This manual focuses on in-depth reporting options that draw on data from the General Ledger.

**Available General Ledger Reports**

**Trial Balance Report**

**Definition and Purpose**

The trial balance report shows summarized balances (debits and credits) pulled from the General Ledger based on a particular fiscal year, the selected accounting period range, and
on the other parameters selected. This report displays the same data that is seen on the Ledger Overview page, except that here the accounting periods are summarized to show only one line per chartfield combination. Run the report based on various chartfield parameters, and the report will summarize across the parameters that were selected.

If the report is run for all accounts, then assets, liabilities, equity, expenses and revenue will be added together as follows: **Assets** [minus] **Liabilities** [plus] **Equity** (a.k.a. “Net Assets” or Account 30000) [minus] **Expenses** [plus] **Revenue** [equals] the **Result**.

If the result is positive, it will appear in the debit column, and if the amount is negative, it will appear in the credit column. The net of the debit and credit column appears in the Net column. If the net is a credit, there is a surplus. If it is a debit, there is a deficit.

**Instructions for Running the Trial Balance Report**

1. Log in to PeopleSoft through the Financials Login [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal).
2. Navigate to: **Main Menu > General Ledger > General Reports > Trial Balance**
   
   Click the **Search** button and choose a **Run Control ID**.

3. A run control ID is need to run this report. Create a Run Control ID by selecting the **Add a New Value** tab. Type a name for the Run Control ID (spaces are not accepted), then click **Add**.
   
   **Note:** Be careful about adding Run Control ID’s needlessly, since they cannot be deleted from the system.

4. When selecting or creating a Run Control ID, a page like the one shown below will open.
5. If this is a new Run Control ID, click the **Refresh** button to show the Chartfields.

6. Complete the fields as follows:
   - Business Unit: Select **UVM01**
   - Ledger: Select **ACTUALS**
   - Enter the **Fiscal Year** for the report needed
   - Enter the **From Period** beginning with which to report
   - Enter the **To Period** through which to report

7. For balance sheet accounts (asset accounts which begin with a 1, liability accounts which begin with a 2, and the net asset/ fund balance account 30000), make sure to start a range with period 0 if the balances that rolled forward from previous fiscal years are to be included. This is because period 0 is where the balance sheet accounts close to when the fiscal year close process is completed.

   **Note:** If the **Period From** field is left blank, the report will start with period 0. If the **Period To** field is left blank, the report will use the current period as the Period To information entered.

8. To select an **Adjustment Period(s)**, choose it from the drop-down box. (Typically, there is NO need to select adjustment periods. They represent the periods into which University Financial Services posts year-end adjustments related to UVM financial statements.)

9. The **Currency Option** should be left as **Base**.
   **Note:** The **Currency** should be set to **USD** (U.S. Dollar) or left blank.

10. The **Display Full Numeric Field** box may be left unchecked.

11. Specify specific chartfield values or ranges for which data is to be seen.
   - If only expense accounts totals are required, enter a range of accounts from the lowest account number that starts with 5 to the highest account number that starts
with 9. *(If a range of accounts is not selected, then the output will include assets, liabilities, equity, revenue and expenses.)*

- It is possible to specify values to narrow down the results, but not view those chartfields in the report output. For example, enter the range of accounts from the first revenue account to the last expense account and not check the **Include CF** box to exclude the chartfield from the report output. This will net revenue and expense together for the chartstrings that are selected.

- Click to place a checkmark in the box in the **Include CF** column for each chartfield that is wanted to include in the report output.

12. Click to place a checkmark in the box in the **Subtotal** column for each chartfield that needs to be subtotaled.

**Note:** In order for the subtotaling feature to work properly, the chartfield(s) that are to be subtotaled must be **first** in the sequence.

For example, to subtotal chosen accounts within a given department, place a 1 in the **Sequence** column beside Department, then place a 2 in the **Sequence** column beside Account, then check the **Subtotal** box to the right of both **Account** and **Department**. *(When Save is clicked, PeopleSoft will reorder the chartfields and move Department and Account to the top of the Chartfield Selection table.)*

13. This will produce a report with subtotals for all accounts that is specified within the chosen department subtotal. Also note that if there is only one row with a particular combination of chartfields, no subtotal will print because that row is the subtotal for that combination of chartfields.

**Note:** There is typically enough space for 10 Chartfields and one Description to print nicely on the report. If more Descriptions are elected, it is likely that the report output will wrap in a way that makes it difficult to read.

14. When done selecting criteria and entering values, click **Run** to initiate the processing of the report. See **General Information on Running Reports and Queries User Guide** for additional information on using the Process Monitor to retrieve the output.

15. This report is optimized to run in PDF format, however, if **Run** and then **CSV** (comma separated values) is selected as the **Format** (rather than PDF); the resulting spreadsheet typically requires only a small amount of cleanup. *(In certain cases, it may be necessary to shift some values over by one column, but for the most part the values will line up.)* The screen on which the CSV selection is made is shown in the graphic below.
16. There is a query that will display the same information as this report.
   - UV_GL_ACTUALS_LED_INQ_DESCR

17. The appeal of the query is that it can be run to Excel where the data can be manipulated and summarized in a way that best fits the user's needs.

**Trial Balance Report Example**

In this example the report is run to include the net asset account, 30000, and the revenue and expense accounts. We have selected all chartfields, and chosen to display the description of the account number. We have also chosen to subtotal by account. This report will be run for department 11570, for the project 016347.
When we look at the results, we see that there is a surplus of 33 cents. Since there is only one distinct chartfield combination for each account, no account subtotals are printed.

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
<th>Debit Current</th>
<th>Credit Current</th>
<th>Balance Current</th>
<th>Debit Prior</th>
<th>Credit Prior</th>
<th>Balance Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>45001 Product</td>
<td>41</td>
<td>10720</td>
<td>158</td>
<td>183810165</td>
<td>1647</td>
<td>809980808</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>46501 Business</td>
<td>41</td>
<td>10720</td>
<td>158</td>
<td>183810141</td>
<td>1647</td>
<td>809980808</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>48000 IT</td>
<td>41</td>
<td>10720</td>
<td>158</td>
<td>183810141</td>
<td>1647</td>
<td>809980808</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>48501 D - Rent</td>
<td>41</td>
<td>10720</td>
<td>158</td>
<td>183810141</td>
<td>1647</td>
<td>809980808</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>49000 D - Rent</td>
<td>41</td>
<td>10720</td>
<td>158</td>
<td>183810141</td>
<td>1647</td>
<td>809980808</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>49501 D - Rent</td>
<td>41</td>
<td>10720</td>
<td>158</td>
<td>183810141</td>
<td>1647</td>
<td>809980808</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total for Ledger</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8,091.98</td>
<td>8,091.97</td>
<td>-0.01</td>
<td></td>
</tr>
</tbody>
</table>

Ledger Inquiry

Description and Purpose

This Inquiry page shows ledger activity for particular chartstring values and selected accounting periods.

The example in this section shows financial information summarized across revenue, expenses and equity in order to see what was known as the —Fund Balance in FRS. This is essentially the historical value of revenue and expenses for this chartstring.

Instructions for Running the Ledger Inquiry

1. Log in to PeopleSoft through the Financials Login [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal).
3. The first time the Ledger Inquiry is entered, an Inquiry ID must be set up.
   - Select the Add a New Value tab. Enter a name for the inquiry. (In this example we are using MYINQUIRY).
     - Note: that unlike Run Control IDs, Inquiry Values can be deleted.
   - Click Add.
4. If a Ledger Inquiry has already been created, access it by clicking on the **Find an Existing Value** tab, then clicking on **Search**.

5. Complete the fields as follows:

   - **Unit**: Always enter **UVM01**.
   - **Ledger**: Always Enter **ACTUALS**.
   - **Fiscal Year**: Enter the year the inquiry is for.
   - **Periods**: Enter the accounting period range. Enter Periods 1-12 to see the entire year-to-date.
   - **Currency**: Leave this blank as UVM only uses USD (US Dollars).
   - **Stat Code**: Leave this blank as UVM is not using statistical accounts.
   - **Show YTD Balance**: Checking this will return summarized information. Try checking this first to get an overview of the data.
   - **Show Transaction Details**: Check this to see more details. Try leaving the box unchecked the first time so that an overview can be seen.
   - **Include Closing Adjustments**: Click this box to see fiscal year-end closing adjustments—there will not be any in the system until the end of FY07.
   - **Only in Base Currency**: This is not relevant since UVM only uses USD.
   - **Max Ledger Rows**: This controls how many rows of data are retrieved. Narrow the search to lessen the number of rows received. When necessary, increase this number to see more data.
6. Select the chartfield values that are to be reported.

<table>
<thead>
<tr>
<th>ChartField</th>
<th>Value</th>
<th>ChartField Value Set</th>
<th>Update/New</th>
<th>Sum By</th>
<th>Value Required</th>
<th>Order By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td></td>
<td>EXP_REV_EQUITY</td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>30650</td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Unit</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>102001</td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>0224</td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affiliate</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Affiliate</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
<td>NOPROJECT</td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustment Type</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tips:

- In this example, we are looking at the balance that rolled forward from last year, in addition to this year’s activity. Thus we want to retrieve data for Revenue, Expense and Equity accounts. We will select a **Ledger Inquiry Set** instead of specifying an account value.

- A Ledger Inquiry Set is a pre-defined set of chartfield values. Select **EXP_REV_EQUITY** in order to retrieve data from Revenue, Expense and Equity accounts.

- Do not check the **Sum By** box for account at first. This will give an overview. Search again and see more detail by choosing to Sum By account.

- To retrieve data only from chartstrings where there is no Project ID, select the Chartfield Value Set —**NOPROJECT**— in the **Project Chartfield Value Set** field. (Conversely, leaving the **Project Value** blank will cause data to be retrieved for all projects that meet the rest of the specified criteria.)

- Enter other chartfields to narrow the results, then check the boxes beside the values to **Sum By**. In this example, we will retrieve data for Department 30650, Program 0224, Source 102001, for chartstrings where there is no Project ID.

7. Click **Search** to retrieve the data. In the page that opens notice that the balances by budget period for the chartfield values selected can be seen. (The budget period is in the far-left column.) The converted data will appear in Period 0.

**Equity** equals **Revenue** minus Expense, so that if there was more revenue than expense, the number would be negative.
8. The totals of the data is displayed at the bottom of the page. This represents the total Revenue and Expense for the year, plus the balance from last year for the chartfield values selected.

9. The **Period Balance** column is the activity for that chartstring, for that period. Since we selected revenue, expense and equity accounts, the number is the sum of all activity for these accounts for this chartstring. The **YTD Period Balance** is the running total for that chartstring for the year to date.
10. The Ledger Summary results will appear.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Detail</td>
<td>36650</td>
<td>102001</td>
<td>0224</td>
<td></td>
<td>-1,132,859.91</td>
<td>-1,132,859.91</td>
<td>USD</td>
<td>-1,132,859.91</td>
<td>-1,132,859.91</td>
</tr>
<tr>
<td>1</td>
<td>Activity</td>
<td>Detail</td>
<td>36650</td>
<td>102001</td>
<td>0224</td>
<td>481,007.12</td>
<td>-661,852.79</td>
<td>USD</td>
<td>481,007.12</td>
<td>-661,852.79</td>
</tr>
<tr>
<td>2</td>
<td>Activity</td>
<td>Detail</td>
<td>36650</td>
<td>102001</td>
<td>0224</td>
<td>-8,675.45</td>
<td>-960,628.24</td>
<td>USD</td>
<td>-8,675.45</td>
<td>-960,628.24</td>
</tr>
<tr>
<td>3</td>
<td>Activity</td>
<td>Detail</td>
<td>36650</td>
<td>102001</td>
<td>0224</td>
<td>-285,553.77</td>
<td>-946,682.01</td>
<td>USD</td>
<td>-285,553.77</td>
<td>-946,682.01</td>
</tr>
<tr>
<td>4</td>
<td>Activity</td>
<td>Detail</td>
<td>36650</td>
<td>102001</td>
<td>0224</td>
<td>-1,316.54</td>
<td>-947,398.55</td>
<td>USD</td>
<td>-1,316.54</td>
<td>-947,398.55</td>
</tr>
<tr>
<td>5</td>
<td>Activity</td>
<td>Detail</td>
<td>36650</td>
<td>102001</td>
<td>0224</td>
<td>33,713.90</td>
<td>-913,684.65</td>
<td>USD</td>
<td>33,713.90</td>
<td>-913,684.65</td>
</tr>
<tr>
<td>6</td>
<td>Activity</td>
<td>Detail</td>
<td>36650</td>
<td>102001</td>
<td>0224</td>
<td>-149,600.02</td>
<td>-1,063,284.67</td>
<td>USD</td>
<td>-149,600.02</td>
<td>-1,063,284.67</td>
</tr>
</tbody>
</table>

11. Click the **Details** link to view the Account descriptions for each chartstring used during that period.

12. Click the **Activity** link for a specific period. This will display the line descriptions from the original journal activity for that period.

13. Click the **Journal ID** link to see the Journal Inquiry Details for a particular journal entry.

**Manipulating data on this inquiry:**

- Click **Delete** to delete this Inquiry.
- Press **Clear** to clear all values and set up the parameters again.
- Change the parameters associated with a particular Inquiry ID and resave it as often as is required.
• Click on the **Activity** or **Detail** links to drill into more information about these transactions. All transactions appearing here are journal entries. (They may have originated as journal entries, or they may have been generated by another PeopleSoft module—like Accounts Payable.) Data is only updated in this search when the journals are posted.

• Click on the **Inquiry Criteria** link to return to the search parameters.

• By selecting **Show Transaction Details**, more details of the transactions will be seen; however, the information will be in a slightly different format.

• There may be data that is not currently displayed on the page. To see it, click on **View All** (on the right side of the dark blue bar, next to the **Find** link).

**Ledger Activity Report**

**Description and Purpose**

This report lists the beginning and ending ledger balances by ChartField combination and account. It also lists the detailed journal line activity that is posted against the ledger for the accounting periods that are specified.

This report can be useful in listing the journals that have been posted to the selected chartstring during the selected accounting periods. Note: care should be taken to narrow down the selection, especially if there is a lot of activity; otherwise the report will run for a long time. Also note that the report only shows the journal id and line number so there is not a lot of detail included in the report.

The query UV_GL_JRNRL_INQUIRY could be a more useful tool to see the detail on which journals have posted during an accounting period.

**Instructions for Running the Ledger Activity Report**

1. Log in to PeopleSoft through the Financials Login [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal).

2. Navigate to: **Main Menu > General Ledger > General Reports > Ledger Activity with Attribute**.

3. Add a new run control ID, or use an existing one.
4. The Report Criteria page will open. 
   **Note:** If this is the first time that this report has been run, click refresh to open up the chartfields.

   ![Image of Ledger Activity with Attributes Report]

5. Using the tips in steps 6-11, enter the criteria that are needed for the report parameters.

   ![Image of ChartField Selection]
6. Select the currency, the fiscal year and the range of accounting periods.

7. Select Show Journal Detail if all of the transactions that make up the ledger balance need to be seen. If this is not selected, only the beginning and ending balance will be seen.

8. Enter the appropriate chartfield values:

9. To include Chartfield values in the report, click Include CF on relevant fields.

10. Click to place a checkmark in the box in the Subtotal column for each chartfield that will be subtotaled.

11. In order for the subtotaling feature to work properly, the chartfield(s) that are to be subtotaled must be first in the sequence.
For example:

- To subtotal chosen accounts within a given department, place a 1 in the **Sequence** column beside Department, then place a 2 in the **Sequence** column beside Account, then check the **Subtotal** box to the right of both **Account** and **Department**.

**Note:** When **Save** is pressed, PeopleSoft will reorder the chartfields and move Department and Account to the top of the Chartfield Selection table.

- This will produce a report with subtotals for all accounts that are specified within the chosen department subtotal. Also, note that if there is only one row with a particular combination of chartfields, no subtotal will print because that row is the subtotal for that combination of chartfields.

---

**Review Payroll Transactions in PeopleSoft Financials**

**Background**

Use this information to review details relating payroll expenses to individuals by date, within the PeopleSoft Financials system.

**Step-By-Step Instructions: Review Payroll Transactions**

1. Log in to PeopleSoft through the **Financials** Login [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal).
2. Navigate as follows: **General Ledger** > **Review Financial Information** > **Payroll Accounting Entries**.
3. The Payroll Accounting Entries screen will appear.

<table>
<thead>
<tr>
<th>Payroll Accounting Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
<tr>
<td><strong>Find an Existing Value</strong></td>
</tr>
<tr>
<td><strong>Limit the number of results to (up to 300):</strong> 300</td>
</tr>
<tr>
<td><strong>Business Unit:</strong> UVM01</td>
</tr>
<tr>
<td><strong>Journal ID:</strong> begins with</td>
</tr>
<tr>
<td><strong>Journal Date:</strong> 24</td>
</tr>
<tr>
<td><strong>GL Journal Line Number:</strong> =</td>
</tr>
<tr>
<td><strong>Account:</strong> begins with</td>
</tr>
<tr>
<td><strong>Operating Unit:</strong> begins with</td>
</tr>
<tr>
<td><strong>Department:</strong> begins with</td>
</tr>
<tr>
<td><strong>Fund:</strong> begins with</td>
</tr>
<tr>
<td><strong>Source:</strong> begins with</td>
</tr>
<tr>
<td><strong>Function:</strong> begins with</td>
</tr>
<tr>
<td><strong>Project:</strong> begins with</td>
</tr>
<tr>
<td><strong>Program:</strong> begins with</td>
</tr>
<tr>
<td><strong>Purpose:</strong> begins with</td>
</tr>
<tr>
<td><strong>Property:</strong> begins with</td>
</tr>
<tr>
<td><strong>Search</strong></td>
</tr>
</tbody>
</table>

4. **Enter the criteria and search** by journal date and/or by chartstring. The journal date is equivalent to the Pay Date.

   **Note:** If payroll retros are processed in the Human Resource system (HCM) after a payroll, they will show only the date that the retro batch was posted in PeopleSoft Financials.

   If journals posted within a range of dates are searched, select “**between**” by clicking on the Journal Date drop-down menu, and then enter the beginning and end dates.

5. The search will produce a list of all journal lines that meet the criteria.

   **Note:** This information is summarized from the detailed accounting line information that HCM sends over to the Financials System.

6. Check the information at the top right corner of the **Search Results** table to see whether all of the search results are being reviewed.

7. Click on the column headings to sort the results by Journal Date or by Chartfield.
8. Click one of the lines to see detailed information related to that journal line. The information page will appear. The top part of the page will show the journal line and the chartstring. The **Payroll Accounting Entries** section will show the detail of all the transactions that were summarized to form that journal line.

9. The **employee name** information for all payroll transactions posted after the 06/15/2008 semi-monthly payroll will be on the **MISC** tab.

10. It may be desirable to customize the page settings to bring the employee name information onto the first tab, where it will be immediately visible when this page opens. To do that, click on the **Customize** link.

11. Highlight **Line Desc** in the Column Order box, then press the **UP** arrow located to the right of the box until **Line Desc** is listed above the chartfields.

12. It may also be desirable to select certain other fields and either hide or freeze them by placing a checkmark in the appropriate checkbox.

   **Note:** Freezing a field means that it will always display where it is placed. Hiding a field means that it will not display—but “unhide” it by returning to this page.
13. Make whatever changes seem appropriate, click Preview to review the changes, then click OK.

14. Now, whenever this page is accessed, the amount and employee information immediately will be seen.
Resources

Here are links to related resources, classes, and policies:

- General Information on Running Reports and Queries (PDF)
- University Financial Services
- UFS Roadshow Topics (PDF)
- Professional Development & Training Classes
- University Policies and Operating Procedures

This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.