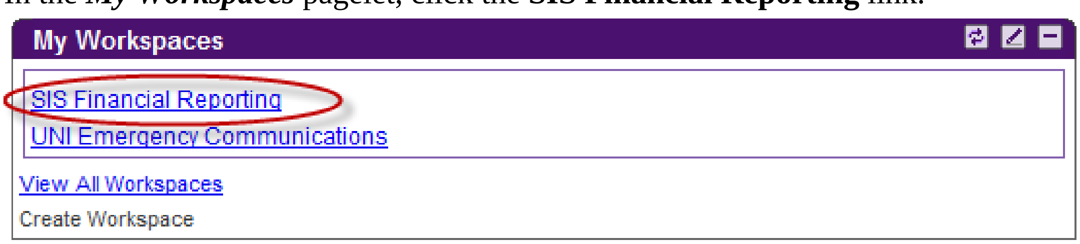
Running the Financial Detail by Account Report

Purpose: Use the SIS Financial Reporting Workspace to run the Financial Detail by Account 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.

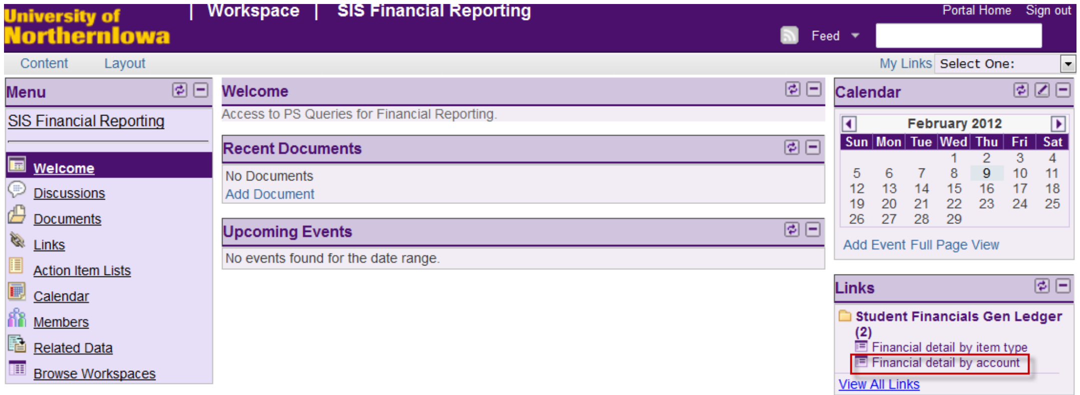
New Terminology:

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

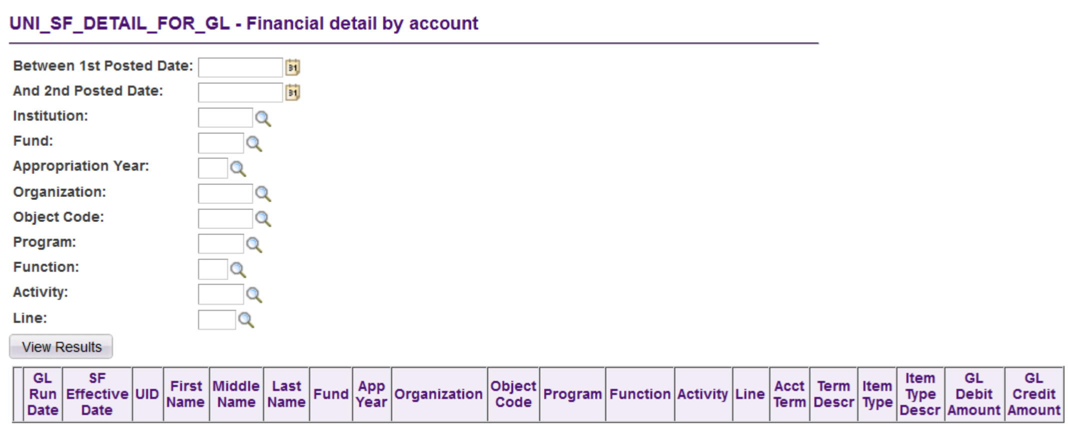
Step	Action
1.	Log onto **My UNIverse.**
2.	Select the ***Reporting*** tab. 
3.	In the ***My Workspaces*** pagelet, click the **SIS Financial Reporting** link. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>

In the ***Links*** section, click **Financial detail by account.**



Result: The **UNI_SF_DETAIL_FOR_GL – Financial detail by account** report prompts display.



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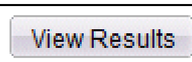
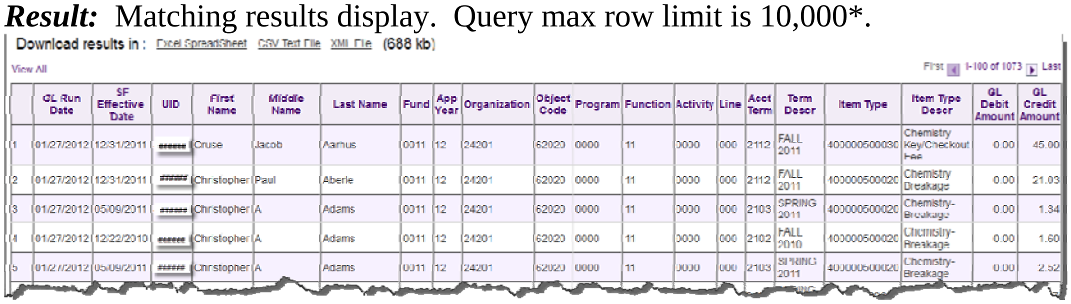
Step	Action
5.	Complete the following prompt fields: ***Note:*** ALL fields are required. • **Between 1st Posted Date –** Enter or select the beginning posted date for detail you wish to view. • **And 2nd Posted Date –** Enter or select the ending posted date for detail you wish to view. • **Institution –** Enter or select ***UNICS.*** • **Fund -** Enter or select the **Fund (account)** you wish to view. • **Appropriation Year -** Only general education funds (0011-0199) require an appropriation year. The appropriation year indicates the fiscal year. We are in fiscal year 12, so the appropriation year would be 12 for all general education funds for object codes 60000-99999. All other funds always have an appropriation year of 00. • **Organization -** Enter or select the **Org (product)** you wish to view. • **Object Code: -** Enter or select the **object code (function code)** you wish to view. • **Program -** Enter or select the **program** you wish to view. • **Function -** Enter or select the **function** you wish to view. • **Activity –** Enter or select the **activity** you wish to view. • **Line –** Enter or select the line you wish to view.
6.	Click the **View Results** button . ***Result:*** Matching results display. Query max row limit is 10,000*.





Download results in : Excel SpreadSheet CSV Text File XML File (688 kb)

View All

First 1-100 of 1073 Last

	GL Run Date	SF Effective Date	UID	First Name	Middle Name	Last Name	Fund	App Year	Organization	Object Code	Program	Function	Activity	Line	Acct Term	Term Descr	Item Type	Item Type Descr	GL Debit Amount	GL Credit Amount
1	01/27/2012	12/31/2011	######	Cruse	Jacob	Aarhus	0011	12	24201	62020	0000	11	0000	000	2112	FALL 2011	400000500030	Chemistry Key/Checkout Fee	0.00	45.00
2	01/27/2012	12/31/2011	######	Christopher	Paul	Aberle	0011	12	24201	62020	0000	11	0000	000	2112	FALL 2011	400000500020	Chemistry Breakage	0.00	21.03
3	01/27/2012	05/09/2011	######	Christopher	A	Adams	0011	12	24201	62020	0000	11	0000	000	2103	SPRING 2011	400000500020	Chemistry-Breakage	0.00	1.34
4	01/27/2012	12/22/2010	######	Christopher	A	Adams	0011	12	24201	62020	0000	11	0000	000	2102	FALL 2010	400000500020	Chemistry-Breakage	0.00	1.60
5	01/27/2012	05/09/2011	######	Christopher	A	Adams	0011	12	24201	62020	0000	11	0000	000	2103	SPRING 2011	400000500020	Chemistry-Breakage	0.00	2.52

Step	Action
7.	Query Viewing Tips: • Download your results to an Excel spreadsheet, by clicking the Excel Spreadsheet 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: o ***Mozilla Firefox*** - Right-click the report, select **This Frame, Print Frame** o ***Internet Explorer, Chrome*** - Select or highlight the report, select **File, Print** from the menu or use the print button. Choose *Selection*.

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