Account type for transaction processed (encumbrance, expenditure, revenue, etc.), from CLSLED.
OBJECT/REV SRC/BS ACCT	Object account code for expenditure or encumbrance transaction; revenue source code for revenue transaction; balance sheet account code for balance sheet account transaction, from CLSLED.
SUB OBJ REV	Sub-object or sub-revenue source code (if used) , from CLSLED.
ACTIVITY	Activity code entered on document, from CLSLED.
FUNCTION	Function code entered on document, from CLSLED.
GOVT WIDE PROJECT	Number of government wide project to which the project reports if applicable, from AGPR.
DOCUMENT DESCRIPTION	Description entered on document, from CLSLED.
AMOUNT	Dollar amount of the transaction that applies to the detail line of the report, from CLSLED.
TOT TRANS TYPE CHARGES	Total of all account type 20, 21, 22, and 23 project transactions for this transaction type, from CLSLED.
TOT TRANS TYPE REVENUE	Total of all account type 31 project transactions for this transaction type, from CLSLED.
TOT APPR UNIT CHARGES	Total of all account type 20, 21, 22, and 23 project transactions for this appropriation unit, from CLSLED.
TOT APPR UNIT REVENUE	Total of all account type 31 project transactions for this appropriation unit, from CLSLED.

MONTHLY REPORTS

FIELD NAME	Description
TOT SUB-PRJ/PHASE CHARGES	Total account type 20, 21, 22, and 23 project transactions for this sub-project and phase, from CLSLED.
TOT SUB-PRJ/PHASE REVENUE	Total account type 31 project transactions for this sub-project and phase, from CLSLED.
TOTAL PROJECT CHARGES	Total account type 20, 21, 22, and 23 project transactions for this project, from CLSLED.
TOTAL PROJECT REVENUE	Total account type 31 project transactions for this project, from CLSLED.
TOTAL AGENCY CHARGES	Total account type 20, 21, 22, and 23 project transactions for this agency, from CLSLED. This amount is displayed on the last page of the report.
TOTAL AGENCY REVENUE	Total account type 31 project transactions for this agency, from CLSLED. This amount is displayed on the last page of the report.

**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.



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**2G28**

**Projects by Agency Report**

**Report**

**Overview:**

This is a monthly list of all open and pending Capital Outlay projects currently on file for the Office of Facility Planning and Control. The report is sorted by requesting agency number, project number, subproject and phase. The report lists the requesting agency name, requesting agency number, project description, project number, subproject, phase and act number and act year of the legislation that authorized the project. Projects with a status of "E" (Ended), "N" (Non-Payable), or "F" (Finished Non-Payable) on the AGPR table are not included on this report. This report runs for the Office of Facility Planning and Control (Agency 115) only.

**Report**

**Purpose:**

To provide a list of all open and pending projects currently on file for the Office of Facility Planning and Control.

**Report**

**Source:**

Information for this report is obtained from the Agency Project Description (AGP2) and Project Budget Line Inquiry (PRBL) tables.

**Related**

**Reports:**

2G25 – Project Summary Report  
 2G27 – Project Transaction Detail Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
AS OF	The month-end date for the accounting period for which open and pending projects are listed.
REQUESTING AGENCY NAME	Name of the requesting agency from the current year AGCY table. If the agency name is not found on AGCY for the current year, the name is listed as UNIDENTIFIED.
AGY NUM	Requesting agency number, from AGP2
PROJECT DESCRIPTION	First line of the project description, from AGP2
PROJ NUM	Five (5) digit project number, from PRBL
SUB PROJ	Two (2) character sub-project code, from PRBL
PH	One (1) character phase code, from PRBL

MONTHLY REPORTS

Field Name	Description
ACT NUM	Number of the Capital Outlay Appropriation Act that authorized the project, from AGP2.
ACT YR	Fiscal Year of the Capital Outlay Appropriation Act that initially approved the project, from AGP2.

**Report**

**Distribution:** Office of Facility Planning and Control

**Report**

**Layout:** Access BUNDL to view the report layout.



**2G29**

**Statement of Fund Transfers Without Warrants**

**Report**

**Overview:**

This report lists current month, year to date, 13th and 14th period, and prior year to date amounts transferred to and from each fund. Transfers in are listed first, followed by transfers out; transfers are summarized by object or revenue source, transaction code, and fund. This report is the same as the 2G30 (Statement of Fund Transfers with Warrants) except that it does not report on warrants drawn or warrants received.

**Report**

**Purpose:**

This report is used by the Office of Statewide Reporting and Accounting Policy (OSRAP) for the preparation of the “Schedule of Fund Transfers” which is included in the Supplementary Information to the Comprehensive Annual Financial Report (CAFR).

**Report**

**Source:**

Information for this report is obtained from all generations of the Closed General Ledger (CLSLEDG) and the Open General Ledger (GENLED). Additional information for this report comes from the Fund (FUN2) and Administrative Fund (ADMF) tables.

**Related**

**Reports:**

- 2G30 – Statement of Fund Transfers With Warrants
- 2G02 – Agency Transaction List
- 2G36 – Detail Transaction Register

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which fund transfer activity is listed.
FUND	Number of the Administrative or Real Fund for which transfers are shown, from CLSLEDG and/or GENLED; Administrative or Real Fund name for which transfers are shown, from FUN2.
OB/R	Transfer Object or Revenue Source, depending on account type, from CLSLEDG and/or GENLED.
TRAN CODE	Transaction code of the transferring document, from CLSLEDG and/or GENLED.

MONTHLY REPORTS

Field Name	Description
FUND	For Transfer In lines – fund from which transfer was made (to report header fund); for Transfers Out lines – fund to which transfer was made (from report header fund).
DESCRIPTION	Description of the fund from which or to which the transfer was made, from FUND.
CURRENT MONTH ACTIVITY	Total amount of transfers for the report line in the current (reporting) month, from CLSLEDG and GENLED.
YEAR TO DATE ACTIVITY	Total amount of transfers for the report line for the year-to-date, from CLSLEDG and GENLED.
PRIOR YEAR PERIOD ACTIVITY	Total amount of transfers for the report line made in the current (reporting) month against the prior budget year, from CLSLEDG.
PRIOR YEAR TO DATE ACTIVITY	Total amount of transfers for the open prior year, from CLSLEDG.
TOTAL TRANSACTION CODE	Totals for each column, for the transaction code.
TOTAL (OBJECT or REVENUE SOURCE)	Totals for each column, for the object or revenue source.
TOTAL TRANSFERRED IN	Totals for each column, for Transfers In.
TOTAL TRANSFERRED OUT	Totals for each column, for Transfers Out.

**Report**

**Distribution:**

All Agencies, via the ISFGFS mailcode, and OSRAP.

**Report**

**Layout:**

Access BUNDL to view the report layout.



**2G30**

**Statement of Fund Transfers With Warrants**

**Report**

**Overview:**

This report lists current month, year to date, 13th and 14th period, and prior year to date amounts transferred to and from each fund. Transfers in are listed first, followed by transfers out; transfers are summarized by object or revenue source, transaction code, and fund. This report is the same as the 2G29 (Statement of Fund Transfers Without Warrants) except that, it also reports on Warrants Drawn and Warrants Received.

**Report**

**Purpose:**

This report is used by the Office of Statewide Reporting and Accounting Policy (OSRAP) to prepare the “Schedule Of Transfers To” and the “Schedule of Transfer From” included in the Supplementary Information of the Comprehensive Annual Financial Report (CAFR). It can also be used as an interim control to save work at year end, by correcting any problems on a monthly basis.

**Report**

**Source:**

Information for this report is obtained from all generations of the Closed General Ledger (CLSLEDG) and the Open General Ledger (GENLED). Additional information for this report comes from the Fund (FUN2) and Administrative Fund (ADMF) tables.

**Related**

**Reports:**

- 2G29 – Statement of Fund Transfers Without Warrants
- 2G02 – Agency Transaction List
- 2G36 – Detail Transaction Register

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which transfer activity including warrants is listed.
FUND NUMBER	Number of Administrative or Real Fund for which transfers are shown, from CLSLEDG and/or GENLED; Administrative or Real Fund name for which transfers are shown, from FUN2.
OB/R	Transfer Object or Revenue Source, depending on account type, from CLSLEDG and/or GENLED.
TRAN CODE	Transaction code of the transferring document, from CLSLEDG and/or GENLED.

Field Name	Description
FUND	For Transfer In lines – fund from which transfer was made (to report header fund); for Transfers Out lines – fund to which transfer was made (from report header fund).
DESCRIPTION	Description of the fund from which or to which the transfer was made, from FUND.
CURRENT MONTH ACTIVITY	Total amount of transfers for the report line in the current (reporting) month, from CLSLEDG and GENLED.
YEAR TO DATE ACTIVITY	Total amount of transfers for the report line for the year-to-date, from CLSLEDG and GENLED.
PRIOR YEAR PERIOD ACTIVITY	Total amount of transfers for the report line made in the current (reporting) month against the prior budget year, from CLSLEDG.
PRIOR YEAR TO DATE ACTIVITY	Total amount of transfers for the open prior year, from CLSLEDG.
TOTAL TRANSACTION CODE	Totals for each column, for the transaction code.
TOTAL (OBJECT or REVENUE SOURCE)	Totals for each column, for the object or revenue source.
TOTAL TRANSFERRED IN	Totals for each column, for Transfers In.
TOTAL TRANSFERRED OUT	Totals for each column, for Transfers Out.
TOTAL WARRANTS DRAWN	Totals for each column for warrants drawn. Warrants Drawn lines are listed at the end of each fund (header fund) section after all other transfer activity.

**Report Distribution:** Office of Statewide Reporting and Accounting Policy

**Report Layout:** Access BUNDL to view the report layout.

## Treasurer's Special Revenue Report

### 2G31

**Report**

**Overview:**

This report provides a list of all transactions recorded for the revenue sources "1435" (Interest on Investments), "1440" (Interest Income-8G Settlement), "1445" (Gain from Sales of Securities), "1450" (Loss from Sales of Securities), and "1455" (Dividends on Investments). Totals are provided for each revenue organization, appropriation, fund, fund class, and agency. Information on this report is used to reconcile the interest paid to revenue organizations under the Treasurer's Office's interest allocation plan.

**Report**

**Purpose:**

To provide a list of all transactions recorded for five particular revenue sources.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED). Additional information comes from the Fund table (FUN2).

**Related**

**Reports:**

- 2G02 – Agency Transaction List
- 2G17 – Revenue Summary Current Year and Prior Year
- 2G36 – Detail Transaction Register

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which specific revenue transactions are listed.
AGCY NUMB	Agency number recorded on the revenue transaction, from CLSLED.
FUND CLASS	Fund class for the fund recorded on the revenue transaction, from FUND.
FUND NUMB	Fund number recorded on the revenue transaction, from CLSLED.
APPR NUMB	Appropriation unit number recorded on the revenue transaction, from CLSLED.
BD FY	Budget fiscal year recorded on the revenue transaction, from CLSLED.

Field Name	Description
REVENUE ORGANIZ	Revenue organization recorded on the revenue transaction, from CLSLED.
REVENUE SOURCE	Revenue source code recorded on the revenue transaction, from CLSLED.
REPORT CATGRY	Reporting category recorded on the revenue transaction, from CLSLED.
TRANSACTION ID NUMBER	Transaction code, transaction agency, and document number that identify the document, from CLSLED.
TRANS DATE	Transaction date entered on input document, from CLSLED.
AMOUNT	Dollar amount of the revenue transaction, from CLSLED.
DESCRIPTION	Line description recorded on the revenue transaction, from CLSLED.
TOTAL FOR REVENUE ORG	Total of all revenue transaction dollar amounts for the Revenue Organization.
TOTAL FOR APPROPRIATION	Total of all revenue transaction dollar amounts for the Appropriation.
TOTAL FOR FUND NUMBER	Total of all revenue transaction dollar amounts for the Fund.
TOTAL FOR FUND CLASS	Total of all revenue transaction dollar amounts for the Fund Class.
TOTAL FOR AGENCY	Total of all revenue transaction dollar amounts for the Agency.
GRAND TOTAL OF TREASURER'S SPECIAL REVENUE	Total of all revenue transaction dollar amounts shown on the report.

**Report Distribution:**

State Treasurer's Office

**Report Layout:**

Access BUNDL to view the report layout.

## Organizational Structure Consistency Report

### 2G32

**Report**

**Overview:**

This report checks the validity of the organizational structure found in the Organization Table (ORG2).

**Report**

**Purpose:**

To provide the Office of Statewide Reporting and Accounting Policy (OSRAP) with a list of organizational structure errors. The report reflects the results of a system check of all entries in the ORG2 table. This check ensures that all reporting organizations exist for each ORG2 entry and that all reporting organizations are of the indicated organizational level. Records are written to the report only if inconsistencies are found. If no errors are found, the message “THE TOTAL NUMBER OF INCONSISTENCIES IS: 00000” appears.

**Report**

**Source:**

Information for this report is obtained from the Organization table (ORG2).

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FY	Fiscal year for the organization record with an inconsistency.
AGENCY	Agency for the organization record with an inconsistency.
ORG	Organization with an inconsistency.
STATUS	Status of the organization with an inconsistency.
INCONSISTENCY	This field identifies errors in the organization structure.

**Report**

**Distribution:**

Office of Statewide Reporting and Accounting Policy

**Report**

**Layout:**

Access BUNDL to view the report layout.

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**2G33**

**LA Organizational Structure Consistency Report**

**Report**

**Overview:**

This report checks the validity of the Louisiana organizational structure found in the Louisiana Organization Table (LORG).

**Report**

**Purpose:**

To provide the Office of Statewide Reporting and Accounting Policy (OSRAP) with a list of Louisiana Organization structure errors. The report reflects the results of a system check of all entries in the LORG table. This check ensures that all Louisiana reporting organizations exist for each LORG entry and that all Louisiana reporting organizations are of the indicated organizational level. Records are written to the report only if inconsistencies are found. If none are found, the message “THE TOTAL NUMBER OF INCONSISTENCIES IS: 00000” appears.

**Report**

**Source:**

Information for this report is obtained from the Louisiana Organization table (LORG).

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FY	Fiscal year for the LA Organization record with an inconsistency.
LA ORG	LA Organization record with an inconsistency.
STATUS	Status of the LA Organization record with an inconsistency.
RPTS TO AGENCY	Reports to agency for the LA Organization record with an inconsistency.
INCONSISTENCY	This field identifies errors in the LA Organization structure.

**Report**

**Distribution:**

Office of Statewide Reporting and Accounting Policy

**Report**

**Layout:**

Access BUNDL to view the report layout.

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**2G34**

**Non-Payable Project Number List**

**Report**

**Overview:**

This report lists projects for which the Office of Facility Planning and Control is responsible, but for which they do not make payments (AGPR status = “N”).

**Report**

**Purpose:**

To provide the Office of Facility Planning and Control a list of all projects for which they are responsible, but for which they do not make payments.

**Report**

**Source:**

Information for this report is obtained from the Agency Project Inquiry screen (AGPR) and the Agency Project Description screen (AGP2).

**Related**

**Reports:**

5G00 – Project Funding for Non-Payable Projects Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which non-payable projects are listed.
AGENCY	The report is only for Agency 115, the Office of Facility Planning and Control
PROJECT NUMBER	The unique code identifying the non-payable project from AGPR
PROJECT DESCRIPTION	The project description from AGPR and the first line of the description from the AGP2 table

**Report**

**Distribution:**

Office of Facility Planning and Control

**Report**

**Layout:**

Access BUNDL to view the report layout.

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**2G36**

**Detail Transaction Register**

**Report**

**Overview:**

This report is a list of all transactions processed during the reporting period. The report is sorted by Agency, Fund, BS Account, Appropriation, Organization, Revenue Source/Object, Reporting Category, Document and Transaction Date. Totals are listed for each balance sheet amount and each fund and finally for the agency.

**Report**

**Purpose:**

To provide a list of all transactions posted during the accounting period.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED).

**Related**

**Reports:**

2G02 – Agency Transaction List

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which transactions are listed.
AGY	Agency recorded on the transaction.
FUND	Fund recorded on the transaction.
BS ACCT	Balance sheet account recorded on the transaction.
APR	Appropriation unit recorded on the transaction.
ORGN	Organization recorded on the transaction.
RSRC OBJT	Revenue source or object code recorded on the transaction.
SUB O/R	Sub-object or sub-revenue source recorded on the transaction (if any).
REPT CAT	Reporting category recorded on the transaction (if any).
ACTIVITY	Activity recorded on transaction (if any).
FUNCTION	Function recorded on transaction (if any).

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Field Name	Description
VENDOR	Vendor number recorded on the transaction, if applicable.
EF FY	Effective budget fiscal year recorded for the transaction.
DOCUMENT	Transaction code, transaction agency, and document number that identify the document.
TRANS DATE	Transaction date recorded for the document.
ACTUAL DEL DT	Actual delivery date recorded (if a payment transaction).
AMOUNT	Dollar amount of the listed transaction.
COMMENTS	Comments recorded on the transaction (if any).
TOTAL BS-ACCT	Net dollar amount of all transactions recorded for the balance sheet account.
TOTAL FUND	Net dollar amount of all transactions recorded for the fund.
TOTAL AGENCY	Net total of all transactions recorded for the agency.

**Report**

**Distribution:**

All Agencies, via the ISFGFS mailcode

**Report**

**Layout:**

Access BUNDL to view the report layout.

**2G37**

**Receipts and Expenditures by Cash Account**

**Report**

**Overview:**

This report lists receipts (revenues and warrants received) and expenditures (expenditures and warrants drawn) by cash account. Records are sorted by balance sheet account (cash account), fund class, fund or administrative fund, agency and appropriation unit. All appropriated program appropriation units are summed together to create one entry for reporting purposes.

**Report**

**Purpose:**

To provide a list of receipts and disbursements by cash account.

**Report**

**Source:**

Information for this report is obtained from all generations of the Closed General Ledger (CLSLEDG) and the Year to Date General Ledger (YTDLED). Additional information is obtained from the Balance Sheet Account (BAC2), Appropriation Inquiry (EAP2), and Fund (FUN2) tables.

**Related**

**Reports:**

2G60 – 2G37 / 2G06 Fund Reconciliation

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which receipts and expenditure activity is listed.
ACCT	Cash account from the ledger (for real funds) or cash account from the Balance Sheet Account table (for administrative funds); description of the Cash account, from BAC2.
FND CLS	Fund class associated with the fund coded on the transaction, from FUN2; or, spaces for an administrative fund.
FUND	Fund coded on the transaction, or the administrative fund.
AGY	Agency coded on the transaction.
APP	Appropriation unit coded on the transaction.
FY	Budget fiscal year coded on the transaction.

MONTHLY REPORTS

Field Name	Description
DESCRIPTION	Appropriation name for the listed appropriation unit, from EAP2, or the Fund name for the listed fund, from FUN2.
CURRENT MONTH ACTUAL	Current (reporting) month actual receipts or expenditures for the appropriation or fund.
YEAR TO DATE ACTUAL	Year to date actual receipts or expenditures for the appropriation or fund.
INCEPTION TO DATE ACTUAL	Inception to date actual receipts or expenditures for the appropriation or fund.
BUDGET	Current Appropriation amount or Current Estimated Receipts amount (as appropriate) for the cash account for the fiscal year, fund, agency, and appropriation, from EAP2.
RECEIPTS	Calculated receipts for the fund class, fund, agency, appropriation and fiscal year, in each column.
EXPENDITURES	Calculated expenditures for the fund class, fund, agency, appropriation and fiscal year, in each column.
BALANCE	Calculated as Receipts less Expenditures, in each column.
TOT FUND CLASS	Totals for each column, including budget, for the Fund Class.

**Report**

**Distribution:** All Agencies, via the ISFGFS mailcode

**Report**

**Layout:** Access BUNDL to view the report layout.

**2G38**

**Receipts and Expenditures for Funds 051, 055, and 075 – by Group Code**

**Report**

**Overview:**

This report lists receipts (revenues and warrants received) and expenditures (expenditures and warrants drawn) by cash account, for Capital Outlay funds 051, 055, and 075. Records are sorted by group code, balance sheet account (cash account), fund class, fund or administrative fund, agency and appropriation unit. Only appropriation units tied to funds 051, 055, and 075 are included on this report.

**Report**

**Purpose:**

To provide a list of receipts and disbursements by cash account for Capital Outlay funds 051, 055, and 075.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED). Additional information is obtained from the Balance Sheet Account (BAC2), Appropriation Inquiry (EAP2), and Fund (FUN2) tables.

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which receipts and expenditures activity is listed.
APPR GROUP CODE	Group Code of the Appropriation, from EAP2; description of the Group Code, from GRPC.
ACCT	Cash account from the ledger (for real funds) or cash account from the Balance Sheet Account table (for administrative funds); description of the Cash account, from BAC2.
FND CLS	Fund class associated with the fund coded on the transaction, from FUN2, or spaces for administrative fund.
FUND	Fund coded on the transaction or administrative fund.
AGY	Agency coded on the transaction.

MONTHLY REPORTS

Field Name	Description
APP	Appropriation unit coded on the transaction.
FY	Budget fiscal year coded on the transaction.
DESCRIPTION	Appropriation name for the coded appropriation unit, from EAP2, or the fund name for the listed fund, from FUN2.
CURRENT MONTH ACTUAL	Current (reporting) month actual receipts or expenditures for the appropriation or fund.
YEAR TO DATE ACTUAL	Year to date actual receipts or expenditures for the appropriation or fund.
INCEPTION TO DATE ACTUAL	Inception to date actual receipts or expenditures for the appropriation or fund.
BUDGET	Budget for the appropriation for the appropriation or fund.
RECEIPTS	Calculated receipts for the fund class, fund, agency, appropriation and fiscal year, in each column.
EXPENDITURES	Calculated expenditures for the fund class, fund, agency, appropriation and fiscal year, in each column.
BALANCE	Calculated as Receipts – Expenditures, in each column.
TOTAL FUND	Totals for each column including budget, for the Fund.
TOTAL	Totals for each column including budget, for the Appropriation Group Code.

**Report**

**Distribution:** Control Agencies

**Report**

**Layout:** Access BUNDL to view the report layout.



## 2G39 Deposit Summary

**Report**

**Overview:**

This report provides the State Treasurer's Office with deposit and classification information on deposits not completely classified and all deposits since the last monthly purge of the Open Deposit Items Table (ODIT). The report shows agency, deposit number, and deposit date. Each line shows the original deposit amount with the corresponding amount that has been classified and the remaining portion that has not been classified. Each monthly purge of ODIT deletes deposits that were completely classified more than six months previously.

**Report**

**Purpose:**

To provide the State Treasurer's Office with information on deposits not fully classified as well as deposits made since the last monthly purge of ODIT.

**Report**

**Source:**

Information for this report is obtained from the Open Deposit Items table (ODIT) and from the Bank table (BANK).

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
AS OF	The month-end date for the accounting period for which deposit information is listed.
BANK CODE	The 2-digit bank code for the Bank to which the deposit was made, from ODIT; the Bank Account Number related to the 2-digit Bank Code, from BANK; the Bank Account Name related to the 2-digit Bank Code, from BANK.
DEPOSIT DATE	Date on which the deposit occurred.
AGENCY	Depositing agency.
DOCUMENT NUMBER	Deposit ticket number.
FED FUNDS	Federal funds indicator "Y" = Yes "N" = No.
POSTING DATE	Date on which the deposit suspense (DS) transaction was accepted by AFS.

MONTHLY REPORTS

Field Name	Description
ORIGINAL DEPOSIT AMOUNT	Amount of the deposit.
AMOUNT CLASSIFIED	Deposit amount that has been classified to date.
AMOUNT UNCLASSIFIED	Remaining amount of the deposit which has not been classified. This is the amount that remains in the suspense fund.
LAST ACTIVITY	Last date on which any deposit or classification activity occurred for the deposit.
TOTAL BANK CODE	Totals for the Bank Code, for each column.
TOTAL **GRAND**	Totals for all Bank codes on the report, for each column.

**Report Distribution:** Control Agencies

**Report Layout:** Access BUNDL to view the report layout.

## MOF Appropriation Report

### 2G40

**Report**

**Overview:**

This report is a comparison of current month and Inception-to-date expenditures and revenue to the appropriation amount for each Means of Financing in fund 075, 055, or 051 **and** all appropriations with a group code of 09 or 15. Revenue amounts are displayed for each revenue source and are totaled by revenue class and revenue category for each MOF Appropriation Unit. Expenditure amounts are displayed for each object and are totaled by object class and object category for each Means of Financing Appropriation Unit.

**Report**

**Purpose:**

To provide summary revenue and expenditure information for each Means of Financing in fund 075, 055, or 051 **and** all appropriations with a group code of 09 or 15.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED), Year-to-Date Budget Ledger (YTDBUD), Current Budget Ledger (CURRBD), and Daily General Ledger (GENLED). Additional information is obtained from the Agency (AGC2), Appropriation Budget (EAP2), Revenue Source (RSR2), and Object (OBJ2) tables.

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which appropriation, revenue, and expenditure is listed.
FY	The budget fiscal year to which the appropriation, revenue, and expenditure relates.
FUND	The fund number for the detail on the report.
AGENCY	Agency number and short name (from AGC2) for the detail on the report.
Detail Means of Financing (REVENUE)	
APPR UNIT	Appropriation unit for which activity is shown.

Field Name	Description
DESC	The appropriation unit short name, from EAP2.
OBJ REV CAT	Revenue source category for which activity is shown, from RSR2.
OBJ REV CLS	Revenue source class for which activity is shown, from RSR2.
OBJ REV CODE	Revenue source account code for which activity is shown.
DESC	Description (short name) of the revenue source account code, from RSR2.
CURRENT APPROPRIATION	Total budgeted amount for this appropriation unit.
ESTIMATED RECEIPTS	Total budgeted estimated receipts for this appropriation unit.
ACTUAL PERIOD	Actual receipts for the current period.
ACTUAL ITD	Total inception-to-date receipts.
UNCOLLECTED	Total uncollected receipts for this appropriation unit.
TOTAL REVENUE CLASS	Totals for the revenue class, in each column.
TOTAL REVENUE CATEGORY	Totals for the revenue category, in each column.
TOTAL APPROPRIATION UNIT	Totals for the appropriation unit, in each column.
TOTAL MEANS OF FINANCING	Totals for the Means of Financing, in each column.
Detail Means of Financing (EXPENDITURES)	
APPR UNIT	Appropriation unit for which activity is shown.
OBJ REV CAT	Expenditure object category for which activity is shown, from OBJ2.
OBJ REV CLS	Expenditure object class for which activity is shown, from OBJ2.
OBJ REV CODE	Expenditure object account code for which activity is shown.
DESC	Description of the expenditure object account code, from OBJ2.

MONTHLY REPORTS

Field Name	Description
CURRENT APPROPRIATION	Total budgeted amount for this appropriation unit.
ESTIMATED RECEIPTS	Total budgeted estimated receipts for this appropriation unit.
BUDGET AUTHORITY	Authorized budget amount based on the budget option selected.
ACTUAL - PERIOD	Actual expenditures for the current period.
ACTUAL - ITD	Total inception-to-date expenditures.
ENCUMBRANCE BALANCE	Total amount encumbered for this expenditure object account code.
REMAINING BUDGET	Remaining budget for this appropriation unit, calculated as Budget Authority less Actual – ITD.
TOTAL OBJ CLASS	Totals for the object class, in each column.
TOTAL OBJ CAT	Totals for the object category, in each column.
TOTAL APPR UNIT	Totals for the appropriation unit, in each column.
TOTAL MOF	Totals for the Means of Financing, in each column.

**Report Distribution:** Agencies and Control Agencies

**Report Layout:** Access BUNDL to view the report layout.

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**2G41**

**Cash Disbursement Register**

**Report**

**Overview:**

This report lists cash disbursements by fund, cash account, and bank account for the most recently closed month. Each disbursement on the report is displayed with its transaction ID (check/EFT number), check date, payee name, and amount disbursed. Totals are provided by cash account, bank account, and fund. The report only includes disbursement transactions for bank codes "04" and "RJ".

**Report**

**Purpose:**

To list cash disbursements for the most recently closed month.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED). Additional information is obtained from the Bank (BANK), Fund (FUN2), and Balance Sheet Account (BAC2) tables.

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR CASH DISBURSED	The month-begin date and month-end dates for the accounting period for which cash disbursements information is listed.
FUND	Number and name of fund from which disbursements were made, from FUN2.
BANK	Number and name of Bank from which disbursements were made, from BANK.
CASH ACCOUNT	Number and name of cash account from which disbursements were made, from BAC2.
BANK ACCOUNT	Number of Bank account from which disbursements were made, from BANK.
DISBURSEMENT TRANSACTIONS ID	Check number or EFT number of the disbursement transaction.
DATE	Processing date of the disbursement transaction.
PAYEE NAME	Vendor to whom the disbursement was made.

MONTHLY REPORTS

Field Name	Description
AMOUNT	Amount of the disbursement.
CASH ACCOUNT TOTAL	Total of disbursements from the cash account.
BANK ACCOUNT TOTAL	Total of disbursements from the bank account.
FUND TOTAL	Total of disbursements from the Fund.

**Report**

**Distribution:**

Agencies and Control Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.



## Federal Aid Expenditure Summary Report

### 2G42

**Report**

**Overview:**

This report shows a summary of expenditures and charges (FX) for reporting categories that are tied to grants. The report is sorted by fiscal year, agency, federal aid number, reporting category, object code, sub-object, and organization. The upper section of the report includes current period and year-to-date expenditures, year-to-date encumbrance balance, and current period and year-to-date fed aid charges (FX). Totals are provided by object and for each reporting category and for the federal aid number. The lower section of the report shows inception-to-date expenditures and fed aid charges (FX), encumbrance balance, budget, and remaining budget. Totals are provided for each reporting category, for the federal aid number, and for the agency.

**Report**

**Purpose:**

To provide summary information of expenditures and federal aid charges posted to grants in the current period, year-to-date and inception-to-date. Inception-to-date encumbrance and budget information is also listed.

**Report**

**Source:**

Information for this report for accounting transactions is taken from the Closed Federal Aid ledger (CLSFAID), Inception-to-Date Federal Aid ledger (ITDFAID). For FM and FX transactions, information for this report is taken from the Closed Federal Aid ledger (CLSFEDAD), and Inception-to-Date Federal Aid ledger (YTDFEDAD). Additional information is obtained from the Agency (AGC2), Object (OBJ2), Reporting Category (RPTG), Agency Federal Aid Inquiry (AGFA), and Federal Aid Budget Line Inquiry (FBLT) tables.

**Related**

**Reports:**

2G22 – Reporting Category Transactions Detail Accounting Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which expenditures are listed.
FY	Budget fiscal year that relates to the expenditures on the report.
AGENCY	Number and short name (from AGC2) of the agency for which data is shown.

Field Name	Description
FEDERAL AID NUMBER	Number and description of the grant for which data is shown, from AGFA.
REPORTING CATEGORY	Number and description of the reporting category for which data is shown, from RPTG.
OBJ CODE	Object code for which activity is shown
DESCRIPTION	Object description, from OBJ2.
SUB OBJ	Sub-object code for which activity is shown. From the CLSFAID, ITDFAID, CLSFEDAD, and YTFEDAD ledgers.
ORGN	Organization code for which activity is shown. From the CLSFAID, ITDFAID, CLSFEDAD, and YTFEDAD ledgers.
CURRENT PERIOD EXPENDITURES	Total monthly expenditures for this detail line, from the CLSFAID ledger.
YEAR TO DATE EXPENDITURES	Year to date expenditures for this detail line, from the ITDFAID ledger.
YEAR TO DATE ENC BALANCE	Year to date encumbrances (purchase orders) for this detail line, from the ITDFAID ledger.
CURRENT PERIOD FED AID CHARGES	All FXs processed in the current period, regardless of the accounting period to which they were charged. From the CLSFEDAD ledger.
YEAR TO DATE FED AID CHARGES	All FXs processed this AFS fiscal year, regardless of the accounting period to which they were charged. From the YTFEDAD ledger.
INCEPTION TO DATE EXPENDITURES	Inception to date expended amount for this reporting category within the Federal Aid (grant) number. This field is displayed for each reporting category, for each grant and for the agency. From the ITDFAID ledger.
INCEPTION TO DATE FED AID CHARGES	Inception to date federal aid charges for this reporting category within the Federal Aid (grant) number. From the YTFEDAD ledger. This field is displayed for each reporting category, for each grant and for the agency.
ENCUMBRANCE BALANCE	Year to date encumbrances (purchase orders). From the ITDFAID ledger. This field is displayed for each reporting category and for each reporting category, for each grant and for the agency.

MONTHLY REPORTS

Field Name	Description
BUDGET	The current budget amount established for the reporting category budget line within the Federal Aid (grant) number. From the YTD FEDAD ledger. This field is displayed for each reporting category, for each grant and for the agency.
REMAINING BUDGET	Computed as Budget – (Inception to Date Expenditures + Inception to Date Fed Aid Charges + Enc. Balance). This field is displayed for each reporting category, for each grant and for the agency.
TOT OBJECT	Totals for the object, in each column (upper section of report only).
TOT REPT CAT	Totals for the reporting category, in each column (both sections of report).
TOT FED AID #	Totals for the grant, in each column (both sections of report).
TOT AGENCY	Totals for the agency in each column (both sections of report).

**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.

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**2G43**

**Federal Aid Revenue Summary Report**

**Report**

**Overview:**

This report shows a summary of revenue collections for reporting categories that are tied to grants. The report is sorted by fiscal year, agency, federal aid number, reporting category, revenue source code, sub-revenue source, and organization. The upper section of the report includes current period and year-to-date revenues. Totals are provided by revenue source, and for each reporting category and for the federal aid number. The lower section of the report shows inception-to-date revenues, budget, and remaining budget. Totals are provided for each reporting category, for the federal aid number, and for the agency.

**Report**

**Purpose:**

To provide summary information of revenue collections posted to grants in the current period, year-to-date and inception-to-date. Inception-to-date budget and remaining budget information is also listed.

**Report**

**Source:**

Information for this report for accounting transactions is taken from the Closed Federal Aid ledger (CLSFAID) and Inception-to-Date Federal Aid ledger (ITDFAID). For FM transactions, information for this report is taken from the Inception-to-Date Federal Aid ledger (YTDFEDAD). Additional information is obtained from the Agency (AGC2), Revenue Source (RSR2), Reporting Category (RPTG), Agency Federal Aid Inquiry (AGFA), and Federal Aid Budget Line Inquiry (FBLT) tables.

**Related**

**Reports:**

2G22 – Reporting Category Transactions Detail Accounting Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which revenues are listed.
FY	Budget fiscal year that relates to revenues listed on the report.
AGENCY	Number and short name (from AGC2) of the agency for which data is shown.
FEDERAL AID NUMBER	Number and description of grant for which data is shown, from AGFA.

Field Name	Description
REPORTING CATEGORY	Number and description of reporting category for which data is shown, from RPTG.
REV CODE	Revenue source code for which activity is shown.
DESCRIPTION	Revenue source description, from RSR2.
SUB REV	Sub-revenue source code for which activity is shown. From the CLSFAID and ITDFAID ledgers.
ORGN	Organization code for which activity is shown. From the CLSFAID and ITDFAID ledgers.
CURRENT PERIOD REVENUE	Total monthly revenue collections for this detail line, from the CLSFAID ledger.
YEAR TO DATE REVENUE	Year to date revenues for this detail line, from the ITDFAID ledger.
INCEPTION TO DATE REVENUE	Inception to date revenue collections for this reporting category within the Federal Aid (grant) number. This field is displayed for each reporting category, for each grant and for the agency. From the ITDFAID ledger.
BUDGET	Current revenue budget amount established for the reporting category budget line within the Federal Aid (grant) number. From the YTD FEDAD ledger. This field is displayed for each reporting category, for each grant and for the agency.
REMAINING BUDGET	Computed as (Budget - Inception to Date Revenue). This field is displayed for each reporting category, for each grant and for the agency.
TOT REV SOURCE	Totals for the revenue source, in each column (upper section of report only).
TOTAL REPT CAT	Totals for the reporting category, in each column (both sections of report).
TOTAL FED AID #	Totals for the grant, in each column (both sections of report).
TOT AGENCY	Totals for the agency in each column (both sections of report).

**Report Distribution:**

Agencies

**Report Layout:**

Access BUNDL to view the report layout.

**2G44**

**Agency Encumbrance by Appropriation/Organization**

**Report**

**Overview:**

This report shows monthly encumbrance balances by agency, appropriation number, budget fiscal year, and organization. Records from the open Purchase Order ledger are matched against entries from the Closed General Ledger to determine outstanding balances of purchase orders. Totals are shown for each document, organization, and appropriation, and for the agency.

**Report**

**Purpose:**

To provide encumbrance balances by agency, appropriation number, budget fiscal year, and organization, as of the most recently closed accounting period.

**Report**

**Source:**

Information for this report is obtained from the Open Purchase Order Ledger (POOPEN) and the Closed General Ledger (CLSLED). Additional information is obtained from the Agency table (AGC2).

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
AS OF	The month-end date for the accounting period for which encumbrance balances are listed.
AGENCY NO	Number and name (from AGC2) of the agency whose encumbrance balances are listed.
APPRN NO	Appropriation unit in which the encumbrances were recorded.
ORGN NO	Organization in which the encumbrances were recorded.
BFY	Budget Fiscal Year in which the encumbrances were obligated.
VENDOR NO	Number of vendor to whom purchase order was issued.
VENDOR NAME	Payee vendor's name.
DOCMNT NO NUMBER	Purchase order transaction ID.

MONTHLY REPORTS

Field Name	Description
LN NO	Line number of the document with outstanding encumbrance balance.
OBJT	Object coded on the purchase order line.
ACTIVITY	Activity coded on the purchase order line, if any.
FUNCTION	Function coded on the purchase order line, if any.
FUND	Fund coded on the purchase order line.
RPTG CATG	Reporting category coded on the purchase order line, if any.
PROJECT NUMBER	Capital outlay project number coded on the purchase order line, if any.
PO DATE	The date the transaction was accepted by the system.
PERIOD END ENCUMBRANCE	The outstanding amount of the encumbrance which has not been closed by a payment voucher, manual warrant, or purchase order modification.
TOTAL DOCUMENT	Total of encumbrances on the document.
TOTAL ORGANIZATION	Total of encumbrances on the report, for the organization..
TOTAL APPROPRIATION	Total of encumbrances on the report, for the appropriation.
TOTAL FOR AGENCY	Total of encumbrances on the report, for the agency.

**Report Distribution:**

Agencies

**Report Layout:**

Access BUNDL to view the report layout.



## 2G45 Organization Responsibility Exception Report

**Report**

**Overview:**

This report lists information for organizations that have been deleted from the ORG2 table but which have had activity in the ledgers. This report is formatted like the 2G00 Expenditure/Revenue Organization Responsibility Report.

**Report**

**Purpose:**

To provide a receptacle for the financial information that would have been shown on 2G00, had the organization not been deleted from the Organization table ORG2.

**Report**

**Source:**

Information for this report is obtained from the 2G00 extract file, which is created from the Closed General Ledger (CLSLED), Year-to-Date General Ledger (CLSLEDG) and Year-to-Date Budget Ledger (CLSBUDG).

**Related**

**Reports:**

2G53 – Monthly Organization Error Report by Budget Year

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which information is listed for deleted organizations.
FY †	Budget fiscal year to which revenues/expenditures were charged.
FUND †	Fund to which the organization reports and its short name, from FUN2.
AGENCY †	Agency number associated with the organization at the time that the transaction was processed and its short name, from AGC2.
APPR UNIT †	Appropriation unit number associated with the organization at the time that the transaction was processed and its short name, from EAP2.
RESPONSIBLE AGENCY	Responsible agency number associated with the organization at the time that the transaction was processed and its short name, from AGC2.
ORGANIZATION LEVEL	Organization level of the expenditure/revenue organization is blank because the ORG2 record is missing.

MONTHLY REPORTS

Field Name	Description
ORGANIZATION †	Expenditure/revenue organization number. The organization name is blank because the ORG2 record is missing.
REPORTS TO ORGN	Organization number and name (1st 12 characters) that the expenditure/revenue organization reports to are blank because the ORG2 record is missing.
ORGANIZATION TYPE	Organization type is blank because the ORG2 record is missing.
REPORTS TO LORG	Louisiana organization number and its short name are blank because the ORG2 record is missing.
CAT	Object category or the revenue category.
OBJ/REV CODE †	Object code or revenue source number.
DESC	Short name of the object code or revenue source.
CURRENT BUDGET ††	Current budgeted amount for object code or revenue source.
ACTUAL PERIOD †	Total expense or classified revenue amounts for monthly reporting period.
ACTUAL YTD †	Total expense or classified revenue amounts year to date.
PRE-ENC BALANCE †	Year-to-Date pre-encumbrance amounts.
ENC BALANCE †	Year-to-Date encumbrance amounts.
REMAINING BUDGET	Current Budget minus Actual YTD and Encumbrance Balance.
REMAINING BUDG LESS PRE-ENCUM	Current Budget minus Actual YTD, Encumbrance Balance and Pre-encumbrance Balance.
TOTAL line	Object or revenue category totals in each column.
TOT line	Organization totals in each column.

† These fields are pulled from the transactions posted to the Year-to-Date General Ledger (CLSLEDG).

†† These fields are pulled from the transactions posted to the Year-to-Date Budget Ledger (CLSBUDG).

**Report**

**Distribution:**

Office of Statewide Reporting and Accounting Policy

**Report**

**Layout:**

Access BUNDL to view the report layout.



**2G46**

**Monthly Electronic Funds Register**

**Report**

**Overview:**

This report is a recap of the daily electronic fund registers. It is produced monthly and sent to the State Treasurers= Office (STO) on microfiche. This report shows EFT numbers and dates, vendor names, payment voucher transaction numbers, agency and fund coding, and amounts paid for all electronic funds transfer payments.

**Report**

**Purpose:**

To provide the State Treasurer’s Office with a list of the daily electronic funds transfers for an accounting month.

**Report**

**Source:**

Information for this report is obtained from the Electronic Funds Disbursement ledger (EFTDISB).

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR MONTH ENDING	The month-end date for the accounting period for which EFT payments are listed.
BANK	Number of Bank Account against which EFT payments were issued.
EFT NUMBER	Electronic funds transfer number for the disbursement.
DATE	Date on which the EFT was recorded.
VENDOR	Payee vendor for whom the EFT was produced.
PMT VOUCHER ID	Document ID of the payment voucher that was paid via electronic funds transfer.
AGY	Agency for which the EFT payment was made.
FUND	Fund for which the EFT payment was made.
AMOUNT	Dollar amount disbursed on the EFT for the payment voucher.

MONTHLY REPORTS

Field Name	Description
EFT TOTAL	Dollar amount disbursed on the EFT for all payment vouchers.
BANK TOTAL	Total dollar amount of all EFT payments made from the bank.
GRAND TOTAL	Total dollar amount of all EFTs listed on 2G46 report.

**Report**

**Distribution:**

State Treasurer's Office

**Report**

**Layout:**

Access BUNDL to view the report layout.

## Activity Sub-Program Report

### 2G47

**Report**

**Overview:**

This report compares both expenditures and revenue to budget for the current month and year to date for level 2 programs beginning with the letters >SP=. Amounts are displayed for each object/revenue source along with totals for each object/revenue category. The report displays the level of the organization being reported and the organization number to which it reports. Detail lines of the report show total combined revenues and expenditures for all organizations below this organization. There are also revenue and expenditure summaries for each lower level (program, revenue or expenditure) organization of the primary reporting organization. This report is produced monthly and for period 13 (July 1 - August 14).

**Report**

**Purpose:**

To provide a comparison of both expenditures and revenue to budget for the current month and year-to-date for level 2 programs beginning with the letters >SP=.

**Report**

**Source:**

Information for this report is obtained from the Year-to-Date General Ledger (YTDLED), Year-to-Date Budget Ledger (YTDBUD), and Closed General Ledger (CLSLED). Additional information for this report is obtained from the Appropriation Budget (EAP2), Fund (FUN2), Agency (AGC2), Organization (ORG2), Object (OBJ2), Revenue Source (RSR2), Object Category (OCAT), and Revenue Category (RCAT) tables.

**Related**

**Reports:**

2G48 – Statewide Activity Report  
 2G51 – Activity Report by Department

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which “SP” program organization activity is listed.
FY	The budget fiscal year to which the revenue/expenditure activity relates.
FUND	Number and name (from FUN2) of the fund to which the subject organization reports.

Field Name	Description
AGENCY	The reporting organization's agency number and its short name, from AGC2.
ORGANIZATION LEVEL	The level of the reporting organization, from ORG2.
ORGANIZATION	The reporting organization's number and name.
REPORTS TO ORGN	Number and name of the next organization in the hierarchy structure, from ORG2.
CAT	Object/revenue category, from OBJ2/RSR2.
OBJ/REV CODE	Object code/revenue source number.
DESC	Object code/revenue source short name, from OBJ2/RSR2.
CURRENT BUDGET	Current fiscal year budgeted amount for detail budget line (organization and object/revenue source).
ACTUAL PERIOD	Actual amount expended or collected for the current period.
ACTUAL YTD	Actual amount expended or collected for the year to date.
PRE-ENC BALANCE	Remaining year to date pre-encumbrance amounts.
ENC BALANCE	Remaining year to date encumbered amounts.
REMAINING BUDGET	Current Budget less Actual YTD and Enc Balance for expenditures; Current Budget less Actual YTD for revenues.
REMAINING BUDG LESS PRE-ENCUM	Remaining Budget minus Pre-Encumbrance Balance (for expenditures).
TOTAL	Object/Revenue category totals for each column.
TOT (for "SP" org)	"SP" Organization totals for each column.
TOT (for lower level orgs)	Lower level organization totals (for organizations that report to subject organization).

**Report**

**Distribution:** Budget Office

**Report**

**Layout:** Access BUNDL to view the report layout.

**2G48**

**Statewide Activity Report**

**Report**

**Overview:**

This report lists expenditure and revenue amounts for the current period and year to date for each activity defined to the system (ACT2 table). Amounts are displayed for each object/revenue source along with totals for each object/revenue category. Detail lines of the report show expenditures and revenues for all agencies using the specific activity. This report is produced monthly and for period 13 (July 1 - August 14).

**Report**

**Purpose:**

To provide actual expenditure and revenue amounts for the current month and year-to-date statewide by activity.

**Report**

**Source:**

Information for this report is obtained from the Year-to-Date General Ledger (YTDLED) and Closed General Ledger (CLSLED). Additional information for this report is obtained from the Object (OBJ2) and Revenue Source (RSR2) tables.

**Related**

**Reports:**

- 2G47 – Activity Sub-Program Report
- 2G49 – Activity Report by Agency
- 2G51 – Activity Report by Department

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which revenue/expenditure information is listed for an activity.
FY	The budget fiscal year to which the revenues/expenditures relate.
ACTIVITY	The activity code and name from the ACTV table.
CAT	Object/revenue category, from OBJ2/RSR2.
OBJ/REV CODE	Object code/revenue source number.
OBJ/REV DESC	Object code/revenue source code short name, from OBJ2/RSR2.
ACTUAL PERIOD	Actual amount expended or collected for the current period.

MONTHLY REPORTS

Field Name	Description
ACTUAL YEAR TO DATE	Actual amount expended or collected for the year to date.
PRE-ENC BALANCE	Remaining year to date pre-encumbered balance.
ENC BALANCE	Remaining year to date encumbered amount.
TOTAL FOR CATEGORY	Totals for the object/revenue category, in each column.
TOTAL REVENUE FOR ACTIVITY	Activity totals for all revenues, in the Actuals column.
TOTAL EXPEND FOR ACTIVITY	Activity totals for all expenditures, in each column.

**Report**

**Distribution:** All Agencies, via the ISFGFS mailcode

**Report**

**Layout:** Access BUNDL to view the report layout.

**Additional**

**Information:** This report can also be run “On Request” to display revenues and expenditures through the latest processing day. When run in this mode, the Daily General Ledger (GENLED) determines the actual period amounts, and the Year-To-Date ledger (YTDLED) determines the actual year-to-date, pre-encumbrance balance, and encumbrance balance amounts.





**2G49**

**Activity Report by Agency**

**Report**

**Overview:**

This report lists expenditure and revenue amounts for the current period and year to date for each activity used by an agency. Amounts are displayed for each object/revenue source by expenditure or revenue organization. Totals are included for each object/revenue source along with totals for each object/revenue category. Detail lines of the report show expenditures and revenue for each agency and each activity. Year-to-date pre-encumbrance and encumbrance amounts are also reported.

**Report**

**Purpose:**

To provide actual expenditure and revenue amounts for the current month and year-to-date by activity.

**Report**

**Source:**

Information for this report is obtained from the Year-to-Date General Ledger (YTDLED) and Closed General Ledger (CLSLED). Additional information for this report is obtained from the Agency (AGC2), Object (OBJ2), and Revenue Source (RSR2) tables.

**Related**

**Reports:**

- 2G47 – Activity Sub-Program Report
- 2G48 – Statewide Activity Report
- 2G51 – Activity Report by Department

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which revenue/expenditure information is listed for an agency's activities.
FY	The budget fiscal year to which the revenues/expenditures relate.
AGENCY	The agency number and its long name, from AGC2.
ACTIVITY	Number and name (from ACTV) of the activity for which revenues/expenditures are listed.
CAT	Object/revenue category, from OBJ2/RSR2.
OBJ/REV CODE	Object code/revenue source number.

Field Name	Description
OBJ/REV DESC	Object code/revenue source code short name, from OBJ2/RSR2.
ORGN	Number of the expenditure or revenue organization through which activity was charged.
ACTUAL PERIOD	Actual amount expended or collected for the current period.
ACTUAL YEAR TO DATE	Actual amount expended or collected for the year to date.
PRE-ENC BALANCE	Remaining year to date pre-encumbered balance.
ENC BALANCE	Remaining year to date encumbered amount.
TOTAL FOR CATEGORY	Totals for the object/revenue category, in each column.
TOTAL REVENUE FOR ACTIVITY	Totals revenues for the activity, in the Actuals column.
TOTAL EXPEND FOR ACTIVITY	Totals expenditures for the activity, in each column.
TOTAL REVENUE FOR AGENCY	Totals revenues for all activities within the agency, in each column.
TOTAL EXPEND FOR AGENCY	Totals expenditures for all activities within agency, in each column.

**Report Distribution:** Agencies and Control Agencies

**Report Layout:** Access BUNDL to view the report layout.

**Additional Information:** This report can also be run “On Request” to display revenues and expenditures through the latest processing day. When run in this mode, the Daily General Ledger (GENLED) determines the actual period amount, and the Year-To-Date ledger (YTDLED) determines the actual year-to-date, pre-encumbrance balance, and encumbrance balance amounts.



**2G50**

**Monthly Ledger Review**

**Report**

**Overview:**

This report lists all ledgers that are updated monthly, along with information on the number of records posted to the ledger, by acceptance date, during the accounting month.

**Report**

**Purpose:**

To provide OIS/System Administration with a count of records posted to the ledgers, by acceptance date.

**Report**

**Source:**

Information for this report is obtained from the following ledgers: Electronic Funds Transfer Disbursement (EFTDISB), Automated Disbursements (AUTODS), Daily Budget Ledger (BUDLEDD), Monthly Collections (COLLED), Monthly Commodity (COMLED), Daily Commodity (COMLEDD), Current Budget (CURRBD), Monthly Federal Aid (FEDAID), Monthly General Ledger (GENLED), Daily General Ledger (GENLEDD), Inventory (INVENT), Inception-to-Date Federal Aid (ITDFAID), Inception-to-Date Project (ITDPROJ), Project Billing (PRJBIL), Manual Warrant (LODREG), Open Purchase Order (POOPEN), Open Payment Voucher (PVOPEN), Purged Open Items (CLRLED), Closed Budget (CLSBUD), Closed General Ledger (CLSLED), Closed Collections (CLSMEM), 1099 (LED1099), Closed Federal Aid (CLSFAID and CLSFEDAD).

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
LEDGER	Name of the ledger.
ACCOUNTING PERIOD	Accounting period to which the records posted.
ACCEPTANCE DATE	Date the records were accepted by system.
COUNT	Number of records in the ledger for a particular date.
TOTAL RECORDS FOR (LEDGER)	Total records processed against the ledger (for all accounting periods and acceptance dates) during the accounting month.

**MONTHLY REPORTS**

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**Report**

**Distribution:** System Administration

**Report**

**Layout:** Access BUNDL to view the report layout.

**2G51**

**Activity Report by Department**

**Report**

**Overview:**

The report lists expenditure and revenue amounts for the current period and year to date for each activity used by a department. Totals are included for each object/revenue source along with totals for each object/revenue category. Detail lines of the report show expenditures and revenue for the department and each activity. Year-to-date pre-encumbrance and encumbrance amounts are also reported.

**Report**

**Purpose:**

To provide actual expenditure and revenue amounts for the current month and year-to-date for a department by activity.

**Report**

**Source:**

Information for this report is obtained from the Year-to-Date General Ledger (YTDLED) and Closed General Ledger (CLSLED). Additional information for this report is obtained from the Agency (AGC2), Agency Class (AGCL), Object (OBJ2), and Revenue Source (RSR2) tables.

**Related**

**Reports:**

- 2G47 – Activity Sub-Program Report
- 2G48 – Statewide Activity Report
- 2G49 – Activity Report by Agency

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which revenue/expenditure information is listed for activities within a department.
FY	The budget fiscal year to which the revenues/expenditures relate.
DEPARTMENT	Number and name of the department for which revenue/expenditure information is listed. Department number is kept in the agency class field on the AGC2 table and also on the Agency Class table (AGCL).
ACTIVITY	Number and name of the activity code for which revenue/expenditure information is listed.
CAT	Object/revenue category, from OBJ2/RSR2.

**MONTHLY REPORTS**

Field Name	Description
OBJ/REV CODE	Object code/revenue source number.
OBJ/REV DESC	Object code/revenue source code short name, from OBJ2/RSR2.
ACTUAL PERIOD	Actual amount expended or collected for the current period.
ACTUAL YEAR TO DATE	Actual amount expended or collected for the year to date.
PRE-ENC BALANCE	Remaining year to date pre-encumbered balance.
ENC BALANCE	Remaining year to date encumbered amount.
TOTAL FOR CATEGORY	Totals for the object/revenue category, in each column.
TOTAL REVENUE FOR ACTIVITY	Totals revenues for the activity, in the Actual column.
TOTAL EXPEND FOR ACTIVITY	Totals for all expenditures for the activity, in each column.
TOTAL REVENUE FOR DEPARTMENT	Totals for all revenues for all activities within the department, in each column.
TOTAL EXPEND FOR DEPARTMENT	Totals for all expenditures for all activities within the department, in each column.

**Report**

**Distribution:** Agencies and Control Agencies

**Report**

**Layout:** Access BUNDL to view the report layout.

**2G52**

**Backup Withholding Report**

**Report**

**Overview:**

This report accumulates and displays the amount of backup withholding owed to the IRS by selecting records by date from the Open Check Header and Line (OPCH and OPCL) tables. It also updates the withholding paid amount on OPCL for each record selected. The report is sorted by Agency Type, Vendor, Agency, Check/EFT Number, and Payment Voucher/Payment Voucher Line Number. Totals are calculated for Gross Income, Withheld Amount, and Net Income at the Vendor and Agency Type levels. Grand totals for the current quarter for Gross Income, Withheld Amount, and the Net Income are also calculated.

**Report**

**Purpose:**

To provide information on the amount of backup withholding owed to the IRS.

**Report**

**Source:**

Information for this report is obtained from the Open Check Header (OPCH), Open Check Line (OPCL), Open Payment Voucher Line (OPVL), and Agency (AGCY) tables.

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR MONTH ENDING	The month-end date for the accounting period for which backup withholding information is listed.
AGENCY TYPE	Agency Type (from AGY2) with which the backup withholding is associated.
VENDOR	Name and number of the vendor code from whom taxes were withheld, from OPCH.
AGY	Number of agency on the payment voucher that generated backup withholding, from OPCL.
CHECK NUMBER	Check or EFT Number from which taxes were withheld, from OPCH.
CHECK DATE	Date of check or EFT issued for payment.

MONTHLY REPORTS

Field Name	Description
REFERENCE PV NUMBER	Payment Voucher Number associated with taxes that were withheld, from OPCL.
LN	Payment Voucher Line Number from which taxes were withheld, from OPCL.
GROSS INCOME	Check/EFT line amount, from OPVL.
WITHHELD AMOUNT	Withheld line amount, from OPCL. This is the amount owed to the IRS.
NET INCOME	Gross Income less Withheld Amount. This is the net amount of the payment issued to the vendor.
TOTAL FOR VENDOR	Totals for the vendor, in each column.
TOTAL FOR AGENCY TYPE	Totals for the agency type, in each column.

**Report**

**Distribution:** All Agencies, via the ISFGFS mailcode

**Report**

**Layout:** Access BUNDL to view the report layout.





**2G53**

**Monthly Organization Error Report By Budget Year**

**Report**

**Overview:**

This report lists organizations that have been deleted from the ORG2 table, but which have activity on the daily general ledger or on the daily budget ledger.

**Report**

**Purpose:**

To provide OSRAP with information on missing organizations that have had activity, so that they may be added back to the Organization (ORG2) table.

**Report**

**Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED), Closed Budget Ledger (CLSBUD), Daily General Ledger (GENLED), and Daily Budget Ledger (CURRBD).

**Related**

**Reports:**

1G55 – Daily Organization Error Report  
 2G45 – Organization Responsibility Exception Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period during which deleted organization activity is being reported.
FY	The Budget Fiscal Year or accounting fiscal year from the ledger record(s).
FUND	The Fund from the ledger record(s).
AGENCY	The Agency from the ledger record(s).
ORGANIZATION	The Organization from the ledger record(s), which is missing from the ORG2 table.

**Report**

**Distribution:**

Control Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.

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**2G54**

**Appropriation Budget Reconciliation by Agency**

**Report**

**Overview:**

This report provides total budget (AP, EB, & RB), Warrants Drawn, YTD Expenditures, Encumbrances, and Remaining Budget information by agency for the current AFS Budget Fiscal Year. Means-of-Financing and Operating Appropriations for all agency funds having a fund type of 'G' (General Fund), 'U' (Universities), and 'I' (Internal Service Funds) are included in the report.

**Report**

**Purpose:**

To provide agencies and Control Agencies with a tool to ensure that their appropriation, revenue, and expense budgets are in balance.

**Report**

**Source:**

Information for this report is obtained from the Current Budget Ledger (CURRBD), Year-to-Date Budget Ledger (YTDBUD), Daily General Ledger (GENLED), and Year-to-Date General Ledger (YTDLED). Additional information is obtained from the Appropriation Inquiry (EAP2) and Agency (AGC2) tables.

**Related**

**Reports:**

None

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which budget and other information is listed for all appropriations.
AGENCY NUMBER/NAME	Number and name (from AGC2) of agency whose appropriation information is listed.
BUDGET FISCAL YEAR	Fiscal Year to which the appropriation information relates.
Means of Financing	
MEANS OF FINANCING	Means of Financing appropriations are listed by name.
AFS APPR	The current modified budget amount for the appropriation, from CURRBD and YTDBUD.
AFS RB/EB	The sum of all revenue budgets that have been loaded, that are associated with the appropriation, from CURRBD and YTDBUD.

Field Name	Description
APPR OVER (UNDER) RB/EB	Calculated as AFS APPR – AFS RB/EB.
AFS WARR DRAWN/ YTD EXPEND	The sum of all warrants drawn against the MOF, year to date, from YTDLED and GENLED.
ENCUMBRANCES	N/A for MOFs.
REMAINING BUDGET	Calculated as AFS APPR less AFS WARR DRAWN/ YTD EXPEND.
REMAIN BUDGET %	Calculated as REMAINING BUDGET / AFS APPR.
TOTAL MEANS OF FINANCING	Totals for all means of financing appropriations, in each column.
Operating Appropriations	
OPERATING APPROPRIATIONS	Operating appropriations are listed by name.
AFS APPR	The current modified budget amount for the appropriation, from CURRBD and YTD BUD.
AFS RB/EB	The sum of all expense budgets that have been loaded, that are associated with the appropriation, from CURRBD and YTD BUD.
APPR OVER (UNDER) RB/EB	Calculated as AFS APPR – AFS RB/EB.
AFS WARR DRAWN YTD EXPEND	The sum of all expenditures posted against the appropriation, year to date, from YTDLED and GENLED.
ENCUMBRANCES	The sum of all encumbrances outstanding against the appropriation, from YTDLED and GENLED.
REMAINING BUDGET	Calculated as AFS APPR less (AFS WARR DRAWN/ YTD EXPEND + ENCUMBRANCES).
REMAIN BUDGET %	Calculated as REMAINING BUDGET / AFS APPR.
TOTAL OPERATING APPR	Totals for all operating appropriations, in each column.
MOF OVER (UNDER) OPER	Calculated as TOTAL MEANS OF FINANCING less TOTAL OPERATING APPR, in each column

**MONTHLY REPORTS**

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**Report**

**Distribution:** All Agencies, via the ISFGFS mailcode.

**Report**

**Layout:** Access BUNDL to view the report layout.



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**2G57****Summary Appropriation Report****Report****Overview:**

This report is sorted by fund. It compares current month and YTD actual revenue and expenditures to budget for each Means of Financing and Appropriated Program Appropriation Unit. Amounts on each line of the report, including totals, are rounded separately.

The first part of the report is a revenue summary by revenue category for each individual Means of Financing Appropriation Unit. The second part is an expenditure summary by object category for each Appropriated Program.

Appropriations are excluded from this report if their group code is "09" (Special Appropriations) or "15" (Major Revenue/Expense Combined). Information on the excluded appropriations may be found on report 2G39 (Deposit Summary).

This report uses the same information as Report 2G15 but it is summarized at a higher level. Revenues within each appropriation are summarized by category, by appropriation, and then totaled by fund. Components of expenditure totals are also summarized by category, by appropriation, and then totaled by fund.

Each means of financing appropriation line includes the following information: budget, current actual and year to date actual amounts, remaining budget, warrants drawn, and free cash. Each appropriated program appropriation line also includes budget, current actual and year to date actual amounts and remaining budget. In addition, the appropriated program appropriation lines include pre-encumbrance and encumbrance information. Appropriation totals are listed at the end of each appropriation section.

**Report****Purpose:**

To compare current month and year to date actual revenues to budget for each Means of Financing appropriation associated with a fund, and to compare current month and year to date expenditures to budget for each Appropriated Program appropriation associated with the same fund.

**Report****Source:**

Information for this report is pulled from the Year to Date Budget Ledger (YTDBUD), Closed General Ledger (CLSLED), and Year to Date General Ledger (YTDLED), as well as various AFS tables.

**Related****Reports:**

2G15 Appropriation Report by Agency is similar. Information on that report is almost the same except that it is sorted by agency. The summary information on both reports is similar.

**Report****Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the BUNDL Archive menu for three (3) years.

MONTHLY REPORTS

**Field Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which revenue and expenditure information by fund and appropriation is listed.
FY	Budget fiscal year related to funds and appropriations listed.
AGENCY	Number and name (from AGC2) of the agency for which appropriation activity is listed.
FUND	Number and name (from FUN2) of the fund for which appropriation activity is listed.
<b>SUMMARY MEANS OF FINANCING</b>	
APPR UNIT	Means of Financing Appropriation (MOF) Unit number.
DESC	Description of the MOF Appropriation, from EAP2.
OBJ/REV CAT	Revenue category number or "WD" (warrants drawn).
DESC	Short name of the revenue category from RCAT table or "Warrants Drawn".
CURRENT BUDGET †	Current fiscal year budget as modified from YTDLED ledger.
ACTUAL PERIOD †	Actual collections for the current period from CLSLED.
ACTUAL YTD †	Actual collections for the current fiscal year to date from YTDLED.
REMAINING REVENUE BUDGET †	Calculated as Current Budget minus Actual YTD.
WARR DRAWN / FREE CASH	Total Warrants Drawn within the specific budget fiscal year, agency, fund, appropriation unit and revenue category.
BUDGET LESS WARR DRAWN	Equal to spaces. Information is not displayed in this field on the detail lines; the field is populated on the total lines only.



Field Name	Description
TOTAL APPR UNIT/FREE CASH	<p>DESC represents the short name of the appropriation from the EAP2 table.</p> <p>Appropriation Unit totals for Current Budget, Actual Period, Actual YTD, and Remaining Revenue Budget.</p> <p>For General Fund, Free Cash is calculated as Current Budget less Actual YTD; for all other MOFs, Free Cash is calculated as Actual YTD less Warr Drawn.</p> <p>Budget Less Warr Drawn is calculated as Current Budget less Warr Drawn/Free Cash.</p>
TOTALS FOR FUND:	Fund number and short name from the FUND table.
TOTAL MEANS OF FINANCING	Calculated as the sum of all appropriations for Current Budget, Actual Period, Actual YTD, and Remaining Revenue Budget.
TOTAL WARRANTABLE FREE CASH – OTHER MOF	Calculated as the sum of free cash for all appropriations except general fund.
TOTAL WARRANTABLE FREE CASH – STATE MOF	Represents free cash for state general fund, calculated as Current Budget less Warrants Drawn.
TOTAL WARRANTS DRAWN	Calculated as total warrants drawn for all appropriations.
TOTAL BUDGET LESS WARRANTS DRAWN	Calculated as the sum of Budget Less Warrants Drawn for all appropriations.
<b>SUMMARY APPROPRIATED PROGRAMS</b>	
APPR UNIT	Appropriated program appropriation number.
OBJ CAT	Object category number from the OCAT table.
DESC	Short name of the object category from the OCAT table.
CURRENT BUDGET †	Current fiscal year budget as modified from YTDDBUD ledger.
ACTUAL PERIOD †	Actual expenditures for the current period from CLSLED ledger.
ACTUAL YTD †	Actual expenditures for the current fiscal year to date from YTDLED ledger.
PRE-ENC †	Outstanding year to date pre-encumbrance amounts from YTDLED.

MONTHLY REPORTS

Field Name	Description
ENCUM †	Outstanding year to date encumbered amounts from YTDLED.
REMAINING BUDGET †	Calculated as the Current Budget minus both Actual YTD and Encumbrance Balance
REMAINING BUD LESS PRE-ENCUM †	Calculated as the Current Budget minus Actual YTD, Encumbrance Balance, and Pre Encumbrance balance.
TOTAL APPR	DESC column includes the appropriation number and the short name of the appropriation from EAP2. Totals are calculated for each column, as the sum of all amounts for that appropriation.
TOTAL FUND	DESC column includes the fund number and fund short name as shown on the FUND table. Remaining columns are calculated as the sum of all appropriation totals for expenditures within the fund.

† Data summed and displayed by revenue/object category.

**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.

**2G60****2G37 / 2G06 Fund Reconciliation****Report****Overview:**

This report is used to reconcile differences between Reports 2G06 and 2G37 cash balances. The difference is represented by the net totals of the following balance sheet accounts added together: Advances, Line of Credit Contra, Vouchers Payable, Back-up Withholding, Retainage Payable, Liens Payable, Deferred Comp, Agency Due To, Retained Earning – Unreserved, Fund Balance Undesignated (only regular appropriations), Interface Suspense, Cancel Vouchers Payable, Payroll Clearing. The calculation to get this amount is shown below each fund reconciliation to which it pertains.

Any difference between the APPROPRIATION BALANCE and the ADJUSTED CASH BALANCE is shown with the description \*\*\*OUT OF BALANCE.

In addition, continuing appropriations for funds 051, 055, and 075 will have other adjustments for GF Carryover from FACS, GF Expenses, and GF Transfers with no appropriation coded. These amounts are represented as OTHER ADJUSTMENTS.

Administrative Fund logic will apply, similar to reports 2G06 and 2G37. Cash Fund (CFND) logic will also apply.

After transactions go through Administrative Fund and Cash/Fund table logic, if necessary, they are processed against the Fund Class Cash (FDCC) table. The FDCC table uses alternative logic when there are multiple funds associated with one cash account. It is used to separate any balance sheet account that has multiple funds tied to it. The multiple funds are tied to a single fund class.

**Report****Purpose:**

To summarize information that OSRAP uses to reconcile any differences between Reports 2G06 and 2G37 by individual fund. The information on 2G60 is the same as that on the two reports except all information for a fund is on one page. If there is an out-of-balance situation, it can easily be located.

**Report****Source:**

The information for this report is pulled from the 2G06 and 2G37 extract files when 2G60 is run in conjunction with the monthly cycle. If it is run during a month and is to include data for that month, GENLED will be used in addition to the most recent extract files.

**Related****Reports:**

2G06 – CAFR - Fund General Ledger Trial Balance  
2G37 – Receipts and Expenditures by Cash Account

**MONTHLY REPORTS****Report****Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field****Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which cash reconciliation information is listed.
FISCAL YEAR	Fiscal Year being reported.
FUND	Number and name of fund for which cash reconciliation information is listed.
FUND CLASS	Fund class associated with the Fund, from FUND.
RECEIPTS	Total receipts for the fund class and fund from report 2G37.
EXPENDITURES	Total expenditures for the fund class and fund from report 2G37.
APPROPRIATION BALANCE	Calculated as Receipts – Expenditures.
NET FUND CASH BALANCE	Net total of the current year cash accounts for the fund from report 2G06.
NET BALANCE SHEET TOTALS	Net total of all balance sheet account balances, shown in the center of the report.
OTHER	Total of all Other Adjustments, shown at the bottom of the report.
ADJUSTED CASH BALANCE	Calculated as Net Fund Cash Balance + Net B/S Totals + Other.
***OUT OF BALANCE	The difference between Appropriation Balance and Adjusted Cash Balance. This is displayed only when there is a difference not = \$0.

MONTHLY REPORTS

Field Name	Description
BALANCE SHEET ACCOUNTS	The following balance sheet accounts are listed and selected from 2G06: 6260, Advances; 6295, Line of Credit Contra; 6335, Vouchers Payable; 6375, Back-up Withholding; 6485, Retainage Payable; 6530, Liens Payable; 6540, Deferred Comp; 6548, Agency Due To; 6660, Retained Earning – Unreserved; 6675, Fund Balance Undesignated (only for regular appropriations); 6685, Interface Suspense; 6710, Cancel Vouchers Payable; 6725, Payroll Clearing.
CURRENT YEAR	Current year total for the balance sheet account.
PRIOR YEAR	Prior year total for the balance sheet account.
B/S ACCOUNT TOTAL	Sum of current year and prior year amounts for the balance sheet account.
NET BALANCE SHEET TOTALS	Total of all balance sheet account balances, in each column.
OTHER ADJUSTMENTS	Adjustments for General Fund Carryover from FACS, General Fund Transfers (no appropriation), and General Fund Expenses that relate to continuing appropriations for funds 051, 055, and 075.
TOTAL OTHER	Total of all Other Adjustments.

**Report**

**Distribution:**

Office of Statewide Reporting and Accounting Policy

**Report**

**Layout:**

Access BUNDL to view the report layout.



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**2G61**

**Federal Aid Reports 2G61A-2G61D**

**Report**

**Overview:**

These reports summarize revenue, encumbrance, expenditure, and FX charges totals. These reports are produced for all agencies on the 7<sup>th</sup> working night of the month, at the time that the prior month's cost allocation FXs are posted.

**Report**

**Purpose:**

To provide information for federal aid reporting in several different layouts. The reports are: 2G61A, Federal Aid Totals by Revenue/Object Category and Revenue Source/Object; 2G61B, Federal Aid Totals by Revenue/Object Category; 2G61C, Federal Aid Totals by Reporting Category and Revenue Source/Object and Revenue/Object Category; 2G61D: Federal Aid Totals.

**Report**

**Source:**

The information for this report is pulled from the closed federal aid ledger for accounting transactions (YTDF AID), the open federal aid ledger for FM, FM2, and FX transactions (FEDAID), and the inception to date federal aid ledger for FM, FM2, and FX transactions (YTDFEDAD).

**Related**

**Reports:**

- 2G42 – Federal Aid Expenditure Report
- 2G43 – Federal Aid Revenue Report
- 1G54 – Detail Transaction Listing for FX Transactions

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The month-end date for the accounting period for which cash reconciliation information is listed.
AGENCY and AGENCY NAME	Agency number and name for which report is produced.
FEDERAL AID NUMBER and FEDERAL AID TITLE	Number and name of grant for which report is produced.
REVENUE SOURCE and REVENUE SOURCE NAME	Number and name of revenue source in which revenues were recognized.

**MONTHLY REPORTS**

Field Name	Description
REVENUE CATEGORY and REVENUE CATEGORY NAME	Number and name of revenue category in which revenues were recognized.
OBJECT and OBJECT NAME	Number and name of object in which expenditures and FX charges were recorded.
OBJECT CATEGORY and OBJECT CATEGORY NAME	Number and name of object category in which expenditures and FX charges were recorded.
REPORTING CATEGORY and REPORTING CATEGORY NAME	Number and name of reporting category in which revenues, expenditures, and FX charges were recorded.
STATE FISCAL YTD EXP + FX TOTAL	Net total for the state fiscal year to date of all expenditures (AT 22) and FX charges (AT 80) for the report line.
STATE FISCAL YTD ENCUMBRANCE TOTAL	Net total for the state fiscal year to date of all encumbrances (AT 21) for the report line.
STATE FISCAL YTD REVENUE TOTAL	Net total for the state fiscal year to date of all revenues (AT 31) for the report line.
STATE FISCAL YTD EXPENDITURES TOTAL	Net total for the state fiscal year to date of all expenditures (AT 22) for the report line.
STATE FISCAL YTD FX CHARGES TOTAL	Net total for the state fiscal year to date of all FX charges (AT 80) for the report line.

**Report**

**Distribution:**

Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.



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## DHH OPH Cost Allocation Statistic Report

### 2G62

**Report**

**Overview:**

This report lists statistics by step and reporting category that OPH will manually enter on the Pool Base Definition table (PBDF). The report is produced on the 7<sup>th</sup> working night of the month, at the time that the prior month's cost allocation FXs are posted.

**Report**

**Purpose:**

To calculate current month statistics from prior month expenditure amounts and FX charges amounts, which will be manually entered on the Pool Base Definition table (PBDF) and used in the next month's cost allocation run.

**Report**

**Source:**

The information for this report is pulled from the Closed General Ledger (CLSLED), the Closed Federal Aid Ledger (CLSFEDAD), and the Federal Aid Ledger (FEDAID).

**Related**

**Reports:**

none

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
STEP NUMBER	The step number on the Pool Base Definition table (PBDF) into which the statistics on the report will be entered.
(Program Name)	From ORG2, the name of the organization that corresponds to the last 4 characters of the step number.
SFY	State Fiscal Year being reported.
FM	State Fiscal Month being reported.
POOL	The reporting category number for which the statistic will be entered on the PBDF table.
STATISTIC	Total expenditures + total FX charges, rounded.

**Report**

**Distribution:**

Department of Health and Hospitals, Office of Public Health

**Report**

**Layout:**

Access BUNDL to view the report layout.

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**2C00/2C10**

**Cost Allocation Pool & Base Summary Report**

**Report**

**Overview:**

This report is produced during the Cost Allocation process and reflects total dollars for each reporting category pool record and total dollars for each reporting category base record, by group and step. It also reflects a grand total for each reporting category pool and base record from all groups and steps, and the year-to-date total for each reporting category pool and base record. If the reporting category is tied to a grant, the grant number, FX document number, and document date are displayed.

The 2C10 is produced for the Department of Labor and differs from the 2C00 in that it includes the sub-object as an element of the allocation.

**Report**

**Purpose:**

To provide a summarization of costs into and out of the Cost Allocation pools and bases. This report can also be used as a tool when investigating problems with the allocation.

**Report**

**Source:**

Information for this report is obtained from the Cost Allocation Reports Ledger (CARPTLED). Additional information is obtained from the Agency table (AGC2) and the Cost Allocation Federal Aid Charges table (CAFA).

**Related**

**Reports:**

- 2C01 – Pool/Base Exception Report by Group & Step
- 2C02 – Pool Base Definition Report (Validation & Final)
- 2C03/2C13 – Cost Allocation Detail Report
- 2C04/2C14 – Cost Allocation Point of Entry and Final Base Report
- 2C06/2C16 – Cost Allocation Pools Not Allocated / Bases Not Forward-Referenced Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
ALLOCATION PERIOD	The accounting period for which the allocation was run (MM/YY).
FY	The fiscal year from the 2C00 LDAT, to which the allocation applies.
AGENCY	The agency number is the first 3 bytes of the group number from CARPTLED, and the agency name is from AGC2.

MONTHLY REPORTS

Field Name	Description
RPTG	The pool/base reporting category from CARPTLED.
GROUP NUMBER	The group number in which the reporting category participated, from CARPTLED.
STEP NUMBER	The step number in which the reporting category participated, from CARPTLED.
POOL AMOUNTS	The pool amount for the group and step, from CARPTLED.
BASE AMOUNTS	The base amount for the group and step, from CARPTLED.
YTD AMOUNTS	The year to date amount, from CARPTLED.
GRANT NUMBER	The grant number, from CAFA.
FX DOC NUMBER	The document number assigned to the FX transaction, from CAFA.
DOC DATE	The date the FX transaction was created, from CAFA.
RPTG TOTAL	Totals for the reporting category, in each column.

**Report**

**Distribution:** Cost Allocation Agencies

**Report**

**Layout:** Access BUNDL to view the report layout.

**2C01 Pool/Base Exception Report by Group & Step**

**Report**

**Overview:**

This report runs as part of the 2C02 Validation report job. This report reflects potential problems which should be corrected prior to the actual run of Cost Allocation. It is run for each agency, determined by the first three bytes of the Group number. The group and step number in which the error occurred are listed with an explanation of the error. After the Cost Allocation Cycle is completed, the error report is run again. If errors are present, the agency has the option of manually correcting the run or requesting a Cost Allocation re-run.

**Report**

**Purpose:**

This report is a tool for agencies to use to discover errors in their input on the PBDF table.

**Report**

**Source:**

Information for this report is obtained from the Pool Base Definition table (PBDF).

**Related**

**Reports:**

2C02 – Pool Base Definition Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
ALLOCATION PERIOD	The accounting period for which the allocation is run (MM/YY).
FY	The fiscal year from the 2C00 LDAT, to which the allocation applies.
AGENCY	The agency number and the agency short name from AGC2.
VALIDATION RUN OR FINAL RUN	Indicates whether this list of errors was produced after the validation run or after the final run.
GROUP	The group number in which an error was found, from PBDF.
STEP	The step number in which an error was found, from PBDF.

MONTHLY REPORTS

Field Name	Description
<ERROR MESSAGE>	<p>An error message descriptive of the error that was found.</p> <p>Some examples are:</p> <ul style="list-style-type: none"> <li>- HAS NO POOL RECORDS.</li> <li>- HAS NO BASE RECORDS.</li> <li>- DOES NOT HAVE A PRIMARY GROUP. PRIMARY GROUP MUST END IN 00.</li> <li>- DOES NOT HAVE A NUMERIC BASE TYPE. CONTACT OSIS IF THIS IS A NEW GROUP FOR AN AGENCY.</li> <li>- HAS A NUMERIC BASE TYPE NOT EQUAL TO THE LAST BYTE OF THE GROUP NUMBER..</li> <li>- HAS AN INVALID FORWARD REFERENCE STEP.</li> <li>- HAS A FINAL BASE WITH A FORWARD REFERENCE.</li> <li>- HAS NO FORWARD REFERENCE STEP FOR A NON-FINAL BASE.</li> <li>- HAS A POOL RECORD WITH A REPORTING CATEGORY BEGINNING WITH F OR L.</li> <li>- HAS A POOL/BASE AGENCY ENTERED WHICH IS NOT EQUAL TO THE GROUP NUMBER AGENCY.</li> <li>- DOES NOT HAVE AN AGENCY CODED.</li> <li>- DOES NOT HAVE A FUND CODED.</li> <li>- DOES NOT HAVE A REPORTING CATEGORY CODED.</li> <li>- CALL OSIS - PBDP STAT-UNITS NOT = TOTL STAT-UNITS.</li> <li>- PERCENTAGE ON POOL IS LESS THAN 100%.</li> </ul> <p>If no errors are found, the report is produced with this message:</p> <ul style="list-style-type: none"> <li>- NO ERRORS DETECTED IN POOL/BASE DEFINITION REPORT.</li> </ul>

**Report**

**Distribution:** Cost Allocation Agencies

**Report**

**Layout:** Access BUNDL to view the report layout.

## 2C02 Pool Base Definition Report (Validation & Final)

**Report**

**Overview:**

This report runs as part of the 2C02 Validation report job. After the Cost Allocation Cycle is completed, the report is run again as a final report. The final report will reflect the input on the PBDF table which was used in the Cost Allocation process. In addition, entered and calculated percents will appear in the Percent field.

**Report**

**Purpose:**

This report is a tool for agencies to use as a verification of their input on the PBDF table.

**Report**

**Source:**

Information for this report is obtained from the Pool Base Definition table (PBDF).

**Related**

**Reports:**

2C01 – Pool/Base Exception Report by Group & Step

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
ALLOCATION PERIOD	The accounting period for which the allocation was run (MM/YY).
FY	The fiscal year is the Budget Fiscal Year on LDAT.
AGENCY	The agency from the first three bytes of the group number on PBDF, and the agency short name from AGCY.
<RUN TYPE>	If report is prior to the Cost Allocation run, 'Validation' is displayed. If report is after the Cost Allocation run, 'Final' is displayed.
GROUP	The group number from the PBDF table.
STEP NUMBER	The step number from the PBDF table.
P/B IND	The P/B Ind. from the PBDF table.
I/E IND	The I/E Ind. from the PBDF table.
REPT CAT	The reporting category from the REPT CAT field on PBDF.
FUND	The fund from the PBDF table.



MONTHLY REPORTS

Field Name	Description
AGCY	The agency from the PBDF table.
ORGN	The organization from the PBDF table.
O/R IND	The O/R Ind. from the PBDF table.
CLS IND	The O/R CLS from the PBDF table.
O/R CODE	The object from the PBDF table.
SUB O/R	The sub object from the PBDF table.
PERCENT	The percent from PBDF table. If base type = P, this field is entered by user and will appear on the Validation Run. If base type = S or 1-9, percent is system calculated and the percent will only appear on final runs.
STATISTICAL UNITS	The unit from the PBDF table.
FORWARD REF	The forward referenced step number from the PBDF table.
BASE TYPE	The base type from the PBDF table.
S/P RES	The statistics and percentage reset indicator, from the PBDF table.
STEP TOTAL	The total statistic for the step is shown.

**Report Distribution:** Cost Allocation Agencies

**Report Layout:** Access BUNDL to view the report layout.

**2C03/2C13**

**Cost Allocation Detail Report**

**Report**

**Overview:**

This report is produced during the Cost Allocation process and includes all of the detail of the allocation process, by group and step. This report depends on all agencies using reporting category for allocation of costs. The report displays the pool and base records (reporting category) set up on the PBDF table for each group and step, with current period and year to date totals and percents by object. The report includes a Pool/Base Summary section which lists the reporting category(s) and total dollars and percents making up the Pool or Base record. For Pool records, the report includes a Pool Allocation To section that reflects the base record (reporting category(s)) to which the costs were allocated.

The 2C13 is produced for the Department of Labor and differs from the 2C03 in that it includes the sub-object as an element of the allocation.

**Report**

**Purpose:**

To provide a detailed explanation of the allocation process. This report can also be used as a tool when investigating problems with the allocation.

**Report**

**Source:**

Information for this report is obtained from the Cost Allocation Report Ledger (CARPTLED). Additional information is obtained from the Object table (OBJ2) and the Reporting Category table (RPTG).

**Related**

**Reports:**

- 2C00/2C10 – Cost Allocation Pool & Base Summary Report
- 2C01 – Pool/Base Exception Report by Group & Step
- 2C02 – Pool Base Definition Report (Validation & Final)
- 2C04/2C14 – Cost Allocation Point of Entry and Final Base Report
- 2C05 – Cost Allocation FX Generation Error Report
- 2C06/2C16 – Cost Allocation Pools Not Allocated / Bases Not Forward-Referenced Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
ALLOCATION PERIOD	The accounting period for which the allocation was run (MM/YY).
Pool Detail Section	
AGENCY	The agency number for whom the allocation was run.

Field Name	Description
FY	The fiscal year to which the allocation applied.
GROUP	The group number set up in the cost allocation structure.
STEP	The step number set up in the cost allocation structure.
C/A DIST. OPTION	“Pool” and the reporting category so designated.
C/A DIST. OPTION DESCRIPTION	The Pool reporting category name, from RPTG.
BACKWARD REFERENCE STEP	The system-created backward referenced step, if any.
OBJECT	The object code.
OBJECT DESCRIPTION	The object description, from OBJ2.
AGENCY	The agency number.
P/B IND.	The Pool/Base Indicator.
POOL	The Pool (reporting category) that was allocated.
DESCRIPTION	The Pool reporting category name, from RPTG.
CURRENT ALLOCATION-CALCULATED %	Percent that was allocated for the month, normally 100%.
CURRENT ALLOCATION-AMOUNT	The total amount available that was allocated from the pool and object for the month.
CURRENT PERIOD-AMOUNT	The total amount available that was allocated from the pool and object for the month.
CURRENT PERIOD-PERCENT	Percentage of the entire pool that was recorded for this pool and object for the month.
PERIOD TO DATE-AMOUNT	Total amount recorded for this pool and object for the fiscal year.
PERIOD TO DATE-PERCENT	Percentage of the entire pool that was recorded for this pool and object for the fiscal year.
TOTAL OBJECT	Totals for the object of the current period and period to date columns.
COST AND ALLOCATIONS FROM	Totals for all objects of the current period and period to date columns.
Pool Detail: Pool/Base Summary	
POOL/BASE	The Pool reporting category that was allocated.
DESCRIPTION	The Pool reporting category name, from RPTG.

Field Name	Description
CURRENT PERIOD	The Pool total amount that was allocated for the month.
PERIOD TO DATE	The Pool total amount that was allocated, year-to-date.
TOTAL	Totals for the Current Period and Period to Date columns.
Pool Detail: 100.000000% Pool Allocation To	
<AGENCY>	The agency number.
<P/B IND>	The Pool or Base Indicator.
<POOL>	The Base reporting category that received a portion of the allocation from the Pool.
<DESCRIPTION>	The Base reporting category name, from RPTG.
<PERCENT>	The percent of the current period amount that was allocated to the base.
<AMOUNT>	The portion of the current period amount that was allocated to the base.
<PERIOD TO DATE AMOUNT>	The YTD amount of the pool accumulation that was allocated to the base.
TOTAL ALLOCATIONS TO	Totals for the Percent, Current Period, and Period to Date columns.
Base Detail Section	
AGENCY	The agency number for whom the allocation was run.
FY	The fiscal year to which the allocation applied.
GROUP	The group number set up in the cost allocation structure.
STEP	The step number set up in the cost allocation structure.
C/A DIST. OPTION	"Base" and the reporting category so designated.
C/A DIST. OPTION DESCRIPTION	Base reporting category name, from RPTG.
FORWARD REFERENCE STEP	The forward reference step (entered by user on PBDF), if any.
OBJECT	The object code.
OBJECT DESCRIPTION	The object description, from OBJ2.
AGENCY	The agency number.
P/B IND.	The Pool/Base Indicator.

MONTHLY REPORTS

Field Name	Description
POOL	The Pool (reporting category) that was allocated.
DESCRIPTION	The Pool reporting category name, from RPTG.
CURRENT ALLOCATION-CALCULATED %	The percent of the pool current period amount that was allocated to the base.
CURRENT ALLOCATION-AMOUNT	The total amount available to be allocated from the pool and object for the month.
CURRENT PERIOD-AMOUNT	The amount that was allocated from the pool and object for the month.
CURRENT PERIOD-PERCENT	The percentage of the entire pool that the current period amount represents, for this pool and object for the month.
PERIOD TO DATE-AMOUNT	Total amount that was allocated for this pool and object for the fiscal year.
PERIOD TO DATE-PERCENT	The percentage of the entire pool that the period to date amount represents, for this pool and object for the fiscal year.
TOTAL OBJECT	Totals for the object of the current period and period to date columns.
COST AND ALLOCATIONS FROM	Totals for the current period and period to date columns.
Base Detail: Pool/Base Summary	
POOL/BASE	The Pool reporting category that was allocated to this Base.
DESCRIPTION	The Pool reporting category name, from RPTG.
CURRENT PERIOD	The Pool total amount that was allocated to this Base.
PERIOD TO DATE	The Pool total amount that was allocated to this Base, year-to-date.
TOTAL	Totals for the Current Period and Period to Date columns, for this Base.

**Report Distribution:**

Cost Allocation Agencies

**Report Layout:**

Access BUNDL to view the report layout.

**2C04/2C14**

**Cost Allocation Point of Entry and Final Base Report**

**Report**

**Overview:**

This report is produced during the Cost Allocation process and reflects current period totals for each point of entry pool record, and each final base record within a specific agency, grouped in ascending order by step. It also reflects year-to-date totals for each point of entry pool record and year-to-date totals for each final base record within a specific agency, grouped in ascending order by step. The report provides totals for both the point of entry pool records and the final base records. The current period total of the point of entry pool amounts should equal the current period total of the final base amounts.

The 2C14 is produced for the Department of Labor and differs from the 2C04 in that it includes the sub-object as an element of the allocation.

**Report**

**Purpose:**

To provide a summarization of costs in the Cost Allocation Point of Entry Pools and Final Bases. This report can also be used as a tool when investigating problems with the allocation.

**Report**

**Source:**

Information for this report is obtained from the Cost Allocation Year-to-Date Ledger (CAYTDSEL). Additional information is obtained from the Reporting Category table (RPTG), the Pool Accumulation Inquiry table (PACC), and the Agency table (AGC2).

**Related**

**Reports:**

- 2C00/2C10 – Cost Allocation Pool & Base Summary Report
- 2C01 – Pool/Base Exception Report by Group & Step
- 2C02 – Pool Base Definition Report (Validation & Final)
- 2C03/2C13 – Cost Allocation Detail Report
- 2C06/2C16 – Cost Allocation Pools Not Allocated / Bases Not Forward-Referenced Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
ALLOCATION PERIOD	The accounting period for which the allocation was run (MM/YY).
BUDGET FISCAL YEAR	The budget fiscal year from the 2C04 LDAT.

MONTHLY REPORTS

Field Name	Description
AGENCY NUMBER	The agency number is the first 3 bytes of the group number from PACC.
AGENCY NAME	The agency name from AGC2.
POE POOLS/ FINAL BASES	The point of entry pool from PACC, or The final base from PACC.
GROUP NUMBER	The group number for the point of entry pool or final base reporting category from PACC.
STEP NUMBER	The step number for the point of entry pool or final base reporting category from PACC.
DESCRIPTION	The reporting category description from RPTG.
CURRENT PERIOD AMOUNT	The current period amount from PACC.
YTD AMOUNT	The Year-To-Date amount from CAYTDSSEL.
TOTAL POINT OF ENTRY POOLS	Totals for all point of entry pools, in each column.
TOTAL FINAL BASES	Totals for all final bases, in each column.

**Report**

**Distribution:** Cost Allocation Agencies

**Report**

**Layout:** Access BUNDL to view the report layout.

## 2C05 Cost Allocation FX Generation Error Report

**Report**

**Overview:** This report lists all CAFA table entries for which an FX transaction could not be produced and the applicable error message.

**Report**

**Purpose:** To alert agency Cost Allocation personnel to a failure during the creation of an FX transaction.

**Report**

**Source:** Information for this report is obtained from the Cost Allocation Reports Ledger (CARPTLED) and from the Cost Allocation Federal Aid Charges table (CAFA).

**Related**

**Reports:** 2C01 – Pool/Base Exception Report by Group & Step  
 2C02 – Pool Base Definition Report (Validation & Final)  
 2C03/2C13 – Cost Allocation Detail Report

**Report**

**Retention:** This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
AGENCY NUMBER	The agency number associated with the failed transaction.
AGENCY NAME	The name of the agency.
CAFA ENTRY	The specific line that was found on the CAFA table, for which an FX transaction could not be created. Each CAFA entry comprises budget fiscal year, fund, agency, reporting category, object, organization, appropriation unit, and grant number.
ERROR MESSAGE	The reason that the CAFX program could not create an FX transaction. Possible error messages include: - FBLT ENTRY NOT IN OPEN STATUS - FED AID INFER TABLE ENTRY (FAIT) NOT FOUND - CA FAID CHARGES TABLE(CAFA) NOT MATCHED - FED AID BUDGET LINE(FBLT) ENTRY NOT FOUND - AGENCY FED AID TABLE(AGFA) ENTRY NOT FOUND - CAFA TABLE ENTRY NOT FOUND - CA FAID CHARGES TABLE(CAFA) NOT MATCHED



**MONTHLY REPORTS**



**Report**

**Distribution:** Cost Allocation Agencies

**Report**

**Layout:** Access BUNDL to view the report layout.

**2C06/2C16**

**Cost Allocation Pools Not Allocated/Bases Not Forward - Referenced Report**

**Report**

**Overview:**

This report is produced during the Cost Allocation process and uses a sorted version of the PACC table for input. The report is empty if no errors are found. Any pools that are not fully allocated and any bases that are not forward-referenced, is shown on this report.

The 2C16 is produced for the Department of Labor and differs from the 2C06 in that it includes the sub-object as an element of the allocation.

**Report**

**Purpose:**

To assist agency Cost Allocation personnel in resolving problems with the allocation.

**Report**

**Source:**

Information for this report is obtained from the Pool Accumulation Inquiry table (PACC), the Reporting Category table (RPTG), and the Agency table (AGC2).

**Related**

**Reports:**

- 2C00/2C10 – Cost Allocation Pool & Base Summary Report
- 2C01 – Pool/Base Exception Report by Group & Step
- 2C02 – Pool Base Definition Report (Validation & Final)
- 2C03/2C13 – Cost Allocation Detail Report
- 2C04/2C14 – Cost Allocation Point of Entry and Final Base Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
ALLOCATION PERIOD	The accounting period for which the allocation was run (MM/YY).
FY	The budget fiscal year from LDAT.
AGENCY	The agency number is the first 3 bytes of the group number from the Pool Accumulation Inquiry Table; the agency name is from AGC2.
POOL/BASE IND	The pool/base indicator from PACC.
POOL/BASE RPTG CATGY	The pool or base reporting category from PACC.

**MONTHLY REPORTS**

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Field Name	Description
GROUP NUMBER	The group number for the point of entry pool or final base reporting category from PACC.
STEP NUMBER	The step number for the point of entry pool or final base reporting category from PACC.
DESCRIPTION	The reporting category description from RPTG.
CURRENT PERIOD AMOUNT	The current period allocated amount from PACC.

**Report**

**Distribution:**

Cost Allocation Agencies

**Report**

**Layout:**

Access BUNDL to view the report layout.

**JTPA Wide Expenditures By Object/Orgn (GA-14J)**

**Report**

**Overview:**

This report summarizes expenditures for most JTPA grants for the Department of Labor by function code (grant fiscal year) on a cumulative basis (inception to date). Grants that are summarized on this report include the term JTPA in their numbers (ex: JTPA 8000). Grants are summarized by JTPA OBJT (internal costs) and JTPA ORGN (external costs). This report does include FXs input to load history.

**Report**

**Purpose:**

To provide the Department of Labor with a cumulative summary of their JTPA grants.

**Report**

**Source:**

Information for this report is obtained from the Department of Labor Year to Date ledgers YTFADOL and YTFDDOL, and from the Federal Aid ledger (FEDAID). Additional information is obtained from the Agency table (AGC2), Object table (OBJ2), and Function table (FUNC).

**Related**

**Reports:**

- 2C21 – Federal Aid Allocation Report (Current Period)
- 2C22 – Activity Positions and Costs
- 2C23 – Quarterly Worksheet Report
- 2C24 – Federal Aid Budget/Expenditure Report by Object Category
- 2C25 – Federal Aid Budget/Expenditure Report by Object
- 2C26 – Federal Aid Budget/Expenditure Summary Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The fiscal month and year for the accounting period that was closed.
AGENCY	Agency number and name, from AGC2.
FUNCTION CODE	Function code and description, from FUNC.
Object Section	
OBJT	Object code from the ledgers.
DESCRIPTION	Description of the object, from OBJ2.

Field Name	Description
CUMULATIVE DIRECT COSTS	Includes all expenditures (account types 22 and 23) posted from accounting transactions, plus all FX transactions posted with reporting categories that are not "F" or "L". These documents posted to JTPA grants from ORGNs that are not JTPA organizations.
CUMULATIVE ALLOCATED AS&T	Includes all FX transactions posted to JTPA grants with "F" reporting categories. These documents posted to ORGN 1000, which is not a JTPA organization.
CUMULATIVE OTHER ALLOCATED COSTS	Includes all FX transactions posted to JTPA grants with "L" reporting categories. These documents posted to ORGN 1000, which is not a JTPA organization.
CUMULATIVE TOTAL COSTS	Sum of Cumulative Direct Costs, Allocated AS&T, and Other Allocated Costs.
OBJECT CATEGORY TOTAL	Totals for the object category, in each column.
Organization Section	
ORGN	Organization code from the ledgers.
DESCRIPTION	Description of the organization, from ORG2.
CUMULATIVE DIRECT COSTS	Includes all expenditures (account types 22 and 23) posted from accounting transactions, plus all FX transactions posted with reporting categories that are not "F" or "L". These documents posted to JTPA grants from ORGNs that are JTPA organizations.
CUMULATIVE ALLOCATED AS&T	Is zero.
CUMULATIVE OTHER ALLOCATED COSTS	Is zero.
CUMULATIVE TOTAL COSTS	Sum of Cumulative Direct Costs, Allocated AS&T, and Other Allocated Costs.
FY TOTAL	Totals for the fiscal year, in each column.

**Report Distribution:** Department of Labor

**Report Layout:** Access BUNDL to view the report layout.

**2C21**

**Federal Aid Allocation Report (Current Period) (GA-14)**

**Report**

**Overview:**

This report shows expenditures for Department of Labor grants for the current accounting period. It includes direct charges and allocated charges (FX transactions from cost allocation). Each report is for a particular grant number/function code (grant/fiscal year) combination. Expenditure information is listed by objects and sub-totaled by object categories. Total expenditures for the grant number/function code combination are listed on the last line of the report. This report does not include FXs input to load history.

**Report**

**Purpose:**

To provide the Department of Labor with a report summarizing all charges posted to each grant.

**Report**

**Source:**

Information for this report is obtained from the Closed Federal Aid ledgers CLSFAID and CLSFEDAD, and from the Federal Aid ledger (FEDAID). Additional information is obtained from the Agency table (AGCY), Grant table (AGFA), Function table (FUNC), and Object table (OBJ2).

**Related**

**Reports:**

- 2C20 – JTPA Wide Expenditures by Object/Orgn
- 2C22 – Activity Positions and Costs
- 2C23 – Quarterly Worksheet Report
- 2C24 – Federal Aid Budget/Expenditure Report by Object Category
- 2C25 – Federal Aid Budget/Expenditure Report by Object
- 2C26 – Federal Aid Budget/Expenditure Summary Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD	The fiscal month and year for the accounting period that was closed.
AGENCY	Agency number and name, from AGC2.
FEDERAL AID NUMBER	Grant number and description, from AGFA.
FUNCTION CODE	Function code and description, from FUNC.
OBJT	Object code from the ledgers.

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Field Name	Description
DESCRIPTION	Description of the object, from OBJ2.
CURRENT PERIOD DIRECT COSTS	Includes all expenditures (account types 22 and 23) posted from accounting transactions that posted to grants.
CURRENT PERIOD ALLOCATED AS&T	Includes all FX transactions that posted to grants with "F" reporting categories.
CURRENT PERIOD OTHER ALLOCATED COSTS	Includes all FX transactions that posted to grants with "L" reporting categories.
CURRENT PERIOD TOTAL COSTS	Sum of Current Period Direct Costs, Allocated AS&T, and Other Allocated Costs.
OBJECT CATEGORY TOTAL	Totals for the object category, in each column.
FY GRANT TOTAL	Totals for the fiscal year / grant combination, in each column.

**Report**

**Distribution:**

Department of Labor

**Report**

**Layout:**

Access BUNDL to view the report layout.

**2C22 Activity Positions And Costs (GA-12)**

**Report**

**Overview:**

This report shows expenditures for DOL grant/function code combinations by reporting category/sub-object. Expenditures are listed in three categories – Personal Services, Personnel Benefits and Non-Personal Services - for the current month and cumulative from grant inception. This report does include FXs input to load history.

**Report**

**Purpose:**

To provide the Department of Labor with payroll expenditure information.

**Report**

**Source:**

Information for this report is obtained from the Department of Labor Year to Date ledgers YTDFADOL and YTDFDDOL, and from the Federal Aid ledger (FEDAID), and from the Closed Federal Aid ledgers CLSFEDAD and CLSFAID. Additional information is obtained from the Agency table (AGCY), Grant table (AGFA), and Function table (FUNC).

**Related**

**Reports:**

- 2C20 – JTPA Wide Expenditures by Object/Orgn
- 2C21 – Federal Aid Allocation Report (Current Period)
- 2C23 – Quarterly Worksheet Report
- 2C24 – Federal Aid Budget/Expenditure Report by Object Category
- 2C25 – Federal Aid Budget/Expenditure Report by Object
- 2C26 – Federal Aid Budget/Expenditure Summary Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
FOR PERIOD	The fiscal month and year for the accounting period that was closed.
AGENCY	Agency number and name, from AGC2.
FEDERAL AID NUMBER	Grant number and description, from AGFA.
FUNCTION CODE	Function code and description, from FUNC.
ACTIVITY CODE	Composed of reporting category and sub object.



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Field Name	Description
ACTIVITY DESCRIPTION	Description of the sub-object, from an internal table in the report program. DOL staff notifies OIS whenever a value changes or a new value must be added.
PERSONAL SERVICES MO	Includes all accounting and FX transactions posted in the current accounting period, to objects with a personal services indicator = "Y" and object type = "SA" or "OC".
PERSONAL SERVICES CUM	Includes all accounting and FX transactions posted inception to date, to objects with a personal services indicator = "Y" and object type = "SA" or "OC".
PERSONNEL BENEFITS MO	Includes all accounting and FX transactions posted in the current accounting period, to objects with a personal services indicator = "Y" and object type = "RB".
PERSONNEL BENEFITS CUM	Includes all accounting and FX transactions posted inception to date, to objects with a personal services indicator = "Y" and object type = "RB".
NON-PERSONAL SERVICES MO	Includes all accounting and FX transactions posted in the current accounting period, to objects with a personal services indicator = "N".
NON-PERSONAL SERVICES CUM	Includes all accounting and FX transactions posted inception to date, to objects with a personal services indicator = "N".
REPT CAT TOTAL	Totals for the reporting category, in each column.
FY GRANT TOTAL	Totals for the fiscal year / grant combination, in each column.

**Report**

**Distribution:** Department of Labor

**Report**

**Layout:** Access BUNDL to view the report layout.

**Quarterly Worksheet Report (GA-15)**

**2C23**

**Report**

**Overview:**

This report shows budget, encumbrance and expenditure totals for LDOL grant/function code combinations by various categories such as Base Personal Services, Base Personnel Benefits, etc. The report also shows inception to date revenues collected for the grant/function code combination. It is sorted by agency, Federal Aid number, and function code. Original fund postings are not included on this report. This report does include FXs input to load history.

**Report**

**Purpose:**

To provide the Department of Labor with a worksheet to be used during creation of quarterly grant accounting reports to the Federal Government.

**Report**

**Source:**

Information for this report is obtained from the Department of Labor Year to Date ledgers YTFADOL and YTFDDOL, and from the Federal Aid ledger (FEDAID), and from the Closed Federal Aid ledgers CLSFEDAD and CLSFAID. Additional information is obtained from the Agency (AGCY), Grant (AGFA), and Function (FUNC) tables.

**Related**

**Reports:**

- 2C20 – JTPA Wide Expenditures by Object/Orgn
- 2C21 – Federal Aid Allocation Report (Current Period)
- 2C22 – Activity Positions and Costs
- 2C24 – Federal Aid Budget/Expenditure Report by Object Category
- 2C25 – Federal Aid Budget/Expenditure Report by Object
- 2C26 – Federal Aid Budget/Expenditure Summary Report

**Report**

**Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field**

**Descriptions:**

Field Name	Description
AS OF PERIOD	The fiscal month and year for the accounting period that was closed.
AGENCY	Agency number and name, from AGC2.
FEDERAL AID NUMBER	Grant number and description, from AGFA.
FUNCTION CODE	Function code and description, from FUNC.

Field Name	Description
BASE PERSONAL SERVICES	Includes all accounting transactions posted to an object with a personal services indicator = "Y" and object type = "SA" or "OC".
BASE PERSONNEL BENEFITS	Includes all accounting transactions posted to an object with a personal services indicator = "Y" and object type = "RB".
AS&T PERSONAL SERVICES	Includes all FX transactions posted with an "F" reporting category, to an object with a personal services indicator = "Y" and object type = "SA" or "OC". Does not include "L" reporting categories.
AS&T PERSONNEL BENEFITS	Includes all FX transactions posted with an "F" reporting category, to an object with a personal services indicator = "Y" and object type = "RB". Does not include "L" reporting categories.
NON-PERSONAL SERVICES	Includes all accounting transactions posted to an object with a personal services indicator = "N" and object category not = "70".
CAPITAL EXPENDITURES	Includes all accounting transactions posted to an object with object category = "70".
CURRENT BUDGET	Includes the sum of all FM transactions input for this grant from current and all prior periods.
YEAR-TO-DATE ENCUMB BALANCE	Includes the sum of all encumbrances (account type 21) posted to this grant, from all current and all prior periods, this AFS fiscal year.
EXPENDITURES CURRENT	For report lines not AS&T: Includes the sum of all expenditures (account types 22 and 23) to this grant for the current period.  For AS&T report lines: Includes the sum of all FXs posted to account type 80 from an "F" base to this grant for the current period.
EXPENDITURES CUMULATIVE	For report lines not AS&T: Includes the sum of all expenditures (account types 22 and 23) to this grant for the current period and all prior periods.  For AS&T report lines: Includes the sum of all FXs posted to account type 80 from an "F" base to this grant for the current period and all prior periods.
TOTAL EXP + ENC	The sum of Year To Date Encumb Balance + Expenditures Current.
REMAINING BUDGET	The sum of Current Budget – Total Exp + Enc.

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Field Name	Description
TOTAL PS/PB (BASE & AST)	Totals for Personal Services and Personnel Benefits, in each column.
TOTAL NPS	Totals for Non-Personal Services, in each column.
TOTAL APPROPR STATUS	Totals for the Grant, in each column.
CASH RECEIVED	Includes the sum of all revenue transactions (account type 31) posted to the Grant, for the current period and all prior periods.

**Report  
Distribution:**

Department of Labor

**Report  
Layout:**

Access BUNDL to view the report layout.

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**2C24****Federal Aid Budget/Expenditure Report by Object Category****Report****Overview:**

This report shows the Inception-to-Date budget, current year's encumbrances, current and Inception-to-Date expenditures, and remaining budget for all Department of Labor grants, by Function Code and Object Category. If no Function Code is used, or an invalid code is used, the information is reported as an "Unidentified" Function Code. It pulls information from various ledgers and tables based on the date information input on the AFS Application Dates table. Each amount column is broken down by Object Category, and summed. The total cash that has been classified to the grant/Function Code combination is also displayed.

**Report****Purpose:**

This report is a tool that the agency can use to get an "at a glance," high level status of each grant by Function Code. Because inception to date information is used, it is a convenient mechanism to determine the remaining expenditure authorization for the grant. The 'Cash Received' information can be used in conjunction with expenditures to ascertain the amount of funding still available to draw from the grant's funding source. In the case of unusually large or small amounts, it can also help to draw attention to coding errors that may have occurred during the classification of funds.

**Report****Source:**

The report information is pulled from the Closed Federal Aid Ledger (CLSFAID), which contains information from the most recently closed month only; the two Year to Date Federal Aid Ledgers for the Department of Labor, which contain the summarization of all accounting and federal aid transactions from closed accounting periods (YTDFDDOL is used for Federal Aid Transactions where the Account Type is '80' or 'KS'; YTDFADOL is used for Accounting Transactions where the Account Type is '21', '22', '23', and '31'); the FEDAID ledger is used to obtain FX transactions that are posted as a result of the most recent Cost Allocation process; the Agency table (AGCY); the Agency Federal Aid Inquiry table (AGFA); the Function table (FUNC); and the Object Category table (OCAT).

**Related****Reports:**

2C20 – JTPA Wide Expenditures by Object/Orgn  
 2C21 – Federal Aid Allocation Report (Current Period)  
 2C22 – Activity Positions and Costs  
 2C23 – Quarterly Worksheet Report  
 2C25 – Federal Aid Budget/Expenditure Report by Object  
 2C26 – Federal Aid Budget/Expenditure Summary Report

**Report****Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archived Reports menu for six (6) years.

MONTHLY REPORTS

**Field Descriptions:**

Field Name	Description
Agency †	Agency number from the CLSFAID, FEDAID, YTFDOLL and YTFADOLL ledgers.
Agency Name	The 'Name' field from AGC2 that corresponds to the 'Agency' field on the report.
Federal Aid Number †	Federal Aid Number from the CLSFAID, FEDAID, YTFDOLL and YTFADOLL ledgers.
Federal Aid Name	The 'Federal Aid Title' field on AGFA that corresponds to the 'Federal Aid Number' field on the report.
Function Code †	Function Code from the CLSFAID, FEDAID, YTFDOLL and YTFADOLL ledgers.
Function Code Name	The 'Name' field from FUNC that corresponds to the 'Function Code Name' field on the report.
Obj Cat †	Expenditures for Objects from the CLSFAID, FEDAID, YTFDOLL and YTFADOLL ledgers are sorted by Object Category and summed. The summed amount is encoded with the appropriate Object Category.
Description	The 'Short Name' field from OCAT that corresponds to the 'Obj Cat' field on the report.
Obligational Authority	The sum of the Account Type KS transactions from the YTFDOLL ledger, where the Transaction Code is equal to 'FM2'.
Year-to-Date Encumb Balance	The sum of the Account Type 21 transactions from the YTFADOLL ledger, where the Original Fund is not equal to 'Y'.
Direct & Allocated Expenditures – Current Period	<p>The direct expenditures are derived by taking the sum of the Account Type 22 and 23 transactions from the CLSFAID ledger, where the Agency is equal to '474' or '475', and the Original Fund is not equal to 'Y'.</p> <p>The allocated expenditures are derived by taking the sum of the Account Type 80 transactions from the FEDAID ledger where the Reporting Categories are final bases (begin with 'F' or 'L'), and the Transaction Code is 'FX'.</p>

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Field Name	Description
Direct & Allocated Expenditures – Inception-To-Date	<p>The direct expenditures are derived by taking the sum of the Account Type 22 and 23 transactions from the YTFADOL ledger, where the Original Fund is not equal to 'Y'.</p> <p>The allocated expenditures are derived by taking the sum of the Account Type 80 transactions from the YTFDDOL ledger where the Transaction Code is 'FX', and the sum of the Account Type 80 transactions from the FEDAID ledger where the Reporting Categories are final bases (begin with 'F' or 'L'), and the Transaction Code is 'FX'.</p>
YTD Encumb Bal + ITD Expend	This amount is the total of the 'Year-To-Date Encumb Balance' field on the report, plus the 'Direct & Allocated Expenditures – Inception-To-Date' field on the report.
Remaining Budget	This amount is the total of the 'Obligational Authority' field on the report less the 'YTD Encumb Bal + ITD Expend' field on the report.
Cash Received	The sum of the Account Type 31 transactions on the YTFADOL ledger, where the Original Fund is not equal to 'Y'.

† These fields pull from multiple ledgers, depending on the type of transaction that created the initial expenditure. See the "Report Source" section for more information.

**Report**

**Distribution:**

The Department of Labor

**Report**

**Layout:**

Access BUNDL to view the report layout.



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**2C25****Federal Aid Budget/Expenditure Report by Object****Report****Overview:**

This report shows the Inception-to-Date budget, current year's encumbrances, Inception-to-Date expenditures, and remaining budget for all Department of Labor grants, by Function Code and Object. If no Function Code is used, or an invalid code is used, the information is reported as an "Unidentified" Function Code. It pulls information from various ledgers and tables based on the date information input on the AFS Application Dates table. Each amount column is broken down by Object, and summed.

**Report****Purpose:**

This report can be used by the agency to verify the amount of expenditures that have been incurred by object for each grant by Function Code. This can be useful when trying to determine if there have been any charges to a grant that may not be allowed, according to the specifications in the Grant Award. By comparing the report on a month to month basis, the agency can quickly become aware of possible irregularities and/or fluctuations in the expenditure amounts. If no known reason exists for the irregularity, the agency may want to verify that the allocation of expenditures is still operating as expected. Because inception to date information is used, it is also a convenient mechanism to determine the remaining expenditure authorization for the grant.

**Report****Source:**

The report information is pulled from the two Year to Date Federal Aid Ledgers for the Department of Labor, which contain the summarization of all accounting and federal aid transactions from closed accounting periods (YTDFDDOL is used for Federal Aid Transactions where the Account Type is '80' or 'KS'; YTDFADOL is used for Accounting Transactions where the Account Type is '21', '22', and '23'); the FEDAID ledger, which is used to obtain FX transactions that are posted as a result of the most recent Cost Allocation process; the Agency table (AGCY); the Agency Federal Aid Inquiry table (AGFA); the Function table (FUNC); and the Object table (OBJT).

**Related****Reports:**

2C20 – JTPA Wide Expenditures by Object/Orgn  
2C21 – Federal Aid Allocation Report (Current Period)  
2C22 – Activity Positions and Costs  
2C23 – Quarterly Worksheet Report  
2C24 – Federal Aid Budget/Expenditure Report by Object Category  
2C26 – Federal Aid Budget/Expenditure Summary Report

**Report****Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archived Reports menu for six (6) years.

**Field Descriptions:**

Field Name	Description
AGENCY †	Agency number from the FEDAID, YTDFDDOL and YTFADOL ledgers.
AGENCY NAME	The 'Name' field from AGC2 that corresponds to the 'Agency' field on the report.
FEDERAL AID NUMBER †	Federal Aid Number from the FEDAID, YTDFDDOL and YTFADOL ledgers.
FEDERAL AID NAME	The 'Federal Aid Title' field on AGFA that corresponds to the 'Federal Aid Number' field on the report.
FUNCTION CODE †	Function Code from the FEDAID, YTDFDDOL and YTFADOL ledgers.
FUNCTION CODE NAME	The 'Name' field from FUNC that corresponds to the 'Function Code Name' field on the report.
OBJT †	Object from the FEDAID, YTDFDDOL and YTFADOL ledgers.
DESCRIPTION	The 'Short Name' field fromOBJ2 that corresponds to the 'Objt' field on the report.
CURRENT BUDGET	The sum of the Account Type KS transactions from the YTDFDDOL ledger, where the Transaction Code is equal to 'FM2'.
YEAR-TO-DATE ENCUMB BALANCE	The sum of the Account Type 21 transactions from the YTFADOL ledger, where the Original Fund is not equal to 'Y'.
INCEPTION-TO-DATE DIRECT/INDIRECT EXP	<p>The direct expenditures are derived by taking the sum of the Account Type 22 and 23 transactions from the YTFADOL ledger, where the Original Fund is not equal to 'Y'.</p> <p>The allocated expenditures are derived by taking the sum of the Account Type 80 transactions from the YTDFDDOL ledger where the Transaction Code is 'FX', and the sum of the Account Type 80 transactions from the FEDAID ledger where the Reporting Categories are final bases (begin with 'F' or 'L'), and the Transaction Code is 'FX'.</p>
TOTAL EXP + ENC	This amount is the total of the 'Year-To-Date Encumb Balance' field on the report, plus the 'Inception-To-Date Direct/Indirect Exp' field on the report.

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Field Name	Description
REMAINING BUDGET	This amount is the total of the 'Current Budget' field on the report less the 'Total Exp + Enc' field on the report.

† These fields pull from multiple ledgers, depending on the type of transaction that created the initial expenditure. See the "Report Source" section for more information.

**Report**

**Distribution:** The Department of Labor

**Report**

**Layout:** Access BUNDL to view the report layout.

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**2C26****Federal Aid Budget/Expenditure Summary Report****Report****Overview:**

This report shows the Inception-to-Date budget, current year's encumbrances, Inception-to-Date Direct and Indirect expenditures, remaining budget, and the total amount of Cash Received since Inception for all Department of Labor grants, by Function Code. If no Function Code is used, or an invalid code is used, the information is reported as an "Unidentified" Function Code. It pulls information from various ledgers and tables based on the date information input on the AFS Application Dates table.

**Report****Purpose:**

The purpose of this report is to display the overall status of the grant by each grant year, or Function Code. The agency user can quickly make annual spending decisions by comparing expenditures and encumbrances to the total obligational authority. Because inception to date information is used, it is also a convenient mechanism to determine the remaining expenditure authorization for the grant as a whole. As is the case with the 2C24 report, the 'Cash Received' information can be used in conjunction with expenditures to ascertain the amount of funding still available to draw from the grant's funding source. In the case of unusually large or small amounts, it can also help to draw attention to coding errors that may have occurred during the classification of funds.

**Report****Source:**

The report information is pulled from the two Year to Date Federal Aid Ledgers for the Department of Labor, which contain the summarization of all accounting and federal aid transactions from closed accounting periods (YTDFDDOL is used for Federal Aid Transactions where the Account Type is '80' or 'KS'; YTDFADOL is used for Accounting Transactions where the Account Type is '21', '22', '23' and '31'); the FEDAID ledger, which is used to obtain FX transactions that are posted as a result of the most recent Cost Allocation process; the Agency table (AGC2); the Agency Federal Aid Inquiry table (AGFA); and the Function table (FUNC).

**Related****Reports:**

2C20 – JTPA Wide Expenditures by Object/Orgn  
2C21 – Federal Aid Allocation Report (Current Period)  
2C22 – Activity Positions and Costs  
2C23 – Quarterly Worksheet Report  
2C24 – Federal Aid Budget/Expenditure Report by Object Category  
2C25 – Federal Aid Budget/Expenditure Report by Object

**Report****Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archived Reports menu for six (6) years.

**Field Descriptions:**

Field Name	Description
AGENCY †	Agency number from the FEDAID, YTFDOLL and YTFADOLL ledgers.
AGENCY NAME	The 'Name' field from AGC2 that corresponds to the 'Agency' field on the report.
GRANT †	Federal Aid Number from the FEDAID, YTFDOLL and YTFADOLL ledgers.
FUNC †	Function Code from the FEDAID, YTFDOLL and YTFADOLL ledgers.
BUDGET	The sum of the Account Type KS transactions from the YTFDOLL ledger, where the Transaction Code is equal to 'FM2'.
ENCUMBRANCES	The sum of the Account Type 21 transactions from the YTFADOLL ledger, where Budget Fiscal Year is equal to the current AFS Budget Fiscal Year, and the Original Fund is not equal to 'Y'.
DIRECT/INDIRECT EXPENDITURES	<p>The direct expenditures are derived by taking the sum of the Account Type 22 and 23 transactions from the YTFADOLL ledger, where the Original Fund is not equal to 'Y'.</p> <p>The allocated expenditures are derived by taking the sum of the Account Type 80 transactions from the YTFDOLL ledger where the Transaction Code is 'FX', plus the sum of the Account Type 80 transactions from the FEDAID ledger where the Reporting Categories are final bases (begin with 'F' or 'L'), the Transaction Code is 'FX', and the Accounting Period on the Transaction is equal to the most recently closed AFS Accounting Period, or prior.</p>
TOTAL EXP + ENC	This amount is the total of the 'Encumbrances' field on the report, plus the 'Direct/Indirect Expenditures' field on the report.
REMAINING BUDGET	This amount is the total of the 'Budget' field on the report less the 'Total Exp + Enc' field on the report
CASH RECEIVED	The sum of the Account Type 31 transactions on the YTFADOLL ledger, where the Original Fund is not equal to 'Y'.

†These fields pull from multiple ledgers, depending on the type of transaction that created the initial expenditure. See the "Report Source" section for more information.

**MONTHLY REPORTS**



**Report**

**Distribution:** The Department of Labor

**Report**

**Layout:** Access BUNDL to view the report layout.