

# **GENERAL LEDGER LEDGER ACTIVITY REPORT**

The Spectrum+ System  
Georgia State University

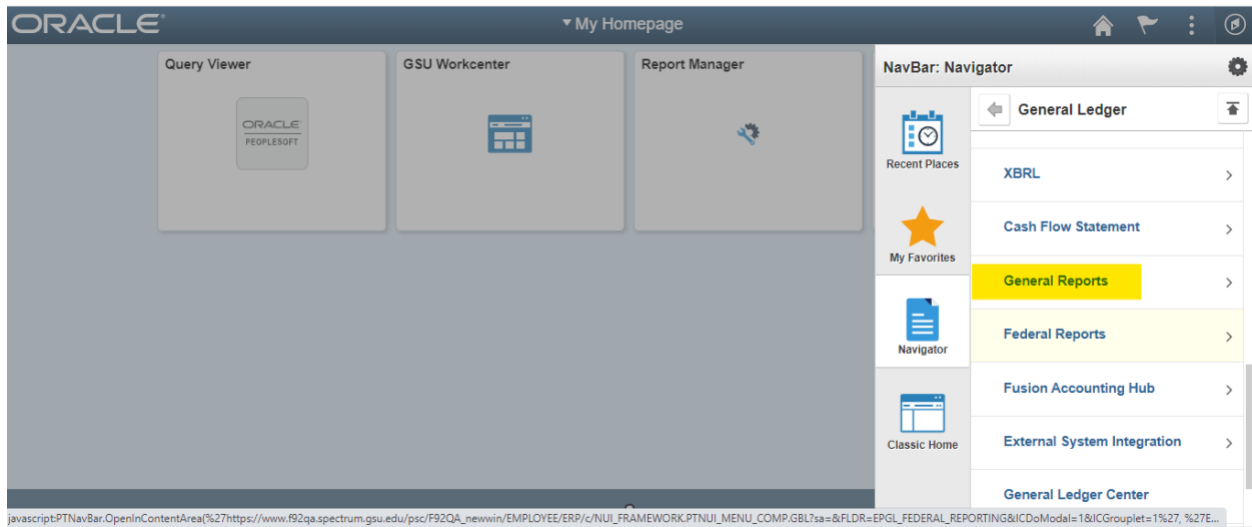
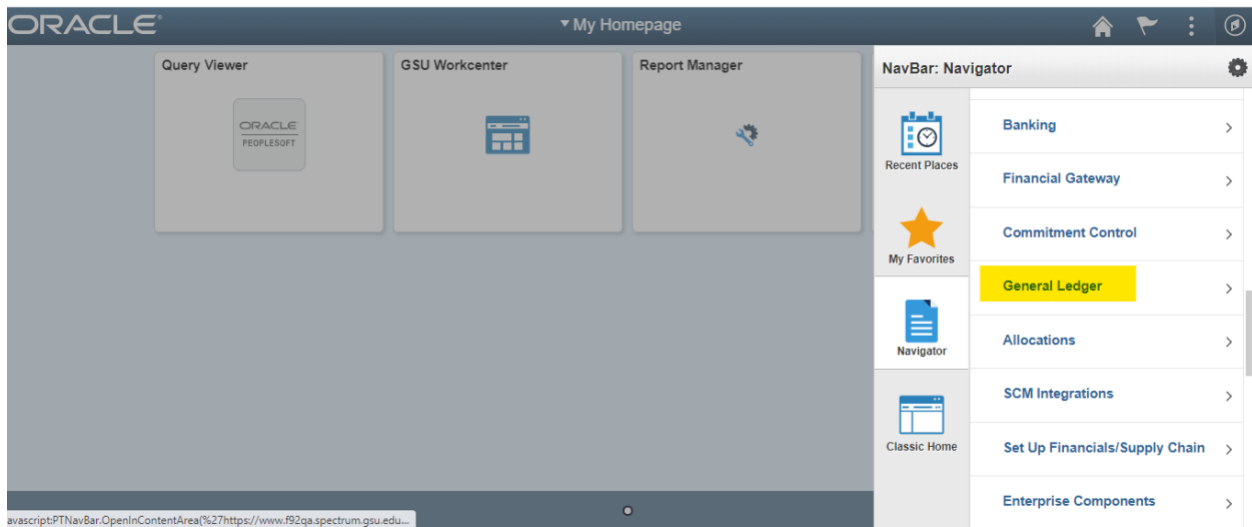
PeopleSoft Financials  
Version 9.2

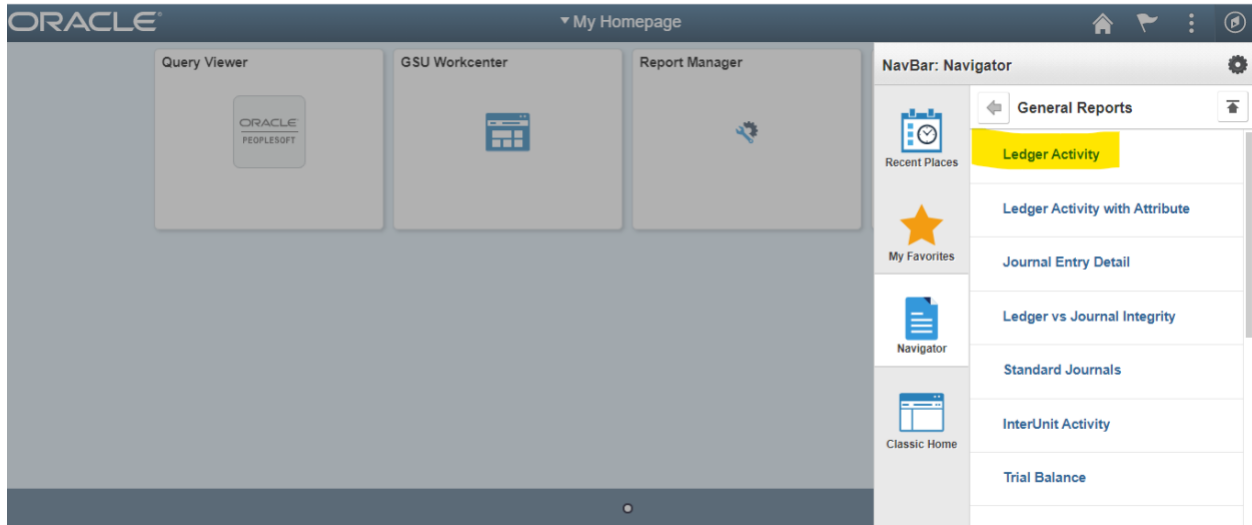


### Ledger Activity Report

The Ledger Activity Report provides summarized and detailed information based on the provided chartfield search criteria. The Ledger Activity Report will only provide details for transactions that have **posted** to the Ledger.

*Click* on General Ledger, General Reports, Ledger Activity. Note: The first time you use this process, you will need to set up a run control. Enter ACTIVITY or any other name and click Add.





[< My Homepage](#) **General Ledger Activity**

**General Ledger Activity**

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

Run Control ID

[Add](#)

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

Enter the information for the period in the Report Request Parameters section and select Show Journal Detail. You can save this information so that when you want to use the report again, the information is there. In addition, you can save several inquiries with different run control ID's.

Click Refresh and the Chartfield Selection Criteria section of the report request will be displayed.

ORACLE

Home | Worklist | MultiChannel C

Favorites | Main Menu | > General Ledger | > General Reports | > Ledger Activity

### Ledger Activity Report

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

Language English

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**Report Request Parameters**

Unit GSUFS  
Ledger ACTUALS  
Fiscal Year 2018      Currency USD  
From Period 1      To Period 12      Date Code All  
 Show Discrepancies Only       Show Journal Detail       Display Full Numeric Field

**Include Adjustment Periods**

Adjustment Period  
1

**ChartField Selection**

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save   Notify      Add   Update/Display

Enter specified Chartfield Value Data for the information that you want in the Report by checking the Include CF box. You can either select All Values by checking that box or if you want a specific value, you can enter it. This selection criteria also allows entry of a range of values. Once you have entered the desired criteria, click the save icon.

ORACLE

Favorites | Main Menu | > General Ledger | > General Reports | > Ledger Activity

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Language English

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**Report Request Parameters**

Unit GSUFS  
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**Include Adjustment Periods**

Adjustment Period  
1

**ChartField Selection**

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	714100	714990
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10000	10000
3	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	110010000	110010000
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

In order to RUN the report, click the Run icon.

Report Request Parameters

Unit:  Ledger:  Fiscal Year:  Currency:  From Period:  To Period:  Date Code:

Show Discrepancies Only  Show Journal Detail  Display Full Numeric Field

Refresh

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
<input type="text" value="1"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="714100"/>	<input type="text" value="714990"/>
<input type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="10000"/>	<input type="text" value="10000"/>
<input type="text" value="3"/>	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="110010000"/>	<input type="text" value="110010000"/>
<input type="text" value="4"/>	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="5"/>	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="6"/>	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="7"/>	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="8"/>	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="9"/>	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="10"/>	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>

Select OK

Process Scheduler Request

User ID MBELL Run Control ID ACTIVITY

Server Name [ ] Run Date 02/01/2018  
Recurrence [ ] Run Time 10:45:55AM  
Time Zone [ ]

Reset to Current Date/Time

**Process List**

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

OK Cancel

Select Process Monitor hyperlink.

ORACLE

Favorites Main Menu > General Ledger > General Reports > Ledger Activity

Run Control ID ACTIVITY Report Manager Process Monitor Run  
Language English Process Instance:1039750

**Report Request Parameters**

Unit GSUFS  
Ledger ACTUALS  
Fiscal Year 2018 Currency USD  
From Period 1 To Period 12 Date Code All  
 Show Discrepancies Only  Show Journal Detail  Display Full Numeric Field

Include Adjustment Periods

Adjustment Period		
1	[ ]	[ ]

Refresh

Once the report (GLS7002) has completed processing, you will need to click Refresh until the Run Status is Success and Distribution Status is Posted. Click the Details hyperlink and the Process Details page opens.

**ORACLE**

Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > Ledger Activity > 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

**Process List** Personalize | Find | View All | First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1039750		SQR Report	GLS7002	MBELL	02/01/2018 10:45:55AM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1038470		Application Engine	PSQUERY	MBELL	01/31/2018 3:24:50PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1037852		Application Engine	PSQUERY	MBELL	01/31/2018 12:17:02PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1037800		Application Engine	PSQUERY	MBELL	01/31/2018 12:05:45PM EST	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1035871		Application Engine	PSQUERY	MBELL	01/30/2018 3:07:39PM EST	Success	Posted	<a href="#">Details</a>

Go back to General Ledger Activity

Process List | Server List

**Process Detail** Help

**Process**

Instance 1039750 Type SQR Report  
 Name GLS7002 Description General Ledger Activity Report  
 Run Status Success Distribution Status Posted

**Run**

Run Control ID ACTIVITY  
 Location Server  
 Server PSUNX2  
 Recurrence

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

**Date/Time** **Actions**

Request Created On 02/01/2018 10:48:06AM EST Parameters Transfer  
 Run Anytime After 02/01/2018 10:45:55AM EST Message Log  
 Began Process At 02/01/2018 10:48:24AM EST Batch Timings  
 Ended Process At 02/01/2018 10:48:42AM EST [View Log/Trace](#)

Click the GLS7002 – xxxx.PDF hyperlink and the Ledger Activity Report will open in a new window.

**View Log/Trace** x

[Help](#)

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**Report**

Report ID 2889629      Process Instance 1039750      [Message Log](#)

Name GLS7002      Process Type SQR Report

Run Status Success

General Ledger Activity Report

**Distribution Details**

Distribution Node FPROD      Expiration Date 02/08/2018

**File List**

Name	File Size (bytes)	Datetime Created
SQR_GLS7002_1039750.log	1,705	02/01/2018 10:48:42.398573AM EST
gls7002_1039750.PDF	19,676	02/01/2018 10:48:42.398573AM EST
gls7002_1039750.out	109	02/01/2018 10:48:42.398573AM EST

**Distribute To**

Distribution ID Type	*Distribution ID
User	MBELL

[Return](#)

PeopleSoft GL GENERAL LEDGER ACTIVITY						
Report ID: GLS7002					Page No. 1	
Bus. Unit: GSUFS--Georgia State University					Run Date 02/01/2018	
Ledger: ACTUALS -- Actuals Ledger					Run Time 10:48:24	
For Fiscal Year 2018 Period 1 to 12						
Account: 714100 to 714990 Fund: 10000 to 10000 Dept: 110010000 to 110010000 Currency Code: USD Date Code 0						
Cur	Journal Date	Journal ID	Seq	Line	Account	Balance
USD					Beginning Balance: 714100	0.00
	07/10/2017	AF00635430	1582		714100	35.28
	07/10/2017	AF00635430	1876		714100	4.12
	07/10/2017	AF00635430	1877		714100	5.17
	07/10/2017	AF00635430	1878		714100	11.86
	07/10/2017	AF00635430	1879		714100	12.07
	07/10/2017	AF00635430	1880		714100	1.68
	07/10/2017	AF00635430	1881		714100	251.80
	07/10/2017	AF00635430	1882		714100	47.56
	07/10/2017	AF00635430	1883		714100	143.67
	07/10/2017	AF00635430	1884		714100	3.33
	07/10/2017	AF00635430	1885		714100	2.94
	07/10/2017	AF00635430	2012		714100	10.02
	07/10/2017	AF00635430	2013		714100	8.67
	07/10/2017	AF00635430	2014		714100	8.67
	07/10/2017	AF00635430	2015		714100	17.44
	07/10/2017	AF00635430	2016		714100	126.10
	07/10/2017	AF00635430	2017		714100	26.75
	07/10/2017	AF00635430	2018		714100	25.96
	07/10/2017	AF00635430	2202		714100	226.85
	07/10/2017	AF00635430	2203		714100	688.14
	07/10/2017	AF00635430	2242		714100	19.00
	07/10/2017	AF00635430	2245		714100	99.00
	07/11/2017	AF00635577	1073		714100	95.00
	07/12/2017	AF00635672	1208		714100	9.70
	07/12/2017	AF00635672	1209		714100	23.04
	07/12/2017	AF00635672	1210		714100	114.12