



PeopleSoft Reports:
Revenue Budget
Progress Report

Revised November
2013

Before You Begin...

You will not be given access to run reports in PeopleSoft Financials until you have attended beginner and intermediate Budget Report training offered by the Division of Business and Finances' Center for Business Excellence. Please contact Tricia Durrough for available times or visit the training website at: <http://www.westga.edu/training/>.

You will be sent a Security Request Form that must be completed. The form needs to be signed by your supervisor and sent to Tricia Durrough in Row Hall prior to your training date. The form can be found on the Controller's website under 'Forms'.
<http://www.westga.edu/controller/index.php>

You need to be familiar with the different codes used in PeopleSoft. The most common codes used are:

- Account Code (type of expenditure/revenue)
- Fund Code (source of funds)
- Department ID (budget number)
- Program Code (type of activity, e.g. academic, research, student services, business services, etc.)
- Class Code (type of revenue funding the activity)

A complete budget number is called a chart string and consists of an account code, fund code, department id, program code, and class code. An account code may not always be needed.

Please view the list of Departments' chart strings on Budget Services website at:
http://www.westga.edu/budget/index_9855.php

You may find a listing of Account Codes and Fund codes on the Controller's Website at:
http://www.westga.edu/controller/index_1601.php

The following instructions are provided as a refresher for accessing the Revenue Budget Progress Report. If you need additional review or clarification regarding the details of the report, please sign up to repeat Intermediate Budget Report training; contact the budget manager for your department; or call Budget Services at ext.9-6406.

Verifying Revenue Account Codes

The second step you may prefer to perform prior to accessing the Revenue Budget Progress report is verifying your revenue account codes. This is accomplished easily by looking at a Budget Overview screen. Select the DETAIL ledger and input the applicable department id and fund code. *This is an optional step and is only needed if you do not know your 6-digit revenue number(s). Please see the separate instructions on Budget Services website for accessing this screen.*

Budget Overview

Inquiry: BUDOVRWAPP Description:

[Amount Criteria](#) **Search** **Clear** **Reset**

Budget Type

*Business Unit: 54000 Ledger Group/Set: Ledger Group Ledger Group: **DETAIL**
Detail KK Ledger Group

☐ View Stat Code Budgets
☐ Display Chart

TimeSpan

*Type of Calendar: Detail Budget Period

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	DETAIL	YE	2014 <input type="text"/>	2014 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	4% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add
Dept	1067000 <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add
Fund	10600 <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add
Class	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add

Budget Status

- ☒ Open
- ☒ Closed
- ☒ Hold

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Home | Worklist | Add to Favorites | Sign out

Revenue Associated ☐

[Return to Criteria](#) Max Rows: 100 [Display Options](#) **Search**

Ledger Totals (45 Rows)

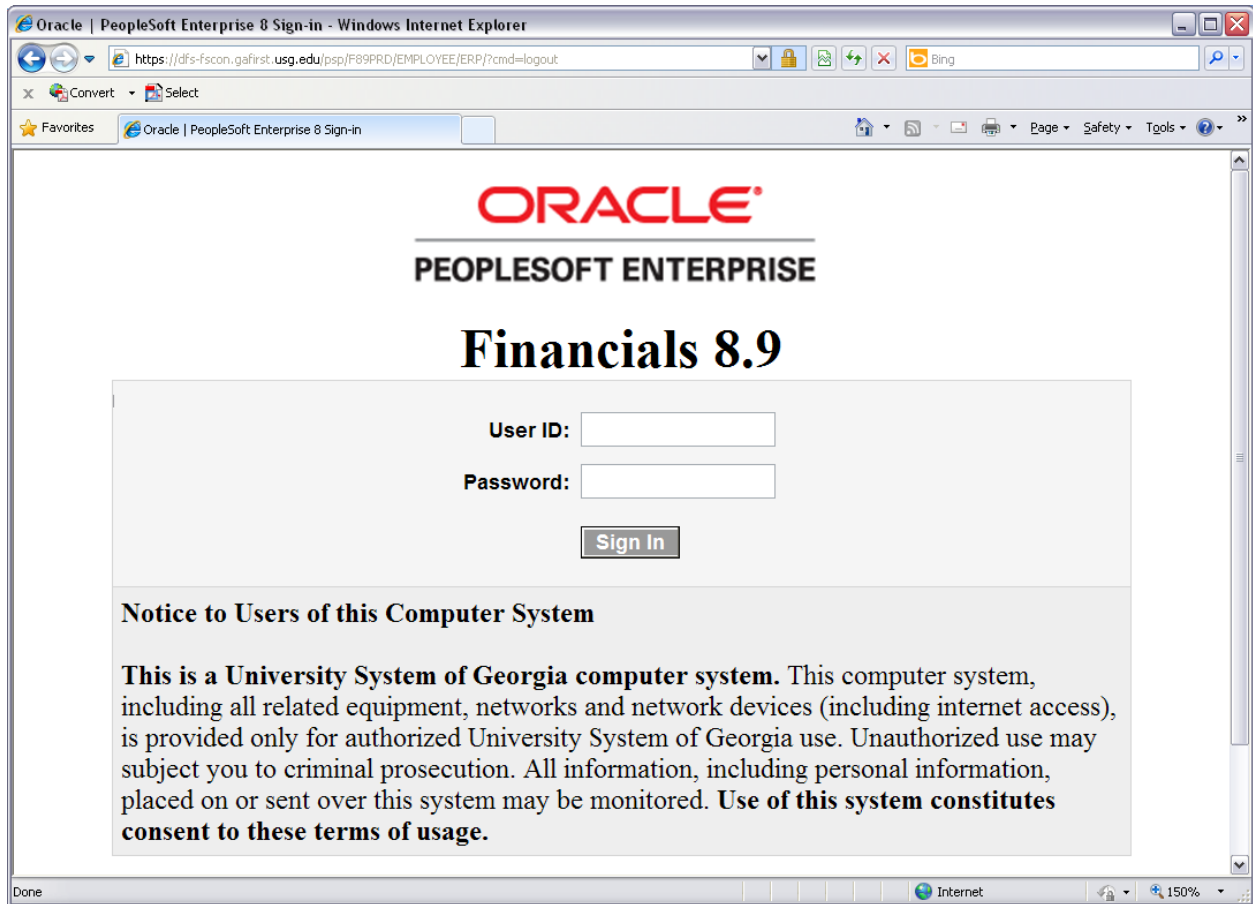
Budget:	0.00	Net Transfers:	0.00
Expense:	214,686.64		
Encumbrance:	664,522.26		
Pre-Encumbrance:	0.00		
Budget Balance:	-879,208.90		
Associate Revenue:	0.00		
Available Budget:	-879,208.90		

Budget Overview Results

	Ledger Group	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Ave Bl
1	DETAIL	409700	10600	1045103	16200	11000		2014	2014	0.00	-10,185.58	0.00	0.00	10.0
2	DETAIL	470128	10600	1045103	16200	11000		2014	2014	0.00	-375.00	0.00	0.00	:
3	DETAIL	470416	10600	1045103	16200	11000		2014	2014	0.00	-925.70	0.00	0.00	!

Accessing Revenue Budget Progress Reports

Log in to PeopleSoft. The URL may be found on Budget Services website at: <http://www.westga.edu/budget/>. It is listed as the “PeopleSoft Portal” and will take you to the screen shown below.



The screenshot shows a web browser window titled "Oracle | PeopleSoft Enterprise 8 Sign-in - Windows Internet Explorer". The address bar displays the URL: <https://dfs-fscon.gafirst.usg.edu/psp/F89PRD/EMPLOYEE/ERP/?cmd=logout>. The page content features the Oracle logo, followed by "PEOPLESOFT ENTERPRISE" and "Financials 8.9". Below this is a sign-in form with fields for "User ID:" and "Password:", and a "Sign In" button. A "Notice to Users of this Computer System" is displayed below the form, stating that the system is for authorized University System of Georgia use and that unauthorized use may be subject to criminal prosecution. The notice concludes with "Use of this system constitutes consent to these terms of usage."

Oracle | PeopleSoft Enterprise 8 Sign-in - Windows Internet Explorer

<https://dfs-fscon.gafirst.usg.edu/psp/F89PRD/EMPLOYEE/ERP/?cmd=logout>

Convert Select

Favorites Oracle | PeopleSoft Enterprise 8 Sign-in

Page Safety Tools

ORACLE

PEOPLESOFT ENTERPRISE

Financials 8.9

User ID:

Password:

Sign In

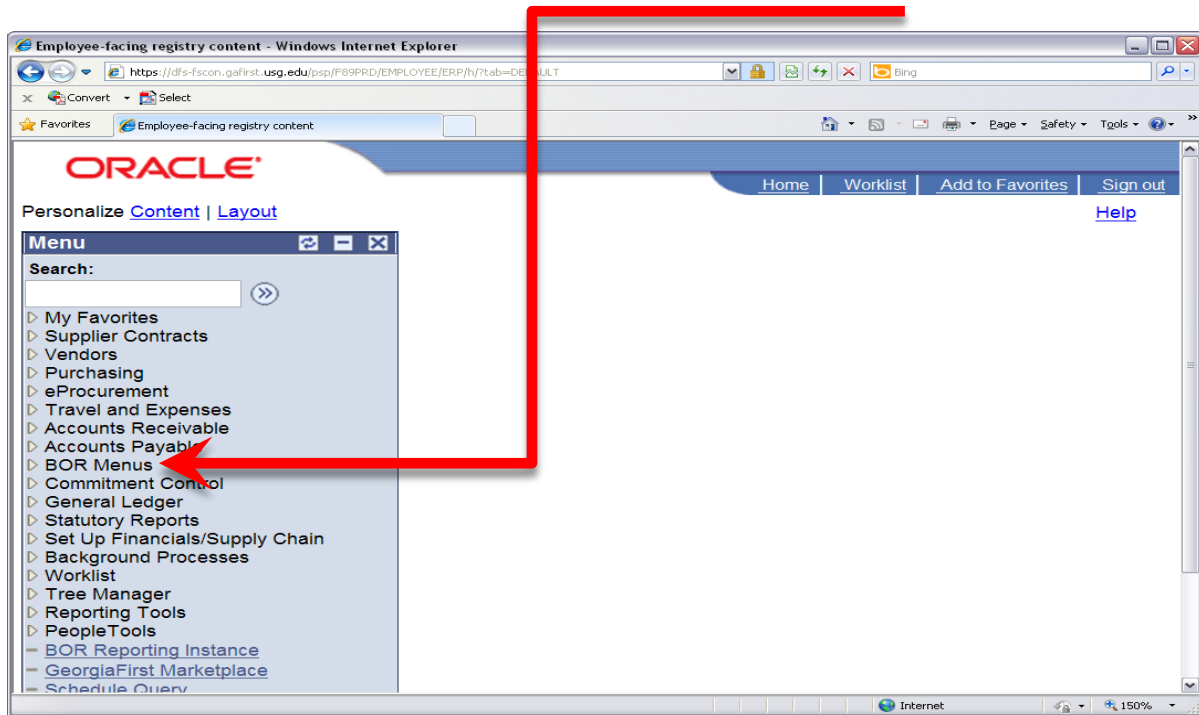
Notice to Users of this Computer System

This is a University System of Georgia computer system. This computer system, including all related equipment, networks and network devices (including internet access), is provided only for authorized University System of Georgia use. Unauthorized use may subject you to criminal prosecution. All information, including personal information, placed on or sent over this system may be monitored. **Use of this system constitutes consent to these terms of usage.**

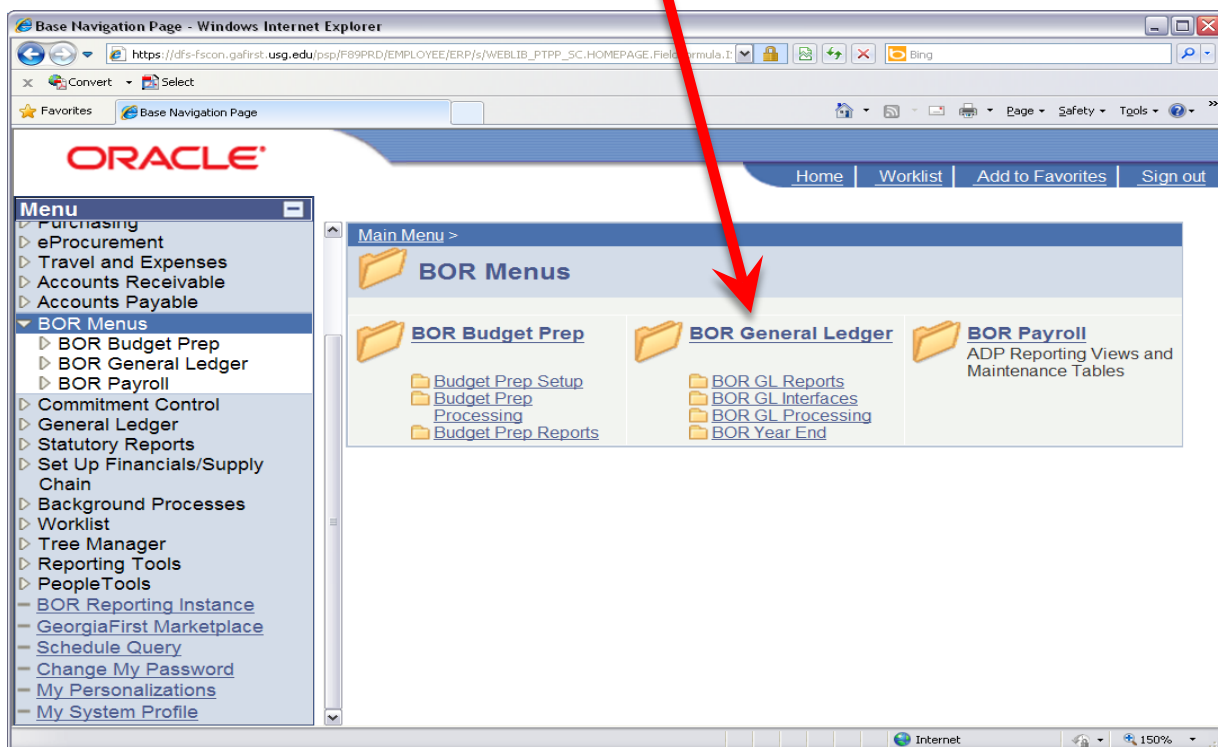
Done Internet 150%

Revenue Budget Progress Report Setup Instructions

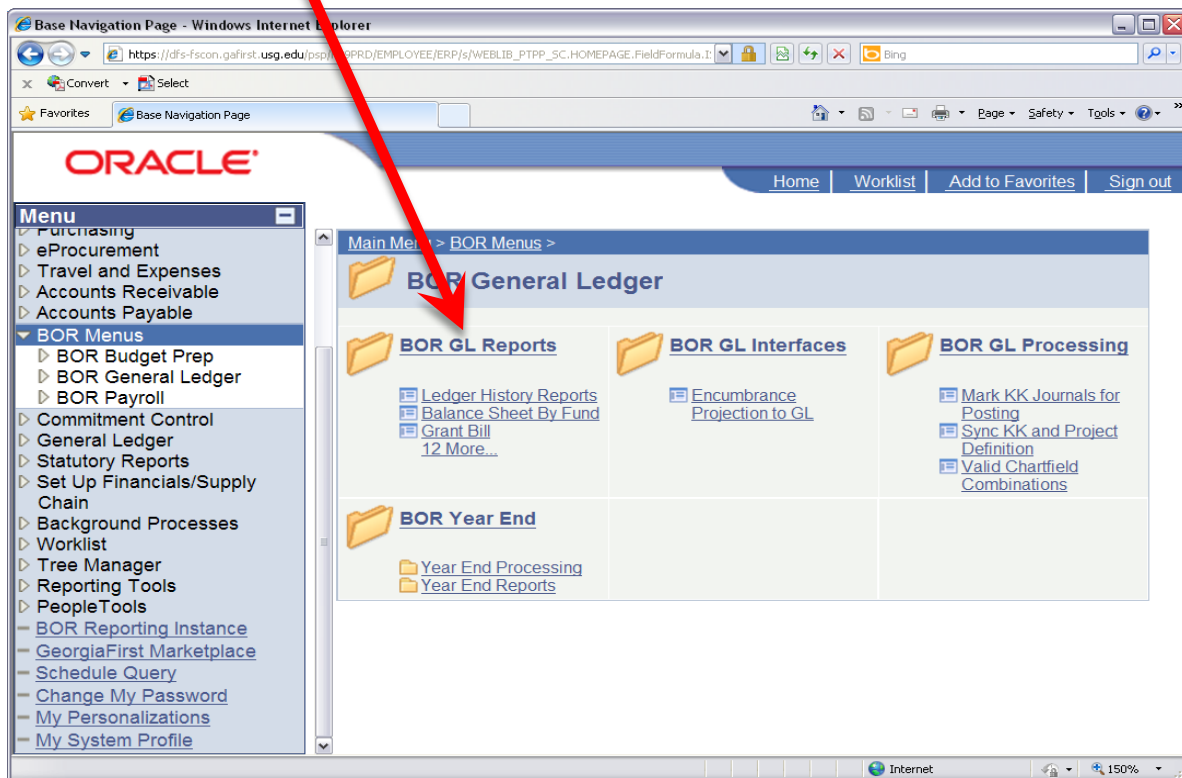
To navigate to the Revenue Budget Progress Reports, first click on “BOR Menu”.



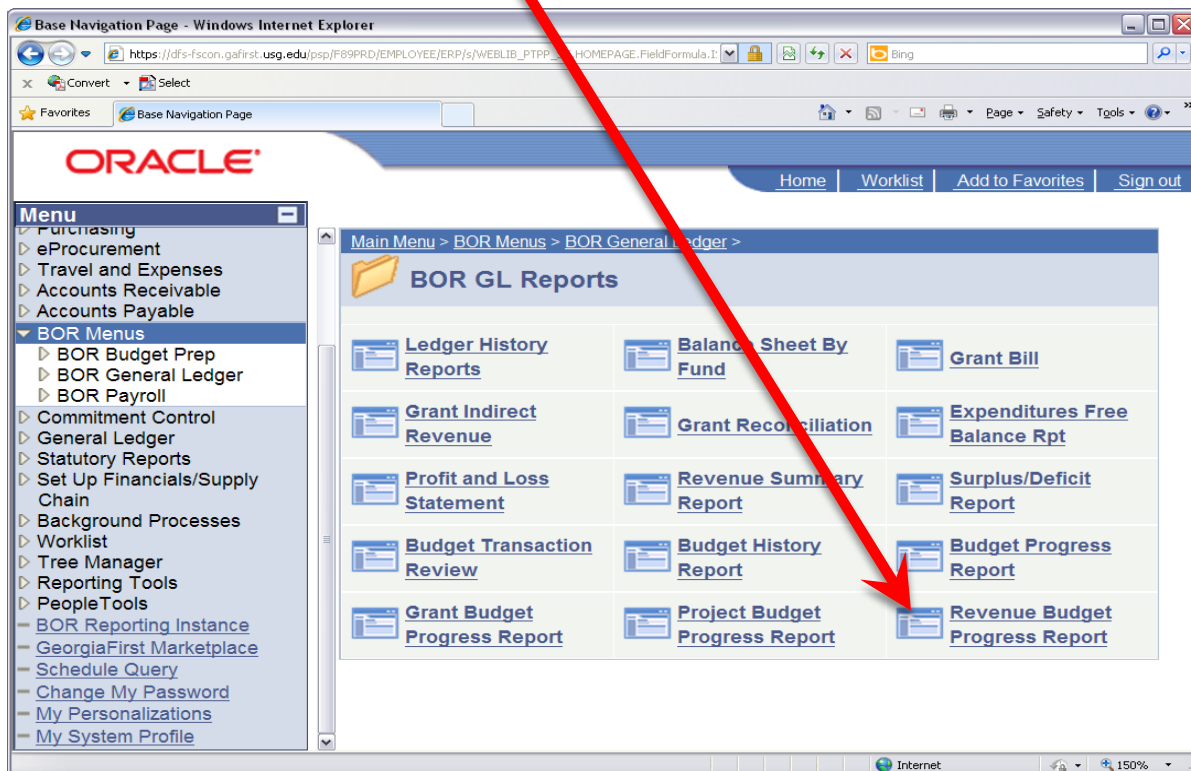
Next, click on the “BOR General Ledger” folder.



Click on the “BOR GL Reports” folder to expand the options.

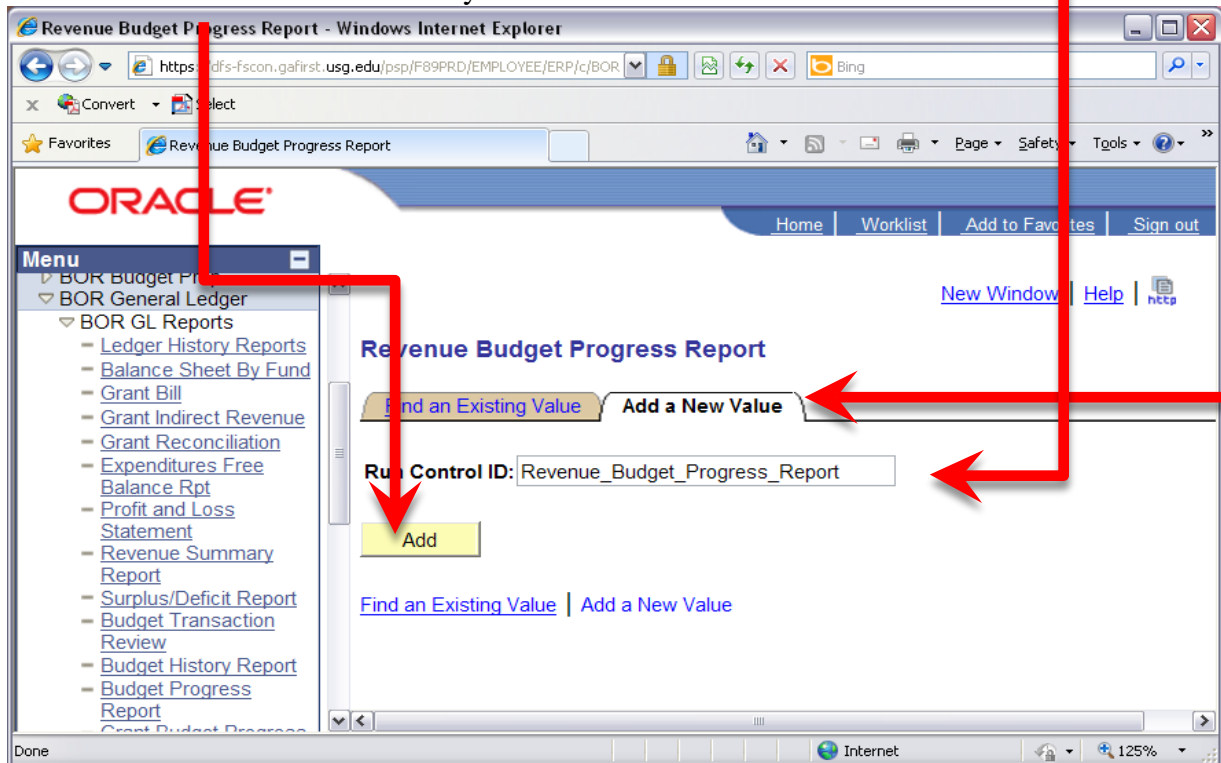


Now click on “Revenue Budget Progress Report”

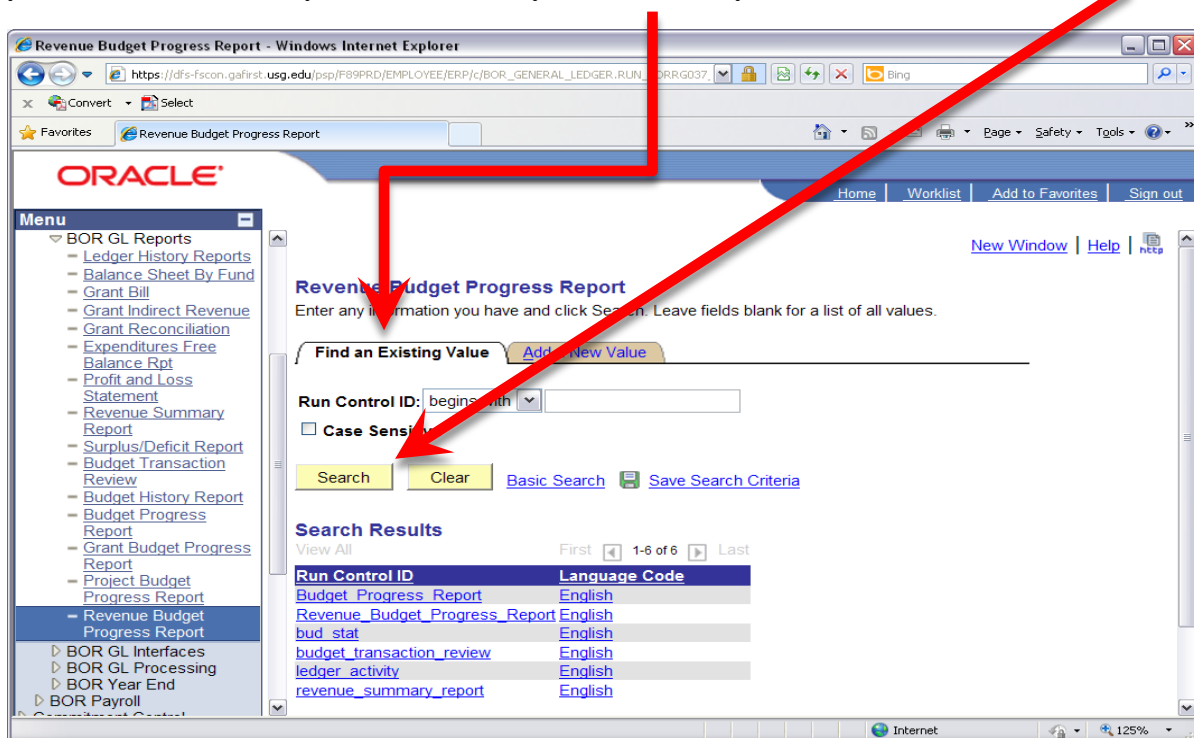


You will need to set up a run control ID that you will use each time you want to run the report.

- First, click on the “Add a New Value” upper tab.
- Then, enter a name for your report. We suggest “Revenue_Budget_Progress_Report.”
- Click the “Add” button and your run control will be saved for future use.



Each subsequent time, click on the tab “Find an Existing Value”, next click on the “Search button and you will see a list of any run control IDs you have already established.



The parameter screen for the Revenue Progress Reports will appear (see below).

- Complete the fields using the look up tool (magnifying glass) if needed. You may select a portion of the desired code and a list of options containing that portion of the coding will appear. For example, if you know the first 5 digits of a department ID are “10011” and are unsure of the last two, you may type those in and a list of options will appear. This works for any number of digits in any data element.
- Hit tab to navigate between fields or click in each box.
- In PeopleSoft, the % sign is a wildcard and generally means “all.”

Business Unit: 54000

Budget Period: The year of data you are requesting.

Fund Code: Enter specific fund code or leave % to pull all fund codes.

From Acctg Period: Enter the beginning accounting period you want to see. (*July=1, Aug = 2...Jan = 7,etc.*)

To Acctg Period: Enter the ending accounting period you want to see.

From Department: Enter your department id #. (*You may place the % sign if you are unsure.*)

To Department: Enter your department id #. (*You may place the % sign if you are unsure.*)

To Account: Enter your revenue account #. (*If you included a department id and would like to see all the revenue accounts for this department, place the % sign in this field.*)

From Account: Enter your revenue account #.

From Class Field: Enter specific class code or % to pull all class codes.

To Class Field: Enter specific class code or % to pull all class codes.

Once all your values are entered, click the “Run” button.

The screenshot shows the Oracle Revenue Budget Progress Report parameter screen. The interface includes a menu on the left, a header with the Oracle logo, and a main area with input fields. A red oval highlights the input fields for Business Unit, Account, Fund Code, Department, Project, Budget Period, Program Code, and Class Field. A red arrow points from the text "Run" button to the "Run" button in the interface.

Run Control ID: Revenue_Budget_Progress_Report [Report Manager](#) [Process Monitor](#) [Run](#)

Business Unit: 54000 [University of West Georgia](#)

Account: % [Fund Code: % \[Department: 1420103 \\[Project: % \\\[Budget Period: 2011 \\\\[Program Code: % \\\\\[Class Field: %\\\\\]\\\\\(#\\\\\)\\\\]\\\\(#\\\\)\\\]\\\(#\\\)\\]\\(#\\)\]\(#\)](#)

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

The “Process Scheduler Request” screen will appear. Click the “OK” button and you will be taken back to the Revenue Budget Progress Reports screen.

Revenue Budget Progress Report - Windows Internet Explorer

https://dfs-fscon.gafirst.usg.edu/bsp/F89PRD/EMPLOYEE/ERP/c/BOR_GENERAL_LEDGER_RUN_BORRG037_BOR_GBL?PORTALPARAM_PT

ORACLE

Menu

- BOR GL Reports
 - Ledger History Reports
 - Balance Sheet By Fund
 - Grant Bill
 - Grant Indirect Revenue
 - Grant Reconciliation
 - Expenditures Free
 - Balance Rpt
 - Profit and Loss Statement
 - Revenue Summary Report
 - Surplus/Deficit Report
 - Budget Transaction Review
 - Budget History Report
 - Budget Progress Report
 - Grant Budget Progress Report
 - Project Budget Progress Report
 - Revenue Budget Progress Report
- BOR GL Interfaces
- BOR GL Processing
- BOR Year End

Process Scheduler Request

User ID: jgordy_54 Run Control ID: Revenue_Budget_Progress_Report

Server Name: Run Date: 04/12/2012

Recurrence: Run Time: 4:18:18PM

Time Zone: Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Revenue Budget Progress Report	BORRG037	SQR Report	Web	PDF	Distribution

OK Cancel

Click on “Process Monitor”

Revenue Budget Progress Report - Windows Internet Explorer

https://dfs-fscon.gafirst.usg.edu/bsp/F89PRD/EMPLOYEE/ERP/c/BOR_GENERAL_LEDGER_RUN_BORRG037_BOR_GBL?PORTALPARAM_PTCT

ORACLE

Menu

- BOR GL Reports
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 - Grant Budget Progress Report
 - Project Budget Progress Report
 - Revenue Budget Progress Report
- BOR GL Interfaces
- BOR GL Processing
- BOR Year End
- BOR Payroll
- Commitment Control
- General Ledger
- Statutory Reports

Revenue Budget Progress Report

Run Control ID: Revenue_Budget_Progress_Report

Report Manager Process Monitor Run

Process Instance: 3691354

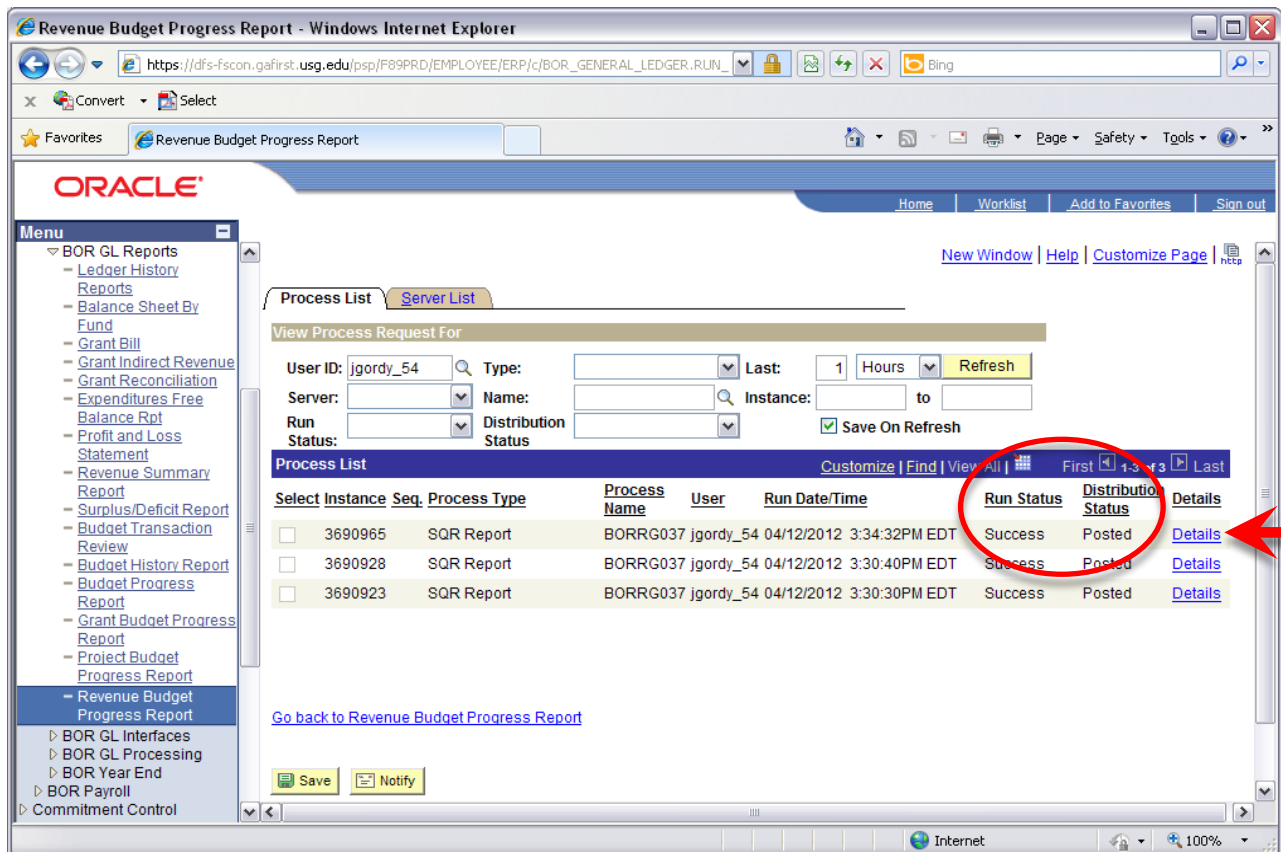
Business Unit: 54000 University of West Georgia

Account: Fund Code: Department: 1420103

Project: Budget Period: 2011 Program Code: Class Field:

Save Return to Search Add Update/Display

Wait a few moments for your request to process and hit the “Refresh” button. If the “Run” status reads “success” and the “Distribution Status” is “posted”, your report is ready. If the run status is “Queued”, wait a few more moments and click the “Refresh” button again. When your report is ready, click on “Details”



Revenue Budget Progress Report - Windows Internet Explorer

Menu

- BOR GL Reports
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 - Profit and Loss Statement
 - Revenue Summary Report
 - Surplus/Deficit Report
 - Budget Transaction Review
 - Budget History Report
 - Budget Progress Report
 - Grant Budget Progress Report
 - Project Budget Progress Report
 - Revenue Budget Progress Report
 - BOR GL Interfaces
 - BOR GL Processing
 - BOR Year End
 - BOR Payroll
 - Commitment Control

Process List

View Process Request For

User ID: jgordy_54 Type: Last: 1 Hours Refresh

Server: Name: Instance: to

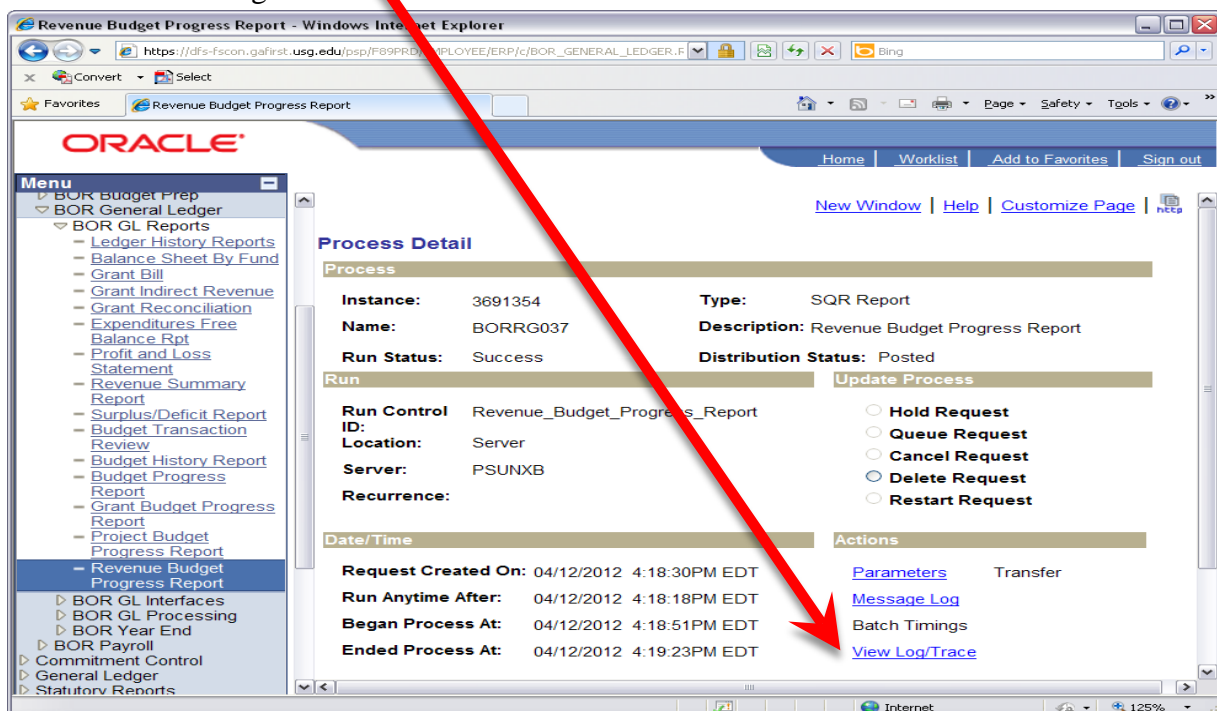
Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3690965		SQR Report	BORRG037	jgordy_54	04/12/2012 3:34:32PM EDT	Success	Posted	Details
<input type="checkbox"/>	3690928		SQR Report	BORRG037	jgordy_54	04/12/2012 3:30:40PM EDT	Success	Posted	Details
<input type="checkbox"/>	3690923		SQR Report	BORRG037	jgordy_54	04/12/2012 3:30:30PM EDT	Success	Posted	Details

Go back to Revenue Budget Progress Report

Save Notify

Click on “View Log/Trace”



Revenue Budget Progress Report - Windows Internet Explorer

Menu

- BOR Budget Prep
- BOR General Ledger
 - BOR GL Reports
 - Ledger History Reports
 - Balance Sheet By Fund
 - Grant Bill
 - Grant Indirect Revenue
 - Grant Reconciliation
 - Expenditures Free Balance Rpt
 - Profit and Loss Statement
 - Revenue Summary Report
 - Surplus/Deficit Report
 - Budget Transaction Review
 - Budget History Report
 - Budget Progress Report
 - Grant Budget Progress Report
 - Project Budget Progress Report
 - Revenue Budget Progress Report
 - BOR GL Interfaces
 - BOR GL Processing
 - BOR Year End
 - BOR Payroll
 - Commitment Control
 - General Ledger
 - Statutory Reports

Process Detail

Process

Instance: 3691354 Type: SQR Report

Name: BORRG037 Description: Revenue Budget Progress Report

Run Status: Success Distribution Status: Posted

Run

Run Control: Revenue_Budget_Progress_Report

Location: Server

Server: PSUNXB

Recurrence:

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 04/12/2012 4:18:30PM EDT

Run Anytime After: 04/12/2012 4:18:18PM EDT

Began Process At: 04/12/2012 4:18:51PM EDT

Ended Process At: 04/12/2012 4:19:23PM EDT

Actions

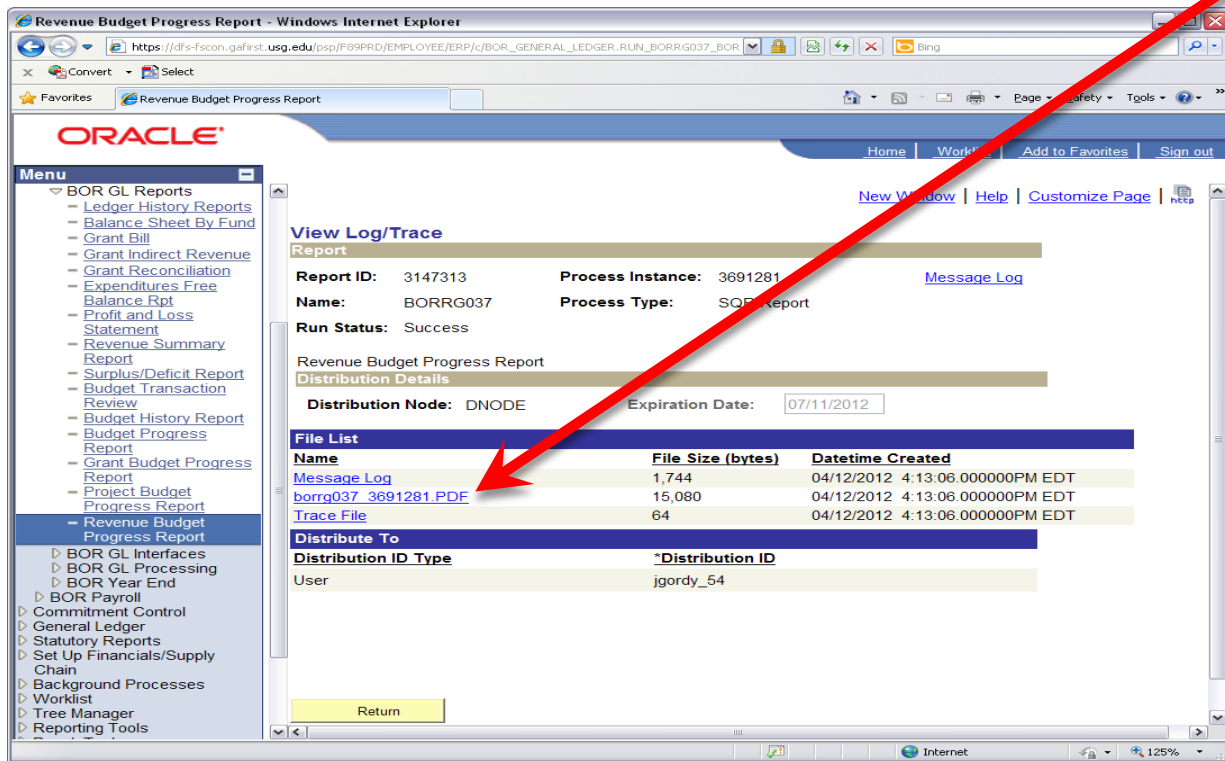
Parameters Transfer

Message Log

Batch Timings

View Log/Trace

Under the Name List, click the file name that is a PDF document. Your Revenue Budget Progress Report will open up in a new screen. Now you can print the report or save it to your computer.



This is an example of what your PDF report should look like:

https://dfs-fscon.gafirst.usg.edu/psreports/F89PRD/3147313/borrg037_3691281.PDF - Wind...

https://dfs-fscon.gafirst.usg.edu/psr... Bing

Convert Select

Favorites https://dfs-fscon.gafirst.usg.edu/p... Page Safety Tools

Revenue Budget Progress Report
University of West Georgia

Report ID: BORRG037 Business Unit: 14000 Dept Code: 1420103 Department: 1420103 Project ID: 1420103 Program Class: 1420103 Account: 1420103 Budget Period: 2011

Paid/	Debit	Department	Proj	Class	ProjectID	Account/	Budget	Estimated	Revenue	Recognized	Cash
Debit						Debit	Period	Amount	Recognized	Amount	Collected
142000	1420103	142000	131000			421000	2011	0.00	0.00	0.00	0.00
Departmental Sales and Service						Rent & Allow for Oblitl Acct					

Budget Amendment Detail.

DATE	JOURNAL ID	DESCRIPTION	AMOUNT
01-MAR-2011	0000420201	Rent & Performing Arts Center	0.00
22-JUN-2011	0000461114	Rent & Performing Arts Center	-1,000.00
Total.			0.00

Paid/	Debit	Department	Proj	Class	ProjectID	Account/	Budget	Estimated	Revenue	Recognized	Cash
Debit						Debit	Period	Amount	Recognized	Amount	Collected
142000	1420103	142000	412000			421000	2011	2,200.00	4,500.00	-2,300.00	4,500.00
Departmental Sales and Service						Rent & Allow for Oblitl Acct					

Budget Amendment Detail.

DATE	JOURNAL ID	DESCRIPTION	AMOUNT
13-JUL-2010	0000016746	Rent & Allow for Oblitl Acct	2,200.00
08-JUN-2011	0000459658	Rent & Allow for Oblitl Acct	200.00
Total.			2,200.00

Transactional Detail.

DATE	JOURNAL ID	DESCRIPTION	Check No./	Amount
			Receipt No.	
09-SEP-2010	0000459882	Rent & Performing Arts Center		500.00
07-DEC-2010	0000459831	UNANN0103401		500.00
17-MAR-2011	0000455027	UNANN0110761		200.00
28-MAR-2011	0000459843	UNANN0110841		200.00
07-AUG-2011	0000459847	UNANN0110963		1,500.00
18-AUG-2011	0000459842	UNANN0111067		1,500.00
06-MAY-2011	0000461016	UNANN0111261		1,000.00
22-JUN-2011	0000461114	Rent & Performing Arts Center		1,000.00
Total.				6,500.00

Total for Account:	421000	Rent & Allow for Oblitl	2,200.00	4,500.00	-2,300.00	4,500.00
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Report ID: BORRG037 Date: 04/12/2012 14:10:59 ID: P89PRD Version#: 2.05 Page: 1

Done

Unknown Zone