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.	• Business Unit • Source Transaction Type
BOR_BDGT_QUARTERLY_RPTING Actuals Ledger Trial Balance	Used to complete required quarterly budget reporting.	• 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.	• 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.	• Business Unit • From Period • Thru Period • Fiscal Year • As of Date

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

BOR_BTA_BALSHT_UNREST Bud 2 Act – Balance Sheet Unrestricted	Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.	• Business unit • From Period • Thru Period • Fiscal Year • As of Date
BOR_BTA_BCRADJ_JRNLS BTA Adjustment Journals	Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.	• Business Unit • Fiscal Year
BOR_BTA_ENCUMB_PAYABLE Bud 2 Act – Encumb Payable	Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.	• Business Unit • Thru Period • Fiscal Year • As of Date
BOR_BTA_PRIOR_YR_FUND_BAL Bud 2 Act – Prior Year Fund Balance	Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.	• Business Unit • From Period • Thru Period • Fiscal Year • As of Date
BOR_BTA_REVEXP_REST_NO_ENC Bud 2 Act – Revenue & Expenses Restricted w/o Encumbrance	Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.	• Business Unit • From Period • Thru Period • Fiscal Year • As of Date
BOR_BTA_REVEXP_UNREST Bud 2 Act – Revenue & Expenses Unrestricted	Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.	• Business Unit • From Period • Thru Period • Fiscal Year • As of Date

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

BOR_BUDGET_JRNL_BY_DATE Budget Journal Prompt for Date	Returns budget journal entries from budget journal tables.	• Business Unit • Budget Ref • Account* • From Date • Thru Date
BOR_BUDGET_JRNL_DETAIL KK Budget Journal Detail by Year	Returns commitment control entries for budget journals affecting the entered Ledger Group.	• Business Unit • Ledger Group • Budget Ref* • Fund Code*
BOR_CHK_12000_BALANCES Verify Fund 12000 has no balance	Verify no balances exist in fund 12000.	• Business Unit • Fiscal Year
BOR_CHK_BUD_REF_FISCAL_YEAR Budget Ref greater than Fiscal Year	Identify transactions with Budget Ref greater than Fiscal Year in Ledger and Ledger KK.	• Business Unit • Fiscal Year
BOR_CHK_CASH_ENCUMB Verify no Encumbrance 118200	Verify no payroll encumbrance transactions have been posted to the DETAIL_EN ledger group.	• Business Unit • Fiscal Year
BOR_CHK_DETL_ACTLS Reconcile Detail to Actuals	Returns variances between the DETAIL_EX and Actuals ledger for revenue and expense accounts.	• Business Unit • Fiscal Year
BOR_CHK_DTL_ENC Reconcile Detail EN to Encumbrance	Returns the variance between DETAIL_EN and ENCUMB ledgers.	• Business Unit • Fiscal Year
BOR_CHK_ERROR_ENCUMB Verify no Balance Sheet or Revenue	Returns any encumbrances booked to balance sheet or revenue accounts.	• Business Unit • Fiscal Year

BOR_CHK_FDM_CAPITAL_CF Verify Chartfields Populated	Returns CAPITAL transactions that may fail FDM submission due to missing ChartFields.	• Business Unit • Fiscal Year
BOR_CHK_JE_PENDING Journal Status Inquiry	Returns all subsystem accounting transactions that have not been journal generated, as well as any journals with errors.	• Business Unit • From Date
BOR_CHK_KKLEDG_ACTV Ledger KK to Activity Log Recon	Reconcile KK Activity Log to Ledger KK for a fiscal year and all commitment control ledger groups.	• Business unit • Fiscal Year
BOR_CHK_KKLEDG_BUD Budget Ledger to Journal Recon	Reconcile KK Budget Journals to Ledger KK for a fiscal year and all commitment control ledger groups.	• Business Unit • Fiscal Year
BOR_CHK_LEDG_JRNL Reconcile Journal Lines to Ledger	Verify that posted journal lines reconcile to the ledger balances for a fiscal year.	• Unit • Fiscal Year
BOR_CHK_NEG_ENCUMB Verify no Negative Encumbrance	Review encumbrance balances and determine if there are any outstanding negative encumbrances.	• Unit • Budget Ref
BOR_CHK_PERIOD0_POPULATED Verify Year End Close Process	Returns Period 0 balances for DETAIL_EN, ENCUMB, ACTUALS, CAPITAL and GAAP.	• Business Unit • Fiscal Year
BOR_CHK_PERSERV_ENCUM BOR – Verify no 5X Encumbrance	Returns all personal services encumbrances.	• Business Unit • Fiscal Year
BOR_CHK_PROJ_ENC_LEG Reconcile Project Ledger Encumbrance	Reconcile the Project Master, Project Grant, and Detail ledger encumbrances.	• Business Unit • Fiscal Year

BOR_CHK_PROJ_EXP_LEG Reconcile Project Expense Ledger	Reconcile the Project Master, Project Grant, Detail and Actuals ledger expenses.	• Business Unit • Fiscal Year
BOR_CHK_PROJ_REV_LEG Reconcile Project Revenue Ledger	Reconcile the Project Master, Detail and Actuals ledger revenues.	• Business Unit • Fiscal Year
BOR_CHK_REST_WOUT_PROJ Restricted Funds w/o Project	Review ledger balances and determine if any restricted funds (2XXXX) are missing a project ID.	• Business Unit • Fiscal Year
BOR_CHK_REV_LEDGER Reconcile Revenue Ledgers	Reconcile the REVEST recognized and collected to detail and actuals ledgers for all revenue accounts.	• Business Unit • Fiscal Year
BOR_CHK_REVAPPROP_BUD Reconcile Revenue and APPROP	Reconcile the revenue estimate ledger to the appropriation ledger at the fund, class and budget reference level.	• Business Unit • Budget Ref
BOR_CHK_UNREST_LEDGER KK Ledger Group Reconcile – APPROP/Org/Det	Reconcile APPROP to ORG to DETAIL ledger balances by KK amount type. Query should be run for Encumbrance and Expenditure amount types.	• Business Unit • Ledger Type • Fiscal Year
BOR_ENCUMB_RECON_DETAIL Encumbrance Reconciliation Detail	Returns detail level encumbrance balances. Used in conjunction with BOR_ENCUMB_SUMM.	Business Unit Fund Code* Department* Account* Project* PO Number* Travel Authorization ID* Journal ID*
BOR_ENCUMB_SUMM Encumbrance Balances	Returns summary level encumbrance balances	• Business Unit

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

BOR_ENCUMB_VARIANCE Encumbrance Recon Variances	Returns variances between the ledger balance and calculated encumbrance totals.	• Business Unit
BOR_EXPBYFUND_AVL Expense by Fund - Available	Used by pagelets.	• Business Unit • Budget Ref
BOR_EXPBYFUND_VAR Expense by Fund - Available	Used by pagelets.	• Business Unit • Budget Ref
BOR_EXPBYFUND_VAR_DTL Expense by Fund – RSA w/ Account	Used by pagelets.	• Business Unit • Budget Ref
BOR_EXPBYPROJ_VAR Budget to Actuals by Project	Used by pagelets.	• Business Unit • Effective Status
BOR_EXPBYPROJ_VAR_BREF Budget to Account by Project w/ Budget Reference	Used by pagelets.	• Business Unit • Budget Ref
BOR_FSA_BAL FSA Balances	Returns the FSA balances for a selected account.	• Business Unit • Account
BOR_GL_BUDGET_WF_AUDIT Budget Journal Workflow	Returns requestor and approver for all budget journals requiring approval.	• Business Unit • Begin Date • End Date
BOR_GL_CFDA_EXPEND Federal Expenditures by CFDA	Federal Expenditures by CFDA.	• Journal Date From • Journal Date To • Business Unit

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

BOR_GL_JRNL_WORKFLOW_AUDIT Journal Approval Workflow	Returns requestor and approver for all journals requiring approval.	• Business Unit • Begin Date • End Date
BOR_GL_LEDGER_BALANCES Ledger Balances – PEnc Enc Exp	Returns the total balance and the total encumbered amount from the Actuals Ledger for the specified ChartFields.	• Business Unit • Fund Code* • Department* • Program Code* • Class Field* • Project* • Account* • Fiscal Year • From Period • Thru Period • Budget Ref*
BOR_GL_PLANT_ALLOC_BASIS Basis Values in PLANT Ledger	Returns effective percentage rates being used in PLANT allocation calculations.	• Business Unit
BOR_GL_PROJ_TO_DATE Revenue/Expense amount by project	Returns all ACTUALS activity for a given project ID.	• Business Unit • Project ID
BOR_JE_NOT_POSTED Journals not Completed	Returns details about all journals that have not been completed in GL, along with their status.	• Business Unit • Fiscal Year
BOR_JE_PENDING Journal Status Inquiry	Returns all subsystem accounting transactions that have not been journal generated, as well as any journals with errors.	• Business Unit • From Date

GEORGIA FIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

BOR_KK_ACTIVITY Encumbrance and Expense Activity by PD	Returns commitment control entries for a given Chartstring and period.	• Business Unit • Fund Code* • Budget Ref* • Department* • Account* • Project* • Fiscal Year • From Period • To Period
BOR_KK_AVAIL_BAL_REV Revenue Available Balance	Returns the budgeted, recognized, collected, and remaining amounts to provide a revenue available balance.	• Business Unit • Ledger Group • Fund Code* • Budget Ref*
BOR_KK_AVAIL_BALANCE Available Balance by Ledger Group	Returns budgeted, pre-encumbered, encumbered, expended, and remaining available amounts.	• Business Unit • Ledger Group* • Fund Code* • Dept ID* • Budget Ref* • Thru Fiscal Year • Thru period
BOR_KK_AVAIL_BALANCE_FY_PD Available Balance by Fund and Period	Returns same information as BOR_KK_AVAIL_BALANCE with addition of fiscal year and accounting period for detailed analysis.	• Business Unit • Ledger Group • Fund Code* • Budget Ref*
BOR_KK_BUDGT_EXCPTION_ OVERRIDE Budget Exception Overrides	Returns all budget overrides for a fiscal year and accounting period along with the transactions and amounts whether overridden at the transaction header level or line level.	• Business Unit • Fiscal Year • Beginning Period • Ending Period

GEORGIAFIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

BOR_KK_ENC_BAL_AS_OF_PD Detail_EN Ledger Balance	Returns all encumbrances and can be used to balance against the open purchase order report to research any variances.	• Business Unit • Thru Period • Thru Fiscal Year
BOR_KK_ENC_BY_SOURCE KK Encumbrance by Source	Returns all encumbrances with the transaction type.	• Business Unit • Budget Ref
BOR_KK_ENCUMB_AS_OF_PD ENCUMB Ledger Balance	Returns balances in the ENCUMB ledger and can be used to balance against the open purchase order report to research any variances.	• Business Unit • Fiscal Year • Accounting Period
BOR_KK_EXCEPTIONS KK Exception Detail (Error)	Returns all detail transactions and Chartfield values that are in error in Commitment Control.	• Business Unit • Tran Type*
BOR_KK_EXCLOSE_RECON EXCLOSE Source Tran to KK	Reconciles EXCLOSE to KK Activity Log.	• Business Unit • Report ID* • Fund Code* • Account* • Department* • Project* • Budget Ref*
BOR_KK_EXSHEET_RECON EXSHEET Source Trans to KK	Reconciles EXSHEET to KK Activity Log.	• Business Unit • Report ID* • Fund Code* • Account* • Department* • Project* • Budget Ref*

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

BOR_KK_LEDGER_ACTIVITY KK Ledger Activity w/ Prompt	Displays the balances of specified KK Ledger by period.	• Ledger* • Business Unit • Account* • Department* • Fund* • Program* • Class* • Project* • Budget Ref* • Fiscal Year • From Period • Thru Period
BOR_KK_MANUAL_ENCUMB Manual Encumbrances	Returns all manual encumbrances created by encumbrance journals. Personal Services accounts are excluded.	• Business Unit • Fiscal Year • Fund Code* • Department* • Project*
BOR_KK_OPEN_TAUTH_ENC Open Tauth Encumbrances	Returns open TAuth encumbrances – returns both closed and open Travel Authorizations.	• Business Unit
BOR_LEDGER_SURPLUS Surplus / Deficit Query	Query used to summarize the net change in encumbrance balances from prior budget years. The query looks at expenditure accounts where the budget period is less than the fiscal year.	• Business Unit • Fiscal Year • Accounting Period • Fund Code* • Program Code* • Class Field* • Department* • Budget Ref*
BOR_LEDGER_SURPLUS_DET_W_ REF Tran Detail w/ Referenced Tran	Query used to analyze potential surplus. The predecessor document ID is included on the expenditure lines, so users can pivot on TAuth or PO ID.	• Business Unit • Account* • Fund • Department* • Budget Ref • Fiscal Year

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

BOR_LEDGER_SURPLUS_DETAIL Detail Trans – Surplus Analysis	Query used for detail analysis of surplus. The query outputs the change in encumbrance and expenditures for prior budget years less that the fiscal year.	• Business Unit • Fiscal Year • Fund Code* • Program Code* • Class Field* • Account • Department* • Budget Ref* • Project*
BOR_NET_ASSET_ACCOUNT Year End Net Asset Accounts	Use to review the Net Asset accounts after the ACTUALS Ledger close process is completed.	• Business Unit • Fiscal Year • Account
BOR_OI_BY_ACCOUNT Open Item Balance by Account Only	Returns the balances for each account for open items.	• Business Unit • Account • Fiscal Year • End Accounting Period
BOR_OI_TRANS_DETAIL Open Item Transactions	Returns the open item transactions for specific vendors.	• Business Unit • Account* • Fiscal Year • End Accounting Period • From Open Item ID • To Open Item ID
BOR_QFR Quarterly Financial Report	Provides a quarterly financial report for fiscal year and accounting periods entered.	• Business Unit • Fiscal Year • From Period • To Period

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

BOR_REVBYFUND_VAR Revenue by Fund - Variance	Used by pagelets.	• Business Unit • Budget Ref
BOR_REVEXP_RSA_PGLT Revenue to Expense RSA Calculation	Used by pagelets.	• Business Unit • Budget Ref • Fiscal Year
BOR_SURPLUSABLE_POS_PGLT BOR PO's Impact Surplus Deficit	Used by pagelets.	• Business Unit • Fund Code*
BOR_TIGA_JRNLS_TO_REPORT TIGA Journals to Report	Query will aggregate and group entries within the entered journals by account for TIGA submission purposes. Typically used for PCard journals.	• Business Unit • Fiscal Year • Journal 1 • Journal 2 • Journal 3 • Journal 4 • Journal 5 • Journal 6 • Journal 7 • Journal 8 • Journal 9 • Journal 10 • Journal 11 • Journal 12
BOR_TIGA_PERDIEMS_RECON TIGA Ledger Balance Per Diem	Used to obtain the GL totals for reconciling the Continuous Audit Per Diem Report.	• Fiscal year • Range From Acctg Period • Range To Acctg Period
BOR_TIGA_SALARY_RECON TIGA Salary Recon	Used to obtain the GL totals for reconciling the Continuous Audit Salary Report.	• Business Unit • Range From Acctg Period • Range To Acctg Period • Fiscal Year

GEORGIA*FIRST* FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW — University System of Georgia • Information Technology Services

PeopleSoft 9.2

BOR_TIGA_TRAVEL_RECON TIGA Ledger Balance Travel	Used to obtain the GL totals for reconciling the Continuous Audit Travel Report.	• Fiscal Year • Range from Acctg Period • Range to Acctg Period • Business Unit
BOR_TIGA_VENDOR_OBLIG_ VALIDATE TIGA Vendor Obligation	Used to obtain the GL totals for reconciling the Vendor Obligation Report.	• Business Unit • Fiscal Year • Vendor TIN
BOR_TRIAL_BALANCE Actuals Ledger Trial Balance	Returns the account balances for requested fund, fiscal year and thru period.	• Fiscal Year • Business Unit • Fund* • Thru Period • As of Date

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

General Ledger and Commitment Control Reports

Reports can be viewed in either the Report Manager or the Process Monitor. When running a report, users can select how to display the report, e.g., HTML, PDF. Users can also choose to run the report to the web or a separate window.

Report Name	Description	Navigation	Parameters
Account Types Report FSX0004	Displays all the account types, including the long and short descriptive name, and indicates whether the system carries forward the balance for that account type.	Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > Account Types	• SetID
Accounting Entry Template Report APX0012	Displays available accounting entry templates and template information.	Set Up Financials/Supply Chain > Common Definitions > Accounting Entry Templates > Template Report	• SetID • As of Date
Agency Funds Report BORRG027	This is a report schedule for the Agency Funds, listing the summarized payroll activity in fund 62000.	BOR Menus > BOR General Ledger > BOR Year End > Year End Reports > Agency Funds	• Business Unit For Fiscal Year Ending
Allocation Group Report GLX6001	Lists detail information that is associated with a particular allocation group.	Allocations > Reports > Allocation Group	• SetID • Allocation Group • As of Date
Allocation Step Report GLS6000	Lists detailed information for allocation steps.	Allocations > Reports > Allocation Step	• SetID • Allocation Step As of Date

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Allocation Calculation Log GLS6002	Lists the allocation calculations that were performed for a given process step within a specified process instance. Displays the pool, basis, and target amounts.	Allocations > Reports > Allocation Calculation Log	• SetID • Allocation Step • Begin Process Instance • Click the Refresh button to see the available ChartFields that can be used in search criteria.
Balance Sheet by Fund Report BORRG018	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.	BOR Menus > BOR General Ledger > BOR GL Reports > Balance Sheet by Fund	• Business Unit • From Fund Code/To Fund Code • Fiscal Year • Through Accounting Period
Budget Activity Report BORRG045	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.	BOR Menus > BOR General Ledger > BOR GL Reports >Budget Activity Report	• 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

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

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

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Class Report FSX0053	Displays a list of all valid class ChartField values	Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Class Field	• SetID • As of Date
Closing Rules Report GLS1002	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.	General Ledger > Close Ledgers > Closing Rule Report	• SetID • Allocation Group • As of Date
Closing Trial Balance GLS1003	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.	General Ledger > Close Ledgers > Closing Trial Balance Report	• Unit • Ledger • Fiscal Year • Display Full Numeric Field – When enabled, this selection has the report display three decimal places instead of two decimal places.
Combination Group Report GLX4003	Displays information on ChartField combination edit groups for a selected SetID.	Setup Financials/Supply Chain > Common Definitions >Design ChartFields > Combination Editing > Combination Group Report	• SetID

Combination Rule Report GLS4002	Displays information on a selected ChartField combination edit rule.	Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report	• SetID • Combination Rule • As of Date
Custodial Funds Report BORRG060	This is a report schedule for the Custodial Funds, listing the summarized activity for the various entities within Fund 60000 and 61000.	BOR Menus > BOR General Ledger > BOR GL Reports > Custodial Funds Report	• Business Unit • For Fiscal Year Ending
Detail Calendar Report FSX0002	Displays information about detail calendars, including a description as well as a listing of the periods you have defined for the calendar	Set Up Financials/Supply Chain > Common Definitions > Calendars/Schedules > Detail Calendar Report	• SetID • Calendar
Detail Ledger Definition Report FSX0022	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.	General Ledger > Ledgers > Detail Ledger Report	• SetID • Ledger
Fund Report FSX0050	Displays a list of all valid fund code ChartField values.	Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Fund Code	• SetID • As of Date

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Grant Bill Report BORRG005	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.	BOR Menus > BOR General Ledger > BOR GL Reports > Grant Bill	• Business Unit • Type • Fiscal year • From Period/To Period • From Project/To Project • Do Not Print Zero Dollar Grant Bills • Print Detail Transactions • Signatory
Grant Reconciliation Report BORRG016	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.	BOR Menus > BOR General Ledger > BOR GL Reports > Grant Reconciliation	• Business Unit • Budget Reference • From Acct. Period/To Acct. Period • Fiscal Year • Grant From/Grant To • Choose Calculation Method for Indirect Expense

GEORGIA*FIRST* FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Grant Budget Activity Report BORRG046	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.	BOR Menus > BOR General Ledger > BOR GL Reports > Grant Budget Activity Report	• 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
Installation Options Report FSX0001	Displays the contents of the PeopleSoft Installation Table, which contains system-wide parameters used by the applications.	Set Up Financials/Supply Chain > Install > Installation Options Report	• None
InterUnit Activity Report GLS3001	Displays reconciliation information by business unit, ChartField, primary and balancing values, and variance.	General Ledger > General Reports > InterUnit Activity	• 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.

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

People**Soft** 9.2

Journal Edit Errors Report GLS7011	Provides detailed information about journal edit errors: period, journal ID, date, source, reference number, error type, line, line description, field name, and error message.	General Ledger > Journals > Process Journals > Journal Edit Errors Report	• Description • Unit • Ledger Group • Source • Journal ID From – Journal ID To • Journal Date From – Journal Date To
Journal Entry Detail Report FIN2001	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.	General Ledger > General Reports > Journal Entry Detail	Click the Refresh button to see the available ChartFields that can be used in search criteria.
Journal Line/Accounting Entry Reconciliation Report GLS8012	Compares journal entry lines with accounting entries.	General Ledger > General Reports > Journal Line/Acctg Reconcil	Click the Refresh button to see the available ChartFields that can be used in search criteria.

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Journal Source Report FIN0008	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.	Set Up Financials/Supply Chain > Common Definitions > Journals > Source Report	• SetID
Ledger Activity Report GLS7002	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.	General Ledger > General Reports > Ledger Activity	• 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.
Ledger Summary Report GLS7003	Summarizes journal totals within a ledger by ChartField.	General Ledger > General Reports > Ledger Summery	• Unit • Ledger • Fiscal Year • To Period • Click the Refresh button to see the available ChartFields that can be used in search criteria.

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Ledgers for a Unit Report FIN0021	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.	Set Up Financials/Supply Chain > Business Unit Related > Reports > Ledgers for a Unit	• Business Unit
Ledger History Report BORRG014	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.	BOR Menus > BOR General Ledger > BOR GL Reports > Ledger History Reports	• 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

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

| Ledger Summery Report

GLS7003	Summarizes journal totals within a ledger by ChartField.	General Ledger > Open Items > Open Item Listing Report	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.
Ledger vs. Journal Integrity Report

GLS7010 | Checks for any discrepancy between Ledger and Journal tables within a specified period range. | General Ledger > General Reports > Ledger vs. Journal Integrity | Click the Refresh button to see the available ChartFields that can be used in search criteria. |
| Ledger Template Report

FSX0023 | Displays the records and fields included in detail ledger templates. | General Ledger > Ledgers > Template Report | • Ledger Template |
| Message Log Report

FIN1001 | 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. | Background Processes > Print Process Report | • Process Name
• Begin Process Instance
• End Process Instance |

nVision Request Listing Report FSX0030	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.	General Ledger > General Reports > nVision Request Summary	• Business Unit
nVision Scope Listing Report FSX0031	Displays the details of each PS/nVision Scope definition.	General Ledger > General Reports > nVision Scope	• SetID
Open Item Listing Report GLS3000	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.	General Ledger > Open Items > Open Item Listing Report	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.
Open Item Transaction Report BOR3000	Displays the balance for an individual FSA Open Item account.	BOR Menus > BOR General Ledger > BOR GL Reports > Open Item Transaction Report	• Business Unit • Ledger • As of Date • Open Item Key

Operator Preference Report FIN0006	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.	Set Up Financials/Supply Chain > Common Definitions > User Preferences > User Preferences Report	• Select specific modules or All Products • Select individual UserIDs or All Users
Posted Journal Summary Report GLS7009	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.	General Ledger > Journals > Process Journals > Posted Journal Summary Report	• 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
Profit and Loss Statement BORRG017	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.	BOR Menus > BOR General Ledger > BOR GL Reports > Profit and Loss Statement	• Business Unit • Department • Fund Code • Accounting Period

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Program Report FSX0052	Displays a list of all valid program code ChartField values	Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Program Code	• SetID • As of Date
Project/Grant Listing Report FSX0013	Displays valid projects by SetID. For each project, prints the description and the project type	Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Project	• SetID
Record Groups Report FSX0016	Displays tables by the record group they belong to. Displays a description and table name for each record group ID	Set Up Financials/Supply Chain > Business Unit Related > Reports > Record Groups	• None
Revenue Budget Activity Report BORRG037	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.	BOR Menus > BOR General Ledger > BOR GL Reports > Revenue Budget Activity Report	• 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
Schedules Report GLS4000	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.	Setup Financials/Supply Chain > Common Definitions > Calendar/Schedules > Schedules Report	• SetID • Schedule

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Schedule of Operations of Student Activities Report BORRG030	This is a report schedule for the Student Activities, listing the summarized activity for the various entities within auxiliary.	BOR Menus > BOR General Ledger > BOR GL Reports> Year End Reports > Student Activity	• Business Unit • For Fiscal Year Ending
Schedule of Operation of Intercollegiate Athletics Report BORRG032	This is a report schedule for the Intercollegiate Athletics, listing the summarized revenue and expense/encumbrance activity for the various athletic entities.	BOR Menus > BOR General Ledger > BOR GL Reports > Year End Reports > Intercollegiate Athletics	• Business Unit • For Fiscal Year Ending
Schedule of Restricted Funds Report BORRG051	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.	BOR Menus > BOR General Ledger > BOR GL Reports > Year End Reports > Restricted Funds	• Business Unit • For Fiscal Year Ending • General Fund • Endowment Fund
SpeedTypes Report FSX0007	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.	Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > SpeedTypes	• SetID

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Standard Journals Report GLS7001	Lists standard journal entries and their status	General Ledger > General Reports > Standard Journals	• 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 Menus > BOR General Ledger > BOR GL Reports > Surplus Deficit Report	• 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	• 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	• None

TimeSpans Report FSX0003	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.	Set Up Financials/Supply Chain > Common Definitions > Calendars/Schedules > TimeSpans Report	• SetID
Trial Balance Report GLS7012	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.	General Ledger > General Reports > Trial Balance	• Click the Refresh button to see the available ChartFields that can be used in search criteria. You can only run subtotals for one ChartField.
Units of Measure Report FSX0005	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.	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.	• None
Valid Accounts Report FSX0010	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	Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports > select Account	• 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	• 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	• SetID • As of Date