



General Ledger Reporting Manual

| | |
|--|----|
| General Ledger Queries | 2 |
| Expenses - Accrued | 2 |
| Expenses – Cash | 3 |
| Revenues..... | 4 |
| Combined Revenues & Expenses..... | 5 |
| Account Type | 6 |
| Miscellaneous General Ledger..... | 7 |
| General Ledger Reports | 10 |
| GL Journal Entry Detail (GLC7502) | 10 |
| Journal Entry Detail (FIN2001)..... | 16 |
| GL Journal Edit Errors (GLS7011) | 24 |
| GL Posted Journal Summary (GLS7009)..... | 31 |
| Cash Account Summary (VTGLS001) | 38 |
| Trial Balance Report (GLS7012) | 44 |

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 |
|----------------|--|

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 |

General Ledger Reports

GL Journal Entry Detail (GLC7502)

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 > Find an Existing Value

Click on the Find an Existing Value tab

Create/Update Journal Entries

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Business Unit

= ▼

Journal ID

begins with ▼

Journal Date

= ▼

31

Document Sequence Number

begins with ▼

Line Business Unit

= ▼

Journal Header Status

= ▼

Budget Checking Header Status

= ▼

Source

= ▼

Entered By

begins with ▼

Attachment Exist

= ▼

☐ Case Sensitive

Limit the number of results to (up to 300):

300

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

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)

Create/Update Journal Entries

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

▼ Search Criteria

| | | | |
|-------------------------------|---------------|------------|---|
| Business Unit | = ▼ | 01110 | |
| Journal ID | begins with ▼ | AP02439101 | |
| Journal Date | = ▼ | 01/18/2018 | |
| Document Sequence Number | begins with ▼ | | |
| Line Business Unit | = ▼ | | |
| Journal Header Status | = ▼ | | ▼ |
| Budget Checking Header Status | = ▼ | | ▼ |
| Source | = ▼ | | |
| Entered By | begins with ▼ | | |
| Attachment Exist | = ▼ | | ▼ |

☐ Case Sensitive

Limit the number of results to (up to 300):

Save Search Criteria

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 AP Accrual
244 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2018

*Source AP Period 7

Reference Number ADB Date 01/18/2018

*Journal Class

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 under *Process

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

Lines

| 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 | | | |

Totals

| 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

Header | Lines | Totals | Errors | Approval

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 Line

Report Manager Process Monitor

| ▼ Lines | | | | | | | | | | | Personalize Find <input type="button" value="Print"/> <input type="button" value="Grid"/> |
|--------------------------|------|-------|---------|-----------|---------|-------|------------|---------|-------|---------|---|
| 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 | | | | |

| ▼ Totals | | | | | | Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Grid"/> | First | 1 of 1 | Last |
|----------|-------------|--------------|---------------|----------------|---------------|--|-------|--------|------|
| Unit | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status | | | | |
| 01110 | 3 | 1,205.50 | 1,205.50 | P | V | | | | |

Header | Lines | Totals | Errors | Approval

Process Monitor page displays

Process List | Server List

View Process Request For

User ID Type Last 3 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

| Process List | | | | | | | | | Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Grid"/> | First | 1 of 1 | Last |
|--------------------------|----------|------|--------------|--------------|---------|--------------------------|------------|---------------------|--|-------|--------|------|
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | | | |
| <input type="checkbox"/> | 9472610 | | BI Publisher | GLX7502 | JBECKER | 01/09/2019 8:44:44AM EST | Success | Posted | Details | | | |

Process List | Server List

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

Close out Process Monitor Tab

Create/Update Journal Entries x Process Monitor x +

https://fintraining.erp.vermont.gov/psp/FMTRN_10/EMPLOYEE/ERP/c/PROCESSMONITOR.PROCESSMONITOR.GBL?Page=

Process List Server List

View Process Request For

User ID Type Last 3 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|---------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 9472610 | | BI Publisher | GLX7502 | JBECKER | 01/09/2019 8:44:44AM EST | Success | Posted | Details |

[Process List](#) | [Server List](#)

Click on Report Manager

Header Lines Totals Errors Approval

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

Template List Search Criteria

*Process Line 10

Report Manager Process Monitor

Lines Personalize | Find | View All | First 1 of 1 Last

| 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 | | | |

Totals Personalize | Find | View All | First 1 of 1 Last

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

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Report Manager page displays

Click on Administration tab

List Explorer **Administration** Archives

View Reports For

User ID Type Last Days

Status Folder Instance to

Report List Personalize | Find | View All | | 1 of 1

| Select | Report ID | Prcs Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|---------------|-----------------------|----------------------|-----------------|--------|-------------------------|
| <input type="checkbox"/> | 2618918 | 9472610 | GLX7502 - GLX7502.pdf | 01/09/2019 8:45:01AM | Acrobat (*.pdf) | Posted | Details |

☒ Select All ☐ Deselect All

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

Click on the link with the .PDF file format

Example of Report Output

ORACLE PeopleSoft Financials

Report Definition: GLX7502 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

Page 1 of 1

Journal Entry Detail (FIN2001)

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

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

| | |
|------------------------|-----------------|
| Find an Existing Value | Add a New Value |
|------------------------|-----------------|

 Search Criteria


Run Control ID begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search 

Save Search Criteria

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

Journal Entry Detail

Find an Existing Value
Add a New Value

Run Control ID

Add

Click the Add Button

The Journal Entry Detail Report page displays

Journal Entry Detail Report

Run Control ID
 Language

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

Report Request Parameters

Unit

Ledger Group

Source

Ledger

Journal ID

From Date

To Date

Journal Status

Date Code

☒ Show Description on Report
 ☐ Show Statistics Amount
 ☐ Display Full Numeric Field

Refresh

| ChartField Selection | | | |
|----------------------|-----------------|--------------------------|--------------------------|
| Sequence | ChartField Name | Include CF | Descr |
| | | <input type="checkbox"/> | <input type="checkbox"/> |

Save
Notify

Add
Update/Display

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
- **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
- **Select:** 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

Journal Entry Detail Report

Run Control ID RUN_JEDetail

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 | First 1-14 of 14 Last

| Sequence | ChartField Name | Include CF | Descr |
|----------|-----------------|-------------------------------------|-------------------------------------|
| 1 | Account | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Fund Code | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | Department | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Program Code | <input type="checkbox"/> | <input type="checkbox"/> |
| | Class Field | <input type="checkbox"/> | <input type="checkbox"/> |
| | Project | <input type="checkbox"/> | <input type="checkbox"/> |
| | Affiliate | <input type="checkbox"/> | <input type="checkbox"/> |
| | Analysis Type | <input type="checkbox"/> | <input type="checkbox"/> |
| | Book Code | <input type="checkbox"/> | <input type="checkbox"/> |
| | Budget Period | <input type="checkbox"/> | <input type="checkbox"/> |
| | Currency Code | <input type="checkbox"/> | <input type="checkbox"/> |
| | Adjustment Type | <input type="checkbox"/> | <input type="checkbox"/> |
| | Scenario | <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

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 |

OK Cancel

Process List

- **Select** – Journal Entry Detail Report (FIN2001)
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

The Journal Entry Detail Report displays

Click Process Monitor

Process List **Server List**

View Process Request For

User ID JBECKER Type SQR Report Last 3 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|---------|--------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 9472616 | | SQR Report | FIN2001 | JBECKER | 01/09/2019 9:51:33AM EST | Success | Posted | Details |

[Go back to Journal Entry Detail](#)

Process List | Server List

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

Click Details

Process Detail

Help

Process

Instance 9472616

Type SQR Report

Name FIN2001

Description Journal Entry Detail Report

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID RUN_JEDetail

Location Server

Server PSUNX

Recurrence

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Actions

Request Created On 01/09/2019 9:52:49AM EST

Run Anytime After 01/09/2019 9:51:33AM EST

Began Process At 01/09/2019 9:53:05AM EST

Ended Process At 01/09/2019 9:53:20AM EST

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

OK

Cancel

Click View Log/Trace

View Log/Trace

Help

Report

Report ID2618925

Process Instance9472616

[Message Log](#)

NameFIN2001

Process TypeSQR Report

Run StatusSuccess

Journal Entry Detail Report

Distribution Details

Distribution NodeFMPRD

Expiration Date01/16/2019

File List

| Name | File Size (bytes) | Datetime Created |
|---|-------------------|---------------------------------|
| SQR_FIN2001_9472616.log | 1,751 | 01/09/2019 9:53:20.415693AM EST |
| fin2001_9472616.PDF | 21,792 | 01/09/2019 9:53:20.415693AM EST |
| fin2001_9472616.out | 124 | 01/09/2019 9:53:20.415693AM EST |

Distribute To

| | |
|----------------------|------------------|
| Distribution ID Type | *Distribution ID |
| User | JBECKER |

Return

Click on the link with the .PDF file format

Example of Report Output

| | | | | | |
|---|---------------------------|-----------------------------|--------------------|---------------------|---------------|
| Report ID: FIN2001 | | PeopleSoft Financials | | Page No. 1 | |
| Bus. Unit: 01110--Finance & Management | | JOURNAL ENTRY DETAIL REPORT | | 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>Account</u> | | <u>Fund</u> | | | <u>Credit</u> |
| <u>Dept</u> | | | | | |
| Journal ID: PA02430984 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 (GLS7011)

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

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


| | |
|------------------------|-----------------|
| Find an Existing Value | Add a New Value |
|------------------------|-----------------|

▼ Search Criteria

Run Control ID begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300):

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

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

Journal Edit Errors Report

Find an Existing Value

Add a New Value

Run Control ID RUN_JE_EDIT

Add

Click the Add Button

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

Unit 01110

Ledger Group ACTUALS

Source ONL

Journal ID From Journal ID To

Journal Date From Journal Date To

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

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

Unit [Q](#)

Ledger Group [Q](#)

Source [Q](#)

Journal ID From [Q](#) Journal ID To [Q](#)

Journal Date From [B](#) Journal Date To [B](#)

Leave a field blank to select all its values.

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

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID JBECKER Run Control ID RUN_JE_EDIT

Server Name Run Date 01/09/2019

Recurrence Run Time 10:26:47AM

Time Zone

Process List

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

Process List

- **Select** – Journal Error Report (GLS7011)
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

The Journal Edit Errors Report page displays

Click Process Monitor

Process List **Server List**

View Process Request For

User ID JBECKER Type SQR Report Last 3 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 9472621 | | SQR Report | GLS7011 | JBECKER | 01/09/2019 10:26:47AM EST | Success | Posted | Details |

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

Click Details

Process Detail

Help

Process

Instance 9472621

Type SQR Report

Name GLS7011

Description Journal Error Report

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID RUN_JE_EDIT

Location Server

Server PSUNIX

Recurrence

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Actions

Request Created On 01/09/2019 10:27:42AM EST

Run Anytime After 01/09/2019 10:26:47AM EST

Began Process At 01/09/2019 10:27:56AM EST

Ended Process At 01/09/2019 10:28:11AM EST

Parameters

Transfer

Message Log

Batch Timings

View Log/Trace

OK

Cancel

Click View Log/Trace

View Log/Trace

Help

Report

Report ID2618933

Process Instance9472621

[Message Log](#)

NameGLS7011

Process TypeSQR Report

Run StatusSuccess

Journal Error Report

Distribution Details

Distribution NodeFMPRD

Expiration Date01/16/2019

File List

| Name | File Size (bytes) | Datetime Created |
|-------------------------|-------------------|----------------------------------|
| SQR_GLS7011_9472621.log | 1,749 | 01/09/2019 10:28:11.636857AM EST |
| gls7011_9472621.PDF | 3,050 | 01/09/2019 10:28:11.636857AM EST |
| gls7011_9472621.out | 24 | 01/09/2019 10:28:11.636857AM EST |

Distribute To

| | |
|----------------------|------------------|
| Distribution ID Type | *Distribution ID |
| User | JBECKER |

Return

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 ID: 01110

PeopleSoft GL

JOURNAL EDIT ERRORS

Page No. 1

Run Date 01/09/2019

Run Time 10:32:28

| <u>Pd</u> | <u>Journal ID</u> | <u>Jrnl Date</u> | <u>Src</u> | <u>Ref No.</u> | <u>Error Type</u> | <u>Line</u> | <u>Line Description</u> | <u>Field Name</u> | <u>Entry Event</u> | <u>Error message</u> |
|-----------|-------------------|------------------|------------|----------------|-------------------|-------------|-------------------------|-------------------|--------------------|---|
| 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 %2ACCT_AFFIL. (9600/31) |
| | | | | | | 12 | | ACCOUNT | | Combo error for fields Account/Affiliate in group %2ACCT_AFFIL. (9600/31) |
| | | | | | | 13 | | ACCOUNT | | Combo error for fields Account/Affiliate in group %2ACCT_AFFIL. (9600/31) |
| | | | | | | 14 | | ACCOUNT | | Combo error for fields Account/Affiliate in group %2ACCT_AFFIL. (9600/31) |
| | | | | | | 15 | | ACCOUNT | | Combo error for fields Account/Affiliate in group %2ACCT_AFFIL. (9600/31) |
| | | | | | | 16 | | ACCOUNT | | Combo error for fields Account/Affiliate in group %2ACCT_AFFIL. (9600/31) |
| | | | | | | 17 | | ACCOUNT | | Combo error for fields Account/Affiliate in group %2ACCT_AFFIL. (9600/31) |
| | | | | | | 18 | | ACCOUNT | | Combo error for fields Account/Affiliate in group %2ACCT_AFFIL. (9600/31) |
| | | | | | | 19 | | ACCOUNT | | Combo error for fields Account/Affiliate in group %2ACCT_AFFIL. (9600/31) |
| | | | | | | 20 | | ACCOUNT | | Combo error for fields Account/Affiliate in group %2ACCT_AFFIL. (9600/31) |
| | 0002558380 | 07/01/2018 | ALO | PYCASH | HEADER | | | JOURNAL_DATE | | The journal date is not in an open period for this ledger. (5860/47) |

GL Posted Journal Summary (GLS7009)

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

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


| | |
|--|---------------------------------|
| Find an Existing Value | Add a New Value |
|--|---------------------------------|

 **Search Criteria**

Run Control ID

☐ **Case Sensitive**

Limit the number of results to (up to 300):

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

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

Posted Journal Summary Report

Find an Existing Value

Add a New Value

Run Control ID RUN_POSTEDJE

Add

Click the Add Button

The Posted Journal Summary Report page displays

Posted Journal Summary Report

Run Control ID RUN_POSTEDJE Report Manager Process Monitor Run

Language English

Report Request Parameters

| | | | | | |
|--|---------|--|---------|---|------------|
| *Begin Process | 9453874 | *End Proces | 9453874 | 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 | |

Save Notify Add Update/Display

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 |

Process List

- **Select** – Journal Posting Summary Report (GLS7009)
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK

The Journal Posting Summary Report displays

Click Process Monitor

Process List **Server List**

View Process Request For

User ID JBECKER Type SQR Report Last 3 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 9472627 | | SQR Report | GLS7009 | JBECKER | 01/09/2019 11:29:37AM EST | Success | Posted | Details |

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

Click Details

Process Detail

Help

Process

Instance 9472627

Type SQR Report

Name GLS7009

Description Journal Posting Summary Report

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID RUN_POSTEDJE

Location Server

Server PSUNX

Recurrence

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Actions

Request Created On 01/09/2019 11:29:40AM EST

Run Anytime After 01/09/2019 11:29:37AM EST

Began Process At 01/09/2019 11:29:49AM EST

Ended Process At 01/09/2019 11:30:04AM EST

Parameters

Transfer

Message Log

Batch Timings

View Log/Trace

OK

Cancel

Click View Log/Trace

View Log/Trace

Help

Report

Report ID2618945Process Instance9472632Message Log

NameGLS7009Process TypeSQR Report

Run StatusSuccess

Journal Posting Summary Report

Distribution Details

Distribution NodeFMPRExpiration Date01/16/2019

File List

| Name | File Size (bytes) | Datetime Created |
|-------------------------|-------------------|----------------------------------|
| SQR_GLS7009_9472632.log | 1,751 | 01/09/2019 11:37:54.946340AM EST |
| gls7009_9472632.PDF | 3,102 | 01/09/2019 11:37:54.946340AM EST |
| gls7009_9472632.out | 27 | 01/09/2019 11:37:54.946340AM EST |

Distribute To

Distribution ID Type*Distribution ID

UserJBECKER

Return

Click on the link with the .PDF file format

Example of Report Output

PeopleSoft GL

| | | |
|--|---|---------------------|
| Report ID: GLS7009 | POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 9472146 | Page No. 1 |
| Bus. Unit: 01110--Finance & Management | | Run Date 01/09/2019 |
| Ledger Grp: ACTUALS -- Actuals Ledger | | Run Time 11:37:40 |
| Ledger: ACTUALS -- Actuals Ledger | | |
| Fiscal Year: 2019 From 01/01/2017 | | |

| <u>Period</u> | <u>Journal ID</u> | <u>Jrnl Date</u> | <u>Unpost</u> | <u>Src</u> | <u>Remark</u> | <u>Lines</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|-------------------|------------------|---------------|------------|------------------------------------|--------------|--------------|---------------|
| 6 | 0002558811 | 12/05/2018 | 0 | | ONL To correct a revenue account o | 2 | 110.00 | USD 110.00 |
| Period 6 Total | | | | | | 2 | 110.00 | USD 110.00 |

End of Report

Cash Account Summary (VTGLS001)

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

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

| | |
|------------------------|-----------------|
| Find an Existing Value | Add a New Value |
|------------------------|-----------------|

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

Search Advanced Search

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

VT Cash Account Summary

| | |
|------------------------|-----------------|
| Find an Existing Value | Add a New Value |
|------------------------|-----------------|

Run Control ID

Add

Click the Add Button

The Vtgls001 page displays

Vtgl001

Run Control ID RUN_CASHSUM

Report Manager

Process Monitor

Run

Report Request Parameters

Fund Code: (Optional)

*Account:

*Ledger: ACTUALS

From Date: Through Date:

Save

Notify

Add

Update/Display

Enter Fields on Vtgl001 Report page

- **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

VtGLS001

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

Report Request Parameters

Fund Code: 10000 (Optional)

*Account: 512000

*Ledger: ACTUALS

From Date: 01/01/2018 Through Date: 01/01/2019

Save Notify Add Update/Display

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID JBECKER Run Control ID RUN_CASHSUM

Server Name Run Date 01/09/2019

Recurrence Run Time 11:53:19AM Reset to Current Date/Time

Time Zone

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|----------------------|--------------|--------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Cash Account Summary | VTGLS001 | SQR Report | Web | PDF | Distribution |

OK Cancel

Process List

- **Select** – Cash Account Summary (VTGLS001)
- **Type** – Web is recommended
- **Format** – PDF is recommended

Click OK
The Vtgls001 page displays

Click Process Monitor

Process List | Server List

View Process Request For

User ID Type Last Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 9472633 | | SQR Report | VTGLS001 | JBECKER | 01/09/2019 11:53:19AM EST | Success | Posted | Details |

Go back to VT Cash Account Summary

Process List | Server List

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

Click Details

Process Detail

Help

Process

Instance 9472633 Type SQR Report

Name VTGLS001 Description Cash Account Summary

Run Status Success Distribution Status Posted

Run

Run Control ID RUN_CASHSUM

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 01/09/2019 11:53:49AM EST

Run Anytime After 01/09/2019 11:53:19AM EST

Began Process At 01/09/2019 11:54:11AM EST

Ended Process At 01/09/2019 11:54:26AM EST

Parameters Transfer

Message Log

Batch Timings

View Log/Trace

OK Cancel

Click View Log/Trace

The screenshot shows a 'View Log/Trace' window with a title bar containing a close button. The window is divided into several sections. At the top right is a 'Help' link. Below the title bar is a 'Report' section with a light blue header. It contains fields for 'Report ID' (2618946), 'Process Instance' (9472633), 'Name' (VTGLS001), 'Process Type' (SQR Report), and 'Run Status' (Success). A 'Message Log' link is visible next to the Process Instance. Below this is a 'Cash Account Summary' section. The next section is 'Distribution Details' with a light blue header, containing 'Distribution Node' (FMPRD) and 'Expiration Date' (01/16/2019). This is followed by a 'File List' section with a light blue header and a table. The table has three columns: 'Name', 'File Size (bytes)', and 'Datetime Created'. It lists three files: 'SQR_VTGLS001_9472633.log' (1,780 bytes), 'vtgls001_9472633.PDF' (19,739 bytes), and 'vtgls001_9472633.out' (296 bytes), all created on 01/09/2019 at 11:54:26.448891AM EST. Below the file list is a 'Distribute To' section with a light blue header and two rows: 'Distribution ID Type' with a '*Distribution ID' label, and 'User' with the value 'JBECKER'. At the bottom left is a 'Return' button.

| Report | |
|------------------|------------|
| Report ID | 2618946 |
| Process Instance | 9472633 |
| Name | VTGLS001 |
| Process Type | SQR Report |
| Run Status | Success |

Cash Account Summary

| Distribution Details | |
|----------------------|------------|
| Distribution Node | FMPRD |
| Expiration Date | 01/16/2019 |

| File List | | |
|--------------------------|-------------------|----------------------------------|
| Name | File Size (bytes) | Datetime Created |
| SQR_VTGLS001_9472633.log | 1,780 | 01/09/2019 11:54:26.448891AM EST |
| vtgls001_9472633.PDF | 19,739 | 01/09/2019 11:54:26.448891AM EST |
| vtgls001_9472633.out | 296 | 01/09/2019 11:54:26.448891AM EST |

| Distribute To | |
|----------------------|------------------|
| Distribution ID Type | *Distribution ID |
| User | JBECKER |

Return

Click on the link with the .PDF file format

Example of Report Output

| PeopleSoft GL | | | | | | | | | | |
|-----------------------------------|----------------------------|----------|-------|------------|---------------------|-------|----|-----------|----------|--------|
| CASH ACCOUNT SUMMARY | | | | | | | | | | |
| Report ID: Vtgl001.sqr | | | | | Page No. 1 | | | | | |
| From 01-JAN-2018 Thru 01-JAN-2019 | | | | | Run Date 01/09/2019 | | | | | |
| Ledger: ACTUALS | | | | | | | | | | |
| Account: 512000 | | | | | | | | | | |
| Fund: 10000 | | | | | | | | | | |
| Journal Dt | Journal ID | Seq Line | Fund | DentId | Proc | Class | BP | Project | Debit | Credit |
| 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 |
| 01/08/2018 | AP02434275 | 46 | 10000 | 2150040000 | 22450 | 02018 | | 132G78B1 | 205.00 | 0.00 |
| 01/09/2018 | AP02434944 | 21 | 10000 | 6120040300 | 51103 | | | HATC18 | 2,209.40 | 0.00 |
| 01/09/2018 | AP02435566 | 5 | 10000 | 7110010340 | 55945 | | | | 700.00 | 0.00 |
| 01/16/2018 | AP02437400 | 7 | 10000 | 6100010506 | | | | ANNEX | 2,000.00 | 0.00 |
| 01/18/2018 | 0002438256 | 6 | 10000 | 2150010000 | | | | SAD-18-02 | 0.00 | 475.68 |
| 01/18/2018 | 0002438256 | 7 | 10000 | 2150010000 | | | | SAD-18-03 | 0.00 | 765.06 |
| 01/18/2018 | AP02438595 | 65 | 10000 | 2150040000 | 22425 | 02018 | | 132G78B1 | 818.59 | 0.00 |
| 01/18/2018 | AP02438669 | 15 | 10000 | 6120040300 | 51103 | | | HATC18 | 300.00 | 0.00 |
| 01/22/2018 | AP02440922 | 30 | 10000 | 2140061000 | | | | | 2,428.00 | 0.00 |
| 01/23/2018 | AP02440426 | 9 | 10000 | 7110010250 | 55930 | | | | 292.50 | 0.00 |
| 01/24/2018 | AP02441035 | 3 | 10000 | 6100010506 | | | | ANNEX | 0.00 | 84.80 |
| 01/24/2018 | AP02441564 | 62 | 10000 | 3400001080 | 40450 | | | | 0.31 | 0.00 |
| 01/24/2018 | AP02446412 | 3 | 10000 | 3480004300 | | | | | 408.00 | 0.00 |
| 01/26/2018 | AP02442107 | 24 | 10000 | 2150040000 | 22450 | | | | 943.00 | 0.00 |
| 01/29/2018 | AP02446413 | 4 | 10000 | 3480004300 | | | | | 152.23 | 0.00 |
| 01/30/2018 | AP02443489 | 22 | 10000 | 2150040000 | 22450 | 02018 | | 132G78B1 | 56.68 | 0.00 |
| 01/31/2018 | 0002446004 | 12 | 10000 | 6140040230 | 53162 | 09999 | | CAP17 | 0.00 | 18.61 |
| 01/31/2018 | 0002446005 | 12 | 10000 | 6140040230 | 53162 | | | CAP17 | 18.61 | 0.00 |
| 01/31/2018 | AP02444262 | 67 | 10000 | 2150040000 | 22425 | 02018 | | 132G78B1 | 61.11 | 0.00 |
| 02/06/2018 | AP02447070 | 71 | 10000 | 2150040000 | 22450 | 02018 | | 132G78B1 | 598.00 | 0.00 |
| 02/09/2018 | AP02448790 | 4 | 10000 | 7110010220 | | | | | 588.06 | 0.00 |
| 02/09/2018 | AP02448790 | 5 | 10000 | 7110010340 | 55945 | | | | 588.06 | 0.00 |
| 02/12/2018 | AP02449427 | 7 | 10000 | 7110010250 | 55930 | | | | 404.00 | 0.00 |
| 02/12/2018 | AP02449427 | 8 | 10000 | 7110010340 | 55950 | | | | 250.00 | 0.00 |
| 02/13/2018 | AP02450078 | 20 | 10000 | 3460016200 | 43030 | | | | 28.53 | 0.00 |
| 02/13/2018 | AP02450139 | 13 | 10000 | 6140040210 | 53811 | | | | 34.20 | 0.00 |
| 02/13/2018 | AP02453931 | 22 | 10000 | 3460015300 | 43290 | | | | 19.55 | 0.00 |
| 02/13/2018 | AP02453931 | 23 | 10000 | 3460015800 | 43290 | | | | 199.30 | 0.00 |
| 02/13/2018 | AP02453931 | 24 | 10000 | 3460015900 | 43290 | | | | 4,299.66 | 0.00 |
| 02/14/2018 | AP02451360 | 18 | 10000 | 3410010000 | 41491 | | | | 239.05 | 0.00 |
| 02/15/2018 | AP02451327 | 39 | 10000 | 2150040000 | 22400 | | | | 645.70 | 0.00 |
| 02/16/2018 | AP02453220 | 63 | 10000 | 3400001080 | 40450 | | | | 0.79 | 0.00 |
| 02/21/2018 | AP02453196 | 56 | 10000 | 2150040000 | 22400 | | | | 5,891.00 | 0.00 |
| 02/27/2018 | AP02455931 | 87 | 10000 | 2150040000 | 22425 | 02018 | | 132G78B1 | 151.75 | 0.00 |
| 02/27/2018 | AP02455931 | 88 | 10000 | 2150040000 | 22450 | 02018 | | 132G78B1 | 269.00 | 0.00 |

Trial Balance Report (GLS7012)

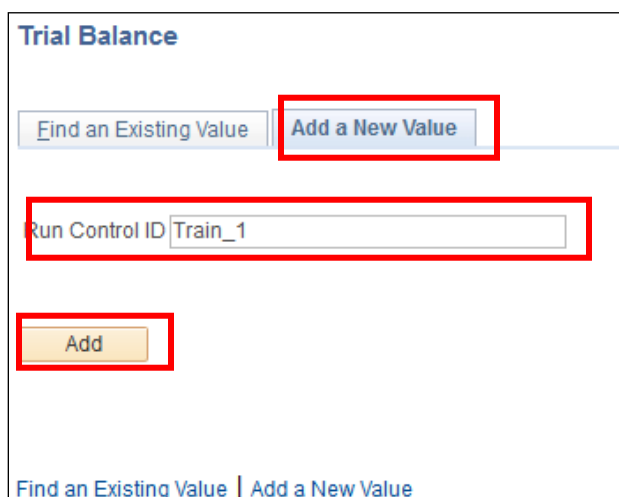
Possible situations when this function is used: This report is used to review expenditures posted to the General Ledger by Account, Fund or other chartfields for a cumulative period, by fiscal year.

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

Click [Add a New Value](#), the Trial Balance **Add a New Value** page loads:

The screenshot shows the 'Trial Balance' page with a header. Below the header are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red rectangle. Below these buttons is a text input field labeled 'Run Control ID' with the value 'Train_1' entered; this field is also highlighted with a red rectangle. Below the input field is an 'Add' button, which is highlighted with a red rectangle. At the bottom of the page, there is a link 'Find an Existing Value | Add a New Value'.

1. **Run Control ID** - Enter a unique run control ID
2. Click [Add](#)

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:

The screenshot shows the 'Trial Balance Report' interface. At the top, there's a 'Run Control ID' set to 'Train_1' and a 'Language' dropdown set to 'English'. A 'Run' button is visible. Below this is the 'Report Request Parameters' section, which includes fields for 'Unit' (01100), 'Fiscal Year' (2019), 'Currency Option' (Base), 'Ledge' (ACTUALS), 'Period' (6), and 'Include Adjustment Periods' (1). A 'Refresh' button is highlighted with a red box. At the bottom, there's a 'ChartField Selection' table with columns for 'Sequence', 'ChartField Name', 'Include CF', 'Descr', 'Subtotal', and 'To Value'. The table is currently empty. Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display' are at the bottom.

3. Language - Leave as default

4. Business Unit - Leave as default or enter the appropriate business unit

5. Ledger Group - Leave as default; ACTUALS or enter ACCRL/ADJ

6. Fiscal Year - Enter fiscal year that you want to report on – YYYY

7. Period - Enter the through period that you want to report on

8. 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

9. 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 [Refresh](#)

ChartField Selection Personalize | Find | [List](#) 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"/> | | |
| 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](#)

10. Click the **check box** under **Include CF** for each chartfield you want to see on the report
11. Click the **check box** under **Descr** for each chartfield you want to see a description for
12. Click the **check box** under **Subtotal** for each chartfield you want to see a subtotal for
13. 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

ChartField Selection Personalize | Find | First | 10 | 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"/> | | |

Save Return to Search Notify Add Update/Display

14. 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

15. Value and To Value fields - Enter values to limit your search or leave them blank to get all values

16. Click **Save**

17. 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
Time Zone

Reset to Current Date/Time

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

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

19. 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
Language English

Report Manager Process Monitor Run
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

| 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"/> | | |
| | Project | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | Statistics Code | <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"/> | | |
| | Department | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

Save Return to Search Notify Add Update/Display

20. Click **Report Manager**

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

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

View Reports For

User ID: Type: Days: **Refresh**

Status: Folder: Instance: to:

Report List [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-23 of 23 | [Last](#)

| Select | Report ID | Prs Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|--------------|-----------------------------|----------------------|-----------------|--------|-------------------------|
| <input type="checkbox"/> | 2618154 | 9471793 | Trial Balance Report | 12/05/2018 9:37:51AM | Acrobat (*.pdf) | Posted | Details |

21. 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

22. 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:

1 of 9

Automatic Zoom

Report ID: GLS7012
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 12/05/2018
Run Time 09:38:01

| Account | Fund | Program | Adjustment | Cus | Transaction Debit | Transaction Credit |
|---------|-------|---------|------------|-----|-------------------|--------------------|
| 100001 | 10000 | | | USD | 0.00 | 60,363,027.49 |
| | 20108 | | | USD | 0.00 | 286,868.56 |
| | 20406 | | | USD | 0.00 | 1,746,839.71 |
| | 21020 | | | USD | 2,976.63 | 0.00 |
| | 21335 | | | USD | 17,043,922.39 | 0.00 |
| | 21376 | | | USD | 0.00 | 760,000.00 |
| | 21500 | | | USD | 127,991.99 | 0.00 |
| | 21565 | | | USD | 977,506.00 | 0.00 |
| | 21908 | | | USD | 0.00 | 0.00 |
| | 21911 | | | USD | 0.00 | 500.30 |
| | 21992 | | | 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 | 9,892.79 |
| | 31400 | | | USD | 0.00 | 498,821.00 |
| | 56100 | | | USD | 29,290,287.45 | 0.00 |
| | 56200 | | | USD | 5,146,006.78 | 0.00 |
| | 56300 | | | USD | 449,717.30 | 0.00 |

23. Click **Print** icon to print the report