



FIN1650 - Selective Detail General Ledger

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The report allows the user to select a specific fund, function, object, subobject, organization, program, educational span, and project detail code for which to print transactions. The user can select current and year-to-date files. Check transactions allow for printing of either the check date or the transaction date. Vendor transactions allow for printing of either the name of the vendor or the reason for the transaction. Use the soft encumbrance option to include or exclude soft encumbrances. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Notes:

- If any errors were encountered while running this report, an error listing is printed at the end of the report. The user can use this information to locate the account code that is in error. The error for the specific account code is printed at the end of the account code line. The following are the errors that may be displayed:
 - Transactions do not equal balance - There are transactions, but the beginning amounts plus the transactions do not equal the ending amounts.
 - EOM does not equal balance - There are no transactions, but the beginning amounts and the ending amounts are not equal.
 - Error suspect records - Class does not equal 1-8.
- The report header includes a **Report Type** field (e.g., Report Type: A/A) that is a summary of the report parameters that were chosen when the report was run.
 - The first letter represents the **Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)** report parameter.
 - The second letter represents the **Accounting Period Current (C), All (A)** report parameter.

Parameter	Parameter Description
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C - Include the current reporting month on the report. Y - Include the year-to-date transactions on the report. A - Include the year-to-date transactions (current and next year) on the report. This is a required field.
Accounting Period Current (C), All (A)	C - Include the current year accounting period on the report. A - Include all accounting periods on the report. This is a required field.
Print Vendor Name (N), Reason (R)	N - Print the vendor name on the report. R - Print the reason on the report. This is a required field.
Include Requisition soft encumbrance transactions when PO encumbrance exists? (Y/N)	Y - Include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. N - Do not include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. This is a required field.

Parameter	Parameter Description
Use Check date (C) or Transaction date (T) for check transactions	C - Use the check date for check transactions on the report. T - Use the transaction date for check transactions on the report. This is a required field.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click  to create an account code mask. Otherwise, leave blank to use all account codes.
Enter Fund Range to include, or blank for ALL	Click  to select specific fund components in the enter account component ranges to be included. Otherwise, leave blank to use all funds.
Enter Function Range to include, or blank for ALL	Click  to select specific function components in the enter account component ranges to be included. Otherwise, leave blank to use all functions.
Enter Object Code Range to include, or blank for ALL	Click  to select specific object code components in the enter account component ranges to be included. Otherwise, leave blank to use all object codes.
Enter Sub Object Code Range to include, or blank for ALL	Click  to select specific subobject code components in the enter account component ranges to be included. Otherwise, leave blank to use all subobject codes.
Enter Organization Range to include, or blank for ALL	Click  to select specific organization code components in the enter account component ranges to be included. Otherwise, leave blank to use all organization codes.
Enter Program Intent Code Range to include, or blank for ALL	Click  to select specific program intent code components in the enter account component ranges to be included. Otherwise, leave blank to use all program intent codes.
Enter Ed Span Code Range to include, or blank for ALL	Click  to select specific educational span code components in the enter account component ranges to be included. Otherwise, leave blank to use all educational span codes.
Enter Project Detail Range to include, or blank for ALL	Click  to select specific project detail range components in the enter account component ranges to be included. Otherwise, leave blank to use all project detail codes.
Enter Optional Report Title	Type a report title using a maximum of 60 alphanumeric characters.

[Generate the report.](#)