

Journal Detail Report

Navigation: **UHS HRMS Payroll >Reports >Journal Detail Rpt**

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Journal Detail Rpt

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Run Control ID begins with JCI

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

Enter Control ID

Run Control ID Enter Run Control ID in field.*

Search Click on **Search**

*Note: Click on [Add a New Value](#) link or tab to create a Control ID if one does not exist.

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Parameters | Add/In Parameters

Run Control ID: JC Report Manager Process Monitor Run

Journal Select Option: Select by Journal Id

Journal ID's

GL Journal ID:

From/Thru Dates

Journal Data to Include: Payroll and Encumbrance

Journal Rpt Sort Option: Journal Id

Additional Selection Data If 'YES' go to Next Panel

Save Return to Search Notify Previous tab Next tab Add Update/Display

Parameters | Add/In Parameters

Journal Select Option Select criteria for report to run. Available options include:


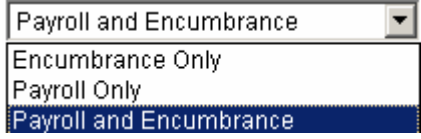
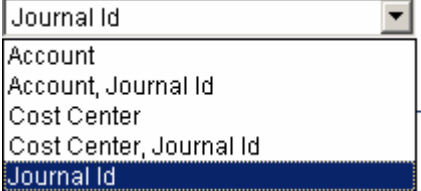
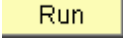
Select by Journal Id

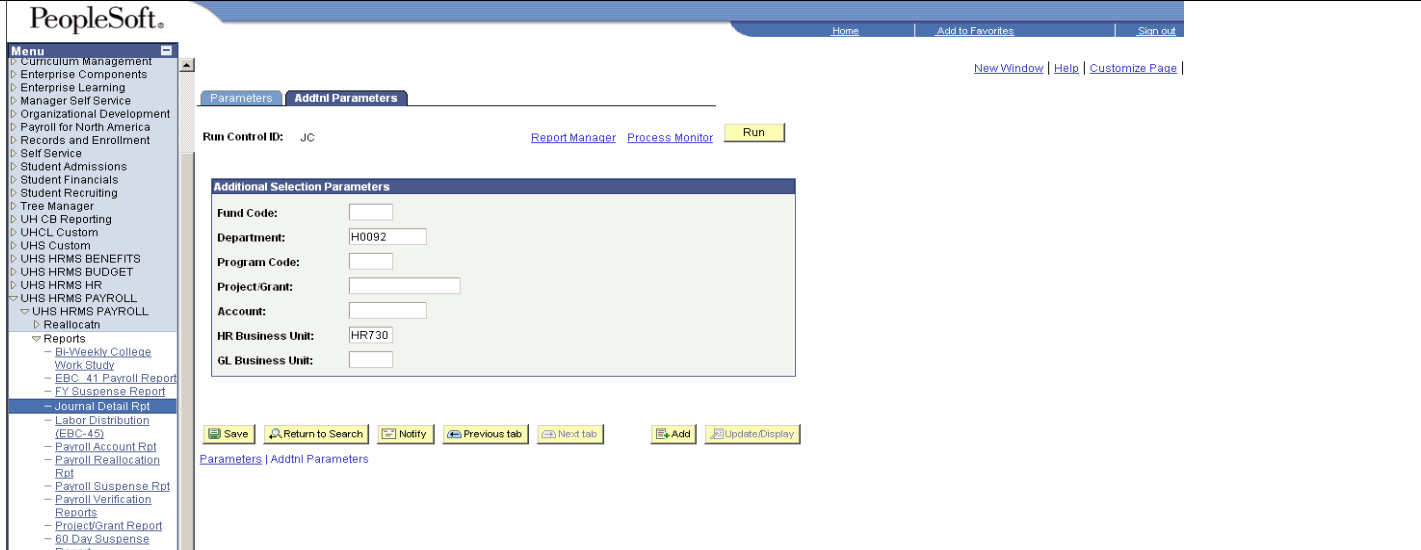
Select by Journal Date

Select by Journal Id

Note: This report can be run by Journal ID or by Journal Date

GL Journal ID Enter the ID here (example: HR00000023) if run by Journal ID.

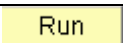
From/Thru Date	Enter date (mm/dd/yyyy) or click on  and select the dates From and Thru to pull journals from. <i>If the Journal Select Option is set to Select by Journal Date, the Journal ID box disappears and the From/Thru dates are activated.</i>
Journal Data to Include	Select criteria for report to run. Available options include: 
Journal Report Sort Option	Select criteria for report to run. Available sort options include: 
Additional Selection Data	Insert a check by clicking in box (<i>optional</i>). If check mark is inserted then click on Addtnl Parameters tab and complete page as required. Do not click Run button if box has check mark.
Note: If the Additional Selection Data box is blank (no check mark inserted) then go to next step (click Run).	
Run	Click  to start the process



The screenshot shows the PeopleSoft interface for generating a report. The 'Additional Selection Parameters' form is the central focus, with the following fields and values:

- Fund Code:** (empty)
- Department:** H0092
- Program Code:** (empty)
- Project Grant:** (empty)
- Account:** (empty)
- HR Business Unit:** HR730
- GL Business Unit:** (empty)

Navigation buttons include 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'. The 'Run' button is highlighted in yellow in the original image.

Fund Code**	Enter Fund Code (<i>optional</i>)
Department	Enter Department
Program Code**	Enter Program Code (<i>optional</i>)
Project Grant**	Enter Project Grant (<i>optional</i>)
Account*	Enter Account (<i>optional</i>)
HR Business Unit	Enter Business Unit
GL Business Unit**	Enter GL Business Unit (<i>optional</i>)
Run	Click  to start the process

**** Additional information can be added on this page to pull information for particular pieces of information. It is not necessary to complete all of these parameter boxes to pull the report. Put in as many or as few as are needed to pull the journal detail that is needed.**

Server Name*	Enter PSUNX in field or click on and select from drop down menu.
Type	Enter Web or click on and select from drop down menu.
Format	Enter PDF or click on and select from drop down menu.
OK	Click OK button

***Note:** A Server Name must be selected when printing reports. The Process Type determines which server to use. There are two types, (1) Crystal Report, and (2) SQR Report. For SQR reports use PSUNX and Crystal reports use PSNT. Click on next to field(s) and make selection from drop down menu.

Process Instance Number	This number identifies the Journal Detail report requested.
Process Monitor	Click on Process Monitor link.

Process Instance numbers

Refresh button

Details link

Process Type determines Server Name

Run Status should be Success

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1072275		SQR Report	UBUD013	UHSPARTT	11/22/2006 10:51:02AM PST	Success	N/A	Details
<input type="checkbox"/>	1072270		SQR Report	UPER014	UHSPARTT	11/22/2006 9:11:52AM PST	Success	Posted	Details
<input type="checkbox"/>	107227		SQR Report	UPER065	UHSPARTT	11/22/2006 8:58:54AM PST	Success	Posted	Details
<input type="checkbox"/>	107227		SQR Report	UPER065	UHSPARTT	11/22/2006 8:57:02AM PST	Success	Posted	Details

User ID	Your user id should be in this field. User id should match PS login id.
Server	Enter PSUNX in field or click on arrow and select from drop down menu.
Refresh	Click on Refresh button to refresh/update screen. Click this button until Run Status shows Success.
Instance	Process Instance number identifies report that is being requested.
Details	Click on Details link to view the report after Success appears in the Run Status column.

Process Detail

Process

Instance: 1072275 Type: SQR Report
 Name: UBUD013 Description: Journal Detail Report
 Run Status: Success Distribution Status: N/A

Run

Run Control ID: JC
 Location: Server
 Server: PSUNX
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time

Request Created On: 11/22/2006 10:51:37AM PST
 Run Anytime After: 11/22/2006 10:51:02AM PST
 Began Process At: 11/22/2006 10:51:51AM PST
 Ended Process At: 11/22/2006 10:52:53AM PST

Actions

[Parameters](#) Transfer
[Message Log](#)
 Batch Timings
[View Log/Trace](#)

View Log/Trace link

View Log/Trace	Click on link to get the Journal Detail report.
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View Log/Trace

Report

Report ID: 31417 **Process Instance:** 1072275 [Message Log](#)
Name: UBUD013 **Process Type:** SQR Report
Run Status: Success

Journal Detail Report

Distribution Details

Distribution Node: PSUNX **Expiration Date:** 12/22/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,509	11/22/2006 10:53:06.000000AM PST
ubud013_1072275.PDF	106,619	11/22/2006 10:53:06.000000AM PST
Trace File	369	11/22/2006 10:53:06.000000AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	UHSPARTT

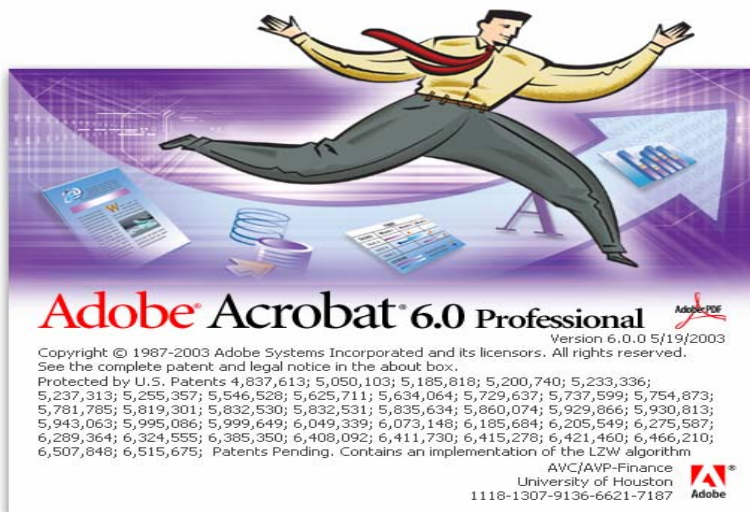
Filename link

Return

ubud013 1072275.PDF

This is the filename. Click on this link to view/print the Journal Detail report. File can only be saved in PDF format

Note: Notice that the Process Instance number is part of filename.



Adobe Acrobat Reader

The Adobe Acrobat page will appear as shown. The Journal Detail report will appear immediately afterward.

Note: Adobe Acrobat Reader must be on computer.

Save a Copy Print Email Search Review & Comment Sign

Select Text 115%

Report ID: UBU0013
Journal Id Report

University Of Houston System
JOURNAL DETAIL REPORT
Journal ID:
Journal Date:

Page No. 1
Run Date 11/22/2006
Run Time 10:51:51

Journal Line	GL Business Unit	Account	Fund Code	FS Department	Program Code	Budget Ref	Project ID	Journal Line Reference	Description	Monetary Amount	HR Business Unit	Journal Type
0	07300	50172	1026	H0092	A1958	BP2007	NA	3287803	Angermiller, Marie A	1,150,000	HR730	PAY
07300	50172	1026	H0092	A1958	BP2007	NA	NA	3287803	Angermiller, Marie A	150,000	HR730	PAY
07300	10711	1026	H0092	A1958	BP2007	NA	NA	3287803	Angermiller, Marie A	-1,168,750	HR730	PAY
07300	21112	1026	H0092	A1958	BP2007	NA	NA	3287803	Angermiller, Marie A	-131,250	HR730	PAY
07300	50172	1026	H0092	A1958	BP2007	NA	NA	6733118	Ardila Simpson, Miguel Eduardo	1,150,000	HR730	PAY
07300	21112	1026	H0092	A1958	BP2007	NA	NA	6733118	Ardila Simpson, Miguel Eduardo	-7,960	HR730	PAY
07300	21112	1026	H0092	A1958	BP2007	NA	NA	6733118	Ardila Simpson, Miguel Eduardo	-116,110	HR730	PAY
07300	10714	1026	H0092	A1958	BP2007	NA	NA	6733118	Ardila Simpson, Miguel Eduardo	-1,025,930	HR730	PAY
07300	50140	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	4,765,086	HR730	PAY
07300	21118	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-9,600	HR730	PAY
07300	21152	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-25,000	HR730	PAY
07300	21154	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-886,000	HR730	PAY
07300	21119	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-20,020	HR730	PAY
07300	21141	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-83,000	HR730	PAY
07300	21119	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-6,000	HR730	PAY
07300	21107	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-65,300	HR730	PAY
07300	10714	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-2,274,760	HR730	PAY
07300	21112	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-508,040	HR730	PAY
07300	21113	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-279,220	HR730	PAY
07300	21146	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-18,090	HR730	PAY
07300	21114	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-316,880	HR730	PAY
07300	21117	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-7,220	HR730	PAY
07300	21117	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-137,950	HR730	PAY
07300	21154	1026	H0092	A0497	BP2007	NA	NA	6733119	Armstrong, Richard H	-128,000	HR730	PAY
07300	50172	1026	H0092	A1958	BP2007	NA	NA	3287804	Armedo, Maria	1,300,000	HR730	PAY
07300	21112	1026	H0092	A1958	BP2007	NA	NA	3287804	Armedo, Maria	-137,840	HR730	PAY
07300	10711	1026	H0092	A1958	BP2007	NA	NA	3287805	Armedo, Maria	-1,162,160	HR730	PAY
07300	21146	1026	H0092	A2082	BP2007	NA	NA	3287805	Bedoya, Cardenio	-38,510	HR730	PAY
07300	21113	1026	H0092	A2082	BP2007	NA	NA	3287805	Bedoya, Cardenio	-60,990	HR730	PAY
07300	50160	1026	H0092	A2082	BP2007	NA	NA	3287805	Bedoya, Cardenio	1,022,210	HR730	PAY
07300	21107	1026	H0092	A2082	BP2007	NA	NA	3287805	Bedoya, Cardenio	-14,260	HR730	PAY
07300	21112	1026	H0092	A2082	BP2007	NA	NA	3287805	Bedoya, Cardenio	-10,640	HR730	PAY
07300	10711	1026	H0092	A2082	BP2007	NA	NA	3287805	Bedoya, Cardenio	-897,810	HR730	PAY
07300	50140	1026	H0092	A0497	BP2007	NA	NA	6733121	Behr, Francesca D.	4,064,000	HR730	PAY
07300	10714	1026	H0092	A0497	BP2007	NA	NA	6733121	Behr, Francesca D.	-2,894,670	HR730	PAY

11 x 8.5 in 1 of 24

Journal Detail Report

As shown above the Journal Detail report appears.

Note: User can view, print and/or save this report. Report can only be saved in PDF format.