

How to Find Transactions that Comprise a Ledger amount in a Pivot Table

The screenshot shows an Excel PivotTable with the following data:

A	B	C	D	E	F	G	H	I	J	K
Prog_Ci	Fund Src	DETAIL_EN	DETAIL_EX	DETAIL_PR	REVEST_BD	REVEST_CO	REVEST_RC	Grand Total		
3420100	01000	23,001.44	3,341,823.67		10,180,372.00	(18,724,792.39)	(2,724,093.00)	(7,903,688.28)		
	10180	0.00	18,000.00		0.00			18,000.00		
	26370		1,838.79					1,838.79		
	26380		3,574.90					3,574.90		
	26570		1,839.24					1,839.24		
	26580		3,198.89					3,198.89		
	30234				0.00	(54,408.03)	0.00	(54,408.03)		
	44232		13,707.08		0.00			13,707.08		
	44239				0.00	0.00	0.00	0.00		
	63408				0.00		(28,641.94)	(28,641.94)		
	63420				0.00	(531.12)	(531.12)	(1,062.24)		
	63491	0.00	36,000.00		0.00			36,000.00		
	63908				0.00	0.00	0.00	0.00		
	94237				0.00			0.00		
	94908				0.00		(54,408.03)	(54,408.03)		
3420100	Total	23,001.44	3,419,982.57		10,180,372.00	(18,779,731.54)	(2,807,674.09)	(7,964,049.62)		
3420200	01000	53,671.11	756,007.15	90,000.00	4,187,531.00	0.00	(1,046,882.00)	4,040,327.26		
	12151	0.00	147.00		0.00			147.00		
	12155	0.00	13,068.94		75,800.00			88,868.94		
	12161		37.94		0.00			37.94		
	12164		29.98		0.00			29.98		
	12165	0.00	184,389.41		308,032.00			492,421.41		
	12171		459.56		11,601.00			12,060.56		
	12173		19,402.42		9,536.00	(16,564.00)	(16,564.00)	(4,189.58)		
	12174		37,575.87		102,598.00			140,173.87		
	12175	9,216.64	286,469.84		1,166,190.00			1,461,876.48		
	12176		1,209.22		0.00			1,209.22		
	12181				0.00			0.00		

To get the details of this amount Double click on the 36,000.00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Unit	Ledger	Account	Dept	Fund	Class	Fund Src	Prog_Summ	Program	Project	Budget Period	Year	Sum Total Amt	Parent Node	
1															
2	46200	DETAIL_EX	664040	4620280100	10100	505	63491	3420100	3420101	08318	2008	2008	36000	OTH2	
3															
4															
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Fill in the above chartfields in PeopleSoft Budget Details
 Note: Ledger Group for DETAIL_EX Ledger is DETAIL. Also, be sure to use the Program field, and not the Prog_Summ from the excel spreadsheet.

Navigation: Commitment Control > Review Budget Activities > Budget Details

The screenshot displays the FSVOLTST web application interface. At the top left is the SAO State Accounting Office logo. The top right shows the user name 'FSVOLTST' and navigation links: Home, MultiChannel Console, Add to Favorites, and Sign out. A 'Menu' sidebar on the left lists various system functions, with 'Review Budget Activities' > 'Budget Details' highlighted. The main content area is titled 'Budget Details' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with a 'Find an Existing Value' tab. The form contains the following fields:

Business Unit:	=	46200	Q
Ledger Group:	=	DETAIL	Q
Account:	begins with	864040	Q
Department:	begins with	4620280100	Q
Product:	begins with		Q
Fund Code:	begins with	10100	Q
Class:	begins with	305	Q
Funding Source:	begins with	63491	Q
Budget Reference:	begins with		Q
Affiliate:	begins with		Q
Fund Affiliate:	begins with		Q
Program:	begins with	3420101	Q
Special Purpose:	begins with		Q
PC Business Unit:	begins with		Q
Project:	begins with	08318	Q
Activity:	begins with		Q
Source Type:	begins with		Q
Budget Period:	begins with	2008	Q
Statistics Code:	begins with		Q

At the bottom of the search form are buttons for 'Search' and 'Clear', along with links for 'Basic Search' and 'Save Search Criteria'. The bottom of the browser window shows 'Internet' and a zoom level of '100%'.

Notice the Expense amount is the \$36,000.00

The screenshot shows a web browser window titled "Budget Details - Windows Internet Explorer". The address bar contains the URL: https://fnweb-1t.state.ga.us:60101/psp/fsvoltst/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.KK_INQ_BO_DE. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and various toolbars. The main content area displays the "Commitment Control Budget Details" for the State Accounting Office (SAO). The header includes "FSVOLTST" and navigation links like "Home", "MultiChannel Console", "Add to Favorites", and "Sign out".

Business Unit	Ledger Group	Account	Fund Code	Department	Funding Source	Program	Class	Project	Budget Period
46200	DETAIL	864040	10100	4620280100	63491	3420101	305	08318	2008

Ledger Amounts

Budget:	0.00	USD	Attributes	Display Chart	i
Expense:	36,000.00	USD	Parent / Children	Max Rows	100
Encumbrance:	0.00	USD	Associated Budgets		
Pre-Encumbrance:	0.00	USD			
Associate Revenue:	0.00	USD			

Available Budget

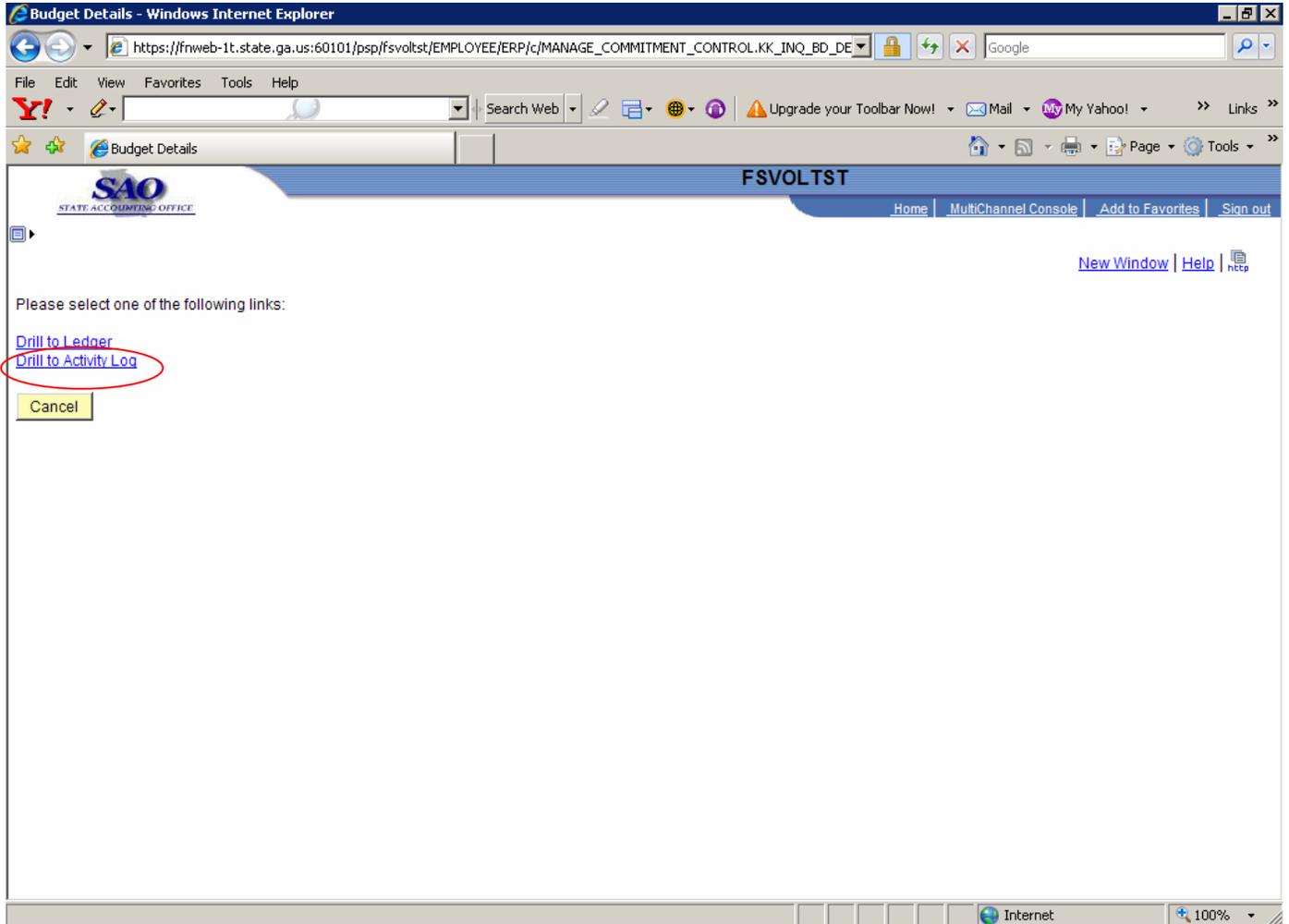
Without Tolerance:	-36,000.00	USD	Percent:	(0%)	Forecasts
With Tolerance:	-36,000.00	USD	Percent:	(0%)	

Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
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Click on the View Related Links button on the Expense Line.

Click on Drill to Activity Log



There is one transaction that makes up the amount on the Commitment Control Budget Details page. Now, Click on the Drill Down buttons to see the Transaction Line identifiers.

Budget Details - Windows Internet Explorer

https://fnweb-1t.state.ga.us:60101/psp/fsvoltst/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.KK_INQ_BD_DE

SAO STATE ACCOUNTING OFFICE

FSVOLTST

Home | MultiChannel Console | Add to Favorites | Sign out

Activity Log

Ledger: DETAIL_EX

Budget Activity Lines

Customize | Find | View All | First 1 of 1 Last

Tran ID	Tran Date	Tran Line	Ref Bdot?	Account	Fund Code	Department	Fund Src	Program	Class	Project
0033566849	10/03/2007	2 N		864040	10100	4620280100	63491	3420101	305	08318

OK

Internet 100%

In this example, the original amount of 36,000.00 was created on by voucher. The Voucher ID is listed below.

Transaction Line Identifiers

Business Unit: 46200 Voucher ID: 00254832
 Voucher Line: 1 Distribution Line: 1

Transaction Line Details

Account	Fund Code	Department	Funding Source	Program	Class	Project	PC Business Unit
864040	10100	4620280100	63491	3420101	305	08318	46200

Line Status: Warning
 Budget Date: 09/25/2007
 Line Amount: 36,000.00 USD
 Quantity: 0.6667