

Running Finance Reports in PeopleSoft

What Reports?

1. Budget Transaction Detail
2. General Ledger Activity
3. Trial Balance

Running a Budget Transaction Detail Report

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

The screenshot shows the Oracle interface for the 'Budget Transaction Detail' report. On the left is a 'Menu' sidebar with various navigation options. The main content area has a title 'Budget Transaction Detail' and two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is circled in red. Below these buttons is a text input field labeled 'Run Control ID:'. A red arrow points to this field with the text 'Type a name of a run control'. Below the input field is a yellow 'Add' button. A second red arrow points to this button with the text 'Click the Add button when finished'.

- 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

Budget Transaction Detail
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click Search

The screenshot shows a web interface for searching budget transactions. At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a search form with a dropdown menu set to "begins with" and an empty text input field. There is a checkbox for "Case Sensitive". At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A red oval highlights the "Search" button, and a red arrow points from a larger red oval containing the text "Click Search" to the "Search" button. Another red oval highlights the "Find an Existing Value" button at the top left.

Budget Transaction Detail Report

- 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

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: 1 NDSU1 North Dakota State University

Ledger Group: 2 FNDDTL 3 User Budget Overrides

Transaction Type Option: 4 All Type: 5a

Commit Control Date Option: Range 5 Date From: 07/01/2008 Date To: 08/11/2008 5b

Ledger Type Option: 4 All

Commitment Control Ledger Type

Commitment Control Ledger Type

Refresh

ChartField Selection Customize | Find | First 1-15 of 15 Last

Sequence	ChartField Name	Include CF	Value	To Value
1	Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	30734	30734
3	Department	<input checked="" type="checkbox"/>		
4	Budget Period	<input checked="" type="checkbox"/>	2009	2009
	Subsystem PC Bus Unit	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>		
	PC Business Unit	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>		
	Activity	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Source Type	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		

Save Return to Search Previous in List Next in List Notify Add Update

Budget Transaction Detail Report

- 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

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail Report Manager Process Monitor Run **11**

Language: English

Report Request Parameters

Unit: NDSU1 North Dakota State University

Ledger Group: FNDDTL User Budget Overrides

Transaction Type Option: All Type: []

Commit Control Date Option: Range Date From: 07/01/2008 Date To: 08/11/2008

Ledger Type Option: All

Commitment Control Ledger Type

Commitment Control Ledger Type

6 Refresh

ChartField Selection Customize | Find | First 1-15 of 15 Last

Sequence	ChartField Name	Include CF	Value	To Value
1	Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	30734	30734
3	Department	<input checked="" type="checkbox"/>		
4	Budget Period	<input checked="" type="checkbox"/>	2009	2009
	Subsystem PC Bus Unit	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>		
	PC Business Unit	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>		
	Activity	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Source Type	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		

7 **8** **9** **10**

Save Return to Search Previous in List Next in List Notify Add Update

Budget Transaction Detail Report

Important tips!

- 1) Include "Budget Period" for a ChartField.
- 2) Report goes by posting date Not journal date.

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit: NDSU1 North Dakota State University

Ledger Group: FNDDTL User Budget Overrides

Transaction Type Option: All Type: []

Commit Control Date Option: Range Date From: 07/01/2008 Date To: 08/11/2008

Ledger Type Option: All

Commitment Control Ledger Type

Commitment Control Ledger Type []

[Refresh](#)

ChartField Selection Customize | Find | First 1-15 of 15 Last

Sequence	ChartField Name	Include CF	Value	To Value
1	Account	<input checked="" type="checkbox"/>	[]	[]
2	Fund Code	<input checked="" type="checkbox"/>	30734	30734
3	Department	<input checked="" type="checkbox"/>	[]	[]
4	Budget Period	<input checked="" type="checkbox"/>	2009	2009
	Subsystem PC Bus Unit	<input type="checkbox"/>	[]	[]
	Subsystem Activity ID	<input type="checkbox"/>	[]	[]
	PC Business Unit	<input type="checkbox"/>	[]	[]
	Class Field	<input type="checkbox"/>	[]	[]
	Activity	<input type="checkbox"/>	[]	[]
	Subsystem Analysis Type	<input type="checkbox"/>	[]	[]
	Operating Unit	<input type="checkbox"/>	[]	[]
	Program Code	<input type="checkbox"/>	[]	[]
	Project	<input type="checkbox"/>	[]	[]
	Source Type	<input type="checkbox"/>	[]	[]
	Statistics Code	<input type="checkbox"/>	[]	[]

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update](#)

Getting the Budget Transaction Detail Report

1

Process Scheduler Request

User ID: mkuppich Run Control ID: Budget_Transaction_Detail

Server Name: PSNT Run Date: 10/01/2008

Recurrence: Run Time: 9:57:45AM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Budget Transaction Detail Rep	GLS8005	SQR Report	Web	PDF	Distribution

OK Cancel

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

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail Report Manager Process Monitor Run

Language: English Process Instance: 4740772

Report Request Parameters

Unit: NDSU1 North Dakota State University

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

View Process Request For

User ID: mkuppich Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4740772		SQR Report	GLS8005	mkuppich	10/01/2008 9:57:45AM CDT	Success	Posted	Details
<input type="checkbox"/>	4739915		SQR Report	GLS8005	mkuppich	09/30/2008 3:50:36PM CDT	Success	Posted	Details
<input type="checkbox"/>	4739366		SQR Report	GLS8005	mkuppich				

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

2

Process Detail

Process

Instance: 4740772 Type: SQR Report

Name: GLS8005 Description: Budget Transaction Detail Rep

Run Status: Success Distribution Status: Posted

Run Control ID: Budget_Transaction_Detail

Location: Server

Server: PSNT

Recurrence:

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 10/01/2008 9:57:59AM CDT

Run Anytime After: 10/01/2008 9:57:45AM CDT

Began Process At: 10/01/2008 9:58:14AM CDT

Actions

Parameters Transfer

Message Log

Batch Timings

View Log/Trace

2) Click on the "View Log/Trace" link.

3

Distribution Details

Distribution Node: NT Expiration Date: 11/30/2008

File List

Name	File Size (bytes)	Datetime Created
GLS8005_4740772.PDF	10,698	10/01/2008 9:58:24.893000AM CDT
GLS8005_4740772.log	131	10/01/2008 9:58:24.893000AM CDT
SQR_GLS8005_4740772.log	1,650	10/01/2008 9:58:24.893000AM CDT

Distribute To

Distribution ID Type *Distribution ID

User mkuppich

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

Budget Transaction Detail Report

Report ID: GLS8005
 Bus. Unit: NDSU1--North Dakota State University
 Ledger Grp: FNDDTL -- Fund Detail Ledger Group
 Post Date: From 07/01/2008 To 08/11/2008
 Tran Type: All Types

PeopleSoft GL
 BUDGET TRANSACTION DETAIL

Page No. 1
 Run Date 10/03/2008
 Run Time 15:32:52

=====
Currency Account Fund Dept Budget Period
 USD 511000 30734 3100 2009
 =====

Budget						Total Recognized	Total Collected	Pre Encumbered	Encumbered	Expended	Override	Override
<u>Post Date</u>	<u>Transaction</u>	<u>Document ID</u>	<u>Line</u>	<u>Reference</u>		<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>TR User</u>	<u>BD User</u>
07/14/2008	GL_JOURNAL	PAY0663862	4788	07/15/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	16,148.39		
07/23/2008	GL_JOURNAL	PAYACR3862	4788	07/01/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	-16,148.39		
07/31/2008	GL_JOURNAL	PAY0673874	5195	07/31/2008/PYR PPE 07/31/2008		0.00	0.00	0.00	0.00	17,602.64		
Number of Transactions 3						Totals	0.00	0.00	0.00	0.00		

=====
Currency Account Fund Dept Budget Period
 USD 514000 30734 3100 2009
 =====

Budget						Total Recognized	Total Collected	Pre Encumbered	Encumbered	Expended	Override	Override
<u>Post Date</u>	<u>Transaction</u>	<u>Document ID</u>	<u>Line</u>	<u>Reference</u>		<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>TR User</u>	<u>BD User</u>
07/14/2008	GL_JOURNAL	PAY0663862	5657	07/15/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	1,805.86		
07/23/2008	GL_JOURNAL	PAYACR3862	5657	07/01/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	-1,805.86		
07/31/2008	GL_JOURNAL	PAY0673874	6087	07/31/2008/PYR PPE 07/31/2008		0.00	0.00	0.00	0.00	2,007.74		
Number of Transactions 3						Totals	0.00	0.00	0.00	0.00		

=====
Currency Account Fund Dept Budget Period
 USD 516000 30734 3100 2009
 =====

Budget						Total Recognized	Total Collected	Pre Encumbered	Encumbered	Expended	Override	Override
<u>Post Date</u>	<u>Transaction</u>	<u>Document ID</u>	<u>Line</u>	<u>Reference</u>		<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>TR User</u>	<u>BD User</u>
07/14/2008	GL_JOURNAL	PAY0663862	7245	07/15/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	0.71		
07/14/2008	GL_JOURNAL	PAY0663862	8095	07/15/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	322.79		
07/14/2008	GL_JOURNAL	PAY0663862	8876	07/15/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	0.13		
07/14/2008	GL_JOURNAL	PAY0663862	9739	07/15/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	25.67		
07/14/2008	GL_JOURNAL	PAY0663862	10747	07/15/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	109.84		
07/14/2008	GL_JOURNAL	PAY0663862	11531	07/15/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	122.17		
07/14/2008	GL_JOURNAL	PAY0663862	12780	07/15/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	3.56		
07/21/2008	GL_JOURNAL	PERS1	1045	07/01/2008/Health Insurance		0.00	0.00	0.00	0.00	322.79		
07/21/2008	GL_JOURNAL	PERS1	1046	07/01/2008/Life Insurance		0.00	0.00	0.00	0.00	0.84		
07/23/2008	GL_JOURNAL	PAYACR3862	7245	07/01/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	-0.71		
07/23/2008	GL_JOURNAL	PAYACR3862	8095	07/01/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	-322.79		
07/23/2008	GL_JOURNAL	PAYACR3862	8876	07/01/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	-0.13		
07/23/2008	GL_JOURNAL	PAYACR3862	9739	07/01/2008/PYR PPE 06/30/2008		0.00	0.00	0.00	0.00	-25.67		

General Ledger Activity Report

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.

General Ledger Activity Report

Navigation Path:

- General Ledger
 - General Reports
 - Ledger Activity

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

General Ledger Activity Report

- 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

Ledger Activity Report

Run Control ID: GL_Activity [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit: 1 NDSU1

Ledger: 2 ACTUALS

Fiscal Year: 3 2009 Currency: 4 USD

From Period: 5 1 To Period: 6 12

Show Discrepancies Only Show Journal Detail Display Full Numeric Field 7

[Refresh](#)

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Summarize	Detail	All Values	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30734	30734
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	500000	591976
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

General Ledger Activity Report

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

Ledger Activity Report 13

Run Control ID: GL_Activity Report Manager Process Monitor Run
Language: English

Report Request Parameters

Unit: NDSU1
Ledger: ACTUALS
Fiscal Year: 2009 Currency: USD
From Period: 1 To Period: 12
 Show Discrepancies Only Show Journal Detail Display Full Numeric Field
Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Summarize	Detail	All Values	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30734	30734
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	500000	591976
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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12 13

Save Return to Search Notify Add Update/Display

Getting the General Ledger Activity Report

1

Process Scheduler Request

User ID: mkuppich Run Control ID: GL_Activity

Server Name: PSNT Run Date: 10/02/2008

Recurrence: Recurrence Run Time: 8:32:43AM

Time Zone: Time Zone

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	General Ledger Activity Report	GLS7002	SQR Report	Web	PDF	Distribution

OK Cancel

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

Ledger Activity Report

Run Control ID: GL_Activity

Language: English

Report Manager Process Monitor Run

Process Instance: 4742635

Report Request Parameters

Unit: NDSU1

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

Process List Server List

View Process Request For

User ID: mkuppich Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4742635		SQR Report	GLS7002	mkuppich	10/02/2008 8:32:43AM CDT	Success	Posted	Details
<input type="checkbox"/>	4741629		SQR Report	GLS7002	mkuppich	10/01/2008 2:01:28PM CDT	Success	Posted	Details
<input type="checkbox"/>	4741599		SQR Report	GLS7002	mkuppich				

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

2

Process

Instance: 4742635 Type: SQR Report

Name: GLS7002 Description: General Ledger Activity Report

Run Status: Success Distribution Status: Posted

Run Control ID: GL_Activity

Location: Server

Server: PSNT

Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

Request Created On: 10/02/2008 8:34:03AM CDT

Run Anytime After: 10/02/2008 8:32:43AM CDT

Began Process At: 10/02/2008 8:34:15AM CDT

Ended Process At: 10/02/2008 8:34:25AM CDT

Actions

- Parameters Transfer
- Message Log
- Batch Timings
- View Log/Trace

2) Click on the "View Log/Trace" link.

3

Distribution Details

Distribution Node: NT Expiration Date: 12/01/2008

File List

Name	File Size (bytes)	Datetime Created
GLS7002_4742635.PDF	8,451	10/02/2008 8:34:25.433000AM CDT
GLS7002_4741629.Csv	115	10/02/2008 8:34:25.433000AM CDT
SQR_GLS7002_4742635.log	1,645	10/02/2008 8:34:25.433000AM CDT

Distribute To

Distribution ID Type *Distribution ID

User mkuppich

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

General Ledger Activity Report

Report ID: GLS7002
 Bus. Unit: NDSU1--North Dakota State University
 Ledger: ACTUALS -- Actuals Ledger
 For Fiscal Year 2009 Period 1 to 12
 Fund: 30734 to 30734 Account: 500000 to 591976 Currency Code: USD

PeopleSoft GL
 GENERAL LEDGER ACTIVITY

Page No. 1
 Run Date 10/02/2008
 Run Time 09:02:33

Cur Journal Date Journal ID Seq Line

		<u>Fund</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		<u>Account</u>				
USD	Beginning Balance:	30734 511002				0.00
	07/01/2008	PAYACR3862	4788			
		30734 Accounting				
		511002 Salaries - Regular -Benefitted		0.00	16,148.39	
	07/15/2008	PAY0663862	4788			
		30734 Accounting				
		511002 Salaries - Regular -Benefitted		16,148.39	0.00	
	07/31/2008	PAY0673874	5195			
		30734 Accounting				
		511002 Salaries - Regular -Benefitted		17,602.64	0.00	
				Period 1 Total:		17,602.64
	08/15/2008	PAY0679247	5144			
		30734 Accounting				
		511002 Salaries - Regular -Benefitted		17,981.43	0.00	
	08/29/2008	PAY0684137	5047			
		30734 Accounting				
		511002 Salaries - Regular -Benefitted		17,981.43	0.00	
				Period 2 Total:		35,962.86
	09/15/2008	PAY0689807	5071			
		30734 Accounting				
		511002 Salaries - Regular -Benefitted		17,981.43	0.00	
				Period 3 Total:		17,981.43
USD	Total Activity:	30734 511002				71,546.93
	Ending Balance:					71,546.93
USD	Beginning Balance:	30734 514005				0.00

Trial Balance

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

Trial Balance

- 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

Trial Balance Report

Run Control ID: Trial_Balance Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: 1 NDSU1 *Ledger: 2 ACTUALS Include Adjustment Periods

Fiscal Year: 3 2009 Period: 4 12 Adjustment Period: 1

5 Currency Option: Base 6 Currency: Refresh

7 Display Full Numeric Field

ChartField Selection Customize | Find | First 1-13 of 13 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19561	19561
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save Return to Search Previous in List Next in List Notify Add Update/D

Trial Balance

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

The screenshot shows the 'Trial Balance Report' interface. At the top, there are fields for 'Run Control ID: Trial_Balance', 'Language: English', and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this is the 'Report Request Parameters' section with fields for 'Unit: NDSU1', '*Ledger: ACTUALS', 'Fiscal Year: 2009', 'Period: 12', 'Currency Option: Base', and 'Currency:'. There is also an 'Include Adjustment Periods' table and a 'Refresh' button. The main part of the interface is the 'ChartField Selection' table, which has columns for 'Sequence', 'ChartField Name', 'Include CF', 'Descr', 'Subtotal', 'Value', and 'To Value'. Red annotations include a large bracket on the right side of the table, a '10' next to the 'Fund Code' row, and a '9' next to the 'Subsystem PC Bus Unit' row. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/D'.

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19561	19561
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Trial Balance

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

Trial Balance Report

Run Control ID: Trial_Balance Report Manager Process Monitor Run **13**

Language: English

Report Request Parameters

Unit: NDSU1 *Ledger: ACTUALS Include Adjustment Periods
Fiscal Year: 2009 Period: 12 Adjustment Period: 1
Currency Option: Base Currency: + -

Display Full Numeric Field Refresh

ChartField Selection Customize | Find | First 1-13 of 13 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19561	19561
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

11 (Annotation pointing to Value and To Value columns)

12 (Annotation pointing to Save button)

13 (Annotation pointing to Run button)

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/D

Getting the Trial Balance

1

Process Scheduler Request

User ID: mkuppich Run Control ID: Trial_Balance

Server Name: PSNT Run Date: 10/02/2008

Recurrence: Recurrence Run Time: 11:28:55AM

Time Zone: Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	PDF	Distribution

OK Cancel

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

Trial Balance Report

Run Control ID: Trial_Balance Language: English

Report Manager Process Monitor Run

Process Instance: 4743374

Report Request Parameters

Unit: NDSU1 *Ledger: ACTUALS

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

Process List Server List

View Process Request For

User ID: mkuppich Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4743374		SQR Report	GLS7012	mkuppich	10/02/2008 11:28:55AM CDT	Success	Posted	Details
<input type="checkbox"/>	4743353		SQR Report	GLS7012	mkuppich	10/02/2008 11:28:42AM CDT	Success	Posted	Details
<input type="checkbox"/>	4742819		SQR Report	GLS7002	mkuppich	10/02/2008 11:28:39AM CDT	Success	Posted	Details

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

2

Process

Instance: 4743374 Type: SQR Report

Name: GLS7012 Description: Trial Balance Report

Run Status: Success Distribution Status: Posted

Run Control ID: Trial_Balance

Location: Server

Server: PSNT

Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

Request Created On: 10/02/2008 11:32:25AM CDT

Run Anytime After: 10/02/2008 11:28:55AM CDT

Began Process At: 10/02/2008 11:32:39AM CDT

Ended Process At: 10/02/2008 11:32:39AM CDT

Actions

- Parameters
- Transfer
- Message Log
- Batch Timings
- View Log/Trace

2) Click on the "View Log/Trace" link.

3

Distribution Details

Distribution Node: NT Expiration Date: 12/01/2008

File List

name	File Size (bytes)	Datetime Created
GLS7012_4743374.PDF	2,185	10/02/2008 11:32:49.527000AM CDT
GLS7012_4743374.out	105	10/02/2008 11:32:49.527000AM CDT
SQR_GLS7012_4743374.log	1,626	10/02/2008 11:32:49.527000AM CDT

Distribute To

Distribution ID Type *Distribution ID

User mkuppich

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

Trial Balance

Report ID: GLS7012
 Bus. Unit: NDSU1--North Dakota State University
 Ledger: ACTUALS -- Actuals Ledger
 As of Year 2009 and Period 12
 Base Currency: USD

PeopleSoft GL
 TRIAL BALANCE

Page No. 1
 Run Date 10/02/2008
 Run Time 12:58:09

<u>Fund</u>	<u>Account</u>	<u>Cur</u>	<u>Transaction Debit</u>	<u>Transaction Credit</u>
19561	Temp Deposits-Accounting			
	105251	Cash - in BND	USD 11,893.99	0.00
	201001	Accounts/Vouchers Payable	USD 0.00	0.00
	224002	Deposits	USD 0.00	0.00
	330001	Net Assets Unrestricted	USD 0.00	10,884.90
	462110	Other Services	USD 0.00	958.20
	516080	Medicare	USD 11.54	0.00
	516170	Social Security	USD 49.36	0.00
	516205	Unemployment Insurance	USD 2.27	0.00
	516210	Workers Comp Premium	USD 10.94	0.00
	621315	Other Operating Fees	USD 0.00	125.00
<u>Total for Fund 19561</u>			<u>11,968.10</u>	<u>11,968.10</u>
Total for Ledger			USD 11,968.10	11,968.10

Account Type's

- 100000's = Assets
- 200000's = Liabilities
- 300000's = Net Assets (Balance forward from prior year)
- 400000's = Revenues
- 500000 - 700000's = Expenses

Trial Balance Report

- To obtain your fund balance, follow the equation below:

	Cash-in BND
Less	Payable Credit balances
Plus	Receivable Debit balances
	<hr/>
=	Total fund balance

Need further training?
Questions?



Contact

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Financial Systems Trainer

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