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 contract 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.

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

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:**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>511000</td>
<td>FT Faculty</td>
</tr>
<tr>
<td>512000</td>
<td>PT Faculty</td>
</tr>
<tr>
<td>521000</td>
<td>Administrative Exempt Staff</td>
</tr>
<tr>
<td>522000</td>
<td>Bi Weekly Non Exempt Staff</td>
</tr>
<tr>
<td>523000</td>
<td>Graduate Students (including research)</td>
</tr>
<tr>
<td>524000</td>
<td>Student Assistants</td>
</tr>
<tr>
<td>525000</td>
<td>Casual Labor</td>
</tr>
</tbody>
</table>

**Benefits:**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>551000</td>
<td>FICA – OASI &amp; Medicare</td>
</tr>
<tr>
<td>552000</td>
<td>Retirement</td>
</tr>
<tr>
<td>553000</td>
<td>Health Insurance</td>
</tr>
</tbody>
</table>

*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.

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.

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.
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.