



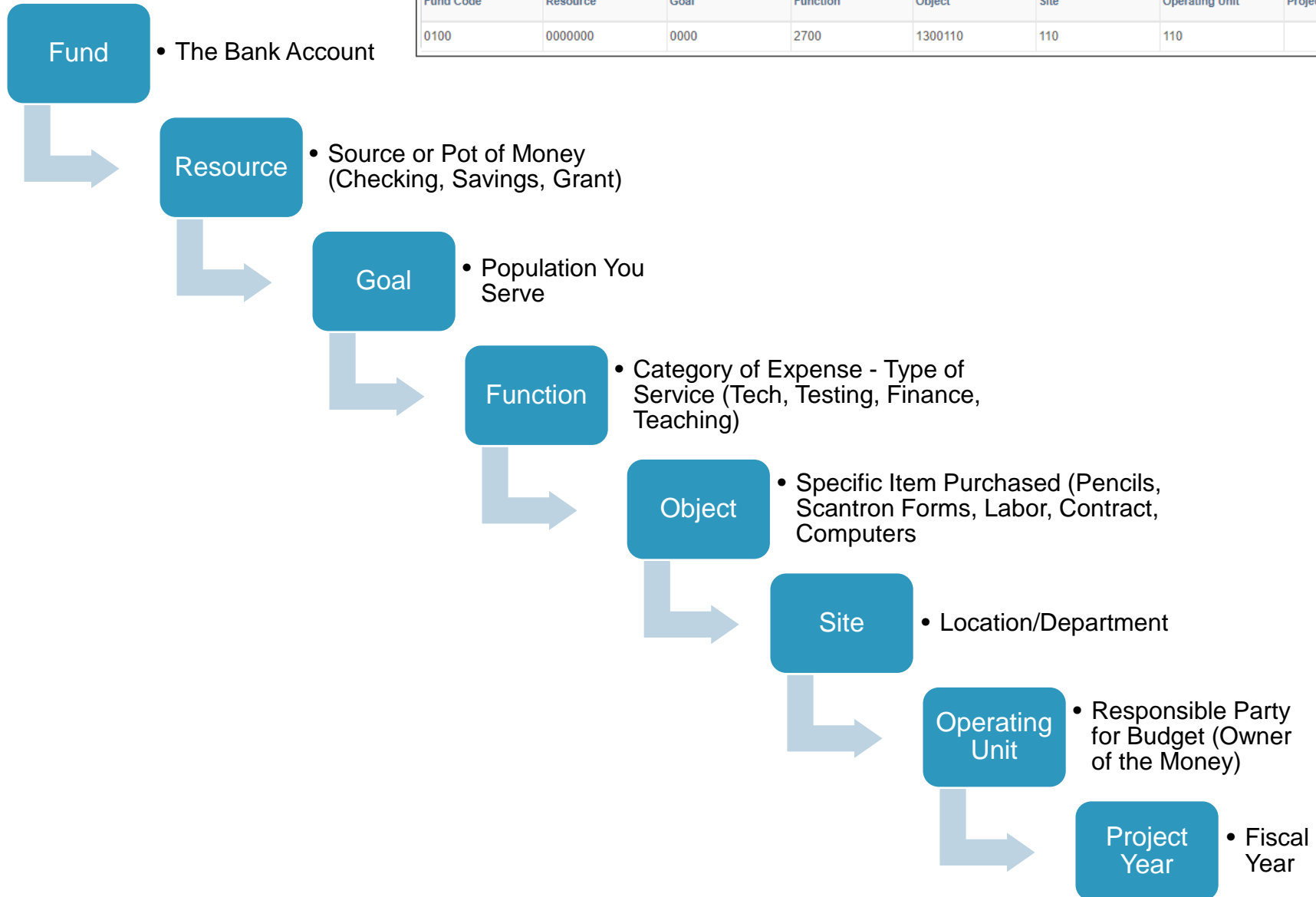
PeopleSoft Site Budget Monitoring

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AT THE PEOPLESOFT USER'S CONFERENCE 2018

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Chart of Accounts



ChartField Detail							
Fund Code	Resource	Goal	Function	Object	Site	Operating Unit	Project Year
0100	0000000	0000	2700	1300110	110	110	

PeopleSoft Reports and Screens

1. Budgets Overview

- A. Main Menu > Commitment Control > Review Budget Activities > Budgets Overview
- B. Snapshot of where you are at this moment
- C. Includes all transactions, pending and posted
- D. Can choose to look at an entire resource or site or a single account line
- E. Personalize the screen to see all pertinent data without scrolling left to right

Oracle PeopleSoft interface showing the Budgets Overview screen. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Review Budget Activities > Budgets Overview.

Inquiry Results

Business Unit: [Redacted]
 Ledger Group: KK_DETAIL
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (31 Rows)

Budget	292,247.00	Net Transfers	0.00
Expense	37,396.72		
Encumbrance	92,673.91		
Pre-Encumbrance	3,968.39		
Budget Balance	158,207.98		
Associate Revenue	0.00		
Available Budget	158,207.98		

This section gives a summary of total budget for the selected criteria

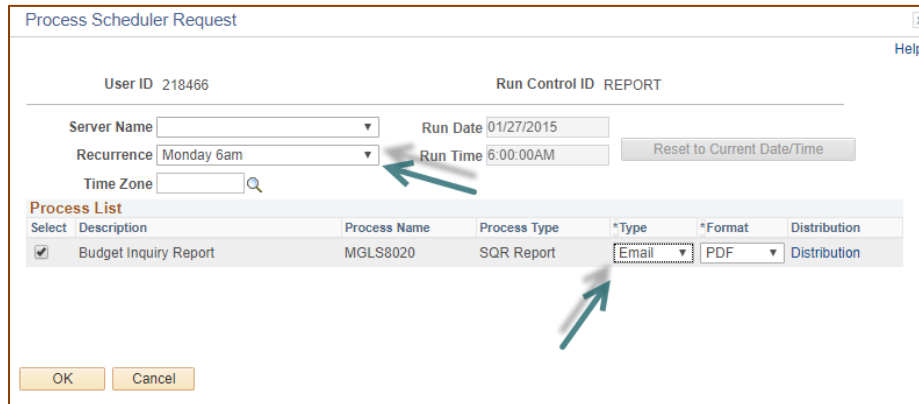
Below are the individual expense line

Budget Overview Results

	Ledger Group	Fund	Resource	Goal	Function	Object	Site	Proj Year	Budget Period	Budget	Expense	Available Budget*
1	KK_DETAIL	0100	0000407	4900	1000	2100102	403		2019	153,801.00	2,855.70	85,633
2	KK_DETAIL	0100	0000407	8600	2100	2400102	403		2019	488.00	487.92	0
3	KK_DETAIL	0100	0000407	4900	1000	3212000	403		2019	30,822.00	0.00	30,822
4	KK_DETAIL	0100	0000407	8600	2100	3212000	403		2019	98.00	97.78	0
5	KK_DETAIL	0100	0000407	4900	1000	3312000	403		2019	9,536.00	0.00	9,536
6	KK_DETAIL	0100	0000407	8600	2100	3312000	403		2019	31.00	30.25	0

2. Budget Status Report

- A. Main Menu > SDCOE Custom > Custom Reports > Budget Status Report
- B. Results will match the Budgets Overview numbers
 - i. Report requires a Run Control ID
 - ii. Hit the “Refresh” button to get ChartField parameters to display
 - iii. Revenue and expenses must be run separately
- C. Can be set up to run weekly and delivered to your inbox in various formats, e.g., PDF or CSV. Note: A scheduled report must have a dedicated Run Control ID.



Process Scheduler Request

User ID 218466 Run Control ID REPORT

Server Name [] Run Date 01/27/2015

Recurrence Monday 6am Run Time 6:00:00AM [Reset to Current Date/Time]

Time Zone []

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Inquiry Report	MGLS8020	SQR Report	Email	PDF	Distribution

OK Cancel

D. Sample Report:

Hint: To subtotal by a field, be sure it's one of the first 3 fields in the criteria.

Report ID:MGLS8020		PeopleSoft GL		Page No. 1						
Ledger Grp:KK_DETAIL -- KK Detail Ledger Group		BUDGET STATUS REPORT		Run Time 13:55:04						
Chartfields Criteria		Fund: 0100		Site: 403						
Fund	Site	Resource	Object	Unit	Yr	Budget	Expense	Encumbrance	PreEncumbrance	Remaining
0100	403	0000401	Child Welfare & Attendance	4200000	Books Other Than Textbooks	3,800.00	3,533.12	0.00	0.00	266.88
0100	403	0000401	Child Welfare & Attendance	4300000	Materials And Supplies	2,550.00	856.37	1,101.95	0.00	591.68
0100	403	0000401	Child Welfare & Attendance	5200001	Mileage	300.00	214.20	0.00	0.00	85.80
0100	403	0000401	Child Welfare & Attendance	5200002	Travel	600.00	374.18	-21.01	0.00	246.83
0100	403	0000401	Child Welfare & Attendance	5600000	Rent,Lease,RepairsNon-Cap Im	1,000.00	0.00	1,000.00	0.00	0.00
0100	403	0000401	Child Welfare & Attendance	5710203	Graphics Interprg Chg	500.00	155.00	0.00	0.00	345.00
0100	403	0000401	Child Welfare & Attendance	5710214	Workshops Interprg Chg	349.00	349.00	0.00	0.00	0.00
0100	403	0000401	Child Welfare & Attendance	5800000	Prof/Consult Srv&Operate Exp	10,000.00	0.00	10,000.00	0.00	0.00
0100	403	0000401	Child Welfare & Attendance	5800010	Consultants	0.00	0.00	0.00	0.00	0.00
0100	403	0000401	Child Welfare & Attendance	5800111	Contracted Meeting Exp	70.00	0.00	0.00	0.00	70.00
Subtotal for Rsource 0000401 :						19,169.00	5,481.87	12,080.94	0.00	1,606.19
0100	403	0000402	School Nursing Svcs	4200000	Books Other Than Textbooks	500.00	0.00	0.00	0.00	500.00
0100	403	0000402	School Nursing Svcs	4300000	Materials And Supplies	1,500.00	0.00	1,226.25	0.00	273.75
0100	403	0000402	School Nursing Svcs	5200001	Mileage	200.00	0.00	0.00	0.00	200.00
0100	403	0000402	School Nursing Svcs	5200002	Travel	1,000.00	0.00	0.00	0.00	1,000.00
0100	403	0000402	School Nursing Svcs	5600000	Rent,Lease,RepairsNon-Cap Im	1,000.00	0.00	1,000.00	0.00	0.00
0100	403	0000402	School Nursing Svcs	5800000	Prof/Consult Srv&Operate Exp	3,010.00	750.00	0.00	0.00	2,260.00
0100	403	0000402	School Nursing Svcs	5800111	Contracted Meeting Exp	2,200.00	206.07	0.00	0.00	1,993.93
Subtotal for Rsource 0000402 :						9,410.00	956.07	2,226.25	0.00	6,227.68

PeopleSoft Queries

1. **M_AP_VOUCHERS_POSTED**

2. **FAR_PURCHASE_PO_REMAINING_BAL**

- A. Run to see what has been paid through the AP system
- B. Helps to find information on recurring vendors, purchases, and budget lines
- C. Also contains PO information on remaining balances
- D. Create a pivot table to review current/previous year records

3. Setup for **M_AP_VOUCHERS_POSTED** pivot table used in the Site Budget Monitoring presentation at the conference:

