

General Ledger Summary Report

General Ledger Summary Report

This documentation will show users the General Ledger Summary report. The General Ledger Summary report shows line activity by Account for a selected Fund.

Step 1: Navigate to the General Ledger Summary

Navigation Path:

- >General Ledger
- >General Reports
- >Ledger Summary

You can use the menu on the left or you can use the folders on the main screen to navigate to the Ledger Summary Report.

The image displays two screenshots of the PeopleSoft Finance interface. The top screenshot shows the 'Main Menu' with the 'General Ledger' folder expanded. A red dotted arrow points from the 'General Reports' folder to the bottom screenshot. The bottom screenshot shows the 'General Reports' folder expanded, with the 'Ledger Summary' report highlighted by a red arrow. A red arrow also points from the 'General Ledger' folder in the left-hand menu to the 'Ledger Summary' report in the bottom screenshot.

Following the above path leads to the following screen:

The screenshot shows the 'General Ledger Summary' report screen. The left-hand menu is visible, with 'Ledger Summary' selected. The main area of the screen has two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a 'Run Control ID:' field with an 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

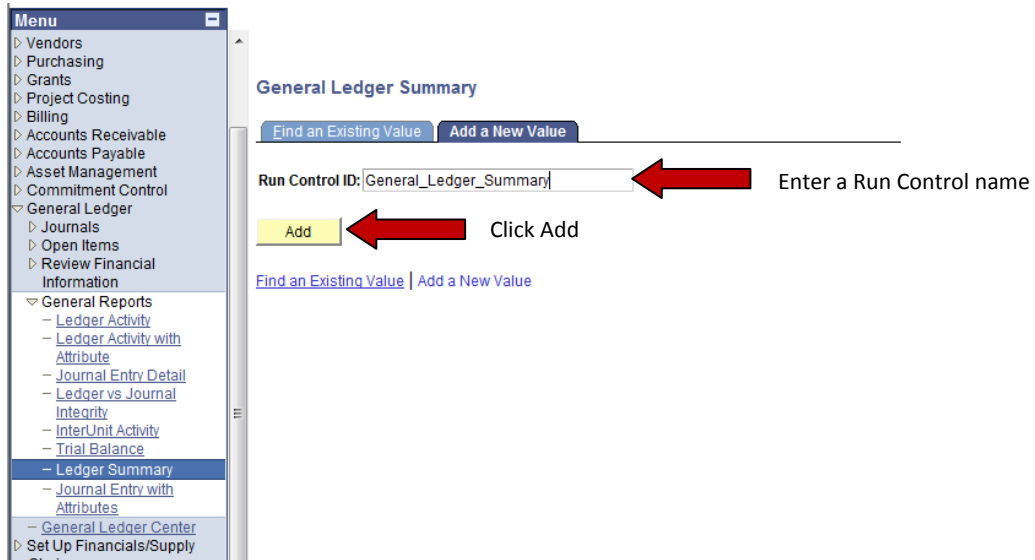
The first time this report is run, it will be necessary to create a Run Control ID. To do this, select the Add a New Value Tab. Follow instructions in Step 2 to create a Run Control ID.

General Ledger Summary Report

Step 2: Create a Run Control ID.

On the Add a New Value tab, click in the Run Control ID box and type a name and your initials for your run control. In this example, "General_Ledger_Summary_maj" is used as the Run Control ID. Click Add.

Note: This step is only necessary once. On subsequent General Ledger Summary reports, you can use the search feature on the "Find an Existing Value" to locate the Run Control ID created in this step.



General Ledger Summary Report

Step 3: Input General Ledger Summary Report Parameters

The report parameters screen looks like this:

Ledger Summary Report

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

Language: English

Report Request Parameters

Unit: UN001 Ledger: ACTUALS Currency Code: USD

Fiscal Year: 2008 To Period: 12 [Restore](#)

Sequence	ChartField Name	Include CF	Value
1	Account	<input checked="" type="checkbox"/>	
2	Operating Unit	<input type="checkbox"/>	
3	Fund Code	<input checked="" type="checkbox"/>	22290
4	Department	<input type="checkbox"/>	
5	Program Code	<input type="checkbox"/>	
6	Class Field	<input type="checkbox"/>	
7	Project	<input type="checkbox"/>	
8	Subsystem PC Bus Unit	<input type="checkbox"/>	
9	Subsystem Activity ID	<input type="checkbox"/>	
10	Subsystem Analysis Type	<input type="checkbox"/>	
11	Book Code	<input type="checkbox"/>	
12	Adjustment Type	<input type="checkbox"/>	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Unit will always be MISU1.

If Ledger does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.

Currency will always be USD.

Select the Fiscal Year desired.

In the To Period box, enter the period to which you would like to see data.

(July = Period 1; August = Period 2; September = Period 3; etc.)

Chartfield Selection:

The report criteria are identified below. The report can be requested in many different ways. If you would like to see the information differently, you can change any of the chartfield parameters.


Sequence: Identify the sequence you would like for your report to sort the returned values. If you are running a report for one fund, you may find the report easier to read if you select the sequence illustrated below:

- 1 = Account
- 2 = Fund/Program Code/Project
- 3 = Department (for appropriated funds)

General Ledger Summary Report

Include CF: Select the chartfields you wish to show on the report by checking the box in the “Include CF” column. These chartfields typically include Account, Fund Code, Department, Program Code, and Project. Please note: When running a report on an appropriated fund, it is necessary to enter search values for both fund and department.

Note: Running this report and searching by department only will summarize all funds by account. Activity for individual funds will not be broken out.

Clicking  will save these parameters for this Run Control ID for future use and sort your chartfields by the sequence you indicated. Using the parameters above, your revised screen will look like this:

Ledger Summary Report

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

Language: English

Report Request Parameters

Unit: Ledger: Currency Code:

Fiscal Year: To Period: [Restore](#)

ChartField Selection		Customize	Find	First	1-12 of 12	Last
Sequence	ChartField Name	Include CF	Value			
<input type="text" value="1"/>	Account	<input checked="" type="checkbox"/>	<input type="text"/>			
<input type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="text" value="22290"/>			
<input type="text"/>	Operating Unit	<input type="checkbox"/>	<input type="text"/>			
<input type="text"/>	Department	<input type="checkbox"/>	<input type="text"/>			
<input type="text"/>	Program Code	<input type="checkbox"/>	<input type="text"/>			
<input type="text"/>	Class Field	<input type="checkbox"/>	<input type="text"/>			
<input type="text"/>	Project	<input type="checkbox"/>	<input type="text"/>			
<input type="text"/>	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="text"/>			
<input type="text"/>	Subsystem Activity ID	<input type="checkbox"/>	<input type="text"/>			
<input type="text"/>	Subsystem Analysis Type	<input type="checkbox"/>	<input type="text"/>			
<input type="text"/>	Book Code	<input type="checkbox"/>	<input type="text"/>			
<input type="text"/>	Adjustment Type	<input type="checkbox"/>	<input type="text"/>			

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

After the parameters are selected, click [Run](#). Follow the steps in the “Running Reports in PeopleSoft” Tip Sheet to retrieve the requested report.

General Ledger Summary Report

Step 4: Reading a General Ledger Summary Report

Sample output is shown below. Note general ledger activity is summarized by account number. Journal line activity is indicated by journal ID for each account under the requested fund.

Report ID: GLS7003
Bus. Unit: UND01--University of North Dakota
Ledger: ACTUALS -- Actuals Ledger
For Fiscal Year 2008 Period 1 To 12
Currency Code USD

PeopleSoft GL
LEDGER SUMMARY

Page No. 1
Run Date 06/03/2008
Run Time 14:47:42

Account	Journal Date	Journal ID	Seq	Line	Account	Fund	Currency
105251	Cash - in BND						USD
	07/06/2007	APPAY96897		53	105251	22290	USD
	07/13/2007	APPAY01318		287			USD
	07/13/2007	PAY0499423		709			USD
	07/24/2007	MAILJUL07		463			USD
	07/27/2007	MAJUN07		143			USD
	07/31/2007	APPAY12526		293			USD
	07/31/2007	DUP0707		106			USD
	07/31/2007	PAY0511862		661			USD
	08/06/2007	APPAY15002		64			USD
	08/07/2007	APPAY15696		101			USD
	08/15/2007	APPAY19526		298			USD
	08/15/2007	PAY0517742		683			USD
	08/22/2007	APPAY22545		37			USD
	08/24/2007	MAILAUG07		472			USD
	08/27/2007	LD072507		102			USD
	08/30/2007	DUP0708		120			USD
	08/31/2007	APPAY26987		289			USD
	08/31/2007	JVCSH08072		462			USD
	08/31/2007	PAY0525944		666			USD
	09/04/2007	APPAY28028		101			USD
	09/05/2007	561955		3			USD
	09/05/2007	APPAY28604		74			USD
	09/14/2007	APPAY33209		298			USD
	09/14/2007	PAY0532108		637			USD
	09/18/2007	APPAY34772		42			USD
	09/20/2007	562908		55			USD
	09/20/2007	LD082507		217			USD
	09/26/2007	MAILSEPT07		482			USD
	09/27/2007	APPAY35126		107			USD
	09/28/2007	APPAY39792		299			USD
	09/28/2007	DUP0907		282			USD
	09/28/2007	PAY0538873		644			USD
	10/05/2007	APPAY43069		117			USD
	10/08/2007	561958		4			USD
	10/08/2007	APPAY43920		101			USD
	10/15/2007	APPAY47247		299			USD
	10/15/2007	LD092507		216			USD
	10/15/2007	PAY0545879		630			USD
	10/24/2007	MAILOCT07		493			USD
	10/30/2007	DUP1007		266			USD
	10/30/2007	SW102207		80			USD

In the Cash Account:
Debits increase cash
while Credits decrease
cash.

Debit	Credit	Balance
0.00	85.00	
0.00	6,982.78	
0.00	7,316.78	
0.00	32.45	
0.00	157.07	
0.00	7,423.95	
0.00	104.77	
0.00	7,659.60	
2,565.92	0.00	
0.00	450.64	
0.00	7,542.60	
0.00	7,990.14	
0.00	75.00	
0.00	47.11	
0.00	22.72	
0.00	170.75	
0.00	7,460.82	
0.00	90.92	
0.00	7,755.71	
0.00	2,456.42	
0.00	163.89	
0.00	130.00	
0.00	7,432.56	
0.00	7,612.31	
0.00	620.00	
201,977.00	0.00	
0.00	40.73	
0.00	22.51	
0.00	320.11	
0.00	7,404.19	
0.00	157.38	
0.00	7,438.70	
1,261.00	0.00	
0.00	70.50	
0.00	55.96	
0.00	7,401.13	
0.00	19.28	
0.00	7,385.56	
0.00	4.83	
0.00	95.25	
0.00	110.00	

Account & Description

Journal Date & ID

Another Sample Report on a Local Fund:

Report ID: GLS7003
Bus. Unit: UND01--University of North Dakota
Ledger: ACTUALS -- Actuals Ledger
For Fiscal Year 2008 Period 1 To 12
Currency Code USD

PeopleSoft GL
LEDGER SUMMARY

Page No. 22
Run Date 06/01/2008
Run Time 12:31:13

Account	Journal Date	Journal ID	Seq	Line	Account	Fund	Currency
	10/05/2007	AP00543068		438			USD
	10/08/2007	AP00543918		398			USD
	11/07/2007	AP00558139		501			USD
	12/02/2007	AP00568051		514			USD
	01/02/2008	AP00581353		264			USD
	01/07/2008	AP00582723		405			USD
	01/08/2008	AP00583394		262			USD
	02/07/2008	AP00597439		337			USD
	02/08/2008	AP00598100		409			USD
532105	Purchasing Cards						USD
	05/05/2008	AP00639248		645	536015	22290	USD
	05/06/2008	AP00639935		488			USD
536015	Office Supplies						USD
	07/24/2007	MAILJUL07		144	541030	22290	USD
	08/24/2007	MAILAUG07		145			USD
	09/26/2007	MAILSEPT07		151			USD
	10/24/2007	MAILOCT07		157			USD
	11/27/2007	MAILNOV07		156			USD
	12/21/2007	MAILDEC07		152			USD
	01/29/2008	MAILJAN08		154			USD

Expenditure Accounts:
Debits decrease
Credits increase

Debit	Credit	Balance
0.00	1,261.00	
55.96	0.00	
920.21	0.00	
1,444.94	0.00	
280.05	0.00	
0.00	81.28	
0.00	519.89	
496.81	0.00	
0.00	89.20	

Expenditure Account

Beginning & Ending
Balance in this Account

Beginning Balance:	0.00
Total Activity:	1,678.56
Ending Balance:	1,678.56

Beginning Balance:	0.00
Total Activity:	311.50
Ending Balance:	311.50

Thank you to UND for sharing their training document.