



# Budget Ledger Journal Reporting Manual

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## Budget Ledger Queries

### Commitment Control Budget Journals

VT_APPROP_JRNLS – Approp Journals for a GL BU	
<b>Purpose</b>	Lists all appropriation journals for a business unit and fiscal year
<b>Prompts</b>	Business unit, budget period and a range of accounting periods
<b>Columns</b>	Business unit, journal id and date, ledger group, ledger, account, fund, Dept ID, amount, period, fiscal year, budget header status, unpost sequence, posted date, user id, long description and entry type

VT_ORG_BUDGET_JRNLS – ORG Journals for a GL BU	
<b>Purpose</b>	Lists all org budget journals for a business unit and fiscal year. Similar to VT_APPROP_JRNLS except this query reports at the org budget level instead of at the appropriation level.
<b>Prompts</b>	Business unit, budget period and a range of accounting periods
<b>Columns</b>	Business unit, journal id and date, ledger group, ledger, journal line, budget period, account, fund, dept ID, program, amount, period, fiscal year, budget header status, unpost sequence, posted date, user id, long description and entry type

### Budget Ledger Balances

The following queries provide appropriation and org budget ledger balances for a business unit. Each type of query has two versions: 1.) A list of balances (VT....SUM) and 2.) Balances arranged in columns by ledger (VT....SUM\_NW). The only difference between the results of these two versions is the layout of the data. The SUM\_NW query results are easier to review and generally require no further manipulation of the data. The SUM query is best if it is desired to further manipulate the data in Excel using a pivot table or to import the data into another database.

VT_APPROP_DEPT ID_SUM– Appropriation Summary Dept ID	
<b>Purpose</b>	Lists appropriation ledger balances through a fiscal year and accounting period; sorted by Dept ID, ledger and fund. Lists the same data as the VT_APPROP_DEPT ID_SUM_NW query except that the results are in list format.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and dept ID (appropriation – can use % for all)
<b>Columns</b>	Business unit, ledger, budget account, appropriation-level dept ID and description, fund, budget period, fiscal year, through accounting period and amount

VT_APPROP_DEPT_ID_SUM_NW - Approp Summary Dept-Ldgr Cols	
<b>Purpose</b>	Reports appropriation ledger balances through a fiscal year and accounting period at the appropriation-level dept ID and fund level; sorted by dept ID and fund. Includes columns for the following ledgers: budget, encumbrance and expenditure. Will return the same overall results as VT_APPROP_DEPT_ID_SUM query except that the amounts for each ledger are displayed in separate columns.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and dept ID (appropriation – can use % for all)
<b>Columns</b>	Business unit, budget account, appropriation-level dept ID and description, fund, budget period, fiscal year, through accounting period, budget amount, encumbrance amount, expended amount, available amount and pre-encumbrance amount (ledger not used at this time)

VT_APPROP_FUND_SUM - Approp Summary Fund	
<b>Purpose</b>	Lists appropriation ledger balances at the fund level through a fiscal year and accounting period; sorted by fund, ledger and dept ID. Lists the same data as the VT_APPROP_FUND_SUM_NW query except that the results are in a list format.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and fund (can use % for all funds)
<b>Columns</b>	Business unit, ledger, budget account, fund and description, appropriation-level dept ID, budget period, fiscal year, through accounting period and amount

VT_APPROP_FUND_SUM_NW - Appropriation Summary by Fund	
<b>Purpose</b>	Lists appropriation ledger balances at the fund level through a fiscal year and accounting period. Lists the same data as the VT_APPROP_FUND_SUM query except that the amounts for each ledger are displayed in separate columns.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and fund (can use % for all funds)
<b>Columns</b>	Business unit, budget account, fund and description, appropriation-level dept ID and description, budget period, fiscal year, through accounting period, budget amount, encumbrance amount, expended amount, available amount and pre-encumbrance amount (ledger not used at this time)

VT_ORG_BUDGET_SUM_CF_DESCR – ORG Budget with ChartField Desc	
<b>Purpose</b>	Lists org ledger balances through a fiscal year and accounting period by appropriation-level dept ID, fund and program; sorted by dept ID and fund. This query differs from other Org queries in that it gives the description for each chartfield and also allows prompting for Program code.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit, dept ID (appropriation – can use % for all) and program (%=all; blank=only blank values) <i>Note: Departments that budget at the program level should use % to return all program codes including blank. Leaving the program code prompt blank will return only org budgets without a program code.</i>
<b>Columns</b>	Business unit, budget account and description, appropriation-level dept ID and description, fund and description, program code and description, budget period, fiscal year, through accounting period and amount

<b>VT_ORG_DEPT_ID_SUM – ORG Summary Dept ID</b>	
<b>Purpose</b>	Lists org ledger balances through a fiscal year and accounting period at the appropriation-level dept ID and fund; sorted by dept ID, ledger and fund. Lists the same data as the VT_ORG_DEPT_ID_SUM_NW query except that the results are in list format.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and dept ID (appropriation – can use % for all)
<b>Columns</b>	Business unit, org budget ledger, budget account, appropriation-level dept ID and description, fund, budget period, fiscal year, through accounting period and amount

<b>VT_ORG_DEPT_ID_SUM_NW - Org Summary by Dept ID</b>	
<b>Purpose</b>	Reports org ledger balances through a fiscal year and accounting period at the appropriation-level dept ID and fund level; sorted by dept ID and fund. Includes columns for the following ledgers: org budget, encumbrance and expenditure. Will return the same overall results as VT_ORG_DEPT_ID_SUM query except that the amounts for each ledger are displayed in separate columns.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and dept ID (appropriation – can use % for all)
<b>Columns</b>	Business unit, budget account, appropriation-level dept ID and description, fund, budget period, fiscal year, through accounting period, org budget amount, encumbrance amount, expended amount, available amount and pre-encumbrance amount (ledger not used at this time)

<b>VT_ORG_FUND_SUM – ORG Summary Fund</b>	
<b>Purpose</b>	Lists org ledger balances at the fund level through a fiscal year and accounting period; sorted by fund, org ledger and dept ID. Lists the same data as the VT_ORG_FUND_SUM_NW query except that the results are in a list format.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and fund (can use % for all funds)
<b>Columns</b>	Business unit, org edger, budget account, fund and description, appropriation-level dept ID, budget period, fiscal year, through accounting period and amount

<b>VT_ORG_FUND_SUM_NW - Org Summary by Fund</b>	
<b>Purpose</b>	Lists org ledger balances at the fund level through a fiscal year and accounting period. Lists the same data as the VT_ORG_FUND_SUM query except that the amounts for each ledger are displayed in separate columns.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and fund (can use % for all funds)
<b>Columns</b>	Business unit, budget account, fund and description, appropriation-level dept ID and description, budget period, fiscal year, through accounting period, budget amount, encumbrance amount, expended amount, available amount and pre-encumbrance amount (ledger not used at this time)

<b>VT_ORG_PROGRAM_SUM – ORG Summary Program</b>	
<b>Purpose</b>	Lists org ledger balances at the program level through a fiscal year and accounting period; sorted by program, org ledger, dept ID and fund. Lists the same data as the VT_ORG_PROGRAM_SUM_NW query except that the results are in a list format.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and program code (can use % for all programs)
<b>Columns</b>	Business unit, org edger, budget account, program code and description, fund, appropriation-level dept ID, budget period, fiscal year, through accounting period and amount

<b>VT_ORG_PROGRAM_SUM_NW - Org Summary by Program</b>	
<b>Purpose</b>	Lists org ledger balances at the program level through a fiscal year and accounting period. Lists the same data as the VT_ORG_PROGRAM_SUM query except that the amounts for each ledger are displayed in separate columns.
<b>Prompts</b>	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and fund (can use % for all funds)
<b>Columns</b>	Business unit, budget account, fund and description, appropriation-level dept ID and description, budget period, fiscal year, through accounting period, budget amount, encumbrance amount, expended amount, available amount and pre-encumbrance amount (ledger not used at this time)

<b>VT_WHAT_LEDGER_ORG_DEPT_ID - What Ledger DEPT ID ORG Budget?</b>	
<b>Purpose</b>	This query is used in preparation for entering org budget journals. It lists the ledger group to use when entering the org budget journal for a given Deptid. It also provides the ruleset which determines which account to use and indicates whether a program is also required. (See the Commitment Control training guide for more information about how to use the information in this query.)
<b>Prompts</b>	Appropriation-level dept ID
<b>Columns</b>	Ledger group, ruleset, from Deptid and Deptid description

## Budget Ledger Reports

### Budget Status (VTGL8020)

**Possible situations when this report should be run:** To provide a report that displays all Commitment Control ledger amounts (budgeted, associated revenue, pre-encumbrance, encumbrance, expense) and the available balance for the budgets you select as of the run date and time. The run control page provides the user with flexibility to select chartfield combinations and to further specify whether they would like the report based on a range of values or specific values for each chartfield. User can also specify the ledger group (APPROP, ORG, ORG2\_GRP, ORG3\_GRP, etc). The report can be sorted and subtotaled by chartfield. Report is used to monitor and review budget balances.

**Type of Report:** Structured Query Report (SQR)

**WorkCenter navigation:** General Ledger WorkCenter > Reports/Processes pagelet > Budget Reports > Budget Status

or

**Navigator Menu navigation:** > Commitment Control > Budget Reports > Budget Status

### Budget Status

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

▼ **Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches  ✎ 🔖 Saved Searches  ✎

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Run Control ID  ⌵ Show fewer options

Case Sensitive

### Run Control ID

- Create a unique run control ID (or use an existing one)

**This example creates a new run control**

**Click on the Add a New Value tab**

- Enter name for run control

**Budget Status**

Add a New Value Find an Existing Value

\*Run Control ID  Add

Click the Add Button

The Commitment Control Budget Status Report page displays

**Commitment Control Budget Status Report**

Run Control ID BUDGET\_STAT Report Manager Process Monitor Run

Language English

**Report Request Parameters**

\*Unit  Finance & Management

\*Ledger Group

Refresh

**ChartField Selection** Personalize | Find | First 1 of 1 Last

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save Add Update/Display

Enter Fields on Commitment Control Budget Status Report page

- **Unit:** Leave BU defaulted value or use the lookup to select
- **Ledger Group:** Type Ledger Group name or use the lookup to select
  - Ledger Group should correspond to your business unit's budget structures.
  - Run Query to find ledger group for org budgets:  
VT\_WHAT\_LEDGER\_ORG\_DEPTID
- **Refresh:** Click the Refresh Button to populate the grid with rows for each ChartField
  - After the first use, the Refresh Button is used to remove all values
- **Sequence:** Numeric sequence (1, 2, 3, etc.)

- Sequence (columns left to right) that chartfields will appear on the report; also determines the sort order from lowest to highest value
- The default sequence is alphabetical
- **Include CF:** Select chartfields to be displayed on the report.
  - Once selected, you have the option of defining specific values or leaving the value field blank.
  - Leave blank to select all values for the ChartField
  - Department value(s) must be specified.
- **Subtotal:** Select Subtotal to include a subtotal of all amounts for the ChartField
  - When using the ChartField selection grid all selected sub-total check boxes must be in sequence and there must be no gaps in the sequence.
- **Value:** Enter chartfield value or use the lookup to select
  - User can select a specific value or a range of values, or leave blank
  - If selecting a range of values, this is the beginning value in the range
- **To Value:** Enter chartfield value or use the lookup to select
  - User can select a specific value or a range of values, or leave blank
  - If selecting a range of values, this is the ending value in the range
- **Save:** Click the save button to save report parameters
  - Save reports that you want to run on a regular basis



## Commitment Control Budget Status Report

Run Control ID BUDGET\_STAT  
Language English

Report Manager Process Monitor **Run**

### Report Request Parameters

\*Unit 01110 Finance & Management  
\*Ledger Group APPROP Appropriation Ledger Group

**Refresh**

### ChartField Selection

Personalize | Find | First 1-8 of 8 Last

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Program Code	<input type="checkbox"/>	<input type="checkbox"/>		
5	Class Field	<input type="checkbox"/>	<input type="checkbox"/>		
6	Project	<input type="checkbox"/>	<input type="checkbox"/>		
7	Budget Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023	2023
9	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

**Save**

**Add**

**Update/Display**

Click on Run

The Process Scheduler Request page displays

**Process Scheduler Request** Help

---

User ID DBROCHU Run Control ID BUDGET\_STAT

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Server Name  Run Date 01/16/2024

Recurrence  Run Time 11:13:51AM **Reset to Current Date/Time**

Time Zone

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**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	VTGL8020	VTGL8020	SQR Report	Web	PDF	Distribution

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**OK** **Cancel**

**Process List**

- **Select** – VTGL8020 (VTGL8020)
- **Type** – Web is recommended
- **Format** – PDF is recommended

**Click OK**

**The Commitment Control Budget Status Report page displays**

**Click Process Monitor**

Process List Server List

**View Process Requests**

User ID: DBROCHU   Type:  Last:  1 Hours:

Server:  Name:   Instance:  Range:

Run Status:  Distribution Status:   Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12436978		BUDGET_STAT	SQR Report	VTGL8020	DBROCHU	01/16/2024 11:13:51AM EST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

**Click Refresh until Run Status is Success and Distribution Status is Posted.**

**Click Details**

**Process Detail** X

[Help](#)

  

**Process**

Instance	12436978	Type	SQR Report
Name	VTGL8020	Description	VTGL8020
Run Status	Success	Distribution Status	Posted

  

**Run**

Run Control ID	BUDGET_STAT
Location	Server
Server	PSUNX
Recurrence	

**Update Process**

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

  

**Date/Time**

Request Created On	01/16/2024 11:16:11AM EST
Run Anytime After	01/16/2024 11:13:51AM EST
Began Process At	01/16/2024 11:16:36AM EST
Ended Process At	01/16/2024 11:16:51AM EST

**Actions**

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)

Transfer

OK Cancel

**Click View Log/Trace**

**View Log/Trace** ×

[Help](#)

  

**Report**

<b>Report ID</b> 5513845	<b>Process Instance</b> 12436978	<a href="#">Message Log</a>
<b>Name</b> VTGL8020	<b>Process Type</b> SQR Report	
<b>Run Status</b> Success		

VTGL8020

**Distribution Details**

<b>Distribution Node</b> FMPRD	<b>Expiration Date</b> <input type="text" value="01/23/2024"/>
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_VTGL8020_12436978.log</a>	1,868	01/16/2024 11:16:51.221138AM EST
<a href="#">vtgl8020_12436978.PDF</a>	4,914	01/16/2024 11:16:51.221138AM EST
<a href="#">vtgl8020_12436978.out</a>	17,961	01/16/2024 11:16:51.221138AM EST

  

**Distribute To**

Distribution ID Type	Distribution ID
User	DBROCHU

Click on the link with the .PDF file format

**Example of Report Output**

Report ID: VTGLS020				PeopleSoft GL				Page No. 1			
Bus. Unit: 01110--Finance & Management				BUDGET STATUS REPORT				Run Date 01/16/2024			
Ledger Grp: APPROP -- Appropriation Ledger Group								Run Time 11:16:36			
Currency : USD											
Chartfields Criteria											
Account: All values				Fund: All values				Dept: All values			
								Budget Period: 2023			
Account	Fund	Dept	Budget Period	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining		
000100	10000	1110003000	2023	1,937,210.00	0.00	0.00	0.00	1,277,278.61	659,931.39		
000100	10000	1110006000	2023	52,509,093.00	0.00	0.00	0.00	52,509,093.00	0.00		
000100	10000	1110007000	2023	1.00	0.00	0.00	0.00	1.00	0.00		
000100	10000	1110009000	2023	30,500,464.04	0.00	0.00	0.00	30,500,464.04	0.00		
000100	10000	1110009200	2023	15,000,000.00	0.00	0.00	0.00	15,000,000.00	0.00		
000100	10000	1110010000	2023	748,314.00	0.00	0.00	0.00	748,314.00	0.00		
000100	10000	1110012000	2023	20,978,588.00	0.00	0.00	0.00	20,978,588.00	0.00		
000100	10000	1110012100	2023	41,225.00	0.00	0.00	0.00	41,225.00	0.00		
000100	10000	1110013000	2023	859,445.00	0.00	0.00	0.00	859,445.00	0.00		
000100	10000	1110014000	2023	141,087.00	0.00	0.00	0.00	141,087.00	0.00		
000100	10000	1110015000	2023	1,085,032.00	0.00	0.00	0.00	1,085,032.00	0.00		
000100	10000	1110016000	2023	234,829.00	0.00	0.00	0.00	234,829.00	0.00		
000100	10000	1110017000	2023	84,000.00	0.00	0.00	0.00	84,000.00	0.00		
000100	10000	1110891115	2023	126,978.83	0.00	0.00	0.00	0.00	126,978.83		
000100	10000	1110892211	2023	12,000,000.00	0.00	0.00	0.00	4,000,000.00	8,000,000.00		
000100	10000	1110892214	2023	500,000.00	0.00	0.00	0.00	500,000.00	0.00		
000100	10000	1110892215	2023	300,000.00	0.00	0.00	0.00	300,000.00	0.00		
000100	10000	1110892216	2023	1,900,000.00	0.00	0.00	0.00	1,900,000.00	0.00		
000100	10000	1110892301	2023	450,000.00	0.00	0.00	0.00	450,000.00	0.00		
000100	10000	1110892303	2023	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00		
000100	10000	1110892304	2023	2,500,000.00	0.00	0.00	0.00	2,500,000.00	0.00		
000100	10000	1110892305	2023	387,000.00	0.00	0.00	0.00	387,000.00	0.00		
000100	10000	1110892306	2023	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00		
000100	10000	1110892307	2023	150,000.00	0.00	0.00	0.00	150,000.00	0.00		
000100	20205	1110012100	2023	41,225.00	0.00	0.00	0.00	41,225.00	0.00		
000100	20405	1110010000	2023	409,461.00	0.00	0.00	0.00	409,461.00	0.00		
000100	21445	1110013000	2023	45,865.00	0.00	0.00	0.00	45,865.00	0.00		
000100	22047	1110892109	2023	1,400,000.00	0.00	0.00	0.00	236,661.81	1,163,338.19		
000100	22047	1110892111	2023	131,671.00	0.00	0.00	0.00	0.00	131,671.00		
000100	22047	1110892112	2023	24,539.92	0.00	0.00	0.00	0.00	24,539.92		
000100	22047	1110892204	2023	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00		
000100	22047	1110892205	2023	2,356,801.00	0.00	0.00	0.00	366,892.96	1,989,908.04		
000100	22047	1110892206	2023	6,505,246.66	0.00	0.00	0.00	6,656,015.76	1,849,230.90		
000100	22047	1110892219	2023	1,000,000.00	0.00	0.00	0.00	818,515.00	181,485.00		
000100	22047	1110892302	2023	14,900,000.00	0.00	0.00	0.00	14,900,000.00	0.00		
000100	22047	1110892309	2023	0.00	0.00	0.00	0.00	0.00	0.00		
000100	31100	1110991601	2023	3,784,919.57	0.00	0.00	0.00	1,363,861.07	2,421,058.50		
000100	31400	1110992202	2023	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00		
000100	31400	1110992203	2023	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00		

## Budget Transaction Detail (GLS8005)

**Possible situations when this report should be run:** To provide a report that displays a detail listing of all transactions posted to the General Ledger for specific budget checked date or a range of dates. The run control page allows the user to specify the budget ledger group, transaction type (vouchers, purchases orders, accounting lines), commitment control ledger type, and the specific ledger (e.g. expenses, collected revenue, encumbrances ). The user can obtain information on source documents at the budget chartfield level. This report is used to investigate potential issues and problems found when running summary level reports (e.g. Budget Status).

**Type of Report:** Structured Query Report (SQR)

**WorkCenter Navigation:** General Ledger WorkCenter > Reports/Processes pagelet > Budget Reports > Budget Transaction Detail

or

**Navigator Menu navigation:** Commitment Control > Budget Reports > Budget Transaction Detail

### Budget Transaction Detail

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

▼ **Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches

Run Control ID    
[Show fewer options](#)

Case Sensitive

### Run Control ID

- Create a unique run control ID (or use an existing one)

**This example creates a new run control**

**Click on the Add a New Value tab**

- Enter name for run control

### Budget Transaction Detail

Add a New Value Find an Existing Value

\*Run Control ID  Add

Click the Add Button. The Commitment Control Budget Transaction Detail Report page displays

### Commitment Control Budget Transaction Detail Report

Run Control ID RUN\_DEDTRANS Report Manager Process Monitor Run

Language English

#### Report Request Parameters

Unit:  Finance & Management

Ledger Group:   User Budget Overrides

Transaction Type Option: All Type:

Commit Control Date Option: All Date From: 01/16/2024 Date To: 01/16/2024

Ledger Type Option: All

**Commitment Control Ledger Type**

Commitment Control Ledger Type

Refresh

#### ChartField Selection

Personalize | Find | First 1 of 1 Last

Sequence	ChartField Name	Include CF	Value	To Value
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save Notify Add Update/Display

Enter Fields on Commitment Control Budget Transaction Detail Report page

- **Business Unit:** Accept default business unit or use the lookup to select a different unit
- **Ledger Group:** Type ledger name or use the lookup to select
  - Ledger Group should correspond to the business unit's budget structures, for example, if the business unit's Org budgets are at the Appropriation level only, then select the ORG ledger to review the Org budget transactions
  - If the business unit's ORG budgets are at a lower deptid level, then an ORG2\_GRP or ORG3\_GRP should be selected, depending on the level of the deptid

- **User Budget Overrides:** Leave check box blank, or if selected, only budget override transactions will appear on the report
  - **Recommended** - Leave check box unchecked
- **Transaction Type Option:** Can select All or Specify
  - All - all transactions will display
  - Specify - allows user to choose which type of transaction to display (e.g. accounting line, vouchers, purchase orders)
- **Commit Control Date Option:** Can select All, Range, or Specify
  - All - all transactions will display
  - Range - allows user to choose a date range
  - Specify - allows user to specify a date
- **Ledger Type Option:** Can select All or Specify
  - All - all transactions will display
  - Specify - allows user to choose commitment control ledger type
- **Include CF:** Select chartfields to be displayed on the report
  - If select box is checked and no values are entered, report will generate all data for that chartfield
- **Refresh:** Click the Refresh Button to expand the Chartfield Selection criteria
  - After the first use, the Refresh Button is used to remove all values
- **Sequence:** Numeric sequence (1, 2, 3, etc.)
  - Sequence (columns left to right) that chartfields will appear on the report; also determines the sort order from lowest to highest value
- **Include CF:** Select chartfields to be displayed on the report
  - If select box is checked and no values are entered, report will generate all data for that chartfield
- **Value:** Enter chartfield value or use the lookup to select
  - User can select a specific value or a range of values
  - Chartfield values selected should be the budget chartfields, not the detail transaction chartfields (ie: 000100 – All Expenses, not 500000 – Salaries)
- **Chartfield To Value:** Enter chartfield value or use the lookup to select
  - User can select a specific value or a range of values
- **Save:** Click the save button to save report parameters
  - Save reports that you want to run on a regular basis



### Commitment Control Budget Transaction Detail Report

Run Control ID RUN\_DEDTRANS  
Language English

Report Manager Process Monitor **Run**

#### Report Request Parameters

Unit: 01110 Finance & Management  
Ledger Group: ORG  User Budget Overrides  
Transaction Type Option: All Type:   
Commit Control Date Option: All Date From: 01/16/2024 Date To: 01/16/2024  
Ledger Type Option: All

Commitment Control Ledger Type	
Commitment Control Ledger Type	

**Restore**

ChartField Selection		Personalize   Find   First 1-9 of 9 Last		
Sequence	ChartField Name	Include CF	Value	To Value
1	Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>		
3	Department	<input checked="" type="checkbox"/>		
4	Budget Period	<input checked="" type="checkbox"/>	2023	2023
	Class Field	<input type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		

**Save** **Notify**

**Add** **Update/Display**

**Click on Run**

**The Process Scheduler Request page displays**

**Process Scheduler Request** Help

User ID DBROCHU                      Run Control ID RUN\_DEDTRANS

---

Server Name                       Run Date

Recurrence                       Run Time  Reset to Current Date/Time

Time Zone

**Process List**

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

OK Cancel

**Process List**

- **Select** – Budget Transaction Detail Rep (GLS8005)
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

**Commitment Control Budget Transaction Detail Report page displays**

Click Process Monitor

**Process List**    Server List

**View Process Requests**

User ID     Type     Last      Hours     Refresh

Server     Name     Instance  Range    Clear

Run Status     Distribution Status      Save On Refresh    Report Manager    Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12436979		RUN_DEDTRANS	SQR Report	GLS8005	DBROCHU	01/16/2024 12:03:52PM EST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

Click Refresh until Run Status is Success and Distribution Status is Posted

### Click Details

**Process Detail** ✕

[Help](#)

  

**Process**

Instance 12436979	Type SQR Report
Name GLS8005	Description Budget Transaction Detail Rep
Run Status Success	Distribution Status Posted

  

**Run**

**Update Process**

Run Control ID RUN_DEDTRANS	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

  

**Date/Time**

**Actions**

Request Created On 01/16/2024 12:04:35PM EST	<a href="#">Parameters</a> Transfer
Run Anytime After 01/16/2024 12:03:52PM EST	<a href="#">Message Log</a>
Began Process At 01/16/2024 12:04:54PM EST	<a href="#">Batch Timings</a>
Ended Process At 01/16/2024 12:05:09PM EST	<a href="#">View Log/Trace</a>

  

**OK**Cancel

### Click View Log/Trace

**View Log/Trace** ×

[Help](#)

  

**Report**

<b>Report ID</b> 5513846	<b>Process Instance</b> 12436979	<a href="#">Message Log</a>
<b>Name</b> GLS8005	<b>Process Type</b> SQR Report	
<b>Run Status</b> Success		

Budget Transaction Detail Rep

**Distribution Details**

<b>Distribution Node</b> FMPRD	<b>Expiration Date</b> <input type="text" value="01/23/2024"/>
--------------------------------	--

  

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_GLS8005_12436979.log</a>	1,802	01/16/2024 12:05:09.227694PM EST
<a href="#">gls8005_12436979.PDF</a>	52,855	01/16/2024 12:05:09.227694PM EST
<a href="#">gls8005_12436979.out</a>	122	01/16/2024 12:05:09.227694PM EST

  

**Distribute To**

<b>Distribution ID Type</b>	<b>Distribution ID</b>
User	DBROCHU

Click on the link with the .PDF file format

### Example of Report Output

Report ID: GLS9005										PeopleSoft GL		Page No. 1	
Bus. Unit: 01110--Finance & Management										BUDGET TRANSACTION DETAIL		Run Date 01/16/2024	
Ledger Grp: ORG -- Organization Ledger Group												Run Time 12:04:54	
Post Date: All Dates													
Tran Type: All Types													
=====													
Currency	Account	Fund	Dept	Budget Period									
USD	000100	10000	1110003000	2023									
=====													
Post Date	Transaction	Document ID	Line	Reference	Budget Amount	Planned Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount	Override TR User	Override BD User		
06/30/2022	GL_BD_JRNL	0003079932	1	07/01/2022//All Expenses	1,287,210.00	0.00	0.00	0.00	0.00				
07/13/2022	GL_JOURNAL	HR03084277	7	07/14/2022/	0.00	0.00	0.00	0.00	3,030.71				
07/13/2022	GL_JOURNAL	HR03084277	11	07/14/2022/	0.00	0.00	0.00	0.00	116.68				
07/13/2022	GL_JOURNAL	HR03084277	9	07/14/2022/	0.00	0.00	0.00	0.00	4,456.59				
07/13/2022	GL_JOURNAL	HR03084277	17	07/14/2022/	0.00	0.00	0.00	0.00	7.66				
07/13/2022	GL_JOURNAL	HR03084277	15	07/14/2022/	0.00	0.00	0.00	0.00	18.76				
07/13/2022	GL_JOURNAL	HR03084277	13	07/14/2022/	0.00	0.00	0.00	0.00	98.68				
07/13/2022	GL_JOURNAL	HR03084277	5	07/14/2022/	0.00	0.00	0.00	0.00	1,715.98				
07/13/2022	GL_JOURNAL	HR03084277	3	07/14/2022/	0.00	0.00	0.00	0.00	19,692.26				
07/15/2022	AP_VOUCHER	00008346	1	NWN Corporation/	0.00	0.00	0.00	0.00	95.84				
07/19/2022	AP_VOUCHER	00008348	1	Auditor of Accounts-Single Aud	0.00	0.00	0.00	0.00	29,301.00				
07/20/2022	AP_VOUCHER	00008349	1	Agency of Digital Services-CIT	0.00	0.00	0.00	0.00	1,119.00				
07/20/2022	AP_VOUCHER	00008350	1	Buildings & General Svcs-Purch	0.00	0.00	0.00	0.00	339.89				
07/20/2022	AP_VOUCHER	00008351	1	BGS Catamount Health Assessmen	0.00	0.00	0.00	0.00	66.18				
07/27/2022	GL_JOURNAL	HR03090085	9	07/28/2022/	0.00	0.00	0.00	0.00	4,834.42				
07/27/2022	GL_JOURNAL	HR03090085	5	07/28/2022/	0.00	0.00	0.00	0.00	1,545.94				
07/27/2022	GL_JOURNAL	HR03090085	7	07/28/2022/	0.00	0.00	0.00	0.00	3,030.71				
07/27/2022	GL_JOURNAL	HR03090085	3	07/28/2022/	0.00	0.00	0.00	0.00	20,394.78				
07/27/2022	GL_JOURNAL	HR03090085	11	07/28/2022/	0.00	0.00	0.00	0.00	116.67				
07/27/2022	GL_JOURNAL	HR03090085	13	07/28/2022/	0.00	0.00	0.00	0.00	102.19				
07/27/2022	GL_JOURNAL	HR03090085	15	07/28/2022/	0.00	0.00	0.00	0.00	19.47				
07/27/2022	GL_JOURNAL	HR03090085	17	07/28/2022/	0.00	0.00	0.00	0.00	7.66				
07/29/2022	GL_JOURNAL	0003091112	1	08/01/2022/Recycling	0.00	0.00	0.00	0.00	15.00				
08/01/2022	GL_JOURNAL	0003091827	1	08/01/2022/Single Audit Alloca	0.00	0.00	0.00	0.00	3,516.12				
08/10/2022	GL_JOURNAL	HR03095752	13	08/11/2022/	0.00	0.00	0.00	0.00	102.19				
08/10/2022	GL_JOURNAL	HR03095752	3	08/11/2022/	0.00	0.00	0.00	0.00	20,394.76				
08/10/2022	GL_JOURNAL	HR03095752	5	08/11/2022/	0.00	0.00	0.00	0.00	1,545.91				
08/10/2022	GL_JOURNAL	HR03095752	11	08/11/2022/	0.00	0.00	0.00	0.00	116.68				
08/10/2022	GL_JOURNAL	HR03095752	7	08/11/2022/	0.00	0.00	0.00	0.00	3,030.71				
08/10/2022	GL_JOURNAL	HR03095752	9	08/11/2022/	0.00	0.00	0.00	0.00	4,834.41				
08/10/2022	GL_JOURNAL	HR03095752	15	08/11/2022/	0.00	0.00	0.00	0.00	19.46				
08/10/2022	GL_JOURNAL	HR03095752	17	08/11/2022/	0.00	0.00	0.00	0.00	7.65				
08/18/2022	AP_VOUCHER	00008361	1	Buildings & General Svcs-Purch	0.00	0.00	0.00	0.00	297.49				
08/19/2022	AP_VOUCHER	00008362	1	Agency of Digital Services-CIT	0.00	0.00	0.00	0.00	19.00				
08/24/2022	GL_JOURNAL	HR03100424	7	08/25/2022/	0.00	0.00	0.00	0.00	3,030.72				
08/24/2022	GL_JOURNAL	HR03100424	9	08/25/2022/	0.00	0.00	0.00	0.00	4,479.81				
08/24/2022	GL_JOURNAL	HR03100424	11	08/25/2022/	0.00	0.00	0.00	0.00	116.67				
08/24/2022	GL_JOURNAL	HR03100424	13	08/25/2022/	0.00	0.00	0.00	0.00	102.20				
08/24/2022	GL_JOURNAL	HR03100424	15	08/25/2022/	0.00	0.00	0.00	0.00	19.47				

## LEDGER DETAILS (GLS8510)

**Possible situations when this report should be run:** To provide a report that displays all Commitment Control ledger amounts (budgeted, associated revenue, pre-encumbrance, encumbrance, expense) and the available balance for the budgets you select as of the run date and time. The run control page provides the user with flexibility to select chartfield combinations and to further specify whether they would like the report based on a range of values or specific values for each chartfield. User can also specify the ledger group (APPROP, ORG, ORG2\_GRP, ORG3\_GRP, etc). The report can be sorted and subtotaled by chartfield. Report can be used to monitor and review budget balances.

**Type of Report:** Structured Query Report (SQR)

**Navigator Menu navigation:** Commitment Control > Budget Reports > Ledger Details

The screenshot shows the 'Ledger Details' page with a search section. At the top right is a button labeled 'Add a New Value'. Below it is a section titled 'Find an Existing Value' with a dropdown arrow and the text 'Search Criteria'. Underneath is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history dropdowns: 'Recent Searches' and 'Saved Searches', both with 'Choose from...' options and edit icons. The main search area has a 'Run Control ID' field with a 'begins with' dropdown and an empty input box. Below the input box is a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons.

### Run Control ID

- Create a unique run control ID (or use an existing one). This example creates a new run control.

#### Click on the Add a New Value tab

- Enter name for run control

The screenshot shows the 'Ledger Details' page with the 'Add a New Value' section. At the top right is a button labeled 'Find an Existing Value'. Below it is a section titled 'Add a New Value'. There is a text input field for '\*Run Control ID' containing the text 'RUN\_LEDGE'. Below the input field is an 'Add' button.

**Click the Add Button**

## The Commitment Control Ledger Details Report page displays

### Commitment Control Ledger Details Report

Run Control ID RUN\_LEDGE      Report Manager Process Monitor      [Run](#)

Language

---

#### Report Request Parameters

Unit  [Finance & Management](#)

Ledger Group

[Refresh](#)

---

#### ChartField Selection

Personalize | Find | [Print](#) | [Grid](#)      First  Last

Sequence	ChartField Name	Include CF	Descr	Value	To Value
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

[Save](#)   [Notify](#)      [Add](#)   [Update/Display](#)

### Enter Fields on Commitment Control Ledger Details Report page

- **Unit:** Leave BU defaulted value or use the lookup to select
- **Ledger Group:** Type Ledger Group name or use the lookup to select
  - Ledger Group should correspond to your business unit's budget structures.
  - Run Query to find ledger group for org budgets:  
VT\_WHAT\_LEDGER\_ORG\_DEPTID
- **Refresh:** Click the Refresh Button to populate the grid with rows for each ChartField
  - After the first use, the Refresh Button is used to remove all values

- **Sequence:** Numeric sequence (1, 2, 3, etc.)
  - Sequence (columns left to right) that chartfields will appear on the report; also determines the sort order from lowest to highest value
  - The default sequence is alphabetical
  
- **Include CF:** Select chartfields to be displayed on the report.
  - Once selected, you have the option of defining specific values or leaving the value field blank.
  - Leave blank to select all values for the ChartField
  - Department value(s) must be specified.
  
- **Descr:** Select Descr to include a description of the Chartfield.
  
- **Value:** Enter chartfield value or use the lookup to select
  - User can select a specific value or a range of values, or leave blank
  - If selecting a range of values, this is the beginning value in the range
  
- **To Value:** Enter chartfield value or use the lookup to select
  - User can select a specific value or a range of values, or leave blank
  - If selecting a range of values, this is the ending value in the range
  
- **Save:** Click the save button to save report parameters
  - Save reports that you want to run on a regular basis



### Commitment Control Ledger Details Report

Run Control ID RUN\_LEDGE

Report Manager Process Monitor

Run

Language English

#### Report Request Parameters

Unit 01110 Finance & Management

Ledger Group ORG Organization Ledger Group

Refresh

#### ChartField Selection

Personalize | Find | First 1-10 of 10 Last

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4	Budget Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023	2023
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>		
	Currency Code	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

Save Notify

Add Update/Display

Click on Run

The Process Scheduler Request page displays

**Process Scheduler Request** Help

User ID DBROCHU      Run Control ID RUN\_LEDGE

---

Server Name       Run Date

Recurrence       Run Time      

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Ledger Details report	GLS8510	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

    

**Process List**

- **Select** – Ledger Details report (GLS8510)
- **Type** – Web is recommended
- **Format** – PDF is recommended

**Click OK**

**Commitment Control Ledger Details Report page displays**

**Click Process Monitor**

**Process List**      Server List

**View Process Requests**

User ID        Type       Last             Hours      

Server       Name        Instance       Range     

Run Status       Distribution Status        Save On Refresh      Report Manager     

▼ **Process List**

           1-2 of 2      < > | View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12436981		RUN_LEDGE	SQR Report	GLS8510	DBROCHU	01/16/2024 12:43:22PM EST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

**Click Refresh until Run Status is Success and Distribution Status is Posted**

**Click Details**

Process Detail ×

[Help](#)

**Process**

Instance 12436981	Type SQR Report
Name GLS8510	Description Ledger Details report
Run Status Success	Distribution Status Posted

<p><b>Run</b></p> <p>Run Control ID RUN_LEDGE</p> <p>Location Server</p> <p>Server PSUNX</p> <p>Recurrence</p>	<p><b>Update Process</b></p> <p><input type="radio"/> Hold Request</p> <p><input type="radio"/> Queue Request</p> <p><input type="radio"/> Cancel Request</p> <p><input type="radio"/> Delete Request</p> <p><input type="radio"/> Re-send Content</p> <p style="text-align: right;"><input type="radio"/> Restart Request</p>
--	--

<p><b>Date/Time</b></p> <p>Request Created On 01/16/2024 12:43:50PM EST</p> <p>Run Anytime After 01/16/2024 12:43:22PM EST</p> <p>Began Process At 01/16/2024 12:43:58PM EST</p> <p>Ended Process At 01/16/2024 12:44:12PM EST</p>	<p><b>Actions</b></p> <p><a href="#">Parameters</a> Transfer</p> <p><a href="#">Message Log</a></p> <p><a href="#">Batch Timings</a></p> <p><a href="#">View Log/Trace</a></p>
--	--

**Click View Log/Trace**

**View Log/Trace** ✕

[Help](#)

  

**Report**

<b>Report ID</b> 5513848	<b>Process Instance</b> 12436981	<a href="#">Message Log</a>
<b>Name</b> GLS8510	<b>Process Type</b> SQR Report	
<b>Run Status</b> Success		

Ledger Details report

**Distribution Details**

<b>Distribution Node</b> FMPRD	<b>Expiration Date</b> <input type="text" value="01/23/2024"/>
--------------------------------	--

  

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_GLS8510_12436981.log</a>	1,796	01/16/2024 12:44:12.844791PM EST
<a href="#">gls8510_12436981.PDF</a>	10,877	01/16/2024 12:44:12.844791PM EST
<a href="#">gls8510_12436981.out</a>	161	01/16/2024 12:44:12.844791PM EST

  

**Distribute To**

Distribution ID Type	Distribution ID
User	DBROCHU

Click on the link with the .PDF file format

**Example of Report Output**

				PeopleSoft GL			
				LEDGER DETAILS			
Report ID: GLS8510						Page No. 1	
Bus. Unit: 01110--Finance & Management						Run Date 01/16/2024	
Ledger Grp: ORG -- Organization Level 1 Budget						Run Time 12:43:58	
<u>Account</u>	<u>Fund</u>	<u>Dept</u>		<u>Ledger Type</u>	<u>Posted Total Amount</u>		
<u>Budget Period</u>							
000100 2023	10000	General Fund	1110003000 Budget & Management	Budget	1,277,278.61		USD
000100 2023	10000	General Fund	1110003000 Budget & Management	Expense	< 1,277,278.61>		USD
000100 2023	10000	General Fund	1110003000 Budget & Management	Encumbrance	0.00		USD
				<u>Available Budget</u>	0.00		USD
000100 2023	10000	General Fund	1110006000 University of Vermont	Budget	52,509,093.00		USD
000100 2023	10000	General Fund	1110006000 University of Vermont	Expense	< 52,509,093.00>		USD
				<u>Available Budget</u>	0.00		USD
000100 2023	10000	General Fund	1110007000 UVM Morgan Horse Farm	Budget	1.00		USD
000100 2023	10000	General Fund	1110007000 UVM Morgan Horse Farm	Expense	< 1.00>		USD
				<u>Available Budget</u>	0.00		USD
000100 2023	10000	General Fund	1110009000 Vermont State Colleges	Budget	30,500,464.04		USD
000100 2023	10000	General Fund	1110009000 Vermont State Colleges	Expense	< 30,500,464.04>		USD
				<u>Available Budget</u>	0.00		USD
000100 2023	10000	General Fund	1110009200 VSC - Transformation Funding	Budget	15,000,000.00		USD
000100 2023	10000	General Fund	1110009200 VSC - Transformation Funding	Expense	< 15,000,000.00>		USD
				<u>Available Budget</u>	0.00		USD
000100 2023	10000	General Fund	1110010000 VSC Nursing & Dental Hygiene	Budget	748,314.00		USD
000100 2023	10000	General Fund	1110010000 VSC Nursing & Dental Hygiene	Expense	< 748,314.00>		USD
				<u>Available Budget</u>	0.00		USD
000100 2023	10000	General Fund	1110012000 Vermont Student Assist Corp	Budget	20,978,588.00		USD
000100 2023	10000	General Fund	1110012000 Vermont Student Assist Corp	Expense	< 20,978,588.00>		USD
				<u>Available Budget</u>	0.00		USD

## ACTIVITY LOG (GLX8570 & GLX8571)

**Possible situations when this report should be run:** To provide a report that displays Commitment Control ledger activity for the Commitment Control ledger's (budgeted, pre-encumbrance, encumbrance, expense). The run control page provides the user with flexibility to select transaction types to further specify report information. User can also specify the ledger group (APPROP, ORG, ORG2\_GRP, ORG3\_GRP, etc). The report can used to review activity in the Commitment Control ledger

**Type of Report:** BI Publisher

**WorkCenter Navigation:** General Ledger WorkCenter > Reports/Processes pagelet > Budget Reports > Activity Log or

**Navigator Menu navigation:** Commitment Control > Budget Reports > Activity Log

**Activity Log**

Find an Existing Value ⊕ Add a New Value

▼ Search Criteria  
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎

Run Control ID begins with

[^ Show fewer options](#)

Case Sensitive

Search Clear

**Run Control ID** Create a unique run control ID (or use an existing one) This example creates a new run control.

**Click on the Add a New Value tab**

- Enter name for run control

**Activity Log**

Add a New Value 🔍 Find an Existing Value

\*Run Control ID

Add

**Click the Add Button**

## The Commitment Control Ledger Activity Log page displays

### Commitment Control Activity Log Report

Run Control ID RUN\_ACTLOG      Report Manager Process Monitor

Language

**Transaction Type Option**

All     Specify    Type

**Commit Control ID Option**

All     Range    ID From     ID To

**Commit Control Date Option**

All     Range    Date From     Date To

**Ledger Group Option**

All     Specify    SetID     Ledger Group

**Ledger Type Option**

All     Select Ledger Types

Commitment Control Ledger Type

### Enter Fields on Commitment Control Activity Log Report page

- **Transaction Type Option:** Can select All or Specify
  - All - all transactions will display
  - Specify - allows user to choose which type of transaction to display
- **Commit Control ID Option:** Can select All or Range
  - All - all transactions will display
  - Range - allows user to specify a range of process id's
- **Commit Control Date Option:** Can select All or Range
  - All - all transactions will display
  - Range - allows user to choose a date range

- **Recommended** - Specify a date range to avoid a very large report
- **Ledger Group Option:** Can select All or Specify
  - All - all ledger groups will display
  - Specify - allows user to choose a ledger group
  - If specifying a ledger group, the SetID to be used is **State**
- **Ledger Type Option:** Can select All or Specify a Ledger Type
  - All - all ledger types will display
  - Specify - allows user to choose commitment control ledger type
- **Save:** Click the save button to save report parameters
  - Save reports that you want to run on a regular basis

### Commitment Control Activity Log Report

Run Control ID RUN\_ACTLOG      Report Manager Process Monitor     

Language

---

**Transaction Type Option**

All       Specify      Type

---

**Commit Control ID Option**

All       Range      ID From       ID To

---

**Commit Control Date Option**

All       Range      Date From       Date To

---

**Ledger Group Option**

All       Specify      SetID       Ledger Group

---

**Ledger Type Option**

All       Select Ledger Types

Commitment Control Ledger Type

**Click on Run**

**The Process Scheduler Request page displays**



**Process Scheduler Request**

User ID DBROCHU Run Control ID RUN\_ACTLOG

Server Name [dropdown] Run Date 01/16/2024 [calendar icon]

Recurrence [dropdown] Run Time 1:42:44PM [button: Reset to Current Date/Time]

Time Zone [dropdown]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	XMLP: KK Activity Log	GLX8570	BI Publisher	Web [dropdown]	PDF [dropdown]	Distribution
<input checked="" type="checkbox"/>	XMLP: KK Activity Log Summary	GLX8571	BI Publisher	Web [dropdown]	PDF [dropdown]	Distribution

OK Cancel

### Process List

- **Select** – XMLP: KK Activity Log (GLX8570) or XMLP: KK Activity Log Summary (GLX8571), or both
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

The Commitment Control Ledger Activity Log page displays

Click Process Monitor

**Process List** Server List

**View Process Requests**

User ID DBROCHU [search] Type [dropdown] Last [dropdown] [input: 1] Hours [dropdown] [button: Refresh]

Server [dropdown] Name [search] Instance [input] Range [button: Clear]

Run Status [dropdown] Distribution Status [dropdown]  Save On Refresh Report Manager [button: Reset]

**Process List**

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12436994		RUN_ACTLOG	BI Publisher	GLX8571	DBROCHU	01/16/2024 1:42:44PM EST	Success	Posted	Details	Actions
<input type="checkbox"/>	12436993		RUN_ACTLOG	BI Publisher	GLX8570	DBROCHU	01/16/2024 1:42:44PM EST	Success	Posted	Details	Actions

Go back to Activity Log [button: Save] [button: Notify]

Process List | Server List

Click Refresh until Run Status is Success and Distribution Status is Posted

Click Go back to Activity Log

The Commitment Control Ledger Activity Log page displays

Click Report Manager

The Report Manager page displays

Click on the Administration tab

**Report Manager**

List Explorer **Administration** Archives

**View Reports For**

User ID  Type  Last  Hours

Status  Folder  Instance  to

**Report List**

<< < 1-2 of 2 > >> | View All

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5513866	12436994	<a href="#">GLX8571 - GLX8571.pdf</a>	01/16/2024 1:43:49PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5513865	12436993	<a href="#">GLX8570 - GLX8570.pdf</a>	01/16/2024 1:43:36PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select All  Deselect All

Click the delete button to delete the selected report(s)

[Go back to Activity Log](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Click on the link with the .PDF file format

**Example of Report Output(s)**

<b>ORACLE</b>		<b>PeopleSoft Financials</b>			Page: 1 of 1				
Report Definition: GLX8570		Commitment Control Activity Log			Run Date: 1/16/24				
					Run Time: 1:43:33 PM				
<b>Operator ID / Run Control ID:</b>		DBROCHU / RUN_ACTLOG		<b>Transaction Type Option:</b>		All			
<b>Transaction ID Option:</b>		All		<b>Ledger Group Option:</b>		Specify			
<b>Transaction Date Option:</b>		Range (2024-01-01 - 2024-01-05)		<b>Ledger Type Option:</b>		Select			
<hr/>									
<b>Transaction Date:</b>		1/2/24	<b>Transaction ID:</b>		0030264840	<b>Source Transaction Type:</b> Expense Sheet			
<hr/>									
<b>Report ID</b>									
0000638835									
<hr/>									
<b>Ledger Group:</b>		ORG	<b>Organization Ledger Group</b>		Ledger:	ORG_EX			
					<b>Ledger Type:</b>	Expense or Recognized Revenue			
<b>Line</b>	<b>GL Unit</b>	<b>Account</b>	<b>Fund</b>	<b>Dept</b>	<b>Budget Period / Fiscal Year / Period</b>	<b>Trans/Base Debit</b>	<b>Trans/Base Credit</b>		<b>Balancing Line</b>
1	01230	000100	10000	1230001000	2024	19.65	0.00	USD	N
					2024	19.65	0.00	USD	
					7				
<b>Total Base Currency Amount:</b>						19.65	0.00	USD	

<b>ORACLE</b>		<b>PeopleSoft Financials</b>			Page: 1 of 1				
Report Definition: GLX8571		Commitment Control Activity Log Summary			Run Date: 1/16/24				
					Run Time: 1:43:47 PM				
<b>Operator ID / Run Control ID:</b>		DBROCHU / RUN_ACTLOG		<b>Transaction Type Option:</b>		All			
<b>Transaction ID Option:</b>		All		<b>Ledger Group Option:</b>		Specify			
<b>Transaction Date Option:</b>		Range (2024-01-01 - 2024-01-05)		<b>Ledger Type Option:</b>		Select			
<hr/>									
<b>Ledger Group:</b>		ORG	<b>Organization Ledger Group</b>						
<b>Unit</b>	<b>Ledger / Ledger Type</b>	<b>Account</b>	<b>Fund</b>	<b>Dept</b>	<b>Budget Period</b>	<b>Trans/Base Debit</b>	<b>Trans/Base Credit</b>		<b>Balancing Line</b>
01230	ORG_EX	000100	10000	1230001000	2024	19.65	0.00	USD	N
	Expense or Recognized Revenue					19.65	0.00	USD	
<b>Total Base Currency Amount:</b>						19.65	0.00	USD	