PeopleSoft Reports:

Revenue Summary Report

Revised November 2013

Before You Begin…

You will not be given access to Peoplesoft Financials until you have attended Beginning and Intermediate Budget Report 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 will be sent a Security Request Form that must be completed. The form needs to be signed by your supervisor and sent to Tricia Durrough in Row Hall prior to your training date. The form can be found on the Controller's website under 'Forms'. http://www.westga.edu/controller/index.php

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.

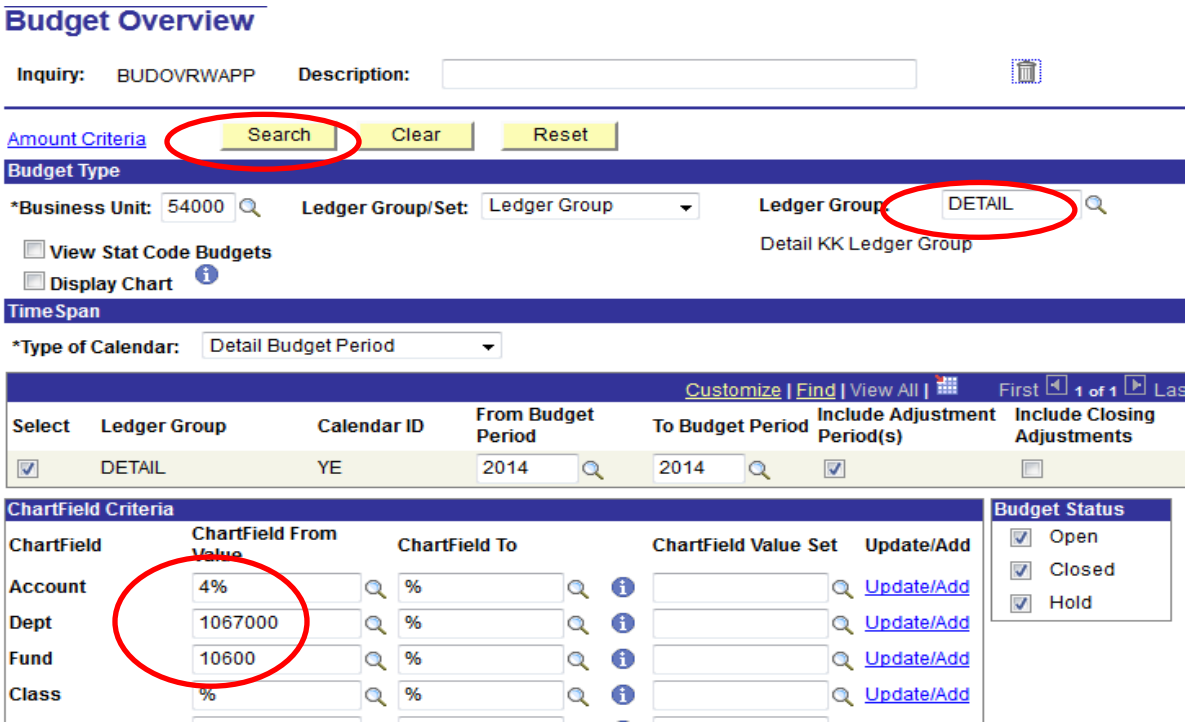
Please view the list of Departments' chart strings on Budget Services website at: http://www.westga.edu/budget/index_9855.php

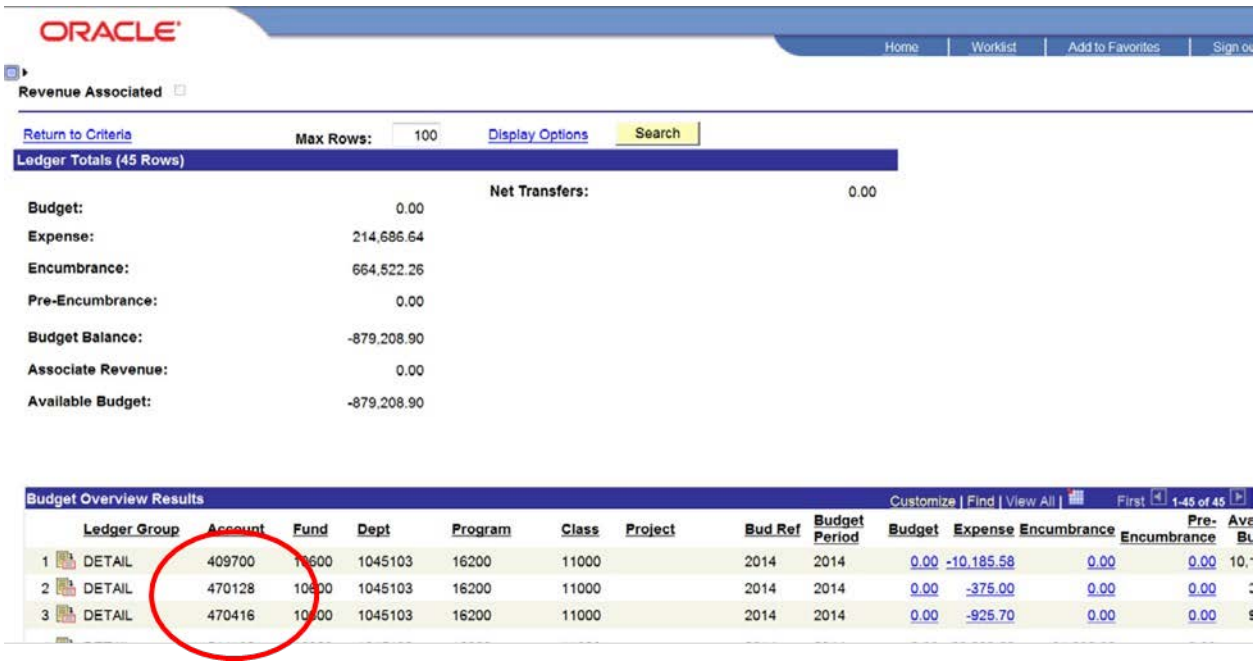
You may find a listing of Account Codes and Fund codes on the Controller's Website at: http://www.westga.edu/controller/index_1601.php

The following instructions are provided as a refresher for accessing the Budget Progress Report. If you need additional review or clarification regarding the details of the report, please sign up to repeat the initial Budget Progress Report training; contact the budget manager for your department; or call Budget Services at ext. 9-6406.

Verifying Revenue Account Codes

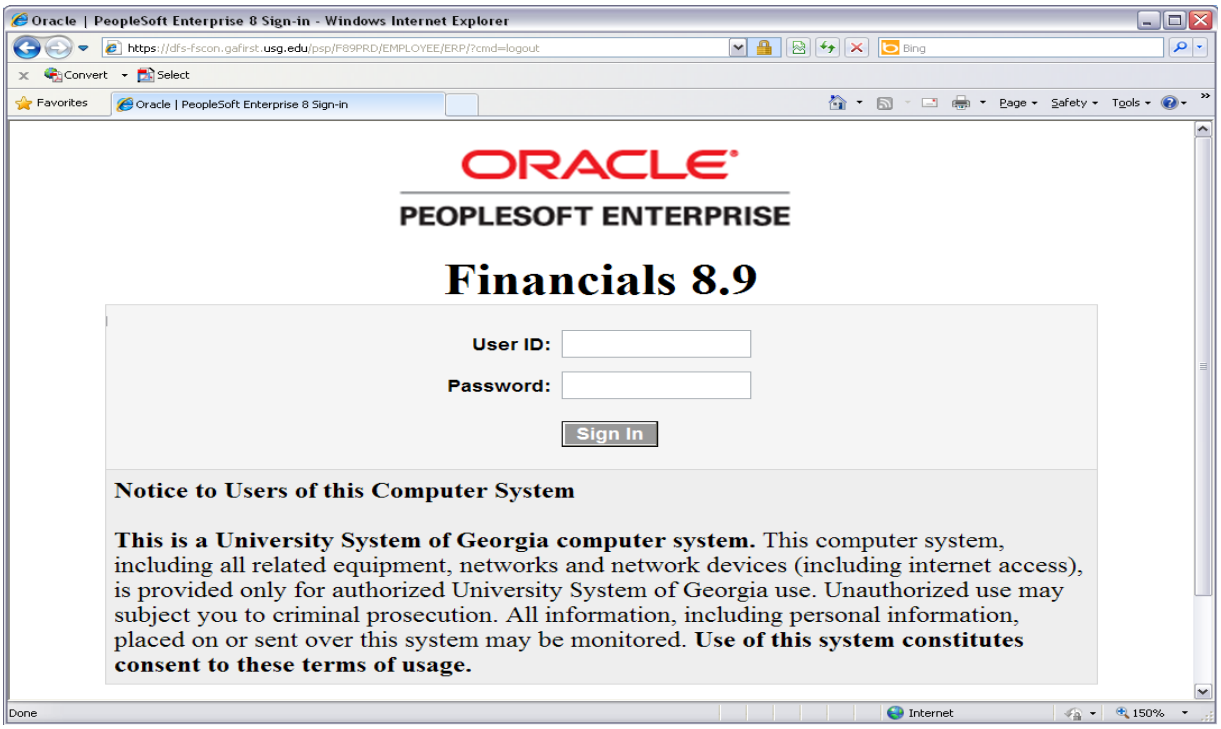
The second step you may prefer to perform prior to accessing the Revenue Budget Progress report is verifying your revenue account codes. This is accomplished easily by looking at a Budget Overview screen. Select the DETAIL ledger; input 4% for the account; input the applicable department id; and the fund code. *This is an optional step and is only needed if you do not know your 6-digit revenue number(s). Please see the separate instructions on Budget Services website for accessing this screen.*



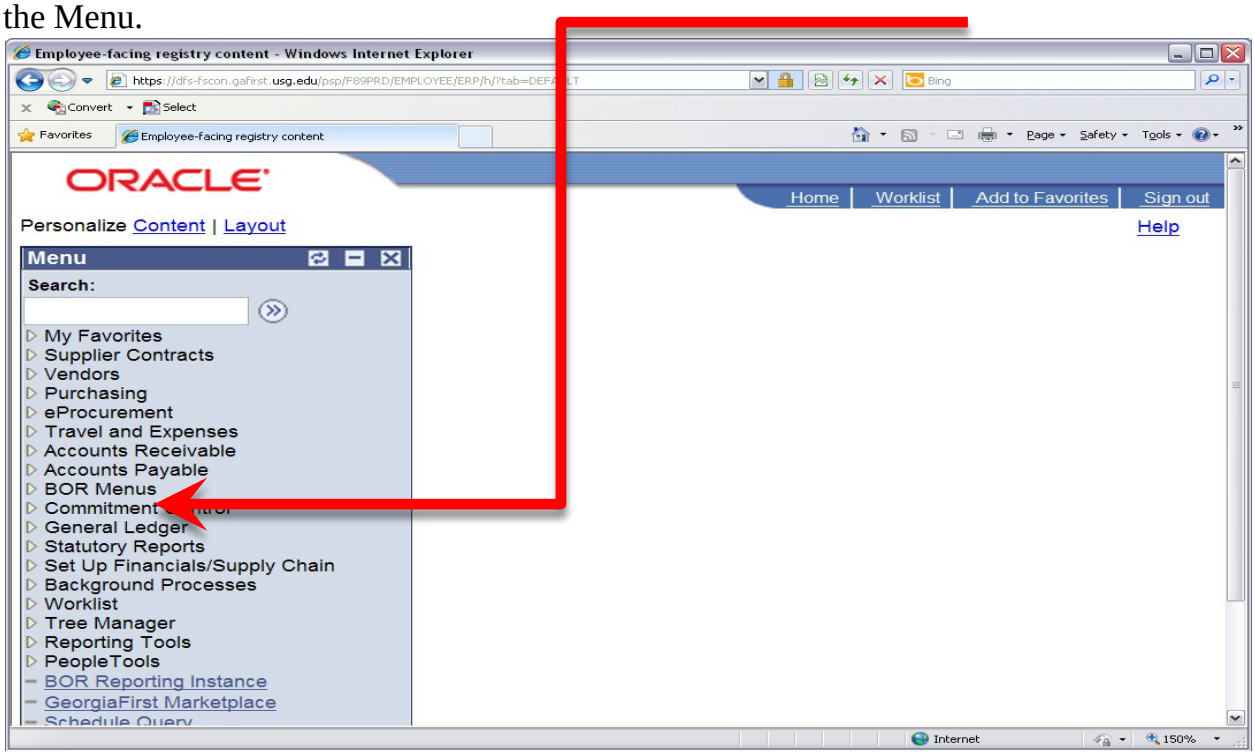


Accessing Revenue Summary Reports

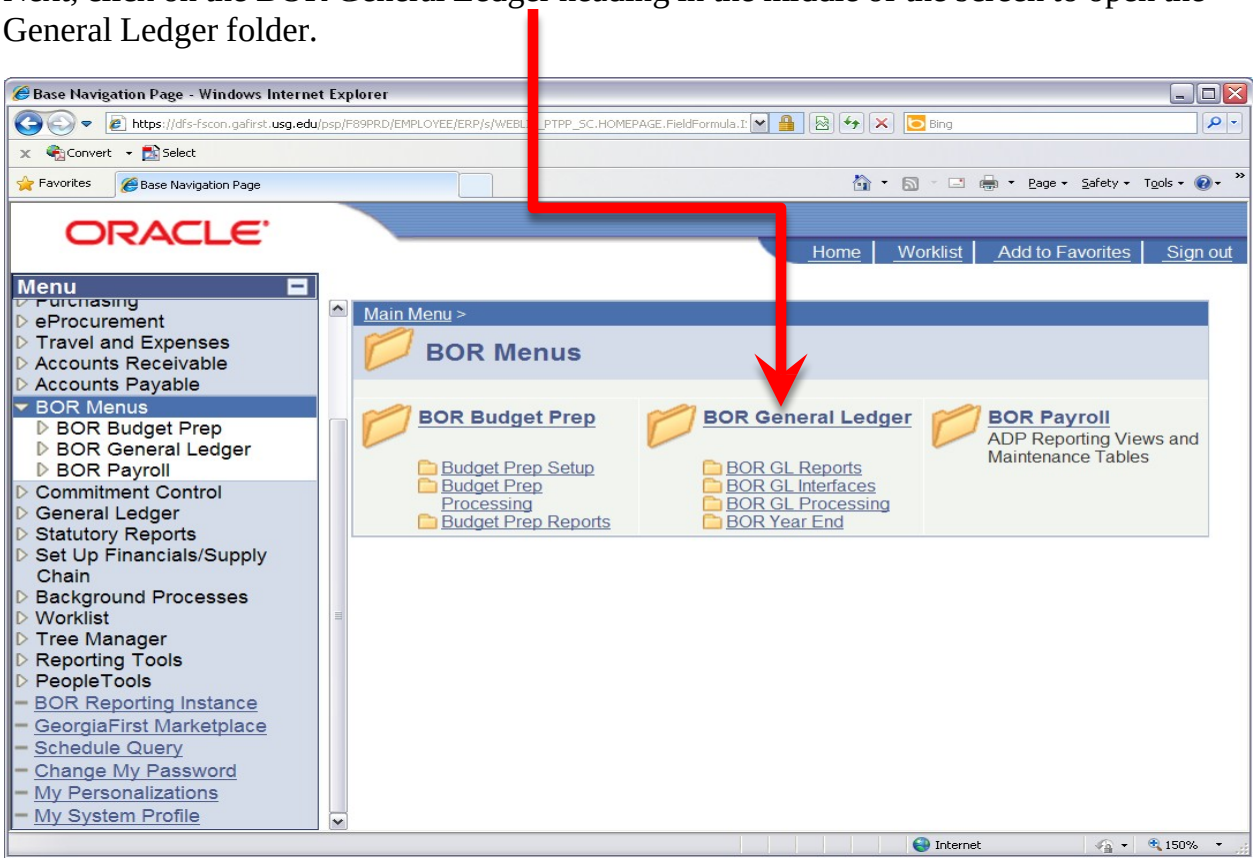
Log in to People Soft. The URL may be found on Budget Services website at: http://www.westga.edu/budget/. It is listed as the "PeopleSoft Portal" and will take you to the screen shown below.



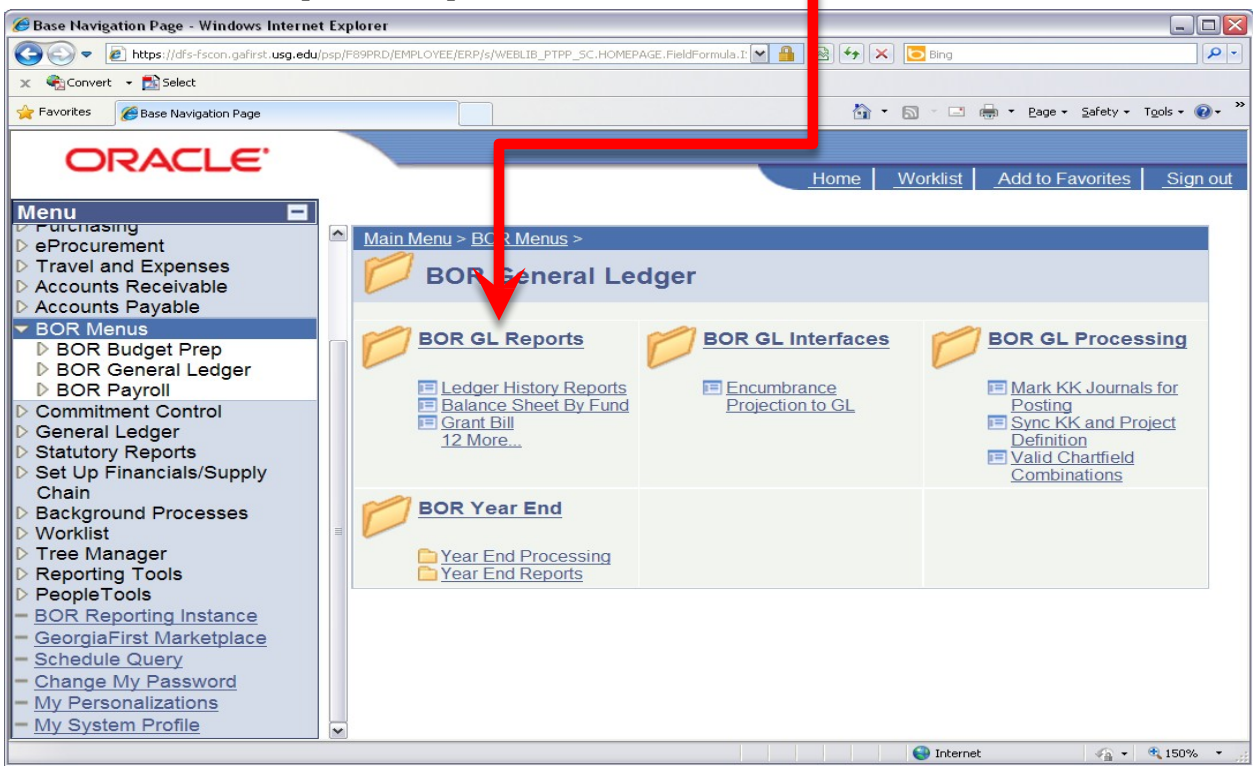
Once you have logged into PeopleSoft, click on "BOR Menus" located in the middle of the Menu.



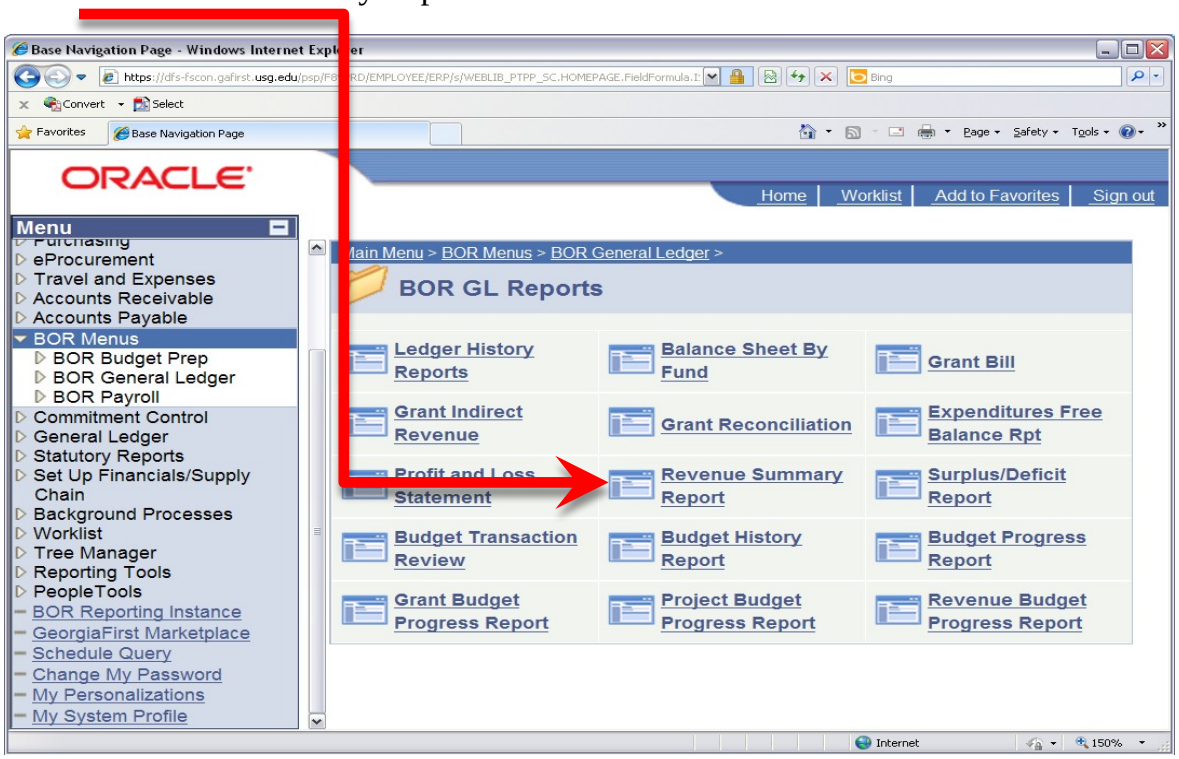
Next, click on the BOR General Ledger heading in the middle of the screen to open the General Ledger folder.



Click on BOR GL Reports to expand the selection menu.

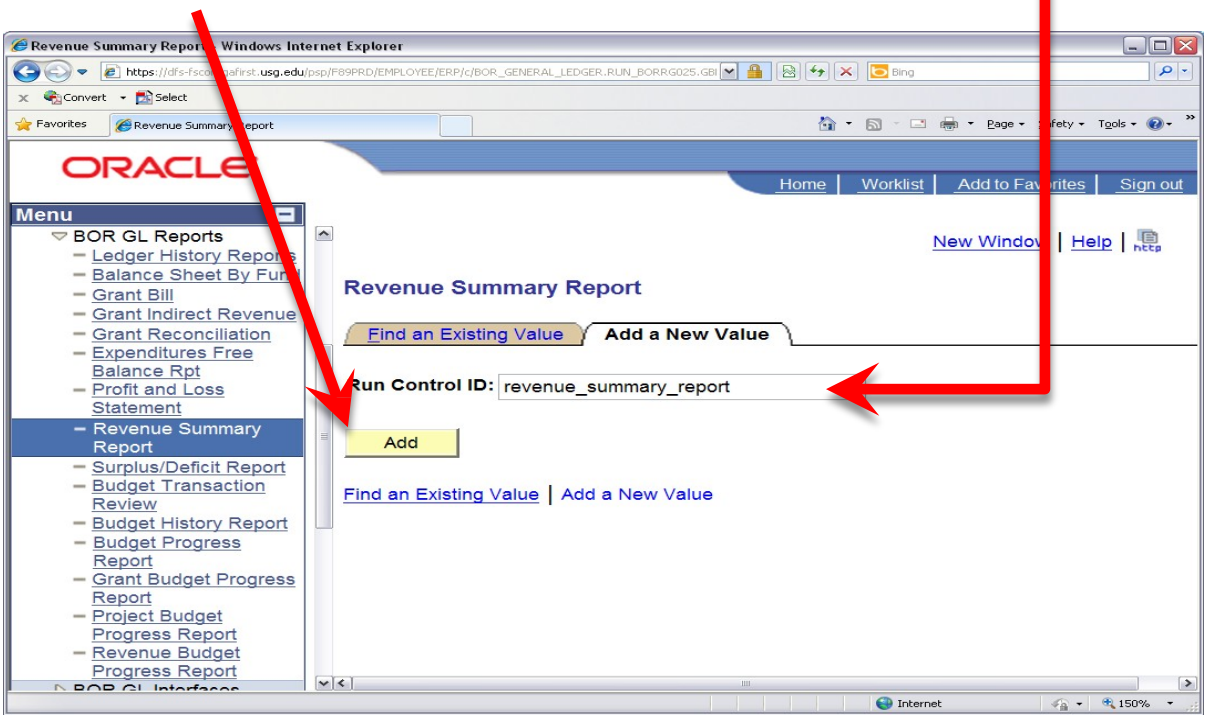


Select “Revenue Summary Report” which should be located in the middle of the screen.

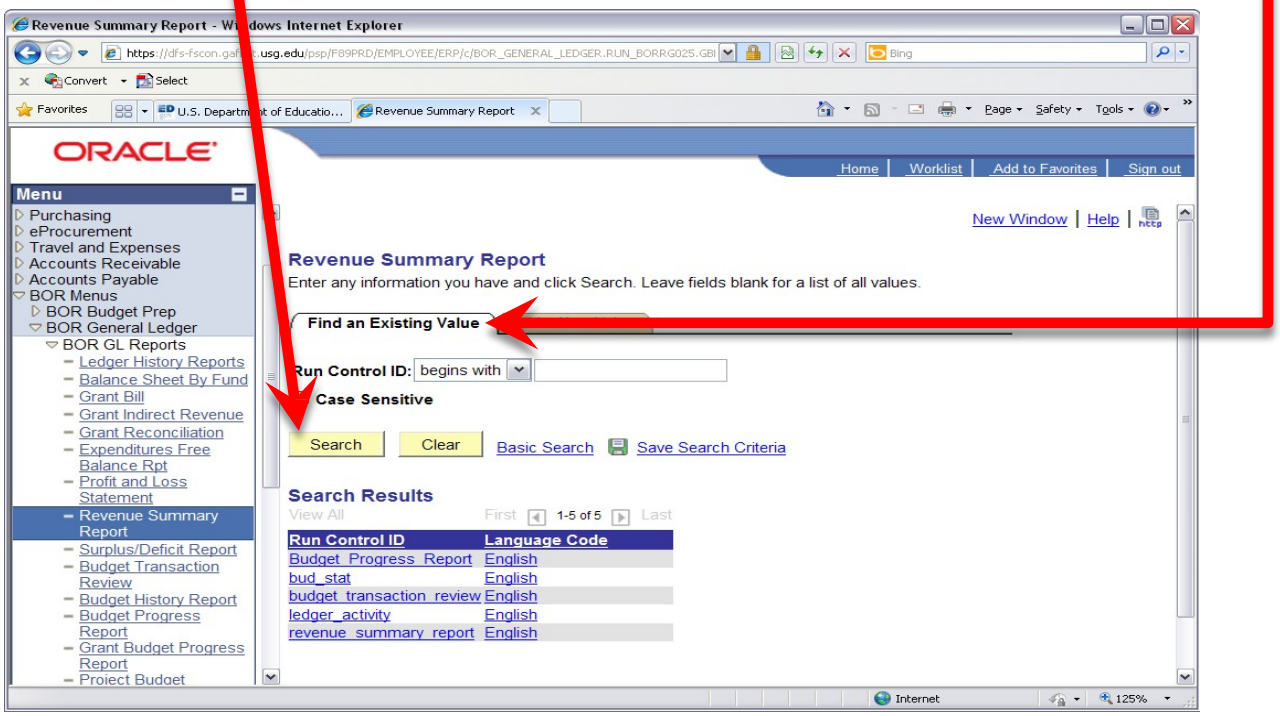


If you have never run this report before, you will need to set up a run control ID.

- First, click on the “Add a new value” tab.
- Enter a title for your report. We suggest Revenue_Summary_Report.
- Click the “Add” button and your run control will be saved for future use.



Each subsequent time you wish to run the report, click on the "Find an Existing Value" tab and click "Search". This will bring up a list of any run control ID's you have already established.

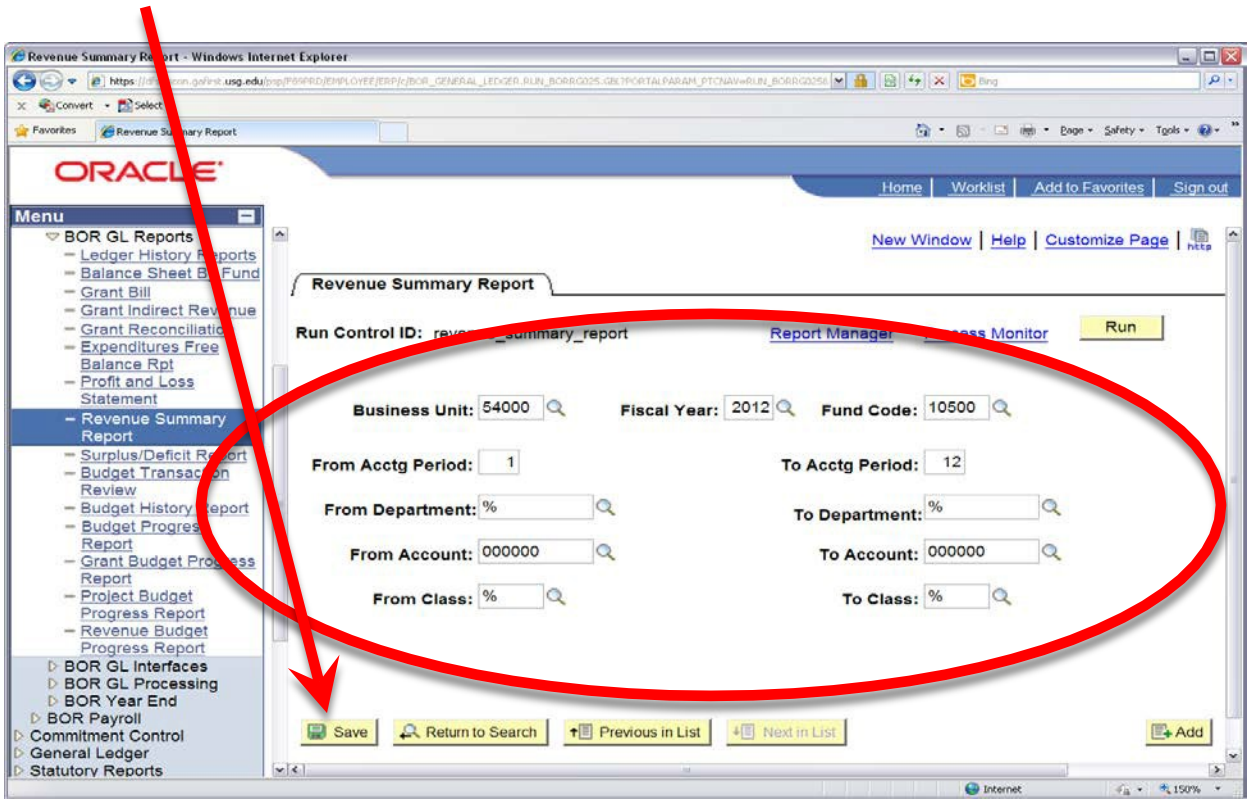


The parameter screen for the Revenue Summary Report will appear (see next page).

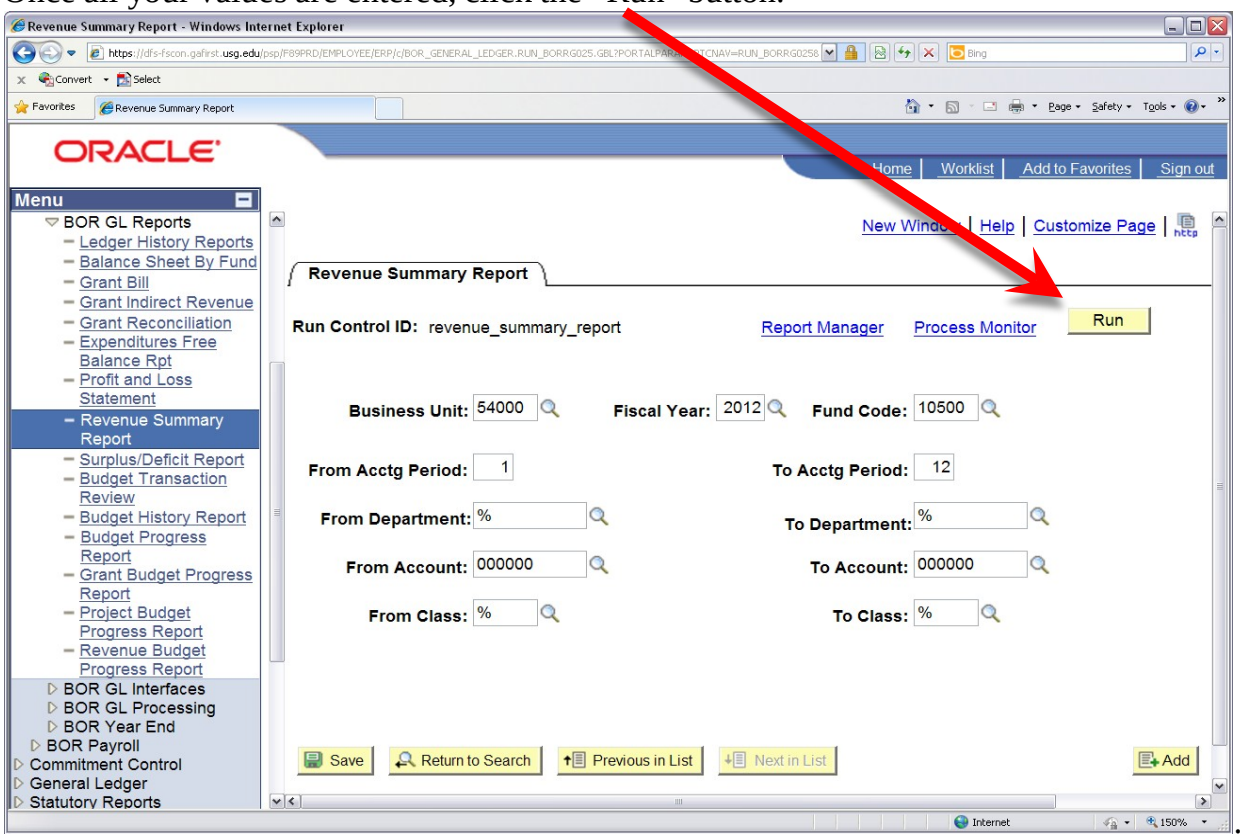
- Complete the fields using the look up tool (magnifying glass) if needed.
- Hit tab to navigate between fields or click in each box.
- In PeopleSoft, the % sign is a wildcard and generally means "all."

Business Unit:	54000
Fiscal Year:	The year of data you are requesting.
Fund Code:	Enter specific fund code or leave % to pull all fund codes.
From Acctg Period:	Enter the beginning accounting period you want to see. *(July=1, Aug = 2…Jan = 7,etc.)*
To Acctg Period:	Enter the ending accounting period you want to see.
From Department:	Enter your department id #. *(You may place the % sign if you are unsure.)*
To Department:	Enter your department id #. *(You may place the % sign if you are unsure.)*
To Account:	Enter your revenue account #. *(If you included a department id and would like to see all the revenue accounts for this department, place the % sign in this field.)*
From Account:	Enter your revenue account #.
From Class Field:	Enter specific class code or % to pull all class codes.
To Class Field:	Enter specific class code or % to pull all class codes.

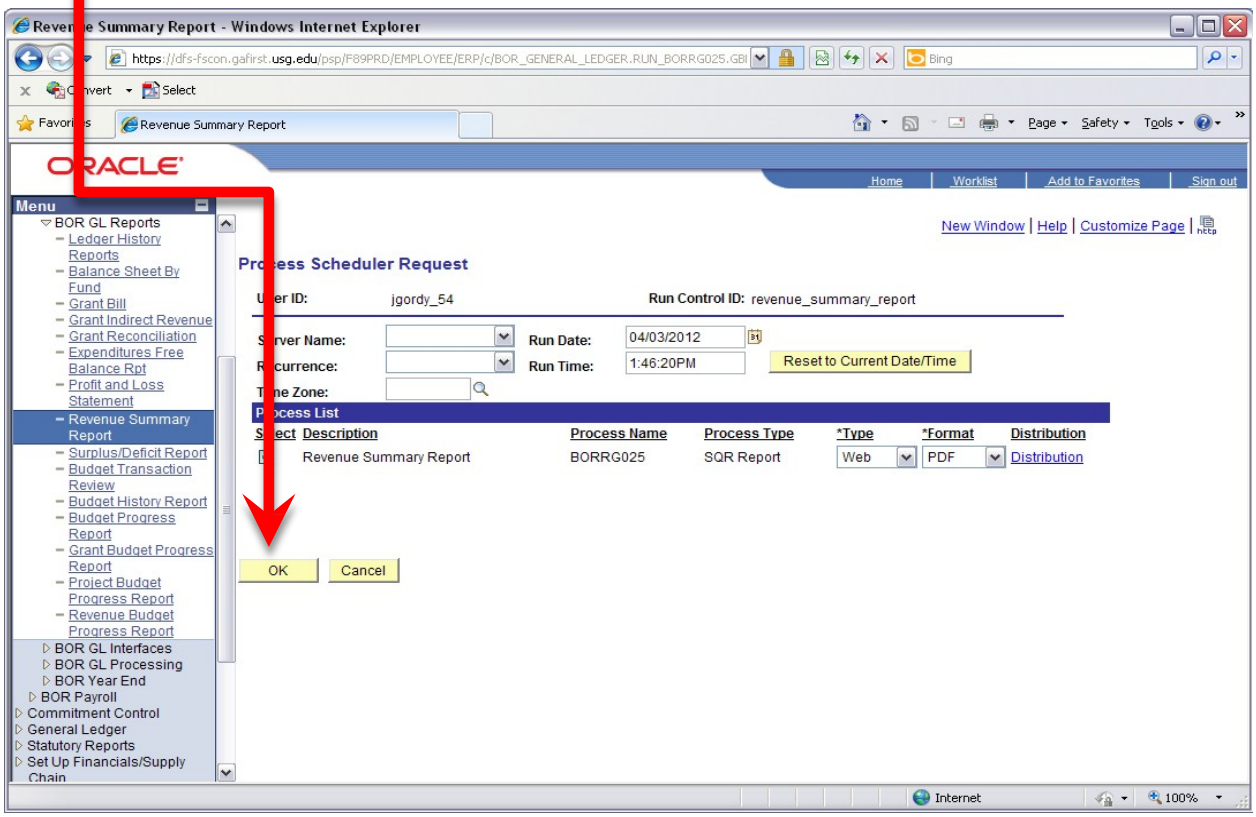
Click Save.



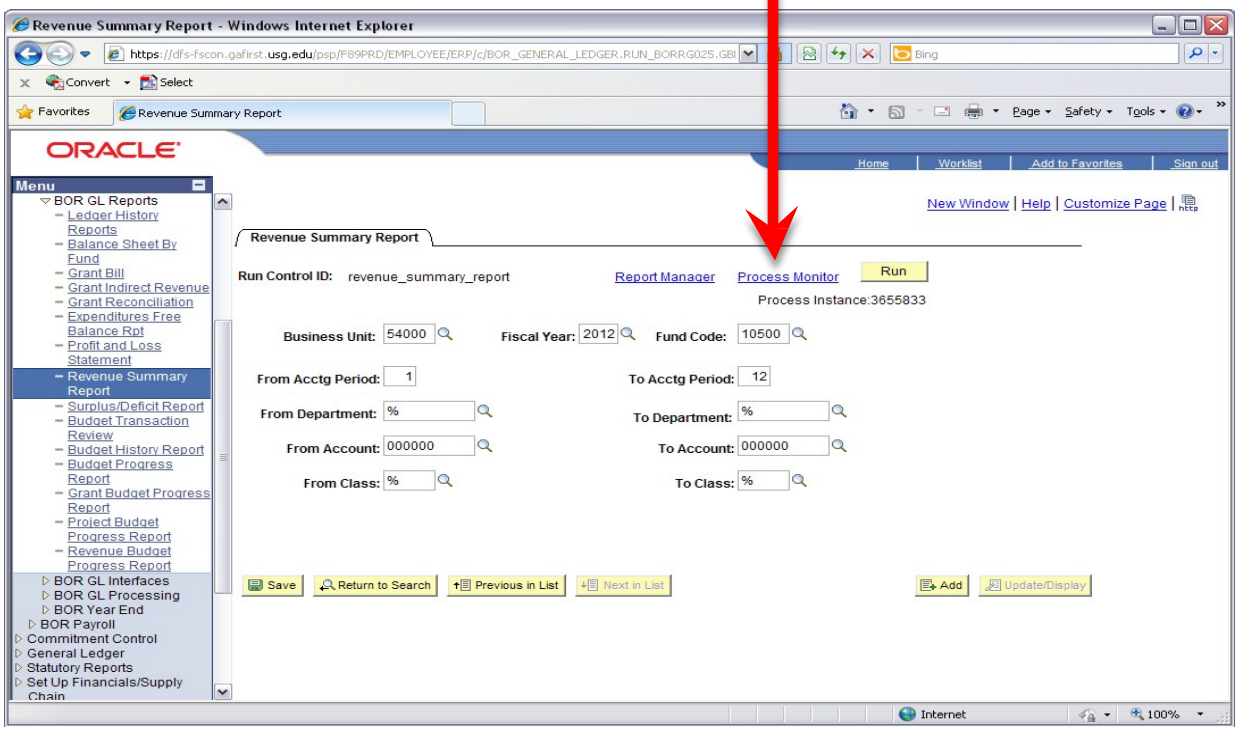
Once all your values are entered, click the "Run" button.



Click “OK”

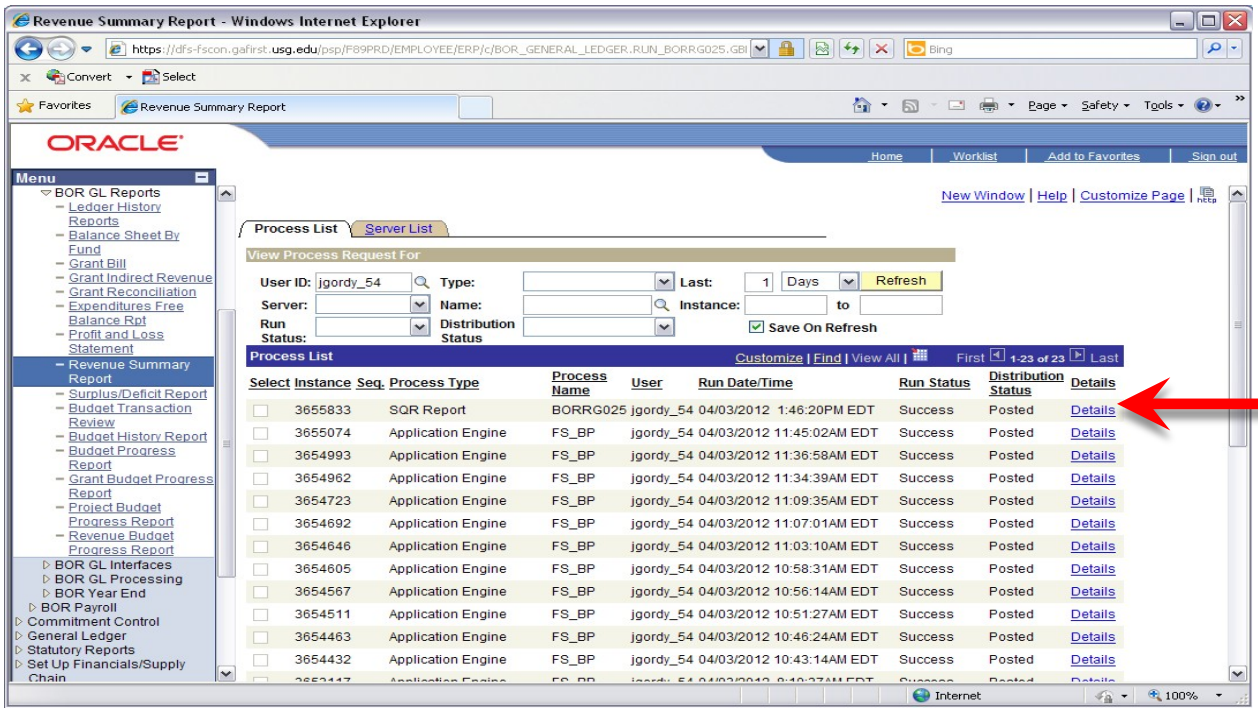


Click on “Process Monitor”

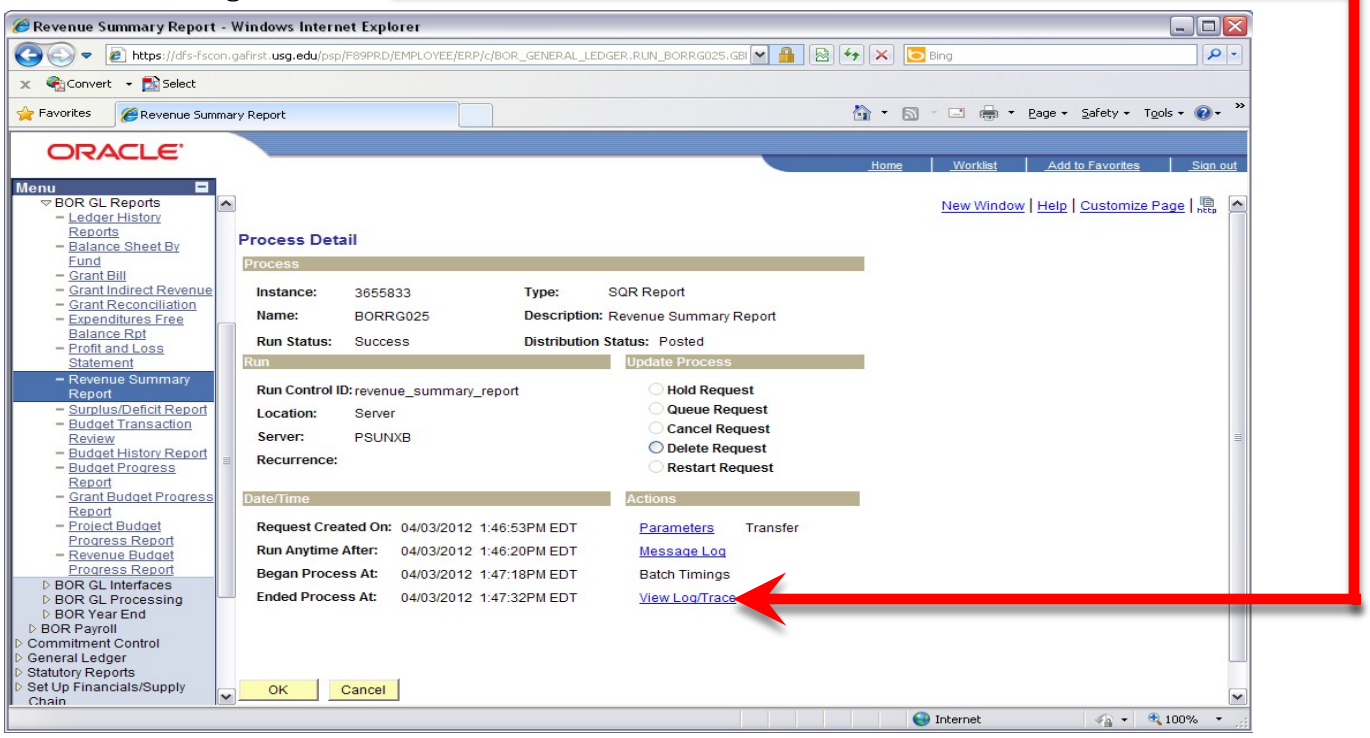


This will take you to a screen showing all reports you have run for a period of time. Click on the “Refresh” button.” Please wait a minute before re-clicking the refresh button.

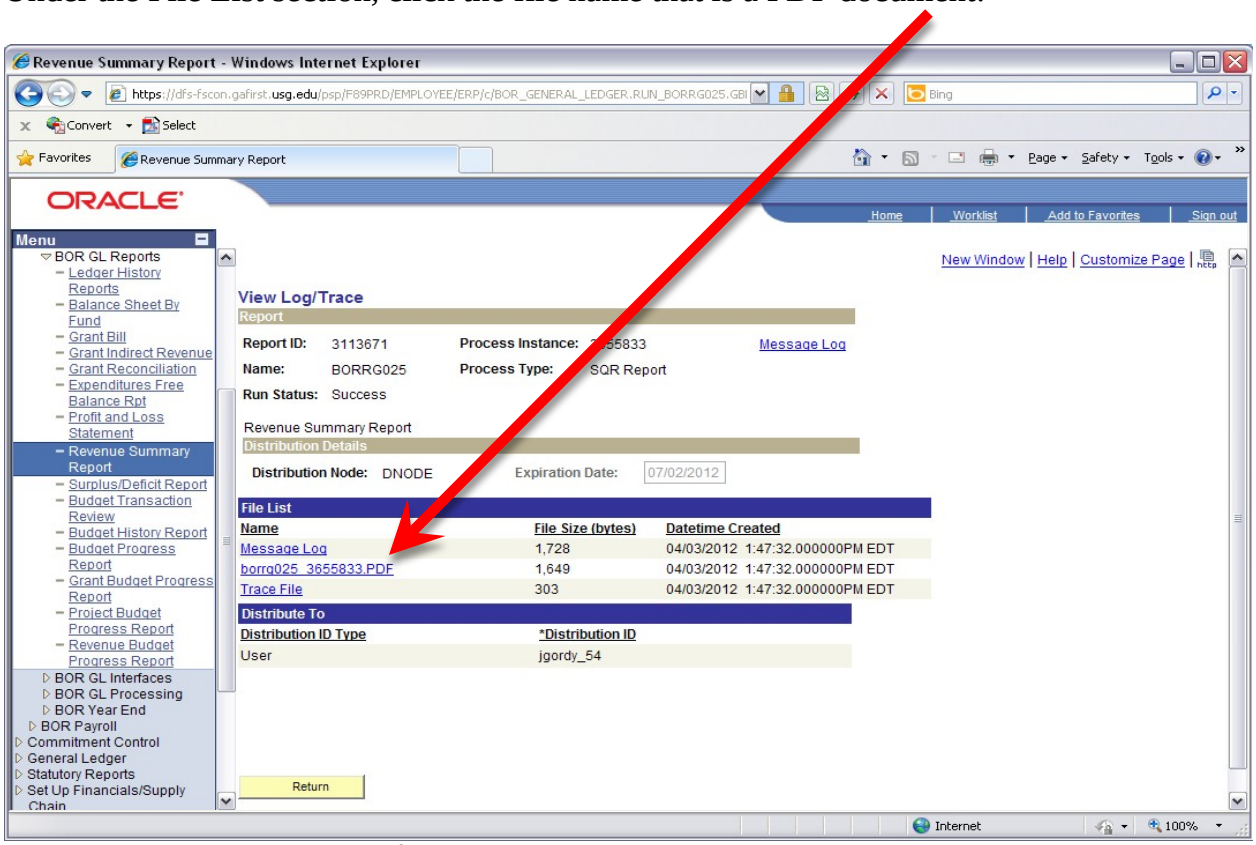
When the distribution status shows “Posted,” click the blue “Details” link.



Click “View/Log Trace”



Under the File List section, click the file name that is a PDF document.



This will take you to a PDF file with the requested report. You may either print the report or save a copy to your computer.

This is an example of what your PDF Revenue Summary Report will look like: