General Ledger 201

• Objective
  – Provide education necessary to utilize financial management tools contained within the PeopleSoft system
  • Queries
    – Budget Status Report
    – General Ledger Trial Balance
  • Inquiry
    – General Ledger Inquiry
The pathway to the Budget Status Report query is as follows:

>Commitment Control
  >Review Budget Activities
    >Budget Reports
      >UTMB Budget Status

SAVE THIS AS A FAVORITE!!

At this point you can either find an existing run control id (report format) or add a new value.

We’re going to add a new value.
The first step is clicking on the “Add a New Value” tab or clicking on the hyperlink below.

Once you have done that, the next step is creating a name for the value. It should not have any spaces but should use an underscore (_) as a space.

As you can see on this page, I have named the Run Control ID “KK_CLASS_BY_DEPT” because it will be a query to see all the classes individually for a specific department or range of departments.
Now we need to expand the section of the page labeled “Chartfield Selection”. This is accomplished by clicking the “Refresh” button.

We are now on our way to establishing the query variables.
The first variable you’ll want to establish is which ledger group you want to query against.

Remember this query is under Commitment Control so the ledger groups we will use begin with KK.

In order to create a query for a PeopleSoft Class, since that is what we have named our Run Control ID, you need to use KK_Fisc. You must identify which fiscal year and what periods should be included in the query. In the event it is left blank it will include all years contained in PeopleSoft.

If you want to include tolerances in your report you can check “Include tolerance”.

**DO NOT** CHECK “BREAK BY DEPTID” AS THIS IS USED STRICTLY FOR ACCOUNTING DISTRIBUTION BY EHCO.
For this specific query we want to include “Department”, “Fund Code”, and “Class Field” and have checked the Select, Description, and Subtotal boxes as these are the only chartfields we’re interested.

Go down to the bottom of the page and hit “Save”. Your three selection have now come to the top and can be sequenced appropriately. “Department” should be 1, “Fund Code” should be 2, and “Class Field” 3.

Because we only want the classes for a specific department I have included a department “value”. If you have multiple departments under your purview you could include the beginning department value and ending department value in order to include the entire department range.

Go ahead and fill in your information at this time.

This query is fairly broad, however you could narrow the query by including other chartfields such as Sub-fund. There are a number of other chartfields identified however many of them are currently unavailable at this time.

We’ve now created our first query.

But before we run anything let’s create a few more run controls

See the “Add” at the lower right hand corner of the page. You may have to scroll down and over to see it.

Go ahead and push it. We’re going to create another run control for projects.
We’re now ready to establish a Run Control ID for a query on projects. If you don’t care to establish multiple Run Control IDs you don’t have to. It is possible to pull up a single Run Control ID and change the query criteria to suit the need. It will always be saved with the criteria used last.

I’ve established a "KK_PROJECT_BY_DEPT" Run Control to provide a listing of my department’s projects. Because it is exclusively projects I must identify the ledger group as "KK_PROJ".

Do not complete the Fiscal Year, From Period and To Period since this information is not fiscal year based and relies upon a Budget Reference. In addition do not check "Include Tolerance" as projects do not have tolerances.

I have included in my sequence, Department, Project, Budget Reference, and Account. As you can see I have checked all but the description for Budget Reference and subtotal for Account as I didn’t feel it provided any value. It doesn’t mean you can’t, it’s just personal preference.

Because I want to look at projects for only a specific department I have included that value.

I have included account in my query because I want to see each of the budget pools included on the projects. On the class query this was unnecessary since everything expense-wise is at the 500000 account level in KK.

Let’s create one more Run Control. Remember how?
This Run Control I’d like to establish now is “KK_PROJECT_BY_SUBFUND”. This is a query that will provide a report isolating all projects related to a single subfund. This is especially valuable if there are multiple projects associated with a single award (subfund), as well as an interdisciplinary award among multiple departments.

I have provided a value for the Subfund because that is my primary field for this query.

Ok, now we have three different Run Control ID established. Scroll down to the bottom of the page and hit the “Add” button one last time, but click on the “Find an Existing Value” hyperlink. Now click on “Search”. Make sure there is nothing in the data box when you search or it will be limited to that item. Select which one of the Run Control IDs you like to run a query on. Double click. Does all the criteria look right? Yes; now we’re ready to run your report. Hit the “Run” button.
We’re on our way. You should be seeing this screen. First we want to determine the report type. Although it appears you have many choices, Web is the only choice currently operational. By specifying Web you will be able to see it on your screen.

We are working on the email choice in order to provide you the opportunity to email the report from this point in the process.
The next step is selecting the format. The report can be created in adobe as a PDF file. This format is fixed however the report is ready for print.

If you want the opportunity to manipulate the data in Excel select CSV. This stands for “comma separated values”. It will take a little more work to make the report print ready but it also gives you an opportunity to reformat the data using Excel.
Here is an example of a Web type and PDF format.
Here is an example of the output with a Web type and CSV format.

Now we’re ready to proceed. Click the OK button. It should put you back on the report request page. Now click on Process Monitor.
Running a Query –
Process Monitor

You now see that your report has been put into the process “Queue”. By clicking on the “Refresh” button you will be able to see it go through the process culminating in either a “Success” or “Error”. Either way go ahead and click on “Details”.
You can now see the time when things began and ended.

In order to get to the report click on “View Log/Trace”.
Running a Query – View Log/Trace

From this page you are now able to bring up your report. Click on the PDF reference. Be patient the report should appear in Adobe Acrobat.

Was everyone successful?

After you are done click on “Return” on the “View Log/Trace” page. Click “OK” on the “Process Detail” page. Your now on the “Process Monitor” page, click on “Go back to Budget Status”. Now your ready to run your next query. If you want to run on a different Run Control ID go to the bottom of the page and click on “Return to Search”. If you just want to quit, you can sign out at any point in the process.
Now we’re moving to General Ledger Inquiry. The pathway is:

> General Ledger
  > Review Journal/Ledger Data
  > Ledger

SAVE THIS AS A FAVORITE!!

You will need to “Add a New Value”

Let’s create a name for the inquiry. You are space limited, so let’s call it “ACCT_INQ”.
Now you’re ready to establish the inquiry criteria.

Since this is an inquiry its actually pulling up General Ledger transactions. You will need to fill in the criteria. The “Unit” should default to UTMBG, on “Ledger” select Actuals if you want to look at entries made in the Actuals ledger or Reporting if you want to see entries made in the Analytical Budget or Reporting ledger. For today let’s select Actuals. Once that is done, the other chartfield options appear.
Let’s begin filling the criteria in by specifying the year and the period you are wanting to reference. The rest on top can stay blank.

For exercise purposes, uncheck all but Account and Class under “View” and put in 515010 as the account and 11826 as the class. Again you have the flexibility to have it as broad or as narrow an inquiry as you desire. In the event there are more than 100 transactions you may have to increase the “Max Rows” field in the top section of the Ledger Criteria.
If you click on Ledger Balances, you will get a summary by period of the account you specified.

If you click on the “Activity” hyperlink you will get the actual transaction that posted.

If you click on the actual voucher reference hyperlink you will get to the “Journal Line Table” which provides actual posting information.

If you’d like to make another inquiry, click on “Inquiry Criteria”.
If you’d like to see the detail right from the start click “Ledger Activity” under “Show”

You will only see what posted on a period by period basis, however if you go to the far right of the page you can click to the next period.
In order to query General Ledger and present more in a report format you have the ability by going to:
>General Ledger
  >General Reports
    >Trial Balance

SAVE THIS AS A FAVORITE!!

This is a query so again we have an opportunity to establish a Run Control ID.

Let’s see how much we’ve learned.

Let’s start by naming the new Run Control ID GL_CLASS_TRIAL_BALANCE.
This query provides information in summarized debit and credit columns and is really only beneficial again looking at the Actuals or Reporting ledger. If your interested in KK you should really run the budget status query or budget inquiry.

By selecting which chartfield you want to involve in the query you can broaden or narrow the report. As a reminder, if you leave the “Account” values blank you could get all accounts including assets and liabilities. If you don’t select “Account” and only select “Department” your debits and credits will be netted. By that I mean if for some reason an expense was reversed, it would show up in the credit column and vice-versa for revenue.

It’s probably easier to show you what I mean.

Go ahead and in the sequence column select Department as 1, Class Field as 2, and Account as 3. Click Save on the bottom. Now check the Select and Description boxes for the 3 that have been sequenced and check Subtotal on Class.

Put in one of your classes in the value field.

Put 400000 in the Value and 619999 in the Chartfield To Value. This will give you the full range of revenues and expenses.

Let’s run. Remember the process, if not, go back in the slides and see if you can do it.
You should have gotten a report like this.

In the event you want to run your revenues and/or expense on all classes, don’t specify the class only the department. There is quite a bit of flexibility.

In the event you want to run the query on a project, it will be necessary to run multiple times, each time for a specific fiscal year. When running for the prior fiscal year the period should be 12 and the adjustment period should be 998. This will pick up any year end adjustments.
Questions