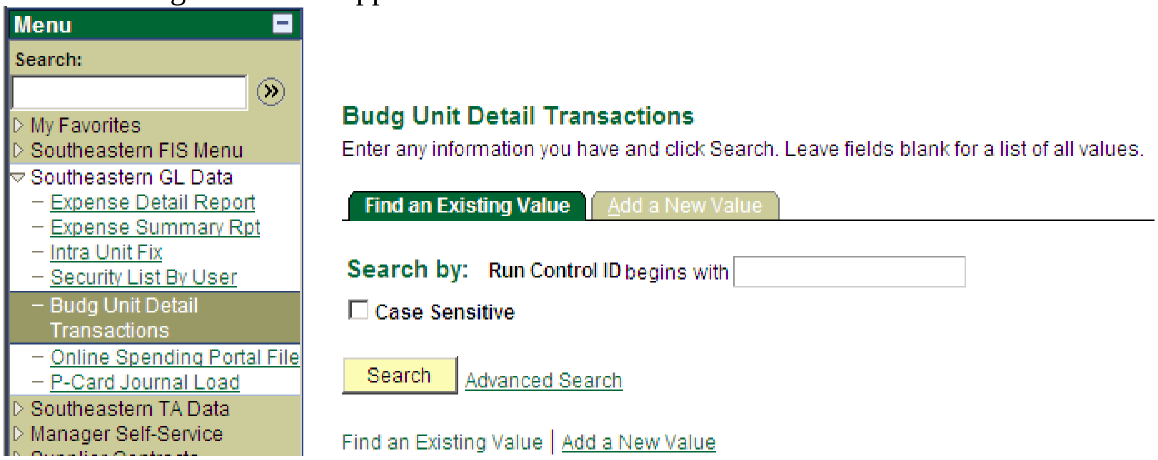
Detail Transaction File Report

To run the Detail Transaction File report, first log into the PeopleSoft Financial system.

Then navigate to the following:

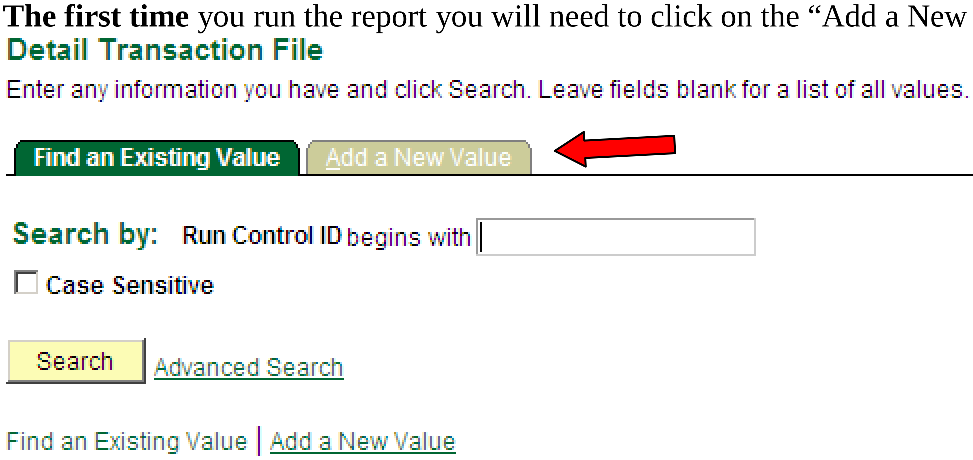
Southeastern GL Data > Budg Unit Detail Transactions

The following screen will appear:

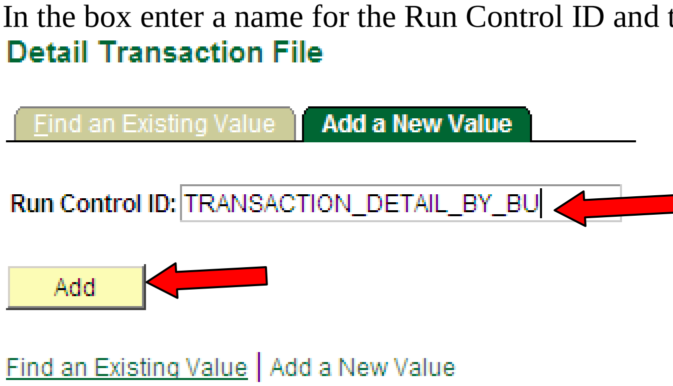


(Depending on your level of security, your menu on the left screen may not have as many options. However, if you do not have "Budg Unit Detail Transactions" in your menu options, please contact Lori Gray at extension 3754 or the PeopleSoft Financials Team at extension 3243 for assistance.)

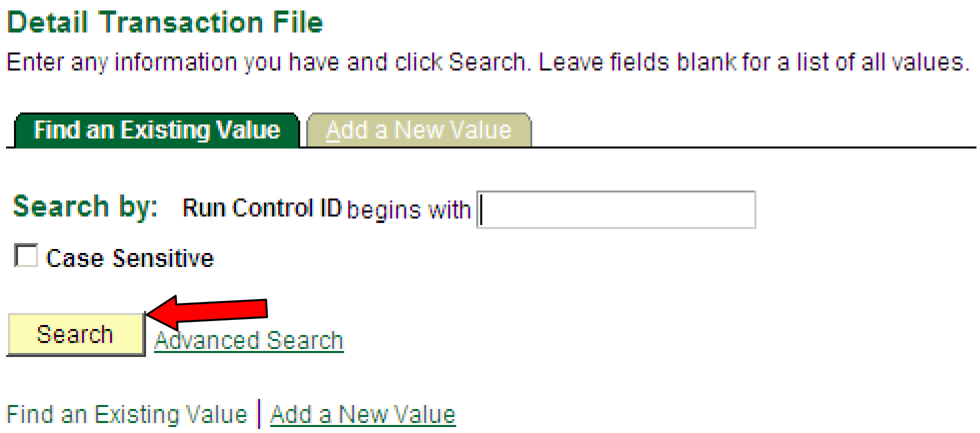
The first time you run the report you will need to click on the "Add a New Value" tab.



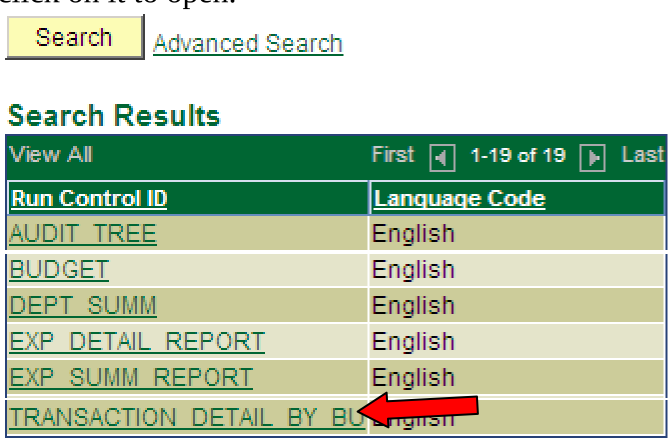
In the box enter a name for the Run Control ID and then click Add:



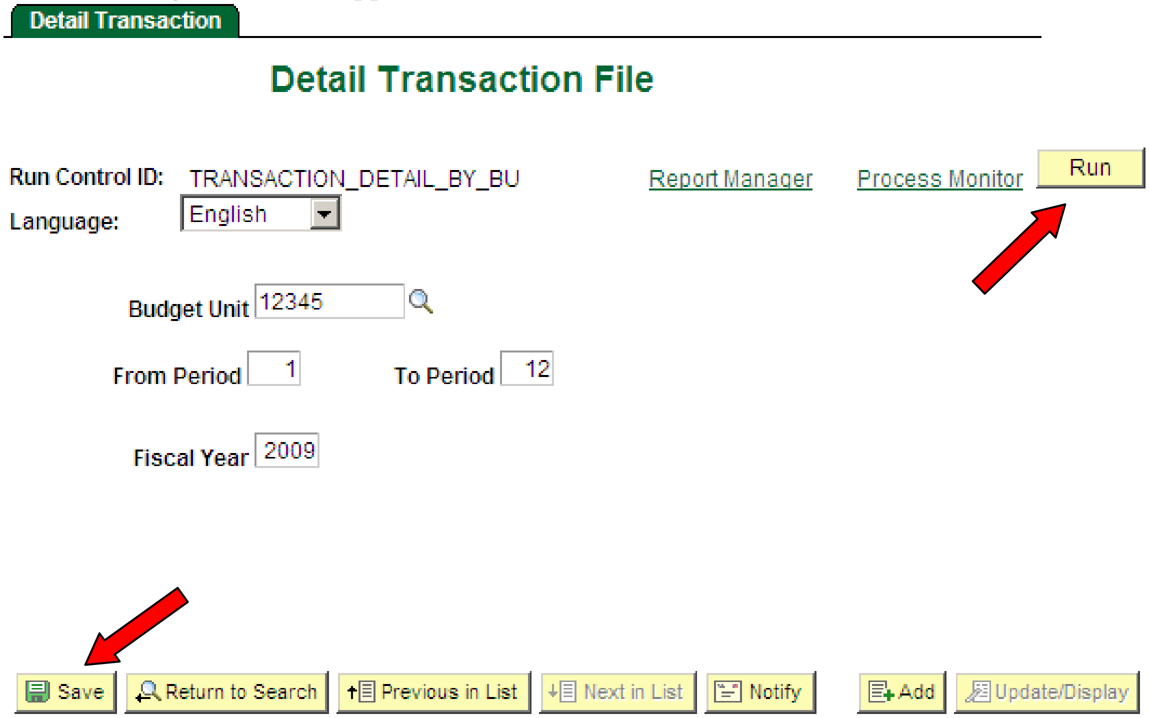
The next time you try to run the report, the Run Control ID will already be set up. Therefore, instead of clicking on the "Add a New Value" tab, you would simply click on Search and hit enter to locate the Run Control ID.



A list of Run Control IDs you have set up will appear. (Again, depending on your use in the system, your menu may not have as many options.) Choose the correct name and click on it to open.

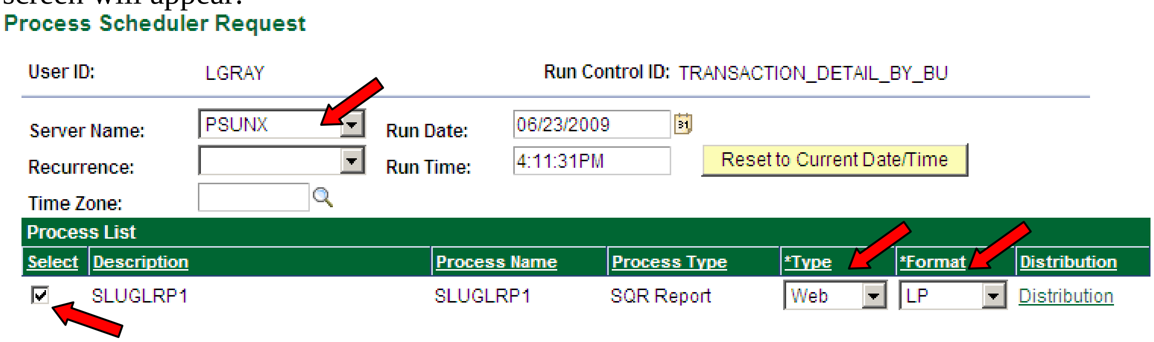


The following screen will appear:



You can change the Budget Unit, From Period, To Period and Fiscal Year to meet your reporting needs.

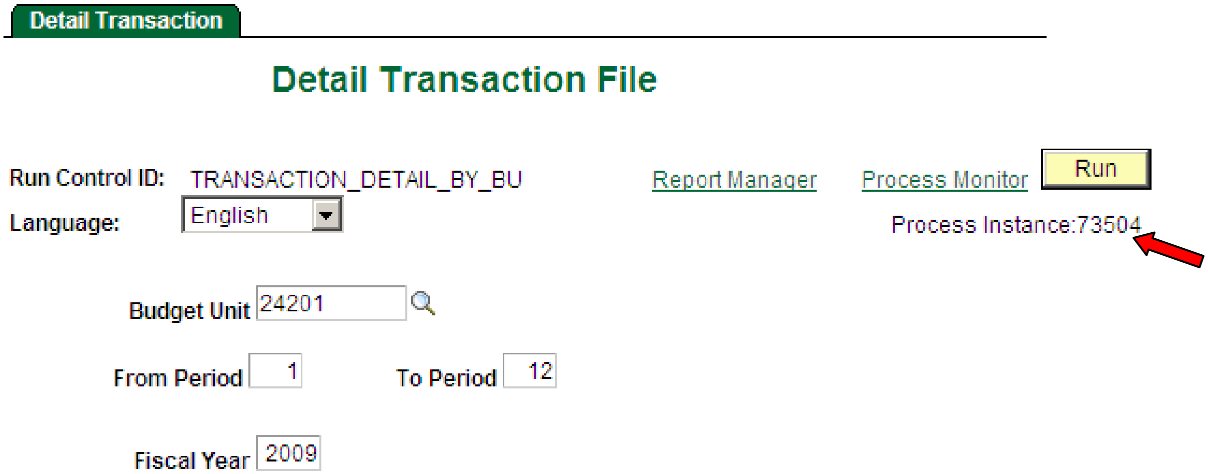
To run the report, click Save if any changes were made, then click Run. The following screen will appear:



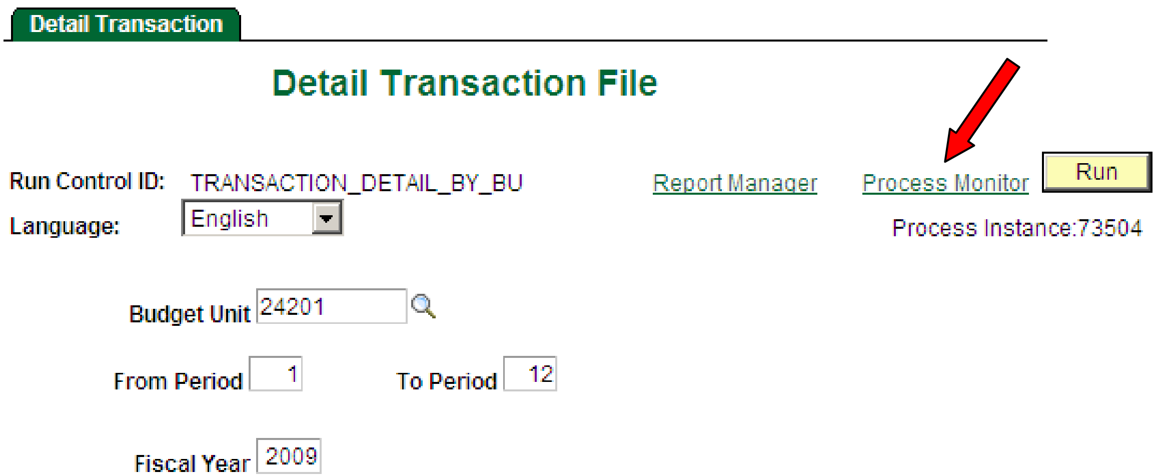
Make sure the Server Name is PSUNX:
Make sure the box is checked under Select:
Make sure the Type is Web.
Make sure the Format is LP.

Only after verifying all of the settings, click OK.

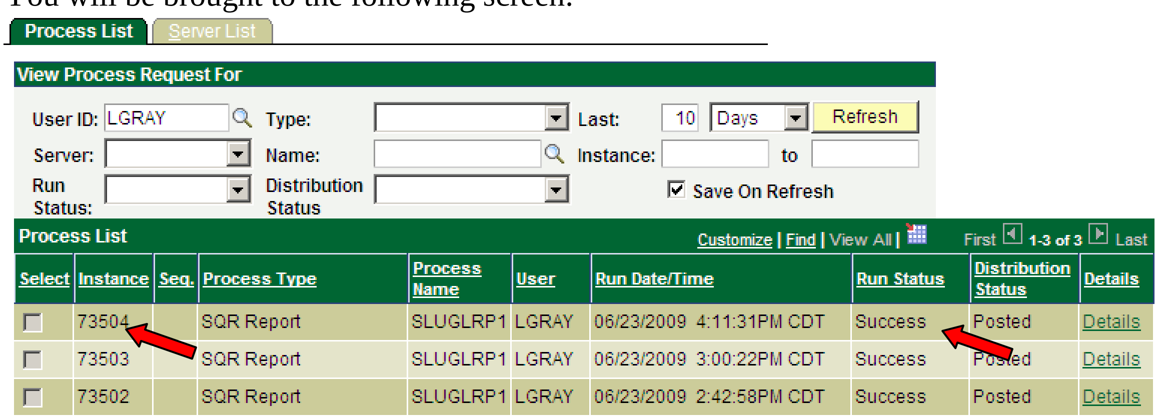
You will be returned to the previous screen and a Process Instance number will appear in the upper right corner.



Click on Process Monitor:

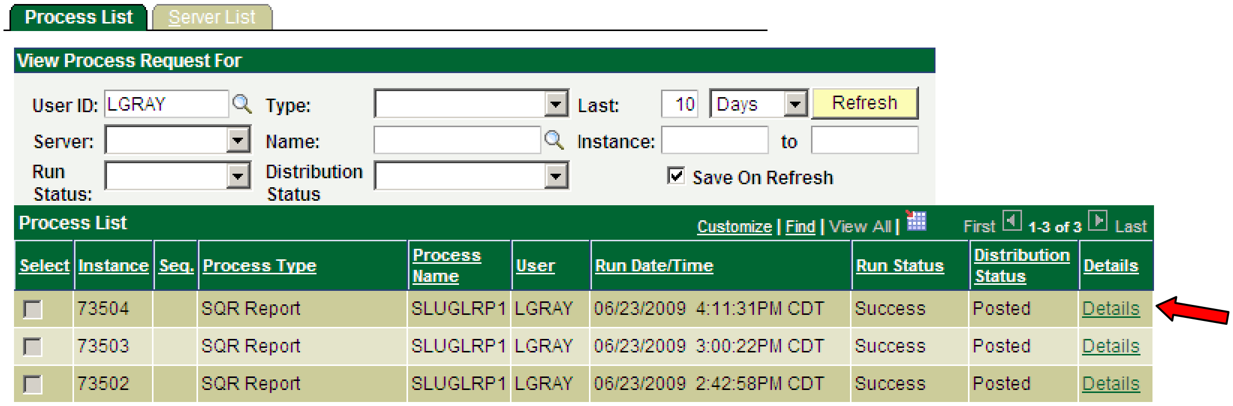


You will be brought to the following screen:

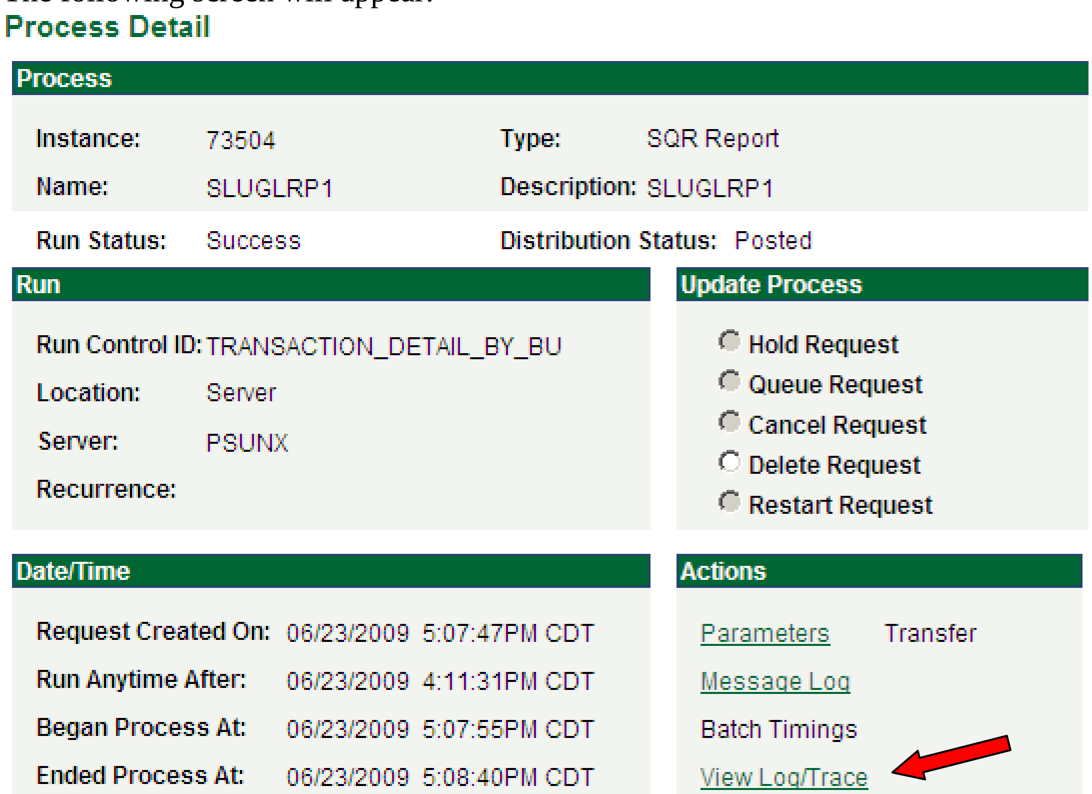


Notice that the Process Instance Number from the previous screen is listed. Click Refresh until Success appears under the Run Status. You may need to click a couple of times before it appears. (If your process instance does not appear, click on the Server and make sure it is blank or says PSUNX.)

Click on Details.

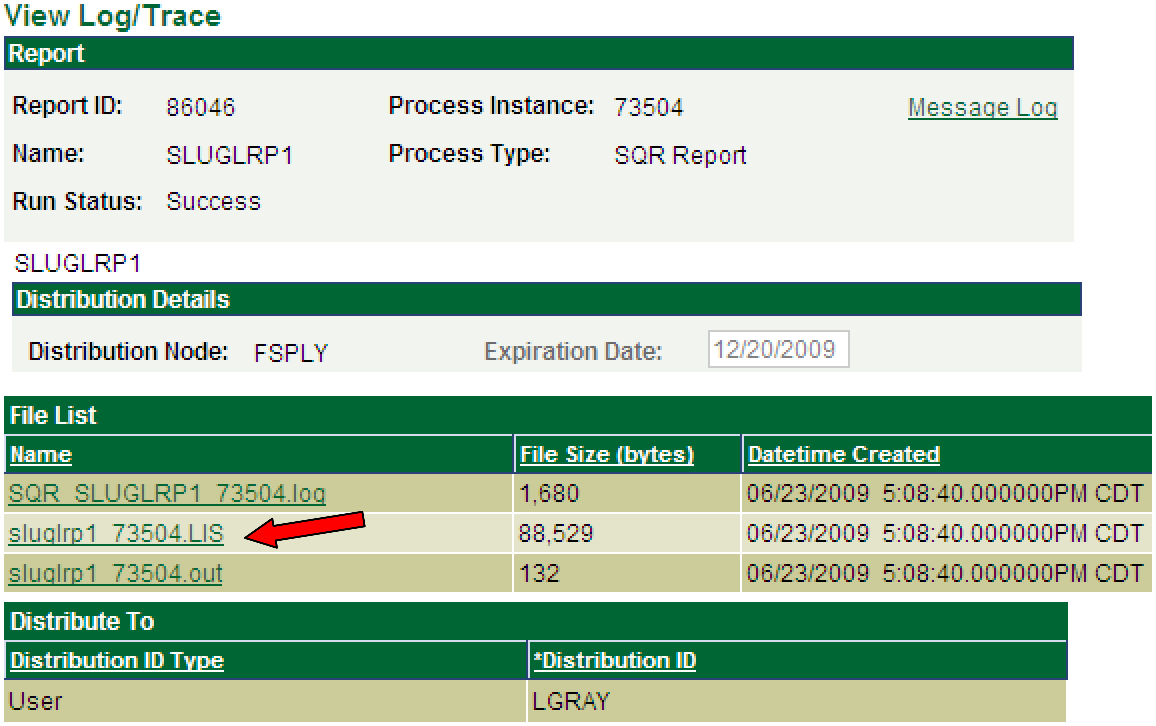


The following screen will appear:

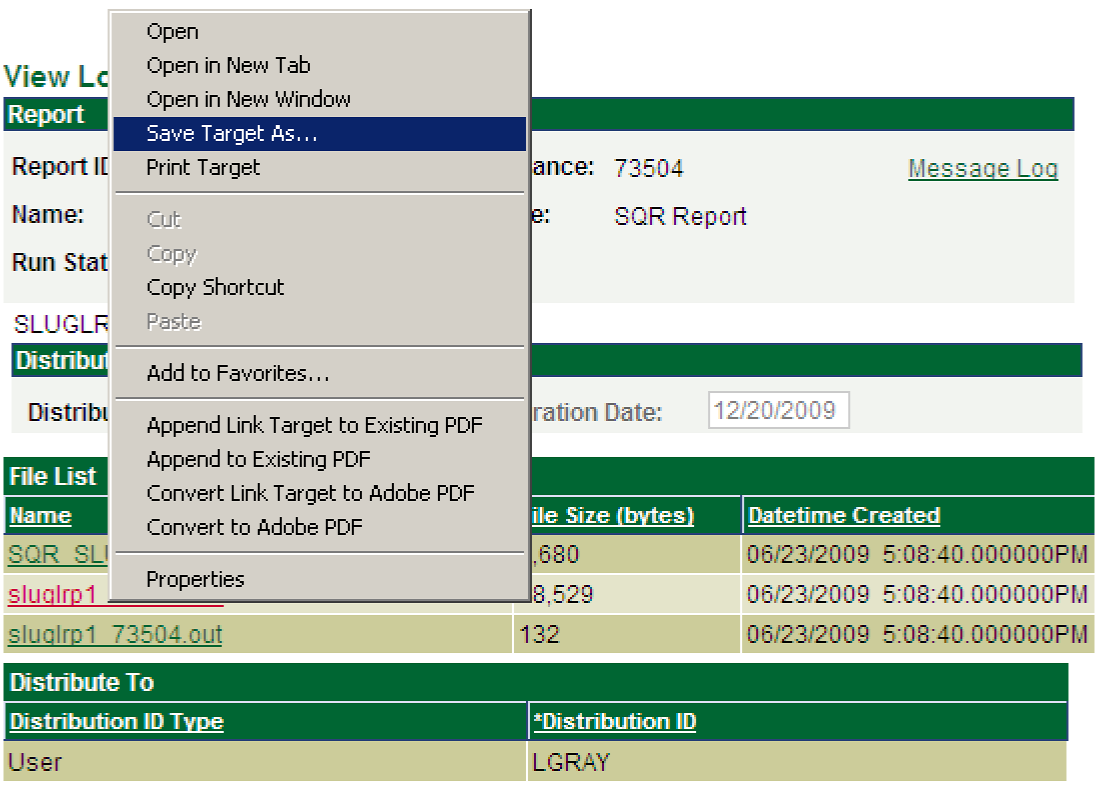


Click on “View Log/Trace”.

The following screen will appear:



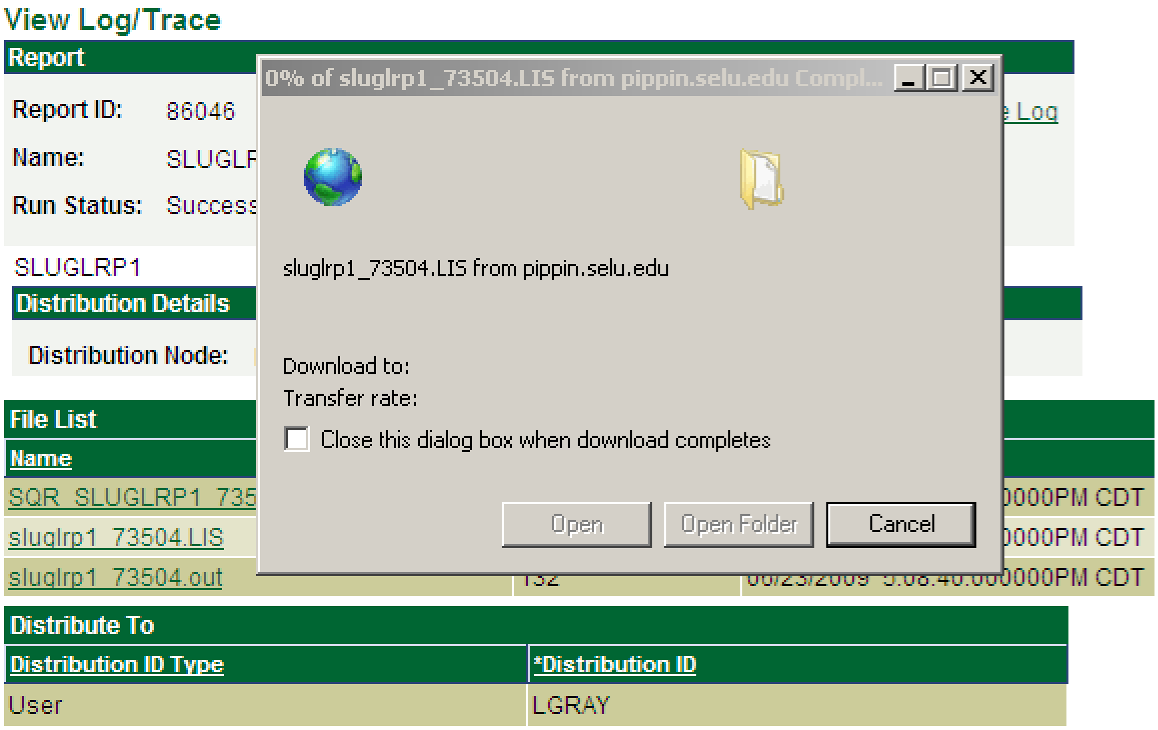
Right click on the report that ends in ".LIS". The following menu will appear:



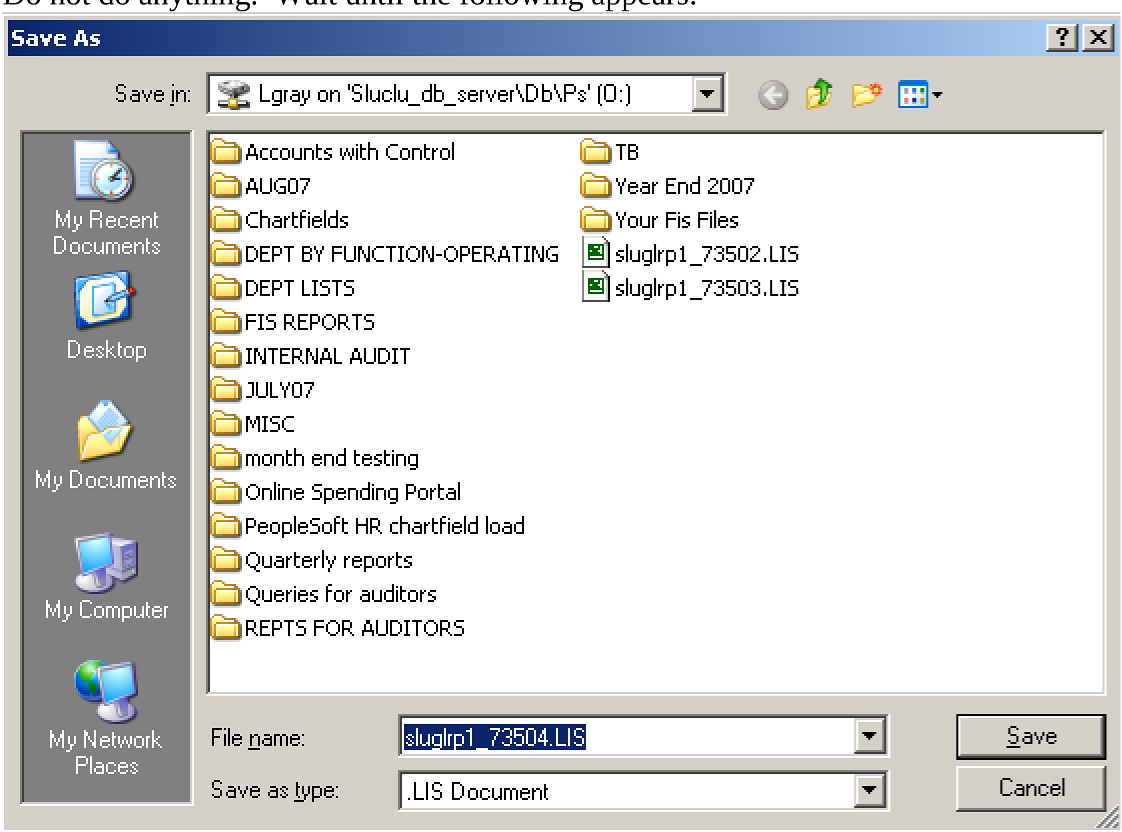
Click on "Save Target As".

Depending on the settings of your computer, the following steps may differ slightly for each user. If you should have problems, please contact Lori Gray at extension 3754 so that we can develop a solution that will work for you.

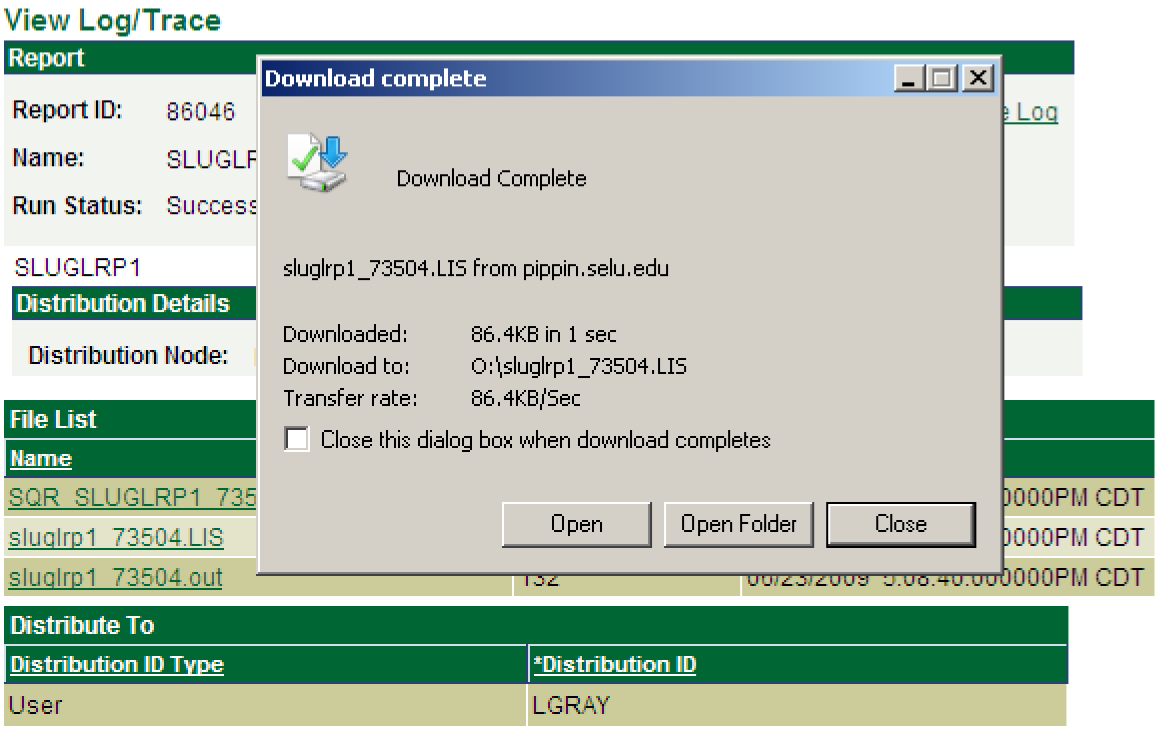
The following will appear:



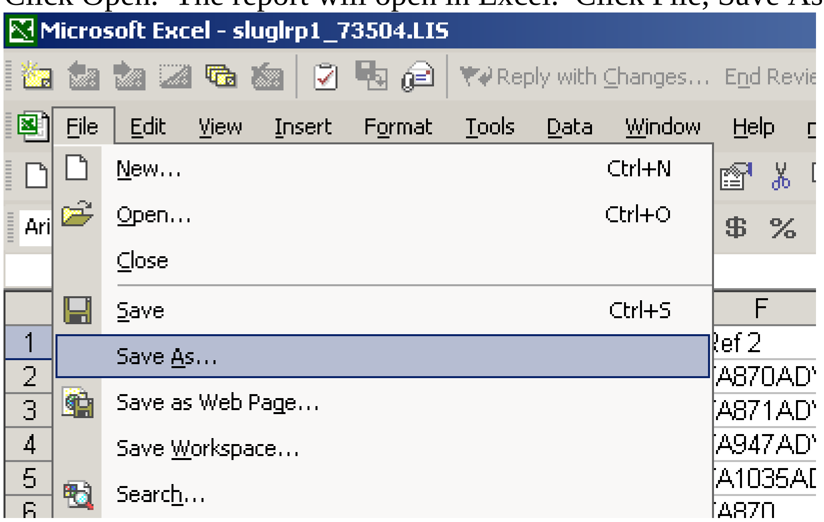
Do not do anything. Wait until the following appears:



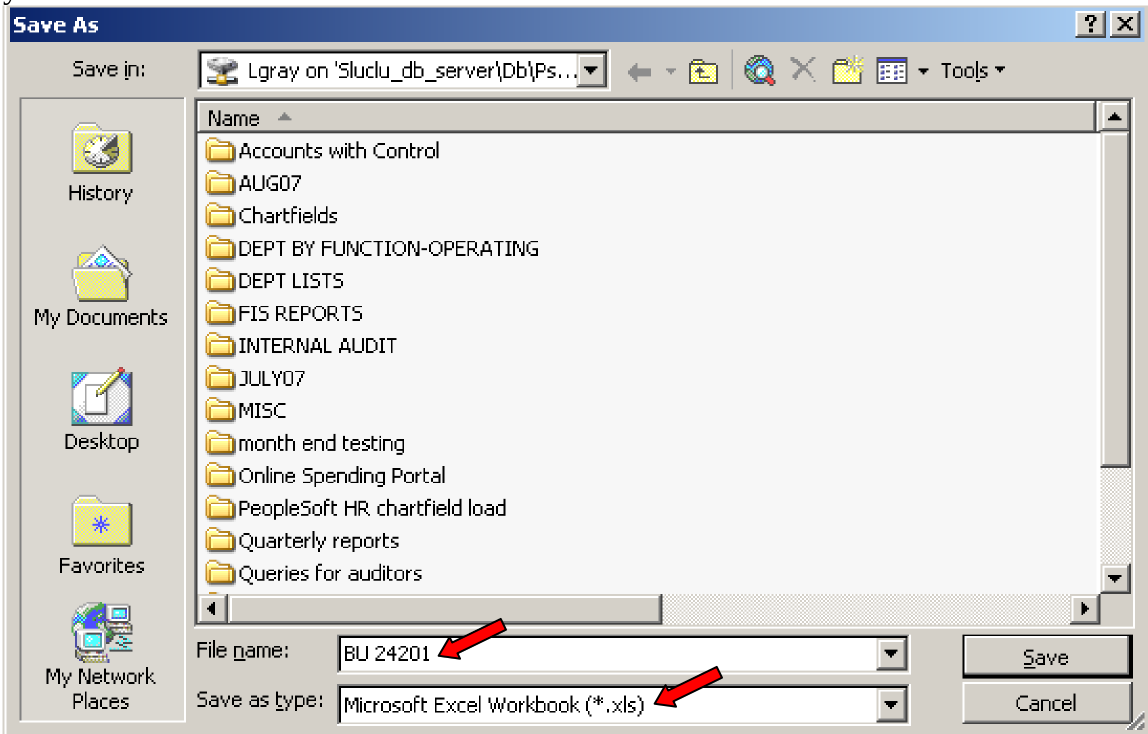
Save the file anywhere you wish.
After you click Save, the following will appear:



Click Open. The report will open in Excel. Click File, Save As.



Change the Save As Type to Microsoft Excel Workbook and you can rename the file if you wish.



Click Save. The file is now in an Excel format and can be treated accordingly.

In the report you will see column headings called Ref 1 and Ref 2. Depending on the type of transaction, these columns will contain the following type of information:

Ref 1 = Vendor name or journal line description
Ref 2 = Journal ID or invoice number

Should you have any questions, please feel free to call Lori Gray at extension 3754.