|  |  |
| --- | --- |
| Security Role | **BOR\_EX\_REPORTS** |
| Responsibility/Role |  |
| File Name |  |
| Version |  |
| Document Generation Date | **12/15/2010** |
| Date Modified | **12/15/2010** |
| Last Changed by |  |
| Status |  |

## EX.070.015 - Running the GL Balancing Report

#### Trigger:

#### Concept

This topic demonstrates how to run the GL Balancing Report. This report lists transaction balances for General Ledger entries. It displays the following information:

Document ID/Type

Journal Template

Unpost Sequence

Accounting Entry Type

Accounting Date

Employee ID

Employee Name

Amount

The parameters for this report are Business Unit and accounting dates.

This report can also be run in the Self Service Portal (EX.070.060).

**Topic Objective:**

Upon completion of this topic, you will be able to:

- Run the GL Balancing Report.

|  |
| --- |
| Assumptions |
|  |

|  |
| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, run the GL Balancing Report for June 1 – 30, 2007.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Accounting** link. |
|  | Click the **Print Reports** link. |
|  | Click the **GL Balancing Report** link. |
|  | You can either search for an existing **Run Control ID** or you can add a new value. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**GL\_Balancing\_Report**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Enter your GL Unit ID in the appropriate field. |
|  | Next, you need to specify the Accounting Dates which you would like to include in your report. |
|  | Enter "**060107**" in the **From Date** field. |
|  | Enter "**063007**" in the **Through Date** field. |
|  | Click the **Save** button because this is a new Run Control. |
|  | Click the **Run** button. |
|  | Make sure the **Select** checkbox is enabled for the processing you are running. |
|  | You can run the report either to the Web or to the Window. You can specify this output by clicking the **Type** drop-down list.  For this exercise, we will run the report to the Web. |
|  | Click the **OK** button to run the report. |
|  | Click the **Report Manager** link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button. You may need to click this button several times until the **Status** of the process you are running displays **Posted**. |
|  | Click the **GL Balancing** text in the Description column to open the report. |
|  | The report is displayed in a new window.  You can print the report using your browser's print button. |
|  | Congratulations. You have just completed the **Running the GL Balancing Report** topic. The GL Balancing Report lists transaction balances for General Ledger entries.  **End of Procedure.** |