



Revised Budget Summary Report

Version 1.0 | December 2, 2015

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Overview

The **Revised Budget Summary Report** is a new report available in PeopleSoft Finance that shows five columns of financial information. This report is similar to the **Budget Summary Report** but differs in the Expense column. This Revised Budget Summary Report shows actual expenses that have been posted to the general ledger. This report can be run for expenses or revenues. You can select the ChartFields and descriptions to include, the sort order, and subtotals. The report is run via a run control page where you enter the parameters for the report you would like to see. The process creates a PDF report.

<u>Fund Resource</u>	<u>Goal Object</u>	<u>Budget</u>	<u>Actuals</u>	<u>Encumbrance</u>	<u>PreEncumbrance</u>	<u>Remaining</u>
0100 0000001 Monthly Positions	0000 2300000 Class Superv & Admin Salar	32,645.00	11,792.66	18,781.50	0.00	2,070.84
0100 0000001 Monthly Positions	0000 2400000 Clerical And Office Salarie	67,328.00	31,445.60	36,078.80	0.00	-196.40
0100 0000001 Monthly Positions	0000 3212000 Pers, Classified Positions	11,809.00	5,206.01	6,258.59	0.00	344.40
0100 0000001 Monthly Positions	0000 3312000 Oasdi, Classified Positions	5,600.00	1,870.50	2,236.89	0.00	1,492.61
0100 0000001 Monthly Positions	0000 3322000 Medicare, Classified Positio	1,342.00	601.66	741.02	0.00	-0.68

Definitions

- **Current revised budget:** The total of the original budget plus/minus any adjustments or transfers that have been processed and posted. This is the budget that would show on your Budgets Overview screen.
- **Actual transactions:** The total either revenue or expenditure transactions that have been posted. This is your actuals ledger.
- **Encumbrances:** The total encumbrances that would show on your Budgets Overview screen.
- **Pre-Encumbrances:** The total pre-encumbrances that would show on your Budgets Overview screen.
- **Remaining Balance:** The amount of budget available to spend that has not be already spent or obligated. The sum of Budget minus transactions minus encumbrances minus pre-encumbrances.



Configuring the ChartFields

In Step 8 of the directions, you will use the **ChartField Selection area** to configure your report. This area of the page contains many features that can be used to create an almost unlimited number of reports.

ChartField Selection								
Seq No	ChartField Name	Include CF	Descr	Subtotal	1st 4 Digits Subtotal	1st Digit Subtotal	Value	To Value
1	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2	Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3	Resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	Goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5	Function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
6	Object	<input type="checkbox"/>						
7	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
8	Project Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Let's take a look at each area in detail.

- **Seq No:** The Sequence Number allows you to indicate in which order the ChartFields will display on the page. You can change the order by changing the numbers in this column. If you want Fund Code to show and sort first, then Resource, then Object, you would type 1 next to Fund Code, 2 next to Resource, and 3 next to Object. Then blank the box next to site so there is only one line with the number 2.
- **ChartField Name:** The ChartField Name column is just for reference and tells you which field you are working with. No changes can be made to this field. The order will change as you update the Sequence Number. When the page opens for the first time the order is Fund Code, then Site. If you change the Sequence order as we did above and click the save button, the order of the ChartField Names will change to Fund Code, then Resource, then Object. The rest of the fields will show below object.
- **Include CF:** To include a ChartField on the report, click the box next to the field you want to include.

BEFORE SAVE

Seq No	ChartField Name	Include CF
1	Fund Code	<input checked="" type="checkbox"/>
2	Site	<input type="checkbox"/>
3	Resource	<input checked="" type="checkbox"/>
4	Goal	<input type="checkbox"/>
5	Function	<input type="checkbox"/>
6	Object	<input checked="" type="checkbox"/>
7	Operating Unit	<input type="checkbox"/>
8	Project Year	<input type="checkbox"/>

For example, click Fund, then Resource, then Object and click Save. The lines will reorder themselves and the unused ChartFields will fall below the last checked field.

AFTER SAVE

Seq No	ChartField Name	Include CF
1	Fund Code	<input checked="" type="checkbox"/>
2	Resource	<input checked="" type="checkbox"/>
3	Object	<input checked="" type="checkbox"/>
	Goal	<input type="checkbox"/>
	Function	<input type="checkbox"/>
	Site	<input type="checkbox"/>
	Operating Unit	<input type="checkbox"/>
	Project Year	<input type="checkbox"/>

Notice that the order of the ChartFields changed and that the ChartFields that were not selected no longer have a Seq number next to them.



- **Description:** To include the description of a field, check the box next to the field. In our example we will include the Object description so the box next to Object will be checked. You can include as many descriptions as you choose, however, if you add too many descriptions, the lines on the report will wrap around making the report difficult to read. Below are two examples of the same report with different descriptions selected.

Sample 1: This is a sample of a report that includes descriptions for Fund, Resource, Goal, and Object. Notice how the information wraps around onto two lines. The highlighted lines are one line of information wrapped because of the descriptions.

<u>Fund</u> <u>Goal</u>	<u>Resource</u> <u>Object</u>	<u>Budget</u>	<u>Actuals</u>	<u>Encumbrance</u>	<u>PreEncumbrance</u>	<u>Remaining</u>
0100 General Fund	0000001 Monthly Positions					
0000 Undistributed	2300000 Class Superv & Admin Salar	32,645.00	11,792.66	18,781.50	0.00	2,070.84
0100 General Fund	0000001 Monthly Positions					
0000 Undistributed	2400000 Clerical And Office Salarie	67,328.00	31,445.60	36,078.80	0.00	-196.40
0100 General Fund	0000001 Monthly Positions					
0000 Undistributed	3212000 Pers, Classified Positions	11,809.00	5,206.01	6,258.59	0.00	344.40
0100 General Fund	0000001 Monthly Positions					
0000 Undistributed	3312000 Oasdi, Classified Positions	5,600.00	1,870.50	2,236.89	0.00	1,492.61

Sample 2: This is a sample of the same report with description for Resource and Object only.

<u>Fund</u> <u>Resource</u>	<u>Goal</u> <u>Object</u>	<u>Budget</u>	<u>Actuals</u>	<u>Encumbrance</u>	<u>PreEncumbrance</u>	<u>Remaining</u>
0100 0000001	Monthly Positions 0000 2300000	32,645.00	11,792.66	18,781.50	0.00	2,070.84
0100 0000001	Monthly Positions 0000 2400000	67,328.00	31,445.60	36,078.80	0.00	-196.40
0100 0000001	Monthly Positions 0000 3212000	11,809.00	5,206.01	6,258.59	0.00	344.40
0100 0000001	Monthly Positions 0000 3312000	5,600.00	1,870.50	2,236.89	0.00	1,492.61
0100 0000001	Monthly Positions 0000 3322000	1,342.00	601.66	741.02	0.00	-0.68

- **This report allows three options for subtotals.** You can mix and match the options across ChartFields, but you can only select one option on any given ChartField. When a subtotal has been selected, it will only show if there are multiple items to be subtotaled. Not all of the subtotal options are available for every ChartString. Each subtotal option will be discussed in detail below.

Subtotal	1st 4 Digits Subtotal	1st Digit Subtotal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	

- **Subtotal:** The basic subtotal is available for every ChartString. Any place you would like to subtotal information, enter a check next to that ChartString. For example, if you wanted to subtotal by Fund, Resource, and Object, you would check the subtotal box next to each of these ChartFields.
- **1st 4 Digits Subtotal:** For the Resource and Object ChartFields you may select to subtotal on the 1st 4 digits of the number. This option will give you a subtotal by major resource and by summary objects. This means that for Object, if you have objects 4300000, 4300001, and 4300002, the report will show a subtotal for 4300 that will include the amounts in the objects above. In the same way, for Resource, if you have objects 0000100, 0000200, and 0000300, the report will show a subtotal for 0000 that will include the amounts in the resources above.
- **1st Digit Subtotal:** For the Object ChartField you may select to subtotal on the 1st digit of the object number. This option will give you a subtotal by major object. This means that if you have objects 4300000, 4300001, 4400000, the report will show a subtotal for 4 that will include the amounts in the objects listed above. This option is only available for the object ChartField.



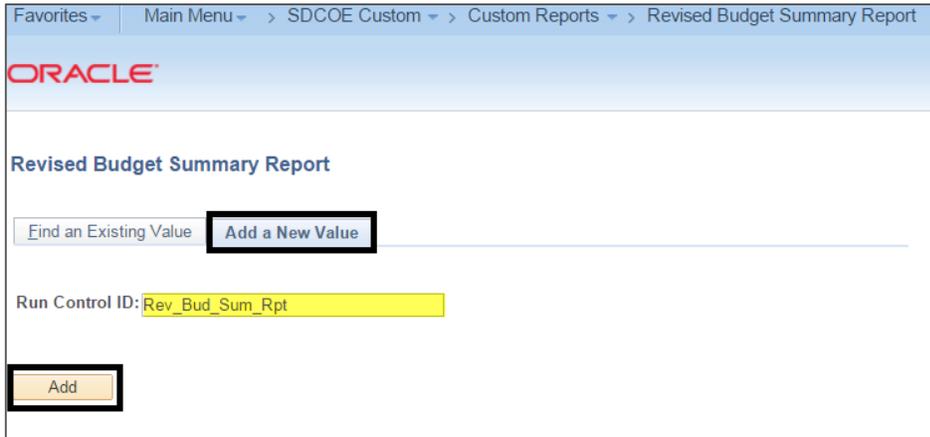
- **Value/To Value:** Use the **Value** and **To Value** fields to limit the data that is used in the report. **You can limit the data using any of the ChartFields shown even if that ChartField is not selected to show on the report.** For example, you can select Fund, Resource, and Object to show on the report, but you can enter values in the Site line to show only a single site. If you enter limited values, they will display at the top of the report so you know what values were used on the report.

Sample: Here is an example of a report that had value 100 in the site field even though the site was not printed on the report. Notice in this example that Site: 100 is shown as a limiting value even though it is not printed on the report itself. Only the Fund, Resource, Goal, and Object are shown.

Report ID:MGLS8021	PeopleSoft GL	
Bus. Unit:	REVISED BUDGET SUMMARY REPORT	
Ledger Grp:KK_DETAIL -- KK Detail Ledger Group	For Fiscal Year and Budget Period 2016	
Chartfields Criteria		
Site: 100		
<u>Fund Resource</u>	<u>Goal Object</u>	<u>Budget</u>
0100 0000001 Monthly Positions	0000 2300000 Class Superv & Admin Salar	32,645.00
0100 0000001 Monthly Positions	0000 2400000 Clerical And Office Salarie	67,328.00
0100 0000001 Monthly Positions	0000 3212000 Pers, Classified Positions	11,809.00
0100 0000001 Monthly Positions	0000 3312000 Oasdi, Classified Positions	5,600.00
0100 0000001 Monthly Positions	0000 3322000 Medicare, Classified Positio	1,342.00

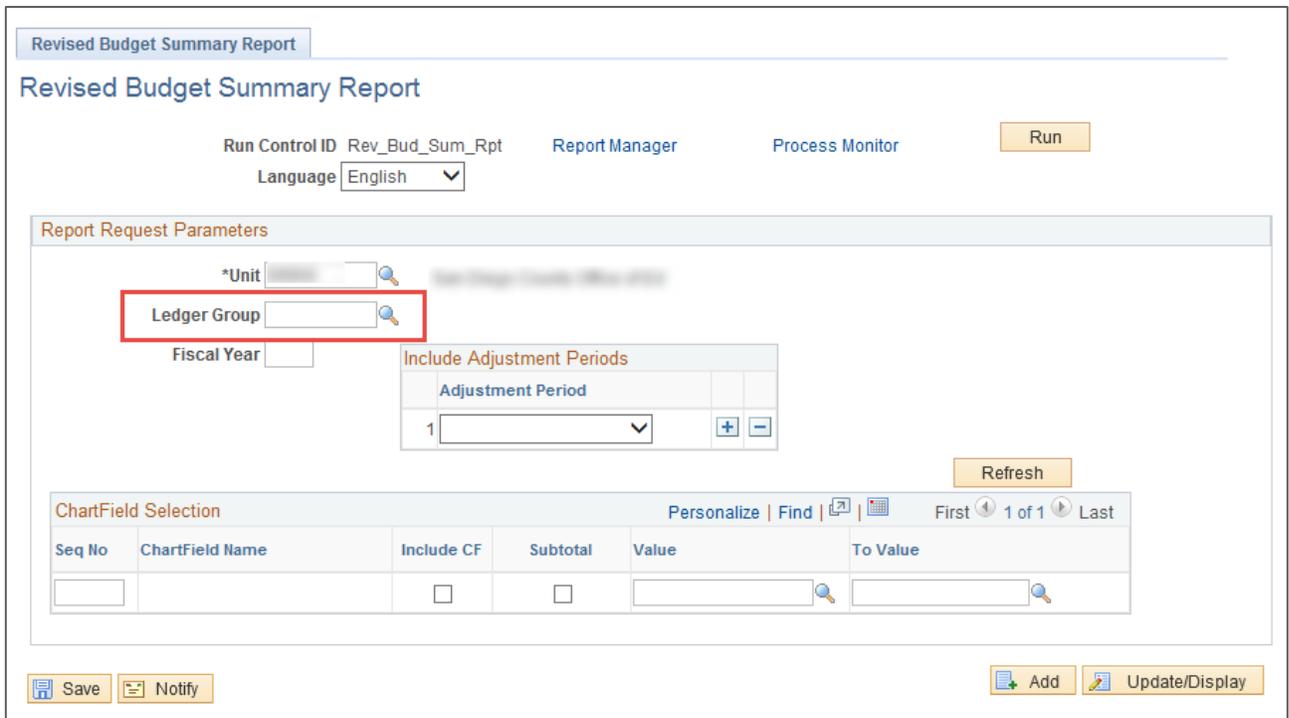
Directions

1. Navigate to **SDCOE Custom > Custom Reports > Revised Budget Summary Report**.
2. If this is the first time you are running this report, click **Add a New Value** and enter a Run Control ID. As with any Run Control ID, use a name that will help you remember what it is for. In this example, we are using *Rev_Bud_Sum_Rpt*. Click **Add**.



NOTE: When you run this report in the future, you do not need to create another new Run Control ID. Instead, click Find an Existing Value and search for the Run Control ID that you created.

3. The first time you come to the Run Control page, it will be blank except for your Business Unit. Click the **Ledger Group** lookup (magnifying glass).



Revised Budget Summary Report

Run Control ID: Rev_Bud_Sum_Rpt Report Manager Process Monitor Run

Language: English

Report Request Parameters

*Unit: [lookup icon]

Ledger Group [lookup icon]

Fiscal Year: [input field]

Include Adjustment Periods

Adjustment Period		
1	[dropdown]	[+/-]

Refresh

Seq No	ChartField Name	Include CF	Subtotal	Value	To Value
		<input type="checkbox"/>	<input type="checkbox"/>	[input field]	[input field]

Save Notify Add Update/Display



4. Select either *KK_DETAIL* or *KK_REVENUE*. In this example we will use *KK_DETAIL*.

Look Up Ledger Group Help

Search by: Ledger Group begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Ledger Group	Description	Ledger Group Type
KK_CONTROL	KK Control Ledger Group	Expense
KK_DETAIL	KK Detail Ledger Group	Expense
KK_REVENUE	KK Revenue	Revenue
KK_TRACK	KK Detail	Expense

- Select either *KK_DETAIL* for expenses or *KK_REVENUE* for revenues. **Only select these values.**
- Depending on how your district budgets, you may see *KK_CONTROL*. Do not select this.
- Do not select *KK_TRACK*.

5. Enter the **Fiscal Year** for which you would like to order the report. In this example we will use 2016.

Report Request Parameters

*Unit San Diego County Office of Ed

Ledger Group KK Detail Ledger Group

Fiscal Year

Include Adjustment Periods

Adjustment Period		
1	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

6. In this example, because we are using the current fiscal year, we will not include **Adjustment Periods**. Notice that this box is blank.

Include Adjustment Periods

Adjustment Period		
1	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

**NOTE ABOUT
ADJUSTMENT PERIODS**

If we were running this report for a year that was already closed or that we were in the process of closing, then we could select Adjustment Period 998 to include closing entries in the report.

Include Adjustment Periods

Adjustment Period		
1	998	<input type="button" value="+"/> <input type="button" value="-"/>



7. Now the **Refresh** button to refresh the ChartField Selection area.

The screenshot shows the 'ChartField Selection' interface. At the top right, there is a yellow 'Refresh' button highlighted with a red box. Below it is a table with the following columns: Seq No, ChartField Name, Include CF, Subtotal, Value, and To Value. The 'Value' and 'To Value' columns have search icons.

Clicking **Refresh** will make all of the ChartFields from which you may select show on the screen.

8. **IMPORTANT STEP: Use the ChartField Selection area to configure your report.** This area of the page contains many features that can be used to create an almost unlimited number of reports. See p.2 for explanations of each column.

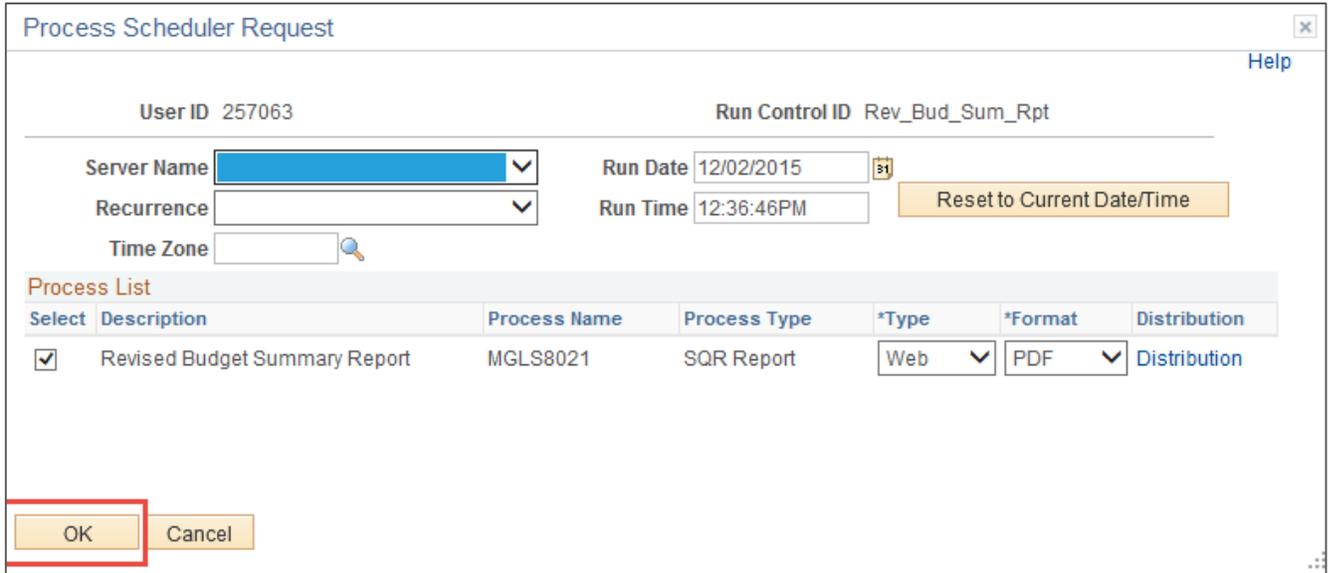
The screenshot shows the 'ChartField Selection' interface with a list of ChartFields. The columns are: Seq No, ChartField Name, Include CF, Descr, Subtotal, 1st 4 Digits Subtotal, 1st Digit Subtotal, Value, and To Value. The rows are:

Seq No	ChartField Name	Include CF	Descr	Subtotal	1st 4 Digits Subtotal	1st Digit Subtotal	Value	To Value
1	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>
2	Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>
3	Resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
4	Goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>
5	Function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>
6	Object	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
7	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>
8	Project Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>

9. Once you have entered the parameters of your choosing, click the Run button at the top right of the screen.

The screenshot shows the 'Revised Budget Summary Report' interface. At the top right, there is a yellow 'Run' button highlighted with a red box. Below it are the following fields: Run Control ID (Rev_Bud_Sum_Rpt), Report Manager, Process Monitor, and Language (English).

10. In the Process Scheduler Request window, click **OK**. No changes are needed on this page.



Process Scheduler Request

User ID 257063 Run Control ID Rev_Bud_Sum_Rpt

Server Name [Dropdown] Run Date 12/02/2015 [Calendar Icon]

Recurrence [Dropdown] Run Time 12:36:46PM [Reset to Current Date/Time]

Time Zone [Dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Revised Budget Summary Report	MGLS8021	SQR Report	Web [Dropdown]	PDF [Dropdown]	Distribution

OK Cancel

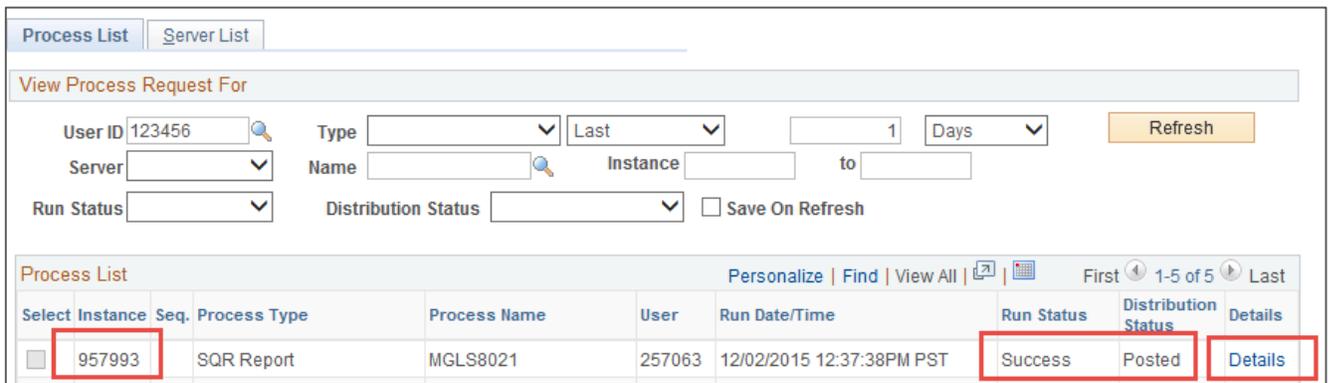
After you click OK, the Process Scheduler Request window will close and the **Process Instance** will show on the run control page just under the Run button.



Report Manager Process Monitor Run

Process Instance:957993

11. Click the **Process Monitor** link to see when the report has completed. Find the Process Instance from the run control page. Once the **Run Status** changes to *Success* and the **Distribution Status** changes to *Posted*, click on the **Details** link.



Process List Server List

View Process Request For

User ID 123456 [Search Icon] Type [Dropdown] Last [Dropdown] 1 Days [Dropdown] Refresh

Server [Dropdown] Name [Search Icon] Instance [Input] to [Input]

Run Status [Dropdown] Distribution Status [Dropdown] Save On Refresh

Process List Personalize Find View All [Print Icon] [Refresh Icon] First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	957993		SQR Report	MGLS8021	257063	12/02/2015 12:37:38PM PST	Success	Posted	Details



12. In the **Process Detail** window, click the **View Log/Trace** link.

Process Detail [x] Help

Process

Instance 957993 Type SQR Report
Name MGLS8021 Description Revised Budget Summary Report
Run Status Success Distribution Status Posted

Run Update Process

Run Control ID Rev_Bud_Sum_Rpt
Location Server
Server PSUNX2
Recurrence

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time Actions

Request Created On 12/02/2015 12:37:39PM PST Parameters Transfer
Run Anytime After 12/02/2015 12:37:38PM PST Message Log
Began Process At 12/02/2015 12:37:44PM PST Batch Timings
Ended Process At 12/02/2015 12:37:47PM PST **View Log/Trace**

OK Cancel

13. In the View Log/Trace window, **click on the PDF link**. In this example it is *mglS8021_957993.PDF*. This will open the PDF report in a new tab. The name is formatted as follows: mglS8021 is the name of the report, 957993 is the process instance that ran the report.

View Log/Trace [x] Help

Report

Report ID: 536252 Process Instance: 957993 Message Log
Name: MGLS8021 Process Type: SQR Report
Run Status: Success

Revised Budget Summary Report

Distribution Details

Distribution Node: SDFP92 Expiration Date: 03/06/2016

File List

Name	File Size (bytes)	Datetime Created
SQR_MGLS8021_957993.log	1,774	12/02/2015 12:37:47.170737PM PST
mglS8021_957993.PDF	5,655	12/02/2015 12:37:47.170737PM PST
mglS8021_957993.out	28,335	12/02/2015 12:37:47.170737PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	257063

Return