

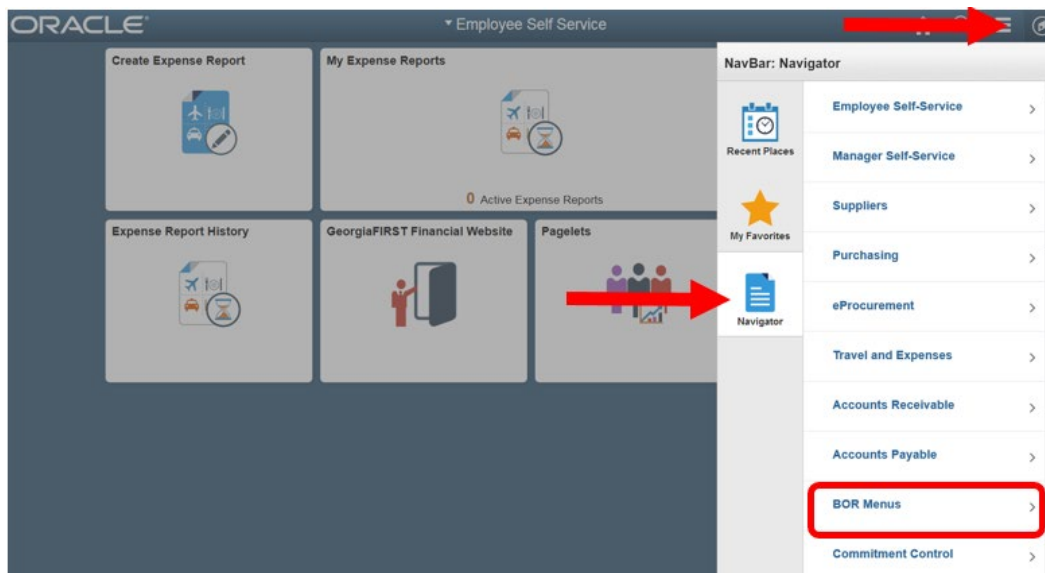


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Budget Transaction Review Setup Instructions

This report will give you a detailed listing of all budget amendments that have been posted to a particular Fund/Department ID.

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 **BOR Menus** from the menu listing.



9. Click **BOR General Ledger**.
10. Click **BOR GL Reports**.
11. Click **Budget Transaction Review**.



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12. 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.

Budget Transaction Review

Run Control ID

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

Budget Transaction Review

Run Control ID

14. The screen for the Budget Transaction Review will appear. 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 percent sign (%) is a wildcard and generally means *all*.
- Business Unit: **54000**
 - Ledger: Select **APPROP_BD** for non-personal services, **ORG_BD** for personal services or **PROJ_GRT_BD** for projects and grants.
 - Account: Enter the **percent (%)** sign
 - Fund Code: You can enter a single **fund code** or percent (%) for all applicable fund codes.
 - From Department/To Department: Enter your department's 7 digit **department ID** in both fields.



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- f. Project: Enter the **percent (%)** sign
 - g. Budget Reference: Current or previous **budget year**
 - h. Program Code: Enter the **percent (%)** sign
 - i. Class Field: Enter the **percent (%)** sign
15. Click the **Save** button if you are creating the run control for the first time.
16. Once all values are entered click the **Run** button.

Budget Transaction Review

Run Control ID: Budget_Trans_Review Report Manager Process Monitor **Run**

Business Unit: 54000 University of West Georgia

Ledger: APPROP_BD

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

Project: % Budget Ref: 2018 Program Code: % Class Field: %

Save Return to Search Previous in List Next in List Add Update/Display

17. The **Process Scheduler Request** screen will appear. The identified format should be a PDF. This can be changed by using the dropdown to select a CSV file, if an Excel file is desired. Click the **OK** button to return to the Budget Transaction Review screen.

Process Scheduler Request

User ID: pdurroug Run Control ID: Budget_Trans_Review

Server Name: Run Date: 01/05/2018 Reset to Current Date/Time

Recurrence: Run Time: 4:19:13PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	Budget Transaction Review	BORRG011	SQR Report	Web	PDF	Distribution

OK Cancel



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18. Click on the **Process Monitor** link.

Budget Transaction Review

Run Control ID: Budget_Trans_Review Report Manager: **Process Monitor** Run

Business Unit: 54000 University of West Georgia

Ledger: APPROP_BD

Account: Fund Code: From Department: To Department:

Project: Budget Ref: 2018 Program Code: Class Field:

Save Return to Search Previous in List Next in List Add Update/Display

19. This will take you to a window showing all reports you have run for a period of time. Click on the **Refresh** button until the Run Status reflects *Success* and the Distribution Status reflects *Posted*.

Process List Server List

View Process Request For

User ID: pdurroug Type: Last: 3 Days Refresh

Server: Name: Instance From: Instance To: Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First | 1-3 of 3 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	10844406		SQR Report	BORRG011	pdurroug	01/05/2018 4:27:28PM EST	Success	Posted	Details
☐	10844389		SQR Report	BORRG011	pdurroug	01/05/2018 4:19:13PM EST	Success	Posted	Details
☐	10838315		SQR Report	BORRG045	pdurroug	01/04/2018 10:59:19AM EST	Success	Posted	Details

Go back to Budget Transaction Review



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20. Click the **Details** link. Do not select specifics for server, run status, type, name or distribution status.

Process List | Server List

View Process Request For

User ID: pdurroug | Type: | Last: | 3 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	10844406		SQR Report	BORRG011	pdurroug	01/05/2018 4:27:28PM EST	Success	Posted	Details
☐	10844389		SQR Report	BORRG011	pdurroug	01/05/2018 4:19:13PM EST	Success	Posted	Details
☐	10838315		SQR Report	BORRG045	pdurroug	01/04/2018 10:59:19AM EST	Success	Posted	Details

[Go back to Budget Transaction Review](#)

21. Click the **View/Log Trace** link.

Process Detail

Process

Instance: 10844406 | Type: SQR Report
Name: BORRG011 | Description: Budget Transaction Review
Run Status: Success | Distribution Status: Posted

Run | **Update Process**

Run Control ID: Budget_Trans_Review
Location: Server
Server: PSUNX3
Recurrence: | ☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content | ☐ Restart Request

Date/Time | **Actions**

Request Created On: 01/05/2018 4:27:30PM EST | Parameters | Transfer
Run Anytime After: 01/05/2018 4:27:28PM EST | Message Log
Began Process At: 01/05/2018 4:27:47PM EST | Batch Timings
Ended Process At: 01/05/2018 4:28:01PM EST | [View Log/Trace](#)

OK | Cancel



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22. Under the **File List**, click the file name with the **PDF** extension.

View Log/Trace

Report

Report ID 9687877 **Process Instance** 10844406 [Message Log](#)
Name BORRG011 **Process Type** SQR Report
Run Status Success

Budget Transaction Review

Distribution Details

Distribution Node DNODE **Expiration Date** 04/05/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_BORRG011_10844406.log	1,819	01/05/2018 4:28:01.235525PM EST
borrg011_10844406.PDF	6,566	01/05/2018 4:28:01.235525PM EST
borrg011_10844406.out	100	01/05/2018 4:28:01.235525PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	pdurroug

[Return](#)

23. This will take you to a PDF file with the requested report. Click the printer icon to print or the PDF file can be saved.
24. Once the report is reviewed, 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.