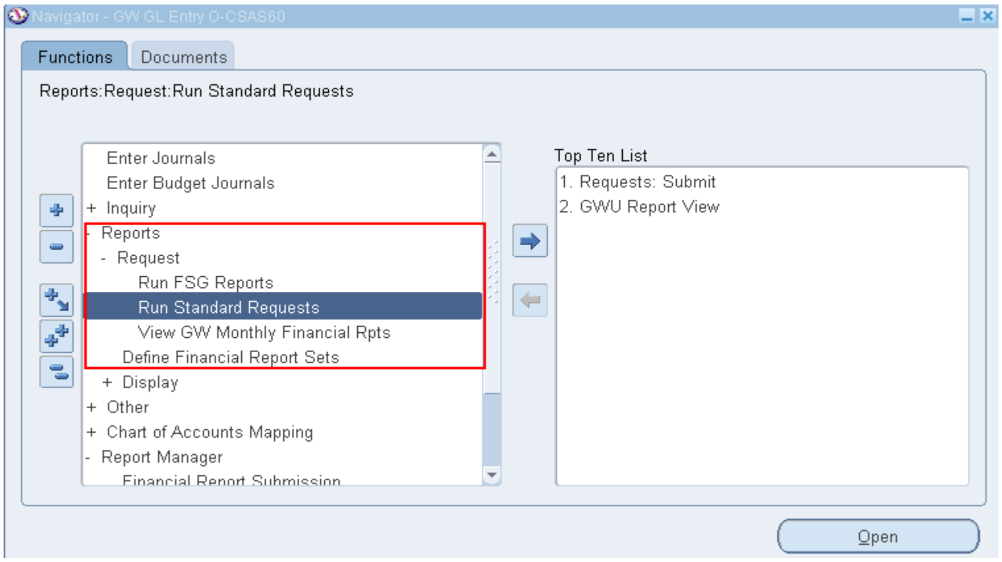
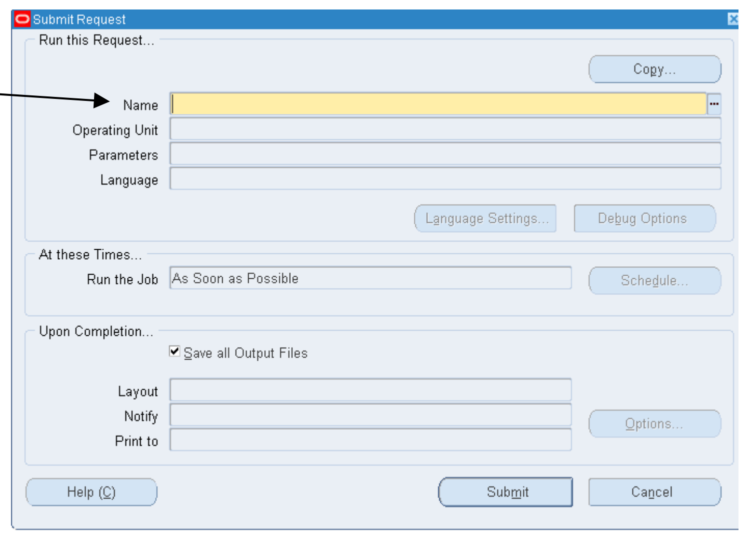
How to Run an Account Detail Report GL-329

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 Flexifield 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.

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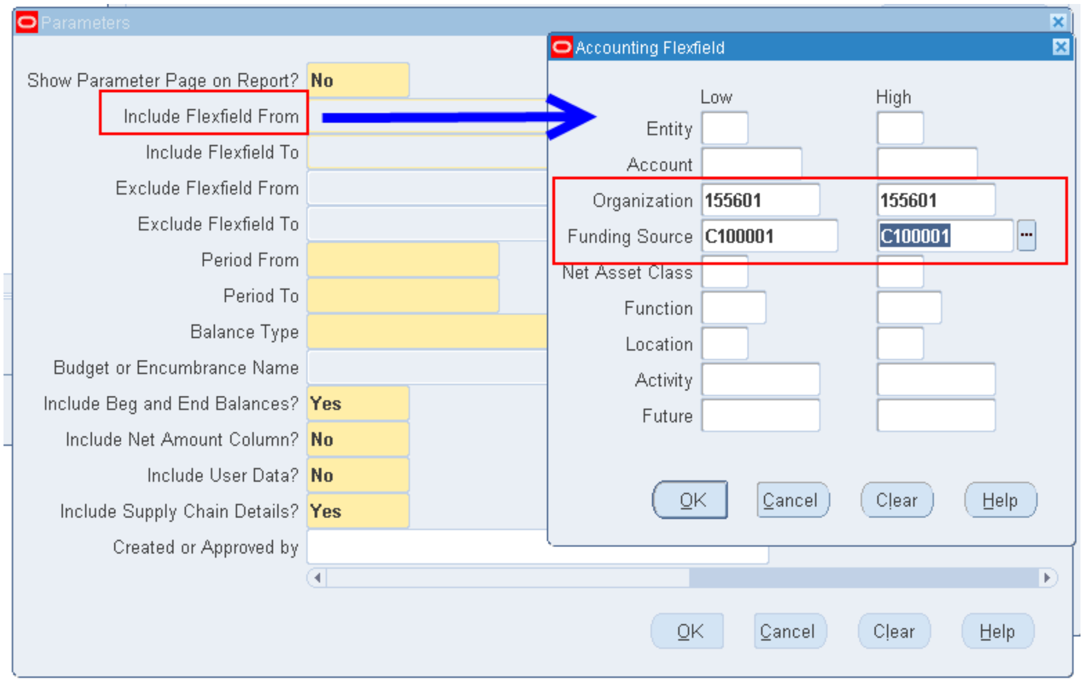
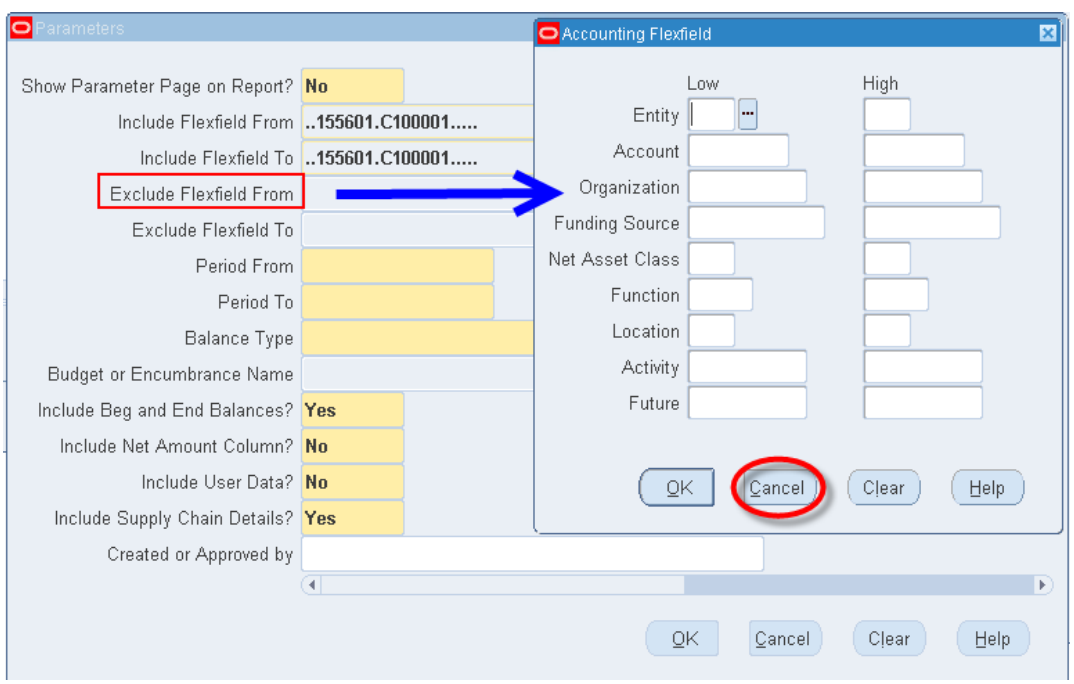
Example 1: You'd like a report that shows <u>all expenses</u> charged to your <u>home org</u> for a <u>one month</u> period.

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.



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



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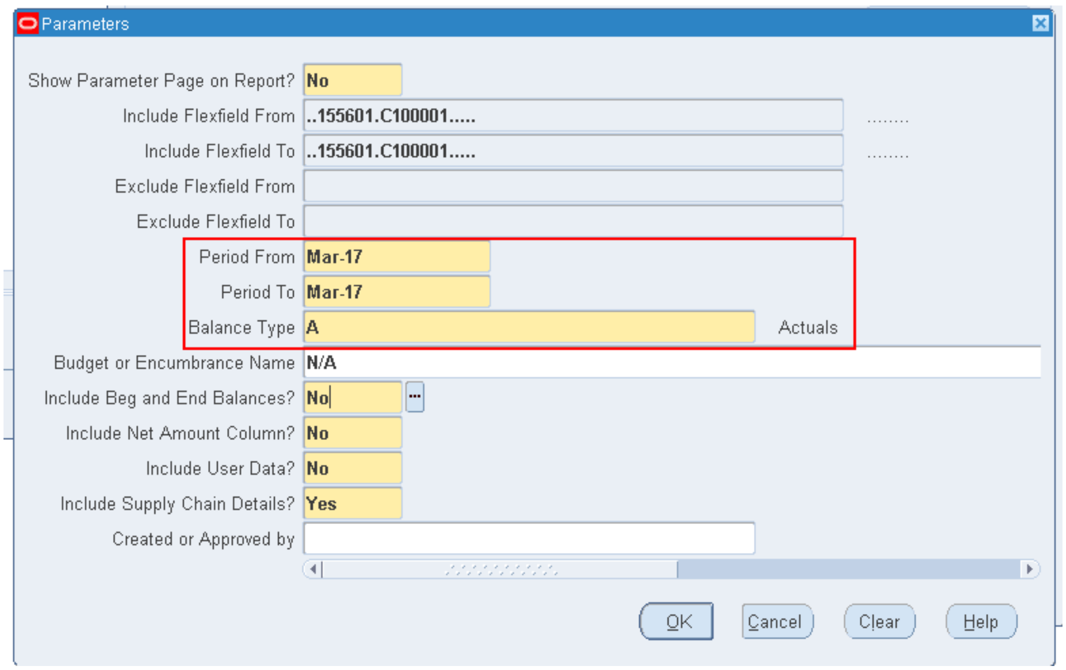
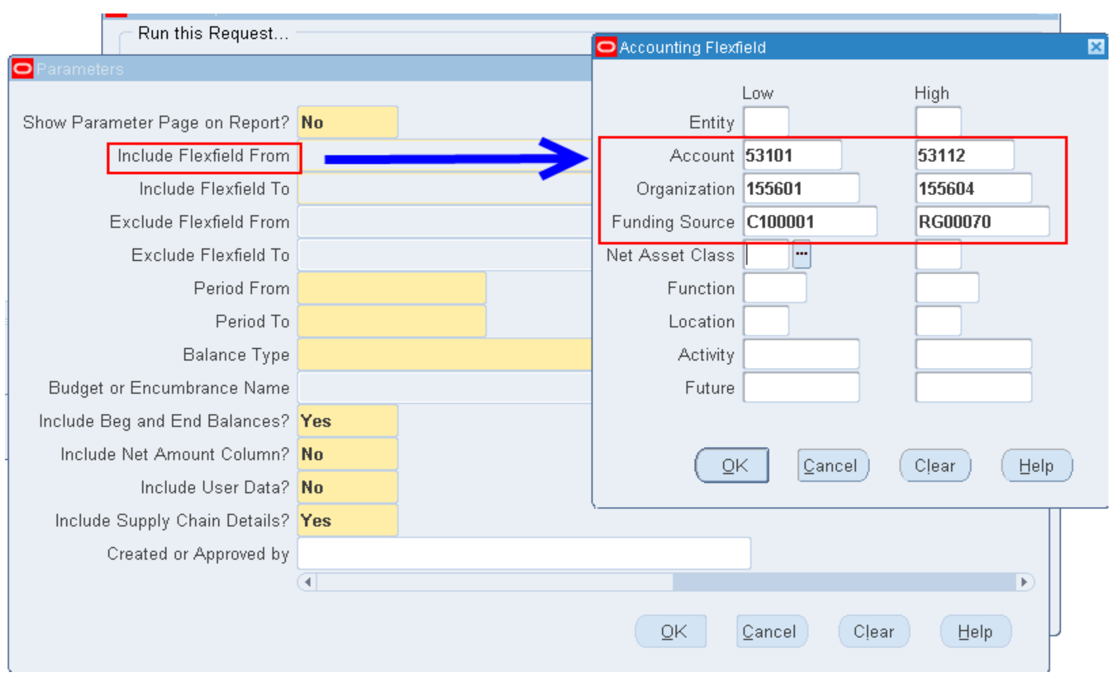
Next indicate the **Period** you want to run it for. In this example the period is for one month so put the same date on the “From” and “To” lines. Lastly, select the **Balance Type.** Since we want expenses, select “A” for Actuals. The only other item you may change is **Include Beg and End Balances?**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



Example 2: You’d like a report that shows travel expenses charged to all of your funds, except one (C100002), 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.**



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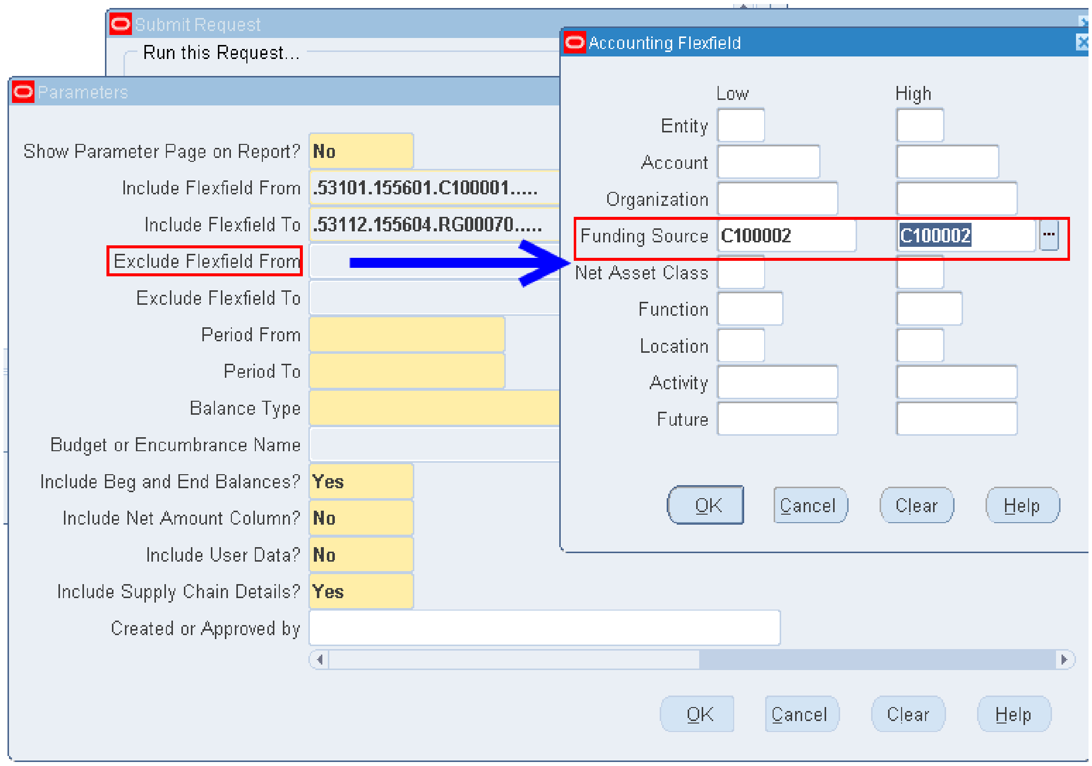
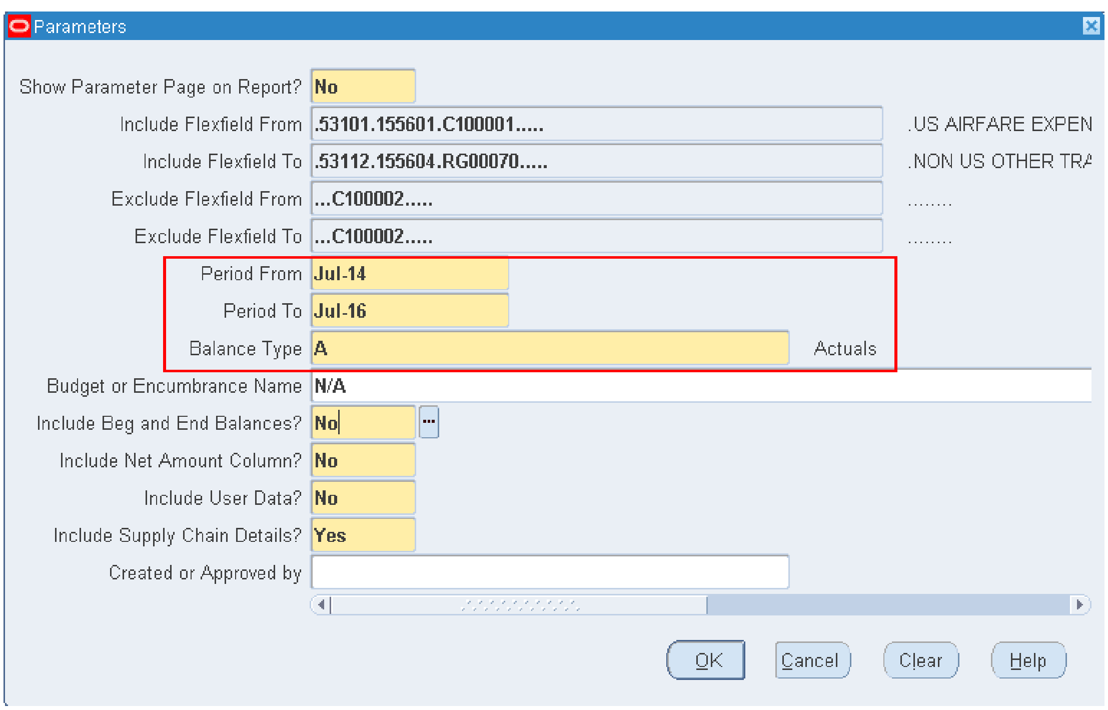
Another box will pop up. This box indicates whether you want to **Exclude** anything. In this case we want to exclude one fund (C10002) so enter that one fund as both the “low” and “high” value. Click OK.



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



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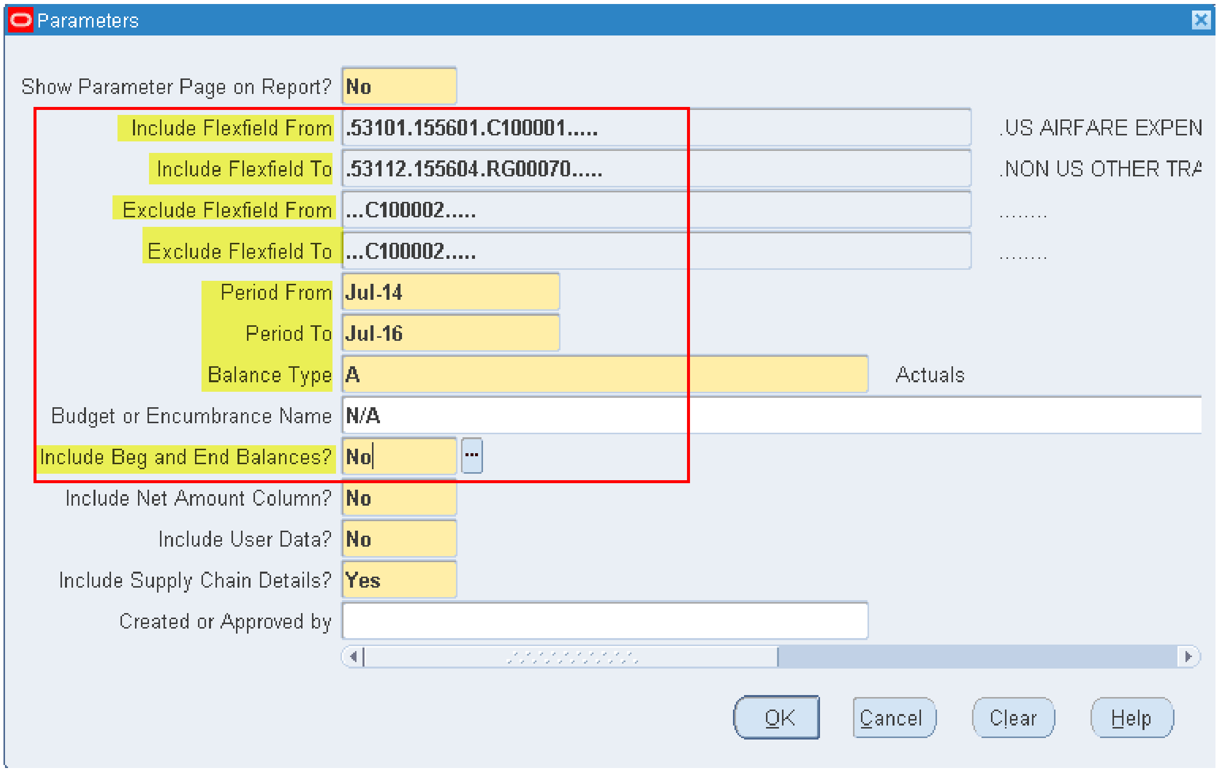
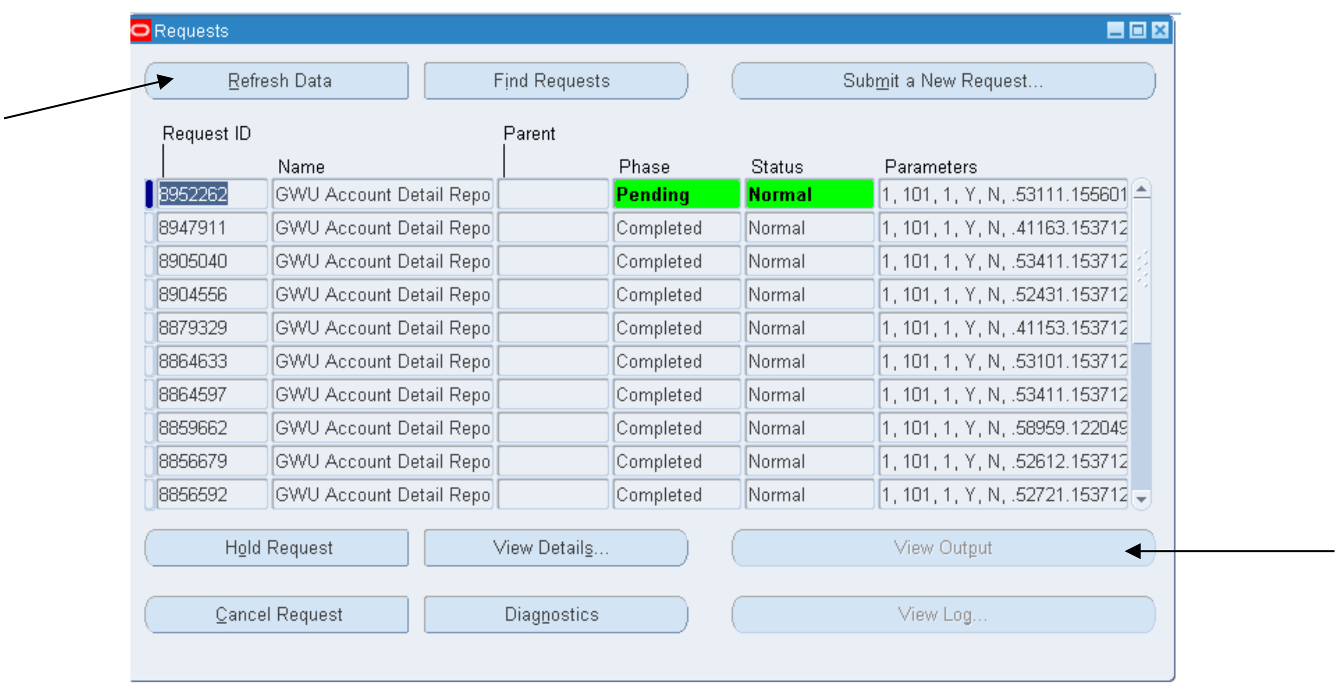
Notice how the parameter information populates in the respective fields. The highlighted fields are the **ONLY** fields you should input information in to. Again, you can answer the Y/N questions as you see it; just know the more “yeses”, the more data on this already large report.

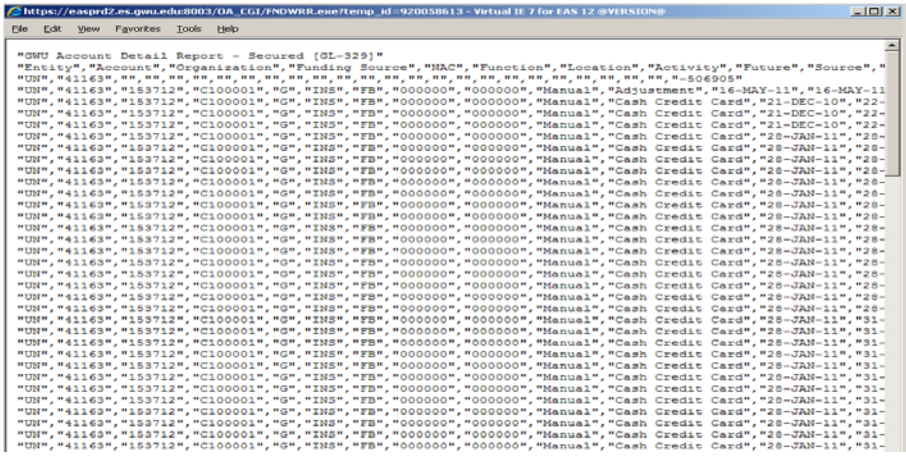


5. Once the parameters are set how you want them, click **OK**. Then to submit request, click **Submit**.

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



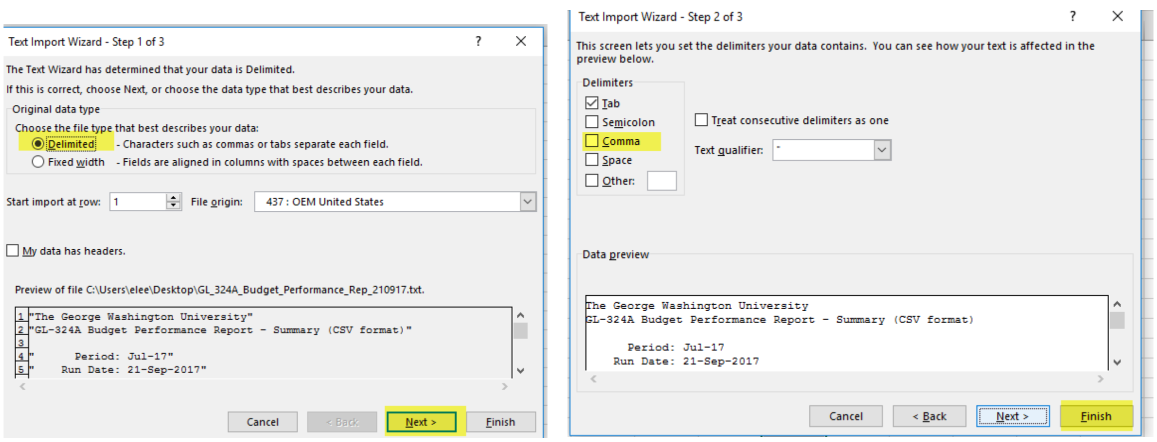
The report will look like this, which is not pleasant to read and you will not be able to manipulate the format or data.



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**.