

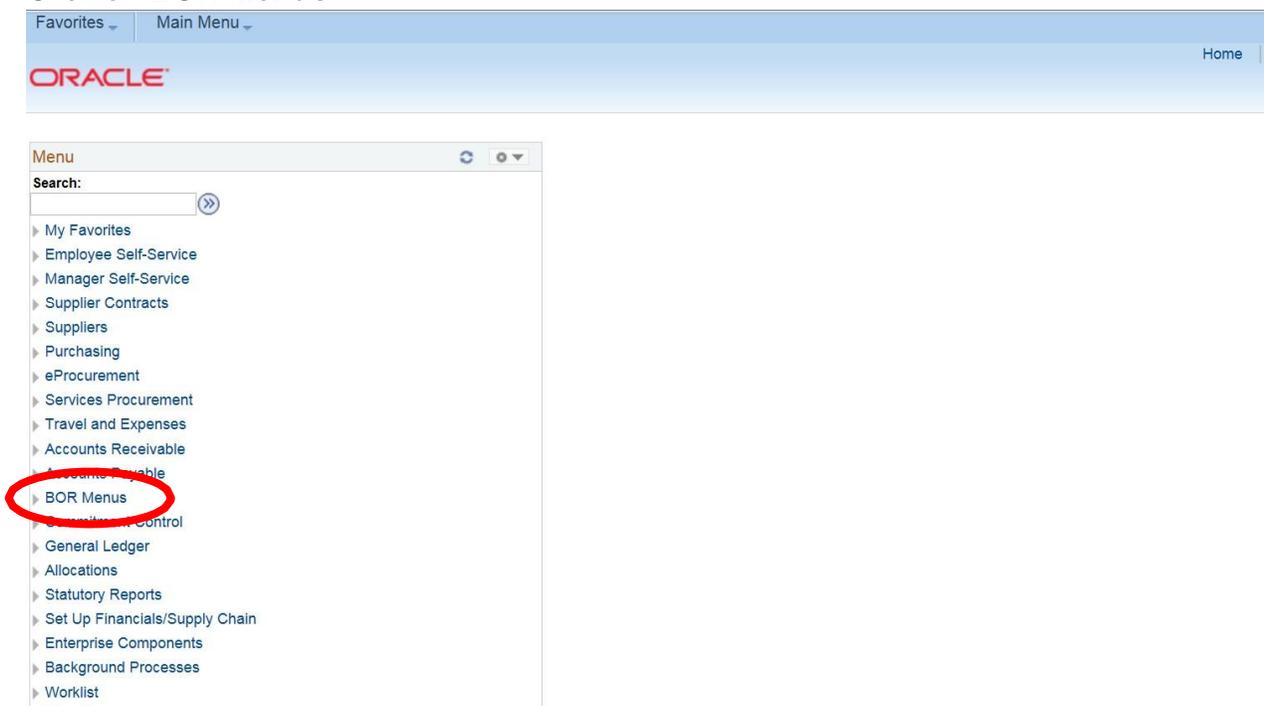
Instructions for Budget Activity Report

The **Budget Progress Report** will no longer be available in the upgraded version of PeopleSoft (version 9.2). The **Budget Activity Report** will be replacing the **Budget Progress Report**. The **Budget Activity Report** looks and functions very similar to the old **Budget Progress Report**. **Users will need to set up a new run control ID** for the **Budget Activity Report**. Below are instructions for creating the new run control ID and for entering the parameters for the report.

Some of the changes that you will see:

- The prior and future period rows have been removed from the report.
- Changes were made so the line descriptions are better identified. For example, the line that liquidates an encumbrance will now reflect a description of “Encumbrance Liquidation” and will indicate the PO ID and line # being liquidated.
- Users will need to establish a user id and run the Grant Budget Activity Report for grant accounts.

1. Click on **BOR Menus**



2. Click on **BOR General Ledger**
3. Click on **BOR GL Reports**



4. Click on **Budget Activity Report**



5. You will need to establish a new **Run Control ID** before you run the report for the first time.
6. Click on the **Add a New Value** tab
7. Enter a run control ID (Budget_Activity_Report). Remember run control ID's cannot have any spaces.
8. Click the **Add** button



Budget Activity Reports

Find an Existing Value **Add a New Value**

Run Control ID: Budget_Activity_Report

Add

9. Enter the report parameters

- a. Indicate checkbox for **Detail** or **Summary** report
- b. Enter budget year in **Budget Reference**
- c. If you want all periods in the fiscal year, you can select the **All Fiscal Periods** checkbox. If you want certain periods, do not click the check box and enter the appropriate **Accounting Periods**.
- d. Enter **Fund Code(s)**
- e. Enter **Department ID**
- f. Enter **Account Codes(s)**



Budget Activity Reports

Run Control ID Budget_Activity_Report

Report Manager Process Monitor

Run

Budget Activity Detail Report:

Budget Activity Summary Report:

Business Unit: 54000

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

10. Click the **Save** button

11. Click the **Run** button

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR General Ledger ▾ > BOR GL Reports ▾ > Budget Activity Report

ORACLE

Budget Activity Reports

Run Control ID Budget_Activity_Report Report Manager Process Monitor **Run**

Budget Activity Detail Report: Budget Activity Summary Report:

Business Unit: 54000 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

12. Click **OK**

Process Scheduler Request

User ID pdurroug Run Control ID Budget_Activity_Report

Server Name Run Date 03/18/2015
 Recurrence Run Time 2:14:13PM **Reset to Current Date/Time**
 Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Activity Reports	BORRG045	SQR Report	Web	PDF	Distribution

OK Cancel

13. Click the **Process Monitor** link

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR General Ledger ▾ > BOR GL Reports ▾ > Budget Activity Report

ORACLE

Budget Activity Reports

Run Control ID Budget_Activity_Report Report Manager **Process Monitor** Run

Budget Activity Detail Report: Budget Activity Summary Report:

Business Unit: 54000 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: 10000 From Department: 1045125 From Account: 500000
 To Fund Code: 10600 To Department: 1045125 To Account: % []

Save Add Update/Display

14. Click **Refresh** until you receive a Run Status of **Success** and a Distribution Status of **Posted**.

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR General Ledger ▾ > BOR GL Reports ▾ > Budget Activity Report > Process Monitor

ORACLE

Process List Server List

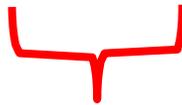
View Process Request For

User ID pdurroug Type [] Last [] 3 Days [] Refresh

Server [] Name [] Instance [] to []

Run Status [] Distribution Status [] Save On Refresh

Process List		Personalize		Find		View All		First 1 of 1 Last	
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6890992		SQR Report	BORRG045	pdurroug	03/18/2015 2:14:13PM EDT	Success	Posted	Details



15. Click **Details** link

Favorites > Main Menu > BOR Menus > BOR General Ledger > BOR GL Reports > Budget Activity Report > Process Monitor

ORACLE

Process List | Server List

View Process Request For

User ID: pdurroug | Type: [v] Last | [3] Days | Refresh

Server: [v] | Name: [v] | Instance: [v] to [v]

Run Status: [v] | Distribution Status: [v] | Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6890992		SQR Report	BORRG045	pdurroug	03/18/2015 2:14:13PM EDT	Success	Posted	Details

16. Click **View/Log Trace**

Process Detail

Help

Process

Instance: 6890992 | Type: SQR Report

Name: BORRG045 | Description: Budget Activity Reports

Run Status: Success | Distribution Status: Posted

Run | Update Process

Run Control ID: Budget_Activity_Report

Location: Server

Server: PSUNX

Recurrence: [v]

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time | Actions

Request Created On: 03/18/2015 2:14:30PM EDT | Parameters | Transfer

Run Anytime After: 03/18/2015 2:14:13PM EDT | Message Log

Began Process At: 03/18/2015 2:14:57PM EDT | Batch Timings

Ended Process At: 03/18/2015 2:45:14PM EDT | **View Log/Trace**

OK | Cancel

17. Click the file name ending in .pdf

[View Log/Trace](#)



Help

Report

Report ID: 6184620 Process Instance: 6890992
 Name: BORRG045 Process Type: SQR Report
 Run Status: Success

[Message Log](#)

Budget Activity Reports

Distribution Details

Distribution Node: DNODE Expiration Date: 03/25/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_BORRG045_6890992.log	1,973	03/18/2015 2:45:14.126012PM EDT
borrg045_6890992.out	170,202	03/18/2015 2:45:14.126012PM EDT
borrg045_6890992_Detail.pdf	24,506	03/18/2015 2:45:14.126012PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	pdurroug

[Return](#)

18. Your report will be displayed.

BUDGET ACTIVITY REPORT - Detail
University of West Georgia

Budget Manager: Lewis, Daniel G		Budget Ref: 2015		From Fiscal Year: ALL		To Fiscal Year: ALL		
Department: 1045125 Center for Business Excellence		All Fiscal Periods: Yes		Acct Period From: 1 ALL		Acct Period To: 12 ALL		
Fund Code: 10500 Tuition								
Account	Jrnl/Tran	Program/Class	APPROX Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
	Date	Type Document ID Line Description	Vendor	Check				
500000	Personal Services		16200 / 11000	249,053.00				
521000	Salaries- Professional/Admin		16200 / 11000	195,048.00				
521100	Salaries- Professional/Admin							
07/31/14	JK	P001103825 234 734 - July 31, 2014 - MO1			0.00	0.00	16,254.00	
07/31/14	JK	P001103827 121 HR Payroll - Encumbrances			0.00	-16,254.00	0.00	
08/29/14	JK	P001115138 170 HR Payroll - Encumbrances			0.00	-16,254.00	0.00	
08/29/14	JK	P001115134 381 834 - Aug 29, 2014 - MO1			0.00	0.00	16,254.00	
09/05/14	JK	P001121882 160 Encumbrance Projection			0.00	162,540.00	0.00	
09/30/14	JK	P001115335 200 HR Payroll - Encumbrances			0.00	32,508.00	0.00	
09/30/14	JK	P001117900 392 24 - Sept 30, 2014 - MO1			0.00	0.00	16,254.00	
09/30/14	JK	P001117926 173 HR Payroll - Encumbrances			0.00	-16,254.00	0.00	
10/31/14	JK	P001129198 171 HR Payroll - Encumbrances			0.00	-16,254.00	0.00	
10/31/14	JK	P001129196 393 044 - Oct 31, 2014 - MO1			0.00	0.00	16,254.00	
11/28/14	JK	P001138564 175 HR Payroll - Encumbrances			0.00	-16,670.00	0.00	
11/28/14	JK	P001138561 400 834 - Nov 28, 2014 - MO1			0.00	0.00	18,334.00	
11/30/14	JK	P001133941 165 Encumbrance Projection			0.00	130,032.00	0.00	
11/30/14	JK	P001133850 174 HR Payroll - Encumbrances			0.00	-130,032.00	0.00	
12/31/14	JK	P001147124 263 834 - Dec. 31, 2014 - MO3			0.00	0.00	16,670.00	
12/31/14	JK	P001144127 181 HR Payroll - Encumbrances			0.00	-113,362.00	0.00	
12/31/14	JK	P001147128 141 HR Payroll - Encumbrances			0.00	-16,670.00	0.00	
12/31/14	JK	P001144317 160 Encumbrance Projection			0.00	116,690.00	0.00	
	Totals				0.00	100,020.00	100,020.00	-4,992.00
551000	FICA		16200 / 11000	14,772.00				
551100	FICA-Employer							
07/31/14	JK	P001103827 272 HR Payroll - Encumbrances			0.00	-973.13	0.00	
07/31/14	JK	P001103825 401 734 - July 31, 2014 - MO1			0.00	0.00	973.13	
08/29/14	JK	P001115138 368 HR Payroll - Encumbrances			0.00	-975.71	0.00	
08/29/14	JK	P001115134 679 834 - Aug 29, 2014 - MO1			0.00	0.00	975.71	
09/05/14	JK	P001121882 460 Encumbrance Projection			0.00	10,493.60	0.00	
09/30/14	JK	P001115335 541 HR Payroll - Encumbrances			0.00	1,948.84	0.00	
09/30/14	JK	P001117900 700 24 - Sept 30, 2014 - MO1			0.00	0.00	975.72	
09/30/14	JK	P001117926 372 HR Payroll - Encumbrances			0.00	-975.72	0.00	
10/31/14	JK	P001129198 368 HR Payroll - Encumbrances			0.00	-975.74	0.00	
10/31/14	JK	P001129196 695 044 - Oct 31, 2014 - MO1			0.00	0.00	975.74	
11/28/14	JK	P001138564 380 HR Payroll - Encumbrances			0.00	-1,104.68	0.00	

Report ID: BORRG045 Date: 03/18/2015 @ 14:14:57 DB-SCITEST Version#: 4.00 Page: 1