General Ledger Report

Click FSG Report Request

Click accept and run it twice
General Ledger Report

Select Single Request and OK

Submit a New Request

What type of request do you want to run?

- Single Request
  This allows you to submit an individual request.

- Request Set
  This allows you to submit a pre-defined set of requests.

[OK] [Cancel]

Click on the LOV

Submit Request

Run this Request...

Name: [Template]
Operating Unit:
Parameters:
Language:

At these Times...
Run the Job: As Soon as Possible

Upon Completion...
Save all Output Files
Layout:
Notify:
Print to:

[Submit] [Cancel]

Copy...

Language Settings... Debug Options...

[Schedule]... Options...

[Delivery Opt]...
General Ledger Report

Select the report you wish to run from the list (For this example – General Ledger – 180) and click OK.

Enter your Parameters:

- Ledger/Ledger Set: Charles Darwin University
- Ledger Currency: AUD
- Currency Type: Total
- Type: Source Item
- Balance Type: A
- Budget or Encumbrance Name: N/A
- Starting Period: Jul-14
- Ending Period: Jul-14
- Account From: 0207.1701.3000.00.01
- Account To: 0207.1701.9999.99.01

Click OK to run the report.
General Ledger Report

User can choose to print the report or not, if user want to print:

Select Options, Choose the Printer name and click OK
General Ledger Report

User can view the report

Click View output
General Ledger Report

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0201-1701-251-00-01</td>
<td>Office of University Results: Office of University Results: Unspecified - CU</td>
<td>$41,786.44</td>
</tr>
</tbody>
</table>

**Note:** The table above shows the transactions and balances for the accounts specified in the general ledger report. The balances and amounts are indicated in Australian Dollars (AUD).