

Description of Information and Columns (Cont'd.)

8	G/L Account	The General Ledger Account used for the transaction (i.e., object code)
9	Doc.Number; Comp Year	The R3 document number assigned to the transaction; Company Code and Fiscal Year of transaction.
10	Charge Description	The text description of the transaction. For a Journal Voucher it is the text provided in the Text field of the Journal Voucher.
11	Amount	Amount of the transaction. A minus to the right of the amount indicates a Credit
12	Date Incurred	Date when the expense was incurred. Note: When an expense is incurred as a result of a Purchase Order, the Date Incurred is the date when the Purchase Order was issued. Salaries and wages are incurred at the time the effort is exerted.
13	Amount Allowable	The amount of the transaction that is allowable and should be reported to the Sponsor as part of the Final Expenses.
14	Amount Not Allowable – To be Transferred	The amount of the transaction that is not allowable and should NOT be reported to the Sponsor as part of the Final Expenses. Transaction forms to remove the unallowable expenses must be attached to the Report or they will be moved to the departmental discretionary account. If the Department has moved the unallowable expense, the column indicates the document number that moved the unallowable transaction.
15	Blank Lines	Blank lines are provided to add allowable expenses that are not included in this report but have been incurred prior to the End Date of the project and should be reported to the Sponsor as part of the Final Expenses. Amounts cannot be estimates. Original transaction forms must be attached to Report.
16	Deadline Date	Indicates the date that the Report must be completed and returned to the Office of Sponsored Programs. Failure to reply by the deadline will cause all expenses indicated in the report to be considered unallowable and moved to the department's discretionary code.