Core-

Running Journal Entry Detail Report

Users can run many General Ledger Reports in Core-CT 9.1 in XML format as well as Crystal format. XML reports cannot be viewed from the **View Log/Trace** page. They must be viewed from the **Report Manager**.

In this example, a user runs the XML version of the Journal Entry Detail report.

Procedure

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries



Step	Action
1.	Click the Find an Existing Value tab.
	Q Find an Existing Value

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Create/Update Journal Entries				
		New Win	dow	Help
Add a New Value	ind an Existing Value			
*Business Unit AESM1 Q				
*Journal ID NEXT				
*Journal Date 10/03/2024				
Add				

Step	Action
2.	Click the Clear button.
3.	Enter STATE into the Business Unit field.
4.	Enter 0000488377 into the Journal ID field.
5.	Click the Search button.

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Create/Update Journal Entries		
Find an Existing Value	⊕Add a New Value	New Window Help 🥿
 Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 		
Recent Choose from recent searches V 🖉 🔉 Saved Searches Choose from saved searches	• //	
Business Unit = 🗸 STATE Q		
Journal ID begins with		
Journal Date = 🗸		
Document Sequence Number begins with 🗸		
Line Business Unit 🗧 🗸 🔍		
Journal Header Status 🛛 = 🗸 🗸		
Budget Checking Header Status = 🗸		
Source = V Q		
Entered By begins with V		
Attachment Exist = 🗸		
Journal Class begins with 🗸		
Case Sensitive		
Search Clear Save Search		

Step	Action
6.	Click the line of the Journal Entry.

Search Results 1 result Business Unit "STATE", Journal ID "0000488377"																		
																1-1 of 1 🗸	> > 1	View All
Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Attachment Exist	Journal Class	
STATE	0000488377	01/04/2008	0	(blank)	STATE	Posted	Valid	MOD_ACCRL	PC	USD	4	108.64	0	to change the account and SID		N	(blank)	>

Step	Action
7.	Click the Lines tab.
	Lines

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Create/Update Journal Entries	;						
Header Lines Totals	Errors App	roval	Ne	w Window H	alb	Person	alize Page
Unit STATE		Journal ID 0000488377	Date 01/04/2008				
Long Description	to change the a on the PPe 8/16	ccount and SID on non reportable reimbursem //07	nents made to Ajaz S Fiazuddin ≑ 🕼				
	148 characters r	emaining					
*Ledger Group	MOD_ACCRL	Adjusting Entry	Non-Adjusting Entry				
Ledger		Fiscal Year	2008				
*Source	PC	Period	1 7				
Reference Number		ADB Date	01/04/2008				
Journal Class							
Transaction Code	GENERAL		Auto Generate Lines				
6 IF Tuno			Save Journal Incomplete Status Autobalance on 0 Amount Line				
SJE Type	Currency Default	ts: USD / CRRNT / 1					
	Attachments (0)		CTA				
	Reversal: Do No	t Generate Reversal	Commitment Control				
Entered By							
Entered On (01/04/2008 4:37:4	1PM					
	01/07/2008 10:43	20AM					
Save Return to Search No	tity Refresh		Add Update/Display				
Header Lines Totals Errors Ap	pproval						

Step	Action
8.	Click the Process dropdown, and select the option Print Journal .
	*Process Print Journal
9.	Click the Process button.
	Process

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Create/Update	e Journal E	Intries												
Header	Lines Tot	tals <u>E</u> rrors	Approval								New Wir	ndow Help Pe	ersonaliz	a Page
Unit STATE Journal ID 0000488377 Date 01/04/2008 Template List Search Criteria										Errors (Only			
			*Process	Print Journal		•	·		Process			Line	10	X
~ Lines				Copy Journal										
EF, Q				Delete Journal									1-4 of 4	4 ~
Select	Line	Unit	Ledger	Edit Chartfield Edit Journal			Dept	SID	Program	Account	Bud Ref	ChartField 1	Char	tField
	1	STATE	MOD_ACCRL	Post Journal			OPA41213	20238	12006	50720	2008			
	2	STATE	MOD_ACCRL	Print Journal Refresh Journal	Print Journal Refresh Journal			20718	12006	50800	2008			
•	3	STATE	MOD_ACCRL	Submit Journal			OPA41213	20238	12006	10446	2008			
	4	STATE	MOD_ACCRL		Q	12060	OPA41213	20718	12006	10446	2008			
		•		1)

Step	Action
10.	Click the Process Monitor link.
	Process Monitor

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Create/Updat	te Journal Er	ntries											
											New Win	dow Help Per	sonalize Page
Header	Lines lota	ais <u>E</u> rrors	Approval										
Unit	STATE		Journal ID	0000488377			Da	ate 01/0	04/2008		Errors C	nly	
	Template List		S Brocose	earch Criteria		~		_	Dresses				
			Process	enort Manager	-	Proces	s Monitor		Process		A \$	Line	A A
✓ Lines													
E Q													1-4 of 4 💙
Select	Line	Unit	Ledger	SpeedType		Fund	Dept	SID	Program	Account	Bud Ref	ChartField 1	ChartField
	1	STATE	MOD ACCRI		Q	12060	OPA41213	20238	12006	50720	2008		
		00002	into b_ to on the			12000	01111210	20200	12000	00120	2000		
	2	STATE	MOD_ACCRL		Q	12060	OPA41213	20718	12006	50800	2008		
	3	STATE	MOD_ACCRL		Q	12060	OPA41213	20238	12006	10446	2008		
	4	STATE	MOD_ACCRL		Q	12060	OPA41213	20718	12006	10446	2008		
		•											Þ
✓ Totals													
E Q									< < 1-1 of 1	$ \mathbf{v} \rightarrow \mathbf{v} $	View All		
Unit	Total Lines			Total Debits			Total Cred	lits Jou	urnal Status	Budget Status			
STATE	4			108.64			10	8.64	Р	v			
Save	eturn to Search	Notify	Refresh									Add Upda	ate/Display
Header Lines	Totals Error	rs Approval											

Step	Action
11.	Click the Refresh button until the Run Status = Success the Distribution Status = Posted Refresh
12.	Click the Details link. Details

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Process Monitor											
Process List Server List							Ne	w Window	Help	Pers	onalize
View Process Requests											
User ID Q	Туре	✓ Last	~	1	Days 🗸 Refr	esh					
Server N	lame	Q Instance		Range	Cle	ar					
Run Status	Distribution Status	~	Save On R	efresh	Report Manager Res	set					
✓ Process List											
e, q							< 1-1 of	1 🗸 🚿		View	All
Select Instance Seq. Ru	un Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Acti	ons	
12578 XI	MLP0000012577	BI Publisher	GLX7501		10/03/2024 4:36:07PM EDT	Success	Posted	Details	~	Actions	
12578 XM	/ILP0000012577	BI Publisher	GLX7501		10/03/2024 4:36:07PM EDT	Success	Posted	Details	~	Actions	;
12578 XN Save Notify	MLP0000012577	BI Publisher	GLX7501		10/03/2024 4:36:07PM EDT	Success	Posted	Details	~	Actions	\$
	VILP0000012577	BI Publisher	GLX7501		10/03/2024 4:36:07PM EDT	Success	Posted	Details	~	Actions	

Step	Action
13.	Click the View Log/Trace link.
	View Log/Trace

Process List Server List		Ne	w Window Help Personalize Page
		_	
View Process Requests User ID LastM Q Server Run Status	Process Detail Process Instance 12578 Type BI Publisher Name GLX7501 Description XMLP: Journal Entry Print Run Status Success Distribution Status Posted	× Help	
 ✓ Process List ☑ Select Instance Seq. 12578 	Run Control ID XMLP0000012577 Hold Request Location Server Queue Request Server PSNT Delete Request Recurrence Resend Content Restart Request		1 > I View All Details Actions Details ~Actions
Save Notify Process List Server List	Date/fine Actions Request Created On 10/03/2024 4:36:07PM EDT Message Log Tansfer Run Anytime After 10/03/2024 4:36:31PM EDT Message Log Tansfer Began Process At 10/03/2024 4:36:52PM EDT Message Log Tansfer Ended Process At 10/03/2024 4:36:52PM EDT Message Log Tansfer Vew Log/Trace Vew Log/Trace Vew Log/Trace	d.	1

Step	Action
14.	The pdf of an XML report will not appear in the File List section of the View Log/Trace page.
15.	Click the Close button.

Process List	Server List					
			Process Detail	×		
View Process Req	uests		View Log/Trace	Help		
User ID LastM Server Run Status	α •	Proce	He Report ID 11770 Process Instance 12578 Message Log Name GLX7501 Process Type XML Publisher	q		
 Process List Q Select Instance 12578 	Seq.	Run	Run Status Success XMLP: Journal Entry Print Distribution Details Distribution Node PRODRPTFTP Expiration Date 11/02/2024		1 V Details Details	> I View All Actions ~Actions
Save Notify Process List Server] · List	Date/	File List Datetime Created Name File Size (bytes) Datetime Created AE_GLX7501_12578.log 417 10/03/2024 4:36:52.433326PM EDT AE_GLX7501_12578.trc 4,327 10/03/2024 4:36:52.433326PM EDT			
			Distribute To Distribution ID Type •Distribution ID User LastM Return			

Step	Action
16.	Click the Report Manager link.
	Report Manager

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oces	s Monitor											
Proce	ss List	Server List							Nev	w Window	Help	Persona
w Pr	ocess Requ	ests										
Use	r ID	Q	Туре	✓ Last	•	1	Days V Ref	iresh				
Ser	ver	~	Name	Q Instance		Range	C	ear				
Run	Status	~	Distribution Status	•	Save On I	Refresh	Report Manager Re	eset				
									<	1 🗸 🚿	>	View All
lect	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Acti	ons
	12578		XMLP0000012577	BI Publisher	GLX7501		10/03/2024 4:36:07PM EDT	Success	Posted	Details	~	Actions

Step	Action
17.	Click the Administration tab.
	Administration
18.	Click the GLX7501 - GLX7501.pdf link.
	GLX7501 - GLX7501.pdf

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Report Ma	anager												
List	Explorer	Administratior	n Archives						New Window	Help	Perso	nalize Pa	.ge
View Repor	ts For												
User ID Status		Type Folder	Instance	• to [1	Days 🗸		Refresh					
Report List													
E Q				I< <	1-1 of 1 🗸	· > >	View All						
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details						
	11771	12578	GLX7501 - GLX7501.pdf	10/03/2024 4:36:41PM	Acrobat (*.pdf)	Posted	Details						
Select All		Deselect All											
Delete	c	lick the delete b	button to delete the selected report(s)										
Go back to Pro	cess Requests												
Save													
List Explore	er Administra	ation Archive	95										

Step	Action
19.	The Journal Entry Detail Report is displayed in a new window.

Report Definition: G	LX7501			PeopleSof Journal Entry	t Financials Detail Report		P Run I Run 1	lage: 1 of 2 Date: 10/3/24 Time: 4:36:33 PM
Unit Journal ID: Journal Date:	STATE 00004883 1/4/08 to change	377 the account and SIE	Led Sou Rev Don	ger Group: rce: ersal:	MOD_ACCRL PC None	Foreign Cur Rate Type: Effective Da	rency: USE CRF te: 1/4/) RNT 08
Description:	non report made to A PPe 8/16/	able reimbursement jaz S Fiazuddin on t 07	s Rev	ersal Date:		Exchange R	ate: 1.00	000000
Unit: STATE	Le	dger: MC	D_ACCRL					-
		Fund / Dept	SID / Program	Account / Bud Ref	PC Bus Unit / Project			
1 Description: Emp No Payments Reference: Open Item:	n-Reportable	12060 OPA41213	20238 12006	50720 2008	NONPC OPA_NONPROJECT	Amount: Base Amount: Rate Type: Rate:	-54.32 USD -54.32 USD CRRNT 1.00000000	
2 Description: Emp No Payments Reference: Open Item:	n-Reportable	12060 OPA41213	20718 12006	50800 2008	NONPC OPA_NONPROJECT	Amount: Base Amount: Rate Type: Rate:	54.32 USD 54.32 USD CRRNT 1.00000000	
3 Description: Emp No Payments Reference: Open Item:	n-Reportable	12060 OPA41213	20238 12006	10446 2008		Amount: Base Amount: Rate Type: Rate:	54.32 USD 54.32 USD CRRNT 1.00000000	
4 Description: Emp No Payments Reference: Open Item:	n-Reportable	12060 OPA41213	20718 12006	10446 2008		Amount: Base Amount: Rate Type: Rate:	-54.32 USD -54.32 USD CRRNT 1.00000000	
		Total						
Currency:	USD	Debit: Credit: Net:		108.64 108.64 0.00				
		Credit: Net:		108.64 0.00))			

Step	Action
20.	End of Procedure.