

# How to Read Your Club's Subledger Report

## The Basics

RIT

Month(s) shown on the statement

### Account Analysis With Subledger Detail

Report Date: 06-Jul-22

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From Account: 09.56100.00000.00.90000.00000  
 To Account: 09.56100.99999.00.99999.00000  
 Sort By : SEQUENCE  
 Trading Partner:  
 Source :

Period: JAN-22

To: MAY-22

Balance Type: Actual

Budget / Encumbrance:

First Order By: Project  
 Second Order By: Department  
 Third Order By: Object

Batch Name	Account	GL Date	Trading Partner	Trans Num	ADJ / PO	Category	Debit	Credit	Line Descr / Commitment
Name given to the transaction in RIT's system	Account number being charged	Date transaction posted to the account	Name of vendor being paid (Usually only for check payments)		Purchase order number	Type of transaction	Money coming out of the account	Money going into the account	Description of the transaction

## Common Revenue Transactions

Batch Name	Account	GL Date	Trading Partner	Trans Num	ADJ / PO	Category	Debit	Credit	Line Descr / Commitment
940DEV2704 ADVANCE A 1009	09.56100.54000.00.xxxxx.00000	Apr 21, 2022				Misc Receipts		25.00	46172-Anonymous.
Subtotal	Project 91022	Department	56100	Object	54000		0.00	25.00	
152SFS0413-50 Spreadsheet	09.56100.59000.00.xxxxx.00000	Apr 13, 2022				Misc Receipts		150.00	Membership Contribution
152SFS0429-50 Spreadsheet	09.56100.59000.00.xxxxx.00000	Apr 29, 2022				Misc Receipts		983.00	SHOWCASE SALES
561LJH0430-01 Spreadsheet	09.56100.59000.00.xxxxx.00000	Apr 30, 2022				Adjustment		3,656.90	CG March 2022

Code used for donations

Name of donor

Code used for fundraising deposits

Common descriptions used for fundraising deposits. These generally originate from deposits done through the Student Org Dropbox or from sales through a CampusGroups (CG) store.

### Common Expense Transactions

Batch Name	Account	GL Date	Trading Partner	Trans Num	ADJ / PO	Category	Debit	Credit	Line Descr / Commitment
151LNG00430-01 ACTIVE PAY	09.56100.76150.00.xxxxx.00000	Apr 30, 2022				SYSTEMS CONTRACT S	31.49		STAPLES 00100719;

Active Pay means that this was a Visa card transaction

Name of business the Visa card was used

Batch Name	Account	GL Date	Trading Partner	Trans Num	ADJ / PO	Category	Debit	Credit	Line Descr / Commitment
Payables A 10093496 26332	09.56100.75000.00.xxxxx.00000	Apr 8, 2022	SMITH, JOHN	PERF_04/08 /22		Purchase Invoices	1,000.00		Performance- Fireside Lou

Commonly used for a payment to a vendor via check or direct deposit

Batch Name	Account	GL Date	Trading Partner	Trans Num	ADJ / PO	Category	Debit	Credit	Line Descr / Commitment
200NJR043022-13 NDAILEY A	09.56100.90185.00.xxxxx.00000	Apr 30, 2022				Chargebacks	2,582.25		Inv#CATR4332 RIT Catering

Chargebacks are used to pay for services provided by other RIT departments. Generally these are related to events hosted by your organization. Common chargebacks include things like RIT catering, Tech Crew, FMS and The HUB