

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

←

→

https://fprod.gafirst.usg.edu/psp/fprod/EMPLOYEE/ERF

msn

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Ledger Activity

File

Edit

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Convert

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Worklist

Add to Favorites

Sign out

Oracle

General Ledger Activity

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

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

100%

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

BackForwardStop

https://fprod.gafirst.usg.edu/psp/fprod/EMPLOYEE/ERF

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Ledger Activity

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ORACLE

New WindowHelp

General Ledger Activity

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

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description

Ledger Activity

OK

Cancel

https://fprod.gafirst.usg.edu/psp/fprod/EMPLOYEE/ERP/s/WEBLIB_PTIFRAME.ISCRIPT1.FieldFormula.IScript_PT_Popup100%

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.

←

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Ledger Activity

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Home Worklist Add to Favorites Sign out

General Ledger > General Reports > Ledger Activity

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General Ledger Activity

Find an Existing Value Add a New Value

Run Control ID: GL_Activity

Add

Find an Existing Value | Add a New Value

javascript:submitAction_win0(document.win0, '#[CSwitchMode]');

100%

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FavoritesMain Menu > General Ledger > General Reports > Ledger Activity

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ORACLE

New WindowHelpPersonalize Page

Ledger Activity Report

Run Control ID GL_ActivityReport ManagerProcess MonitorRun

LanguageEnglish

Report Request Parameters

Unit28000

LedgerACTUALS

Fiscal Year

CurrencyUSD

From Period

To Period

Date CodeAll

Include Adjustment Period

Adjustment Period

1

Show Discrepancies Only

Show Journal Detail

Display Full Numeric Field

Refresh

ChartField Selection

PersonalizeFindFirst1 of 1Last

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

SaveNotify

AddUpdate/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.

https://fprod.gafirst.usg.edu/psp/fprod/EMPLOYEE/ERF

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Ledger Activity

File Edit View Favorites Tools Help

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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 2015

Currency USD

From Period 1

To Period 12

Date Code All

Include Adjustment Period

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
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save Notify

Add Update/Display

100%

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Ledger Activity

Home

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File Edit View Favorites Tools Help

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Run Control ID GL_Activity Report Manager Process Monitor Run

Language English

Report Request Parameters

Unit 28000

Ledger ACTUALS

Fiscal Year 2015

Currency USD

From Period 1

To Period 12

Date Code All

Include Adjustment Period

Adjustment Period

1

☐ Show Discrepancies Only

☒ Show Journal Detail

☐ Display Full Numeric Field

Refresh

ChartField Selection

Personalize Find 1-10 of 10 Last

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

Save Notify

Add Update/Display

100%

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.

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HomeWorklistAdd to FavoritesSign out

Report Request Parameters

Unit28000

LedgerACTUALS

Fiscal Year2015

CurrencyUSD

From Period1

To Period12

Date CodeAll

☐ Show Discrepancies Only

☒ Show Journal Detail

☐ Display Full Numeric Field

Refresh

Include Adjustment Period

Adjustment Period

1

ChartField Selection

PersonalizeFind1-10 of 10Last

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	241100	241100
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60000	60000
3	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A000530	A000530
	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"/>		
	Project	<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"/>		
	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"/>		

SaveNotify

AddUpdate/Display

100%

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.

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HomeWorklistAdd to FavoritesSign out

Run Control ID GL_ActivityReport ManagerProcess MonitorRun

LanguageEnglish

Report Request Parameters

Unit28000LedgerACTUALSFiscal Year2015From Period1Show Discrepancies On

ChartField Selection

Sequence	ChartField Name	Inc
1	Account	
2	Fund Code	
3	Department	
	Budget Reference	
	Project	
	Statistics Code	<input type="checkbox"/>
	Adjustment Type	<input type="checkbox"/>
	Book Code	<input type="checkbox"/>
	Program Code	<input type="checkbox"/>
	Class Field	<input type="checkbox"/>

Process Scheduler Request

User IDnharris17Run Control IDGL_Activity

Server NameRun Date04/01/2015RecurrenceRun Time8:30:32AMTime ZoneReset 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

OKCancel

SaveNotify

AddUpdate/Display

100%

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 Process Monitor link.

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

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Run Control ID GL_ActivityReport ManagerProcess MonitorRun

LanguageEnglishProcess Instance:7154623

Report Request Parameters

Unit28000

LedgerACTUALS

Fiscal Year2015

CurrencyUSD

From Period1

To Period12

Date CodeAll

Include Adjustment Period

Adjustment Period

1

☐ Show Discrepancies Only☒ Show Journal Detail☐ Display Full Numeric Field

Refresh

ChartField Selection

PersonalizeFind1-10 of 10Last

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	241100	241100
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60000	60000
3	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A000530	A000530
	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"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<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"/>		
	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"/>		

SaveNotify

AddUpdate/Display

100%

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.

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ORACLE

New Window Help Personalize Page

Process List Server List

View Process Request For

User ID nharris17

Type Last 1 Days

Refresh

Server

Name Instance to

Run Status

Distribution Status

Save On Refresh

Process List

Personalize Find View All

First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7154623		SQR Report	GLS7002	nharris17	04/01/2015 8:30:32AM EDT	Success	Posted	Details
<input type="checkbox"/>	7152094		SQR Report	BORRG046	nharris17	03/31/2015 12:37:23PM EDT	Success	Posted	Details
<input type="checkbox"/>	7150525		SQR Report	GLS7002	nharris17	03/31/2015 9:05:08AM EDT	Success	Posted	Details

Go back to General Ledger Activity

Save Notify

Process List | Server List

100%

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.

Oracle PeopleSoft Enterprise - Budget Office - CL... Ledger Activity

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Convert Select

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ORACLE

New Window Help Personalize Page

Process List Server List

View Process Request For

User ID nharris17 Type Type Server Server Name Name Run Status Run Status Distribution Status Distribution Status

Process List

Select	Instance	Seq.	Process Type	Process Name
<input type="checkbox"/>	7154623		SQR Report	GLS7002
<input type="checkbox"/>	7152094		SQR Report	BORRG046
<input type="checkbox"/>	7150525		SQR Report	GLS7002

Go back to General Ledger Activity

Save Notify

Process List | Server List

Process Detail

Process

Instance 7154623 Type SQR Report

Name GLS7002 Description General Ledger Activity Report

Run Status Success Distribution Status Posted

Run Update Process

Run Control ID GL_Activity

Location Server

Server PSUNX3

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time Actions

Request Created On 04/01/2015 8:31:35AM EDT Parameters Transfer

Run Anytime After 04/01/2015 8:30:32AM EDT Message Log

Began Process At 04/01/2015 8:31:46AM EDT Batch Timings

Ended Process At 04/01/2015 8:32:00AM EDT View Log/Trace

OK Cancel

100%

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

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

Process List

Server List

View Process Request For

User ID Type

Server Name

Run Status Distribution Status

Process List

Select	Instance	Seq.	Process Type	Process Name
<input type="checkbox"/>	7154623		SQR Report	GLS7002
<input type="checkbox"/>	7152094		SQR Report	BORRG046
<input type="checkbox"/>	7150525		SQR Report	GLS7002

Go back to General Ledger Activity

Save

Notify

Process List | Server List

Process Detail

View Log/Trace

Report

Report ID: 6433848 Process Instance: 7154623 Message Log

Name: GLS7002 Process Type: SQR Report

Run Status: Success

General Ledger Activity Report

Distribution Details

Distribution Node: DNODE Expiration Date: 04/08/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_GLS7002_7154623.log	1,770	04/01/2015 8:32:00.954379AM EDT
gl7002_7154623.PDF	4,708	04/01/2015 8:32:00.954379AM EDT
gl7002_7154623.out	109	04/01/2015 8:32:00.954379AM EDT

Distribute To

Distribution ID Type *Distribution ID

User nharris17

Return

OK

Cancel

javascriptsubmitAction_win0(document.win0,'PMN_DERIVED_MESSAGELOG_BTN');

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.

File Edit Go to Favorites Help

X Convert Select

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https://fprod.gafirst.usg.edu/psreports/fprod/6433848/

msn

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Ledger Activity

fprod.gafirst.usg.edu

Home Star Settings

Page Safety Tools

Report ID: GLS7002
Bus. Unit: 28000--Clayton State University
Ledger: ACTUALS -- Actuals Ledger
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

PeopleSoft GL
GENERAL LEDGER ACTIVITY

Page No. 1
Run Date 04/01/2015
Run Time 08:31:46

Cur	Journal Date	Journal ID	Seq	Line	Debit	Credit	Balance
USD	Beginning Balance:					<	3,725.63>
	09/02/2014	H001107948	72		0.00	530.00	
	09/09/2014	H001110539	90		0.00	1,162.00	
	09/18/2014	H001113894	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	H001138417	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	H001154390	66		0.00	368.00	
	01/26/2015	H001154390	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	H001160587	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	

Print

PDF

Close

Zoom

Search