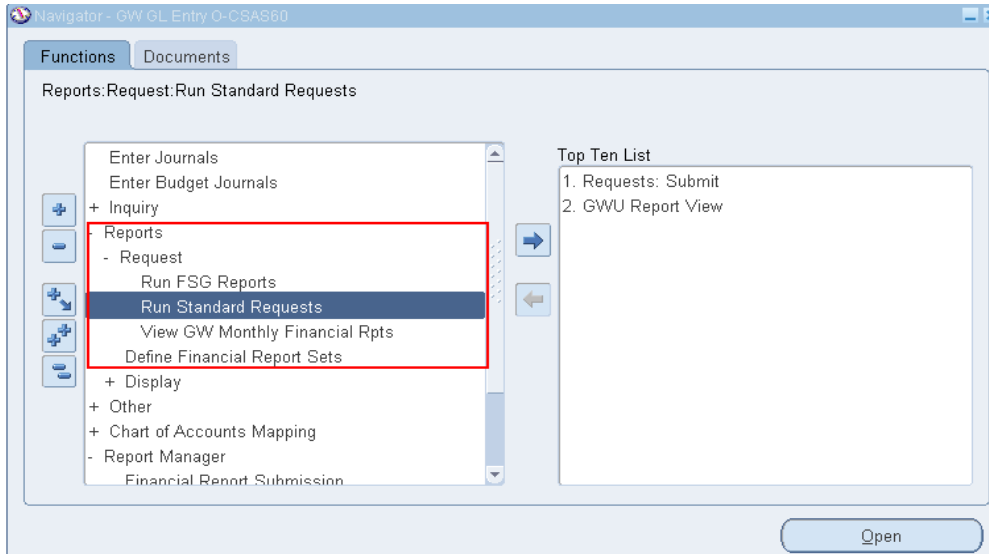
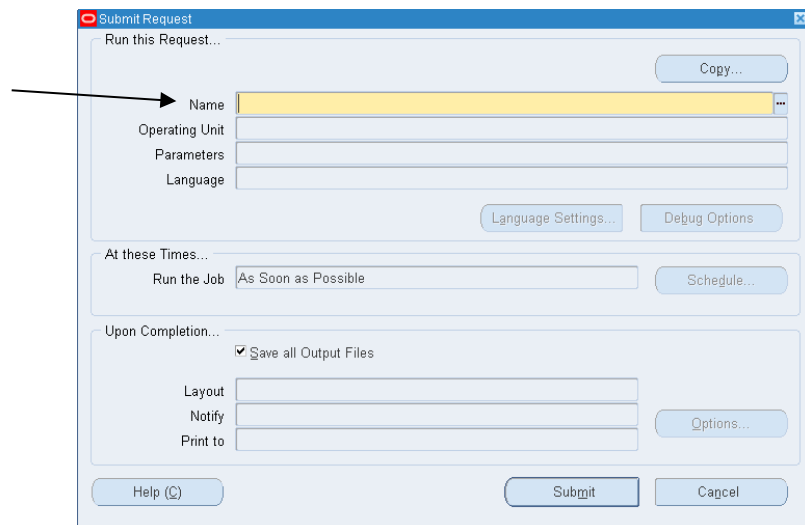


## How to Run an Account Detail Report GL-329

1. Navigate to **GW GL Entry** and select **Reports > Request > Run Standard Reports**.



2. Select **Single Request** (default) and click OK.
3. In the Name field, click the ellipsis (...) and select **GWU Account Detail Report (Secured Version) [GL-329]** and click OK.



4. Now it is time to set the parameters for the information you want to obtain.

- **Include Flexfield From & To:** Provide the accounting information (Org #, Accounts, Funds) that you want included on the report. You can provide one Org/Account/Fund or a range of Orgs/Accounts/Funds
- **Exclude Flexfield From & To:** Provide the accounting information (Org #, Accounts, Funds) that you want excluded from the report. You can provide one Org/Account/Fund or a range of Orgs/Accounts/Funds
- **Period From & To:** Provide the date range. Format should be "Jan-10" for January 2010
- **Balance Type:** Select appropriate balance type (i.e. Actual, Budgeted, Encumbrance). 99% of the times you will select "Actuals".

These fields are the most important but you may change the other Yes/No options as you deem necessary.

## How to Run an Account Detail Report GL-329

**Example 1:** You'd like a report that shows all expenses charged to your home org for a one month period.

Put your cursor in the **Include Flexfield From** and a box will pop up. Enter your "low" and your "high" values. In this example you want all expenses for every natural account, so leave the "Account" field blank. Enter your home org # and the C-fund. Then click OK.

The screenshot shows two overlapping windows. The background window is titled "Parameters" and has several fields. The "Include Flexfield From" field is highlighted with a red box. A blue arrow points from this field to the "Include Flexfield From" field in the foreground window, which is titled "Accounting Flexfield". This dialog box has two columns: "Low" and "High". The "Organization" field in both columns contains "155601". The "Funding Source" field in both columns contains "C100001". The "Account" field is blank. Other fields like "Entity", "Net Asset Class", "Function", "Location", "Activity", and "Future" are also present but empty. Buttons for "OK", "Cancel", "Clear", and "Help" are at the bottom.

Another box will pop up. This box indicates whether you want to **Exclude** anything. If no exclusions, click Cancel.

The screenshot shows the same "Parameters" window as before, but now the "Exclude Flexfield From" field is highlighted with a red box. A blue arrow points from this field to the "Exclude Flexfield From" field in the "Accounting Flexfield" dialog. The "Include Flexfield From" and "Include Flexfield To" fields in the "Parameters" window now contain the value "..155601.C100001.....". In the "Accounting Flexfield" dialog, the "Exclude Flexfield From" field is empty. The "Cancel" button at the bottom is circled in red. The "OK", "Clear", and "Help" buttons are also visible.

## How to Run an Account Detail Report GL-329

Next indicate the **Period** you want to run it for. In this example the period is for one month so put the same date on the “From” and “To” lines. Lastly, select the **Balance Type**. Since we want expenses, select “A” for Actuals. The only other item you may change is **Include Beg and End Balances?** It is not necessary so select “No”. Click OK.

Parameters

Show Parameter Page on Report? **No**

Include Flexfield From ..155601.C10001.....

Include Flexfield To ..155601.C10001.....

Exclude Flexfield From

Exclude Flexfield To

Period From **Mar-17**

Period To **Mar-17**

Balance Type **A** Actuals

Budget or Encumbrance Name **N/A**

Include Beg and End Balances? **No**

Include Net Amount Column? **No**

Include User Data? **No**

Include Supply Chain Details? **Yes**

Created or Approved by

OK Cancel Clear Help

**Example 2:** You’d like a report that shows travel expenses charged to all of your funds, except one (C10002), for a 2-year period.

Put your cursor in the **Include Flexfield From** and a box will pop up. In this example you want multiple travel accounts, multiple org #s and multiple funding sources; so indicate the range by putting the lowest value in the “low” column and the highest value in the “high” column. (FYI...clicking on the ellipsis allows you to search). Click **OK**.

Run this Request...

Parameters

Show Parameter Page on Report? **No**

Include Flexfield From

Include Flexfield To

Exclude Flexfield From

Exclude Flexfield To

Period From

Period To

Balance Type

Budget or Encumbrance Name

Include Beg and End Balances? **Yes**

Include Net Amount Column? **No**

Include User Data? **No**

Include Supply Chain Details? **Yes**

Created or Approved by

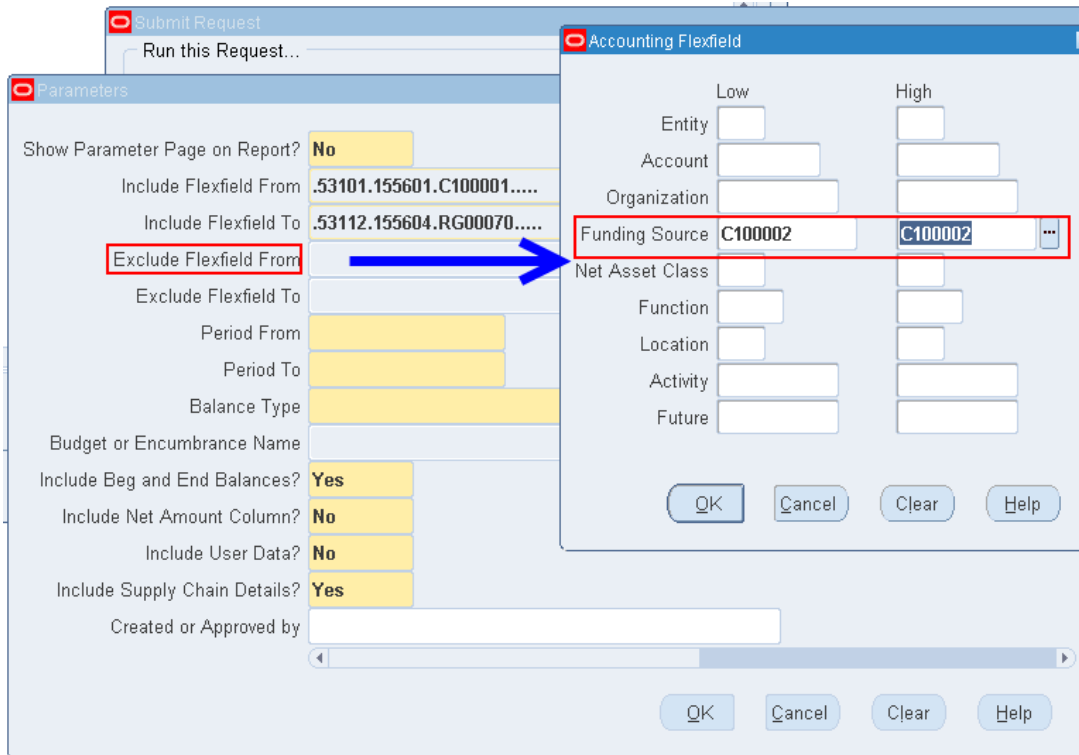
Accounting Flexfield

	Low	High
Entity		
Account	53101	53112
Organization	155601	155604
Funding Source	C100001	RG00070
Net Asset Class		
Function		
Location		
Activity		
Future		

OK Cancel Clear Help

## How to Run an Account Detail Report GL-329

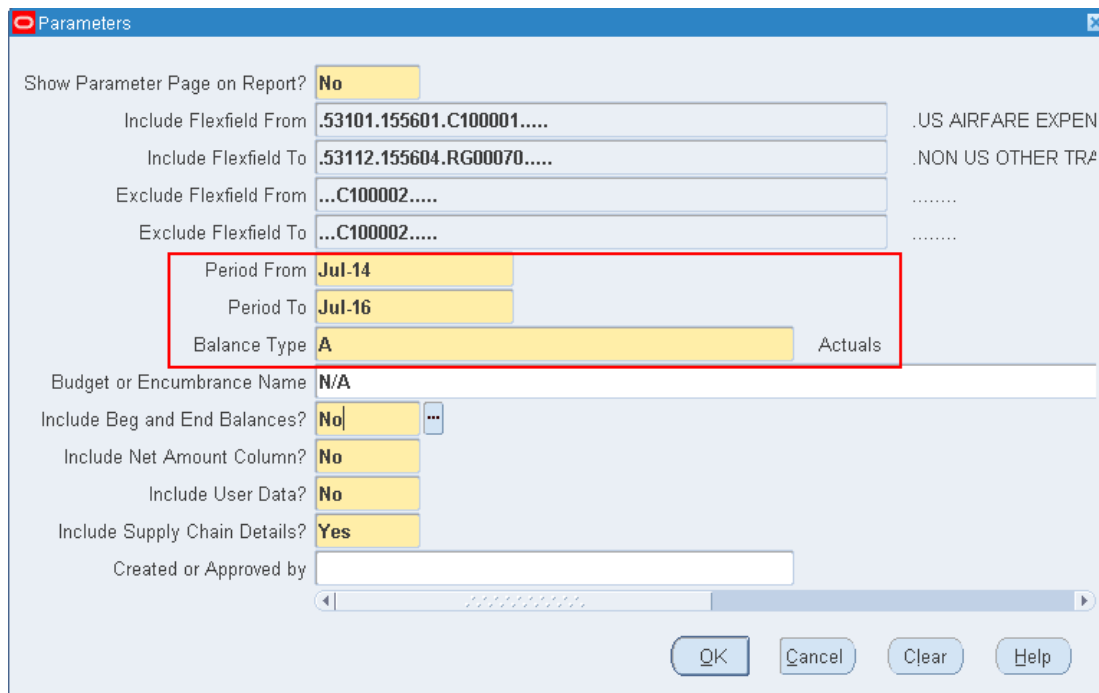
Another box will pop up. This box indicates whether you want to **Exclude** anything. In this case we want to exclude one fund (C10002) so enter that one fund as both the “low” and “high” value. Click OK.



The screenshot shows two overlapping windows. The background window is titled "Parameters" and contains various report options. The foreground window is titled "Accounting Flexfield" and has a table with two columns: "Low" and "High". A red box highlights the "Funding Source" row, where both the "Low" and "High" fields contain the value "C10002". A blue arrow points from the "Exclude Flexfield From" field in the "Parameters" window to the "Funding Source" row in the "Accounting Flexfield" window.

	Low	High
Entity		
Account		
Organization		
Funding Source	C100002	C100002
Net Asset Class		
Function		
Location		
Activity		
Future		

Next indicate the 2-year **Period** you want to run it for and select the **Balance Type A** for Actuals.



The screenshot shows the "Parameters" dialog box with several fields highlighted in yellow. A red box highlights the "Period From" field (Jul-14), "Period To" field (Jul-16), and "Balance Type" field (A). The "Balance Type" field also has the text "Actuals" next to it.

Show Parameter Page on Report?	No	
Include Flexfield From	.53101.155601.C100001.....	. US AIRFARE EXPEN
Include Flexfield To	.53112.155604.RG00070.....	.NON US OTHER TRA
Exclude Flexfield From	...C100002.....	.....
Exclude Flexfield To	...C100002.....	.....
Period From	Jul-14	
Period To	Jul-16	
Balance Type	A	Actuals
Budget or Encumbrance Name	N/A	
Include Beg and End Balances?	No	...
Include Net Amount Column?	No	
Include User Data?	No	
Include Supply Chain Details?	Yes	
Created or Approved by		

## How to Run an Account Detail Report GL-329

Notice how the parameter information populates in the respective fields. The highlighted fields are the **ONLY** fields you should input information in to. Again, you can answer the Y/N questions as you see it; just know the more “yeses”, the more data on this already large report.

Parameters

Show Parameter Page on Report? No

Include Flexfield From .53101.155601.C100001..... .US AIRFARE EXPEN

Include Flexfield To .53112.155604.RG00070..... .NON US OTHER TRA

Exclude Flexfield From ...C100002..... .....

Exclude Flexfield To ...C100002..... .....

Period From Jul-14

Period To Jul-16

Balance Type A Actuals

Budget or Encumbrance Name N/A

Include Beg and End Balances? No

Include Net Amount Column? No

Include User Data? No

Include Supply Chain Details? Yes

Created or Approved by

OK Cancel Clear Help

5. Once the parameters are set how you want them, click **OK**. Then to submit request, click **Submit**.

6. As the report is being processed, you can click **Refresh Data** to update the status periodically. Once the report is generated the phase will say “Completed”. Click **View Output** to open the report

Requests

Refresh Data Find Requests Submit a New Request...

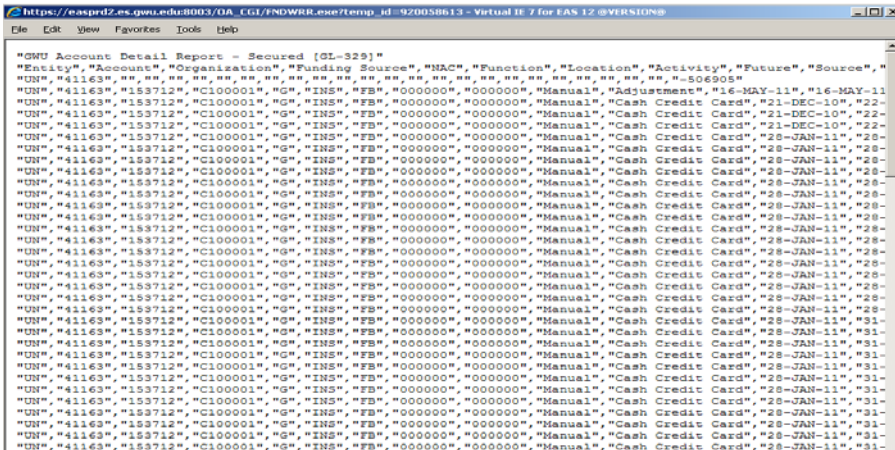
Request ID	Name	Parent	Phase	Status	Parameters
8952262	GWU Account Detail Repo		Pending	Normal	1, 101, 1, Y, N, .53111.155601
8947911	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .41163.153712
8905040	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .53411.153712
8904556	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .52431.153712
8879329	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .41153.153712
8864633	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .53101.153712
8864597	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .53411.153712
8859662	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .58959.122049
8856679	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .52612.153712
8856592	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .52721.153712

Hqld Request View Details... View Output

Cancel Request Diagnostics View Log...

## How to Run an Account Detail Report GL-329

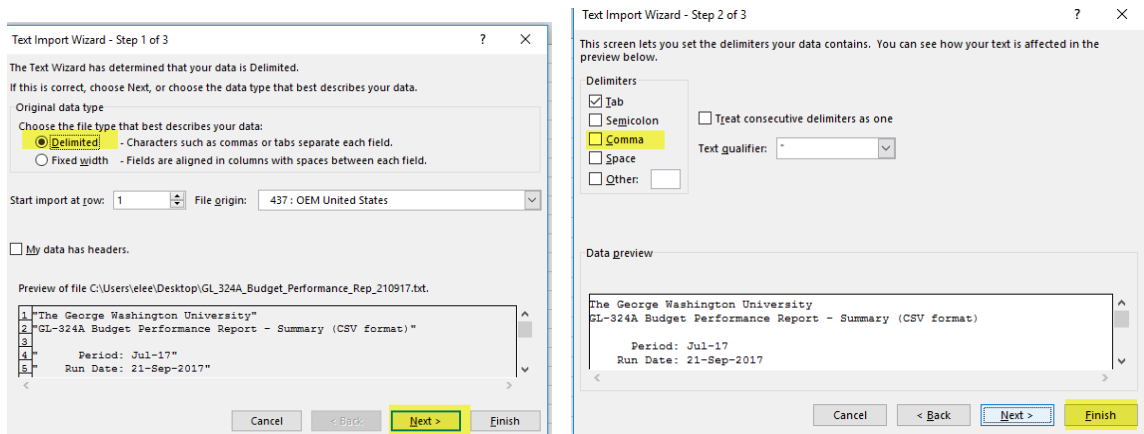
The report will look like this, which is not pleasant to read and you will not be able to manipulate the format or data.



7. Save this text file: File > Save As > Select folder/location > Name file > Save

8. Convert the saved text file to an Excel document and save the Excel version:

Open up Excel > File > Open > Browse for folder/location > Select the saved text file > Open  
In the wizard pop up box > select "Delimited" > Next > "Comma" > Finish



The data will now populate in Excel. Save file but remember to change type from Text to Excel.

