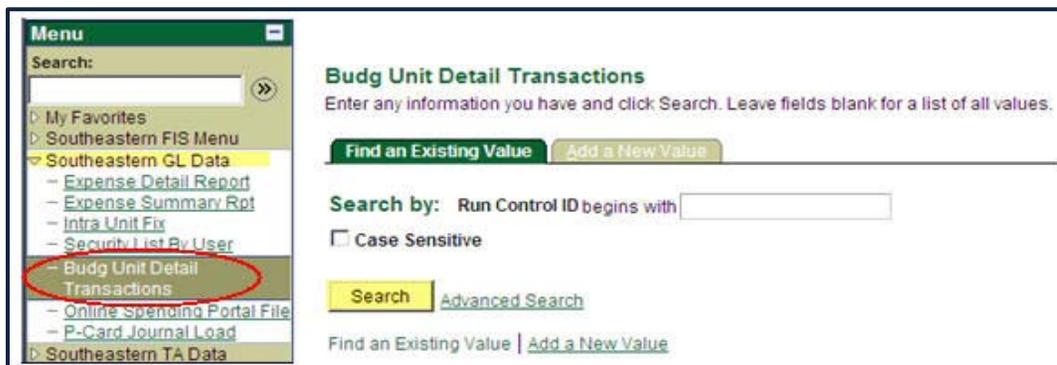


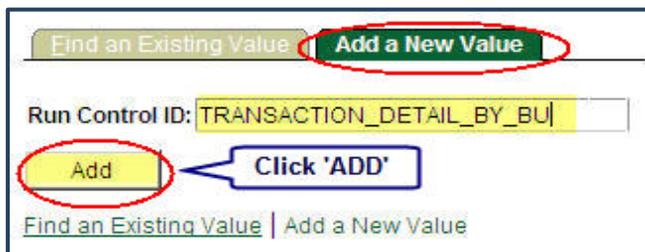
**RUNNING A BUDGET UNIT DETAIL  
TRANSACTIONS REPORT**  
*In PeopleSoft Financials*

1. After logging into PeopleSoft Financials, navigate to **Southeastern GL Data**:  
***Southeastern GL Data > Budg Unit Detail Transactions***

Depending on your level of security, your menu may not allow you to access this menu selection. If you do not have access, contact **Lori Gray** at ext. **3754** or PeopleSoft Financials at ext. 3243 for assistance.



2. The first time you run this report, you will need to click on the **"Add a New Value"** tab. In the *Run Control ID* box, enter the name for this report.



*Note: The next time you need to run this report, the Run Control ID will already be set up. You will be able to click on the **"Find an Existing Value"** tab and click on **"Search"**.*

## RUNNING A TRANSACTION DETAIL REPORT

- The following screen will appear. It will allow you to set report parameters, such as budget unit, from and to period, and fiscal year. When the parameters have been set, click on **SAVE**, then click the **RUN** button.

**Detail Transaction File**

Run Control ID: TRANSACTION\_DETAIL\_BY\_BU      Report Manager      Process Monitor      **Run**

Language: English

Budget Unit: 12345

From Period: 1      To Period: 12

Fiscal Year: 2009

**Save**      If all parameters are correct, click SAVE      in List      Next in List      Notify      Add      Update/Display

After parameters have been set and the file has been saved, click RUN

- After you click on **RUN**, verify the settings on the next screen.

**Process Scheduler Request**

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

Server Name: PSUNX      Verify Server Name is PSUNX

Recurrence:      Run Time:      Reset to Current Date/Time

Time Zone:

**Process List**

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

Verify box is checked      Type is WEB      Format is LP

After verifying settings, click **OK**.

## RUNNING A TRANSACTION DETAIL REPORT

5. A Process Instance number will appear on the screen. Click on Process Monitor.

**Detail Transaction File**

Run Control ID: TRANSACTION\_DETAIL\_BY\_BU      Report Manager

Language: English

Budget Unit: 12345

From Period: 1      To Period: 12

Fiscal Year: 2009

Process Monitor      Run

Process Instance: 73504

Process Instance Number will appear

6. On the next screen, your Process Instance will be the first line in the **Process List**. "Success" should appear under the *Run Status* block. If it does not appear, click Refresh until it appears. Click on the Details link.

**Process List**

View Process Request For

User ID: JDDOUGH      Type:      Last: 10 Days      Refresh

Server:      Name:      Instance:      to     

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				JDDOUGH	06/23/2009 4:11:31PM CDT	Success	Posted	Details
<input type="checkbox"/>	73503		SQR Report	SEUGEN1	JDDOUGH	06/23/2009 3:00:22PM CDT	Su		
<input type="checkbox"/>	73502		SQR Report	SLUGLRP1	JDDOUGH	06/23/2009 2:42:58PM CDT	Su		

Click REFRESH if Success does not appear under RUN STATUS

Process Instance number will appear in list

Click on DETAILS to go to the next screen

7. The Details screen will appear. Under the "Actions" column, click on the **View Log/Trace** link.

**Process Detail**

**Process**

**Run**

**Date/Time**

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

**Update Process**

**Actions**

Parameters      Transfer

Message Log

Batch Timings

View Log/Trace

Click on VIEW LOG/TRACE

## RUNNING A TRANSACTION DETAIL REPORT

8. The following screen will appear. Under File List, right click on the report ending in **.LIS**.

**View Log/Trace**

**Report**

**Distribution Details**

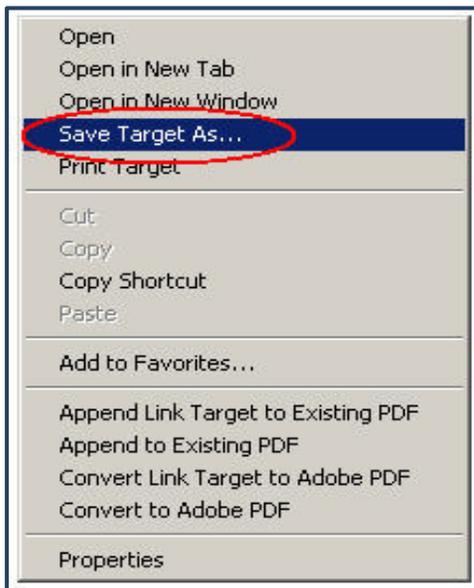
**File List**

Name	File Size (bytes)	Datetime Created
SQR_SLUGLRP1_73504.log	1,698	06/23/2009 5:08:40.000000PM CDT
sluglrp1_73504.LIS	9	06/23/2009 5:08:40.000000PM CDT
sluglrp1_73504.out	152	06/23/2009 5:08:40.000000PM CDT

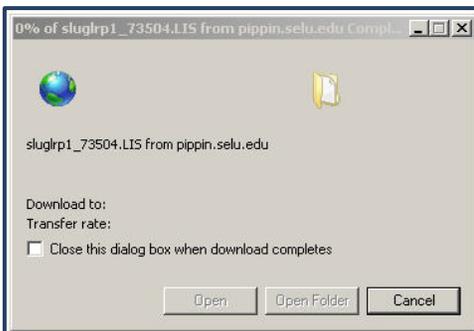
**Distribute To**

Distribution ID Type	*Distribution ID
User	JDOUGH

9. The window that appears will allow you to save your list to your computer. Click on "**Save Target As**" and save to your designated file location.



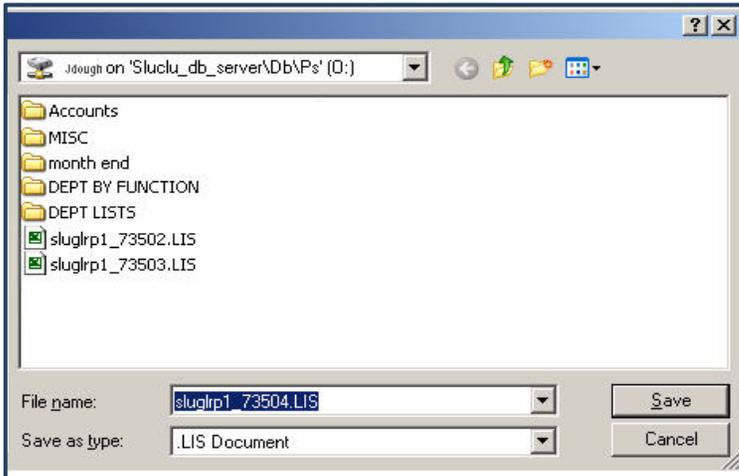
**Note: Depending on your computer settings, the next steps may differ slightly. If you have problems, please contact *Lori Gray* at extension **3754**.**



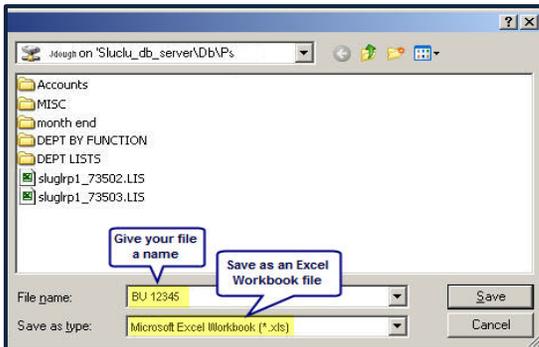
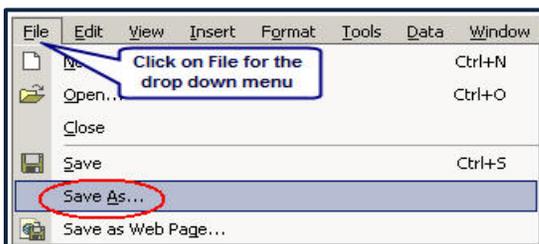
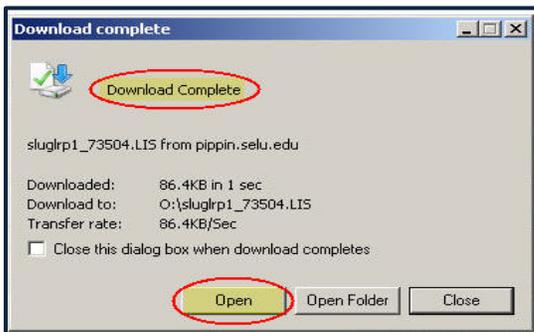
This window may appear, indicating your report is being downloaded to your computer. Shortly, it will ask for the file location to save the file.

## RUNNING A TRANSACTION DETAIL REPORT

10. When this window appears, choose the file location for this report.



11. The Download window will appear and notify you when the file has been completely downloaded. Click on **OPEN**. Your report will open in Excel. To save as an Excel file, click on **File**, then **Save As**.



*If you are using Office 2007 Excel, the file extension will be (\*.xlsx).*