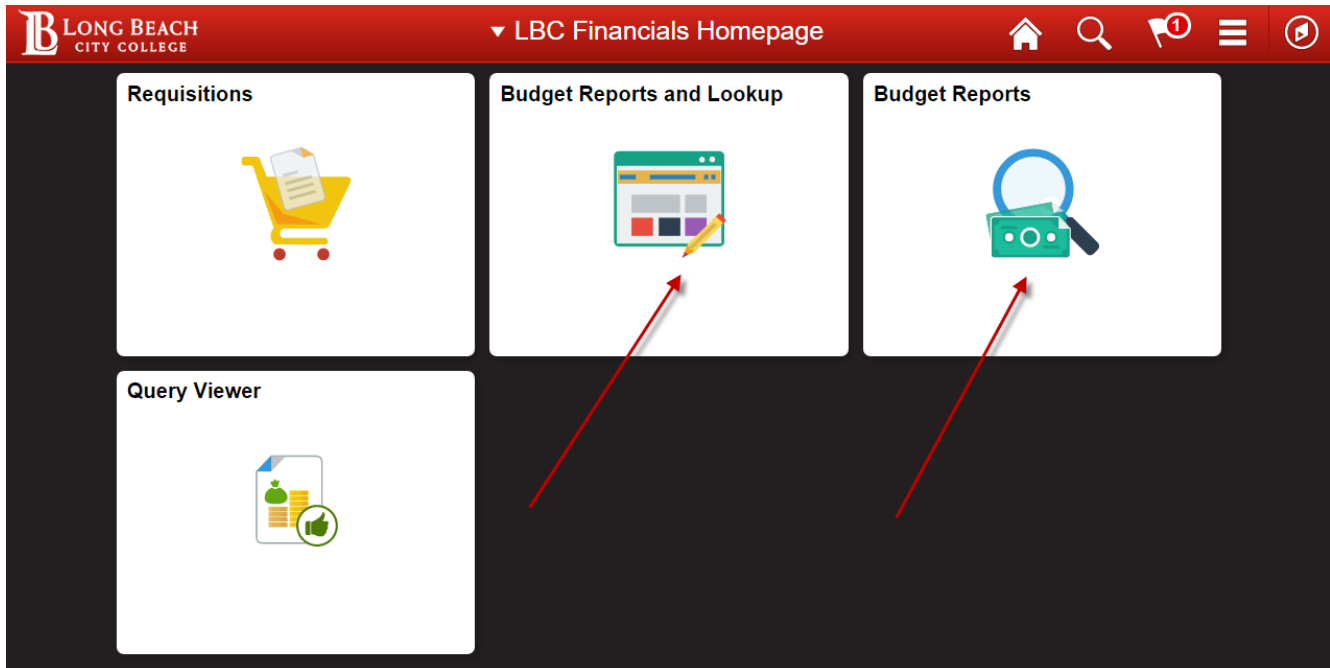




# LBC GL EXPENSE DETAIL 9.2

## 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.

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

The screenshot displays the 'Budget Reports' section of the LBC Financials system. The left-hand navigation pane lists several report options, with 'LBC GL Expense Detail Report' highlighted by a red arrow. The main content area shows the 'LBC Available Balances Report' interface, which includes a search bar, a 'Search Criteria' dropdown, and a 'Search by' field with the text 'Run Control ID begins with'. There are also buttons for 'Find an Existing Value', 'Add a New Value', and 'Search', along with a link for 'Advanced Search'.

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3. Each user should initially set up (Add) **one time only**, 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 **Find an Existing Value** tab for **all** 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.

The screenshot shows the 'Budget Reports' section of the LBC Financials system. The left sidebar lists various reports, with 'LBC GL Expense Detail Report' highlighted. The main content area shows the 'LBC GL Expense Details' search interface. A red arrow points to the 'Find an Existing Value' button. Below it, the search criteria are set to 'Run Control ID begins with'. A red circle highlights the 'Search' button. The search results table shows the following data:

Run Control ID	Language Code
<a href="#">BUDGET_TRANSACTION_DETAIL</a>	English
<a href="#">LBC_AVAILABLE_BALANCE</a>	English
<a href="#">LBC_BUDGET_STATUS</a>	English
<a href="#">LBC_GL_EXPENSE_DETAIL</a>	English
<a href="#">PO_ACTIVITY_LISTING</a>	English
<a href="#">PRINT_REQUISITIONS</a>	English

A red arrow points to the 'LBC\_GL\_EXPENSE\_DETAIL' link in the search results table. At the bottom of the interface, there are links for 'Find an Existing Value' and 'Add a New Value'.

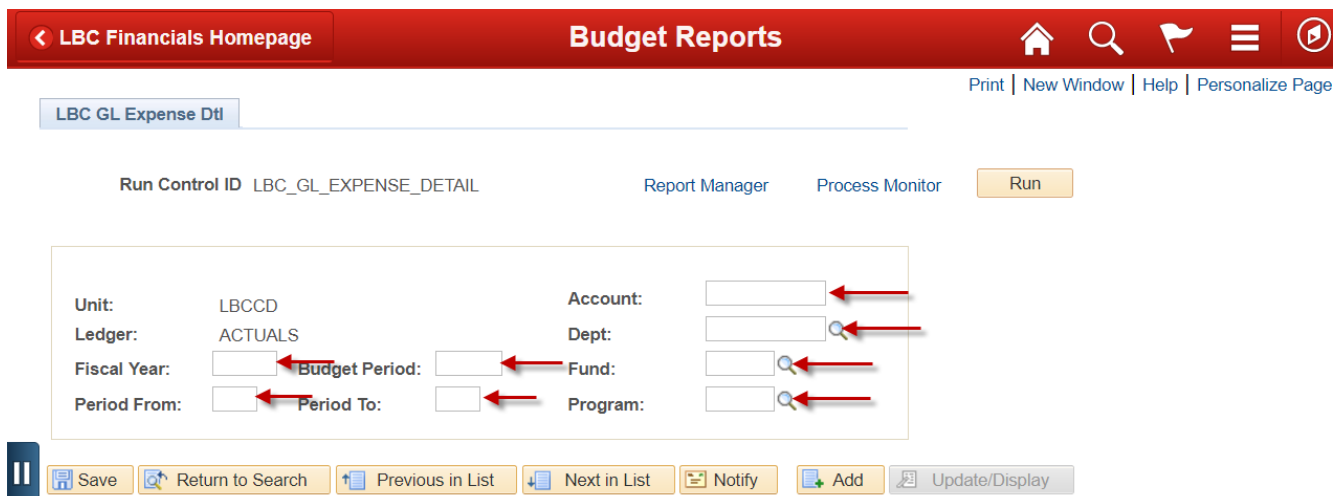
# LBC GL EXPENSE DETAIL 9.2

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.



The screenshot shows the 'Budget Reports' page with the 'LBC GL Expense Details' section. The 'Add a New Value' button is highlighted with a red arrow. The 'Run Control ID' field contains 'LBC\_GL\_EXPENSE\_DETAIL'. The 'Add' button is circled in red. The collapse button in the left sidebar is also circled in red.

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**.



The screenshot shows the 'Budget Reports' page with the 'LBC GL Expense Dtl' section. The 'Run Control ID' is 'LBC\_GL\_EXPENSE\_DETAIL'. The 'Run' button is highlighted. The 'Unit' is 'LBCCD' and 'Ledger' is 'ACTUALS'. The 'Account', 'Dept', 'Fund', and 'Program' fields are empty. The 'Fiscal Year', 'Budget Period', 'Period From', and 'Period To' fields are empty. Red arrows point to the empty fields.

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- 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.

**Budget Reports**

Run Control ID LBC\_GL\_EXPENSE\_DETAIL    Report Manager    Process Monitor    **Run**

Unit: LBCCD    Account: 457000  
 Ledger: ACTUALS    Dept: 678000  
 Fiscal Year: 2018    Budget Period: 2018    Fund: 01  
 Period From: 1    Period To: 12    Program: 0000

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

**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**.

- 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.

**Process Scheduler Request**

User ID 0005349    Run Control ID LBC\_GL\_EXPENSE\_DETAIL

Server Name PSNT    Run Date 07/31/2017  
 Recurrence    Run Time 10:36:59AM    Reset to Current Date/Time  
 Time Zone

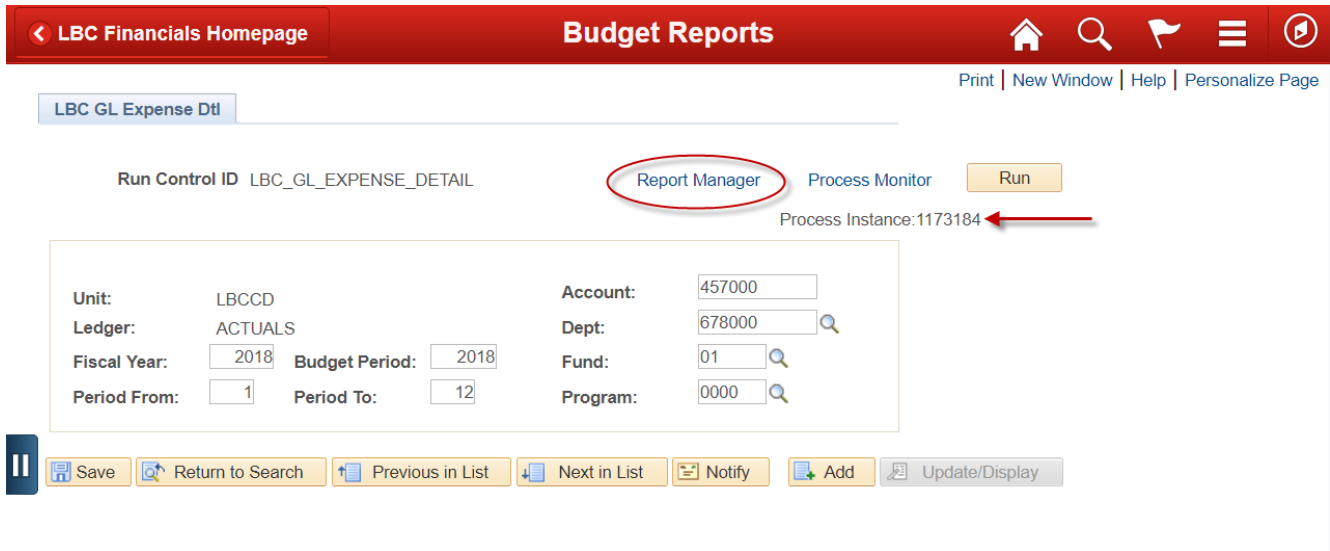
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	LBC GL Expense Detail	LBCGL805	SQR Report	Web	PDF	Distribution

OK    Cancel

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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.



LBC Financials Homepage Budget Reports

Print | New Window | Help | Personalize Page

LBC GL Expense Dtl

Run Control ID LBC\_GL\_EXPENSE\_DETAIL

Report Manager Process Monitor Run

Process Instance: 1173184

Unit: LBCCD Account: 457000  
Ledger: ACTUALS Dept: 678000  
Fiscal Year: 2018 Budget Period: 2018 Fund: 01  
Period From: 1 Period To: 12 Program: 0000

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

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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.

The screenshot shows the 'Budget Reports' interface. At the top, there is a navigation bar with 'Administration' and 'Archives' tabs. Below this, there is a 'View Reports For' section with fields for 'User ID' (0005349), 'Type', 'Last' (1), and 'Days'. A yellow 'Refresh' button is circled in red. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The first row is highlighted, showing Report ID 1037908, Prcs Instance 1173184, Description 'LBC GL Expense Detail', Request Date/Time '07/31/2017 10:42:32AM', Format 'Acrobat (\*.pdf)', Status 'Posted', and a 'Details' link. A red arrow points to the 'LBC GL Expense Detail' description. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Go back to LBC GL Expense Details' link. At the bottom, there is a 'Save' button and 'Administration | Archives' navigation.

**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.

The screenshot shows the 'Report Detail' panel. It displays the following information:


- Report:** Report ID 1037908, Process Instance 1173184, Name LBCGL805, Process Type SQR Report, Run Status Success.
- Distribution Details:** Distribution Node XCOPY, Expiration Date 08/07/2017.
- File List:**

Name	File Size (bytes)	Datetime Created
LBCGL805_1173184.PDF	80,850	07/31/2017 10:43:15.530000AM PDT
LBCGL805_1173184.out	129	07/31/2017 10:43:15.530000AM PDT
SQR_LBCGL805_1173184.log	2,305	07/31/2017 10:43:15.530000AM PDT
- Distribute To:** Distribution ID Type, Distribution ID 0005349.

The 'LBCGL805\_1173184.PDF' link in the File List is circled in red. At the bottom of the panel are 'OK' and 'Cancel' buttons.

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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  
CITY COLLEGE

Report ID: LBCGL805.SQR

Run By: 0005349

As of Year: 2018 From Period: 1 - To Period: 12

LONG BEACH COMMUNITY COLLEGE DISTRICT  
LBC GL EXPENSE DETAIL REPORT

Page No. 1  
Date 07/31/2017

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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	TB18106126-2018	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/GEFC/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/GEFC/OPEN PO FOR COMPUTER SUPPLIES		0.00	2,500.00	
PO_POENC	07/26/2017	0000080357	1 HOME DEPOT/GEFC/OPEN PO FOR COMPUTER SUPPLIES		-2,500.00	0.00	
<b>Sub Totals:</b>				<b>27,498.00</b>	<b>35,000.00</b>	<b>6,000.00</b>	<b>0.00</b>
<b>Grand Total:</b>				<b>27,498.00</b>	<b>35,000.00</b>	<b>6,000.00</b>	<b>0.00</b>

End of Report

