Running a Budget Activity Report in Financials 9.2

The Budget Progress Report has been phased out with the upgrade to PeopleSoft Financials 9.2. Instead, Budget Managers will have access to the Budget Activity Report, which is very similar to the Budget Progress Report, to monitor their budget and expenditures.

To run the Budget Activity Report, log into PeopleSoft Financials using the link provided on the Budget Office website. After you log in, you will see the main menu.

Select the BOR Menus link.

Select BOR General Ledger and then the BOR GL Reports link.

Select the Budget Activity Report link.

This brings you to the page where you select an existing run control by clicking on the search button or you can add a new run control by selecting the tab labeled “Add a New Value”. This will then load the parameters page where you will enter the data for the report you wish to run.

Recommendation At this point, click on the “Favorites” button at the top of the page and set this report as a favorite. This works just like a favorite on an internet browser.

The parameter page will look very similar to the Budget Progress Report parameter page, but we have some new enhanced features.

At the top of the page, you will see you now have the option to run a detail report or a

summary report. One of these two boxes must be checked to run the report. For this example, a detail report will be run. You may select both of these boxes at one time. You will receive two emails – one containing the detailed report and another with the summary report.

The next box is the business unit. ***The Business Unit for Savannah State University is 48000.***

To Fund Code: % To Department: % To Account: %

Save Add Update/Display

The next field is the Budget Reference field. This is for the budget year you wish to run the report. In this example, we will look at the 2015 budget year.

Budget Activity Reports

Run Control ID BAT Report Manager Process Monitor Run

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

Business Unit: 71000 Budget Reference: 2015

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

A new feature is the ability to run the report for all fiscal periods. By selecting this box, the report will include the budget and expenditure data for the budget year entered in the budget

reference box and all accounting periods. When this box is selected, the to/from Fiscal Year and the to/from Acctg Period boxes are greyed out.

If you do not select the All Fiscal Periods box, you will need to select the fiscal year and account period you wish to see. The fiscal year can be for the current year only or for a range of years, if you wish to see prior year data. The Accounting Period is the same as it was for the Budget Progress Report.

Period 1 = July
Period 2 = August
Period 3 = September
Period 4 = October
Period 5 = November
Period 6 = December
Period 7 = January
Period 8 = February
Period 9 = March
Period 10 = April
Period 11 = May
Period 12 = June

For this example, the All Fiscal Period box will be used.

The next field is the project field. Unless you have a facility or IT project, you will leave this field populated with the % or wildcard. If you are running a report for a facility or IT project, you can either type in the project ID or use the magnifying glass to search for the correct project ID.

The next field is the fund code. It is recommended you leave this with the % or wildcard symbol to bring back all funds associated the department.

The next field is the department fields. You would enter in your 7 digit department ID number or use the magnifying glass to search for it. As you type the number, a search box will also automatically display.

The last field is the account code. Enter the range of accounts you wish to see. The account structure has not changed.

500000-599999 = Personal Services
600000-699999 = Travel
700000-799999= Operating
800000-899999= Equipment

For all accounts, the range should be 500000-899999.

In this example, we will see what has been charged to the selected department for all accounts.

Click on the save button to save the parameter page then click the Run button.

After selecting run, the Process Scheduler Request box will appear. There is now only one selection for the type of report since that has been added to the parameter page. Select the type of distribution you want. You have the option to email the report to yourself or to run it the window.

Budget Activity Reports

Run Control ID BAT | Report Manager | Process Monitor | Run

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

Business Unit: 71000 | Budget Reference: 2015

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

Process Scheduler Request

User ID AJURGENS | Run Control ID BAT

Server Name | Run Date 02/20/2015

Recurrence | Run Time 2:05:53PM | 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

The report will look and read just as the Budget Progress Report did.

BUDGET ACTIVITY REPORT - Detail
Georgia Perimeter College

Budget Manager: Hickey, Diane D — Budget Ref: 2015 — From Fiscal Year: ALL — To Fiscal Year: ALL
Department: 6409300 Assoc/Asst VP-Finance/Budget — All Fiscal Periods: Yes — Acct Period From: 1 ALL — Acct Period To: 12 ALL
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
500000	Personal Services				16200 / 11000	449,974.00					
521000	Salaries- Professional/Admin				16200 / 11000		319,591.00				
521100	Salaries- Professional/Admin										
	07/31/14	JE	P001095692	261	734 - July 31, 2014 - MO1			0.00	0.00	26,291.67	
	08/29/14	JE	P001106175	238	834 - Aug 29, 2014 - MO1			0.00	0.00	26,291.67	
	08/29/14	JE	P001110788	175	Encumbrance Projection			0.00	262,916.67	0.00	
	09/30/14	JE	P001117935	175	HR Payroll - Encumbrances			0.00	-262,916.67	0.00	
	09/30/14	JE	P001116926	294	34 - Sept 30, 2014 - MO1			0.00	0.00	26,291.67	
	09/30/14	JE	P001117971	179	Encumbrance Projection			0.00	236,625.00	0.00	
	10/31/14	JE	P001131592	181	HR Payroll - Encumbrances			0.00	-26,291.67	0.00	
	10/31/14	JE	P001131591	302	044 - Oct 31, 2014 - MO1			0.00	0.00	26,291.67	
	11/28/14	JE	0001144671	181	Reverse Encumbrance Projection			0.00	26,291.66	0.00	
	11/28/14	JE	P001140398	181	Encumbrance Projection			0.00	-26,291.66	0.00	
	11/28/14	JE	P001138422	305	N34 - Nov 28, 2014 - MO1			0.00	0.00	26,291.67	
	11/30/14	JE	P001140780	181	HR Payroll - Encumbrances			0.00	-210,333.33	0.00	
	11/30/14	JE	0001144492	140	Encumbrance Projection Correct			0.00	184,041.69	0.00	
	12/31/14	JE	P001147870	181	HR Payroll - Encumbrances			0.00	-184,041.69	0.00	
	12/31/14	JE	P001147820	297	D34 - Dec. 31, 2014 - MO1			0.00	0.00	26,291.67	
	Totals							0.00	0.00	157,750.02	157,750.98
525000	Salaries- Casual Labor				16200 / 11000		50,882.00				
525100	Part Time Staff										
	07/01/14	JE	P001098897	184	834 - Aug 8, 2014 - BW1			0.00	0.00	-780.23	
	07/11/14	JE	P001091786	250	714 - July 11, 2014 - BW1			0.00	0.00	1,957.00	
	07/25/14	JE	P001095680	241	724 - July 25, 2014 - BW2			0.00	0.00	1,957.00	
	08/08/14	JE	P001098898	238	834 - Aug 8, 2014 - BW1			0.00	0.00	1,442.00	
	08/22/14	JE	P001103770	228	824 - Aug 22, 2014 - BW3			0.00	0.00	1,519.25	
	09/05/14	JE	P001111000	235	914 - Sept 5, 2014 - BW1			0.00	0.00	1,931.25	
	09/19/14	JE	P001115070	236	924 - Sept 19, 2014 - BW2			0.00	0.00	1,030.00	
	10/03/14	JE	P001119831	241	014 _ October 03, 2014 _ BW1			0.00	0.00	1,596.50	
	10/17/14	JE	P001123584	239	024 _ October 17, 2014 _ BW2			0.00	0.00	978.50	
	10/31/14	JE	P001128593	223	034 _ October 31, 2014 _ BW3			0.00	0.00	1,931.25	
	11/14/14	JE	P001132371	243	N14 _ November 14, 2014 _ BW1			0.00	0.00	1,739.13	
	11/28/14	JE	P001138087	240	N24 _ November 28, 2014 _ BW3			0.00	0.00	1,557.88	
	12/12/14	JE	P001143272	240	D14_December 12, 2014_BW1			0.00	0.00	527.88	
	12/26/14	JE	P001147802	228	December 2nd BW			0.00	0.00	1,905.50	

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Please contact the Budget Office if you have any questions.

Arisa Burgest, (912) 358-4053,
asburges@savannahstate.edu

Joel Paulk, (912) 358-4056,
paulkj@savannahstate.edu