



General Accounting Monthly Newsletter

Note from the GL Team

Note from Payroll Department: We would like to remind everyone that with year end approaching, it means the issuing of 2022 W2s. Now is a good time to double check your mailing address and other personal information in HCM. Be sure to update everything as needed. Also, with open enrollment taking place in October, please remember if you made any changes to your benefit deductions that these changes will take effect on January 1st. If there is any delay in deductions being updated to reflect the new rates or changes, please be aware that catch-up deductions will be added to paychecks once the change has taken place. All 9-month employees also must pay catch-up amounts to cover the upcoming summer coverage for any changes or additions. All employees should review their January paycheck to ensure the correct changes have taken effect.

GL Tip of the Month

Checking General Ledger Balance in PeopleSoft

Below are the steps to look up a GL balance in PeopleSoft (email genacctg@mailbox.sc.edu with any questions/issues).

- **Navigation: Main Menu → General Ledger → Review Financial Information → Ledger**
- First step is to select the “Find an Existing Value” tab (if you have used this screen before and already have a run control) or the “Add a New Value” tab (if this is your first time using this screen). Note: If you are setting up a new run control, be sure to choose a very specific inquiry name before saving. Once a run control is set up, it cannot be deleted, and the inquiry name cannot be changed. Use underscores and hyphens to separate words as needed.
- When setting up your run control, the items in yellow below will remain the same each time you run the process. The items in green will change based on the time period you are requesting a balance.

Ledger Criteria

Inquiry Name: BAINQUIRY

*Unit: USC01 | *Ledger: ACTUALS | *Fiscal Year: 2023 | *From Period: 1 | *To Period: 1 | Currency: USD

Show YTD Balance | Show Transaction Details

Stat Code: | Date Code View: | Include Closing Adjustments | Only in Base Currency | Max Ledger Rows: 100

- Next step is to enter your chartfield information. This can be very simple such as an account or project number or very specific including a full chartfield string. Enter your desired chartfield information in the value section and select the Sum By checkbox beside the value(s) you wish to divide your balances. Then select the Search button.

Search | Clear | Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	53001		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

- This sample is very simple & shows the balance in account 53001 but can be a detailed balance based on values entered.

Ledger Amount by Currency

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)	Ba	
1	Activity	Detail	53001	OFFICE SUPPLIES	75,674.35	75,674.35	USD	75,674.35	75,674.35	US	
Currency Totals					Amount (in Transaction Currency)	75,674.35 USD	Amount (in Base Currency)	75,674.35 USD			