

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

The screenshot shows a web browser window displaying the Oracle Ledger History Report. The browser's address bar shows the URL: <https://scitest.gafirst.usg.edu/psp/scitest/EMPLOYEE/EI>. The browser's address bar also shows the page title "Ledger History Report". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Convert" and "Select". The browser's suggested sites include "Clayton State University", "crystalreports.clayton.edu", "Web Slice Gallery", and "Oracle PeopleSoft Enterpr...". The browser's address bar also shows the breadcrumb navigation: "Main Menu > BOR Menus > BOR General Ledger > BOR GL Reports > Ledger History Report". The browser's toolbar also includes "Home", "Worklist", "Add to Favorites", and "Sign out".

The Oracle logo is displayed in the top left corner of the page. The page title is "Ledger History Report". The page content includes the following text: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this text are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons is a "Search Criteria" dropdown menu. Below the "Search Criteria" dropdown menu is a "Run Control ID:" label, a "begins with" dropdown menu, and a text input field. Below the "Run Control ID:" label is a "Case Sensitive" checkbox. Below the "Run Control ID:" label and "Case Sensitive" checkbox are three buttons: "Search", "Clear", and "Basic Search". Below the "Search", "Clear", and "Basic Search" buttons is a "Save Search Criteria" button. Below the "Search", "Clear", and "Basic Search" buttons is a "Find an Existing Value" button and an "Add a New Value" button. The browser's status bar shows "100%".

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.

The screenshot shows a web browser window displaying the Oracle Ledger History Report page. The browser's address bar shows the URL: `https://scitest.gafirst.usg.edu/psp/scitest/EMPLOYEE/EI`. The page title is "Ledger History Report". The Oracle logo is visible at the top left. The breadcrumb navigation path is: `Main Menu > BOR Menu > BOR General Ledger > BOR GL Reports > Ledger History Report`. The page content includes a search area with a "Search Criteria" dropdown, a "Run Control ID" field set to "begins with", and a "Case Sensitive" checkbox. There are buttons for "Find an Existing Value", "Add a New Value", "Search", "Clear", "Basic Search", and "Save Search Criteria". An "Add to Favorites" dialog box is open in the foreground, prompting the user to enter a unique description for the favorite. The description field contains "Ledger History Report". The dialog box has "OK" and "Cancel" buttons. The browser's status bar at the bottom shows the full URL: `https://scitest.gafirst.usg.edu/psp/scitest/EMPLOYEE/ERP/s/WEBLIB_PTIFRAME.ISCRIPT1.FieldFormula.IScript_PT_Popup` and a zoom level of 100%.

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.

https://scitest.gafirst.usg.edu/psp/scitest/EMPLOYEE/EI

Ledger History Report

File Edit View Favorites Tools Help

Convert Select

Suggested Sites Clayton State University crystalreports.clayton.edu Web Slice Gallery Oracle PeopleSoft Enterpr...

Home Worklist Add to Favorites Sign out

ORACLE

New Window | Help

Ledger History Report

Find an Existing Value Add a New Value

Run Control ID: Ledger_History

Add

Find an Existing Value | Add a New Value

100%



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:	<input type="text" value="28000"/>	Ledger:	<input type="text" value=""/>
Fiscal Year:	<input type="text" value=""/>	From Acctg Period:	<input type="text" value=""/>
From Account:	<input type="text" value=""/>	To Acctg Period:	<input type="text" value=""/>
To Account:	<input type="text" value=""/>	From Department:	<input type="text" value=""/>
Fund Code:	<input type="text" value=""/>	To Department:	<input type="text" value=""/>
Class Field:	<input type="text" value=""/>	Program Code:	<input type="text" value=""/>
From Project:	<input type="text" value=""/>	Budget Reference:	<input type="text" value=""/>
To Project:	<input type="text" value=""/>		

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

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.

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: Actuals

Fiscal Year: 2015 From Acctg Period: 6

From Account: % To Acctg Period: 8

To Account: % From Department: 5510000

Fund Code: 10500 To Department: 5510000

Class Field: 11000 Program Code: 16200

From Project: % Budget Reference: %

To Project: %

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

100%

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

Business Unit: 28000
Fiscal Year: 2015
From Account: %
To Account: %
Fund Code: 10500
Class Field: 11000
From Project: %
To Project: %

Run Control ID Ledger_History_Reports Report Manager Process Monitor Run

Process Scheduler Request

User ID nharris17 Run Control ID Ledger_History_Reports

Server Name [v] Run Date 03/27/2015
Recurrence [v] Run Time 11:04:55AM Reset to Current Date/Time
Time Zone [m]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Ledger History Report	BORRG014	SQR Report	Web	PDF	Distribution

OK Cancel

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.

The screenshot shows a web browser window displaying the Oracle Ledger History Report configuration page. The browser's address bar shows the URL: <https://scitest.gafirst.usg.edu/psp/scitest/EMPLOYEE/EI>. The browser's title bar indicates the page is titled "Ledger History Report".

The page header includes the Oracle logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. The breadcrumb trail is: Main Menu > BOR Menus > BOR General Ledger > BOR GL Reports > Ledger History Report. There are also links for New Window, Help, and Personalize Page.

The main content area is titled "Ledger History" and contains the following configuration options:

- Run Control ID: Ledger_History_Reports
- Report Manager: Report Manager
- Process Monitor: Process Monitor
- Run button: Run
- Process Instance: 6891291
- Summary Report:
- Detail Report:
- Detail Report with Beg Bal and Prior Pd:
- Business Unit: 28000
- Fiscal Year: 2015
- From Account: %
- To Account: %
- Fund Code: 10500
- Class Field: 11000
- From Project: %
- To Project: %
- Ledger: Actuals
- From Acctg Period: 6
- To Acctg Period: 8
- From Department: 5510000
- To Department: 5510000
- Program Code: 16200
- Budget Reference: %

At the bottom of the configuration area, there are several buttons: Save, Return to Search, Previous in List, Next in List, Add, and Update/Display.

The browser's status bar at the bottom right shows a zoom level of 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.

The screenshot shows a web browser window displaying the Oracle PeopleSoft interface. The breadcrumb navigation path is: Main Menu > BOR Menu > BOR General Ledger > BOR GL Reports > Ledger History Report > Process Monitor. The page title is "Ledger History Report".

At the top of the application, there are tabs for "Process List" (selected) and "Server List". Below this is a "View Process Request For" section with search filters:

- User ID: nharris17
- Type: [Dropdown]
- Last: [Dropdown]
- Days: 1
- Refresh button
- Server: [Dropdown]
- Name: [Text]
- Instance: [Text] to [Text]
- Run Status: [Dropdown]
- Distribution Status: [Dropdown]
- Save On Refresh

The main content area displays a "Process List" table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6891291		SQR Report	BORRG014	nharris17	03/27/2015 11:07:04AM EDT	Success	Posted	Details
<input type="checkbox"/>	6891290		SQR Report	BORRG014	nharris17	03/27/2015 11:04:55AM EDT	Success	Posted	Details
<input type="checkbox"/>	6891272		SQR Report	BORRG045	nharris17	03/27/2015 10:24:17AM EDT	Success	Posted	Details
<input type="checkbox"/>	6891271		SQR Report	BORRG045	nharris17	03/27/2015 10:22:00AM EDT	Success	Posted	Details

Below the table, there are buttons for "Save" and "Notify", and a link to "Go back to Ledger History Report". At the bottom of the application area, there are tabs for "Process List" (selected) and "Server List".

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.

The screenshot shows a web browser window displaying an Oracle PeopleSoft application. A 'Process Detail' dialog box is open, showing the following information:

Instance	Type
6891291	SQR Report

Name	Description
BORRG014	Ledger History Report

Run Status	Distribution Status
Success	Posted

Run Control ID: Ledger_History_Reports
Location: Server
Server: PSUNX
Recurrence: [empty]

Actions:

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time:

Event	Date/Time	Action
Request Created On	03/27/2015 11:07:05AM EDT	Parameters Transfer
Run Anytime After	03/27/2015 11:07:04AM EDT	Message Log
Began Process At	03/27/2015 11:07:22AM EDT	Batch Timings
Ended Process At	03/27/2015 11:09:38AM EDT	View Log/Trace

The background shows a 'Process List' table with the following data:

Select	Instance	Seq	Process Type	Process Name
<input type="checkbox"/>	6891291		SQR Report	BORRG014
<input type="checkbox"/>	6891290		SQR Report	BORRG014
<input type="checkbox"/>	6891272		SQR Report	BORRG045
<input type="checkbox"/>	6891271		SQR Report	BORRG045

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

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

The screenshot shows a web browser window displaying the Oracle PeopleSoft interface. The breadcrumb navigation path is: Main Menu > BOR Menus > BOR General Ledger > BOR GL Reports > Ledger History Report > Process Monitor. The Oracle logo is visible at the top left. The main content area shows a 'Process Detail' dialog box for the report 'BORRG014'. The dialog includes the following information:

- Report ID:** 6184983
- Process Instance:** 6891291
- Message Log** (link)
- Name:** BORRG014
- Process Type:** SQR Report
- Run Status:** Success
- Ledger History Report** (link)
- Distribution Details:**
 - Distribution Node:** DNODE
 - Expiration Date:** 04/03/2015
- File List:**

Name	File Size (bytes)	Datetime Created
SQR_BORRG014_6891291.log	1,974	03/27/2015 11:09:38.075077AM EDT
borrg014_6891291.out	26,317	03/27/2015 11:09:38.075077AM EDT
borrg014_6891291_Detail.pdf	16,901	03/27/2015 11:09:38.075077AM EDT
- Distribute To:**
 - Distribution ID Type:** *Distribution ID
 - User:** nharris17

Buttons for 'Return', 'OK', and 'Cancel' are visible at the bottom of the dialog. The background shows a 'Process List' table with columns for Instance, Seq, Process Type, and Process Name.

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

Browser: https://scitest.gafirst.usg.edu/psreports/scitest/6184983
 Ledger History Report | scitest.gafirst.usg.edu

File Edit Go to Favorites Help
 X Convert Select
 Suggested Sites Clayton State University crystalreports.clayton.edu Web Slice Gallery Oracle PeopleSoft Enterpr...

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

Pund	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	Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
	12/08/14	JH	AD01141869	6	AP Payment - 04035167			0.00	0.00	-538.50
	12/18/14	JH	HXPY146001	515	Expense Payments - 0000522028			0.00	0.00	-36.96
	12/19/14	JH	AD01146495	171	AP Payment - 04035504			0.00	0.00	-2,434.00
Totals for Account:								<u>0.00</u>	<u>0.00</u>	<u>-3,009.46</u>

Pund	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	Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
	12/05/14	JH	AD01141318	1	AP Accrual - 04035167			0.00	0.00	538.50
Totals for Account:								<u>0.00</u>	<u>0.00</u>	<u>538.50</u>

Pund	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	Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
	12/05/14	JH	AD01141318	11	AP Accrual - 04035167			0.00	0.00	-538.50
	12/08/14	JH	AD01141869	67	AP Payment - 04035167			0.00	0.00	538.50
	12/17/14	JH	AD01145539	16	AP Accrual - 04035504			0.00	0.00	-2,434.00

Report ID: BORR0014 Date: 03/27/2015 @ 11:07:22 DB=SCITEST Version#: 4.00c Page: 1