

VANDERBILT UNIVERSITY
 REPORT OF TRANSACTIONS
 FOR THE MONTH ENDED 04/30/03
 REPORT NUMBER MD091

CENTER NO. 4-20-123-4567
 CENTER NAME XXX0199876

SEND TO: SMYTHE A
 MARY THOMAS

4485

ACCOUNT NUMBER	TRANSACTION DESCRIPTION	EXPANDED TRANS DESCR	EFFECTIVE DATE	JOURNAL SOURCE	J/E NO	TRANSACTION AMOUNT	D BEGIN/END C CURRENT PERIOD	BALANCE
14900								41,495.06
14900	NSF	23600 4901153005 0196540	04/30/03	LTR OF CR	SLC01	2,563.48-	C	
** ACCOUNT	14900					2,563.48-		38,931.58
20025								0.00
20025	PAID APPROVED	0735 VOUCHERS SUMMARIZED	04/30/03	ACCTS PAY	CA430	1,427.67	D	
20025	UNPAID APPROVED	0226 INVOICES SUMMARIZED	04/30/03	U DMND CK	UD430	1,427.67-	C	
** ACCOUNT	20025					0.00		0.00
62670								615.00
62670	SAMUEL JONE	02293757 TR663175	04/30/03	U DMND CK	UD430	748.73	D	
62670	BETTY THOMA	02293979 TR677176	04/30/03	U DMND CK	UD430	678.94	D	
** ACCOUNT	62670					1,427.67		2,042.67
63440								155.75
63440	TR 547466	04/03 81010 3042298001	04/25/03	L DIXON	NI575	270.00	D	
** ACCOUNT	63440					270.00		425.75
84000								6,875.23
84000	20430IND COST	3785 4203435471 01 1200100000 44520	04/30/03	OVERHEAD	SOH01	865.81	D	
** ACCOUNT	84000					865.81		7,741.04
** CENTER NO.	4201234567					0.00		49,141.04

MD091 Report

This report provides a detailed listing of each transaction that occurred *in one month*. The report is sorted by account number; it includes only accounts that had activity in that month. If there were no transactions on the center in a given month, there will be no MD091 report for that center that month.

Key To Items on MD091 Report

- ① Center Number
- ② Name of Principal Investigator
- ③ Name of Person to whom reports/correspondence are sent (usually the Departmental administrator)
- ④ Date at which the numbers in the report were measured.
- ⑤ Account Number to which the transaction was charged/recorded
(report only includes accounts that involved in activity that month)
- ⑥⑦ Transaction Description, Expanded Transaction Description: provide descriptions of the transaction
Some descriptions are generated automatically by the accounting system (such as those for payroll) and are standardized
Others are hand generated by an accountant when making the entry.
- ⑧ Effective date of the transaction
- ⑨ Journal Source: identity of the part of VU's financial systems or the accountant that made the entry
- ⑩ Journal Entry Number: number used by the accounting system to identify the transaction.
These numbers are recycled from one accounting period to the next.
Therefore one needs both the effective date and the J.E. number to identify a unique transaction.
- ⑪ Transaction Amount: the dollar amount of the transaction
Positive numbers represent expenses incurred by VU
Negative numbers represent revenues or accounting entries that are offsets against expenses

Note: the column labeled "BEGIN/END BALANCE" is of interest only to people in Accounting. It reports the total expenditure recorded in each account since the beginning of VU's current fiscal year, measured first at the beginning of current period and second at the end of the current fiscal period.