



PeopleSoft Reports: Budget Overview

Use for:

- Viewing Spending Authority (Budget Amounts)
- Viewing Budget Balances
- Viewing Budget Transaction Details
- Viewing Actual Revenue Earned

Before You Begin...

You will not be given access to the Budget Overview screen until you have attended training offered by the Division of Business and Finances' Center for Business Excellence. Please contact Tricia Durrough for available times or visit the training website at:

<http://www.westga.edu/training/>

You need to be familiar with the different codes used in PeopleSoft. The most common codes used are:

- Account Code (type of expenditure/revenue)
- Fund Code (source of funds)
- Department ID (budget number)
- Program Code (type of activity, e.g. academic, research, student services, business services, etc.)
- Class Code (type of revenue funding the activity)

A complete budget number is called a chart string and consists of an account code, fund code, department id, program code, and class code. An account code may not always be needed.

Please view the list of Departments' chart strings on Budget Services website at:

http://www.westga.edu/budget/index_9855.php

You may find a listing of Account Codes and Fund codes on the Controller's Website at:

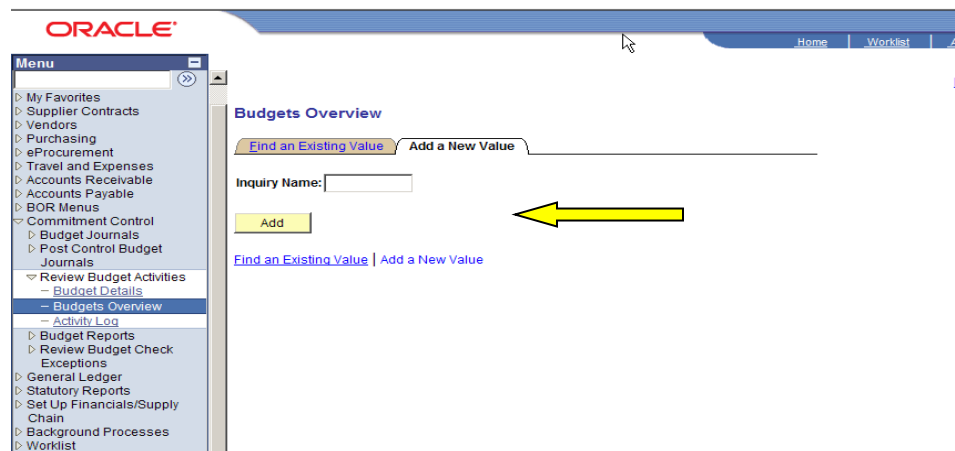
http://www.westga.edu/controller/index_1601.php

Set Up Run Control – First Time Access

If this is the first time accessing the Budget Overview screen, you will need to set up an inquiry name that you will use each time you want to do a Budget Overview inquiry.

- Click on the upper tab labeled “Add a New Value.”
- Type in a name for the inquiry such as “BUDOVER”
- Click the button “Add.”

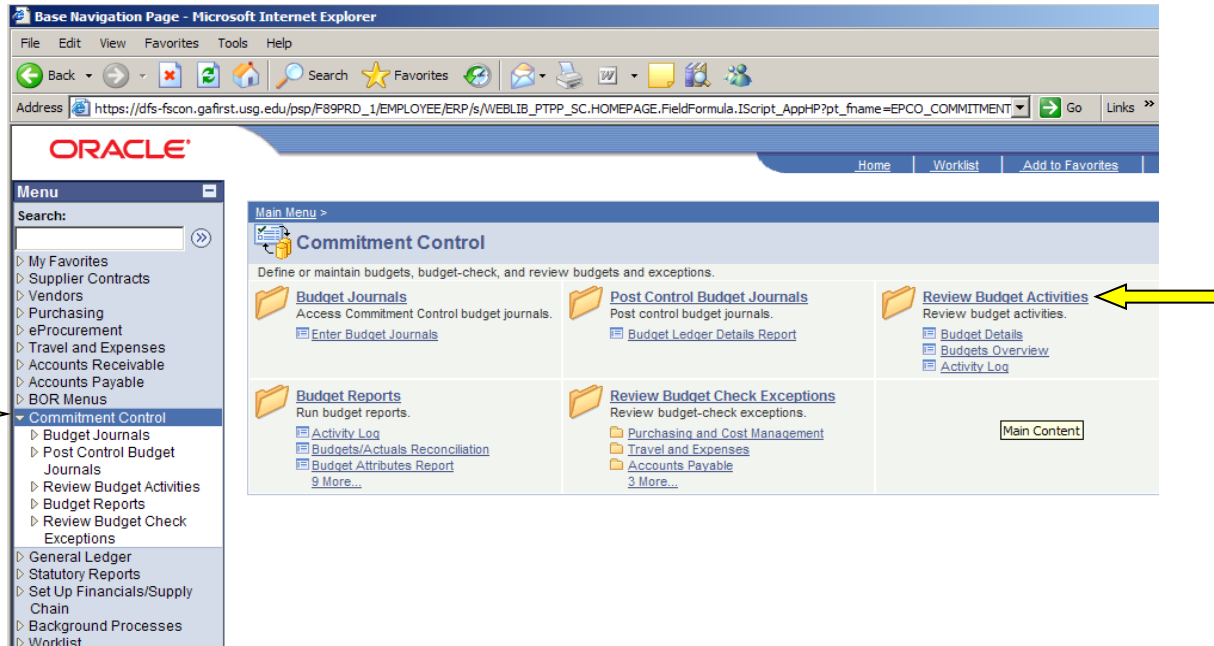
Each subsequent time you want to access Budget Overview, just click on the tab labeled “Find an Existing Value” and you will see a list of the report names you have already established.



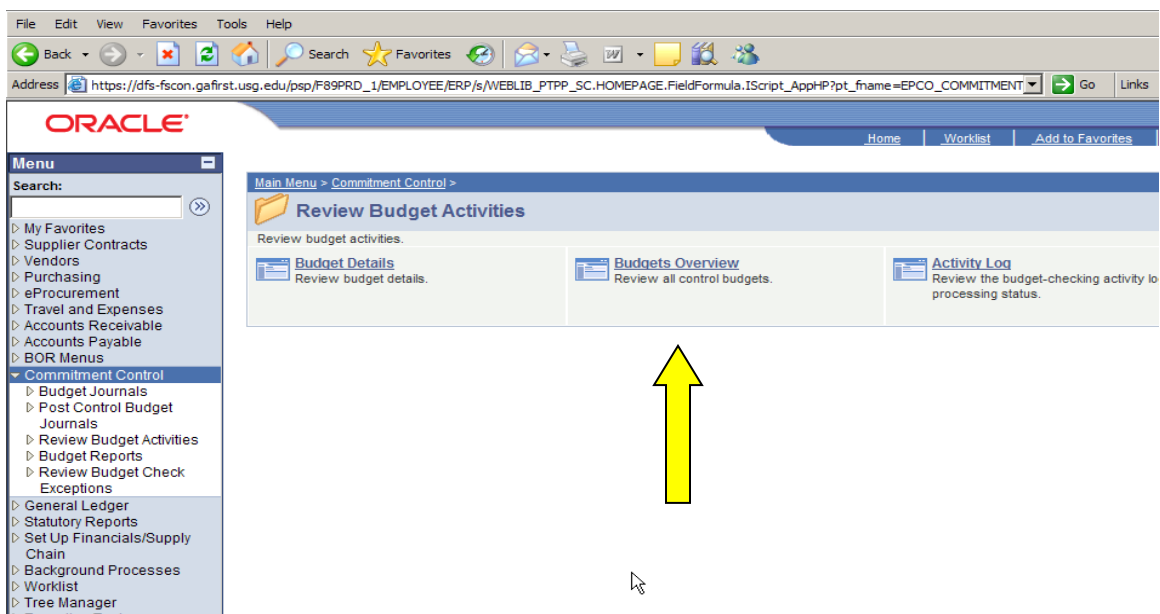
Accessing Budget Overview

Log in to People Soft. The URL may be found on Budget Services website at: <http://www.westga.edu/budget/>. It is listed as the “PeopleSoft Portal.”

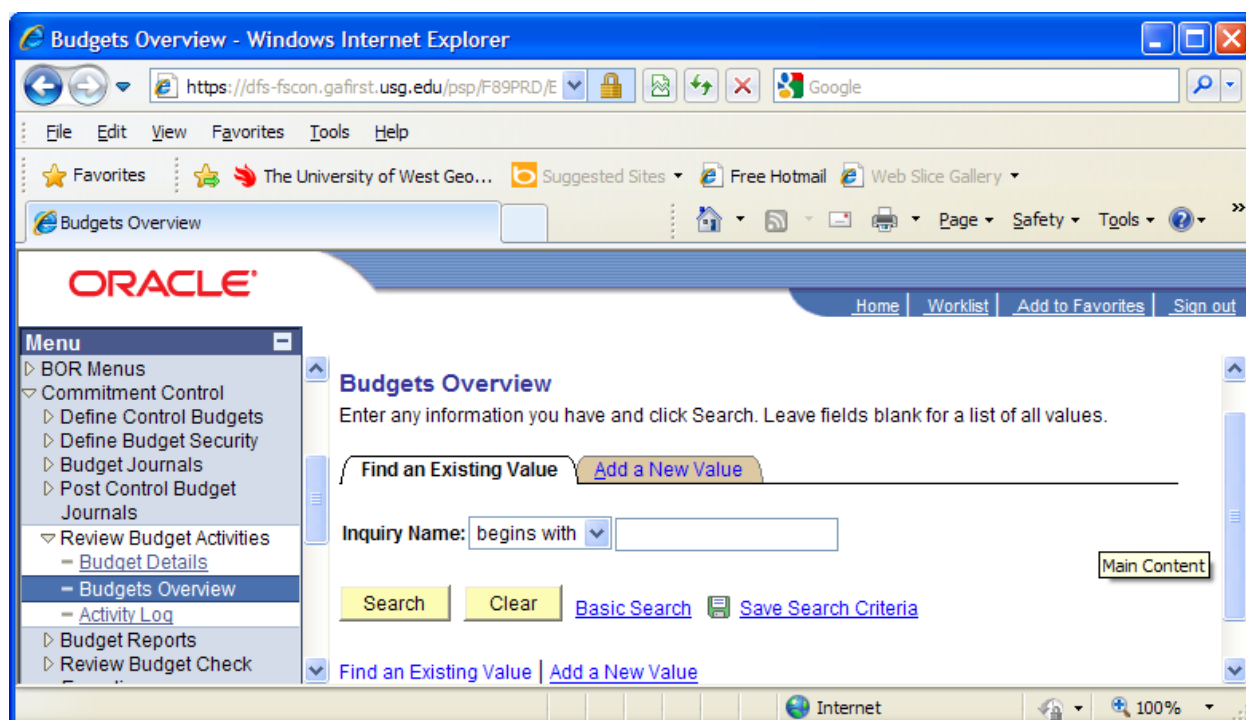
Your PeopleSoft user id and password are the same as for the Expense Self-Service module. Once you have logged on, you’ll see some basic menu commands on the left hand menu. To navigate to Budget Overview, click on Commitment Control, then Review Budget Activities.



Click on “Budgets Overview.”



This screen will appear next.



If you have accessed Budget Overview previously, click on the “SEARCH” button. The program should move you to the “Budget Inquiry Criteria” screen. If not, select the Inquiry Name you established for Budget Overview from the list that appears. You may continue on page 6.

If this is your first time accessing, you’ll need to set up a **Run Control**. This is the same procedure for all PeopleSoft reports. Setting up the Run Control is described on page 5.

The next screen is the “Budget Inquiry Criteria” screen. Here’s where you input your search parameters. You need to:

1. Enter the Ledger Group (the level of detail you wished to view)
 - a. APPROP for personal and non-personal services summary data
 - b. ORG for personal services detail data
 - c. PROJ_GRT for projects and grants
 - d. REVEST for revenue information
 - e. DETAIL for detailed actuals data
2. Ensure that the correct budget period is entered.
3. Enter the correct department id (and grant id for projects/grants).
 - If viewing only one department, just enter the department id in the “From” column.

You may narrow the search by adding additional data elements such as fund, account code, etc.

- You may search for a range of data elements by completing the “from” and “to” columns.
4. Click the yellow search button.

The screenshot shows the Oracle Budget Inquiry Criteria screen. The interface includes a menu on the left, a header with navigation links (Home, Worklist, Add to Favorites), and a main content area. The main content area is divided into several sections: Inquiry, Budget Type, TimeSpan, and ChartField Criteria. The Inquiry section shows the Inquiry name (BUD_OVERVI) and Description (Budget Overview). The Budget Type section shows the Business Unit (54000), Ledger Group/Set (Ledger Group), and Ledger Group (APPROP). The TimeSpan section shows the Type of Calendar (Detail Budget Period). The ChartField Criteria section shows the ChartField (Account, Dept, Fund, Class) and ChartField From Value, ChartField To, and ChartField Value Set. The Budget Status section shows checkboxes for Open, Closed, and Hold. Numbered callouts are present: 1 points to the Ledger Group field, 2 points to the From Budget Period field, 3 points to the Dept ChartField From Value field, and 4 points to the Search button.

This example will search the Approp ledger for fiscal year 2010 for the department 1025000.

Viewing at Appropriation Level

The next screen titled “Inquiry Results” shows you the detail for the budget at the Appropriation level which is the summary level by Account Code (type of expenditure).

500000	Personal Services (salary and benefits)
600000	Travel
700000	Operating expenditures
800000	Equipment

Budget Overview

Business Unit: 54
Ledger Group: APPROP Appropriation
Type of Calendar: Default Budget Period
Amounts in Base Currency: US
Revenue Associated: ☐

[Return to Criteria](#) Max Rows: 100 [Display Options](#) [Search](#)

Budget Overview Results

	Ledger Group	Account	Fund	Dept	Program	Class	Bud Ref	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available
1	APPROP	500000	10000	1063000	16700	11000	2010	2010	1,900,132.00	715,462.73	281,295.36	0.00	903,373.91	47.54
2	APPROP	700000	10000	1063000	16700	11000	2010	2010	58,341.00	0.00	0.00	0.00	58,341.00	100.00
3	APPROP	700000	10500	1063000	16700	11000	2010	2010	251,988.00	12,487.50	4,162.50	0.00	35,338.00	93.39
4	APPROP	700000	10600	1063000	16700	11000	2010	2010	14,886.00	0.00	0.00	0.00	14,886.00	100.00
5	APPROP	900000	10000	1063000	16700	11000	2010	2010	0.00	0.00	0.00	0.00	0.00	0.00

[Return to Criteria](#) *Notes

This department has both state (10000) and tuition (10500) funds.

The blue numbers to the right show the amount of budget or spending authority (budget), the amount actually spent and the amount encumbered (reserved for future payment).

The balance is shown in black on the far right.

The balance is the amount available to spend for a particular type of expenditure (account code) in a particular fund. In this department no funding is available for travel since a budget has not been established in account code 600000. As this budget is used to pay for retiree health insurance and unemployment claims, you would not expect a travel budget to exist.

Viewing at Organization Level

On the “Budget Inquiry Criteria” screen you’ll need to change the “Ledger Group” to ORG.

When viewing data at the ORG level, you need to take note of the following:

- Only personal service budgets are set up using the ORG ledger. This includes salary and fringe benefits.
- The budgets for personal services use only the first 3 digits of the 6 digit account code.
- Budget data is only included for account codes that are budgeted at the ORG level. This excludes travel, operating expenses, and equipment.
- Actual accounting data (expenditures and revenue) that has been posted is included even if a budget has not been set up.
- You may see expenditures for the 6, 7, or 80000 account codes with the full 6-digit account code and zero budget. Remember you are viewing at the ORG level and account codes 6, 7, & 8 are only budgeted at the APPROP summary level.
- The budget summary showing at the top of the “Inquiry Results” screen includes only the ORG level budgets and all of the expenditures. A deficit balance may result.

The most common salary and benefit account codes used at this level are listed below. For a more complete list of possible account codes, please visit the Controller’s website.

Salaries:

511000	FT Faculty
512000	PT Faculty
521000	Administrative Exempt Staff
522000	Bi Weekly Non Exempt Staff
523000	Graduate Students (including research)
524000	Student Assistants
525000	Casual Labor

Benefits:*

551000	FICA – OASI & Medicare
552000	Retirement
553000	Health Insurance

*Only departments that are funded from self-earned funds need to be concerned with balancing benefit expenditures. This includes funds 10600, 12xxx, 13000, 14000, 15000, 16000, and 20000.

Using the same department ID in our APPROP example, here's a view of the "Inquiry Results" screen at the ORG level.

Inquiry Results
Budget Overview

Business Unit: 54000
 Ledger Group: ORG Organization
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated ☐ Revenue Associated

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (9 Rows)

Budget:	2,517,674.19	Net Transfers:	0.00
Expense:	2,027,356.90		
Encumbrance:	0.00		
Pre-Encumbrance:	0.00		
Budget Balance:	490,317.29		
Associate Revenue:	0.00		
Available Budget:	490,317.29		

Budget Overview Results

	Ledger Group	Account	Fund	Dept	Program	Class	Bud Ref	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Avail
1	ORG	52000	10000	1063000	16700	11000	2010	2010	0.00	0.00	0.00	0.00	0.00	0.00
2	ORG	52000	10500	1063000	16700	11000	2010	2010	232.41	232.41	0.00	0.00	0.00	0.00
3	ORG	553000	10000	1063000	16700	11000	2010	2010	2,095,498.77	1,588,531.48	0.00	0.00	506,967.29	24.19
4	ORG	555000	10000	1063000	16700	11000	2010	2010	42,536.01	42,536.01	0.00	0.00	0.00	0.00
5	ORG	556000	10000	1063000	16700	11000	2010	2010	379,407.00	379,407.00	0.00	0.00	0.00	0.00
6	ORG	720000	10000	1063000	16700	11000	2010	2010	0.00	0.00	0.00	0.00	0.00	0.00
7	ORG	720000	10500	1063000	16700	11000	2010	2010	0.00	0.00	0.00	0.00	0.00	0.00
8	ORG	753000	10000	1063000	16700	11000	2010	2010	0.00	0.00	0.00	0.00	0.00	0.00
9	ORG	753000	10500	1063000	16700	11000	2010	2010	0.00	16,650.00	0.00	0.00	-16,650.00	0.00

The budget amount includes only the budget for items budgeted at the ORG level.

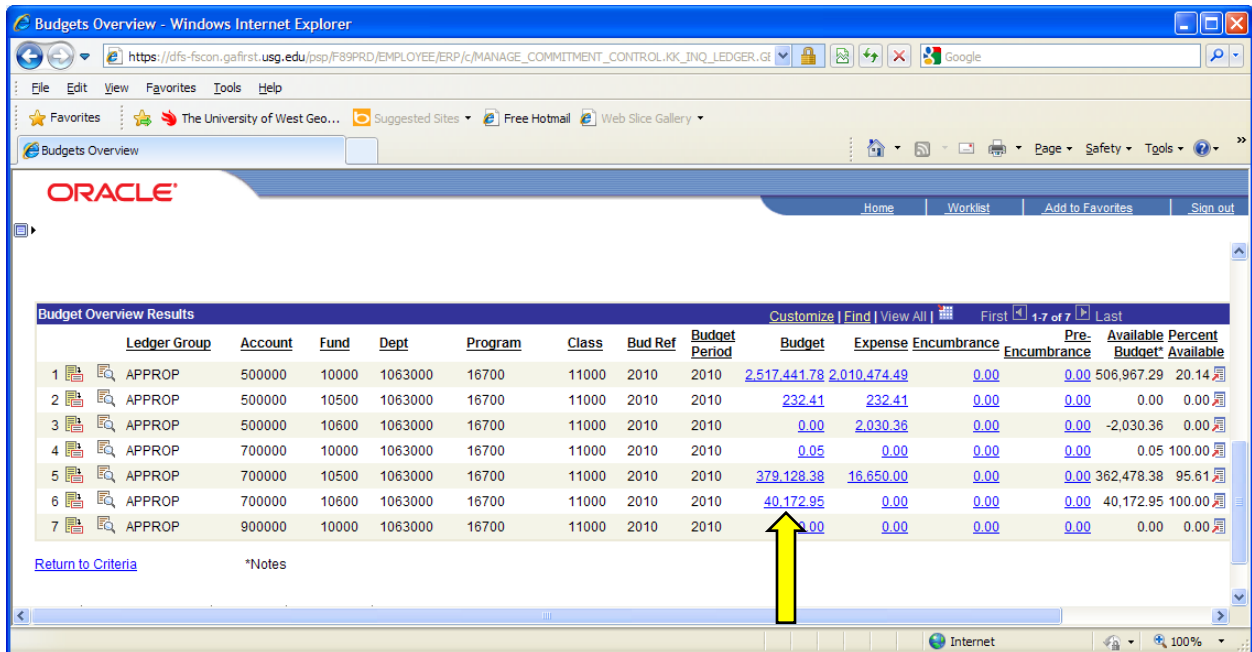
The Expenditure amount includes expenditures for both ORG-budgeted and APPROP-budgeted expenditures.

Since this department is only used for fringe benefits you will not see any salary accounts. Navigating the screen is the same as for the appropriation level.

Viewing Budget Journal Details:

You may “drill down” on any [blue budget amount](#) to see the transactions that comprise the total budget showing on the “Inquiry Results” screen. You can see additional detail for any number in blue that is underlined.

As an example we’ll use the budget amount of \$40,172.95 in account code 700000. Double click on the amount.



Budget Overview - Windows Internet Explorer

https://dfs-fscon.gafirst.usg.edu/bsp/F89PRD/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL_KK_INQ_LEDGER.GL

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Budget Overview Results

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	Ledger Group	Account	Fund	Dept	Program	Class	Bud Ref	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	APPROP	500000	10000	1063000	16700	11000	2010	2010	<u>2,517,441.78</u>	<u>2,010,474.49</u>	0.00	0.00	506,967.29	20.14
2	APPROP	500000	10500	1063000	16700	11000	2010	2010	<u>232.41</u>	<u>232.41</u>	0.00	0.00	0.00	0.00
3	APPROP	500000	10600	1063000	16700	11000	2010	2010	<u>0.00</u>	<u>2,030.36</u>	0.00	0.00	-2,030.36	0.00
4	APPROP	700000	10000	1063000	16700	11000	2010	2010	<u>0.05</u>	<u>0.00</u>	0.00	0.00	0.05	100.00
5	APPROP	700000	10500	1063000	16700	11000	2010	2010	<u>379,128.38</u>	<u>16,650.00</u>	0.00	0.00	362,478.38	95.61
6	APPROP	700000	10600	1063000	16700	11000	2010	2010	<u>40,172.95</u>	<u>0.00</u>	0.00	0.00	40,172.95	100.00
7	APPROP	900000	10000	1063000	16700	11000	2010	2010	<u>0.00</u>	<u>0.00</u>	0.00	0.00	0.00	0.00

[Return to Criteria](#) *Notes

The detail screen showing all the transactions that total \$40,172.95. What appears on the screen below is a listing of the individual budget journals that together add up to the budget amount shown.

Budgets Overview - Windows Internet Explorer

https://dfs-fscon.gafirst.usg.edu/psp/F89PRD/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL_KK_INQ_LEDGER.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_COMMITMENT_CON

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Ledger: APPROP_BD

Activity Log

Customize

Find

View All

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Last

Tran Line	Document Label	Document ID	Ref Bldg?	Account	Fund	Dept	Program	Class	Bud Ref	Budget Period	Year	Period	Foreign Amount	Monetary Amount	Budget Entry Type	Auto Generated Parent Ln	Tran ID	Tran Date
5	Journal ID: B201000291	N	700000	10600	1063000	16700	11000	2010	2010	2010	2010	1	14,986.00 USD	14,986.00 USD	Original	N	0004007390	06/26/2009
1	Journal ID: 0000531418	N	700000	10600	1063000	16700	11000	2010	2010	2010	2010	12	-14,986.00 USD	-14,986.00 USD	Xfer Adj.	N	0004694003	07/02/2010
1	Journal ID: YE00531543	N	700000	10600	1063000	16700	11000	2010	2010	2010	2010	12	32,355.59 USD	32,355.59 USD	Adjustment N	N	0004694706	07/02/2010
2	Journal ID: YE00531543	N	700000	10600	1063000	16700	11000	2010	2010	2010	2010	12	9,067.36 USD	9,067.36 USD	Adjustment N	N	0004694706	07/02/2010
1	Journal ID: 0000541337	N	700000	10600	1063000	16700	11000	2010	2010	2010	2010	12	-1,250.00 USD	-1,250.00 USD	Adjustment N	N	0004735452	07/23/2010

OK

An explanation for the data elements on the transaction detail are listed below.

1. Document ID - the reference number of the transaction. This is the reference used to locate the journal. Please note any budget journal starting with a “B” was part of the original budget development.
2. Budget Entry Type – identifies if this amount is on-going or temporary. Any journal marked as “Original” or “Permanent” will be used in the beginning budget for next year.
3. Trans Date – the date the budget journal was entered into PeopleSoft.

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P_BD

Customize | Find | View All | First | 1-2 of 2 | Last

Document Label	Document ID	Ref Budget?	Account	Fund	Dept	Program	Class	Bud Ref	Budget Period	Year	Period	Foreign Amount	Monetary Amount	Budget Entry Type	Auto Generated Parent Ln	Tran ID	Tran Date
2 Journal ID:	B201000291	N	700000	10000	1063000	16700	11000	2010	2010	2010	1	0.00 USD	0.00 USD	Original	N	0004007390	06/26
2 Journal ID:	0000422067	N	700000	10000	1063000	16700	11000	2010	2010	2010	3	58,341.00 USD	58,341.00 USD	Original	N	0004168321	09/16

Done

Internet

