GENERAL LEDGER REPORTING

TABLE OF CONTENTS

Overview

This user guide 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 the other parameters selected. This report displays the same data 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**.
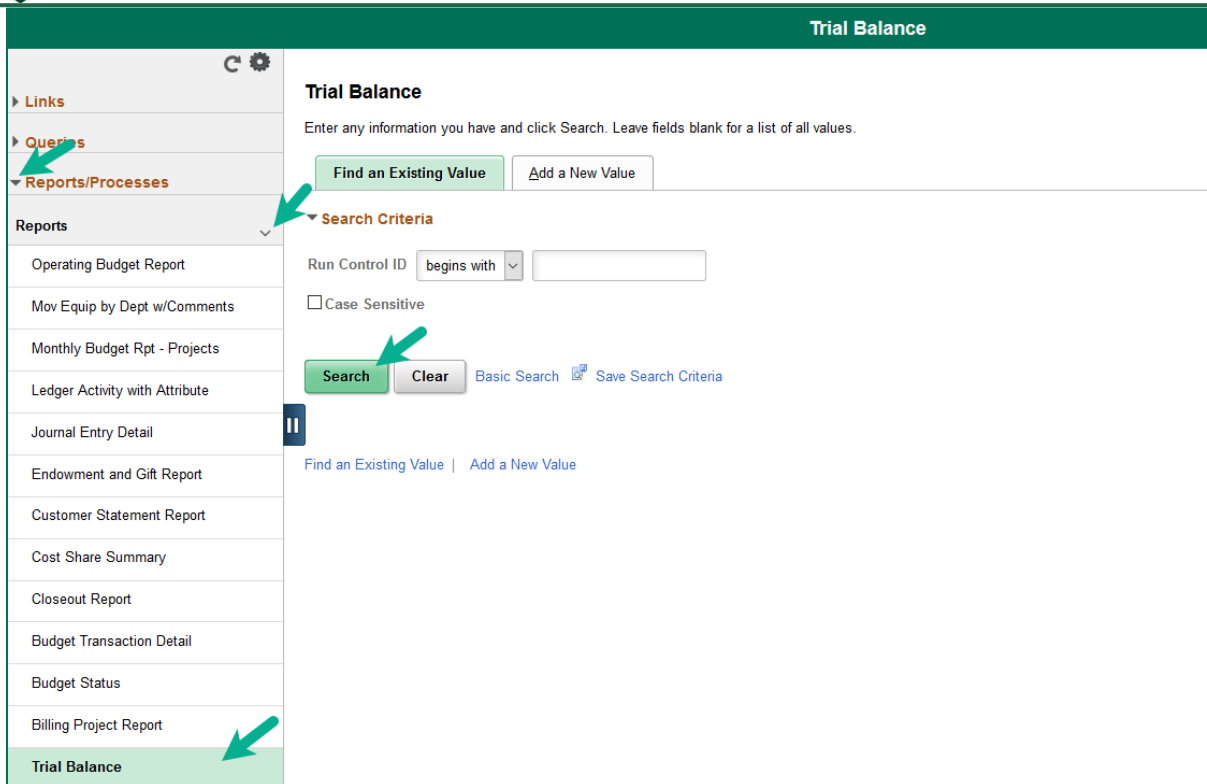
If the result is positive, it will appear in the debit column, and if the amount is negative, it will appear in the credit column. The net of the debit and credit column appears in the Net column. If the net is a credit, there is a surplus. If it is a debit, there is a deficit.
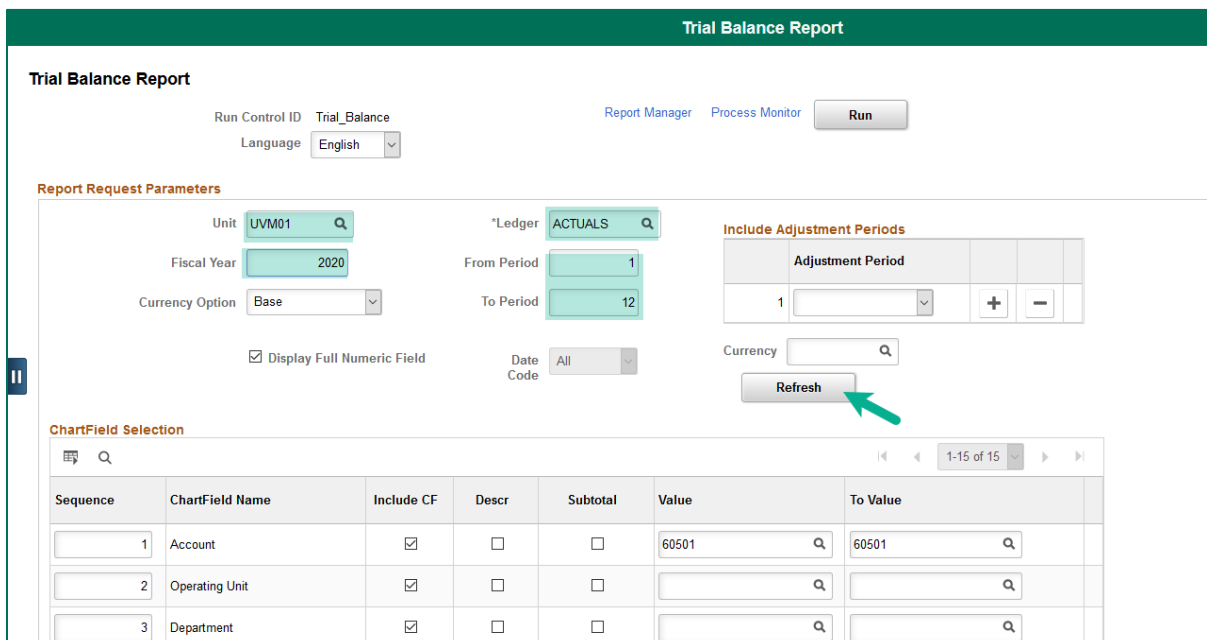
Instructions for Running the Trial Balance Report

1. Log in to PeopleSoft Financials.

2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.

3. Click the **Arrow** ▶ icon to expand the **Reports/Processes** menu and the **Reports** menu to view frequently used reports. Then select **Trial Balance**.

4. A run control ID is needed to run this report. Click the **Search** button on the **Find an Existing Value** tab and choose a **Run Control ID**, or 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**.

5. After selecting or creating a Run Control ID, the report parameters page will open.

6. If this is a new Run Control ID, click the **Refresh** button to show the Chartfields.
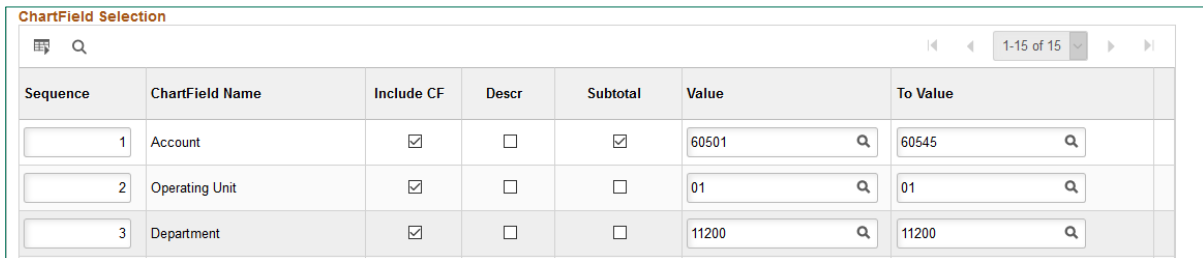
7. Complete the fields as follows:

    - Business Unit: Select **UVM01**

    - Ledger: Select **ACTUALS**

    - Enter the **Fiscal Year** for the report needed

    - Enter the **From Period** beginning with which to report. If the **From Period** field is left blank, the report will start with period 0.

    - Enter the **To Period** through which to report. If the **To Period** field is left blank, the report will use the current period.

8. For balance sheet accounts (asset accounts that begin with a 1, liability accounts that 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.

9. To select an **Adjustment Period(s)**, choose it from the dropdown 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.)

10. The **Currency Option** should be left as **Base**.

11. The **Currency** should be set to **USD** (U.S. Dollar) or left blank.

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

13. 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 leave the **Include CF** box unchecked to exclude the chartfield from the report output. This will net revenue and expense together for the chartstrings that are selected.

    - Check the box in the **Include CF** column for each chartfield that you want to include in the report output.

14. Check 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.)
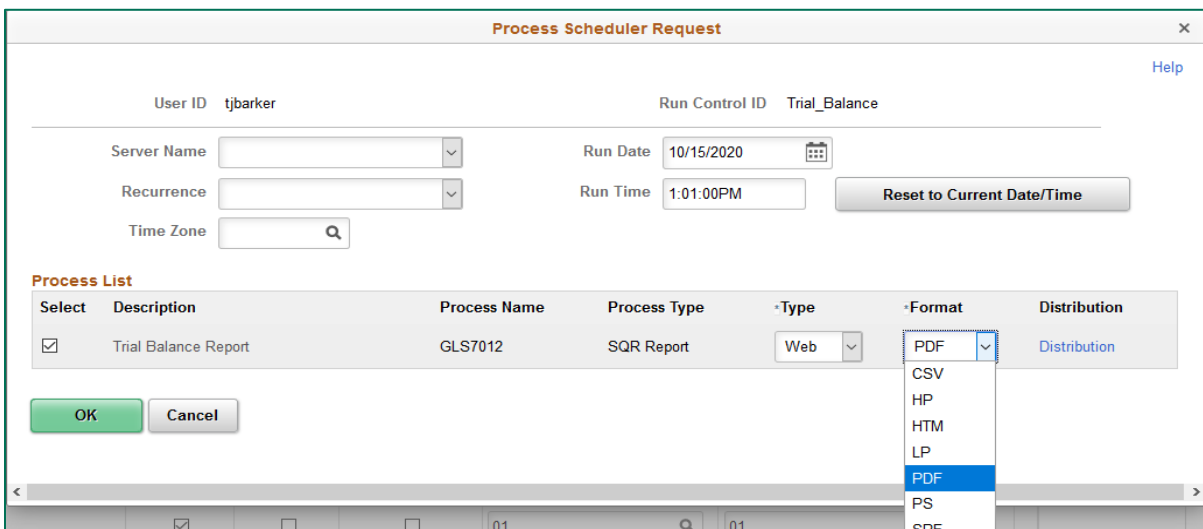
This will produce a report with subtotals for all accounts that are specified within the chosen department subtotal. If there is only one row with a particular combination of chartfields, no subtotal will print because that row *is* the subtotal for that combination of chartfields.

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

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Account	☑	☐	☑	60501	60545
2	Operating Unit	☑	☐	☐	01	01
3	Department	☑	☐	☐	11200	11200

16. When done selecting criteria and entering values, click **Run** to initiate the processing of the report.

17. The Process Scheduler Request page will appear. Here you can select the output **Format** and set up **Distribution** by email, if desired. This report is optimized to run in PDF format, but if **CSV** (comma-separated values) is selected instead, 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.) See the Running Reports and Queries User Guide (PDF) for additional information on setting up Distribution.

Process Scheduler Request   Help

| User ID | tjbarker | | Run Control ID | Trial_Balance |

Server Name [▾]   Run Date 10/15/2020 📅

Recurrence [▾]   Run Time 1:01:00PM   [Reset to Current Date/Time]

Time Zone [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Trial Balance Report	GLS7012	SQR Report	Web ▾	PDF ▾	Distribution

CSV
HP
HTM
LP
PDF
PS
SPF

[OK]   [Cancel]

| | ☑ | ☐ | ☐ | 01 | 🔍 | 01 |

18. Click OK to run the report. See the [Running Reports and Queries User Guide (PDF)](#) for additional information on using the Process Monitor to retrieve the output.
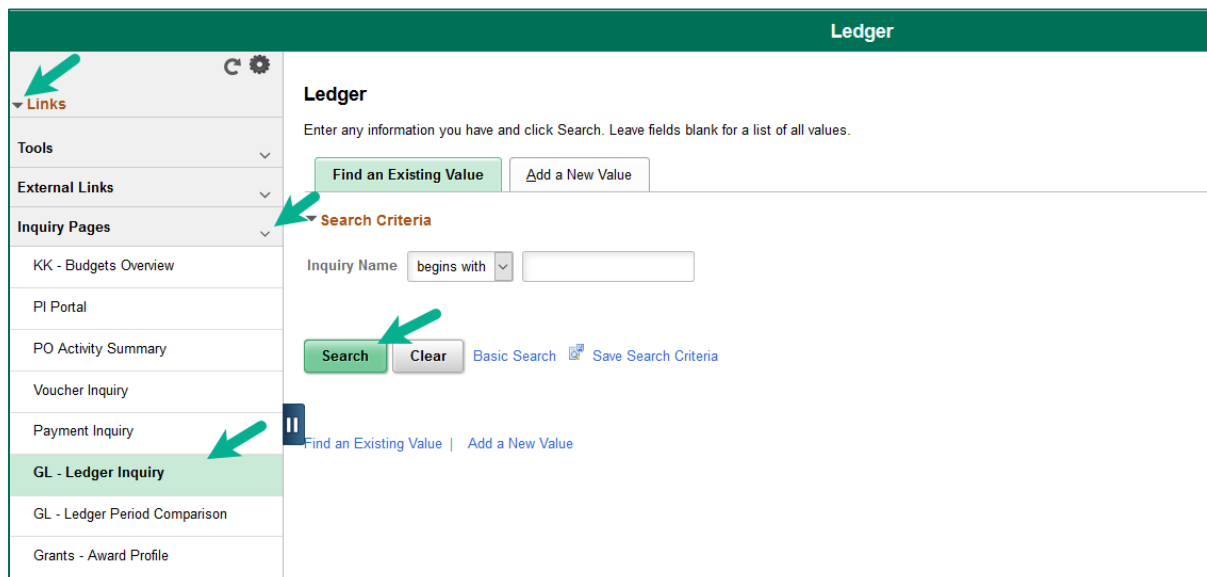
Ledger Inquiry

Description and Purpose

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

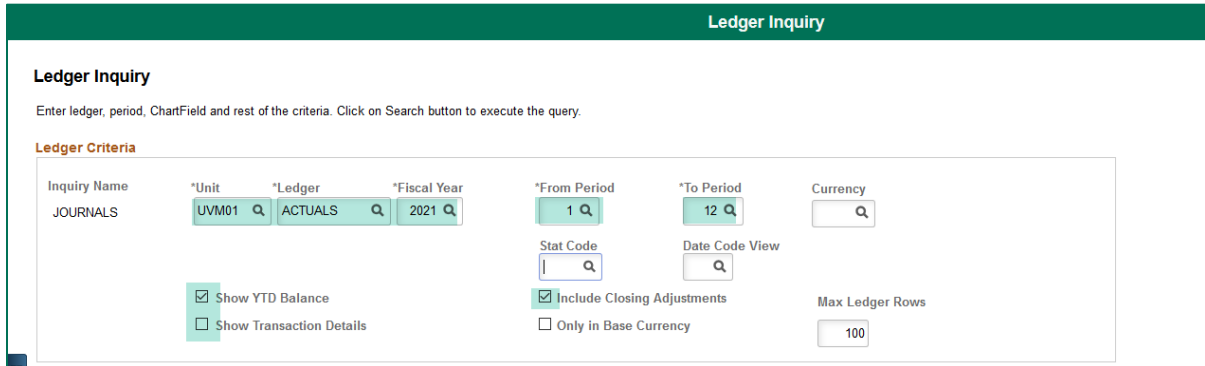### Instructions for Running the Ledger Inquiry

1. [Log in to PeopleSoft Financials](#).

2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile**.**

3. Click the **Arrow** icon to expand the **Links** menu and the **GL & Budget** menu to view frequently used links. Then select **GL – Ledger Inquiry**.

4. An Inquiry ID is needed to run the inquiry. Click the **Search** button on the **Find an Existing Value** tab to choose an existing Inquiry ID, or create a new Inquiry ID by selecting the **Add a New Value** tab. Type a name for the Inquiry ID (spaces are not accepted), then click **Add**.

5. Complete the fields as follows:

- **Unit:** Always enter **UVM01**.

- **Ledger:** Always Enter **ACTUALS**.

- **Fiscal Year:** Enter the fiscal 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.

- **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.

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 **NOPROJECT** in the **Project Chartfield Value Set** field. (Conversely, leaving the **Project** field 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.

8. The Ledger Summary results will appear, and displays the balances by budget period for the chartfield values selected. (The budget period is in the far-left column.) The converted data will appear in Period 0.

Ledger Amount by Currency

Period	Activity	Detail	Dept	Fund	Source	Program	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency
1	Activity	Detail	30650	150	130071	0224	183,255.50	183,255.50	USD
2	Activity	Detail	30650	150	130071	0224	1,115,434.19	1,298,689.69	USD
3	Activity	Detail	30650	150	130071	0224	-605,947.62	692,742.07	USD
4	Activity	Detail	30650	150	130071	0224	214,246.90	906,988.97	USD
5	Activity	Detail	30650	150	130071	0224	111,433.25	1,018,422.22	USD
6	Activity	Detail	30650	150	130071	0224	-438,334.58	580,087.64	USD
7	Activity	Detail	30650	150	130071	0224	-278,872.53	301,215.11	USD
8	Activity	Detail	30650	150	130071	0224	81,274.66	382,489.77	USD
9	Activity	Detail	30650	150	130071	0224	-80,121.26	302,368.51	USD
10	Activity	Detail	30650	150	130071	0224	-134,240.55	168,127.96	USD
11	Activity	Detail	30650	150	130071	0224	132,225.84	300,353.80	USD
12	Activity	Detail	30650	150	130071	0224	-352,693.24	-52,339.44	USD
998	Activity	Detail	30650	150	130071	0224	0.00	-52,339.44	USD
999		Detail	30650	150	130071	0224	52,339.44	0.00	USD

Currency Totals

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

- **Equity** equals **Revenue** minus Expense, so if there was more revenue than expense, the number would be negative.
- The totals are 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.
- 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.

9. Click the **Detail** link to view the Account descriptions for each chartstring used during that period. Click the **Ledger Summary** link to return to the Ledger Summary page.

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

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

Manipulating Data on the Ledger 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, such as Accounts Payable.) Data are 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).

LED_INQ_DESCR Query

The UV_GL_ACTUALS_LED_INQ_DESCR query will display the same data as the Trial Balance Report and the Ledger Inquiry page. It lists totals by chartstring by period from the Actuals Ledger and includes chartfield descriptions, which is useful if presenting the data to someone not familiar with the chartfield numbers. 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. See the Running Reports and Queries User Guide (PDF) for additional information on running queries.

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.

The report only shows the journal ID and line number so there is not a lot of detail included. The UV_GL_JRNL_INQUIRY query could be a more useful tool to see the detail on which journals have posted during an accounting period.

Note: make sure to narrow down the selection, especially if there is a lot of activity; otherwise, the report will run for a long time.

Instructions for Running the Ledger Activity Report

1. Log in to PeopleSoft Financials.

2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile**.**

3. Click the **Arrow** [▶] icon to expand the **Reports/Processes** menu and the **Reports** menu to view frequently used reports. Then select **Ledger Activity with Attribute**.

4. A run control ID is needed to run this report. Click the **Search** button on the **Find an Existing Value** tab and choose a **Run Control ID**, or 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**.

5. The report criteria page will open. If this is the first time that this report has been run, click **Refresh** to open up the chartfields.

6. Enter the criteria that are needed for the report parameters:

- **Unit:** Always enter **UVM01**.

- **Ledger:** Always enter **ACTUALS**.

- **Fiscal Year:** Enter the fiscal year for the data you want to see.

- **Periods:** Enter the accounting period range. Enter Periods 1-12 to see the entire year-to-date.

- **Currency:** Leave this set to USD (US Dollars).

- **Show Journal Detail:** Check this box to see all of the transactions that make up the ledger balance. If this box is not checked, only the beginning and ending balance will be displayed.

7. Enter the appropriate chartfield values:

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value
1	Account	☑	☑	56100
2	Operating Unit	☑	☑	01
3	Department	☑	☐	11320
4	Fund Code	☑	☐	100
5	Fund Affiliate	☑	☐	
6	Source	☑	☐	100001
7	Function	☑	☐	
8	Project	☑	☐	
9	Program Code	☑	☐	0000
10	Purpose	☑	☐	0493
11	Property	☑	☐	0000
	Affiliate	☐	☐	
	Adjustment Type	☐	☐	
	Book Code	☐	☐	
	Statistics Code	☐	☐	

8. To include chartfield values in the report, check the **Include CF** box for relevant fields.

9. Check the box in the **Subtotal** column for each chartfield that will be subtotaled.

10. 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

Description & Purpose
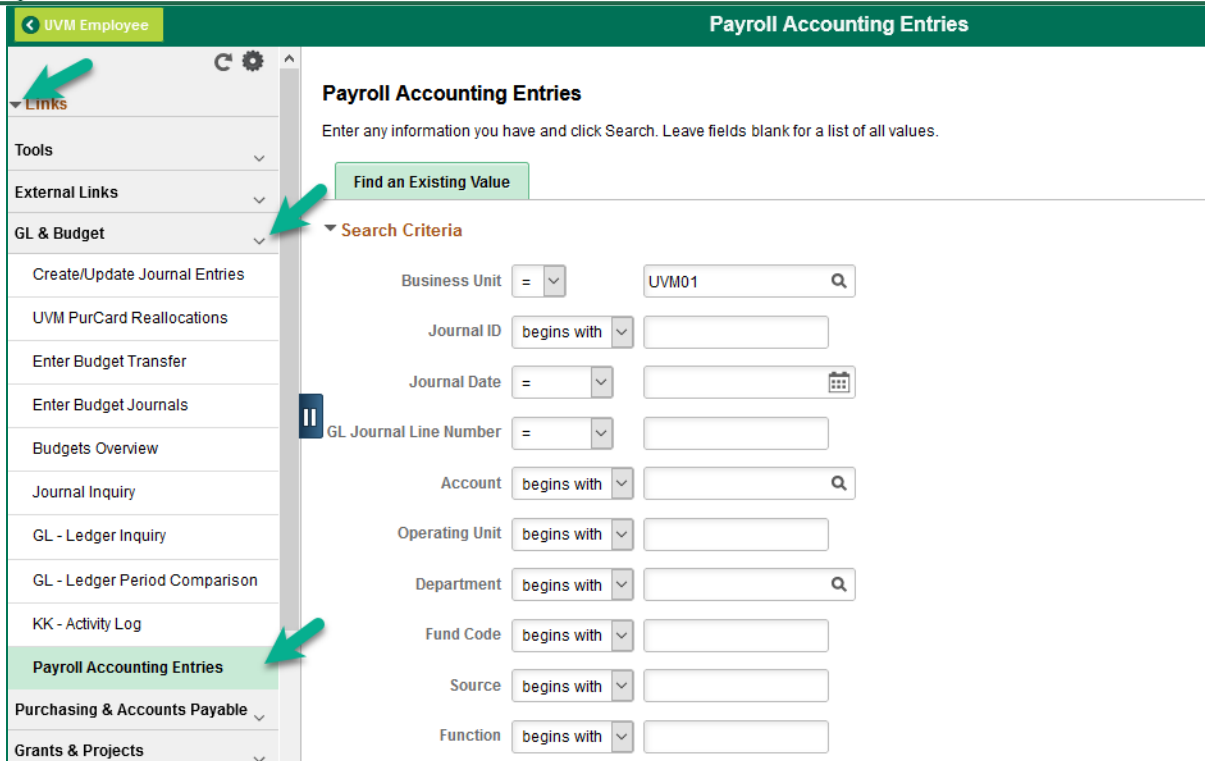
Use this functionality to review details within PeopleSoft Financials relating payroll expenses to individuals by date.

Instructions for Reviewing Payroll Transactions

1. Log in to PeopleSoft Financials.

2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile**.**

3. Click the **Arrow** [▶] icon to expand the **Links** and **GL & Budget** to expand the menu, showing a list of frequently used links. Select **Payroll Accounting Entries.**

4. The Payroll Accounting Entries screen will appear.
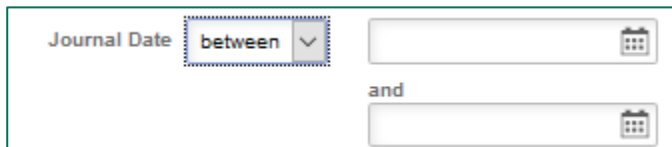
5. Enter the desired criteria to search by Journal Date (equivalent to the Pay Date) and/or by chartstring.

   - 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.
   - To search for journals posted within a range of dates, select "**between**" as the operator for the Journal Date, and then enter the beginning and end dates.

6. Click **Search**. 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 to Financials.

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

b. Click on the column headings to sort the results by Journal Date or by Chartfield.

c. 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.

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

8. 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 **Grid Action Menu** [icon] icon then **Personalize**. 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 "Tab More Chartfields" item.

   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. "Unhide" it by returning to this page.

9. After making any desired changes, click **Preview** to review the changes, then click **OK**.

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

Resources/Help

Help/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in [Footprints](#).

Resources

- [Running Reports and Queries User Guide (PDF)](#)
- [University Policies and Operating Procedures](#)

Training

- [UFS Roadshow Topics (PDF)](#)
- [Professional Development & Training Classes](#)

Relevant UVM Departments

- [Financial Accounting and Reporting Services](#)

Suggestions? Updates?

Send an email to PS9-1Upgrade@uvm.edu.