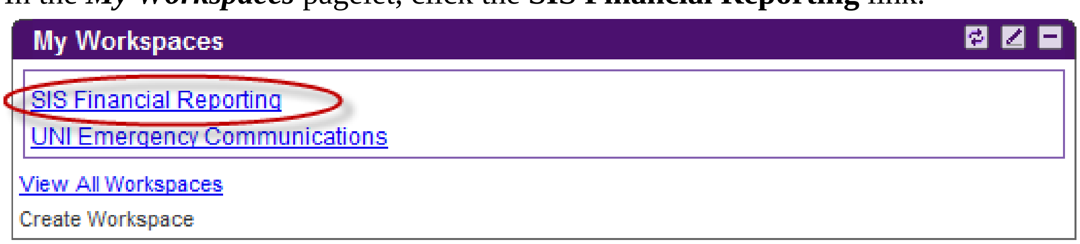
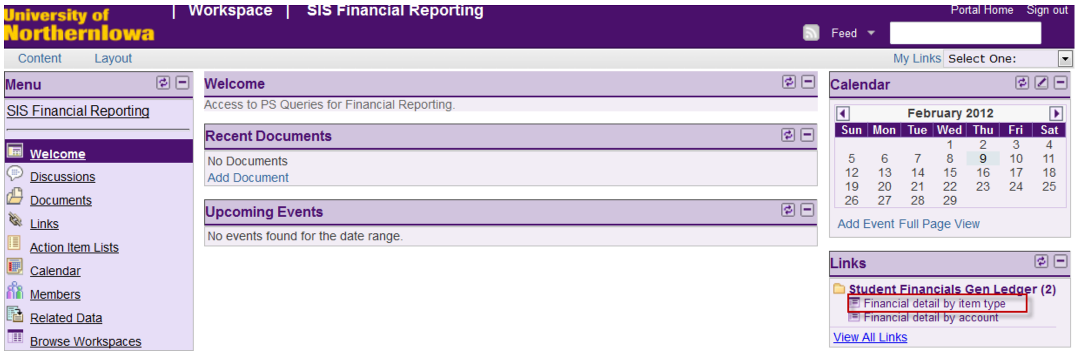
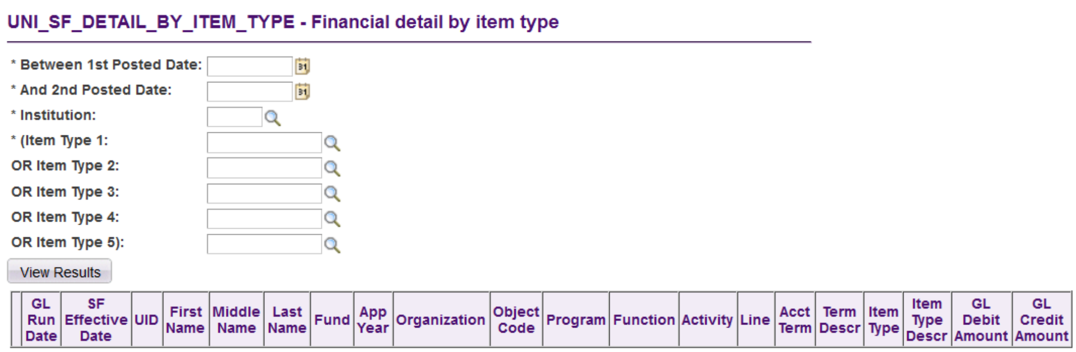
Running the Detail by Item Type Report

Purpose: Use the SIS Financial Reporting Workspace to run the Financial Detail by Item Type (UNI_SF_DETAIL_BY_ITEM_TYPE) report. Keep in mind that you can only view details for data you have access to in eBiz. The reports can be run using various Internet browsers however; if you experience issues, please use Mozilla Firefox.

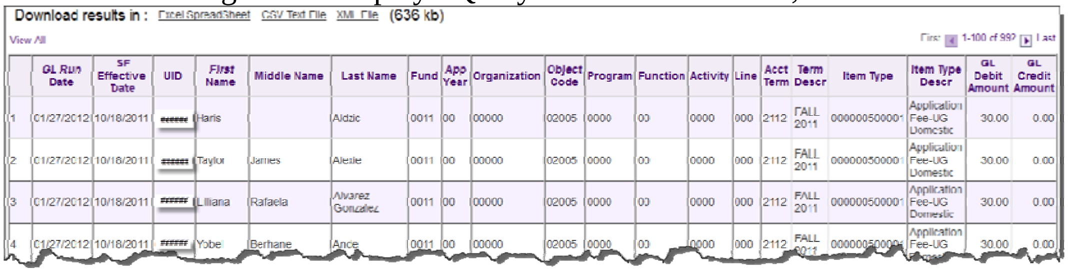
New Terminology:

PeopleSoft (new SIS)	eBiz
item type	N/A
account	fund
department	year
product	organization
fund	object code
program code	program
chartfield 1	function
chartfield 2	activity
chartfield 3	line

Step	Action
1.	Log onto **My UNIverse.**
2.	Select the ***Reporting*** tab. 
3.	In the ***My Workspaces*** pagelet, click the **SIS Financial Reporting** link. 

Step	Action
4.	In the ***Links*** section, click **Financial detail by item type.**  ***Result:*** The **UNI_SF_DETAIL_ITEM_TYPE – Financial detail by item type** report prompts display. 
5.	Complete all the following prompt fields: ***Note:*** Fields with an asterisk (*) are required. • ***Between 1st Posted Date –** Enter or select the beginning posted date for detail you wish to view. • ***And 2nd Posted Date –** Enter or select the ending posted date for detail you wish to view. • ***Institution –** Enter or select ***UNICS*.** • ***(Item Type 1: -** Use the **Look up icon** to select the desired **Item Type** or enter the 12 digit **Item Type code.** ***Tip:*** Sort the description column by clicking on the column header – the word "Description". • **OR Item Type 2: –** Use to add additional item types. • **OR Item Type 3: –** Use to add additional item types. • **OR Item Type 4: -** Use to add additional item types. • **OR Item Type 5):** Use to add additional item types.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Click the View Results button View Results.

Result: Matching results display. Query max row limit is 10,000*.

Download results in : <u>Excel SpreadSheet</u> <u>CSV Text File</u> <u>XML File</u> (636 kb)
View All   First 1-100 of 992 Last
<table>
<tr><th></th><th>GL Run Date</th><th>SF Effective Date</th><th>UID</th><th>First Name</th><th>Middle Name</th><th>Last Name</th><th>Fund</th><th>App Year</th><th>Organization</th><th>Object Code</th><th>Program</th><th>Function</th><th>Activity</th><th>Line</th><th>Acct Term</th><th>Term Descr</th><th>Item Type</th><th>Item Type Descr</th><th>GL Debit Amount</th><th>GL Credit Amount</th></tr>
<tr><td>1</td><td>01/27/2012</td><td>10/18/2011</td><td>######</td><td>Haris</td><td></td><td>Aldzic</td><td>0011</td><td>00</td><td>00000</td><td>02005</td><td>0000</td><td>00</td><td>0000</td><td>000</td><td>2112</td><td>FALL 2011</td><td>000000500001</td><td>Application Fee-UG Domestic</td><td>30.00</td><td>0.00</td></tr>
<tr><td>2</td><td>01/27/2012</td><td>10/18/2011</td><td>######</td><td>Taylor</td><td>James</td><td>Alexie</td><td>0011</td><td>00</td><td>00000</td><td>02005</td><td>0000</td><td>00</td><td>0000</td><td>000</td><td>2112</td><td>FALL 2011</td><td>000000500001</td><td>Application Fee-UG Domestic</td><td>30.00</td><td>0.00</td></tr>
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<tr><td>4</td><td>01/27/2012</td><td>10/18/2011</td><td>######</td><td>Yobel</td><td>Berhane</td><td>Ance</td><td>0011</td><td>00</td><td>00000</td><td>02005</td><td>0000</td><td>00</td><td>0000</td><td>000</td><td>2112</td><td>FALL 2011</td><td>000000500001</td><td>Application Fee-UG</td><td>30.00</td><td>0.00</td></tr>
</table>
</td></tr>
<tr><td>7.</td><td>Query Viewing Tips:

Download your results to an Excel spreadsheet, by clicking the <u>Excel Spreadsheet</u> link at the top, select Open with, click OK. You may have to enable pop-ups on your browser.
Use the View All and page navigation at the top of the report to see additional rows (by default, 100 rows display per page)
If you choose to print the report from here, the best method for browser:

Mozilla Firefox - Right-click the report, select This Frame, Print Frame
Internet Explorer, Chrome - Select or highlight the report, select File, Print from the menu or use the print button. Choose Selection.

</td></tr>
</table>

Possible Messages:

Message/Description	Resolution
*Query max row limit is 10,000. If your results exceed 10,000 rows, only partial results (10,000) rows will display with this message: **Message** The maximum number of rows have been fetched for this query. (30,4) This message occurs if one of these things happens: 1. The number of rows fetched exceeds the limit specified in the operator's Query Profile. 2. When using Windows Query, the list box cannot display any more data because it would exceed the Microsoft Windows size limit (approximately 64,000 characters). OK	Modify the date parameters into smaller intervals
No matching values were found. Then one of two things has occurred: 1. There are no results matching your selection criteria due to no records meeting those specifications 2. You have entered criteria for which you do not have access (e.g. If I don't have access to FUND 0022 in eBiz, I will not have access to view this fund in the report.	Modify search criteria
ORACLE PEOPLESOFT ENTERPRISE An error has occurred. You may attempt to sign in again. If your attempt fails, please contact your System Administrator. Sign in to PeopleSoft	Modify search criteria