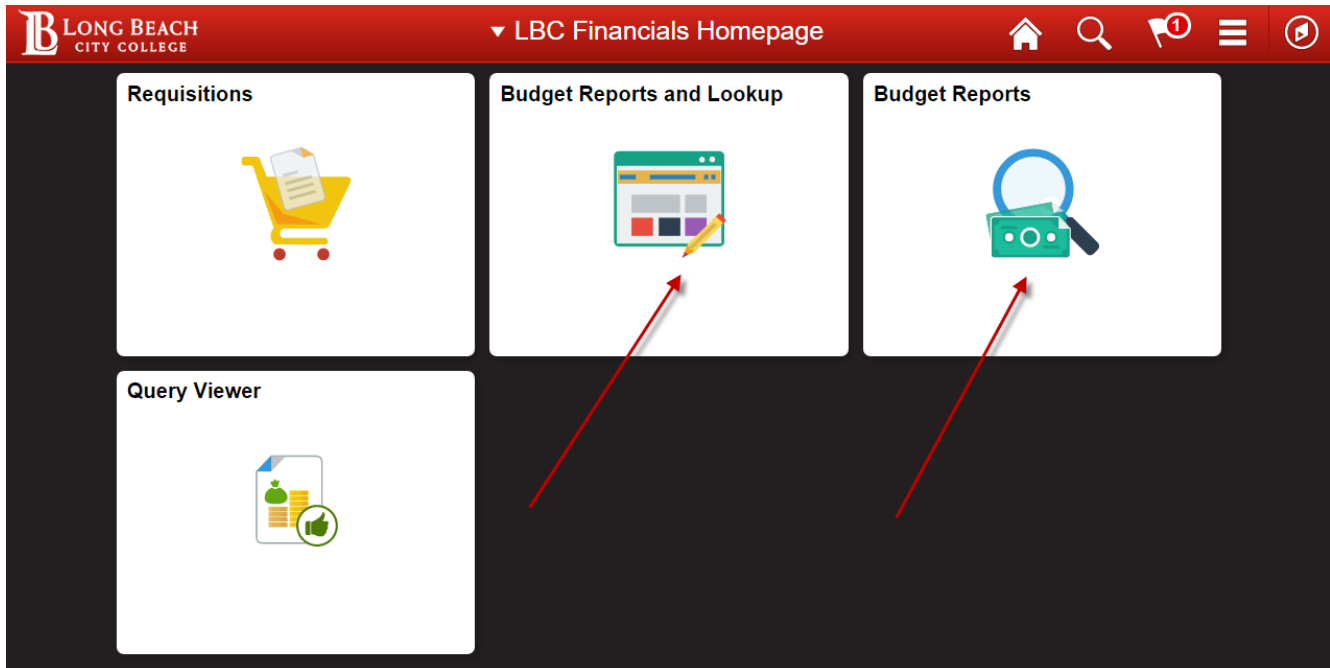## LBC GL Expense Detail 9.2 – LBCGL805

1. The **LBC GL Expense Detail Report** is a detailed report showing Requisitions numbers, Purchase Order numbers, Vouchers, Vendor names, Payroll information, and other Journal line transactions. To look up a specified account string and print a report of detailed information in the Actuals Ledger access the **LBC GL Expense Detail Report** from either the **Budget Reports** tile or the **Budget Reports and Lookup** tile.

NOTE: When signing out or closing PeopleSoft 9.2 remember to click the ⋮ button then go to **Sign Out** and **DO NOT** just click the red ✕ close button.

2. From the **LBC Financials Homepage** click the **Budget Reports** tile then the **LBC GL Expense Detail Report** menu item on the left side.

3. Each user should initially set up (Add) <u>one time only</u>, a **Run Control ID** for each process/report that will be carried out (such as the LBC Available Balance Report, LBC GL Expense Detail Report and LBC PO Activity Listing Report). The Run Control ID is keyed to the Empl ID of the user that created the Run Control. After this **Add a New Value** is done the first time you will use the **<u>Find an Existing Value</u>** tab for <u>all</u> future **LBC GL Expense Detail Reports** by clicking the **Search** button. Please do **NOT** add any other Run Control ID's.

NOTE: To access a **current** Run Control ID (a Run Control for LBC GL Expense Detail Report that was set up earlier), click the **Find an Existing Value** tab and then click **Search**. Choose the Run Control ID below named **LBC GL Expense Detail Report** and click on the blue link.
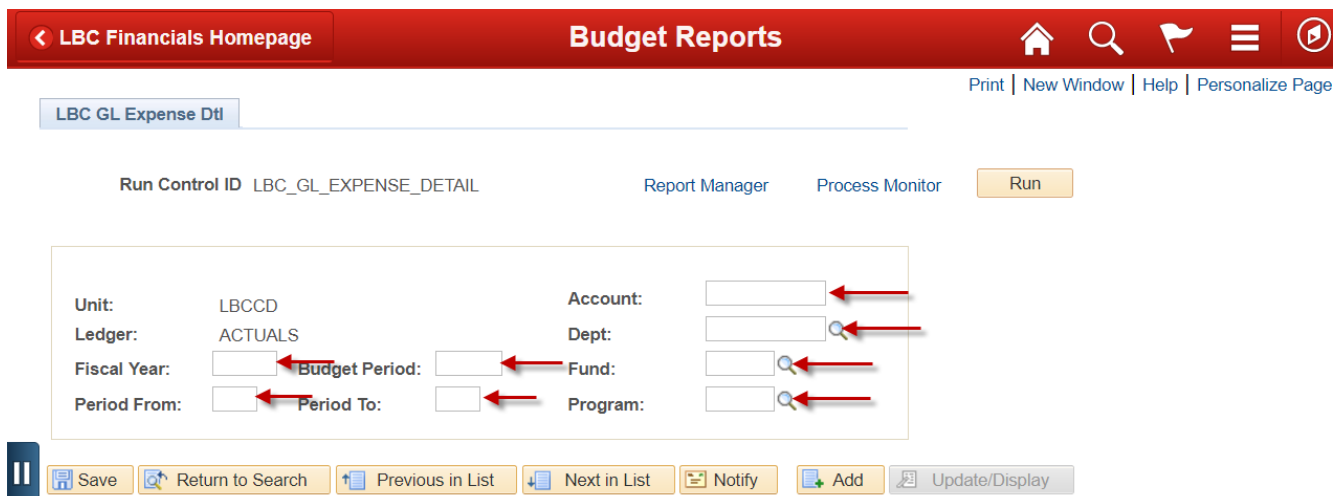
4. To Add the Run Control ID select the **Add a New Value** tab and enter **LBC_GL_EXPENSE_DETAIL** (be sure to put an underscore between each word and use caps) in the **Run Control ID** field then click **Add.** Note that the 2 vertical lines button ▐▐ can be used to collapse or expand the menu on the left.

5. Enter information for this report into the **Fiscal Year, Budget Period (same as the Fiscal Year),** the **Period From, Period To** (it is best to enter Period From **1** and Period To **12** yet you can also run a portion of the year by selecting certain Periods for these fields), **Account** (formerly called the Object), **Dept, Fund,** and **Program.** You can leave some of the chartfields blank in order to get all the detail for a specific chartfield string and yet **do not leave all the fields blank** and you **must** enter the **Fiscal Year**, **Budget Period**, and the **Period From** and the **Period To** fields. Since this is a detailed report it can be a lengthy one so **it is best to fill in all of the fields.**

6. To view a report with all of the detailed transactions enter the **Fiscal Year, Budget Period, Period From, Period To, Account**, **Department, Fund,** and **Program**. After entering the information into the fields click the yellow **Run** button.

NOTE: For some special project areas the **Account Code** and the **Department** fields can both be left blank to return all the detail for a specific **Program Code** and **Fund**.

7. In the Process Scheduler Request panel you will see the report Name/Description **LBC GL Expense Detail**. Next click the blue **OK** button below and **DO NOT MAKE ANY OTHER CHANGES** in this panel.
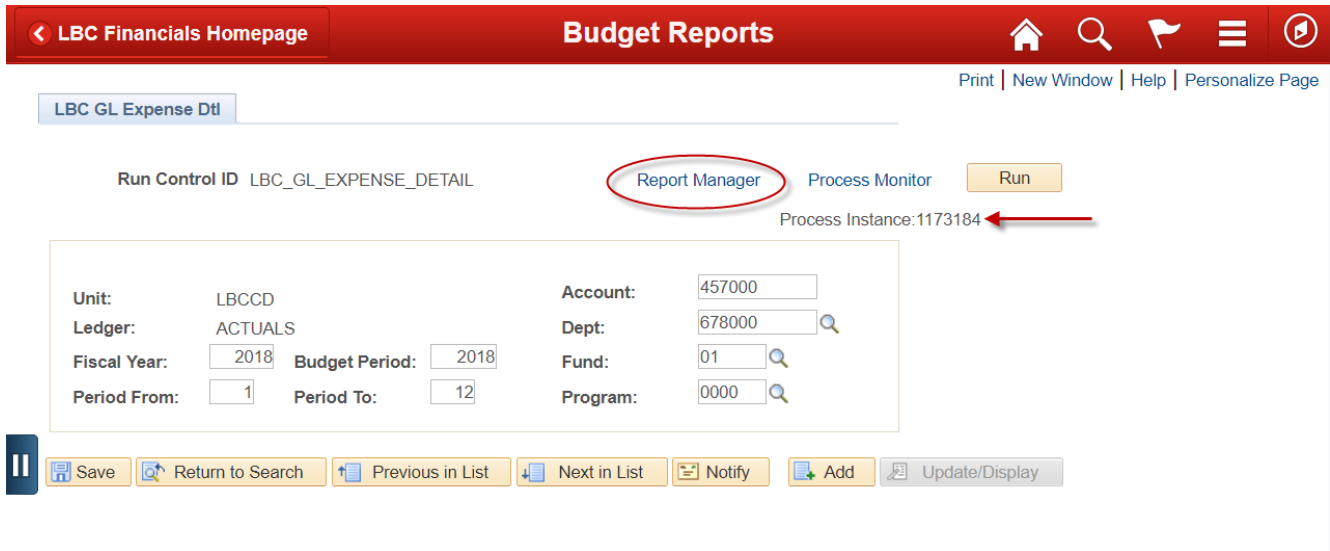
8. After clicking the **OK** button this previous panel will show again yet the **Process Instance** indicates that the report is running so **DO NOT** click the Run button again. From this panel click the **Report Manager** link at the top of the page. The report can also be viewed by clicking the Notification button on the red title bar.

9. From the next panel, click the **Administration** tab click the yellow **Refresh** button on the right side until the **Status** is **Posted** and the **Details** link shows to the right of the **Posted** status. In the Report Manager panel the current report will always be at the top of the Report List. To view the report you can either click the blue **LBC GL Expense Detail** link **OR** click the **Details** link next to the Posted Status on the **LBC GL Expense Detail** line.

NOTE: If you need to access a report from a previous day you can change the number under **Last** from 1 to any number up to 7 Days and then click the yellow **Refresh** button.

10. In the **Report Detail** panel click the **LBCGL805___.PDF** link under **File List** to view the report.

11. Selecting the **LBCGL805_.PDF** file link opens another page with the report. From this page the report can be **saved**, **printed** or **emailed** by clicking one of the icons at the bottom of the panel or under the **File** menu depending on your Adobe settings.

LONG BEACH COMMUNITY COLLEGE DISTRICT
LBC GL EXPENSE DETAIL REPORT

Report ID: LBCGL805.SQR

Run By: 0005349
As of Year 2018 From Period 1 - To Period 12

Page No. 1
Date 07/31/2017

Tran Type	Acct Date	Document ID	Line	Reference	Budget	PreEncum.	Encumbrance	Expense
				Account: 457000 Fund: 01 Dept: 678000 Program: 0000 Budget Period: 2018 Accounting Period: 1				
Original	07/01/2017	TB18166126-2018		2017-18 Tentative Budget Load / NI Supplies & Materials	27,498.00			
REQ_PREENC	07/01/2017	0000036237	1	ANIXTER INC./OPEN PO FOR GRAYBAR. COMPUTER SUPPLIES		10,000.00	0.00	
REQ_PREENC	07/01/2017	0000036240	1	DELL MARKETING, L. P/OPEN PO FOR DELL. COMPUTER SUPPLIES		20,000.00	0.00	
REQ_PREENC	07/01/2017	0000036245	1	HOME DEPOT/GECF/OPEN PO FOR HOME DEPOT.		2,500.00	0.00	
REQ_PREENC	07/01/2017	0000036251	1	OFFICE DEPOT, INC/OPEN PO FOR OFFICE DEPOT.		3,000.00	0.00	
REQ_PREENC	07/01/2017	0000036253	1	OFFICE DEPOT, INC/OPEN PO FOR OFFICE DEPOT.		3,500.00	0.00	
REQ_PREENC	07/10/2017	0000036756	1	CDW GOVERNMENT, INC/OPEN PO FOR CDW.		5,000.00	0.00	
PO_POENC	07/17/2017	0000080185	1	OFFICE DEPOT, INC/OPEN PO FOR OFFICE SUPPLIES		-3,000.00	0.00	
PO_POENC	07/17/2017	0000080189	1	OFFICE DEPOT, INC/OPEN PO FOR OFFICE SUPPLIES		-3,500.00	0.00	
PO_POENC	07/17/2017	0000080185	1	OFFICE DEPOT, INC/OPEN PO FOR OFFICE SUPPLIES		0.00	3,000.00	
PO_POENC	07/17/2017	0000080185	1	OFFICE DEPOT, INC/OPEN PO FOR OFFICE SUPPLIES		0.00	-3,000.00	
PO_POENC	07/17/2017	0000080189	1	OFFICE DEPOT, INC/OPEN PO FOR OFFICE SUPPLIES		0.00	3,500.00	
PO_POENC	07/26/2017	0000080357	1	HOME DEPOT/GECF/OPEN PO FOR COMPUTER SUPPLIES		0.00	2,500.00	
PO_POENC	07/26/2017	0000080357	1	HOME DEPOT/GECF/OPEN PO FOR COMPUTER SUPPLIES		-2,500.00	0.00	
		Sub Totals:			27,498.00	35,000.00	6,000.00	0.00
		Grand Total:			27,498.00	35,000.00	6,000.00	0.00

End of Report