

9.2 GL/KK QUERIES AND REPORTS

General Ledger and Commitment Control Queries

To access a BOR predefined query:

Query Viewer: Reporting Tools > Query > Query Viewer

Query Manager: Reporting Tools > Query > Query Manager

Enter the **Query Name** in the “begins with” field. Click **Search**.

Query Name	Description	Parameters
BOR_BC_PENDING Transactions Pending Budget Check	Returns transactions that have not been budget checked or have a budget checking error.	<ul style="list-style-type: none"> • Business Unit • Source Transaction Type
BOR_BDGT_QUARTERLY_RPTING Actuals Ledger Trial Balance	Used to complete required quarterly budget reporting.	<ul style="list-style-type: none"> • Fiscal Year • Business Unit • Budget Ref • From Accounting Period • To Accounting Period
BOR_BTA_ADJUST_QRY Bud 2 Act – Adjustment Query	Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.	<ul style="list-style-type: none"> • Business Unit • From Period • Thru Period • Fiscal Year • As of Date
BOR_BTA_BALSHT_REST_NO_ENC Bud 2 Act – Balance Sheet Restricted w/o Encumbrance	Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.	<ul style="list-style-type: none"> • Business Unit • From Period • Thru Period • Fiscal Year • As of Date

<p style="text-align: center;">Allocation Calculation Log</p> <p style="text-align: center;">GLS6002</p>	<p>Lists the allocation calculations that were performed for a given process step within a specified process instance. Displays the pool, basis, and target amounts.</p>	<p>Allocations > Reports > Allocation Calculation Log</p>	<ul style="list-style-type: none"> • SetID • Allocation Step • Begin Process Instance • Click the Refresh button to see the available ChartFields that can be used in search criteria.
<p style="text-align: center;">Balance Sheet by Fund Report</p> <p style="text-align: center;">BORRG018</p>	<p>This report is a financial Balance Sheet for month-end and fiscal year-end business operations. This report can be run by one fund or a group of funds.</p>	<p>BOR Menus > BOR General Ledger > BOR GL Reports > Balance Sheet by Fund</p>	<ul style="list-style-type: none"> • Business Unit • From Fund Code/To Fund Code • Fiscal Year • Through Accounting Period
<p style="text-align: center;">Budget Activity Report</p> <p style="text-align: center;">BORRG045</p>	<p>This report produces a departmental Budget Activity Report on an as-needed basis. The report reflects the budgeted amount at the Appropriation and Organizational level, as well as the pre-encumbrance, encumbrance, and expended amounts and remaining spending authority in the commitment control tables. The remaining spending authority is then calculated.</p>	<p>BOR Menus > BOR General Ledger > BOR GL Reports > Budget Activity Report</p>	<ul style="list-style-type: none"> • Business Unit • Budget Reference • All Fiscal Periods or • From/To Fiscal Year • From/To Acct Period • From/To Project • From/To Fund Code • From/To Department • From/To Account • Dept ChartField Value Set

<p>Budget Actuals Reconciliation Report</p> <p>GLS8010</p>	<p>Reconciles budget-checking transaction activity with Commitment Control ledgers (LEDGER_KK) and general ledger actuals ledgers.</p>	<p>Commitment Control > Budget Reports > Budgets/Actuals Reconciliation</p>	<p>Click the Refresh button to see the available ChartFields that can be used in search criteria.</p>
<p>Budget Checking Batch Process Statuses</p> <p>GLX8530</p>	<p>Displays the budget checking status of source transactions that have been budget-checked.</p>	<p>Commitment Control > Budget Reports > Budget Checking Status</p>	<ul style="list-style-type: none"> • Source Transaction Type • Process Instance • Process Status Option • Process Status
<p>Budget Transaction Review Report</p> <p>BORRG011</p>	<p>This report provides a listing of budget ledger balances, along with budget journal lines composing those balances.</p>	<p>BOR Menus > BOR General Ledger > BOR GL Reports > Budget Transaction Review</p>	<ul style="list-style-type: none"> • Business Unit • Ledger • Account • Fund Code • From Department/To Department • Project • Budget Reference • Program Code • Class Field
<p>Business Units Report</p> <p>FIN0020</p>	<p>Displays a list of business units that are valid as of a specific date. For each business unit, prints a description of the unit, and the default as-of-date.</p>	<p>Set Up Financials/Supply Chain > Business Unit Related > Reports > General Ledger Units</p>	<ul style="list-style-type: none"> • None

<p>Class Report</p> <p>FSX0053</p>	<p>Displays a list of all valid class ChartField values</p>	<p>Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Class Field</p>	<ul style="list-style-type: none"> • SetID • As of Date
<p>Closing Rules Report</p> <p>GLS1002</p>	<p>Displays information about closing set rules. It prints a description of the close set, identifies the name of the account ChartField, and shows the ChartField to which that profit and loss account will be closed. Also shows the option for retaining earnings in the ChartField.</p>	<p>General Ledger > Close Ledgers > Closing Rule Report</p>	<ul style="list-style-type: none"> • SetID • Allocation Group • As of Date
<p>Closing Trial Balance</p> <p>GLS1003</p>	<p>Summarizes all entries on the ledger by account type. Prints beginning and ending balances for the year, totals for the period, adjustments, and closing entries.</p>	<p>General Ledger > Close Ledgers > Closing Trial Balance Report</p>	<ul style="list-style-type: none"> • Unit • Ledger • Fiscal Year • Display Full Numeric Field – When enabled, this selection has the report display three decimal places instead of two decimal places.
<p>Combination Group Report</p> <p>GLX4003</p>	<p>Displays information on ChartField combination edit groups for a selected SetID.</p>	<p>Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group Report</p>	<ul style="list-style-type: none"> • SetID

<p>Combination Rule Report</p> <p>GLS4002</p>	<p>Displays information on a selected ChartField combination edit rule.</p>	<p>Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report</p>	<ul style="list-style-type: none"> • SetID • Combination Rule • As of Date
<p>Custodial Funds Report</p> <p>BORRG060</p>	<p>This is a report schedule for the Custodial Funds, listing the summarized activity for the various entities within Fund 60000 and 61000.</p>	<p>BOR Menu > BOR General Ledger > BOR GL Reports > Custodial Funds Report</p>	<ul style="list-style-type: none"> • Business Unit • For Fiscal Year Ending
<p>Detail Calendar Report</p> <p>FSX0002</p>	<p>Displays information about detail calendars, including a description as well as a listing of the periods you have defined for the calendar</p>	<p>Set Up Financials/Supply Chain > Common Definitions > Calendars/Schedules > Detail Calendar Report</p>	<ul style="list-style-type: none"> • SetID • Calendar
<p>Detail Ledger Definition Report</p> <p>FSX0022</p>	<p>Displays general information about detail ledgers. Includes a description, error handling options, accounting periods, record names, and a listing of the ChartFields associated with the ledger.</p>	<p>General Ledger > Ledgers > Detail Ledger Report</p>	<ul style="list-style-type: none"> • SetID • Ledger
<p>Fund Report</p> <p>FSX0050</p>	<p>Displays a list of all valid fund code ChartField values.</p>	<p>Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Fund Code</p>	<ul style="list-style-type: none"> • SetID • As of Date

<p>Grant Bill Report</p> <p>BORRG005</p>	<p>This report summarizes billing activity for a grant for a specified period and serves as an invoice to Grant Sponsors. This report should be created at the end of the month after the Grant Allocation process has been run.</p>	<p>BOR Menus > BOR General Ledger > BOR GL Reports > Grant Bill</p>	<ul style="list-style-type: none"> • Business Unit • Type • Fiscal year • From Period/To Period • From Project/To Project • Do Not Print Zero Dollar Grant Bills • Print Detail Transactions • Signatory
<p>Grant Reconciliation Report</p> <p>BORRG016</p>	<p>This report compares summarized expenses and indirect charges against the revenue received for a grant. This report is intended to be used at the end of the month, after the Grant Allocation process and the Grant Bill Report have been run.</p>	<p>BOR Menus > BOR General Ledger > BOR GL Reports > Grant Reconciliation</p>	<ul style="list-style-type: none"> • Business Unit • Budget Reference • From Acct. Period/To Acct. Period • Fiscal Year • Grant From/Grant To • Choose Calculation Method for Indirect Expense

<p>Grant Budget Activity Report</p> <p>BORRG046</p>	<p>This report produces a Grant Budget Activity Report on an as-needed basis. This report lists the overall grant budget amount for reference only. The account summary level budget amounts are listed and used in subtotals and totals. The report reflects the pre-encumbrances, encumbrance, expenditures, and remaining spending authority in summary form.</p>	<p>BOR Menu > BOR General Ledger > BOR GL Reports > Grant Budget Activity Report</p>	<ul style="list-style-type: none"> • Business Unit • Budget Reference • All Fiscal Periods or • From/To Fiscal Year • From/To Acct Period • From/To Grant • All ChartStrings • From/To Fund Code • From/To Department • From/To Account • Dept ChartField Value Set
<p>Installation Options Report</p> <p>FSX0001</p>	<p>Displays the contents of the PeopleSoft Installation Table, which contains system-wide parameters used by the applications.</p>	<p>Set Up Financials/Supply Chain > Install > Installation Options Report</p>	<ul style="list-style-type: none"> • None
<p>InterUnit Activity Report</p> <p>GLS3001</p>	<p>Displays reconciliation information by business unit, ChartField, primary and balancing values, and variance.</p>	<p>General Ledger > General Reports > InterUnit Activity</p>	<ul style="list-style-type: none"> • Business Unit • Ledger • Fiscal Year • Period • Currency Code • Sort Option • Out of Balance Only • Display Full Numeric Field – When enabled, this selection has the report display three decimal places instead of two decimal places.

<p>Journal Edit Errors Report</p> <p>GLS7011</p>	<p>Provides detailed information about journal edit errors: period, journal ID, date, source, reference number, error type, line, line description, field name, and error message.</p>	<p>General Ledger > Journals > Process Journals > Journal Edit Errors Report</p>	<ul style="list-style-type: none"> • Description • Unit • Ledger Group • Source • Journal ID From – Journal ID To • Journal Date From – Journal Date To
<p>Journal Entry Detail Report</p> <p>FIN2001</p>	<p>Displays all journal entries entered into the system for a business unit and ledger within the date range specified. Prints the journal entries in ascending ID order within the ledger and shows the journal date, posted date (if any), and a description. For each line included in the journal entry, lists the line number of the entry, the account number, a description, the department, product, and project values, and debit and credit detail. Also prints statistical information when included in journal entry.</p>	<p>General Ledger > General Reports > Journal Entry Detail</p>	<p>Click the Refresh button to see the available ChartFields that can be used in search criteria.</p>
<p>Journal Line/Accounting Entry Reconciliation Report</p> <p>GLS8012</p>	<p>Compares journal entry lines with accounting entries.</p>	<p>General Ledger > General Reports > Journal Line/Acctg Reconcil</p>	<p>Click the Refresh button to see the available ChartFields that can be used in search criteria.</p>

<p>Journal Source Report</p> <p>FIN0008</p>	<p>Displays valid journal entry sources. Source codes describe the origination of journal entries for generating the journal, define special processing, and make financial transaction easier to identify and report.</p>	<p>Set Up Financials/Supply Chain > Common Definitions > Journals > Source Report</p>	<ul style="list-style-type: none"> • SetID
<p>Ledger Activity Report</p> <p>GLS7002</p>	<p>Lists the beginning and ending balances by ChartField combination and account. Also lists the detailed journal line activity that is posted against the ledger for the accounting periods that are specified.</p>	<p>General Ledger > General Reports > Ledger Activity</p>	<ul style="list-style-type: none"> • Unit • Ledger • Fiscal Year • From Period • To Period • Show Discrepancies Only • Show Journal Detail • Display Full Numeric Field • Display Closing Entry • Click the Refresh button to see the available ChartFields that can be used in search criteria.
<p>Ledger Summary Report</p> <p>GLS7003</p>	<p>Summarizes journal totals within a ledger by ChartField.</p>	<p>General Ledger > General Reports > Ledger Summary</p>	<ul style="list-style-type: none"> • Unit • Ledger • Fiscal Year • To Period • Click the Refresh button to see the available ChartFields that can be used in search criteria.

<p>Ledgers for a Unit Report</p> <p>FIN0021</p>	<p>Displays information about the ledgers that you have defined for a business unit. Shows information about each ledger, including type, ledger, definition, SetID, date of last update, and whether the ledger is balanced. Also shows open accounting periods, the adjustments year, and journal error handling options.</p>	<p>Set Up Financials/Supply Chain > Business Unit Related > Reports > Ledgers for a Unit</p>	<ul style="list-style-type: none"> • Business Unit
<p>Ledger History Report</p> <p>BORRG014</p>	<p>This report lists all transactions posted to the various ledgers. You can define the ChartField values for this report, which will display journal and other transaction data that occurs in the General Ledger and sub-systems.</p>	<p>BOR Menus > BOR General Ledger > BOR GL Reports > Ledger History Reports</p>	<ul style="list-style-type: none"> • Business Unit • Ledger • Fiscal Year • From Accounting Period/To Accounting Period • From Account/To Account • From Department/To Department • Fund Code • Program Code • Class Field • Budget References • From Project/To Project

<p>Ledger Summery Report</p> <p>GLS7003</p>	<p>Summarizes journal totals within a ledger by ChartField.</p>	<p>General Ledger > Open Items > Open Item Listing Report</p>	<p>Click the Refresh button to see the available ChartFields that can be used in search criteria. If you include a ChartFields and do not enter a specific value, all values will be returned.</p>
<p>Ledger vs. Journal Integrity Report</p> <p>GLS7010</p>	<p>Checks for any discrepancy between Ledger and Journal tables within a specified period range.</p>	<p>General Ledger > General Reports > Ledger vs. Journal Integrity</p>	<p>Click the Refresh button to see the available ChartFields that can be used in search criteria.</p>
<p>Ledger Template Report</p> <p>FSX0023</p>	<p>Displays the records and fields included in detail ledger templates.</p>	<p>General Ledger > Ledgers > Template Report</p>	<ul style="list-style-type: none"> • Ledger Template
<p>Message Log Report</p> <p>FIN1001</p>	<p>Prints message logs for a process instance ID and batch report type, like the online query available for each background program. Displays job ID, program name, date, time, sequence number, logged message, and explanation for each process instance ID.</p>	<p>Background Processes > Print Process Report</p>	<ul style="list-style-type: none"> • Process Name • Begin Process Instance • End Process Instance

<p>nVision Request Listing Report</p> <p>FSX0030</p>	<p>Displays the PS/nVision reports for selected business units. For each report, shows the ID, description, layout, scope ID, scope description, business unit, last run date, as-of-date type, as-of-date, tree date type, and tree date.</p>	<p>General Ledger > General Reports > nVision Request Summary</p>	<ul style="list-style-type: none"> • Business Unit
<p>nVision Scope Listing Report</p> <p>FSX0031</p>	<p>Displays the details of each PS/nVision Scope definition.</p>	<p>General Ledger > General Reports > nVision Scope</p>	<ul style="list-style-type: none"> • SetID
<p>Open Item Listing Report</p> <p>GLS3000</p>	<p>Lists Open Items for the accounts specified, including a description of the accounts, the Open Item key field, and a detailed listing of the journal lines that have an open status up to the 'as of date'. The journal lines are subtotaled by key field value. Journal lines containing Open Item accounts are matched together based on the Open Item edit field.</p>	<p>General Ledger > Open Items > Open Item Listing Report</p>	<p>Click the Refresh button to see the available ChartFields that can be used in search criteria. If you include a ChartField and do not enter a specific value, all values will be returned.</p>
<p>Open Item Transaction Report</p> <p>BOR3000</p>	<p>Displays the balance for an individual FSA Open Item account.</p>	<p>BOR Menu > BOR General Ledger > BOR GL Reports > Open Item Transaction Report</p>	<ul style="list-style-type: none"> • Business Unit • Ledger • As of Date • Open Item Key

<p>Operator Preference Report</p> <p>FIN0006</p>	<p>Displays the values you enter for system users on the User Preferences page. The User ID, business unit, SetID, ledger, source, and as-of-date also display. These are the default settings that appear on the page and reports used by each user.</p>	<p>Set Up Financials/Supply Chain > Common Definitions > User Preferences > User Preferences Report</p>	<ul style="list-style-type: none"> • Select specific modules or All Products • Select individual UserIDs or All Users
<p>Posted Journal Summary Report</p> <p>GLS7009</p>	<p>Provides the ability to report on journals that were posted during a specific run of the Journal Post process. The Journal Post process updates all journals that were posted with the value of the Process Instance.</p>	<p>General Ledger > Journals > Process Journals > Posted Journal Summary Report</p>	<ul style="list-style-type: none"> • Begin Process – Required • End Process – Required • User • Unit – Required • Ledger Group • Ledger • Begin Date • End Date • Summarize by – Can choose to summarize by Journal ID or ChartField • Show Foreign Curr. Amt • Show Statistics Amount • Display Full Numeric Field
<p>Profit and Loss Statement</p> <p>BORRG017</p>	<p>This report is a profit and loss report for an institution’s Auxiliary funds and departments. The report reflects the revenue minus expenses, with a resulting net profit or loss amount.</p>	<p>BOR Menu > BOR General Ledger > BOR GL Reports > Profit and Loss Statement</p>	<ul style="list-style-type: none"> • Business Unit • Department • Fund Code • Accounting Period

<p>Program Report</p> <p>FSX0052</p>	<p>Displays a list of all valid program code ChartField values</p>	<p>Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Program Code</p>	<ul style="list-style-type: none"> • SetID • As of Date
<p>Project/Grant Listing Report</p> <p>FSX0013</p>	<p>Displays valid projects by SetID. For each project, prints the description and the project type</p>	<p>Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Project</p>	<ul style="list-style-type: none"> • SetID
<p>Record Groups Report</p> <p>FSX0016</p>	<p>Displays tables by the record group they belong to. Displays a description and table name for each record group ID</p>	<p>Set Up Financials/Supply Chain > Business Unit Related > Reports > Record Groups</p>	<ul style="list-style-type: none"> • None
<p>Revenue Budget Activity Report</p> <p>BORRG037</p>	<p>This report lists the budget, recognized revenue, and unrecognized revenue amounts for each ChartField combination per Budget Reference. Subtotals in this report are presented for Account and Fund Code.</p>	<p>BOR Menus > BOR General Ledger > BOR GL Reports > Revenue Budget Activity Report</p>	<ul style="list-style-type: none"> • Business Unit • Budget Reference • From/To Account • From/To Fund Code • From/To Department • From/To Program Code • From/To Class Field • From/To Project ID
<p>Schedules Report</p> <p>GLS4000</p>	<p>Prints a list of the schedules that you have defined for a SetID. The report includes a description of each schedule and the definition of its frequency.</p>	<p>Setup Financials/Supply Chain > Common Definitions > Calendar/Schedules > Schedules Report</p>	<ul style="list-style-type: none"> • SetID • Schedule

<p>Schedule of Operations of Student Activities Report</p> <p>BORRG030</p>	<p>This is a report schedule for the Student Activities, listing the summarized activity for the various entities within auxiliary.</p>	<p>BOR Menu > BOR General Ledger > BOR GL Reports > Year End Reports > Student Activity</p>	<ul style="list-style-type: none"> • Business Unit • For Fiscal Year Ending
<p>Schedule of Operation of Intercollegiate Athletics Report</p> <p>BORRG032</p>	<p>This is a report schedule for the Intercollegiate Athletics, listing the summarized revenue and expense/encumbrance activity for the various athletic entities.</p>	<p>BOR Menu > BOR General Ledger > BOR GL Reports > Year End Reports > Intercollegiate Athletics</p>	<ul style="list-style-type: none"> • Business Unit • For Fiscal Year Ending
<p>Schedule of Restricted Funds Report</p> <p>BORRG051</p>	<p>This report assists institutions in preparing the Federal Fund Expenditure Report at year-end and to provide the information to State Auditors at year-end.</p>	<p>BOR Menu > BOR General Ledger > BOR GL Reports > Year End Reports > Restricted Funds</p>	<ul style="list-style-type: none"> • Business Unit • For Fiscal Year Ending • General Fund • Endowment Fund
<p>SpeedTypes Report</p> <p>FSX0007</p>	<p>Lists all valid SpeedTypes and corresponding information, including the ChartField values that are defined for each SpeedType. A SpeedType enables you to enter shorthand keys to trigger a system expansion into pre-specified values for one or more fields on a page.</p>	<p>Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > SpeedTypes</p>	<ul style="list-style-type: none"> • SetID

Standard Journals Report GLS7001	Lists standard journal entries and their status	General Ledger > General Reports > Standard Journals	<ul style="list-style-type: none"> • Unit • SJE ID • Journal • From Date • To Date
Surplus/Deficit Report BORRG024	This month-end report uses Ledger data to derive period-based surpluses and deficits. The report is organized by Fund or Fund/Class combination, and presents revenues, expenditures, and encumbrances for past, current, and future budget periods.	BOR Menu > BOR General Ledger > BOR GL Reports > Surplus Deficit Report	<ul style="list-style-type: none"> • Business Unit • Fiscal Year • From Accounting Period/To Accounting Period • From Fund Code/To Fund Code • From Class/To Class • Order by Fund/Class or Fund
TableSet Controls Report FIN0018	Displays the record groups associated with the TableSet you specify, including the field names and values you enter at the system prompt. Displays the trees designated for that TableSet. For each record group, shows the ID, description, SetID, and SetID description.	Set Up Financials/Supply Chain > Business Unit Related > Reports > TableSet Controls	<ul style="list-style-type: none"> • Set Control Value
TableSet ID Report FSX0017	Displays a short and long description of each SetID valid on a specific date	Set Up Financials/Supply Chain > Business Unit Related > Reports > TableSet IDs	<ul style="list-style-type: none"> • None

<p>TimeSpans Report</p> <p>FSX0003</p>	<p>Displays the TimeSpan definitions for a SetID, including description and information about the start year, start period, end year, and end period. The report also shows whether the TimeSpan includes forward balances and closing adjustments.</p>	<p>Set Up Financials/Supply Chain > Common Definitions > Calendars/Schedules > TimeSpans Report</p>	<ul style="list-style-type: none"> • SetID
<p>Trial Balance Report</p> <p>GLS7012</p>	<p>Combines detail and summary balance information. Shows the ending ledger balances for the specified year and period by ChartField combination. Also displays subtotals by ChartField. Prints a final total for debits and credits.</p>	<p>General Ledger > General Reports > Trial Balance</p>	<ul style="list-style-type: none"> • Click the Refresh button to see the available ChartFields that can be used in search criteria. You can only run subtotals for one ChartField.
<p>Units of Measure Report</p> <p>FSX0005</p>	<p>Displays a standard, portrait-style report of the contents of the Statistics Units of Measure table. The report also contains the unit of measure and description.</p>	<p>Displays a standard, portrait-style report of the contents of the Statistics Units of Measure table. The report also contains the unit of measure and description.</p>	<ul style="list-style-type: none"> • None
<p>Valid Accounts Report</p> <p>FSX0010</p>	<p>Displays the valid general ledger accounts by SetID. For each account, the report prints a description, short name, and the account type. Shows if the account is a statistical account and if so, what unit of measure is used. If the account contains open</p>	<p>Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Account</p>	<ul style="list-style-type: none"> • SetID • As of Date

	items, lists their descriptions as well as the edit record and field that apply.		
Valid Budget Reference Report FSX0024	Lists all valid Budget Reference ChartField values in a SetID.	Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Report > select Budget Reference	<ul style="list-style-type: none"> • SetID • As of Date
Valid Department Codes FSX0011	Displays valid department codes by SetID. Prints the department ID and its description, along with each department manager's name.	Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Department	<ul style="list-style-type: none"> • SetID • As of Date