

***Running General Ledger
GWU Account Detail Report
[GL-329]***

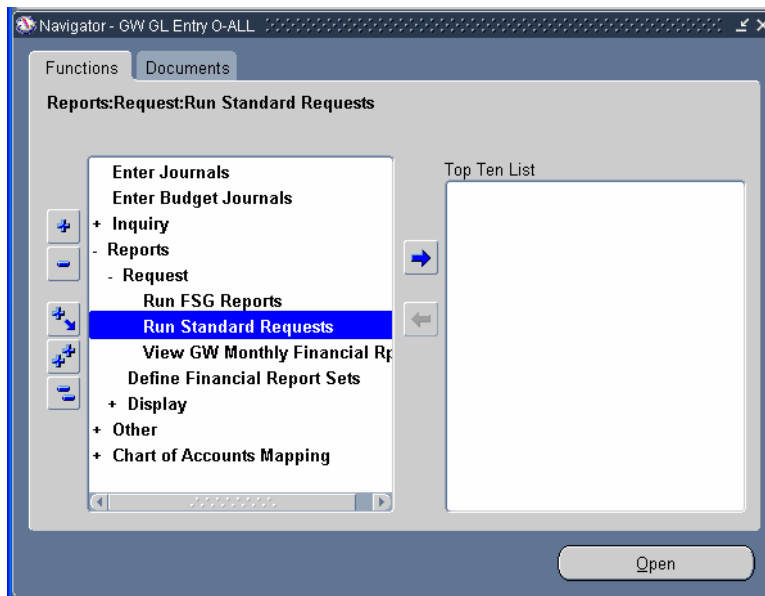
Running General Ledger GWU Account Detail Report [GL-329]

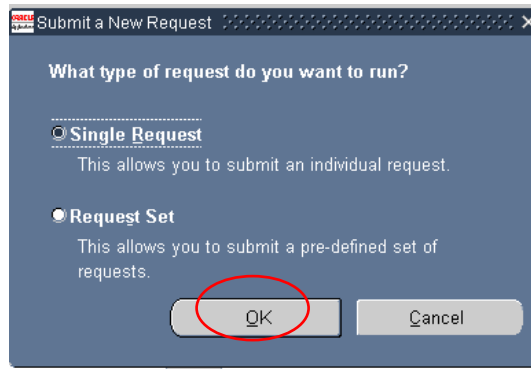
The GWU Account Detail Report [GL-329] allows users to retrieve detail transaction information for analysis. The following selection criteria can be applied to the report to retrieve the desired data:

- ranges of selected account code combinations
- ranges of accounting periods (such as for a fiscal year, quarter, multiple years, etc.)
- any balance type (actual, budget, or encumbrance)
- choose to show detail Payables data (vendor name, invoice number, purchase order number, and invoice description) or the summarized GL transaction
- show preparer and approvers data for manual journals (created by name, preparer department name, preparer e-mail, preparer telephone, department approver, Comptroller or Budget Office approver, and posted by) or not

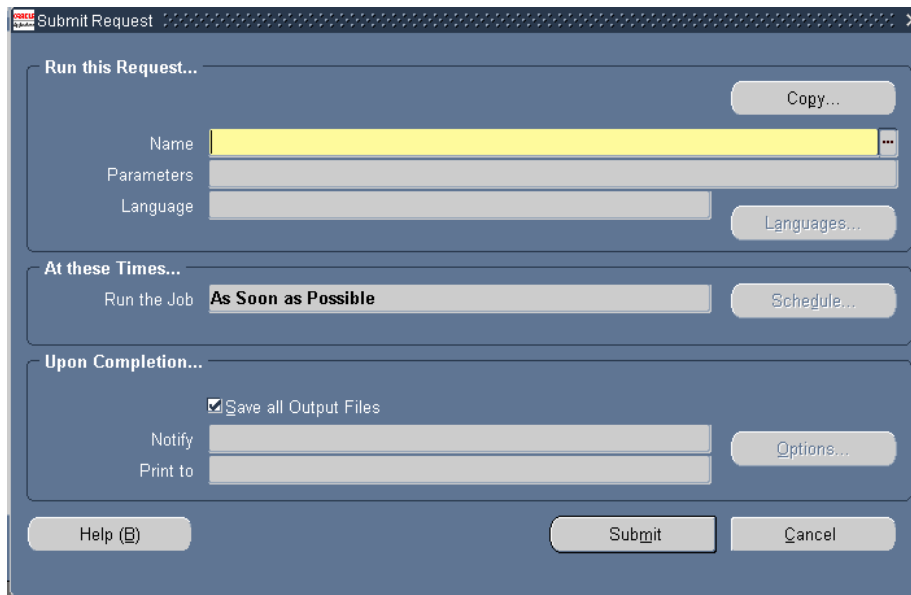
The output of this report is a comma-delimited file (also known as a comma-separated-value or CSV file), which can be imported into Excel where the user can sort and format the data.

1. Select your GL responsibility.
2. Navigate to the Submit Request form by selecting
Reports > Requests > Run Standard Requests





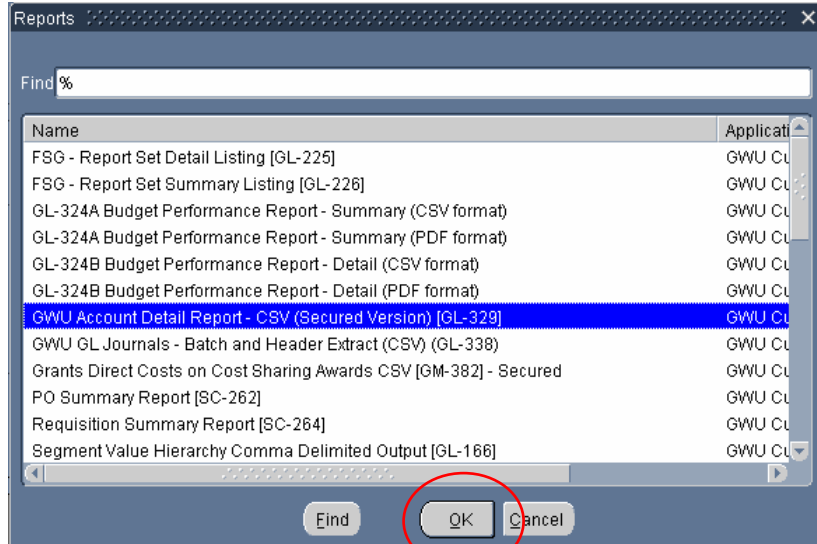


3. Select **Single Request** (default) and click the **OK** button.



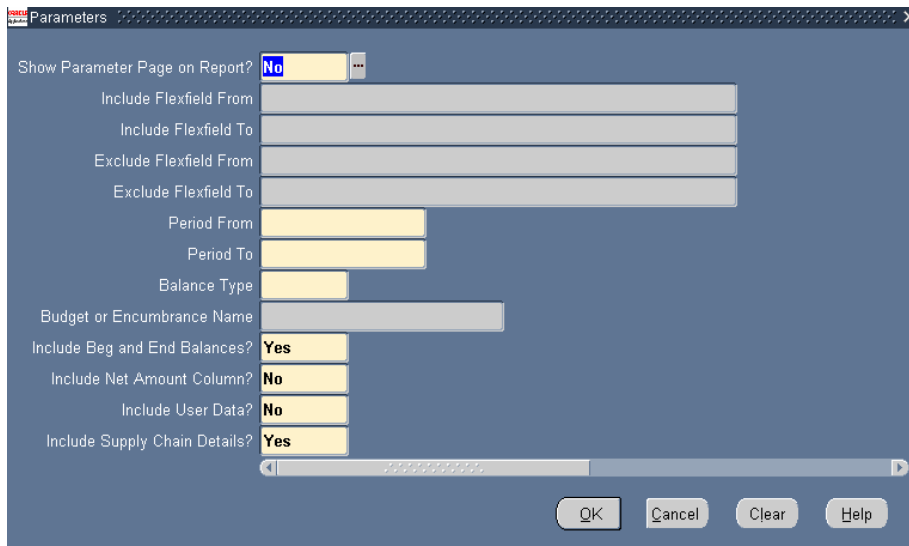
4. Place the cursor in the **Request Name** field and use the list of values to select the report.

 The list of values can be accessed by clicking on the  button or by pressing [Ctrl] + [L] keys.



- Select one of the GL-329 reports:
 GWU Account Detail Report – CSV Secured Version [GL-329],
 GWU Account Detail Report – CSV Unsecured Version [GL-329], or
 GWU Account Detail Report (database extract version) [GL-329],

- Click the **OK** button.



7. Populate the parameter fields as follows:

- **Show Parameter Page on Report?:** If set to 'Yes' this parameter will display the parameters selected on the report output; if set to 'No' the parameters are not displayed; the default is set to 'No'
- **Include Flexfield From:** provide the low value for your desired range of Accounting Flexfields to be included in the report.
- **Include Flexfield To:** provide the high value for your desired range of Accounting Flexfields to be included in the report.
- **Exclude Flexfield From:** provide the low value for your desired range of Accounting Flexfields to be excluded from the report.
- **Exclude Flexfield To:** provide the high value for your desired range of Accounting Flexfields to be excluded from the report.
- The exclude range skips the values in the include range.
For example: Include From...To: 100001...100005
Exclude From...To: 100002...100003
Would result in including only 100001, 100004, and 100005
- **Period From:** provide the low value for your desired range of Periods
- **Period To:** provide the high value for your desired range of Periods
- **Balance Type:** select the desired balance type from the list of values (Actual, Budget, or Encumbrance)
- **Budget or Encumbrance Name:** select the desired Budget or Encumbrance Name for the chosen Balance Type from the list of values.
- **Include Beg and End Balances?:** If set to 'Yes' allows the display of beginning and ending balance columns for the accounts selected for the range of period(s); if set to 'No' these columns are not displayed; the default is set to 'Yes'
- **Include Net Amount Column?:** If set to 'Yes' this parameter will display the "Net Amount Column" which is net of the debit and credit columns; if set to 'No' these columns are not displayed; the default is set to 'No'
- **Include User Data?:** If set to 'Yes' this parameter will display the "Created By", "Preparer Dept. Name", "Preparer E-mail", "Preparer Telephone", "Dept. Approver", "Compt/Bgt Approver", "Posted By", "CC (Credit Card) Merchant Number", and "CC (Credit Card) Batch Transmittal Date" columns; if set to 'No' these columns are not displayed; the default is set to 'No'
- **Include Supply Chain Details?:** If set to 'Yes' this parameter will display the "SC Reference Number", "Vendor Name", "Invoice Number", "PO Number", and "Invoice Description" columns; if set to 'No' these columns are not displayed; the default is set to 'Yes'

8. A sample parameter page would look like this:

The Parameters dialog box contains the following fields and options:

- Show Parameter Page on Report? **No**
- Include Flexfield From: **..600108.C100001.....**
- Include Flexfield To: **..600108.C100001.....**
- Exclude Flexfield From: (empty)
- Exclude Flexfield To: (empty)
- Period From: **Jul-04**
- Period To: **Dec-04**
- Balance Type: **B** Budget
- Budget or Encumbrance Name: **FY05 APPROVED**
- Include Beg and End Balances? **No**
- Include Net Amount Column? **Yes**
- Include User Data? **No**
- Include Supply Chain Details? **No**

Buttons at the bottom: **OK** (circled in red), Cancel, Clear, Help.

9. Click the **OK** button.

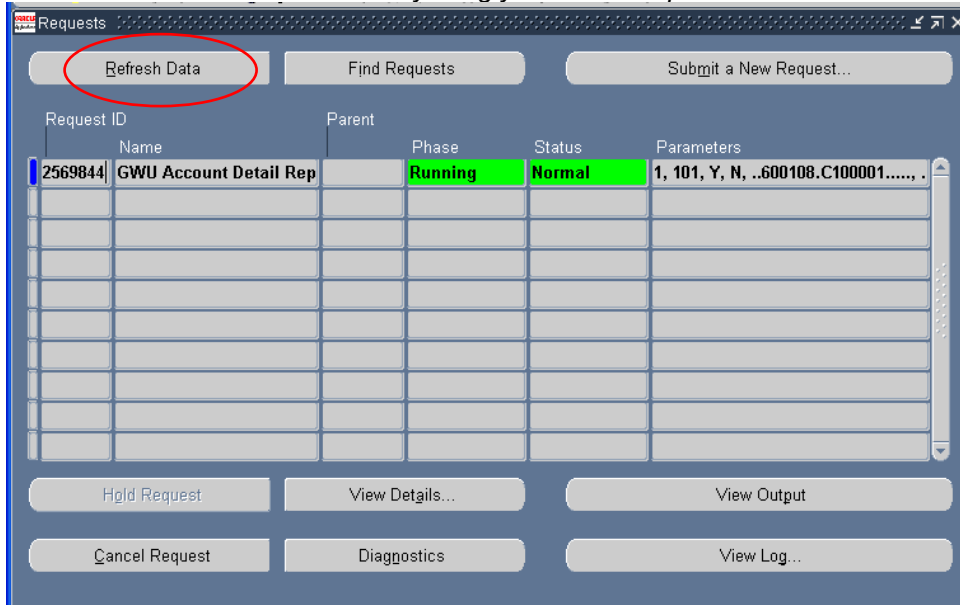
The Submit Request dialog box contains the following sections and fields:

- Run this Request...**
 - Name: **GWU Account Detail Report - CSV (Secured Version) [GL-329]**
 - Parameters: **No.\.600108\C100001\.....\600108\C100001\.....Jul-04-Dec-04.B.FY05 APPRC**
 - Language: **American English**
- At these Times...**
 - Run the Job: **As Soon as Possible**
- Upon Completion...**
 - Save all Output Files
 - Notify: (empty)
 - Print to: **noprint**

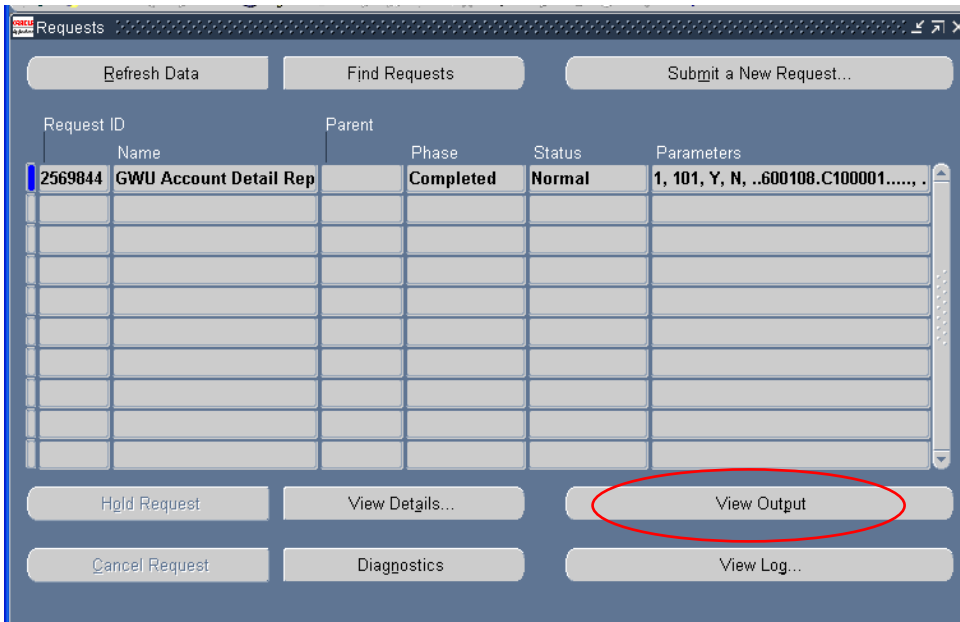
Buttons at the bottom: Help (B), **Submit** (circled in red), Cancel.

10. Submit the request by clicking the **Submit** button on the Submit Request form.

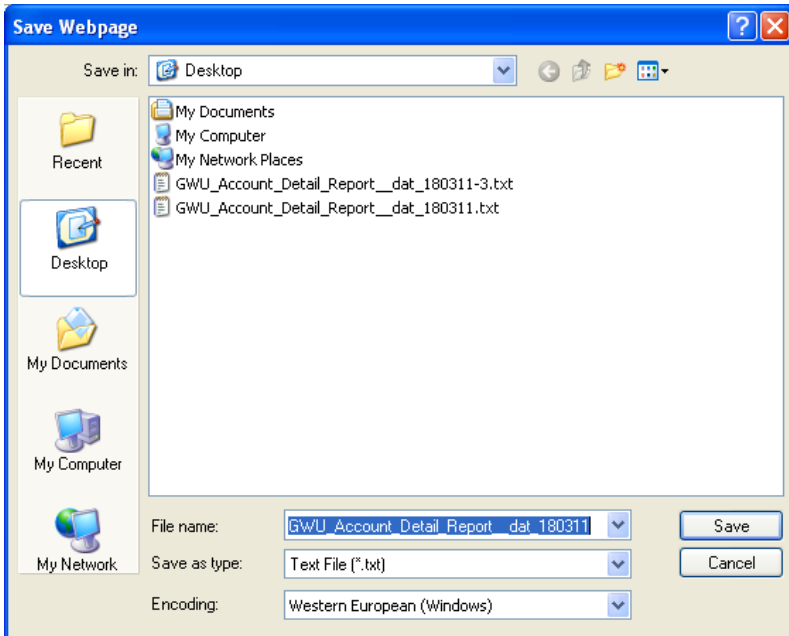
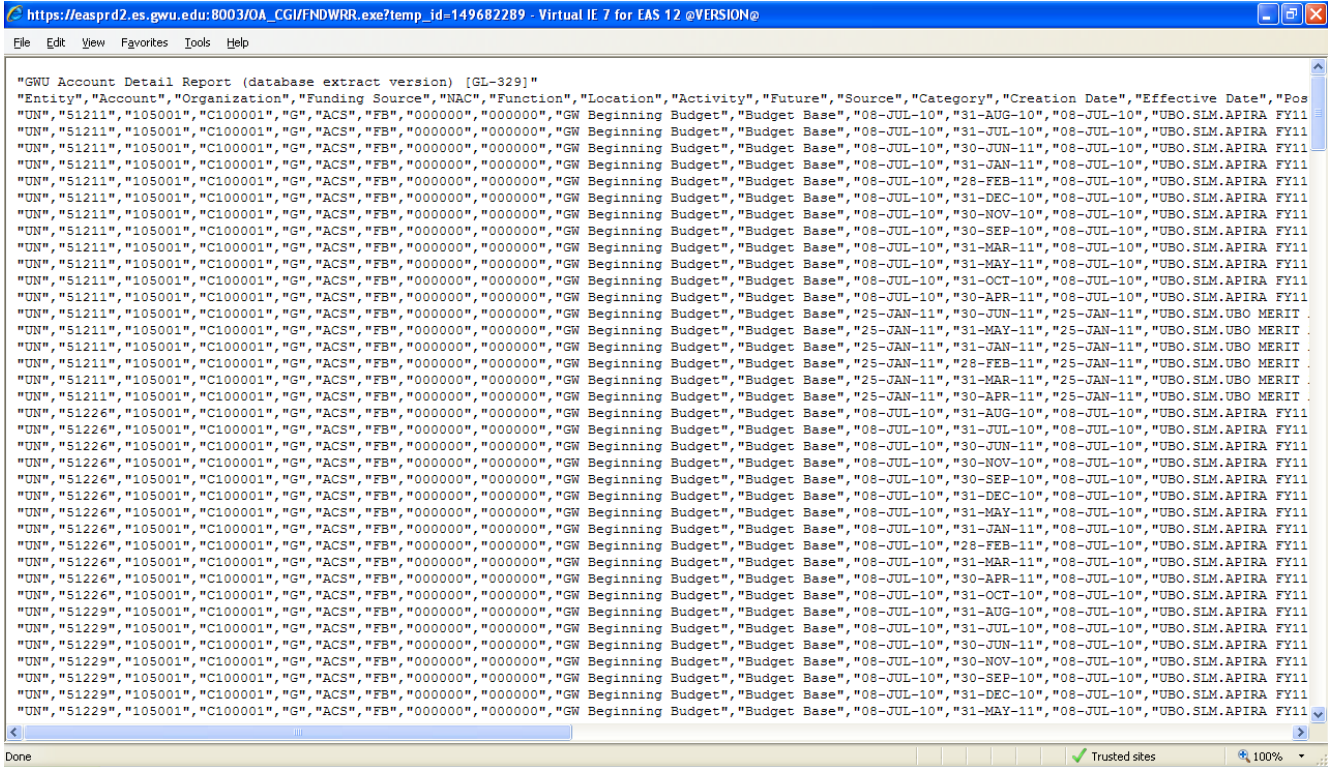
This will automatically bring you to the Requests form:



11. Click the **Refresh Data** button to update the Phase and Status periodically.

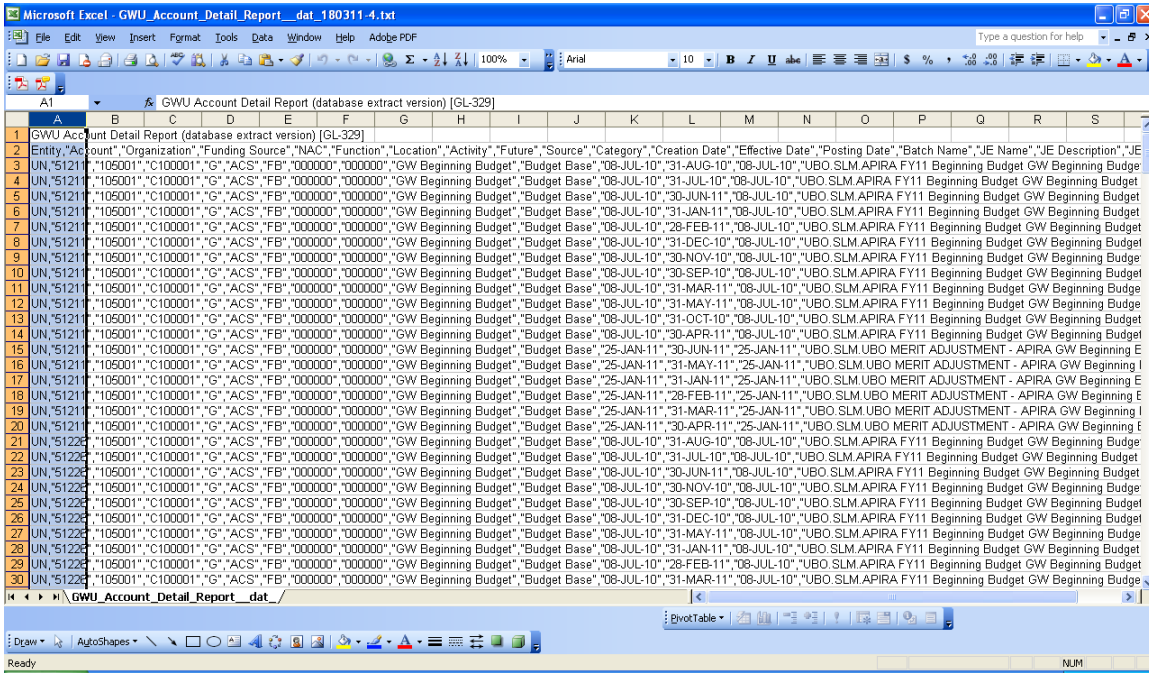


- The output that is generated will look like the following. Go to “File” and “Save as.” Place on desktop.

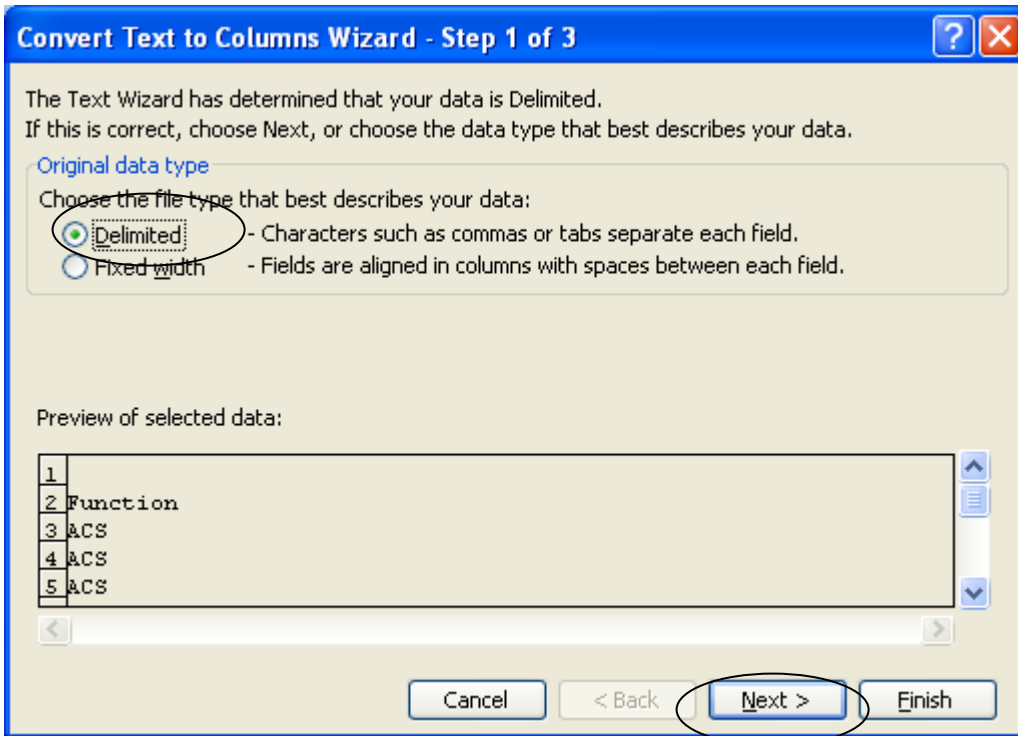


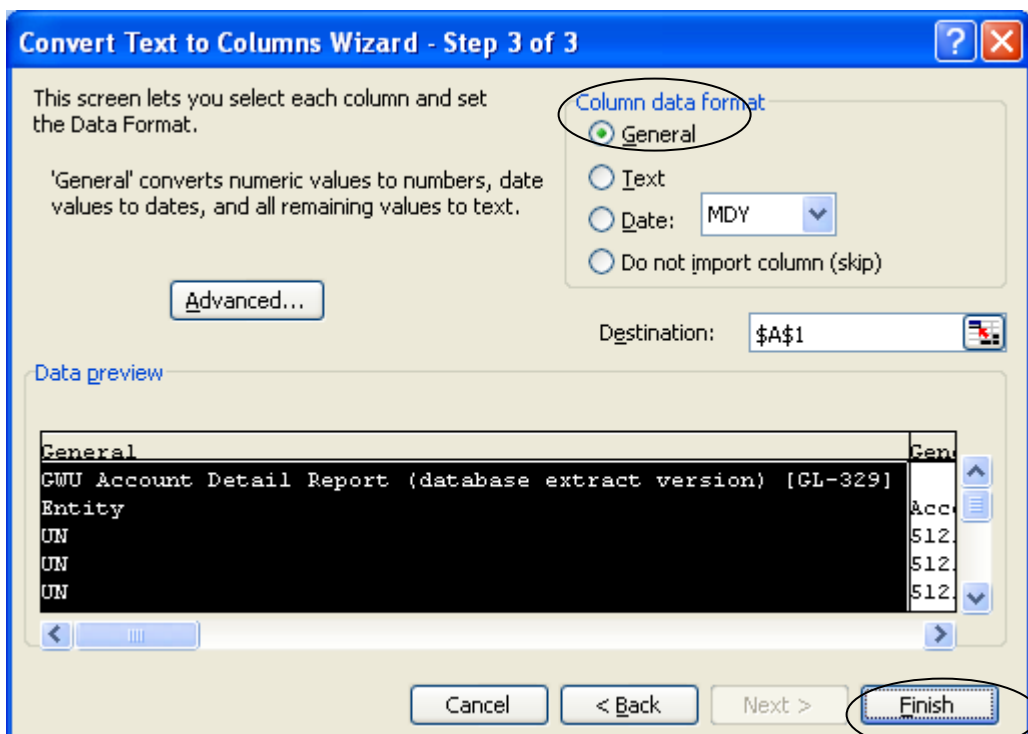
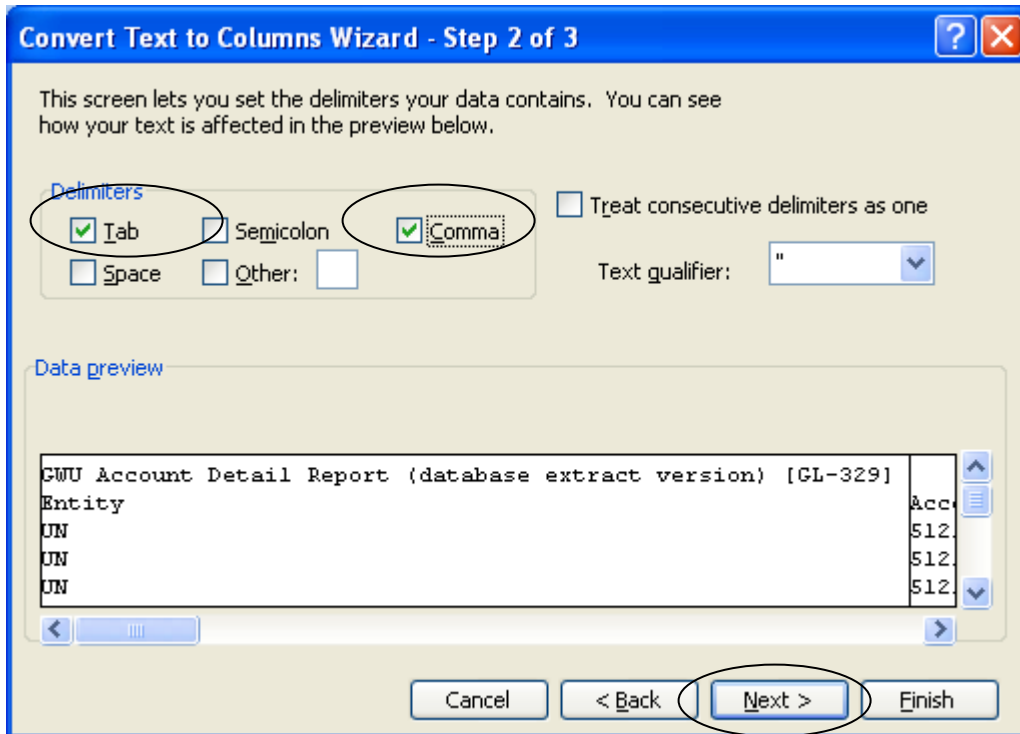
- Once saved on desktop, place cursor on file, right click to “Open With >>> Excel.”

- Below is what appears in Excel when you open the file
- Highlight Column A



- Go to “Data” >> “Text to Columns”





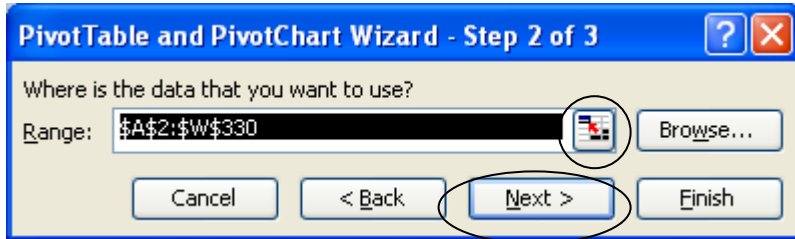
- After pressing “Finish” above, your Excel data will be formatted like below.
- Next, highlight all column headers and all data below (i.e., the entire data set excluding row 1)

Entity	Account	Organization	Funding	SINAC	Function	Location	Activity	Future	Source	Category	Creation	Effective	Posting	Batch	Name	JE Name	JE Descr	JE Line	JE Line Desc
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Aug-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	2	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Jul-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	2	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	30-Jun-11	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	2	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Jan-11	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	3	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	28-Feb-11	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	3	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Dec-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	3	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	30-Nov-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	3	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	30-Sep-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	3	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Mar-11	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	3	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	#####	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	3	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Oct-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	3	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	30-Apr-11	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	3	APIRA FY Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	25-Jan-11	30-Jun-11	25-Jan-11	UBO	UBO.SLM	UBO.SLM	UBO.SLM	2	UBO MER Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	25-Jan-11	#####	25-Jan-11	UBO	UBO.SLM	UBO.SLM	UBO.SLM	2	UBO MER Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	25-Jan-11	31-Jan-11	25-Jan-11	UBO	UBO.SLM	UBO.SLM	UBO.SLM	2	UBO MER Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	25-Jan-11	28-Feb-11	25-Jan-11	UBO	UBO.SLM	UBO.SLM	UBO.SLM	2	UBO MER Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	25-Jan-11	31-Mar-11	25-Jan-11	UBO	UBO.SLM	UBO.SLM	UBO.SLM	2	UBO MER Bu
UN	51211	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	25-Jan-11	30-Apr-11	25-Jan-11	UBO	UBO.SLM	UBO.SLM	UBO.SLM	2	UBO MER Bu
UN	51226	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Aug-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	5	APIRA FY Bu
UN	51226	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Jul-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	5	APIRA FY Bu
UN	51226	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	30-Jun-11	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	5	APIRA FY Bu
UN	51226	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	30-Nov-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	7	APIRA FY Bu
UN	51226	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	30-Sep-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	7	APIRA FY Bu
UN	51226	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Dec-10	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	7	APIRA FY Bu
UN	51226	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	#####	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	7	APIRA FY Bu
UN	51226	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Jan-11	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	7	APIRA FY Bu
UN	51226	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	28-Feb-11	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	7	APIRA FY Bu
UN	51226	105001	C100001	G	ACS	FB		0	0	GW Begin Budget Ba	8-Jul-10	31-Mar-11	8-Jul-10	UBO	UBO.SLM	UBO.SLM	UBO.SLM	7	APIRA FY Bu

- Go to “Data” >> “Pivot Table and Pivot Table Chart.” The following box will appear.



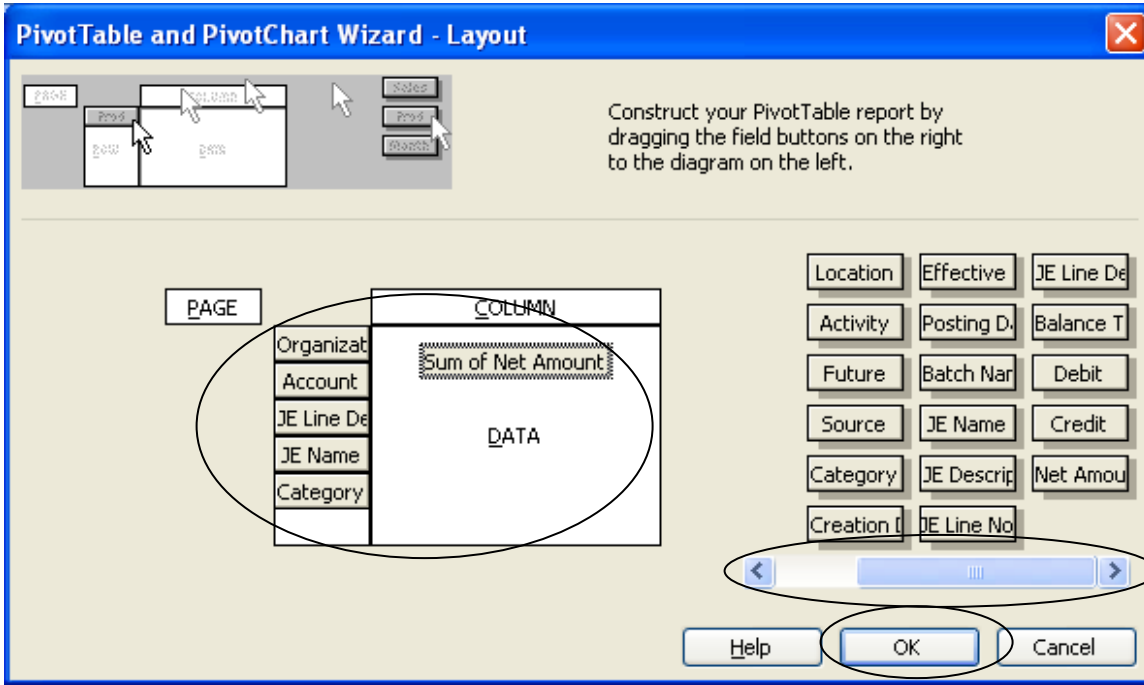
- Click on the square box below and highlight the range of your data (including column headers)
- Then press “Next.”



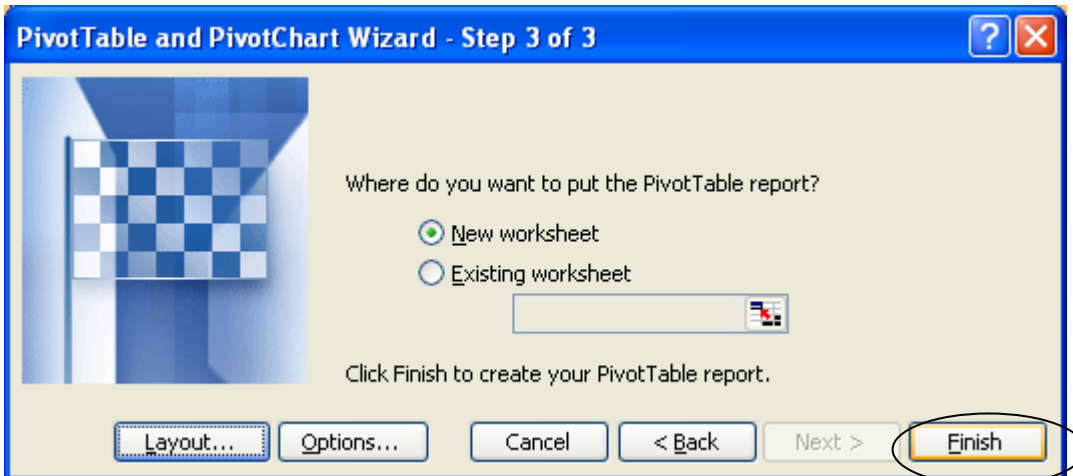
- On the next box, press “Layout.”



- Drag and drop the following rectangular boxes (i.e., the column header names from your data set) into the areas on the left below. (Scroll if necessary to see all column headers.)
- Press “OK.”



- Ensure “New worksheet” is selected, then press “Finish”



- Your output will appear similar to below.

Microsoft Excel - GWU_Account_Detail_Report__dat_180311-4.txt

File Edit View Insert Format Tools Data Window Help Adobe PDF

100% Arial 10 B I U abc

G9

	A	B	C	D	E	F
1						
2						
3						
4	Organization	Account	JE Line Description	JE Name	Category	Total
5	105001	51211	APIRA FY11 Beginning Budget	UBO.SLM.APIRA FY11 Beginn Budget Base USD 1497	Budget Base	256,567
6				UBO.SLM.APIRA FY11 Beginn Budget Base USD 1497 Total		256,567
7			APIRA FY11 Beginning Budget Total			256,567
8			UBO MERIT ADJUSTMENT - APIRA	UBO.SLM.UBO MERIT ADJUSTM Budget Base USD 1497	Budget Base	3,779
9				UBO.SLM.UBO MERIT ADJUSTM Budget Base USD 1497 Total		3,779
10			UBO MERIT ADJUSTMENT - APIRA Total			3,779
11			51211 Total			260,346
12		51226	APIRA FY11 Beginning Budget	UBO.SLM.APIRA FY11 Beginn Budget Base USD 1497	Budget Base	45,000
13				UBO.SLM.APIRA FY11 Beginn Budget Base USD 1497 Total		45,000
14			APIRA FY11 Beginning Budget Total			45,000
15			51226 Total			45,000
16		51229	APIRA FY11 Beginning Budget	UBO.SLM.APIRA FY11 Beginn Budget Base USD 1497	Budget Base	8,500
17				UBO.SLM.APIRA FY11 Beginn Budget Base USD 1497 Total		8,500
18			APIRA FY11 Beginning Budget Total			8,500
19			51229 Total			8,500
20		51401	APIRA FY11 Beginning Budget	UBO.SLM.APIRA FY11 Beginn Budget Base USD 1497	Budget Base	-
21				UBO.SLM.APIRA FY11 Beginn Budget Base USD 1497 Total		-
22			APIRA FY11 Beginning Budget Total			-
23			UBO MERIT ADJUSTMENT - APIRA	UBO.SLM.UBO MERIT ADJUSTM Budget Base USD 1497	Budget Base	-
24				UBO.SLM.UBO MERIT ADJUSTM Budget Base USD 1497 Total		-
25			UBO MERIT ADJUSTMENT - APIRA Total			-
26			51401 Total			-
27		51802	APIRA FY11 Beginning Budget	UBO.SLM.APIRA FY11 Beginn Budget Base USD 1497	Budget Base	-
28				UBO.SLM.APIRA FY11 Beginn Budget Base USD 1497 Total		-
29			APIRA FY11 Beginning Budget Total			-
30			UBO MERIT ADJUSTMENT - APIRA	UBO.SLM.UBO MERIT ADJUSTM Budget Base USD 1497	Budget Base	-

Sheet1 GWU_Account_Detail_Report__dat_ /

PivotTable

Draw AutoShapes

Ready