



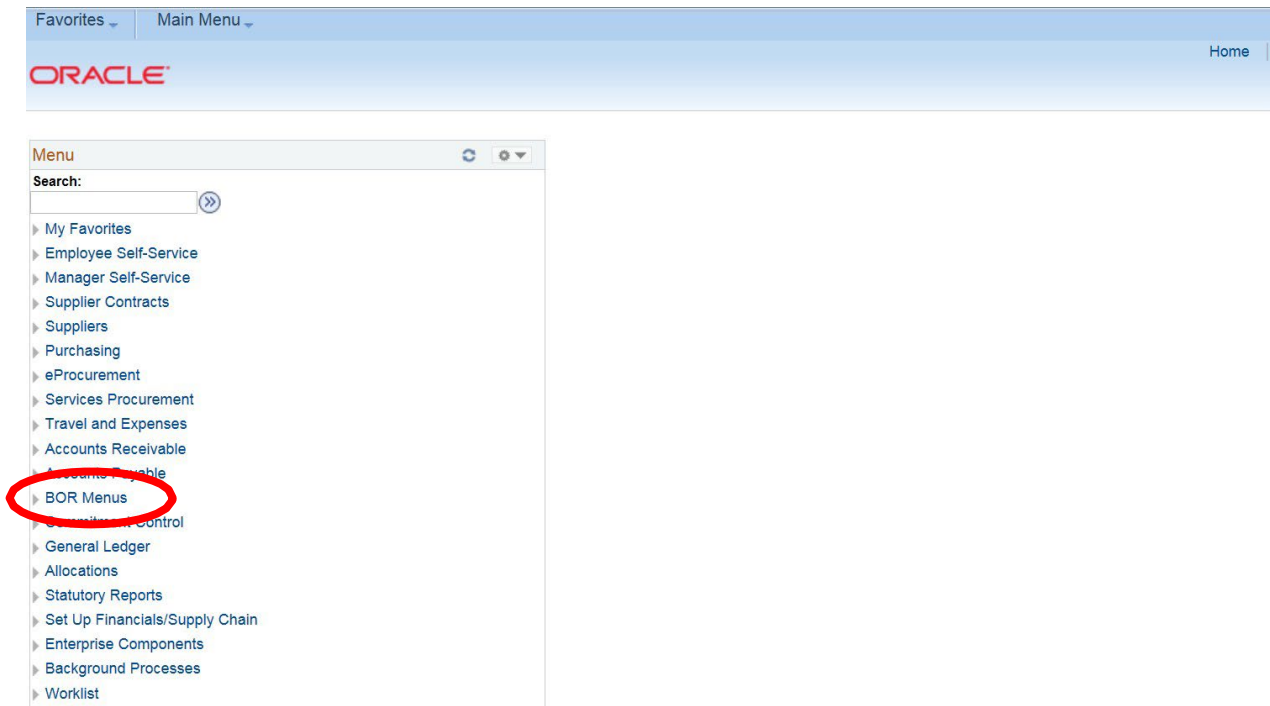
Instructions for Budget Activity Report

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



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

ORACLE

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)**

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: 54000 Budget Reference:

All Fiscal Periods: ☐

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

From Fund Code: % To Fund Code: % From Department: % To Department: % From Account: % 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: 54000 Budget Reference:

All Fiscal Periods: ☐

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

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

Save Add Update/Display

12. Click **OK**

Process Scheduler Request

User ID pdurroug Run Control ID Budget_Activity_Report

Server Name Run Date 03/18/2015
Recurrence Run Time 2:14:13PM Reset to Current Date/Time
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	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
☐	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 Type Days

Server Instance

Run Status ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	6890992		SQR Report	BORRG045	pdurroug	03/18/2015 2:14:13PM EDT	Success	Posted	Details

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

☐ 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
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	Type	DocumentID	Line	Program/ 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	192	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											