

## QUICK REFERENCE GUIDE

November 1, 2019

### Run the Journal Entry Detail Report

In this guide, you will learn how to run the Journal Entry Report. You can display information for a specific journal or multiple journals within a Ledger for a specific date or date range. You can limit your inquiry to a specific module or agency, and journal status. You can also limit the data by selecting specific ChartFields and ChartField values.

Steps to complete:

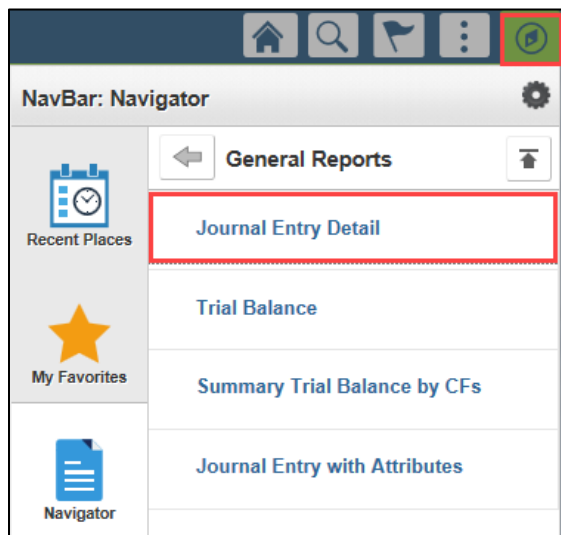
- Step 1: Enter the Report Criteria
- Step 2: Run the Report and Select the Output Option
- Step 3: View the Report

#### Step 1: Enter the Report Criteria

Begin by navigating to the report parameter page.

1. Navigate to the *Journal Entry Detail* page using the Instructions below.

| Navigation Options | Navigation Path   |
|--------------------|---|
| NavBar Navigator   | Green NavBar icon in Header, Navigator, SWIFT, General Ledger, General Reports, Journal Entry Detail. |



2. Search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*.

### Journal Entry Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Run Control ID begins with

Case Sensitive

[Basic Search](#)

- If necessary, click on a Run Control ID in the **Search Results**. The *Journal Entry Detail Report* page displays.

### Journal Entry Detail Report

Run Control ID JOURNAL\_DETAIL [Report Manager](#) [Process Monitor](#)

Language English

**Report Request Parameters**

Unit

Ledger Group

Ledger

Source

From Date

To Date

Journal Status

Date Code

Show Description on Report
  Show Statistics Amount
  Display Full Numeric Field

**ChartField Selection**

1-1 of 1

| Sequence             | ChartField Name | Include CF               | Descr                    |
|----------------------|-----------------|--------------------------|--------------------------|
| <input type="text"/> |                 | <input type="checkbox"/> | <input type="checkbox"/> |

4. Enter your criteria in the **Report Request Parameters** section as described below. The fields preceded by an \* (asterisk) are required.

| Field Name                        | Field Description  |
|-----------------------------------|--|
| <b>*Unit</b>                      | Select the <i>Business Unit</i> "MN001", if necessary. This is the only <i>Business Unit</i> used for the General Ledger.  |
| <b>*Ledger Group</b>              | Accept the default "ACTUALS". You should only change this field if you have specific knowledge regarding why you are using a different ledger.   |
| <b>*Ledger</b>                    | Accept the default "ACTUALS". You should only change this field if you have specific knowledge regarding why you are using a different ledger.   |
| <b>Source</b>                     | To limit your report to a specific <i>Source</i> such as a specific module or agency, click on the <b>Lookup</b> and select a <i>Source</i> .  |
| <b>From Date and To Date</b>      | Enter a <i>From Date</i> and <i>To Date</i> to limit your report to journals created on a specific date or a date range.   |
| <b>Journal Status</b>             | To limit the report to a specific <i>Journal Status</i> , click on the <b>Lookup</b> icon and make a selection. Options include:<br>-- Journal Has Errors<br>-- No Status – Needs to be Edited<br>-- Posted (by journal dates)<br>-- Posted (by posting dates)<br>-- Unposted (State of Minnesota does not use)<br>-- Valid Journal – Edits Complete |
| <b>Show Description on Report</b> | Click on the <i>Show Description on Report</i> checkbox to include the journal description on the report.  |
| <b>Show Statistics Amount</b>     | This option would only be used if the journal entry is for Statistical Accounts and is used in the NONPAID ledger.   |
| <b>Display Full Numeric Field</b> | Click on this checkbox to display the full numeric value if it is larger than the report column size. The number wraps.  |

**Journal Entry Detail Report**

Run Control ID: JOURNAL\_DETAIL      Report Manager    Process Monitor    **Run**

Language: English

**Report Request Parameters**

Unit: MN001    Ledger Group: ACTUALS    Ledger: ACTUALS

Source: R32    Journal ID:    To Date: 07/30/2017

From Date: 06/01/2017    Date Code: All

Journal Status:     Show Description on Report     Show Statistics Amount     Display Full Numeric Field

**Refresh**

**ChartField Selection**

| Sequence | ChartField Name         | Include CF               | Descr                    |
|----------|-------------------------|--------------------------|--------------------------|
| 1        | Fund Code               | <input type="checkbox"/> | <input type="checkbox"/> |
| 2        | Financial Department ID | <input type="checkbox"/> | <input type="checkbox"/> |
| 3        | Appropriation ID (CF3)  | <input type="checkbox"/> | <input type="checkbox"/> |

- Click on the **Refresh** button to enable entries in the **ChartField Selection** section. In this section, you will be able to select which ChartFields, ChartField Descriptions, and Values to include in the report, along with the order (sequence) of the ChartFields, and which ChartFields to subtotal.

**ChartField Selection**

| Sequence | ChartField Name         | Include CF                          | Descr                    |
|----------|-------------------------|-------------------------------------|--------------------------|
| 1        | Fund Code               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2        | Financial Department ID | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3        | Appropriation ID (CF3)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4        | Account                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5        | Sub Account (Class)     | <input type="checkbox"/>            | <input type="checkbox"/> |

6. Enter your criteria in the **ChartField Selection** section as described below.

| Field Name                            | Field Description  |
|---------------------------------------|--|
| <b>Sequence</b>                       | The Sequence numbers are automatically supplied but you can change these. The sequence number controls the order of the ChartFields on the report. |
| <b>ChartField Name (display only)</b> | ChartFields that you are able to include in the report are displayed in the <b>ChartField Name</b> column.   |
| <b>Include CF</b>                     | Click on the <i>Include CF</i> checkbox for each ChartField that you want to include in the report.  |
| <b>Descr</b>                          | Click on the <i>Descr</i> checkbox if you want to include the description of the ChartField name on the report as well as the code.                |

## Step 2: Run the Report and Select the Output Option

After entering your report criteria, you'll run and view the report as you would normally.

1. Click on the **Run** button. The *Process Scheduler Request* page displays.
2. Accept the default selection in the **Process List** section.
3. Select the **Format** you want for the report results. Typically, you'll want to accept the default "PDF" option to view a hardcopy of the report or change the format to "CSV" to view the data in Microsoft Excel. In this example, we have selected the PDF option.

**Process Scheduler Request**

User ID 00468997 Run Control ID JOURNAL\_DETAIL

Server Name [dropdown] Run Date 10/19/2018 [calendar icon]

Recurrence [dropdown] Run Time 2:44:35PM [button: Reset to Current Date/Time]

Time Zone [input with search icon]

**Process List**

| Select                              | Description                 | Process Name | Process Type | *Type          | *Format        | Distribution |
|-------------------------------------|-----------------------------|--------------|--------------|----------------|----------------|--------------|
| <input checked="" type="checkbox"/> | Journal Entry Detail Report | FIN2001      | SQR Report   | Web [dropdown] | PDF [dropdown] | Distribution |

[button: OK] [button: Cancel]

4. Click on the **OK** button to return to the *Journal Entry Detail Report* page. Note that the Process Instance number now appears below the **Run** button.
5. Click on *Process Monitor* link and monitor the progress of the job with Process Name "FIN2001". You can click on the **Refresh** button to refresh the process information. The job is successful when the *Run Status* equals "Success" and the *Distribution Status* equals "Posted".

## Step 3: View the Report

After the report has run successfully, you can view the report.

1. From the *Process List* page, click on the **Details** link for the process that you ran. The *Process Detail* page displays.

Process List

View Process Request For

User ID: 00468997, Type: [Dropdown], Last: [Dropdown], 1 Minutes, Refresh

Server: [Dropdown], Name: [Search], Instance From: [Dropdown], Instance To: [Dropdown]

Run Status: [Dropdown], Distribution Status: [Dropdown], Save On Refresh:

Process List

| Select                   | Instance | Seq. | Process Type | Process Name | User     | Run Date/Time            | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|----------|--------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 25821825 |      | SQR Report   | FIN2001      | 00468997 | 10/19/2018 2:44:35PM CDT | Success    | Posted              | Details |

Go back to Journal Entry Detail

Save Notify

2. Click on the **View Log/Trace** link.
3. Click on the link ending with the output indication that you selected; for example, CSV or PDF.

View Log/Trace

Report

Report ID: 23531846, Process Instance: 25821825, Message Log

Name: FIN2001, Process Type: SQR Report

Run Status: Success

Journal Entry Detail Report

Distribution Details

Distribution Node: fmsap, Expiration Date: 10/26/2018

File List

| Name                     | File Size (bytes) | Datetime Created                |
|--------------------------|-------------------|---------------------------------|
| SQR_FIN2001_25821825.log | 2,242             | 10/19/2018 2:46:23.909980PM CDT |
| fin2001_25821825.PDF     | 7,607             | 10/19/2018 2:46:23.909980PM CDT |
| fin2001_25821825.out     | 124               | 10/19/2018 2:46:23.909980PM CDT |

Distribute To

Distribution ID Type: -Distribution ID

User: 00468997

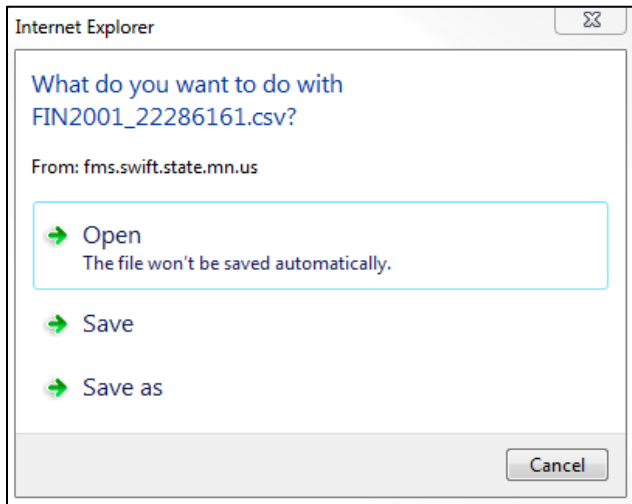
Return

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- If the PDF format is selected, the PDF file displays in a new window as shown below.

| PeopleSoft Financials   |                                |                  |                |                    |  |
|---|--------------------------------|------------------|----------------|--------------------|--|
| JOURNAL ENTRY DETAIL REPORT   |                                |                  |                |                    |  |
| Report ID: FIN2001  |                                |                  |                |                    | Page No. 1                                 |
| Bus. Unit: MN001--State of Minnesota  |                                |                  |                |                    | Run Date 10/19/2018                        |
| Ledger Grp: ACTUALS --MN Actuals Ledger Group   |                                |                  |                |                    | Run Time 14:46:09                          |
| Ledger: ACTUALS --MN Actuals Ledger   |                                |                  |                |                    |  |
| For the period 06/01/2017 through 07/30/2017  |                                |                  |                |                    |  |
| Source: R32 Journal ID: ALL Status: ALL Date Code ALL   |                                |                  |                |                    |  |
| <u>Line</u>   | <u>Description</u>             | <u>Reference</u> |                |                    |  |
| <u>Fund</u>   | <u>Pin DeptID</u>              | <u>AppropID</u>  | <u>Account</u> | <u>Entry Event</u> | <u>Currency</u> <u>Debit</u> <u>Credit</u> |
| Journal ID: 0003551566 Journal Date: 06/29/2017 Source: R32--Pollution Control Agency Reversal: N--None |                                |                  |                |                    |  |
| Status: P--Posted Posted Date: 06/29/2017   |                                |                  |                |                    |  |
| Description Update the General Ledger for Capitalized Interest - FY18                                   |                                |                  |                |                    |  |
| 1   | Loan Interest Rec-Capitalized  |                  |                |                    |  |
| \$200   | R3210000                       | R32W101          | 140008         |                    |  |
|   |                                |                  |                | USD                | 135,151.53 0.00                            |
| 2   | Contra Asset Capitalized Inter |                  |                |                    |  |
| \$200   | R3210000                       | R32W101          | 140999         |                    |  |
|   |                                |                  |                | USD                | 0.00 135,151.53                            |
|   |                                |                  |                | Total USD          | 135,151.53 135,151.53                      |

- If you selected CSV, a message will display asking if you want to open or save the file.



- In the example below, we have opened a CSV formatted file in Excel.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Excel window: fin2001\_25821826.csv [Read-Only] - Excel

Anderson-Moser, Brenda (MMB)

| Line | Account  | Debit | Credit | Amount           |
|------|--|-------|--------|------------------|
| 14   | 1 Loan Interest Rec-Capitalized                              |       |        |                  |
| 15   | 8200 R3210000 R32W101  |       |        | 140008           |
| 16   | USD #####  |       |        | 0                |
| 17   | 2 Contra Asset Capitalized Inter                             |       |        |                  |
| 18   | 8200 R3210000 R32W101  |       |        | 140999           |
| 19   | USD  |       |        | 0 135,151.53     |
| 20   | Total USD  |       |        | ##### 135,151.53 |
| 22   | Journal   3551575 Journal De 6/29/2017 Source: R32           |       |        |                  |
| 23   | Status: P -- Posted Posted Date 6/29/2017                    |       |        |                  |
| 24   | Descripti Actual Bad Debt Expense for actual write-offs FY17 |       |        |                  |
| 26   | 1 Bad Debt Expense   |       |        |                  |
| 27   | 2800 R3210000 R32A104  |       |        | 491001           |
| 28   | USD  |       |        | 7,660.98         |
| 29   | 2 Loan Balance Forward                                       |       |        |                  |
| 30   | 2800 R3210000 R32A104  |       |        | 140009           |

fin2001\_25821826

READY 80%