LEDGER HISTORY REPORT

The following screen shots will show you how to access the Ledger History Report. The Ledger History Report shows a detailed listing of transactions for an individual revenue or expenditure account. However, this report does not provide any budget information or remaining balances on that account.

BOR MENUS>BOR GENERAL LEDGER>BOR GL REPORTS>LEDGER HISTORY REPORT

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

After you click OK, click on the tab for Add a New Value. It will ask you to give the Run Control ID a name such as LEDG_HISTORY then click the Add button.

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Ledger History

Run Control ID Ledger_History_Reports   Report Manager   Process Monitor   [Run]

☐ Summary Report   ☐ Detail Report   ☐ Detail Report with Beg Bal and Prior Pd

Business Unit: 28000   Ledger: [▾]

Fiscal Year: [   ]   From Acctg Period: [   ]

From Account: [%   ] x   To Acctg Period: [   ]

To Account: [%   ]   From Department: [%   ]

                             To Department: [%   ]

Fund Code: [%   ]

                             Program Code: [%   ]

Class Field: [%   ]

                             Budget Reference: [   ]

From Project: [%   ]

To Project: [%   ]

[Save] [Return to Search] [Previous in List] [Next in List]   [Add] [Update/Display]

🔍 100% ▾

When completing this page, be sure to:

- **Check whether you want a Summary report; Detail report or a Detail report with Beginning Balance and Prior Period totals.**
- **The Ledger is: Actuals**
- **Enter either a range of accounts or just one individual account,**
- **Enter your departmental information (department #, fund code and class).**

(The "%" sign is a wildcard in PeopleSoft; use it in any field that you do not have information for).

Click on the Save button to save the parameters for the next time you access this report. Then you will need to click on the Run button at the top to initiate the process.

Once you hit the RUN button, click OK on the next screen to run your report.

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.

If, at this time the <u>Run Status</u> on your Process Instance doesn't show as Success or <u>Distribution Status</u> 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 <u>Details</u> link in the line for your Process Instance number.

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

From the <u>View Log/Trace</u> screen, you will click on the link for the <u>PDF file</u> in the File List.

Once opened, you can either Save As or Print the report.

LEDGER HISTORY REPORT - Detail
Clayton State University

Ledger:	ACTUALS	Fund:	10500	Program:	16200	Account Range:	ALL		
Fiscal Year:	2015	Budget Ref:	ALL	Class:	11000	Department Range:	5510000	to	5510000
Acct Period Range:	6 to 8					Project Range:	ALL		

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10500	5510000	16200	11000		118120	%
Tuition	Office of Budget &	Fiscal Operations	Gen Opns - General		Cash in Bank GenOper-SunTrust	

Jrnl/Tran							Pre-Encum	Encumbrance	Expended
Date	Type	DocumentID	Line	Description	Vendor	Check			
12/08/14	JE	AP01141869	6	AP Payment - 04035167			0.00	0.00	-538.50
12/18/14	JE	EXPY146001	515	Expense Payments - 0000522028			0.00	0.00	-36.96
12/19/14	JE	AP01146495	171	AP Payment - 04035504			0.00	0.00	-2,434.00
Totals for Account:		118120					0.00	0.00	-3,009.46

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10500	5510000	16200	11000		132160	%
Tuition	Office of Budget &	Fiscal Operations	Gen Opns - General		Employee Prepaid Travel	

Jrnl/Tran							Pre-Encum	Encumbrance	Expended
Date	Type	DocumentID	Line	Description	Vendor	Check			
12/05/14	JE	AP01141318	1	AP Accrual - 04035167			0.00	0.00	538.50
Totals for Account:		132160					0.00	0.00	538.50

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10500	5510000	16200	11000		211000	%
Tuition	Office of Budget &	Fiscal Operations	Gen Opns - General		Accounts Payable	

Jrnl/Tran							Pre-Encum	Encumbrance	Expended
Date	Type	DocumentID	Line	Description	Vendor	Check			
12/05/14	JE	AP01141318	11	AP Accrual - 04035167			0.00	0.00	-538.50
12/08/14	JE	AP01141869	67	AP Payment - 04035167			0.00	0.00	538.50
12/17/14	JE	AP01145539	16	AP Accrual - 04035504			0.00	0.00	-2,434.00

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