Peoplesoft

Revenue Budget Activity Report

This report will give you a detailed transactional listing of each deposit that makes up the revenue that has been earned and posted in the revenue account.

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Revenue 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 Revenue Budget Activity Report, click on BOR Menus > BOR General Ledger > BOR GL Reports.
2. Click on Revenue 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 Add a New Value 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.

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.”

- Click the checkbox for either a Detail or Summary Report
- Business Unit: 54000
- Budget Reference: Current or previous budget year
- From Account/To Account: Enter % in both fields to pull all revenue accounts.
- From Fund Code/To Fund Code: Enter a specific fund code or enter % for all fund codes.
- From Department/To Department: Enter a specific department ID in both fields.
- From Program Code/To Program Code: Enter % in both fields.
- From Class Field/To Class Field: Enter % in both fields.
- From Project ID/To Project ID: Enter % in both fields.

Click the **Save** button.

![Revenue Budget Activity Report](image-url)
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 Revenue 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.