



CORE Oklahoma

**State of Oklahoma
COR123 Journal, Ledger, Budget Inquiry,
Query and Reports Manual**

Revised: January 30, 2008



DISCLAIMERS

State of Oklahoma

- This training manual is intended only for use when utilizing the PeopleSoft System. The information provided in this training manual does not replace the State statutes, promulgated rules, approved State procedures, or your approved State Agency internal procedures. If there is a conflict in the information presented in this training manual and authoritative sources, the order of precedence is as follows: 1. State Statutes, 2. OSF Policies and Procedures, 3. Approved State Agency Internal Procedures, 4. PeopleSoft training manual.

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CHANGES TO GENERAL LEDGER

The upgrade from 8.4 PeopleSoft General Ledger to 8.9 PeopleSoft General Ledger included only minor changes as related to inquiry and reporting. Some of the changes are only in the naming convention for menu items, and some screens have changed in appearance. The changes in screens are addressed in detail in this manual. The changes to menu names will be included at the end of the manual.



LEDGER INQUIRY

The ledger inquiry is typically used to obtain account balance information. You select the initial ledger (or account) criteria, and then by using the buttons on the pages you can drilldown all the way to the journal line level of detail.

The look and feel on ledger inquiry has changed, but the basic functionality which existed in 8.4 is still available in 8.9. The name of the menu item has changed as noted below:

Navigation: **General Ledger > Review Financial Information > Ledger > Find an Existing Value**

Press Search to find a list of available run control names and select the appropriate run control.

Ledger
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](#)

Inquiry Name: begins with

[Basic Search](#) [Save Search Criteria](#)

Search Results
View All First 1-2 of 2 Last

Inquiry Name
JRNL_INQU
LEDGER_INQ

In the Ledger Criteria section, enter the appropriate criteria for the inquiry in the fields for Business Unit, Ledger (Actuals), Year, and From/To Periods. If you want to see the cumulative balances on a balance sheet account or want the year to date totals for income statement accounts, make sure the From Period is equal to 1.

The 'Show YTD Balance' selection will return a summary of selected data by period totals. The 'Show Transaction Details' is a new option which upon selection will return detail transactions for the first period selected with an option to view the second and subsequent detail pages. The user must select from either Show Transaction Details or Show YTD Balance when completing the inquiry parameters.

The 'Max Ledger Row' box allows the user in increase the number of rows returned. If this is set at 100, the user will only get the first 100 rows per screen. If the search screen returns the 'first 100 of 100', there is a high likelihood that not all values have been returned. Return using the 'Inquiry Criteria' link and increase the Max Ledger Rows.



In the ChartField Criteria section enter the ChartField number(s) you want to inquire on in the 'Value' column. Note that you can start with just a single ChartField number and then drilldown to more specific ChartField combinations (i.e. account and department combination) or if you know the specific ChartField combinations you can enter them at this point.

Select the chartfields you would like to have totals for in the 'Sum By' column. To return the items in a particular order, select the "Sum By" box for the initial sort first, followed by the secondary sort order next, etc. For example, if you are wanting all information for accounts payable for all chartfields sorted first by class funding then by account, make your selections in the following order: 1. Class Funding; 2. Account. You will see the "Order By" column populate with the expected sort order. (The example above will sort first by account then by class.)

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria


Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER_INQ	09000	ACTUALS	2008	1	2		

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 100

Search Clear Delete

Chartfield Criteria Customize | Find | First 1-13 of 13 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order By
Account	202000		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Dept			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Oper Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Sub-Account			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Class-Funding	21000		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2
Program			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Bud Ref			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

After pressing the search button , the activity by period will be shown.



Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Configure Ledger Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria							
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER_INQ	09000	ACTUALS	2008	1	2		

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency

Max Ledger Rows: 100




Go To: [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Amount by Currency										
Period	Activity	Detail	Account	Class-Funding	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)
0		Detail	202000	21000	Accounts Payable	0.00	0.00	USD	0.00	0.00
1	Activity	Detail	202000	21000	Accounts Payable	-25,226.44	-25,226.44	USD	-25,226.44	-25,226.44
2	Activity	Detail	202000	21000	Accounts Payable	25,226.44	0.00	USD	25,226.44	0.00

Currency Totals					
Amount (in Transaction Currency):	0.00	USD	Amount (in Base Currency):	0.00	USD

Select the [Ledger Detail Drill-Down Chartfield Display](#) hyperlink to select the chartfields to be viewed. The resulting view when drilling down will include all chartfields unless some chartfields are unchecked.

Results can be sorted further by **clicking** on the column header. For example to sort by Class Funding, **click** on the header for the Class Funding column, to sort by Period, **click** on the header for the Period column.

This Customization hyperlink allows the user to determine which fields to hide or freeze and it also allows you to change the order of presentation. To hide or freeze fields, **click** on the Customize hyperlink, you will see a list of available chartfields with a notation of which ones are hidden or frozen. To hide a chartfield, you would **click** on the chartfield, and select the Hidden option. You can also change the column order by **clicking** on a field and then navigating using the   buttons. To define sort order, use the  button after selecting the field. In this case, we hid several fields but did not change the sort order.

To view the activities that made up each period amount, **click** on the [Detail](#) link. The actual journal(s) that made up each of the activity lines can be viewed by **clicking** on the [Activity](#) Link. The results are shown in the page below.



Journals						Customize	Find
Journal ID	Line Descr	Date	Seq	Stat Amt N/R	Amount (in Transaction Currency)	Currency	
AP01144879	AP Accruals	07/03/2007		0.00 N	-25.60	USD	
AP01145512	AP Accruals	07/04/2007		0.00 N	-34,737.03	USD	
AP01147108	AP Payments	07/05/2007		0.00 N	23,424.33	USD	
AP01149833	AP Accruals	07/09/2007		0.00 N	-3,197.83	USD	
AP01149834	AP Payments	07/09/2007		0.00 N	11,025.60	USD	
AP01151421	AP Payments	07/11/2007		0.00 N	3,055.00	USD	
AP01157037	AP Accruals	07/16/2007		0.00 N	-88.45	USD	
AP01157038	AP Payments	07/16/2007		0.00 N	312.70	USD	
AP01158474	AP Accruals	07/17/2007		0.00 N	-24,925.45	USD	
AP01158475	AP Payments	07/17/2007		0.00 N	88.45	USD	

To view detail information about the journal header **click** on the Journal ID. This will take you to the Journal Inquiry page.

Journal Header			
Journal ID:	AP01144879	Date:	07/03/2007
Ledger Group:	ACTUALS	Original Date:	07/03/2007
Source:	AP	Date Posted:	07/04/2007
Journal Status:	Posted	Reversal Date:	
Balanced:	DR=CR	Reversal:	None
Doc Seq:		Budget Status:	Valid
Schedule:		Process:	No Request
Total Lines:	23	User ID:	BATCHPROD
InterUnit BU:	09000		
Long Description:	Accounts Payable		
Totals by Currency			
Currency:	USD	Debit Amount:	4,013.73
		Credit Amount:	4,013.73
		Net:	0.00
<input checked="" type="radio"/> All Lines <input type="radio"/> From/To From Line: <input type="text"/> To Line: <input type="text"/> Query Journal Lines			
Journal Line			
Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)
	3	AP Accruals	-25.60 USD
			Account: 202000
			Sub-Account: 1130
			Fund Type: 21000

This page shows the impact of the journal on this particular ChartField combination. Note that this only shows the specific journal lines (in this case journal line 1) that are posted to ChartField combination being queried. Detailed information related to the Journal Entry is shown in the top section of the page (i.e. Date, Status, Posted Date, # of Lines, etc.). To see all lines in a journal entry, use the [Query Journal Lines](#) button.



JOURNAL INQUIRY

As demonstrated in the inquiring on ledger data section above, you can drill down from the account balance level to all of the journal entries that make up the account balance. However, in some cases you may only want to review detail information about a single Journal Entry. Use the Journal Inquiry page to inquire on particular journal entries. Follow the navigation below:

Navigation: **General Ledger > Review Financial Information > Journals > Find an Existing Value**

Press **Search** to find a list of available run control names and select the appropriate run control.

Journals
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**

Inquiry Name: begins with | JRNL_INQUI

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results
View All First 1-2 of 2 Last

<u>Inquiry Name</u>
JRNL_INQUI
LEDGER_INQ

Input the appropriate information (i.e. Business Unit, Ledger, Fiscal Year, and From/To Period). In the middle section input the journal number that you want to view. You can use the lookup for the journal ID, however, if you have a lot of journal entries or include multiple ranges, the lookup could be ineffective. You can also leave this field blank to view all journals. To view some but not all journals, you can use a wildcard character (%) in the journal field. For instance entering 000% will cause all journals starting with 000 to appear in the view. You can further narrow down the search by using the Source field (AP for accounts payable entries, DEP for deposits, etc).



Journal Inquiry

Ledger Criteria

Inquiry JRNL_INQUI	Unit 09000	Ledger ACTUALS	Year 2008	From Period 1	To Period 12	Suspense Status
Journal ID AP01144879	Status 	Source AP	Currency 	Stat 	Document Type 	
User 	Document Sequence 	Sort By Journal Id	Max Rows 100			

Search Delete Clear

Save Return to Search Notify Add Update/Display

You will receive a list of entries meeting your criteria from which to select. To select a Journal on which to inquire, **click** on the Journal ID hyperlink. For instance **clicking** on [AP01144879](#) takes you to the inquiry page below.

Journal Inquiry

Ledger Criteria

Inquiry JRNL_INQUI	Unit 09000	Ledger ACTUALS	Year 2008	From Period 1	To Period 12	Suspense Status
Journal ID AP01144879	Status 	Source AP	Currency 	Stat 	Document Type 	
User 	Document Sequence 	Sort By Journal Id	Max Rows 100			

Search Delete Clear

Journals Customize | Find | First 1

Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	Descr
AP01144879	07/03/2007	09000	Posted	AP	No Susp	BATCHPROD	07/03/2007	Accounts Payable



Journal Inquiry Details

Ledger Criteria									
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat	Doc Type	Suspense Status
JRNL_INQUI	09000	ACTUALS	2008	1	12				

Max Journal Rows: 100

Go To: [Journal Criteria](#)

Journal Header			
Journal ID:	AP01144879	Date:	07/03/2007
Ledger Group:	ACTUALS	Original Date:	07/03/2007
Source:	AP	Date Posted:	07/04/2007
Journal Status:	Posted	Reversal Date:	
Balanced:	DR=CR	Reversal:	None
Doc Seq:		Budget Status:	Valid
Long Description:	Accounts Payable		

Totals by Currency			
Currency:	USD	Debit Amount:	4,013.73
		Credit Amount:	4,013.73
		Net:	0.00

All Lines
 From/To From Line: To Line: [Query Journal Lines](#)

Drill to Source	Line #	Line Descr	Amount in Transaction Currency	Currency	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud P
	1	AP Accruals	-3,984.72	USD	202000		1000	19701		
	2	AP Accruals	-3.41	USD	202000		1000	20000		
	3	AP Accruals	-25.60	USD	202000		1130	21000		
	4	AP Accruals	946.10	USD	522110		1000	19701	1000002	07
	5	AP Accruals	776.60	USD	522110		1000	19701	1000013	07
	6	AP Accruals	2,065.90	USD	522110		1000	19701	1000060	07
	7	AP Accruals	35.00	USD	536150		1000	19701	1000005	07

This page shot only shows the inquiry information for Journal AP00000133. The default view will show all lines from the journal. You can also select certain journal line numbers that you would like to view by entering the numbers in the From Line and Through Line boxes. **Click** on the “Query Journal Line Again” icon to view the journal lines.


DRILL DOWN CAPABILITIES

Careful analysis often requires that you identify the source of accounting transactions. Now, using cross-product drill down functionality across product lines, you can drill down from account balances in General Ledger to specific transactions in other PeopleSoft products. This new feature provides quick and easy access to detailed supporting information.

For example, in the Journal Inquiry pages, drill down to the Journal Line Detail, **click** on the Journal Line # and from there the system will transfer you to the originating entry in the associated PeopleSoft



application, such as Accounts Payable. From here, you can drill around to supporting detail within Accounts Payable or to detail in another PeopleSoft application.

Click on the Drill to Source button  next to Journal Line # 6 in the previous screen shot to access the following page.

Journal ID								
Unit	Journal	Date	Ledger	Line	Line Descr	GL Journal		
09000	AP01144879	07/03/2007	ACTUALS	6	AP Accruals			
Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project
522110		1000	19701	1000060	07			
Base Currency			Base Amount		Currency			
USD			2,065.90		USD			
Details								
Chartfields		Voucher Information		Document Information		[...]		
Unit	Acctg Date	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	P
09000	07/02/2007		1000	19701	1000060	07		

Switch tabs to the Voucher Information Tab. See example below:

Journal ID								
Unit	Journal	Date	Ledger	Line	Line Descr	GL Journal		
09000	AP01144879	07/03/2007	ACTUALS	6	AP Accruals			
Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project
522110		1000	19701	1000060	07			
Base Currency			Base Amount		Currency			
USD			2,065.90		USD			
Details								
Chartfields		Voucher Information		Document Information		[...]		
Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency			
00010737	Expense Distribution	2	1	2065.90	USD			

Click on the Voucher ID hyperlink [00010737](#) to go to the following page:



Voucher Accounting Entries

Business Unit: 09000 Voucher ID: 00010737 Invoice Number: 090_20070627_001

Accounting Line View Option: Standard Show Foreign Currency Search Reset

Invoice Date: 06/27/2007 Vendor ID: 0000001108 Vendor Name: AUTHORITY ORDER-PCARD TVL

Accounting Information Find | View All First 1 of 3 Last

Posting Process: AP Accrual GL Dist Status: Distributed

Main Information Chartfields Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-946.10	USD	ACTUALS	09000
Expense Distribution	946.10	USD	ACTUALS	09000
Accounts Payable	-2,065.90	USD	ACTUALS	09000
Expense Distribution	2,065.90	USD	ACTUALS	09000
Accounts Payable	-776.60	USD	ACTUALS	09000
Expense Distribution	776.60	USD	ACTUALS	09000

The header information on this page shows Voucher ID, Invoice Number, Invoice Date, Vendor ID and Vendor Name. The Main Information tab shows the dollar amount for each row. Switch tabs to the ChartFields tab

Voucher Accounting Entries

Business Unit: 09000 Voucher ID: 00010737 Invoice Number: 090_20070627_001

Accounting Line View Option: Standard Show Foreign Currency Search Reset

Invoice Date: 06/27/2007 Vendor ID: 0000001108 Vendor Name: AUTHORITY ORDER-PCARD TVL

Accounting Information

Posting Process: AP Accrual GL Dist Status: Distributed

Main Information Chartfields Journal

Tax Authority	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project
	202000		1000	19701					
	522110		1000	19701	1000002	07			
	202000		1000	19701					
	522110		1000	19701	1000060	07			
	202000		1000	19701					
	522110		1000	19701	1000013	07			

Switch tabs again to the Journals tab



Voucher Accounting Entries

Business Unit: Voucher ID: Invoice Number:

Accounting Line View Option: Show Foreign Currency

Invoice Date: 06/27/2007 Vendor ID: 0000001108 Vendor Name: AUTHORITY ORDER-PCARD TVL

Accounting Information Find | View All First 1 of 3 Last

Posting Process: AP Accrual GL Dist Status: Distributed

Customize | Find | View All | First 1-6 of 6 Last

Main Information Chartfields Journal

Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary
AP01144879	1	07/03/2007				07/02/2007	V	Y
AP01144879	4	07/03/2007				07/02/2007	V	Y
AP01144879	1	07/03/2007				07/02/2007	V	Y
AP01144879	6	07/03/2007				07/02/2007	V	Y
AP01144879	1	07/03/2007				07/02/2007	V	Y
AP01144879	5	07/03/2007				07/02/2007	V	Y

This tab shows the cross reference information back to the Journal that we started from.



BUDGET DETAIL INQUIRY

This page is used to view specific budget details for a single control budget. You cannot view related cumulative budgets on the same screen when using the Budget Detail Inquiry. The CASH budgets do not include multiple budget periods, and this search is useful when looking at the remaining CASH budget. However, when looking at a cumulative budget, such as the ALLOT budget, the budget overview screens are usually more beneficial.

Navigation: **Commitment Control > Review Budget Activities > Budget Details**

Use the Criteria page to specify the values that identify your controlled budgets and Budget Periods on which you wish to inquire. There are two views (Summary and Detail) of the four types of controlled budgets (ALLOT, DEPT, CASH or CASHR) available from this page.

If you know the values, select the budget keys for the particular controlled budget on which you want to make inquiries. However, if you are not sure of the key values for Dept, Class-Funding, Account, and Bud Ref you can leave the field blank to reference all possible values for that field in the controlled budget you've selected. Using a combination of values and the wild card you can narrow your budget selections.

Input the Business Unit (09000), Ledger (CASH), the Class-Funding (198) and **click** on .

Budget Details
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=] 09000 [Q]

Ledger Group: [=] CASH [Q]

Account: [begins with] [] [Q]

Dept: [begins with] [] [Q]

Oper Unit: [begins with] [] [Q]

Sub-Account: [begins with] [] [Q]

Fund Type: [begins with] [] [Q]

Class-Funding: [begins with] 198 [Q]

Program: [begins with] [] [Q]

Bud Ref: [begins with] [] [Q]

Affiliate: [begins with] [] [Q]

Fund Affil: [begins with] [] [Q]

CFDA#: [begins with] [] [Q]

PC Business Unit: [begins with] [] [Q]

Project: [begins with] [] [Q]

Activity: [begins with] [] [Q]

Source Type: [begins with] [] [Q]

Budget Period: [begins with] [] [Q]

Statistics Code: [begins with] [] [Q]

[Basic Search](#)



If there is only one budget that meets your criteria, the system will automatically open the selected budget. However, if there are multiple budgets that meet your criteria, the **Search Results** will be displayed at the bottom portion of the page.

Search Results						
View All						
Business Unit	Ledger Group	Account Dept	Oper Unit	Sub-Account	Fund Type	Class-Funding
09000	CASH	(blank)	(blank)	(blank)	1000	198

Click on the link of the control budget being inquired on.

Commitment Control Budget Details			
Business Unit	Ledger Group	Fund Type	Class-Funding
09000	CASH	1000	198
Display Chart i			
Ledger Amounts			
Budget:		0.00 USD	Attributes Max Rows: <input type="text" value="100"/>
Expense:		2,581,642.47 USD	Parent / Children Associated Budgets
Associate Revenue:		4,027,144.00 USD	
Available Budget			
Without Tolerance:	1,445,501.53	USD	Percent: (0%) Forecasts
With Tolerance:	1,445,501.53	USD	Percent: (0%) Forecasts
Budget Exceptions			
Exception Errors:	0	Exception Warnings:	0
Budget Exceptions			

The top section of this page identifies the specific budget being inquired on. The Ledger Amount section shows the total Budget, pre-encumbered, encumbered, expended or associated revenue, as appropriate. The Available Budget section shows the amount of budget still available.

[Attributes](#) - **Clicking** this link will open the Budget Detail Attributes page, where the budget status, Commitment Control option, begin and end dates, and budget tolerance for the control budget can be viewed.

Budget Detail Attributes	
Control Budget Attributes	
Commitment Control Option:	Control
Tolerance Percent:	0.00000000
Budget Status:	Open
Begin Date:	07/01/2002
End Date:	06/30/2099
<input type="button" value="OK"/>	



[Budget Exceptions](#) – **Click** the link to open the Budget Exceptions page, where exceptions can be viewed.

- The **Drill to Ledger** button accesses the summarized Ledger data. You can then drill down further to detail information.

- The **Drill to Activity Log** button returns the detailed transactions. In many cases the volume of data included is very high, causing the operation to perform slowly or not return all rows. If this selection is made, you may have to increase the maximum rows back on the Budget Details Page.

For demonstration purposes, we will first follow the Drill to Ledger option for the expenses. **Click** on the [Drill to ledger](#) hyperlink.

DRILL TO LEDGER

The page may be used to view the control budget ledger rows that make up the ledger total.

Ledger

Business Unit: 09000 Ledger: CASH_EXP

Customize | Find | First 1-6 of 5 Last

Budget Chartfields Amounts

Fund Type	Class-Funding
1000	198
1000	198
1000	198
1000	198
1000	198

OK

You may navigate between the Budget Chartfields tab and the Amounts tab, or you can select the ‘Show all Columns’ hyperlink to see all information.

Ledger

Business Unit: 09000 Ledger: CASH_EXP

Customize | Find | First 1-6 of 5 Last

Fund Type	Class-Funding	Fiscal Year	Accounting Period	Base Amount	Transaction Amount	Last Update DateTime	Process Instance
1000	198	2006	10	-22.69 USD	-22.69 USD	09/27/2007 6:57:22PM	1005318695
1000	198	2008	1	945577.30 USD	945577.30 USD	07/31/2007 11:58:57PM	5081805
1000	198	2008	2	987178.35 USD	987178.35 USD	09/01/2007 12:19:09AM	5214313
1000	198	2008	3	649978.58 USD	649978.58 USD	09/28/2007 6:58:49PM	5323308
1000	198	2008	4	-1069.07 USD	-1069.07 USD	10/25/2007 11:33:22AM	4659538

OK



DRILL TO ACTIVITY LOG

From the Commitment Control Budget Detail page, you may choose to drill down to the activity log by using the button.

Activity Log
Ledger: CASH_EXP

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund Type	Class-Funding	Year	Period	Foreign Amount	Monetary Amount	Tran ID	Tran Date
1	Voucher ID:	00011439	N	1000	198	2008	4	-460.13 USD	-460.13 USD	0006426689	10/24/2007
3	Voucher ID:	00011439	N	1000	198	2008	4	-123.35 USD	-123.35 USD	0006426689	10/24/2007
1	Voucher ID:	00011440	N	1000	198	2008	4	-445.04 USD	-445.04 USD	0006426690	10/24/2007
3	Voucher ID:	00011440	N	1000	198	2008	4	-132.86 USD	-132.86 USD	0006426690	10/24/2007
1	Voucher ID:	00010792	N	1000	198	2008	1	4,911.75 USD	4,911.75 USD	0006057068	07/16/2007
1	Voucher ID:	00010824	N	1000	198	2008	1	25.00 USD	25.00 USD	0006063573	07/17/2007
1	Voucher ID:	00010852	N	1000	198	2008	1	9.00 USD	9.00 USD	0006069314	07/18/2007
1	Voucher ID:	00010853	N	1000	198	2008	1	9.00 USD	9.00 USD	0006069315	07/18/2007
1	Voucher ID:	00010854	N	1000	198	2008	1	7,500.00 USD	7,500.00 USD	0006069316	07/18/2007
1	Voucher ID:	00010855	N	1000	198	2008	1	40.00 USD	40.00 USD	0006069317	07/18/2007
1	Voucher ID:	00010856	N	1000	198	2008	1	40.00 USD	40.00 USD	0006069318	07/18/2007
1	Voucher ID:	00010857	N	1000	198	2008	1	349.80 USD	349.80 USD	0006069319	07/18/2007

Using the Drill Down icon, you will find additional information about the item selected. Using the Drill to Activity Log Inquiry icon, you will find additional data about how this transaction affected this and other budgets.

Commitment Control Activity Log
Activity Log Inquiry Criteria

Inquiry: PS_AUTO_DR Description:

Transaction Type: AP_VOUCHER Ledger Group:

Application Business Unit:

Voucher ID From: 00010792 Voucher ID To: 00010792

Tran ID: 0006057068 Tran Date: 07/16/2007

Process Status: Process Instance:

Maximum Rows: 100

Line	Ledger Group	Ledger	App BU	GL BU	Voucher ID	Referenced Budg	Account	Fund Type	Class-Funding	Dept	Bud Ref	Program	Oper Unit	Budget Period	Year	Period
1	ACCT	ACCT_ENC	09000	09000	00010792	Y	532170	1000	19801	1000083	08			2008	2008	1
1	ACCT	ACCT_EXP	09000	09000	00010792	N	532170	1000	19801	1000083	08			2008	2008	1
1	ALLOT	ALLOT_ENC	09000	09000	00010792	Y			19801	10	08			2008	2008	1
1	ALLOT	ALLOT_EXP	09000	09000	00010792	N			19801	10	08			2008	2008	1
1	CASH	CASH_EXP	09000	09000	00010792	N		1000	198					2008	2008	1
1	DEPT	DEPT_ENC	09000	09000	00010792	Y	532000		19801	1000083	08			2008Q1	2008	1

NOTE: You can save frequently used searches by putting in the search criteria and clicking on the Save Search Criteria hyperlink. You will be asked to name the search, and a box with a dropdown option will appear at the top of the search screen so that you can select a saved search.



BUDGET OVERVIEW

This page is used for an overview of specific budgets. It can be used with controlling or tracking budgets. When searching on cumulative budgets that include multiple budget periods, this view is much easier to use than the Budget Detail Inquiry.

Navigation: Commitment Control > Review Budget Activities > Budget Overviews

Search for an existing inquiry name or create a new inquiry. Select the inquiry name.

Budgets Overview
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**

Inquiry Name: begins with

[Basic Search](#)

Search Results
View All First 1-2 of 2 Last

Inquiry Name	Description
BUD_INQ	CUMULATIVE REVIEW
BUD_OVER	BUDGET OVERVIEW

Use the Criteria page to specify the values that identify your budgets and Budget Periods on which you wish to inquire.

If you know the values, select the budget keys for the particular controlled budget on which you want to make inquiries. However, if you are not sure of the key values for Dept, Class-Funding, and Bud Ref you can leave the field blank to reference all possible values for that field in the budget you've selected. Using a combination of values and the wild card you can narrow your budget selections.

When inquiring on the Allot budget, be sure to include all possible budget periods for that budget. For instance, for the FY07 budgets, include budget period 2007 to 2008 if the budget dates encompass both budget periods. You can make the From and To budget periods outside of your range to ensure you have captured all budget periods. For example, you may set the From budget period at 2004 and the To budget period at 2010. The system will return only the budget periods that exist in the budget attributes.

Input the Business Unit (09000), Ledger (ALLOT), the Class-Funding (19301), Department (10).

NOTE: You can save frequently used searches by saving them under unique inquiry names. Once you have created an inquiry you can save it and use it as often as you like to access the same or related budget information.



Budget Inquiry Criteria
Budget Overview

Inquiry: BUD_OVER **Description:** BUDGET OVERVIEW

[Amount Criteria](#)

Budget Type

'Business Unit: 09000 Ledger Group/Set: Ledger Group Ledger Group: ALLOT

View Stat Code Budgets Allotment Budget Ledger Group

Display Chart

TimeSpan

'Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ALLOT	EA	2007	2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Dept	10	10		Update/Add
Class-Funding	19801	19801		Update/Add
Bud Ref	08	08		Update/Add

Budget Status

- Open
- Closed
- Hold

Click on . The **Search Results** will be displayed.

Inquiry Results
Budget Overview

Business Unit: 09000
Ledger Group: ALLOT Allotment Budget
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated

[Return to Criteria](#) **Max Rows:** 100 [Display Options](#)

Ledger Totals (2 Rows)

Budget:	24,162,867.46	Net Transfers:	0.00
Expense:	2,581,642.47		
Encumbrance:	1,481,304.43		
Pre-Encumbrance:	0.00		
Budget Balance:	20,099,920.56		
Associate Revenue:	0.00		
Available Budget:	20,099,920.56		


Budget Overview Results

	Ledger Group	Class-Funding	Dept	Bud Ref	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	ALLOT	19801	10	08	2008	24,162,867.46	2,581,642.47	1,481,304.43	0.00	20,099,920.56	83.19
2	ALLOT	19801	10	08	2009	0.00	0.00	0.00	0.00	0.00	0.00



CORE Oklahoma

The Ledger Totals reflects the cumulative budget for the criteria selected. If only one year is selected in the criteria, only that year's amounts will be reflected. The most effective use of the Budget Overview will be to include in the criteria all possible Budget Period combinations.

You can **click** on any of the 'Budget Overview Results' amounts which are hyperlinks to drill down to the activity log. You can select the 'Show Budget Details' icon  to link to the Budget Detail Inquiry screen and may use the items on that page as discussed above.



REPORTS

Often the PeopleSoft ledger and journal inquiries, as discussed in the sections above, provide enough information to answer basic questions about an account balance or specific Journal Entry. However, there is often the need to see more information or detail than these inquiries provide. Using, PeopleSoft baseline reports or Query you can obtain this additional information.

There has been very little change to the reports, delivered or state developed. An example of how to run a delivered report is included for informational purposes only.

EXAMPLE REPORT - TRIAL BALANCE

This section describes how to create a trial balance report (GLS7012).

Navigation: **General Ledger > General Reports > Trial Balance > Find an Existing Value**

Trial Balance
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**

Run Control ID: begins with

Case Sensitive

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Press search to find an existing run control, or enter your individual run control name and press **Add** on the Add a New Value tab.

TRIAL BALANCE PARAMETERS PAGE

Trial Balance

Run Control ID: REPORTS | [Report Manager](#) | [Process Monitor](#) | **Run**

Language: **English**

Report Request Parameters

Unit: 99999 | *Ledger: | [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Fiscal Year: | Currency Code: | Period:

Currency Option: Base | | Display Full Numeric Field | **Adjustment Period** | 1 | [+](#) | [-](#)

Refresh

ChartField Selection | [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Sequence	Field	Long Name	Select	Descr	Subtotal	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Save | **Notify** | **Add** | **Update/Display**



The Trial Balance parameters looks like the above page upon initial use of the run control. Several values must be changed to identify the report to be created. The key fields on this page are discussed below.

Unit	This value should be your business unit. For those with access to multiple business units, this must be changed from the default value of "99999" to the specific business unit to be reported on.
Ledger	This will typically be populated with "ACTUALS." However, there may be a need to run trial balances of various other ledgers especially during year-end closing.
Fiscal Year	Enter the fiscal year to be included in the report. Remember that fiscal year 2003 starts in July 2002 and ends in June 2003.
Period	Enter the accounting period the report will go through. Remember that the accounting periods are 1 through 12 starting in July.

Once these values have been populated, press **Refresh**. The page refreshes as follows:

Trial Balance Report

Run Control ID: REPORT [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameters

Unit: 09000 **Ledger:** ACTUALS **Adjustment Periods**
 Fiscal Year: 2008 **Period:** 2 **Adjustment Period**
 Currency Option: Base **Currency:** 1

Display Full Numeric Field **Refresh**

ChartField Selection [Customize](#) | [Find](#) | First 1-17 of 17 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Class-Funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19800	19801
	Currency Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Once the page refreshes, you can define which ChartFields should be included in the output and also define which ChartField values are to be included in the report. In the above example, we have checked "Include Chartfield" for various ChartFields. These fields will be included in the report. We could have also checked Descr to include the description of the ChartField or checked Subtotal to provide subtotals by the selected ChartField.



There is a Value column that allows us to restrict the trial balance to specific ChartField values if we choose.

Once all criteria are entered, press **Run**. This brings up the process scheduler below.

Process Scheduler Request

User ID: CBURNETT Run Control ID: REPORTS

Server Name: **PSNT** Run Date: 02/19/2003
 Recurrence: Run Time: 12:54:52PM **Reset to Current Date/Time**

Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	PDF

OK **Cancel**

If the process type is Crystal, be sure to select Server Name of "PSNT", otherwise the "PSUNX" server can be selected. Then press **OK**. This takes you back to the Trial Balance Parameters page.

Trial Balance

Run Control ID: REPORTS [Report Manager](#) [Process Monitor](#) **Run**

Language: English Process Instance: 1880

Report Request Parameters

Unit: 58000 Ledger: ACTUALS Customize | Find | View All

Fiscal Year: 2003 Currency Code: Period: 8 **Adjustment Period**

Currency Option: Base Display Full Numeric Field 1

Sequence	Field Long Name	Select	Descr	Subtotal	Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Sub-Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

As you can see above, the Process Instance is noted on this page. At this point, press [Process Monitor](#) to move to the Process Monitor.



PROCESS MONITOR PAGE

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1-4 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4660372		SQR Report	GLS7012	JPRATT	10/27/2007 3:31:45PM CDT	Queued	N/A	Details
<input type="checkbox"/>	4660370		Application Engine	FS_BP	JPRATT	10/27/2007 2:59:59PM CDT	Success	Posted	Details
<input type="checkbox"/>	4660363		PSJob	QCP024GL	JPRATT	10/27/2007 9:47:17AM CDT	Success	Posted	Details
<input type="checkbox"/>	4660362		COBOL SQL	GLPPPOST	JPRATT	10/27/2007 9:28:40AM CDT	Success	Posted	Details

[Go back to Trial Balance](#)

This page shows all reports that have been created for a specific period of time. In this case it shows all reports run in the last 1 day. The report we want to pull up is the Trial Balance with Report Instance 4660372.

NOTE: the report process may not be completed by the time you get to this page. You'll know when the process is complete by looking for the word "Posted" in the Status column. At this point, press the hyperlink [Details](#), which brings you to the following page.

Process Detail

Process

Instance: 4660372 Type: SQR Report

Name: GLS7012 Description: Trial Balance Report

Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: REPORT Hold Request

Location: Server Queue Request

Server: PSUNX Cancel Request

Recurrence: Delete Request

Restart Request

Date/Time **Actions**

Request Created On: 10/27/2007 3:31:52PM CDT [Parameters](#) Transfer

Run Anytime After: 10/27/2007 3:31:45PM CDT [Message Log](#)

Began Process At: 10/27/2007 3:32:10PM CDT Batch Timings

Ended Process At: 10/27/2007 3:32:19PM CDT [View Log/Trace](#)



On this page press the hyperlink for [View Log/Trace](#) and find the file ending in .PDF. In this case the hyperlink is [gls7012_4660372.PDF](#). This brings up the actual report in a PDF format in a separate window.

TRIAL BALANCE REPORT

Account	Class-Funding	Cur	Transaction Debit	Transaction Credit
101000	19800	USD	2,013,572.00	0.00
	19801	USD	0.00	1,914,320.43
202000	19801	USD	0.00	17,027.82
511110	19801	USD	975,571.19	0.00
511130	19801	USD	9,149.55	0.00
511210	19801	USD	20,900.71	0.00
511260	19801	USD	50.00	0.00
511270	19801	USD	1,530.21	0.00
511420	19801	USD	23,200.36	0.00
512110	19801	USD	165,412.65	0.00
513110	19801	USD	62,926.92	0.00
513120	19801	USD	14,716.83	0.00
513230	19801	USD	134,951.88	0.00
513280	19801	USD	5,308.75	0.00
515010	19801	USD	4,639.16	0.00
515060	19801	USD	1,500.00	0.00
515380	19801	USD	19,594.00	0.00
515570	19801	USD	1,680.26	0.00
521110	19801	USD	388.19	0.00
521120	19801	USD	175.50	0.00
521140	19801	USD	40.00	0.00
521150	19801	USD	335.55	0.00
521210	19801	USD	879.75	0.00
521220	19801	USD	615.20	0.00
521230	19801	USD	4,283.75	0.00
521240	19801	USD	403.00	0.00
521250	19801	USD	779.22	0.00

The report can be saved or printed at this point using the functionality of the Windows Browser. To close the separate window, press in the upper right corner of the browser.



RUNNING QUERIES

RUNNING A PREDEFINED QUERY

To run a predefined query using the PeopleSoft Internet Architecture:

Navigation: Reporting Tools > Query > Query Manager or Query Viewer


1. You can then find an existing query by entering criteria in the Search For field and specifying the Search In and Search Type criteria, and then **clicking** the Search button.
2. If you know the name of the query you want to run, type it in the Search For field, and **click** the Search button.
 - a. If you want to search for a query, leave the field blank and **click** Search button to display a list of all queries.
 - b. Perform a partial search by entering part of a query name or description in the Search For field. Use the radio button options to select to search queries by name, description or both, and then further define your search by selecting a Search Type. **Click** the Search button to display a list of queries that match your search criteria.

The Search Results page appears. The results will list all the queries that match the search criteria. The following information is displayed:

- Query name.
 - Query description.
 - Ownership. (Public or Private).
 - Actions allowed. (Based on security access).
3. Scroll to the name of the query that you want to run.
By default, only the first 20 queries appear on the page. To see more of the list, use the navigation buttons and links located on the header bar.

[View All](#) [First](#)  21-40 of 112  [Last](#)

To display all of the queries, select View All and use the scrollbar to go through the rest of the list.

4. To run a query from the list of queries, **click** the Run hyperlink located on the same row as the required query name. If there are no prompts in the query, a new browser instance will display with the results of your query.
5. If there are prompts defined in the query, you will need to enter the desired criteria in the prompt fields prior to seeing the results. Prompts make the query dynamic in that each time it is run, you can change the selection criteria.
6. Then press  to display the results of your query.



DOWNLOADING THE QUERY AS AN EXCEL SPREADSHEET

You have the option of downloading your query to an Excel spreadsheet. **Click** the hyperlink [Excel SpreadSheet](#). You will be given the option to open the file in your browser in Excel or save the file to your hard drive.

PRINTING A QUERY

To print a query, you must first have run the query and have it displayed in your browser. Select the Print button from your browser or select **File, Print** from you browser menu. The query will be printed on your default printer.

If you choose to download the query in Excel, you can print the query using Excel's print function.

RUNNING EXAMPLE QUERY FROM QUERY VIEWER

Navigation: Reporting Tools > Query > Query Viewer

QUERY VIEWER PAGE

Query Viewer

Find an Existing Query

Search by:

Search Results

Query	Customize	Find	View All	First	1-3 of 3	Last
OCP_GL_CLEARING_FUND						
CLEARING FUND ACTIVITY						
					Public	Run Schedule
OCP_JOURNALS_TO_BE_BUDGET_CHK						
					Public	Run Schedule
OCP_JOURNALS_TO_BE_EDITED						
					Public	Run Schedule

On this page, enter a portion or the entire query name you wish to access and then press . In the above example we entered "OCP." A list of queries will appear in the Search Results list. To run the query, press [Run](#). The following page appears.

OCP_JOURNALS_TO_BE_BUDGET_CHK

Unit:

Unit	Journal ID	Date	Ledger Grp	Status



No results are immediately available since this query has prompts defined for it. Therefore, prior to seeing the results, we must insert the required information. This query is prompting for the business unit. We can either enter a specific business unit such as “58000” or we can enter a wildcard character (%) to select all values. Once the prompts are populated, then press **View Results** to see the results below.

NOTE: Some queries will have no prompts and therefore the results will be available immediately upon pressing the [Run](#) hyperlink.

OCP_JOURNALS_TO_BE_BUDGET_CHK

Unit: %

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

View All First 1-1 of

	Unit	Journal ID	Date	Ledger Grp	Status	User	Budget Status	Long Descr
1	58000	0000000014	03/09/2003	ACTUALS	E	CBURNETT	N	Budget Error Example

This view gives a quick look at the results. Since it is in the browser, you can print this page from the browser menu. However, if you want to download the information to Excel to analyze the information, press [Excel Spreadsheet](#). This brings you to the same page but now in an Excel Spreadsheet as follows.

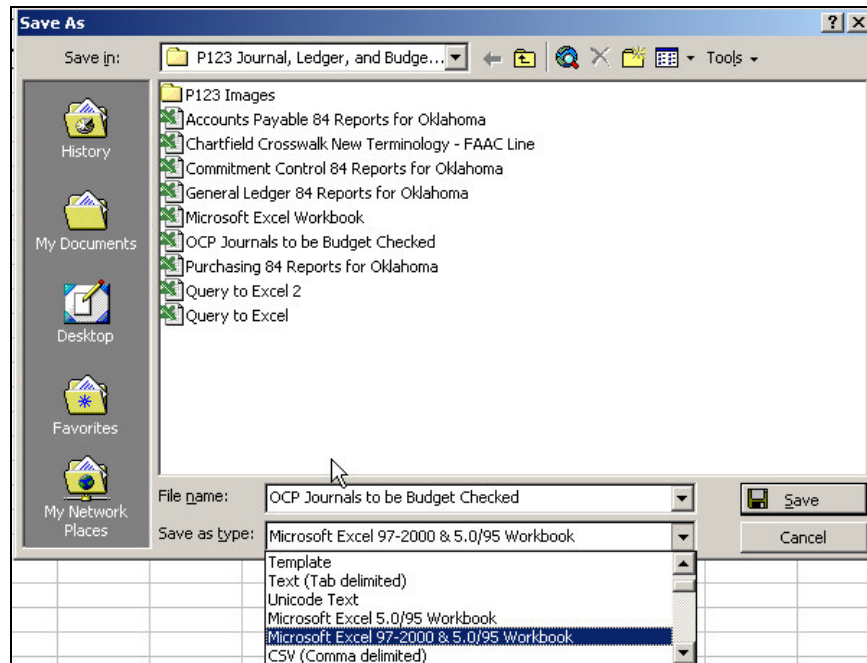
Microsoft Excel - OSF Journals to be Budget Checked

File Edit View Insert Format Tools Data Window Help

D10 =

	A	B	C	D	E	F	G	H
1	OCP_JOURNALS_TO_BE_BUDGET_CHK							
2								
3	Unit	Journal ID	Date	Ledger	Status	User	Budget	Long Descr
4	58000	0000000014	3/9/2003	ACTUALS	N	CBURNETT	N	Budget Error Example
5								
6								
7								
8								
9								

Now you can perform any Excel tasks you wish. To save the spreadsheet, go to File, Save As to see the following page.



Be sure to not only name the spreadsheet, but also select Microsoft Excel 97-2000 & 5.0/95 Workbook format. Then save the spreadsheet.