**Budget Report A - Org Transaction Report**

Org Code: The specific department that this report is being run for

**Dates Run: CALENDAR YEAR**

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1. The account code defines an area in which the transaction should be recorded.
2. An assigned number to a certain activity. This is used to track an ongoing account.
3. A description of the account, such as "Student Payroll".
4. The fund code represents the funding source. The unrestricted general code is.
5. A description of the fund for each transaction.
6. A rule code that refers to what type of transaction occurred. The following is a list of rule codes:
   - HGNL - automatic feed from another application in Banner; i.e. Payroll
   - INNI - invoice processed from the Accounts Payable system
   - J197 - Journal entry
   - N001 - automatic feed from the Advancement application for gifts and endowment distribution
7. A unique code that links the transaction to a document. For example an invoice, or
8. A brief description of the specific transaction that
9. Date the transaction occurred.
10. The amount that occurred in the transaction.

*Report A lists all transactions for the organization specified for the period you select (this report is based on calendar year). The data is then sorted by the account codes.