

LBC GL EXPENSE DETAIL 9.2

LBC GL ExpenseDetail 9.2– LBCGL805

1. The LBC GL ExpenseDetail 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 of remember

Sign Out and DO NOT just click the red

close button.

button then go to

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- Each user should initially set up (Add) one time only 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 EmpID of the user that created the Run Control. After this Add a New Values 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 and then click Search. Choose the Run Control ID below named

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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

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 (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 yet do not leave all the fields blank and you

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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 and the Department fields can both be left blank to return all the detail for a specific Program Code Fund.

7. In the Process Scheduler Request panel will see the report Name/Description LBC Expense Detail. Next click the blue OK button below and DO NOT MAKE ANY OTHER CHANGES in this panel.

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11. Selecting the LBCGL805 PDF file link opens another page with the report. F wisa Tr 20.04 -0 6.68 28