



PeopleSoft Finance Reports Cheat Sheet

Version 1.0 | April 22, 2014

The table below lists Legacy functions and their corresponding screens and reports in PeopleSoft Financials. Screenshots of the report parameters are on pp.3-13. NOTE: Please see *Security* on the last page for information about which users can access these screens and reports.

	Legacy	PeopleSoft	Parameters
COMMITMENT CONTROL	1. EXPINQ – File Function	Commitment Control Budget Status Report SDCOE Custom > Custom Reports > Budget Status Report	p.3
	2. REVINQ – File Function	Commitment Control Budget Status Report SDCOE Custom > Custom Reports > Budget Status Report	p.3
	3. TRANS – File Function	Activity Log Commitment Control > Budget Reports > Activity Log <i>This is the closest match to Legacy.</i>	p.4
	4. BUD3YR 05	<i>No report available at this time.</i>	N/A
	5. DDACCT 02	ChartField Reports Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports	p.4
GENERAL LEDGER	6. SUMGL-02 – General Ledger Accounts: Assets, Liabilities, 6and Reserves on a Single Page	Trial Balance General Ledger > General Reports > Trial Balance	p.5
	7. SUMINC-01 – Revised Budget Summary Balances for Income Accts by Fd, Res-Sub, Goal, Obj-sub	Commitment Control Budget Status Report SDCOE Custom > Custom Reports > Budget Status Report	p.5
	8. J200-05 – J200 Transactions (Cuar FY) & Revised Budget (Curr FY)	Commitment Control Budget Status Report SDCOE Custom > Custom Reports > Budget Status Report	p.6
	9. RSBEX-01 – [Revised Budget Summary Balances] Object (T), Sub-Object(T)	Commitment Control Budget Status Report SDCOE Custom > Custom Reports > Budget Status Report	p.6
	10. RSBEX-04 – [Revised Budget Summary Balance] Res(TP)-Sub(TP), SCH(T), GOAL(T), FUNC(T)-SUB(T), (OBJT-SUB), PY	Commitment Control Budget Status Report SDCOE Custom > Custom Reports > Budget Status Report	p.7
	11. 9110 Inquiry – TRANS screen with Fund/Obj 9110. Note: Districts balance by month by Fund.	District Cash Thru Period Query Reporting Tools > Query > Query Viewer> M_GL_DISTRICT_CASH_PD <i>This is the closest match to Legacy.</i>	p.7
	12. MNTRNS	Monthly Detail Trans Report SDCOE Custom > Custom Reports > General Ledger Monthly Trans	p.8



	Legacy	PeopleSoft	Parameters
PURCHASING	13. POLIST File Function	PO Listings Purchasing > Purchase Orders > Reports > Listings > POX4010 <i>NOTE: The PO total amount does not include sales/use tax, freight, or miscellaneous charges.</i>	p.9
	14. Other 10 – Purchase Encumbrance Listing	Commitment Control Budget Transaction Detail Report Commitment Control > Budget Reports > Budget Transaction Detail	p.10
	15. CRSREF Screen – File Function	PO To Requisition Xref Purchasing > Purchase Orders > Reports > Requisition/PO Xref	p.11
	16. PRQLST Screen – File Function	Manage Requisitions eProcurement > Manage Requisitions	p.11
ACCOUNTS PAYABLE	17. VENDOR Report 21, 23, 24 – 1099 Suppliers, including addresses	Report 21: <i>Query in development as of 04/21/14.</i>	N/A
		Report 23: <i>Accounts Payable > AP Operational Dashboard is in development as of 04/21/14.</i>	N/A
		Vendor 1099 Addresses (M_AP_1099_VENDOR_ADDRESS) Report 24: Accounts Payable > Accounts Payable WorkCenter > Reports/Queries tab > Vendor 1099 Addresses (M_AP_1099_VENDOR_ADDRESS)	p.12
	18. VENLST File Function	<i>No report available at this time.</i>	N/A
	19. Suppliers with classification of Independent Contractors, including accumulative payment total by calendar year	<i>No report available at this time.</i>	N/A
	20. Ability to pull into Excel payment and Voucher Inquiry information	Invoice Prelist by Vendor Query (M_AP_INV_PRELIST) Accounts Payable > Accounts Payable WorkCenter > Reports/Queries tab > Invoice Prelist by Vendor (M_AP_INV_PRELIST)	p.12
21. INVHST – File Function	Voucher Inquiry Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher	p.13	



1. Commitment Control Budget Status Report (EXPINQ)

[Favorites](#) > [Main Menu](#) > [SDCOE Custom](#) > [Custom Reports](#) > [Budget Status Report](#)

Budget Status Report

Commitment Control Budget Status Report

Run Control ID: REPORTS Report Manager Process Monitor [Run](#)

Language: English

Report Request Parameters

*Unit: Cardiff School District

*Ledger Group: KK Detail

ChartField Budget Period: [Refresh](#)

ChartField Selection Personalize | Find | [Print](#) | [Print](#) First 1-8 of 8 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2"/>	Resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Goal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="5"/>	Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="6"/>	Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="7"/>	Project Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="8"/>	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

2. Commitment Control Budget Status Report (REVINQ)

[Favorites](#) > [Main Menu](#) > [SDCOE Custom](#) > [Custom Reports](#) > [Budget Status Report](#)

Budget Status Report

Commitment Control Budget Status Report

Run Control ID: REVINQ Report Manager Process Monitor [Run](#)

Language: English

Report Request Parameters

*Unit: Cardiff School District

*Ledger Group: KK Revenue

ChartField Budget Period: [Refresh](#)

ChartField Selection Personalize | Find | [Print](#) | [Print](#) First 1-8 of 8 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2"/>	Resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Goal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="5"/>	Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="6"/>	Project Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="7"/>	Function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="8"/>	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



3. Activity Log (TRANS)

In this example the user selected to report on all encumbrance transactions for a month.
NOTE: The Activity Log returns a lot of data and will take a while to run.

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Reports ▾ > Activity Log 🔍

Commitment Control Activity Log Report

Run Control ID REPORTS Report Manager Process Monitor Run

Language English ▾

Transaction Type Option

All Specify Type ▾

Commit Control ID Option

All Range ID From ▒ ID To ▒

Commit Control Date Option

All Range Date From 03/01/2014 ▒ Date To 03/31/2014 ▒

Ledger Group Option

All Specify SetID 01000 ▒ Ledger Group KK_DETAIL ▒

Ledger Type Option

All Select Ledger Types

Commitment Control Ledger Type

Encumbrance ▾ + -

4. BUD3YR 05

No PeopleSoft report available at this time.

5. ChartField Reports (DDACCT 02)

This is an example of running the list of Objects for District 00700.

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Design ChartFields ▾ > Reports ▾ > ChartField Reports 🔍

Account

Run Control ID REPORTS Report Manager Process Monitor Run

Language English ▾

Report Request Parameters

SetID 00700 ▒

As of Date 04/10/2014

Save Return to Search Previous in List Next in List Notify Add Update/Display



6. Trial Balance Report (SUMGL-02)

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [General Reports](#) > [Trial Balance](#)

Trial Balance Report

Run Control ID: REPORTS Report Manager Process Monitor [Run](#)
 Language: [English](#)

Report Request Parameters

Unit: *Ledger:
 Fiscal Year: Period:
 Currency Option: Currency:
 Display Full Numeric Field Date Code:

Include Adjustment Periods: [+](#) [-](#)
[Refresh](#)

ChartField Selection Personalize | Find | [Print](#) First 1-14 of 14 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2"/>	Resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Resource Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

7. Commitment Control Budget Status Report (SUMINC-01)

[Favorites](#) > [Main Menu](#) > [SDCOE Custom](#) > [Custom Reports](#) > [Budget Status Report](#)

Commitment Control Budget Status Report

Run Control ID: REPORTS Report Manager Process Monitor [Run](#)
 Language: [English](#)

Report Request Parameters

*Unit: Cardiff School District
 *Ledger Group: KK Revenue
 ChartField Budget Period:

[Refresh](#)

ChartField Selection Personalize | Find | [Print](#) First 1-8 of 8 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2"/>	Resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Goal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Project Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



8. Commitment Control Budget Status Report (J200-05)

[Favorites](#) > [Main Menu](#) > [SDCOE Custom](#) > [Custom Reports](#) > [Budget Status Report](#)

Budget Status Report

Commitment Control Budget Status Report

Run Control ID: REPORTS Report Manager Process Monitor [Run](#)

Language: [English](#)

Report Request Parameters

*Unit: Cardiff School District

*Ledger Group: KK Detail

ChartField Budget Period:

[Refresh](#)

ChartField Selection Personalize | Find | [Print](#) First 1-8 of 8 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2"/>	Resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Goal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="5"/>	Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="6"/>	Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="7"/>	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="8"/>	Project Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

9. Commitment Control Budget Status Report (RBSBEX-01)

[Favorites](#) > [Main Menu](#) > [SDCOE Custom](#) > [Custom Reports](#) > [Budget Status Report](#)

Budget Status Report

Commitment Control Budget Status Report

Run Control ID: REPORTS Report Manager Process Monitor [Run](#)

Language: [English](#)

Report Request Parameters

*Unit: Cardiff School District

*Ledger Group: KK Detail

ChartField Budget Period:

[Refresh](#)

ChartField Selection Personalize | Find | [Print](#) First 1-8 of 8 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="1"/>	Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2"/>	Project Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="5"/>	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="6"/>	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="7"/>	Function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="8"/>	Resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



10. Commitment Control Budget Status Report (RBSBEX-04)

[Favorites](#) > [Main Menu](#) > [SDCOE Custom](#) > [Custom Reports](#) > [Budget Status Report](#)

Budget Status Report

Commitment Control Budget Status Report

Run Control ID: REPORTS Report Manager Process Monitor [Run](#)

Language:

Report Request Parameters

*Unit: Cardiff School District

*Ledger Group: KK Detail

ChartField Budget Period: [Refresh](#)

ChartField Selection Personalize | Find | | First 1-8 of 8 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="1"/>	Resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2"/>	Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Goal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="5"/>	Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="6"/>	Project Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="7"/>	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="8"/>	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

11. District Cash Thru Period Query (9110)

[Favorites](#) > [Main Menu](#) > [Reporting Tools](#) > [Query](#) > [Query Viewer](#)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View:

Query Personalize | Find | | First 1-2 of 2 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_GL_DISTRICT_CASH	District Cash by Fund	Public		HTML	Excel	XML	Schedule	Favorite
M_GL_DISTRICT_CASH_PD	District Cash Thru Period	Public		HTML	Excel	XML	Schedule	Favorite

M_GL_DISTRICT_CASH_PD - District Cash Thru Period

Year:

Not Greater Than Period:

[View Results](#)



12. General Ledger Monthly Transactions (MNTRNS)

[Favorites](#) > [Main Menu](#) > [SDCOE Custom](#) > [Custom Reports](#) > [General Ledger Monthly Trans](#)

General Ledger Monthly Transactions

Run Control ID: **REPORTS** Report Manager Process Monitor [Run](#)

Language: **English**

Report Request Parameters

Unit: [Include Adjustment Periods](#)
 Fiscal Year: Adjustment Period: [+](#) [-](#)
 Period: Date Code: Display Full Numeric Field

[Refresh](#)

ChartField Selection					
Sequence	ChartField Name	Include CF	All Values	Value	To Value
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2"/>	Site	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Goal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="5"/>	Function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="6"/>	Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Project Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



13. Purchase Order Listings POX4010 (POLIST)

NOTE: The PO total amount does not include sales/use tax, freight, or miscellaneous charges.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Reports](#) > [Listings](#)

Listings

Run Control ID **POX4010** [Report Manager](#) [Process Monitor](#) [Run](#)

Language **English**

Report Request Parameters

Business Unit

From Date Through Date

Supplier SetID

Supplier ID

Buyer

PO Status

Process Scheduler Request [Help](#)

User ID: Run Control ID: **POX4010**

Server Name: Run Date:

Recurrence: Run Time: [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Listing by PO Date	POX4010	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PO Listing by Vendor	POX4011	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PO Listing by Buyer	POX4012	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PO Listing By Status	POX4013	BI Publisher	Web	PDF	Distribution

[OK](#) [Cancel](#)



14. Commitment Control Budget Transaction Detail Report (Other 10 – Purchase Encumbrance Listing)

Select KK_DETAIL, Specify, PO_POENC, Encumbrance. Enter the date range. Turn off User Budget Overrides. Select the ChartFields.

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Reports ▾ > Budget Transaction Detail

ORACLE

Commitment Control Budget Transaction Detail Report

Run Control ID PURCHENCUMBLIST Report Manager Process Monitor Run

Language English ▾

Report Request Parameters

Unit 04300 Julian Union High

Ledger Group KK_DETAIL User Budget Overrides

Transaction Type Option Specify Type PO_POENC Purchase Order

Commit Control Date Option All Date From 02/01/2014 Date To 02/28/2014

Ledger Type Option All

Commitment Control Ledger Type
Encumbrance + -

Refresh

ChartField Selection		Personalize Find			First	1-13 of 13	Last
Sequence	ChartField Name	Include CF	Value	To Value			
1	Fund Code	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			
2	Resource	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			
3	Goal	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			
4	Function	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			
5	Object	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			
6	Site	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			



15. Purchase Order to Requisition Xref File Function (CRSREF Screen)

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Reports ▾ > PO/Requisition Xref

PO/Requisition Xref

Run Control ID XREF Report Manager Process Monitor Run

Language English ▾

Report Request Parameters

From Date 01/01/2014 31 Through Date 04/10/2014 31

Business Unit 00700 🔍

Process Scheduler Request

User ID: 999902 Run Control ID: XREF

Server Name: ▾ Run Date: 04/10/2014 31

Recurrence: ▾ Run Time: 10:54:02AM Reset to Current Date/Time

Time Zone: 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Requisition to PO XREF Report	POX1100	BI Publisher	Web ▾	PDF ▾	Distribution

16. Manage Requisitions (PRQLST Screen)

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit 00700 🔍 Requisition Name 🔍

Requisition ID 🔍 Request State All but Complete Budget Status ▾

Date From 04/07/2014 31 Date To 04/14/2014 31

Requester 🔍 Entered By 🔍 PO ID 🔍

Search Clear Show Advanced Search

! The Requester specified has no Requisitions.

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

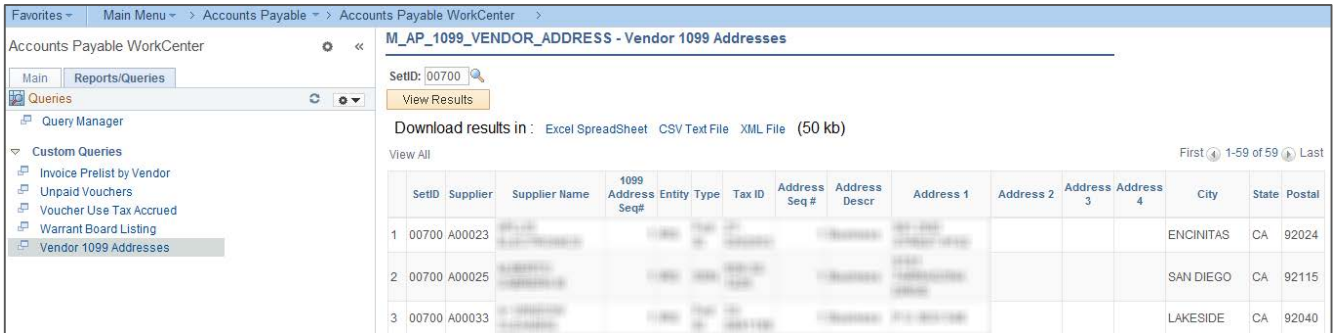
17a. Query (Vendor Report 21)

Report 21: *Query in development as of 04/21/14.*

17b. Accounts Payable Operational Dashboard (Vendor Report 23)

Report 23: *Accounts Payable > AP Operational Dashboard is in development as of 04/21/14.*

17c. Vendor 1099 Addresses (Vendor Report 24)



Accounts Payable WorkCenter > M_AP_1099_VENDOR_ADDRESS - Vendor 1099 Addresses

SetID: 00700

Download results in: Excel Spreadsheet CSV Text File XML File (50 kb)

View All

	SetID	Supplier	Supplier Name	1099 Address Seq#	Entity	Type	Tax ID	Address Seq #	Address Descr	Address 1	Address 2	Address 3	Address 4	City	State	Postal
1	00700	A00023	ENCINITAS	CA	92024
2	00700	A00025	SAN DIEGO	CA	92115
3	00700	A00033	LAKESIDE	CA	92040

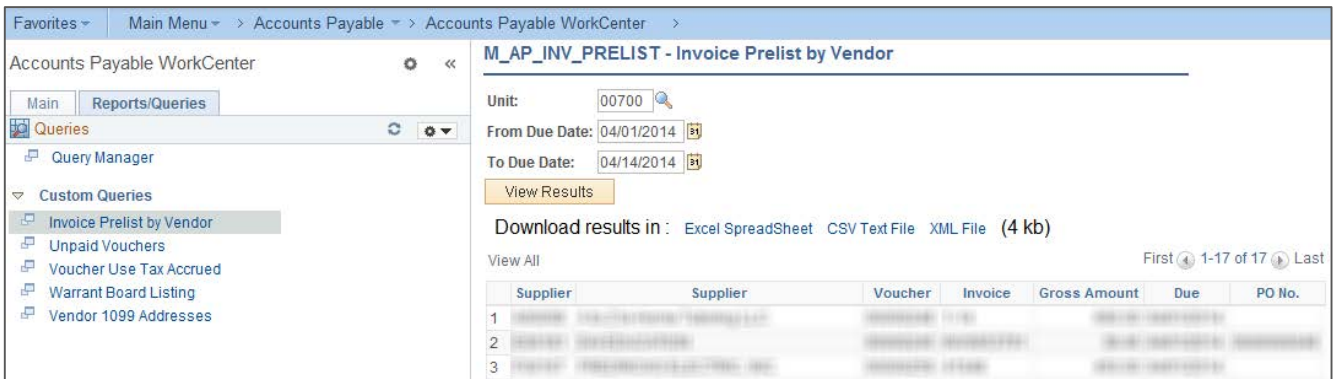
18. VENLST File Function

No report available at this time.

19. Suppliers with classification of Independent Contractors, including accumulative payment total by calendar year

No report available at this time.

20. M_AP_INV_PRELIST - Invoice Prelist by Vendor (Payment and Voucher Inquiry Information)



Accounts Payable WorkCenter > M_AP_INV_PRELIST - Invoice Prelist by Vendor

Unit: 00700

From Due Date: 04/01/2014

To Due Date: 04/14/2014

Download results in: Excel Spreadsheet CSV Text File XML File (4 kb)

View All

	Supplier	Supplier	Voucher	Invoice	Gross Amount	Due	PO No.
1
2
3



21. Voucher Inquiry (INVHST)

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher

Voucher Inquiry

▼ Search Criteria

Search Name	<input type="text" value="ALL"/>		
	From		To
Business Unit	<input type="text" value="04300"/>		<input type="text" value="04300"/>
Voucher ID	<input type="text"/>		<input type="text"/>
Invoice Id	<input type="text"/>		<input type="text"/>
Supplier SetID	<input type="text" value="04300"/>		
Short Name	<input type="text"/>		<input type="text"/>
Supplier Name 1	<input type="text"/>		<input type="text"/>
Supplier Name 2	<input type="text"/>		<input type="text"/>
Supplier ID	<input type="text"/>		<input type="text"/>
Supplier Location	<input type="text"/>		
Entry Status	<input type="text"/>		
Incomplete	<input type="text"/>		
Accounting Dt	<input type="text"/>	<input type="text"/>	<input type="text"/>
Invoice Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Due Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entered Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECURITY

Which PeopleSoft users have access to these reports and screens?

- **1, 2, 7, 8, 9, 10, 14:** Inquire Budgets role (*CBOs and SDCOE District Financial groups only*)
- **3, 6, 12:** GL Inquiry role (*CBOs and SDCOE District Financial groups only*)
- **5:** District Setup role (*CBOs only*)
- **11:** Any user with access to Query Viewer
- **13, 15:** PO inquiry role (*CBOs, buyers only*)
- **16:** Requisitioner role
- **17, 20, 21:** AP inquiry role