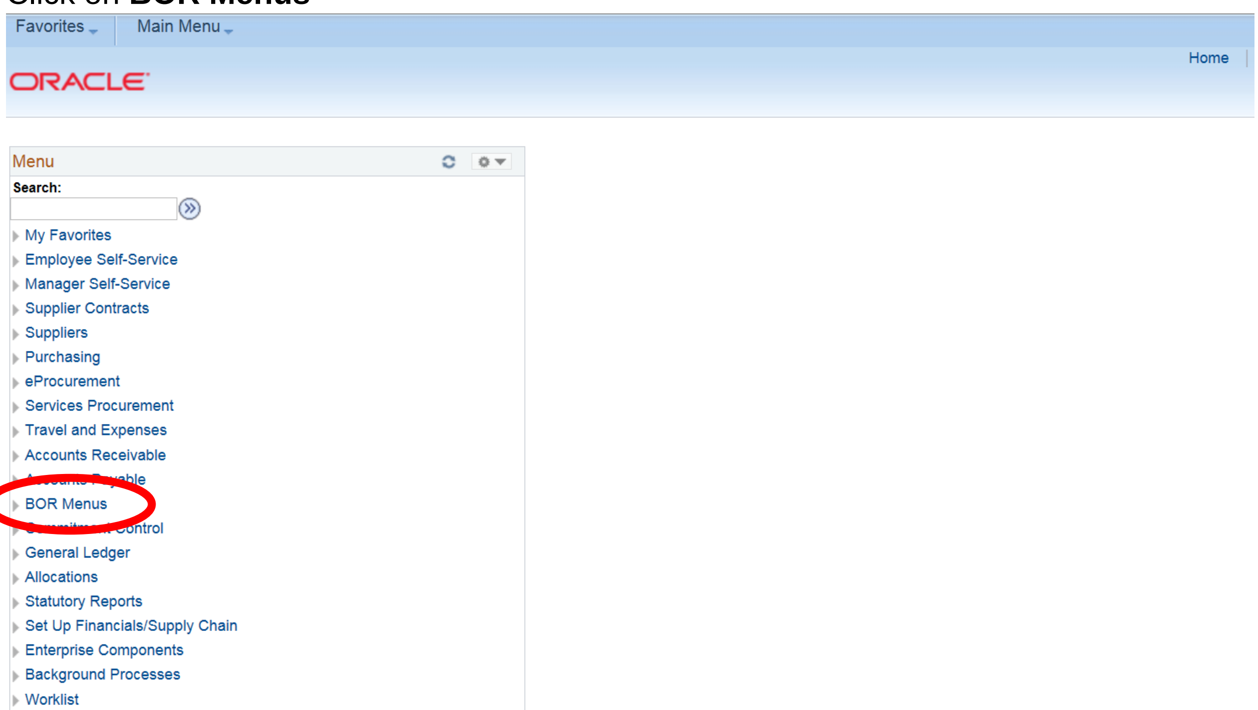
Instructions for Budget Activity Report

The **Budget Progress Report** will no longer be available in the upgraded version of PeopleSoft (version 9.2). The **Budget Activity Report** will be replacing the **Budget Progress Report**. The **Budget Activity Report** looks and functions very similar to the old **Budget Progress Report**. Users will need to set up a new run control ID for the **Budget Activity Report**. Below are instructions for creating the new run control ID and for entering the parameters for the report.

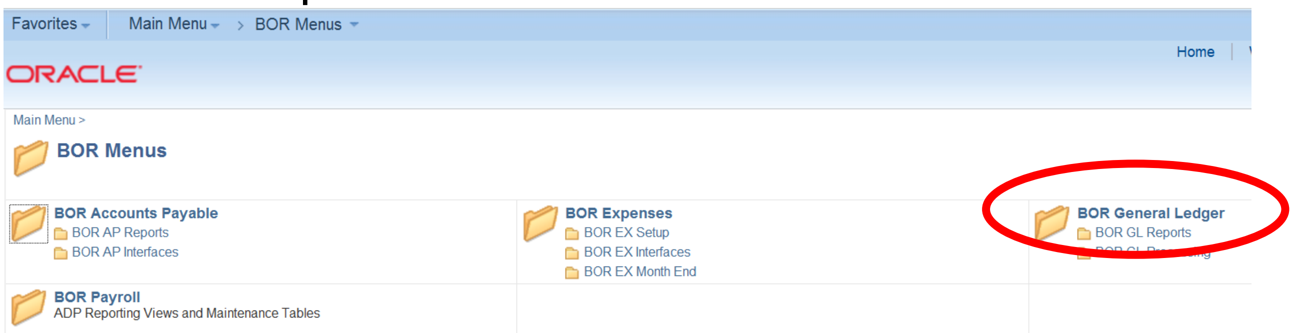
Some of the changes that you will see:

- The prior and future period rows have been removed from the report.
- Changes were made so the line descriptions are better identified. For example, the line that liquidates an encumbrance will now reflect a description of “Encumbrance Liquidation” and will indicate the PO ID and line # being liquidated.
- Users will need to establish a user id and run the Grant Budget Activity Report for grant accounts.

1. Click on **BOR Menus**

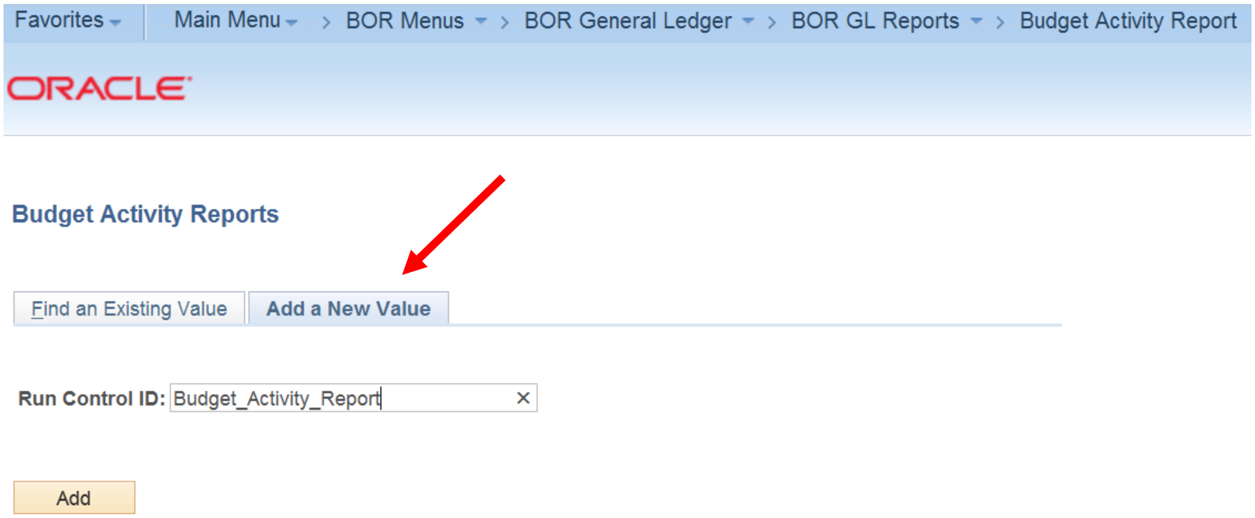


2. Click on **BOR General Ledger**
3. Click on **BOR GL Reports**

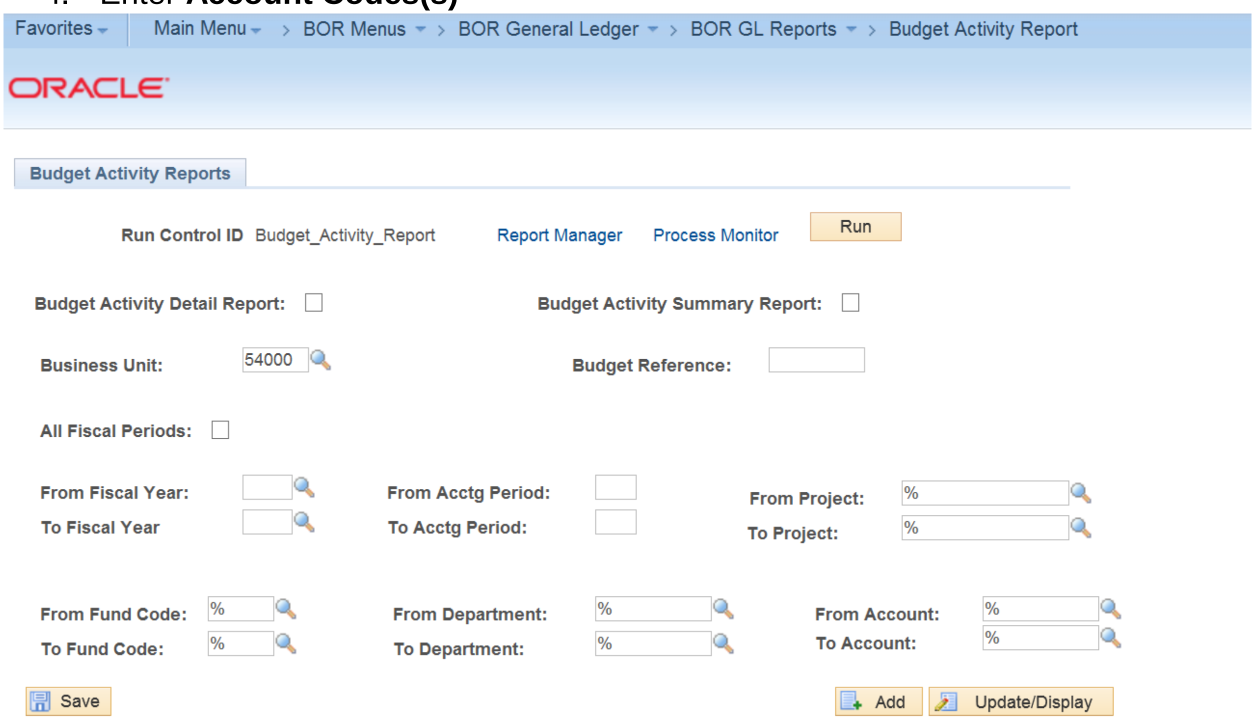


4. Click on **Budget Activity Report**

5. You will need to establish a new **Run Control ID** before you run the report for the first time.
6. Click on the **Add a New Value** tab
7. Enter a run control ID (Budget_Activity_Report). Remember run control ID's cannot have any spaces.
8. Click the **Add** button

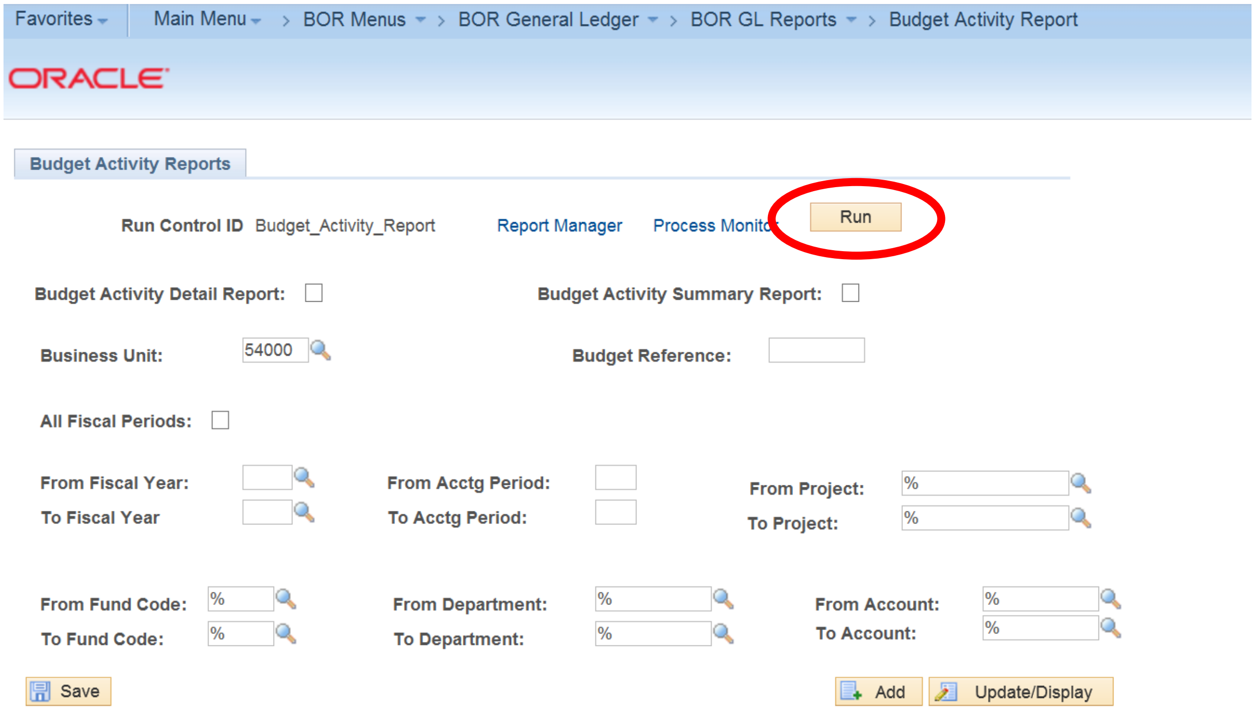


9. Enter the report parameters
    a. Indicate checkbox for **Detail** or **Summary** report
    b. Enter budget year in **Budget Reference**
    c. If you want all periods in the fiscal year, you can select the **All Fiscal Periods** checkbox. If you want certain periods, do not click the check box and enter the appropriate **Accounting Periods**.
    d. Enter **Fund Code(s)**
    e. Enter **Department ID**
    f. Enter **Account Codes(s)**

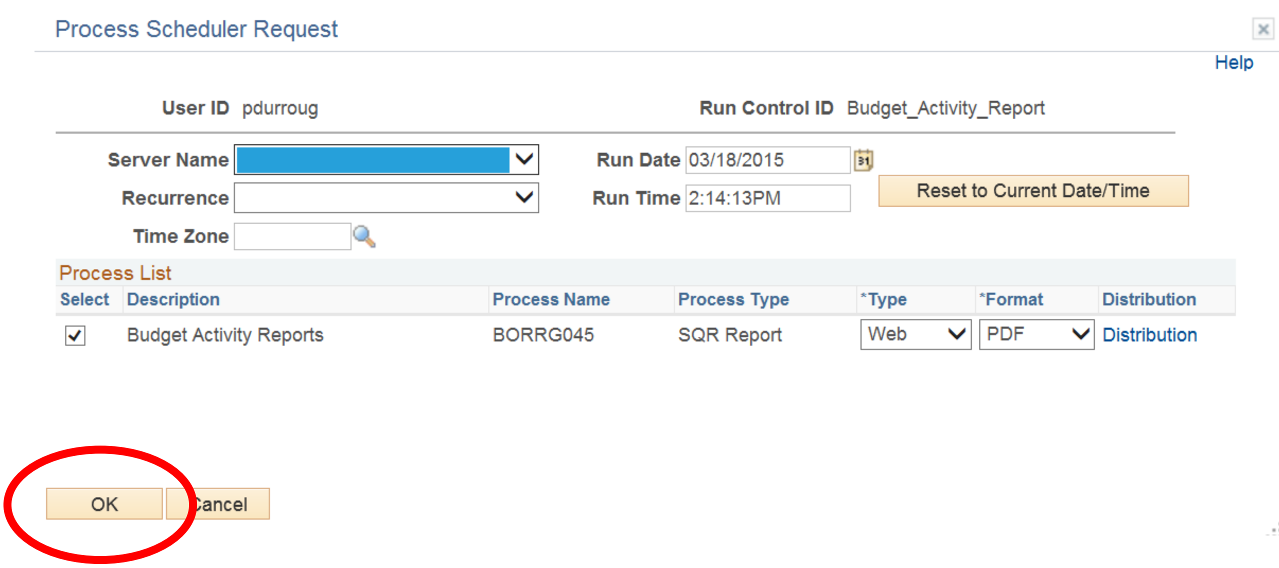


10. Click the **Save** button

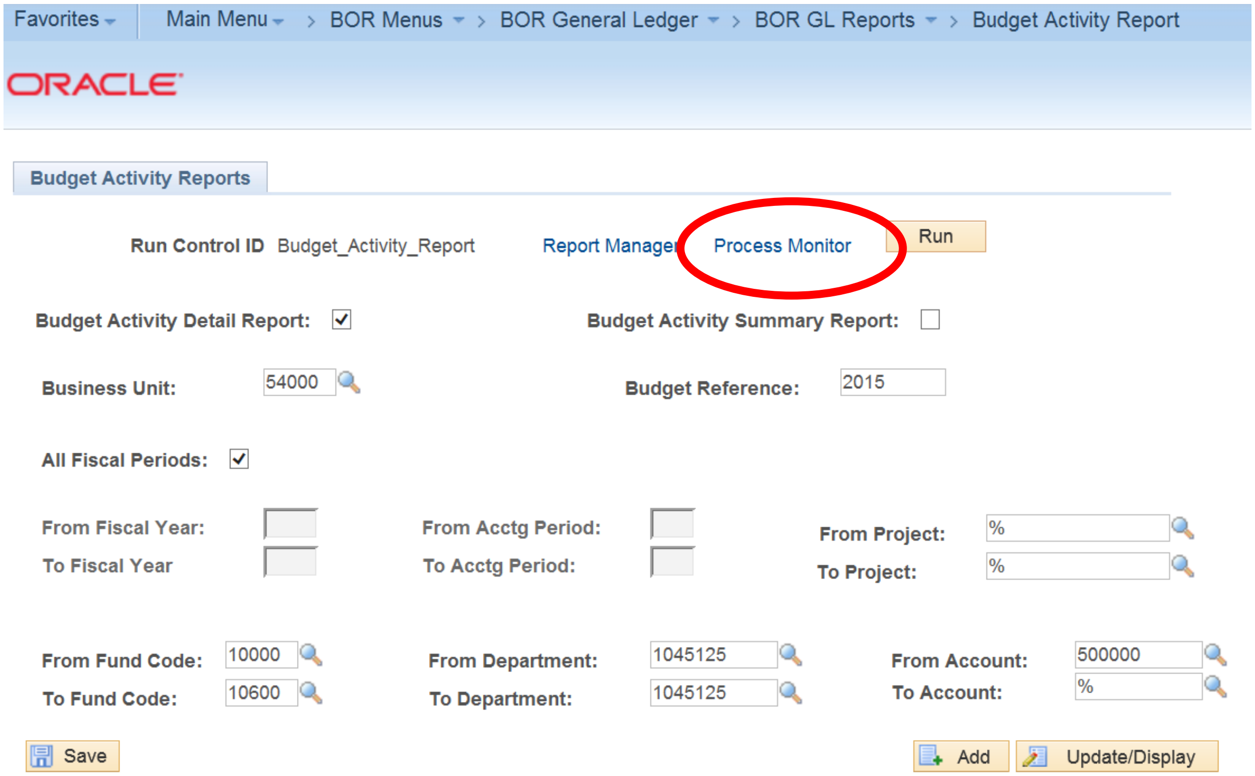
11. Click the **Run** button



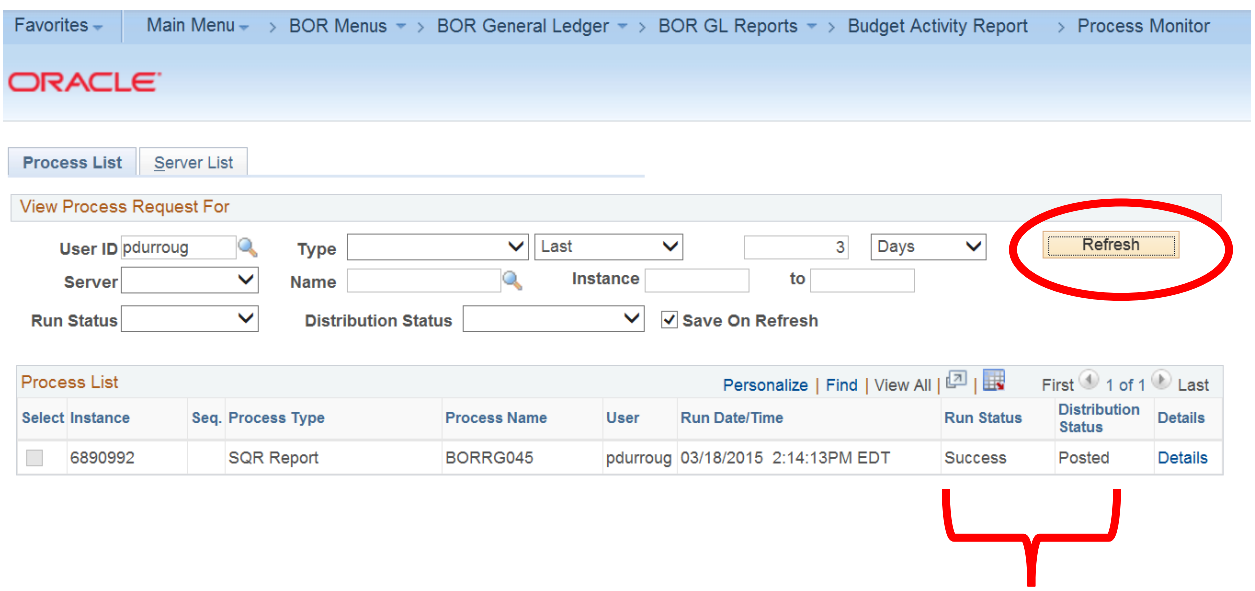
12. Click **OK**



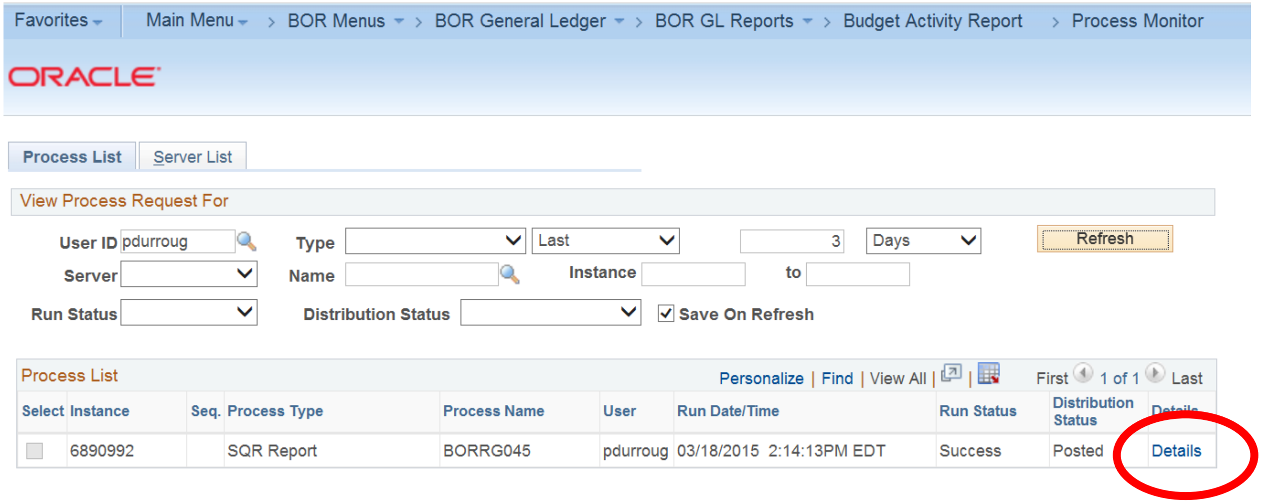
13. Click the **Process Monitor** link



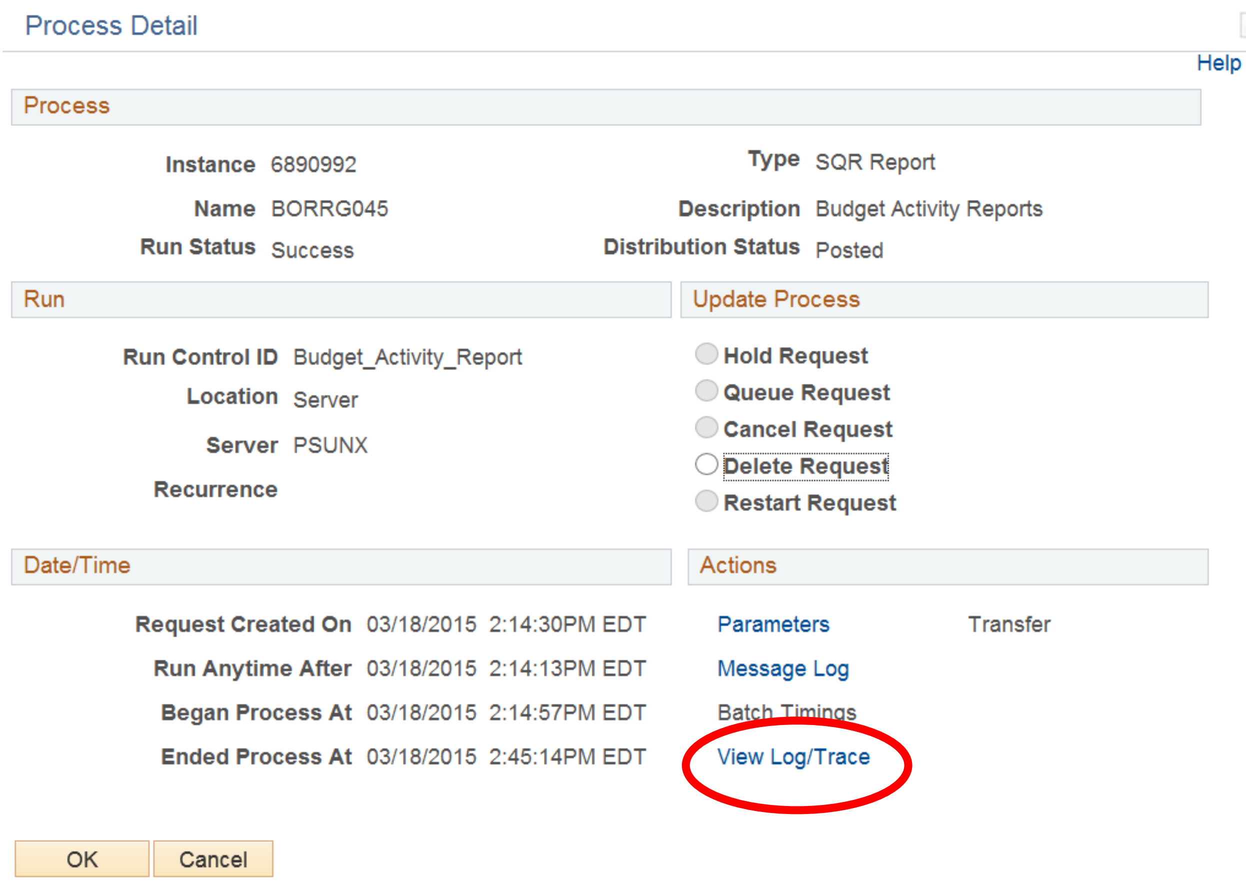
14. Click **Refresh** until you receive a Run Status of **Success** and a Distribution Status of **Posted**.



15. Click **Details** link



16. Click **View/Log Trace**



17. Click the file name ending in .pdf

View Log/Trace

Help

Report

Report ID:	6184620	**Process Instance:**	6890992	Message Log
Name:	BORRG045	**Process Type:**	SQR Report	
Run Status:	Success			

Budget Activity Reports

Distribution Details

Distribution Node: DNODE **Expiration Date:** 03/25/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_BORRG045_6890992.log	1,973	03/18/2015 2:45:14.126012PM EDT
borrg045_6890992.out	170,202	03/18/2015 2:45:14.126012PM EDT
borrg045_6890992_Detail.pdf	24,506	03/18/2015 2:45:14.126012PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	pdurroug

Return

18. Your report will be displayed.

BUDGET ACTIVITY REPORT - Detail
University of West Georgia

Budget Manager:	Lewis,Daniel G	**Budget Ref:**	2015	**From Fiscal Year:**	ALL	**To Fiscal Year:**	ALL
Department:	1045125 Center for Business Excellence	**All Fiscal Periods:**	Yes	**Acct Period From:**	1 ALL	**Acct Period To:**	12 ALL
Fund Code:	10500 Tuition						

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
500000	**Personal Services**				16200 / 11000	248,053.00					
521000	Salaries- Professional/Admin				16200 / 11000		195,048.00				
521100	Salaries- Professional/Admin										
	07/31/14	JE	P001103835	234	734 - July 31, 2014 - MO1			0.00	0.00	16,254.00	
	07/31/14	JE	P001103837	121	HR Payroll - Encumbrances			0.00	-16,254.00	0.00	
	08/29/14	JE	P001111518	170	HR Payroll - Encumbrances			0.00	-16,254.00	0.00	
	08/29/14	JE	P001111514	381	834 - Aug 29, 2014 - MO1			0.00	0.00	16,254.00	
	09/05/14	JE	P001112182	160	Encumbrance Projection			0.00	162,540.00	0.00	
	09/30/14	JE	P001111535	200	HR Payroll - Encumbrances			0.00	32,508.00	0.00	
	09/30/14	JE	P001117900	392	34 - Sept 30, 2014 - MO1			0.00	0.00	16,254.00	
	09/30/14	JE	P001117926	173	HR Payroll - Encumbrances			0.00	-16,254.00	0.00	
	10/31/14	JE	P001129198	171	HR Payroll - Encumbrances			0.00	-16,254.00	0.00	
	10/31/14	JE	P001129196	393	O44 - Oct 31, 2014 - MO1			0.00	0.00	16,254.00	
	11/28/14	JE	P001138564	175	HR Payroll - Encumbrances			0.00	-16,670.00	0.00	
	11/28/14	JE	P001138561	400	N34 - Nov 28, 2014 - MO1			0.00	0.00	18,334.00	
	11/30/14	JE	P001133941	165	Encumbrance Projection			0.00	130,032.00	0.00	
	11/30/14	JE	P001133850	174	HR Payroll - Encumbrances			0.00	-130,032.00	0.00	
	12/31/14	JE	P001147124	263	D34 - Dec. 31, 2014 - MO3			0.00	0.00	16,670.00	
	12/31/14	JE	P001144127	181	HR Payroll - Encumbrances			0.00	-113,362.00	0.00	
	12/31/14	JE	P001147128	141	HR Payroll - Encumbrances			0.00	-16,670.00	0.00	
	12/31/14	JE	P001144317	160	Encumbrance Projection			0.00	116,690.00	0.00	
	Totals							**0.00**	**100,020.00**	**100,020.00**	**-4,992.00**
551000	FICA				16200 / 11000		14,772.00				
551100	FICA-Employer										
	07/31/14	JE	P001103837	272	HR Payroll - Encumbrances			0.00	-973.13	0.00	
	07/31/14	JE	P001103835	401	734 - July 31, 2014 - MO1			0.00	0.00	973.13	
	08/29/14	JE	P001111518	368	HR Payroll - Encumbrances			0.00	-975.71	0.00	
	08/29/14	JE	P001111514	679	834 - Aug 29, 2014 - MO1			0.00	0.00	975.71	
	09/05/14	JE	P001112182	460	Encumbrance Projection			0.00	10,493.60	0.00	
	09/30/14	JE	P001111535	541	HR Payroll - Encumbrances			0.00	1,948.84	0.00	
	09/30/14	JE	P001117900	700	34 - Sept 30, 2014 - MO1			0.00	0.00	975.72	
	09/30/14	JE	P001117926	372	HR Payroll - Encumbrances			0.00	-975.72	0.00	
	10/31/14	JE	P001129198	368	HR Payroll - Encumbrances			0.00	-975.74	0.00	
	10/31/14	JE	P001129196	695	O44 - Oct 31, 2014 - MO1			0.00	0.00	975.74	
	11/28/14	JE	P001138564	380	HR Payroll - Encumbrances			0.00	-1,104.68	0.00	

Report ID: BORRG045 Date: 03/18/2015 @ 14:14:57 DB=SCITEST Version#: 4.00 Page: 1