

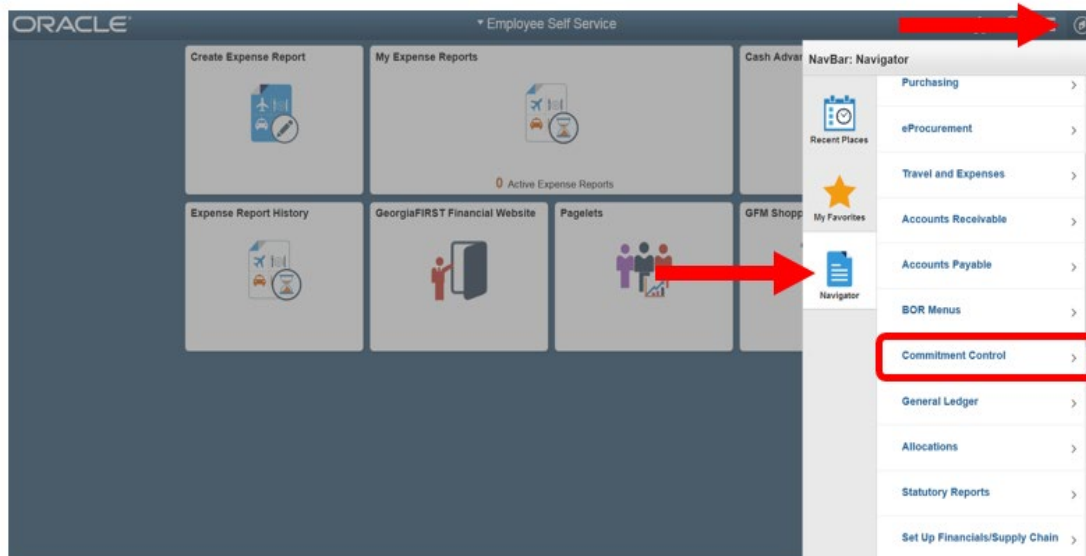


UNIVERSITY OF WEST GEORGIA

Budget Overview Setup Instructions

This report is used at a summary level. While you can drill down to some detailed transactions, it is most used to see the amount of funds available in a budget. You can also drill down to see the detailed transactions for your spending authority.

1. Navigate to the [GeorgiaFIRST Financials webpage](https://www.usg.edu/gafirst-fin/) (<https://www.usg.edu/gafirst-fin/>)
2. Select the **GeorgiaFIRST Financials** button (for Core Users)
3. If prompted, select the **GoWest** shield logo.
4. Login using your **UWG Username** and **Password**.
5. You will be prompted to dual authenticate using the OneLogin Protect authentication method previously established.
6. From the PeopleSoft Financials homepage, select the **NavBar** (compass) icon.
7. Click the **Navigator** icon.
8. Click **Commitment Control** from the menu listing.



9. Click **Review Budget Activities**.
10. Click **Budgets Overview**.



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11. First time users of this report will need to set up an **Inquiry Name** that will be used each time you inquire on an account. Click on the **Add a New Value** tab.

Budgets Overview

Inquiry Name

12. Type in a name for the inquiry, underscoring between words, as shown in the screenshot below. Click the **Add** button. For future inquiries, you will click on the **Find an Existing Value** tab to select the inquiry name and run the inquiry in the future. You will not need to create it again for future inquiries.

Budgets Overview

Inquiry Name

13. The screen for the Budget Overview will appear. Users will need to enter the following:
- Description: Enter **Budget Overview**
 - In the Ledger Group select the appropriate **Ledger Group Description**.
 - APPROP** for non-personal services
 - ORG** for personal services
 - PROJ_GRT** for projects and grants
 - Type of Calendar: **Summary Accounting Period**
 - Calendar ID: **AN**



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- e. From Year: **Current Budget Year**
- f. From Period: **1**
- g. To Year: **Current Budget Year**
- h. To Period: **1**
- i. ChartField Criteria Dept: **Appropriate Department ID** (or grant ID for projects/grants)
- j. Chartfield Criteria Bud Ref: **Current Budget Year**

Budget Inquiry Criteria
Budget Overview

Inquiry: BUD_OVERVI Description: Budget Overview

Amount Criteria: Search Clear Reset

Budget Type

*Business Unit: 54000 Ledger Group/Set: Ledger Group Ledger Group: APPROP

☐ View Stat Code Budgets
☐ Display Chart

TimeSpan

*Type of Calendar: Summary Accounting Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
☒	APPROP	AN	2018	1	2018	1	☒	☐

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	%	%		Update/Add
Dept	1045125	%		Update/Add
Fund	%	%		Update/Add
Class	%	%		Update/Add
Program	%	%		Update/Add
Bud Ref	2018	%		Update/Add
Project	%	%		Update/Add

Budget Status

- ☒ Open
- ☒ Closed
- ☒ Hold

14. Click the **Search** button.



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Budget Inquiry Criteria
Budget Overview

Inquiry: BUD_OVERVI Description: Budget Overview

Amount Criteria: **Search** Clear Reset

Budget Type

*Business Unit: 54000 Ledger Group/Set: Ledger Group Ledger Group: APPROP

☐ View Stat Code Budgets ☐ Display Chart

TimeSpan

*Type of Calendar: Summary Accounting Period

15. The next screen shows you the detail. From here you may look at the budget details that established the current spending authority. You can also see additional detail for any number that is underlined and in blue font. If you click on the **Budget** amount for an account and fund, the next screen will be a listing of the individual budget journals that together add up to the budget amount shown.

Budget Overview Results										
	Project	Project Description	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Av
1			2018	1	301,163.00	149,971.41	150,276.15	0.00	915.44	
2			2018	1	5,340.00	66.34	0.00	0.00	5,273.66	
3			2018	1	35,697.00	31,281.56	488.05	0.00	3,927.39	

16. This screen will also show the **Available Budget** for the particular chartstring.

Budget Overview Results										
	Project	Project Description	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Av
1			2018	1	301,163.00	149,971.41	150,276.15	0.00	915.44	
2			2018	1	5,340.00	66.34	0.00	0.00	5,273.66	
3			2018	1	35,697.00	31,281.56	488.05	0.00	3,927.39	



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17. Click **Return to Criteria** to return to the main Budget Overview page to change any of the inquiry parameters.

Budget Overview Results										
Personalize Find View All First 1-3 of 3 Last										
	Project	Project Description	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Av
1			2018	1	301,163.00	149,971.41	150,276.15	0.00	915.44	
2			2018	1	5,340.00	66.34	0.00	0.00	5,273.66	
3			2018	1	35,697.00	31,281.56	488.05	0.00	3,927.39	
Return to Criteria *Notes										