

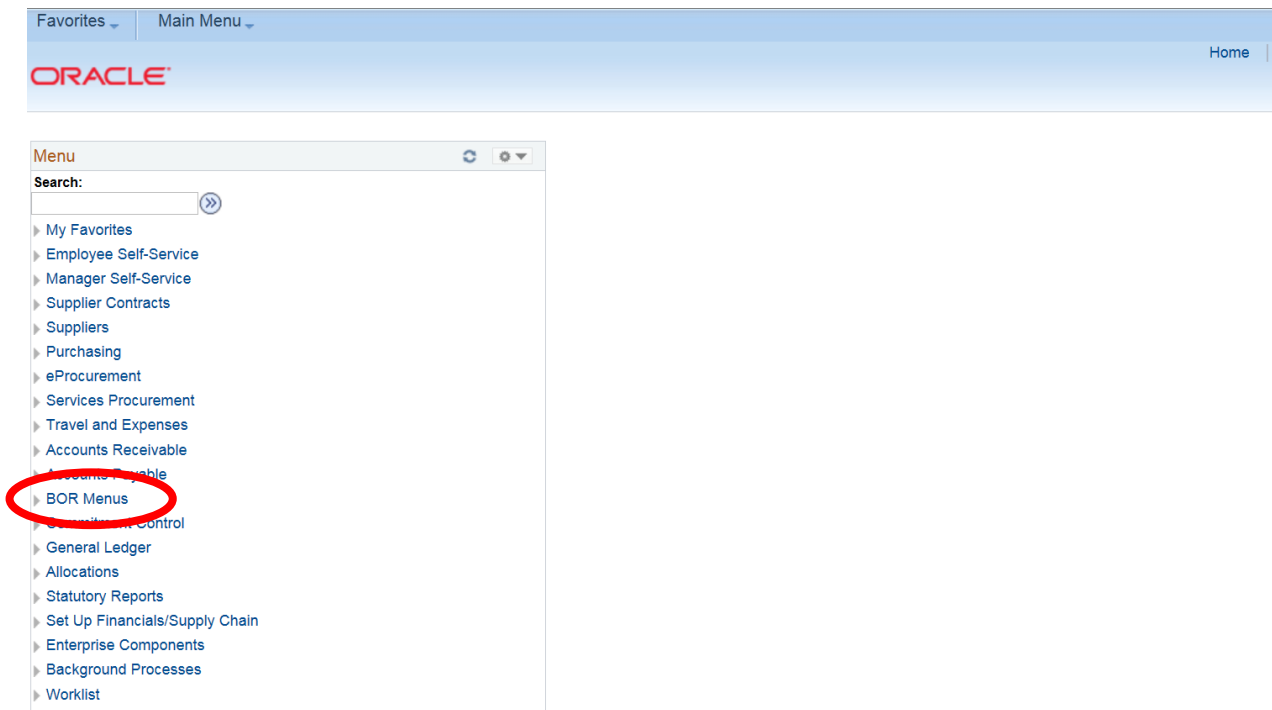
## Instructions for Budget Activity Report

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.

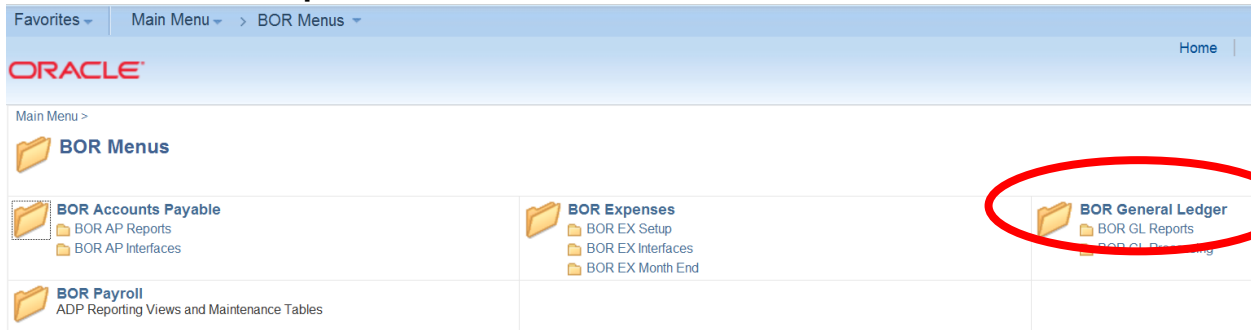
Some of the changes that you will see:

- 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 Menu**



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



Budget Activity Reports

Find an Existing Value   **Add a New Value**



Run Control ID: Budget\_Activity\_Report x

Add

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)**



Budget Activity Reports

Run Control ID Budget\_Activity\_Report   Report Manager   Process Monitor   **Run**

Budget Activity Detail Report:       Budget Activity Summary Report:

Business Unit: 54000      Budget Reference:

All Fiscal Periods:

From Fiscal Year:       From Acctg Period:       From Project: %

To Fiscal Year:       To Acctg Period:       To Project: %

From Fund Code: %       From Department: %       From Account: %

To Fund Code: %       To Department: %       To Account: %

Save      Add      Update/Display

10. Click the **Save** button

11. Click the **Run** button

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR General Ledger ▾ > BOR GL Reports ▾ > Budget Activity Report

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Budget Activity Reports

Run Control ID Budget\_Activity\_Report Report Manager Process Monitor **Run**

Budget Activity Detail Report:  Budget Activity Summary Report:

Business Unit:  Budget Reference:

All Fiscal Periods:

From Fiscal Year:  From Acctg Period:  From Project: %   
 To Fiscal Year:  To Acctg Period:  To Project: %

From Fund Code: %  From Department: %  From Account: %   
 To Fund Code: %  To Department: %  To Account: %

Save Add Update/Display

12. Click **OK**

Process Scheduler Request x Help

User ID pdurroug Run Control ID Budget\_Activity\_Report

Server Name  Run Date 03/18/2015   
 Recurrence  Run Time 2:14:13PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Activity Reports	BORRG045	SQR Report	Web ▾	PDF ▾	Distribution

**OK** Cancel

13. Click the **Process Monitor** link

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR General Ledger ▾ > BOR GL Reports ▾ > Budget Activity Report

ORACLE

Budget Activity Reports

Run Control ID Budget\_Activity\_Report Report Manager **Process Monitor** Run

Budget Activity Detail Report:  Budget Activity Summary Report:

Business Unit: 54000 Budget Reference: 2015

All Fiscal Periods:

From Fiscal Year: [ ] To Fiscal Year: [ ] From Acctg Period: [ ] To Acctg Period: [ ] From Project: [%] To Project: [%]

From Fund Code: 10000 To Fund Code: 10600 From Department: 1045125 To Department: 1045125 From Account: 500000 To Account: [%]

Save Add Update/Display

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

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR General Ledger ▾ > BOR GL Reports ▾ > Budget Activity Report > Process Monitor

ORACLE

Process List Server List

View Process Request For

User ID pdurroug Type [ ] Last [ ] 3 Days Refresh

Server [ ] Name [ ] Instance [ ] to [ ]

Run Status [ ] Distribution Status [ ]  Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6890992		SQR Report	BORRG045	pdurroug	03/18/2015 2:14:13PM EDT	Success	Posted	Details



15. Click **Details** link

Favorites > Main Menu > BOR Menus > BOR General Ledger > BOR GL Reports > Budget Activity Report > Process Monitor

ORACLE

Process List | Server List

View Process Request For

User ID: pdurroug | Type: [Dropdown] Last | [Dropdown] 3 Days | Refresh

Server: [Dropdown] | Name: [Search] | Instance: [Dropdown] to [Dropdown]

Run Status: [Dropdown] | Distribution Status: [Dropdown] | Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6890992		SQR Report	BORRG045	pdurroug	03/18/2015 2:14:13PM EDT	Success	Posted	<a href="#">Details</a>

16. Click **View/Log Trace**

Process Detail

Help

Process

Instance: 6890992 | Type: SQR Report  
 Name: BORRG045 | Description: Budget Activity Reports  
 Run Status: Success | Distribution Status: Posted

Run | Update Process

Run Control ID: Budget\_Activity\_Report  
 Location: Server  
 Server: PSUNX  
 Recurrence: [Dropdown]

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

Date/Time | Actions

Request Created On: 03/18/2015 2:14:30PM EDT | Parameters | Transfer  
 Run Anytime After: 03/18/2015 2:14:13PM EDT | Message Log  
 Began Process At: 03/18/2015 2:14:57PM EDT | Batch Timings  
 Ended Process At: 03/18/2015 2:45:14PM EDT | [View Log/Trace](#)

OK | Cancel

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
<b>borrg045_6890992_Detail.pdf</b>	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	Program/Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
	Date	Type DocumentID Line Description	Vendor	Check				
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	0.00
07/31/14	JE	P001103837 121 HR Payroll - Encumbrances			0.00	-16,254.00	0.00	0.00
08/29/14	JE	P001111518 170 HR Payroll - Encumbrances			0.00	-16,254.00	0.00	0.00
08/29/14	JE	P001111514 281 834 - Aug 29, 2014 - MO1			0.00	0.00	16,254.00	0.00
09/05/14	JE	P001112182 160 Encumbrance Projection			0.00	162,540.00	0.00	0.00
09/30/14	JE	P001111535 200 HR Payroll - Encumbrances			0.00	32,508.00	0.00	0.00
09/30/14	JE	P001117900 392 34 - Sept 30, 2014 - MO1			0.00	0.00	16,254.00	0.00
09/30/14	JE	P001117926 173 HR Payroll - Encumbrances			0.00	-16,254.00	0.00	0.00
10/31/14	JE	P001129198 171 HR Payroll - Encumbrances			0.00	-16,254.00	0.00	0.00
10/31/14	JE	P001129196 393 044 - Oct 31, 2014 - MO1			0.00	0.00	16,254.00	0.00
11/28/14	JE	P001138564 175 HR Payroll - Encumbrances			0.00	-16,670.00	0.00	0.00
11/28/14	JE	P001138561 400 N34 - Nov 28, 2014 - MO1			0.00	0.00	18,334.00	0.00
11/30/14	JE	P001133941 165 Encumbrance Projection			0.00	130,032.00	0.00	0.00
11/30/14	JE	P001133850 174 HR Payroll - Encumbrances			0.00	-130,032.00	0.00	0.00
12/31/14	JE	P001147124 263 034 - Dec 31, 2014 - MO3			0.00	0.00	16,670.00	0.00
12/31/14	JE	P001144127 181 HR Payroll - Encumbrances			0.00	-113,362.00	0.00	0.00
12/31/14	JE	P001147128 141 HR Payroll - Encumbrances			0.00	-16,670.00	0.00	0.00
12/31/14	JE	P001144317 160 Encumbrance Projection			0.00	116,690.00	0.00	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	0.00
07/31/14	JE	P001103835 401 734 - July 31, 2014 - MO1			0.00	0.00	973.13	0.00
08/29/14	JE	P001111518 368 HR Payroll - Encumbrances			0.00	-975.71	0.00	0.00
08/29/14	JE	P001111514 679 834 - Aug 29, 2014 - MO1			0.00	0.00	975.71	0.00
09/05/14	JE	P001112182 460 Encumbrance Projection			0.00	10,493.60	0.00	0.00
09/30/14	JE	P001111535 541 HR Payroll - Encumbrances			0.00	1,948.84	0.00	0.00
09/30/14	JE	P001117900 700 34 - Sept 30, 2014 - MO1			0.00	0.00	975.72	0.00
09/30/14	JE	P001117926 372 HR Payroll - Encumbrances			0.00	-975.72	0.00	0.00
10/31/14	JE	P001129198 368 HR Payroll - Encumbrances			0.00	-975.74	0.00	0.00
10/31/14	JE	P001129196 695 044 - Oct 31, 2014 - MO1			0.00	0.00	975.74	0.00
11/28/14	JE	P001138564 380 HR Payroll - Encumbrances			0.00	-1,104.68	0.00	0.00