

# Quick Reference Guide - Running the GL 329 Account Detail Report (CSV)

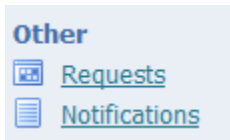
## Submit Request Option

1. Log into EAS and select your **GL Entry** or **GL Inquiry** responsibility:  
Select: Reports: Request, Run Standard Requests

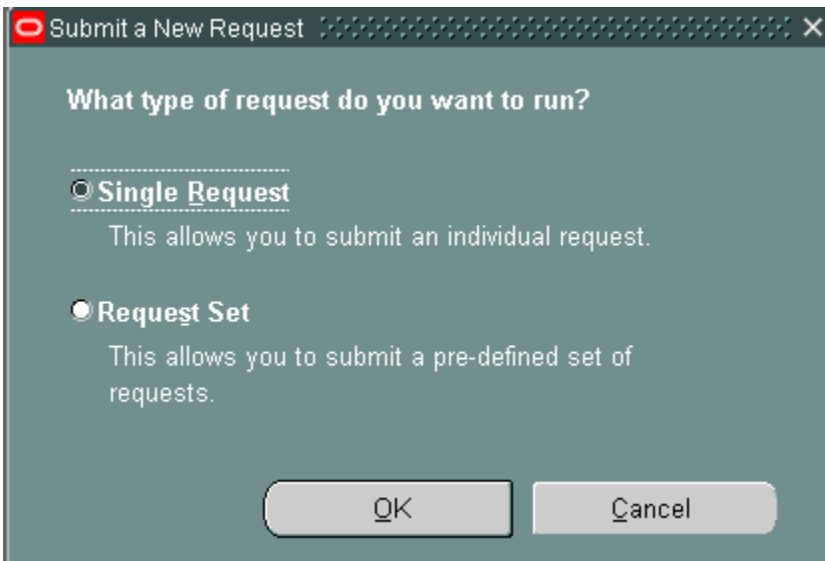



Or

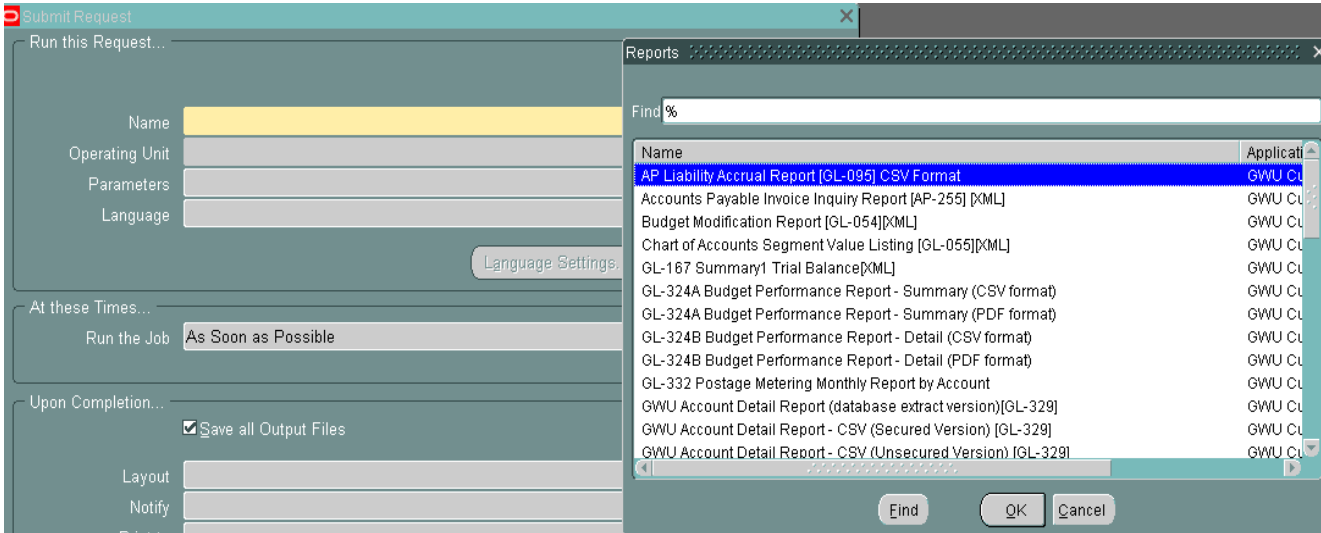
Select: Other, Requests, Submit New Request



2. Select Single Request and Click OK



3. The Submit Request form appears. Use the list of values key  to find the GW Account Detail Report (CSV) GL-329, select the report, and click OK.



4. Complete the parameter page. Click OK once completed.
- Show Parameter Page on Report: Yes or No (default)

**Note:** A flexfield is a field made up of segment values; in this case: entity, account, organization, funding source, net asset class, function, location, activity, future. You can run the report using these values. You can select to run the report for single organization and/or funding source; range of organizations and/or funding sources; a single account, organization and funding combination.

- Include Flexfield From/To: Segment value(s)
- Exclude Flexfield From/To: If applicable, segment value(s) to exclude if a range is selected, otherwise click OK
- Balance Type: Actual, Budget or Encumbrance
- Period From/To: Single period or a range (Example: Jul-06/Dec-06)
- Budget or Encumbrance: Name for the budget or encumbrance type selected
- Include Beg and End Balance? Yes or No
- Include Net Amount Column? Yes or No (column added, nets drs/crs)
- Include User Data? (additional fields are added to report, check EASIER for details)
- Include Supply Chain Details? Yes (default) or No
- Create or Approved By: Optional

**Parameters**

Show Parameter Page on Report? **Yes**

Include Flexfield From **..617013.C100001.....**

Include Flexfield To **..617013.C100001.....**

Exclude Flexfield From

Exclude Flexfield To

Period From **Jun-06**

Period To **Jun-06**

Balance Type **A** Actuals

Budget or Encumbrance Name **N/A**

Include Beg and End Balances? **Yes**

Include Net Amount Column? **No**

Include User Data? **No**

Include Supply Chain Details? **Yes**

Created or Approved by

OK Cancel Clear Help

5. You are now ready to submit the report for processing, click Submit.

**Submit Request**

Run this Request...

Name **GWU Account Detail Report - CSV (Secured Version) [GL-329]** Copy...

Operating Unit

Parameters **Yes.\.617013\C100001\...\617013\C100001\...\Jun-06.Jun-06.A.N/A.Yes.No.**

Language **American English** Language Settings... Debug Options

At these Times...

Run the Job **As Soon As Possible** Schedule...

Upon Completion...

Save all Output Files

Layout

Notify

Print to **noprint** Options...

Help (C) Submit Cancel

6. Click Refresh Data tab to check the progress of your request.

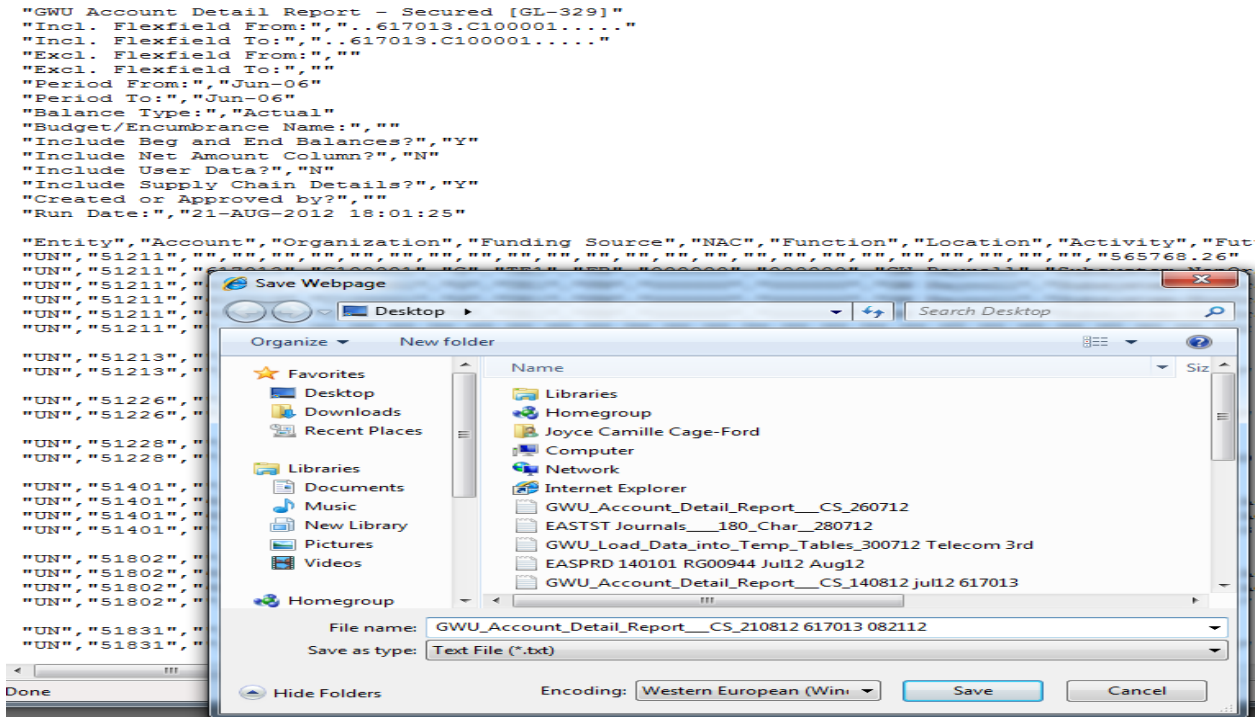


7. Once your request has completed:

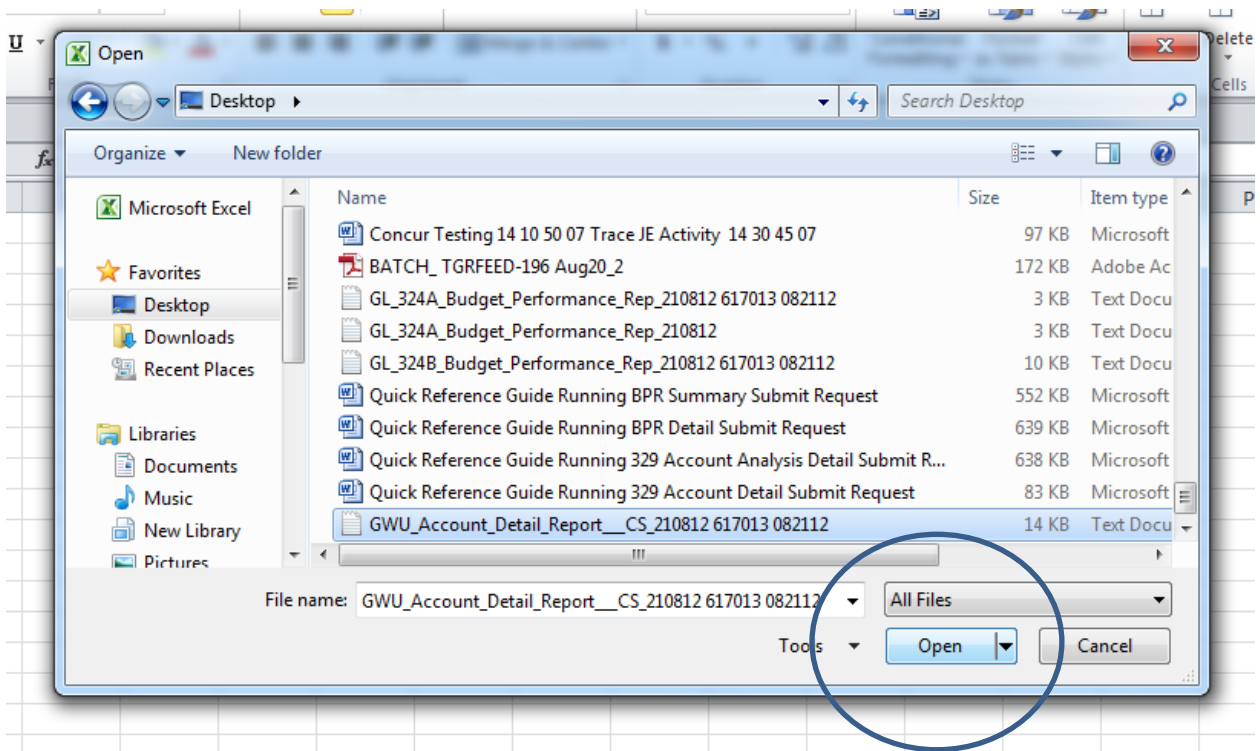
**CVS format**, click the View Output tab.

Go to File, click Save As;

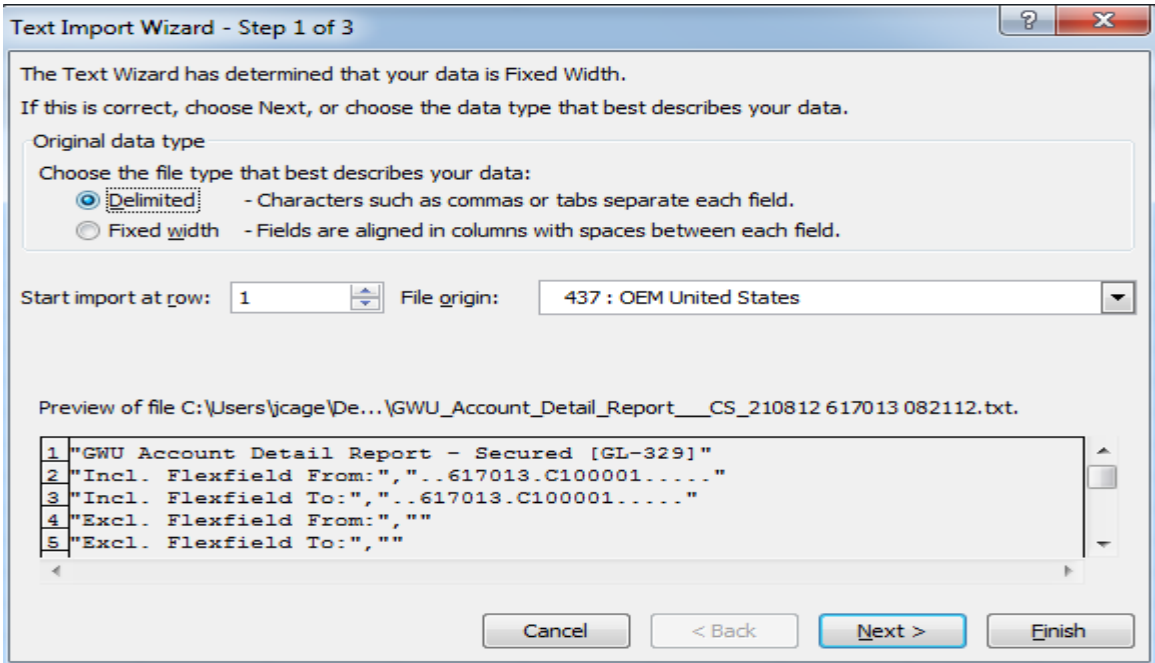
- Select a Directory to place the report
- File Name- append to displayed name or choose a different name
- Save as type-Text File
- Click Save



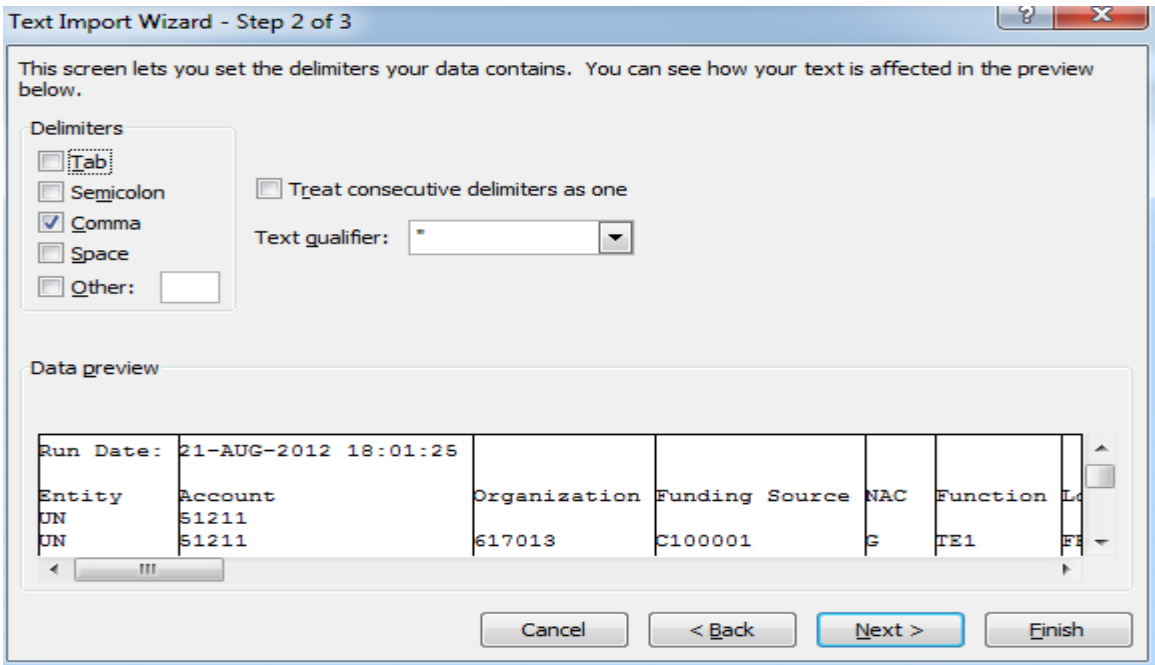
8. Open Excel and located the file saved. Make sure the File Type is set to All Files, click Open.



9. Three step import process to Excel.
  - Select – Delimited and click Next.



- Select – Check Comma, uncheck Tab



- Click the Finish Tab, the report appears as an Excel worksheet.

GWU Account Detail Report - Secured [GL-329]																								
Incl. Flexf .617013.C100001.....																								
Incl. Flexf .617013.C100001.....																								
Excl. Flexfield From:																								
Excl. Flexfield To:																								
Period Fr: 6-Jun																								
Period To: 6-Jun																								
Balance Ty: Actual																								
Budget/Encumbrance Name:																								
Include BeY																								
Include NiN																								
Include UnN																								
Include SuY																								
Created or Approved by?																								
Run Date: #####																								
Entity	Account	Organizat	Funding S	NAC	Function	Location	Activity	Future	Source	Category	Creation	Effective	Posting	Di	Batch	Nan	JE Name	JE Descrip	JE Line	No	JE Line	De	Bal	
UN	51211																							
UN	51211	617013	C100001	G	TE1	FB	0	0	GW Payro	Subsystem	2-Jun-06	2-Jun-06	2-Jun-06	Payroll-BV	Payroll-02	Payroll-02		528	Journal	Inr	Act			
UN	51211	617013	C100001	G	TE1	FB	0	0	GW Payro	Subsystem	13-Jun-06	13-Jun-06	13-Jun-06	Payroll-BV	Payroll-13	Payroll-13		522	Journal	Inr	Act			
UN	51211	617013	C100001	G	TE1	FB	0	0	GW Payro	Subsystem	26-Jun-06	26-Jun-06	26-Jun-06	Payroll-BV	Payroll-26	Payroll-26		463	Journal	Inr	Act			
UN	51211	617013	C100001	G	TE1	FB	0	0	GW Payro	Subsystem	26-Jun-06	26-Jun-06	26-Jun-06	Payroll-M	Payroll-26	Payroll-26		617	Journal	Inr	Act			
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UN	51401	617013	C100001	G	TE1	FB	0	0	Spreadshe	ZComptro	1-Jun-06	1-Jun-06	2-Jun-06	Reverses	Reverses	Reverses		456	May 2006	Act				