General Ledger Summary Report

This documentation will show users the General Ledger Summary report. The General Ledger Summary report shows line activity by Account for a selected Fund.

Step 1: Navigate to the General Ledger Summary

Navigation Path:
> General Ledger
> General Reports
> Ledger Summary

You can use the menu on the left or you can use the folders on the main screen to navigate to the Ledger Summary 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_Summary” is used as the Run Control ID. Click Add.

Note: This step is only necessary once. On subsequent General Ledger Summary 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: Input General Ledger Summary Report Parameters

The report parameters screen looks like this:

**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. **Currency** will always be USD.
Select the **Fiscal Year** desired.
In the **To Period** box, enter the period to which you would like to see data.

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

**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.

Note: Running this report and searching by department only will summarize all funds by account. Activity for individual funds will not be broken out.

Clicking **Save** will save these parameters for this Run Control ID for future use and sort your chartfields by the sequence you indicated. Using the parameters above, your revised screen will look like this:

<table>
<thead>
<tr>
<th>Chartfield Selection</th>
<th>Sequence</th>
<th>Chartfield Name</th>
<th>Include CF</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Code</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsystem PC Bus Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsystem Activity ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsystem Analysis Type</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Code</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Adjustment Type</td>
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</tr>
</tbody>
</table>

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: Reading a General Ledger Summary Report

Sample output is shown below. Note general ledger activity is summarized by account number. Journal line activity is indicated by journal ID for each account under the requested fund.

**General Ledger Summary Report**

**Account & Description**

**Journal Date & ID**

**Debit**

**Credit**

**Balance**

**Debit**

**Credit**

**Balance**

**Expenditure Accounts:**

Debits decrease
Credits increase

**Expenditure Account**

**Beginning & Ending Balance in this Account**

**Another Sample Report on a Local Fund:**

In the Cash Account:
Debits increase cash while Credits decrease cash.

**Account & Description**

**Journal Date & ID**

**Debit**

**Credit**

**Balance**

**Debit**

**Credit**

**Balance**

**Beginning & Ending Balance in this Account**

**Vendor Summary Report**