## 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.

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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.

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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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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.

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

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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.

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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.

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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.



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## 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.

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

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