

PeopleSoft Reports: Budget Amendment Queries

Revised September, 2012

Before You Begin...

You will not be given access to PeopleSoft 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: <u>http://www.westga.edu/training/</u>.

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

- <u>Account Code:</u> Type of expenditure/revenue
- <u>Fund Code:</u> Source of funds
- <u>Department ID:</u> Budget number
- <u>Program Code:</u> Type of activity, (e.g. academic, research, student services, business services, etc.)
- <u>Class Code:</u> Type of revenue funding the activity

The ledger choices are:

0	<u>Org:</u>	Detail level of salary and fringe budgets using the first 3
		digits of the account code.
0	Approp:	Summary level of all budgeted expenditures using only the
		first digit of the account code
0	Revest:	Budgeted revenue using the first 3 digits of the account
		code. For grants the Revest ledger does not show the
		project id.
0	<u>Proj Grt:</u>	Detail level of all expenditures for projects and grants in
		fund 20000 including the project id.

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: <u>http://www.westga.edu/controller/index_1601.php</u>

Accessing BOR Reporting

Log in to People Soft. The URL may be found on Budget Services website at: <u>http://www.westga.edu/budget/</u>. It is listed as the "PeopleSoft Portal" and will take you to the screen shown below.

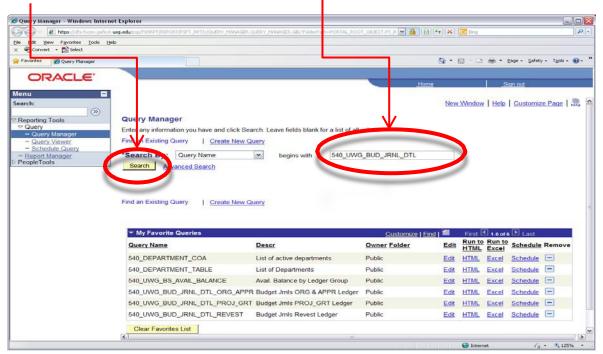
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BOR Reporting Instance is located towards the bottom of the left menu. Once selected, a new window will pop up. BOR Reporting Instance often performs better if you open a new PeopleSoft session specifically for this.

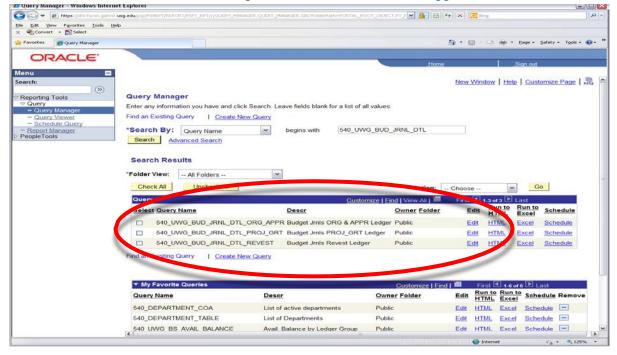
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The new window that appears should look like the one below. If you currently have favorite queries, they will show on the top half of the page.

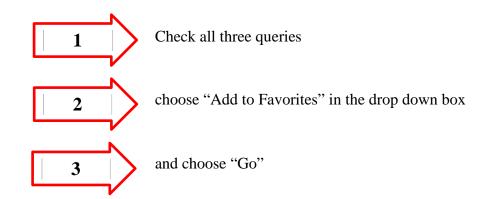
The easiest way to find the queries is to do a search. First, enter the query name. The name for the query for Budget Amendments is 540_UWG_BUD_JRNL_DTL. Then click on the "Search" button.

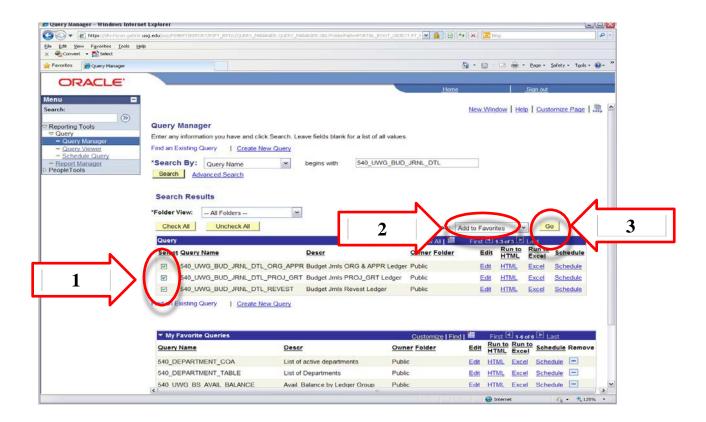


Once "Search" is selected, the three queries circled below should appear.

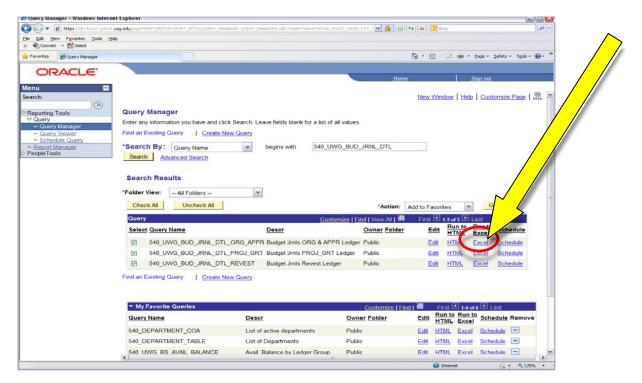


You may save these three queries to "My Favorites" so you do not have to search for them in the future. To do this, follow these steps as outlined below:





To run the queries and export to excel, simply choose "Excel" for the query that you wish to run.



Below is the example of running the 540_UWG_BUD_JRNL_DTL_ORG_APPR query for all budget amendments that have occurred in the Org & Approp ledgers. I have chosen to query all budget amendments for department 1045104 in all funds by entering the % sign in the fund code box. You can choose a specific fund to query by entering the fund code rather than the % sign.

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Click on "View Results" and the results will pop up in an excel file. Save the Excel file before you try to use the data in the file. You can then use the excel file to view all budget amendments processed for the department entered or search for a particular budget amendment.