

## 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:

The screenshot shows the PeopleSoft Financial system interface. On the left is a 'Menu' pane with a search box and a tree view. The tree view is expanded to 'Southeastern GL Data', which contains several sub-items: 'Expense Detail Report', 'Expense Summary Rpt', 'Intra Unit Fix', 'Security List By User', 'Budg Unit Detail Transactions', 'Online Spending Portal File', and 'P-Card Journal Load'. The 'Budg Unit Detail Transactions' item is highlighted. On the right is the 'Budg Unit Detail Transactions' screen. It has a title bar with 'Find an Existing Value' (highlighted in green) and 'Add a New Value' (highlighted in grey). Below the title bar is a search box with the text 'Search by: Run Control ID begins with' and a 'Case Sensitive' checkbox. There are 'Search' and 'Advanced Search' buttons. At the bottom of the screen, there are links for 'Find an Existing Value' and 'Add a New Value'.

(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.

### Detail Transaction File

Enter any information you have and click Search. Leave fields blank for a list of all values.

This screenshot shows the 'Detail Transaction File' screen. The title bar has 'Find an Existing Value' (highlighted in green) and 'Add a New Value' (highlighted in grey). A red arrow points to the 'Add a New Value' tab. Below the title bar is a search box with the text 'Search by: Run Control ID begins with' and a 'Case Sensitive' checkbox. There are 'Search' and 'Advanced Search' buttons. At the bottom of the screen, there are links for 'Find an Existing Value' and 'Add a New Value'.

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

### Detail Transaction File

This screenshot shows the 'Detail Transaction File' screen. The title bar has 'Find an Existing Value' (highlighted in green) and 'Add a New Value' (highlighted in green). Below the title bar is a search box with the text 'Run Control ID: TRANSACTION\_DETAIL\_BY\_BU'. A red arrow points to the 'Add' button. At the bottom of the screen, there are links for 'Find an Existing Value' and 'Add a New Value'.

**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.

### Detail Transaction File

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

**Search by:** Run Control ID begins with

Case Sensitive

**Search** | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

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.

**Search** | [Advanced Search](#)

### Search Results

View All      First ◀ 1-19 of 19 ▶ Last

Run Control ID	Language Code
<a href="#">AUDIT TREE</a>	English
<a href="#">BUDGET</a>	English
<a href="#">DEPT SUMM</a>	English
<a href="#">EXP DETAIL REPORT</a>	English
<a href="#">EXP SUMM REPORT</a>	English
<a href="#">TRANSACTION DETAIL BY BU</a>	English

The following screen will appear:

**Detail Transaction**

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### Detail Transaction File

Run Control ID: TRANSACTION\_DETAIL\_BY\_BU      [Report Manager](#)      [Process Monitor](#)      **Run**

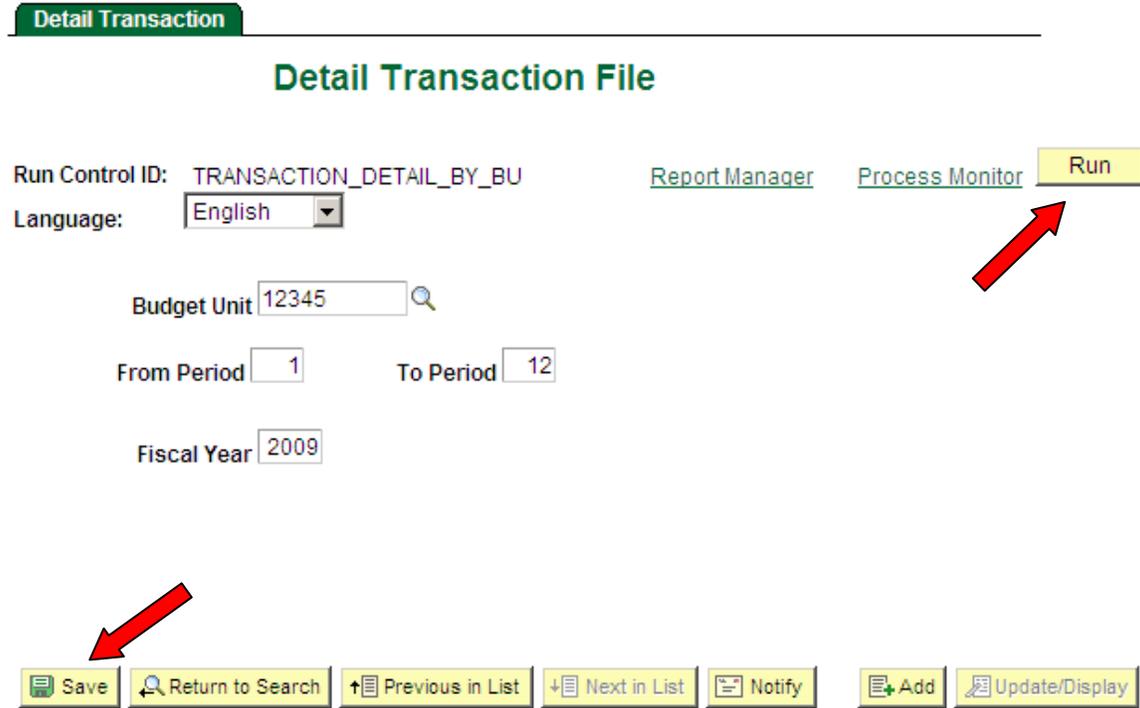
Language:  ▼

Budget Unit  🔍

From Period       To Period

Fiscal Year

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



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:

**Process Scheduler Request**

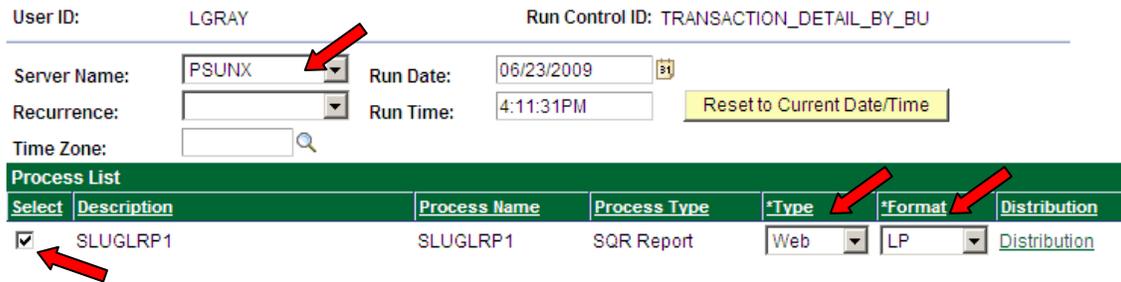
User ID: LGRAY      Run Control ID: TRANSACTION\_DETAIL\_BY\_BU

Server Name:  ▼      Run Date:  [BT]

Recurrence:  ▼      Run Time:       **Reset to Current Date/Time**

Time Zone:  🔍

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SLUGLRP1	SLUGLRP1	SQR Report	Web	LP	Distribution



- 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.

**Detail Transaction**

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### Detail Transaction File

Run Control ID: TRANSACTION\_DETAIL\_BY\_BU      [Report Manager](#)      [Process Monitor](#)      **Run**

Language: English      Process Instance: 73504 

Budget Unit: 24201

From Period: 1      To Period: 12

Fiscal Year: 2009

Click on Process Monitor:

**Detail Transaction**

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### Detail Transaction File

Run Control ID: TRANSACTION\_DETAIL\_BY\_BU      [Report Manager](#)      [Process Monitor](#)      **Run**

Language: English      Process Instance: 73504 

Budget Unit: 24201

From Period: 1      To Period: 12

Fiscal Year: 2009

You will be brought to the following screen:

**Process List**      **Server List**

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**View Process Request For**

User ID: LGRAY      Type:      Last: 10 Days      Refresh

Server:      Name:      Instance:      to      Save On Refresh

Run Status:      Distribution Status:      Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	73504 		SQR Report	SLUGLRP1	LGRAY	06/23/2009 4:11:31PM CDT	Success 	Posted	<a href="#">Details</a>
<input type="checkbox"/>	73503		SQR Report	SLUGLRP1	LGRAY	06/23/2009 3:00:22PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	73502		SQR Report	SLUGLRP1	LGRAY	06/23/2009 2:42:58PM CDT	Success	Posted	<a href="#">Details</a>

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.

Process List   Server List

**View Process Request For**

User ID: LGRAY   Type:   Last: 10 Days   Refresh

Server:   Name:   Instance:   to   Save On Refresh

Run Status:   Distribution Status:    Save On Refresh

**Process List**   Customize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	73504		SQR Report	SLUGLRP1	LGRAY	06/23/2009 4:11:31PM CDT	Success	Posted	<a href="#">Details</a> 
<input type="checkbox"/>	73503		SQR Report	SLUGLRP1	LGRAY	06/23/2009 3:00:22PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	73502		SQR Report	SLUGLRP1	LGRAY	06/23/2009 2:42:58PM CDT	Success	Posted	<a href="#">Details</a>

The following screen will appear:

### Process Detail

**Process**

Instance: 73504   Type: SQR Report

Name: SLUGLRP1   Description: SLUGLRP1

Run Status: Success   Distribution Status: Posted

**Run**   **Update Process**

Run Control ID: TRANSACTION\_DETAIL\_BY\_BU

Location: Server

Server: PSUNX

Recurrence:

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

**Date/Time**   **Actions**

Request Created On: 06/23/2009 5:07:47PM CDT

Run Anytime After: 06/23/2009 4:11:31PM CDT

Began Process At: 06/23/2009 5:07:55PM CDT

Ended Process At: 06/23/2009 5:08:40PM CDT

[Parameters](#)   Transfer

[Message Log](#)

Batch Timings

[View Log/Trace](#) 

Click on "View Log/Trace".

The following screen will appear:

### View Log/Trace

Report			
Report ID:	86046	Process Instance:	73504 <a href="#">Message Log</a>
Name:	SLUGLRP1	Process Type:	SQR Report
Run Status:	Success		

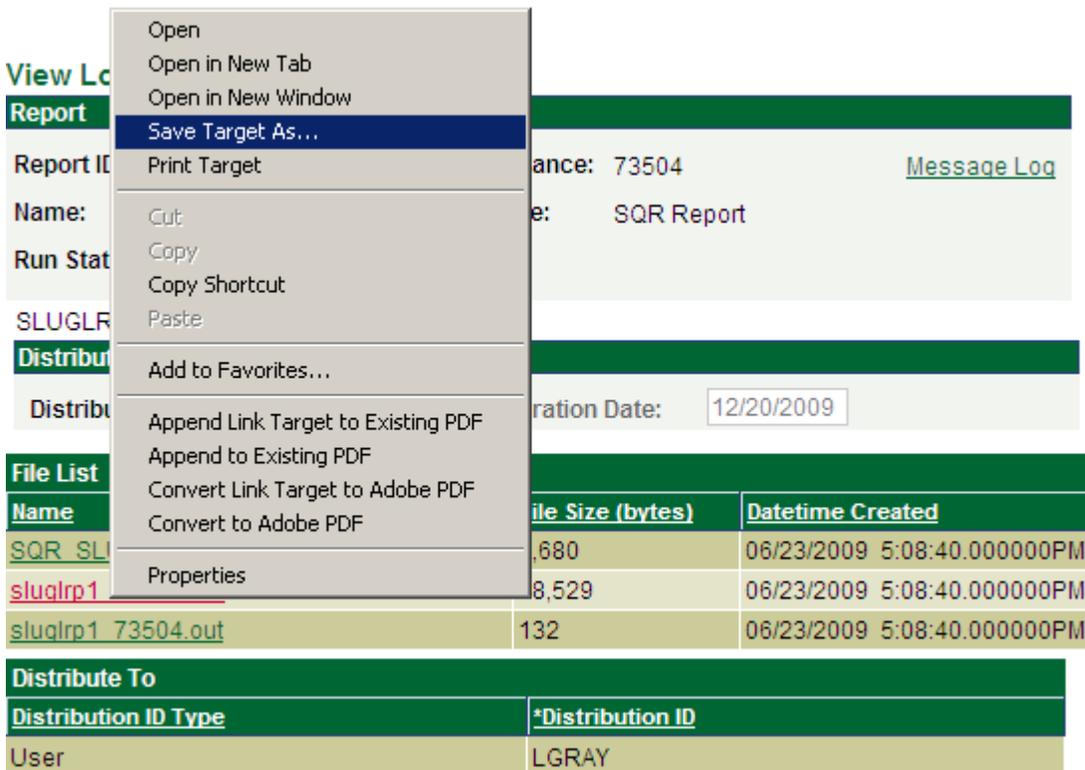
SLUGLRP1

Distribution Details	
Distribution Node:	FSPLY
Expiration Date:	12/20/2009

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SLUGLRP1_73504.log</a>	1,680	06/23/2009 5:08:40.000000PM CDT
<a href="#">sluqlrp1_73504.LIS</a> 	88,529	06/23/2009 5:08:40.000000PM CDT
<a href="#">sluqlrp1_73504.out</a>	132	06/23/2009 5:08:40.000000PM CDT

Distribute To	
Distribution ID Type	*Distribution ID
User	LGRAY

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



The screenshot shows the 'View Log/Trace' interface with a right-click context menu open over the 'sluqlrp1\_73504.LIS' file in the File List table. The menu options are: Open, Open in New Tab, Open in New Window, Save Target As... (highlighted), Print Target, Cut, Copy, Copy Shortcut, Paste, Add to Favorites..., Append Link Target to Existing PDF, Append to Existing PDF, Convert Link Target to Adobe PDF, Convert to Adobe PDF, and Properties. The background shows the same report details and distribution information as the previous screenshots.

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:

### View Log/Trace

The screenshot shows a report viewer interface with a download dialog box overlaid. The report details are as follows:

<b>Report</b>
Report ID: 86046
Name: SLUGLRP1
Run Status: Success
SLUGLRP1
<b>Distribution Details</b>
Distribution Node:
<b>File List</b>
<b>Name</b>
SQR_SLUGLRP1_73504.LIS
sluglrp1_73504.LIS
sluglrp1_73504.out
<b>Distribute To</b>
<b>Distribution ID Type</b>
<b>*Distribution ID</b>
User
LGRAY

The download dialog box is titled "0% of sluglrp1\_73504.LIS from pippin.selu.edu Compl...". It contains the following text:

sluglrp1\_73504.LIS from pippin.selu.edu

Download to:  
Transfer rate:

Close this dialog box when download completes

Buttons: Open, Open Folder, Cancel

Do not do anything. Wait until the following appears:

The screenshot shows a "Save As" dialog box with the following details:

Save in: Lgray on 'Sluclu\_db\_server\Db\Ps' (O:)

File list:

- Accounts with Control
- AUG07
- Chartfields
- DEPT BY FUNCTION-OPERATING
- DEPT LISTS
- FIS REPORTS
- INTERNAL AUDIT
- JULY07
- MISC
- month end testing
- Online Spending Portal
- PeopleSoft HR chartfield load
- Quarterly reports
- Queries for auditors
- REPTS FOR AUDITORS
- TB
- Year End 2007
- Your Fis Files
- sluglrp1\_73502.LIS
- sluglrp1\_73503.LIS

File name: sluglrp1\_73504.LIS

Save as type: .LIS Document

Buttons: Save, Cancel

Save the file anywhere you wish.

After you click Save, the following will appear:

## View Log/Trace

**Report**

Report ID: 86046  
Name: SLUGLRP  
Run Status: Success

SLUGLRP1

**Distribution Details**

Distribution Node:

**File List**

Name
SQR SLUGLRP1 735
sluglrp1_73504.LIS
sluglrp1_73504.out

**Distribute To**

Distribution ID Type	*Distribution ID
User	LGRAY

**Download complete**

Download Complete

sluglrp1\_73504.LIS from pippin.selu.edu

Downloaded: 86.4KB in 1 sec  
Download to: O:\sluglrp1\_73504.LIS  
Transfer rate: 86.4KB/Sec

Close this dialog box when download completes

Open Open Folder Close

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

Microsoft Excel - sluglrp1\_73504.LIS

File Edit View Insert Format Tools Data Window Help

- New... Ctrl+N
- Open... Ctrl+O
- Close
- Save Ctrl+S
- Save As...
- Save as Web Page...
- Save Workspace...
- Search...

1 Ref 2

2 'A870AD'

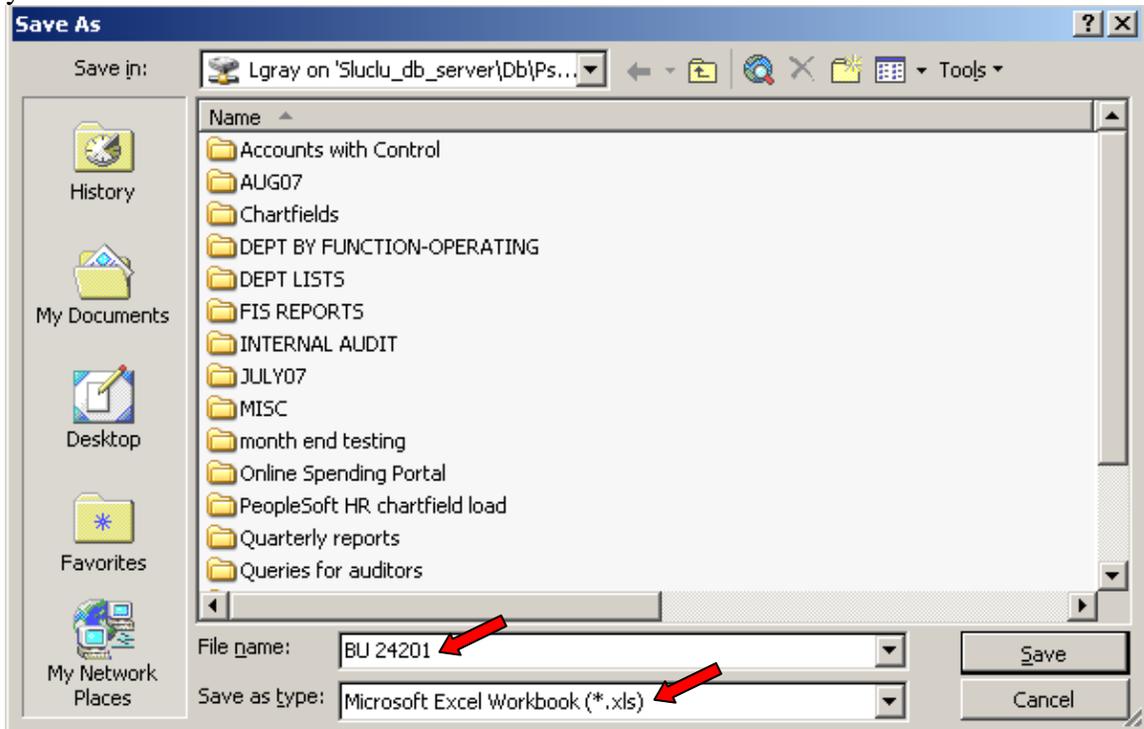
3 'A871AD'

4 'A947AD'

5 'A1035A'

6 'AR70'

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.