

Account Activity Analysis (AAA) Reports

1. Introduction

The AAA report is designed to provide Country Offices with a tool to analyze balance sheet accounts. The report gives details of all transactions from various modules for a given account and Operating Unit (OU) for a chosen period. The report selects activities from source systems (AP, AR, GL, etc.) within a fiscal year based on the posting date of the journal tied to the activity. The report can be run for the OU, specified on the run control. **Country offices should run generally for one OU only.**

2. Running the report

2.1. Navigation:

UN Reports>Financial Management Reports>Accounts Management Reports>Account Activity Analysis

The screenshot shows the Atlas Finance web application interface for Account Activity Analysis. The browser window title is "Account Activity Analysis - Microsoft Internet Explorer". The address bar shows the URL: https://finance.partneragencies.org/psp/UNDP1F5/EMPLOYEE/ERP/c/UN_REPORTS.UN_RUN_GLAA01.GBL?PORTALPARAM_PTCNAV=UN_RUN_GLAA01&EOPP_SCNode=ERP1. The application header includes "Atlas Finance" and navigation links: Home, Worklist, Add to Favorites, Sign out. A menu on the left lists various report categories, with "Account Activity Analysis" selected. The main content area is titled "Account Activity" and shows "Run Control ID: Statement21A" with links for "Report Manager", "Process Monitor", and a "Run" button. Below this is a "Select Parameters" form with the following fields:

- *General Ledger Unit: UNDP1 (UN Development Programme)
- *Account: 16005 (OFA- Governments (NEX))
- *Accounting Date From: 31/12/2003
- *Accounting Date To: 31/12/2006

 The "Select Operating Unit" section has radio buttons for "One" (selected) and "All", and a field for "Operating Unit: AFG (Afghanistan)". There is a checkbox for "Include All Fund Codes" which is checked. At the bottom of the form are several action buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct Hist. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 9:51 AM on 2/2/2007.

2.2. Parameters to be used:

- **General Ledger Unit:** UNDP1
- **Account:** please select account to be analyzed, for example 16005 (NEX advance) or 21020 (other accounts payable) etc.
- **Accounting date from and to:** Please insert the Date from and to which activity will be reported. It is recommended that you run from 01/01/2004 to 31/12/2006 to get the correct balance of your balance sheet account
- **Operating Unit:** Please select one and insert the OU of your Country Office.
- **Include all fund codes:** Please use this checkbox to select fund codes related to a chosen account. Once this checkbox is unchecked, non-UNDP fund codes such as 12000 (non-ATLAS Agency) and 13999 (UNODC) will be excluded. It is recommended that you always check this checkbox to include all fund codes when running this report.

2.3. Data File Load to Excel

The default format of this report is CSV, to load into Excel, please follow these steps:

1. Run the report with CSV as the output format.
2. When retrieving the output via Process Monitor, choose to save the file to disk. Do not open directly into Excel as you will not be able to specify the appropriate conversion options. Use the default filename with TXT extension, or choose another filename but keep the TXT extension.
3. Open Microsoft Excel.
4. Choose to Open a document from the menu or toolbar.
5. Select the file saved previously. Excel will open the Text Import Wizard.
6. Select Delimited as data type, then choose Next.
7. Unselect all existing delimiters (such as Tab). Then, select other as the delimiter and enter the pipe (|) character as the delimiter. Select Next.
8. If needed, you can select the type for each column, but this is not required.
9. Select Finish.

The first row of the file will include the column headings. All remaining rows will contain the data. Please remember that Excel has a 65535 row limit, so if you open larger files, the data beyond row 65535 will not appear.

3. Additional Notes

- The report does not populate any opening balance carried forward from previous fiscal year, because the opening balance is only available in GL not in sub-systems. To get the correct balance of a balance sheet account, it is recommended that you run the report from 01/01/2004.
- The report does not populate any pre-ATLAS converted balance, again because converted balance is only available in GL except for NEX advance account 16005. To get the pre-ATLAS balance converted to GL, please go to General

Ledger> Review Journal/Ledger data> Ledger. For NEX advance account 16005, pre-ATLAS balance was converted in AP, so you can run the report from 31/12/2003 to get the converted balance.

- Since the report data is originated from sub-systems, it might be possible that the report balance does not match with the GL balance if there is any discrepancy between GL and sub-systems. In case you run into such problems, please contact your RST focal point directly.

4. Column Reference

The following lists the various columns included in the AAA report:

#	Column Name	Description
1	Transaction Type	Indication of type of transaction, such as AP Voucher, Service Fee, AR Direct Journal, Payroll Journal, etc.
2	Transaction Id	Concatenation of the transaction identifiers from the subsystem, such as Journal, Voucher, Deposit, etc.
3	Accounting Date	Accounting date of transaction from source system
4	Date Posted	Date transaction was posted to the General Ledger
5	GL Business Unit	GL Business Unit from transaction (unique to report)
6	Account	UNDP account number
7	Account Description	Description of account above
8	Operating Unit	Operating unit (country office) of the transaction
9	Fund	UNDP fund code of the transaction
10	Department	Department (country office) of the transaction
11	Implementing Agent	Implementing Agent of the transaction
12	Donor (Agency)	Donor code of the transaction
13	PC Business Unit	PC Business Unit of the transaction
14	Project Id	Project number of the transaction

15	Activity Id	Activity ID of the transaction
16	Analysis Type	Analysis type of the transaction (if applicable)
17	Vendor Id	Vendor for vouchers
18	Vendor Name	Vendor name for vouchers
19	Related Voucher	Related voucher for journal and adjustment vouchers
20	Description	Additional description field depending on source system
21	Description 2	Additional description field depending on source system
22	Journal Ref	Journal reference for GL journals
23	Journal ID	Journal ID posted to GL
24	Journal Date	Journal date posted to GL
25	Local Curr Amount	Local currency amount of transaction
26	Local Curr	Currency of Transaction
27	USD Amount	Base amount (USD) of transaction