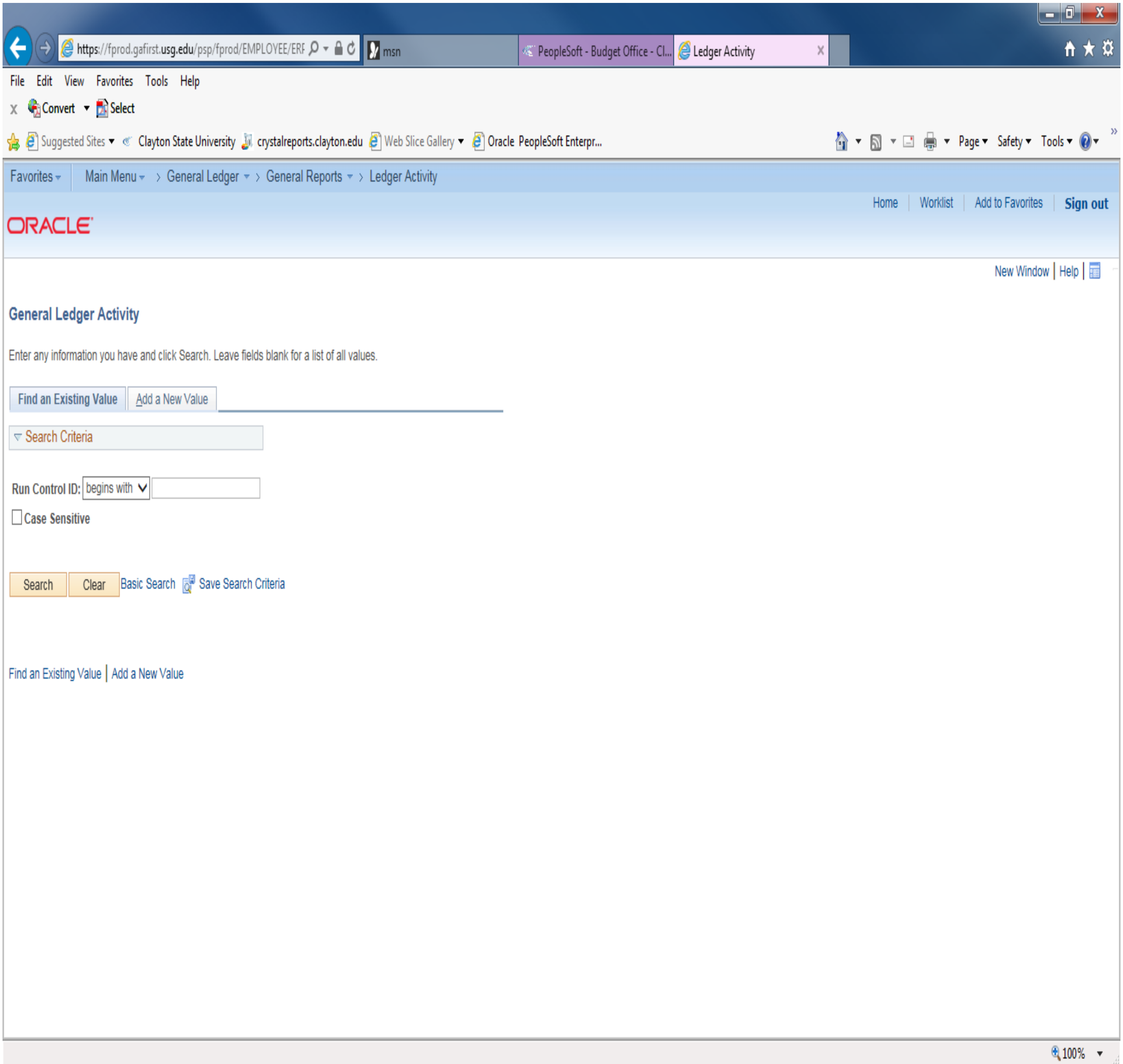
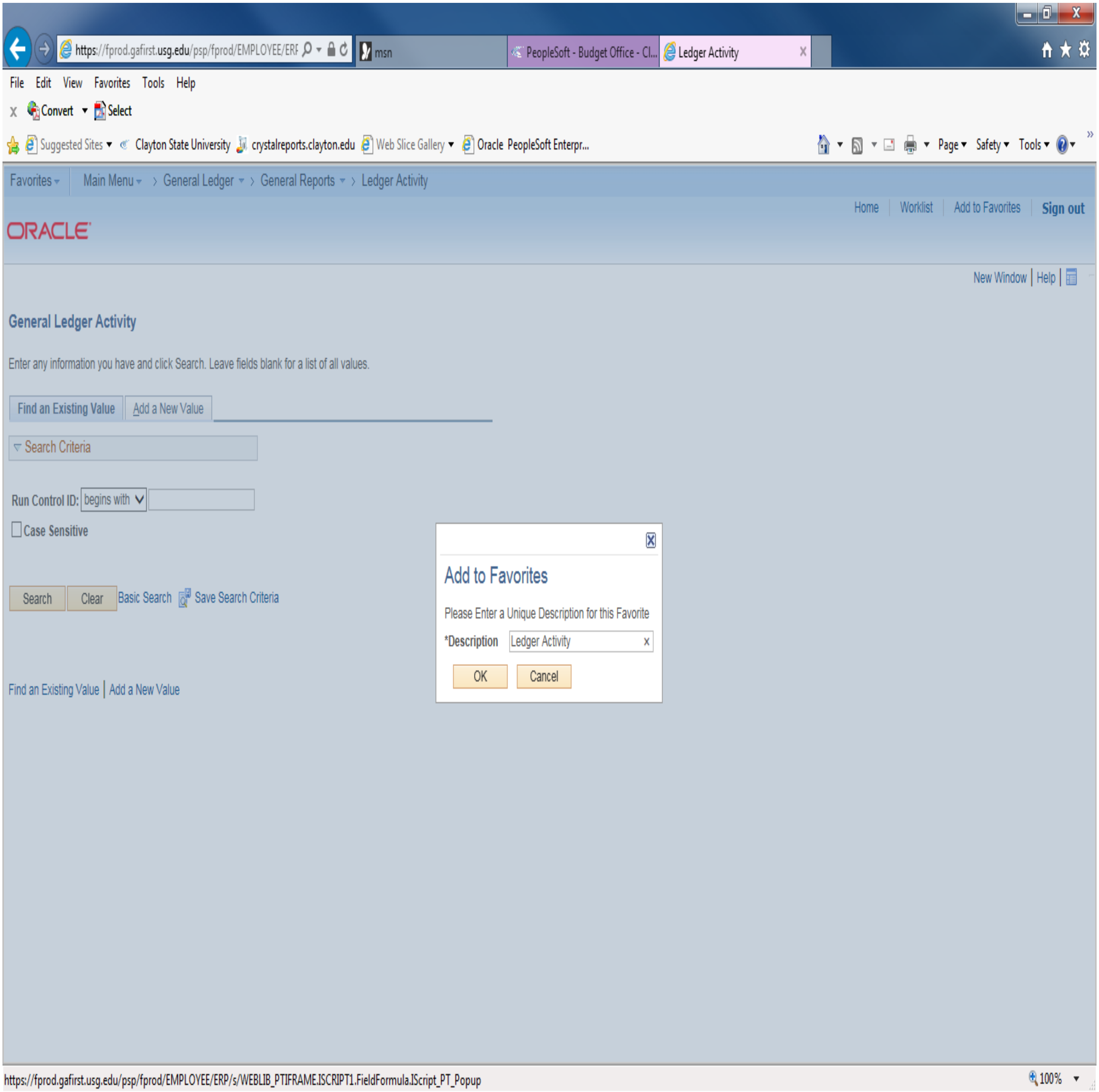
LEDGER ACTIVITY REPORT

If you want to monitor the activity in an Agency Account, this is the best report for that purpose. ***Balances that are in < >, indicates a credit balance and your account is in good standing. If your balance does not have these symbols and is a positive number; this indicates a debit balance and your account is over spent.***

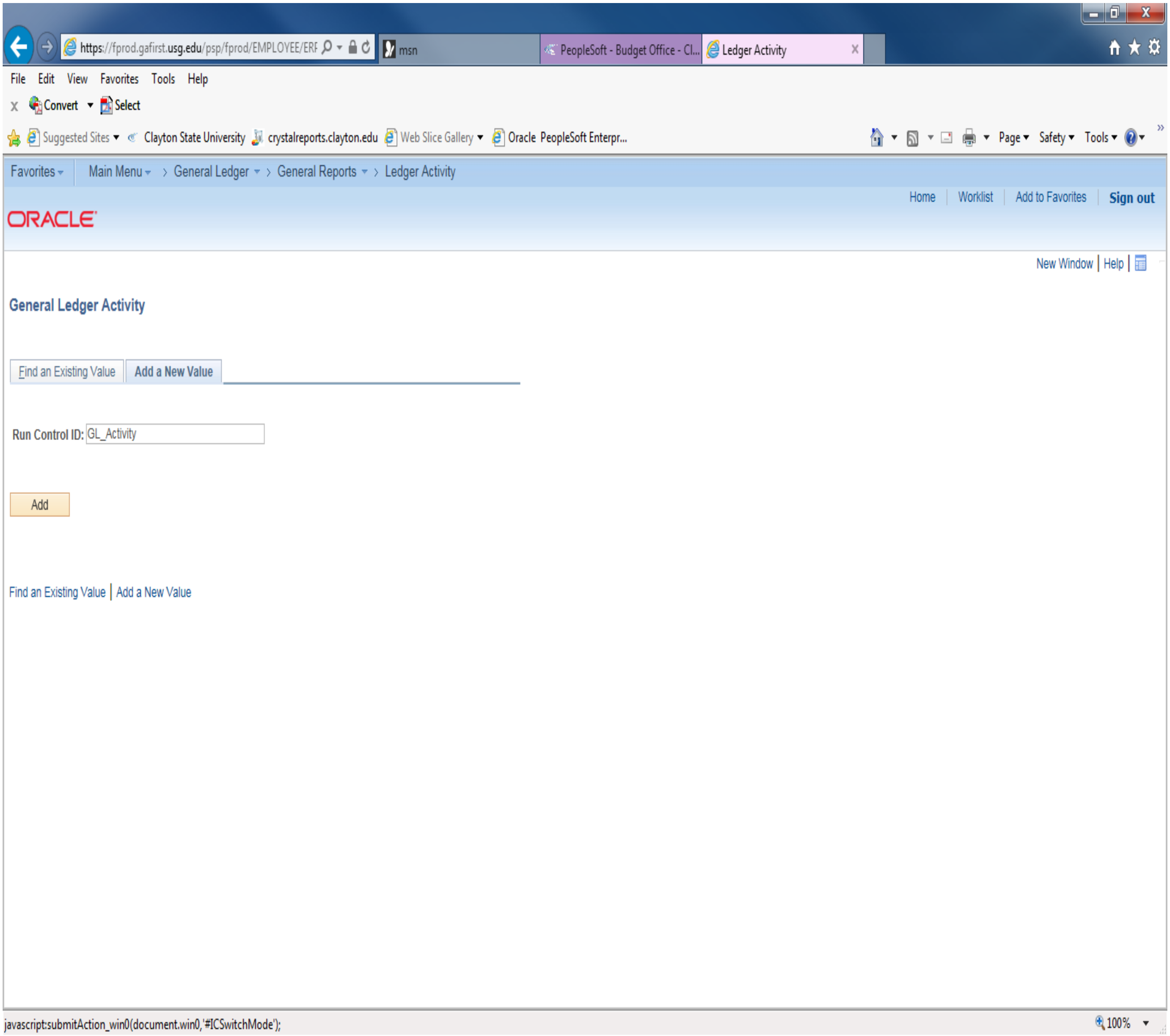
GENERAL LEDGER>GENERAL REPORTS>LEDGER ACTIVITY

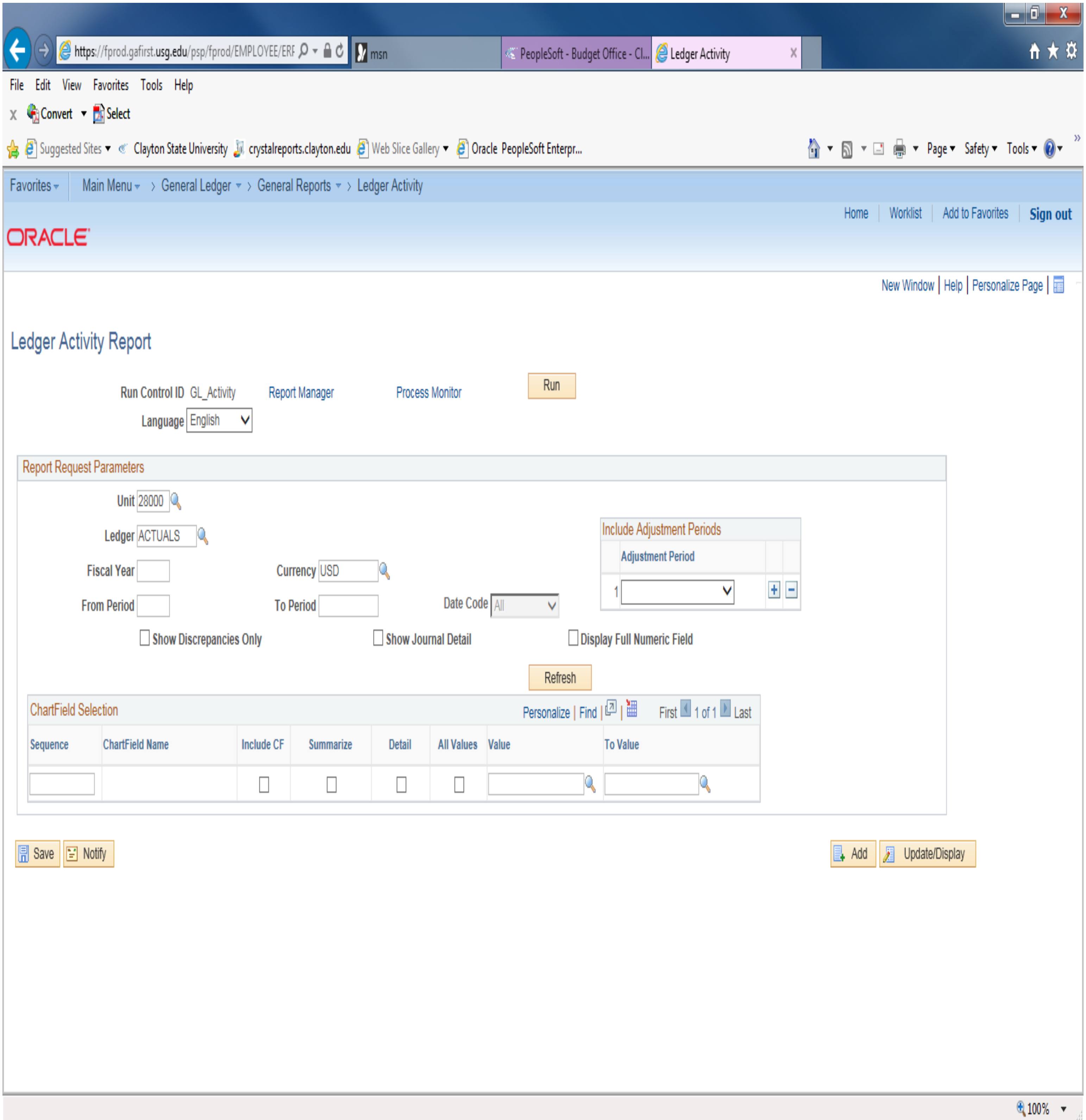


At this time you can save this process as a favorite for future reference. You just need to click on the <u>Add to Favorites</u> link at the top and enter a description before clicking OK.

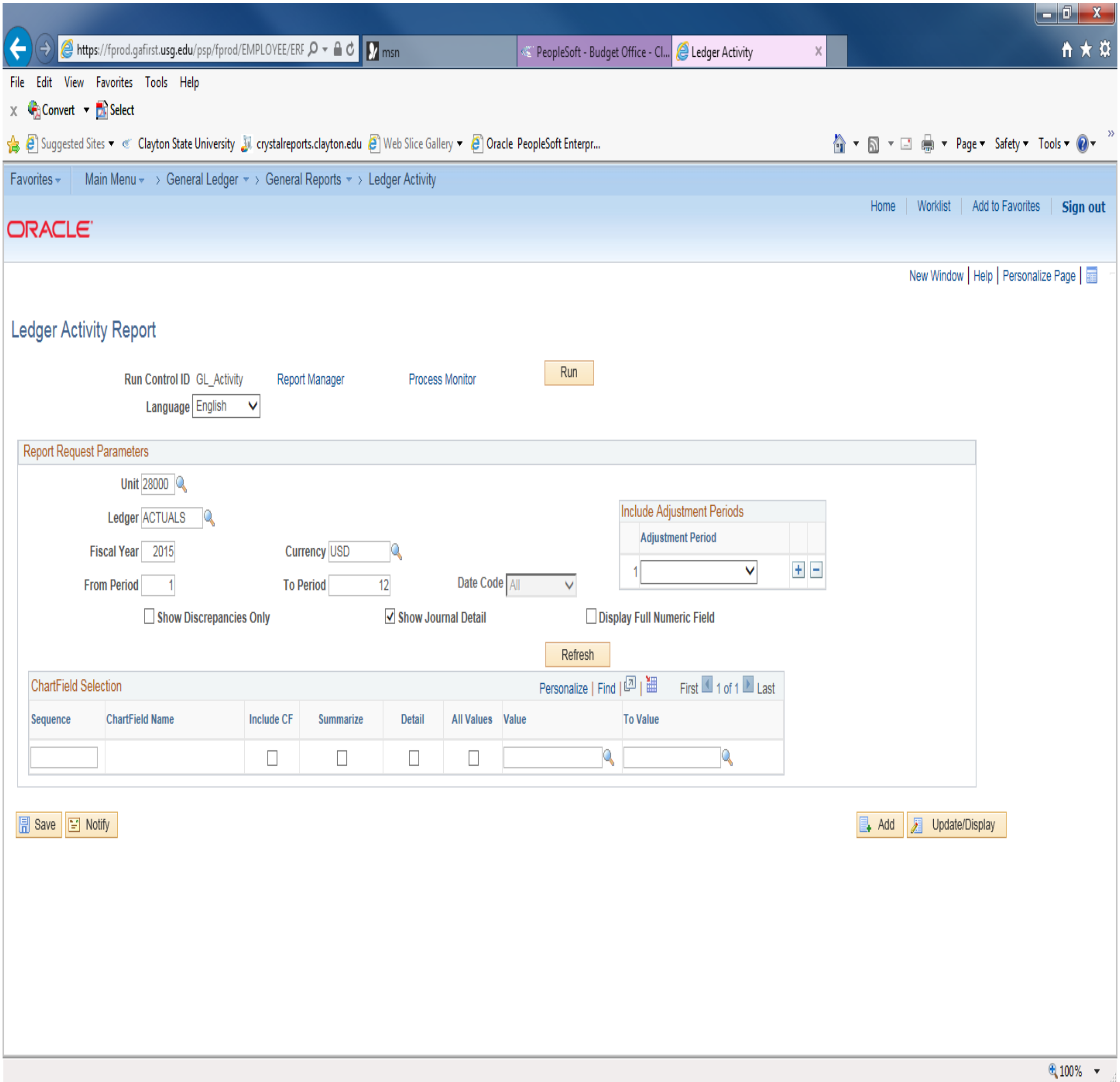


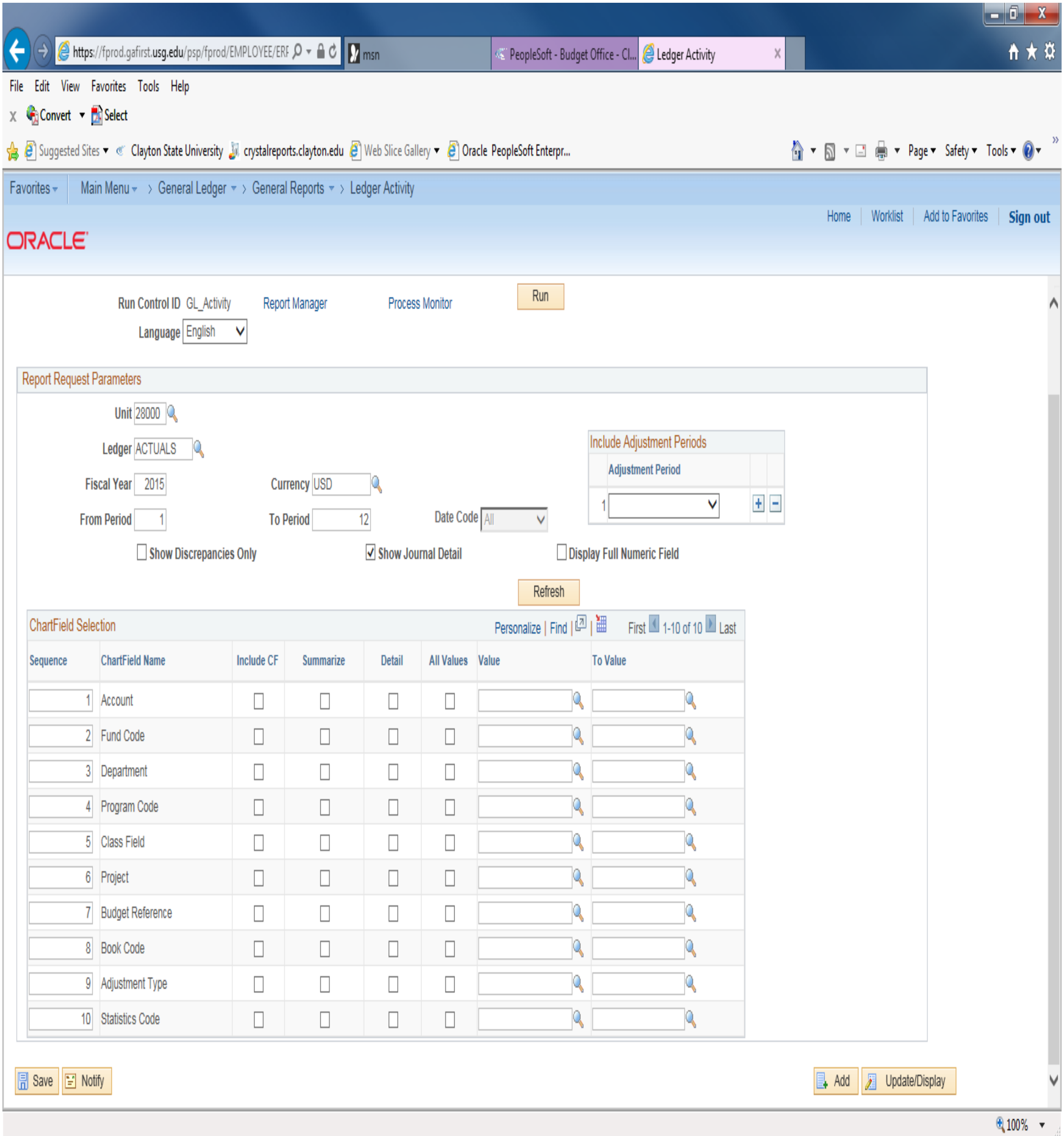
You would then need to click on the tab for Add a New Value. It would then ask you to give the Run Control ID a name such as GL_ACTIVITY then click the Add button.




https://fprod.gafirst.usg.edu/psp/fprod/EMPLOYEE/ERF
msn
PeopleSoft - Budget Office - Cl...
Ledger Activity
File Edit View Favorites Tools Help
Convert Select
Suggested Sites Clayton State University crystalreports.clayton.edu Web Slice Gallery Oracle PeopleSoft Enterpr...
Page Safety Tools
Favorites Main Menu > General Ledger > General Reports > Ledger Activity
Home Worklist Add to Favorites Sign out
ORACLE
New Window | Help | Personalize Page
Ledger Activity Report
Run Control ID GL_Activity
Report Manager
Process Monitor
Run
Language English
Report Request Parameters
Unit 28000
Ledger ACTUALS
Fiscal Year
Currency USD
From Period
To Period
Date Code All
Include Adjustment Periods
Adjustment Period
1
Show Discrepancies Only
Show Journal Detail
Display Full Numeric Field
Refresh
ChartField Selection
Personalize | Find |
First 1 of 1 Last
Sequence
ChartField Name
Include CF
Summarize
Detail
All Values
Value
To Value
Save
Notify
Add
Update/Display
100%

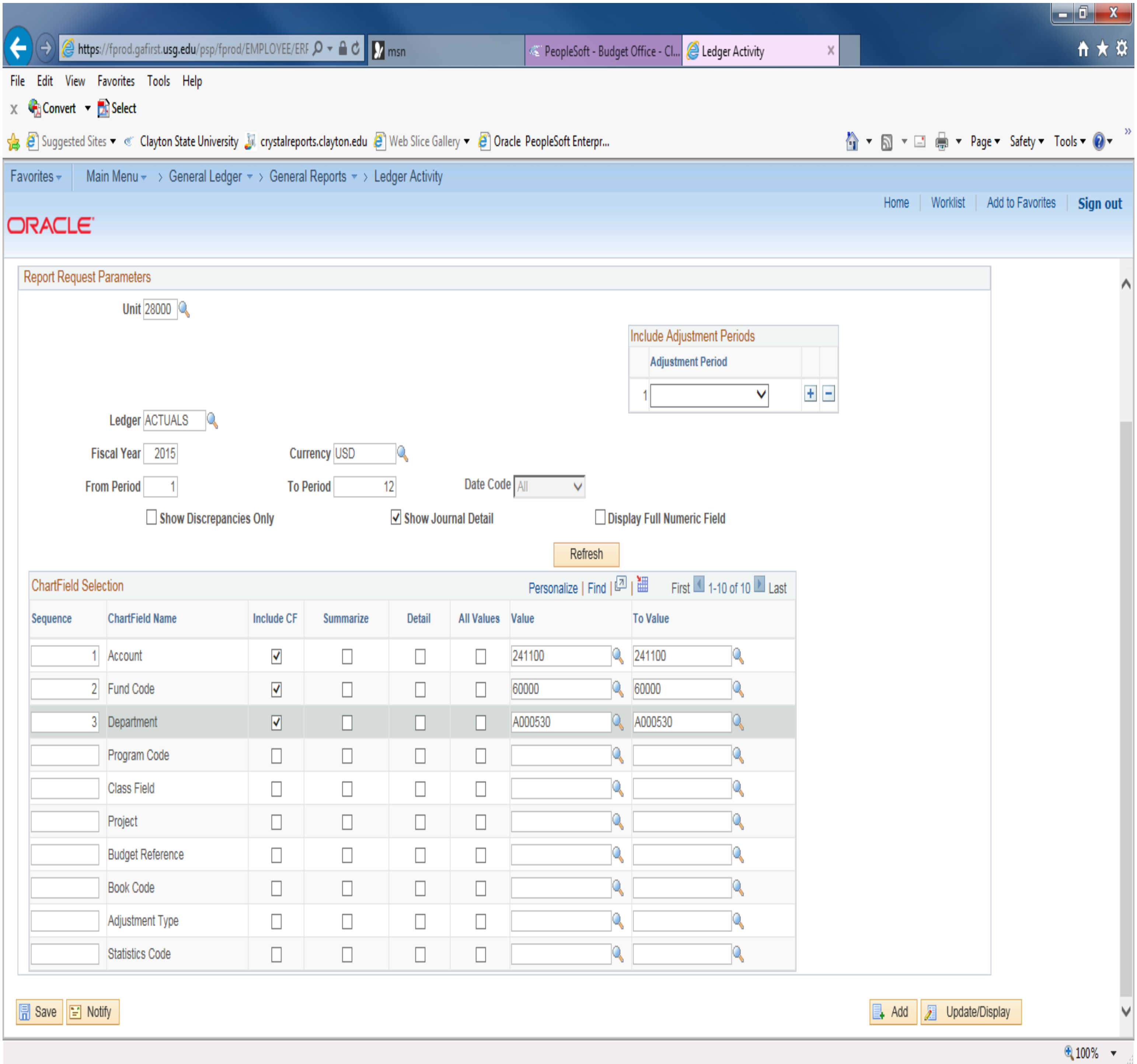
You will need to enter your Fiscal Year; From Period '1'; To Period '12' and click on Show Journal Detail then click the Refresh button.



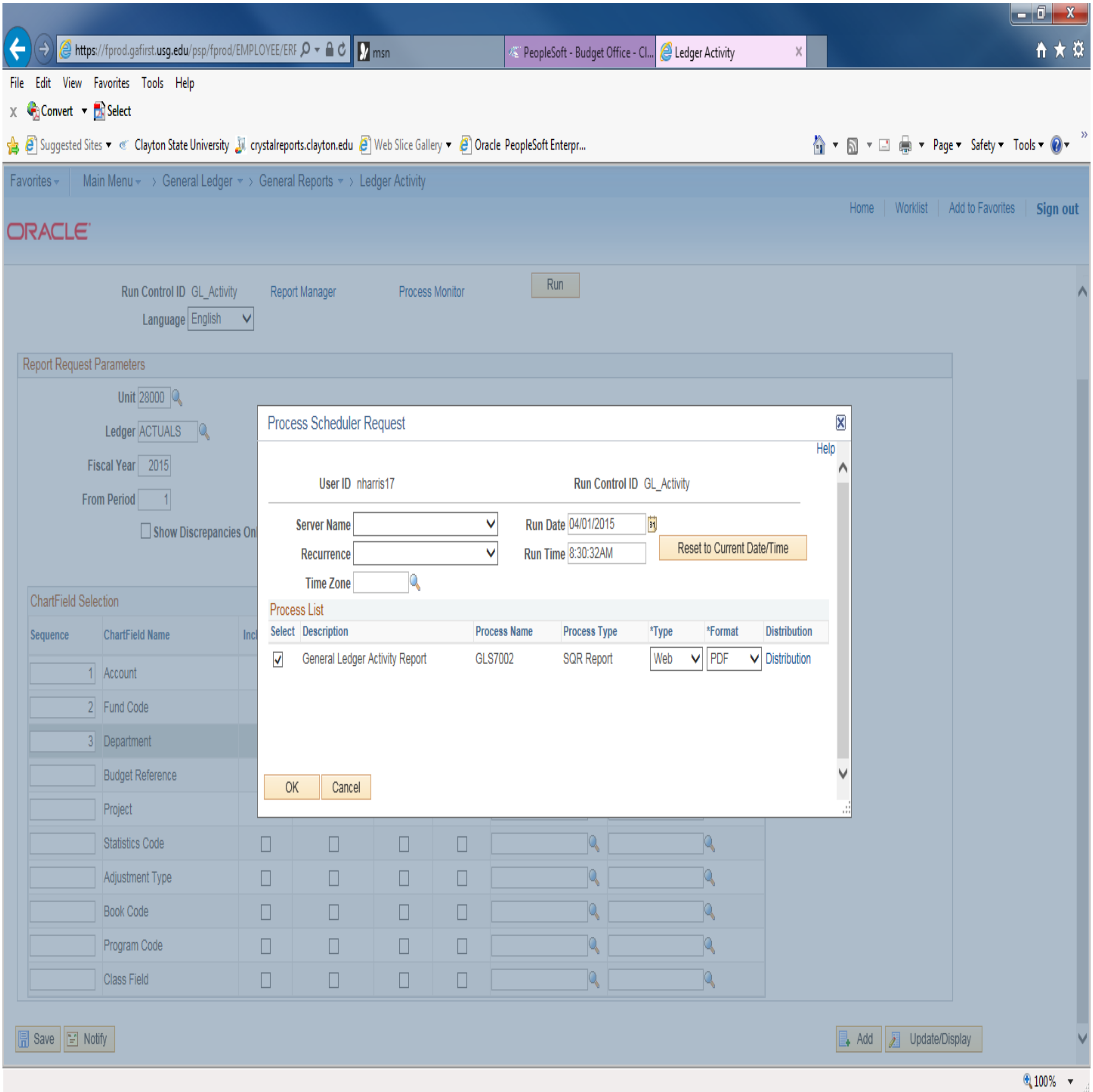


Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Account						
2	Fund Code						
3	Department						
4	Program Code						
5	Class Field						
6	Project						
7	Budget Reference						
8	Book Code						
9	Adjustment Type						
10	Statistics Code						

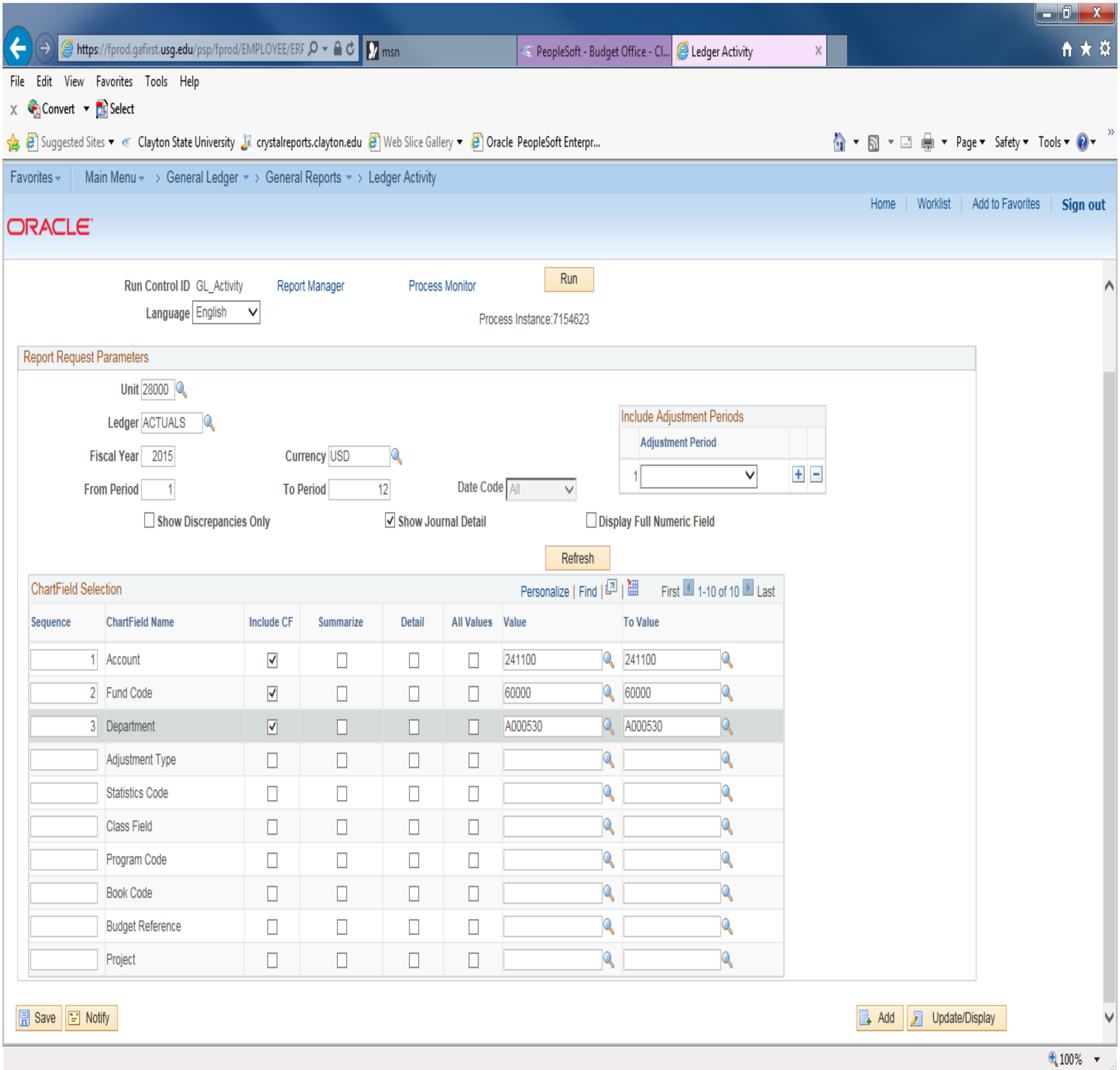
Now you are preparing your report, reorder the Sequence numbers to be 1- Account; 2- Fund Code and 3- Department. Click on the Include CF button and enter the numbers in the Value and To Value fields for your department. You can click on the Save button. Then click on the Run button at the top to initiate the process.



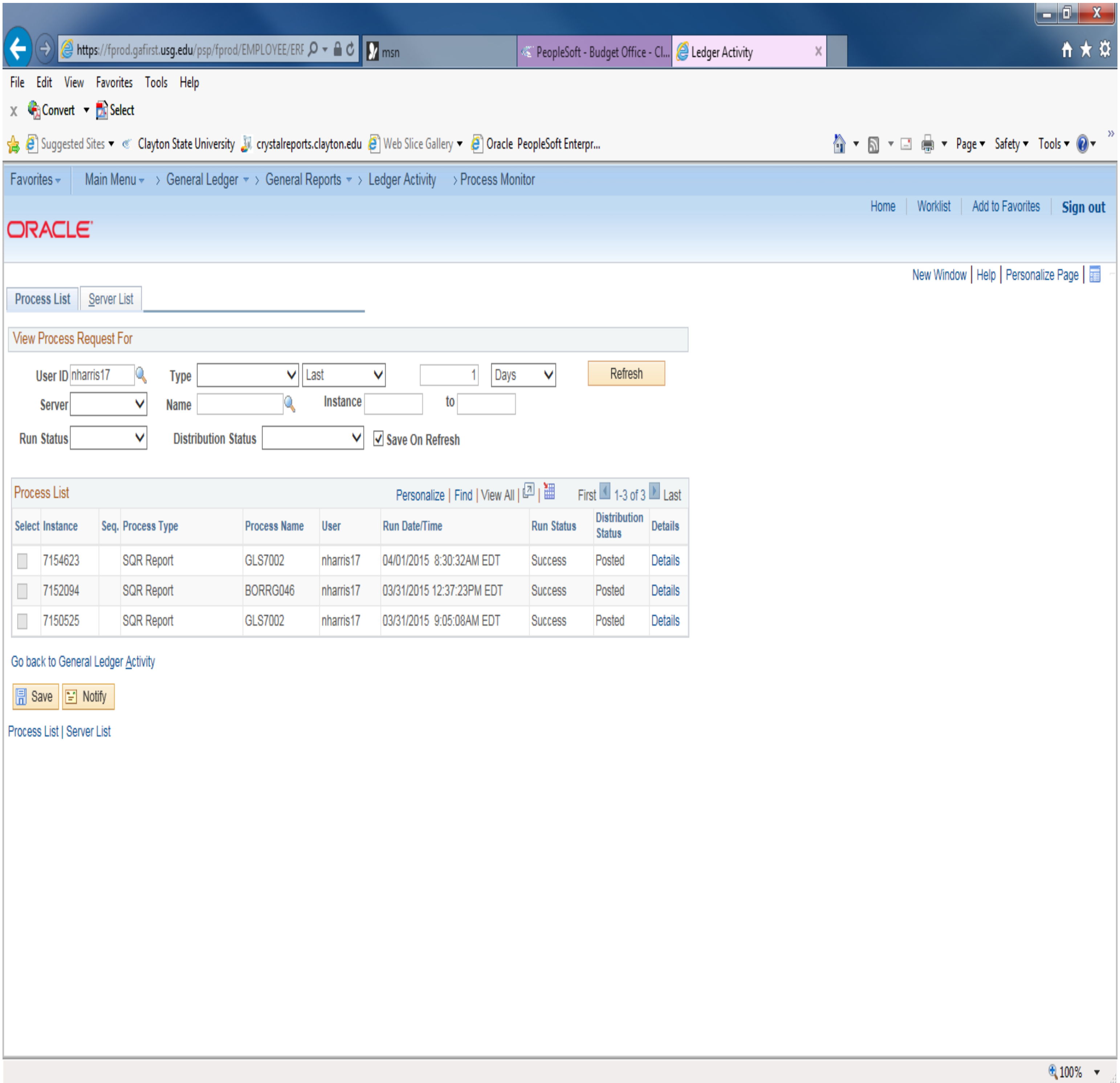
After you click Run the Process Scheduler Request screen will appear. When the Process Scheduler Request screen appears, you will need to click on OK in order to schedule the process.



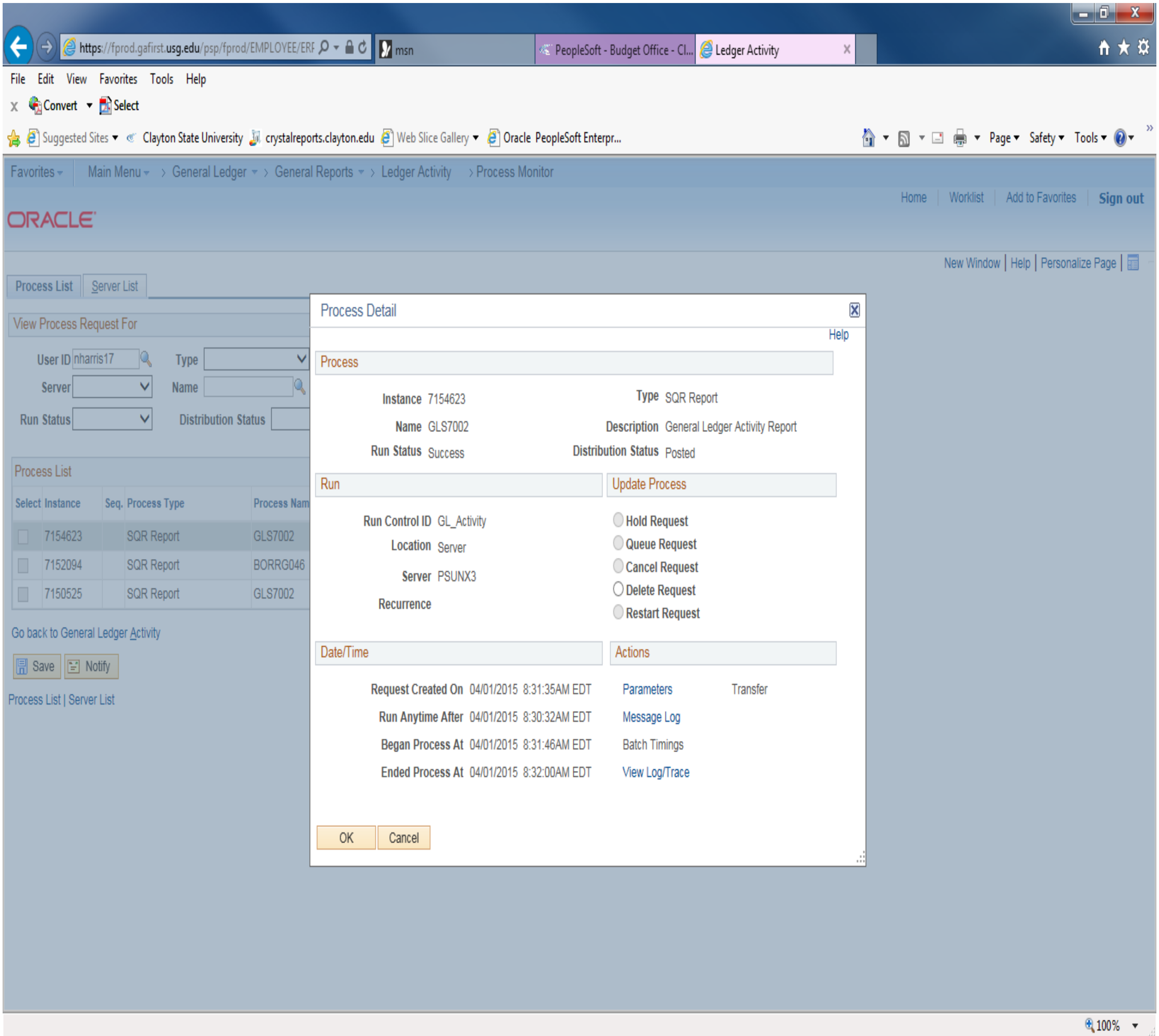
After clicking on OK, it will take you back to the report format screen. You will notice a Process Instance number just under the Run button at the top of the page. You need to make a note of this Process Instance number that will be used in the next section of the process. At this time, you will click on the <u>Process Monitor</u> link.



If at this time the __Run Status__ on your Process Instance doesn't show as Success or __Distribution Status__ doesn't show as Posted, you will need to click on the Refresh button at the top until it reaches this status.

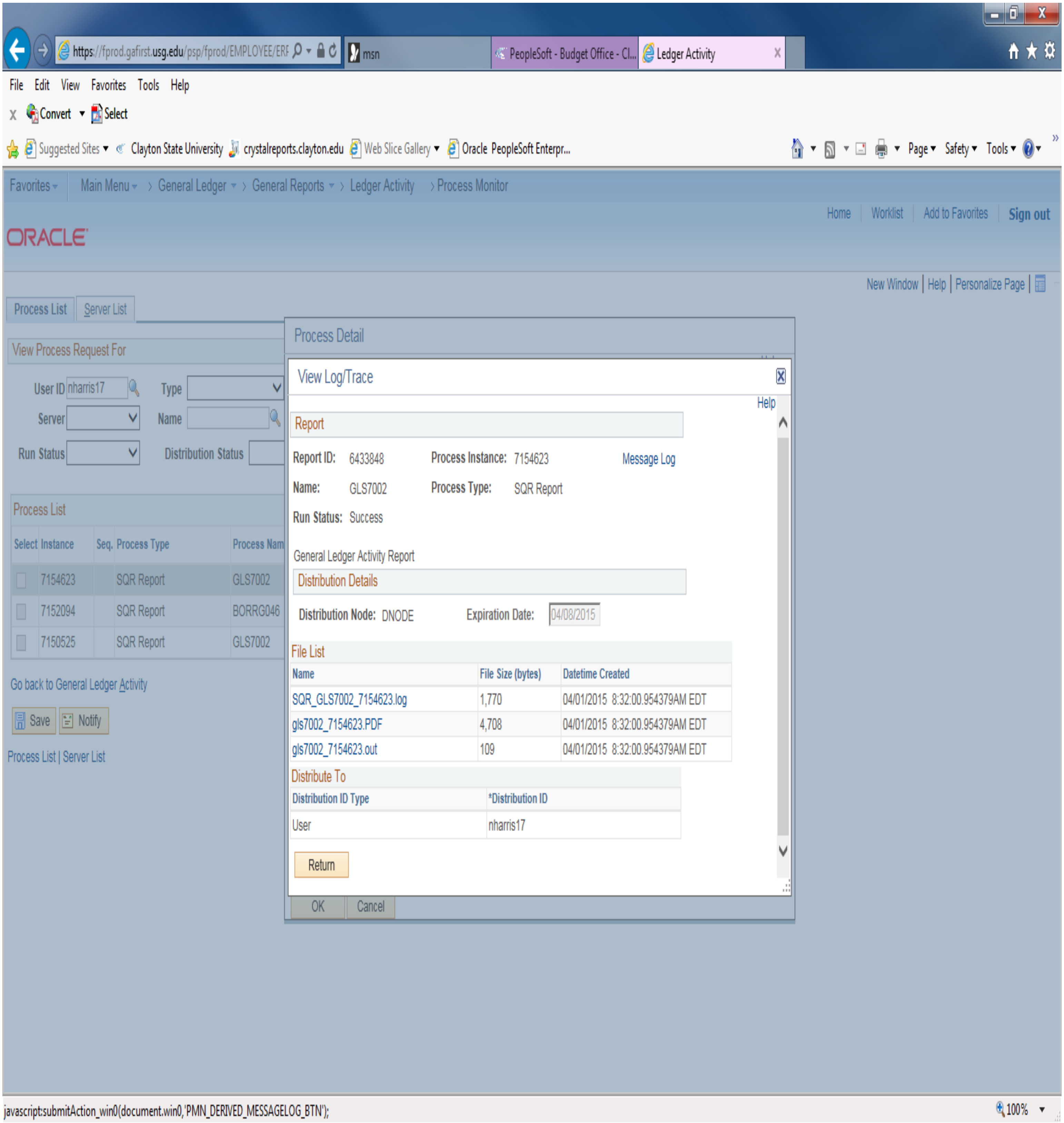


In order to access the report that you just ran, you will need to click on the __Details__ link in the line for your Process Instance number.

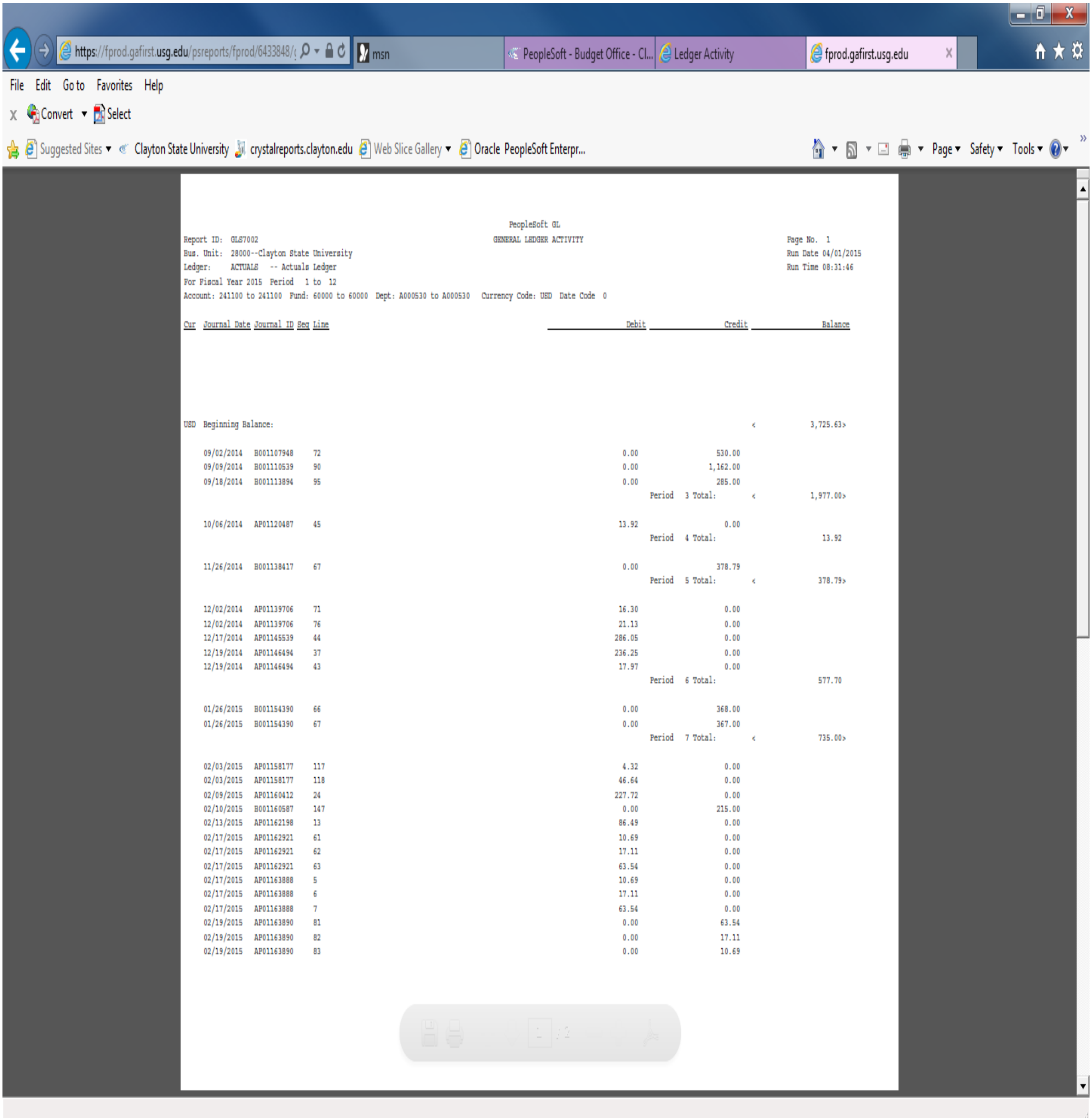


From the Process Detail screen, you will click on the link <u>View Log/Trace</u>.

After clicking View Log/Trace, your screen should look like this:



You will click on the link for the PDF file in the File List. This will bring up the Ledger Activity Report that you just ran in another window as a PDF file. You can then either Save As or Print the report.



PeopleSoft GL

GENERAL LEDGER ACTIVITY

Report ID: GLS7002 — Page No. 1
Bus. Unit: 28000--Clayton State University — Run Date 04/01/2015
Ledger: ACTUALS -- Actuals Ledger — Run Time 08:31:46
For Fiscal Year 2015 Period 1 to 12
Account: 241100 to 241100 Fund: 60000 to 60000 Dept: A000530 to A000530 Currency Code: USD Date Code 0

Cur	Journal Date	Journal ID	Seq	Line	Debit	Credit	Balance
USD	Beginning Balance:						< 3,725.63>
	09/02/2014	B001107948		72	0.00	530.00	
	09/09/2014	B001110539		90	0.00	1,162.00	
	09/18/2014	B001113894		95	0.00	285.00	
						Period 3 Total:	< 1,977.00>
	10/06/2014	AP01120487		45	13.92	0.00	
						Period 4 Total:	13.92
	11/26/2014	B001138417		67	0.00	378.79	
						Period 5 Total:	< 378.79>
	12/02/2014	AP01139706		71	16.30	0.00	
	12/02/2014	AP01139706		76	21.13	0.00	
	12/17/2014	AP01145539		44	286.05	0.00	
	12/19/2014	AP01146494		37	236.25	0.00	
	12/19/2014	AP01146494		43	17.97	0.00	
						Period 6 Total:	577.70
	01/26/2015	B001154390		66	0.00	368.00	
	01/26/2015	B001154390		67	0.00	367.00	
						Period 7 Total:	< 735.00>
	02/03/2015	AP01158177		117	4.32	0.00	
	02/03/2015	AP01158177		118	46.64	0.00	
	02/09/2015	AP01160412		24	227.72	0.00	
	02/10/2015	B001160587		147	0.00	215.00	
	02/13/2015	AP01162198		13	86.49	0.00	
	02/17/2015	AP01162921		61	10.69	0.00	
	02/17/2015	AP01162921		62	17.11	0.00	
	02/17/2015	AP01162921		63	63.54	0.00	
	02/17/2015	AP01163888		5	10.69	0.00	
	02/17/2015	AP01163888		6	17.11	0.00	
	02/17/2015	AP01163888		7	63.54	0.00	
	02/19/2015	AP01163890		81	0.00	63.54	
	02/19/2015	AP01163890		82	0.00	17.11	
	02/19/2015	AP01163890		83	0.00	10.69	