



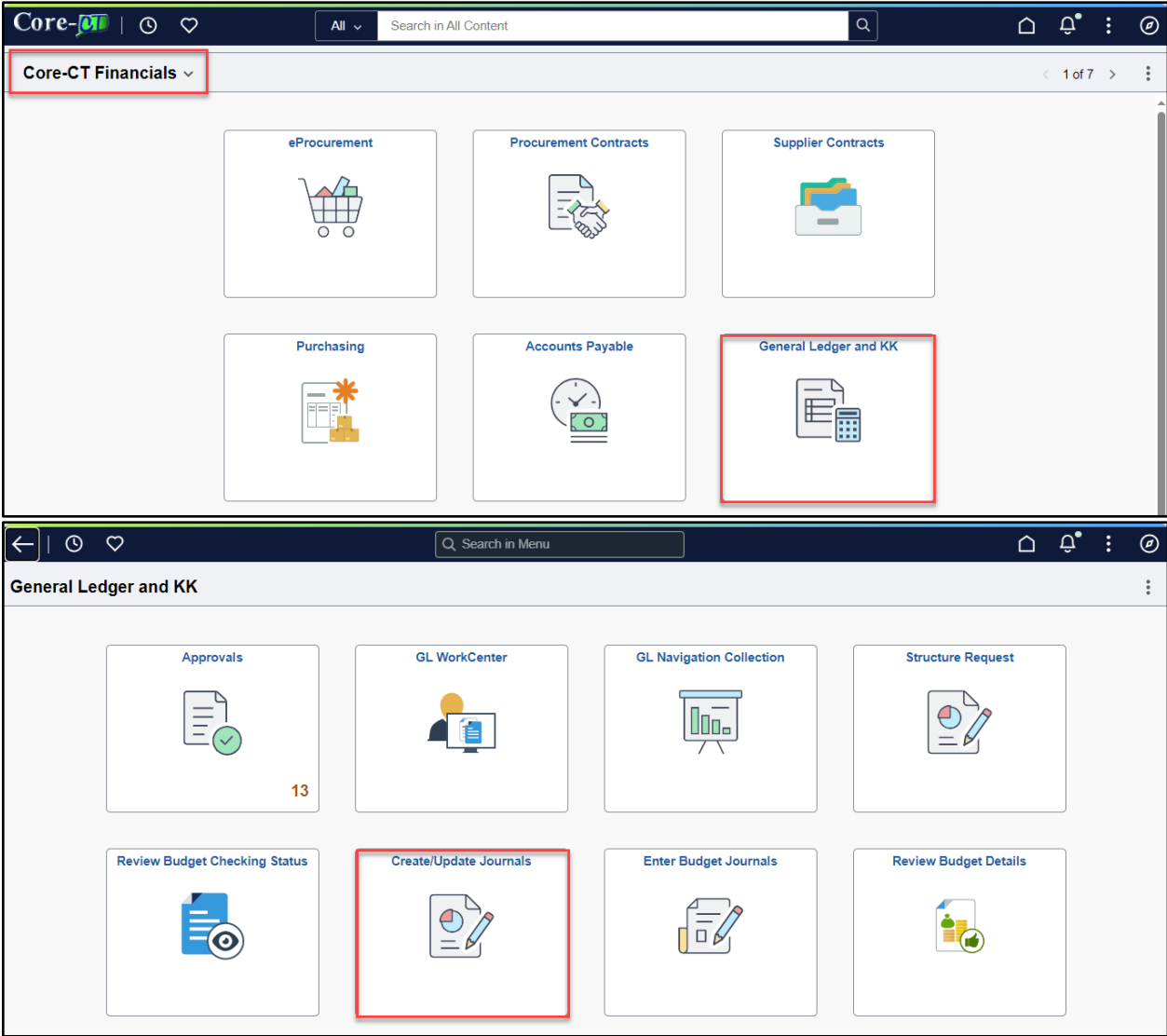
Running Journal Entry Detail Report

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.


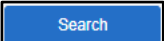
Procedure

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





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

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. 



← | 🕒 | ❤️

Create/Update Journal Entries New Window | Help

Find an Existing Value ➕ Add a New Value

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

🕒 Recent Searches Choose from recent searches 🔍 Saved Searches Choose from saved searches 🔍

Business Unit = STATE 🔍

Journal ID begins with 0000488377 🔍

Journal Date = 📅

Document Sequence Number begins with

Line Business Unit = 🔍

Journal Header Status =

Budget Checking Header Status =

Source = 🔍

Entered By begins with 🔍

Attachment Exist =

Journal Class begins with 🔍

^ Show fewer options
 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"


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.



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

Select	Line	Unit	Ledger	Dept	SID	Program	Account	Bud Ref	ChartField 1	ChartField
<input type="checkbox"/>	1	STATE	MOD_ACCRL	OPA41213	20238	12006	50720	2008		
<input type="checkbox"/>	2	STATE	MOD_ACCRL	OPA41213	20718	12006	50800	2008		
<input type="checkbox"/>	3	STATE	MOD_ACCRL	OPA41213	20238	12006	10446	2008		
<input type="checkbox"/>	4	STATE	MOD_ACCRL	OPA41213	20718	12006	10446	2008		



Step	Action
10.	Click the Process Monitor link. 

The screenshot shows the 'Create/Update Journal Entries' interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active. Below the tabs, there are fields for 'Unit' (STATE), 'Journal ID' (0000488377), and 'Date' (01/04/2008). A dropdown menu for '*Process' is set to 'Print Journal', and a 'Process' button is visible. A 'Process Monitor' link is highlighted with a red box. Below this, there is a table with columns: Select, Line, Unit, Ledger, SpeedType, Fund, Dept, SID, Program, Account, Bud Ref, ChartField 1, and ChartField. The table contains four rows of data. Below the table, there is a 'Totals' section with a table showing 'Unit', 'Total Lines', 'Total Debits', 'Total Credits', 'Journal Status', and 'Budget Status'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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



Process Monitor

Process List | Server List

View Process Requests

User ID: Type: Days: Refresh

Server: Name: Instance: Range: Clear

Run Status: Distribution Status: Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12578		XMLP0000012577	BI Publisher	GLX7501		10/03/2024 4:36:07PM EDT	Success	Posted	Details	Actions

Save Notify

Process List | Server List

Step	Action
13.	Click the View Log/Trace link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">View Log/Trace</div>

Process Detail

Process

Instance: 12578 Type: BI Publisher
 Name: GLX7501 Description: XMLP: Journal Entry Print
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: XMLP0000012577
 Location: Server
 Server: PSNT
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time


Request Created On: 10/03/2024 4:36:07PM EDT
 Run Anytime After: 10/03/2024 4:36:07PM EDT
 Began Process At: 10/03/2024 4:36:31PM EDT
 Ended Process At: 10/03/2024 4:36:52PM EDT


Actions

Parameters Transfer
 Message Log View Locks
 Batch Timings
View Log/Trace

OK Cancel



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. 

Step	Action
16.	Click the Report Manager link. 

Process Monitor

Process List | Server List

View Process Requests

User ID: Type: Last: Days: Refresh

Server: Name: Instance: Range: Clear

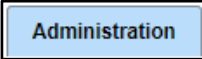

Run Status: Distribution Status: Save On Refresh **Report Manager** Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12578		XMLP0000012577	BI Publisher	GLX7501		10/03/2024 4:36:07PM EDT	Success	Posted	Details	Actions

Save | Notify

Process List | Server List

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

Report Manager

List | Explorer | **Administration** | Archives

View Reports For

User ID: Type: Last: Days: Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	11771	12578	GLX7501 - GLX7501.pdf	10/03/2024 4:36:41PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All
 Delete Click the delete button to delete the selected report(s)


Go back to Process Requests

Save

List | Explorer | Administration | Archives



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



Report Definition: GLX7501

PeopleSoft Financials
Journal Entry Detail Report

Page: 1 of 2
Run Date: 10/3/24
Run Time: 4:36:33 PM

Unit: STATE	Ledger Group: MOD_ACCRL	Foreign Currency: USD
Journal ID: 0000488377	Source: PC	Rate Type: CRRNT
Journal Date: 1/4/08	Reversal: None	Effective Date: 1/4/08
Description: to change the account and SID on non reportable reimbursements made to Ajaz S Fiazuddin on the PPe 8/16/07	Reversal Date:	Exchange Rate: 1.00000000

Unit:	STATE	Ledger:	MOD_ACCRL				
	Fund / Dept	SID / Program	Account / Bud Ref	PC Bus Unit / Project			
1	Description: Emp Non-Reportable Payments Reference: ---- Open Item: ----	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 Non-Reportable Payments Reference: ---- Open Item: ----	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 Non-Reportable Payments Reference: ---- Open Item: ----	12060 OPA41213	20238 12006	10446 2008	---- ----	Amount: Base Amount: Rate Type: Rate:	54.32 USD 54.32 USD CRRNT 1.00000000
4	Description: Emp Non-Reportable Payments Reference: ---- Open Item: ----	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: 108.64 Credit: 108.64 Net: 0.00

Private and Confidential

Step	Action
20.	End of Procedure.