

Running Journal Entry Detail Report

Created on 2/19/2013 5:59:00 PM

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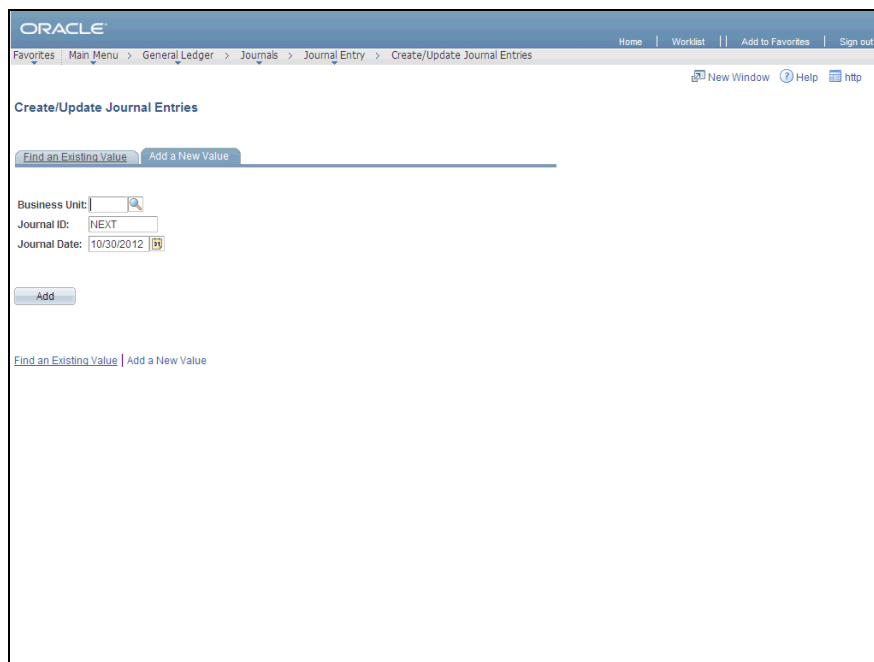
Users can run many General Ledger Reports in Core-CT 9.1 in XML format as well as Crystal format.

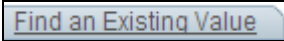
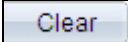
XML reports cannot be viewed from the **View Log/Trace** page. They must be viewed from **Report Manager**.

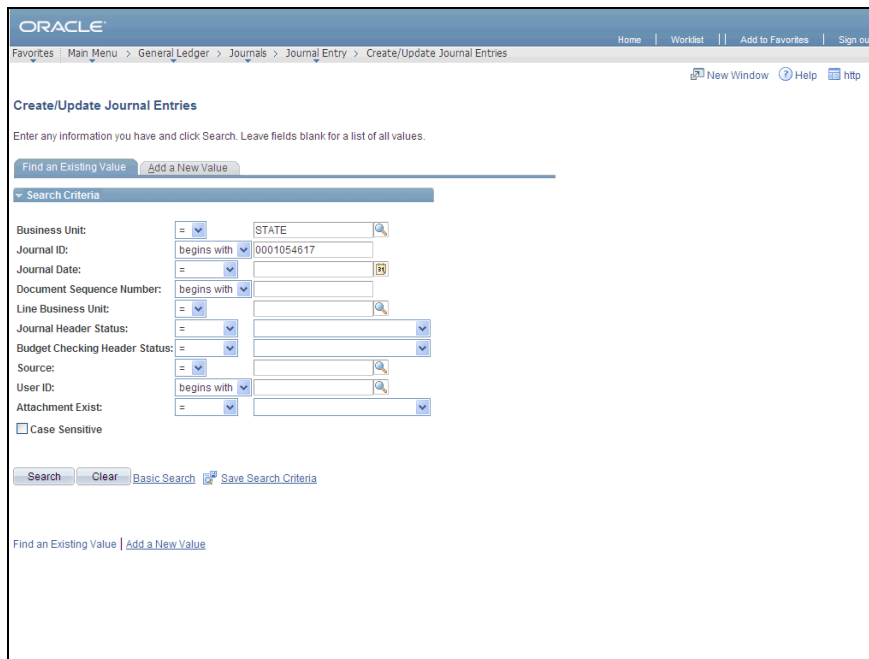
In this example a user runs the XML version of the **Journal Entry Detail** report.

Procedure

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



Step	Action
1.	Click the Find an Existing Value tab. 
2.	Click the Clear button. 
3.	Enter STATE into the Business Unit field.
4.	Enter 0001054617 into the Journal ID field.



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | http

Create/Update Journal Entries

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = STATE

Journal ID: begins with 0001054617

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

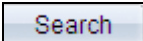
User ID: begins with

Attachment Exist: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
5.	Click the Search button. 

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Personalize Page | http

Header | **Lines** | Totals | Errors | Approval

Unit: STATE Journal ID: 0001054617 Date: 10/04/2012

Long Description:

*Ledger Group: MOD_ACCRL Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: OSC Period: 4

Reference Number: ADB Date: 10/04/2012

Journal Class:

Transaction Code: GENERAL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

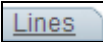
Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal

Save | Return to Search | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
6.	Click the Lines tab. 

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Personalize Page | http

Header | **Lines** | Totals | Errors | Approval

Unit: STATE Journal ID: 0001054617 Date: 10/04/2012 Errors Only

Template List Search Criteria

*Process: Edit Journal Process Line: 10

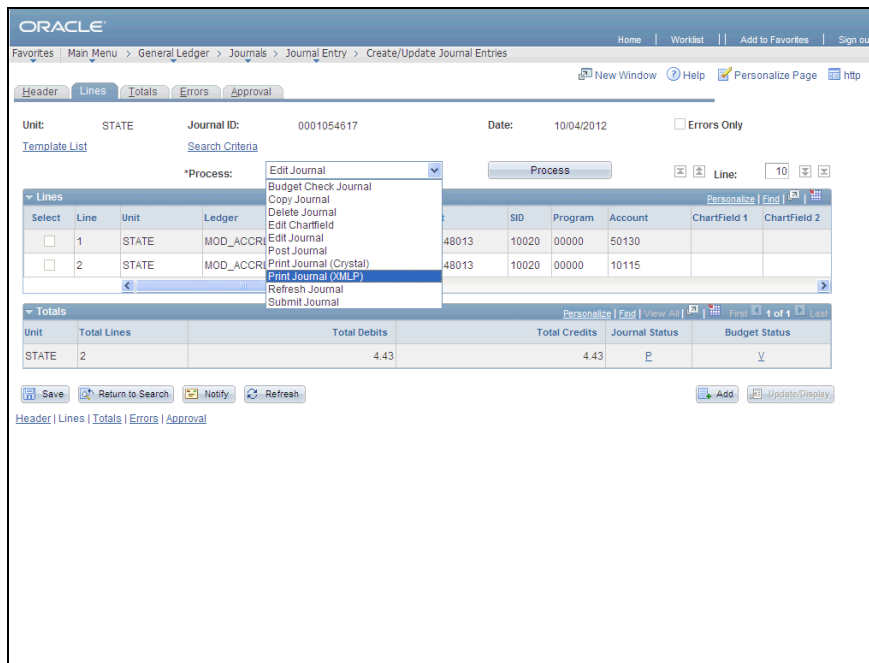
Select	Line	Unit	Ledger	SpeedType	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2
<input type="checkbox"/>	1	STATE	MOD_ACCRL		11000	AES48013	10020	00000	50130		
<input type="checkbox"/>	2	STATE	MOD_ACCRL		11000	AES48013	10020	00000	10115		


Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
STATE	2	4.43	4.43	E	V

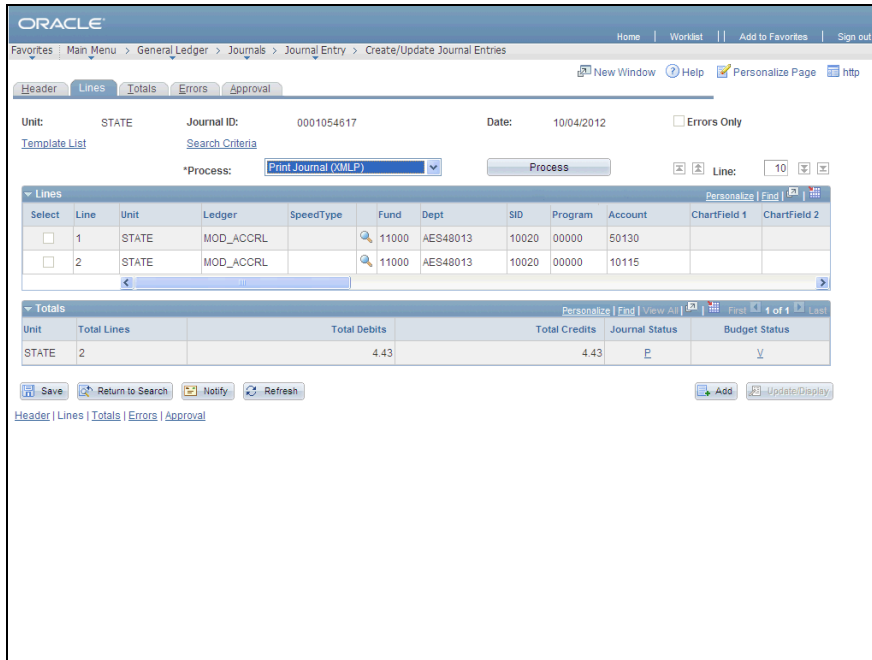
Save | Return to Search | Notify | Refresh Add | Update/Display

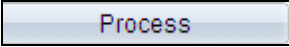
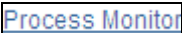
Header | Lines | Totals | Errors | Approval

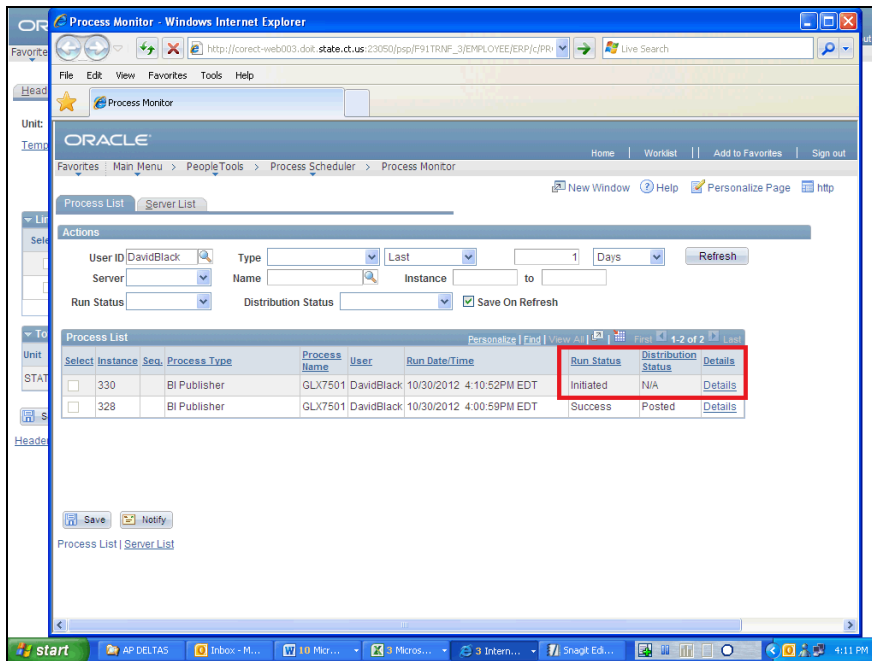
Step	Action
7.	Click the Process list. 

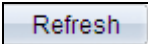



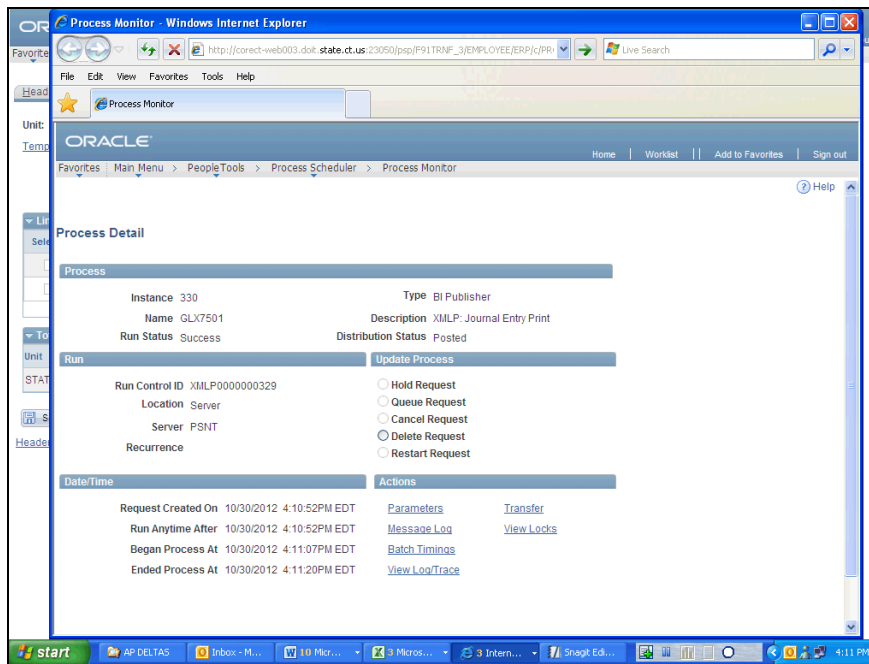
Step	Action
8.	The Journal Entry Detail Report can be run as a Crystal or an XML report. Click the Print Journal (XMLP) list item. 




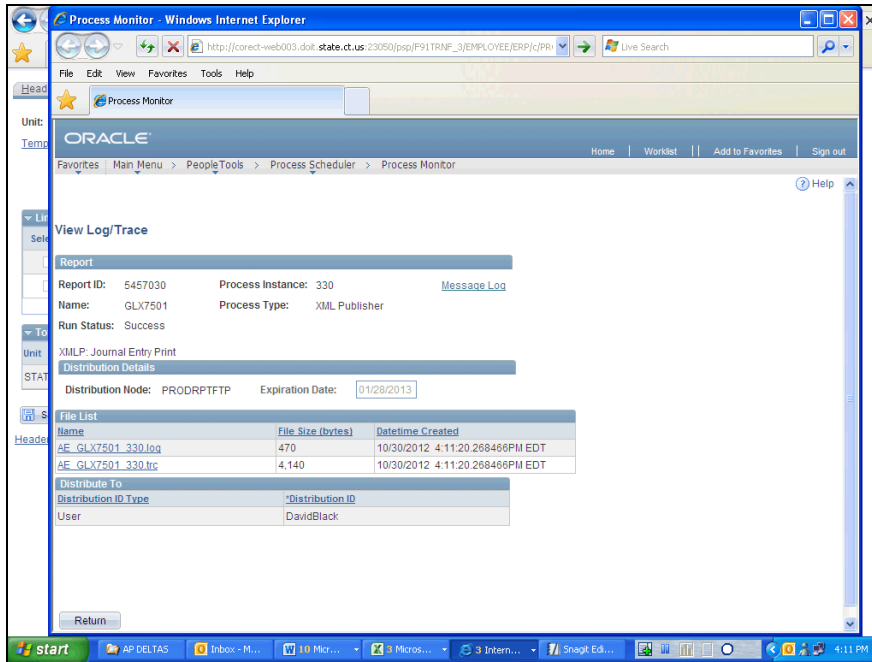
Step	Action
9.	Click the Process button. 
10.	Click the Process Monitor link. 



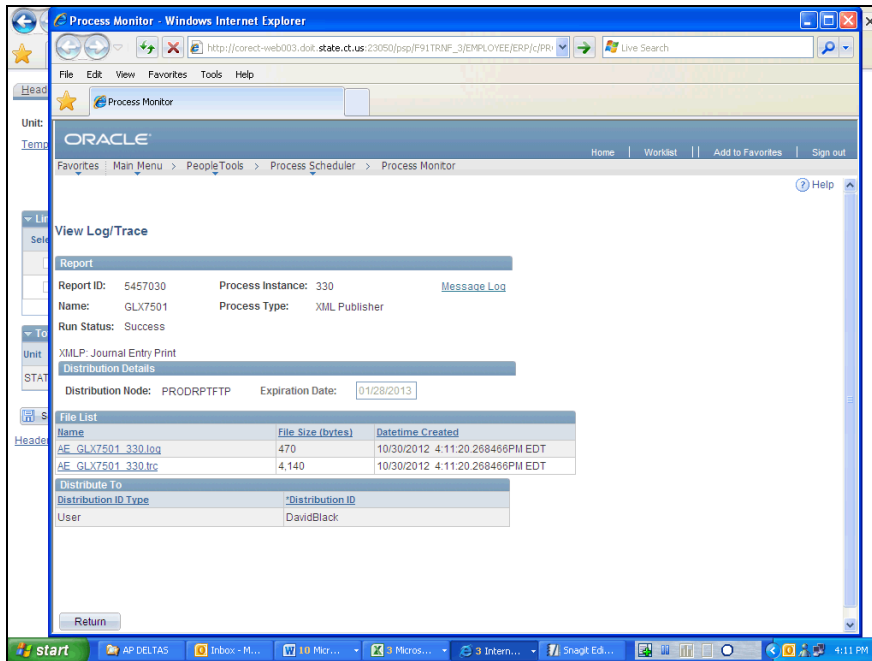
Step	Action
11.	Click the Refresh button until the Run Status is Success and the Distribution Status is Posted.. 
12.	Click the Details link. 




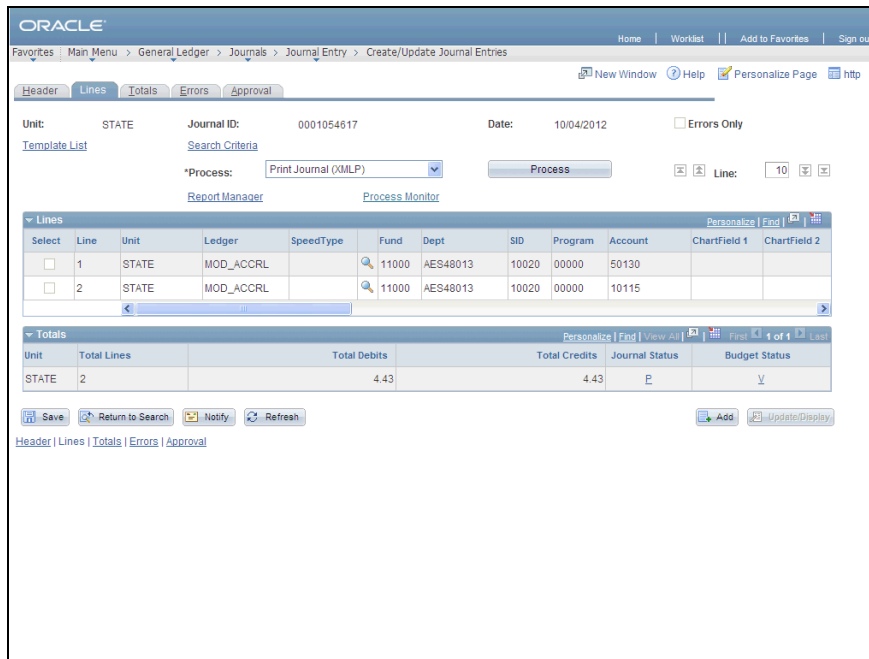
Step	Action
13.	Click the View Log/Trace link. 



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



Step	Action
15.	Click the Close button. 



ORACLE
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: STATE Journal ID: 0001054617 Date: 10/04/2012 Errors Only

Template List Search Criteria

*Process: Print Journal (XMLP) Process Line: 10

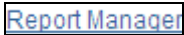
Report Manager Process Monitor

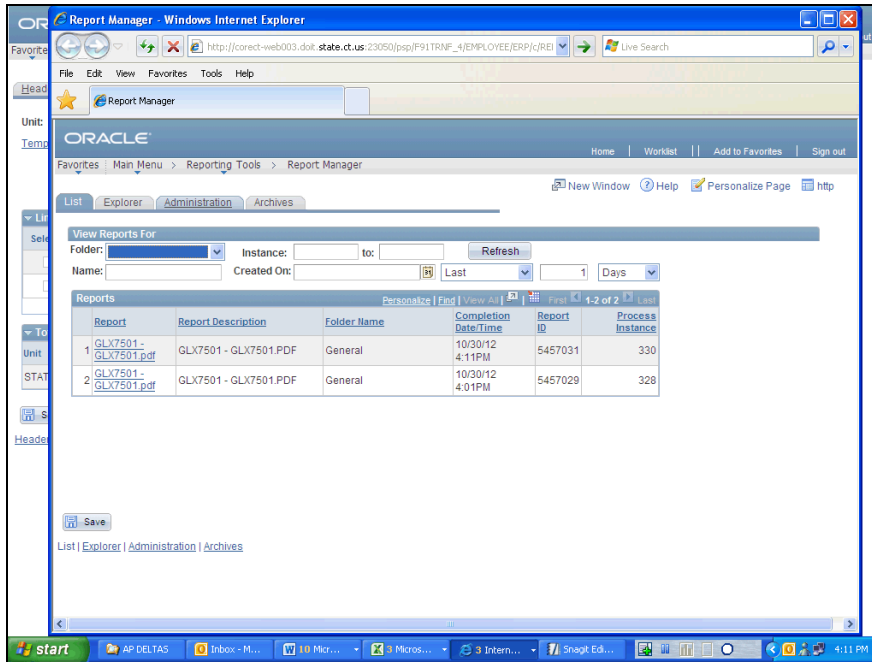
Select	Line	Unit	Ledger	SpeedType	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2
<input type="checkbox"/>	1	STATE	MOD_ACCRL		11000	AES48013	10020	00000	50130		
<input type="checkbox"/>	2	STATE	MOD_ACCRL		11000	AES48013	10020	00000	10115		

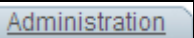
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
STATE	2	4.43	4.43	E	Y

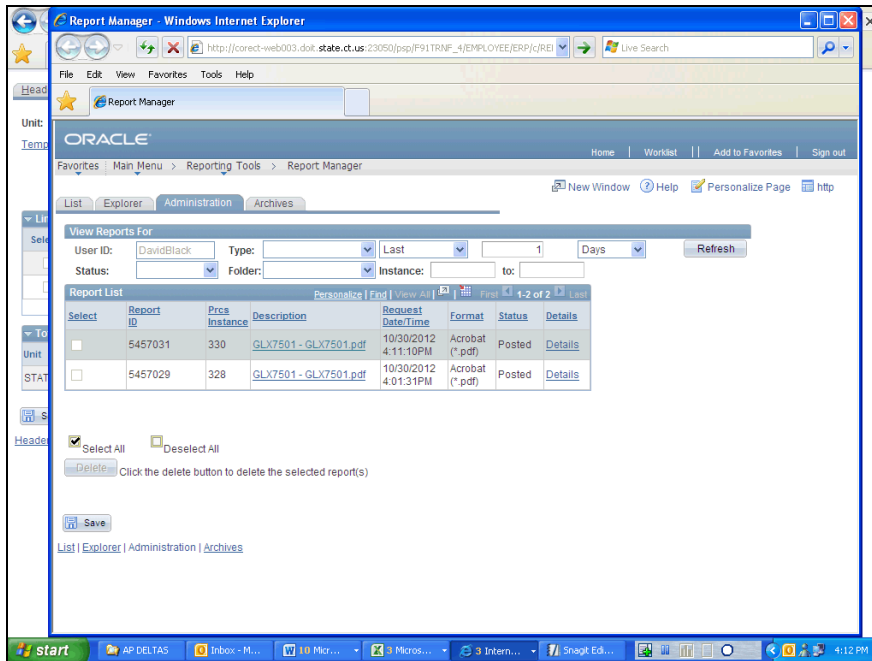
Save Return to Search Notify Refresh Add Update Display

Header | Lines | Totals | Errors | Approval

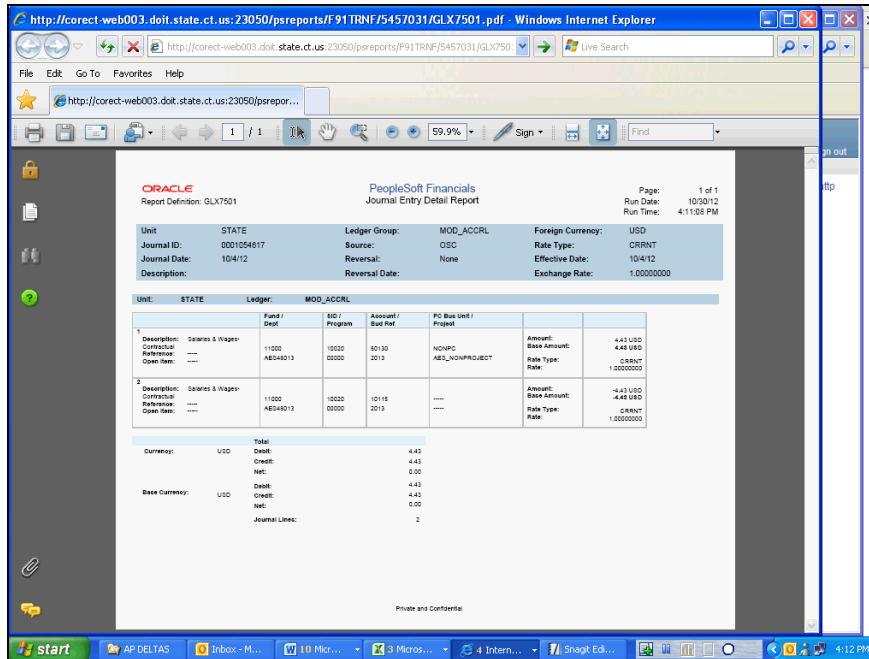
Step	Action
16.	Click the Report Manager link. 



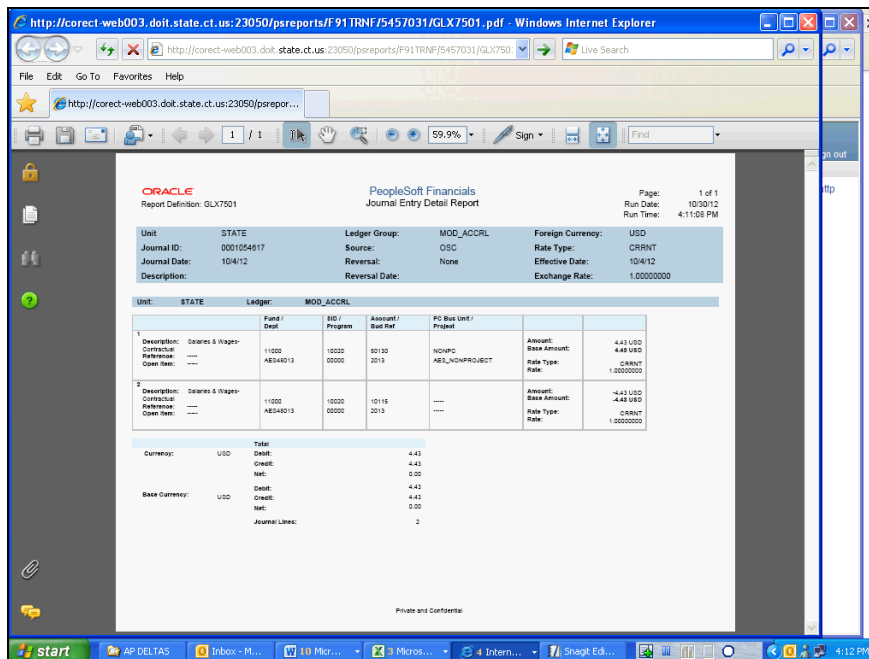
Step	Action
17.	Click the Administration tab. 





Step	Action
18.	Click the GLX7501 - GLX7501.pdf link.



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



Step	Action
20.	Click the Close button. 
21.	Click the Close button. 
22.	End of Procedure.