General Ledger and Commitment Control Lookup
(Revised for V. 8.9 September 2007 MD)

Quick Reference
COMMITMENT CONTROL - SEARCH BY OVERVIEW

**SHORT GUIDE FOR SEARCHING BY OVERVIEW METHOD**

- **Step 1:** Navigate to the Commitment Control component
- **Step 2:** Setup the Search
- **Step 3:** Review the Search Results
- **Step 4:** Drill to Details

**Overview**

There are two ways of searching for information in the Commitment Control module. Search using the detail method or search using the overview method. Both methods will ultimately deliver identical information. The method of search will depend upon the users preferred method.

Commitment Control searches also allow for drilling down to other modules to view detail of the transactions.
**STEP 1 NAVIGATE TO COMMITMENT CONTROL**

From the menu on the left, Select:

- Commitment Control
- Review Budget Activities
- Budgets Overview

**STEP 2 FIND AN INQUIRY NAME**

A. If you have already created an Inquiry Name...
B. In the Inquiry Name begins with field, type the Inquiry Name
C. Click on the **Search** button to execute the search.

**STEP 3 CREATE AN INQUIRY NAME**

A. Click the **Add A New Value** tab
B. Type an Inquiry Name; it must be continuous letters with no spaces (Journal in this example)
C. Click on the **ADD** button to continue.

---

**Budgets Overview**

Enter any information you have and click Search. Leave fields blank for a complete search.

- **Find an Existing Value**
- **Add a New Value**

**Inquiry Name:** begins with **BudOver**

- **Search**
- **Clear**

**Basic Search**

**Save Search Criteria**

**Find an Existing Value** | **Add a New Value**
**STEP 2  SETUP THE SEARCH**

A. Enter a **Description** of this inquiry (optional).

B. Enter the **Business Unit** (USF01)

C. The **Ledger Group Set** should default to Ledger Group.

D. Enter the **Ledger Group** (CC_ORG).

E. The **Type Of Calendar** should default to Detail Budget Period.

F. Enter the desired budget periods in the From Budget Period and the To Budget Period.

G. Check the box for **Include Adjustment Periods**.

H. Check the box for **Include Closing Adjustments**.

I. Enter the desired chart field values in both the Chartfield From Value and Chartfield To.

J. Click on the **Search** button to execute the search.
STEP 3 REVIEW THE SEARCH RESULTS

A. Search results will be offered in two forms.

B. At the top of the page, notice a summary of the budget status for the chart fields.

C. The summary will include the amount of budget released, the amount of actual expenses, the amount of encumbrances (PO’s), the amount of pre-encumbrances (requisitions), and the amount of available budget (RSA).

D. Notice that the delivered results are limited to 100 rows.

E. To ensure you have complete results, change the Max Rows value to 1,000.

F. Click on the button to execute a new search.

---

**Budget Overview**

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>USF01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group:</td>
<td>CC_ORG CC ORGANIZATION BUDGET</td>
</tr>
<tr>
<td>Type of Calendar:</td>
<td>Detail Budget Period</td>
</tr>
<tr>
<td>Amounts in Base Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Revenue Associated</td>
<td></td>
</tr>
</tbody>
</table>

---

**Ledger Totals (28 Rows)**

| Budget: | 390,097.00 |
| Expense: | 344,211.25 |
| Encumbrance: | 2,583.69 |
| Pre-Encumbrance: | 0.00 |
| Budget Balance: | 43,302.06 |
| Associate Revenue: | 0.00 |
| Available Budget: | 43,302.06 |

**Net Transfers:**
STEP 3 REVIEW THE SEARCH RESULTS (CONT’D)

A. Search results will be offered in two forms.
B. Below the summary of the budget you will see lines of information for every unique chart field string for each quarter of the fiscal year searched.
C. The sum of all of the individual rows will equal the summarized totals at the top of the page.
D. Click on the Show Budget Details button to drill down on a budget line. (square symbol just to the right of the line number).
**Step 4 Drill To Details And The Activity Log**

A. After clicking the Show Budget Details symbol, a summary of the individual budget line will be displayed.

B. The summary will include budget released, expenses, encumbrances, pre-encumbrances, and available budget.

C. Click the green book symbol to **Drill To Ledger**

D. See results on the next page.

---

### Budget Details

<table>
<thead>
<tr>
<th>Ledger Amounts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget:</strong></td>
<td>25,749.00 USD</td>
</tr>
<tr>
<td><strong>Expense:</strong></td>
<td>21,384.48 USD</td>
</tr>
<tr>
<td><strong>Encumbrance:</strong></td>
<td>0.00 USD</td>
</tr>
<tr>
<td><strong>Pre-Encumbrance:</strong></td>
<td>0.00 USD</td>
</tr>
<tr>
<td><strong>Associate Revenue:</strong></td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

### Available Budget

- **Without Tolerance:** 4,364.52 USD  Percent: (18.95%) |
- **With Tolerance:** 4,364.52 USD  Percent: (18.95%) |

### Budget Exceptions

- Exception Errors: 0  Exception Warnings: 0
STEP 4 DRILL TO DETAILS AND THE ACTIVITY LOG (CONT’D)

A. Next click the magnifying glass symbol on the far left side.
B. The individual budget journal actions will be listed.
C. Then click the square symbol to the left of each journal line to review additional details.
D. See results on the next page.

Ledger

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>USF01</th>
<th>Ledger:</th>
<th>CC_ORG_BUD</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Oper Unit</th>
<th>Fund</th>
<th>Account</th>
<th>DeptID</th>
<th>Product</th>
<th>Initiative</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA</td>
<td>10000</td>
<td>88021</td>
<td>210730</td>
<td>000000</td>
<td>00000000</td>
<td>2008Q1</td>
</tr>
</tbody>
</table>

OK

Budget Journal

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>USF01</th>
<th>Ledger:</th>
<th>CC_ORG_BUD</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Journal ID</th>
<th>Date</th>
<th>Status</th>
<th>Year</th>
<th>Period</th>
<th>Line #</th>
<th>Oper Unit</th>
<th>Fund</th>
<th>Account</th>
<th>DeptID</th>
<th>Product</th>
<th>Initiative</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000151026</td>
<td>07/01/2007</td>
<td>Unposted</td>
<td>2008</td>
<td>1</td>
<td>292</td>
<td>TPA</td>
<td>10000</td>
<td>88021</td>
<td>210730</td>
<td>000000</td>
<td>00000000</td>
<td>2008Q1</td>
</tr>
<tr>
<td>0000151026</td>
<td>07/01/2007</td>
<td>Posted</td>
<td>2008</td>
<td>1</td>
<td>292</td>
<td>TPA</td>
<td>10000</td>
<td>88021</td>
<td>210730</td>
<td>000000</td>
<td>00000000</td>
<td>2008Q1</td>
</tr>
<tr>
<td>0000151148</td>
<td>07/01/2007</td>
<td>Posted</td>
<td>2008</td>
<td>1</td>
<td>917</td>
<td>TPA</td>
<td>10000</td>
<td>88021</td>
<td>210730</td>
<td>000000</td>
<td>00000000</td>
<td>2008Q1</td>
</tr>
</tbody>
</table>

OK
STEP 4 DRILL TO DETAILS AND THE ACTIVITY LOG (CONT’D)

A. The Budget Header page displays notes and the posting status of the journal line.
B. Click the Budget Lines tab to review the individual journal lines for the entire journal.
C. Click the Budget Errors tab to view any budget lines that are in error.
**SHORT GUIDE TO SEARCHING WITH CHART FIELD VALUES**

Step 1: Navigate to the GL search page
Step 2: Find an Inquiry Name
Step 3: Create an Inquiry Name
Step 4: Search for GL information
Step 5: Drill down to the detail information
Step 6: Search for voucher payment details and an image of the vendor invoice.

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**SEARCH GENERAL LEDGER WITH CHART FIELD VALUES**

**Overview**

There are two ways of searching for information in the General Ledger. Search using chart field values or search using a Journal ID.

Both methods will ultimately deliver identical information. The method of search will depend upon what clues you have available.

General Ledger searches may also allow for drilling down to other modules to view detail of the transactions.
**STEP 1  NAVIGATE TO THE GENERAL LEDGER**

From the menu on the left, Select:
- General Ledger
- Review Financial Information
- Ledger

**STEP 2  FIND AN INQUIRY NAME**

A. If you have already created an Inquiry Name...
B. In the Inquiry Name begins with field, type the Inquiry Name
C. Click on the **Search** button to execute the search.

**STEP 3  CREATE AN INQUIRY NAME**

A. Click the **Add A New Value** tab
B. Type an Inquiry Name; it must be continuous letters with no spaces
C. Click on the **ADD** button to continue.
**STEP 4  SETUP THE GL SEARCH**

A. The Business Unit must be USF01.
B. The Ledger must be Actuals.
C. Select the desired fiscal year; fiscal years are named by the year in which they end.
D. Enter a From Period and a To Period; period 1=July, period 2=August, etc.
E. The currency code should read USD.
F. Check the Show YTD Balance box.
G. Check the Include Closing Adjustments box.
H. Now enter chart fields in the Value column.
I. Note: in this illustration the search is for the fund 10000, department 210700 for fiscal year 2007-2008.
J. Click on the button to execute the search.

---

**Ledger Inquiry**

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

**Ledger Criteria**

- Inquiry Name: LED
- Unit: USF01
- Ledger: ACTUALS
- Fiscal Year: 2008
- From Period: 1
- To Period: 12
- Currency: USD
- Stat Code:
- Show YTD Balance: Yes
- Include Closing Adjustments: Yes
- Max Ledger Rows: 1000

**Chartfield Criteria**

<table>
<thead>
<tr>
<th>ChartField</th>
<th>Value</th>
<th>ChartField Value Set</th>
<th>Update/New</th>
<th>Sum By</th>
<th>Value Required</th>
<th>Order By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>210700</td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Unit</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Code</td>
<td>10000</td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Reference</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affiliate</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Affiliate</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Unit Affiliate</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustment Type</td>
<td></td>
<td></td>
<td>Update/New</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**STEP 4  SAMPLE OF THE RESULTS OF THE SEARCH (CONT’D)**

A. The results are delivered in GL account number order.

B. For every GL account, the results are reported for individual accounting periods (notice the period number).

C. Notice that the Period Balance amounts are the dollar values of the transactions in a specific period.

D. Notice that the next column, YTD Period Balance is a year-to-date total for a particular GL account.

E. Note that the lines of data are summarizations of multiple transactions.

F. To view details of a particular line, click the **Activity** button.

---

**Ledger Inquiry**

**Ledger Summary**

Before clicking on **Detail** hyperlink, you can click on "Configure Ledger Chartfield Display" to display the chartfields that are pertinent to your inquiry.

**Ledger Criteria**

- Inquiry Name: LED
- Unit: USF01
- Ledger: ACTUALS
- Fiscal Year: 2008
- From Period: 1
- To Period: 12
- Currency: USD

**Ledger Amount by Currency**

<table>
<thead>
<tr>
<th>Period</th>
<th>Activity</th>
<th>Detail</th>
<th>Account</th>
<th>Account Description</th>
<th>Period Balance (Transaction Currency)</th>
<th>YTD Period Balance (Transaction Currency)</th>
<th>Currency</th>
<th>Period Balance (Base Currency)</th>
<th>YTD Period Balance (Base Currency)</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Activity</td>
<td>Detail 50022</td>
<td>WAGES - FACULTY</td>
<td>58,801.98 USD</td>
<td>58,801.98 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Activity</td>
<td>Detail 50022</td>
<td>WAGES - FACULTY</td>
<td>111,974.02 USD</td>
<td>170,776.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Activity</td>
<td>Detail 50023</td>
<td>WAGES - USFS</td>
<td>9,291.94 USD</td>
<td>2,761.94 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Activity</td>
<td>Detail 50023</td>
<td>WAGES - USFS</td>
<td>8,138.72 USD</td>
<td>8,138.72 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Activity</td>
<td>Detail 50040</td>
<td>WAGES - OPS - OTHER</td>
<td>975.44 USD</td>
<td>975.44 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Activity</td>
<td>Detail 50040</td>
<td>WAGES - OPS - OTHER</td>
<td>1,786.45 USD</td>
<td>2,761.94 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Activity</td>
<td>Detail 50041</td>
<td>WAGES - OPS - GA</td>
<td>8,138.72 USD</td>
<td>8,138.72 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Activity</td>
<td>Detail 50041</td>
<td>WAGES - OPS - GA</td>
<td>7,287.74 USD</td>
<td>15,426.48 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STEP 5 DRILL BACK TO DETAILS

A. After clicking the Activity button, for the desired line, a list of journals will appear.

B. Then click the Drill To Source button.

A. Click one of the journal ID’s to drill to detail. (in this example APA0155199 is clicked)
STEP 5  DRILL BACK TO DETAILS (CONT’D)

A. After clicking the Drill To Source button, the following will appear.

A. Click the Voucher ID link to view voucher accounting details. Click the View All button to reveal both the AP accrual entries and the vendor payment entries. Note: click the Chartfields tab to view the chart field string. Note 2: this vendor invoice appears to have been paid.
STEP 6  SEARCH FOR VOUCHER PAYMENT DETAILS

A. Copy the Voucher ID from the Voucher Accounting Entries page

B. Navigate to: Accounts Payable/Review Accounts Payable Info/Vouchers/Voucher

C. On the Voucher Inquiry page, make the Business Unit USF01 and paste in the Voucher ID in both the From and To columns.

D. Click on the Search button to execute the search (at the bottom of the page).
STEP 6  SEARCH FOR VOUCHER PAYMENT DETAILS (CONT’D)

A. The search will produce a row of information (see illustration on right) that includes the voucher ID, invoice number, invoice date, vendor ID, and buttons to find additional information.

B. Click the Payment Information button (dollar sign inside a box)

C. You will now see the USF Payment Reference ID (check number).

D. Click the Payment Reference ID (blue hyperlink).

E. You will now see the check information including date the check was created, date of payment, and whether or not the payment has been reconciled.
**STEP 6  SEARCH FOR VOUCHER PAYMENT DETAILS**

A. Back on the Voucher Inquiry Results page, you may also view an image of the invoice.
B. Click the yellow **Liberty** button.
C. An image of the vendor invoice will appear.
SEARCH GENERAL LEDGER WITH JOURNAL ID’S

SHORT GUIDE FOR SEARCHING GENERAL LEDGER

Step 1: Navigate to the General Ledger component
Step 2: Find an Inquiry Name
Step 3: Create an Inquiry Name
Step 4: Setup the GL Search
Step 5: Drill Down to the Detail Information
Step 6: Search for the Voucher Payment.

Overview

There are two ways of searching for information in the General Ledger. Search using chart field values or search using a Journal ID.

Both methods will ultimately deliver identical information. The method of search will depend upon what clues you have available.

General Ledger searches may also allow for drilling down to other modules to view detail of the transactions.
**STEP 1  Navigate to the General Ledger**

From the menu on the left, Select:
- General Ledger
- Review Financial Information
- Journal

**STEP 2  Find an Inquiry Name**

A. If you have already created an Inquiry Name...
B. In the Inquiry Name begins with field, type the Inquiry Name
C. Click on the **Search** button to execute the search.

**STEP 3  Create an Inquiry Name**

A. Click the **Add A New Value** tab
B. Type an Inquiry Name; it must be continuous letters with no spaces (Journal in this example)
C. Click on the **ADD** button to continue.
**STEP 4  SETUP THE GL SEARCH**

A. The **Business Unit** must be USF01.
B. The **Ledger** must be Actuals.
C. Select the desired fiscal **Year**; fiscal years are named by the year in which they end.
D. Enter a **From Period** and a **To Period**; period 1=July, period 2=August, etc.
E. Enter the **Journal ID**
F. Set the Max Rows value to 1000
G. Click on the **Search** button to execute the search  Note: to make the search easier, it is best to know specifically what line you are looking for in the journal.

### Journal Inquiry

<table>
<thead>
<tr>
<th>Inquiry</th>
<th>'Unit'</th>
<th>'Ledger'</th>
<th>'Year'</th>
<th>'From Period'</th>
<th>'To Period'</th>
<th>Suspense Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURNAL</td>
<td>USF01</td>
<td>ACTUALS</td>
<td>2008</td>
<td>1</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Journal ID</th>
<th>User</th>
<th>Document Sequence</th>
<th>Sort By</th>
<th>Status</th>
<th>Source</th>
<th>Currency</th>
<th>Stat</th>
<th>Max Rows</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA0155198</td>
<td></td>
<td></td>
<td>JournalId</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>

[Journal Inquiry Interface]

[Search, Delete, Clear, Save, Return to Search, Notify, Add, Update/Display Buttons]
**STEP 4  REVIEW THE RESULTS OF THE SEARCH (CONT’D)**

A. The results displayed will be the Journal ID presented as a blue hyperlink.

B. The results will also include the date of the journal, the posting status, the suspense status, and a description.

C. To view details of journal, click the Journal ID button.

---

**Journal Inquiry**

<table>
<thead>
<tr>
<th>Inquiry</th>
<th>Unit</th>
<th>Ledger</th>
<th>Year</th>
<th>From Period</th>
<th>To Period</th>
<th>Suspension Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURNAL</td>
<td>USF01</td>
<td>ACTUALS</td>
<td>2003</td>
<td>1</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

**Journal ID**

<table>
<thead>
<tr>
<th>APA0155199</th>
<th>Document Sequence</th>
<th>Sort By</th>
<th>Max Rows</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>APA0155199</td>
<td>Journal ID</td>
<td>Journal Id</td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>

**Journals**

<table>
<thead>
<tr>
<th>Journal ID</th>
<th>Date</th>
<th>Unit</th>
<th>Status</th>
<th>Source</th>
<th>Suspense Status</th>
<th>User</th>
<th>Unpost Date</th>
<th>Descr</th>
</tr>
</thead>
</table>

---
**STEP 4  REVIEW THE RESULTS OF THE SEARCH (CONT’D)**

A. The delivered results will be all lines of the journal.

B. The results will be listed in journal line number order and will include the line description, the dollar amount, and all chart field values.

C. You may sort the results by clicking any column heading (for example Operating Unit Fund or Department).

D. To view details of a particular line, click the **Drill To Source** button to the left of the line.

### Totals by Currency

<table>
<thead>
<tr>
<th>Currency</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD</td>
<td>1,372,842.39</td>
<td>1,372,842.39</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Journal Line

<table>
<thead>
<tr>
<th>Drill to Source</th>
<th>Line #</th>
<th>Line Descr</th>
<th>Amount (in Transaction Currency)</th>
<th>Currency</th>
<th>Oper Unit</th>
<th>Fund</th>
<th>Account</th>
<th>DeptID</th>
<th>Product</th>
<th>Initiative</th>
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<td>3</td>
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<td>50000</td>
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<td>4</td>
<td>AP Voucher Acrual</td>
<td>1,720.00 USD</td>
<td>SAR</td>
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<td>18100</td>
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<td>5</td>
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<td>6</td>
<td>AP Voucher Acrual</td>
<td>261,800.00 USD</td>
<td>TPA</td>
<td>50000</td>
<td>18100</td>
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<td>APSD</td>
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<td></td>
</tr>
<tr>
<td>7</td>
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<td>TPA</td>
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<td>18100</td>
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<td>0000000</td>
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<tr>
<td>8</td>
<td>AP Voucher Acrual</td>
<td>33,927.34 USD</td>
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<td>9</td>
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<td>10</td>
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<td>18100</td>
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<td>0000000</td>
<td>USF01</td>
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<td>11</td>
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<td>10000</td>
<td>20000</td>
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<td>12</td>
<td>AP Voucher Acrual</td>
<td>-7,082.79 USD</td>
<td>HSC</td>
<td>10000</td>
<td>20000</td>
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<td></td>
</tr>
</tbody>
</table>
A. After clicking the **Drill To Source** button, the following will appear.

A. Click the **Voucher ID** link to view voucher accounting details. Click the **View All** button to reveal both the AP accrual entries and the vendor payment entries. Note: click the **Chartfields** tab to view the chart field string. Note 2: this vendor invoice appears to have been paid.
**STEP 6 SEARCH FOR VOUCHER PAYMENT DETAILS**

A. Copy the **Voucher ID** from the Voucher Accounting Entries page

B. Navigate to: Accounts Payable/Review Accounts Payable Info/Vouchers/Voucher

C. On the Voucher Inquiry page, make the **Business Unit** USF01 and paste in the **Voucher ID** in both the **From** and **To** columns.

D. Click on the **Search** button to execute the search (at the bottom of the page).
**STEP 6  SEARCH FOR VOUCHER PAYMENT DETAILS (CONT’D)**

A. The search will produce a row of information (see illustration on right) that includes the voucher ID, invoice number, invoice date, vendor ID, and buttons to find additional information.

B. Click the Payment Information button (dollar sign inside a box)

C. You will now see the USF Payment Reference ID (check number).

D. Click the Payment Reference ID (blue hyperlink).

E. You will now see the check information including date the check was created, date of payment, and whether or not the payment has been reconciled.
STEP 6  SEARCH FOR VOUCHER PAYMENT DETAILS

A. Back on the Voucher Inquiry Results page, you may also view an image of the invoice.
B. Click the yellow Liberty button.
C. An image of the vendor invoice will appear.
CREATE A LEDGER PERIOD COMPARISON REPORT

SHORT GUIDE FOR SEARCHING GENERAL LEDGER

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigate to the General Ledger component</td>
</tr>
<tr>
<td>2</td>
<td>Find an Inquiry Name</td>
</tr>
<tr>
<td>3</td>
<td>Create an Inquiry Name</td>
</tr>
<tr>
<td>4</td>
<td>Setup the report parameters</td>
</tr>
<tr>
<td>5</td>
<td>Run the report</td>
</tr>
</tbody>
</table>

Overview

This report will present summarized information for selected chart fields for selected periods.

For example, you might create a report of expenses (by specifying chart fields beginning with “5”) displayed individually for each month of the fiscal year. Or create a similar report for all revenue (GL account codes beginning with “4”) for the year displayed by month.
**STEP 1  NAVIGATE TO THE GENERAL LEDGER**

From the menu on the left, Select:
- General Ledger
- Review Financial Information
- Ledger Period Comparison

**STEP 2  FIND AN INQUIRY NAME**

A. If you have already created an **Inquiry Name**...
B. In the Inquiry Name begins with field, type the Inquiry Name
C. Click on the **Search** button to execute the search.

**STEP 3  CREATE AN INQUIRY NAME**

A. Click the **Add A New Value** tab
B. Type an Inquiry Name; it must be continuous letters with no spaces (Journal in this example)
C. Click on the **ADD** button to continue.
STEP 4 SETUP THE PARAMETERS

A. The **Business Unit** must be USF01.
B. The **Ledger** must be Actuals.
C. Select the desired fiscal **Year**; fiscal years are named by the year in which they end.
D. For the **Amount Field**, select **Posted_Tran_Amount**
E. Remember to check the boxes for **Include Closing** and **Include Balance Forward**
F. Enter the **Chart Fields** desired
G. Check the **View** box for the chart fields that you want displayed on the report
H. In the **Period Selection** column, identify the accounting periods (months) that you wish to include in the report. HINT: to include the entire fiscal year select all periods, 1 through 12.

F. Click on the **Search** button to execute the search
**STEP 4  REVIEW THE RESULTS OF THE SEARCH (CONT’D)**

A. The results displayed will be displayed in chart field account number order for the periods identified.

B. The results will be displayed on one or more tabs. HINT: to view all months, click the expand button.

C. You may also exercise the option of downloading the results to an Excel spreadsheet.

### Period Comparison Results
#### Ledger Period Comparison

<table>
<thead>
<tr>
<th>Inquiry Criteria</th>
<th>Unit</th>
<th>Ledger</th>
<th>Fiscal Year</th>
<th>Currency</th>
<th>Amount to display</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEDPERCOM</td>
<td>USF01</td>
<td>ACTUALS</td>
<td>2009</td>
<td>USD</td>
<td>Posted Transaction Amount</td>
</tr>
</tbody>
</table>

**Description**

Accounting Period in (1,2,3,4,5,6,7,8,9,10,11,12)

**Currency Details**

All Amounts in ‘USD’

---

**Go To** Ledger Compare Criteria

1 to 6 of 6

### Ledger Comparison

<table>
<thead>
<tr>
<th>Period 8,1,2</th>
<th>Period 3,4,5</th>
<th>Period 6,7,8</th>
<th>Period 9,10,11</th>
<th>Period 12,999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row Count</td>
<td>Fund</td>
<td>Account</td>
<td>DeptID</td>
<td>Product</td>
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<tr>
<td>1 STP</td>
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<td>515400</td>
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<td>2 STP</td>
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<td>44426</td>
<td>515400</td>
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<tr>
<td>3 STP</td>
<td>07001</td>
<td>44427</td>
<td>515400</td>
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<tr>
<td>4 STP</td>
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<td>44428</td>
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<td>5 STP</td>
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<td>6 STP</td>
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<td>44442</td>
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</table>
Find the full documentation on both the UCO web site and Talent Management web site.

Register for in-class training at
www.eusf.admin.usf.edu

Find many helpful resources on the FAST web site at www.usf.edu/fast

Contact either:
Mark DeVore (4.2286)
Lisa Corley (4.3430)