SANTA CLARA UNIVERSITY
THE JESUIT UNIVERSITY IN SILICON VALLEY

Instructions for Running Actuals Transaction Detail Report (SCUKK501)

Table of Changes to Document

Date	Change/Update	Initials
09/23/2013	Manual Created	MD
12/7/2013	Updated selection criteria based upon agreements between IT and UFO to allow people to run the report for multiple funds and deptids.	MD
1/21/2014	Replaced screen shots and identified page behavior changes related to selecting all Funds and all Deptids	MD
3/5/2014	Updated steps starting at step 11 to provide more explicit instructions for running and opening the report, and captured more consistent screen shots.	MD
9/11/2014	Added Step 9 on page 6 to recommend selecting ALL departments when running reports on Projects	MD

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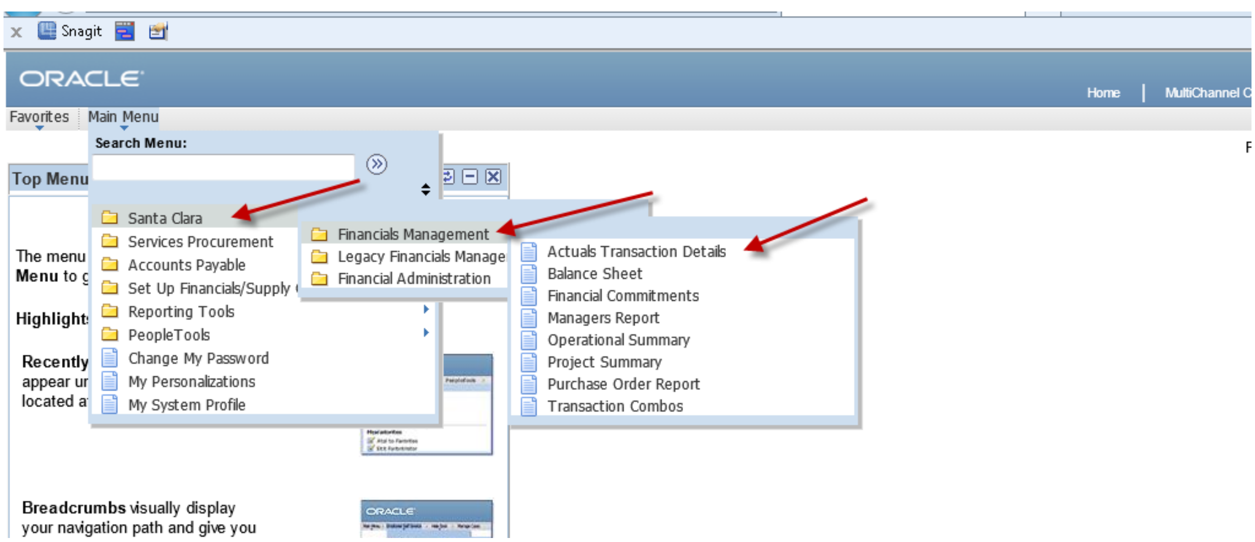
Running the Actuals Transaction Detail Report (SCUKK501)

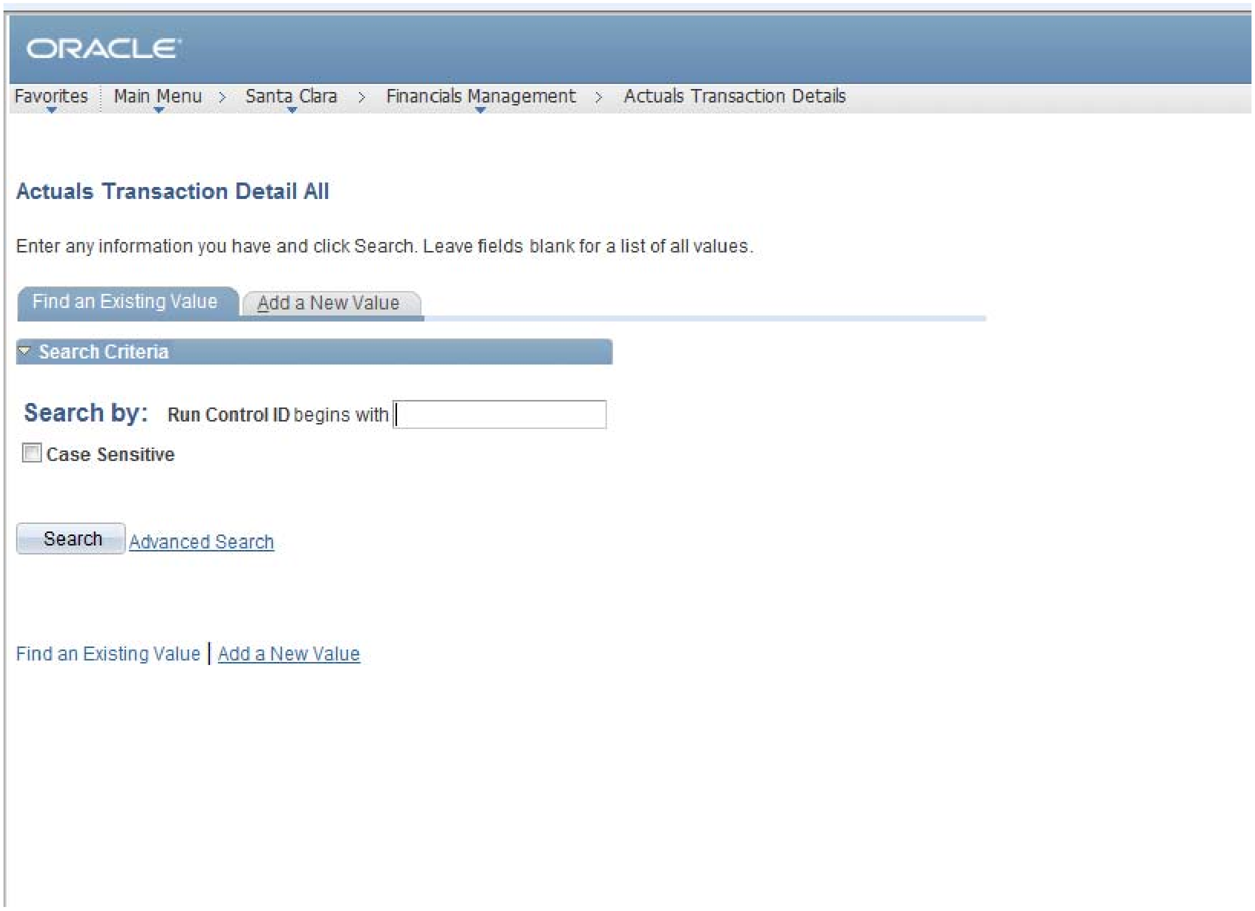
SCUKK501 is the Actuals Transaction Detail report. Users have been broken into 2 separate roles – those who can run reports containing payroll summary data (unrestricted role), and those who have no access to payroll information (restricted role). ** If you are in the restricted role and you need to run a report by projects, all revenue and expense account information including payroll expenses charged to the project will be captured in the report. In all other cases people in the restricted role will not see payroll information.

The Basics

1) Log into the [PeopleSoft Financials System]
2) Click the Main Menu drop down in the top left portion of the screen and navigate to: Santa Clara>Financials Management>Actual s Transaction Report



3) You will see the following page:



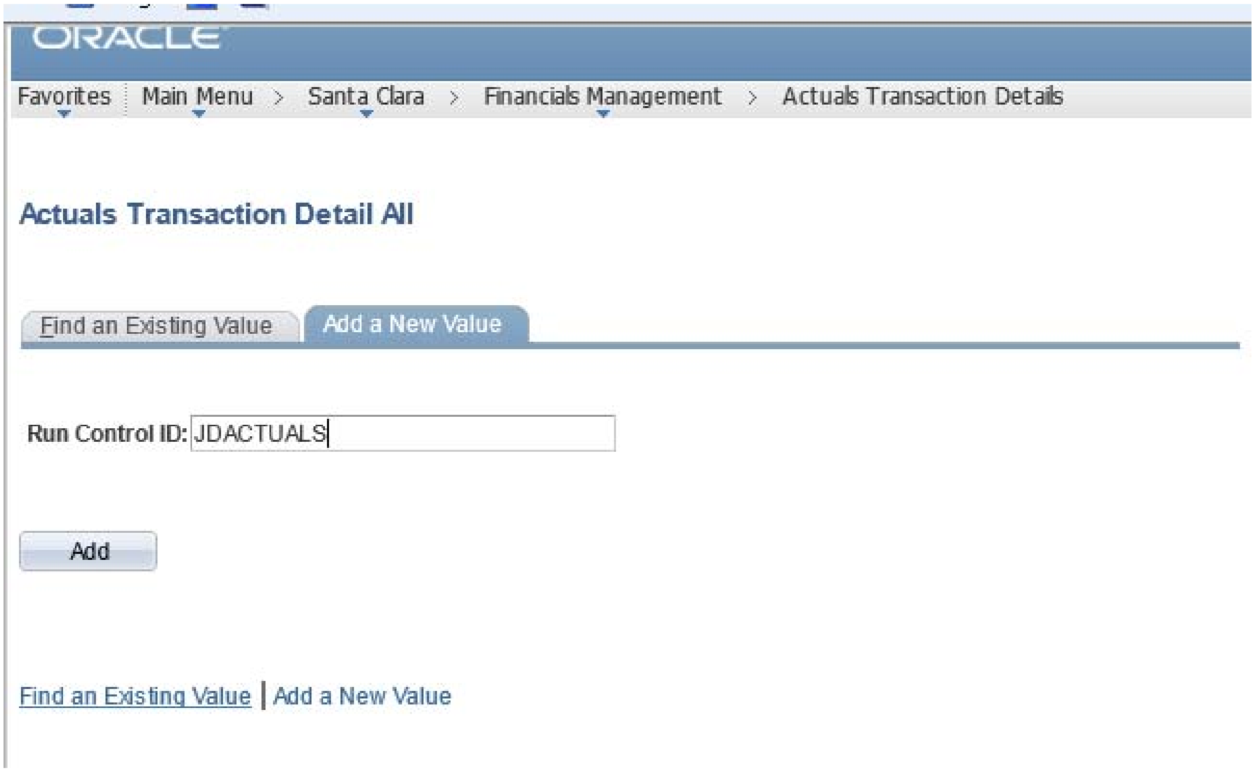
4) a) If you have an existing Run Control, click Search.

   b) If you don't have an existing Run Control, click the Add a New Value tab on the top portion of the page.

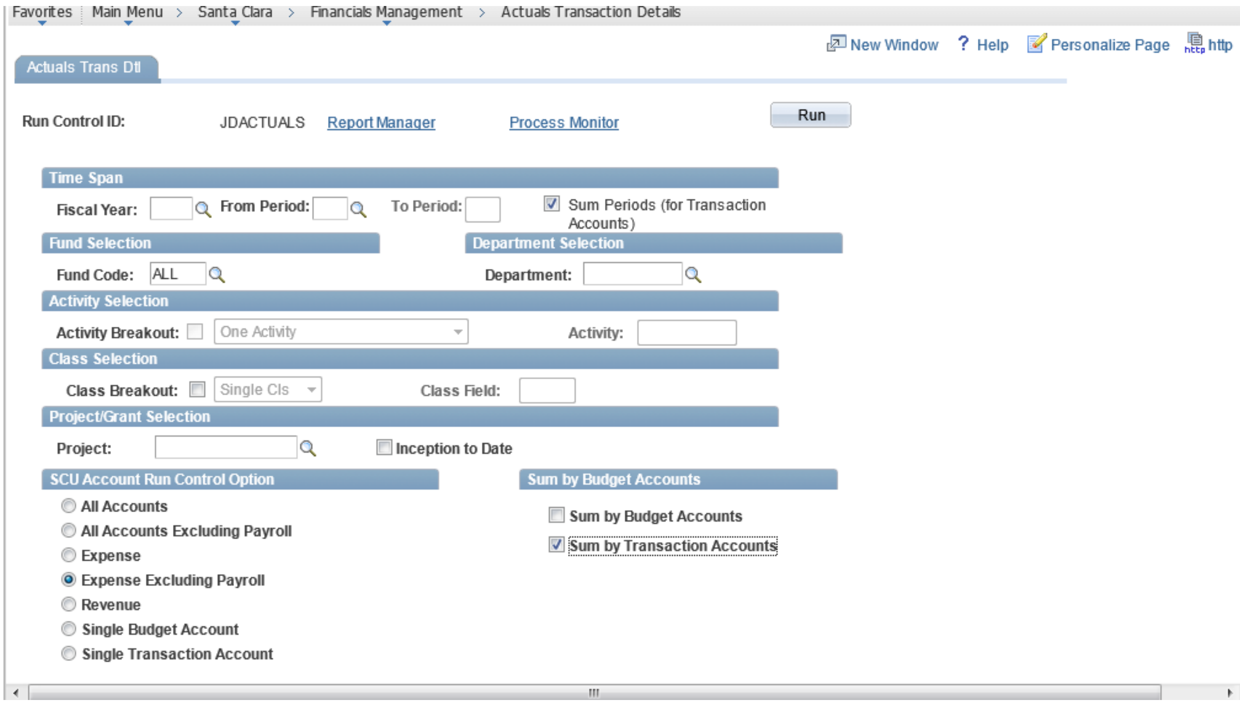
   When in doubt, click Search .

If you see "No matching values" click the <u>Add a New Value</u> hyperlink.

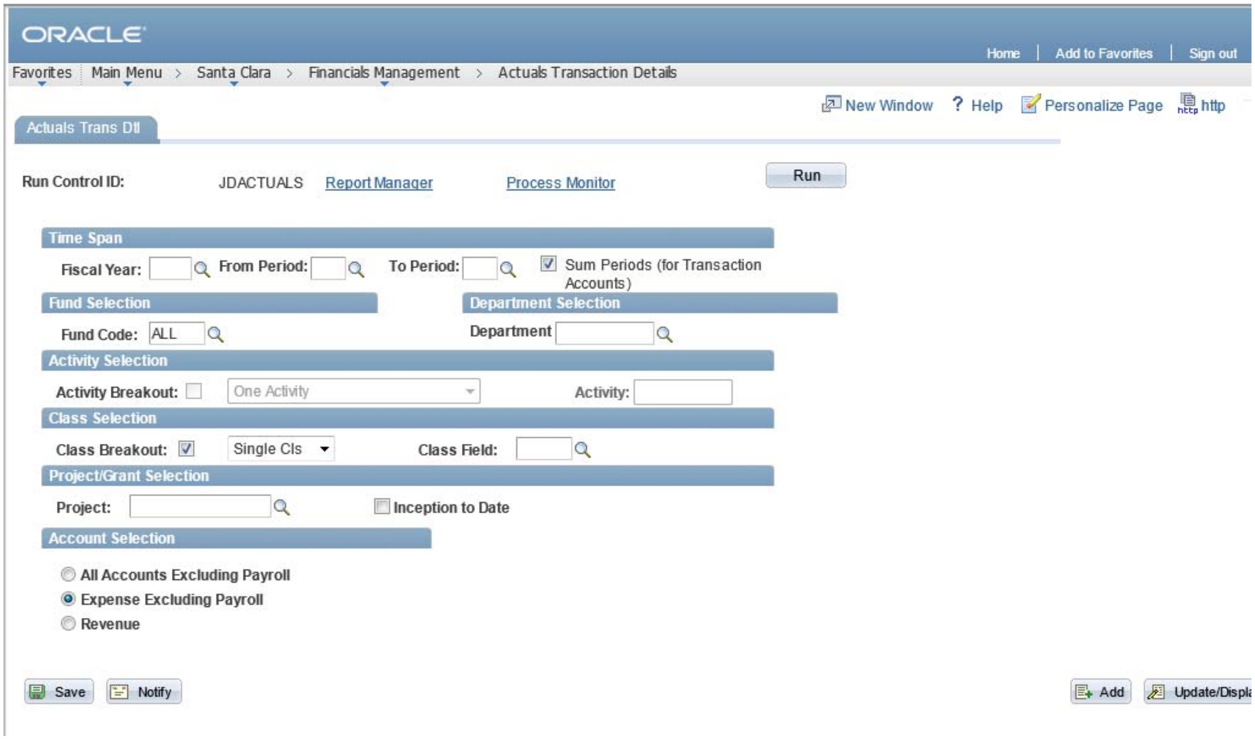
5. Type a word that is meaningful to you. You can use UPPERCASE, LOWERCASE or any combination of the 2. You may wish to use your first initial + last initial + ACTUALS. (so if your name is Jane Doe, you would create JDACTUALS) or a description of the parameters you are using if you regularly run multiple versions of the report.
6. Click Add or simply hit the enter key on your keyboard after typing a value for the run control. Keep it relatively simple and short.



7. If your ID is in the unrestricted role you will see the following page that offers a list of 7 Account Selection options on the lower left portion of the screen, and 2 Account Summary Options on the lower right portion of the screen.



If your ID is in the restricted role you will see the screen below with 5 Account Selection options, and no account summary options on the bottom right portion of the page.



Identify which combination of options you wish to use to generate your report. The process will generate both a printable pdf report and a .csv file that can be imported into Microsoft Excel so you can manipulate the data and use Excel formulas to perform calculations. The 3 Sum options on the right side of the screen -- one in the Time Span section and 2 in the Account Summary Options section will affect the presentation of the .pdf file with respect to the grouping and subtotaling of data on the report. The .csv file will simply be a transaction dump of journals so the "Sum" options have no impact on that file, since you can use Excel to sort, sum, and perform calculations on the results.

8. Required Fields:

Choose the **Fiscal Year** of the data you want, either by typing the year or clicking the magnifying glass to see a list of available fiscal years.

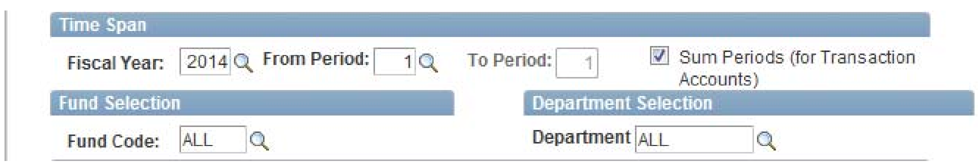
Fiscal years run from July 1st of 1 year – June 30th of the following year. The Fiscal year corresponds to the calendar year of the end (6/30) date, so if you want a report that includes any periods between January 2013 and June 2013, enter 2013 in the fiscal year field. If you are looking for data from July 2013 until June 2014, type 2014 in the fiscal year field.

The **from Period** and **to Period** fields correspond to months of the fiscal year beginning with July (period 1) , August (period 2) , all the way to June (period 12). Select the period or periods for which you want data.

Fund Code – enter the fund code you wish to report against or click the magnifying glass icon next to the empty box to see a list of all available values.   If you know the first couple of digits of the fund code you may type in what you know and click search. This will limit the number of rows that your search returns.

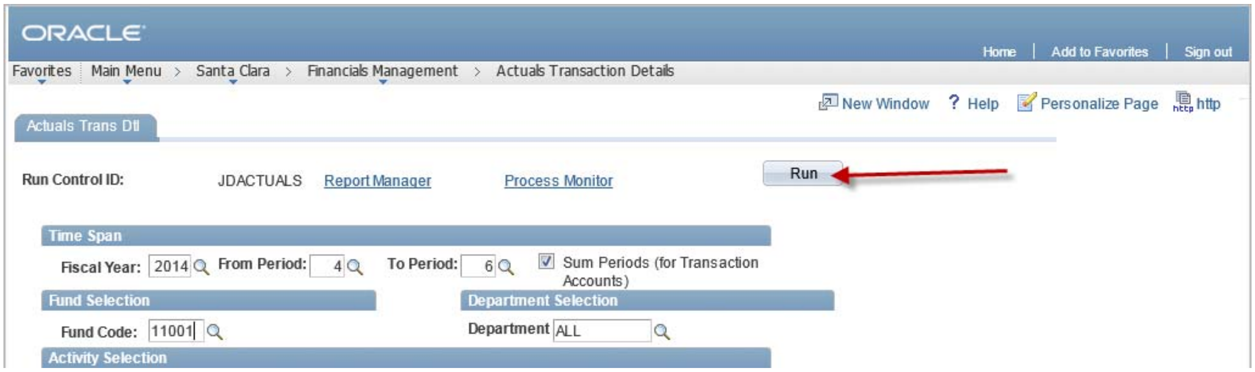
If you want all funds for a specific DEPTID, or all DEPTID's and funds to which you have departmental access, type ALL.

In the Department field, type a Department, or ALL if you want a listing of all departments to which your PeopleSoft ID is authorized. **If you click the magnifying glass and choose ALL from the list of department ID's displayed, the To Period will be set to match the From Period and the To Period will be grayed out as illustrated below.**   This mechanism was put into place to prevent you from retrieving more data than the system can provide efficiently.

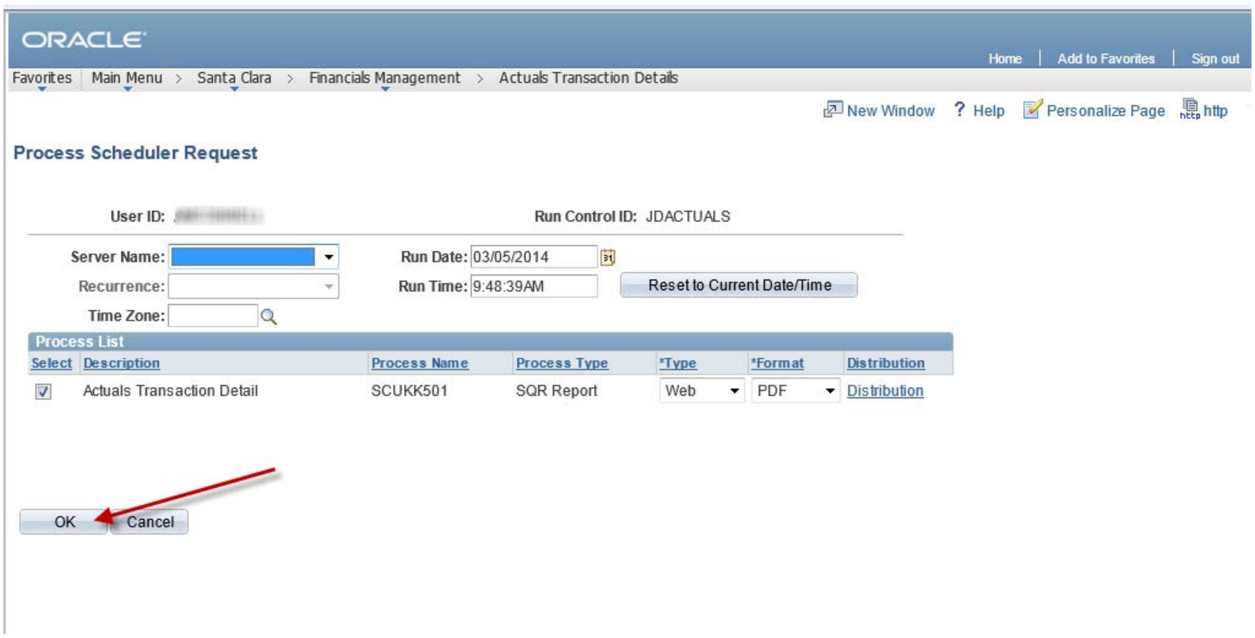


Projects

9. Choose ALL for the Department selection when running this report for projects because journals may be posted to different department id's for this project.
10. Funds in the 13000 – 14000 range and funds 21274 and 21275 (from fiscal year 2014 onward) require project ID's to be entered . Failure to enter a project ID on these funds will generate an error message informing you that you need to enter a fund.
11. Irregardless of your user role, if you are pulling financial information on a project you will see all revenue and expense information including payroll that has been charged to the project.
12. After you have entered all the parameters you wish to use, click the Run button in the top right portion of the screen.

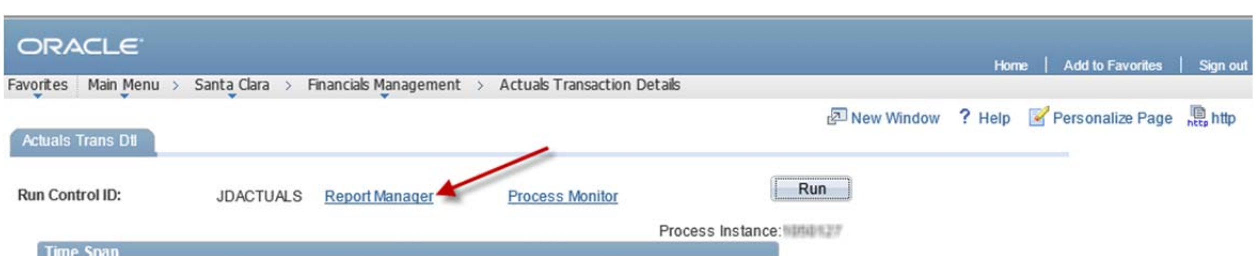


13. On the next page click OK to launch the report.

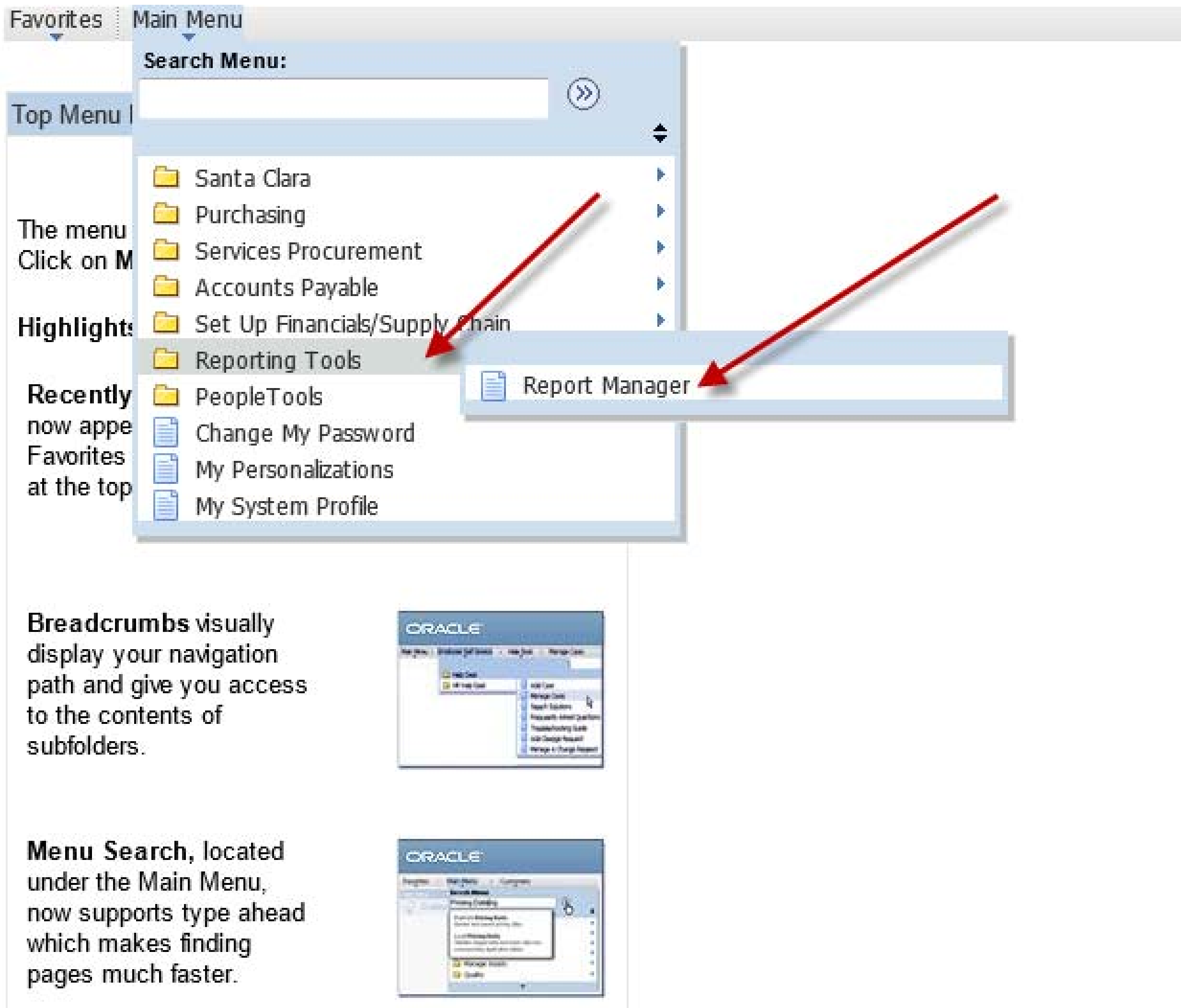


Retrieving your reports/Downloading .csv files

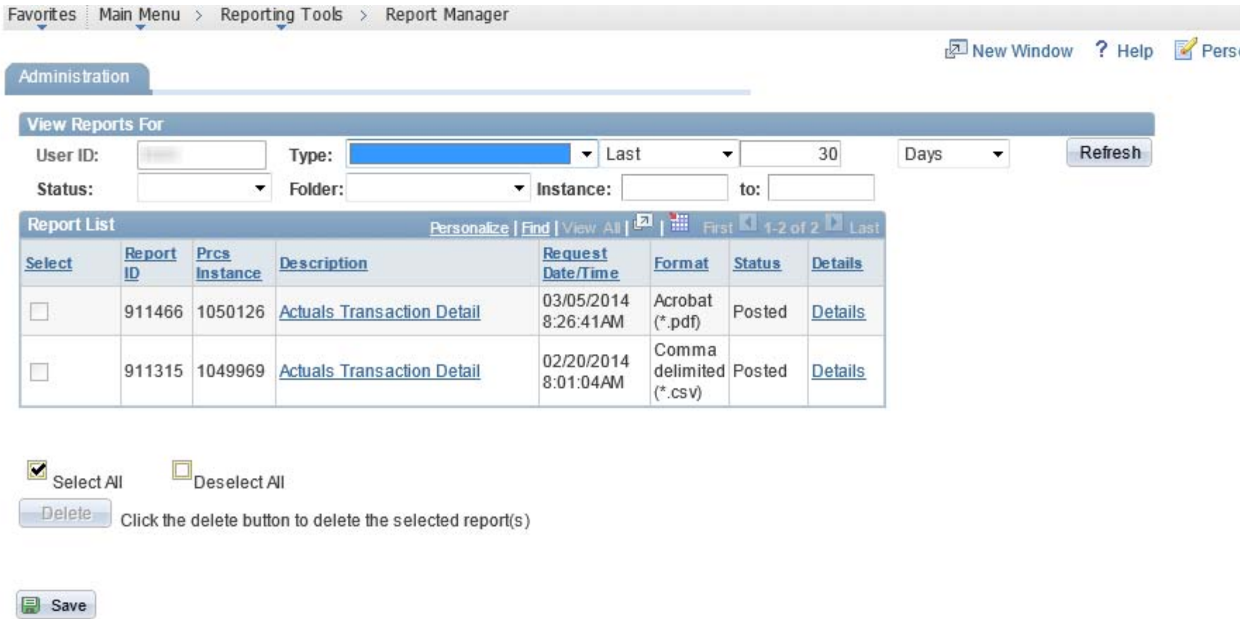
14. After you have submitted your report, wait at least 5 minutes then click the Report Manager hyperlink.



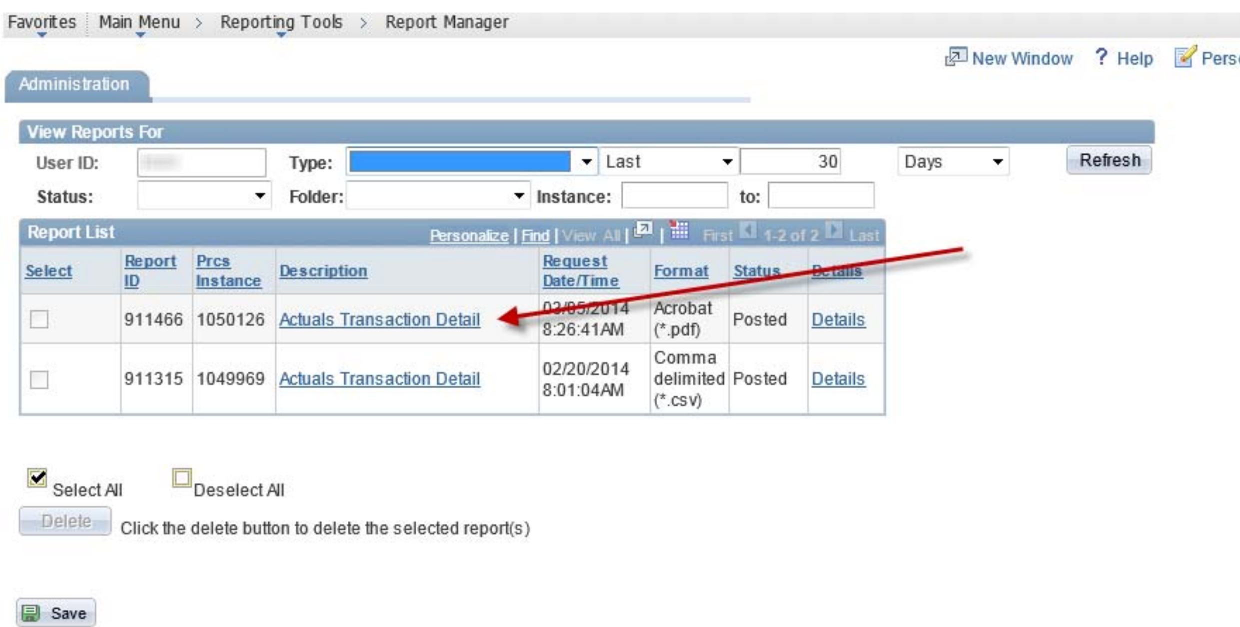
15. If you had to navigate away from this page, or your session got timed out, after logging back in navigate to Reporting Tools/Report Manager to retrieve the output of your report.


Favorites
Main Menu
Search Menu:
Top Menu I
The menu
Click on M
Highlights
Recently
now appe
Favorites
at the top
Santa Clara
Purchasing
Services Procurement
Accounts Payable
Set Up Financials/Supply Chain
Reporting Tools
PeopleTools
Change My Password
My Personalizations
My System Profile
Report Manager
Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.
ORACLE
Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.
ORACLE

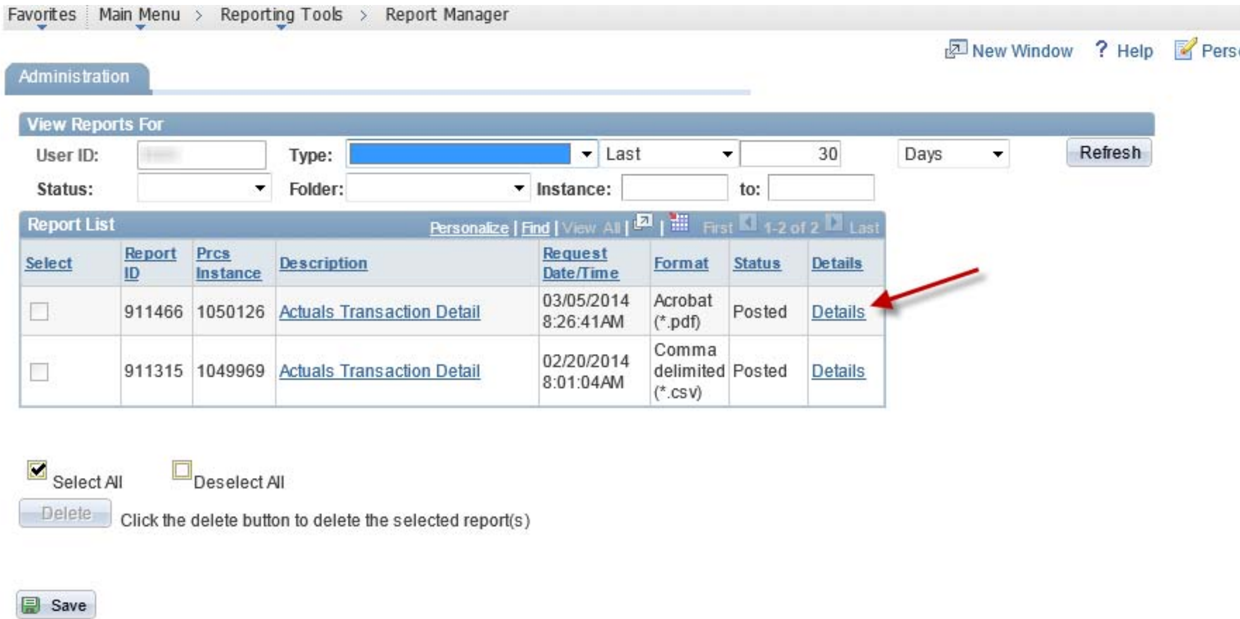
16. You will see a display similar to the display below:



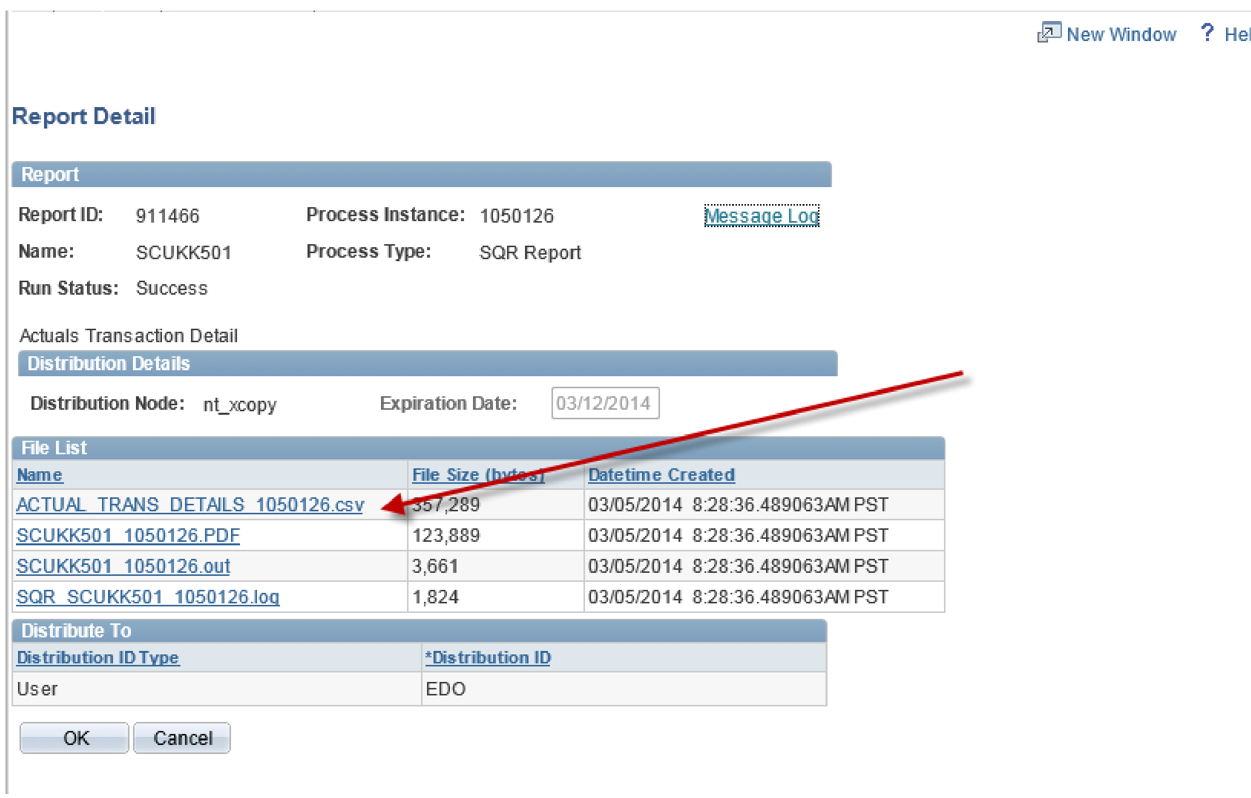
17. To open the printable pdf version of the report click the hyperlink in the middle of the screen as illustrated below:



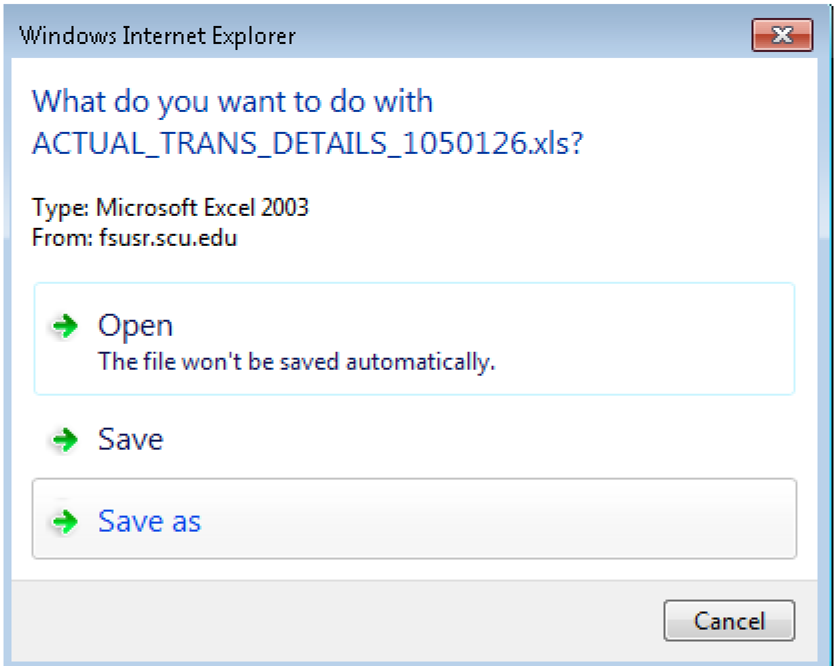
18. To download the CSV output, click the Details hyperlink:



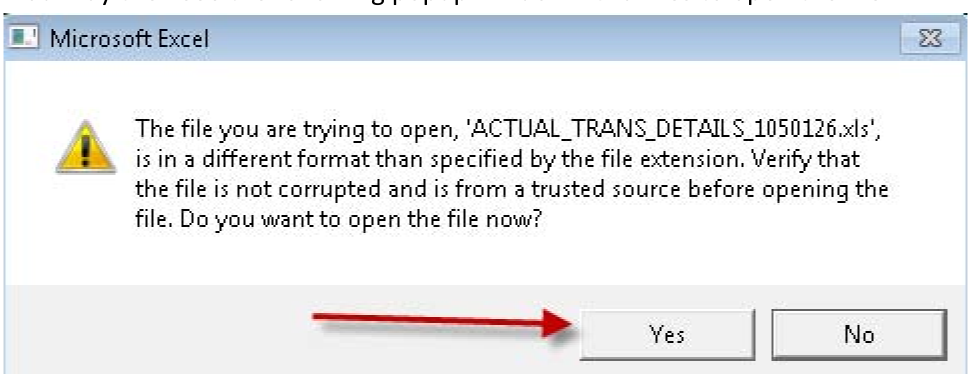
19. Then click the .csv file in the list.



20. After clicking the .csv hyperlink, you may see a popup window similar to this depending on the Excel settings on your computer. Click the word Open to open the report into Excel.



21. You may then see the following popup window. Click Yes to open the file:



Problem Solving:

1. **No Data:** If there is no data in the .csv file and the .pdf report, recheck your parameters and ensure that you selected a valid fiscal year, valid accounting periods, and a valid deptid for the data you are seeking. Fiscal years run from 7/1 through 6/30, and the 4 digit fiscal year corresponds to the calendar year related to June 30. If you are seeking data from periods between 7/1/2013 and 6/30/2014, enter fiscal year 2014.

2. **Missing Departmental access:** If you are missing departmental access that you know you should have, contact fintrans@scu.edu and provide your login id, and tell them which department you are missing.
3. **Unable to access the page** – if you see the menu item in PeopleSoft but receive an error trying to access the Santa Clara>Financials Management>Actuals Transaction Details report, contact fintrans@scu.edu and provide your login ID, and request confirmation that your ID has been granted access to at least one department id.