

PeopleSoft - General Ledger- Running a Report in Financials Reporting

Concept

This document will provide guidance on how to run a report within PeopleSoft Financials Reporting.

Procedure

Log into PeopleSoft Financials Reporting (<http://www.case.edu/erp/report>). You will need to sign in with CWRU Single Sign On and the Duo 2 Factor Authentication.



1. Select the CWRU Reports Tile from the main screen.
2. The list of available reports to run is displayed.

Reporting Homepage CWRU Reports

- Income - Expense Report**
- Income/Expense-Funded Projects
- Income-Expense Endowment Rpt
- CIP Expense Statement
- CASE Income & Expense Report
- Budget Performance Report
- FMS Vendor Cross Reference
- General Ledger Report
- Income Ledger Report
- Unused Endowment Income
- Valid SpeedType Listing
- Statement of Exp. - BGT Rpt
- Petty Cash Speedtype Summ Rpt

Income - Expense Report

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

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

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

[Find an Existing Value](#) | [Add a New Value](#)

3. Select the report you would like to run and the run control screen will be displayed.

Income - Expense Report

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

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

4. Select search to display a list of your run controls.

CWGL0029_ALL	English
CWGL0030_ALL	English
CWGL0031	English
CWGL0032_ALL	English
CWGL0032_ALL_9.0	English
CWGL0040	English
CWGL0041_ALL	English
CWGL0042	English
CWGL0042M	English
CWGL0042SC	English
CWGL0042U	English
CWGL0043	English
CWGL0054M	English

5. If no run controls are displayed then one will need to be added.

The screenshot shows the 'CWRU Reports' interface for an 'Income - Expense Report'. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a blue border. Below the tabs is a text input field labeled 'Run Control ID' containing the value 'CWGL0029_ALL'. Below the input field is an orange 'Add' button. At the bottom of the interface, there are two links: 'Find an Existing Value' and 'Add a New Value'.

6. Select the Add A New Value tab.

7. Enter a name for the run control. *Guidelines: They should have no spaces in the name and a meaningful name. **Run controls cannot be deleted.***

8. Click Add.

9. Complete the run control page:

CWRU Reports

Income-Expense Report

Run Control ID CWGL0029_ALL Report Manager Process Monitor Run

Accounting Period Information:

*Fiscal Year:

*From Accounting Period:

*To Accounting Period:

Period Name: Period Name:

Personalize Find View All <input type="text"/> <input type="text"/> First 1 of 1 Last			
	From SpeedType	To SpeedType	
1	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	+ -

Save Notify Add Update/Display

Fiscal Year (Ensure it is the full 4 digit number, ie 2021)
Accounting Period

10. Enter Speedtype(s)

Income-Expense Report

Run Control ID dre5 Report Manager Process Monitor Run

Accounting Period Information:

*Fiscal Year: 2021

*From Accounting Period: 1

*To Accounting Period: 1

Period Name: July Period Name: July

Personalize Find View All <input type="text"/> <input type="text"/> First 1 of 1 Last			
	From SpeedType	To SpeedType	
1	OPR231240 <input type="text"/>	OPR231240 <input type="text"/>	+ -

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

Use the + sign to add lines for more multiple speedtypes.

11. Select Save
12. Click Run
13. The Process Scheduler Request screen will appear. Do not change any option on this screen. Please make sure the Server Name is blank or PSUNX.

Process Scheduler Request

User ID dre5 Run Control ID dre5

Server Name PSUNX Run Date 09/24/2020
Recurrence Run Time 3:30:22PM
Time Zone

Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CWGL0029	CWGL0029	SQR Report	Web	PDF	Distribution

OK Cancel

14. Click OK
15. You will return to the Main Screen
16. Select Process Monitor

Income-Expense Report

Run Control ID dre5 Report Manager **Process Monitor** Run

Accounting Period Information:

*Fiscal Year: 2021
*From Accounting Period: 1 *To Accounting Period: 1
Period Name: July Period Name: July

From SpeedType	To SpeedType
1 OPR231240	OPR231240

Personalize | Find | View All | First | 1 of 1 | Last

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

17. Continue to select the Refresh button until the report has a run status of Success and Distribution Status of Posted

The screenshot shows a web interface for viewing process requests. At the top, there are tabs for 'Process List' and 'Server List'. Below is a form titled 'View Process Request For' with fields for User ID (dre5), Type, Last, Days (2), Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is highlighted with a red box. Below the form is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row of data is highlighted in yellow, and its 'Run Status' (Success) and 'Distribution Status' (Posted) are highlighted with a red box.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5307375		SQR Report	CWGL0029	dre5	09/24/2020 3:30:22PM EDT	Success	Posted	Details

18. Click the Details link

This is a close-up of the 'Process List' table from the previous screenshot. The 'Details' link in the last column of the first row is highlighted with a red box.

Run Status	Distribution Status	Details
Success	Posted	Details

19. Click the View Log/Trace

The screenshot shows the 'Process Detail' page. It has sections for 'Process' (Instance: 5307375, Name: CWGL0029, Run Status: Success, Distribution Status: Posted), 'Run' (Run Control ID: dre5, Location: Server, Server: PSUNX, Recurrence:), and 'Date/Time' (Request Created On: 09/24/2020 3:32:14PM EDT, Run Anytime After: 09/24/2020 3:30:22PM EDT, Began Process At: 09/24/2020 3:32:26PM EDT, Ended Process At: 09/24/2020 3:32:39PM EDT). There are also 'Actions' like 'Parameters', 'Message Log', and 'View Log/Trace' (highlighted with a red box). At the bottom are 'OK' and 'Cancel' buttons.

20. Select the PDF file

View Log/Trace

Report

Report ID	3562515	Process Instance	5307375	Message Log
Name	CWGL0029	Process Type	SQR Report	
Run Status	Success			

CWGL0029

Distribution Details

Distribution Node	R92FCWR	Expiration Date	10/01/2020
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File List

Name	File Size (bytes)	Datetime Created
APPSRV.LOG	145	09/24/2020 3:32:39.839667PM EDT
SQR_CWGL0029_5307375.log	0	09/24/2020 3:32:39.839667PM EDT
...	413	09/24/2020 3:32:39.839667PM EDT
cwgl0029_5307375_3.PDF	5,822	09/24/2020 3:32:39.839667PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	dre5

[Return](#)

21. The PDF will display

ort ID: cwgl0029
cal Year: 2021
m Period: 1 To Period: 1
artment: 231240 - ERP Office

Case Western Reserve University
Statement of Income and Expense
SUMMARY
SpeedType: OPR231240

22. Troubleshooting tips:

- If the PDF doesn't open ensure the Pop Up blocker is disabled
- Reports that have multiple speedtypes and long time ranges will take several minutes to produce
- Clicking the Refresh button rapidly will not cause the reports to run faster
- If a PDF does not display
 1. Ensure fiscal year is entered with 4 digits
 2. There is no activity for that speedtype
 3. You do not have security to access that speedtype, check with your supervisor