Revised Budget Summary Report

Version 1.0 | December 2, 2015

Navigation: SDCOE Custom > Custom Reports > Revised Budget Summary Report

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.

Fund	Rsource		Goal	Object		Budget	Actuals	Encumbrance	PreEncumbrance	Remaining
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 — Personalize | Find | First 1-8 of 8 Last

Seq No	ChartField Name	Include CF	Descr	Subtotal	1st 4 Digits Subtotal	1st Digit Subtotal	Value	To Value
1	Fund Code	☐	☐	☐				
2	Site	☐	☐	☐				
3	Resource	☐	☐	☐	☐			
4	Goal	☐	☐	☐				
5	Function	☐	☐	☐				
6	Object	☐	☐	☐	☐	☐		
7	Operating Unit	☐	☐	☐				
8	Project Year	☐	☐	☐				

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

ChartField Selection

Seq No	ChartField Name	Include CF
1	Fund Code	☑
2	Site	☐
3	Resource	☑
4	Goal	☐
5	Function	☐
6	Object	☑
7	Operating Unit	☐
8	Project Year	☐

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

ChartField Selection

Seq No	ChartField Name	Include CF
1	Fund Code	☑
2	Resource	☑
3	Object	☑
	Goal	☐
	Function	☐
	Site	☐
	Operating Unit	☐
	Project Year	☐

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.

Fund Goal	Rsource Object	Budget	Actuals	Encumbrance	PreEncumbrance	Remaining
0100 General Fund 0000 Undistributed	0000001 Monthly Positions 2300000 Class Superv & Admin Salar	32,645.00	11,792.66	18,781.50	0.00	2,070.84
0100 General Fund 0000 Undistributed	0000001 Monthly Positions 2400000 Clerical And Office Salarie	67,328.00	31,445.60	36,078.80	0.00	-196.40
0100 General Fund 0000 Undistributed	0000001 Monthly Positions 3212000 Pers, Classified Positions	11,809.00	5,206.01	6,258.59	0.00	344.40
0100 General Fund 0000 Undistributed	0000001 Monthly Positions 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.

Fund Rsource	Goal Object	Budget	Actuals	Encumbrance	PreEncumbrance	Remaining
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

- **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
☐		
☐		
☐	☐	

  - **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.

PeopleSoft GL
REVISED BUDGET SUMMARY REPORT
For Fiscal Year and Budget Period 2016

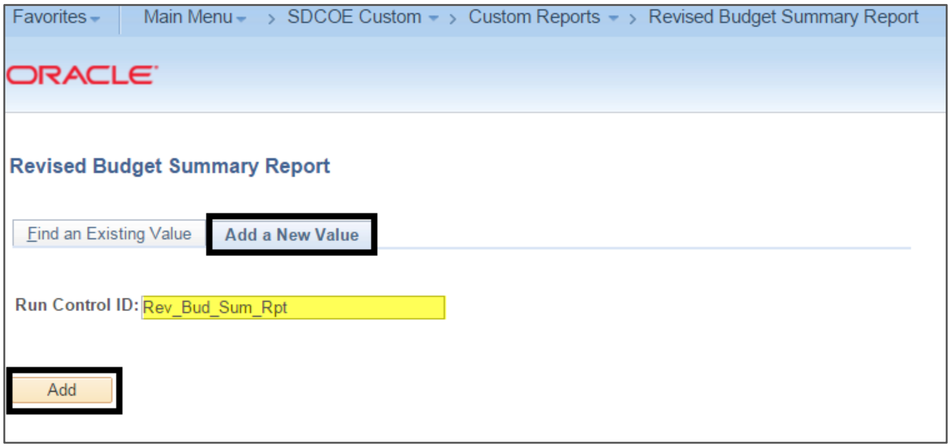
Report ID:MGLS8021
Bus. Unit: [illegible]
Ledger Grp:KK_DETAIL -- KK Detail Ledger Group
Chartfields Criteria

Site: 100

Fund	Resource		Goal	Object		Budget
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

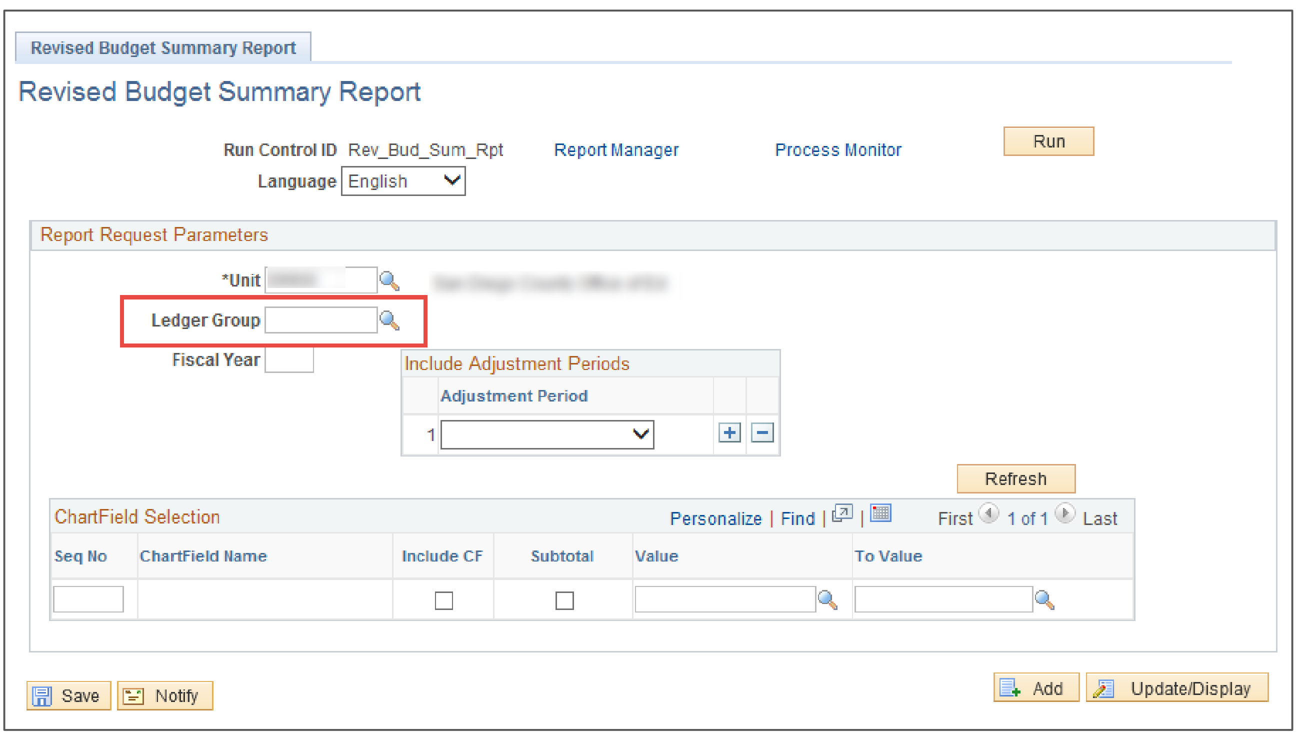
Directions

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**.

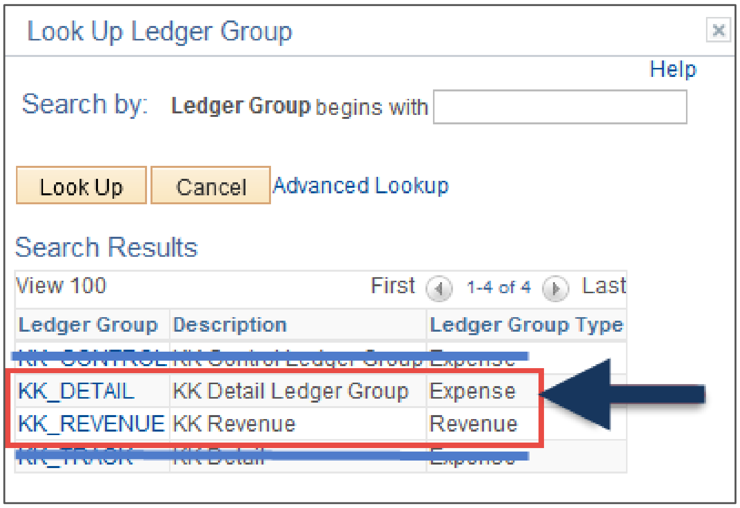


NOTE: When you run this report in the future, you do not need to create another new Run Control ID. Instead, click Find an Existing Value and search for the Run Control ID that you created.

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).

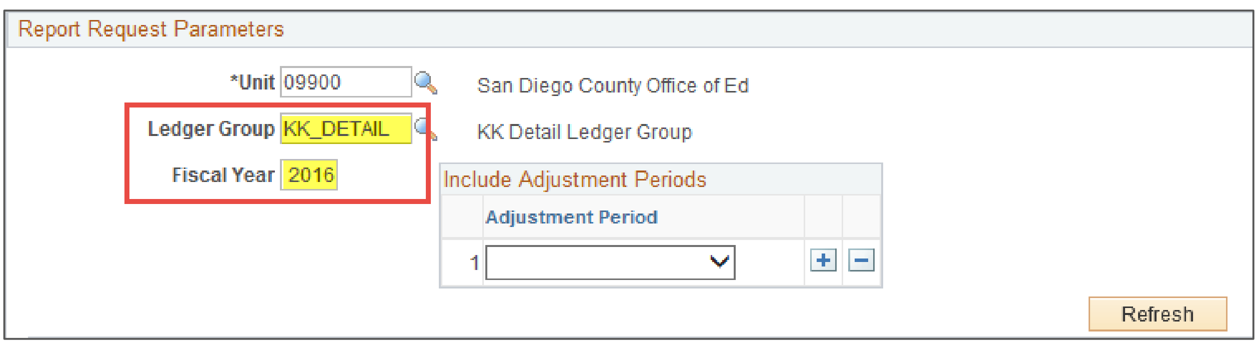


4. Select either *KK_DETAIL* or *KK_REVENUE*. In this example we will use *KK_DETAIL*.

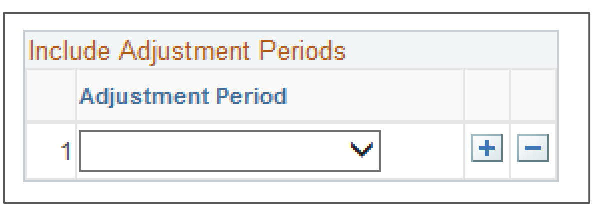


- Select either *KK_DETAIL* for expenses or *KK_REVENUE* for revenues. **Only select these values.**
- Depending on how your district budgets, you may see *KK_CONTROL*. Do not select this.
- Do not select *KK_TRACK*.

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

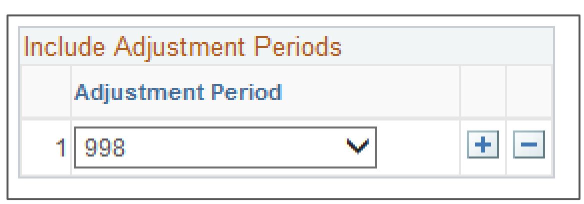


6. In this example, because we are using the current fiscal year, we will not include **Adjustment Periods**. Notice that this box is blank.

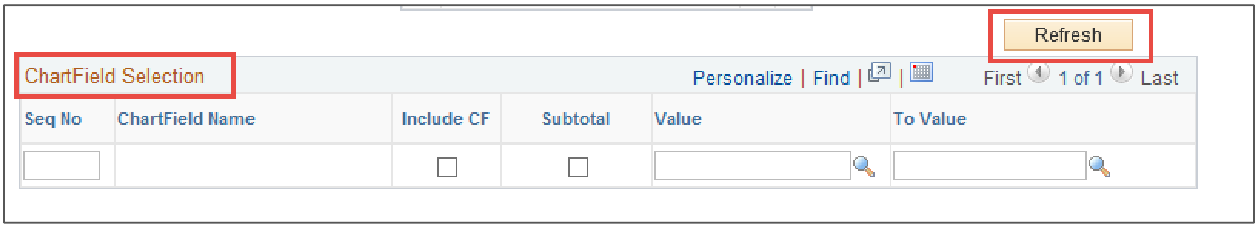


NOTE ABOUT ADJUSTMENT PERIODS

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.

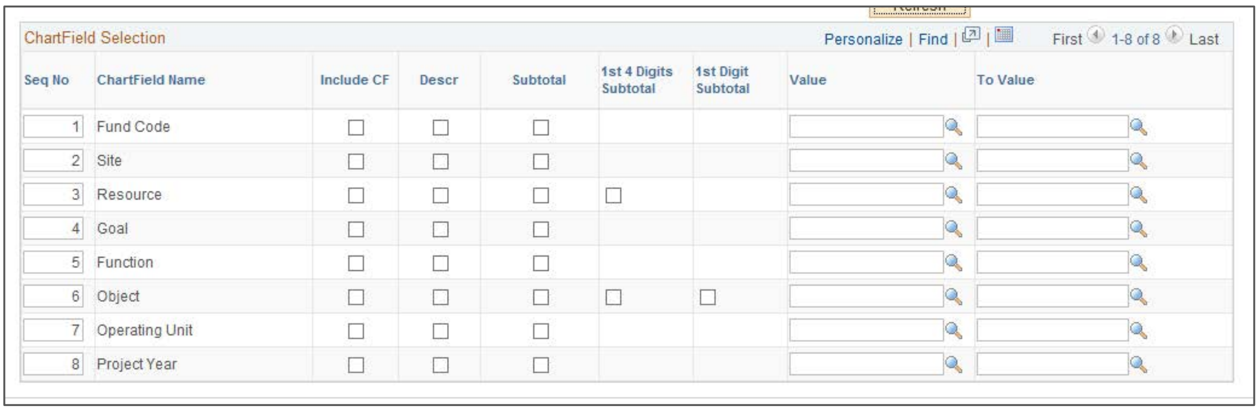


7. Now the **Refresh** button to refresh the ChartField Selection area.

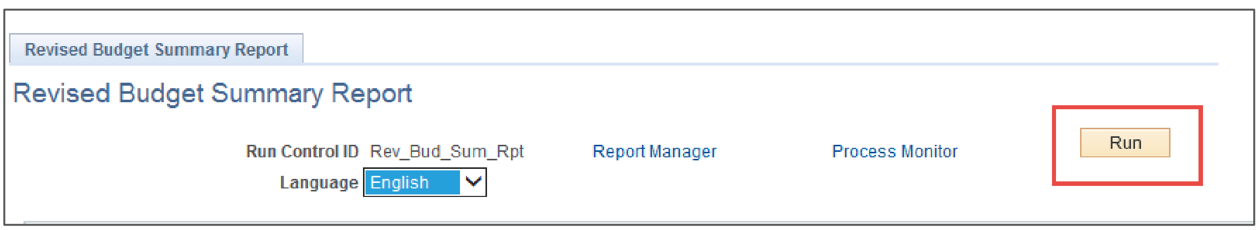


Clicking **Refresh** will make all of the ChartFields from which you may select show on the screen.

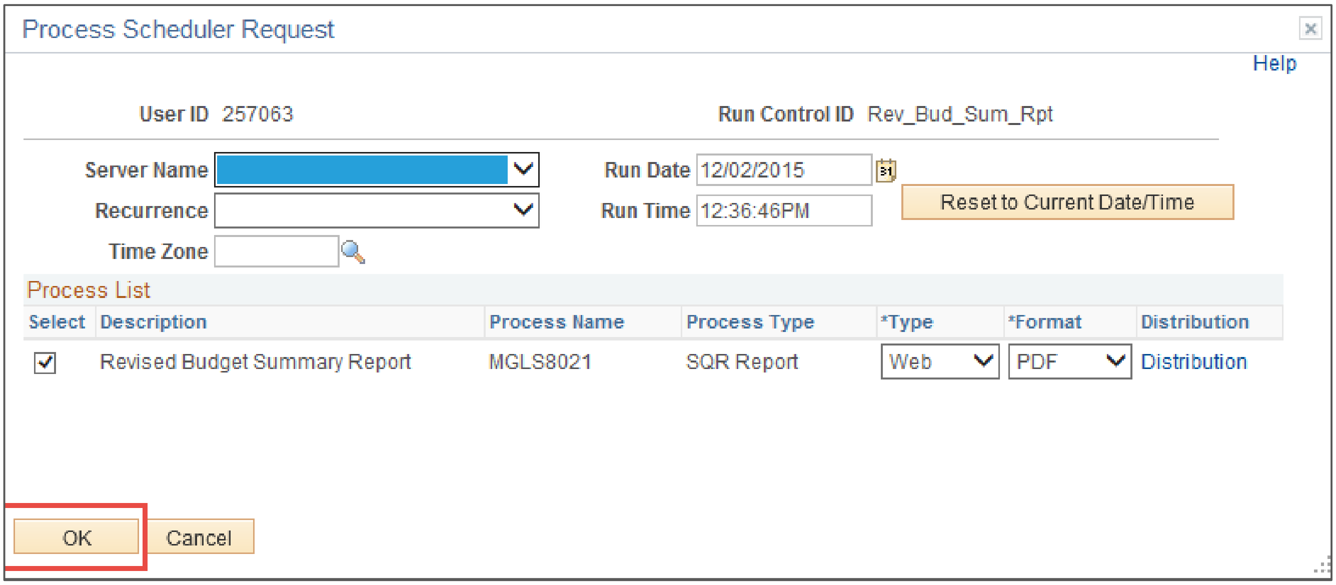
8. **IMPORTANT STEP: Use the ChartField Selection area to configure your report.** This area of the page contains many features that can be used to create an almost unlimited number of reports. See p.2 for explanations of each column.



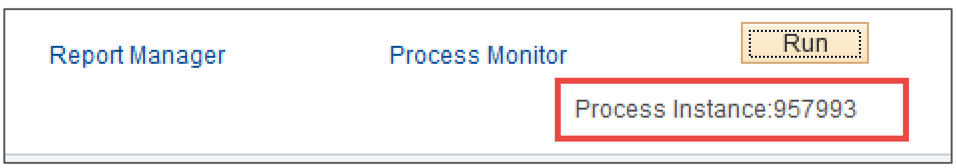
9. Once you have entered the parameters of your choosing, click the Run button at the top right of the screen.



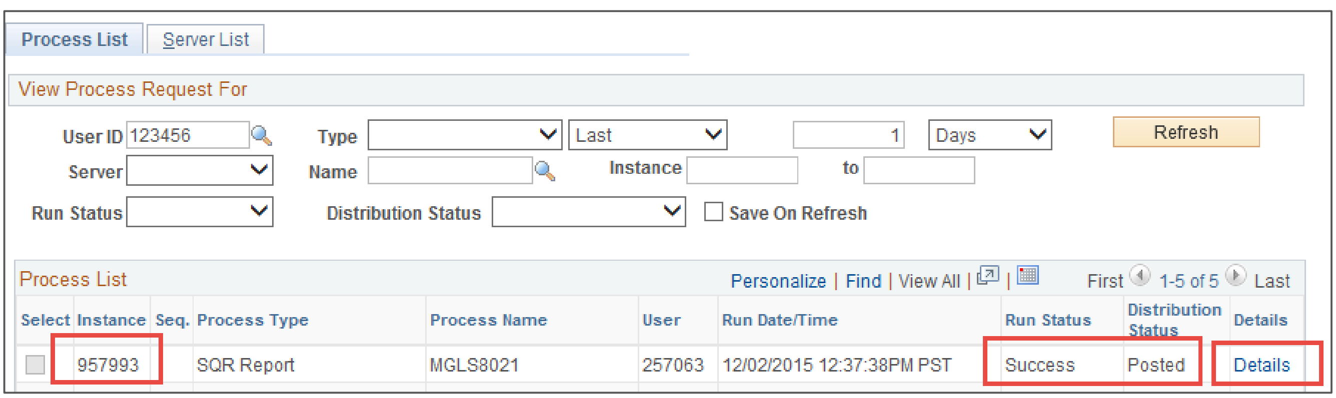
10. In the Process Scheduler Request window, click **OK**. No changes are needed on this page.



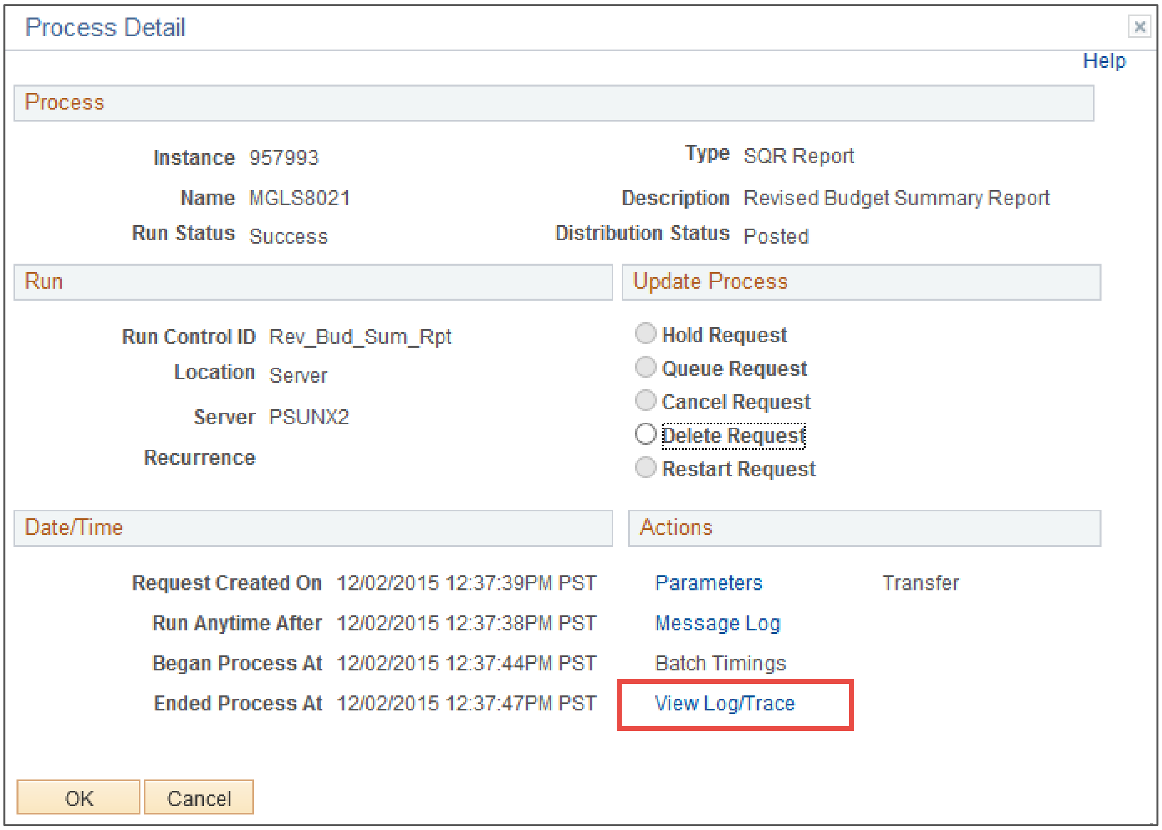
After you click OK, the Process Scheduler Request window will close and the **Process Instance** will show on the run control page just under the Run button.



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**.



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



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.