
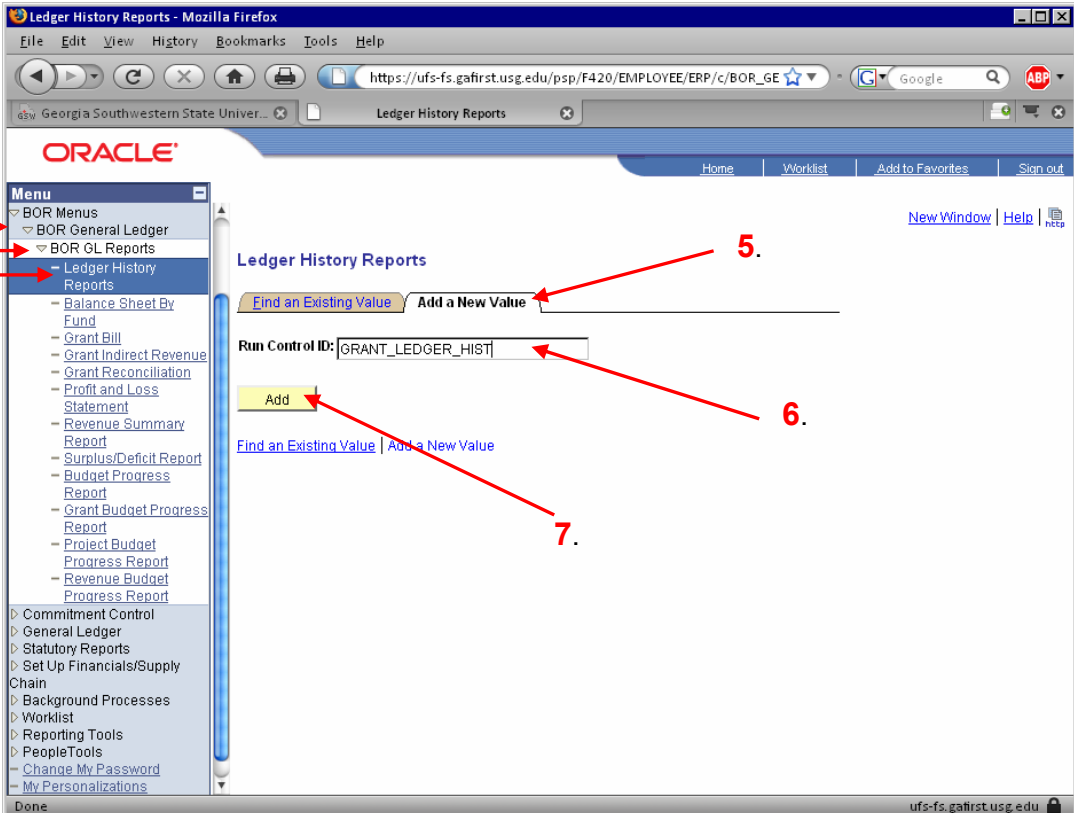





Running Ledger History Rpt Summary (BORRG21A)

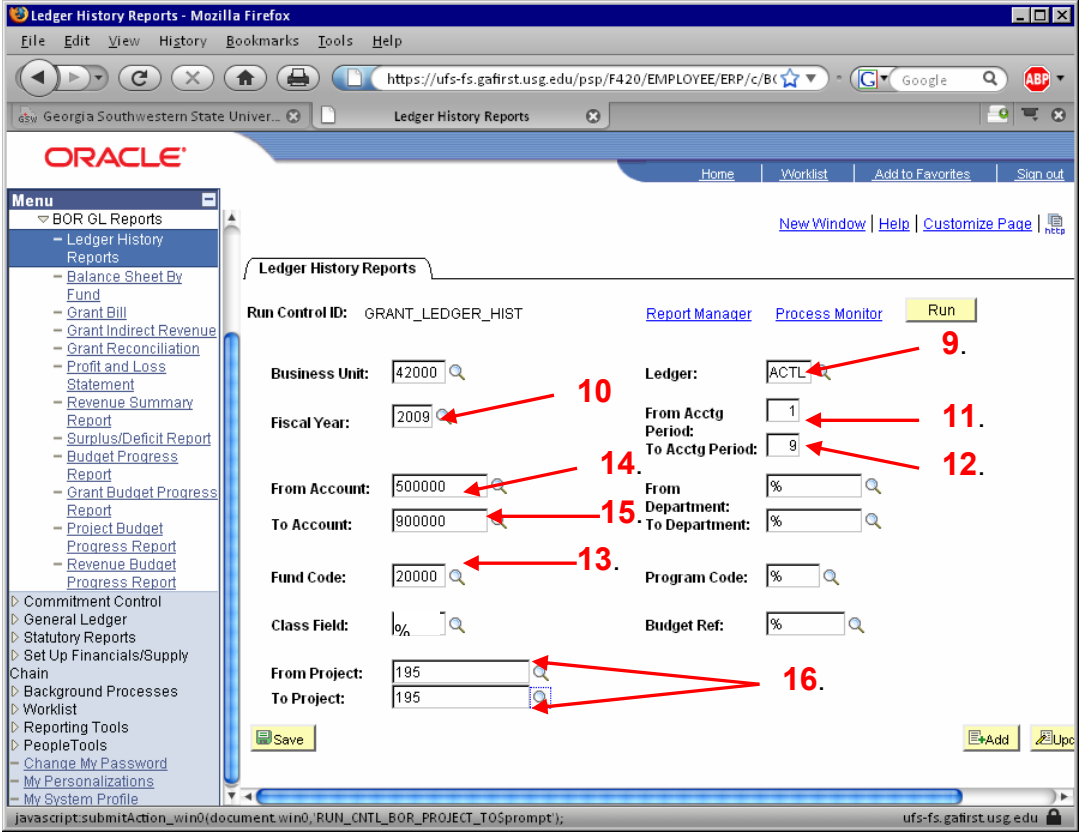
Procedure

Run a detail of grant expenditures from the beginning of the fiscal year.

Step	Action
1.	Click the BOR Menus link.
2.	Click the BOR General Ledger link.
3.	Click the BOR GL Reports link.
4.	Click the Ledger History Reports link.
5.	Click the Add a New Value tab. <i>(YOU ONLY HAVE TO Add a New Value THE FIRST TIME. AFTER YOU HAVE DONE THIS ONCE, CHOOSE Find an Existing Value.)</i>
6.	Enter " GRANT_LEDGER_HIST " in the Run Control ID field.
7.	Click the Add button. 
	
8.	Click the Look up Ledger (Alt+5) button. 

Running Ledger History Rpt Summary (BORRG21A)

Step	Action
9.	Click the ACTL link.
10.	Enter " 2009 " in the Fiscal Year field.
11.	Enter " 1 " in the From Acctg Period field for July
12.	Enter " 9 " in the To Acctg Period field for March. <i>(For April you would enter "10", May 11, and so on)</i>
13.	Enter " 20000 " in the Fund Code field.
14.	Enter " 50000 " in the From Account
15.	Enter " 90000 " in the To Account
16.	Enter " YOUR 3 DIGIT GRANT NUMBER " in the From & To Project field. You may also search for it using the lookup button 
17.	Click the Run button. 

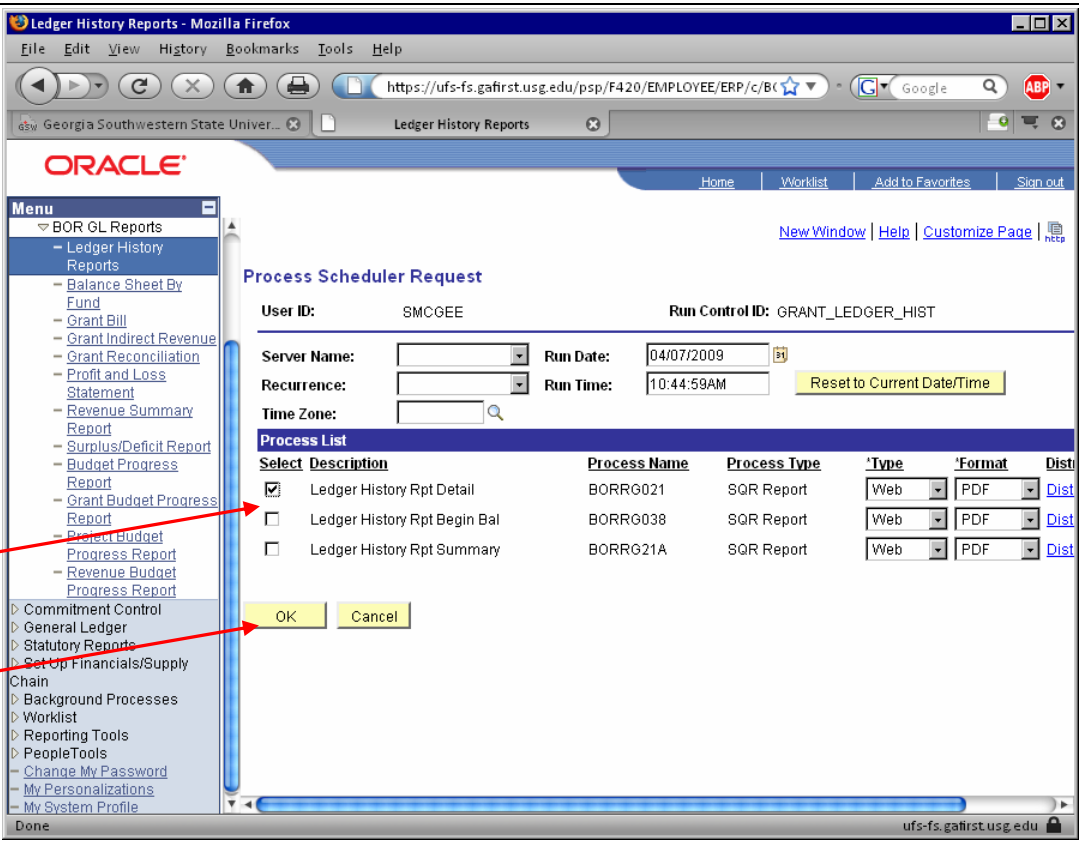


The screenshot shows the Oracle Ledger History Reports interface in a Mozilla Firefox browser. The interface includes a menu on the left, a main form area, and a 'Run' button. Red arrows point to the following fields:

- 9.** Ledger: ACTL
- 10.** Fiscal Year: 2009
- 11.** From Acctg Period: 1
- 12.** To Acctg Period: 9
- 13.** Fund Code: 20000
- 14.** From Account: 50000
- 15.** To Account: 90000
- 16.** From Project: 195 and To Project: 195

Running Ledger History Rpt Summary (BORRG21A)

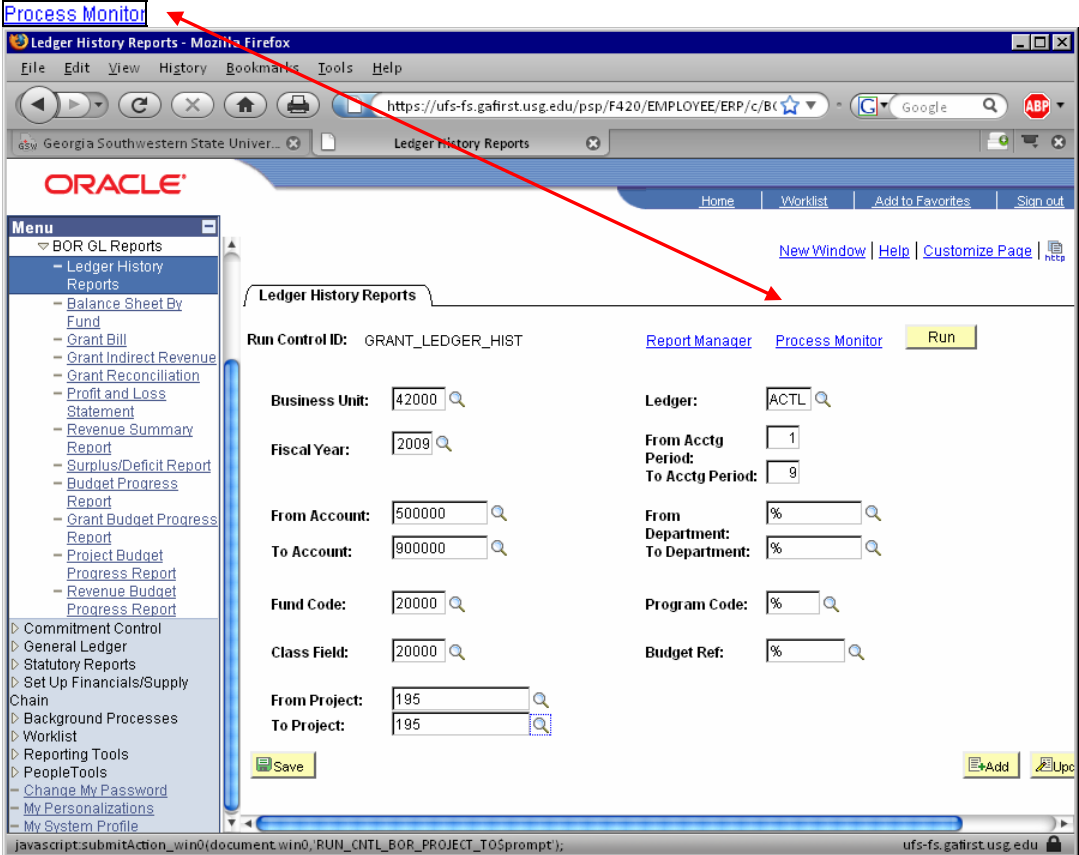
Step	Action
18.	Click the Ledger History Rpt Detail checkbox. <input type="checkbox"/> OR Click the Ledger History Begin Bal checkbox. <input type="checkbox"/> OR Click the Ledger History Rpt Summary checkbox. <input type="checkbox"/>
19.	Click the OK button. <input type="button" value="OK"/>



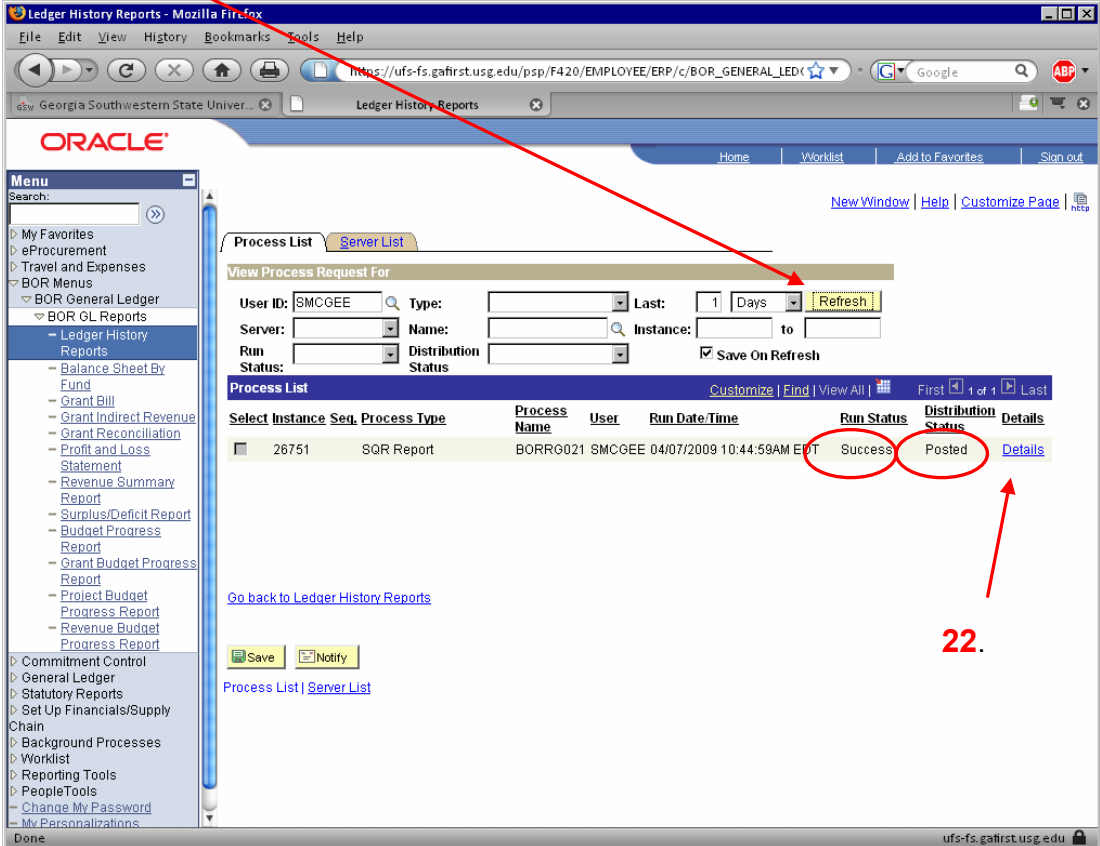
18. →

19. →

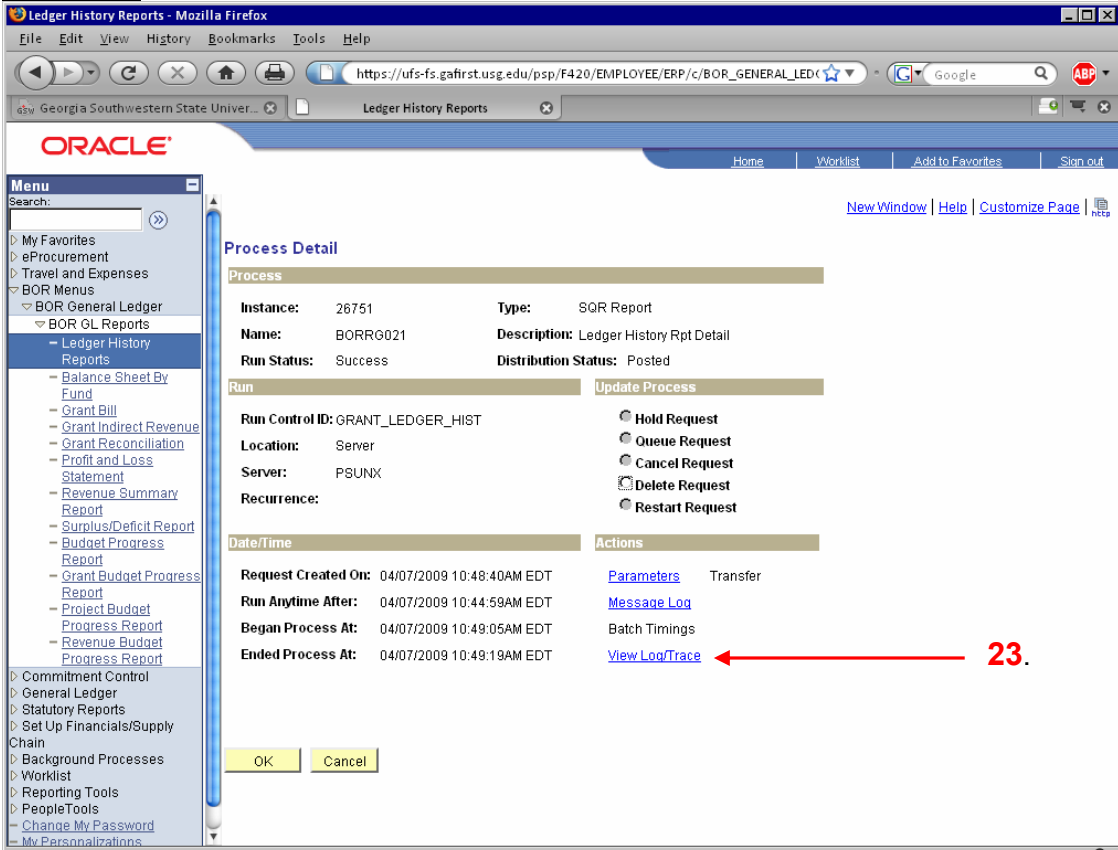
Running Ledger History Rpt Summary (BORRG21A)

Step	Action
20.	<p>Click the Process Monitor link.</p> 

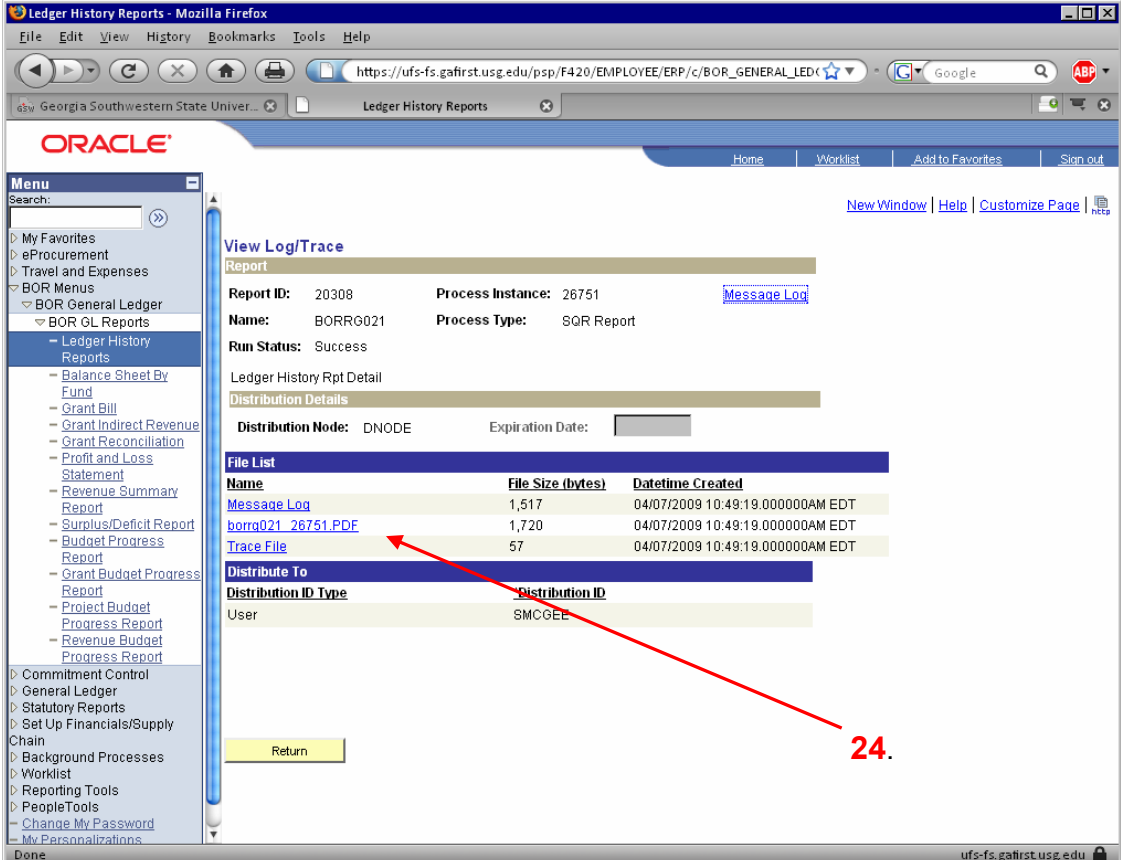
Running Ledger History Rpt Summary (BORRG21A)

Step	Action
21.	<p>Click the Refresh button periodically until the Run Status shows Success and the Distribution Status shows Posted.</p>  <p>The screenshot shows the Oracle Ledger History Reports interface. A red arrow points to the 'Refresh' button in the 'View Process Request For' section. Another red arrow points to the 'Details' link in the 'Process List' table. The table shows a process with Instance 26751, Process Type SQR Report, Run Status Success, and Distribution Status Posted.</p>
22.	<p>Click an entry in the Details column.</p> <p>Details</p>

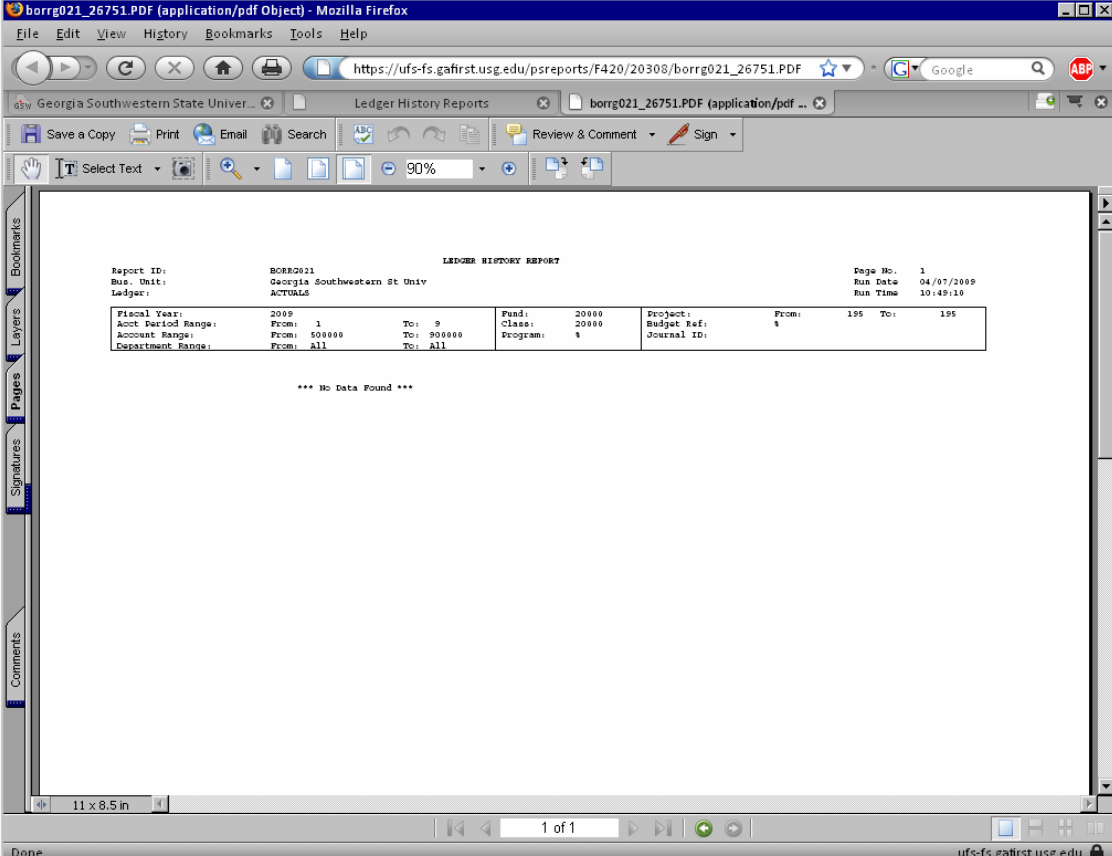
Running Ledger History Rpt Summary (BORRG21A)

Step	Action
23.	Click the View Log/Trace link.
	<p>View Log/Trace</p>  <p>The screenshot displays the Oracle Ledger History Reports application. The browser window title is 'Ledger History Reports - Mozilla Firefox'. The URL is 'https://ufs-fs.gafirst.usg.edu/psp/F420/EMPLOYEE/ERP/c/BOR_GENERAL_LEDGER...'. The Oracle logo is visible at the top left. A menu on the left side lists various reports, including 'Ledger History Reports' and 'BOR GL Reports'. The main content area shows 'Process Detail' for instance 26751, name BORRG021, with a success status. The 'Date/Time' section shows the process ended on 04/07/2009 at 10:49:19AM EDT. In the 'Actions' section, a red arrow points to the 'View Log/Trace' link, which is labeled with the number '23.'.</p>

Running Ledger History Rpt Summary (BORRG21A)

Step	Action
24.	Click an entry in the Name column.
	<p>borrq21a_2909.PDF</p>  <p>Done</p>

Running Ledger History Rpt Summary (BORRG21A)

Step	Action																																												
25.	<p>Review the report.</p>  <p>The screenshot shows a Mozilla Firefox browser window displaying a PDF report. The report title is 'borrg021_26751.PDF'. The report content includes the following information:</p> <p>Report ID: BORRG2021 Run Date: 04/07/2009 Run Time: 10:49:10 Page No.: 1</p> <p>Run Unit: Georgia Southwestern St Univ Ledger: ACTUALS</p> <table border="1"> <tr> <td>Fiscal Year:</td> <td>2009</td> <td></td> <td>Fund:</td> <td>20000</td> <td>Project:</td> <td></td> <td>From:</td> <td>195</td> <td>To:</td> <td>195</td> </tr> <tr> <td>Acct Period Range:</td> <td>From: 1</td> <td>To: 9</td> <td>Class:</td> <td>20000</td> <td>Budget Ref:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Account Range:</td> <td>From: 500000</td> <td>To: 900000</td> <td>Program:</td> <td>1</td> <td>Journal ID:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Department Range:</td> <td>From: All</td> <td>To: All</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>*** No Data Found ***</p>	Fiscal Year:	2009		Fund:	20000	Project:		From:	195	To:	195	Acct Period Range:	From: 1	To: 9	Class:	20000	Budget Ref:						Account Range:	From: 500000	To: 900000	Program:	1	Journal ID:						Department Range:	From: All	To: All								
Fiscal Year:	2009		Fund:	20000	Project:		From:	195	To:	195																																			
Acct Period Range:	From: 1	To: 9	Class:	20000	Budget Ref:																																								
Account Range:	From: 500000	To: 900000	Program:	1	Journal ID:																																								
Department Range:	From: All	To: All																																											
26.	<p>Congratulations. You have just completed the Running the Ledger History Report Summary topic. End of Procedure.</p>																																												