PeopleSoft

Budget Transaction Review

This report will give you a detailed list of all budget amendments that have been posted to the fund/department ID.
Budget Transaction Review 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 Transaction Review.
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 tab.

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

5. The screen for the Budget Transaction Review will appear.

   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
   - In Ledger select: APPROP for non-personal services, ORG for personal services or PROJ_GRT for projects and grants.
   - Account: Enter % sign
   - Fund Code: You can enter a single fund code or % for all fund codes.
   - From Department/To Department: Enter your department’s 7 digit department ID in both fields.
- Project: Enter % sign
- Budget Reference: Current or previous budget year
- Program Code: Enter % sign
- Class Field: Enter % sign

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.