



General Ledger Reporting Manual

This guide walks you through steps for running queries and reports for the General Ledger module.

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General Ledger Queries

Expenses – Accrued

VT_ACCOUNT_EXP_ALLFIELDS_DTL – Accrued Expenses-All Fields Detail	
Purpose	Lists all accrued expenses posted to the general ledger meeting the entered criteria. This query contains the greatest overall level of detail available for accrued expense transactions and includes vendor information for AP payments.
Prompts	All chartfields and a range of journal dates
Columns	GL business unit, all chartfields, amount, source, journal information, transaction reference/ap voucher, voucher line, distribution line, vendor id and name

VT_ACCOUNT_EXP_ALLFIELDS_SUM – Accrued Expenses-All Fields Summary	
Purpose	Summary listing of accrued expenditures posted to the general ledger meeting the entered criteria. This is a summarized version of VT_ACCOUNT_EXP_ALLFIELDS_DTL that does not include journal, voucher, or vendor information.
Prompts	All chartfields and a range of journal dates
Columns	Business unit, all chartfields and a sum of amount

VT_ACCOUNT_EXP_DEPT ID_SUM – Accrued Expenses-Dept ID Summary	
Purpose	Summary listing of accrued expenditures posted to the general ledger, sorted and summed by dept ID. Similar to VT_ACCOUNT_EXP_ALLFIELDS_SUM but includes only business unit, account and dept ID rather than all chartfields.
Prompts	Business unit, dept ID and a range of journal dates
Columns	Business unit, dept ID and description, account and description and a sum of amount

VT_ACCOUNT_EXP_FUND_SUM – Accrued Expenses-Fund Summary	
Purpose	Summary listing of accrued expenditures posted to the general ledger, sorted and summed by fund. Similar to VT_ACCOUNT_EXP_ALLFIELDS_SUM but prompts for business unit and fund rather than all chartfields.
Prompts	Business unit, fund and a range of journal dates
Columns	Business unit, fund and description, account and description, program, project, class and a sum of amount

VT_ACCOUNT_EXP_PROGRAM_SUM – Accrued Expenses-Program Summary	
Purpose	Summary listing of accrued expenditures posted to the general ledger, sorted and summed by program. Similar to VT_ACCOUNT_EXP_ALLFIELDS_SUM but prompts for business unit and program rather than all chartfields.
Prompts	Business unit, fund and a range of journal dates
Columns	Business unit, dept ID, fund, account and description, program and description, project, class and a sum of amount

VT_ACCOUNT_EXP_PROJGRANT_SUM – Accrued Expenses-Project/Grant Summary	
Purpose	Summary listing of accrued expenditures posted to the general ledger. Similar to VT_ACCOUNT_EXP_ALLFIELDS_SUM but includes a description for project id in the results.
Prompts	Business unit, all chartfields and a range of journal dates
Columns	Business unit, dept ID, fund, account and description, program, project and description, class and a sum of amount

Expenses – Cash

VTAEADC	
Purpose	Returns the output of the VT_ACCOUNT_EXP_ALLFIELDS_DTL_C general ledger report. The report process is run first, and the query is run second to get the output. This is the preferred way to get the information from this query. This query contains the greatest overall level of detail available for cash-basis expense transactions, and includes vendor information for AP payments.
Navigate	General Ledger > General Reports > VT_ACCOUNT_EXP_ALLFIELDS_DTL_C Enter a Run Control ID or search for an existing Run Control ID
Report Prompts	From and through journal dates, GL business unit, all chartfields (use % for all)
Query Prompt	Process instance (from report)
Columns	GL business unit, all chartfields, account description, amount, source, journal information, transaction reference/AP voucher, expense report ID, voucher line, distribution line, unpost sequence, vendor id and name, payment reference, payment date and invoice, process instance and date added

VT_ACCOUNT_EXP_ALLFIELDS_DTL_C – Cash Expenses-All Fields Detail	
Purpose	Lists all expenses on a cash-basis posted to the general ledger meeting the entered criteria. (This is the cash version of VT_ACCOUNT_EXP_ALLFIELDS_DTL.) This query contains the greatest overall level of detail available for cash-basis expense transactions, and includes vendor information for AP payments.
Prompts	All chartfields and a range of journal dates
Columns	GL business unit, all chartfields, amount, source, journal information, transaction reference/AP voucher, expense report ID, voucher line, distribution line, unpost sequence, vendor id and name, payment reference, payment date and invoice

VT_ACCOUNT_EXP_ALLFIELDS_SUM_C – Cash Expenses-All Fields Summary	
Purpose	Summary listing of cash expenditures posted to the general ledger meeting the entered criteria. This is a summarized version of VT_ACCOUNT_EXP_ALLFIELDS_DTL_C that does not include journal, voucher, or vendor information.
Prompts	All chartfields and a range of journal dates
Columns	Business unit, all chartfields, a sum of amount and source

VT_ACCOUNT_EXP_DEPT_ID_SUM_C – Cash Expenses-Dept ID Summary	
Purpose	Summary listing of cash expenditures posted to the general ledger, sorted and summed by dept ID. Similar to VT_ACCOUNT_EXP_ALLFIELDS_SUM_C but includes only business unit, account and dept ID rather than all chartfields.
Prompts	Business unit, dept ID and a range of journal dates
Columns	Business unit, dept ID and description, account and description, a sum of amount and source

VT_ACCOUNT_EXP_FUND_SUM_C – Cash Expenses-Fund Summary	
Purpose	Summary listing of cash expenditures posted to the general ledger, sorted and summed by fund. Similar to VT_ACCOUNT_EXP_ALLFIELDS_SUM_C but prompts for business unit and fund rather than all chartfields.
Prompts	Business unit, fund and a range of journal dates
Columns	Business unit, fund and description, account and description, program, project, class, a sum of amount and source

VT_ACCOUNT_EXP_PROGRAM_SUM_C – Cash Expenses-Program Summary	
Purpose	Summary listing of cash expenditures posted to the general ledger, sorted and summed by program. Similar to VT_ACCOUNT_EXP_ALLFIELDS_SUM_C but prompts for business unit and program rather than all chartfields.
Prompts	Business unit, program and a range of journal dates
Columns	Business unit, dept ID, fund, account and description, program and description, project, class, a sum of amount and source

VT_ACCOUNT_EXP_PROJGRANT_SUM_C – Cash Expenses-Project/Grant Summary	
Purpose	Summary listing of cash expenditures posted to the general ledger. Similar to VT_ACCOUNT_EXP_ALLFIELDS_SUM_C but includes a description for project id in the results.
Prompts	Business unit, all chartfields and a range of journal dates
Columns	Business unit, dept ID, fund, account and description, program, project and description, class, a sum of amount and source

Revenues

VT_ACCOUNT_REV_SRC_DETAIL – Revenues-Journal Source Detail	
Purpose	Detail listing of revenues posted to the general ledger
Prompts	Business unit, all chartfields and a range of journal dates
Columns	Source, GL business unit, journal information, all chartfields, amount, journal header status, AP voucher, deposit id, AR item/BI invoice, voucher line, distribution line, unpost sequence and account type

VT_ACCOUNT_REV_SRC_GL_JRNL – Revenues-Journal Source Summary	
Purpose	Summary listing of revenues posted to the general ledger. A summarized version of VT_ACCOUNT_REV_SRC_DETAIL that does not include AP/AR/BI information.
Prompts	Business unit, all chartfields and a range of journal dates
Columns	Source, GL business unit, journal information, all chartfields, amount, journal header status, unpost sequence and account type

VT_AP_ACCR_REVENUE_DST – Accrual AP Revenues by BU	
Purpose	Lists all revenue journals posted to the general ledger that originated in the AP module
Prompts	GL and AP business units, all chartfields and a range of journal dates
Columns	GL and AP business units, all chartfields, fiscal year, accounting period, journal information, budget period, voucher information, vendor id and name, invoice, voucher accounting date, invoice date, expense amount and voucher gross amount

VT_ACCOUNT_REV_ALLFIELDS_DTL_C– Cash Basis Revenue detail	
Purpose	Lists all detailed revenue transaction for a given time period with related journal and detailed item information
Prompts	GL business unit, account, dept ID, fund, program, project, class, range of accounting dates a set ID Note: chartfield prompts may use % for all
Columns	GL business unit, account, account description, dept ID, fund, program, project, class, amount, accounting date, journal ID, journal line number, customer/vendor name, item ID, item line number, deposit ID, payment sequence number, voucher ID, line number, distribution line number and source

Combined Revenues & Expenses

VT_ACCOUNT_REV_EXP_SRC_DETAIL – Revenues and Accrued Expenses-Journal Source Detail	
Purpose	Detail listing of revenues and accrued expenses posted to the general ledger. Essentially combines the results of the VT_ACCOUNT_REV_SRC_DETAIL and the VT_ACCOUNT_EXP_ALLFIELDS_SUM queries into one report.
Prompts	All chartfields and a range of journal dates
Columns	Journal source, GL business unit, AR/AP business unit, journal information, all chartfields, amount, journal header status, AP voucher, deposit id, AR item/BI invoice, voucher line, distribution line, unpost sequence and account type

VT_CASH_ACCOUNT_SRC_DETAIL – Cash Source Detail	
Purpose	Lists detail revenue and expense transactions for a business unit and account. Results will include both the revenue/expense and the cash/accrual accounts if % is used in the account field. Similar results to the VT_ACCOUNT_REV_EXP_SRC_DETAIL query with the addition of the cash and accrual accounts.
Prompts	Range of journal dates, business unit (can use %) and account (can use %)
Columns	Journal Source, GL business unit, AR/AP business unit, journal id, journal line, journal date, dept ID, account and description, fund, program, project, class, amount, journal status, AP voucher, deposit id, AR Item/Billing Invoice, line, sequence, dst, account type

VT_ACCOUNT_REV_EXP_SRC_GL_JRNL – Revenues and Accrued Expenses-Journal Source Summary	
Purpose	Summary listing of revenues and accrued expenses posted to the general ledger. This query is a summarized version of VT_ACCOUNT_REV_EXP_SRC_DETAIL that does not include voucher or deposit details.
Prompts	All chartfields and a range of journal dates

Columns	Source, business unit, journal information, all chartfields, amount, journal header status, unpost sequence and account type
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VT_ACCT_REVEXP_DTL_PAY_DESCR – Revenue & Expense Account Detail w/ Payment Descr	
Purpose	Lists all detail journals for revenues and expenses posted to the General Ledger. For payments, it includes the payment line descriptions. Similar to VT_ACCOUNT_REV_EXP_SRC_DETAIL. <i>(Note: Due to an issue with the pay description for diversion payments, this query may currently return incorrect results for many diverted payments. Use with caution!)</i>
Prompts	All chartfields and a range of journal dates
Columns	Source, business unit, journal information, all chartfields, amount, journal status, AP voucher, vendor name, deposit id, AR item/BI invoice, voucher line, distribution line, unpost sequence, account type, deposit payment id, payment line description and long description

VT_ACCT_REV_EXP_SRC_DTL_DESCR– Rev-Exp Acct Source Descr Dtl	
Purpose	Detailed listing of all expenses and revenues with detail information of AP vouchers and BI billing invoice numbers.
Prompts	Range of journal dates, GL business unit, dept ID, fund, account, program, project/grant, class (chartfield prompts may use % for all)
Columns	Source, GL business unit, subledger business unit, journal ID, journal line, journal date, dept ID, account, account description, fund, program, project, class, amount, status, AP voucher, vendor name, deposit ID, AR item/BI invoice, line, sequence, distribution line, distribution sequence, account type, line description, long description

Account Type

VT_ACCOUNT_TYPE_SRC_DETAIL – Account Type Source Detail Query	
Purpose	Lists General Ledger detail revenue and expense transactions from all modules. Similar to VT_ACCOUNT_REV_EXP_SRC_DETAIL but includes the cash, receivable and payable account transactions (i.e. accounts 10%, 11% & 200001)
Prompts	All chartfields and a range of journal dates
Columns	Source, business unit, journal information, all chartfields, amount, journal status, AP voucher, deposit id, AR item/BI invoice, voucher line, distribution line, unpost sequence and account type

VT_ACCOUNT_TYPE_SRC_GL_JRNL – Account Type GL Jrnls – By Source	
Purpose	Lists summary General Ledger revenue and expense transactions from all modules. This query is a summarized version of VT_ACCOUNT_TYPE_SRC_DETAIL that does not include voucher or deposit details but does include accounts 10%, 11% & 200001.
Prompts	All chartfields and a range of journal dates and source (use % for all)
Columns	Source, business unit, journal information, all chartfields, amount, journal header status, unpost sequence and account type

VT_ACCOUNT_ALLFIELDS_DTL – Accr Activity All Field Dtl	
Purpose	Lists all transactions and includes some details on AP transactions. Includes asset and liability accounts as well.
Prompts	All chartfields and a range of journal dates
Columns	GL unit, dept ID, fund, account and description, program, project, class, amount, source, journal ID, line and date, status, transaction reference/AP voucher, voucher line, distribution line, vendor ID and name

Miscellaneous General Ledger

VT_GL_ACTUALS_OPEN_PERIOD – GL BU ACTUALS open from - to	
Purpose	Lists open GL module periods for a business unit.
Prompts	Business unit (may use % for all)
Columns	Module, business unit, ledger group, adjustment type, calendar, adjustment period year, adjustment period, open year from, open period from, first open day, open year to, open period to, last open day, transaction type

VT_BU_FD_CASH_BAL – ACTUALS ledger BU Fund Cash Balances	
Purpose	Lists balances in all cash accounts (those beginning with 10%) in a given fund for a business unit, fiscal year and accounting period.
Prompts	Business unit, fiscal year, through accounting period and fund
Columns	Business unit, fund and description, amount

VT_FDS_BU_CASH_BAL– Cash Balances for a BU	
Purpose	Lists ending balances in all cash accounts (those beginning with 10%) in a given fund for a business unit and fiscal year; much like VT_BU_FD_CASH_BAL but gives current or ending balances for the given year
Prompts	Fund code (may use % for all), fiscal year, GL business unit (may use % for all)
Columns	Year, fund, fund name, GL business unit, department name, amount

VT_BU_TRANSFER – Interunit Transfer Query	
Purpose	This query lists all interunit journal entries pending for a specific affiliate business unit. It is used to identify pending interunit transfers that have not yet been finalized and posted.
Prompts	Business unit (affiliate)
Columns	Business unit (originating), affiliate business unit, journal id, journal date, source, fiscal year, accounting period, amount, reference number, journal class, description and operator id (who entered originating journal)

VT_FUNDING_SOURCE_PROJECT – Fund Source Applied to Projects	
Purpose	Lists funding source information associated with a project ID
Prompts	Set ID (equals business unit), funding source (can use % for all), project id (can use % for all)
Columns	Funding source, description, funding source amount, CFDA number, set ID, project id, project id description, effective status, funding source spending cap, and project status

VT_CASH_ACCOUNT_SRC_GL_JRNL – Cash Source GL Journals	
Purpose	Provides summary level accounting information by journal ID
Prompts	Range of journal dates, GL business unit (can use % for all), account (can use % for all)
Columns	Source, GL unit, journal information, all chartfields (except affiliate), amount, posted/unposted status, account type and long description

VT_CASH_ACCOUNT_SUMMARY – Cash Account Summary by Source	
Purpose	Provides summary level accounting information for each cash transaction
Prompts	Cash account, journal source (can use % for all), range of journal dates
Columns	GL business unit, journal id and date, account and fund, amount, journal source, user ID, budget and journal status, account description and long description

VT_CASH_ACCOUNT_SUMMARY2 – Cash Account Summary by Source 2	
Purpose	This query is used by a GL Report "VT Cash Summary Report 2;" this query may not be useful run by itself
Prompts	Range of journal dates, GL business unit (can use % for all), source (can use % for all) account
Columns	Journal information, journal source, fund, dept ID, amount, account description, long description, prompt values and GL business unit

VT_JOURNAL_DETAIL_ALL – GL Journal Detail	
Purpose	Provides summary level accounting information by journal ID
Prompts	Business unit, account, fund, dept id, program, class, project/grant, affiliate (Note: These prompts may use % for all); range of journal dates; ledger group (can use % for all)
Columns	Ledger group, GL business unit, journal information, reference number, all chartfields, budget period, amount, journal source, amount type, unpost sequence, account description, long description and user id

VT_JOURNAL_DETAIL_NO_ENC – GL Journal Detail No Encumbrances	
Purpose	Provides summary level accounting information by journal ID without PO transactions; this is useful if you are running journal dates before FY 2008
Prompts	Business unit, account, fund, dept id, program, class, project/grant, affiliate (Note: These prompts may use % for all); range of journal dates; ledger group (can use % for all)
Columns	Ledger group, GL business unit, journal information, all chartfield information, budget period, amount, journal source, amount type, unpost sequence, line description, long description and user id

VT_JOURNAL_DETAIL_NO_ENC_DESC– Jrnl Dtl-no encumb w/ descrip	
Purpose	Provides summary level accounting information including account name and project name by journal ID without PO transactions; this is useful if you are running journal dates before FY 2008
Prompts	GL business unit, account, fund, dept ID, program, class, project, affiliate (Note: These prompts may use % for all); range of journal dates; ledger group (may use % for all)
Columns	Ledger group, GL business unit, journal ID, journal date, journal line, status, dept ID, fund, account, account description, program, budget period, project, project description, class, affiliate, amount, source, amount type, unpost sequence, line description, long description, user, reference number, journal class

VT_JOURNAL_ID_DATE– Journal ID prompted	
Purpose	Provides accounting information for a prompted journal ID
Prompts	GL business unit (may use % for all), journal ID
Columns	Ledger group, GL business unit, journal ID, date, journal line, status, dept ID, fund, account, account description, program, project, class, affiliate, amount, source, line description, long description, user

VT_LEDGER_ACTUALS_BU_BAL - ACTUALS LEDGER BAL FOR A GL BU	
Purpose	Provides the accumulated balance in any chartfield combination for a given year through a given period
Prompts	GL business unit, fund, dept id, account, program, project, class, year and period thru (Note: The chartfield prompts may use % for all)
Columns	GL business unit, ledger, fund and fund description, dept id and dept id description, account and account description, program, project, class, year and amount

VT_SP_FUND_CURRENT_YR_CASH_BAL - SF Cash	
Purpose	Reports net cash activity for a special fund by period and business unit
Prompts	Fiscal year and fund (be sure to use one that starts with 21xxx)
Columns	Fiscal year, period, fund and fund name, GL business unit and BU name, amount

VT_SPECIAL_FDS_BU_CASH_BAL – SF Cash Balances for a BU	
Purpose	Reports the end of year cash balance by fund for all special funds associated with a given BU
Prompts	Fiscal year and GL business unit (use % for all)
Columns	Fiscal year, fund and fund name, GL business unit and BU name, amount

VT_SPECIAL_FUNDS_EOY_BAL - End of FY SF Cash Balances	
Purpose	Reports the end of year cash balances for all special funds
Prompts	Fiscal year
Columns	Fiscal year, fund and fund name, GL business unit and BU name, amount

VT_AMORTIZATION_TYPE – Description and chartfield for	
Purpose	Provides a list of amortization types and associated chartfields available for a business unit
Prompts	GL business unit
Columns	Template, description, type, account, dept ID, fund, class, program and project

GL Journal Entry Detail

Possible situations when this report should be run: To view a report for a specified journal entry, that shows all posting information, including journal id, date, description, ledger group, source, reversal, foreign currency, rate type, and effective date. It also shows line number, chartfield values, description, amount, rate type, exchange rate, foreign amount, base amount and totals for the journal.

Type of Report : BI Publisher

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries > Find an Existing Value

or

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Add a New Value
Find an Existing Value

*Business Unit 🔍

*Journal ID

*Journal Date 📅

Add

Click the Find an Existing Value button

The Create/Update Journal Entries page is displayed

Create/Update Journal Entries

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

✎

Business Unit 🔍

Journal ID

Journal Date 📅

Document Sequence Number

Line Business Unit 🔍

Journal Header Status

Budget Checking Header Status

Source 🔍

Entered By 🔍

Attachment Exist

^ Show fewer options

Case Sensitive

Search
Clear

Enter Fields on page

- **Business Unit** – Enter Business Unit (required)
- **Journal ID** – Enter Journal ID (optional)
- **Journal Date** – Enter Journal Date (optional)
- **Document Sequence Number** – Leave blank (optional)
- **Line Business Unit** – Leave blank (optional)
- **Journal Header Status** – Leave blank (optional)
- **Budget Checking Header Status** – Leave blank (optional)
- **Source** – Leave blank (optional)
- **Entered By** – Leave blank (optional)
- **Attachment Exist** – Leave blank (optional)

Click on Search

The Journal Entry page will display

Header
Lines
Totals
Errors
Approval

Unit 01110
Journal ID AP02439101
Date 01/18/2018

*Long Description 244 characters remaining

*Ledger Group Adjusting Entry Non-Adjusting Entry

Ledger

*Source Fiscal Year

Reference Number Period

*Journal Class ADB Date

Transaction Code

SJE Type

Currency Defaults: USD // 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By BATCH

Entered On 01/22/2018 12:30:48AM

Last Updated On 01/22/2018 12:37:21AM

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

VISION,Batch User

Save
Return to Search
Notify
Refresh

Add
Update/Display

Header | Lines | Totals | Errors | Approval

Click on the Lines Tab

Select – Print Journal in the drop down

Header | Lines | Totals | Errors | Approval

Unit 01110 Journal ID AP02439101 Date 01/18/2018 Errors Only

Template List Search Criteria

*Process Print Journal Process Line 10

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		200001	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		516659	10000	1110003000			
<input type="checkbox"/>	3	01110	ACTUALS		517020	10000	1110003000			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	3	1,205.50	1,205.50	P	V

Save Return to Search Notify Refresh Add Update/Display

Click Process

Click Process Monitor

Header | Lines | Totals | Errors | Approval

Unit 01110 Journal ID AP02439101 Date 01/18/2018 Errors Only

Template List Search Criteria

*Process Print Journal Process Line 10

Report Manager Process Monitor

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		200001	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		516659	10000	1110003000			
<input type="checkbox"/>	3	01110	ACTUALS		517020	10000	1110003000			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	3	1,205.50	1,205.50	P	V

Save Return to Search Notify Refresh Add Update/Display

Process Monitor page displays

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

Process Monitor New W

Process List Server List

View Process Requests

User ID Type Last 1 Days

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
<input type="checkbox"/>	12436497		XMLP0012436496	BI Publisher	GLX7502	DSHEPARD	01/07/2024 8:20:51AM EST	Success	Posted

Click on Report Manager

Report Manager page displays

Click on Administration tab

Report Manager

List Explorer **Administration** Archives

View Reports For

User ID Type Last 1 Days

Status Folder Instance to

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5513418	12436497	GLX7502 - GLX7502.pdf	01/07/2024 8:21:17AM	Acrobat (*.pdf)	Posted	Details

Click on the link with the .PDF file format

Example of Report Output



Report Definition: GLX7502

PeopleSoft Financials
Journal Entry Detail Report

Page: 1 of 1
Run Date: 01/09/2019
Run Time: 8:44:59 AM

Unit:	01110	Ledger Group:	ACTUALS	Reversal:	None
Journal ID:	AP02439101	Source:	AP	Reversal Date:	
Journal Date:	01/18/2018				
Description:	AP Accrual				

Unit: 01110 Ledger: ACTUALS

Line	Description	Account	Fund	Dept	Debit	Credit
1	----	200001	10000	1110003000	0.00	1,205.50
2	----	516659	10000	1110003000	355.23	0.00
3	----	517020	10000	1110003000	850.27	0.00

Total	
Debit:	1,205.50
Credit:	1,205.50
Net:	0.00
Journal Lines:	3

Journal Entry Detail

Possible situations when this report should be run: To get a report that displays all journals (e.g. AR, AP, ONL, BI) posted to the General Ledger for a specific date(s) or range of reporting periods. The user can obtain information on source documents such as Journal ID, Journal Status (e.g. posted/unposted, posted date, journals with errors, and journals which need editing), Account Description, Chartfield Description, Debit and Credit entries, and if a Reversing Entry was done. This report can be used to investigate potential problems with journal accounting entries.

Type of Report: Structured Query Report (SQR)

WorkCenter navigation: General Ledger WorkCenter > Reports/Processes pagelet > General Reports > Journal Entry Detail

or

Navigator Menu navigation: General Ledger > General Reports > Journal Entry Detail

Journal Entry 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

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

- Click Add a New Value to create a unique run control ID, then click ADD

Or

- Use the dropdowns for Recent Searches or Saved Searches

The Journal Entry Detail Report page displays

Journal Entry Detail Report

Run Control ID run_je_detail Report Manager Process Monitor

Language

Report Request Parameters

Unit

Ledger Group Ledger

Source Journal ID

From Date To Date

Journal Status Date Code

Show Description on Report Show Statistics Amount Display Full Numeric Field

ChartField Selection Personalize Find <input type="button" value="Q"/> <input type="button" value="Q"/> First <input type="button" value="◀"/> 1-14 of 14 <input type="button" value="▶"/> Last			
Sequence	ChartField Name	Include CF	Descr
<input type="text" value="1"/>	Account	<input type="checkbox"/>	<input type="checkbox"/>

Enter Fields on Journal Entry 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
 - **Recommended** – Use ACTUALS unless looking up Asset Management journals or other ACCRL/ADJ entries
- **Ledger:** Type ledger name or use the lookup to select
 - **Recommended** – Use ACTUALS unless looking up Asset Management journals or other ACCRL/ADJ entries
- **Source:** Type in source type or use lookup to select
 - If source is left blank, report will generate all journal source types e.g. ONL, AP, TSF
 - **Recommended** - For complete listing of all journal types, leave source blank
 - If source is selected, all journals of that source type will be displayed for the date range specified.
- **Journal ID:** Type Journal ID or leave blank
 - Failure to enter an ID in this field, may cause the report output to be too large and adversely affect the overall performance of VISION.
- **From Date:** Select begin date
 - If date is left blank, report output consists of all journals entered into system from 07/01/2001.

- **To Date:** Select end date
 - **Recommended** – select time frame to report on
- **Journal Status:** Select status from drop down menu or leave blank
 - If left blank, all journals for the specified parameters will be displayed
- **Show Description on Report:** Select check box
 - If selected, the account chartfield description will display on the report
- **Show Statistics Amount:** Leave blank
- **Display Full Numeric Field:** Leave blank
 - **Recommended** – do not check this box. Report output is same when checked or unchecked
- **Click the Refresh Button to expand the Chartfield Selection criteria**
 - After the first use, the Refresh Button is used to remove all values

Journal Entry Detail Report

Run Control ID run_je_detail

[Report Manager](#) [Process Monitor](#)

[Run](#)

Language English

Report Request Parameters

Unit 01110

Ledger Group ACTUALS

Ledger ACTUALS

Source AP

Journal ID

From Date 01/01/2018

To Date 01/31/2018

Journal Status Posted (by posting dates)

Date Code All

Show Description on Report

Show Statistics Amount

Display Full Numeric Field

[Refresh](#)

ChartField Selection

[Personalize](#) | [Find](#) | [Print](#) | [Grid](#) | First ◀ 1-14 of 14 ▶ Last

Sequence	ChartField Name	Include CF	Descr
<input style="width: 40px;" type="text" value="1"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input style="width: 40px;" type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input style="width: 40px;" type="text" value="3"/>	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input style="width: 40px;" type="text"/>	Program Code	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 40px;" type="text"/>	Class Field	<input type="checkbox"/>	<input type="checkbox"/>

- **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
- **Chartfield Selection:** Select check box for chartfields to be displayed on the report
- **Description:** Select check box
 - If box is selected, report will display chartfield name (e.g. General Fund will display for journal transactions against fund 10000).
- **Save:** Click the save button to save report parameters
 - Save reports that you want to run on a regular basis

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID JBECKER Run Control ID RUN_JEDetail

Server Name Run Date 01/09/2019

Recurrence Run Time 9:51:33AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Entry Detail Report	FIN2001	SQR Report	Web	PDF	Distribution

Click OK

The Journal Entry Detail Report displays

Click Process Monitor

The Process Monitor page displays

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

Process Monitor

[New Wi](#)

Process List [Server List](#)

View Process Requests

User ID Type Last Days (circled in red)

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
<input type="checkbox"/>	12436498		RUN_JE_DETAIL	SQR Report	FIN2001	DSHEPARD	01/07/2024 8:37:14AM EST	Success	Posted

Click Report Manager link

The **Report Manager** page displays

Click Administration tab

Report Manager

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

View Reports For

User ID Type Last Days

Status Folder Instance to

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	5513419	12436498	Journal Entry Detail Report	01/07/2024 8:37:17AM	Acrobat (*.pdf)	Posted

Click on the link with the .PDF file format

Example of Report Output

PeopleSoft Financials						
JOURNAL ENTRY DETAIL REPORT						
Report ID: FIN2001						Page No. 1
Bus. Unit: 01110--Finance & Management						Run Date 01/09/2019
Ledger Grp: ACTUALS --Actuals Ledger Group						Run Time 09:53:05
Ledger: ACTUALS --Actuals Ledger						
For the period 01/01/2018 through 01/31/2018						
Source: AP% Journal ID: ALL Status: P (posted journals by posted date range) Date Code ALL						
<u>Line</u>	<u>Description</u>	<u>Reference</u>	<u>Entry Event</u>	<u>Currency</u>	<u>Debit</u>	<u>Credit</u>
<u>Account</u>		<u>Fund</u>				
<u>Dept</u>						
Journal ID: FA02430984 Journal Date: 12/29/2017 Source: AP --Accounts Payable Reversal: N--None						
Status: P--Posted Posted Date: 01/01/2018						
Description AP Payment						
1						
101010	I/U Cash Distribution	10000 General Fund				
1110050000	Advances			USD	0.00	2,000.00
2						
200001	Accounts Payable - Vendor	10000 General Fund				
1110050000	Advances			USD	2,000.00	0.00
				Total USD	2,000.00	2,000.00

GL Journal Edit Errors

Possible situations when this report should be run: To get detailed information about journal edits errors; period, journal id, date, source, reference number, error type, line, line description, field name, and error message.

Type of Report: Structured Query Report (SQR)

WorkCenter navigation: General Ledger WorkCenter > Reports/Processes pagelet > General Reports > Journal Edit Errors Report

or

Navigator Menu navigation: General Ledger > Journals > Process Journals > Journal Edit Errors Report

Journal Edit Errors Report

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 <input type="text" value="begins with"/> <input type="text"/>					
^ Show fewer options					
<input type="checkbox"/> Case Sensitive					
<input type="button" value="Search"/>		<input type="button" value="Clear"/>			

Run Control ID

- Click Add a New Value to create a unique run control ID, then click ADD

Or

- Use the dropdowns for Recent Searches or Saved Searches

The Journal Edit Errors Report page displays

Journal Edit Errors Report

Run Control ID RUN_JE_EDIT Report Manager Process Monitor **Run**

Language English

Report Request Parameters Find | View All First 1 of 1 Last

Request Number 1

*Description Journal Edit Errors

Unit 01110

Ledger Group ACTUALS

Source ONL

Journal ID From Journal ID To

Journal Date From 01/01/2017 Journal Date To 01/01/2019

Leave a field blank to select all its values.

Save Notify Add Update/Display

Enter Fields on Journal Edit Errors Report page

- **Description:** Enter description
 - A brief description “Journal Edit Errors”
- **Unit:** Enter business unit, use look up or leave blank for all units
 - Use valid business unit or leave blank
- **Ledger Group:** Type ledger name or use the lookup to select
 - Recommended – Use ACTUALS unless looking up Asset Management journals or other ACCRL/ADJ entries
- **Source:** Enter source
 - e.g. AP for accounts payable, ONL for GL Journals, AR for accounts receivable or leave blank for all sources
- **Journal ID From:** Enter journal ID from
- **Journal ID To:** Enter journal ID through
 - Enter a specific journal id by entering the same number in both fields.
 - Enter a range of journal ids by entering the beginning range in first box and ending range in the last box.
 - Leave blank if wanting all journals
- **Journal Date From:** Enter Journal Date From
- **Journal Date To:** Enter Journal Date Through
 - Enter a specific journal date by entering in same date in both fields.
 - Enter a date range by entering the beginning date range in the first box and the ending date range in the last box.
 - Leave blank if wanting all dates. – NOTE: leaving the dates blank could result in a very large output of data.

- **Save:** Click the save button to save report parameters
 - Save reports that you want to run on a regular basis

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID JBECKER Run Control ID RUN_JE_EDIT

Server Name [dropdown] Run Date 01/09/2019 [calendar icon]

Recurrence [dropdown] Run Time 10:26:47AM [Reset to Current Date/Time]

Time Zone [input with search icon]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Error Report	GLS7011	SQR Report	Web [dropdown]	PDF [dropdown]	Distribution

OK Cancel

Click OK

The Journal Edit Errors Report page is displayed

Click Process Monitor

The Process Monitor page is displayed

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

Process Monitor

Process List Server List

View Process Requests

User ID DSHEPARD [search] Type [dropdown] Last [dropdown] [input] 1 Days [dropdown] **Refresh**

Server [dropdown] Name [search] Instance [input] Range

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

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
<input type="checkbox"/>	12436499		RUN_JE_EDIT	SQR Report	GLS7011	DSHEPARD	01/07/2024 9:05:03AM EST	Success	Posted

Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

List
Explorer
Administration
Archives

View Reports For

User ID

Type

▼

Last

▼

Days

▼

Status

▼

Folder

▼

Instance

to

Report List

<<
<
1-10 of 10
>
>>

View All

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5513420	12436499	Journal Error Report	01/07/2024 9:05:08AM	Acrobat (*.pdf)	Posted	Details

Click on the link with the .PDF file format

Example of Report Output

Report ID: GLS7011
 Bus. Unit: 01110--Finance & Management
 Ledger Grp: ACTUALS -- Actuals Ledger Group
 Fiscal Year:2019
 Request 1--Journal Edit Errors
 Source:ALL Journal ID:ALL Journal Date:01/01/2010 through 01/01/2019
 Business Unit IU: 01110

PeopleSoft GL
 JOURNAL EDIT ERRORS

Page No. 1
 Run Date 01/09/2019
 Run Time 10:32:28

Ed	Journal ID	Jrnl Date	Src	Ref No.	Error Type	Line	Line Description	Field Name	Entry Event	Error message
1	0002558376	07/01/2018	ALO	PYCASH	HEADER			JOURNAL_DATE		The journal date is not in an open period for this ledger. (5860/47)
					HEADER			JRNL_HDR_STATUS		Journal line errors exist for this header. (5860/53)
					LINE	11		ACCOUNT		Combo error for fields Account/Affiliate in group %ZACCT_AFFIL. (9600/31)
						12		ACCOUNT		Combo error for fields Account/Affiliate in group %ZACCT_AFFIL. (9600/31)
						--		-----		-----

GL Posted Journal Summary

Possible situations when this report should be run: To provide a report on journals posted during a specific run of the Journal Post process. The Journal Post process updates all journals posted with the value of the Process Instance. The Process Instance is part of the search criteria that is used by the Posted Journals – Summary Report.

Type of Report: Structured Query Report (SQR)

WorkCenter navigation: General Ledger WorkCenter > Reports/Processes pagelet > General Reports > Posted Journal Summary Report

or

Navigator Menu navigation: General Ledger > Journals > Process Journals > Posted Journal Summary Report

Posted Journal Summary Report

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

- Click Add a New Value to create a unique run control ID, then click ADD

Or

- Use the dropdowns for Recent Searches or Saved Searches

The Posted Journal Summary Report page displays

Posted Journal Summary Report

Run Control ID RUN_POSTJE Report Manager Process Monitor
 Language English

Report Request Parameters

*Begin Process	12436861	*End Proces	12436861	User	
Unit	01110	Ledger Group	ACTUALS	Ledger	ACTUALS
Begin Date		End Date		*Summarize by	Journal ID
<input checked="" type="checkbox"/> Show Foreign Curr. Amt		<input checked="" type="checkbox"/> Show Statistics Amount		<input type="checkbox"/> Display Full Numeric Field	

Enter Fields on Posted Journal Summary Report page

- **Begin Process:** Enter begin process #
 - Can use look up to search for process instance numbers.
- **End Process:** Enter end process #
 - Can use look up to search for process instance numbers.
- **User:** Leave blank, or enter User ID of process if known
- **Unit:** Accept default business unit or use the lookup to select a different unit
 - Leave blank for all
- **Ledger Group:** Type ledger name or use the lookup to select
 - **Recommended** – Use ACTUALS unless looking up Asset Management journals or other ACCRL/ADJ entries
- **Ledger:** Type ledger name or use the lookup to select
 - **Recommended** – Use ACTUALS unless looking up Asset Management journals or other ACCRL/ADJ entries
- **Begin Date:** Enter beginning date
 - Enter as mm/dd/yyyy
- **End Date:** Enter ending date
 - Enter as mm/dd/yyyy
 - Blank is all

- **Summarized By:** Select either by Journal ID or by Chartfield
- **Show Foreign Curr. Amt:** Leave blank
 - **Recommended** - do not check this box. Report output is same when checked or unchecked. Foreign currency not used.
- **Show Statistics Amount:** Leave Blank
 - **Recommended** - do not check this box. Report output is same when checked or unchecked. Statistics not used.
- **Display Full Numeric Field:** Leave blank
 - **Recommended** - do not check this box. Report output is same when checked or unchecked.
- **Save:** Click the save button to save report parameters
 - Save reports that you want to run on a regular basis

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID JBECKER Run Control ID RUN_POSTEDJE

Server Name Run Date 01/09/2019

Recurrence Run Time 11:22:22AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Posting Summary Report	GLS7009	SQR Report	Web	PDF	Distribution

Click OK

The Posted Journal Summary Report is redisplayed

Click Process Monitor

The Process Monitor page displays

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

Process Monitor

[New Wi](#)

Process List [Server List](#)

View Process Requests

User ID Type Last Days **Refresh** **Clear** **Reset**

Server Name Instance Range Save On Refresh **Report Manager**

Run Status Distribution Status

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
<input type="checkbox"/>	12436500		RUN_POSTEDJE	SQR Report	GLS7009	DSHEPARD	01/07/2024 9:14:12AM EST	Success	Posted

Click Report Manager link

The Report Manager page is displayed

Click Administration tab

Report Manager

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

View Reports For

User ID Type Last Days

Status Folder Instance to

Report List

Select	Report ID	Prccs Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	5513421	12436500	Journal Posting Summary Report	01/07/2024 9:14:46AM	Acrobat (*.pdf)	Posted

Click on the link with the .PDF file format

Example of Report Output

Report ID: GLS7009
 Bus. Unit: 01110--Finance & Management
 Ledger Grp: ACTUALS -- Actuals Ledger
 Ledger: ACTUALS -- Actuals Ledger
 Fiscal Year:2024

PeopleSoft GL
 POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 12436861

Page No. 1
 Run Date 01/17/2024
 Run Time 13:50:35

<u>Period</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Unpost</u>	<u>Src</u>	<u>Descr</u>	<u>Lines</u>	<u>Debit</u>		<u>Credit</u>	<u>Stat Amount</u>
7	HR03238073	01/11/2024	0	HR	Payroll Costs	18	59,571.28	USD	59,571.28	0.00
Period 7 Total						18	59,571.28	USD	59,571.28	

Cash Account Summary

Possible situations when this report should be run: To provide a report to review transactions posted to the General Ledger for the specified Account, and date range.

Type of Report: Structured Query Report (SQR)

WorkCenter Navigation: General Ledger WorkCenter > Reports/Processes pagelet > General Reports > Cash Account Summary

or

Navigator Menu navigation: General Ledger > General Reports > Cash Account Summary





VT Cash Account Summary

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 <input type="text" value="Choose from recent searches"/> 	 Saved Searches <input type="text" value="Choose from saved searches"/> 
Search by: Run Control ID begins with <input type="text"/>	
Show more options	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Run Control ID

- Click Add a New Value to create a unique run control ID, then click ADD

Or

- Use the dropdowns for Recent Searches or Saved Searches

The Cash Account Summary page is displayed

Cash Account Summary

Vtgl001

Run Control ID cashsum
Report Manager Process Monitor
Run

Report Request Parameters

Fund Code: (Optional)

*Account:

*Ledger:

From Date: Through Date:

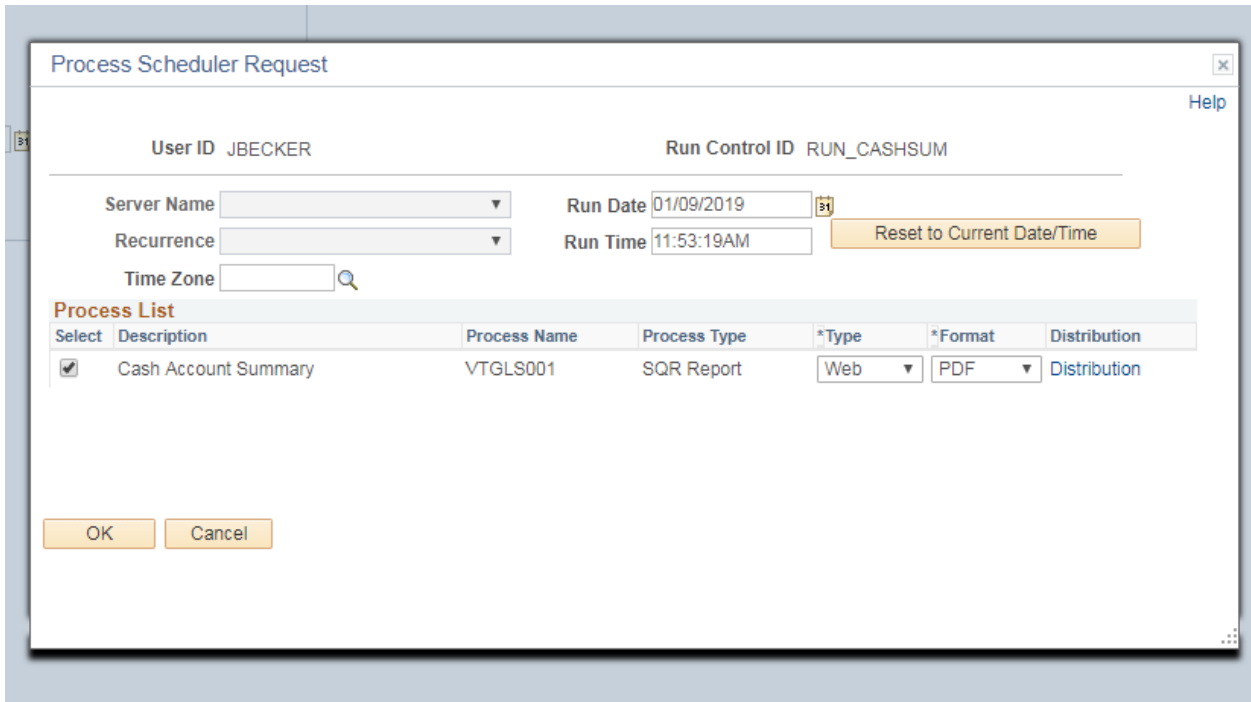
Save
Notify
Add
Update/Display

Enter Fields:

- **Fund Code:** Type Fund value or use the lookup to select
 - Can specific fund or leave blank for all funds
- **Account:** Type Account value or use the lookup to select
- **Ledger:** Type ledger name or use the lookup to select
 - **Recommended** – Use ACTUALS unless looking up Asset Management journals or other ACCRL/ADJ entries
- **From Date:** Type date, or use lookup to select
- **Through Date:** Type date, or use lookup to select
- **Save:** Click the save button to save report parameters
 - Save reports that you want to run on a regular basis

Click on Run

The Process Scheduler Request page displays



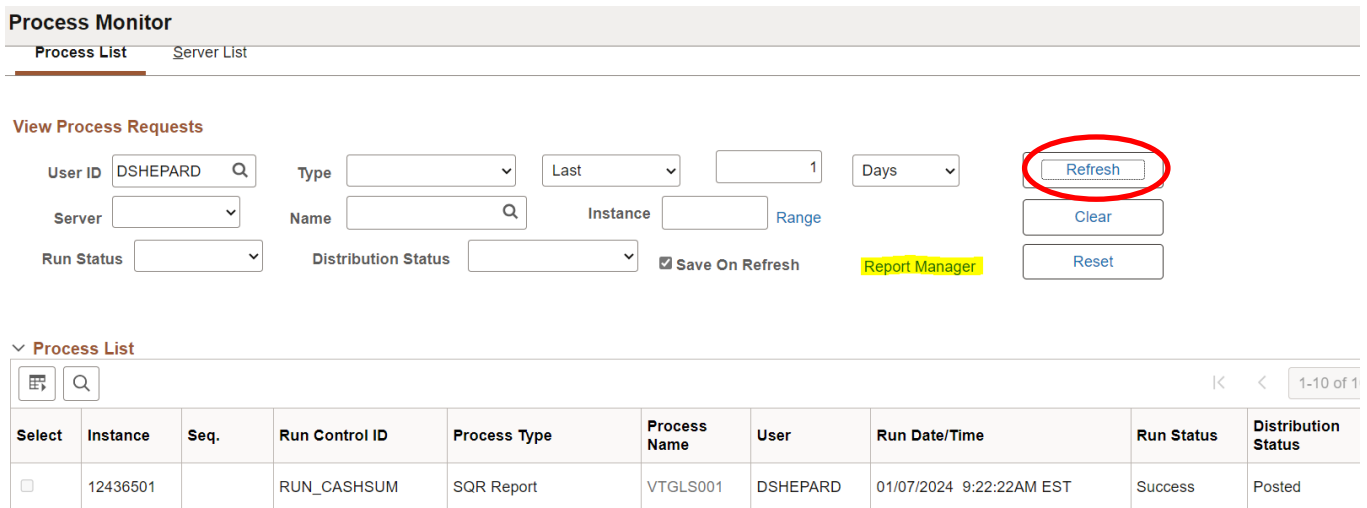
Click OK

The Cash Account Summary page is displayed

Click Process Monitor

The Process Monitor page displays

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



Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

List Explorer **Administration** Archives

View Reports For

User ID Type Last Days

Status Folder Instance to

Report List

				<input type="button" value="1-12 of 12"/> <input type="button" value=">"/> <input type="button" value="> "/>		
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	5513422	12436501	Cash Account Summary	01/07/2024 9:22:33AM	Acrobat (*.pdf)	Posted

Click on the link with the .PDF file format

Example of Report Output

Report ID: Vtgl001.sqr	REPORTS OF CASH ACCOUNT SUMMARY	Page No. 1 Run Date 01/11/2024
From 01-JAN-2018 Thru 01-JAN-2019		
Ledger: ACTUALS		
Account: 512000		
Fund: 10000		

	<u>Journal Dt</u>	<u>Journal ID</u>	<u>Seq</u>	<u>Line</u>	<u>Fund</u>	<u>DeptId</u>	<u>Prog</u>	<u>Class</u>	<u>BP</u>	<u>Project</u>	<u>Debit</u>	<u>Credit</u>
512000	Repair & Maint - Buildings	USD										
	01/02/2018	AP02431646	20	10000	3460015800	43290					154.66	0.00
	01/02/2018	AP02431646	21	10000	3460015900	43290					170.46	0.00
	01/02/2018	AP02431660	3	10000	3480004260						275.00	0.00
	01/02/2018	AP02431697	12	10000	7110010340	55950					100.00	0.00
	01/05/2018	AP02433677	16	10000	2150020000	22210	02018			U36_52103	43.75	0.00
	01/05/2018	AP02436685	74	10000	3400001080	40450					50.94	0.00
	01/08/2018	AP02434275	45	10000	2150040000	22425	02018			132G78B1	871.25	0.00

Trial Balance Report

Possible situations when this function is used: This report is used to review expenditures posted to the General Ledger by Account, Fund or other chartfields for a cumulative period, by fiscal year.

Type of Report: Structured Query Report (SQR)

WorkCenter navigation: General Ledger WorkCenter > Reports/Queries pagelet > Report/Processes > General Reports > Trial Balance

or

Navigator Menu navigation: General Ledger > GL WorkCenter > Reports/Queries pagelet > Report/Processes > General Reports > Trial Balance

General Ledger WorkCenter

>>

Trial Balance

[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 ✎

Run Control ID

^ [Show fewer options](#)

Case Sensitive

Run Control ID

- Click Add a New Value to create a unique run control ID, then click ADD

Or

- Use the dropdowns for Recent Searches or Saved Searches

The Trial Balance Report Page loads with language defaulting in as English, Unit defaulting in as your default business unit and Ledger defaulting in as ACTUALS:

Trial Balance Report

Run Control ID Train_1 Report Manager Process Monitor Run

Language English

Report Request Parameters

Unit 01100 Ledger ACTUALS Include Adjustment Periods

Fiscal Year 2019 Period 6 Adjustment Period

Currency Option Base Currency 1

Display Full Numerical Code Site Code All

ChartField Selection

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

Refresh

Save Return to Search Notify Add Update/Display

1. **Language** - Leave as default
2. **Business Unit** - Leave as default or enter the appropriate business unit
3. **Ledger Group** - Leave as default; ACTUALS or enter ACCRL/ADJ
4. **Fiscal Year** - Enter fiscal year that you want to report on – YYYY
5. **Period** - Enter the through period that you want to report on
6. **Adjustment Period** - 998 if you want to include adjustment period always include 998 if you are running a trial balance through the end of a fiscal year
7. Click **Refresh** - A listing of available fields for your report will load:

Trial Balance Report

Run Control ID Train_1 Report Manager Process Monitor Run

Language English

Report Request Parameters

Unit 01100 *Ledger ACTUALS Include Adjustment Periods

Fiscal Year 2019 Period 6 Adjustment Period

Currency Option Base Currency 1

Display Full Numerical Code Site Code All

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Program Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Adjustment Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
10	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save Return to Search Notify Add Update/Display

8. Click the **check box** under **Include CF** for each chartfield you want to see on the report
9. Click the **check box** under **Descr** for each chartfield you want to see a description for
10. Click the **check box** under **Subtotal** for each chartfield you want to see a subtotal for
11. Click [Save](#)

The screen will rearrange the fields that have been chosen to the top of the list:

Trial Balance Report

Run Control ID Train_1 Report Manager Process Monitor **Run** ← 17

Language English

Report Request Parameters

Unit 01100 *Ledger ACTUALS Include Adjustment Periods

Fiscal Year 2019 Period 6 Adjustment Period

Currency Option Base Currency 1

Display Full Numeric Field Date Code All

Refresh 15

Chartfield Selection Personalize | Find | 10 | First | Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Program Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Adjustment Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

14 16

Save Return to Search Notify Add Update/Display

12. **Sequence** - The sequence is the order in which the report will subtotal the values for each field. Change the number in the Sequence field to reflect how you want your report to be sorted and subtotaled
13. **Value and To Value fields** - Enter values to limit your search or leave them blank to get all values
14. Click [Save](#)
15. Click [Run](#)

The **Process Scheduler Request** window opens:

Process Scheduler Request

User ID ETEST Run Control ID Train_1

Server Name Run Date 12/05/2018

Recurrence Run Time 9:33:53AM [Reset to Current Date/Time](#)

Time Zone

Process List

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

OK Cancel

16. Make sure **Trial Balance Report** is selected

17. Click **OK**

The **Trial Balance Report** page displays again with a **Process Instance ID** under the **Run** button:

Trial Balance Report

Run Control ID Train_1 Report Manager Process Monitor [Run](#)

Language English Process Instance:9471793

Report Request Parameters

Unit 01100 *Ledger ACTUALS

Fiscal Year 2019 Period 6

Currency Option Base Currency

Display Full Numeric Field Date Code All

Include Adjustment Periods

Adjustment Period 1

[Refresh](#)

ChartField Selection Personalize | Find | | First 1-10 of 10 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3	Program Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4	Adjustment Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

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

Click **Process Monitor**

The **Process Monitor** page displays

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

Click **Report Manager**

The **Report Manager** page displays, click on the **Administration** tab:

General Ledger WorkCenter

>>

List Explorer **Administration** Archives

View Reports For

User ID Type Last Days

Status Folder Instance to

Report List

< > | View All

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5513423	12436502	Trial Balance Report	01/07/2024 9:34:07AM	Acrobat (*.pdf)	Posted	Details

18. Click the **Refresh** button until the Status is equal to **Posted**. This means that the report has completed successfully, and the report has been posted to the Report Manager

19. Click on the **Trial Balance Report** link that is now highlighted beside the Process Instance number of the report you just ran.

The Trial Balance Report opens in a new browser window:

Report ID: GL87012
 Bus. Unit: 01100--Administration Agency
 Ledger: ACTUALS -- Actuals Ledger
 As of Year 2019 and Period 6
 Base Currency: USD Date Code 0

PeopleSoft GL
 TRIAL BALANCE

Page No. 1
 Run Date 12/06/2019
 Run Time 09:38:01

Account	Fund	Program	Adjustment	Cus	Transaction Debit	Transaction Credit
100001	10000			USD	0.00	60,353,027.49
	20105			USD	0.00	285,868.56
	20405			USD	0.00	1,746,839.71
	21020			USD	2,975.63	0.00
	21335			USD	17,043,922.39	0.00
	21375			USD	0.00	750,000.00
	21500			USD	127,951.99	0.00
	21555			USD	977,506.00	0.00
	21908			USD	0.00	0.00
	21911			USD	0.00	600.30
	21932			USD	43,223.91	0.00
	22005			USD	43,171.47	0.00
	22040			USD	0.00	43,171.47
	31200			USD	0.00	994.91
	31400			USD	0.00	9,592.79
	31600			USD	0.00	495,821.00
	56100			USD	25,250,287.45	0.00
	56200			USD	5,146,006.78	0.00
	56300			USD	445,717.30	0.00