

GENERAL LEDGER LEDGER ACTIVITY REPORT

The Spectrum+ System
Georgia State University

PeopleSoft Financials
Version 9.2

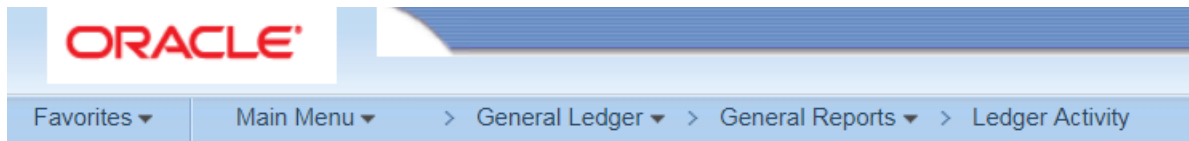


Ledger Activity Report

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.



General Ledger Activity

Run Control ID

[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.

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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

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 Chartfields 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.

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

Ledger Activity Report

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

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 From Period: 1 To Period: 12 Date Code: All
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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.

ORACLE

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

Ledger Activity Report

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

Language: English ▾

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

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

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"/>		

Select OK

Process Scheduler Request

User ID MBELL Run Control ID ACTIVITY

Server Name [dropdown] Run Date 02/01/2018 [calendar icon]

Recurrence [dropdown] Run Time 10:45:55AM [button: Reset to Current Date/Time]

Time Zone [dropdown]

Process List

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

OK Cancel

Select Process Monitor hyperlink.

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

Ledger Activity Report

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

Language English Process Instance:1039750

Report Request Parameters

Unit GSUFS [dropdown]

Ledger ACTUALS [dropdown]

Fiscal Year 2018 Currency USD [dropdown]

From Period 1 To Period 12 Date Code All [dropdown]

Show Discrepancies Only Show Journal Detail Display Full Numeric Field

Refresh

ChartField Selection [dropdown] Personalize [dropdown] Find [icon] [icon] First 1 of 10 Last

Click Refresh until the Run Status is Success and Distribution Status is Posted. Click the Details hyperlink and the Process Details page opens.

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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

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	Details
<input type="checkbox"/>	1038470		Application Engine	PSQUERY	MBELL	01/31/2018 3:24:50PM EST	Success	Posted	Details
<input type="checkbox"/>	1037852		Application Engine	PSQUERY	MBELL	01/31/2018 12:17:02PM EST	Success	Posted	Details
<input type="checkbox"/>	1037800		Application Engine	PSQUERY	MBELL	01/31/2018 12:05:45PM EST	No Success	Posted	Details
<input type="checkbox"/>	1035871		Application Engine	PSQUERY	MBELL	01/30/2018 3:07:39PM EST	Success	Posted	Details

Go back to General Ledger Activity

Process List | Server List

Process Detail [Close]

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
✕

[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

Cur	Journal Date	Journal ID	Seq	Line	Account	Debit	Credit	Balance	
USD	Beginning Balance:					714100			0.00
	07/10/2017	AF00635430	1582		714100	35.28	0.00		
	07/10/2017	AF00635430	1876		714100	4.12	0.00		
	07/10/2017	AF00635430	1877		714100	5.17	0.00		
	07/10/2017	AF00635430	1878		714100	11.86	0.00		
	07/10/2017	AF00635430	1879		714100	12.07	0.00		
	07/10/2017	AF00635430	1880		714100	1.68	0.00		
	07/10/2017	AF00635430	1881		714100	251.80	0.00		
	07/10/2017	AF00635430	1882		714100	47.56	0.00		
	07/10/2017	AF00635430	1883		714100	143.67	0.00		
	07/10/2017	AF00635430	1884		714100	3.33	0.00		
	07/10/2017	AF00635430	1885		714100	2.94	0.00		
	07/10/2017	AF00635430	2012		714100	10.02	0.00		
	07/10/2017	AF00635430	2013		714100	8.67	0.00		
	07/10/2017	AF00635430	2014		714100	8.67	0.00		
	07/10/2017	AF00635430	2015		714100	17.44	0.00		
	07/10/2017	AF00635430	2016		714100	126.10	0.00		
	07/10/2017	AF00635430	2017		714100	26.75	0.00		
	07/10/2017	AF00635430	2018		714100	25.96	0.00		
	07/10/2017	AF00635430	2202		714100	226.85	0.00		
	07/10/2017	AF00635430	2203		714100	688.14	0.00		
	07/10/2017	AF00635430	2242		714100	19.00	0.00		
	07/10/2017	AF00635430	2245		714100	99.00	0.00		
	07/11/2017	AF00635577	1073		714100	95.00	0.00		
	07/12/2017	AF00635672	1208		714100	9.70	0.00		
	07/12/2017	AF00635672	1209		714100	23.04	0.00		
	07/12/2017	AF00635672	1210		714100	114.12	0.00		