

## Running the Financial Detail by Account Report

**Purpose:** Use the SIS Financial Reporting Workspace to run the Financial Detail by Account report. Keep in mind that you can only view details for data you have access to in eBiz. The reports can be run using various Internet browsers however; if you experience issues, please use Mozilla Firefox.

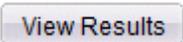
### New Terminology:

PeopleSoft (new SIS)	eBiz
item type	N/A
account	fund
department	year
product	organization
fund	object code
program code	program
chartfield 1	function
chartfield 2	activity
chartfield 3	line

Step	Action
1.	Log onto My UNiverse.
2.	Select the <i>Reporting</i> tab. 
3.	In the <i>My Workspaces</i> pagelet, click the <b>SIS Financial Reporting</b> link. 

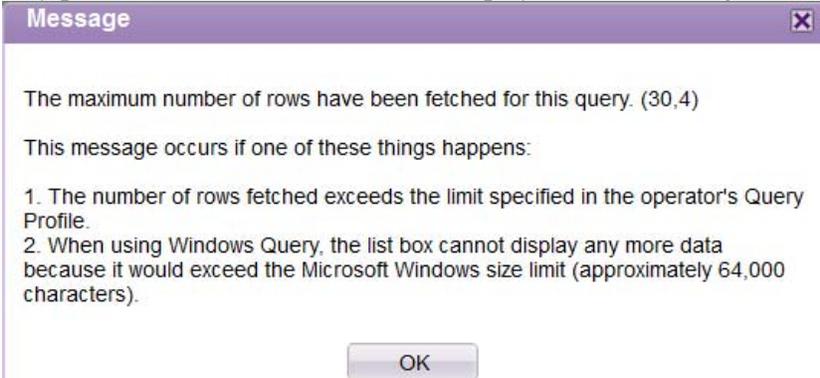


Step	Action																				
4.	In the <i>Links</i> section, click <b>Financial detail by account</b> .																				
<p><b>Result:</b> The UNI_SF_DETAIL_FOR_GL – Financial detail by account report prompts display.</p>																					
<p><b>UNI_SF_DETAIL_FOR_GL - Financial detail by account</b></p> <p>Between 1st Posted Date: <input type="text"/> </p> <p>And 2nd Posted Date: <input type="text"/> </p> <p>Institution: <input type="text"/> </p> <p>Fund: <input type="text"/> </p> <p>Appropriation Year: <input type="text"/> </p> <p>Organization: <input type="text"/> </p> <p>Object Code: <input type="text"/> </p> <p>Program: <input type="text"/> </p> <p>Function: <input type="text"/> </p> <p>Activity: <input type="text"/> </p> <p>Line: <input type="text"/> </p> <p><input type="button" value="View Results"/></p> <table border="1"> <thead> <tr> <th>GL Run Date</th> <th>SF Effective Date</th> <th>UID</th> <th>First Name</th> <th>Middle Name</th> <th>Last Name</th> <th>Fund</th> <th>App Year</th> <th>Organization</th> <th>Object Code</th> <th>Program</th> <th>Function</th> <th>Activity</th> <th>Line</th> <th>Acct Term</th> <th>Term Descr</th> <th>Item Type</th> <th>Item Type Descr</th> <th>GL Debit Amount</th> <th>GL Credit Amount</th> </tr> </thead> </table>		GL Run Date	SF Effective Date	UID	First Name	Middle Name	Last Name	Fund	App Year	Organization	Object Code	Program	Function	Activity	Line	Acct Term	Term Descr	Item Type	Item Type Descr	GL Debit Amount	GL Credit Amount
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5.	<p>Complete the following prompt fields:  <i>Note:</i> ALL fields are required.</p> <ul style="list-style-type: none"> <li>• <b>Between 1<sup>st</sup> Posted Date</b> – Enter or select the beginning posted date for detail you wish to view.</li> <li>• <b>And 2<sup>nd</sup> Posted Date</b> – Enter or select the ending posted date for detail you wish to view.</li> <li>• <b>Institution</b> – Enter or select <i>UNICS</i>.</li> <li>• <b>Fund</b> - Enter or select the <b>Fund (account)</b> you wish to view.</li> <li>• <b>Appropriation Year</b> - Only general education funds (0011-0199) require an appropriation year. The appropriation year indicates the fiscal year. We are in fiscal year 12, so the appropriation year would be 12 for all general education funds for object codes 60000-99999. All other funds always have an appropriation year of 00.</li> <li>• <b>Organization</b> - Enter or select the <b>Org (product)</b> you wish to view.</li> <li>• <b>Object Code:</b> - Enter or select the <b>object code (function code)</b> you wish to view.</li> <li>• <b>Program</b> - Enter or select the <b>program</b> you wish to view.</li> <li>• <b>Function</b> - Enter or select the <b>function</b> you wish to view.</li> <li>• <b>Activity</b> – Enter or select the <b>activity</b> you wish to view.</li> <li>• <b>Line</b> – Enter or select the line you wish to view.</li> </ul>																																																																																																																									
6.	<p>Click the <b>View Results</b> button .</p> <p><b>Result:</b> Matching results display. Query max row limit is 10,000*.</p> <p>Download results in: <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (688 kb)</p> <p>View All <span style="float: right;">First 1-100 of 1073 Last</span></p> <table border="1"> <thead> <tr> <th>Line</th> <th>GL Run Date</th> <th>SF Effective Date</th> <th>UID</th> <th>Funct Name</th> <th>First Name</th> <th>Last Name</th> <th>Fund</th> <th>App Year</th> <th>Organization</th> <th>Object Code</th> <th>Program</th> <th>Function</th> <th>Activity</th> <th>Line</th> <th>Acct Term</th> <th>Term Descr</th> <th>Item Type</th> <th>Item Type Descr</th> <th>GL Debt Amount</th> <th>GL Credit Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/27/2012</td> <td>12/31/2011</td> <td>*****</td> <td>Cruse</td> <td>Jacob</td> <td>Aamus</td> <td>0011</td> <td>12</td> <td>24201</td> <td>62020</td> <td>0000</td> <td>11</td> <td>0000</td> <td>000</td> <td>2112 FALL 2011</td> <td>400000500030</td> <td>Chemistry Key/Checkout Fee</td> <td>0.00</td> <td>40.00</td> </tr> <tr> <td>2</td> <td>01/27/2012</td> <td>12/31/2011</td> <td>*****</td> <td>Christopher</td> <td>Paul</td> <td>Aberle</td> <td>0011</td> <td>12</td> <td>24201</td> <td>62020</td> <td>0000</td> <td>11</td> <td>0000</td> <td>000</td> <td>2112 FALL 2011</td> <td>400000500020</td> <td>Chemistry Deskage</td> <td>0.00</td> <td>21.00</td> </tr> <tr> <td>3</td> <td>01/27/2012</td> <td>05/09/2011</td> <td>*****</td> <td>Christopher</td> <td>A.</td> <td>Adams</td> <td>0011</td> <td>12</td> <td>24201</td> <td>62020</td> <td>0000</td> <td>11</td> <td>0000</td> <td>000</td> <td>2103 SPRING 2011</td> <td>400000500020</td> <td>Chemistry Deskage</td> <td>0.00</td> <td>1.34</td> </tr> <tr> <td>4</td> <td>01/27/2012</td> <td>12/22/2010</td> <td>*****</td> <td>Christopher</td> <td>A.</td> <td>Adams</td> <td>0011</td> <td>12</td> <td>24201</td> <td>62020</td> <td>0000</td> <td>11</td> <td>0000</td> <td>000</td> <td>2103 FALL 2010</td> <td>400000500020</td> <td>Chemistry Deskage</td> <td>0.00</td> <td>1.60</td> </tr> <tr> <td>5</td> <td>01/27/2012</td> <td>05/09/2011</td> <td>*****</td> <td>Christopher</td> <td>A.</td> <td>Adams</td> <td>0011</td> <td>12</td> <td>24201</td> <td>62020</td> <td>0000</td> <td>11</td> <td>0000</td> <td>000</td> <td>2103 SPRING 2011</td> <td>400000500020</td> <td>Chemistry Deskage</td> <td>0.00</td> <td>2.52</td> </tr> </tbody> </table>	Line	GL Run Date	SF Effective Date	UID	Funct Name	First Name	Last Name	Fund	App Year	Organization	Object Code	Program	Function	Activity	Line	Acct Term	Term Descr	Item Type	Item Type Descr	GL Debt Amount	GL Credit Amount	1	01/27/2012	12/31/2011	*****	Cruse	Jacob	Aamus	0011	12	24201	62020	0000	11	0000	000	2112 FALL 2011	400000500030	Chemistry Key/Checkout Fee	0.00	40.00	2	01/27/2012	12/31/2011	*****	Christopher	Paul	Aberle	0011	12	24201	62020	0000	11	0000	000	2112 FALL 2011	400000500020	Chemistry Deskage	0.00	21.00	3	01/27/2012	05/09/2011	*****	Christopher	A.	Adams	0011	12	24201	62020	0000	11	0000	000	2103 SPRING 2011	400000500020	Chemistry Deskage	0.00	1.34	4	01/27/2012	12/22/2010	*****	Christopher	A.	Adams	0011	12	24201	62020	0000	11	0000	000	2103 FALL 2010	400000500020	Chemistry Deskage	0.00	1.60	5	01/27/2012	05/09/2011	*****	Christopher	A.	Adams	0011	12	24201	62020	0000	11	0000	000	2103 SPRING 2011	400000500020	Chemistry Deskage	0.00	2.52
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7.	<p>Query Viewing Tips:</p> <ul style="list-style-type: none"> <li>• Download your results to an Excel spreadsheet, by clicking the <a href="#">Excel Spreadsheet</a> link at the top, select <b>Open with</b>, click <b>OK</b>. You may have to enable pop-ups on your browser.</li> <li>• Use the <b>View All</b> and page navigation at the top of the report to see additional rows (by default, 100 rows display per page)</li> <li>• If you choose to print the report from here, the best method for browser:                         <ul style="list-style-type: none"> <li>○ <b>Mozilla Firefox</b> - Right-click the report, select <b>This Frame, Print Frame</b></li> <li>○ <b>Internet Explorer, Chrome</b> - Select or highlight the report, select <b>File, Print</b> from the menu or use the print button. Choose <i>Selection</i>.</li> </ul> </li> </ul>

**Possible Messages:**

Message/Description	Resolution
<p>*Query max row limit is 10,000. If your results exceed 10,000 rows, only partial results (10,000) rows will display with this message:</p> 	<p>Modify the date parameters into smaller intervals</p>
<p>No matching values were found.</p> <p>Then one of two things has occurred:</p> <ol style="list-style-type: none"> <li>1. There are no results matching your selection criteria due to no records meeting those specifications</li> <li>2. You have entered criteria for which you do not have access (e.g. If I don't have access to FUND 0022 in eBiz, I will not have access to view this fund in the report.</li> </ol>	<p>Modify search criteria</p>
 <p>An error has occurred.</p> <p>You may attempt to sign in again. If your attempt fails, please contact your System Administrator.</p> <p><a href="#">Sign in to PeopleSoft</a></p>	<p>Modify search criteria</p>