

How do I Export General Ledger Activity for an Audit Request?

As part of the audit process, a common request is for activity posted to the General Ledger

for a particular fiscal year, (FY) from here on, to be exported in an Excel “Friendly” or .CSV format.

This can be accomplished by the Audit Trail Report in General Ledger, using the "Default" query

(provided there are no limiting parameters coded in the query.)

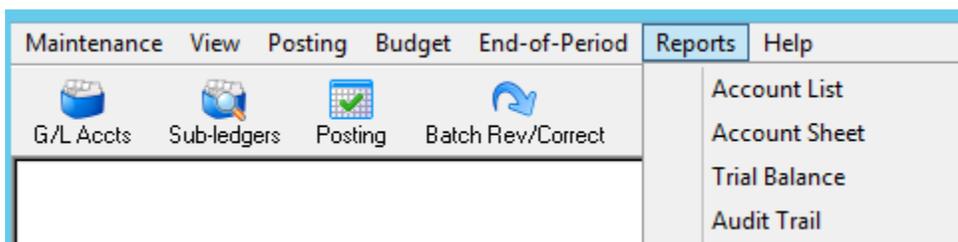
One might be thinking that you DO want a limiting parameter

because you want to limit your export to just one FY, but

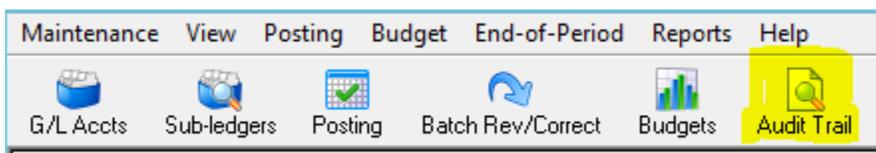
this limitation is imposed on the “Front end” screen of the Audit trail Report

(Screen shot and Details forthcoming on how to limit by FY.)

From the General Ledger Module’s Reports Menu, select the 4th item down

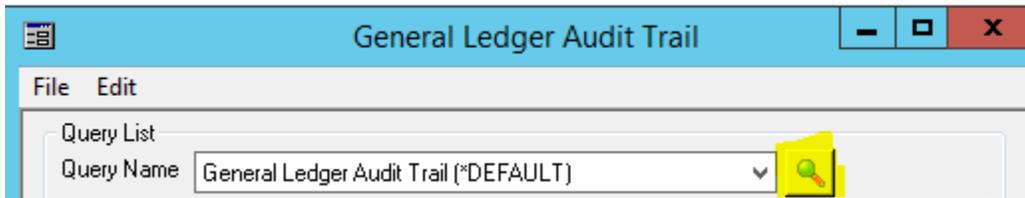


OR click in the Audit Trail icon

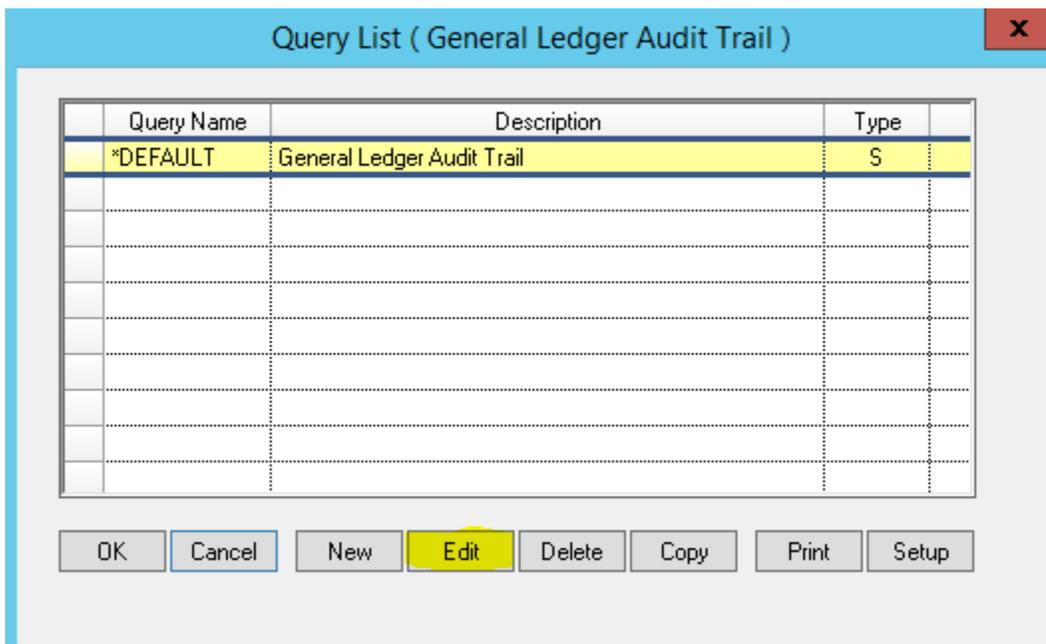


Either way, you'll get to the below window.

To verify that the Default Query does NOT have any limiting parameters, click the blue magnifying glass,



Activate the Edit button by clicking the Default Query row, and then the [Edit] button.



The below screen shot shows the Default with no limiting Parameters.

Under the options tab, use the drop down to populate the Fiscal Period Year Ending field with the FY of the audit request.

Likewise, code the fields for the next 2 drop downs for the Starting and Ending Fiscal months respectively.

The below screenshot shows the three highlighted checkboxes as Unselected because normally the audit trail shows

activity and auditors usually don't require budget information as part of this audit request.

General Ledger Audit Trail

File Edit

Query List

Query Name: General Ledger Audit Trail (*DEFAULT)

Report Title: General Ledger Audit Trail

Options | Output

Fiscal Period

Year Ending: 2020

Starting Month: July

Ending Month: June

Period: Jul, 2019 to Jun, 2020

Include Accts Without Activity

Budget Options

Include Budget

Compare entire year

Compare up to ending month

Include Encumbered Balance

Format Options

Portrait

Landscape

Include report print date as Date/Time

Include page numbers

Suppress Detail

Other Options

Print whole numbers only

Print negative numbers with Parentheses

Show Posting Details

Preview Print Export Cancel

NUM

It's a good idea to [Preview] the report before [Export]ing it, just to make sure nothing

was overlooked or miscoded.

When you are ready to export the data, click on [Export] button to a file location.

Here's a trick worth the time invested in reading this document:

Even though the "Save as type" drop down doesn't show either an Excel file type

Nor a Comma Separated Value file type, so often required by auditors, you can type over the wording

"General Ledger Audit Trail" with a more logical name AND a .CSV file extension!

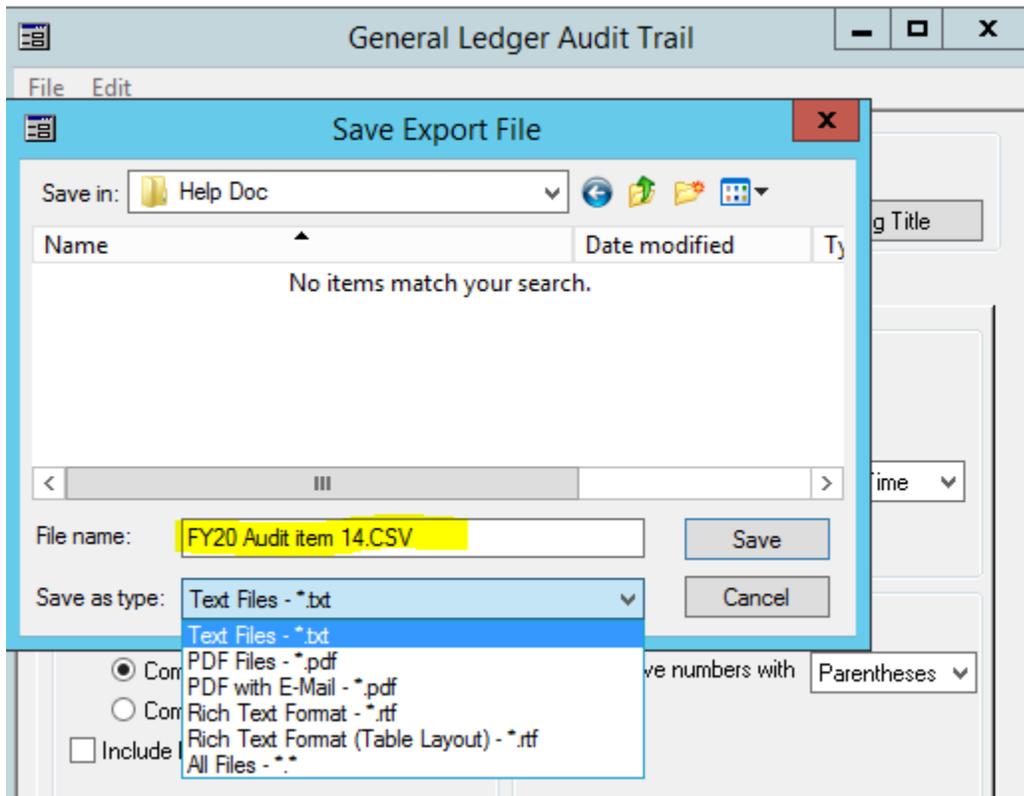
File name: For example: FY20 Audit item XX.CSV where XX is the number from the Audit request specs

And ".CSV" dot CSV file extension, will put the file in a Comma Separated Value format.

After the file has been saved, the user can then open the file by double clicking on it -

and, if configured correctly, the file will open without the user having to go through the multi-prompt wizard

Perhaps saving time and a few key strokes later.



Occasionally, the file exported will shift data over a column or 2.

This is most often because either the General Ledger Account Description and / or the Posting Reference has two double quotes which causes Excel to shift data to the right.

Because of this, the sums of the debit and credit columns will not tie.

The fastest way to determine if this shifting has happened is to turn on data filters and make sure

The batch id column, column O or nearby. Selecting the drop down for the batch id filtered column

Just make sure the first few values are all batch ids, NOT \$ amounts.

If there are ONLY batch ids, you are ok to forward to the auditors!

NO need to read on!

If there ARE \$ amounts, in the batch id column, then you can reformat the data.

Take off data filters,

sort by the batch id column ascending and then the “offending rows” with \$ amounts should sort

before the batch ids that have the expected 1st characters starting with letters.

For these “offending rows” Activate the cell address that has text and not a date,

In the below example it’s J3.

By right clicking on the cell and choose *Delete...* then select the radio button to “Shift Cells Left”

(Make sure you do this with data filters OFF because the Shift Cell Left is not available if data filters are on.)

In the below screen shot, the yellow is the before shifting data to the correct column

(notice the batch id is in column P not column O) and the green highlighted row displays

What it will look like after the column is shifted Left

I	J	K	L	M	N	O	P	Q
Balance	Date	DebitAmt	CreditAmt	BeginningAm	EndingAmt	BatchID	PeriodDes	Sub
dbl quotes"	To show what d	6/30/2020	100,028.10			0	102,250.32	GL003223 Jun,
dbl quotes"	6/30/2020	100,028.10			0	102,250.32	GL003223	Jun, 2020

(Hint: if you have more than one row that needs to be shifted back, after you do the

Right click Delete.... Shift Cells Left, the 1st time, you can move your cursor down to the next row,

same column and press the keyboard's F4 button which repeats the last operation).