

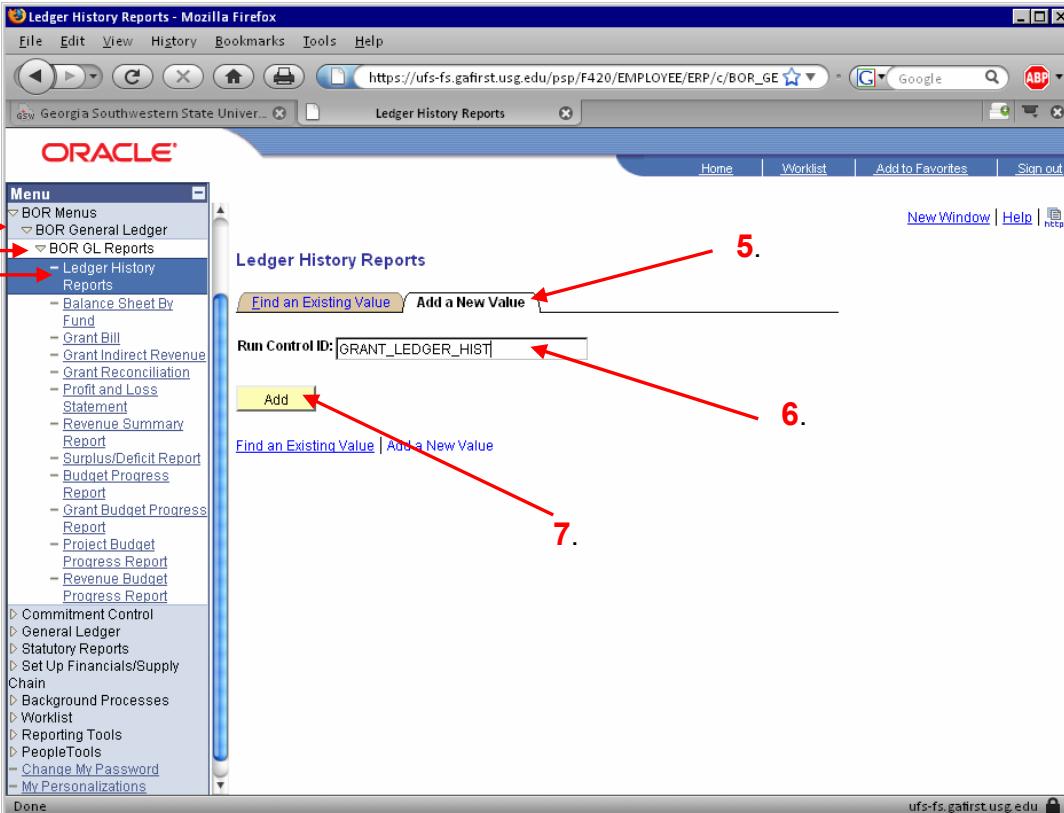


Business Process Document

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. (YOU ONLY HAVE TO Add a New Value THE FIRST TIME. AFTER YOU HAVE DONE THIS ONCE, CHOOSE Find an Existing Value.)
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. 



Business Process Document

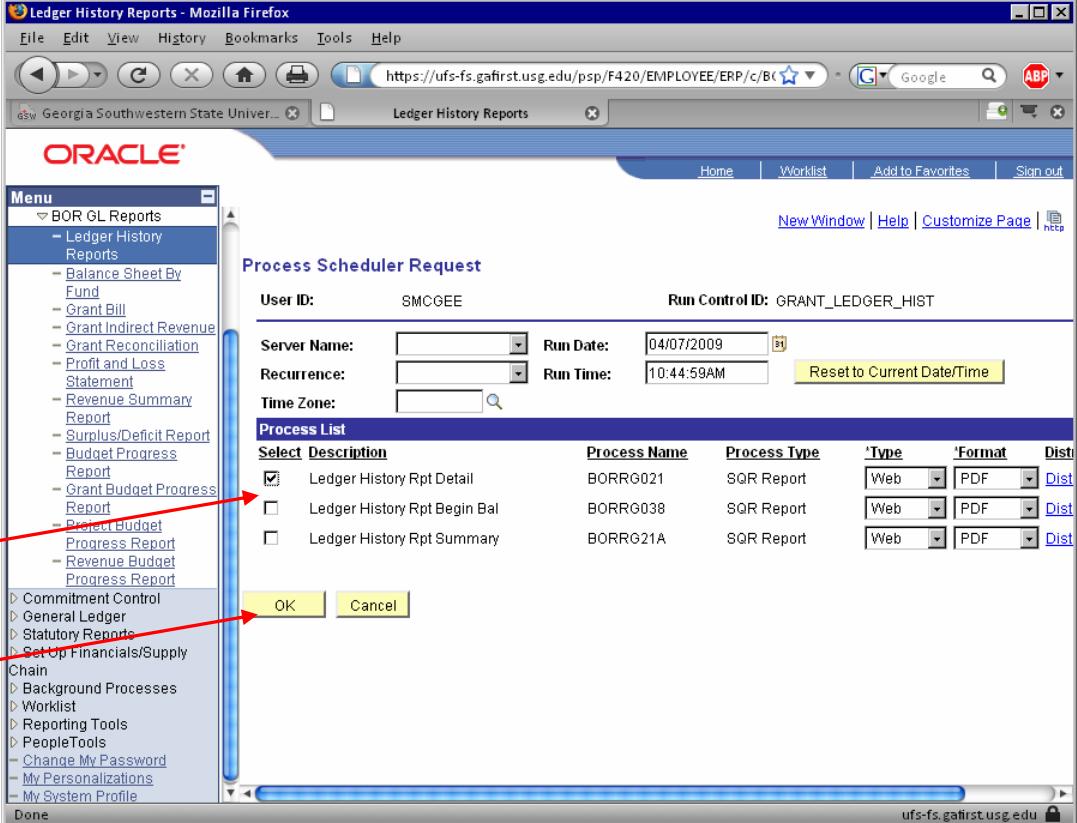
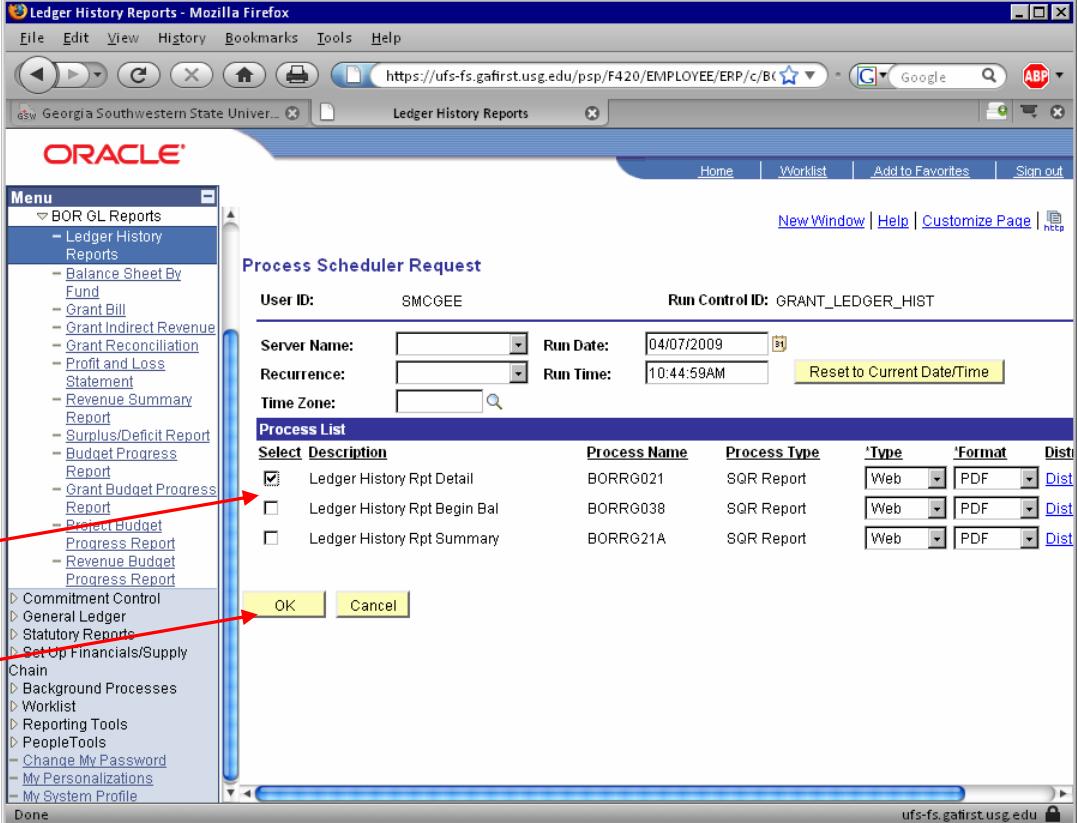
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Step	Action
9.	Click the ACTL link.
10.	Enter "2009" in the Fiscal Year field.
11.	Enter "1" in the From Acctg Period field for July
12.	Enter "9" in the To Acctg Period field for March. (<i>For April you would enter "10", May 11, and so on</i>)
13.	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.



Business Process Document

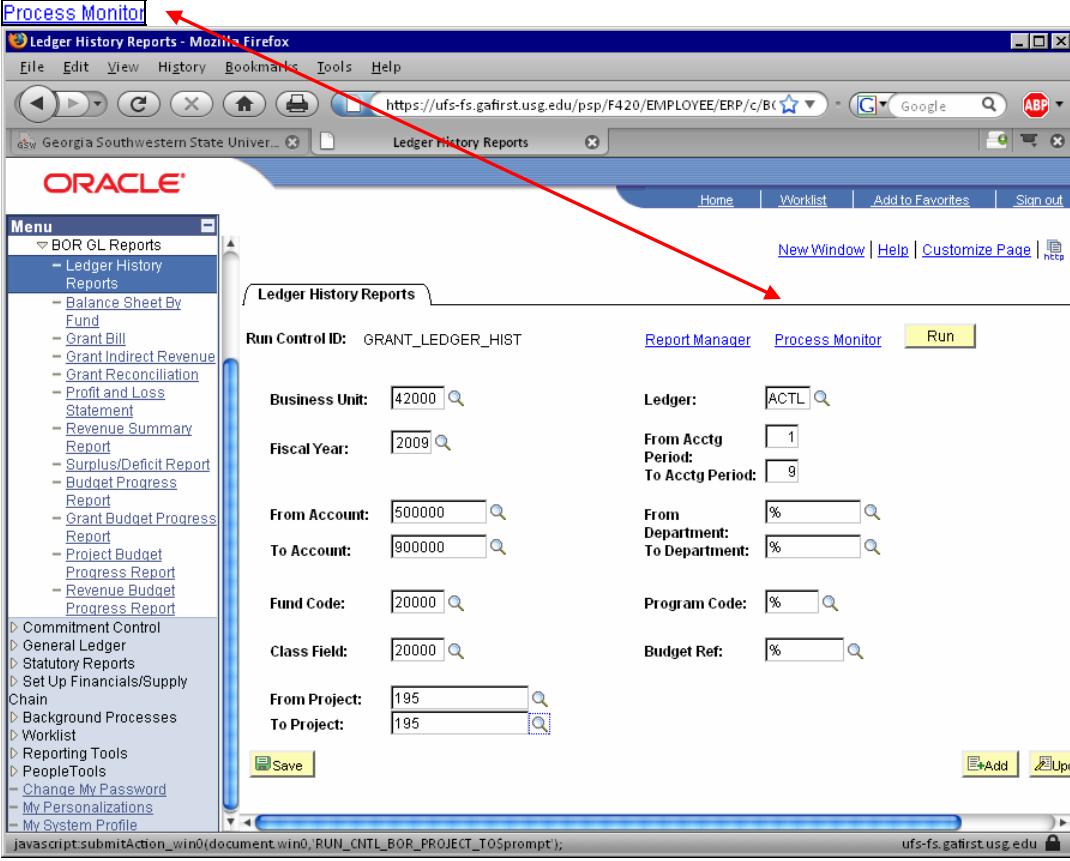
Running Ledger History Rpt Summary (BORRG21A)

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



Business Process Document

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Step	Action
20.	Click the Process Monitor link.  <p>The screenshot shows the Oracle BOR GL Reports interface. The left sidebar has a 'Menu' section with 'BOR GL Reports' expanded, showing various ledger history reports like Balance Sheet By Fund, Grant Bill, and Profit and Loss Statement. The main area is titled 'Ledger History Reports' and contains search fields for Business Unit (42000), Ledger (ACTL), Fiscal Year (2009), From Acctg Period (1), To Acctg Period (9), From Account (500000), To Account (900000), Fund Code (20000), Class Field (20000), From Project (195), and To Project (195). There are also buttons for Report Manager, Run, Save, Add, and Upc.</p>



Business Process Document

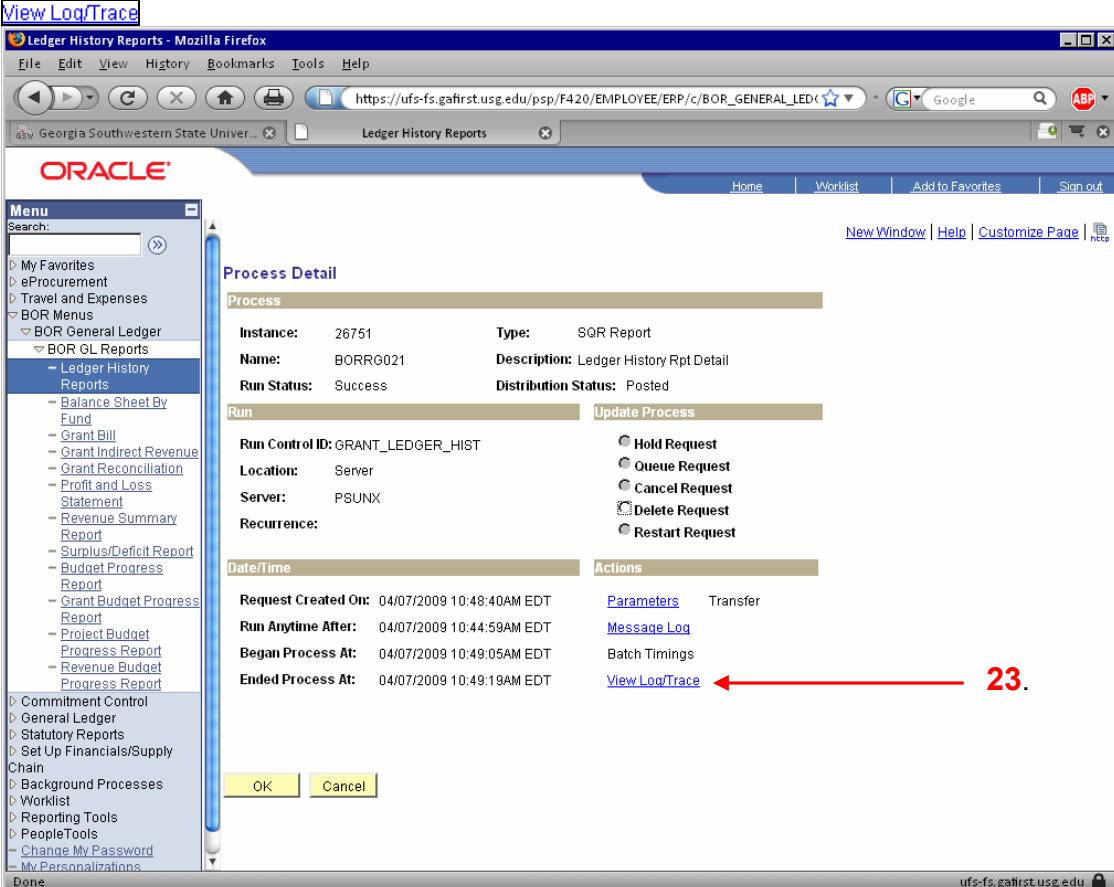
Running Ledger History Rpt Summary (BORRG21A)

Step	Action
21.	<p>Click the Refresh button periodically until the Run Status shows Success and the Distribution Status shows Posted.</p> <p>Ledger History Reports - Mozilla Firefox File Edit View History Bookmarks Tools Help https://ufs-fs.gafirst.usg.edu/psp/F420/EMPLOYEE/ERP/c/BOR_GENERAL_LEDGER/00100?languageCd=ENGLISH New Window Help Customize Page Home Worklist Add to Favorites Sign out ORACLE® Menu Search: My Favorites eProcurement Travel and Expenses BOR Menus BOR General Ledger BOR GL Reports Ledger History Reports Balance Sheet By Fund Grant Bill Grant Indirect Revenue Grant Reconciliation Profit and Loss Statement Revenue Summary Report Surplus/Deficit Report Budget Progress Report Grant Budget Progress Report Project Budget Progress Report Revenue Budget Progress Report Commitment Control General Ledger Statutory Reports Set Up Financials/Supply Chain Background Processes Worklist Reporting Tools PeopleTools Change My Password My Personalizations Done View Process Request For User ID: SMCGEE Type: Last: 1 Days Refresh Server: Name: Instance: to Save On Refresh Run Status: Distribution Status Process List Customize Find View All First 1 of 1 Last Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details 26751 SQR Report BORRG021 SMCGEE 04/07/2009 10:44:59AM EDT Success Posted Details Go back to Ledger History Reports Save Notify Process List Server List 22. Details</p>
22.	Click an entry in the Details column. Details



Business Process Document

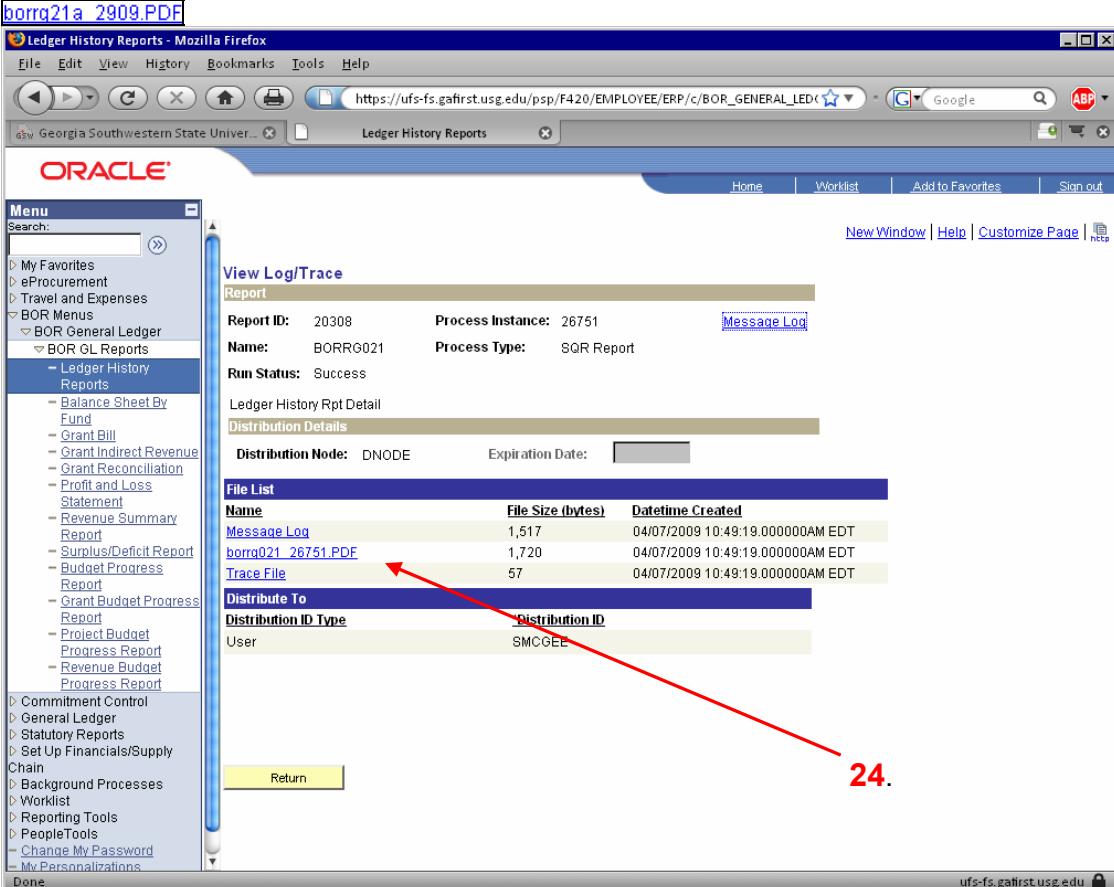
Running Ledger History Rpt Summary (BORRG21A)

Step	Action
23.	<p>Click the View Log/Trace link.</p>  <p>The screenshot shows the Oracle Ledger History Reports interface. On the left is a navigation menu with sections like My Favorites, eProcurement, Travel and Expenses, BOR Menus, BOR General Ledger, BOR GL Reports, and various ledger history reports. The main panel displays 'Process Detail' information for instance 26751, type SQR Report, named BORRG021, with a success status and posted distribution. It includes sections for Run (control ID, location, server, recurrence), Date/Time (request creation, run anytime after, begin/began process at, ended process at), and Actions (Parameters, Transfer, Message Log, Batch Timings, View Log/Trace). The 'View Log/Trace' link is highlighted with a red arrow and labeled '23.'</p>



Business Process Document

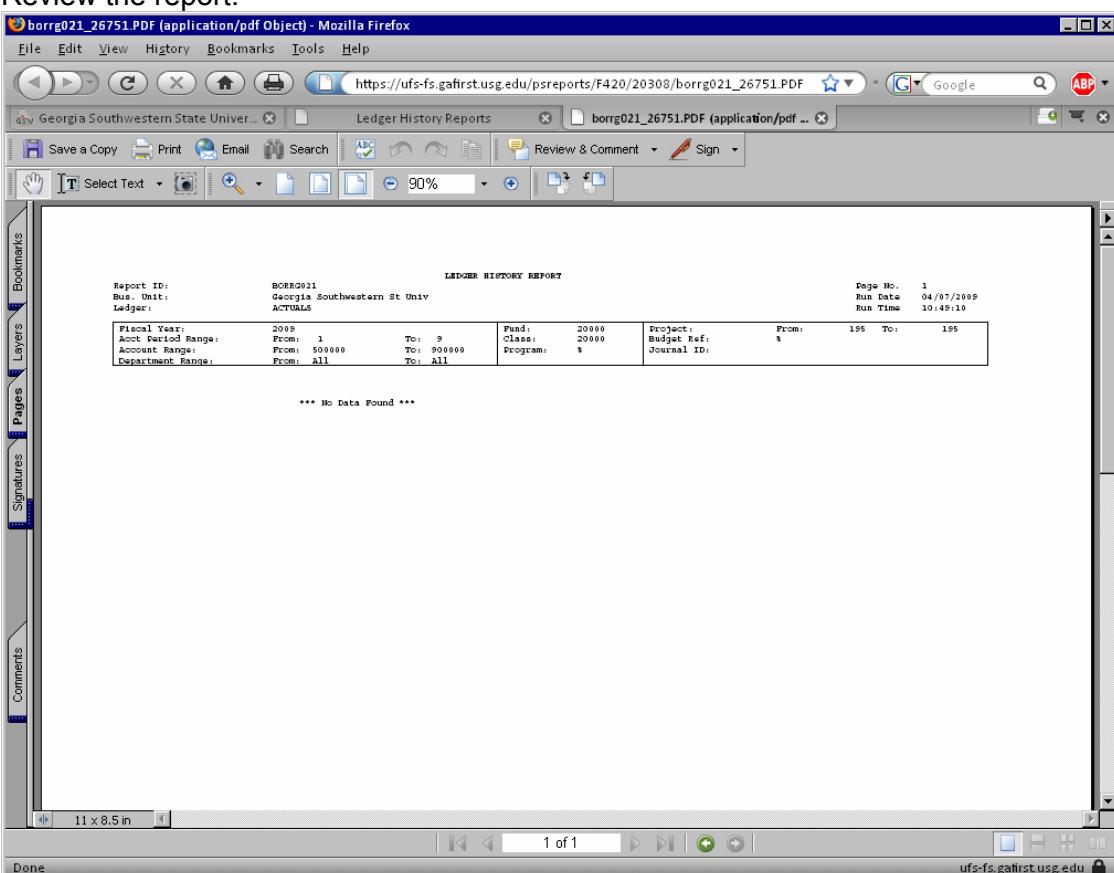
Running Ledger History Rpt Summary (BORRG21A)

Step	Action
24.	Click an entry in the Name column.  <p>The screenshot shows the Oracle Ledger History Reports interface. On the left is a navigation menu with sections like My Favorites, eProcurement, Travel and Expenses, BOR Menus, BOR General Ledger, BOR GL Reports, and various financial reports. The main area is titled 'View Log/Trace Report'. It displays report details: Report ID: 20308, Process Instance: 26751, Name: BORRG021, Process Type: SQR Report, and Run Status: Success. Below this is a 'Distribution Details' section with a distribution node set to DNODE and an expiration date. The 'File List' section contains two entries: 'Message Log' (size 1,517 bytes, created 04/07/2009 10:49:19.000000AM EDT) and 'Trace File' (size 57 bytes, created 04/07/2009 10:49:19.000000AM EDT). A red arrow points to the 'Trace File' entry. At the bottom is a 'Distribute To' section with a user named SMCGEE. A yellow 'Return' button is at the bottom left, and a red '24.' is at the bottom right.</p>



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Running Ledger History Rpt Summary (BORRG21A)

Step	Action																																							
25.	<p>Review the report.</p>  <p>The screenshot shows a Mozilla Firefox window displaying a PDF titled "LEDGER HISTORY REPORT". The report header includes "Report ID: BORRG21", "Bus. Unit: Georgia Southwestern St Univ", "Ledger: ACTUALS", "Page No. 1", "Run Date 04/07/2009", and "Run Time 10:49:10". Below the header is a table with the following data:</p> <table border="1"><thead><tr><th>Fiscal Year:</th><th>2009</th><th>From:</th><th>1</th><th>To:</th><th>9</th><th>Fund:</th><th>20000</th><th>Project:</th><th>From:</th><th>195</th><th>To:</th><th>195</th></tr><tr><th>Acct Period Range:</th><td></td><td>From:</td><td>500000</td><td>To:</td><td>900000</td><th>Class:</th><td>20000</td><th>Budget Ref:</th><td>From:</td><td>All</td><td>To:</td><td>All</td></tr><tr><th>Account Range:</th><td></td><td>From:</td><td>All</td><td>To:</td><td>All</td><th>Program:</th><td>1</td><th>Journal ID:</th><td>From:</td><td>All</td><td>To:</td><td>All</td></tr></thead><tbody></tbody></table> <p>Below the table, the message "*** No Data Found ***" is displayed. The Firefox interface shows various toolbars and panels on the left side, and the bottom status bar indicates "Done" and the URL "ufs-fs.gafirst.usg.edu".</p>	Fiscal Year:	2009	From:	1	To:	9	Fund:	20000	Project:	From:	195	To:	195	Acct Period Range:		From:	500000	To:	900000	Class:	20000	Budget Ref:	From:	All	To:	All	Account Range:		From:	All	To:	All	Program:	1	Journal ID:	From:	All	To:	All
Fiscal Year:	2009	From:	1	To:	9	Fund:	20000	Project:	From:	195	To:	195																												
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Account Range:		From:	All	To:	All	Program:	1	Journal ID:	From:	All	To:	All																												
26.	<p>Congratulations. You have just completed the Running the Ledger History Report Summary topic. End of Procedure.</p>																																							