PeopleSoft

Budget Activity Report

This report will give you a detailed transactional listing of all expenses that have been processed against your budget. It also includes your current budgeted amount in your department and the amount of remaining funds available for spending.

Revised 4/1/2015
Budget Activity Report Setup Instructions

The following URL will take you to the core PeopleSoft Financial system. You will log in using your PeopleSoft login and password.

https://fprod.gafirst.usg.edu

1. Once you’ve logged in, you’ll see some basic menu commands. To navigate to the Budget Activity Report, click on BOR Menus > BOR General Ledger > BOR GL Reports

2. Click on Budget Activity Report.
3. First time users of this report will need to set up a run control ID that will be used each time you run the report. Click on the \textit{Add a New Value} tab.

![Add a New Value tab](image)

4. Type in a name for the report, underscoring between words, as shown in the screenshot below. Click the \textit{Add} button. After the Run Control is initially created, you will click on the \textit{Find an Existing Value} tab to select the run control and run the report in the future. You will not need to create it again for future reports.

![Add a New Value](image)

5. The screen for the Budget Activity Report will appear.

![Budget Activity Report screen](image)

Complete the fields using the look up tool (magnifying glass) if needed. Tab to navigate between fields or click into each box. In PeopleSoft, the “%” sign is a wildcard and generally means “all.”

- Business Unit: 54000
- Click the checkbox for either a Detail or Summary Report
- Budget Reference: Current or previous budget year
- Click the Checkbox for All Fiscal Period to run all periods within a budget year – OR – Enter the appropriate Fiscal Year and Accounting Period for the selected time frame. (July is period 1, August is period 2, etc.)
- From Project/To Project: Enter % sign in both fields.
• **From Fund Code/To Fund Code**: You can enter a single fund code in both fields or a range of fund codes such as 10000 to 10600. The report will total amounts by fund code.
• **From Department/To Department**: Enter your department’s 7 digit department ID in both fields.
• **From Account/To Account**: Enter account “500000” in the From field and enter “%” in the To field to get all accounts. If you only want to run non-personal services, you can enter “600000” in the From field and enter “%” in the To field. If you only want to run operating supplies, you can enter “700000” in the “From” field and enter “%” in the “To” field.

Click the **Save** button.

6. **Once all values are entered click the Run button.**
7. The screen Process Scheduler Request will appear. Click the **OK** button to be taken back to the Budget Activity Report screen.

8. Click on “Process Monitor.”

9. This will take you to a screen showing all reports you have run for a period of time. Click on the **Refresh** button until the Run Status shows “Success” and the Distribution Status shows “Posted.” Click “Details.” Do not select specifics for server, run status, type, name or distribution status. Use 8 hours, or 1 day for “Last.”
10. Click “View Log/Trace.”
11. Under the File List, click the file name that is a PDF document.

12. This will take you to a PDF file with the requested report. Click the printer button to print or save as a PDF file.

13. Once the report is printed or saved locally, you can close the PDF window, and you’ll be back at the View/Log Trace window. You can click the Return button to return to the process detail page, and click the OK button to return to the Process List.
14. Notice the different elements on the report:

<table>
<thead>
<tr>
<th>Program/Class</th>
<th>Budgeted Amount</th>
<th>Reimbursable</th>
<th>Expanded</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>162.000 / 1.100.00</td>
<td>288.746.00</td>
<td>200.040.00</td>
<td>0.000</td>
</tr>
</tbody>
</table>

- **Current budgeted appropriation amount**
- **Current budgeted amount at organization level**

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**Table:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
<th>Code</th>
<th>Type</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>162.000 / 1.100.00</td>
<td>Personnel</td>
<td>162.000</td>
<td>1.100</td>
<td>288.746.00</td>
</tr>
<tr>
<td>200.040.00</td>
<td></td>
<td></td>
<td></td>
<td>0.000</td>
</tr>
</tbody>
</table>

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**Legend:**

- Personnel Services: 162.000 / 1.100.00
- Current budgeted appropriation amount: 288.746.00
- Current budgeted amount at organization level: 200.040.00

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**Notes:**

- Notice the different elements on the report:
  - Current budgeted appropriation amount
  - Current budgeted amount at organization level

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**Source:**

- PEOPLESOFT 9.2 | Budget Activity Report
15. You can run the report directly to an Excel file instead of a PDF file by selecting the CSV format.