



# ADDY NOTE



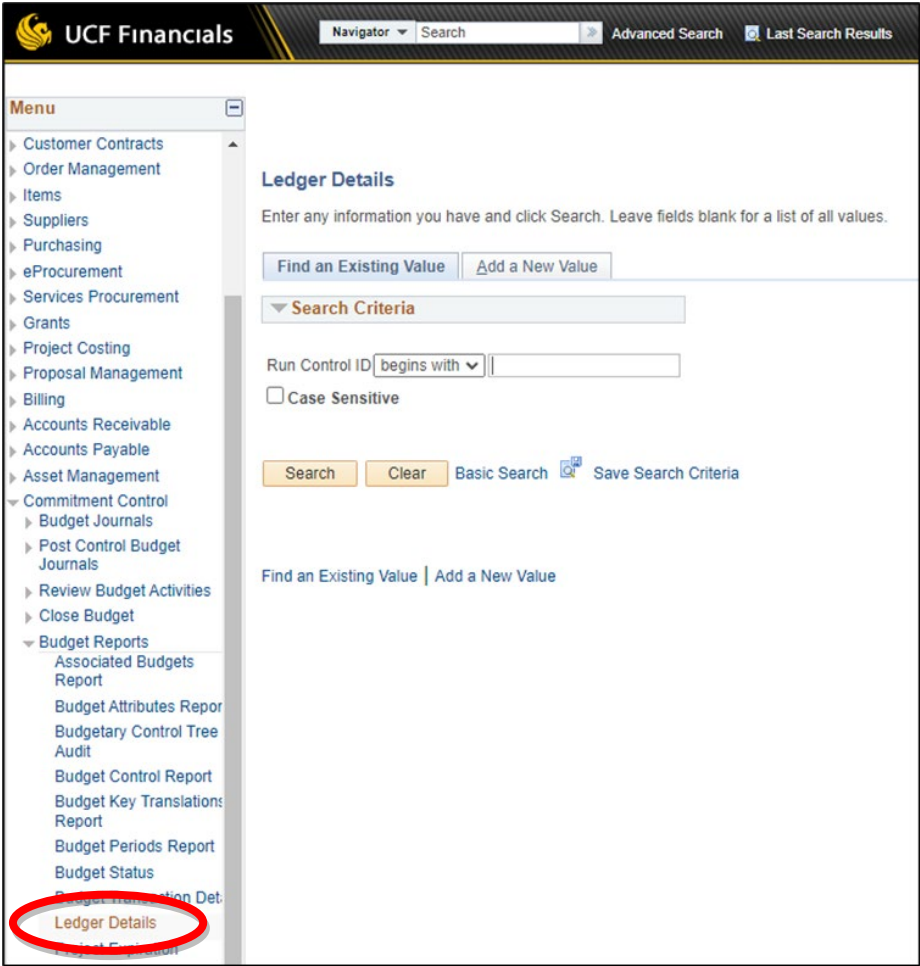
FINANCIALS  
REFERENCE  
DATABASE

## 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 Ledger Details Report

This Addy Note explains how to run a ledger details report.

| Step | Action   |
|------|--|
| 1.   | <p>Navigate to: <b>Main Menu &gt; Commitment Control &gt; Budget Reports &gt; Ledger Details</b></p>  <p>The screenshot shows the UCF Financials web application interface. On the left is a navigation menu with various categories. The 'Ledger Details' option under 'Budget Reports' is circled in red. The main content area shows the 'Ledger Details' search page with a search criteria dropdown set to 'Run Control ID' and a search button.</p> |



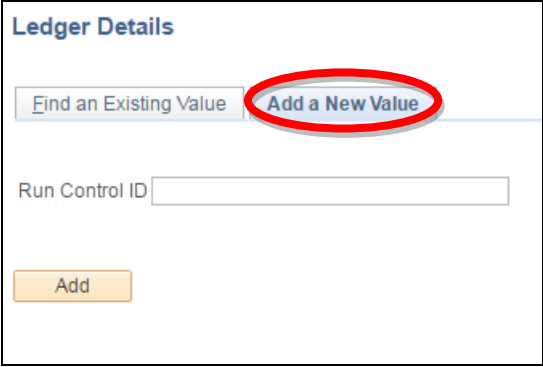
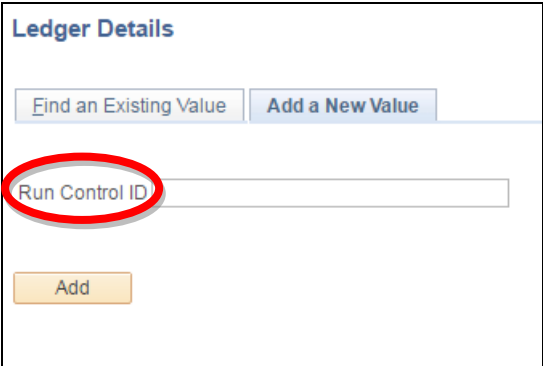
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|      | <p><b>Note:</b> If you have never created a run control, create one following Steps 2 through 4. You will only need to perform this process one time, and you can use the run control you create each subsequent time you want to run this report.</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 a form titled "Ledger Details" with two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is circled in red. Below the buttons is a text input field labeled "Run Control ID" 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 same "Ledger Details" form. The "Run Control ID" text input field is circled in red. The "Add a New Value" button is also visible.</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> |




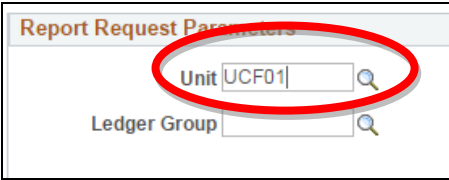
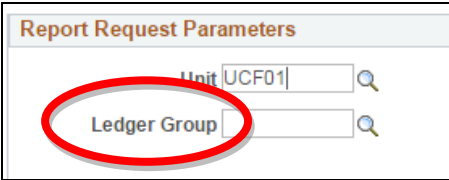
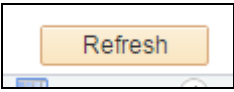
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| Step | Action  |
|------|---|
| 4.   | Click <b>Add</b> .<br>   |
| 5.   | Verify that <b>UCF01</b> displays in the <b>Unit</b> field; if not, enter it.<br>  |
| 6.   | In the <b>Ledger Group</b> field, enter <b>CC_DEPT</b> (for department ledger details) or <b>CC_PROJ_CH</b> (for project ledger details).<br><br><b>Note:</b> Use <b>CC_PROJ</b> for ledger details prior to October 31, 2013. |
| 7.   | Click <b>Refresh</b> .<br>   |



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| Step        | Action   |                                     |                          |                      |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
|-------------|--|-------------------------------------|--------------------------|----------------------|---------|-----------|---------|---------|--|--------------------------|----------------------|---|------------|-------------------------------------|--------------------------|----------------------|---|------------------|--------------------------|--------------------------|----------------------|---|---------|--------------------------|--------------------------|----------------------|
| 8.          | <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>Descr</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="text"/></td> </tr> <tr> <td>2</td> <td>Department</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>3</td> <td>PC Business Unit</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>4</td> <td>Project</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table>  | Sequence                            | ChartField Name          | Include CF           | Descr   | Value     | 1       | Account | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="text"/> | 2 | Department | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/> | 3 | PC Business Unit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | 4 | Project | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| Sequence    | ChartField Name  | Include CF                          | Descr                    | Value                |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 1           | Account  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/> |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 2           | Department   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/> |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 3           | PC Business Unit   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/> |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 4           | Project  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/> |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 9.          | <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>Descr</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="text"/></td> </tr> <tr> <td>2</td> <td>Department</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>02500001</td> </tr> <tr> <td>3</td> <td>PC Business Unit</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>4</td> <td>Project</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><b>Note:</b> In addition to the department or project, you can enter other ChartFields to define your search. When selecting other ChartFields, be sure to select <b>Include CF</b>.</p> | Sequence                            | ChartField Name          | Include CF           | Descr   | Value     | 1       | Account | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="text"/> | 2 | Department | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 02500001             | 3 | PC Business Unit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | 4 | Project | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| Sequence    | ChartField Name  | Include CF                          | Descr                    | Value                |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 1           | Account  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/> |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 2           | Department   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 02500001             |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 3           | PC Business Unit   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/> |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 4           | Project  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="text"/> |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 10.         | <p>Click <b>Run</b> at the top of the page.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <span>Process Monitor</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 10px;">Run</span> </div>   |                                     |                          |                      |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| 11.         | <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; display: inline-block;"> <table> <tr> <td>Server Name</td> <td><input type="text"/></td> </tr> <tr> <td>Recurrence</td> <td>FIN2_NT</td> </tr> <tr> <td>Time Zone</td> <td>FIN2_NT</td> </tr> <tr> <td></td> <td><span style="border: 1px solid red; border-radius: 50%; padding: 2px 10px;">PSUNX</span></td> </tr> </table> </div>   | Server Name                         | <input type="text"/>     | Recurrence           | FIN2_NT | Time Zone | FIN2_NT |         | <span style="border: 1px solid red; border-radius: 50%; padding: 2px 10px;">PSUNX</span> |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| Server Name | <input type="text"/>   |                                     |                          |                      |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| Recurrence  | FIN2_NT  |                                     |                          |                      |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
| Time Zone   | FIN2_NT  |                                     |                          |                      |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |
|             | <span style="border: 1px solid red; border-radius: 50%; padding: 2px 10px;">PSUNX</span>   |                                     |                          |                      |         |           |         |         |  |                          |                      |   |            |                                     |                          |                      |   |                  |                          |                          |                      |   |         |                          |                          |                      |



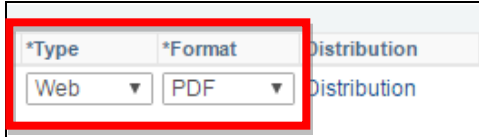
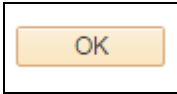
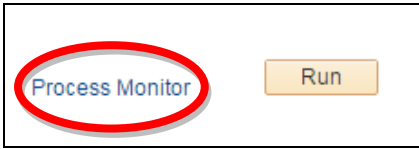
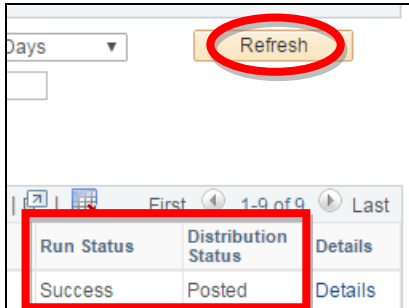
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| 12.  | <p>Verify that the <b>Type</b> field displays <b>Web</b> and <b>Format</b> fields display <b>PDF</b>.</p>    |
| 13.  | <p>Click <b>OK</b>.</p>    |
| 14.  | <p>Click the <b>Process Monitor</b> link.</p>   |
| 15.  | <p>Repeatedly click <b>Refresh</b> until the <b>Run Status</b> changes to <b>Success</b> and the <b>Distribution Status</b> changes to <b>Posted</b>.</p>  |



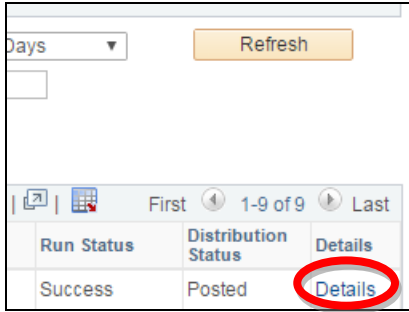
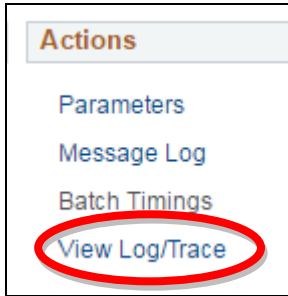
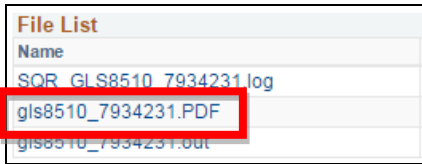
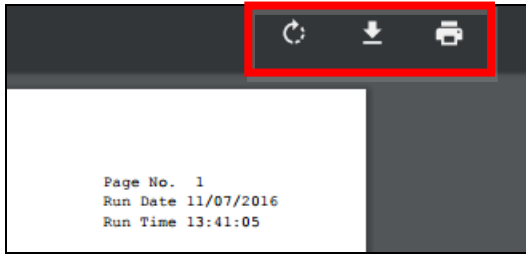
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| 16.  | <p>Click <b>Details</b>.</p>  <p>The screenshot shows a report interface with a 'Days' dropdown, a 'Refresh' button, and a table with columns 'Run Status', 'Distribution Status', and 'Details'. The 'Details' column contains the value 'Posted' and the 'Details' button is circled in red.</p>    |
| 17.  | <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. The 'View Log/Trace' option is circled in red.</p>  |
| 18.  | <p>Select the report ending in <b>.PDF</b>.</p>  <p>The screenshot shows a 'File List' table with columns 'Name' and 'Size'. The file 'gls8510_7934231.PDF' is circled in red.</p>  |
| 19.  | <p>View, save, or print the report.</p>  <p>The screenshot shows a report viewer with a toolbar containing 'View', 'Save', and 'Print' icons, which are circled in red. Below the toolbar, the report content is visible, showing 'Page No. 1', 'Run Date 11/07/2016', and 'Run Time 13:41:05'.</p> |