Running a Budget Activity Report

How to get to PeopleSoft
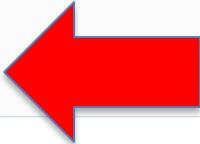
BOR Menus>BOR General Ledger>BOR GL Reports>Budget Activity Report

Once you have logged in to PS, you will see the Menu on the left hand side under Navigator.
 -You will select the option "BOR Menus".
 -On the next page, you will select "BOR GL Reports".
 -On the following page, you will select "Budget Activity Report".

Run Control IDs

Budget Activity Reports

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▽ Search Criteria

Run Control ID: [begins with ▾] [   ]

☐ Case Sensitive

[Search] [Clear]   Basic Search 🔍 Save Search Criteria

Find an Existing Value | Add a New Value

Budget Activity Reports

Find an Existing Value	Add a New Value

Run Control ID: [Budget_Activity   ]

[Add]

Find an Existing Value | Add a New Value

After selecting "Add a New Value", you will be directed to the page above. In the blank box beside "Run Control ID" You will type "Budget_Activity" and then select the "Add" button.

The first time you run a Budget Activity Report, you will need to select the box "Add a New Value"
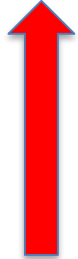
Run Control IDs

Budget Activity Reports

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value	Add a New Value

▽ Search Criteria

Run Control ID: [begins with ▼] [_____]

☐ Case Sensitive

| Search | Clear | Basic Search | 🔍 Save Search Criteria |

Search Results

| View All | First | ◄ | 1 of 1 | ► | Last |

Run Control ID	Language Code
Budget_Activity_Report	English

Find an Existing Value | Add a New Value

If you have previously set up a Run Control ID for your Budget Activity Reports, then you will select the tab labeled "Find and Existing Value". From this page you will press the "Search Button" while the Run Control ID field is empty. This will populate any run controls that you have for this report. You will select the correct option and you will be directed to the next page.

Setting up your Budget Activity Report

If this is the first time that you have run a Budget Activity Report, you will be given a parameter page with blank fields.

Budget Activity Reports

Run Control ID Budget_Activity   Report Manager   Process Monitor   [Run]

Budget Activity Detail Report: ☐   Budget Activity Summary Report: ☐

Business Unit: 73000 🔍   Budget Reference: [   ]

All Fiscal Periods: ☐

From Fiscal Year: [   ] 🔍   From Acctg Period: [   ]   From Project: [%] 🔍
To Fiscal Year: [   ] 🔍   To Acctg Period: [   ]   To Project: [%] 🔍

From Fund Code: [%] 🔍   From Department: [   ] 🔍   From Account: [%] 🔍
To Fund Code: [%] 🔍   To Department: [   ] 🔍   To Account: [%] 🔍

💾 Save   ➕ Add   📝 Update/Display

Detail vs. Summary

The first thing that you will need to do is select which format you would like for your report to be in. A box must be selected in order to run you Budget Activity Report. Your options are Budget Activity Detail Report and Budget Activity Summary Report, as seen below.

Budget Activity Detail Report: ☐   Budget Activity Summary Report: ☐

The Detail Report will provide you with a breakdown of every expenditure line by line in your budget. You will be able to see specific charges for specific vendors.

The Summary Report will provide you with totals of your budget and expenditures. You will not be able to see specifics, but you will be able to see total calculated amounts.

Business Unit

Business Unit: 73000

- The Business Unit identifies which institution the report should be pulling information from. At GHC our Business Unit is 73000 for all PS reports. This box should be automatically populated.
- If you ever accidently delete the information in the field, you can select the magnifying glass to search for Georgia Highlands College.

Look Up Business Unit

Help

Business Unit: begins with
Description: begins with

Look Up   Clear   Cancel   Basic Lookup

Search Results

View 100   First   1 of 1   Last

Business Unit	Description
73000	Georgia Highlands College

Budget Reference, Fiscal Year, and Accounting Periods

Both the Budget Reference and the Fiscal Year fields must be the same value. According to the example, we would enter "2020" into all three boxes.

Budget Reference: [ ]

The Budget Reference is the fiscal year that you are requesting information from.

Leave this box blank

All Fiscal Periods: [ ]

From Fiscal Year: [ ]
To Fiscal Year [ ]

The fiscal year runs from July 1st to June 30th.
Example:
Date Range: July 1, 2019-June 30, 2020
Fiscal Year: 2020

From Acctg Period: [ ]
To Acctg Period: [ ]

The Accounting Periods run on the same calendar as the fiscal years. Period 1 is July and Period 12 is June. Because you always want to see all of your activity, you will enter a "From Acctg Period" Date of "1" and a "To Acctg Period" Date of "12".

Project

This field will always have the % sign in both boxes. We use the Project category for things like grants that are awarded to the college. Though there is a field in the Budget Activity Report to enter a Project, the Budget Activity Report will not actually give accurate information for a Project Budget. There is another report that can be generated for budgets that involve project codes.

From Project: %

To Project: %

Side Note: If you are interested in receiving a grant, please contact the Accounting Office PRIOR to any application or acceptance. All grants must be maintained by the Accounting Office. Many times there are stipulations or requirements that GHC is not able to consent to. It is of the upmost importance to always get full approval from any department that will be involved in a grant prior to signing any contracts or accepting any funds.

Fund Codes

Fund codes are used to tell us what the source of the money is in the departments. The funds are broken into categories such as State Appropriations, Tuition, Student Activities, Fees, Auxiliary Funds, etc. Some departments are funded through more than one Fund Source. Because of this, we like to keep these fields populated with the % so that you will be able to see any funds that you have in your department.

From Fund Code: %
To Fund Code: %

Departments

Each department at GHC has a department number. In Accounting, we use these numbers to track expenditures by department. Please ensure that you place your department number in both the "From Department" field and the "To Department" field. If you are not sure what your department number is you can use the magnifying glass to search.

From Department:
To Department:

Look Up From Department

SetID: 73000
Department: begins with ▼
Manager Name: begins with ▼

Look Up   Clear   Cancel   Basic Lookup

A box will pop up for you to search for your department. If you know the first few numbers, you can enter them into the field labeled "Department" and press search. If you do not know your department number, you can look up the department by the last name of the budget manager. If you would like to look up the number by the budget manager, you will enter the managers last name into the field labeled "Manager Name" and press search.

Accounts

Accounts are used to categorize budgeted amounts and expenditures. The four main account categories are Personal Services (5XXXXX), Travel (6XXXXX), Operating Supplies (7XXXXX), and Equipment (8XXXXX). Since we are looking at our entire budget, you will make sure that your fields are filled with %.

From Account: %

To Account: %

Completed Parameters

Once you have entered all of the fields in your budget activity report, your report should look like the below screen shot. The only thing that will differ is the type of report, summary or detail, and the department number.

Running the Budget Activity Report

Run

Click the "Run" button as shown to the left.

After you have clicked Run, a box will pop up with the Process Scheduler Request. You will confirm that your Budget Activity Report box is selected and then you will click "OK".

Process Scheduler Request

Help

User ID	hhenders			Run Control ID	Budget_Activity

Server Name	[_____]	Run Date	07/30/2015	
Recurrence	[_____]	Run Time	9:02:23AM	Reset to Current Date/Time
Time Zone	[____]			

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Budget Activity Reports	BORRG045	SQR Report	Web	PDF	Distribution

OK   Cancel

Budget Activity Reports

Run Control ID Budget_Activity   Report Manager   Process Monitor   Run

Process Instance:76670

Budget Activity Detail Report: ☑   Budget Activity Summary Report: ☐

Business Unit: 73000   Budget Reference: 2016

All Fiscal Periods: ☐

From Fiscal Year:	2016	From Acctg Period:	1	From Project:	%
To Fiscal Year	2016	To Acctg Period:	12	To Project:	%

From Fund Code:	%	From Department:	6200630	From Account:	%
To Fund Code:	%	To Department:	6200630	To Account:	%

Save   Return to Search   Previous in List   Next in List   Add   Update/Display

After you click OK, you will be taken back to the parameters page where you will then click the "Process Monitor" hyperlink.

Process Monitor Page

This is the page you will be directed to after clicking the Process Monitor hyperlink. This is where you will wait for your report to be generated. Some things that we are looking at on this page are
1.   Run Status- This will begin by saying "Queued" and will say "Success" when the report is finished.
2.   Distribution Status- This will begin by saying "N/A" and will say "Posted" when the report is finished.
3.   Details- This is the hyper link that you will click when you are ready to view the report.
4.   Refresh Button- The refresh button is what you will press until your Run Status and Distribution Status are showing as "Success" and "Posted". You may have to click the Refresh button multiple times.

Once all of your screen is displaying the correct information as shown in the screen shot above, you will then click on the "Details" hyperlink.

Process Detail>View Log Trace

Process Detail

Process

Instance	7667012	Type	SQR Report
Name	BORRG045	Description	Budget Activity Reports
Run Status	Success	Distribution Status	Posted

Run

Update Process

Run Control ID Budget_Activity
Location Server
Server PSUNX3
Recurrence

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

Date/Time

Actions

Request Created On 07/30/2015 9:04:51AM EDT
Run Anytime After 07/30/2015 9:02:23AM EDT
Began Process At 07/30/2015 9:05:19AM EDT
Ended Process At 07/30/2015 9:05:49AM EDT

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

OK   Cancel

Once you have clicked Details, you will have a box pop up labeled Process Detail. In this box, you will click the hyperlink "View Log Trace"

View Log/Trace

Report

Report ID:	6799156	Process Instance:	7667012	Message Log
Name:	BORRG045	Process Type:	SQR Report	
Run Status:	Success			

Budget Activity Reports

Distribution Details

Distribution Node: DNODE   Expiration Date: 10/28/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_BORRG045_7667012.log	1,844	07/30/2015 9:05:49.781197AM EDT
borrg045_7667012.out	8,020	07/30/2015 9:05:49.781197AM EDT
borrg045_7667012_Detail.pdf	7,619	07/30/2015 9:05:49.781197AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	hhenders

Return

You will then have a new box pop up that is labeled View Log Trace. This is where you will click the pdf option.

Budget Activity Report

Budget Manager: Henderson,Haley R		Budget Ref:	2016		From Fiscal Year:	2016	To Fiscal Year:	2016
Department:	6200630	Budget Office	All Fiscal Periods:	No	Acct Period From:	1 (JUL2015)	Acct Period To:	12 (JUN2016)
Fund Code:	10500	Tuition						

Account Jrnl/Tran	Program/ Class	APPROP	ORG				
Date Type DocumentID Line Description		Budgeted Vendor	Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining

Account Jrnl/Tran Date Type DocumentID Line Description	Program/Class	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
500000 Personal Services	16200 / 11000	37,848.00					
521000 Salaries-Professional/Admin	16200 / 11000		17,710.00				
Totals				0.00	0.00	0.00	17,710.00
551000 FICA	16200 / 11000		1,355.00				
Totals				0.00	0.00	0.00	1,355.00
552000 Retirement Systems	16200 / 11000		5,055.00				
Totals				0.00	0.00	0.00	5,055.00
553000 Group Insurance	16200 / 11000		13,728.00				
Totals				0.00	0.00	0.00	13,728.00
Personal Services Total		37,848.00	37,848.00	0.00	0.00	0.00	37,848.00
600000 Travel - Budgetary Account	16200 / 11000	2,142.00					
Travel - Budgetary Account Total		2,142.00	0.00	0.00	0.00	0.00	2,142.00
700000 Oper Supp and Exp-Budget Acct	16200 / 11000	1,858.00					
714000 Supplies and Materials	16200 / 11000		0.00				
714100 Supplies & Materials Expense							
07/16/15 PO 0000510263 1 Miscellaneous supplies		STAPLESBUS		0.00	179.07	0.00	
07/23/15 Vchr 05301218 1 Enc Liquidation: 0000510263/1		STAPLESBUS		0.00	-52.48	0.00	
07/23/15 Vchr 05301218 1 Miscellaneous supplies		STAPLESBUS		0.00	0.00	52.48	
Totals				0.00	126.59	52.48	-179.07
Oper Supp and Exp-Budget Acct Total		1,858.00	0.00	0.00	126.59	52.48	1,678.93

Budget Activity Report

BUDGET ACTIVITY REPORT - Detail
Georgia Highlands College

Budget Manager: Henderson,Haley R			Budget Ref:	2016		From Fiscal Year:	2016	To Fiscal Year:	2016
Department:	6200630	Budget Office	All Fiscal Periods:	No		Acct Period From:	1 (JUL2015)	Acct Period To:	12 (JUN2016)
Fund Code:	10500	Tuition							

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
Totals for Dept/Fund/Program/Class:											
			6200630 / 10500		16200 / 11000	41,848.00	37,848.00	0.00	126.59	52.48	41,668.93
Totals for Dept/Fund:											
			6200630 / 10500			41,848.00	37,848.00	0.00	126.59	52.48	41,668.93

Budget Activity Report- Header

The header of the Budget Activity Report will tell you the Budget Manager, the Department name and number, the Fund name and number, the Budget Reference, the Fiscal Year, and the Accounting Periods.

BUDGET ACTIVITY REPORT - Detail
Georgia Highlands College

Budget Manager:	Henderson,Haley R		Budget Ref:	2016	From Fiscal Year:	2016	To Fiscal Year:	2016
Department:	6200630	Budget Office	All Fiscal Periods:	No	Acct Period From:	1 (JUL2015)	Acct Period To:	12 (JUN2016)
Fund Code:	10500	Tuition						

Budget Activity Report-Columns

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining

This is where you will see your account numbers.

This is where you will see your Program code, your class code, and a description of your purchase.

This is your appropriation budget. These amounts are your total budgeted funds for a single account category.

This is your Organizational budget. These amounts are broken down into specific accounts to show exactly what is budgeted in each account line. Usually, you will only see the Personal Services accounts in this column.

In this column you will see any encumbrances that you have in your department.

This is where you will see any expenses that have been paid out of your department.

This is the amount of funds that you have left in your budget after all of your encumbrances and expenditures have been subtracted from your original budget.

Budget Activity Report-Personal Services

This is the section of the report that shows you information for your personal services. Personal Services are identified by the account numbers that begin with "5". As we mentioned previously, Personal Services are budgeted at the ORG level meaning that each subaccount has a set budget.

Account	Jrnl/Tran Date Type DocumentID Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
500000	Personal Services	16200 / 11000	37,848.00					
521000	Salaries-Professional/Admin	16200 / 11000		17,710.00				
	Totals				0.00	0.00	0.00	17,710.00
551000	FICA	16200 / 11000		1,355.00				
	Totals				0.00	0.00	0.00	1,355.00
552000	Retirement Systems	16200 / 11000		5,055.00				
	Totals				0.00	0.00	0.00	5,055.00
553000	Group Insurance	16200 / 11000		13,728.00				
	Totals				0.00	0.00	0.00	13,728.00
Personal Services Total			37,848.00	37,848.00	0.00	0.00	0.00	37,848.00

As you see above, there are multiple things that get charged to the Personal Services budget other than the salaries. Benefits, Taxes, and Retirement are all budgeted here as well. Though it is not listed above, some budgets also have a subaccount for Casual Labor. This subaccount must be monitored by the Budget Manager of the department to ensure that the budget is not exceeded.

Budget Activity Report-Travel

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
600000	Travel - Budgetary Account				16200 / 11000	2,142.00					
641000	Travel - Employee				16200 / 11000		0.00				
641130	Travel-Employees-Meals										
	09/24/15	ExRpt	0000541870	1		Henderson,Haley	004621	0.00	0.00	5.25	
	09/24/15	ExRpt	0000541870	2		Henderson,Haley	004621	0.00	0.00	6.75	
	09/24/15	ExRpt	0000541870	3		Henderson,Haley	004621	0.00	0.00	15.00	
	09/24/15	ExRpt	0000541870	4		Henderson,Haley	004621	0.00	0.00	7.00	
	09/24/15	ExRpt	0000541870	5		Henderson,Haley	004621	0.00	0.00	9.00	
	09/24/15	ExRpt	0000541870	6		Henderson,Haley	004621	0.00	0.00	15.00	
	12/02/15	ExRpt	0000549476	1		Henderson,Haley	004737	0.00	0.00	4.50	
	12/02/15	ExRpt	0000549476	5		Henderson,Haley	004737	0.00	0.00	5.25	
	12/02/15	ExRpt	0000549476	6		Henderson,Haley	004737	0.00	0.00	11.25	
641140	Travel-Employees-Lodging										
	09/24/15	ExRpt	0000541870	7		Henderson,Haley		0.00	0.00	438.00	
	12/02/15	ExRpt	0000549476	4		Henderson,Haley		0.00	0.00	109.00	
	Totals							0.00	0.00	626.00	-626.00
Travel - Budgetary Account Total						2,142.00	0.00	0.00	0.00	626.00	1,516.00

In the travel account line, you will see any expenses related to employee travel. Please note that Registration fees are not paid from the Travel line, though they are generally associated with travel. These expenses will be reflected in OSE.

Budget Activity Report-OSE

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
700000	Oper Supp and Exp-Budget Acct				16200 / 11000	1,858.00					
712000	Motor Vehicle Exp				16200 / 11000		0.00				
712100	Motor Vehicle Exp										
	09/30/15	JE	0000228551	12	Sept'15 - Vehicle Report Roma/			0.00	0.00	162.50	
	Totals							0.00	0.00	162.50	-162.50
714000	Supplies and Materials				16200 / 11000		0.00				
714100	Supplies & Materials Expense										
	07/16/15	PO	0000510263	1	Miscellaneous supplies	STAPLESBUS		0.00	179.07	0.00	
	07/23/15	Vchr	05301218	1	Miscellaneous supplies	STAPLESBUS	126830	0.00	0.00	52.48	
	07/23/15	Vchr	05301218	1	Enc Liquidation: 0000510263/1	STAPLESBUS		0.00	-52.48	0.00	
	08/03/15	Vchr	05301309	1	Enc Liquidation: 0000510263/1	STAPLESBUS		0.00	-108.36	0.00	
	08/03/15	Vchr	05301309	1	Miscellaneous supplies	STAPLESBUS	126829	0.00	0.00	108.36	
	08/03/15	Vchr	05301310	1	Enc Liquidation: 0000510263/1	STAPLESBUS		0.00	-18.23	0.00	
	08/03/15	Vchr	05301310	1	Miscellaneous supplies	STAPLESBUS	126829	0.00	0.00	18.23	
	10/31/15	JE	EXT2016004	175	PCard - Oct'15			0.00	0.00	2.76	
	10/31/15	JE	EXT2016004	176	PCard - Oct'15			0.00	0.00	41.87	
	10/31/15	JE	EXT2016004	177	PCard - Oct'15			0.00	0.00	208.85	
	11/19/15	Vchr	05302542	1	NOV 18	PETTYCASH	127940	0.00	0.00	29.31	
	Totals							0.00	0.00	461.86	-461.86
727000	Other Operating Expense				16200 / 11000		0.00				
727100	Other Operating Expense										
	11/30/15	JE	0000249362	7	Nov'15 - Dept. Copy/Print			0.00	0.00	58.19	
727110	Oth Oper Exp - Registration										
	08/27/15	Vchr	05301609	1	2015 SUMMIT REG FISCAL AFFAIRS	REGENTSO	127044	0.00	0.00	285.00	
	Totals							0.00	0.00	343.19	-343.19
Oper Supp and Exp-Budget Acct Total						1,858.00	0.00	0.00	0.00	967.55	890.45

Congratulations! You ran your Budget Activity Report!