

## Budget Status Report Job Aid

The Budget Status Report returns budget and actuals expense information for a fund or range of funds. The report can be run for a range of funds, departments and account codes. The report period will be an entire fiscal year or the portion of the current fiscal year that has occurred.

1. Sign in to PeopleSoft Financials.
2. Navigate to **General Ledger WorkCenter > Reports/Queries > Commitment Control Reports > Budget Status**
3. Click the **Add a New Value** tab.
  - a. Enter a **Run Control ID** that is meaningful to you. Please remember no special characters or spaces can be used when creating a Run Control ID.
  - b. Click the **Add** button.
4. **Reports Request Parameters**
  - a. The **Unit** field will be filled with the default *NDSU1*.
  - b. Enter the **Ledger Group**. Ledgers are:
    - i. FUND or FNDDTL for appropriated or scholarship funds (those starting with a “3” or “5”)
    - ii. CASH or CSHDTL for non-appropriated funds (those starting with a “0”, “1”, “2”, “6”, “7” or “8”)
    - iii. PROJECT or PRJDTL for projects (those that use “FARA” or “FARG”)
    - iv. GRANT or GNTDTL ledgers for grants (those starting with a “4”).
    - v. REVENUE, CASHR, PROJREV and GRNTREV are the revenue ledgers that match the expense ledgers above.
  - c. Click **Refresh**. This will populate the **ChartField Selection** area.
5. **ChartField Selection**
  - a. Click the **Include CF** box next to any Chartfield Name you want to include in your search parameters.
    - i. The recommended fields to use are **Account, Fund Code, Department** and **Budget Period. Program Code** and **Project** can also be used if applicable.
  - b. Enter the **Value** and **To Value** of the field(s) where the Include CF box was checked.
    - i. If nothing is entered in the Value and To Value boxes the report will return information for all applicable values.
      1. Example: If no account numbers are entered the report will return all revenue or expense account information based on the ledger selected.
    - ii. Please see notes 4.b.i through 4.b.v for ledger information to make sure the ledger and fund match in order to ensure the report will run correctly.
    - iii. If values are entered for the **Account** ChartField the results returned will vary based on the ledger selected. The ledgers ending in DTL will provide the most expense account detail.
    - iv. If the report is being used for a grant ledger group you will not be able to use the **Budget Period** ChartField.
  - c. Click **Save**. This will move your selected ChartFields to the top of the list.
  - d. Enter the **Sequence** you would like your results to display by.
    - i. If you are running the report for multiple funds within the same department the **Fund Code** field should be your Sequence 1. If running the report for multiple departments that only have one fund each your Sequence 1 should be **Department**.
  - e. Click the box for **Subtotal** on any of the ChartFields you would like to subtotal in your report.
    - i. How the subtotals display on the report will depend upon the **Sequence** used.
  - f. Click **Save**.

- i. This run control can be updated or changed as needed for future use. Using the **Refresh** button will reset the ChartField Selection criteria.
- 6. Click the **Run** button
  - a. On the **Process Scheduler Request** page the default for the report is *Web/PDF*. If you would like to change this to a different format you can do so at this time. (Ex. CSV)
- 7. Click the **Ok** button, the Run Control page is returned
- 8. Click the **Process Monitor** hyperlink, **Process Type** is *SQR Report*, **Process Name** is *GLS8020*.
- 9. Click the **Refresh** button until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.
  - a. If you had the report emailed to you stop here and check your email. If not, continue below.
- 10. Click the **Details** hyperlink.
- 11. Click the **View/Log Trace** hyperlink.
- 12. Click the link to open the *.pdf* file.
  - a. The report will open in Adobe.

### Sample of Completed Run Control

#### Commitment Control Budget Status Report

Run Control ID Budget\_Status

Language English ▼

Report Manager Process Monitor Run

**Report Request Parameters**

\*Unit  North Dakota State University

\*Ledger Group  Fund Detail Ledger Group

Restore

ChartField Selection					
Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="30540"/>	<input type="text" value="30540"/>
<input type="text" value="2"/>	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="2000"/>	<input type="text" value="2880"/>
<input type="text" value="3"/>	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Budget Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="2018"/>	<input type="text" value="2018"/>
<input type="text"/>	Source Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	ChartField 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	ChartField 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save
Return to Search

Add
Update/Display