Running Finance Reports in PeopleSoft
What Reports?

1. Budget Transaction Detail
2. General Ledger Activity
3. Trial Balance
Why use this report?

- The **Budget Transaction Detail** Report gives information on transactions that have posted against a budget.

- The **Budget Transaction Detail** Report can be used as a tool to assist you in identifying transactions posting to your funds.

- It is recommended to use the Budget Transaction Detail Report in conjunction with the General Ledger Activity Report.
Budget Transaction Detail

Navigation Path:
- Commitment Control
  - Budget Reports
    - Budget Transaction Detail

Following the above path leads to either establishing or finding an existing Run Control ID
Establishing a Run Control ID

NOTE: A Run Control ID only needs to be set-up the first time you run a report

- Reports require that you establish a “Run Control ID”
- These ID’s cannot contain spaces; instead underlines may be used in place of the space between words
Accessing an Existing Run Control ID

- You will use the “Find an Existing Value” for future searches
- Click “Search” to select a previously created Run Control ID
1) **Unit** should be NDSU1
2) Choose the **Ledger Group** by using the lookup glass
3) Do Not check the **User Budget Overrides** box
4) **Transaction Type Option** and **Ledger Type Option** should be “All”
5) **Commit Control Date Option** default could be “All”, but to identify a range of dates, select “Range” and then enter the dates in the **Date From:** and **Date To:** fields. Do Not select “Specify” to select a date.
6) First time users may need to click “Refresh” to display bottom ChartField Selection
7) Check the boxes for the ChartFields you would like to have included in your report in the Include CF area
8) Identify the order the selected ChartFields are to be sorted in the Sequence area
9) Enter the search criteria in the Value and To Value fields
10) Click “Save” when finished
11) After clicking “Save”, click “Run” to get report
Important tips!

1) Include “Budget Period” for a ChartField.

2) Report goes by posting date Not journal date.
1) After clicking “Run”, the Process Scheduler Request screen will appear. Make sure Server Name is “PSNT” and Type is “Web” and Format is “PDF”. Click “OK”.

2) After clicking “OK”, it will return to the original screen which will now indicate a “Process Instance” number. Click on the Process Monitor link.
Getting the Budget Transaction Detail Report

1) Click “Refresh” until the Run Status is “Success” and Distribution Status is “Posted”. After that, Click on the “Details” link.

2) Click on the “View Log/Trace” link.

3) Click on the link that ends in .PDF to get the report.
### Budget Transaction Detail Report

**Report ID:** GLS8005  
**Run Date:** 10/03/2008  
**Run Time:** 15:12:52

**Mun. Unit:** NDSU—North Dakota State University  
**Ledger Group:** PMWDL  
**Post Date:** From 07/01/2008 To 08/10/2008  
**Tran Type:** All Types

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**Number of Transactions:** 3  
**Totals:** 0.00 0.00 0.00 0.00 17,602.64

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**Number of Transactions:** 3  
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**Number of Transactions:** 3  
**Totals:** 0.00 0.00 0.00 0.00 0.00
General Ledger Activity Report
Why use this report?

- The General Ledger Activity Report details activity by account for a selected fund.
- The General Ledger Activity Report may be used in conjunction with the Budget Transaction Detail Report to monitor the activity on your funds.
Navigation Path:

- General Ledger
  - General Reports
  - Ledger Activity

Following the above path leads to either establishing or finding an existing Run Control ID
1) Unit should be NDSU1
2) Ledger should be ACTUALS
3) Type in the Fiscal Year you would like in your report
4) Currency should be USD
5) Type in the periods you would like in the From Period and the To Period areas.
6) Show Journal Detail should be checked
7) Display Full Numeric Field should be checked
8) First time users may need to click “Refresh” to display bottom ChartField Selection

9) Check the boxes of the ChartFields you would like included and how you would like them displayed

10) Identify the order the selected ChartFields are to be sorted in the Sequence area
11) Type in your search criteria in the Value and Value To areas for the included ChartFields
   - It is suggested NOT to include department numbers as it may result in little or no information
   - It is also suggested NOT to select the All Values check box if you want a specific range. It will override and run “wide open” which will slow the system down

12) Click “Save” when finished

13) After clicking “Save”, click “Run” to get report
1) After clicking “Run”, the Process Scheduler Request screen will appear. Make sure Server Name is “PSNT” and Type is “Web” and Format is “PDF”. Click “OK”.

2) After clicking “OK”, it will return to the original screen which will now indicate a “Process Instance” number. Click on the Process Monitor link.
Getting the General Ledger Activity Report

1) Click “Refresh” until the Run Status is “Success” and Distribution Status is “Posted”. After that, click on the “Details” link.

2) Click on the “View Log/Trace” link.

3) Click on the link that ends in .PDF to get the report.
## General Ledger Activity Report

**Report ID:** CLE7002  
**Bus. Unit:** NSDU--North Dakota State University  
**Ledger:** ACTUAL -- Actuals Ledger  
**For Fiscal Year:** 2009  
**Period:** 1 to 12  
**Fund:** 30734 to 30734  
**Account:** 511002 to 51976  
**Currency Code:** USD

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**Total Activity:**  
**Ending Balance:** 71,546.93  
**Beginning Balance:** 0.00
Trial Balance
Navigation Path:
  • General Ledger
    • General Reports
    • Trial Balance

Following the above path leads to either establishing or finding an existing Run Control ID
1) **Unit** should be NDSU1
2) **Ledger** should be ACTUALS
3) Type in the **Fiscal Year** you would like in your report
4) Type in the **Period** you would like included in your report
5) **Currency Option** should be Base
6) Leave **Currency** field blank
7) **Display Full Numeric Field** should be checked
8) First time users may need to click “Refresh” to display the bottom ChartField Selection.

9) Check the boxes of the ChartFields you would like included and how you would like them displayed.

10) Identify the order the selected ChartFields are to be sorted in the Sequence area.
11) Type in your search criteria in the Value and Value To areas for the included ChartFields
   ▶ It is suggested NOT to include department numbers as it may result in little or no information

12) Click “Save” when finished

13) After clicking “Save”, click “Run” to get report
Getting the Trial Balance

1) After clicking “Run”, the Process Scheduler Request screen will appear. Make sure Server Name is “PSNT” and Type is “Web” and Format is “PDF”. Click “OK”.

2) After clicking “OK”, it will return to the original screen which will now indicate a “Process Instance” number. Click on the Process Monitor link.
Getting the Trial Balance

1) Click “Refresh” until the Run Status is “Success” and Distribution Status is “Posted”. After that, click on the “Details” link.

2) Click on the “View Log/Trace” link.

3) Click on the link that ends in .PDF to get the report.
## Trial Balance

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<th>Account Type’s</th>
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<td>300000’s</td>
<td>Net Assets (Balance forward from prior year)</td>
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<td>500000 - 700000’s</td>
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Total Debit: $11,968.10
Total Credit: $11,968.10
To obtain your fund balance, follow the equation below:

\[
\text{Cash-in BND} \quad \text{Less} \quad \text{Payable Credit balances} \quad \text{Plus} \quad \text{Receivable Debit balances} \quad = \quad \text{Total fund balance}
\]
Need further training? Questions?

Contact Janet Gemar
Financial Systems Trainer
(701) 231-7823
janet.gemar@ndsu.edu