



GL2 Reports, Inquiries and Query Activities

Version 3.0 | May 28, 2015

Activity #1 - How to: Run a Trial Balance

Navigation: General Ledger, General Reports, Trial Balance

Refer to: **GL2 Training Guide; Trial Balance**

1. Enter a Run Control ID: Trial_Bal_XXX (xxx your initials)
2. Enter the following parameters:

Report Request Parameters

Unit: 00700 *Ledger: ACTUALS Include Adjustment Periods: Adjustment Period: 1

Fiscal Year: 2015 Period: 2

Currency Option: Base Currency: Date Code: All

Display Full Numeric Field Refresh

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
2	Resource	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
	Goal	<input type="checkbox"/>		<input type="checkbox"/>		
	Function	<input type="checkbox"/>		<input type="checkbox"/>		
3	Object	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
	Site	<input type="checkbox"/>		<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>		<input type="checkbox"/>		
	Project Year	<input type="checkbox"/>		<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>		<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>		<input type="checkbox"/>		
	Resource Affiliate	<input type="checkbox"/>		<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>		<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>		<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		<input type="checkbox"/>		

3. Go to Process Monitor and Report Manager to get report.

What are the totals for **Fund 01 Resource 0000000**?

Debits _____ **Credits** _____

Challenge Question

What are the totals for **Fund 01 Resource 9999000**?

Debits _____ **Credits** _____

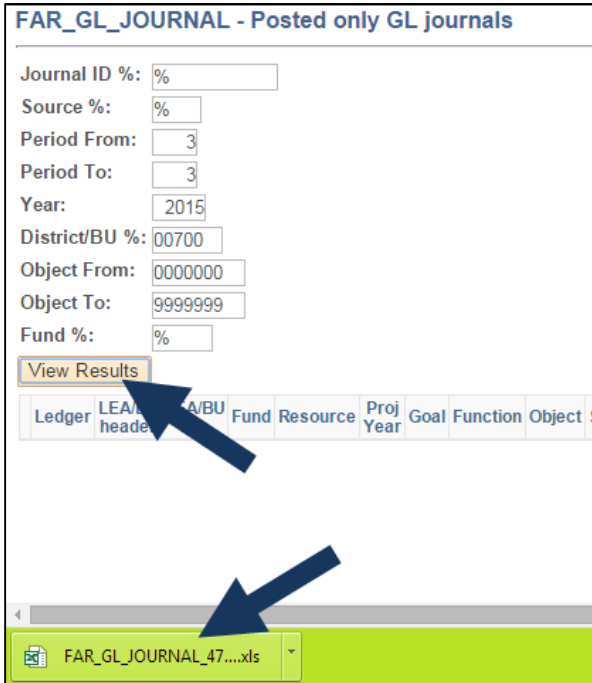


Activity #2 How to apply: Running a Query to get monthly transactions

Refer to: **GL2 Training Guide, Query Reports**

Navigation: Reporting Tools, Query, Query Viewer

1. Run Query **FAR_GL_JOURNAL**, click on Excel
2. Enter parameters:



3. Click the **.xls download file**

Find a journal that was posted to resource 9999000. What is the Journal ID?

Activity #3 - How to: Create an Inquiry to see balance of Suspense 7999000

1. Open a new Window
2. Go to: General Ledger, Review Financial Information, Ledger
3. Click Add a New Value tab
4. Enter Inquiry Name: Suspense_XXX (your initials)
5. Click add



6. Use the following parameters:

Oracle
Ledger Inquiry
 Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: EXP_SUSP
 *Unit: 00700
 *Ledger: ACTUALS
 *Fiscal Year: 2014
 *From Period: 1
 *To Period: 10
 Currency: USD

Show YTD Balance
 Show Transaction Details
 Include Closing Adjustments
 Only in Base Currency
 Max Ledger Rows: 100

Search Clear Delete

ChartField Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By	
Object	7999000		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1
Site			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Fund Code			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2
Goal			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Function			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Project Year			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Resource Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Resource	9999000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		

Save Return to Search Notify Add Update/Display

- Click Save
- Click Search
- Click the "Period" header to sort in descending order:

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Go To Inquiry Criteria

Ledger Summary

Period	Activity	Detail	Fund	Resource	Object	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)
1	Activity	Detail	0100	9999000	7999000	Expenditure Suspense	284.35	284.35	USD	284.35
1	Activity	Detail	1300	9999000	7999000	Expenditure Suspense	0.00	0.00	USD	0.00
1	Activity	Detail	6300	9999000	7999000	Expenditure Suspense	0.00	0.00	USD	0.00
2	Activity	Detail	0100	9999000	7999000	Expenditure Suspense	-284.30	0.05	USD	-284.30

10. What was the YTD Balance at the end of Period 9 for Fund 01? _____

11. Click on Activity Link for Period 9. What is the description for on of the Suspense Journals?

Wrap up:

After class reviews these reports, leave one tab open. Close additional tabs so you don't get timed out.