GL Standard Reports

PURPOSE	TRIGGER	ASSISTANCE
Use this procedure to run a General Ledger Standard Report.	Perform this procedure when reporting on General Ledger details.	If you need assistance, please report your issue to the Self Service Help Desk: • http://it.wvu.edu/support/service-desk/selfservice

PROCEDURE

Navigator – WVU GL View

1. Under the **Main Menu**, click on the **WVU GL View** folder.

2. Click on **GL Standard Reports**. The **Submit Request** screen will open in a new window.
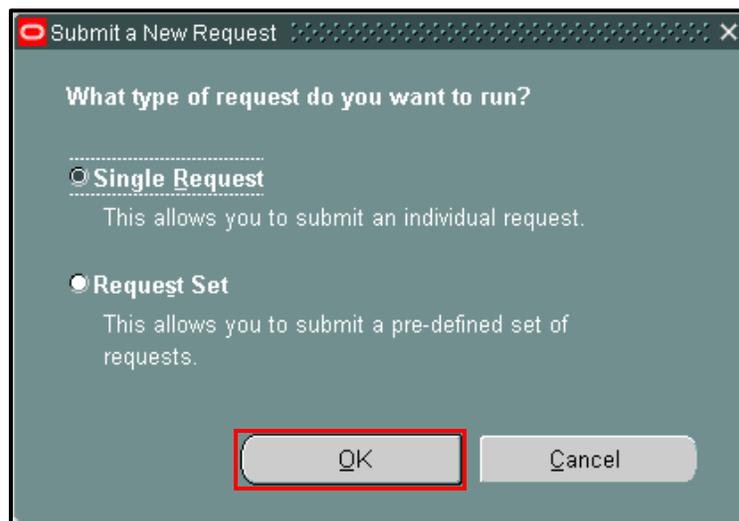
   ℹ️ If you receive a message that states "The application's digital signature cannot be verified," click **Run**.

Submit a New Request

3. Click **OK** to accept the default of a *Single Request*.

Submit Request

4. As required, complete/review the following fields:

Field Name	Description
Name	Select a Report Name from the list of Reports. **Example:** General Ledger – (180 Char)

Reports

5. Click in the ***Name*** field to access the list of values (LOV).
6. Select a report, and then click ***OK***. For this example, we will use the ***General Ledger – (180 Char)*** report.

Parameters

The Parameters window is displayed in accordance with the parameters needed for the selected report. This window can and will look different depending on the report that is chosen.

7. As required, complete/review the following fields:

Field Name	Description
Type	Select the Report Type from the list of available Report Types. **Example:** Line Item

Type

8. Click the LOV button in the ***Type*** field.

9. Select a report type. You can also hit the L key and press TAB.

10. Click ***OK***.

Parameters

11. As required, complete/review the following fields:

| Field Name	Description
Balance Type	Select the Balance Type from the list of available Balance Types. **Example:** A (Actual)

Balance Types

12. Click the LOV button in the **Balance Type** field.
13. Select the appropriate balance type, and then click **OK**.

14. As required, complete/review the following fields:

Field Name	Description
Starting Period	Select the Starting Period from the list of Available Starting Periods. The Starting Period is broken into Month/Year sets. **Example:** JUL-06
Ending Period	Select the Ending Period from the list of Available Starting Periods. The Starting Period is broken into Month/Year sets. **Example:** JUL-06
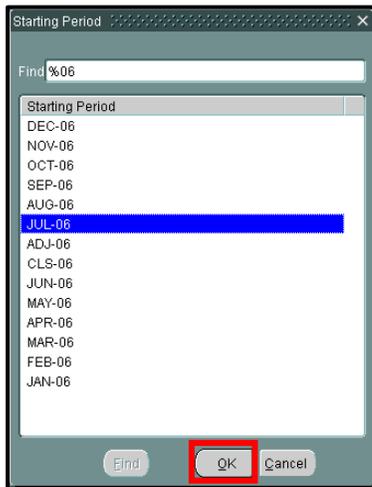
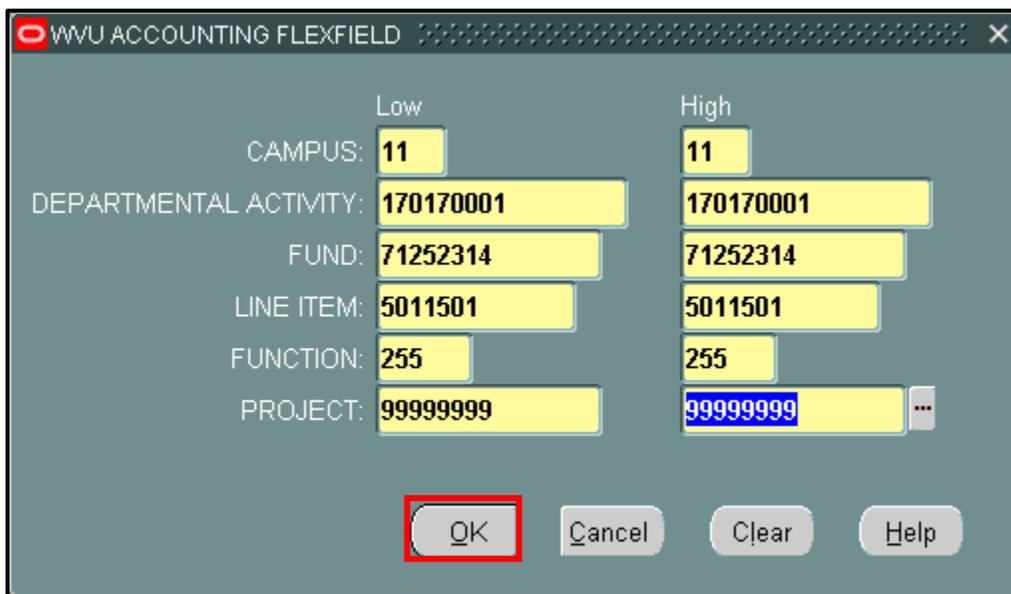**Starting Period**   **Ending Period**
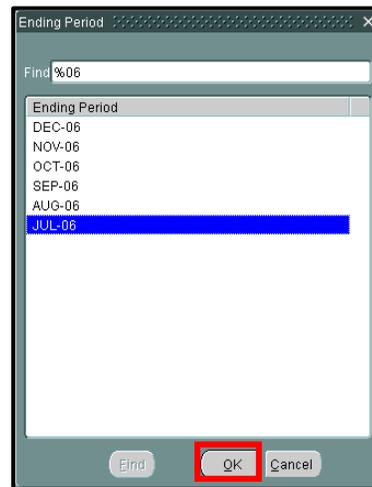
15. From the **Starting Period** LOV, select the appropriate period, and then click **OK**.

16. From the **Ending Period** LOV, select the appropriate period, and then click **OK**.

The *WVU ACCOUNTING FLEXFIELD* window will automatically load to enter the information for the Flexfield From and To lines.

WVU ACCOUNTING FLEXFIELD

17. Complete all of the following fields:

Field Name	Description
Campus	The LOV contains all of the campuses of WVU. **Example:** 11
Departmental Activity (DA)	9 digits - lowest ORGANIZATIONAL level possible. This number identifies the unit with expenditure control and represents "cost center" providing a connection point with the Oracle Human Resources and Fixed Asset applications. The institution controls first five digits of the number to represent a unit typically headed by a chair or manager. Deans and directors control last four digits to identify the lowest organizational level needed for internal college and division management. This level can have multiple funding sources and multiple functions for each Departmental Activity (DA). **Example:** 170170001
Fund	8 digits - Identifies ownership of assets, liabilities, and fund balance as opposed to expenditure authority (as represented by the Campus and Departmental Activity segments). Represents a combination of the elements of wvOASIS state funds and activities, WVU Research Corporation, and NACUBO/AICPA fund group. Also represents "balancing segment" required by Oracle to determine the level at which journal entries are "balanced" in the traditional accounting sense of debits equal credits. ONLY at this level (or parents of this level) can balanced financial statements (trial balance, balance sheet, statement of changes, statement of current funds, etc.) be obtained. **Example:** 71252314
Line Item	7 digits - Primary classification of activity for accounting and budgeting purposes. Captures assets, liabilities, fund balance, revenues, and expenditures at the lowest level possible. Line Item will closely match existing balance sheet, revenue source/subrevenue source, and object/subobject codes. Budgeting may be performed at the Line Item level or at a summary level. **Example:** 5011501
Function	3 digits - represents classification of expenditures by purpose as required for financial statements. This number ensures compliance with federal requirements and is closely associated with the ability to effectively negotiate and collect facilities and administration costs related to sponsored agreements. **Example:** 255
Project	8 digits - Intended as a means to accumulate costs for sponsored agreements processed through Oracle Grants Management. Multiple funding sources permitted allowing aggregation of externally sponsored costs as well as University matching and cost sharing through the use of Oracle Grants Management. Project values will be assigned by the system in sequential order. **Example:** 99999999

18. Click *OK*.

Parameters

19. From the *Parameters* window, click *OK*.

Submit Request

20. The request is now set up, with parameters selected and it is ready to run. From the *Submit Request* window, click *Options* in the *Upon Completion…* section to set the printer and format options.

Upon Completion

21. As required, complete/review the following fields:

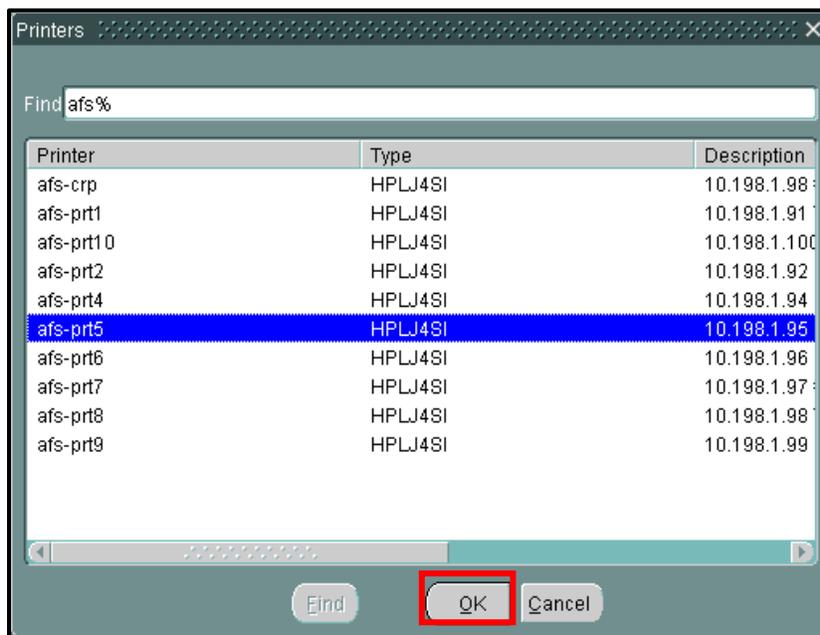| Field Name	Description
Printer	This is your default printer from the MAP system. **Example:** AFS-PRT5
Copies	This is the total number of copies being sent to the selected printer. **Example:** 1

22. Click the LOV button in the *Printer* field to choose the output destination.

Print the Output To:

Style **Landwide**

Printer | Copies | For Language
noprint | 0 | **All languages**

Help   OK   Cancel

Printers

23. Select a printer that is setup for your computer, and then click *OK*.

Printers ✕

Find afs%

Printer	Type	Description
afs-crp	HPLJ4SI	10.198.1.98
afs-prt1	HPLJ4SI	10.198.1.91
afs-prt10	HPLJ4SI	10.198.1.100
afs-prt2	HPLJ4SI	10.198.1.92
afs-prt4	HPLJ4SI	10.198.1.94
afs-prt5	HPLJ4SI	10.198.1.95
afs-prt6	HPLJ4SI	10.198.1.96
afs-prt7	HPLJ4SI	10.198.1.97
afs-prt8	HPLJ4SI	10.198.1.98
afs-prt9	HPLJ4SI	10.198.1.99

Find   OK   Cancel

24. Type *1* in the *Copies* field on the same line as the printer you selected in the last step.

Printer | Copies | For Language
afs-prt5 | 1 | **All languages**

25. Click *OK*. If all parameters are acceptable and all options are set, you can submit the request.

Submit Request

26. Click the *Submit* button.

Requests

27. Click the *Refresh Data* button until the *Phase* field shows *Completed*.

28. When complete, select the report in the list and click ***View Output*** to review the contents of the report.