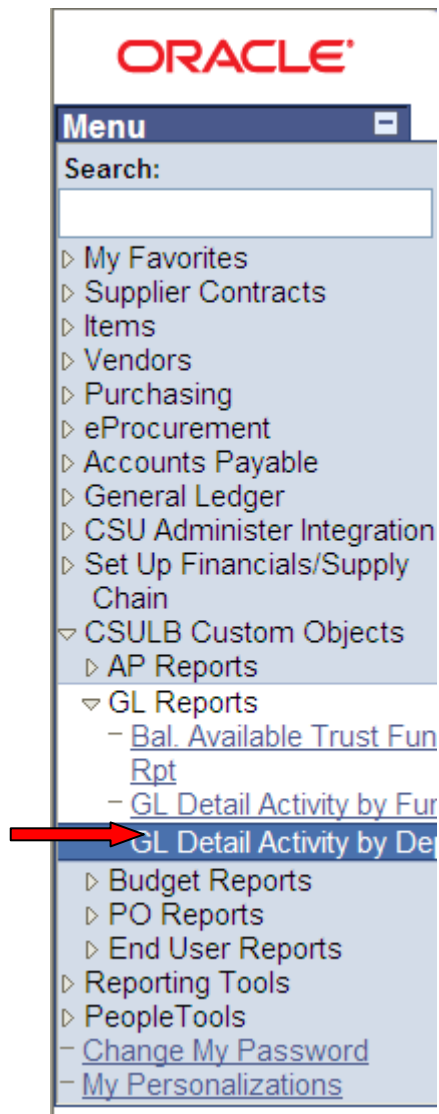


PeopleSoft Finance 9.0 – Print the General Ledger Detail Activity Report


Purpose: To print the GL Detail Activity Report for a department.

Navigate to the Parameters page.

CSULB Custom Objects -> GL Reports -> [GL Detail Activity by Dept](#)



 *The Run Control ID is case sensitive and cannot contain spaces. Use an underscore as a space, if necessary.*

 *You can use a previously defined Run Control ID by searching for existing run controls.*

Select Add a New Value to add a run control if this is your first time running this report.

We are using the users initials as the first part of the run control, however, the user does not need to do this when using their own log-in ID. Initials in the run control are being used for training purposes only.

Click on the [Add a New Value Tab](#)

➤ **Run Control ID (Your Initials_GL_DETAIL)**

GL Detail Activity - DEPT

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

Run Control ID:

[Add](#)

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

Click on [Add](#)

GL Detail Activity by Dept

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

Business Unit:

Fiscal Year: From Acctg Period: Through Acctg Period:

To select Programs with BLANK value, enter PROGRAM Field

From <input type="text"/> <input type="button" value="Q"/>	To <input type="text"/> <input type="button" value="Q"/>
Department: <input type="text"/>	Department: <input type="text"/>
From Fund <input type="text"/> <input type="button" value="Q"/>	To Fund Code: <input type="text"/> <input type="button" value="Q"/>
Code: <input type="text"/>	To Program <input type="text"/> <input type="button" value="Q"/>
From Program <input type="text"/> <input type="button" value="Q"/>	Code: <input type="text"/>
Code: <input type="text"/>	To Account: <input type="text"/> <input type="button" value="Q"/>
From Account: <input type="text"/> <input type="button" value="Q"/>	

[Save](#) [Notify](#)

[Add](#) [Update/Display](#)

Enter or verify the Parameters information.

- **Unit (LBCMP)**
- **Fiscal Year (2007)**
- **From Acctg Period (1)**
- **To Acctg Period (6)**
- **Orgin (00212)**
- **Fund Code (GF001)**
- **Department (your department number)**
- **Account (your account number)**
- **Program (your program number)**
- **Class (your class number)**
- **Project (your project number)**

GL Detail Activity by Dept

Run Control SN_GL_Detail [Report](#) [Process](#) Run

ID: [Manager](#) [Monitor](#)

Business Unit:

Fiscal Year: **From Acctg** **Through Acctg Period:**

Period:

To select Programs with BLANK value, enter PROGRAM Field
BLANK in the

From <input type="text" value="00212"/>	To <input type="text" value="00212"/>
Department:	Department:
From Fund <input type="text" value="GF001"/>	To Fund Code: <input type="text" value="GF001"/>
Code:	To Program <input type="text"/>
From Program <input type="text"/>	Code:
Code:	To Account: <input type="text" value="660042"/>
From Account: <input type="text" value="606001"/>	

Save Return to Search Notify

Add Update/Display

After the criterion is entered, click the Save button at the lower left-hand side.

Now press the Run button at the top right-hand corner of the page.

Note: If you leave any of the fields above empty, then you will receive reports for all the empty parameters. It is recommended that you limit your selection in at least one of the criteria; otherwise you will end up running this report for the entire university.

The Process Scheduler Request page loads.

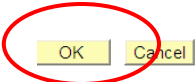
- **Server Name: PSUNX**
- **Type: Web**
- **Format: PDF**

Process Scheduler Request

User ID: SNEALE Run Control ID: SN_GL_Detail

Server Name: PSUNX Run Date: 12/09/2008
 Recurrence: Run Time: 4:04:17PM [Reset to Current Date/Time](#)
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL Detail Activity by Dept	LBGL004	SQR Report	Web	PDF	Distribution



Click OK

GL Detail Activity by Dept

Run Control ID: SN_GL_Detail [Report Manager](#) [Process Monitor](#) [Run](#)
 Process Instance: 444279

Business Unit: LBCMI
 Fiscal Year: 2007 From Acctg Period: 1 Through Acctg Period: 6

To select Programs with BLANK value, enter PROGRAM Field
 BLANK in the

From: 00212	To: 00212
Department: GF001	Department: GF001
From Fund: GF001	To Fund Code: GF001
Code:	To Program:
From Program:	Code:
From Account: 606001	To Account: 660042

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Click on Process Monitor

Process List **Server List**

View Process Request For

User: SNEALE Type: Last: 1 Days [Refresh](#)
 ID: Name: Instance: to
 Server: PSUNX Distribution: Save On Refresh
 Run Status: Status:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	444279		SQR Report	LBGL004	SNEALE	12/09/2008 4:04:17PM PST	Success	Posted	Details

The report with Process Instance "444279" has a Run Status = Success.

If the Run Status = Processing, click the [Refresh](#) button until you see that the status has changed to "Success".

When the [Run Status shows](#) "Success", and the [Distribution Status](#) shows "Posted" click on [Details](#) to review the report in PDF format.

Clicking on [Details](#) brings you to the Process Detail page.

Process Detail

Process	
Instance: 444279	Type: SQR Report
Name: LBGL004	Description: GL Detail Activity by Dept
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: SN_GL_Detail	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 12/09/2008 4:05:43PM PST	Parameters Transfer
Run Anytime After: 12/09/2008 4:04:17PM PST	Message Log
Began Process At: 12/09/2008 4:05:55PM PST	Batch Timings
Ended Process At: 12/09/2008 4:06:09PM PST	View Log/Trace

Click on [View Log/Trace](#) to open the next page.

The following page opens.

View Log/Trace

Report


Report ID: 356213 Process: 444279 [Message Log](#)
 Name: LBGL004 Instance:
 Run: Success Process Type: SQR Report
 Status:

GL Detail Activity by Dept

Distribution Details

Distribution: FLBPRENT Expiration: 12/11/2008
 Node: Date:

File List

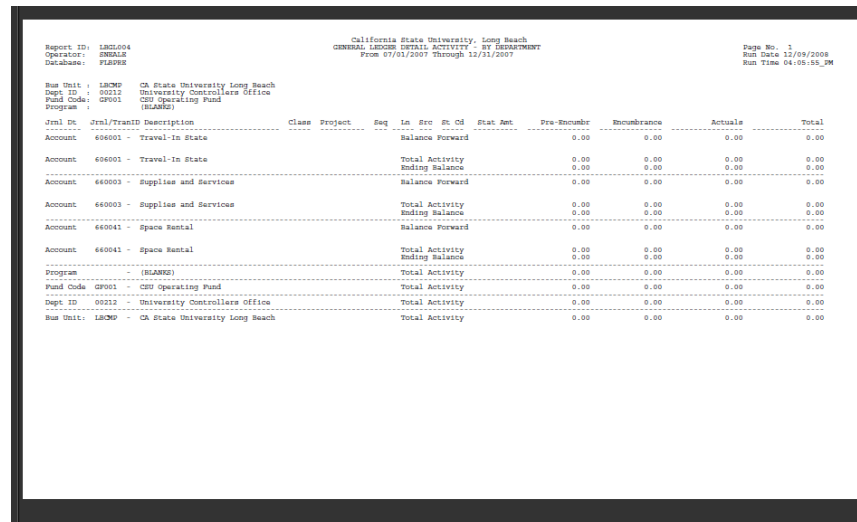
Name	File Size (bytes)	Datetime Created
SQR_LBGL004_444279.log	1,631	12/09/2008 4:06:09.000000PM PST
lbgl004_444279.PDF 	3,047	12/09/2008 4:06:09.000000PM PST
lbgl004_444279.out	13,065	12/09/2008 4:06:09.000000PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	SNEALE

[Return](#)


Click on the [lbgl004 444279.PDF](#) link. This is your PDF file.



Report ID: LBGL004 California State University, Long Beach Page No. 1
 Operator: SNEALE CASHGL: LACOMB DETAIL ACTIVITY - BY DEPARTMENT Run Date 12/09/2008
 Database: FLBPRE From 07/01/2007 Through 12/31/2007 Run Time 04:06:55_PM

Jnl Dt	Jnl/TranID	Description	Class	Project	Seq	Ln	Src	St	Cl	Stat	Amt	Pre-Number	Reimbursement	Actuals	Total
	Account	666001 - Travel-In State									0.00	0.00	0.00	0.00	0.00
											0.00	0.00	0.00	0.00	0.00
											0.00	0.00	0.00	0.00	0.00
	Account	640003 - Supplies and Services									0.00	0.00	0.00	0.00	0.00
											0.00	0.00	0.00	0.00	0.00
											0.00	0.00	0.00	0.00	0.00
	Account	640041 - Space Rental									0.00	0.00	0.00	0.00	0.00
											0.00	0.00	0.00	0.00	0.00
											0.00	0.00	0.00	0.00	0.00
	Program	(SNAME)									0.00	0.00	0.00	0.00	0.00
	Fund Code	09001 - CSU Operating Fund									0.00	0.00	0.00	0.00	0.00
	Dept ID	09212 - University Controllers Office									0.00	0.00	0.00	0.00	0.00
	Bus Unit	LACOMB - CA State University Long Beach									0.00	0.00	0.00	0.00	0.00

Your document will open up your PDF file and you can print from there. You can also save your document to your working network drive. This document format works for e-mailing purposes also.

Click the  in the upper right corner of the report to close the window.