General Ledger
Ledger Activity Report

Ledger Activity Report
This documentation will show users the Ledger Activity report. The report details activity by account for a selected chartfield.

Step 1: Navigate to Ledger Activity

Navigation Path:
> General Ledger
> General Reports
> Ledger Activity

You can use the menu on the left or you can use the folders on the main screen to navigate to the Ledger Activity Report.

Following the above path leads to the following screen:

The first time this report is run, it will be necessary to create a Run Control ID. To do this, select the Add a New Value Tab. Follow instructions in Step 2 to create a Run Control ID.
Step 2: Create A Run Control ID.

On the Add a New Value tab, click in the Run Control ID box and type a name for your run control. In this example, “General_Ledger_Activity” is used as the Run Control ID. Click Add.

Note: This step is only necessary once. On subsequent Ledger Activity reports, you can use the search feature on the “Find an Existing Value” to locate the Run Control ID created in this step.
Step 3: Ledger Activity Report Parameters

The report parameters screen looks like this.

**Ledger Activity Report**

**Example #1**

**Appropriated Fund – Periods 1 thru 12**

First time users may need to click Refresh to see all available chartfields.

Unit will always be UND01. If Ledger does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.

Select the Fiscal Year desired. Currency will always be USD.

In the From Period/To Period boxes, enter the periods for which you would like to see data.

(July = Period 1; August = Period 2; September = Period 3; etc.)

Check the boxes for Show Journal Detail and Display Full Numeric Field.

**Chartfield Selection:**

The report criteria are identified below. The report can be requested in many different ways. If you would like to see the information differently, you can change any of the chartfield parameters.

**Sequence:** Identify the sequence you would like for your report to sort the returned values. If you are running a report for one fund, you may find the report easier to read if you select the sequence illustrated below:

1 = Account
2 = Fund/Program Code/Project
3 = Department (for appropriated funds)
Include CF: Select the chartfields you wish to show on the report by checking the box in the “Include CF” column. These chartfields typically include Account, Fund Code, Department, Program Code, and Project. Please note: When running a report on an appropriated fund, it is necessary to enter search values for both fund and department.

Descr: Returns a description for the chartfield selected.

Summarize: Returns a dollar summary for the activity reported.*

Detail: Returns the detail for the activity reported.*

All Values: By checking All Values, you are indicating that you wish to retrieve a report for all values pertinent to the chartfield selected. For instance, selecting All Values for the Account level will return values in all accounts where there has been activity. If you would like to retrieve information for a specific account/fund/dept/etc, do not check the box for All Values, as it will override the range you specify in the Value/To Value columns.

Value/To Value: Identifies the range for which you are retrieving information for your report.

Clicking [Save] will save these parameters for this Run Control ID for future use.

After the parameters are selected, click [Run]. Follow the steps in the “Running Reports in PeopleSoft” Tip Sheet to retrieve the requested report.
Step 4: General Ledger Activity Report Output

Sample output for parameters illustrated in Example #1 is shown below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/14/2008</td>
<td>4406</td>
<td>Salaries - Regular - Benefitted</td>
<td>5,259.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03/31/2008</td>
<td>4406</td>
<td>Salaries - Regular - Benefitted</td>
<td>5,259.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>04/15/2008</td>
<td>4609</td>
<td>Salaries - Regular - Benefitted</td>
<td>5,259.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>04/30/2008</td>
<td>4609</td>
<td>Salaries - Regular - Benefitted</td>
<td>5,259.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>05/15/2008</td>
<td>4609</td>
<td>Salaries - Regular - Benefitted</td>
<td>5,259.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Period 2 Total: 20,521.00
Period 3 Total: 30,551.00
Period 4 Total: 5,259.00

USD Total Activity: 20,521.00
Ending Balance: 1,000.00

USD Beginning Balance: 1,000.00
12/12/2007 51906 Salaries - Other 24.42 0.00 Period 6 Total: 24.42
Step 4 cont’d: General Ledger Activity Report Output

Sample output for parameters illustrated in Example #2 is shown below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Charge</th>
<th>Description</th>
<th>Credit</th>
<th>Debit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>512105</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,674.56</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>0.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

There are many different parameters for which the General Ledger Activity report can be requested. Feel free to try out various ways to run the reports to get your desired output.