

## **General Ledger Reports**

**The General Ledger documents provide a summary and detailed view of assets and liabilities by fund and account code for the selected organization levels and/or fund and/or account.**

The detailed view is at the data entry account level and the summary view is at a higher account level. Both views display the beginning balance, debit amount, credit amount, and ending balance.

### **How to run the document you want**

Click the General Ledger Reports option on the Finance Reporting Menu to open the version menu. There are two choices for running this set of reports – MTD and YTD. The MTD report provides debits and credits for current month and beginning balance as of the first day of the month and ending balance as of the last day of the month; the YTD report provides debits and credits for year to date through the month selected and beginning balance as of the first day of the fiscal year and ending balance as of the last day of the month selected. Click the button for the desired version. You will then be prompted to complete the report filters below.

### **Report filters**

1. **Calendar Month and Year (Required):** Select the calendar month and year corresponding to the last fiscal period to include in the report from the drop-down menu. CURRENT and PRIOR are displayed for the current month and previous month respectively. These options are useful when creating subscriptions for the report to run each month automatically.
2. **Organization Hierarchy Levels:** Move the desired organization levels from the Available box to the Selected box. The hierarchy levels are listed in a tree view meaning that you can expand the level by clicking on the arrow to the left of the name. Using that approach you can select the element you want and move to the Selected box using the arrows in the middle (or double-click on it). Alternatively, you can move the hierarchy name (e.g. FIN L5 – Department for Prompt) to the Selected box. Then click the Empty link and select your desired elements. More than one selection can be made. If no selections are made, the report will run for all organization levels that you have access. The document will populate with all organization hierarchy levels below the selected level.
3. **Funds (Optional):** Move the desired funds from the Available box to the Selected box.
4. **Accounts (Optional):** Move the desired accounts from the Available box to the Selected box.

When you have completed your selections, click Run Document at the bottom left corner.

### **Report Views**

Use the drop-down lists at the top of the document to filter your results as needed.

Switch between the Summary and Detail reports by clicking the applicable tab at the top of the document.

**Tips**

Click the options menu on the toolbar (3 horizontal lines) to print, export to PDF, re-prompt, or schedule delivery.

Open the underlying report (data set) by clicking the Data Extract link. To download to excel, click the "Report Home" drop down menu, and select "Export > Excel with...". Complete the export options as desired.

**NOTE**

This report displays output based on the current Banner set up for fund, account, and organization. For example, if the organization code on a fund has been changed from 012301 to 012302, all activity for the fund will be reported under organization 012302 regardless of what time frame the report is submitted for.