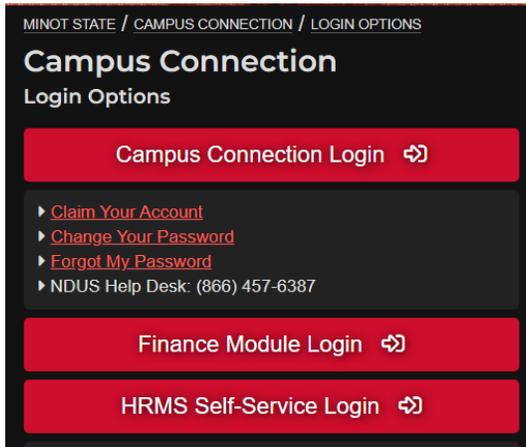
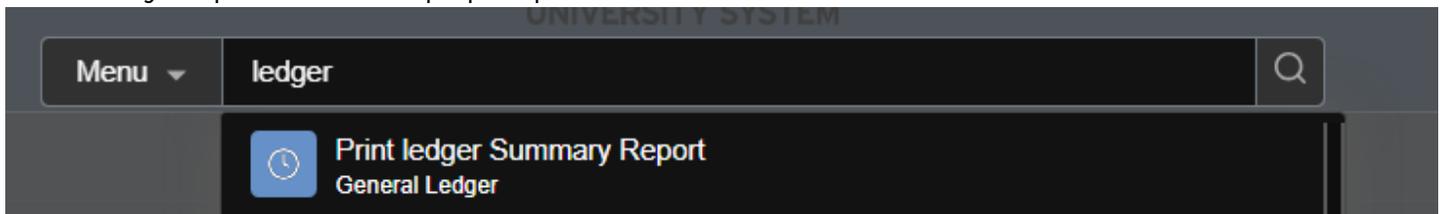


# Ledger Summary

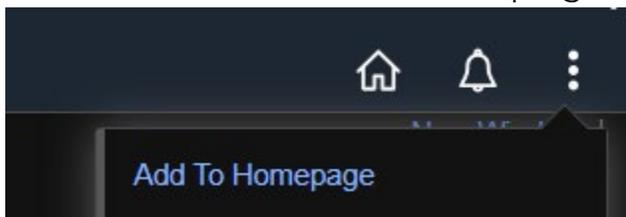
- Ledger Summary reports are used to show all expenses accrued, including deposits and intra-fund transfers.
- To pull a Ledger Summary report, log in to the Finance Module in Campus Connection.



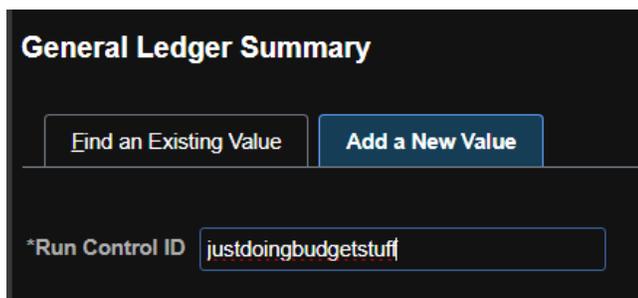
- Add the 'Print Ledger Summary Report' tile to your Homepage, if it isn't already there. Type in 'ledger' in the search menu at the top of the screen, and click on 'Print ledger Summary Report' when it pops up.



- This will pull up the 'General Ledger Summary' report page.
- Click on the three dots at the top right corner, and click 'Add to Homepage'.



- To run a summary for the first time, click on 'Add a New Value' and type in the name you'd like to use for that report.



- This screen will appear.

### Ledger Summary Report

Run Control ID: local      Report Manager    Process Monitor    [Run](#)

Language: [English](#)

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**Report Request Parameters**

Unit: [MISU1](#)      Ledger: [ACTUALS](#)      Currency Code: [USD](#)

Fiscal Year:       To Period:       Date Code: [All](#)

[Refresh](#)

---

**ChartField Selection**

1-1 of 1

Sequence	ChartField Name	Include CF	Value
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

[Save](#)    [Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)    [Add](#)    [Update/Display](#)

- Click on 'Refresh', and the parameter sequences will pop-up.

### Report Request Parameters

Unit: [MISU1](#)      Ledger: [ACTUALS](#)      Currency Code: [USD](#)

Fiscal Year:       To Period:       Date Code: [All](#)

[Refresh](#)

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**ChartField Selection**

1-11 of 11

Sequence	ChartField Name	Include CF	Value
<input type="text"/>	1 Account	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	2 Fund Code	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	3 Department	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	4 Program Code	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	5 Project	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	6 ChartField 1	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	7 ChartField 2	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	8 ChartField 3	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	9 Class Field	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	10 Book Code	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	11 Adjustment Type	<input type="checkbox"/>	<input type="text"/>

- Enter in your search parameters; this will include 'Fiscal year' and 'To Period' at the top, and sequences 'Account', 'Fund Code', and 'Department' in the ChartField Selection. (Note: it's easiest and best to set the 'To Period' to 12, so the report pulls everything that's current)

**Report Request Parameters**

Unit: MISU1    Ledger: ACTUALS    Currency Code: USD

Fiscal Year: 2025    To Period: 12    Date Code: All

[Refresh](#)

**ChartField Selection**

Sequence	ChartField Name	Include CF	Value
1	Account	<input checked="" type="checkbox"/>	
2	Fund Code	<input checked="" type="checkbox"/>	30300
3	Department	<input checked="" type="checkbox"/>	2290

- After entering the parameters, click on 'Save' at the bottom of the screen, then click 'Run' at the top.

[Save](#)    [Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)

**Ledger Summary Report**

Run Control ID: local    Report Manager    Process Monitor    [Run](#)

Language: English

- This screen will pop-up. Select 'PSNT' for the Server Name, then click on 'OK'.

**Process Scheduler Request**

User ID: lauren.young    Run Control ID: local

Server Name: PSNT    Run Date: 02/12/2024

Recurrence:    Run Time: 11:35:33AM    [Reset to Current Date/Time](#)

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	General Ledger Summary	GLS7003	SQR Report	Web	PDF	Distribution

[OK](#)    [Cancel](#)

- It'll kick back to the report parameters, and click on 'Report Manager' at the top.

**Ledger Summary Report**

Run Control ID: local    Report Manager    Process Monitor    [Run](#)

Language: English

Process Instance: 15829609

- The report will appear in your queue after it has run. Click on the link to the left of the screen under 'Report'.

- Click on the PDF version of your report under 'File List' to view it.

- The report will look something like this:

Account	Journal Date	Journal ID	Seq	Line	Account	Fund	Currency	Debit	Credit	Balance
105251	Cash - in BND						USD			
	07/01/2021	APPAY51061	19		105251	30227	USD	0.00	300.00	
	07/15/2021	APPAY53713	68				USD	0.00	8,064.41	
	07/15/2021	PAYACR3091	60				USD	0.00	13,340.99	
	07/16/2021	APPAY54047	52				USD	0.00	17,551.06	
	07/21/2021	APPAY55045	34				USD	0.00	1,355.06	
	07/30/2021	APPAY57476	64				USD	0.00	5,431.66	
	07/30/2021	PAY1756642	58				USD	0.00	8,606.92	
	08/09/2021	JUL21CLINK	106				USD	0.00	1.92	
	08/09/2021	MARCOJUL21	76				USD	0.00	21.45	
	08/10/2021	APPAY60429	12				USD	0.00	688.02	
	08/13/2021	APPAY61469	63				USD	0.00	5,430.27	
	08/13/2021	PAY1760817	58				USD	0.00	8,606.85	
	08/17/2021	APPAY62233	46				USD	0.00	15,820.48	
	08/20/2021	APPAY63363	29				USD	0.00	822.80	
	08/26/2021	APPAY64973	39				USD	0.00	12.49	
	08/27/2021	MARCOAUG21	71				USD	0.00	44.08	
	08/31/2021	APPAY66280	57				USD	0.00	2,438.02	
	09/08/2021	APPAY68521	4				USD	0.00	256.51	
	09/09/2021	AUG21CLINK	100				USD	0.00	2.76	
	09/15/2021	APPAY70617	66				USD	0.00	24,953.51	
	09/15/2021	PAY1769831	71				USD	0.00	31,728.01	
	09/16/2021	APPAY70964	30				USD	0.00	260.61	

- Account 105251 will show up first, and entails EVERYTHING. It's broken down by specific account further down in the report.
- If looking for semester distributions through student fees on local funds, these will appear under 460001 'Tuition and Fees'.

Account	Journal Date	Journal ID	Seq	Line	Account	Fund	Currency	Debit	Credit	Balance
460001	Tuition and Fees						USD			
	08/01/2023	DSTSUM23B	49		20005	460001	USD	0.00		79.43
	10/04/2023	DSTFALL23	50				USD	0.00		4,714.41
	12/20/2023	DSTFALL23B	50				USD	0.00		565.73
	02/22/2024	DSTSPR24	50				USD	0.00		4,664.13
	05/15/2024	DSTSPR24B	50				USD	0.00		393.92
	06/27/2024	DSTSUM24	50				USD	0.00		687.26

- If looking for payments from student accounts on local funds (such as locker rental, instrument/supply rentals, etc, etc), these will appear under 124001 'Accounts Receivable – Current' under the 'Credit' column.

<u>Account</u>	<u>Journal Date</u>	<u>Journal ID</u>	<u>Seg</u>	<u>Line</u>	<u>Fund</u>	<u>Account</u>	<u>Currency</u>	<u>Debit</u>	<u>Credit</u>
								Total Activity:	
								Ending Balance:	
124001	Accounts Receivable - Current		USD						
	08/30/2023	SF01937103		7	20005	124001	USD	516.00	0.00
	08/31/2023	SF01937406		7			USD	0.00	18.00
	09/05/2023	SF01938033		10			USD	0.00	202.00
	09/06/2023	SF01938263		8			USD	0.00	132.00
	09/07/2023	SF01938494		9			USD	0.00	10.00
	09/08/2023	SF01938753		8			USD	0.00	20.00
	09/11/2023	SF01939094		8			USD	0.00	10.00
	09/12/2023	SF01939377		10			USD	0.00	18.00

- You can set the parameters to only reflect specific accounts to simplify things if you'd like.**