



# ADDY NOTE



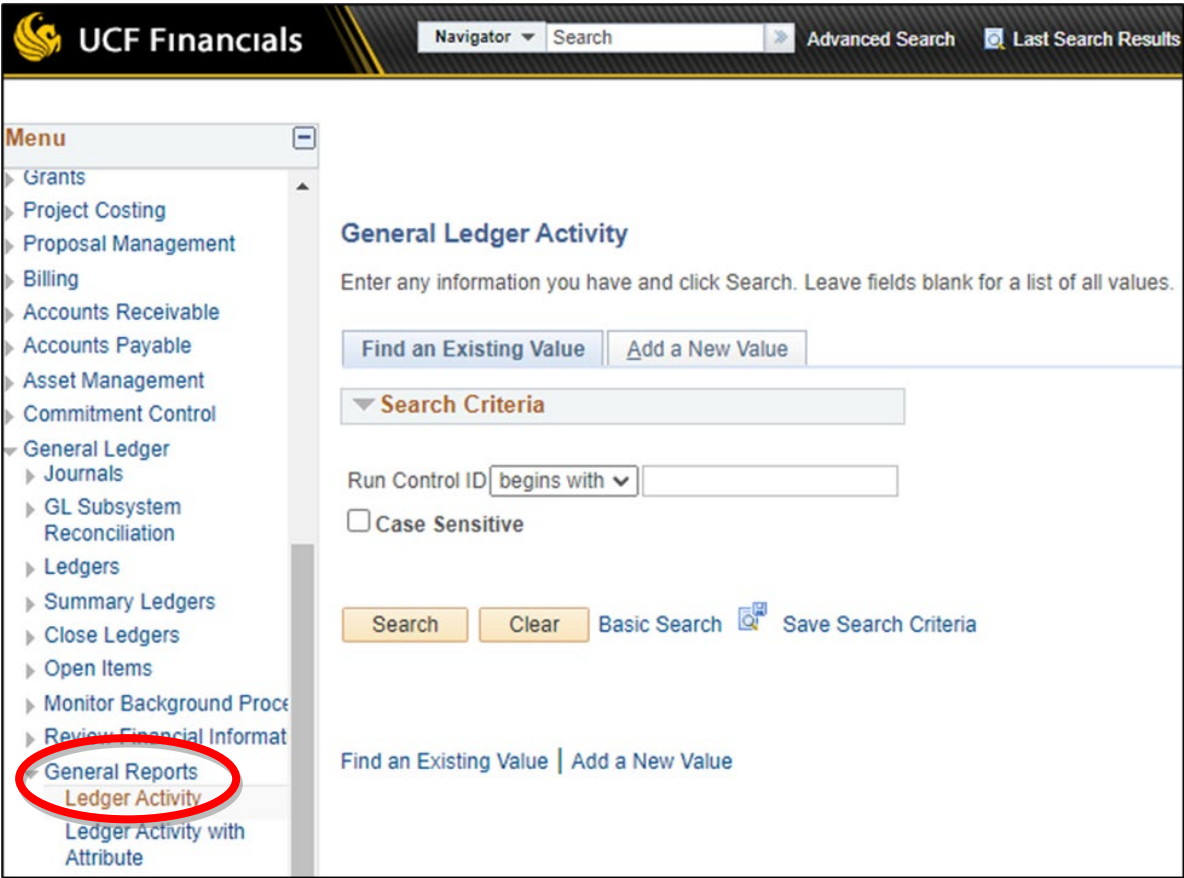
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DATABASE

## ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

## Running a General Ledger Activity Report by Department (or Project)

This Addy Note explains how to run a general ledger activity report by department or project.

Step	Action
1.	<p>Navigate to: <b>Main Menu &gt; General Ledger &gt; General Reports &gt; Ledger Activity.</b></p>  <p>The screenshot shows the UCF Financials interface. On the left is a 'Menu' sidebar with a tree structure. Under 'General Ledger', there is a 'General Reports' sub-menu which is circled in red, and 'Ledger Activity' is highlighted. The main content area shows the 'General Ledger Activity' page with search options and a search criteria field.</p>



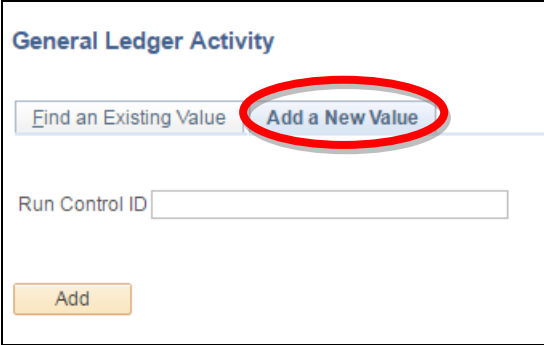
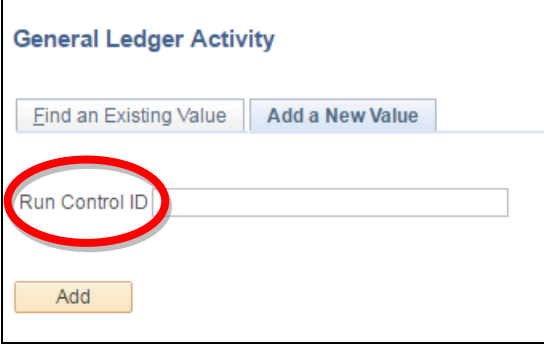
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	<p><b>Note:</b> If you have never created a run control, create one following Steps 2 through 4. You will only need to perform this process one time, and you can use the run control you create each subsequent time you want to run this report.</p> <p><b>If you already have created a run control:</b></p> <ol style="list-style-type: none"> <li>1. Enter the name of your Run Control in the <b>Run Control ID</b> field.</li> <li>2. Click the <b>Search</b> button.</li> <li>3. Proceed to Step 5 below.</li> </ol>
2.	<p>Click the <b>Add a New Value</b> tab.</p>  <p>The screenshot shows the 'General Ledger Activity' page with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red circle. Below the tabs is a 'Run Control ID' text input field and an 'Add' button.</p>
3.	<p>Name your Run Control in the <b>Run Control ID</b> field.</p>  <p>The screenshot shows the 'General Ledger Activity' page with the 'Add a New Value' tab selected. The 'Run Control ID' text input field is highlighted with a red circle. An 'Add' button is visible below the field.</p> <p><b>Note:</b> Run Control IDs are case-sensitive and should be entered without using spaces. Choose a name for your Run Control carefully, because the system will not allow you to change or delete the name after it is saved.</p>




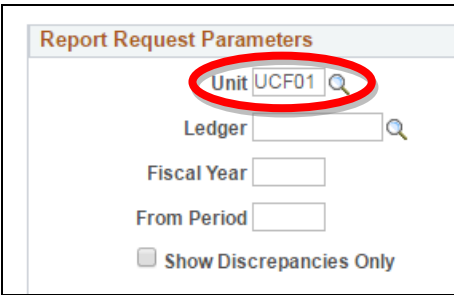
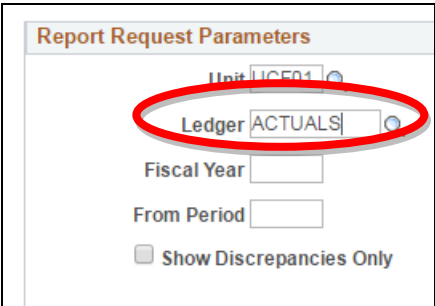
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Step	Action
4.	Click <b>Add</b> . 
5.	Verify that <b>UCF01</b> displays in the <b>Unit</b> field; if not, enter it. 
6.	Verify that <b>ACTUALS</b> displays in the <b>Ledger</b> field; if not, enter it 



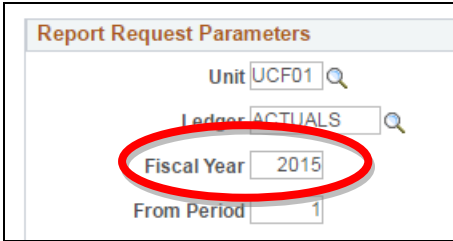
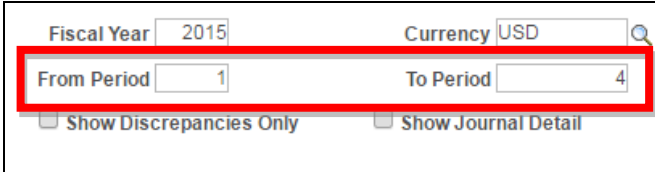
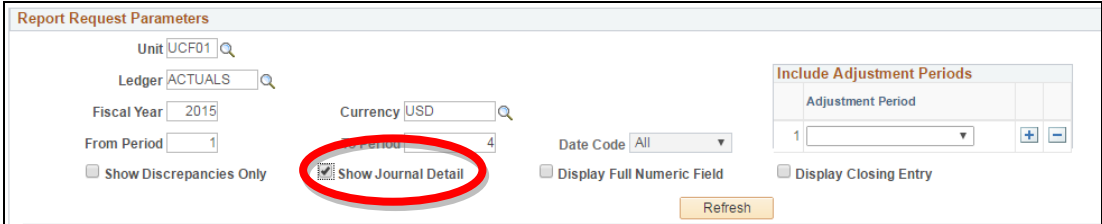

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7.	<p>In the <b>Fiscal Year</b> field, enter the year on which you are inquiring.</p>  <p>The screenshot shows the 'Report Request Parameters' form. The 'Fiscal Year' field is highlighted with a red circle and contains the value '2015'. Other fields include 'Unit' (UCF01), 'Ledger' (ACTUALS), and 'From Period' (1).</p>
8.	<p>In the <b>From</b> and <b>To</b> fields, select the accounting periods on which you are inquiring.</p>  <p>The screenshot shows the 'Report Request Parameters' form. The 'From Period' (1) and 'To Period' (4) fields are highlighted with a red box. Other fields include 'Fiscal Year' (2015), 'Currency' (USD), and checkboxes for 'Show Discrepancies Only' and 'Show Journal Detail'.</p>
9.	<p>Select the <b>Show Journal Detail</b> check box.</p>  <p>The screenshot shows the 'Report Request Parameters' form. The 'Show Journal Detail' checkbox is highlighted with a red circle. Other fields include 'Unit' (UCF01), 'Ledger' (ACTUALS), 'Fiscal Year' (2015), 'Currency' (USD), 'From Period' (1), 'To Period' (4), 'Date Code' (All), and an 'Include Adjustment Periods' section.</p>
10.	<p>Click <b>Refresh</b>.</p>  <p>The screenshot shows the 'Report Request Parameters' form. The 'Refresh' button is highlighted with a red circle. Other fields include 'Display Full Numeric Field' and 'Display Closing Entry' checkboxes.</p>



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11.	<p>Enter a department or project number in the respective <b>Value</b> field.</p> <table border="1"> <thead> <tr> <th>Sequence</th> <th>ChartField Name</th> <th>Include CF</th> <th>Summarize</th> <th>Detail</th> <th>All Values</th> <th>Value</th> <th>To Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Account</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>2</td> <td>Department</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>3</td> <td>Project</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><b>Note:</b> If desired, enter an account number in the <b>Account Value</b> field.</p>	Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value	1	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	2	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	3	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
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3	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>																										
12.	<p>Select the <b>Department</b> (or Project's) <b>Include CF</b> check box.</p> <table border="1"> <thead> <tr> <th>Sequence</th> <th>ChartField Name</th> <th>Include CF</th> <th>Summarize</th> <th>Detail</th> <th>All Values</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Account</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>2</td> <td>Department</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>02500001</td> </tr> <tr> <td>3</td> <td>Project</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><b>Note:</b> Do not check any of the other check boxes or enter any additional data in the remaining <b>ChartField Selection</b> lines.</p>	Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	1	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02500001	3	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>				
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13.	<p>Click <b>Run</b> at the top of the page.</p> <div style="border: 1px solid black; padding: 5px;"> <span>Process Monitor</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 10px;">Run</span> </div>																																
14.	<p>In the <b>Server Name</b> drop-down list, select <b>PSUNX</b> if it does not default.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Server Name <input type="text"/></p> <p>Recurrence <input type="text" value="FIN2_NT"/></p> <p>Time Zone <span style="border: 1px solid red; border-radius: 50%; padding: 2px 10px;">PSUNX</span></p> <p style="text-align: right; font-size: small;">FTP Cont</p> </div>																																



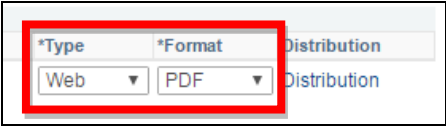
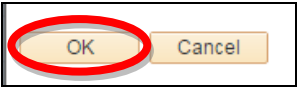
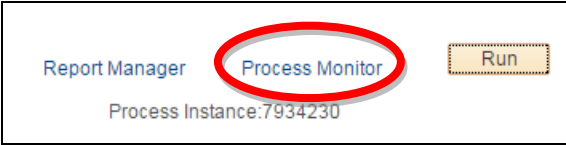
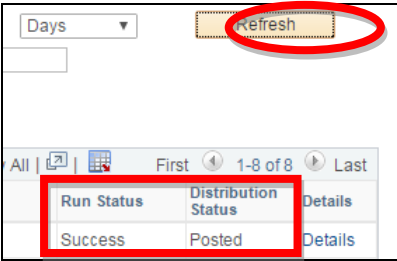
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15.	Verify that the <b>Type</b> field displays <b>Web</b> and <b>Format</b> fields display <b>PDF</b> . 
16.	Click <b>OK</b> . 
17.	Click the <b>Process Monitor</b> link. 
18.	Repeatedly click <b>Refresh</b> until the <b>Run Status</b> changes to <b>Success</b> and the <b>Distribution Status</b> changes to <b>Posted</b> . 



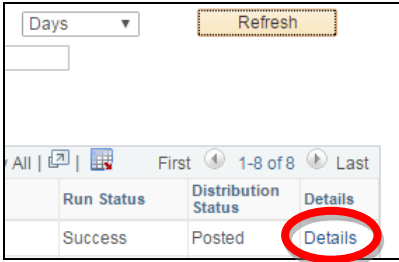
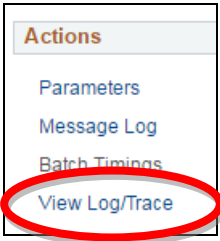
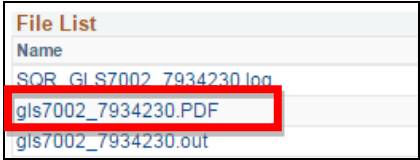
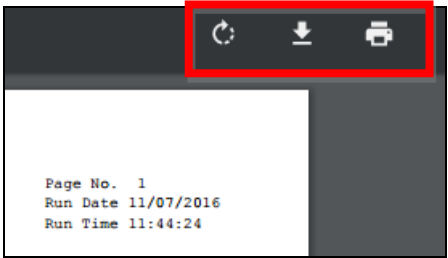
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19.	<p>Click <b>Details</b>.</p>  <p>The screenshot shows a table with columns: Run Status, Distribution Status, and Details. The 'Details' link in the first row is circled in red.</p>
20.	<p>Click <b>View Log/Trace</b>.</p>  <p>The screenshot shows an 'Actions' menu with options: Parameters, Message Log, Batch Timings, and View Log/Trace. 'View Log/Trace' is circled in red.</p>
21.	<p>Select the report ending in <b>.PDF</b>.</p>  <p>The screenshot shows a 'File List' table with columns: Name. The file 'gls7002_7934230.PDF' is circled in red.</p>
22.	<p>View, save, or print the report.</p>  <p>The screenshot shows a report viewer interface. The 'View', 'Download', and 'Print' icons are circled in red. Below the icons, the text reads: Page No. 1, Run Date 11/07/2016, Run Time 11:44:24.</p>