# West Georgia. | Center for Business Excellence

# 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

ORACLE <sup>®</sup>	
Menu	0 0 -
Search:	
▶ My Favorites	
Employee Self-Service	
Manager Self-Service	
Supplier Contracts	
Purchasing	
eProcurement	
Services Procurement	
Travel and Expenses	
Accounts Receivable	
A round Proble	
BOR Menus	
Por million control	
General Ledger	
▶ Allocations	
Statutory Reports	
Set Up Financials/Supply Chain	
Enterprise Components	
Background Processes	
▶ Worklist	

# West Georgia. | Center for Business Excellence

2. Click on BOR General Ledger

#### 3. Click on BOR GL Reports Favorites - Main Menu - > BOR Menus -Home ORACLE Main Menu > BOR Menus BOR General Ledger **BOR Accounts Payable BOR Expenses** BOR AP Reports D BOR EX Setup BOR GL Reports BOR AP Interfaces BOR EX Interfaces BOR EX Month End BOR Payroll ADP Reporting Views and Maintenance Tables

4. Click on Budget Activity Report

Favorites - Main Menu - > BOR Menus -> BOR	General Ledger 🔹 BOR GL Reports 👻	
DRACLE'		Home Worklist
Main Menu > BOR Menus > BOR General Ledger >		
Budget to Actuals Report Budget to Actuals Report	Ledger History Report Ledger History Report	Cpen Item Transaction Report
Year End Reports                Build Encumbrance Reports                 Encumbrance Recon Reports                 Agency Funds                 & More	Balance Sheet By Fund	Grant Bill
Grant Reconciliation	Profit and Loss Statement	Revenue Summary Report
Surplus/Deficit Report	Budget Transaction Review	Revenue Budget Progress Report
Budget Activity Report	Grant 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

		West Georgia.	Center for Business Excellence
Favorites - Main	Menu - > BOR Menus - > BO	DR General Ledger ⊸ → BOR GL Repor	ts -> Budget Activity Report
ORACLE <sup>®</sup>			
Budget Activity Rep	ports		
Find an Existing Value	Add a New Value		
Run Control ID: Budge	et_Activity_Report ×		

9. Enter the report parameters

Add

- 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)

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:
Business Unit: 54000 🔍 Budget Reference:
All Fiscal Periods:
From Fiscal Year:     Image: From Acctg Period:     From Project:     %       To Fiscal Year     Image: To Acctg Period:     To Project:     %
From Fund Code:       %
📳 Save

10. Click the Save button

UNIVERSITY of Center for Business Excellence

### 11. Click the Run button

udget Activity Reports				
Run Control ID Budget_Act	vity_Report Report M	anager Process Mon	nito Run	
Budget Activity Detail Report:	Bud	lget Activity Summary	Report:	
Business Unit: 54000		Budget Reference:		
All Fiscal Periods:				
From Fiscal Year:	From Acctg Period: To Acctg Period:		From Project: % To Project: %	<b>Q</b>
From Fund Code: %	From Department: To Department:	% %	From Account: To Account:	% %
Save			📑 Add 🍃	Update/Display

Proce	ss Scheduler Request					
	User ID pdurroug		Run Control I	D Budget_Activity	_Report	
s	erver Name	V Run I	Date 03/18/2015	31		
	Recurrence	V Run T	ime 2:14:13PM	Reset	to Current Dat	e/Time
	Time Zone					
Proces	as List					
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<ul> <li>✓</li> </ul>	Budget Activity Reports	BORRG045	SQR Report	Web 🗸	PDF 🗸	Distribution



....

UNIVERSITY of S Center for Business Excellence

RACLE				
Budget Activity Reports				
Run Control ID Budget_Act	ivity_Report Report Mana	ager Process Monitor	Run	
Budent Antivity Detail Departu	Pudeo			
Budget Activity Detail Report: 🕑	Budge	t Activity Summary Report:		
Business Unit: 54000 🔍	Bu	adget Reference: 2015		
All Fiscal Periods: 🗹				
From Fiscal Year:	From Acctg Period:	From Proje	%	
To Fiscal Year	To Acctg Period:	To Project:	%	Q
From Fund Code: 10000	From Department:	1045125 🔍 Fro	m Account:	500000

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

Favorites	s – Main	Mer	nu 🗸 > BOR Menus 👻 > B	3OR General Ledg	er 🔻 > B0	OR GL Reports 🔹 > Budget Act	ivity Report	> Process	Monitor
	CLE.								
Process	s List Serv	ver Li	st						
View Pro	ocess Reque	st Fo	r						
Use Se Run St Process	er ID pdurroug erver	1	Type       Name       Distribution Statu	Last	stance	to		Refresh	Last
Select In	stance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
68	890992		SQR Report	BORRG045	pdurroug	03/18/2015 2:14:13PM EDT	Success	Posted	Details
							L	لے	

# 13. Click the Process Monitor link

UNIVERSITY of Center for Business Excellence

# 15. Click Details link

Null Went	> DOIY Michus	7 BOIL Ocheral Lea	ger / Di			auger Ac	awity report	. 7 1 100033 Wiolinton
DRACLE								
Process List Server List								
View Process Request For								
User ID pdurroug	Туре	✓ Last	~		3	Days	~	Refresh
Server 🗸	Name	al II	nstance		to			
Run Status 🗸 🗸	Distribution	Status	~ ~	Save On I	Refresh			
Process List				Pers	onalize   Find	View All		First ④ 1 of 1 🕑 Last
Select Instance Seq. Proc	cess Type	Process Name	User	Run Date/T	ime		Run Status	Distribution Status
6890992 SQF	R Report	BORRG045	pdurroug	03/18/2015	5 2:14:13PM	EDT	Success	Posted Details
Process								
Process								
Instance	6890992			٦	Type SQI	R Repoi	rt	
Name	BORRG045			Descrip	otion Bud	lget Acti	ivity Repo	rts
Run Status	Success		Distrib	ution St	atus Pos	ted		
Run				Updat	e Proces	5		
Run Control	ID Budget_Ac	tivity_Report		ЮНо	ld Reque	st		
Locati	on Server			Qu	eue Requ	lest		
Serv	er PSUNX				ncel Requ	lest		
Recurren	ce				lete Requ	lest		
				∪ Re	start Req	uest		
Date/Time				Actio	ns			
Request Cr	eated On 03/	18/2015 2:14:30P	M EDT	Para	ameters		Trans	sfer
Run Anyt	ime After 03/	18/2015 2:14:13P	M EDT	Mes	sage Log			
Began Pi	ocess At 03/	18/2015 2:14:57P	M EDT	Bate	ch Timings	3		
Ended Pr	rocess At 03/	18/2015 2:45:14P	M EDT	Viev	v Log/Tra	ce		
OK Cancel								

# West Georgia. Center for Business Excellence

## 17. Click the file name ending in .pdf

Report								
Report ID:	6184620	Process Ins	tance: 6	890992		Message Log		
Name:	BORRG045	Process Ty	pe: S	SQR Rep	port			
Run Status:	Success							
Budget Activit	y Reports							
Distribution I	Details							
Distribution	Node: DNODE	Exp	oiration D	ate:	03/25/2015			
File List								
Name			File Size (I	oytes)	Datetime Cre	ated		
SQR_BORRG	045_6890992.log		1,973		03/18/2015	2:45:14.126012PM	I EDT	
borrg045_000	0002.0dl		170,202		03/18/2015	2:45:14.126012PM	I EDT	
borrg045_689	0992_Detail.pdf		24,506		03/18/2015	2:45:14.126012PN	I EDT	
Distribute To								
Distribution ID	Туре		*Distribu	ution ID				

# 18. Your report will be displayed.

							Univ	versity of	West Georgia				
Budget M	anager: Les	vis,Dan	iel G			Budget Ref:		2015		From Fiscal Year:	ALL	To Fiscal Year:	ALL
Departme	nt: 104	15125	Center fo	r Busin	ness Excellence	All Fiscal	Periods:	Yes		Acct Period From:	1 ALL	Acct Period To:	12 ALL
Fund Cod	e: 10	500	Tuition										
		~			Program/		APPRO	OP	ORG		and the second second	And have available	
Account	Jrn1/Tran	1			Class		Budge	eted	Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
	Date	Type	DocumentID	<u>Line</u>	Description			Vendor	Check				
500000	Personal	Servic	15		16200 / 11	000	248,053	1.00					
521000	Calaries.	Drofe	asional/Admin		16200 / 11	000			195 048 00				
521000	21100 621	artor	Brofoggiona	1/Admin	16200 / 11	000			195,048.00				
18	07/31/14	TR	P001103835	234	734 - July 31	2014 - MO1				0.00	0.00	16 254 00	
	07/31/14	TP	P001103835	121	UD Davroll - Fr	cumbrances				0.00	-16 254 00	10,254.00	
	08/29/14	TR	P001111518	170	UP Payroll - Fr	cumbrances				0.00	-16 254 00	0.00	
	08/29/14	TR	P001111514	381	834 - Aug 29 3	014 - MO1				0.00	0.00	16 254 00	
	09/05/14	JR	P001112182	160	Encumbrance Pro	iection				0.00	162 540.00	0.00	
	09/30/14	JR	P001111535	200	HR Payroll - Er	cumbrances				0.00	32.508.00	0.00	
	09/30/14	JE	P001117900	392	34 - Sept 30. 2	2014 - MOL				0.00	0.00	16.254.00	
	09/30/14	JE	P001117926	173	HR Pavroll - Er	cumbrances				0.00	-16,254,00	0.00	
	10/31/14	JE	P001129198	171	HR Payroll - Er	cumbrances				0.00	-16,254.00	0.00	
	10/31/14	JE	P001129196	393	044 - Oct 31, 3	2014 - MO1				0.00	0.00	16,254.00	
	11/28/14	JE	P001138564	175	HR Payroll - Er	cumbrances				0.00	-16,670.00	0.00	
	11/28/14	JE	P001138561	400	N34 - Nov 28, 2	2014 - MO1				0.00	0.00	18,334.00	
	11/30/14	JE	P001133941	165	Encumbrance Pro	jection				0.00	130,032.00	0.00	
	11/30/14	JE	P001133850	174	HR Payroll - Er	ncumbrances				0.00	-130,032.00	0.00	
	12/31/14	JE	P001147124	263	D34 - Dec. 31,	2014 - MO3				0.00	0.00	16,670.00	
	12/31/14	JE	P001144127	181	HR Payroll - Er	ncumbrances				0.00	-113,362.00	0.00	
	12/31/14	JE	P001147128	141	HR Payroll - Er	ncumbrances				0.00	-16,670.00	0.00	
	12/31/14	JE	P001144317	160	Encumbrance Pro	ojection				0.00	116,690.00	0.00	
	Totals	8								0.00	100,020.00	100,020.00	-4,992.00
551000	FICA				16200 / 11	000			14,772.00				
5	51100 FIG	ZA-Empl	oyer										
	07/31/14	JE	P001103837	272	HR Payroll - Er	icumbrances				0.00	-973.13	0.00	
	07/31/14	JE	P001103835	401	734 - July 31,	2014 - MO1				0.00	0.00	973.13	
	08/29/14	JE	P001111518	368	HR Payroll - Er	ncumbrances				0.00	-975.71	0.00	
	08/29/14	JE	P001111514	679	834 - Aug 29, 3	2014 - MO1				0.00	0.00	975.71	
	09/05/14	JE	P001112182	460	Encumbrance Pro	ojection				0.00	10,493.60	0.00	
	09/30/14	JE	P001111535	541	HR Payroll - Er	cumbrances				0.00	1,948.84	0.00	
	09/30/14	JR	P001117900	700	34 - sept 30, 3	2014 - MO1				0.00	0.00	975.72	
	09/30/14	OR	P001117926	372	HR Payroll - Er	cumprances				0.00	-975.72	0.00	
	10/31/14	OE	P001129198	368	HH Payroll - Er	cumbrafices				0.00	-975.74	0.00	
	10/31/14	U.K.	P001129196	695	U44 - UCE 31, 3	CUIA - MOI				0.00	0.00	975.74	
	11/28/14	UB	PUUL138564	380	ne sayroll - El	icuminances				0.00	-1,104.68	0.00	

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