

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 |
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| 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 |

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| <p>BOR_BTA_BALSHT_UNREST Bud 2 Act – Balance Sheet Unrestricted</p> | <p>Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.</p> | <ul style="list-style-type: none"> • Business unit • From Period • Thru Period • Fiscal Year • As of Date |
| <p>BOR_BTA_BCRADJ_JRNLS BTA Adjustment Journals</p> | <p>Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| <p>BOR_BTA_ENCUMB_PAYABLE Bud 2 Act – Encumb Payable</p> | <p>Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.</p> | <ul style="list-style-type: none"> • Business Unit • Thru Period • Fiscal Year • As of Date |
| <p>BOR_BTA_PRIOR_YR_FUND_BAL Bud 2 Act – Prior Year Fund Balance</p> | <p>Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.</p> | <ul style="list-style-type: none"> • Business Unit • From Period • Thru Period • Fiscal Year • As of Date |
| <p>BOR_BTA_REVEXP_REST_NO_ENC Bud 2 Act – Revenue & Expenses Restricted w/o Encumbrance</p> | <p>Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.</p> | <ul style="list-style-type: none"> • Business Unit • From Period • Thru Period • Fiscal Year • As of Date |
| <p>BOR_BTA_REVEXP_UNREST Bud 2 Act – Revenue & Expenses Unrestricted</p> | <p>Query used in preparation of Budgetary Compliance Report. See BCR instructions for further details.</p> | <ul style="list-style-type: none"> • Business Unit • From Period • Thru Period • Fiscal Year • As of Date |

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| <p>BOR_BUDGET_JRNL_BY_DATE Budget Journal Prompt for Date</p> | <p>Returns budget journal entries from budget journal tables.</p> | <ul style="list-style-type: none"> • Business Unit • Budget Ref • Account* • From Date • Thru Date |
| <p>BOR_BUDGET_JRNL_DETAIL KK Budget Journal Detail by Year</p> | <p>Returns commitment control entries for budget journals affecting the entered Ledger Group.</p> | <ul style="list-style-type: none"> • Business Unit • Ledger Group • Budget Ref* • Fund Code* |
| <p>BOR_CHK_12000_BALANCES Verify Fund 12000 has no balance</p> | <p>Verify no balances exist in fund 12000.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| <p>BOR_CHK_BUD_REF_FISCAL_YEAR Budget Ref greater than Fiscal Year</p> | <p>Identify transactions with Budget Ref greater than Fiscal Year in Ledger and Ledger KK.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| <p>BOR_CHK_CASH_ENCUMB Verify no Encumbrance 118200</p> | <p>Verify no payroll encumbrance transactions have been posted to the DETAIL_EN ledger group.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| <p>BOR_CHK_DETL_ACTLS Reconcile Detail to Actuals</p> | <p>Returns variances between the DETAIL_EX and Actuals ledger for revenue and expense accounts.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| <p>BOR_CHK_DTL_ENC Reconcile Detail EN to Encumbrance</p> | <p>Returns the variance between DETAIL_EN and ENCUMB ledgers.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| <p>BOR_CHK_ERROR_ENCUMB Verify no Balance Sheet or Revenue</p> | <p>Returns any encumbrances booked to balance sheet or revenue accounts.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |

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| BOR_CHK_FDM_CAPITAL_CF Verify Chartfields Populated | Returns CAPITAL transactions that may fail FDM submission due to missing ChartFields. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Unit • Fiscal Year |
| BOR_CHK_NEG_ENCUMB Verify no Negative Encumbrance | Review encumbrance balances and determine if there are any outstanding negative encumbrances. | <ul style="list-style-type: none"> • Unit • Budget Ref |
| BOR_CHK_PERIOD0_POPULATED Verify Year End Close Process | Returns Period 0 balances for DETAIL_EN, ENCUMB, ACTUALS, CAPITAL and GAAP. | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| BOR_CHK_PERSERV_ENCUM BOR – Verify no 5X Encumbrance | Returns all personal services encumbrances. | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| BOR_CHK_PROJ_ENC_LEG Reconcile Project Ledger Encumbrance | Reconcile the Project Master, Project Grant, and Detail ledger encumbrances. | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |

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| <p>BOR_CHK_PROJ_EXP_LEG Reconcile Project Expense Ledger</p> | <p>Reconcile the Project Master, Project Grant, Detail and Actuals ledger expenses.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| <p>BOR_CHK_PROJ_REV_LEG Reconcile Project Revenue Ledger</p> | <p>Reconcile the Project Master, Detail and Actuals ledger revenues.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| <p>BOR_CHK_REST_WOUT_PROJ Restricted Funds w/o Project</p> | <p>Review ledger balances and determine if any restricted funds (2XXXX) are missing a project ID.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| <p>BOR_CHK_REV_LEDGER Reconcile Revenue Ledgers</p> | <p>Reconcile the REVEST recognized and collected to detail and actuals ledgers for all revenue accounts.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year |
| <p>BOR_CHK_REVAPPROP_BUD Reconcile Revenue and APPROP</p> | <p>Reconcile the revenue estimate ledger to the appropriation ledger at the fund, class and budget reference level.</p> | <ul style="list-style-type: none"> • Business Unit • Budget Ref |
| <p>BOR_CHK_UNREST_LEDGER KK Ledger Group Reconcile – APPROP/Org/Det</p> | <p>Reconcile APPROP to ORG to DETAIL ledger balances by KK amount type. Query should be run for Encumbrance and Expenditure amount types.</p> | <ul style="list-style-type: none"> • Business Unit • Ledger Type • Fiscal Year |
| <p>BOR_ENCUMB_RECON_DETAIL Encumbrance Reconciliation Detail</p> | <p>Returns detail level encumbrance balances. Used in conjunction with BOR_ENCUMB_SUMM.</p> | <p>Business Unit Fund Code* Department* Account* Project* PO Number* Travel Authorization ID* Journal ID*</p> |
| <p>BOR_ENCUMB_SUMM Encumbrance Balances</p> | <p>Returns summary level encumbrance balances</p> | <ul style="list-style-type: none"> • Business Unit |

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| BOR_ENCUMB_VARIANCE Encumbrance Recon Variances | Returns variances between the ledger balance and calculated encumbrance totals. | <ul style="list-style-type: none"> Business Unit |
| BOR_EXPBYFUND_AVL Expense by Fund - Available | Used by pagelets. | <ul style="list-style-type: none"> Business Unit Budget Ref |
| BOR_EXPBYFUND_VAR Expense by Fund - Available | Used by pagelets. | <ul style="list-style-type: none"> Business Unit Budget Ref |
| BOR_EXPBYFUND_VAR_DTL Expense by Fund – RSA w/ Account | Used by pagelets. | <ul style="list-style-type: none"> Business Unit Budget Ref |
| BOR_EXPBYPROJ_VAR Budget to Actuals by Project | Used by pagelets. | <ul style="list-style-type: none"> Business Unit Effective Status |
| BOR_EXPBYPROJ_VAR_BREF Budget to Account by Project w/ Budget Reference | Used by pagelets. | <ul style="list-style-type: none"> Business Unit Budget Ref |
| BOR_FSA_BAL FSA Balances | Returns the FSA balances for a selected account. | <ul style="list-style-type: none"> Business Unit Account |
| BOR_GL_BUDGET_WF_AUDIT Budget Journal Workflow | Returns requestor and approver for all budget journals requiring approval. | <ul style="list-style-type: none"> Business Unit Begin Date End Date |
| BOR_GL_CFDA_EXPEND Federal Expenditures by CFDA | Federal Expenditures by CFDA. | <ul style="list-style-type: none"> Journal Date From Journal Date To Business Unit |

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| BOR_GL_JRNL_WORKFLOW_AUDIT Journal Approval Workflow | Returns requestor and approver for all journals requiring approval. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Business Unit |
| BOR_GL_PROJ_TO_DATE Revenue/Expense amount by project | Returns all ACTUALS activity for a given project ID. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Business Unit • From Date |

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| <p align="center">BOR_KK_ACTIVITY</p> <p>Encumbrance and Expense Activity by PD</p> | <p>Returns commitment control entries for a given Chartstring and period.</p> | <ul style="list-style-type: none"> • Business Unit • Fund Code* • Budget Ref* • Department* • Account* • Project* • Fiscal Year • From Period • To Period |
| <p align="center">BOR_KK_AVAIL_BAL_REV</p> <p>Revenue Available Balance</p> | <p>Returns the budgeted, recognized, collected, and remaining amounts to provide a revenue available balance.</p> | <ul style="list-style-type: none"> • Business Unit • Ledger Group • Fund Code* • Budget Ref* |
| <p align="center">BOR_KK_AVAIL_BALANCE</p> <p>Available Balance by Ledger Group</p> | <p>Returns budgeted, pre-encumbered, encumbered, expended, and remaining available amounts.</p> | <ul style="list-style-type: none"> • Business Unit • Ledger Group* • Fund Code* • Dept ID* • Budget Ref* • Thru Fiscal Year • Thru period |
| <p align="center">BOR_KK_AVAIL_BALANCE_FY_PD</p> <p>Available Balance by Fund and Period</p> | <p>Returns same information as BOR_KK_AVAIL_BALANCE with addition of fiscal year and accounting period for detailed analysis.</p> | <ul style="list-style-type: none"> • Business Unit • Ledger Group • Fund Code* • Budget Ref* |
| <p align="center">BOR_KK_BUDGT_EXCPTION_OVERRIDE</p> <p>Budget Exception Overrides</p> | <p>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.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year • Beginning Period • Ending Period |

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| 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. | <ul style="list-style-type: none"> • Business Unit • Thru Period • Thru Fiscal Year |
| BOR_KK_ENC_BY_SOURCE KK Encumbrance by Source | Returns all encumbrances with the transaction type. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Business Unit • Tran Type* |
| BOR_KK_EXCLOSE_RECON EXCLOSE Source Tran to KK | Reconciles EXCLOSE to KK Activity Log. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Business Unit • Report ID* • Fund Code* • Account* • Department* • Project* • Budget Ref* |

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| <p>BOR_KK_LEDGER_ACTIVITY KK Ledger Activity w/ Prompt</p> | <p>Displays the balances of specified KK Ledger by period.</p> | <ul style="list-style-type: none"> • Ledger* • Business Unit • Account* • Department* • Fund* • Program* • Class* • Project* • Budget Ref* • Fiscal Year • From Period • Thru Period |
| <p>BOR_KK_MANUAL_ENCUMB Manual Encumbrances</p> | <p>Returns all manual encumbrances created by encumbrance journals. Personal Services accounts are excluded.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year • Fund Code* • Department* • Project* |
| <p>BOR_KK_OPEN_TAUTH_ENC Open Tauth Encumbrances</p> | <p>Returns open TAuth encumbrances – returns both closed and open Travel Authorizations.</p> | <ul style="list-style-type: none"> • Business Unit |
| <p>BOR_LEDGER_SURPLUS Surplus / Deficit Query</p> | <p>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.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year • Accounting Period • Fund Code* • Program Code* • Class Field* • Department* • Budget Ref* |
| <p>BOR_LEDGER_SURPLUS_DET_W_REF Tran Detail w/ Referenced Tran</p> | <p>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.</p> | <ul style="list-style-type: none"> • Business Unit • Account* • Fund • Department* • Budget Ref • Fiscal Year |

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| <p>BOR_LEDGER_SURPLUS_DETAIL Detail Trans – Surplus Analysis</p> | <p>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.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year • Fund Code* • Program Code* • Class Field* • Account • Department* • Budget Ref* • Project* |
| <p>BOR_NET_ASSET_ACCOUNT Year End Net Asset Accounts</p> | <p>Use to review the Net Asset accounts after the ACTUALS Ledger close process is completed.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year • Account |
| <p>BOR_OI_BY_ACCOUNT Open Item Balance by Account Only</p> | <p>Returns the balances for each account for open items.</p> | <ul style="list-style-type: none"> • Business Unit • Account • Fiscal Year • End Accounting Period |
| <p>BOR_OI_TRANS_DETAIL Open Item Transactions</p> | <p>Returns the open item transactions for specific vendors.</p> | <ul style="list-style-type: none"> • Business Unit • Account* • Fiscal Year • End Accounting Period • From Open Item ID • To Open Item ID |
| <p>BOR_QFR Quarterly Financial Report</p> | <p>Provides a quarterly financial report for fiscal year and accounting periods entered.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year • From Period • To Period |

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| <p>BOR_REVBYFUND_VAR Revenue by Fund - Variance</p> | <p>Used by pagelets.</p> | <ul style="list-style-type: none"> • Business Unit • Budget Ref |
| <p>BOR_REVEXP_RSA_PGLT Revenue to Expense RSA Calculation</p> | <p>Used by pagelets.</p> | <ul style="list-style-type: none"> • Business Unit • Budget Ref • Fiscal Year |
| <p>BOR_SURPLUSABLE_POS_PGLT BOR PO's Impact Surplus Deficit</p> | <p>Used by pagelets.</p> | <ul style="list-style-type: none"> • Business Unit • Fund Code* |
| <p>BOR_TIGA_JRNLS_TO_REPORT TIGA Journals to Report</p> | <p>Query will aggregate and group entries within the entered journals by account for TIGA submission purposes. Typically used for PCard journals.</p> | <ul style="list-style-type: none"> • 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 |
| <p>BOR_TIGA_PERDIEMS_RECON TIGA Ledger Balance Per Diem</p> | <p>Used to obtain the GL totals for reconciling the Continuous Audit Per Diem Report.</p> | <ul style="list-style-type: none"> • Fiscal year • Range From Acctg Period • Range To Acctg Period |
| <p>BOR_TIGA_SALARY_RECON TIGA Salary Recon</p> | <p>Used to obtain the GL totals for reconciling the Continuous Audit Salary Report.</p> | <ul style="list-style-type: none"> • Business Unit • Range From Acctg Period • Range To Acctg Period • Fiscal Year |

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| <p>BOR_TIGA_TRAVEL_RECON TIGA Ledger Balance Travel</p> | <p>Used to obtain the GL totals for reconciling the Continuous Audit Travel Report.</p> | <ul style="list-style-type: none"> • Fiscal Year • Range from Acctg Period • Range to Acctg Period • Business Unit |
| <p>BOR_TIGA_VENDOR_OBLIG_VALIDATE TIGA Vendor Obligation</p> | <p>Used to obtain the GL totals for reconciling the Vendor Obligation Report.</p> | <ul style="list-style-type: none"> • Business Unit • Fiscal Year • Vendor TIN |
| <p>BOR_TRIAL_BALANCE Actuals Ledger Trial Balance</p> | <p>Returns the account balances for requested fund, fiscal year and thru period.</p> | <ul style="list-style-type: none"> • Fiscal Year • Business Unit • Fund* • Thru Period • As of Date |

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 |
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| 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 Menu > BOR General Ledger > BOR Year End > Year End Reports > Agency Funds | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> SetID Allocation Group As of Date |
| Allocation Step Report GLS6000 | Lists detailed information for allocation steps. | Allocations > Reports > Allocation Step | <ul style="list-style-type: none"> SetID Allocation Step As of Date |

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| <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 |

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| <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 |

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| <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 |

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| <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 |

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| <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 |

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| <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. |

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| <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> |

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| <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. |

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| <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 |

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| <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 |

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| <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 |

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| <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 |

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| <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 |

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| <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 |

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| 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 |

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| <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 |

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| | 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 |