



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](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](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

**Time Span**

\*Type of Calendar: Detail Budget Period

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	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	4%	%		<a href="#">Update/Add</a>
Dept	1067000	%		<a href="#">Update/Add</a>
Fund	10600	%		<a href="#">Update/Add</a>
Class	%	%		<a href="#">Update/Add</a>

**Budget Status**

- Open
- Closed
- Hold

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**ORACLE** Home Worklist Add to Favorites Sign out

Revenue Associated

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

**Ledger Totals (45 Rows)**

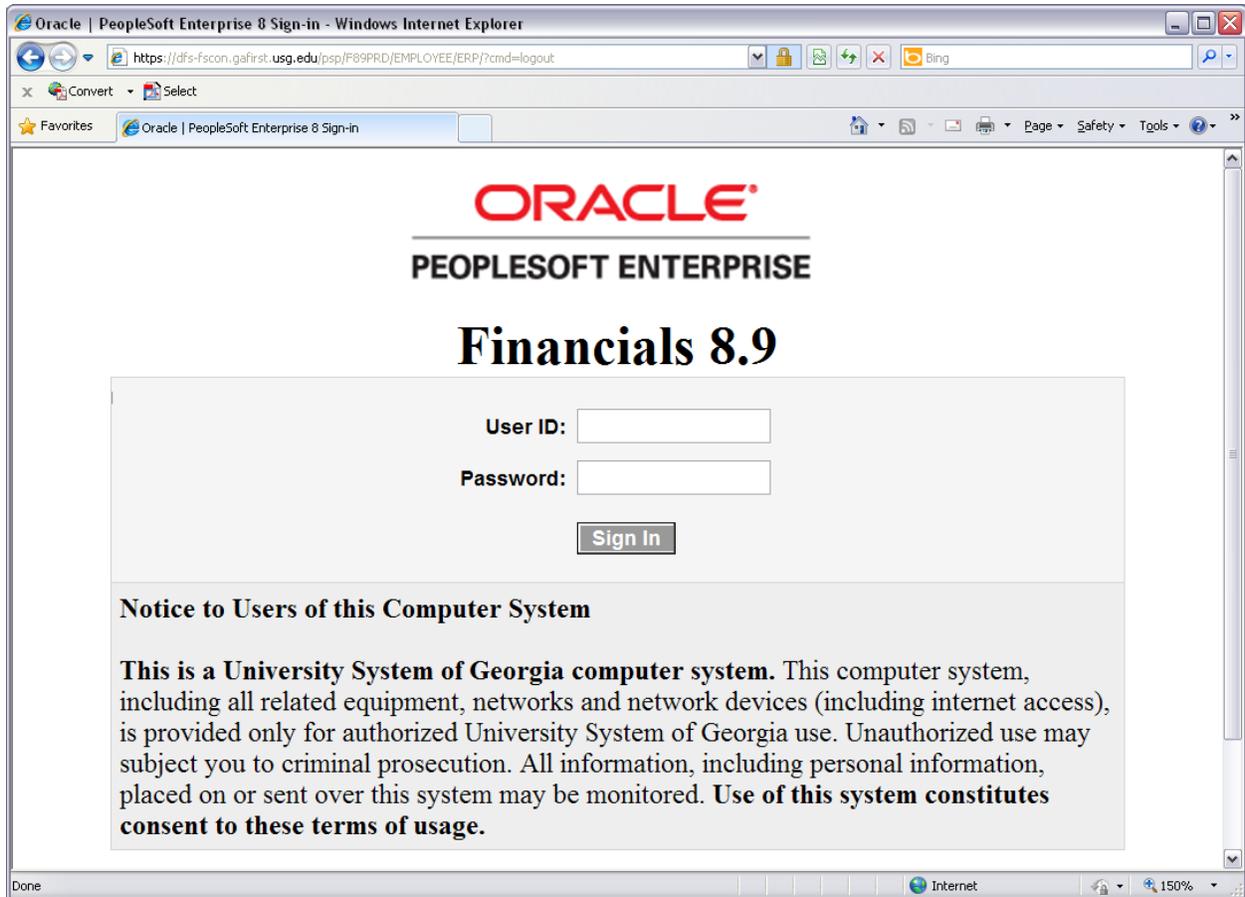
	Budget:	Expense:	Encumbrance:	Pre-Encumbrance:	Budget Balance:	Associate Revenue:	Available Budget:	Net Transfers:
	0.00	214,686.64	664,522.26	0.00	-879,208.90	0.00	-879,208.90	0.00

**Budget Overview Results**

	Ledger Group	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Avg Bu
1	DETAIL	409700	10600	1045103	16200	11000		2014	2014	0.00	-10,185.58	0.00	0.00	10.7
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	9

## 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.



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

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

Convert Select

Oracle | PeopleSoft Enterprise 8 Sign-in

Page Safety Tools

**ORACLE**

**PEOPLESOFT ENTERPRISE**

**Financials 8.9**

User ID:

Password:

Sign In

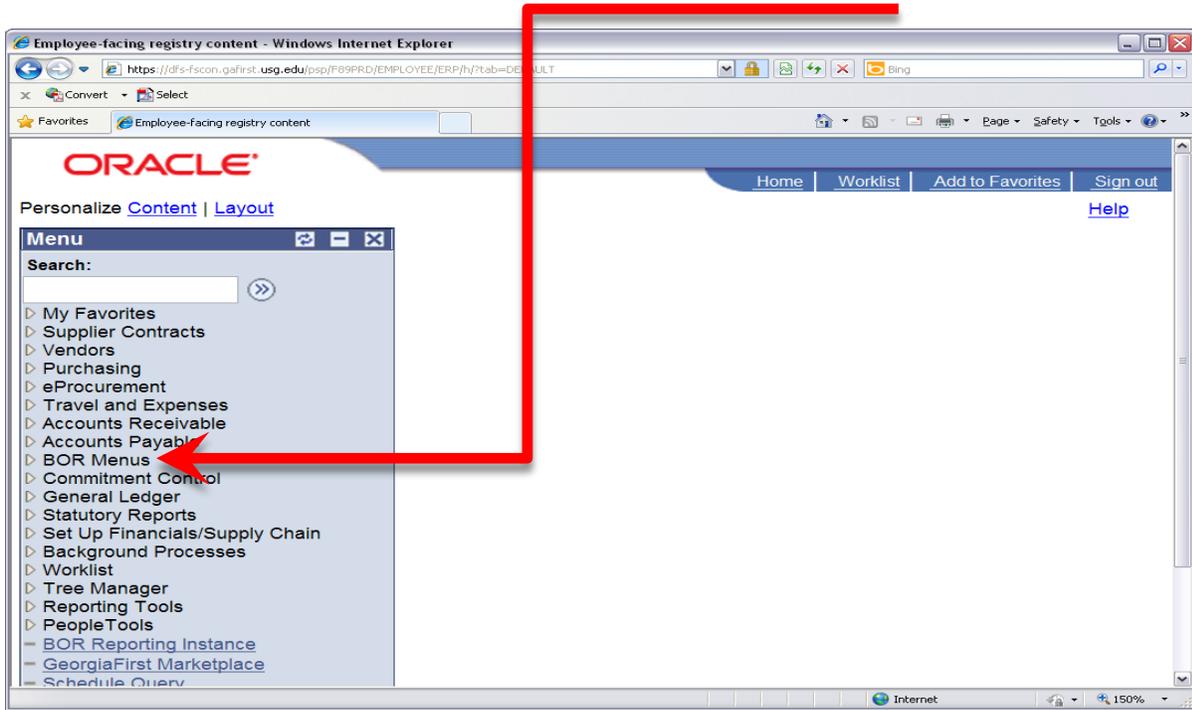
**Notice to Users of this Computer System**

**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.**

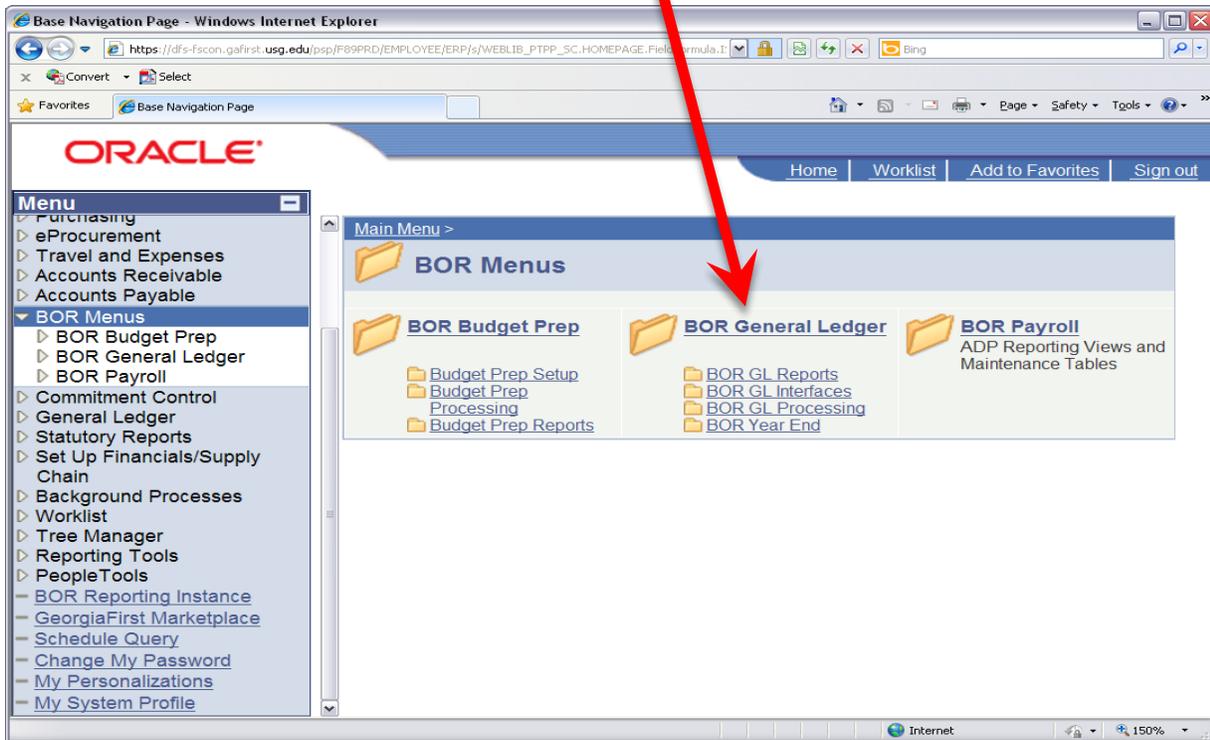
Done Internet 150%

# Revenue Budget Progress Report Setup Instructions

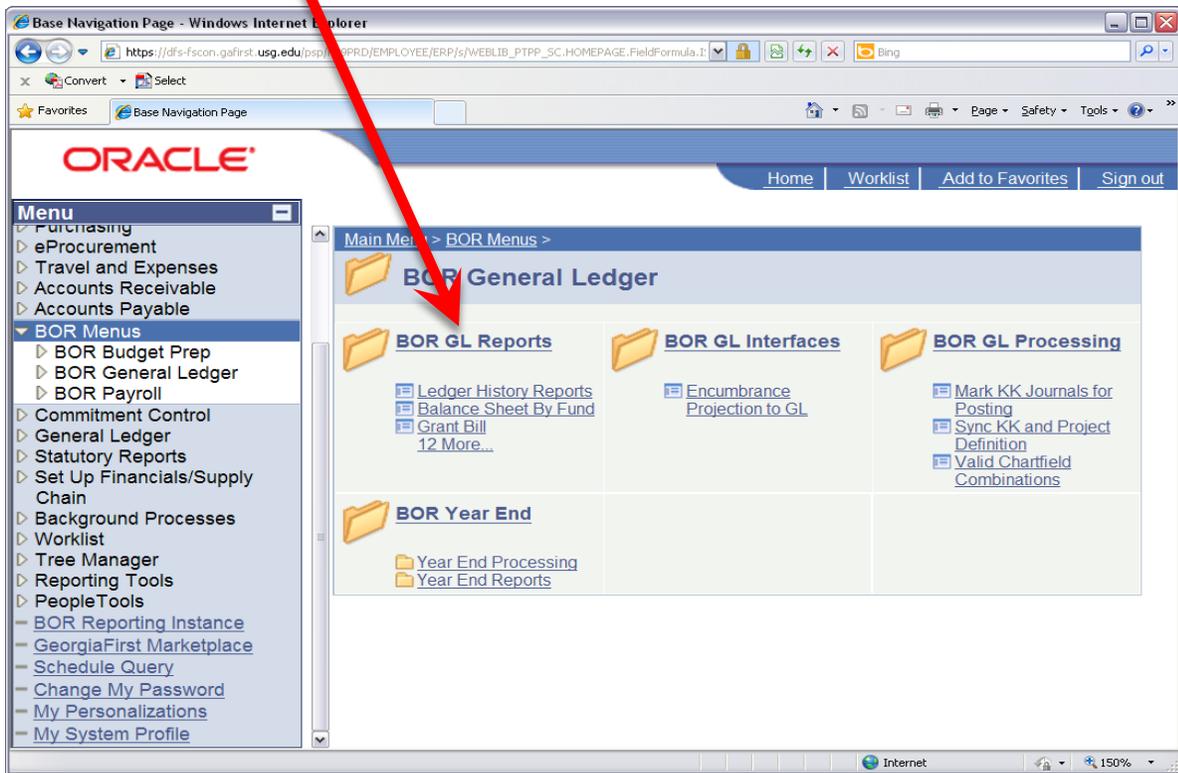
To navigate to the Revenue Budget Progress Reports, first click on “BOR Menus”.



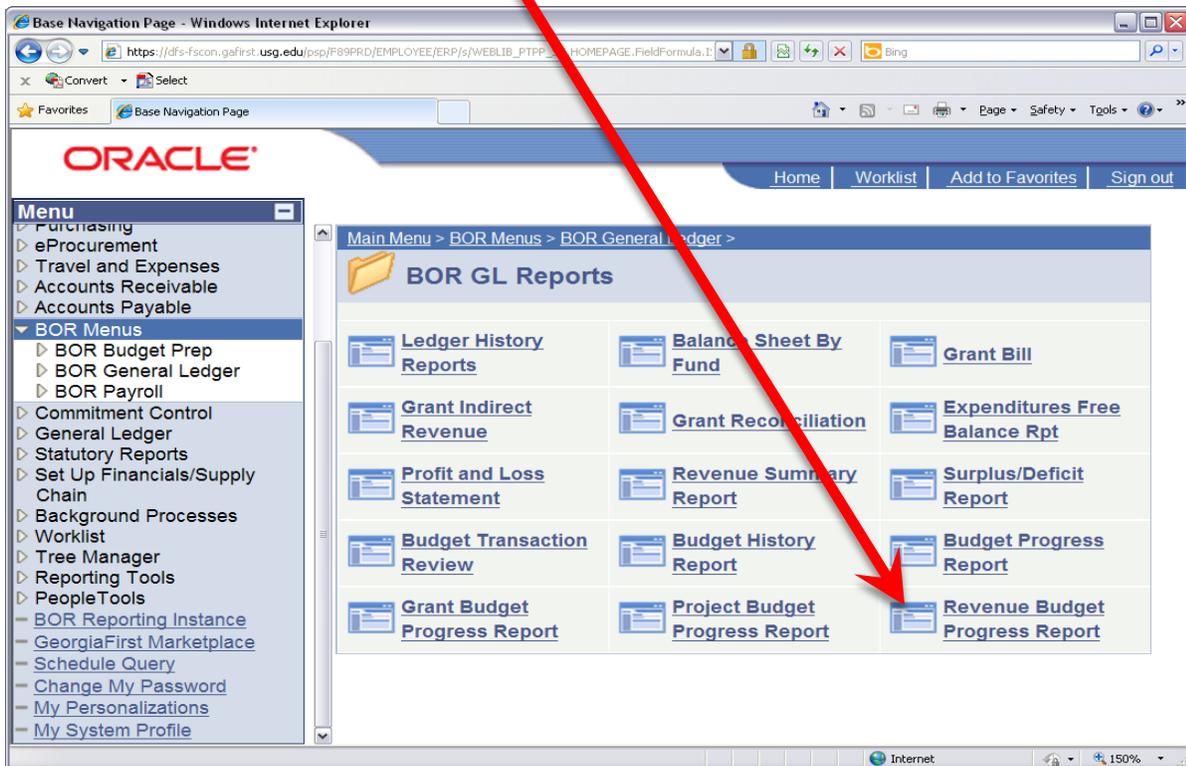
Next, click on the “BOR General Ledger” folder.



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

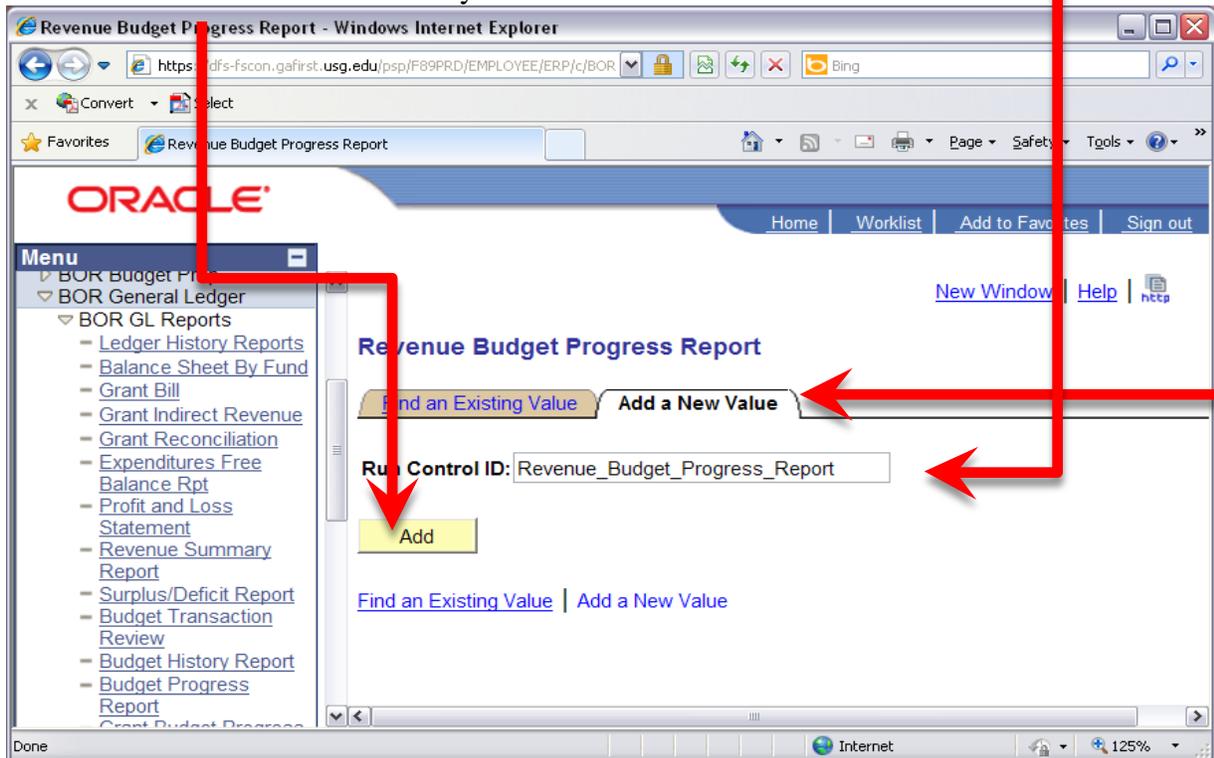


Now click on “Revenue Budget Progress Report”

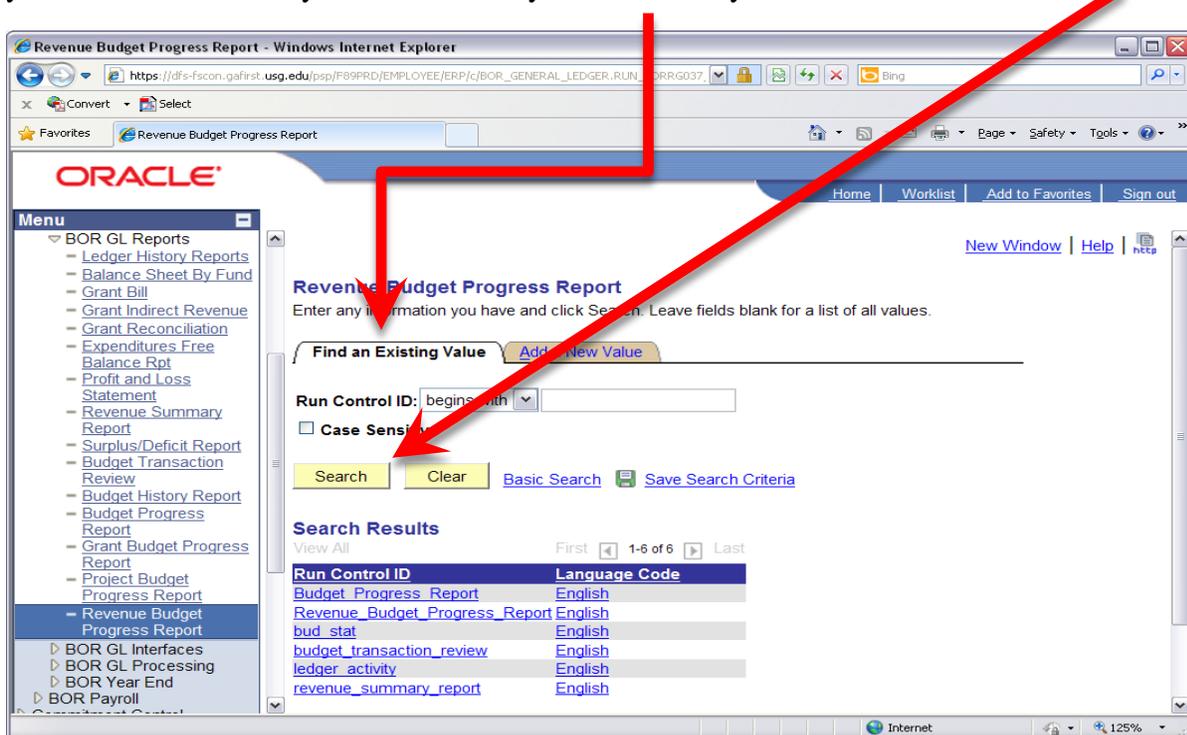


You will need to set up a run control ID that you will use each time you want to run the report.

- 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.

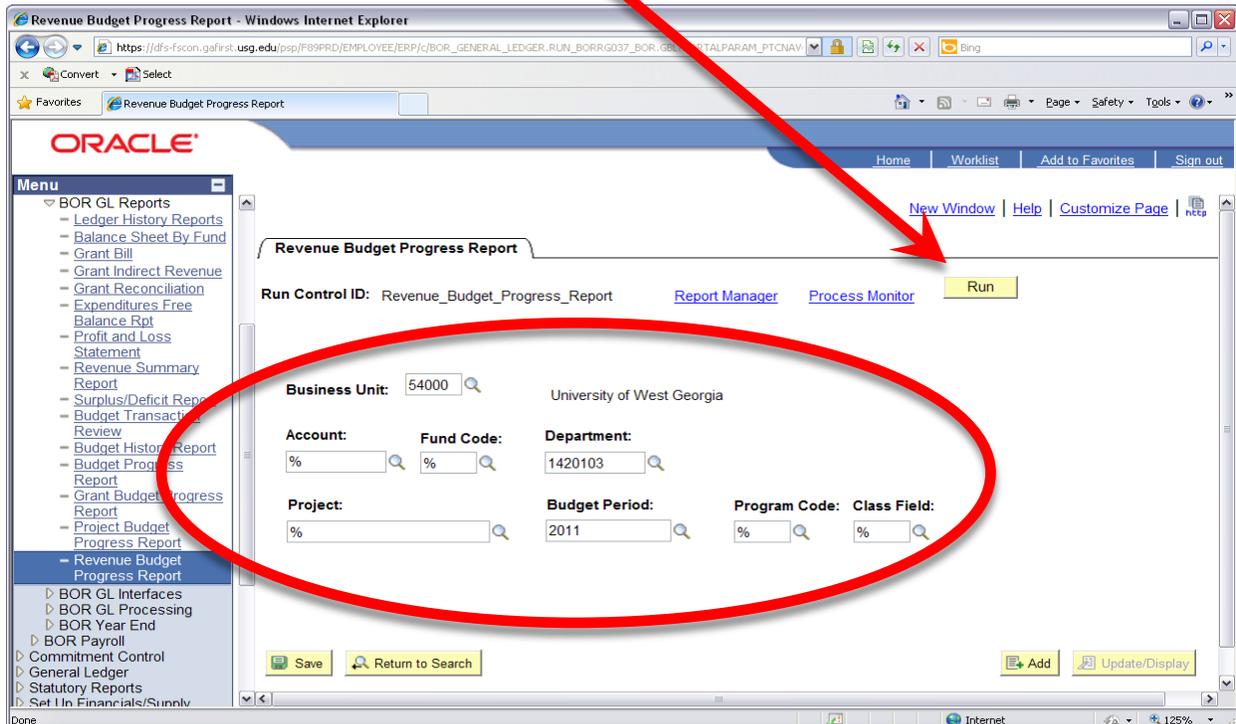


The parameter screen for the Revenue Progress Reports will appear (see below).

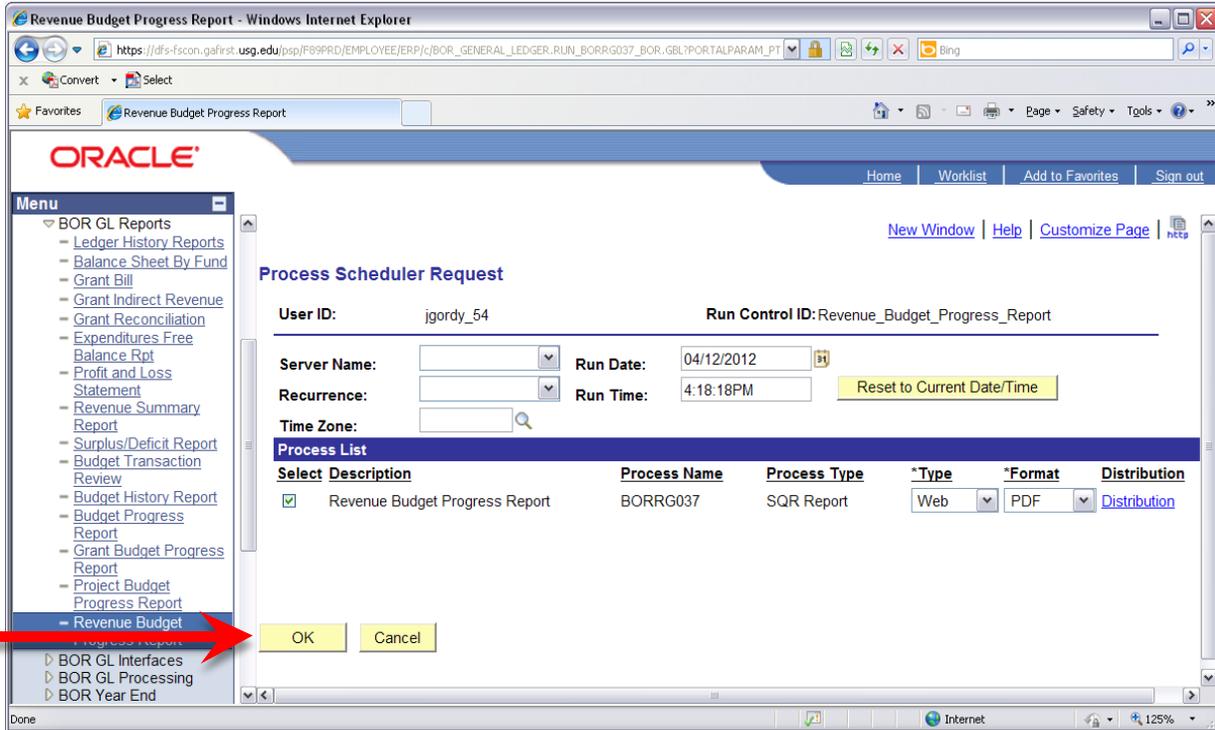
- Complete the fields using the look up tool (magnifying glass) if needed. You may select a portion of the desired code and a list of options containing that portion of the coding will appear. For example, if you know the first 5 digits of a department ID are “10011” and are unsure of the last two, you 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.

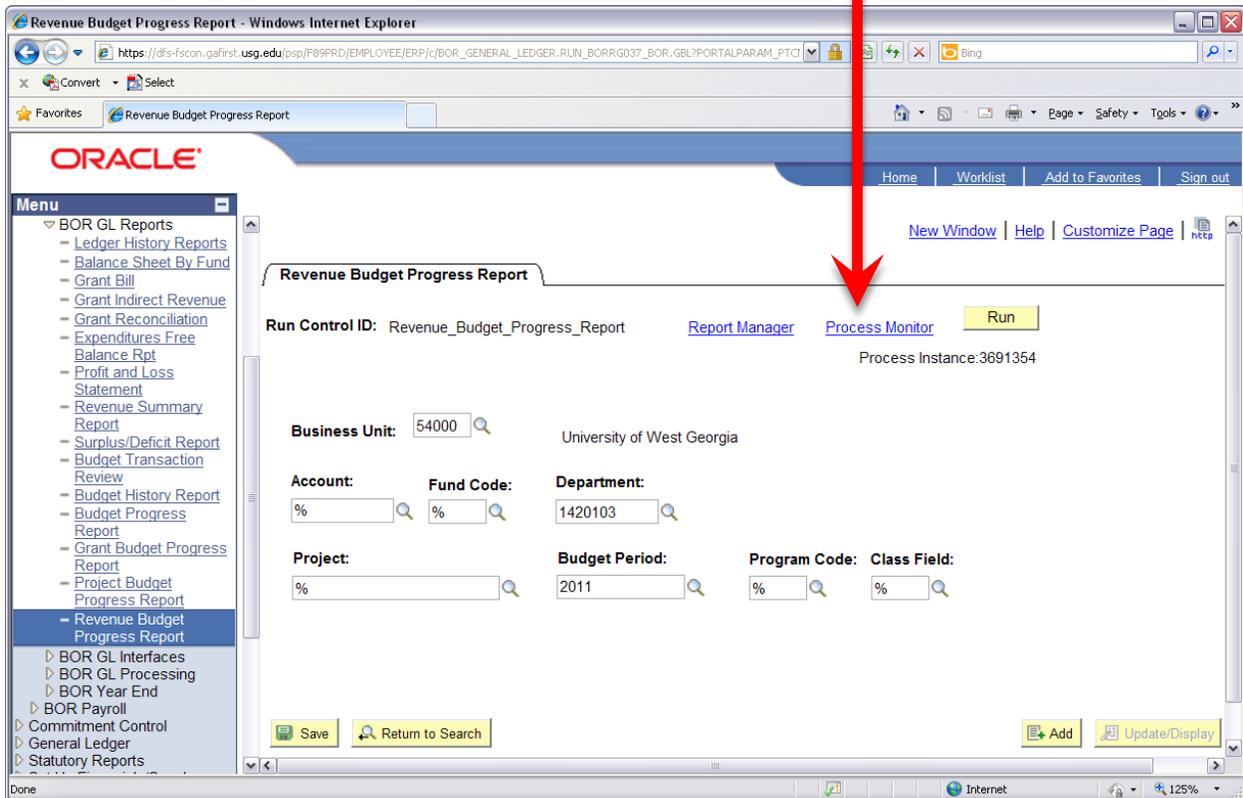
Once all your values are entered, click the “Run” button.



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

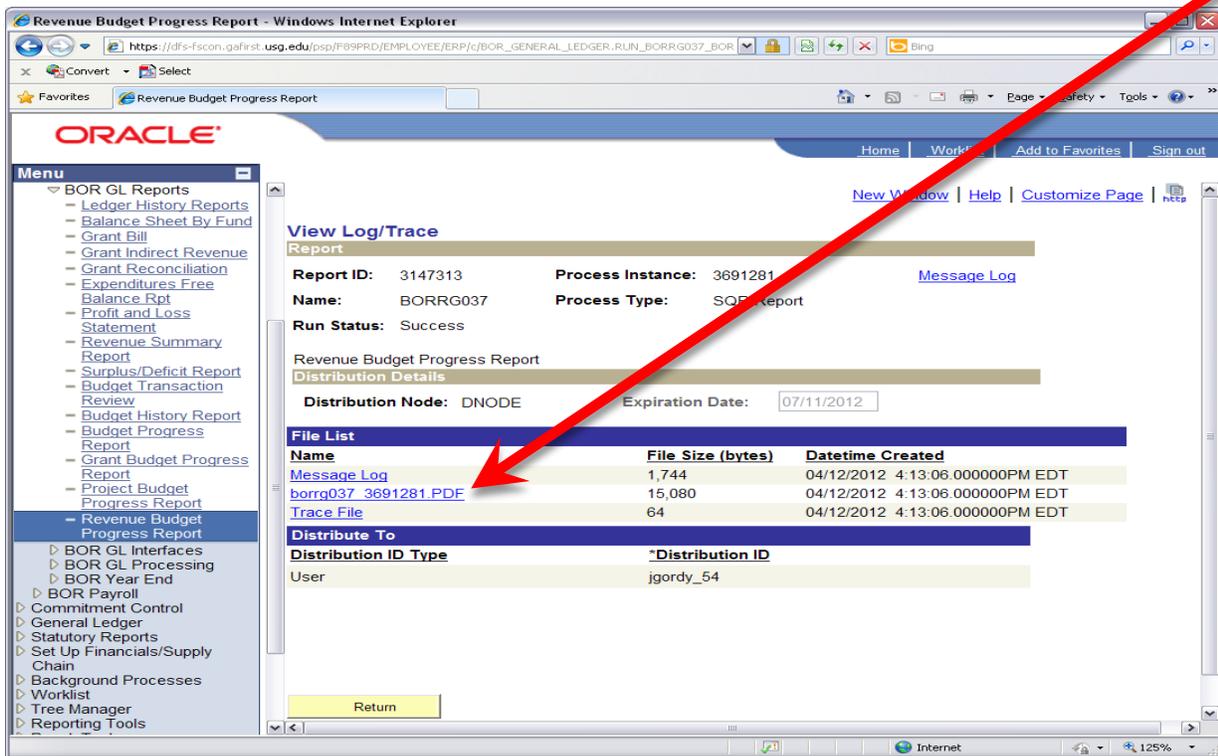


Click on “Process Monitor”





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:

