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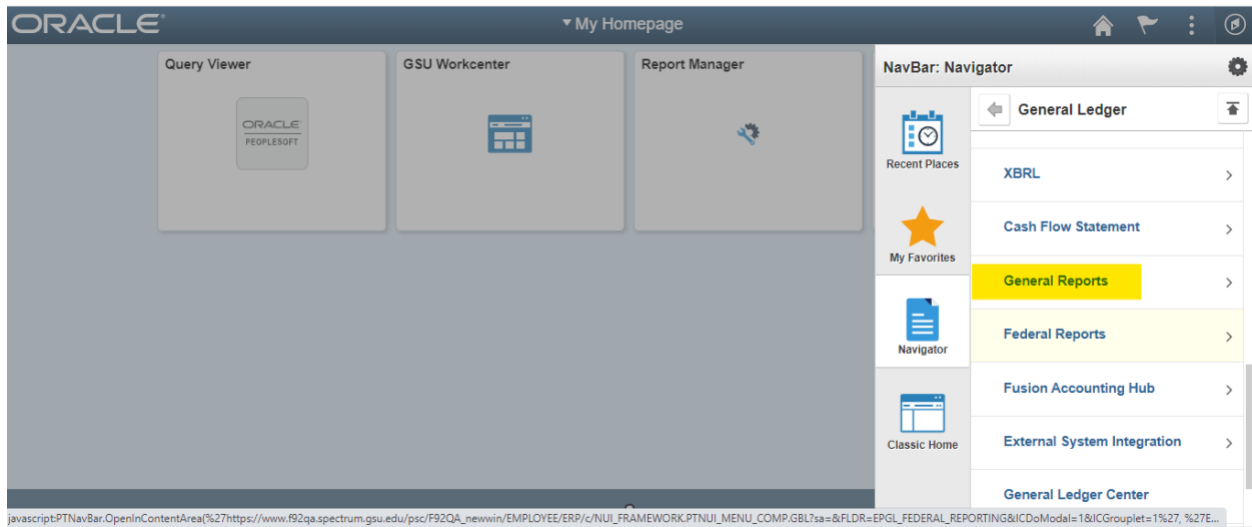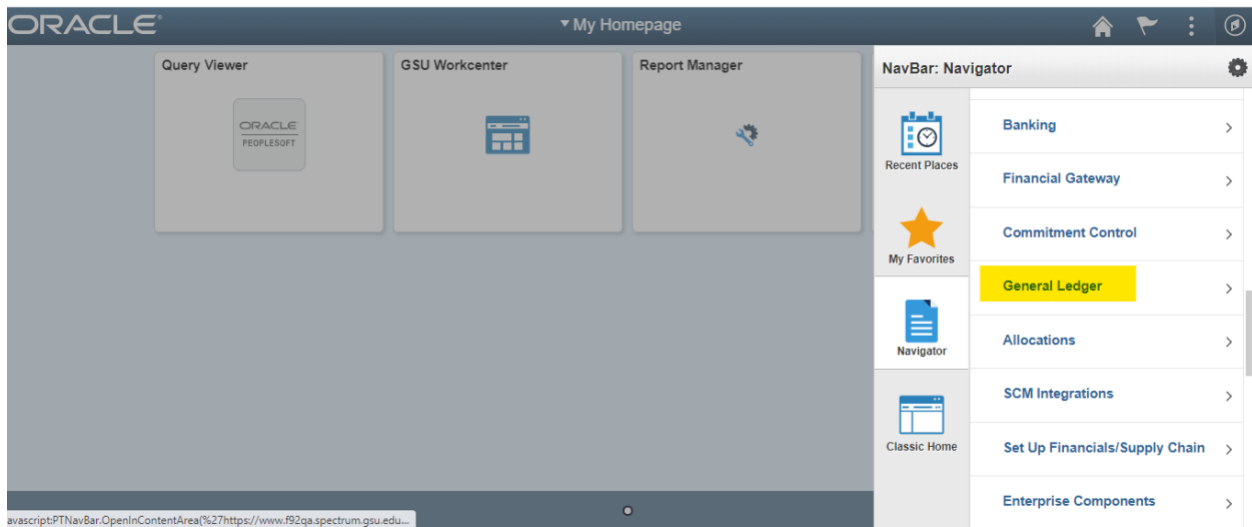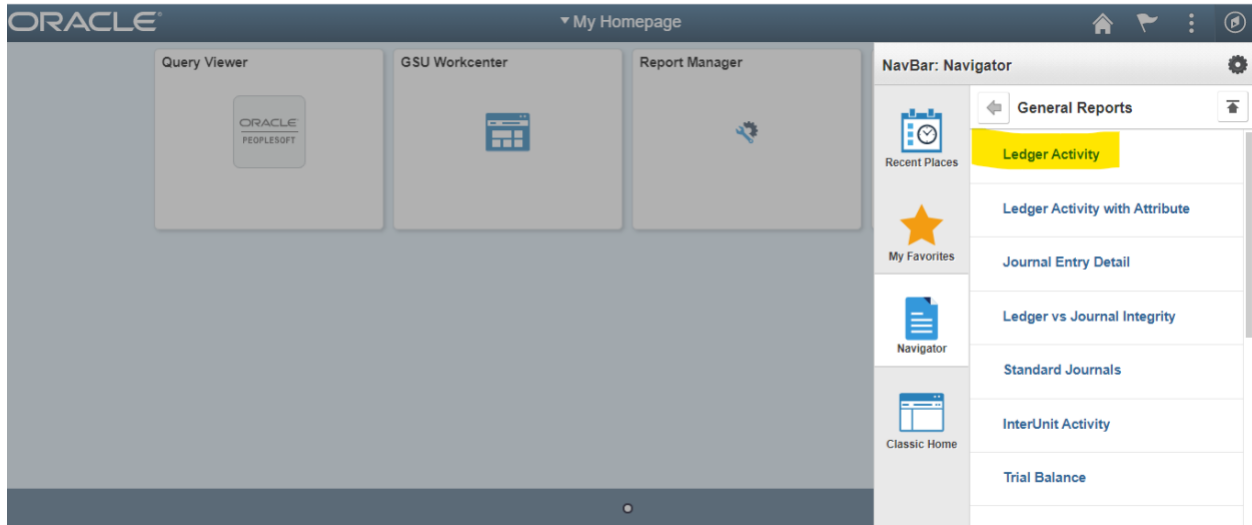
Enter the information for the period in the Report Request Parameters section and select Show Journal Detail. You can save this information so that when you want to use the report again, the information is there. In addition, you can save several inquiries with different run control ID's.

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

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.

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

Select OK

Select Process Monitor hyperlink.

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 MBELL Type [▾] [Last ▾] [2] [Days ▾] Refresh

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
☐	1039750		SQR Report	GLS7002	MBELL	02/01/2018 10:45:55AM EST	Success	Posted	Details
☐	1038470		Application Engine	PSQUERY	MBELL	01/31/2018 3:24:50PM EST	Success	Posted	Details
☐	1037852		Application Engine	PSQUERY	MBELL	01/31/2018 12:17:02PM EST	Success	Posted	Details
☐	1037800		Application Engine	PSQUERY	MBELL	01/31/2018 12:05:45PM EST	No Success	Posted	Details
☐	1035871		Application Engine	PSQUERY	MBELL	01/30/2018 3:07:39PM EST	Success	Posted	Details

Go back to General Ledger Activity

💾 Save ✉ Notify

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 **Update Process**

Run Control ID ACTIVITY ○ Hold Request
Location Server ○ Queue Request
Server PSUNX2 ○ Cancel Request
Recurrence ◉ 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

OK Cancel

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

View Log/Trace

Help

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
Report ID:  GLS7002                         GENERAL LEDGER ACTIVITY                                          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 Seg Line Account                                       Debit            Credit              Balance



USD  Beginning Balance:          714100                                                                                  0.00

        07/10/2017   AP00635430    1582 714100                                   35.28              0.00
        07/10/2017   AP00635430    1876 714100                                    4.12              0.00
        07/10/2017   AP00635430    1877 714100                                    5.17              0.00
        07/10/2017   AP00635430    1878 714100                                   11.86              0.00
        07/10/2017   AP00635430    1879 714100                                   12.07              0.00
        07/10/2017   AP00635430    1880 714100                                    1.68              0.00
        07/10/2017   AP00635430    1881 714100                                  251.80              0.00
        07/10/2017   AP00635430    1882 714100                                   47.56              0.00
        07/10/2017   AP00635430    1883 714100                                  143.67              0.00
        07/10/2017   AP00635430    1884 714100                                    3.33              0.00
        07/10/2017   AP00635430    1885 714100                                    2.94              0.00
        07/10/2017   AP00635430    2012 714100                                   10.02              0.00
        07/10/2017   AP00635430    2013 714100                                    8.67              0.00
        07/10/2017   AP00635430    2014 714100                                    8.67              0.00
        07/10/2017   AP00635430    2015 714100                                   17.44              0.00
        07/10/2017   AP00635430    2016 714100                                  126.10              0.00
        07/10/2017   AP00635430    2017 714100                                   26.75              0.00
        07/10/2017   AP00635430    2018 714100                                   25.96              0.00
        07/10/2017   AP00635430    2202 714100                                  226.85              0.00
        07/10/2017   AP00635430    2203 714100                                  688.14              0.00
        07/10/2017   AP00635430    2242 714100                                   19.00              0.00
        07/10/2017   AP00635430    2245 714100                                   99.00              0.00
        07/11/2017   AP00635577    1073 714100                                   95.00              0.00
        07/12/2017   AP00635672    1208 714100                                    9.70              0.00
        07/12/2017   AP00635672    1209 714100                                   23.04              0.00
        07/12/2017   AP00635672    1210 714100                                  114.12              0.00
```