

**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

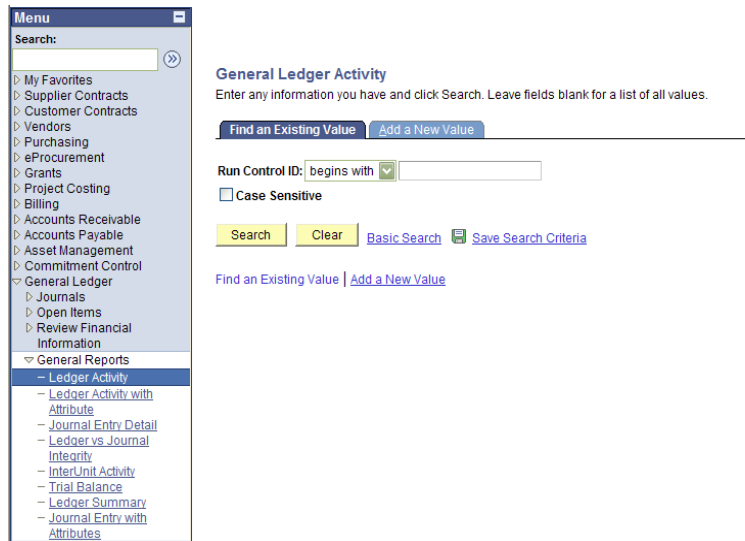
Navigation Path:

- >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.

## General Ledger Ledger Activity Report

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 including your initials for your run control. In this example, "General\_Ledger\_Activity\_maj" 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.

The screenshot displays the 'General Ledger Activity' report interface. On the left is a 'Menu' pane with a search box and a list of navigation options. The 'General Ledger' section is expanded, showing 'General Reports' with 'Ledger Activity' selected. The main content area has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a 'Run Control ID' field containing 'General\_Ledger\_Activity'. A red arrow points to this field with the text 'Enter a Run Control name'. Below the field is a yellow 'Add' button, with another red arrow pointing to it and the text 'Click Add'. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

**General Ledger  
Ledger Activity Report**

Step 3: Ledger Activity Report Parameters

The report parameters screen looks like this.

**Ledger Activity Report**

Run Control ID: General\_Ledger\_Activity      Report Manager      Process Monitor      Run

Language: English

**Example #1**  
Appropriated Fund – Periods 1 thru 12

**Report Request Parameters**

Unit: UN001  
Ledger: ACTUALS  
Fiscal Year: 2008      Currency: USD  
From Period: 1      To Period: 12

Show Discrepancies Only       Show Journal Detail       Display Full Numeric Field

Refresh

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

Sequence	ChartField Name	Include CF	Descr	Summarize	Detail	All Values	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31400	31400
3	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3100	3100
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Unit will always be MISU1.

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)

**General Ledger  
Ledger Activity Report**

*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.\*

*\*We recommend that you check both the Summarize and Detail boxes for the Account chartfield. If this provides too much information, you could check one or the other, but you should check at least one of them.*

*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  will save these parameters for this Run Control ID for future use.

After the parameters are selected, click . Follow the steps in the “Running Reports in PeopleSoft” Tip Sheet to retrieve the requested report.

**Ledger Activity Report**

Run Control ID:  [Report Manager](#) [Process Monitor](#) 

Language:

**Example #2  
Local Fund – Specific Period**


**Report Request Parameters**

Unit:

Fiscal Year:  Currency:

From Period:  To Period:

Show Discrepancies Only  Show Journal Detail  Display Full Numeric Field



ChartField Selection									
Sequence	ChartField Name	Include CF	Descr	Summarize	Detail	All Values	Value	To Value	
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22290	22290	
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**General Ledger  
Ledger Activity Report**

Step 4: General Ledger Activity Report Output

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

Cur	Journal Date	Journal ID	Seq Line	Account	Account Description	Debit	Credit	Balance	
<p>Report ID: GLS7002            Bus. Unit: UND01--University of North Dakota            Ledger: ACTUALS -- Actuals Ledger            For Fiscal Year 2008 Period 1 to 12            Fund: 31400 to 31400 Dept: 3100 to 3100            Currency Code: USD</p> <p>PeopleSoft GL GENERAL LEDGER ACTIVITY</p> <p>Page No. 14 Run Date 05/27/2008 Run Time 12:07:19</p> <p>Report was run for all periods in FY 2008. Fund and Dept are identified.</p>									
	03/14/2008	FAY0614625	4495	511002	Salaries - Regular - Benefitted	5,250.00	0.00		
	03/31/2008	FAY0621634	4464	511002	Salaries - Regular - Benefitted	5,250.00	0.00		
	Period 9 Total:								10,500.00
	04/15/2008	FAY0628583	4537	511002	Salaries - Regular - Benefitted	5,250.00			
	04/30/2008	FAY0636004	4553	511002	Salaries - Regular - Benefitted	5,250.00			
	Period 10 Total:								10,500.00
	05/15/2008	FAY0642034	4649	511002	Salaries - Regular - Benefitted	5,250.00	0.00		
	Period 11 Total:								5,250.00
USD	Total Activity:			511002				105,000.00	
	Ending Balance:							105,000.00	
USD	Beginning Balance:			512005				0.00	
	12/14/2007	FAY0572770	5016	512005	Salaries - Other	34.43	0.00		
	Period 6 Total:								34.43

**General Ledger  
Ledger Activity Report**

Step 4 cont'd: General Ledger Activity Report Output

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

Report ID: GLS7002	PeopleSoft GL	Page No. 10
Bus. Unit: UN001--University of North Dakota	GENERAL LEDGER ACTIVITY	Run Date 05/27/2008
For Fiscal Year 2008 Period 10 to 10		Run Time 13:02:27
Fund: 22290 to 22290 Currency Code: USD	Report was run for Period 10 on a local fund.	

Cur	Journal Date	Journal ID	Seq Line	Account	Debit	Credit	Balance
USD				532105			1,678.56
							0.00
							1,678.56
<hr/>							
USD				541030			155.82
	04/29/2008	MAILAPR08	162	541030	65.94		65.94
						0.00	
							65.94
USD				541030			221.76
							221.76
<hr/>							
USD				542040			1,045.15
	04/29/2008	DUP0408	263	542040	995.49		995.49
						0.00	
							995.49
USD				542040			995.49
							2,040.64

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.

Thank you to UND for sharing their training document.