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 <u>Budget Transaction Detail</u> Report gives information on transactions that have posted against a budget.

* The <u>Budget Transaction Detail</u> 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.
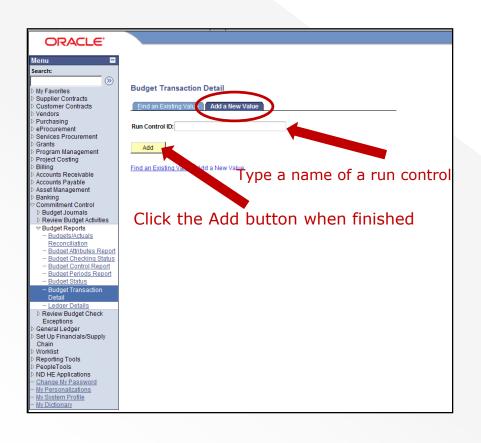
Budget Transaction Detail

Navigation Path:

- Commitment Control
  - Budget Reports
    - Budget Transaction Detail

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

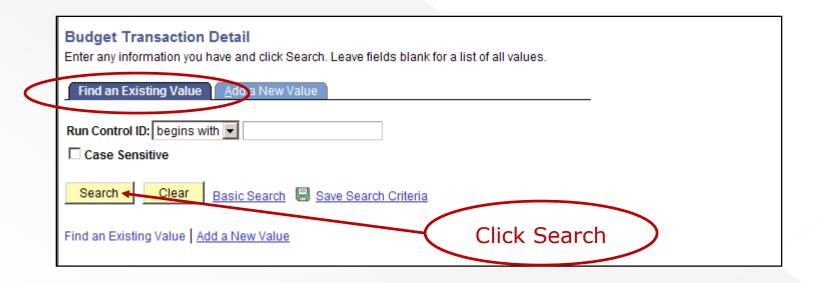# Establishing a Run Control ID

NOTE: A Run Control ID only needs to be set-up the <u>first time</u> 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

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: begins with [ ]

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Click Search

Budget Transaction Detail Report

1) <u>Unit</u> should be NDSU1
2) Choose the <u>Ledger Group</u> by using the lookup glass
3) Do Not check the <u>User Budget Overrides</u> box
4) <u>Transaction Type Option</u> and <u>Ledger Type Option</u> should be "All"
5) <u>Commit Control Date Option</u> default could be "All", but to identify a range of dates, select "Range" and then enter the dates in the <u>Date From:</u> and <u>Date To:</u> fields. Do Not select "Specify" to select a date

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 <u>Include CF</u> area

8) Identify the order the selected ChartFields are to be sorted in the <u>Sequence</u> area

9) Enter the search criteria in the <u>Value</u> and <u>To Value</u> fields

10) Click "Save" when finished

11) After clicking "Save", click "Run" to get report
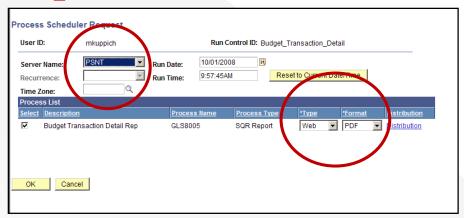
Budget Transaction Detail Report

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	☑		
2	Fund Code	☑	30734	30734
3	Department	☑		
4	Budget Period	☑	2009	2009
	Subsystem PC Bus Unit	☐		
	Subsystem Activity ID	☐		
	PC Business Unit	☐		
	Class Field	☐		
	Activity	☐		
	Subsystem Analysis Type	☐		
	Operating Unit	☐		
	Program Code	☐		
	Project	☐		
	Source Type	☐		
	Statistics Code	☐		

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

Getting the Budget Transaction Detail Report
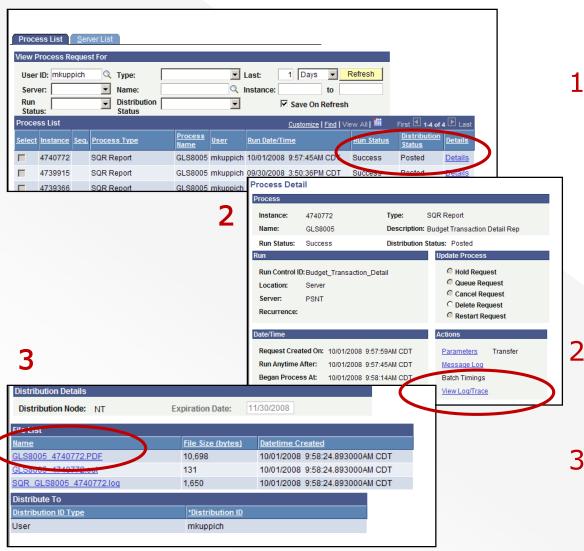
1

2

1) After clicking "Run", the <u>Process Scheduler Request</u> screen will appear. Make sure <u>Server Name</u> is "PSNT" and <u>Type</u> is "Web" and <u>Format</u> 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 <u>Process Monitor</u> link.

Getting the Budget Transaction Detail Report

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1) Click "Refresh" until the <u>Run Status</u> is "Success" and <u>Distribution Status</u> 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

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

 Budget                                              Total Recognized  Total Collected  Pre Encumbered    Encumbered       Expended Override Override
 Post Date  Transaction Document ID  Line  Reference          Amount           Amount          Amount        Amount         Amount  TR User  BD User
 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      17,602.64

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

 Budget                                              Total Recognized  Total Collected  Pre Encumbered    Encumbered       Expended Override Override
 Post Date  Transaction Document ID  Line  Reference          Amount           Amount          Amount        Amount         Amount  TR User  BD User
 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       2,007.74

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

 Budget                                              Total Recognized  Total Collected  Pre Encumbered    Encumbered       Expended Override Override
 Post Date  Transaction Document ID  Line  Reference          Amount           Amount          Amount        Amount         Amount  TR User  BD User
 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

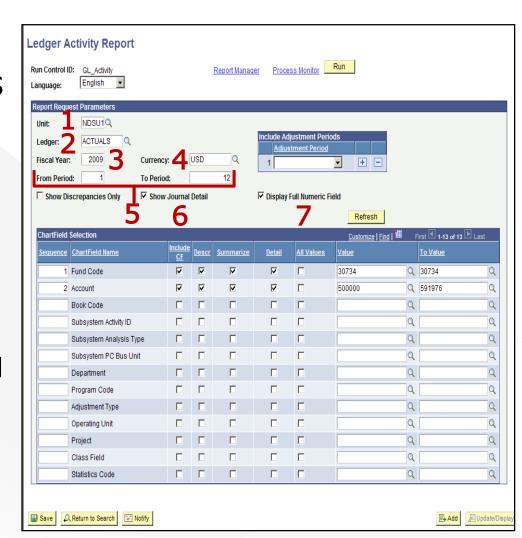# General Ledger Activity Report

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.
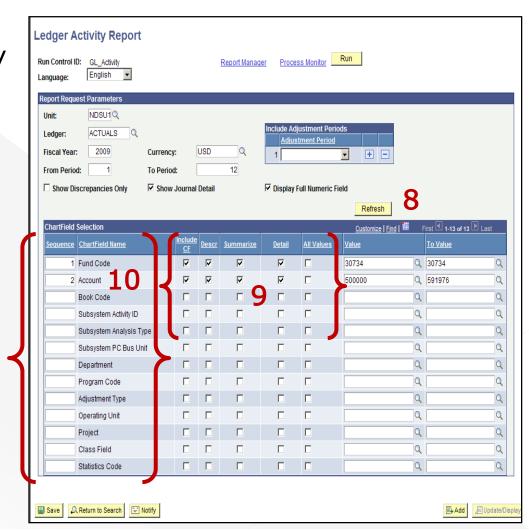
General Ledger Activity Report

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) <u>Unit</u> should be NDSU1
2) <u>Ledger</u> should be ACTUALS
3) Type in the <u>Fiscal Year</u> you would like in your report
4) <u>Currency</u> should be USD
5) Type in the periods you would like in the <u>From Period</u> and the <u>To Period</u> areas.
6) <u>Show Journal Detail</u> should be checked
7) <u>Display Full Numeric Field</u> should be checked

General Ledger Activity Report

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

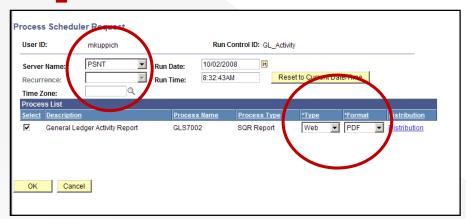10) Identify the order the selected ChartFields are to be sorted in the Sequence area

General Ledger Activity Report

11) Type in your search criteria in the <u>Value</u> and <u>Value To</u> 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 <u>All Values</u> 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

Getting the General Ledger Activity Report
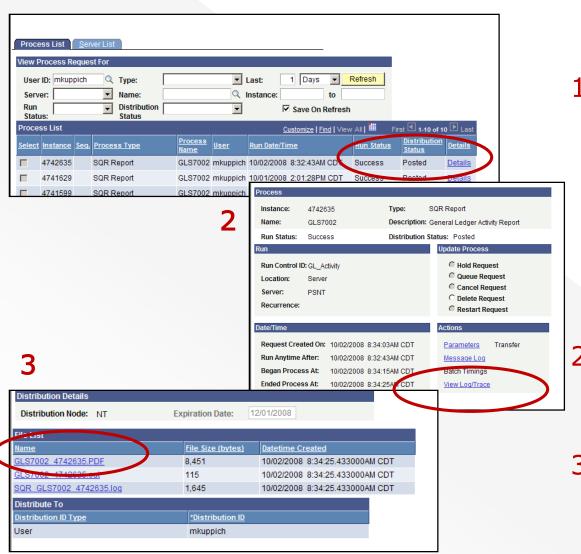
1

2

1) After clicking "Run", the <u>Process Scheduler Request</u> screen will appear. Make sure <u>Server Name</u> is "PSNT" and <u>Type</u> is "Web" and <u>Format</u> 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 <u>Process Monitor</u> link.

Getting the General Ledger Activity Report

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1) Click "Refresh" until the <u>Run Status</u> is "Success" and <u>Distribution Status</u> 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

```
                                              PeopleSoft GL
Report ID:  GLE7002                        GENERAL LEDGER ACTIVITY                          Page No.  1
Bus. Unit:  NDSU1--North Dakota State University                                            Run Date 10/02/2008
Ledger:     ACTUALS   -- Actuals Ledger                                                     Run Time 09:02:33
For Fiscal Year 2009  Period  1 to  12
Fund: 30734 to 30734  Account: 500000 to 591976   Currency Code: USD

Cur  Journal Date Journal ID Seq Line
                              Fund
                              Account                          Debit                 Credit                     Balance


                              30734
USD  Beginning Balance:       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


                              30734
USD  Total Activity:          511002                                                                         71,546.93
     Ending Balance:                                                                                         71,546.93
_____

                              30734
USD  Beginning Balance:       514005                                                                             0.00
```
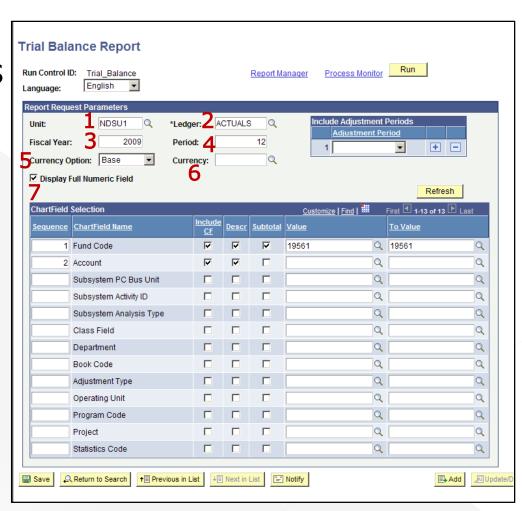
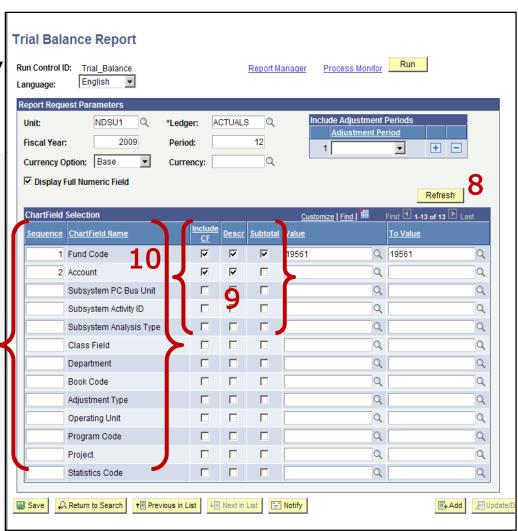# Trial Balance

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
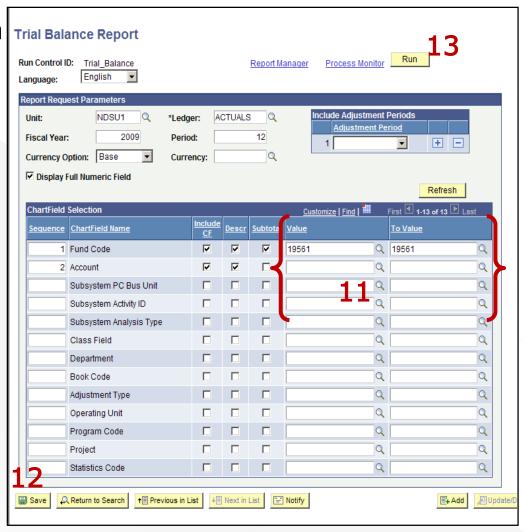
Trial Balance

1) <u>Unit</u> should be NDSU1
2) <u>Ledger</u> should be ACTUALS
3) Type in the <u>Fiscal Year</u> you would like in your report
4) Type in the <u>Period</u> you would like included in your report
5) <u>Currency Option</u> should be Base
6) Leave <u>Currency</u> field blank
7) <u>Display Full Numeric Field</u> should be checked

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
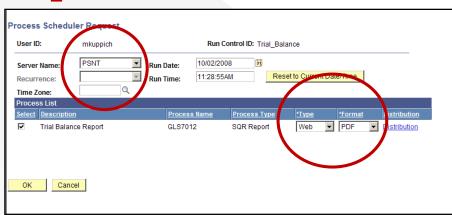
Trial Balance

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

Getting the Trial Balance

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2

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

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1) Click "Refresh" until the <u>Run Status</u> is "Success" and <u>Distribution Status</u> 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

```
                                                        PeopleSoft GL
Report ID:  GLS7012                                     TRIAL BALANCE                                              Page No.  1
Bus. Unit:  NDSU1--North Dakota State University                                                                  Run Date 10/02/2008
Ledger:     ACTUALS    -- Actuals Ledger                                                                          Run Time 12:58:09
As of Year 2009 and Period  12
Base Currency: USD
Fund                            Account                                   Cur           Transaction Debit               Transaction Credit
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
                                                                                          ------------                   ------------
Total for Fund 19561                                                                            11,968.10                    11,968.10


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
=	Total fund balance

Need further training?
Questions?

Contact
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