



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

Ledger Inquiry and Ledger Period Comparison

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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.

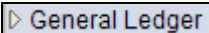
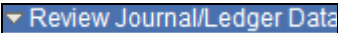
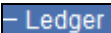
Using Ledger Inquiry and Ledger Period Comparison

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.

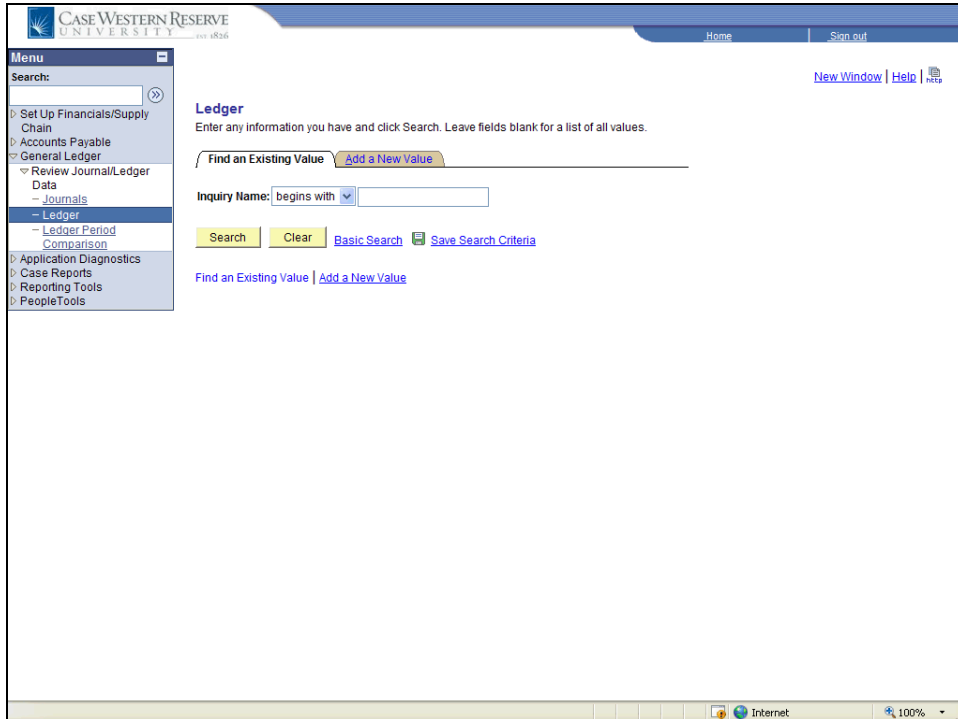
Procedure

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>

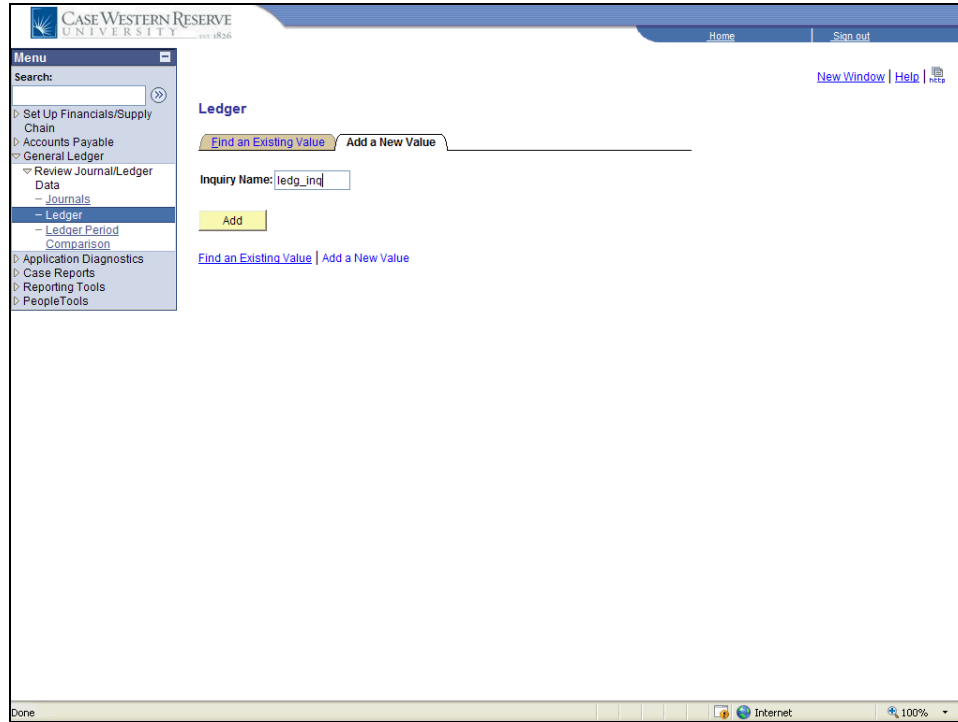
Step	Action
1.	Click the General Ledger link. 
2.	Click the Review Journal/Ledger Data link. 
3.	Click the Ledger link. 

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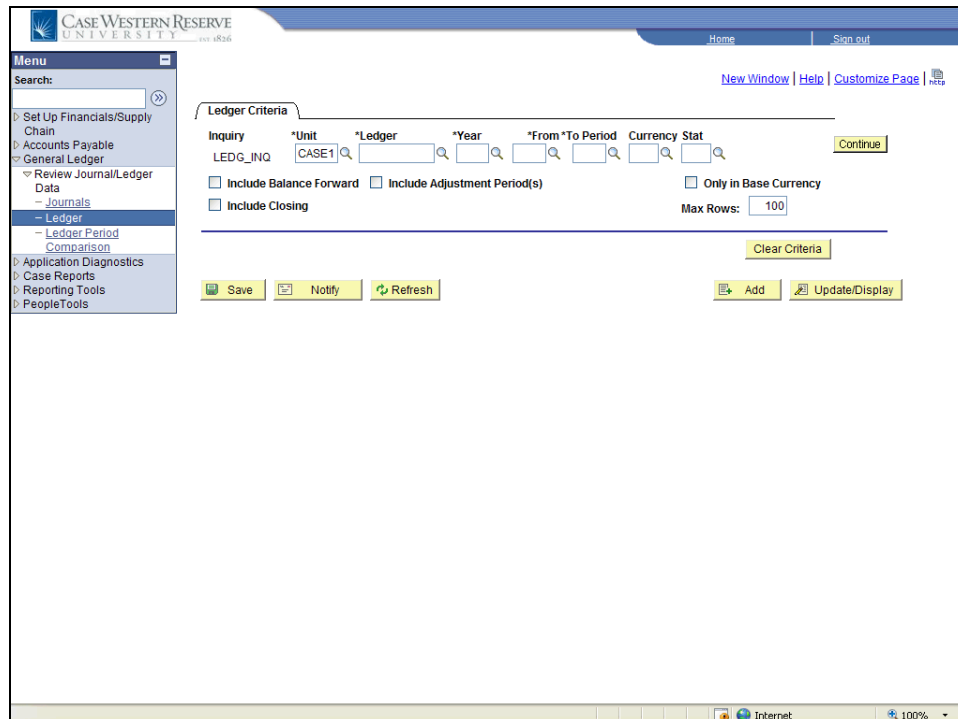
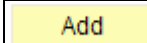
Ledger Inquiry and Ledger Period Comparison



Step	Action
4.	<p>The Ledger screen appears.</p> <p>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.</p> <p>OR</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p>
5.	<p>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".</p>



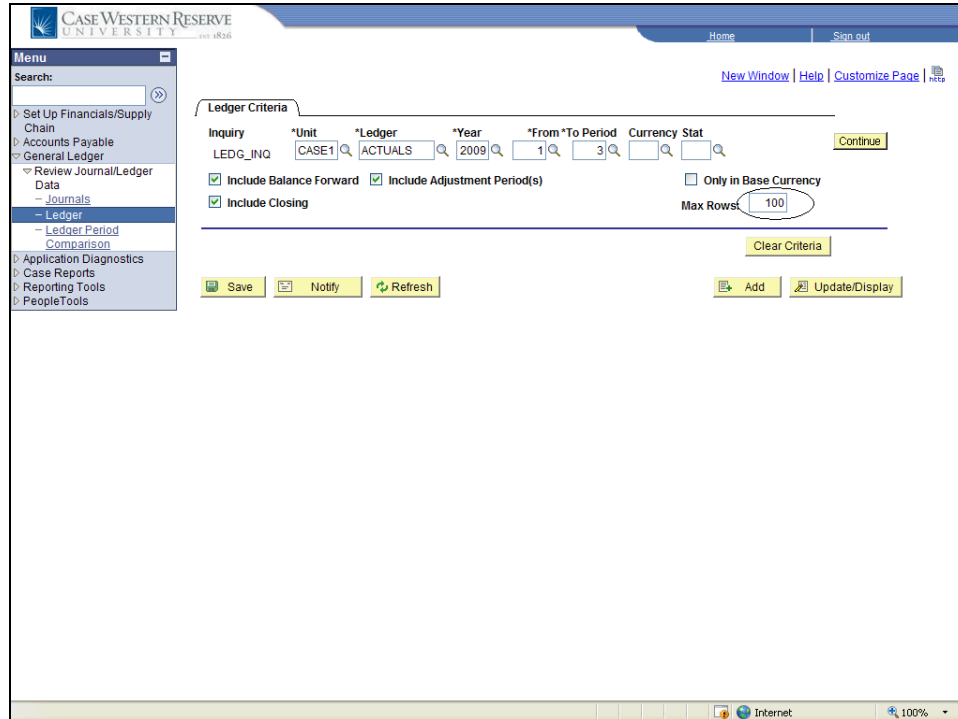
Step	Action
6.	Click the Add button.




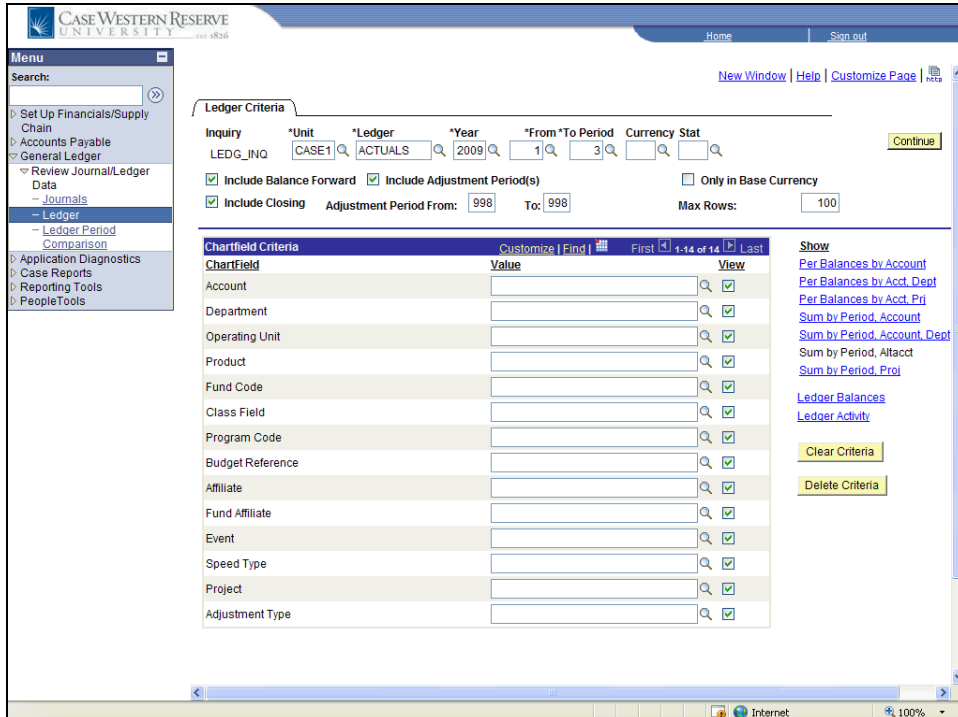
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Ledger Inquiry and Ledger Period Comparison

Step	Action
7.	<p>The Ledger Criteria screen appears. This page allows you to specify Ledger, fiscal year, period and Chartfield values.</p> <p>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.</p>
8.	<p>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.</p>
9.	<p>Enter the fiscal year you are searching in the Year field. For example, enter "2009" for the fiscal year 2008-2009.</p>
10.	<p>Enter the starting Period in the From field. For example, enter "1".</p>
11.	<p>Enter the desired information into the To Period field. Enter "3".</p>
12.	<p>Click the Include Balance Forward option to include any balances that were brought forward into the current open year.</p> <p>You must select this option to access Per Balance by Account link, Per Balance by Acct, Dept link, Per Balances by Acct, Proj link.</p> <p><input type="checkbox"/> Include Balance Forward</p>
13.	<p>Click the Include Closing to include closing balances along with the current open period amounts.</p> <p><input type="checkbox"/> Include Closing</p>
14.	<p>Click the Include Adjustment Period(s) option, if you want to include any adjustment period amounts.</p> <p><input type="checkbox"/> Include Adjustment Period(s)</p>




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. 



The screenshot shows the 'Ledger Criteria' section of the application. It includes a search bar with 'LEDG_INQ', 'CASE1', 'ACTUALS', '2009', '1', '3', and 'Currency Stat'. There are checkboxes for 'Include Balance Forward', 'Include Closing', and 'Include Adjustment Period(s)'. The 'Adjustment Period From' is set to 998 and 'To' is 998. The 'Max Rows' is set to 100. Below this is a 'Chartfield Criteria' table with columns for 'ChartField', 'Value', and 'View'. The table lists various chartfields like Account, Department, Operating Unit, Product, Fund Code, Class Field, Program Code, Budget Reference, Affiliate, Fund Affiliate, Event, Speed Type, Project, and Adjustment Type, each with a search icon and a checked 'View' box. To the right of the table are links for 'Show' and 'Clear Criteria'.

Step	Action
17.	<p>In the Chartfield Criteria section, enter information into the Value field for any of the Chartfields. For example, enter "532%" for the Account field.</p> <p>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.</p>



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.

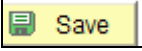
In general, for a speedtype starting from "OPR" or "INS", use a combination of Department and Fund Code to conduct the search; for the rest of the SpeedType, use a combination of Project and Fund Code to conduct the search. See Appendix D on how to use Speedtype page.

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:

Inquiry	Unit	Ledger	Year	From	To	Currency	Stat	
LEDGER_INQ	CASE1	ACTUALS	2009	1	2	USD		Chartfield Criteria
<input checked="" type="checkbox"/>	Include Balance Forward	<input checked="" type="checkbox"/>	Include Adjustment Period(s)					
<input checked="" type="checkbox"/>	Include Closing Adjustments	Adj Period From:	998	To:	998			Query Results: No records found
Go To: Inquiry Criteria								



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.

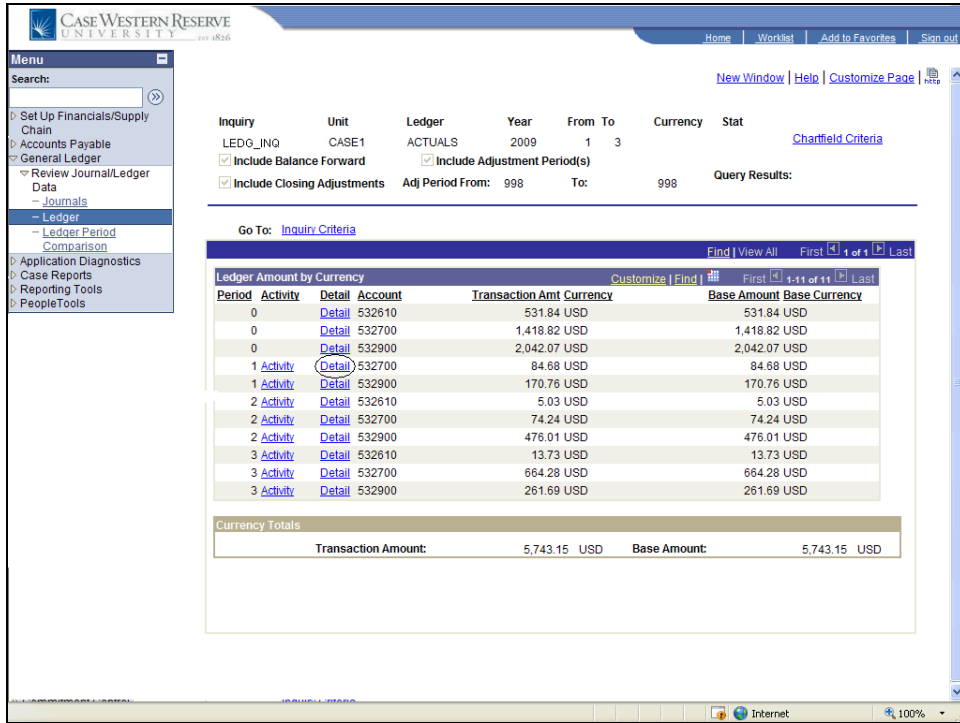
Step	Action
18.	Enter a value in the Fund Code field, for example, enter "96010" .
19.	Enter a value in the Project field, for example, "RES002575" .
20.	Click the Save button if you would like to save this inquiry to use it again. You can access it by using the Find an Existing Value Tab. Click the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

User Manual



Ledger Inquiry and Ledger Period Comparison



The screenshot displays the 'Ledger Inquiry' screen. The menu on the left includes options like 'Set Up Financials/Supply Chain', 'Accounts Payable', 'General Ledger', and 'Ledger Period Comparison'. The main area shows search criteria: Unit (CASE1), Ledger (ACTUALS), Year (2009), and From/To periods (1 to 3). It includes checkboxes for 'Include Balance Forward', 'Include Adjustment Period(s)', and 'Include Closing Adjustments'. The 'Query Results' section shows a table titled 'Ledger Amount by Currency' with columns for Period, Activity, Detail, Account, Transaction Amt, Currency, Base Amount, and Base Currency. A 'Currency Totals' section at the bottom shows a Transaction Amount of 5,743.15 USD and a Base Amount of 5,743.15 USD.

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
Currency Totals				Transaction Amount:	5,743.15 USD	Base Amount:	5,743.15 USD

Step	Action
22.	Click the Detail link. Detail

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

Go To: [Inquiry Criteria](#) • [Sum by Period, Account](#) Scroll Message Detail: 1 to 1 of 1

Period	Activity	Account	Department	Fund	Class	Project	Speed Type	Transaction Amt	Event
1	Activity	532700		96010	10	RES002575	RES002575	84.68	

Step	Action
23.	Click the Activity link. Activity

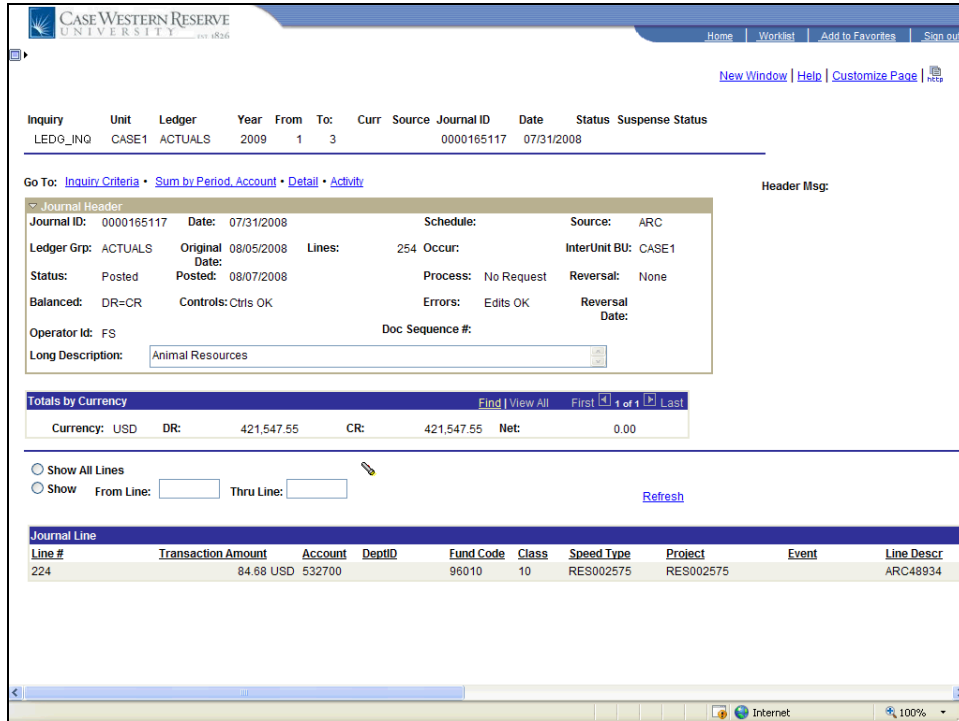
Go To: [Inquiry Criteria](#) • [Sum by Period, Account](#) • [Detail](#) [Show Transaction Criteria](#)

Period	Account	Alt Acct	Oper Unit	Fund	DeptID	Program	Class	Bud Ref	Product	Project	Affiliate	Fund A
1	532700			96010			10			RES002575		

Transaction Amt: 84.68 USD Base Amount: 84.68 USD

Journal ID	Date	Seq	Stat	Amnt	N/R	Amount	Base Amount
0000165117	07/31/2008		N			84.68 USD	84.68 USD

Step	Action
24.	Click the 0000165117 link. 0000165117



The screenshot displays the Case Western Reserve University Ledger Inquiry interface. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below these are links for New Window, Help, and Customize Page. The main header shows the following details:

Inquiry	Unit	Ledger	Year	From	To	Curr	Source	Journal ID	Date	Status	Suspense	Status
LEDG_INQ	CASE1	ACTUALS	2009	1	3			0000165117	07/31/2008			

Below the header, there are navigation options: Go To: [Inquiry Criteria](#) • [Sum by Period, Account](#) • [Detail](#) • [Activity](#). A "Header Msg:" section is also present.

The "Journal Header" section contains the following information:

Journal ID:	0000165117	Date:	07/31/2008	Schedule:		Source:	ARC
Ledger Grp:	ACTUALS	Original Date:	08/05/2008	Lines:	254	Occur:	
Status:	Posted	Posted Date:	08/07/2008	Process:	No Request	Reversal:	None
Balanced:	DR=CR	Controls:	Chris OK	Errors:	Edits OK	Reversal Date:	
Operator Id:	FS	Doc Sequence #:					
Long Description:	Animal Resources						

Below the Journal Header is a "Totals by Currency" section:

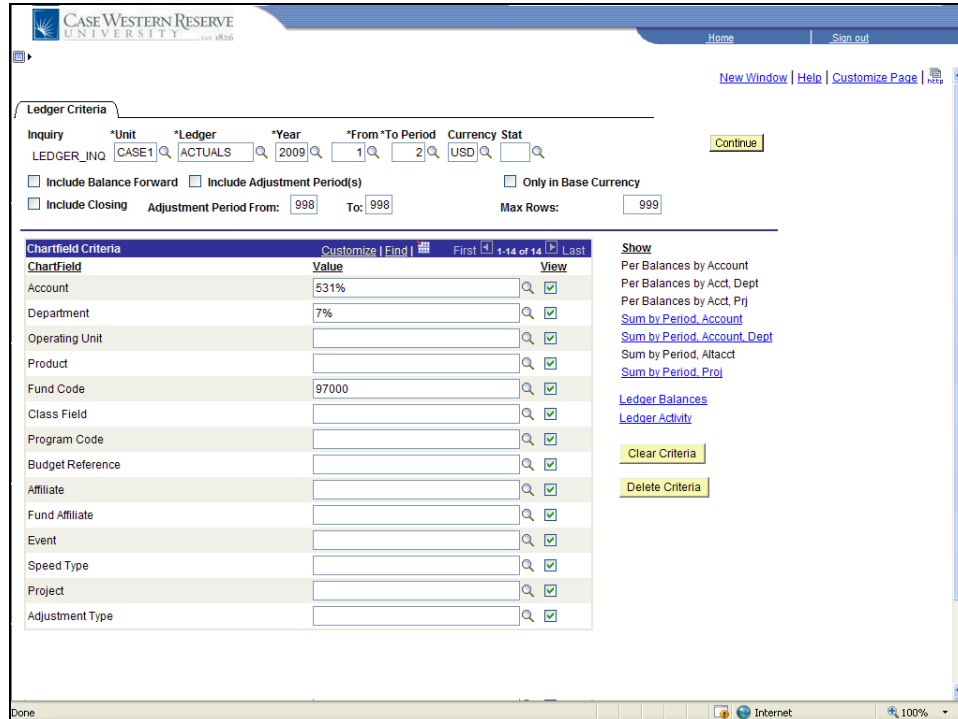
Currency	DR	CR	Net
USD	421,547.55	421,547.55	0.00

There are options to "Show All Lines" or "Show From Line: [] Thru Line: []" with a "Refresh" button.

The "Journal Line" table is shown below:

Line #	Transaction Amount	Account	DeptID	Fund Code	Class	Speed Type	Project	Event	Line Descr
224	84.68 USD	532700		96010	10	RES002575	RES002575		ARC48934

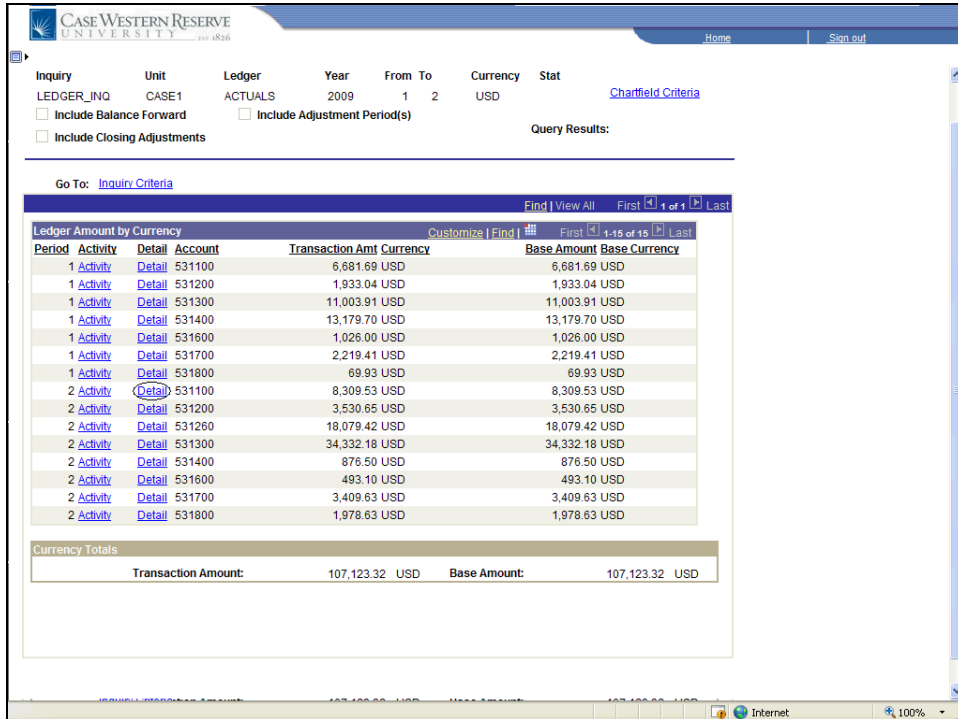
Step	Action
25.	<p>The Journal ID takes you to the detail of the Journal and the Journal Header page. This is also the page where you can see the Line Description of the Journal.</p> <p>You can customize the Journal Line section by using the Customize link. See Appendix A for information.</p> <p>Use 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 •</p>



Step	Action
26.	<p>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.</p> <p>Sum by Period, Account</p>

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Ledger Inquiry and Ledger Period Comparison



Case Western Reserve University - Home | Sign out

Inquiry Unit Ledger Year From To Currency Stat
 LEDGER_INQ CASE1 ACTUALS 2009 1 2 USD [Chartfield Criteria](#)

Include Balance Forward Include Adjustment Period(s)
 Include Closing Adjustments

Query Results:

Go To: [Inquiry Criteria](#)

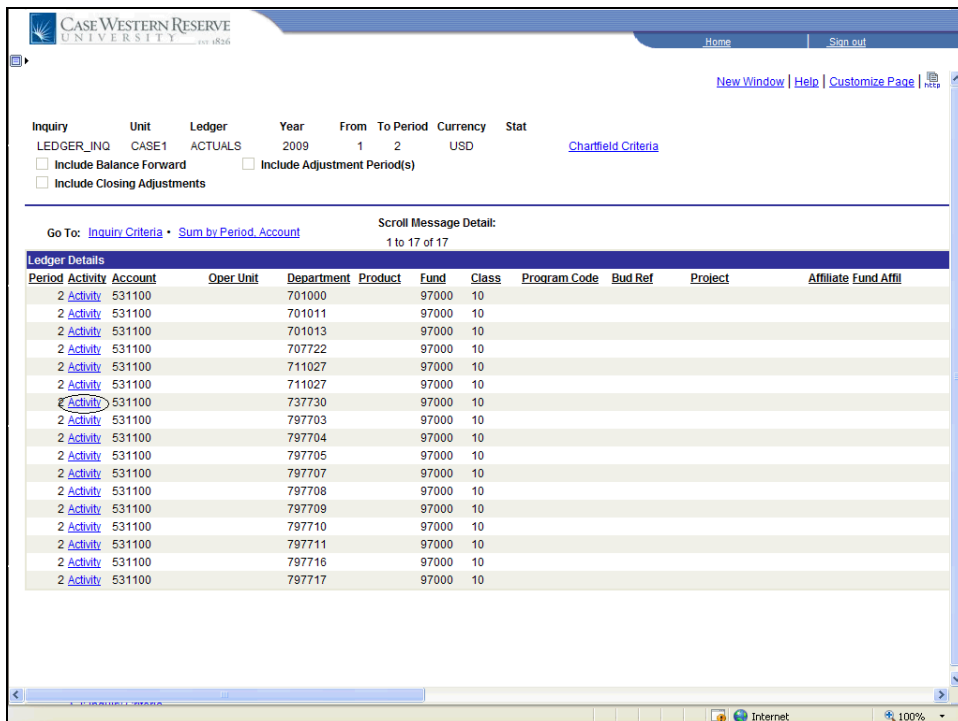
Find | View All | First | 4 of 1 | Last

Period	Activity	Detail	Account	Transaction Amt	Currency	Base Amount	Base Currency
1	Activity	Detail	531100	6,881.69	USD	6,881.69	USD
1	Activity	Detail	531200	1,933.04	USD	1,933.04	USD
1	Activity	Detail	531300	11,003.91	USD	11,003.91	USD
1	Activity	Detail	531400	13,179.70	USD	13,179.70	USD
1	Activity	Detail	531600	1,026.00	USD	1,026.00	USD
1	Activity	Detail	531700	2,219.41	USD	2,219.41	USD
1	Activity	Detail	531800	69.93	USD	69.93	USD
2	Activity	Detail	531100	8,309.53	USD	8,309.53	USD
2	Activity	Detail	531200	3,530.65	USD	3,530.65	USD
2	Activity	Detail	531260	18,079.42	USD	18,079.42	USD
2	Activity	Detail	531300	34,332.18	USD	34,332.18	USD
2	Activity	Detail	531400	876.50	USD	876.50	USD
2	Activity	Detail	531600	493.10	USD	493.10	USD
2	Activity	Detail	531700	3,409.63	USD	3,409.63	USD
2	Activity	Detail	531800	1,978.63	USD	1,978.63	USD

Currency Totals

Transaction Amount:	107,123.32	USD	Base Amount:	107,123.32	USD
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Step	Action
27.	Click the Detail link. Detail



Case Western Reserve University - Home | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Inquiry Unit Ledger Year From To Period Currency Stat
 LEDGER_INQ CASE1 ACTUALS 2009 1 2 USD [Chartfield Criteria](#)

Include Balance Forward Include Adjustment Period(s)
 Include Closing Adjustments

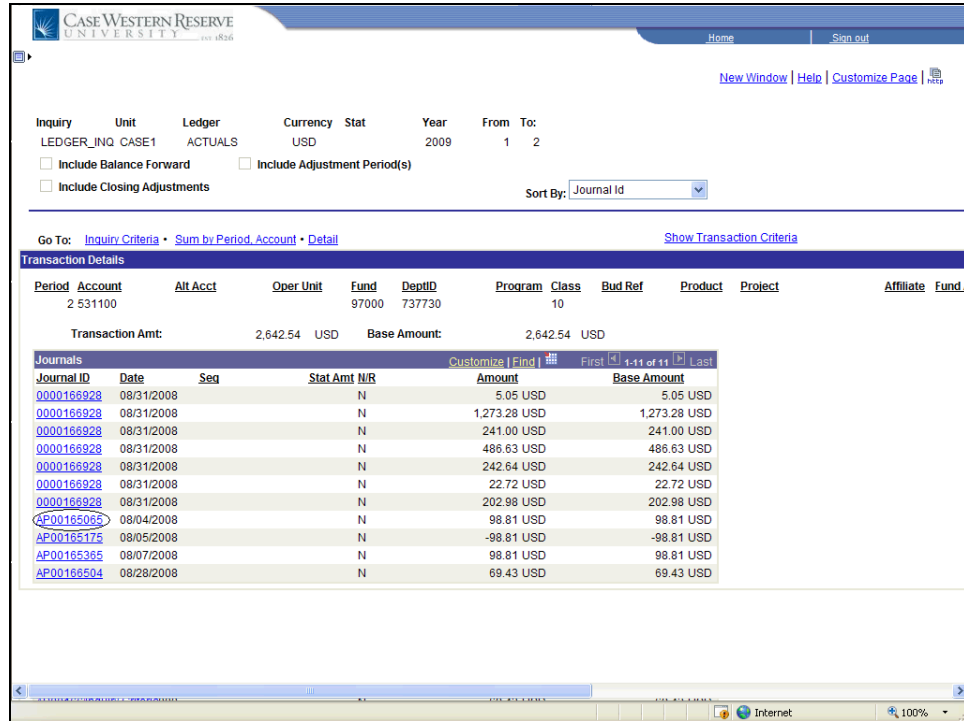
Go To: [Inquiry Criteria](#) • [Sum by Period, Account](#)

Scroll Message Detail:
1 to 17 of 17

Ledger Details

Period	Activity	Account	Oper Unit	Department	Product	Fund	Class	Program Code	Bud Ref	Project	Affiliate	Fund Affil
2	Activity	531100		701000		97000	10					
2	Activity	531100		701011		97000	10					
2	Activity	531100		701013		97000	10					
2	Activity	531100		707722		97000	10					
2	Activity	531100		711027		97000	10					
2	Activity	531100		711027		97000	10					
2	Activity	531100		737730		97000	10					
2	Activity	531100		797703		97000	10					
2	Activity	531100		797704		97000	10					
2	Activity	531100		797705		97000	10					
2	Activity	531100		797707		97000	10					
2	Activity	531100		797708		97000	10					
2	Activity	531100		797709		97000	10					
2	Activity	531100		797710		97000	10					
2	Activity	531100		797711		97000	10					
2	Activity	531100		797716		97000	10					
2	Activity	531100		797717		97000	10					

Step	Action
28.	Click the Activity link. Activity



Transaction Summary:

Period: 2, Account: 531100, Alt Acct: , Oper Unit: , Fund: 97000, DeptID: 737730, Program: , Class: 10, Bud Ref: , Product: , Project: , Affiliate: , Fund A: .

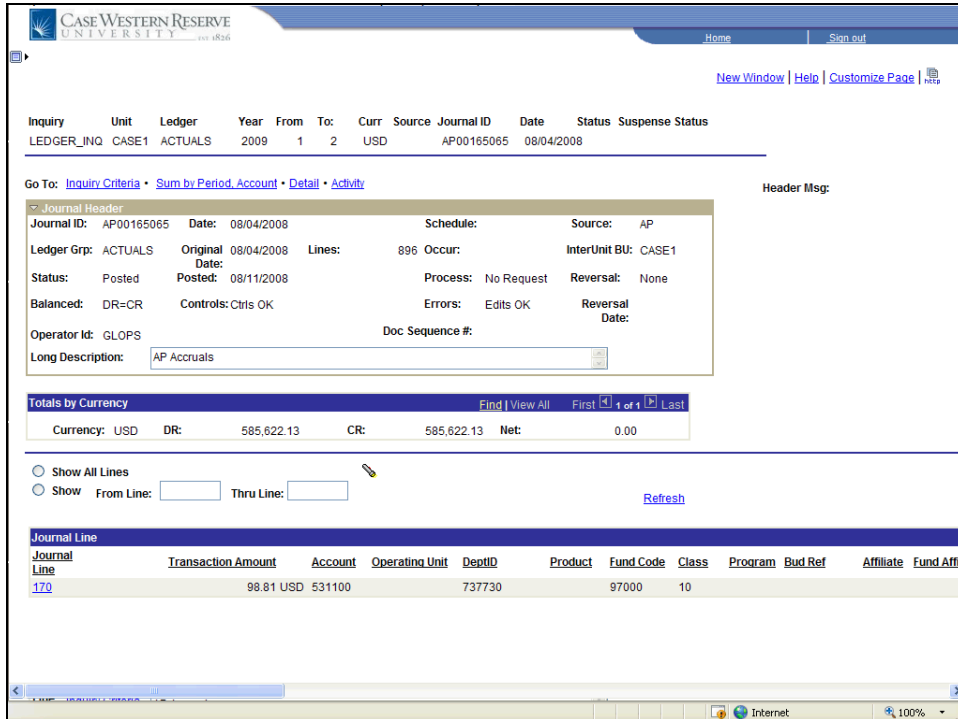
Transaction Amt: 2,642.54 USD, Base Amount: 2,642.54 USD

Journal ID	Date	Seq	Stat Amt	N/R	Amount	Base Amount
0000166928	08/31/2008			N	5.05 USD	5.05 USD
0000166928	08/31/2008			N	1,273.28 USD	1,273.28 USD
0000166928	08/31/2008			N	241.00 USD	241.00 USD
0000166928	08/31/2008			N	486.63 USD	486.63 USD
0000166928	08/31/2008			N	242.64 USD	242.64 USD
0000166928	08/31/2008			N	22.72 USD	22.72 USD
0000166928	08/31/2008			N	202.98 USD	202.98 USD
AP00165065	08/04/2008			N	98.81 USD	98.81 USD
AP00165175	08/05/2008			N	-98.81 USD	-98.81 USD
AP00165365	08/07/2008			N	98.81 USD	98.81 USD
AP00168504	08/28/2008			N	69.43 USD	69.43 USD

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

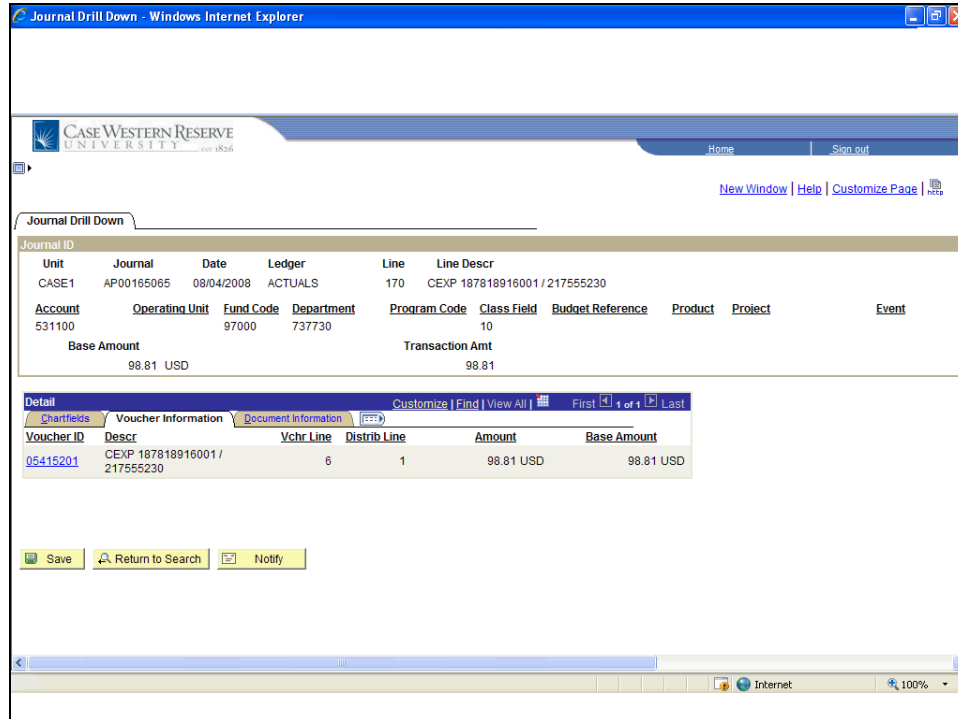
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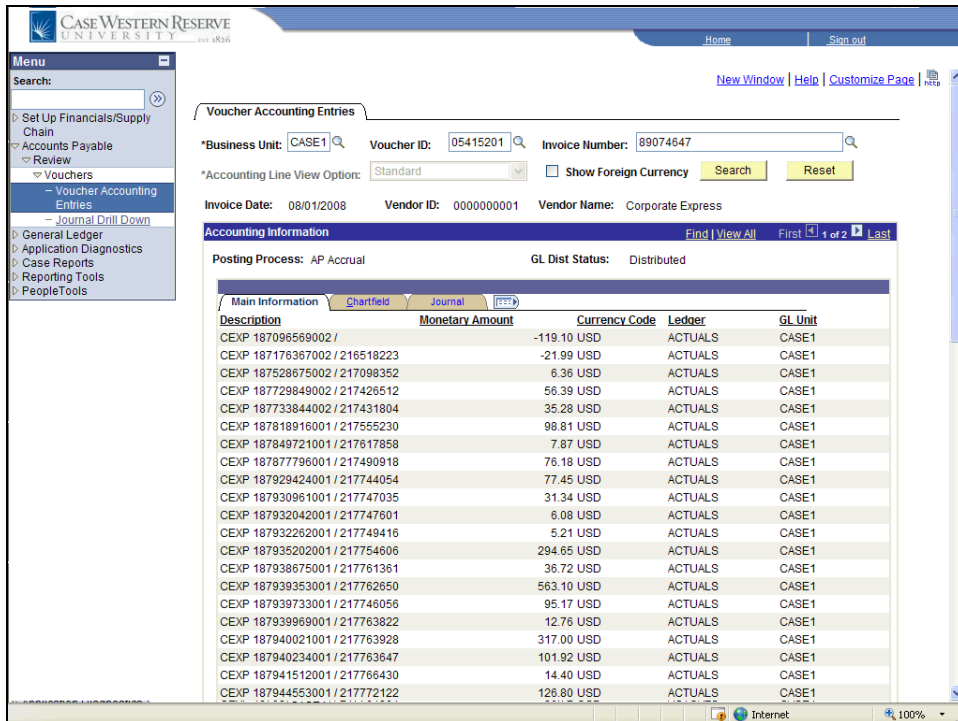


Case Western Reserve University Ledger Inquiry interface showing journal details for AP00165065, dated 08/04/2008. The interface includes a header with navigation links, a search bar, and a table of ledger entries. The selected entry is for Journal ID AP00165065, dated 08/04/2008. Below the header is a 'Journal Header' section with fields for Journal ID, Date, Schedule, Source, Ledger Grp, Original Date, Lines, Occur, InterUnit BU, Status, Posted, Process, Reversal, Balanced, Controls, Errors, Reversal Date, Operator Id, and Doc Sequence #. A 'Totals by Currency' section shows a net amount of 0.00. Below that are options to 'Show All Lines' or 'Show' with filters for 'From Line' and 'Thru Line'. A 'Journal Line' table is displayed with columns for Journal Line, Transaction Amount, Account, Operating Unit, DeptID, Product, Fund Code, Class, Program, Bud Ref, Affiliate, and Fund Affil. The first row shows Journal Line 170 with a transaction amount of 98.81 USD.


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



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.

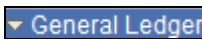
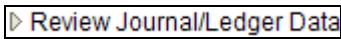
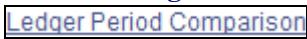
Ledger Period Comparison Inquiry

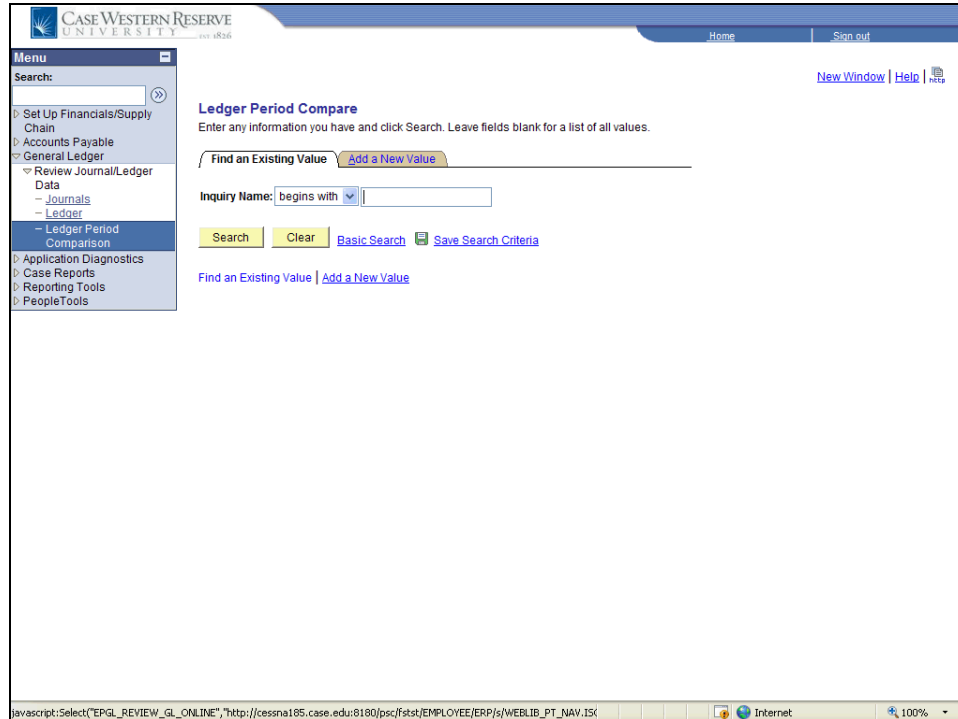
This section explains how to use the General Ledger Comparison options. The feature is only available in the Financials Reporting (RPT) database. <http://www.case.edu/erp/report>

Procedure

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



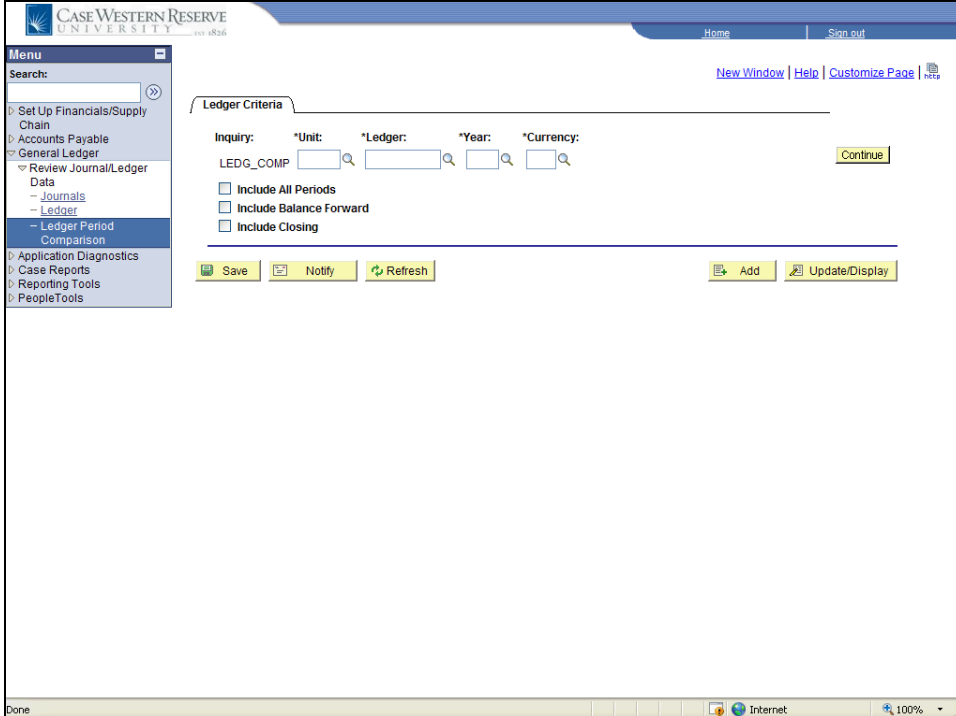
Step	Action
1.	Click the General Ledger link. 
2.	Click the Review Journal/Ledger Data link. 
3.	Click the Ledger Period Comparison link. 



Step	Action
4.	<p>The Ledger Period Compare screen appears.</p> <p>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.</p> <p>OR</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p>
5.	<p>Enter the desired information into the Inquiry Name field. Enter "ledg_comp".</p>
6.	<p>Click the Add button.</p> <p>Add</p>

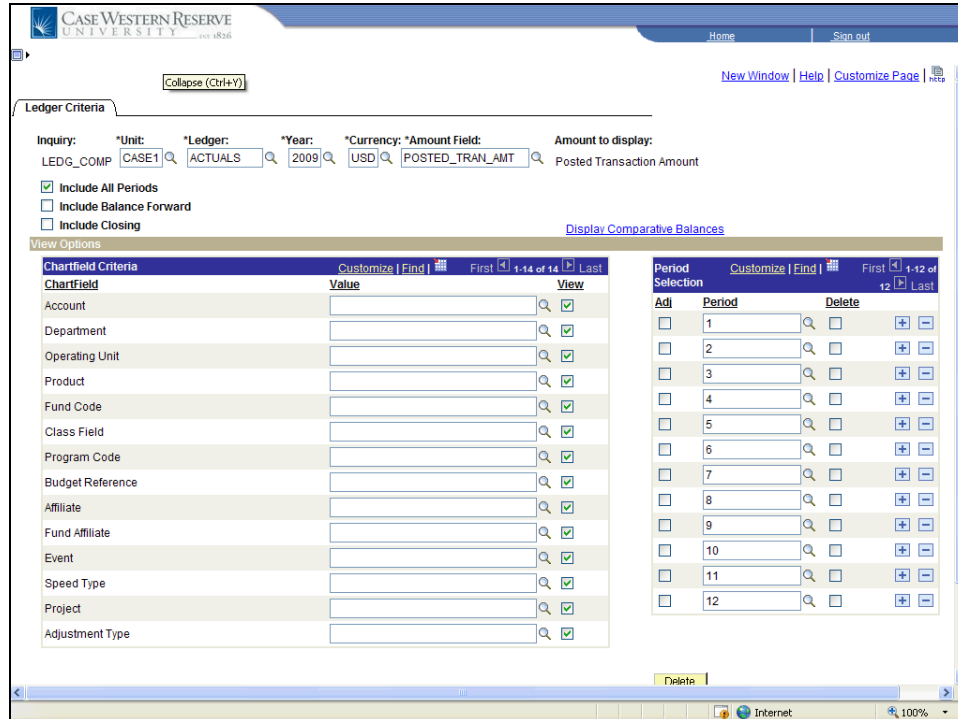
User Manual

Ledger Inquiry and Ledger Period Comparison



The screenshot shows the 'Ledger Criteria' page. On the left is a 'Menu' with options like 'Set Up Financials/Supply Chain', 'Accounts Payable', 'General Ledger', 'Review Journal/Ledger Data', 'Journals', 'Ledger', 'Ledger Period Comparison', 'Application Diagnostics', 'Case Reports', 'Reporting Tools', and 'PeopleTools'. The main area has a 'Ledger Criteria' section with the following fields: 'Inquiry:' (with value 'LEDG_COMP'), '*Unit:', '*Ledger:', '*Year:', and '*Currency:'. Below these are three checkboxes: 'Include All Periods', 'Include Balance Forward', and 'Include Closing'. A 'Continue' button is to the right of the 'Currency' field. At the bottom of the form are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.


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. <input type="checkbox"/> 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. <input type="checkbox"/> Include Balance Forward
13.	Click the Include Closing option if you would like to include closing adjustments for period 999 in the totals. <input type="checkbox"/> Include Closing
14.	Click the Continue button. <input type="button" value="Continue"/>



The screenshot shows the 'Ledger Criteria' section of the application. It includes search filters for Inquiry, Unit, Ledger, Year, Currency, and Amount Field. Below these are checkboxes for 'Include All Periods', 'Include Balance Forward', and 'Include Closing'. A 'View Options' section contains two tables: 'Chartfield Criteria' and 'Period Selection'. The 'Chartfield Criteria' table lists various fields like Account, Department, and Product, each with a search icon and a 'View' checkbox. The 'Period Selection' table lists periods from 1 to 12, each with a search icon and a 'Delete' checkbox.

Step	Action
15.	<p>In the Chartfield Criteria section, enter information into the Value field for any of the Chartfields. For example, enter "532%" for the Account field.</p> <p>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.</p>



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.

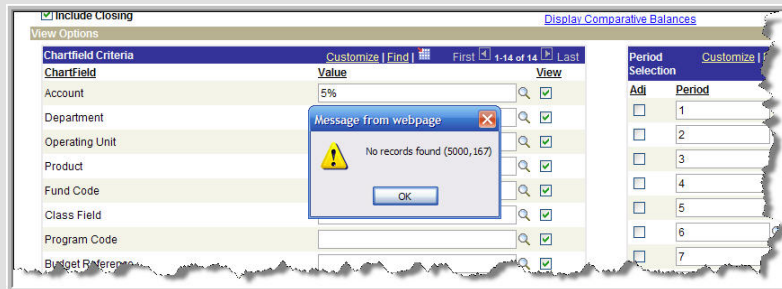
For example, if you enter 532 in the Account field and click the Look up icon you will see a list of all the Accounts that start with those digits.



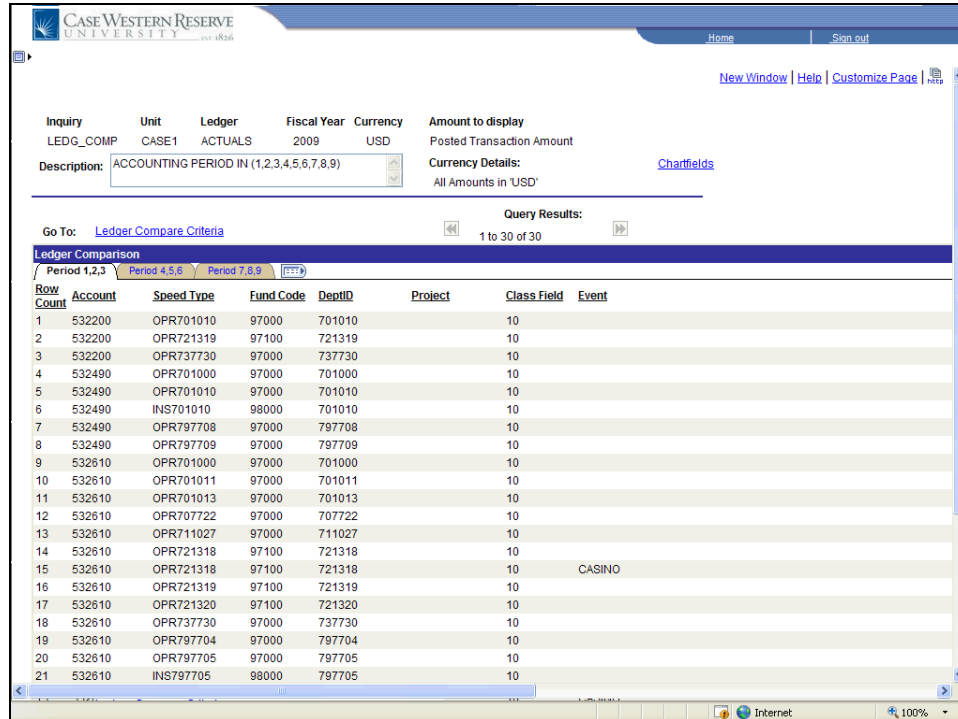
On the Ledger criteria page you can use a combination of Chartfield values to conduct your search.

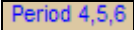

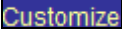

In general, for a speedtype starting from "OPR" or "INS", use a combination of Department and Fund Code to conduct the search; for the rest of the speedtypes, use a combination of Project and Fund Code to conduct the search. See Appendix D on how to use Speedtype page.

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:



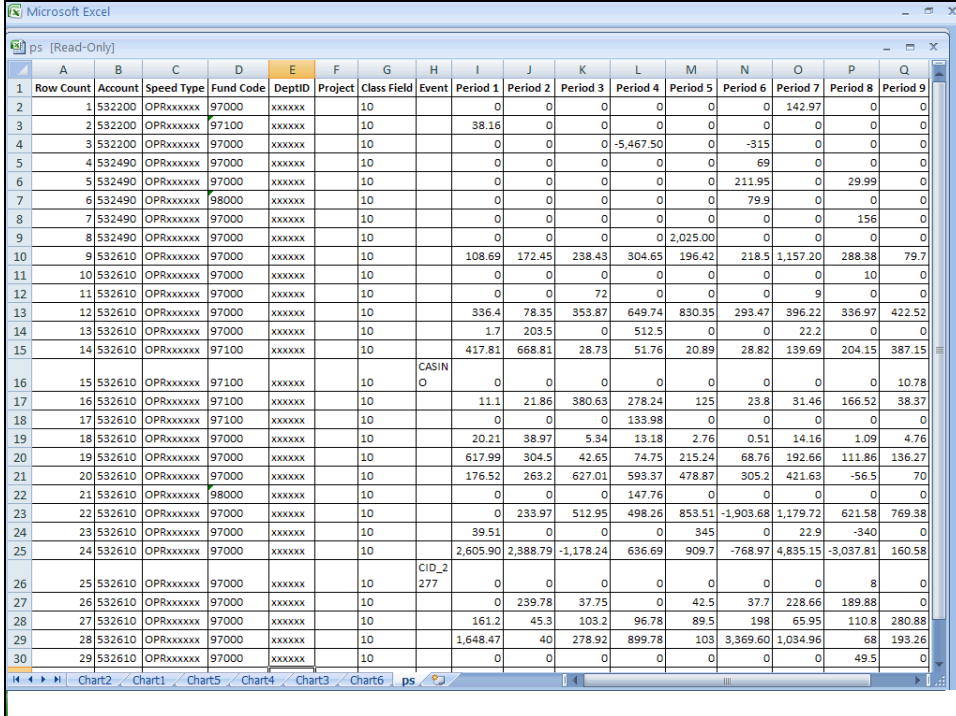
Step	Action
16.	You may enter more information in the Chartfield Value field. For example enter "7%" into the Department field, " and enter 97000 into the Fund Code field.
17.	The Period field is pre-populated with 12 periods when you selected the Include All Periods check box in the Criteria section.
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 your inquiry comparison. <input type="checkbox"/>
19.	Once you have chosen the Periods to delete, click the Delete button. <input type="button" value="Delete"/>
20.	Once you have set up your criteria and you would like to save the inquiry, click the Save button. <input type="button" value="Save"/>
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. 
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. 
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. 

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Ledger Inquiry and Ledger Period Comparison



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
1	532200	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	142.97	0	0
2	532200	OPRxxxxxx	97100	xxxxxx		10		38.16	0	0	0	0	0	0	0	0
3	532200	OPRxxxxxx	97000	xxxxxx		10		0	0	0	-5,467.50	0	-315	0	0	0
4	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	69	0	0	0
5	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	211.95	0	29.99	0
6	532490	OPRxxxxxx	98000	xxxxxx		10		0	0	0	0	0	79.9	0	0	0
7	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	0	156	0
8	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	2,025.00	0	0	0	0
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
10	532610	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	0	10	0
11	532610	OPRxxxxxx	97000	xxxxxx		10		0	0	72	0	0	0	9	0	0
12	532610	OPRxxxxxx	97000	xxxxxx		10		336.4	78.35	353.87	649.74	830.35	293.47	396.22	336.97	422.52
13	532610	OPRxxxxxx	97000	xxxxxx		10		1.7	203.5	0	512.5	0	0	22.2	0	0
14	532610	OPRxxxxxx	97100	xxxxxx		10		417.81	668.81	28.73	51.76	20.89	28.82	139.69	204.15	387.15
15	532610	OPRxxxxxx	97100	xxxxxx		10	CASIN O	0	0	0	0	0	0	0	0	10.78
16	532610	OPRxxxxxx	97100	xxxxxx		10		11.1	21.86	380.63	278.24	125	23.8	31.46	166.52	38.37
17	532610	OPRxxxxxx	97100	xxxxxx		10		0	0	133.98	0	0	0	0	0	0
18	532610	OPRxxxxxx	97000	xxxxxx		10		20.21	38.97	5.34	13.18	2.76	0.51	14.16	1.09	4.76
19	532610	OPRxxxxxx	97000	xxxxxx		10		617.99	304.5	42.65	74.75	215.24	68.76	192.66	111.86	136.27
20	532610	OPRxxxxxx	97000	xxxxxx		10		176.52	263.2	627.01	593.37	478.87	305.2	421.63	-56.5	70
21	532610	OPRxxxxxx	98000	xxxxxx		10		0	0	0	147.76	0	0	0	0	0
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
23	532610	OPRxxxxxx	97000	xxxxxx		10		39.51	0	0	0	345	0	22.9	-340	0
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
25	532610	OPRxxxxxx	97000	xxxxxx		10	CID_2 277	0	0	0	0	0	0	0	0	8
26	532610	OPRxxxxxx	97000	xxxxxx		10		0	239.78	37.75	0	42.5	37.7	228.66	189.88	0
27	532610	OPRxxxxxx	97000	xxxxxx		10		161.2	45.3	103.2	96.78	89.5	198	65.95	110.8	280.88
28	532610	OPRxxxxxx	97000	xxxxxx		10		1,648.47	40	278.92	899.78	103	3,369.60	1,034.96	68	193.26
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.
28.	End of Procedure.

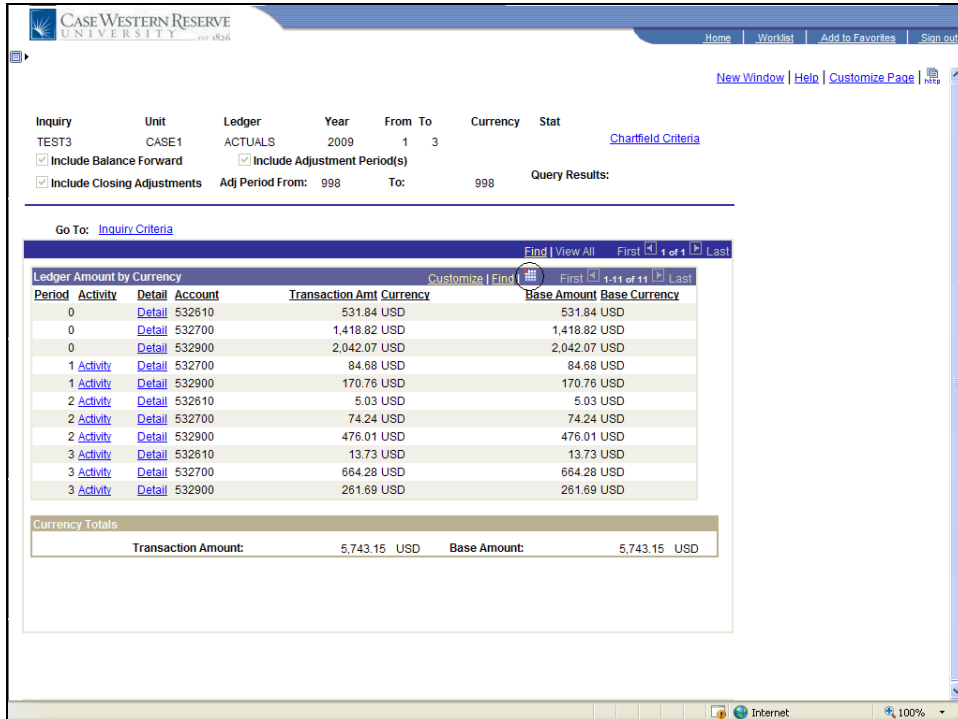
Appendices

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.



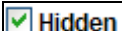




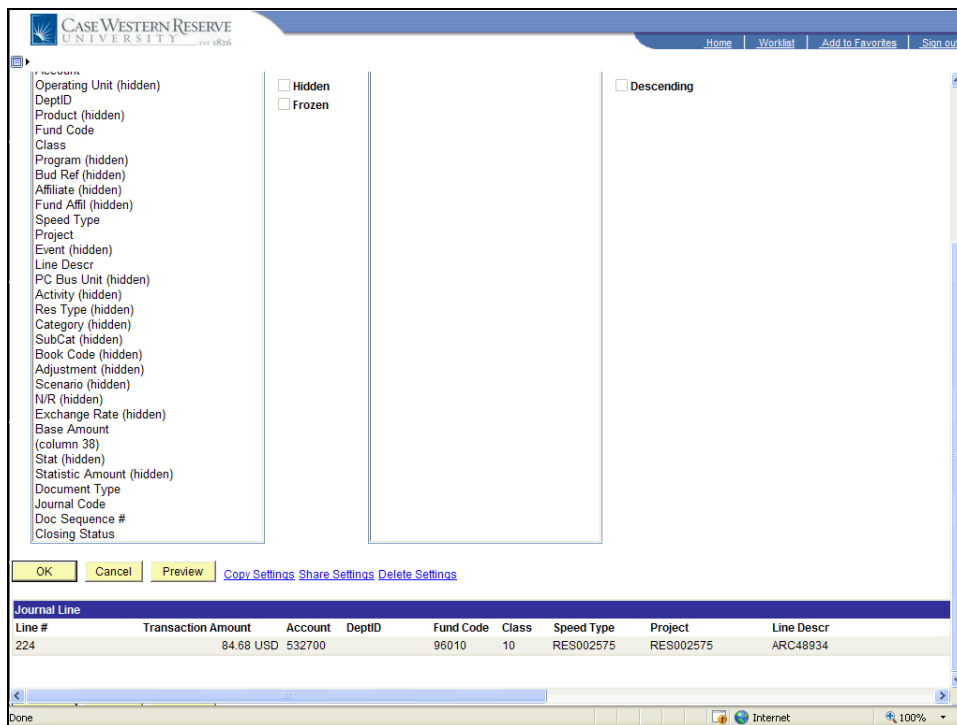
Step	Action
1.	<p>Click on the download icon on any page to download the information to an Excel spreadsheet.</p> <p>Make sure you have allowed pop up's and that you have configured Excel to download files. See Appendix C for instructions on how to set your settings to use this feature.</p>

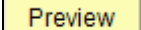
1	Period	Activity	Detail	Account	Transaction Amt	Currency	Base Amount	Base Currency
2	0		Detail	532610	531.84	USD	531.84	USD
3	0		Detail	532700	1,418.82	USD	1,418.82	USD
4	0		Detail	532900	2,042.07	USD	2,042.07	USD
5	1	Activity	Detail	532700	84.68	USD	84.68	USD
6	1	Activity	Detail	532900	170.76	USD	170.76	USD
7	2	Activity	Detail	532610	5.03	USD	5.03	USD
8	2	Activity	Detail	532700	74.24	USD	74.24	USD
9	2	Activity	Detail	532900	476.01	USD	476.01	USD
10	3	Activity	Detail	532610	13.73	USD	13.73	USD
11	3	Activity	Detail	532700	664.28	USD	664.28	USD
12	3	Activity	Detail	532900	261.69	USD	261.69	USD

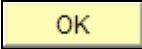
Step	Action
2.	Information that has been downloaded to an Excel spreadsheet.

Base Amount	Document Type	Journal Code	Doc Sequence #	Closing Status
84.68 USD				

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. 
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. 
5.	Once you have selected the field, then click the Hidden option in the center of the two columns. 
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. 

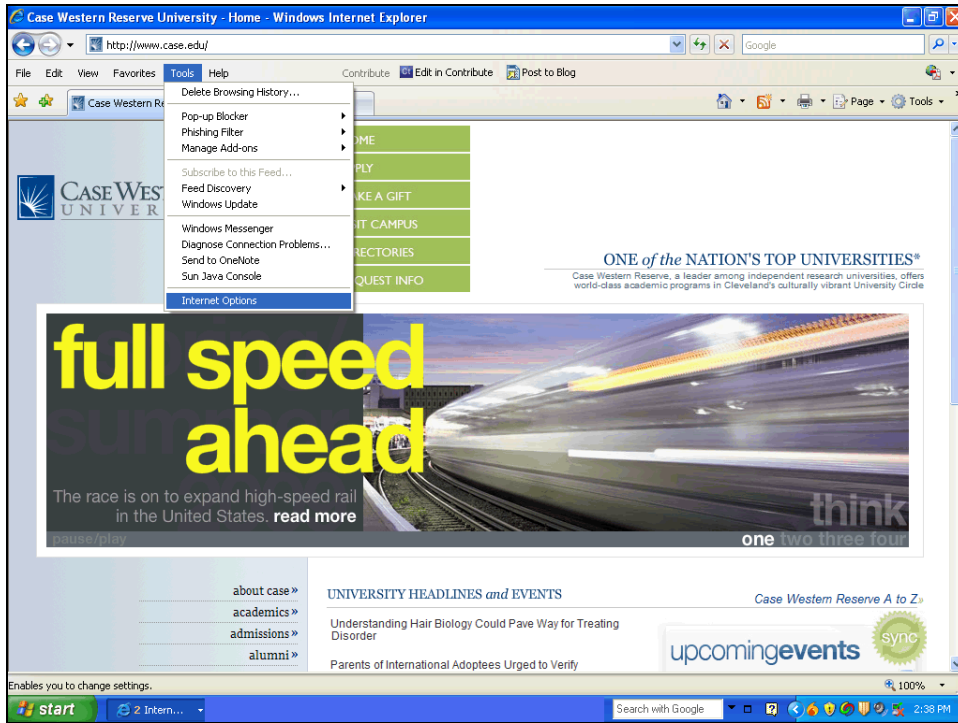
Step	Action
8.	When you have finished, click the OK button. 
9.	End of Procedure.

Appendix B: Clearing Browser Cache in Internet Explorer

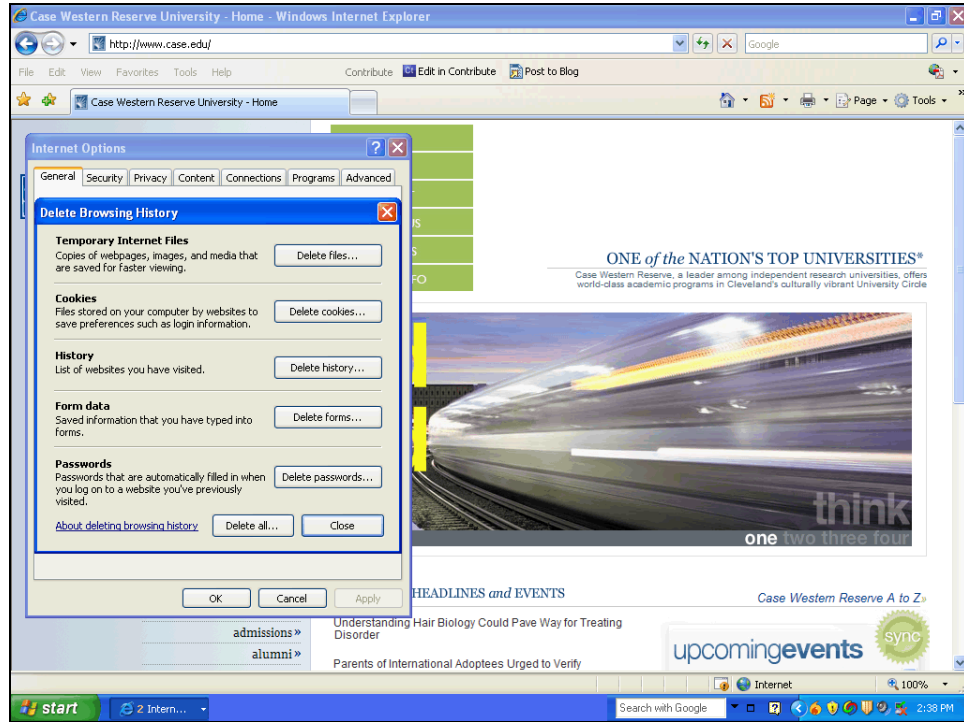
This process describes how to clear your browser cache in Internet Explorer.

Procedure

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



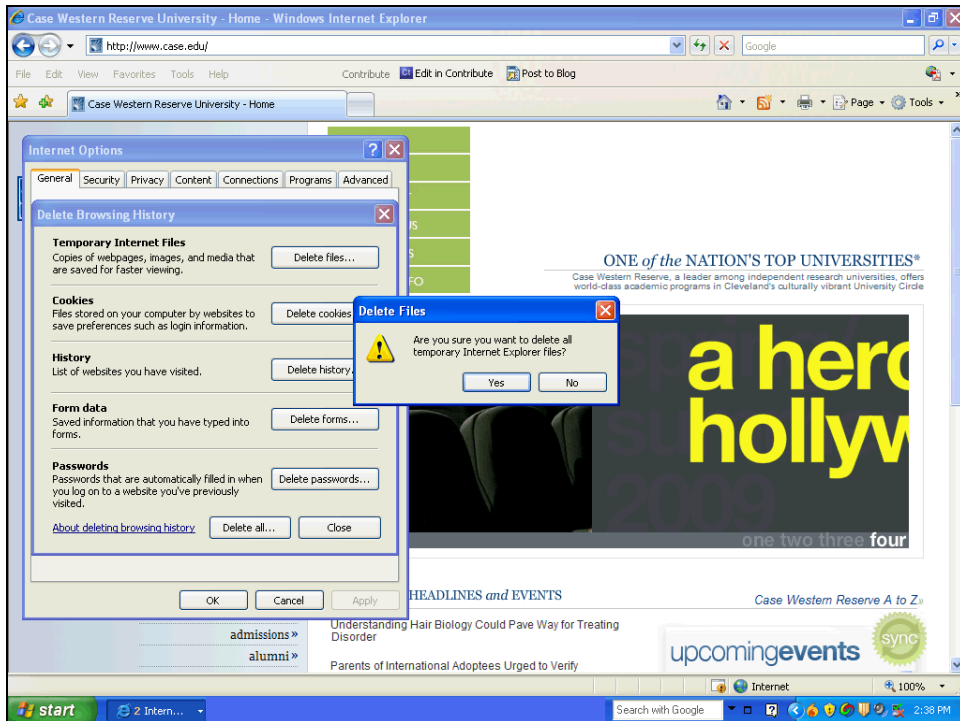
Step	Action
2.	Click Internet Options on the Tools menu.



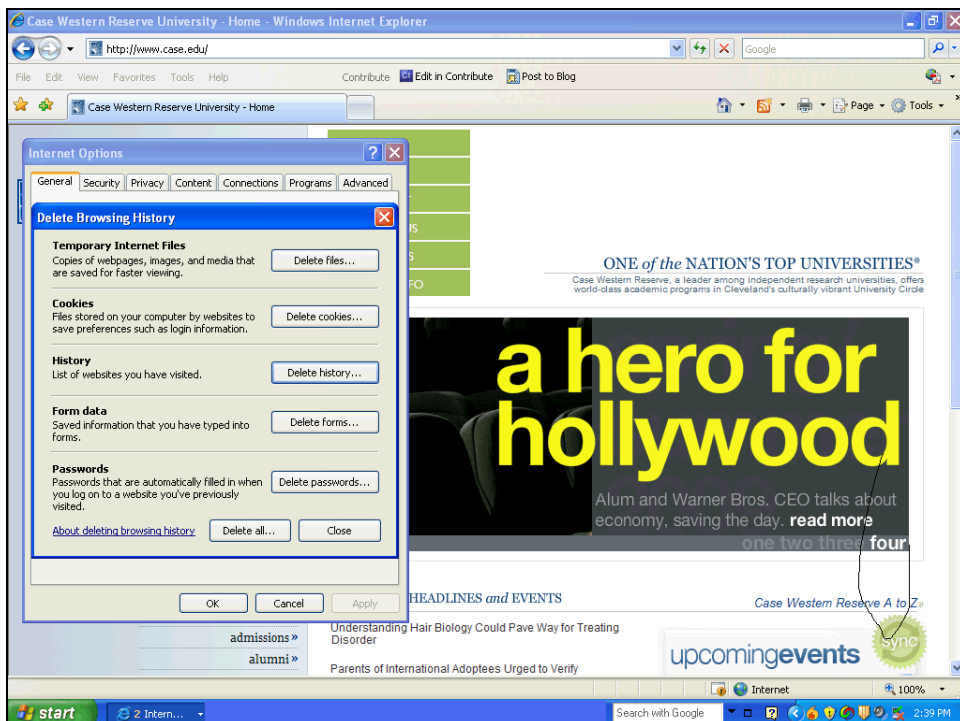
Step	Action
3.	The Delete Browsing History menu appears. Click the Delete files... button. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">Delete files...</div>


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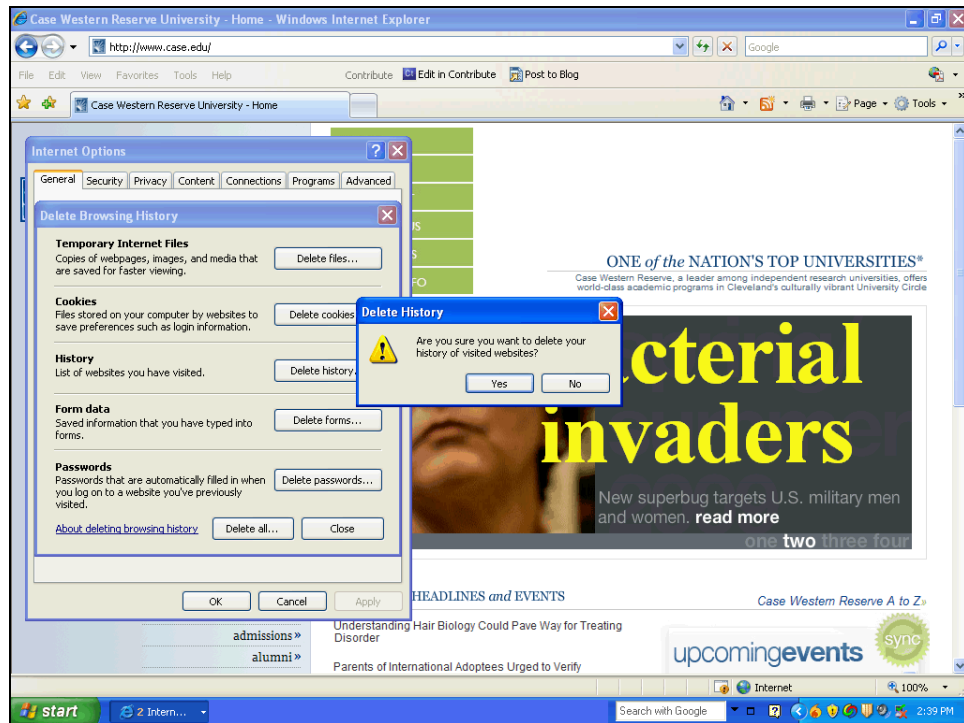
Ledger Inquiry and Ledger Period Comparison


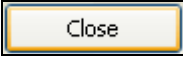
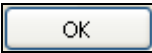


Step	Action
4.	Click the Yes button on the confirmation pop up. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Yes </div>



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

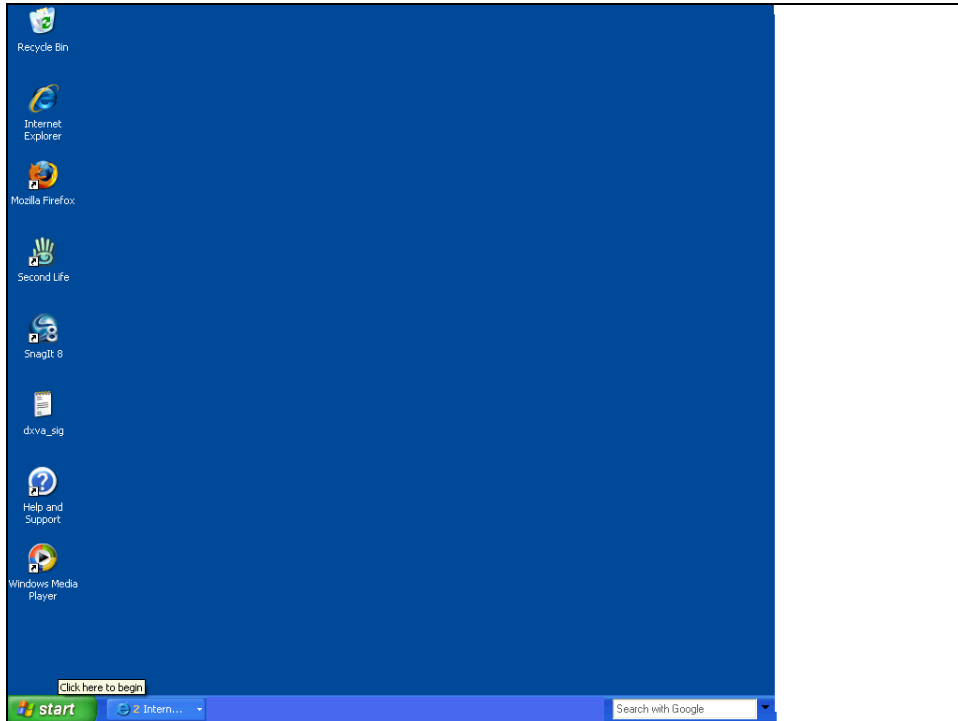



Step	Action
6.	Click the Yes button on the confirmation pop up. 
7.	Click the Close button on the Delete Browser History window. 
8.	Click the OK button on the Internet Options window. 
9.	End of Procedure.

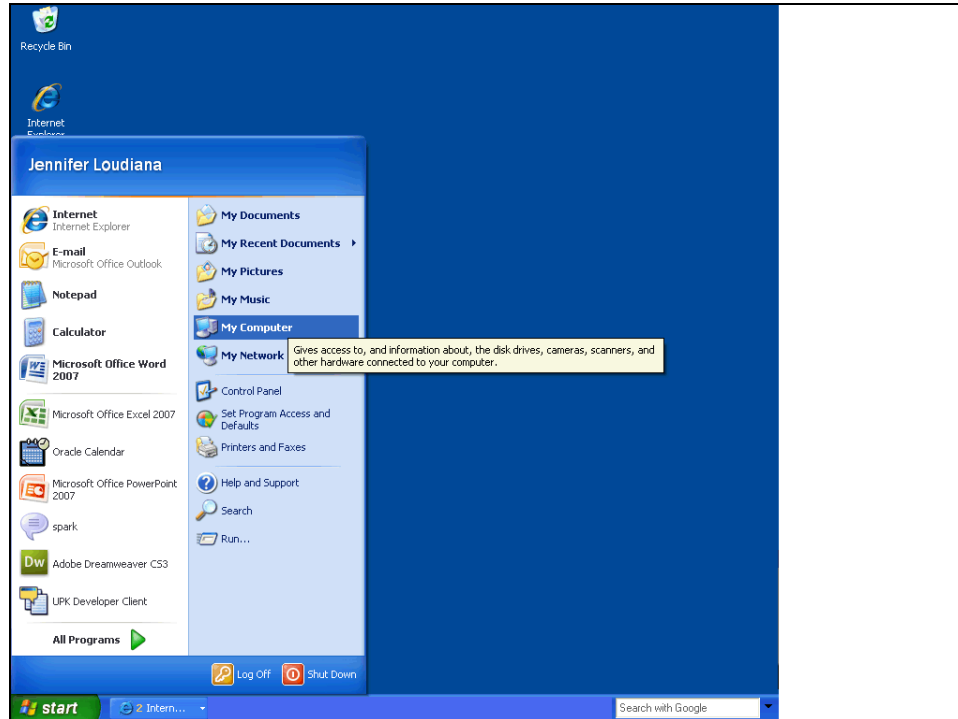
Appendix C: Configure Internet Explorer for Excel


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

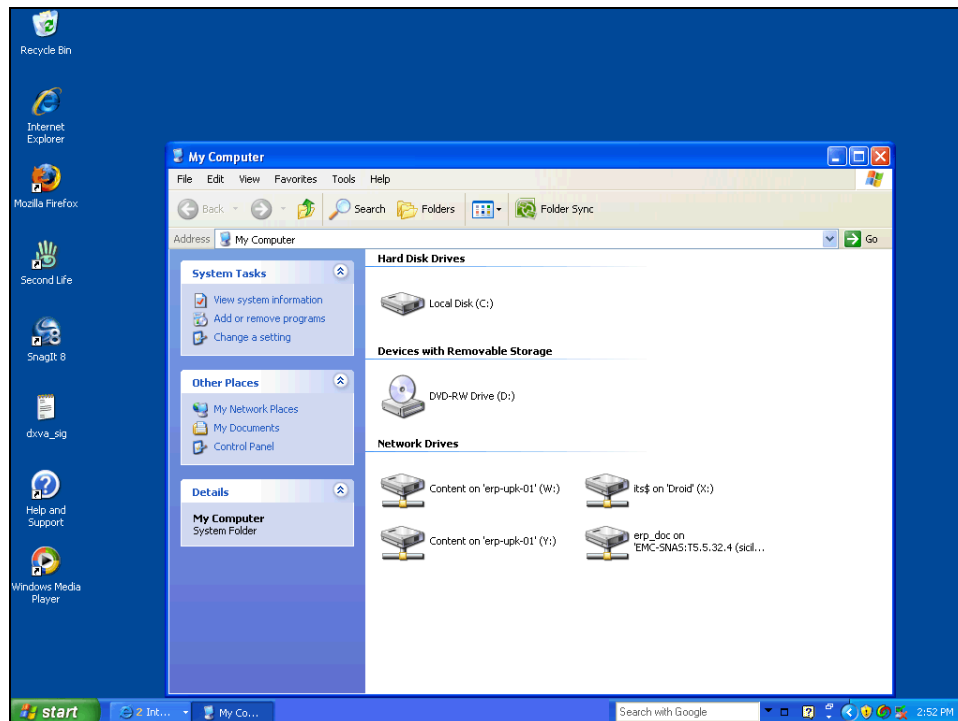
Procedure




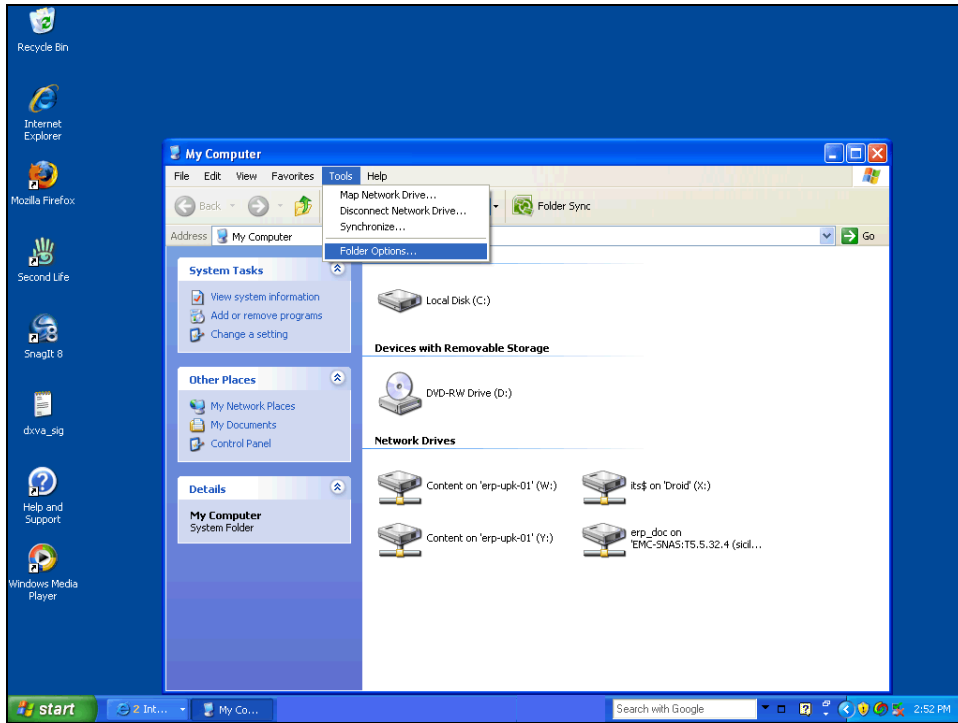
Step	Action
1.	Click the Start button (Windows XP) or the Windows icon (Windows Vista) on your computer in the lower left hand corner if you have Windows XP or Vista. 




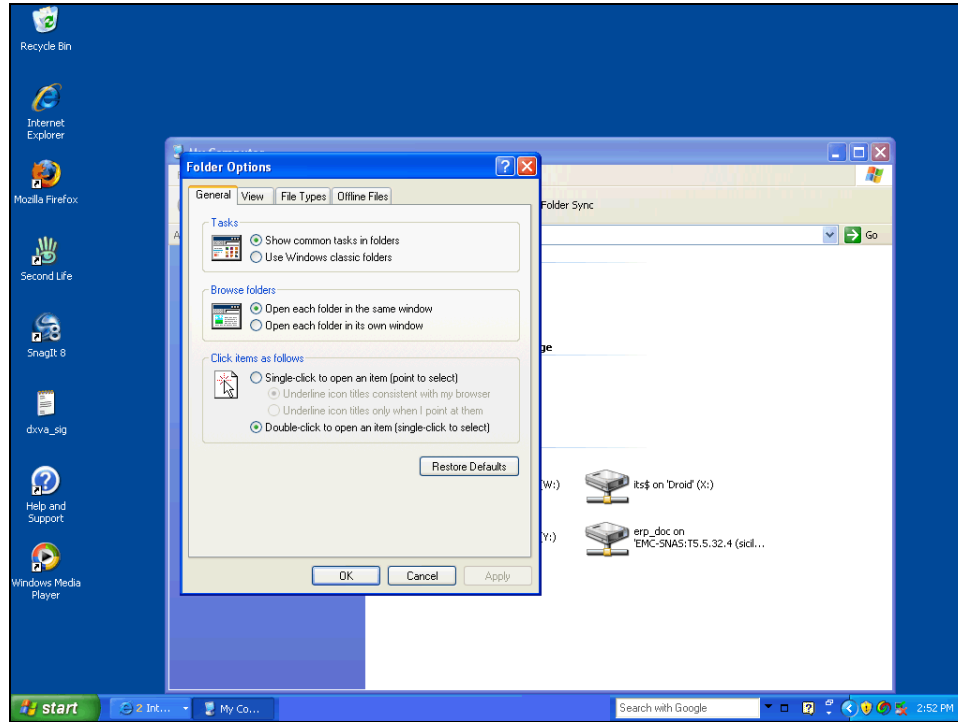
Step	Action
2.	<p>Click the My Computer or Computer list item on your menu.</p> 



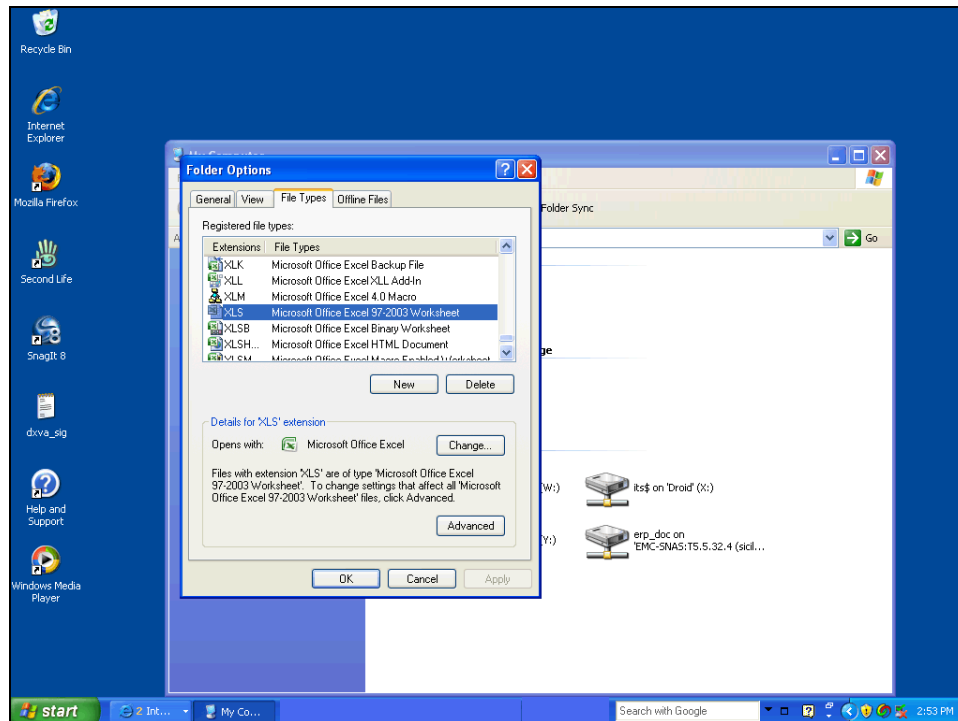
Step	Action
3.	The My Computer (in Windows XP) window will open. Click Tools on the menu. 



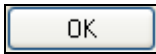


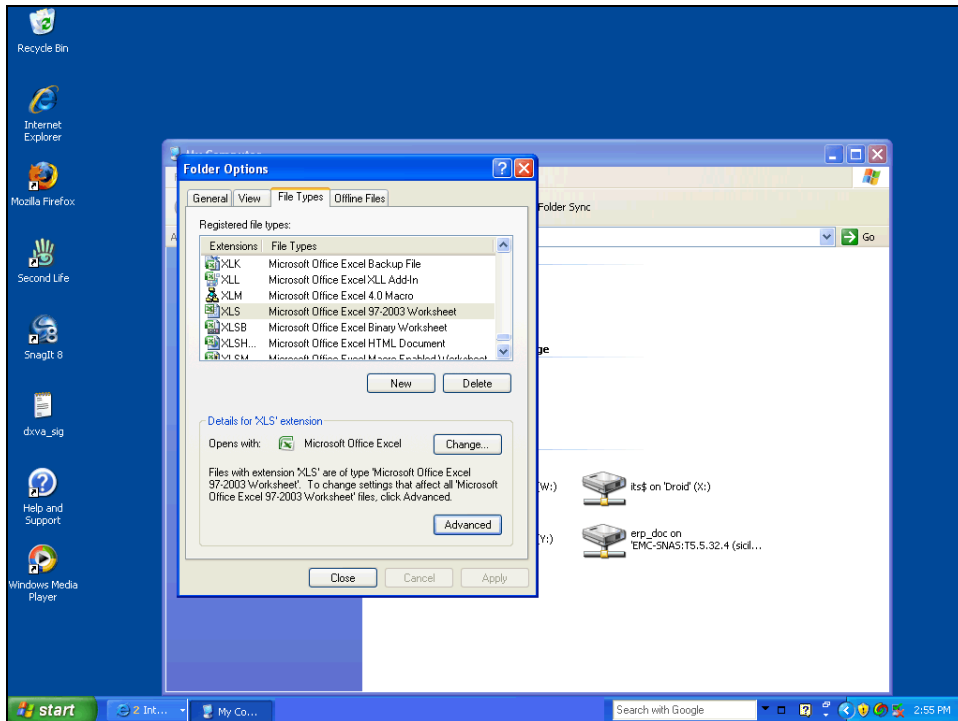
Step	Action
4.	Click the Folder Options... on the Tools Menu. 
	<i>or</i> Press [O] .

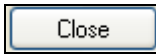


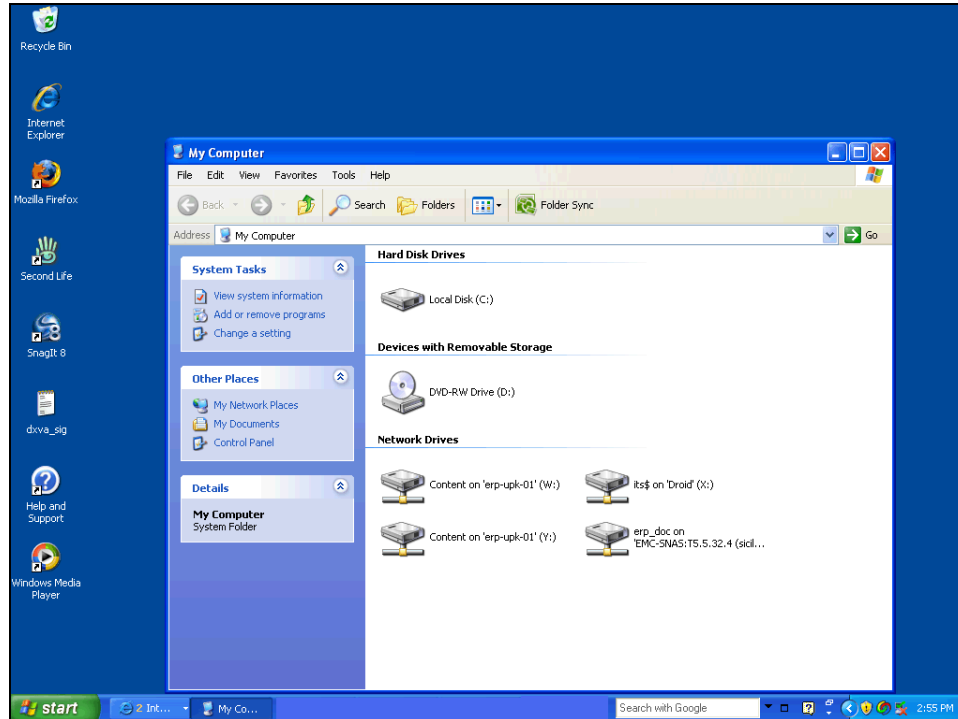
Step	Action
5.	The Folder Options window opens. Click the File Types tab. File Types



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. 

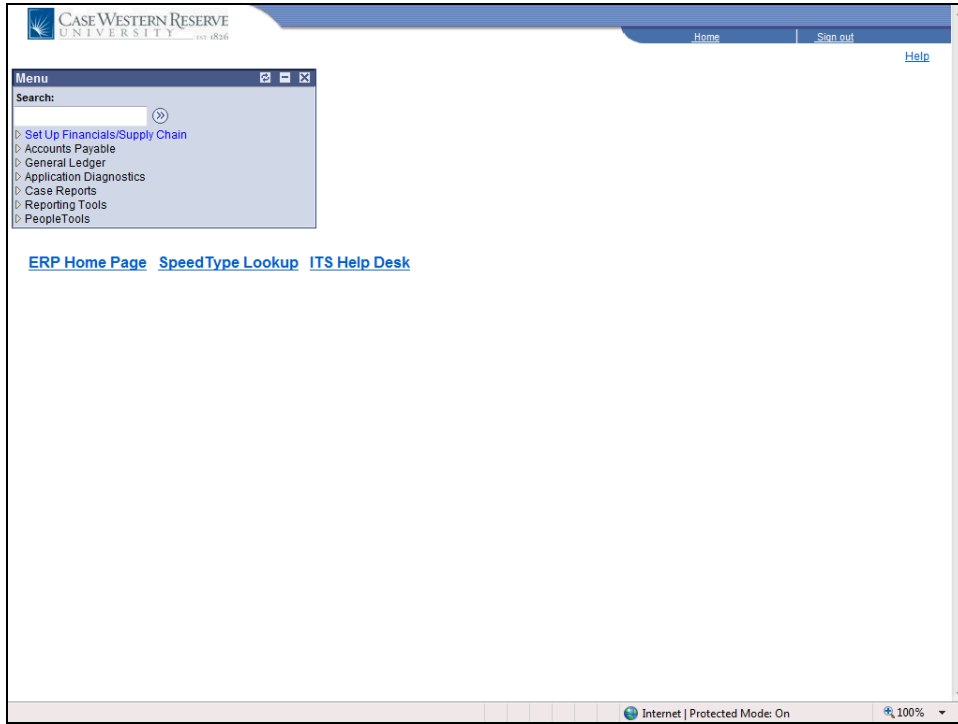



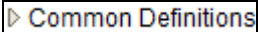

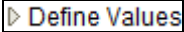

Step	Action
11.	You should now be able to download Excel files from PeopleSoft. Close your My Computer or Computer window. End of Procedure.

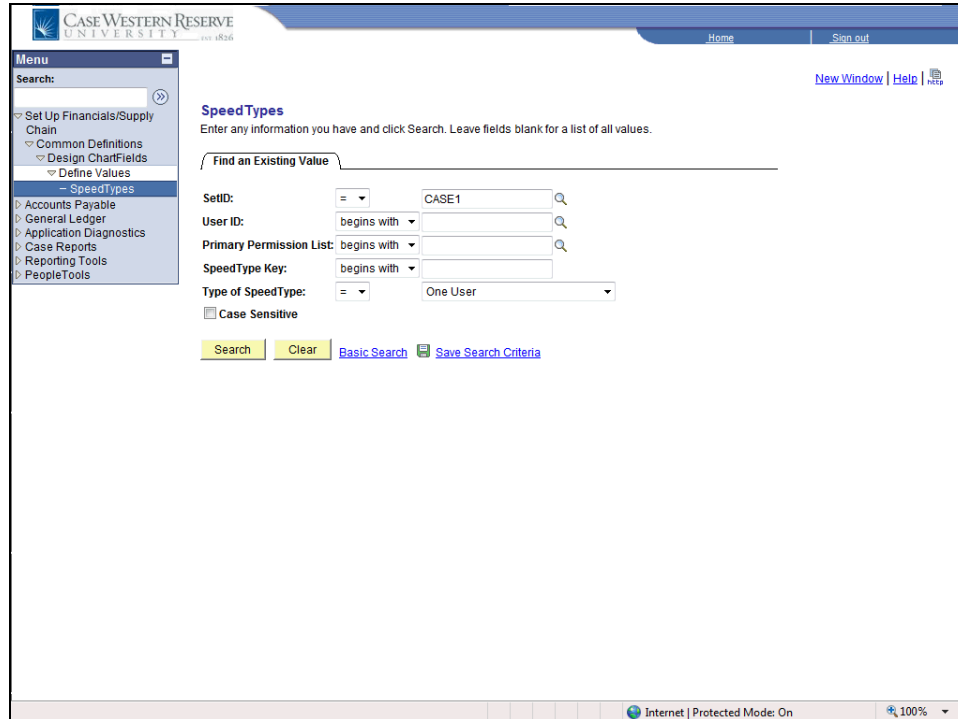
Appendix D: SpeedType Chartfield Lookup

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



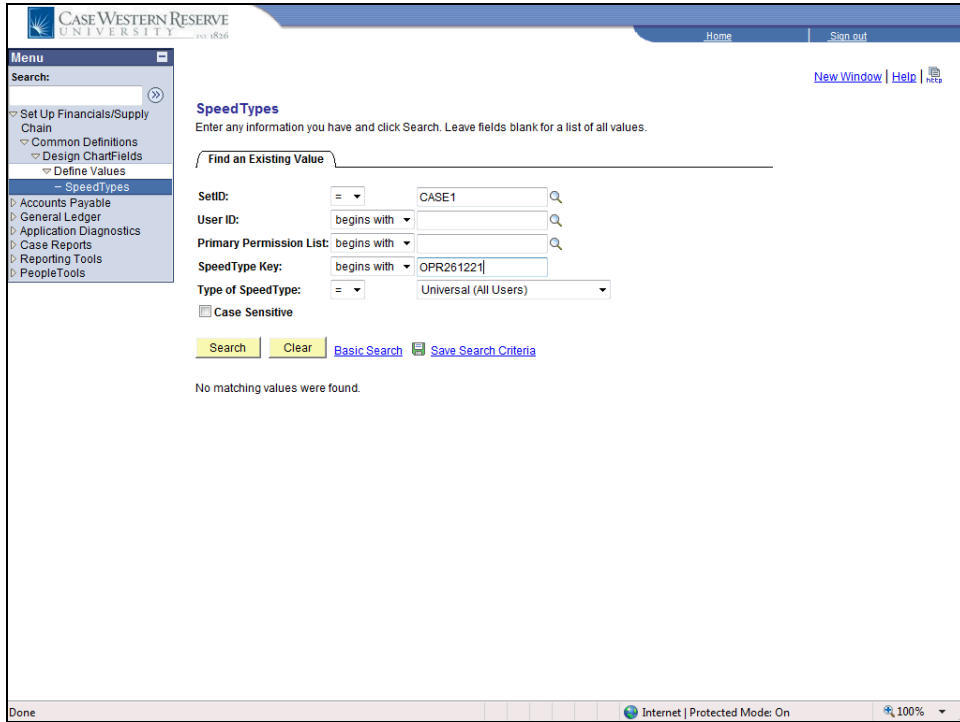
Step	Action
1.	Click the Set Up Financials/Supply Chain link. 
2.	Click the Common Definitions link. 
3.	Click the Design ChartFields link. 
4.	Click the Define Values link. 
5.	Click the SpeedTypes link. 



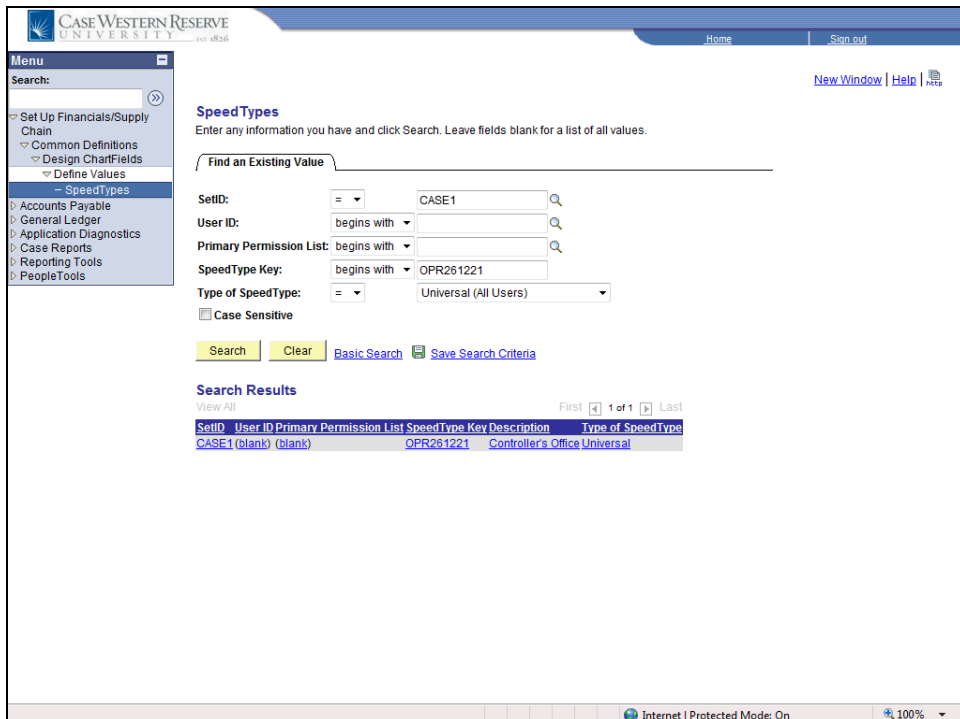
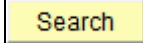
Step	Action
6.	The SpeedTypes page appears. On this screen you will enter the SpeedType Key and change the Type of SpeedType.
7.	Enter the SpeedType to look up into the SpeedType Key field. For example, enter " OPR261221 ".
8.	Click the Universal (All Users) in the Type of SpeedType dropdown list. <input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

User Manual

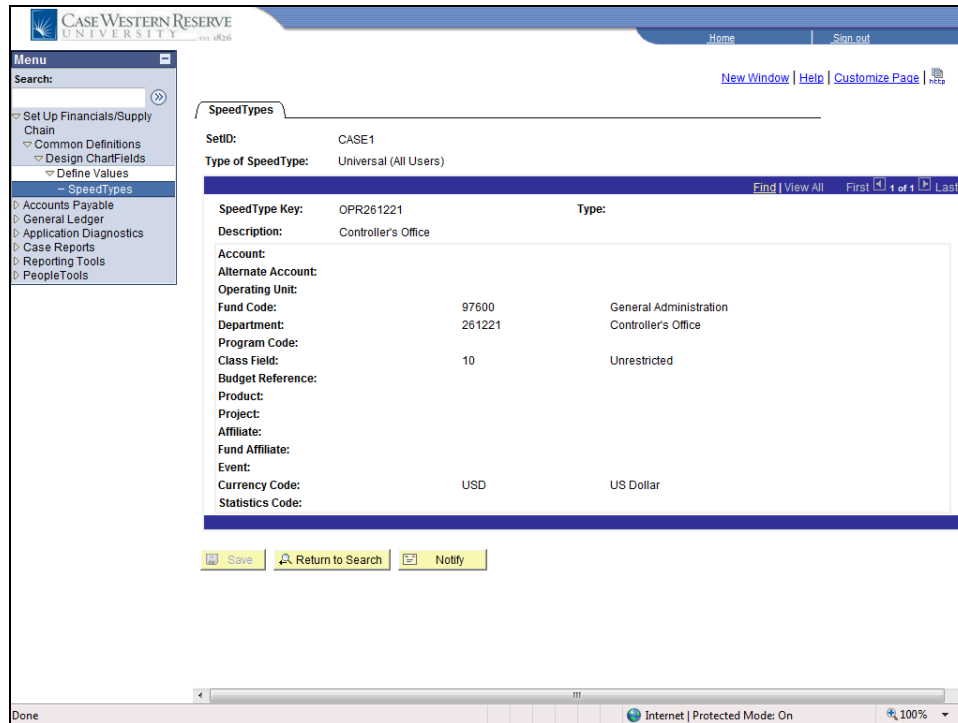
Ledger Inquiry and Ledger Period Comparison



Step	Action
9.	Click the Search button.



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



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.