Tells you which types of transactions the report is showing. Ops_CH (Operations Child Ledger Group) represents all charges made against your 130 and/or 131.

Indicates which club’s finances are indicated in the transaction report.

A requisition has been created. This means that all of your paperwork has been submitted for processing.

As a transaction moves forward, lines will cancel one another out in the Pre Encumbered & Encumbered Amount columns.

Payment generated/completed

Monthly transaction reports provide charges made against your 130 & 131. Transactions are separated by fund (130 or 131). Please note the fund that a transaction is listed under as to ensure that money was expensed from the proper place.

The reference provides a quick description of a transaction. If you do not recognize the expense, please see the Finance Office for clarification.

If there is a balance in the “Pre Encumbered Amount” or “Encumbered Amount” column that means that your club has open requisitions or POs. If you notice that a req/PO has been open for a while, come check in with the FO.

Transactions are organized into different categories.