Ledger Inquiry and Ledger Period Comparison

Created on 11/3/2009 12:02:00 PM

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Ledger Inquiry and Ledger Period Comparison

This manual explains how to use the Ledger Inquiry and Ledger Period Comparison Tools in the Financials RPT database. http://www.case.edu/erp/report

The Appendices include information about browser setup and settings for using these Tools.

Using Ledger Inquiry and Ledger Period Comparison

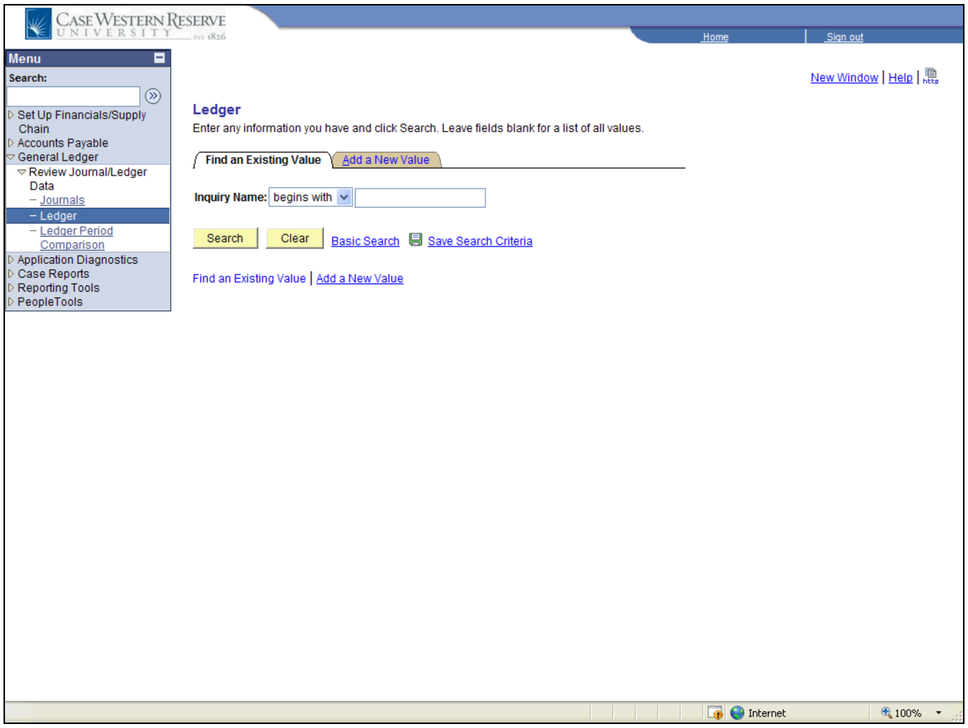
General Ledger Inquiry

This business process provides Ledger data by chartfields and periods with drill downs to detail transactions and the ability to export data to Excel.

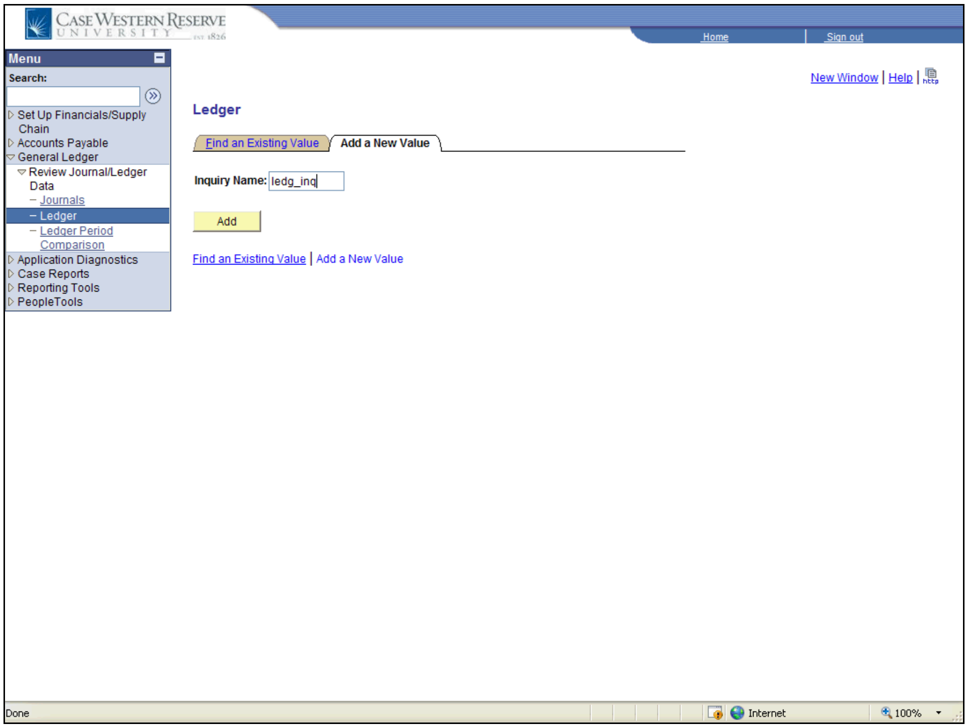
Procedure

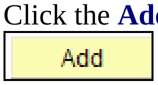
This section will demonstrate how to use the General Ledger Inquiry search and other features to inquire on Journals that have been posted. This feature is only available in the Financials RPT database. http://www.case.edu/erp/report

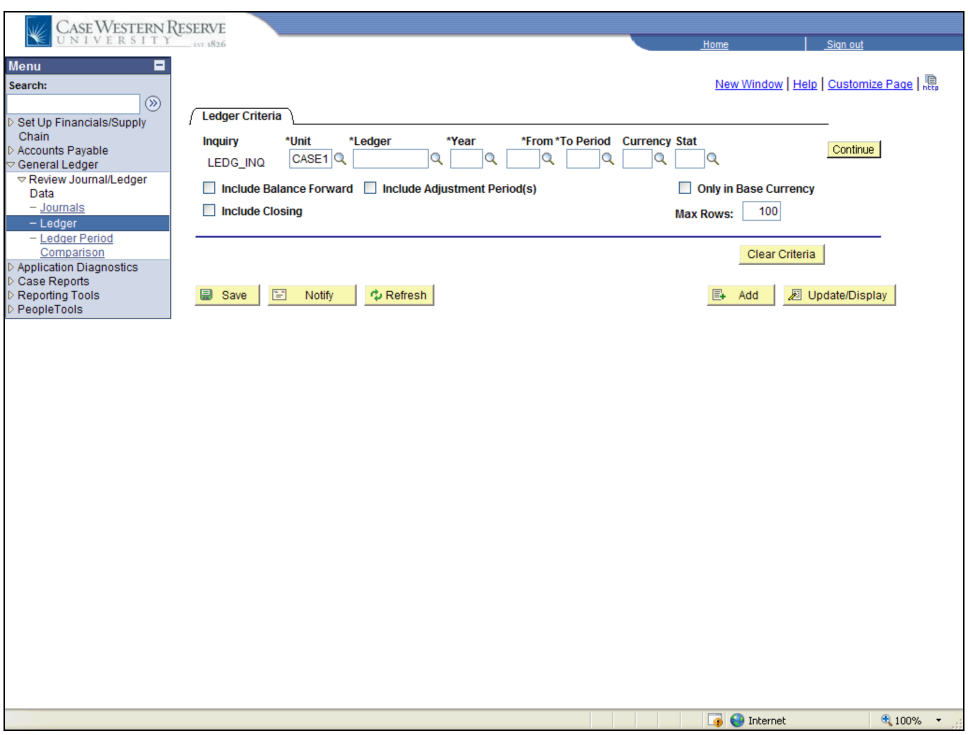
Step	Action
1.	Click the **General Ledger** link. General Ledger
2.	Click the **Review Journal/Ledger Data** link. Review Journal/Ledger Data
3.	Click the **Ledger** link. Ledger

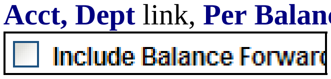
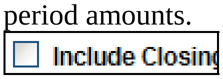
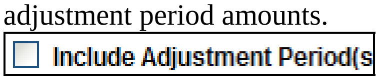


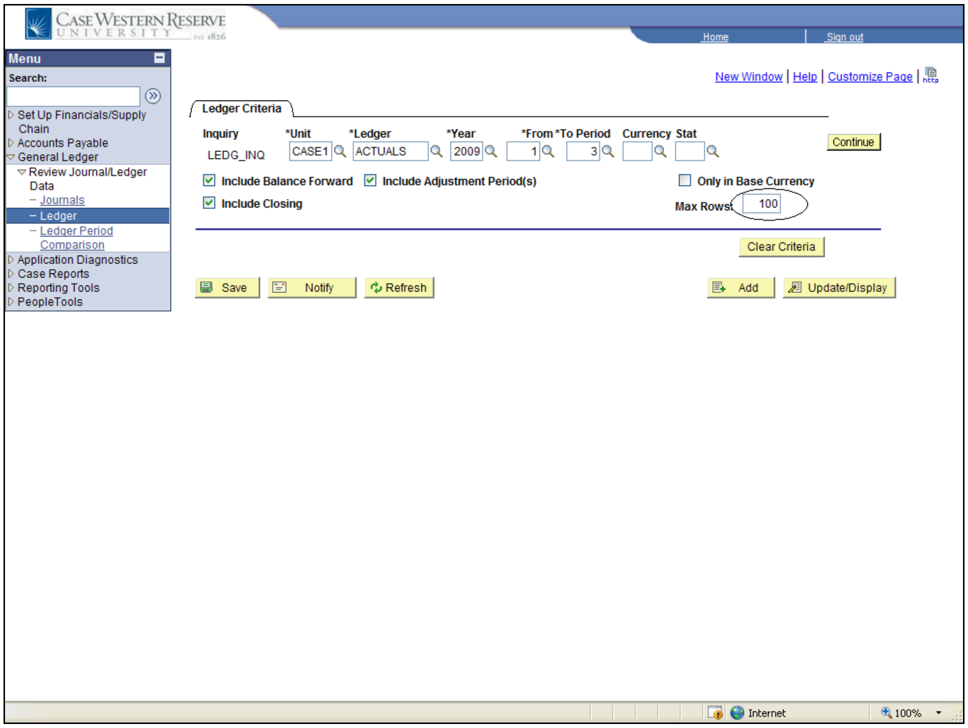
Step	Action
4.	The Ledger screen appears. You may use the **Find an Existing Value** tab and click the **Search** button to find an existing Inquiry that you have created and saved. OR Click the **Add a New Value** tab. 
5.	Enter the name of your Inquiry in the **Inquiry Name** field. Your inquiry criteria can be saved for future use. For example, enter "**ledger_inq**".

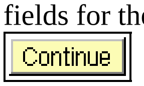


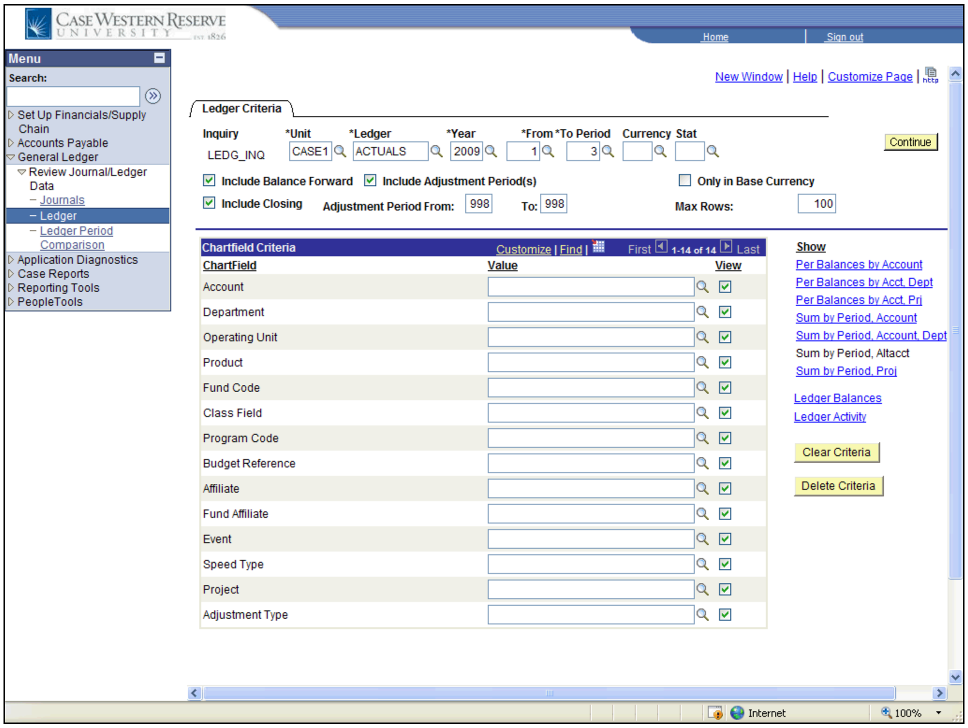
Step	Action
6.	Click the **Add** button. 



Step	Action
7.	The Ledger Criteria screen appears. This page allows you to specify Ledger, fiscal year, period and Chartfield values. Enter the Unit name in the **Unit** field, this is a required field. You will enter "**CASE1**" which is the only Business Unit Case has.
8.	Enter the Ledger name in the **Ledger** field, this is a required field. You will enter "**ACTUALS**" which is the only detail Ledger Case uses.
9.	Enter the fiscal year you are searching in the **Year** field. For example, enter "**2009**" for the fiscal year 2008-2009.
10.	Enter the starting Period in the **From** field. For example, enter "**1**".
11.	Enter the desired information into the **To Period** field. Enter "**3**".
12.	Click the **Include Balance Forward** option to include any balances that were brought forward into the current open year. You must select this option to access **Per Balance by Accoun**t link, **Per Balance by Acct, Dept** link, **Per Balances by Acct, Proj** link. 
13.	Click the **Include Closing** to include closing balances along with the current open period amounts. 
14.	Click the **Include Adjustment Period(s)** option, if you want to include any adjustment period amounts. 



Step	Action
15.	Change the **Max Rows** field so that you will receive all the rows of data for the Period requested. Enter "**999**".
16.	Click the **Continue** button to add chartfield to your inquiry. You will see search fields for the Chartfields to enter more criteria. 



Step	Action
17.	In the Chartfield Criteria section, enter information into the **Value** field for any of the Chartfields. For example, enter "**532%**" for the Account field. The % sign is a wildcard feature. You can enter a partial chartfield and use % to get all chartfields, based on your criteria, in that range.

A feature that is located on most fields in Financials is the **Look up** icon. This icon allows you to enter none to partial informatin in the field, when you click this icon you will see a list of the available choices.

For example, if you enter 532 in the Account field and click the Look up icon you will see a list of all the Accounts that start with those digits.

On the Ledger criteria page you can use a combination of Chartfield values to conduct your search.

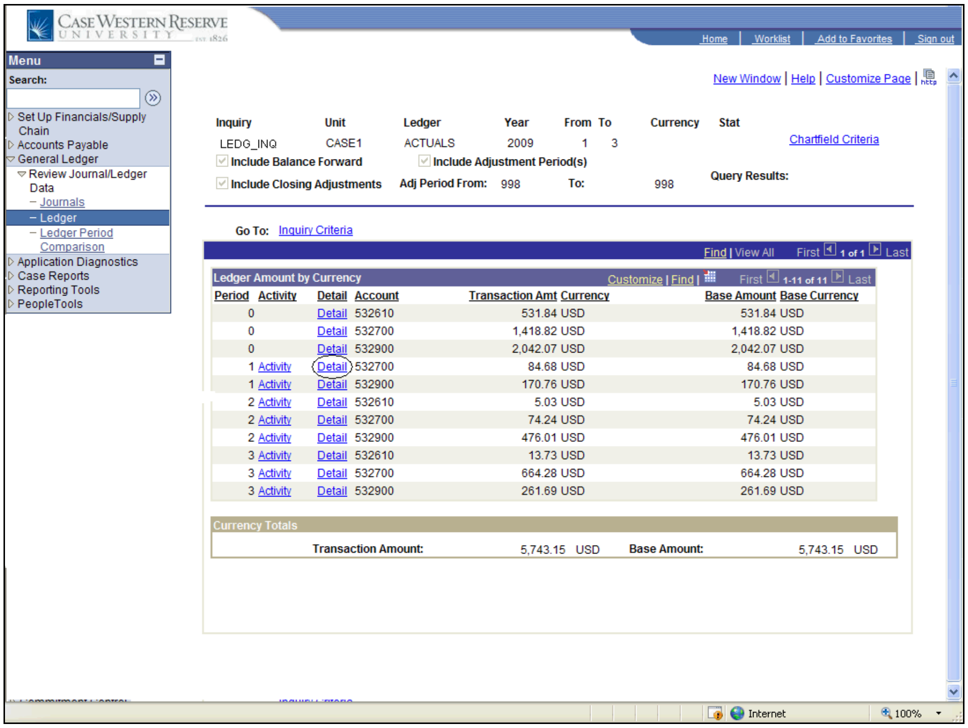
In general, for a speedtype starting from “OPR” or “INS”, use a combination of Department and Fund Code to conduct the search; for the rest of the SpeedType, use a combination of Project and Fund Code to conduct the search. See Appendix D on how to use Speedtype page.

All data is secured by row level security (Dept ID/Project ID). If you receive no data after submitting an inquiry and a message "No records found" in the Query Results area, this means that you either do not have security to all or part of the chartfield information that you entered or you used an invalid chartfield combination. See example below:

For this example, we are entering a combination of Project and Fund Code based on the Speedtype lookup to conduct the search. For SpeedType RES002575, the Project is RES002575 and the Fund Code is 96010. See Appendix D on how to use the SpeedType page.

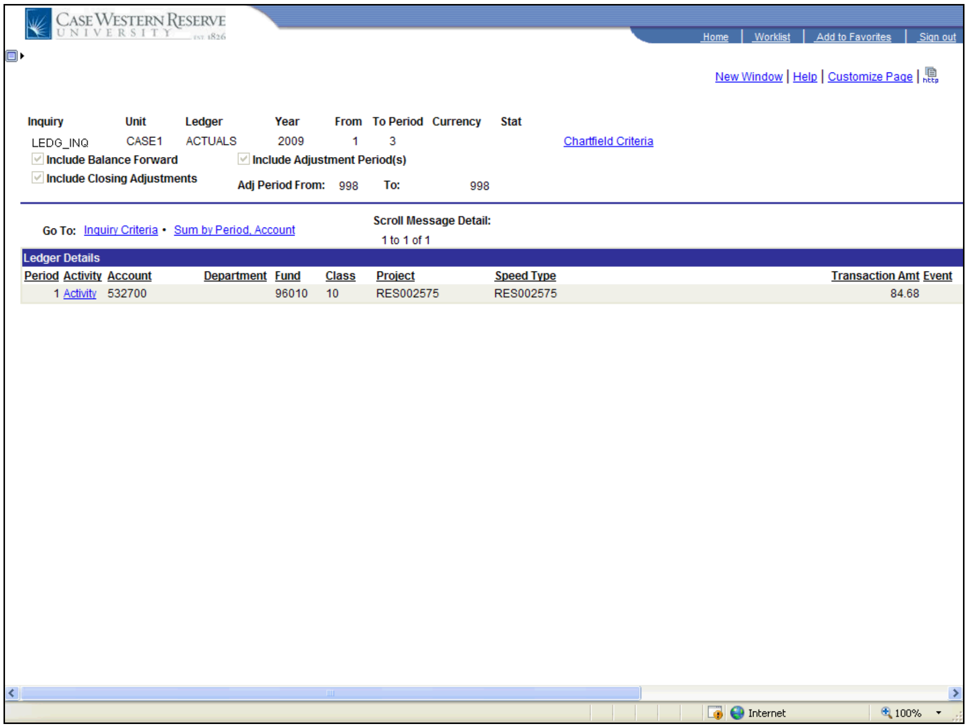
Step	Action
18.	Enter a value in the **Fund Code** field, for example, enter "**96010**".
19.	Enter a value in the **Project** field, for example, "**RES002575**".
20.	Click the **Save** button if you would like to save this inquiry to use it again. You can access it by using the Find an Existing Value Tab. Click the **Save** button. Save
21.	Click the **Sum by Period, Account** link. Sum by Period, Account

Sum by Period, Account displays summarized transaction totals by Period, Account in a grid, which can be downloaded to Excel. This page also contains a total for all transactions. You can drill down to get detailed Chartfield information from the Detail link, and get transaction detail information through the Activity link.

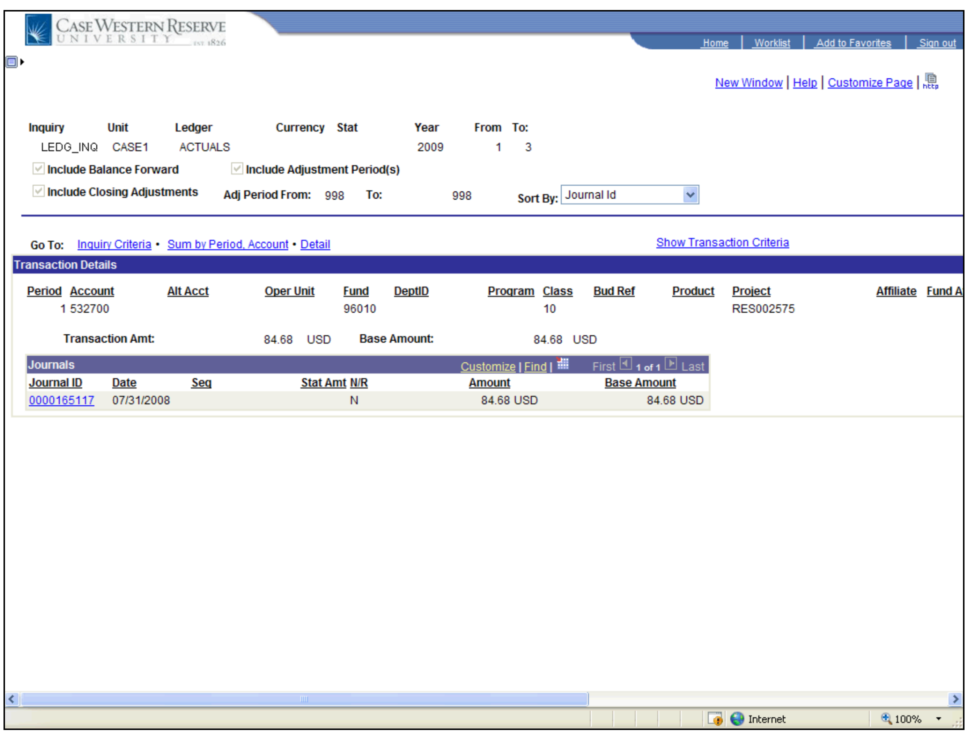


Step	Action
22.	Click the **Detail** link. Detail

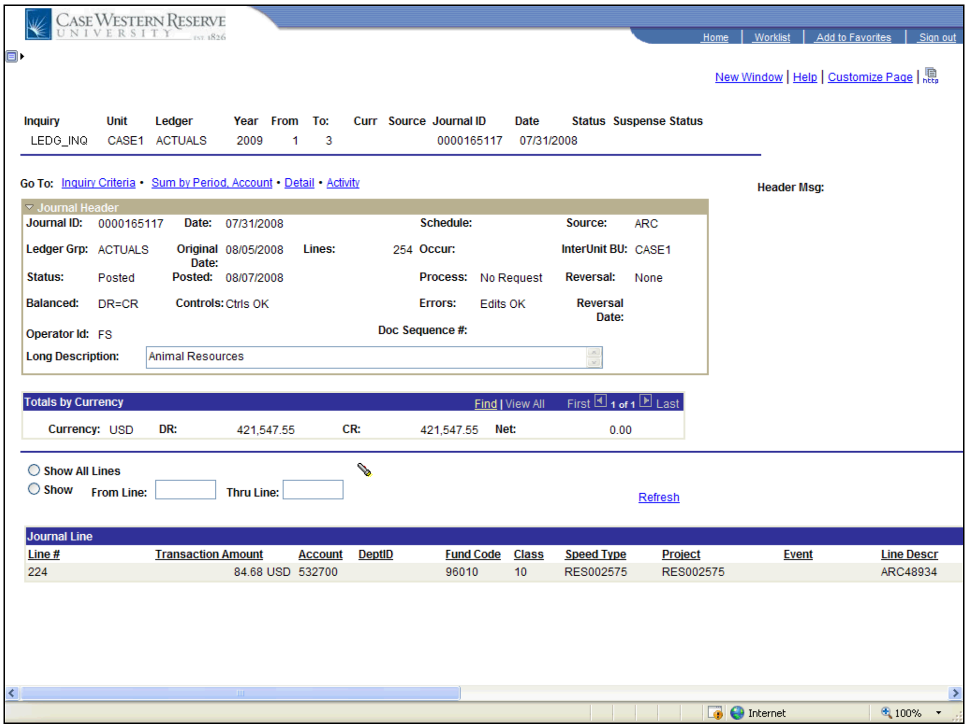
This page can be downloaded to Excel, see details in Appendix A.



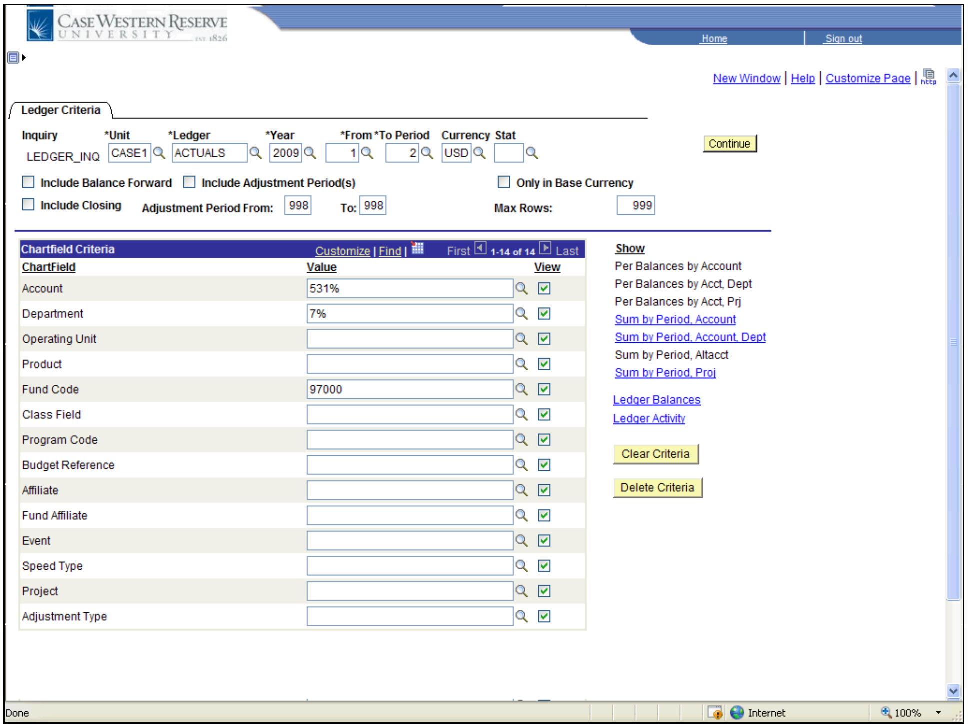
Step	Action
23.	Click the **Activity** link. Activity



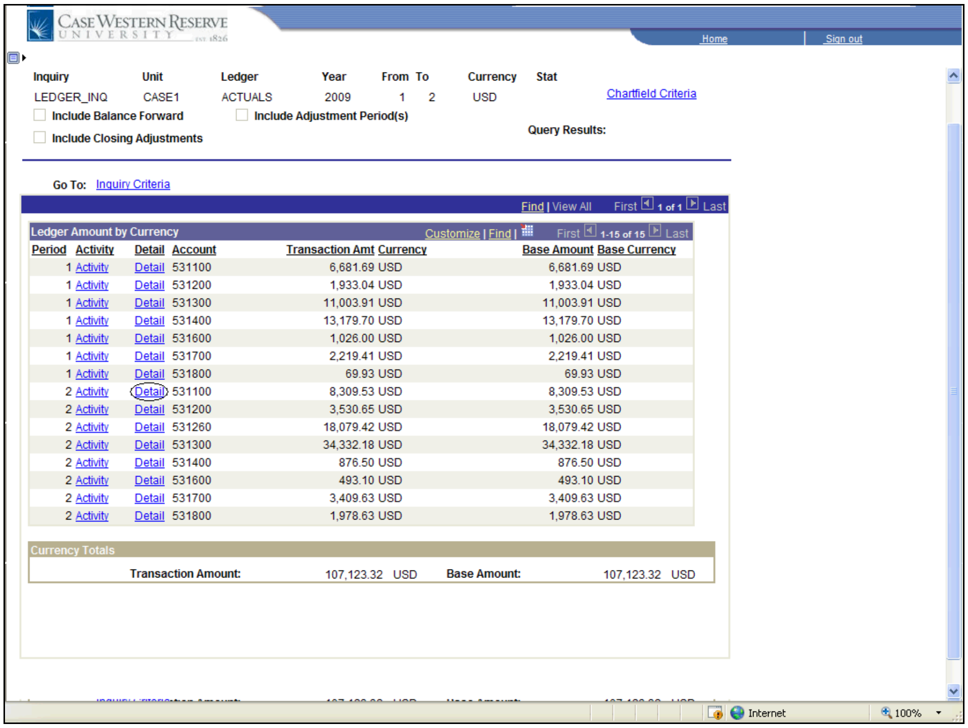
Step	Action
24.	Click the **0000165117** link. 0000165117



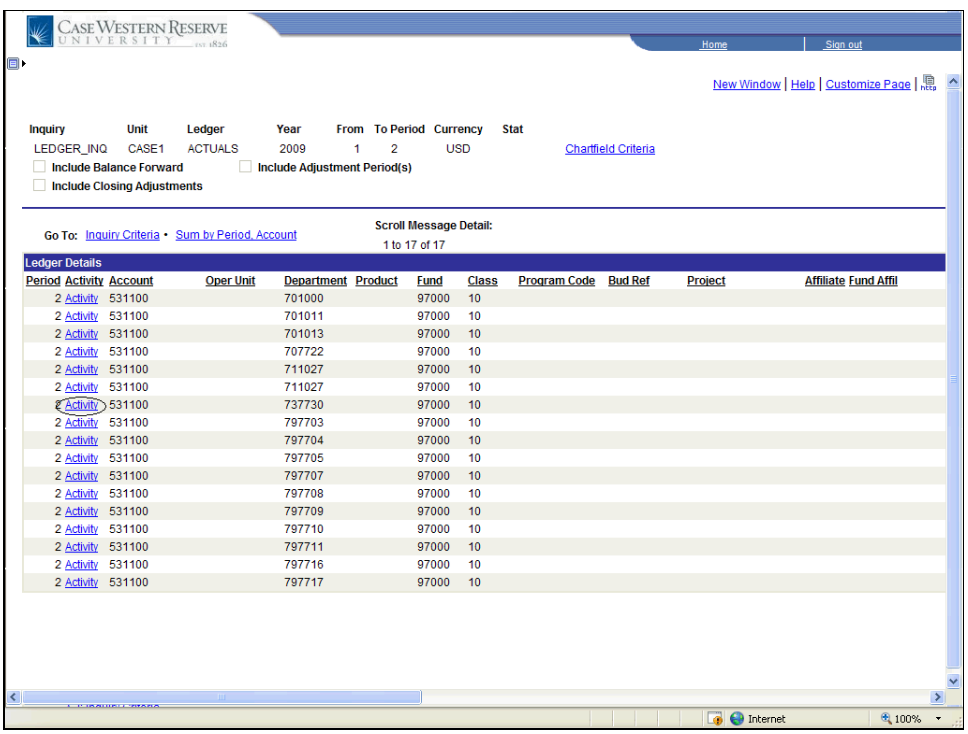
Step	Action
25.	The Journal ID takes you to the detail of the Journal and the Journal Header page. This is also the page where you can see the Line Description of the Journal. You can customize the Journal Line section by using the Customize link. See Appendix A for information. Use the breadcrumb links above the Journal Header to return to any place in your inquiries. In this example, click the **Inquiry Criteria** link to return to submit another inquiry. Inquiry Criteria •



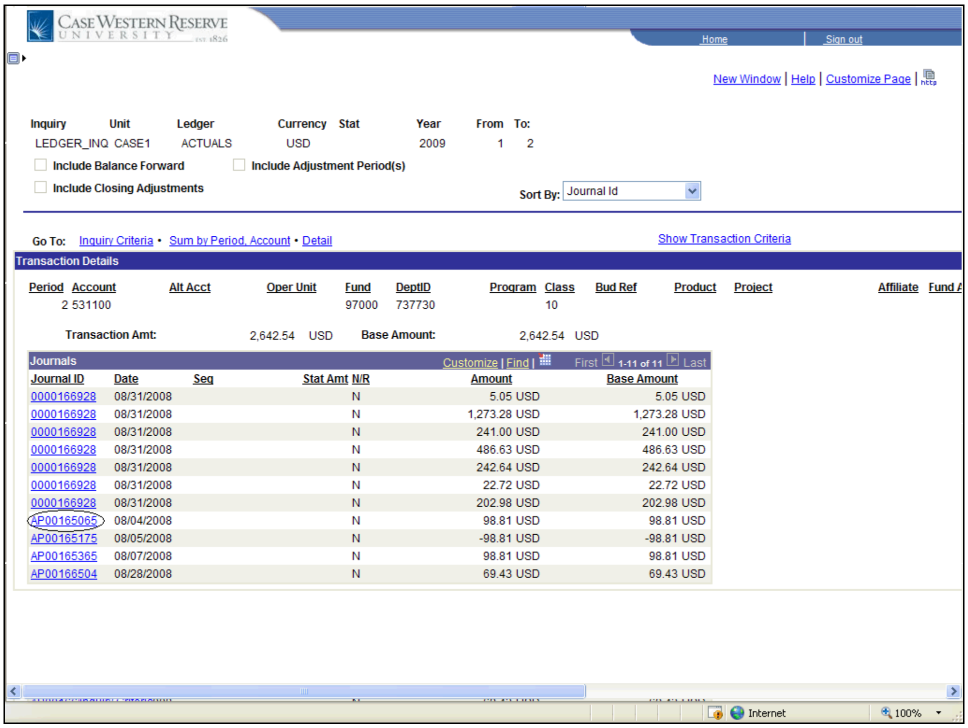
Step	Action
26.	Subsystem's Accounting entries, such as Accounts Payable, can also be seen using the Ledger Inquiry. In this example, we use a combination of Department and Fund Code to conduct the search. We enter 531% in the Account field to further narrow down the search and click the **Sum by Period, Account** link. Sum by Period, Account



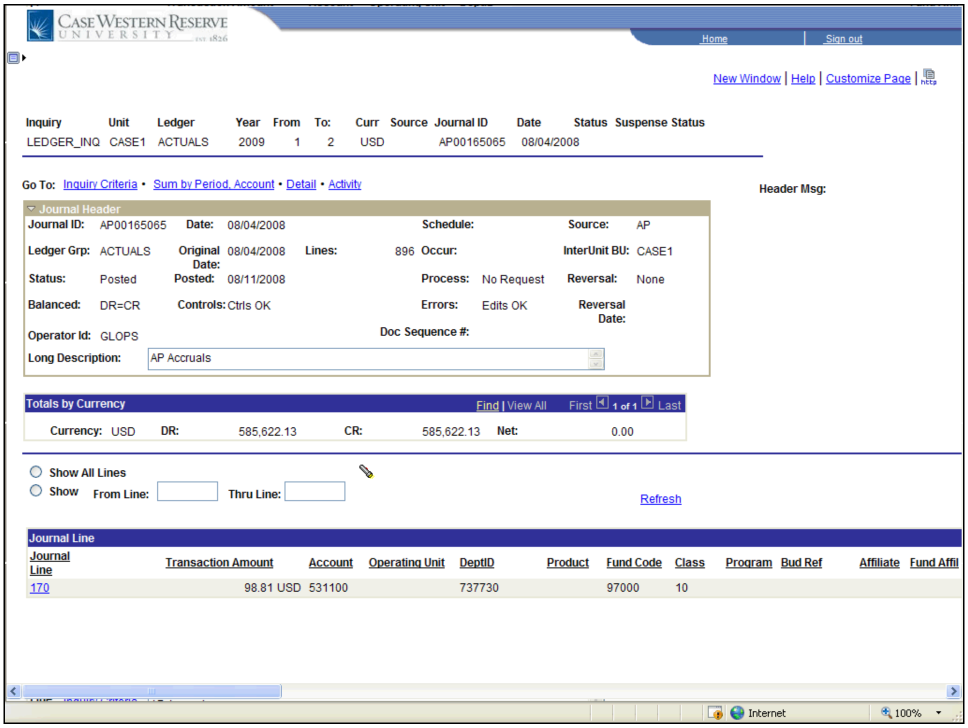
Step	Action
27.	Click the **Detail** link. Detail



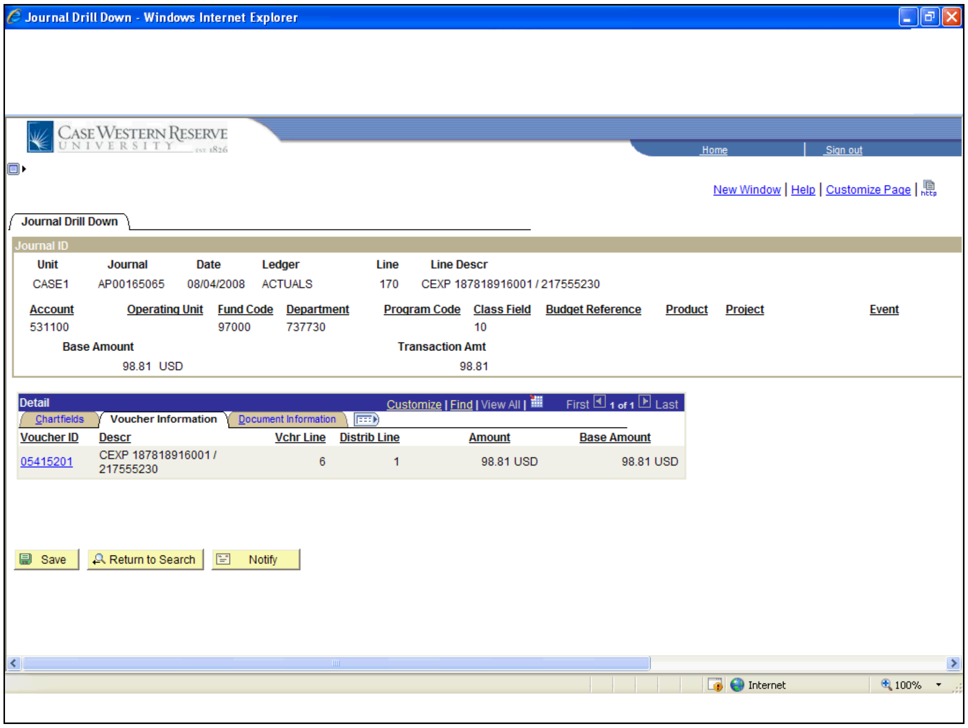
Step	Action
28.	Click the **Activity** link. Activity



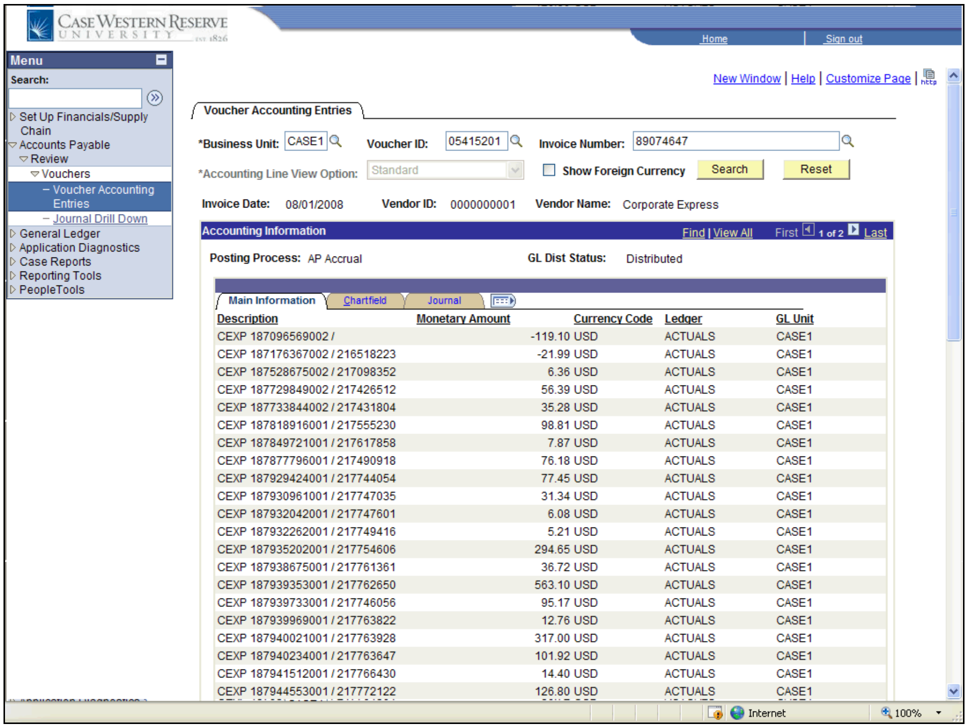
Step	Action
29.	Click on the AP Journal ID. For example, click the **AP00165065** link. AP00165065



Step	Action
30.	Click the Journal Line number link that you want to see, for example, click "**170**". 170
31.	The Journal Drill Down page appears. Click the **Voucher Information** tab. Click the object. Voucher Information



Step	Action
32.	Click on the Voucher Id to see details about the AP Voucher. For example, click the **05415201** link. 05415201



Step	Action
33.	The Voucher Accounting Entries screen appears. This page will give you details about the AP Voucher.
34.	Once you have drilled down to the various inquiries, close all additional browser windows and use the breadcrumb links in the **Go To:** section of the screen to go back to your previous page or start a new Inquiry. Do not use the BACK Button in your browser.

Below are the descriptions of the various other online inquiries you can submit on the Ledger Criteria page:

Per Balances by Account displays summarized transaction totals by Account by Period in a grid, which can be downloaded to Excel. This page also contains Balance Transaction Amount and a total for the entire transactions. You can drill down to get detail Chartfield info from the detail link, and get transaction detail information through the Activity link.

Per Balances by Acct, Dept displays summarized transaction totals by Account by Period in a grid, which can be downloaded to Excel. This page also contains Balance Transaction Amounts and a total for the entire transaction. You can drill down to get a detail Chartfield info from the Detail link, and get transaction detail information through the Activity link.

Per Balances by Acct, Prj displays summarized transaction totals by Account, Project, and Period in a grid, which can be downloaded to Excel.

	this page also contains Balance Transaction Amount and a total for the entire transactions. You can drill down to get detail Chartfield information from the Detail link and get transaction detail information through the Activity link. You must select the Include Balance Forward check box to access this option. **Sum by Period, Account, Dept** displays summarized transaction totals by Period, Account and Department in a grid, which can be downloaded to Excel. This page also contains a total for the entire transaction. You can drill down to get detail Chartfield info from the Detail link, and get transaction detail information through the Activity link. **Sum by Period, Proj** displays summarized transaction totals by Period, by Project for the selected criteria in a grid, which can be downloaded to Excel. This page also contains a total for the entire transactions. You can drill down to get detail Chartfield info from the Detail link, and get transaction detail information though the Activity link. **Ledger Balances** displays transaction totals by Account by Period in a grid, which can be downloaded to Excel. The transaction details can be accessed through drill down of the Activity link. **Ledger Activity** displays summarized transaction totals by Account by Period, along with transaction details at one glance.

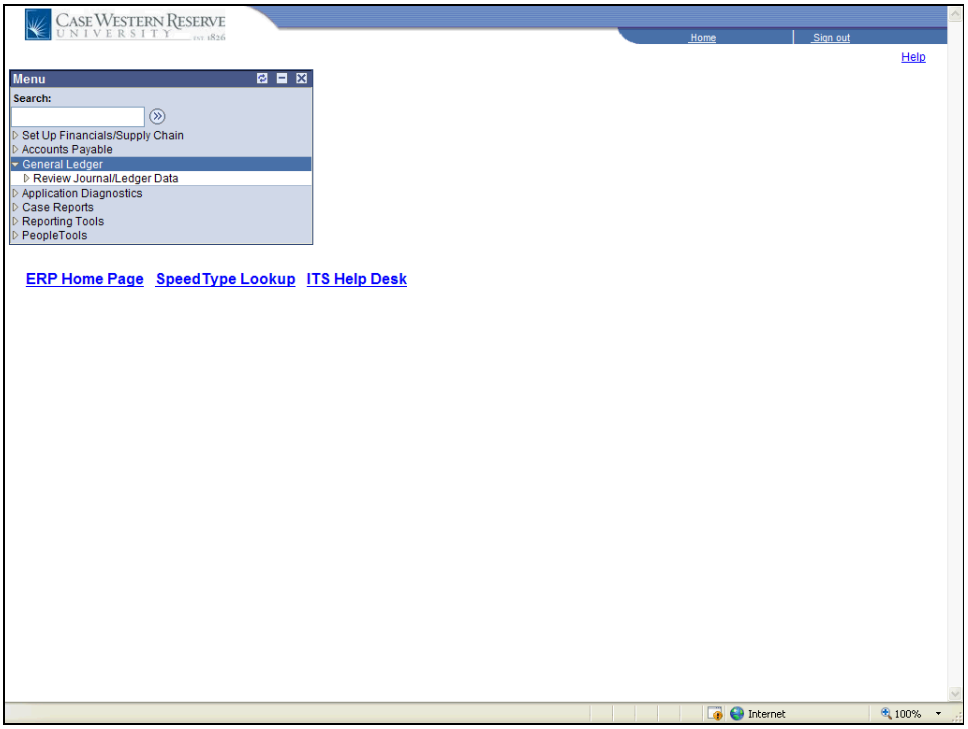
Step	Action
35.	**End of Procedure.**

Ledger Period Comparison Inquiry

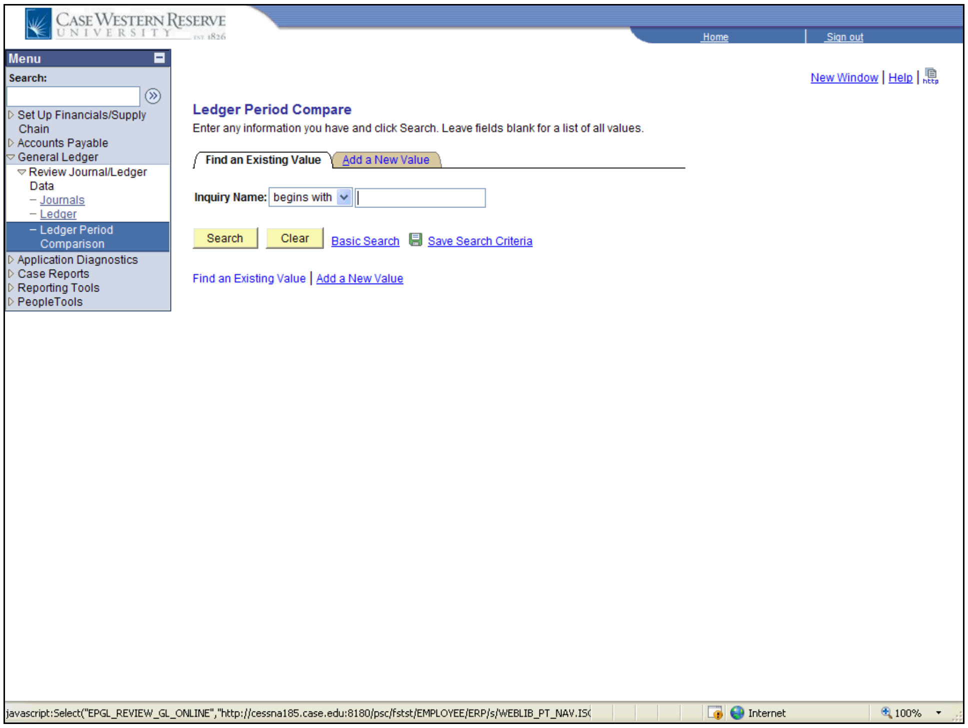
This section explains how to use the General Ledger Comparison options. The feature is only available in the Financials Reporting (RPT) database. http://www.case.edu/erp/report

Procedure

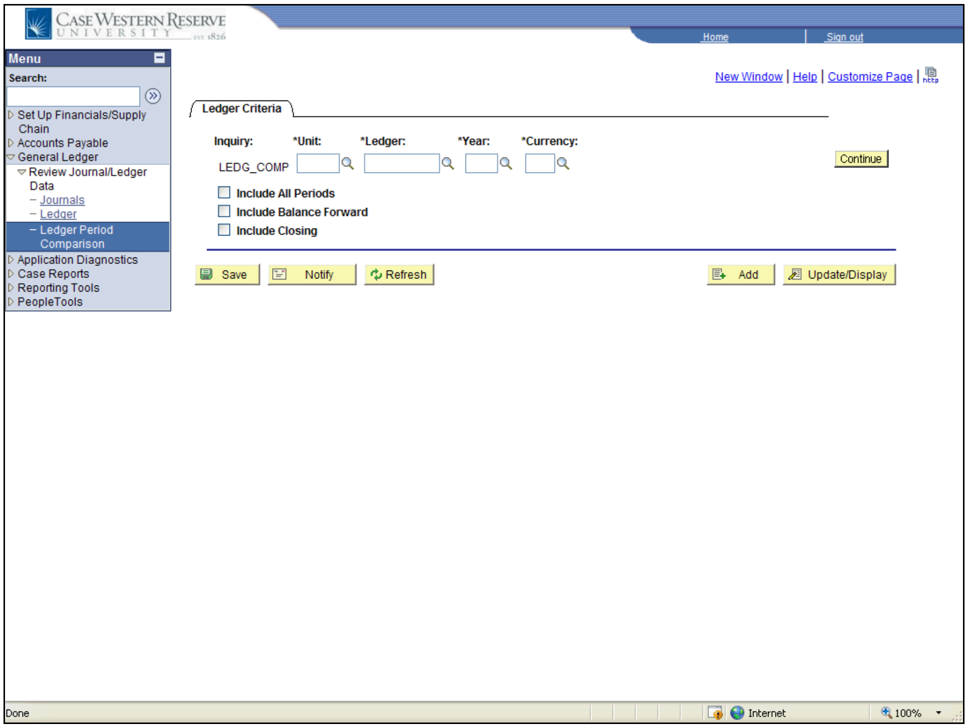
This inquiry compares, for any Chartfield combination selected, Ledger details by account across the selected periods of a fiscal year.



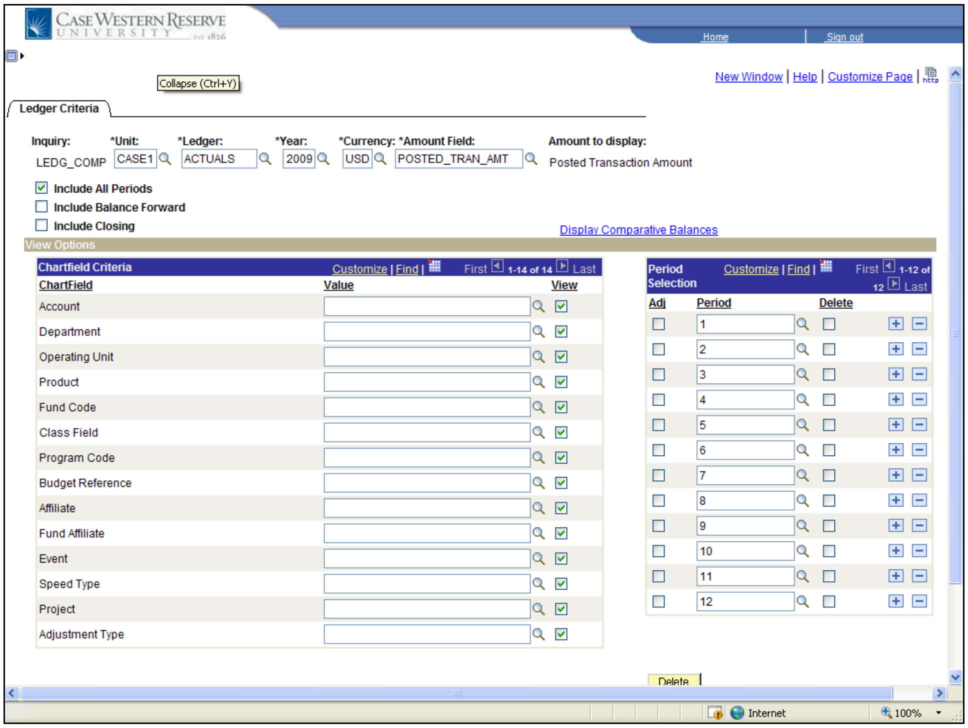
Step	Action
1.	Click the **General Ledger** link. General Ledger
2.	Click the **Review Journal/Ledger Data** link. Review Journal/Ledger Data
3.	Click the **Ledger Period Comparison** link. Ledger Period Comparison



Step	Action
4.	The Ledger Period Compare screen appears. You may use the **Find an Existing Value** tab and click the **Search** button to find an existing Inquiry that you have created and saved. **OR** Click the **Add a New Value** tab. Add a New Value
5.	Enter the desired information into the **Inquiry Name** field. Enter **"ledg_comp"**.
6.	Click the **Add** button. Add



Step	Action
7.	The Ledger Criteria page appears. Enter the Business Unit into the **Unit** field. For Case our only Business Unit is "**CASE1**".
8.	Enter the desired information into the **Ledger** field. Enter "**ACTUALS**".
9.	Enter the desired information into the **Year** field. Enter "**2009**".
10.	Enter "**USD**", into the **Currency** field.
11.	Click the **Include All Periods** option if you want to include all thirteen periods. ☐ Include All Periods
12.	Click the **Include Balance Forward** option if you want to include any balances carried forward from the previous period in the totals. ☐ Include Balance Forward
13.	Click the **Include Closing** option if you would like to include closing adjustments for period 999 in the totals. ☐ Include Closing
14.	Click the **Continue** button. Continue



Step	Action
15.	In the Chartfield Criteria section, enter information into the **Value** field for any of the Chartfields. For example, enter "**532%**" for the Account field. The % sign is a wildcard feature. You can enter a partial chartfield and use % to get all chartfields, based on your criteria, in that range.

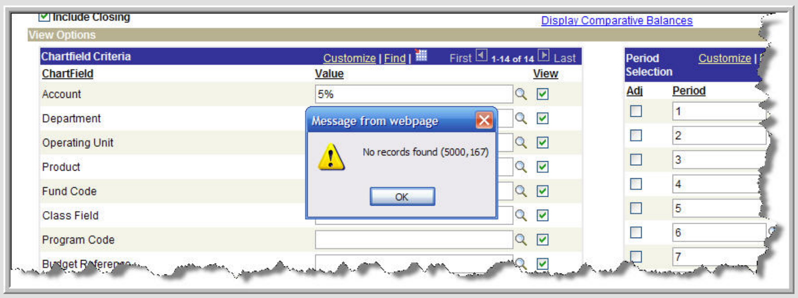
A feature that is located on most fields in Financials is the **Look up** icon. This icon allows you to enter none to partial informatin in the field, when you click this icon you will see a list of the available choices.

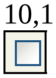
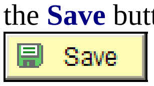
For example, if you enter 532 in the Account field and click the Look up icon you will see a list of all the Accounts that start with those digits.

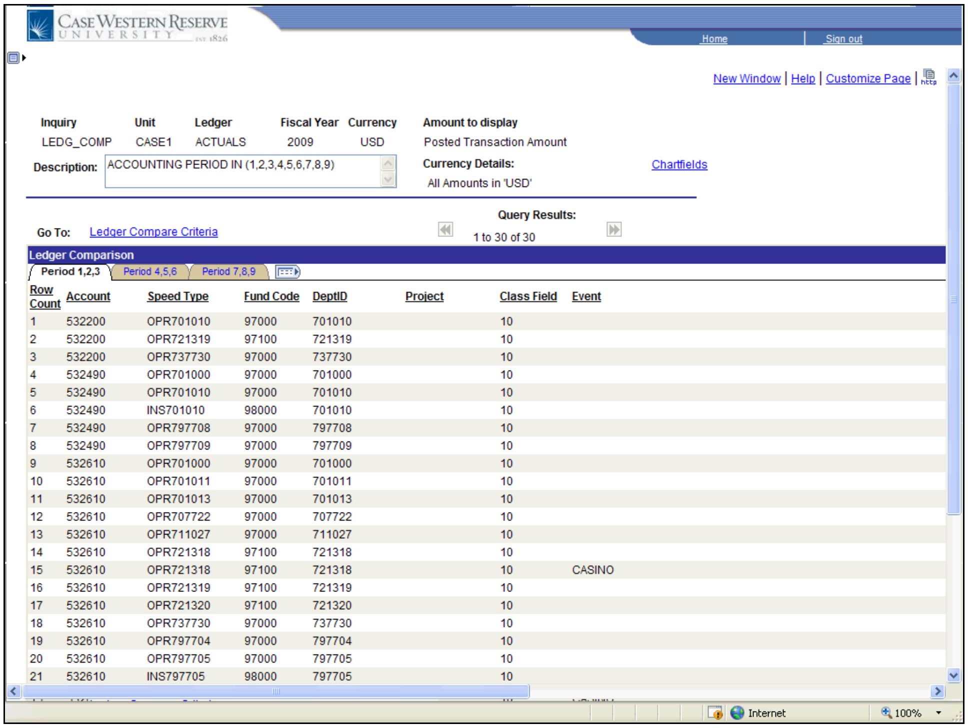
On the Ledger criteria page you can use a combination of Chartfield values to conduct your search.

In general, for a speedtype starting from “OPR” or “INS”, use a combination of Department and Fund Code to conduct the search; for the rest of the speedtypes, use a combination of Project and Fund Code to conduct the search. See Appendix D on how to use Speedtype page.

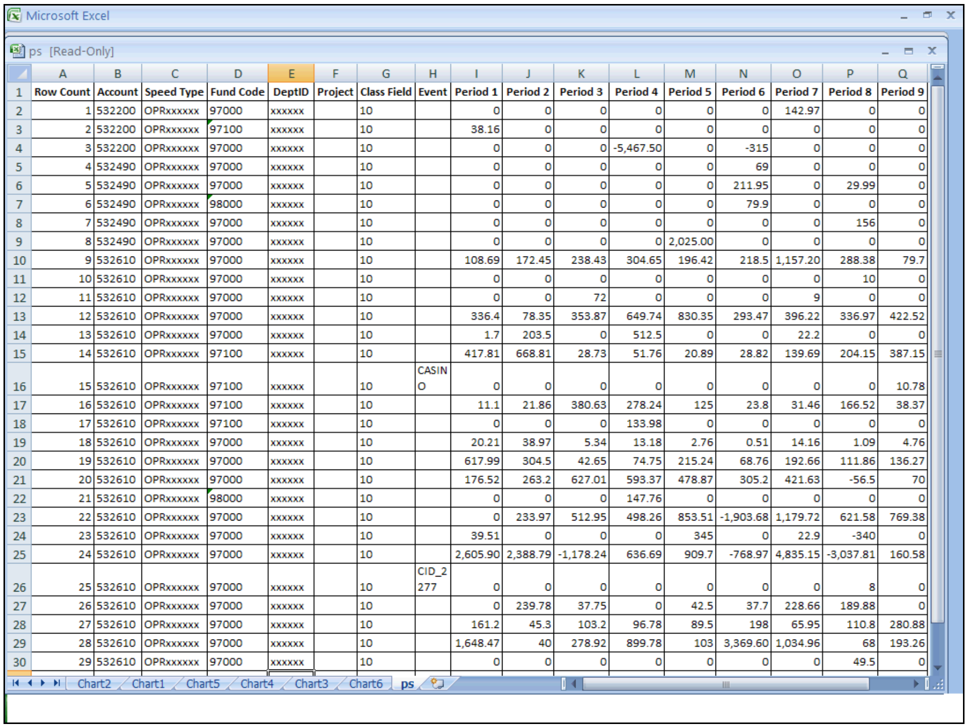
All data is secured by row level security (Dept ID/Project ID). If you receive no data after submitting an inquiry, and a message "No records found (5000,167)" in the Query Results area this means that you either do not have security to all or part of the chartfield information that you entered or you used an invalid chartfield combination.   See example below:



Step	Action
16.	You may enter more information in the Chartfield Value field. For example enter "**7%**" into the **Department** field, " and enter 97000 into the Fund Code field.
17.	The **Period** field is pre-populated with 12 periods when you selected the **Include All Periods** check box in the Criteria section.
18.	Checking the **Delete** option allows you to delete some of the periods you do not want in your comparison. For example, if the year has not completed periods 10,11,12 you can delete those from you inquiry comparison. 
19.	Once you have chosen the Periods to delete, click the **Delete** button. 
20.	Once you have set up your criteria and you would like to save the inquiry, click the **Save** button. 
21.	To view your information, click the **Display Comparative Balances** link. Display Comparative Balances



Step	Action
22.	By default if you have chosen more than 3 periods the periods will be divided into Tabs across the top. For example, Period 0,1,2 is on the first tab, click the **Period 3,4,5** tab to see the next three periods and so forth. Period 4,5,6
23.	If you are planning to download the information to Excel, you will only download what is shown on the screen. To see all the Periods you have chosen, click the **Show all columns** button. 
24.	Click the **Customize** link to rearrange or hide columns. For details on how to do this see the General Ledger Inquiry document, Appendix A. Customize
25.	Click the **Download** button to download your information to Excel. Make sure that you have clicked on the **Show all columns** button before downloading. For details on how to configure Excel for downloading, see Ledger Inquiry and Appendix C. 



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Row Count	Account	Speed Type	Fund Code	DeptID	Project	Class Field	Event	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
2	1	532200	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	142.97	0	0
3	2	532200	OPRxxxxxx	97100	xxxxxx		10		38.16	0	0	0	0	0	0	0	0
4	3	532200	OPRxxxxxx	97000	xxxxxx		10		0	0	0	-5,467.50	0	-315	0	0	0
5	4	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	69	0	0	0
6	5	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	211.95	0	29.99	0
7	6	532490	OPRxxxxxx	98000	xxxxxx		10		0	0	0	0	0	79.9	0	0	0
8	7	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	0	156	0
9	8	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	2,025.00	0	0	0	0
10	9	532610	OPRxxxxxx	97000	xxxxxx		10		108.69	172.45	238.43	304.65	196.42	218.5	1,157.20	288.38	79.7
11	10	532610	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	0	10	0
12	11	532610	OPRxxxxxx	97000	xxxxxx		10		0	0	72	0	0	0	9	0	0
13	12	532610	OPRxxxxxx	97000	xxxxxx		10		336.4	78.35	353.87	649.74	830.35	293.47	396.22	336.97	422.52
14	13	532610	OPRxxxxxx	97000	xxxxxx		10		1.7	203.5	0	512.5	0	0	22.2	0	0
15	14	532610	OPRxxxxxx	97100	xxxxxx		10		417.81	668.81	28.73	51.76	20.89	28.82	139.69	204.15	387.15
16	15	532610	OPRxxxxxx	97100	xxxxxx		10	CASINO	0	0	0	0	0	0	0	0	10.78
17	16	532610	OPRxxxxxx	97100	xxxxxx		10		11.1	21.86	380.63	278.24	125	23.8	31.46	166.52	38.37
18	17	532610	OPRxxxxxx	97100	xxxxxx		10		0	0	0	133.98	0	0	0	0	0
19	18	532610	OPRxxxxxx	97000	xxxxxx		10		20.21	38.97	5.34	13.18	2.76	0.51	14.16	1.09	4.76
20	19	532610	OPRxxxxxx	97000	xxxxxx		10		617.99	304.5	42.65	74.75	215.24	68.76	192.66	111.86	136.27
21	20	532610	OPRxxxxxx	97000	xxxxxx		10		176.52	263.2	627.01	593.37	478.87	305.2	421.63	-56.5	70
22	21	532610	OPRxxxxxx	98000	xxxxxx		10		0	0	0	147.76	0	0	0	0	0
23	22	532610	OPRxxxxxx	97000	xxxxxx		10		0	233.97	512.95	498.26	853.51	-1,903.68	1,179.72	621.58	769.38
24	23	532610	OPRxxxxxx	97000	xxxxxx		10		39.51	0	0	0	345	0	22.9	-340	0
25	24	532610	OPRxxxxxx	97000	xxxxxx		10		2,605.90	2,388.79	-1,178.24	636.69	909.7	-768.97	4,835.15	-3,037.81	160.58
26	25	532610	OPRxxxxxx	97000	xxxxxx		10	CID_2277	0	0	0	0	0	0	0	8	0
27	26	532610	OPRxxxxxx	97000	xxxxxx		10		0	239.78	37.75	0	42.5	37.7	228.66	189.88	0
28	27	532610	OPRxxxxxx	97000	xxxxxx		10		161.2	45.3	103.2	96.78	89.5	198	65.95	110.8	280.88
29	28	532610	OPRxxxxxx	97000	xxxxxx		10		1,648.47	40	278.92	899.78	103	3,369.60	1,034.96	68	193.26
30	29	532610	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	0	49.5	0

Step	Action
26.	This page is an example of information that has been downloaded to Excel.
27.	To return to your Criteria page, click the **Ledger Compare Criteria** link. Ledger Compare Criteria
28.	**End of Procedure.**

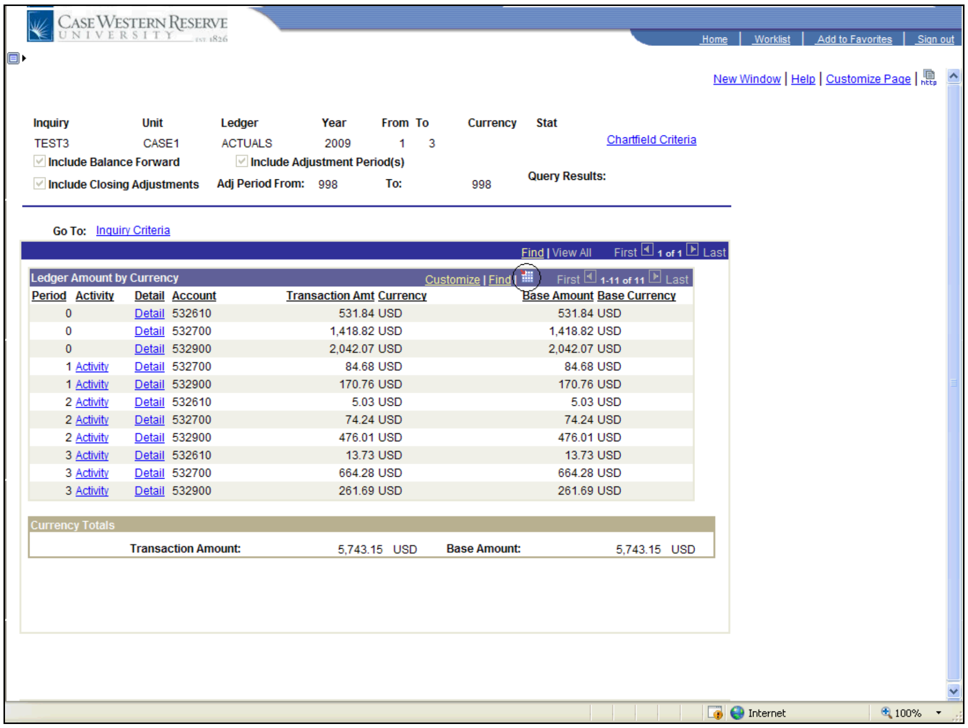
Appendices

Appendix A: Download to Excel and Customize link

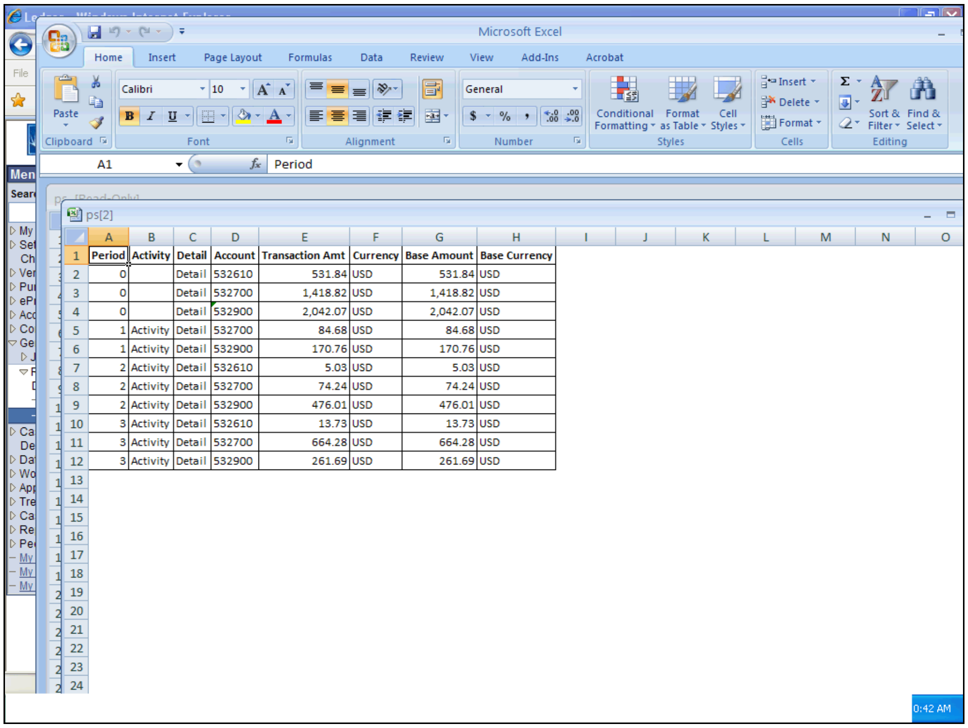
The appendix details how to use the download to Excel icon and the Customize link. These will allow you to customize the online inquiry you see as well as download data to Excel for further manipulation.

Procedure

This section will demonstrate how to use the Download to Excel icon and the Customize link for doing reports in General Ledger Inquiry.

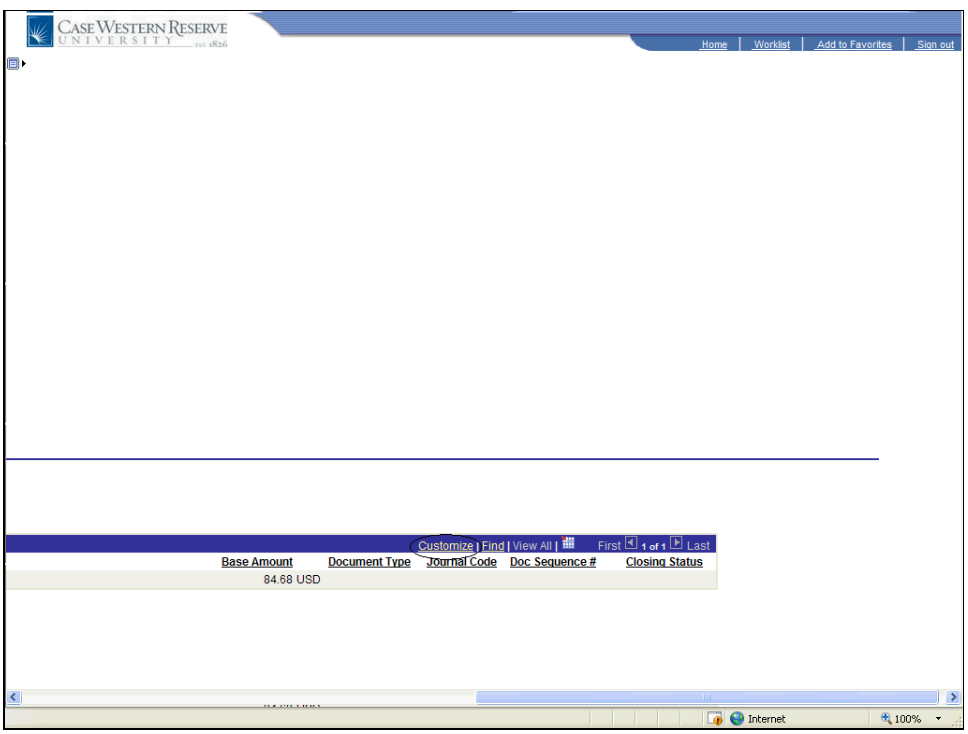


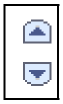
Step	Action
1.	Click on the download icon on any page to download the information to an Excel spreadsheet. Make sure you have allowed pop up's and that you have configured Excel to download files. See Appendix C for instructions on how to set your settings to use this feature.

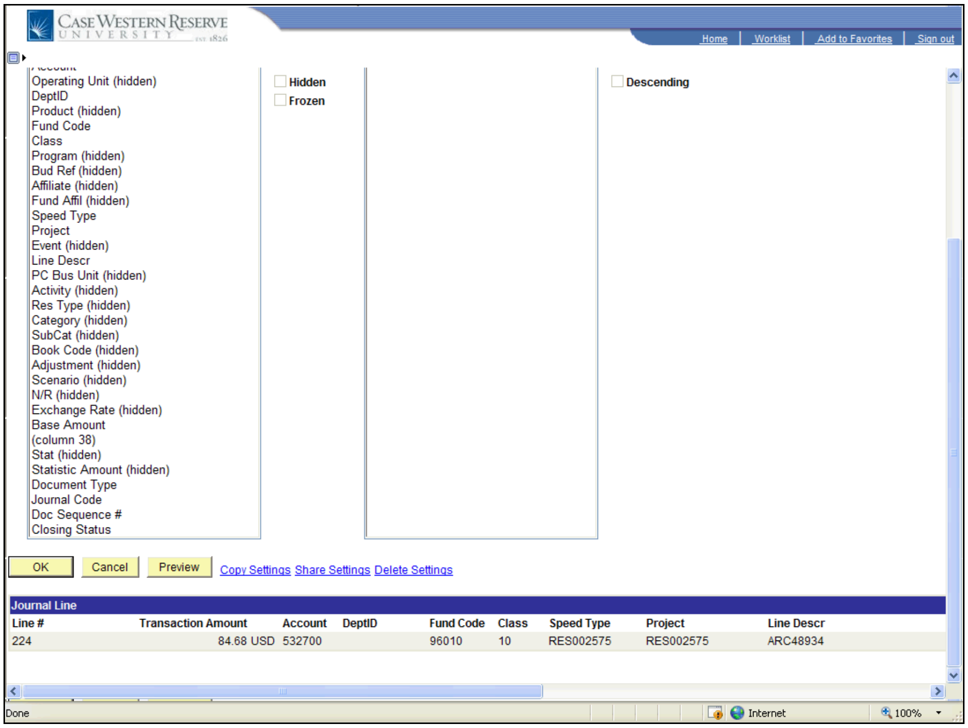


Period	Activity	Detail	Account	Transaction Amt	Currency	Base Amount	Base Currency
0		Detail	532610	531.84	USD	531.84	USD
0		Detail	532700	1,418.82	USD	1,418.82	USD
0		Detail	532900	2,042.07	USD	2,042.07	USD
1	Activity	Detail	532700	84.68	USD	84.68	USD
1	Activity	Detail	532900	170.76	USD	170.76	USD
2	Activity	Detail	532610	5.03	USD	5.03	USD
2	Activity	Detail	532700	74.24	USD	74.24	USD
2	Activity	Detail	532900	476.01	USD	476.01	USD
3	Activity	Detail	532610	13.73	USD	13.73	USD
3	Activity	Detail	532700	664.28	USD	664.28	USD
3	Activity	Detail	532900	261.69	USD	261.69	USD

Step	Action
2.	Information that has been downloaded to an Excel spreadsheet.



Step	Action
3.	You can reduce the line width of the Journal Line by removing fields. Click the **Customize** link on the far right of the Journal Line section of the screen. Customize
4.	Two columns will appear. One will list all the fields in the Journal Line. Any field can be hidden, just click the field name. For example, click the **Event** list item. Event
5.	Once you have selected the field, then click the **Hidden** option in the center of the two columns. Hidden
6.	You can also move the fields up or down in the order. For example, click on Event and then click the up arrow in the center of the screen 2 times and it would move in front of the Speedtype field. 



Step	Action
7.	When you are finished hiding and moving fields, you can see what the row will look like by clicking the **Preview** button at the bottom. Preview

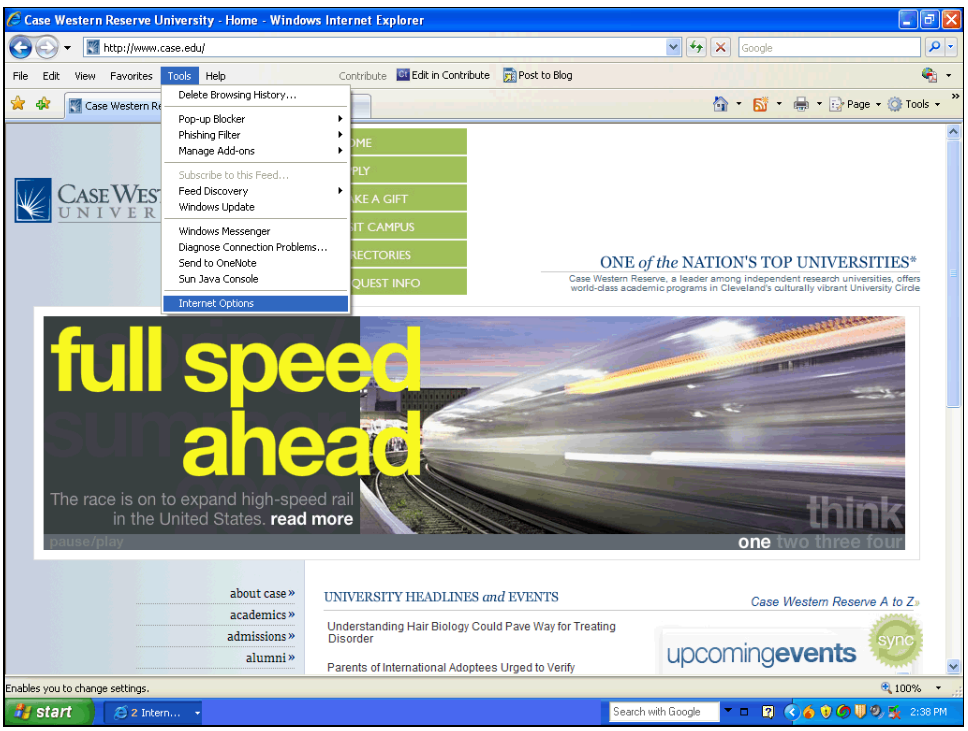
Step	Action
8.	When you have finished, click the **OK** button. OK
9.	**End of Procedure.**

Appendix B: Clearing Browser Cache in Internet Explorer

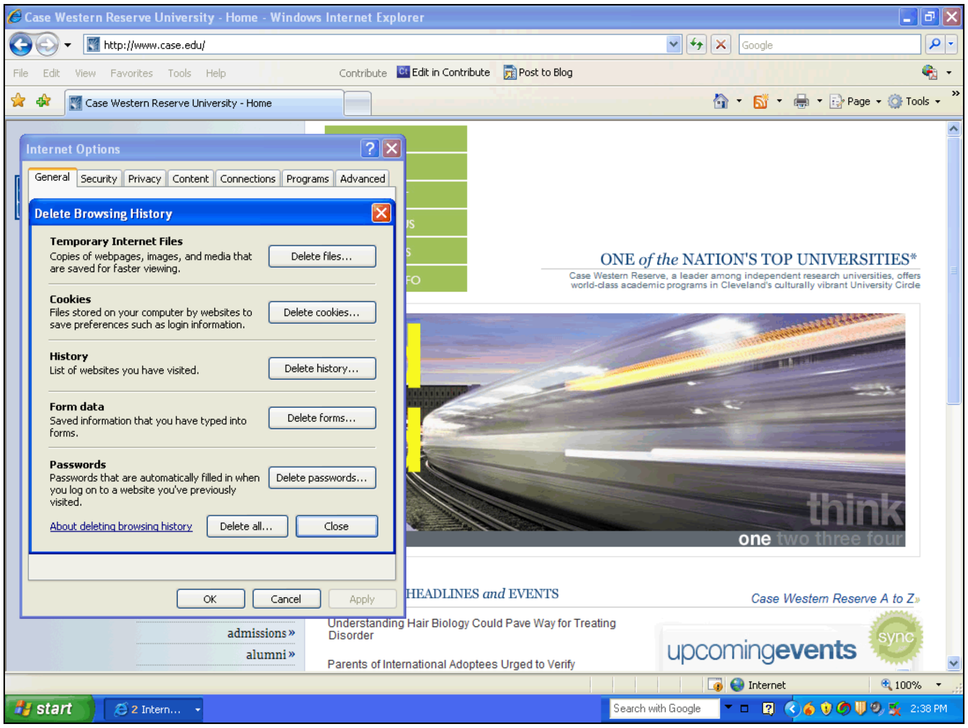
This process describes how to clear your browser cache in Internet Explorer.

Procedure

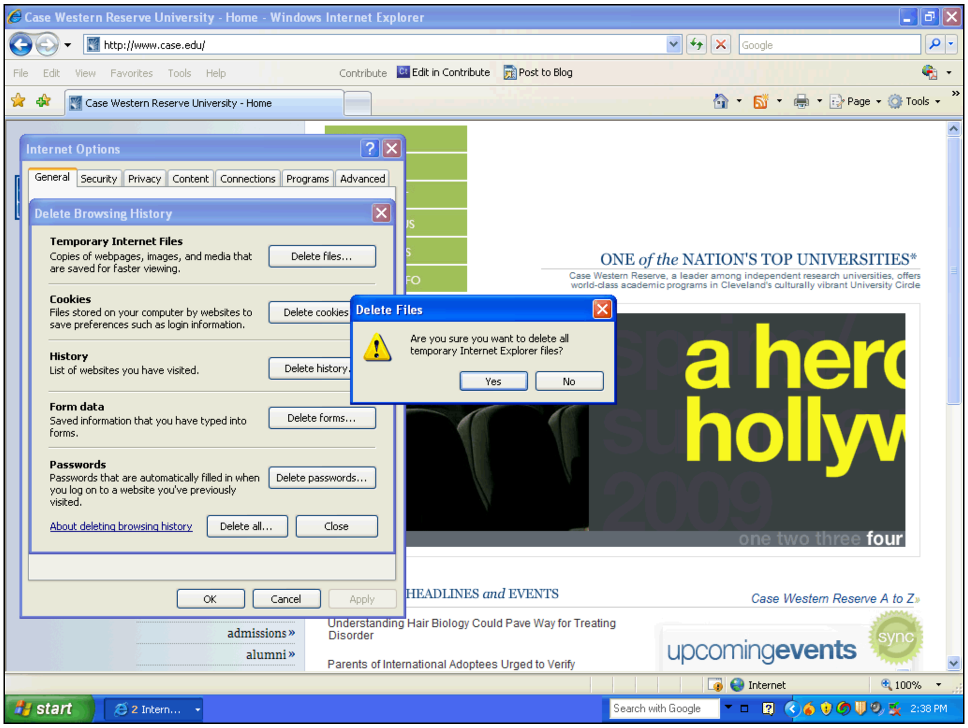
Step	Action
1.	Click the **Tools** menu on your browser. 

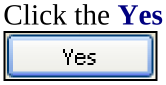


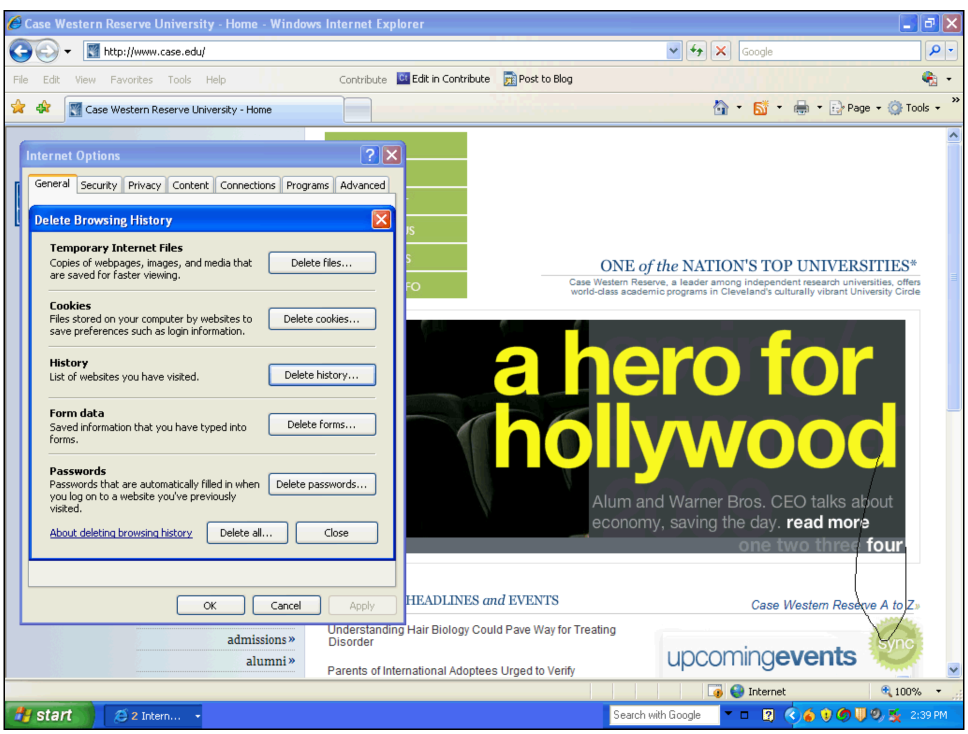
Step	Action
2.	Click **Internet Options** on the Tools menu.



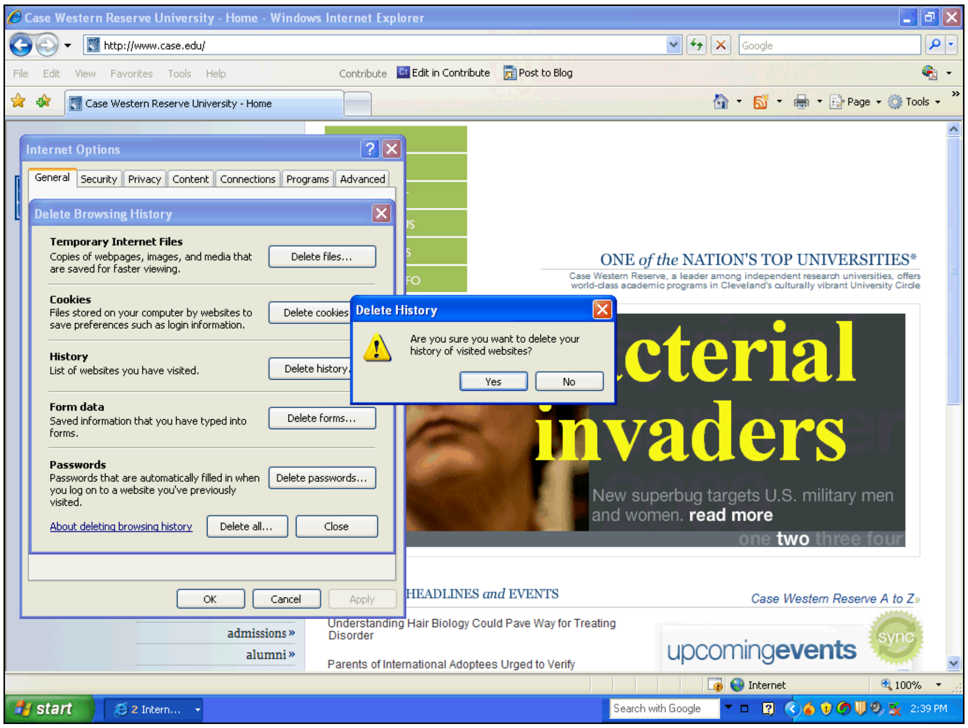
Step	Action
3.	The Delete Browsing History menu appears. Click the **Delete files...** button. 



Step	Action
4.	Click the **Yes** button on the confirmation pop up. 



Step	Action
5.	Click the **Delete cookies...** button in the Cookies section of the Delete Browsing History menu. Delete cookies...



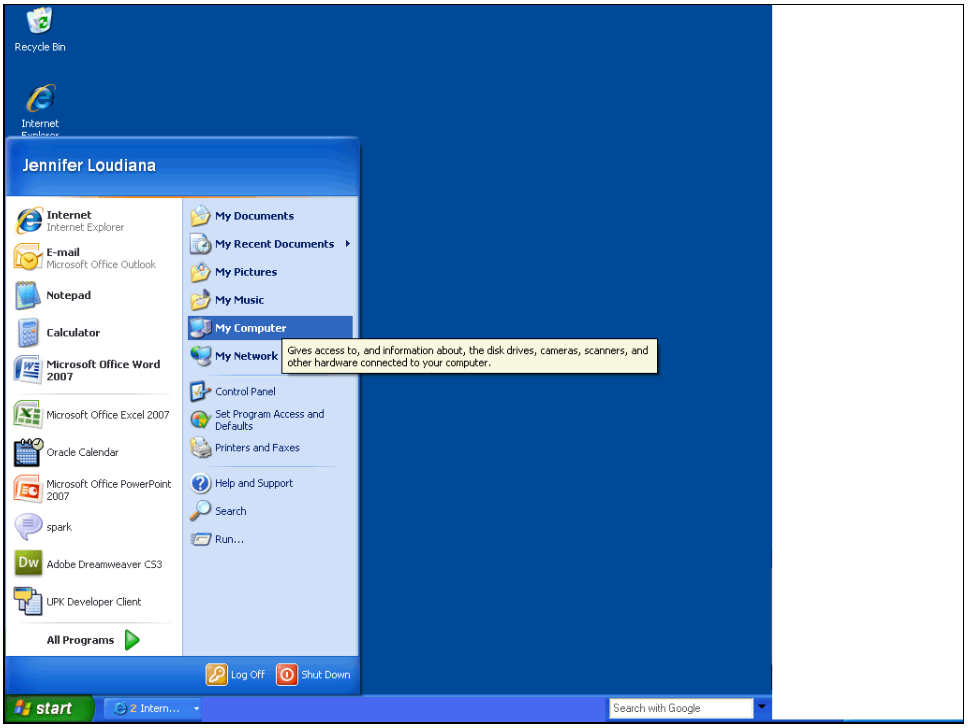
Step	Action
6.	Click the **Yes** button on the confirmation pop up. Yes
7.	Click the **Close** button on the Delete Browser History window. Close
8.	Click the **OK** button on the Internet Options window. OK
9.	**End of Procedure.**

Appendix C: Configure Internet Explorer for Excel

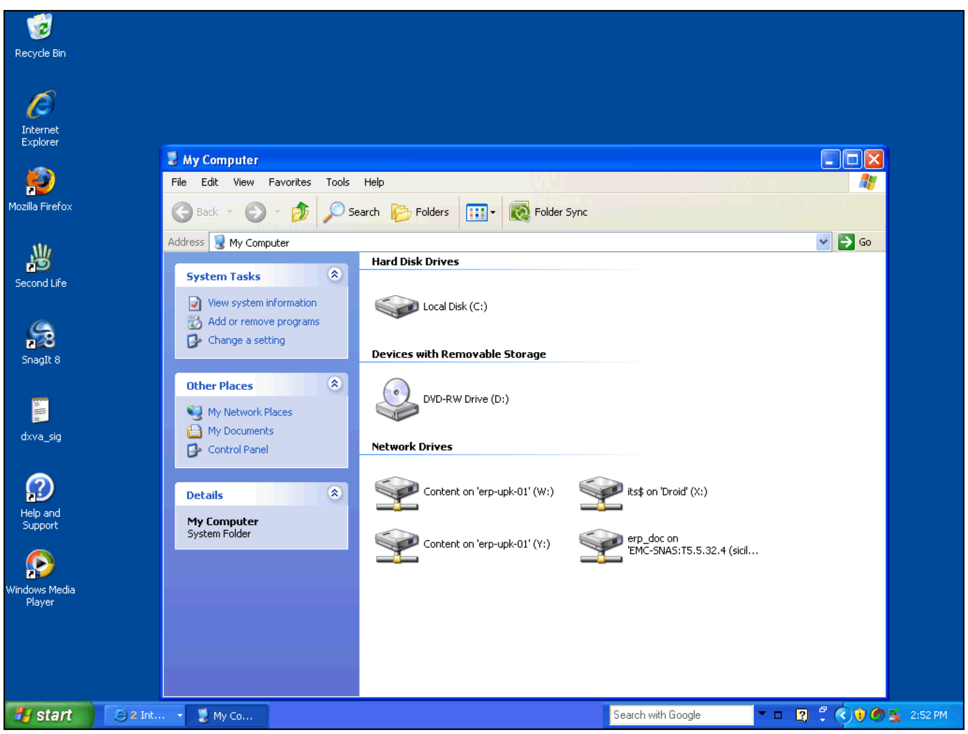
This procedure describes how to setup Excel to be able to use the Download button to download data to Excel.

Procedure

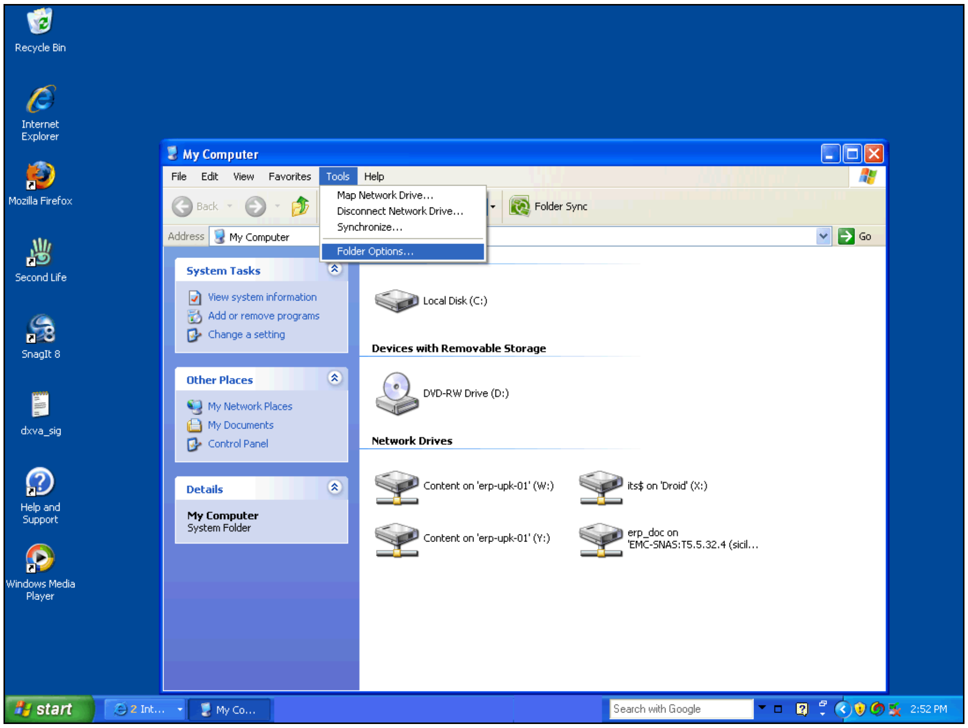
Step	Action
1.	Click the **Start** button (Windows XP) or the Windows icon (Windows Vista) on your computer in the lower left hand corner if you have Windows XP or Vista. 



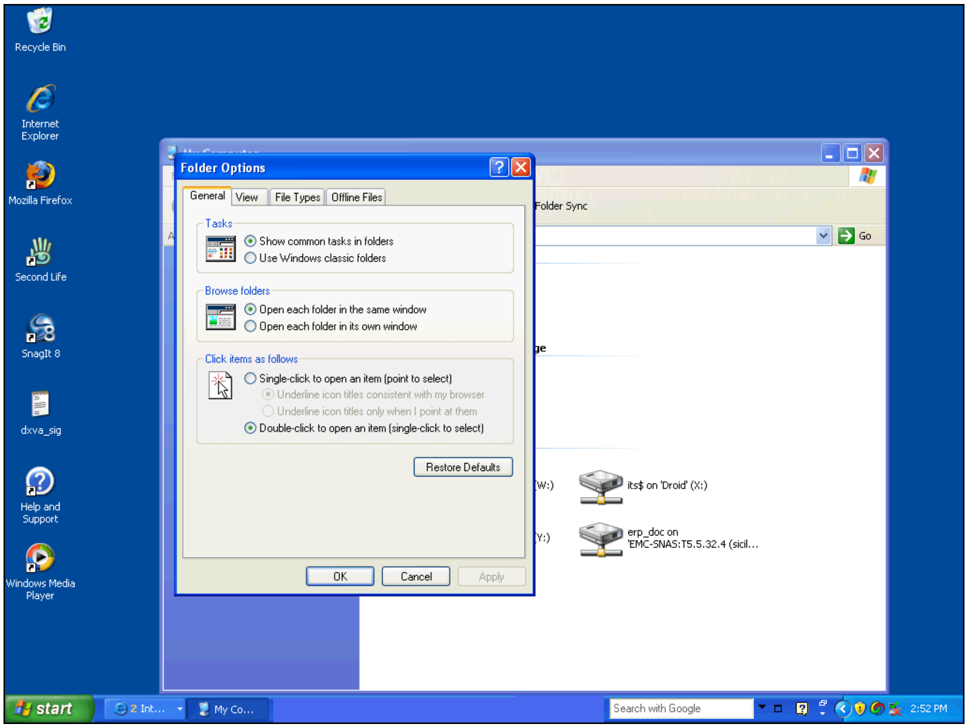
Step	Action
2.	Click the **My Computer** or **Computer** list item on your menu. 

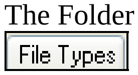


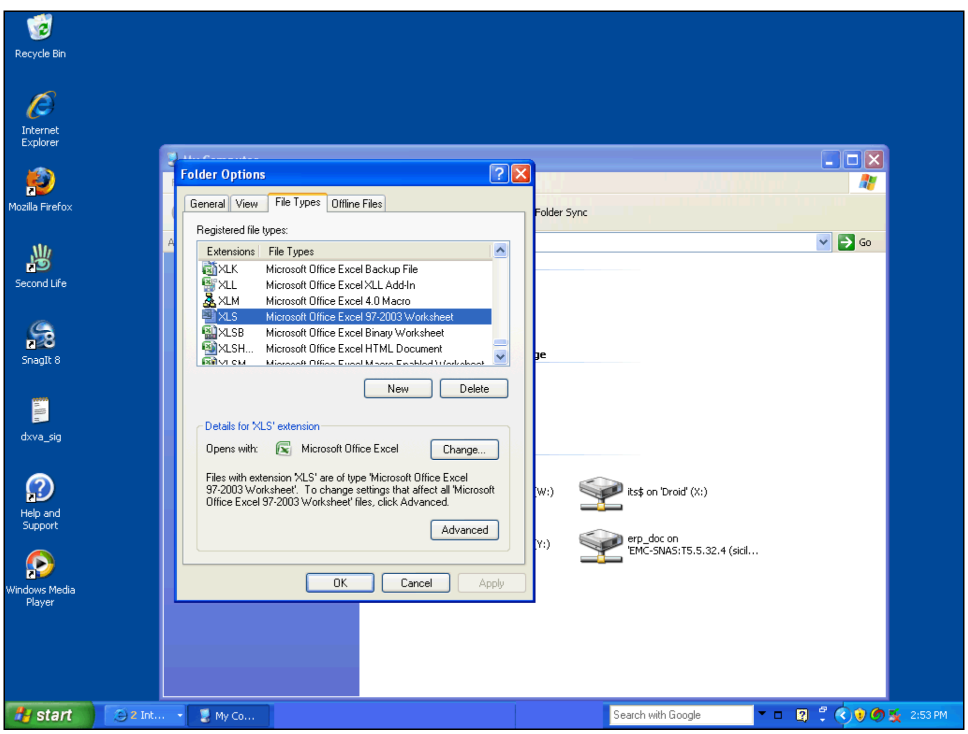
Step	Action
3.	The My Computer (in Windows XP) window will open. Click **Tools** on the menu. Tools



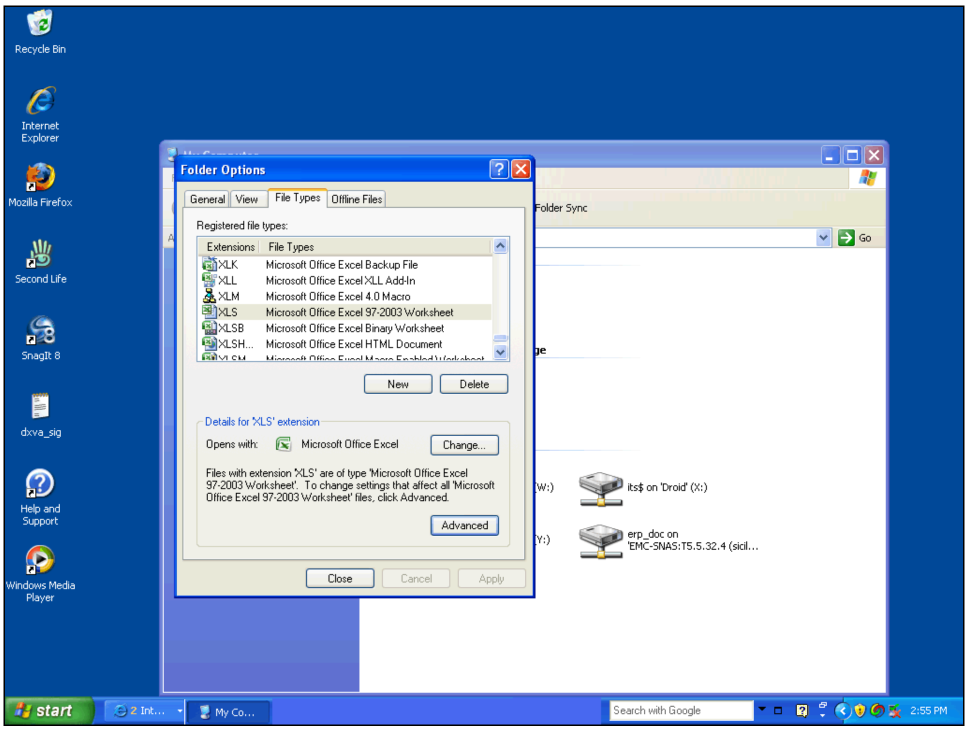
Step	Action
4.	Click the **Folder Options...** on the Tools Menu. Folder Options...
	or Press **[O]**.

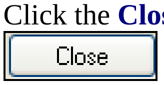


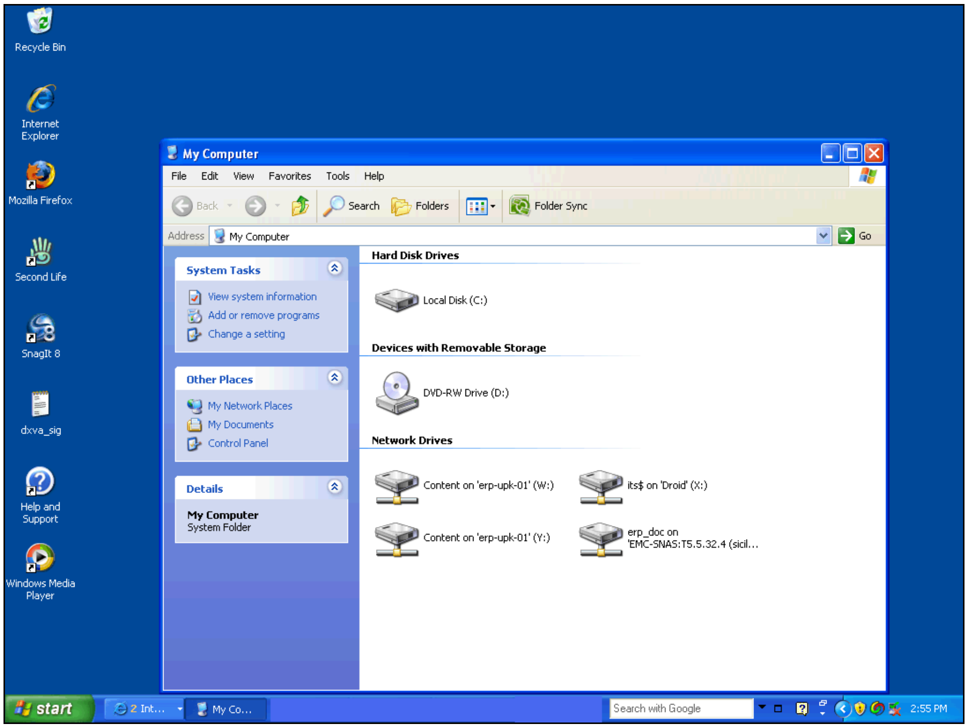
Step	Action
5.	The Folder Options window opens. Click the **File Types** tab. 



Step	Action
6.	Click the **XLS** or the **XLSX** (if using Office 2007) name in the Extensions column in the Registered file types list. 
7.	Click the **Advanced** button. 
8.	The Edit File Type window opens. Uncheck or make sure it is not checked the option **Confirm open after download** option. Also the other options, **Always show extension** and **Browse in same window** are not checked.
9.	Click the **OK** button. 



Step	Action
10.	Click the **Close** button. 

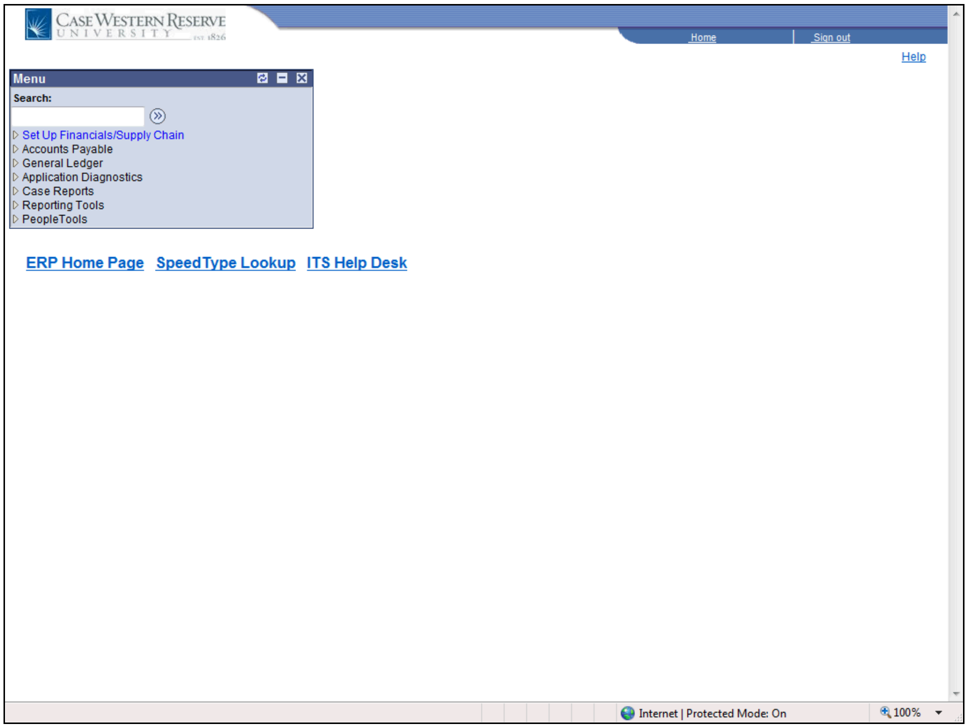


Step	Action
11.	You should now be able to download Excel files from PeopleSoft. Close your My Computer or Computer window. **End of Procedure.**

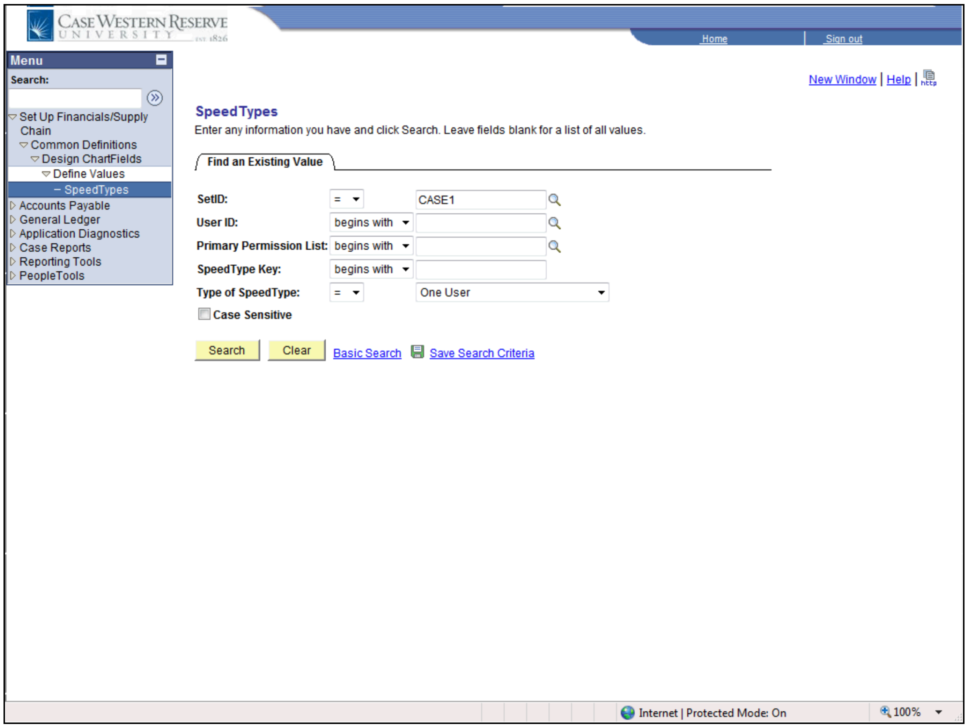
Appendix D: SpeedType Chartfield Lookup

This business process demonstrates how to use a Speedtype to look up other Chartfield information. This feature is only available in the Financials Reporting (RPT) database.

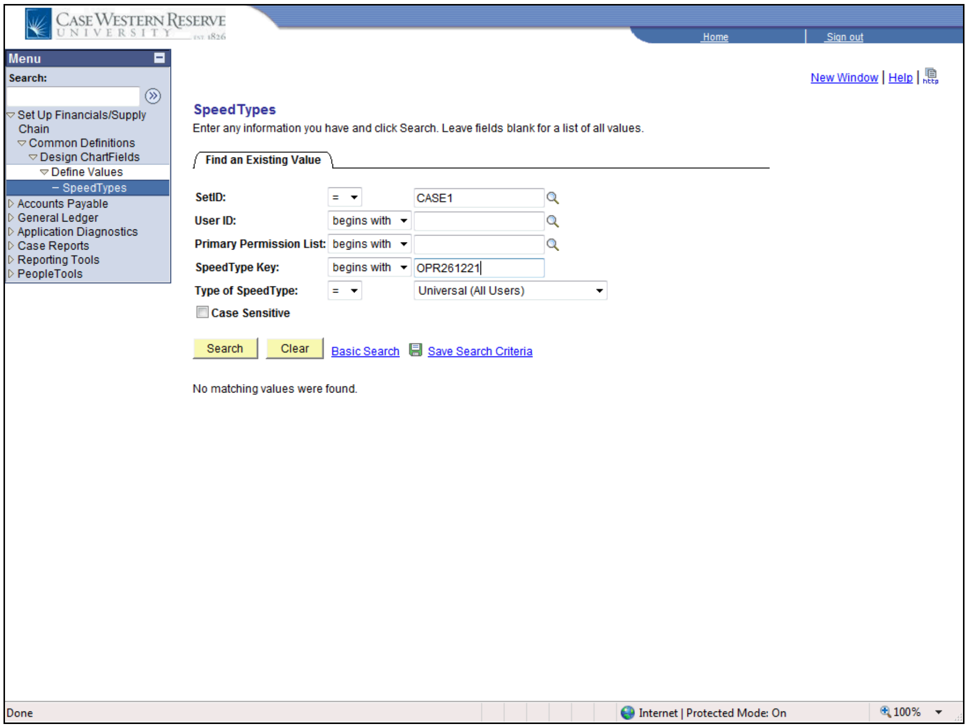
Procedure



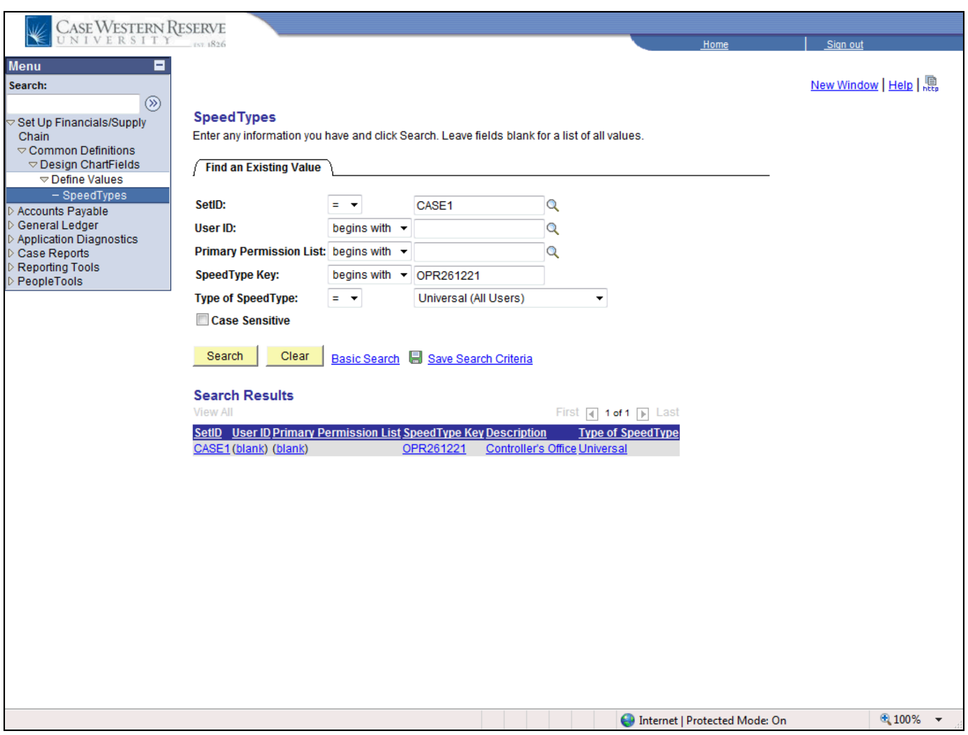
Step	Action
1.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain
2.	Click the **Common Definitions** link. ▷ Common Definitions
3.	Click the **Design ChartFields** link. ▷ Design ChartFields
4.	Click the **Define Values** link. ▷ Define Values
5.	Click the **SpeedTypes** link. SpeedTypes



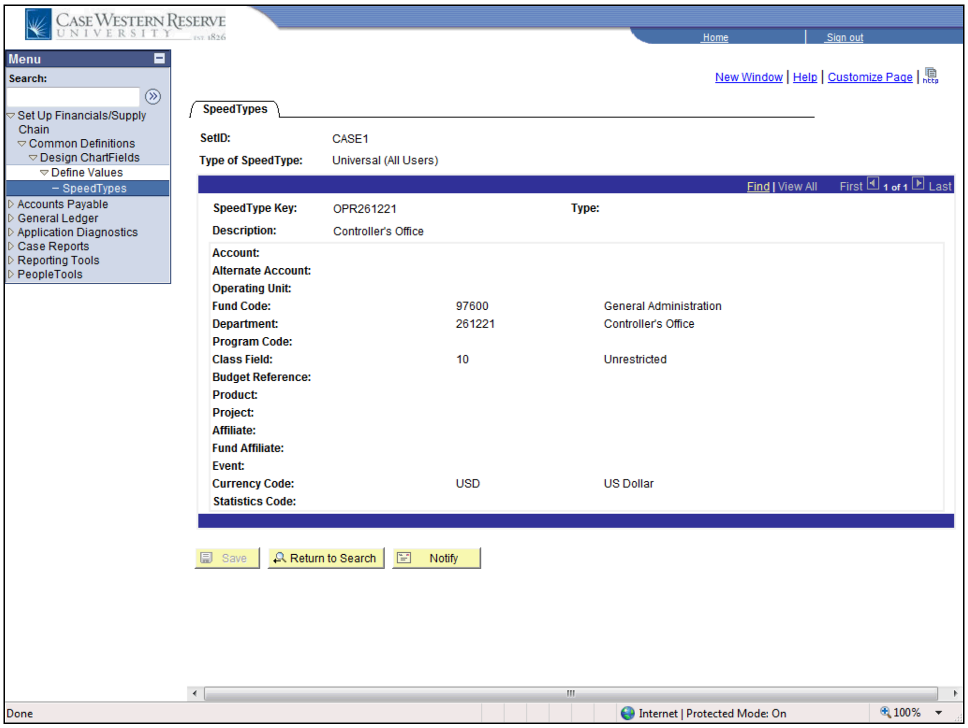
Step	Action
6.	The SpeedTypes page appears. On this screen you will enter the SpeedType Key and change the Type of SpeedType.
7.	Enter the SpeedType to look up into the **SpeedType Key** field. For example, enter "**OPR261221**".
8.	Click the **Universal (All Users)** in the Type of SpeedType dropdown list. Universal (All Users)



Step	Action
9.	Click the **Search** button. Search



Step	Action
10.	In the Search Results, click the SpeedType number. For example, click the **OPR261221** link. OPR261221



Step	Action
11.	The SpeedTypes screen appears. This page gives the Chartfield details for the Speedtype that has been selected. In this example, you see the Fund Code, Department, and Class Field.
12.	**End of Procedure.**