

Chapter 6 : Printing Reports

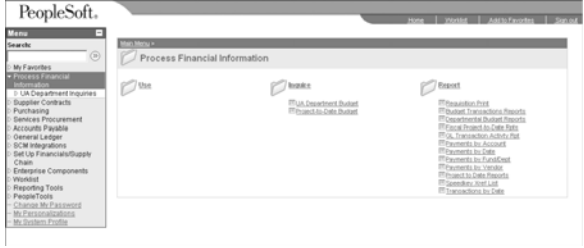
Steps for creating and printing reports


1. Navigate to the location of the report's Find an Existing Value page using the menu or the favorites that you have set.
2. Add a new Run Control ID if you are running this type of report for the first time
OR
From the Search link, select the Run Control ID for this report if you previously have run this type of report.
3. Type in the criteria for your report. For a budget report, this might be the Budget Period (fiscal year), Accounting Period (fiscal month) and the SpeedType.
4. Click on the Run button. Select PSNT as the Server and mark the reports that you want.
5. Click on the Report Manager link and then the Administration folder tab.
6. On the Administration page, click on the link for the report's Description.
7. Use the standard Windows print options.

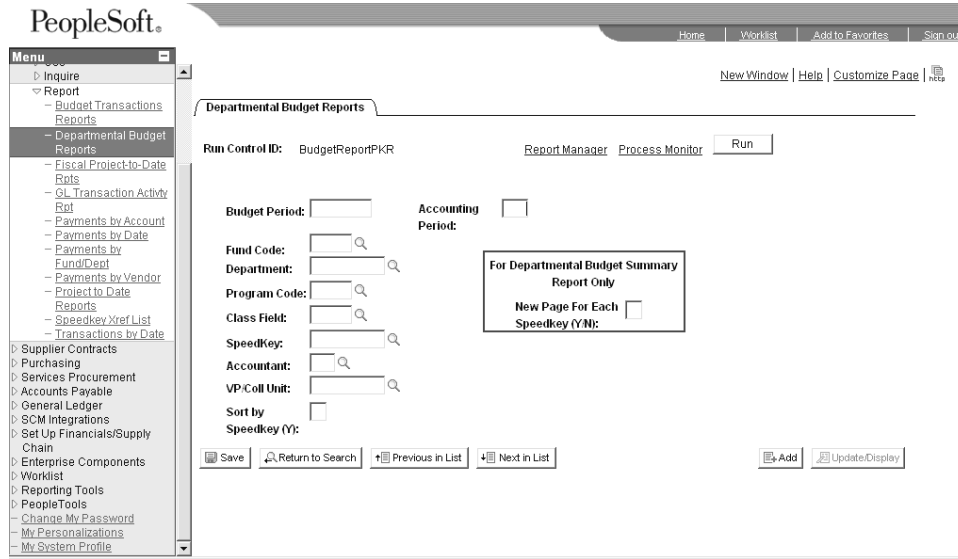
Printing Departmental Budget Reports


NOTE: If the SpeedType begins with a **5** or **7**, use the Project to Date Reports menu option to print the budget report.

Part A: Processing the Request

What you do	What happens
<p>1. From the menu, select Process Financial Information.</p> <p>Then, select UA Department Inquiries.</p>	<p>The following page is displayed.</p> 
<p>2. In the Report list, select Departmental Budget Reports OR If the SpeedType begins with a 5 or 7, select Project to Date Reports.</p>	<p>In class, the Departmental Budget Reports – Find an Existing Value page is displayed.</p> <p>Departmental Budget Reports Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> <p>Find an Existing Value Add a New Value</p>

What you do	What happens
<p>3. If this is the first time that you are printing a Budget Report, click on the Add a New Value folder tab to add a Run Control ID as outlined in the steps in the previous chapter.</p> <p>If you have an existing Run Control ID, click on  to select it.</p>	<p>The Departmental Budget Reports page is displayed.</p> <p>NOTE: If you only have one Run Control ID for that report, the criteria page for the report will be displayed immediately. You will not need to choose a Run Control ID from the list.</p>



<p>4. Type the criteria for the report.</p> <p>You must indicate the Budget Period (fiscal year) and the Accounting Period (fiscal month).</p> <p>In this example, type: Budget Period: 2005 Accounting Period: 2</p> <p>Then, type the additional criteria to specify the reports you need.</p> <p>Click on  to save the criteria to the Run Control.</p>	<p>The screenshot shows the same PeopleSoft web interface as above, but with the following criteria entered: 'Budget Period' is '2005', 'Accounting Period' is '2', and 'SpeedKey' is '000704'. The 'Save' button is highlighted in yellow. The 'Add' and 'Update/Display' buttons are visible at the bottom right.</p>
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Entering Criteria for a Budget Report

The criteria that you enter on this page determine which budgets (SpeedKeys), month and year will print. Here are some suggestions to assist you in entering criteria.

- Enter the **Budget Period** (Fiscal Year) and **Accounting Period** (Fiscal Month). These are required fields. Then determine what additional criteria you need.
- To print the reports for a single budget, enter the **SpeedKey**. If you enter a SpeedKey, only three fields should have criteria: Budget Period, Accounting Period and SpeedKey.

Departmental Budget Reports

Run Control ID: BudgetReportPR Report Manager Process Monitor Run

Budget Period: 2005 Accounting Period: 2

Fund Code:

Department:

Program Code:

Class Field:

SpeedKey: 200704

Accountant:

VP/Coll Unit:

Sort by

Speedkey (Y):

For Departmental Budget Summary Report Only

New Page For Each Speedkey (Y/N):

- To print the reports for an entire department, enter the first five characters of the Department ChartField followed by a percent sign %. For example, A0660% would print all the budgets for the Mechanical Engineering department on the Akron campus.

Departmental Budget Reports

Run Control ID: BudgetReportPR Report Manager Process Monitor Run

Budget Period: 2005 Accounting Period: 2

Fund Code:

Department: A0660%

Program Code:

Class Field:

SpeedKey:

Accountant:

VP/Coll Unit:

Sort by

Speedkey (Y):

For Departmental Budget Summary Report Only

New Page For Each Speedkey (Y/N):

- To print the reports for all the budgets with a certain Fund Type, enter the first digit of the Fund Type followed by a percent sign %. For example, 1% would print all of your budgets with unrestricted Fund Types, 2% would print budgets with an auxiliary Fund Type, 3% would print budgets with restricted Fund Types.

Departmental Budget Reports

Run Control ID: BudgetReportPR Report Manager Process Monitor Run

Budget Period: 2005 Accounting Period: 2

Fund Code: 1% Department: Program Code: Class Field: SpeedKey: Accountant: VP/Coll Unit: Sort by Speedkey (Y):


For Departmental Budget Summary Report Only


New Page For Each Speedkey (Y/N):

Save Add Update/Display

NOTE: After you enter the criteria, click on  to save the criteria to the Run Control.

Using Lookup

If you do not know the valid values for a field, use the **Lookup button**  for that field. In this lesson, you decide to enter the criteria to print all the budgets for your Department, but you do not know the first five characters for your Department.

What you do	What happens
5. Click on the Lookup button  for the Department field.	The Look Up page is displayed with the first 300 rows of the Department list. In PeopleSoft search results generally are limited to 300 rows. Some of the search results restrict the results to a lower number.

Look Up Department

SetID: AKRON

Department:

Description:

Manager Name:

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First Last

Department	Description	Manager Name
A0322000	Biology	Stinner, Jerry N. Dr.
A0322001	Biology	Stinner, Jerry N. Dr.
A0322002	Medical Tech Hospital Fees	Stinner, Jerry N. Dr.
A0322003	Course Fee-Biology	Stinner, Jerry N. Dr.
A0322004	Biology Discretionary Acct	Stinner, Jerry N. Dr.
A0322005	Bath Nature Preserve	Stinner, Jerry N. Dr.
A0322006	Start-Up Funds-Robert Duff	Stinner, Jerry N. Dr.
A0322007	Start-Up Funds - L. Fraser	Stinner, Jerry N. Dr.
A0322008	Start-Up Funds - Qin Liu	Qin, Liu Dr.
A0322009	IDC Distr - Gwinn	Gwinn, John Dr.
A0322010	IDC Distr - Ledinko	Ledinko, N. Dr.
A0322011	IDC Distr - Salisbury	Salisbury, R. Dr.
A0322012	IDC Distr - Turner	Turner, Monte Dr.
A0322013	IDC Distr - Olive	Olive, J. Dr.
A0322014	IDC Distr - Walro	Walro, D. Dr.

6. You probably will search by the **Description** or **Manager Name** fields. To do so, you select an operator at the down arrow and type the search text in the edit box.
- In class, click on the down arrow for the Description field and select **contains**.
 - In the edit box, type **Engl**.

The Look Up page is displayed with your search criteria.

Look Up Department

SetID: AKRON

Department:

Description:

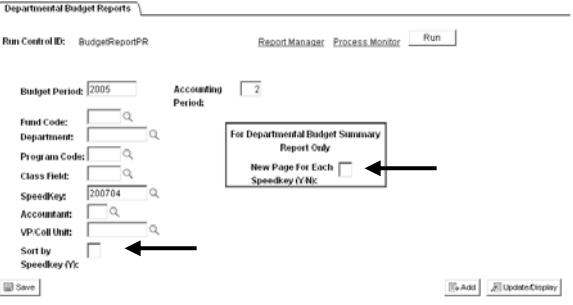
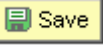
Manager Name:

[Basic Lookup](#)


What you do	What happens																																																						
<p>7. Click on Look Up .</p>	<p>The items that match your criteria are displayed in the Search Results at the bottom of the page.</p> <p>Look Up Department</p> <p>SetID: AKRON</p> <p>Department: begins with <input type="text"/></p> <p>Description: contains <input type="text" value="Engl"/></p> <p>Manager Name: begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Lookup"/></p> <p>Search Results</p> <p>View All First <input type="button" value="◀"/> 1-17 of 17 <input type="button" value="▶"/> Last</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Description</th> <th>Manager Name</th> </tr> </thead> <tbody> <tr><td>A0330002</td><td>Course Fee-English</td><td>Reep,Diana Dr.</td></tr> <tr><td>W0330002</td><td>Course Fee-English-Wayne</td><td>(blank)</td></tr> <tr><td>A0330000</td><td>English</td><td>Reep,Diana Dr.</td></tr> <tr><td>A0330001</td><td>English</td><td>Reep,Diana Dr.</td></tr> <tr><td>A0330024</td><td>English - Faculty Startup</td><td>Reep,Diana Dr.</td></tr> <tr><td>W0330000</td><td>English - Wayne College</td><td>(blank)</td></tr> <tr><td>W0330001</td><td>English - Wayne College</td><td>(blank)</td></tr> <tr><td>A9043000</td><td>English Language Institute</td><td>Deane,Debra</td></tr> <tr><td>A9043001</td><td>English Language Institute</td><td>Deane,Debra</td></tr> <tr><td>W1903000</td><td>Gen Stu-English Comp-Wayne</td><td>(blank)</td></tr> <tr><td>W1903001</td><td>Gen Stu-English Comp-Wayne</td><td>(blank)</td></tr> <tr><td>A1903000</td><td>Gen. Stu-English Comp</td><td>Thelin,William Dr.</td></tr> <tr><td>A1903001</td><td>Gen. Stu-English Comp</td><td>Thelin,William Dr.</td></tr> <tr><td>A4257011</td><td>Grad Asst Schol-English</td><td>Newkome,George Dr.</td></tr> <tr><td>A4257068</td><td>GA Stipend-English</td><td>Newkome,George Dr.</td></tr> <tr><td>A0330005</td><td>Info Tech Fee-English</td><td>Reep,Diana Dr.</td></tr> <tr><td>A0330018</td><td>IDC Distr - English</td><td>Reep,Diana Dr.</td></tr> </tbody> </table> <p>Review the Department IDs for English in this list. Remember that the first character of the Department ChartField defines whether the department is on the Akron or Wayne campus. The following four characters are the home department. The first five characters for the English Department on the Akron campus are A0330 .</p>	Department	Description	Manager Name	A0330002	Course Fee-English	Reep,Diana Dr.	W0330002	Course Fee-English-Wayne	(blank)	A0330000	English	Reep,Diana Dr.	A0330001	English	Reep,Diana Dr.	A0330024	English - Faculty Startup	Reep,Diana Dr.	W0330000	English - Wayne College	(blank)	W0330001	English - Wayne College	(blank)	A9043000	English Language Institute	Deane,Debra	A9043001	English Language Institute	Deane,Debra	W1903000	Gen Stu-English Comp-Wayne	(blank)	W1903001	Gen Stu-English Comp-Wayne	(blank)	A1903000	Gen. Stu-English Comp	Thelin,William Dr.	A1903001	Gen. Stu-English Comp	Thelin,William Dr.	A4257011	Grad Asst Schol-English	Newkome,George Dr.	A4257068	GA Stipend-English	Newkome,George Dr.	A0330005	Info Tech Fee-English	Reep,Diana Dr.	A0330018	IDC Distr - English	Reep,Diana Dr.
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<p>8. Click on any link to select that row.</p> <p>In class, click on Cancel .</p>	<p>The Departmental Budget Reports page is displayed. If you selected a link, that value is entered.</p> <p>To request all the English Department budget reports, you would enter A0330% in the Department field on the Departmental Budget Reports page.</p> <p>Department: <input type="text" value="A0330%"/> <input type="button" value="🔍"/></p>																																																						

NOTE: To lookup a list of the SpeedKeys to which you have security, click on the Lookup tool next to the SpeedKey field **SpeedKey:** . Lookup generally has a limit of 300 values to display.

More on Entering Criteria


What you do	What happens
<p>9. In class, enter the SpeedKey, 200704.</p> <p>10. If your criteria will result in the printing of the report for more than one budget (SpeedKey), review the following.</p> <ol style="list-style-type: none"> To sort the printed reports in the order of the SpeedKeys, type a Y in the Sort by SpeedKey field. If you have requested the Departmental Budget Summary Report and would like each SpeedKey’s report to begin on a new page, type a Y in the New Page for Each SpeedKey field. 	
<p>11. Click on the Save button  to save the criteria.</p>	<p>The word <i>Saved</i> is displayed briefly in the upper right corner of the page.</p>

Using the Process Scheduler


What you do	What happens
12. Click on the Run button  .	The Process Scheduler Request page is displayed.

Process Scheduler Request

User ID: Run Control ID: BudgetReportPR

Server Name: Run Date: 11/14/2006 

Recurrence: Run Time: 10:48:14AM


Time Zone: 

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Dept Budget Summary	UBDS0001	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Dept Budget Detail	UBDS0002	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Dept Budget Summary-One Line	UBDS0004	SQR Report	Web	PDF	Distribution


- 13. Server Name should be **PSNT**.
 - 14. The following fields will default to:
Run Date: **Current Date** (System Date)
Run Time: **Current Time** (System Time)
 - 15. For the reports that you wish to run, click to place a check mark in checkboxes for the **Select** field.
 - 16. Note the following fields will default to:
Type: **Web**
Format: **PDF**
- NOTE: To send the report to a file that can be opened in Excel, change the Format to CSV (comma separated value). At this time, only the PDF and CSV formats are valid as choices.




Process Scheduler Request


User ID: TRAIN01 Run Control ID: BudgetReportPR

Server Name: PSNT Run Date: 01/13/2005 

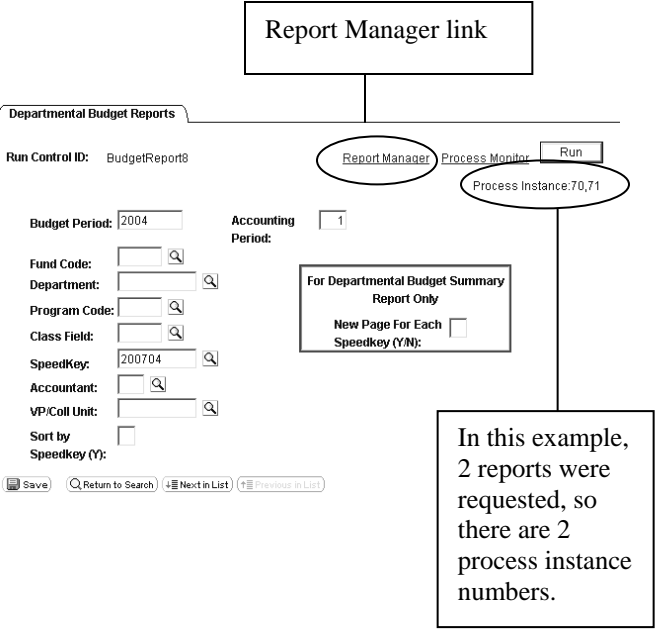
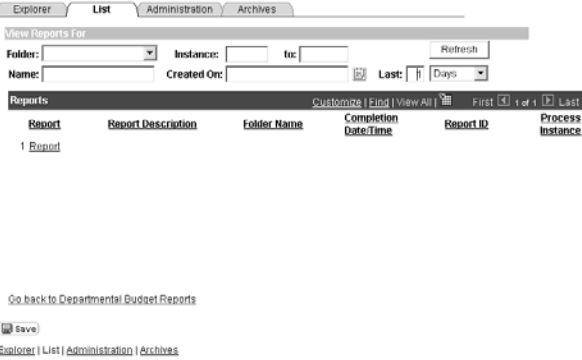
Recurrence: Run Time: 9:14:16AM

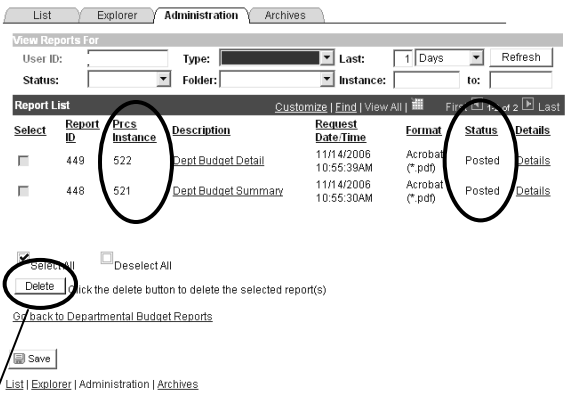
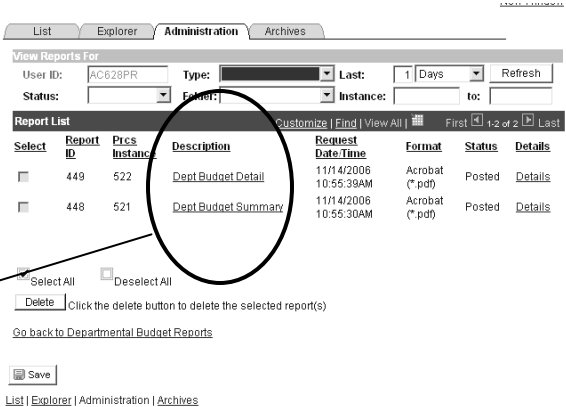
Time Zone: 

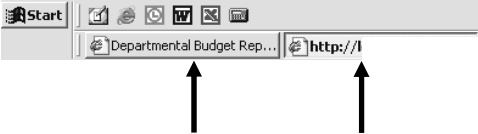
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Dept Budget Summary	UBDS0001	SQR Report	Web	PDF	
<input type="checkbox"/>	Dept Budget Detail	UBDS0002	SQR Report	Web	PDF	
<input type="checkbox"/>	Dept Budget Summary-One Line	UBDS0004	SQR Report	Web	PDF	

17. Click on the  button.	The word Processing will flash in the upper right corner of the page. The Departmental Budget Reports criteria page is displayed.
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Part B: Using the Report Manager

What you do	What happens
<p>1. Note the Process Instance number(s) at the top, right of the page. These numbers are needed to print the requested report(s).</p> <p>There will be one, unique Process Instance Number for each report.</p> <p>2. Click on the Report Manager link at the top of the page.</p>	<p>The Process Instance numbers and the Report Manager link are available at the top, right of the page.</p>  <p>After selecting the Report Manager link, the Report Manager pages are displayed. The List page will be on top.</p> 
<p>3. Click on the folder tab for the Administration page of the Report Manager.</p>	

What you do	What happens												
<p>4. Use the PrcsInstance column to locate the Process Instance number for the report to be printed.</p> <p>5. The report is not complete and available for printing until the Status column reads Posted.</p> <p>Click on the <input type="button" value="Refresh"/> button to update the display and to see the change in the status. The display does not refresh automatically. You may need to click on the Refresh button several times until the Status changes and the column reads Posted.</p> <div data-bbox="237 810 740 1003" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>The Delete button is not operable. Reports are deleted automatically on the eighth day. See the NOTE at the end of this lesson.</p> </div>	<p>The Administration page is displayed. The list of reports available for your operator ID is listed.</p>  <p>In Report Manager, there are several status levels:</p> <table border="1" data-bbox="802 852 1416 1192"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Scheduled</td> <td>The process was just added to the report request.</td> </tr> <tr> <td>Processing</td> <td>Process Scheduler has initiated the program and is running the process at that time.</td> </tr> <tr> <td>Generated</td> <td>The report has finished processing and all files are available for transferring.</td> </tr> <tr> <td>Posting</td> <td>The report is in the process of being transferred to the Report Repository.</td> </tr> <tr> <td>Posted</td> <td>The report has finished posting and is ready to be viewed.</td> </tr> </tbody> </table>	Status	Description	Scheduled	The process was just added to the report request.	Processing	Process Scheduler has initiated the program and is running the process at that time.	Generated	The report has finished processing and all files are available for transferring.	Posting	The report is in the process of being transferred to the Report Repository.	Posted	The report has finished posting and is ready to be viewed.
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Generated	The report has finished processing and all files are available for transferring.												
Posting	The report is in the process of being transferred to the Report Repository.												
Posted	The report has finished posting and is ready to be viewed.												
<p>6. Once the report status is Posted, use the Description column to locate the report and click the report name to open the report.</p> <div data-bbox="188 1478 714 1717" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>The report name will become a hyperlink once the status is Posted. Use this hyperlink to view the report.</p> </div>	<p>The Administration Page:</p> 												

What you do	What happens
<p>7. Note that the report opened in a second window, separate from the original window for PeopleSoft.</p> <p>On the Windows' task bar at the bottom of the screen, there is a button for the Report Manager and a button for the display of the report.</p>  <p>The screenshot shows a portion of the Windows taskbar. On the left is the Start button. To its right are several application icons: a folder, a globe, a document with a magnifying glass, a document with a pencil, and a document with a printer. Below these icons, two buttons are visible: one labeled 'Departmental Budget Rep...' and another labeled 'http://'. Two black arrows point upwards from below the taskbar to these two buttons.</p>	<p>After selecting the report name link, the budget report is displayed in the browser as a PDF file, as shown on the following page. This window is a new window, separate from the window in which the Report Detail page is displayed.</p>

What you do

What happens

The screenshot shows a Microsoft Internet Explorer browser window displaying a budget report. Two callout boxes highlight specific features: one points to the printer icon in the browser's toolbar, labeled 'Printer tool', and another points to the Adobe Acrobat Reader toolbar, labeled 'Adobe Acrobat Reader's toolbar'.

Report ID: UEDS0001
DEPARTMENTAL BUDGET SUMMARY
 Page No. 1
 Run Date 11/14/2006
 Run Time 10:56:35

Selection Parameters
 Budget Period: 2004
 Accounting Period: 2 Department: 4
 Program: Speedkey: 201240 Location: 4
 Class: Accountant:

Description	Budgeted Amount	MTD Activity	YTD Activity	Balance Before Commitments	Open Commitments	Available Balance	Percent Used
1000-AD660001 1000 OPR (201240) Mechanical Engineering							
Batur,Celal Dr.							
5000 Full Time Faculty	1,295,142.00	4,802.46	9,382.34	1,285,759.66		1,285,759.66	0.72
5040 Summer Faculty	0.00	60,070.17	182,503.63	-182,503.63		-182,503.63	***
5100 Full Time Staff	150,014.92	11,838.82	15,862.36	134,052.76		134,052.76	10.64
5300 Graduate Assistants	-369.23	2,481.52	4,552.81	-4,923.04		-4,923.04	***
5600 Fringe Benefits	23,342.52	12,282.34	32,242.52			0.00	100.00

*Total Compensation	1,478,130.22	92,435.31	245,745.47	1,232,384.75		1,232,384.75	16.63
5400 Student Assistants	12,363.00	769.00	926.50	11,436.50		11,436.50	7.49
5700 Supplies & Services	23,825.22	1,259.29	2,022.08	21,492.14	4,654.04	26,838.18	19.95
6100 Communications	15,928.00	1,794.89	3,823.46	12,401.94		12,401.94	22.17
6600 Movable Equipment	9,131.63		9,131.63			9,131.63	0.00
7000 Travel & Hospitality	35,127.21		32,247.11	32,247.11		32,247.11	5.61
7200 Student Aid	10,141.00	1,630.10	1,980.10	10,141.00		10,141.00	0.00
7400 Cost Sharing	167,815.96		165,000.00	2,815.96		2,815.96	98.32

*Total Other Costs	284,239.02	5,453.92	173,473.14	110,765.88	4,654.04	106,111.84	62.67


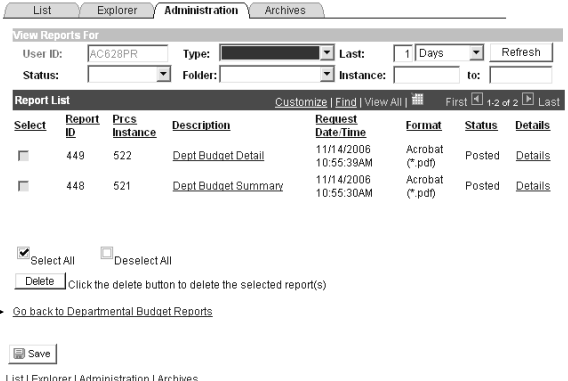

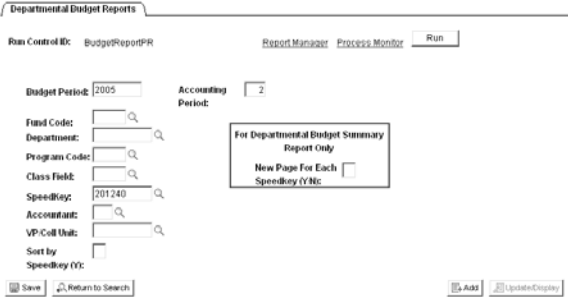
**Fund/Department Total	1,762,369.24	97,889.23	419,218.61	1,342,150.63	4,654.04	1,338,496.59	24.05

OPEN COMMITMENT STATUS

Pool	Acct	Req	PO	Jrnl Id	Date	Vendor	Original Amount	Liquidating Amount	Remaining Amount
5700	5757	0000024884	0000030732		2004-08-19	Reich & Associates	219.30		219.30
5700	5759		BE23035		2004-07-28	Copier Sales Inc	2,323.00	555.50	2,777.50
5700	5763	0000024497	0000030549		2004-08-12	Hocco's Pizza Shop	99.70		99.70
5700	5766		BE23035		2004-07-28	Copier Sales Inc	1,900.00	342.46	1,557.54
								-----	4,654.04

End of Report

Part C: Print the Report

What you do	What happens
<p>1. Click on the Printer tool  in Adobe Acrobat's toolbar.</p> <p>2. Change any printing options as needed. Click on OK.</p>	<p>The Print dialog box is displayed.</p> <p>The report is directed to the printer.</p>
<p>3. Close the Adobe Acrobat window by clicking on its X.</p>	<p>The Administration page is displayed.</p> 
<p>4. To return to the Departmental Budget Reports criteria page, click on the link Go back to Departmental Budget Reports</p> <p>OR</p> <p>Make any selection from the menu to begin another task</p> <p>OR</p> <p>Click on the  link in the Navigation Header at the top right corner of the page to exit from PeopleSoft.</p>	<p>If you clicked on the link Go back to Departmental Budget Reports, the Departmental Budget Report criteria page is displayed.</p> 

NOTE:

A report that you have run will be saved and available to you for seven days from the time that you ran the report. On the eighth day, the report is deleted from the system automatically.

To view and print a saved report, navigate directly to the report manager. Enter the **path**: Reporting Tools, Report Manager. Click on the Administration folder tab.

Budget Report Examples

Departmental Budget Summary

Page No. 1
Run Date 12/13/2004
Run Time 10:44:55

PeopleSoft GL
DEPARTMENTAL BUDGET SUMMARY

Report ID: UBDS0001 Fund: \$ Department: \$ Program: Speedkey: 200704\$ Location: \$
 Selection Parameters: Budget Period: 2004 Accountant: MTD Activity YTD Activity Balance Before Open Available Percent
 Accounting Period: 1 Department: \$ Class: McKibben,S. Commitments Commitments Commitments Commitments Balance Used

Description	Budgeted Amount	MTD Activity	YTD Activity	Balance Before	Open	Available	Percent
10000-A4756002 6000 OPER (200704) Software Training Svcs							
5100 Administration	212,757.00	13,285.58	13,285.58	199,471.42		199,471.42	6.24
5600 Fringe Benefits	3,605.31	3,605.31	3,605.31			0.00	100.00
*Total Compensation	216,362.31	16,890.89	16,890.89	199,471.42		199,471.42	7.81
5400 Student Assistants	7,944.50			7,944.50		7,944.50	0.00
5700 Supplies & Services	15,777.21	3,961.79	3,961.79	11,815.42	70.20	11,745.22	25.56
6300 Communications	5,054.95	232.46	232.46	4,822.49		4,822.49	4.60
6500 Equipment-lease/Purchase	3,545.51	3,716.76	3,716.76	-171.25		-171.25	104.83
6600 Movable Equipment	6,000.00			6,000.00		6,000.00	0.00
7000 Travel & Hospitality	2,976.00			2,976.00		2,976.00	0.00
*Total Other Costs	41,296.17	7,911.01	7,911.01	33,387.16	70.20	33,316.96	19.33
**Fund/Department Total	257,660.48	24,801.90	24,801.90	232,858.58	70.20	232,788.38	9.63

Pool	Acct	Req	FO	Jrnl Id	Date	Vendor	Original Amount	Liquidating Amount	Remaining Amount
5700	5766	0000015617	0000021116		2003-07-02	Graphic Enterprise Inc	2,340.00	2,269.80	70.20
								70.20	70.20

End of Report

Departmental Budget Detail

Page No. 1
Run Date 11/23/2004
Run Time 14:30:51

PeopleSoft GL
DEPARTMENTAL BUDGET DETAIL

Report ID: UBDS0002 Fund: Department: \$ Program: Class: Speedkey: 200704\$
 Selection Parameters: Budget Period: 2004 Accountant: Location: YTD Activity

Accounting Period: 1

Transaction Journal Date	Req ID	PO ID	Voucher ID	Check No.	Description	MTD Activity	Total By Acct/Pool	YTD Activity
10000 - A4756002	6000 OPER	(200704)	Software Training Svcs		Mckibben,S.			
5100 Administration								
5101 Ft Contr Prof 12 MO								
2003-07-31	PY00000822				Payroll Transaction	13,285.58	13,285.58	0.00
** Account Total								
** Pool Total								
Beginning Pool Balance:								
Ending Pool Balance:							13,285.58	13,285.58
5600 Fringe Benefits								
5601 STRS					Payroll Transaction	1,101.56	1,101.56	0.00
2003-07-31	PY00000822				** Account Total			
5602 SERS								
2003-07-31	PY00000822				Payroll Transaction	758.43	758.43	
** Account Total								
5610 Medical/Life								
2003-07-31	PY00000822				Payroll Transaction	1,591.35	1,591.35	
** Account Total								
5620 Workers Comp								
2003-07-31	MCCMP0001					40.20	40.20	
2003-07-31	MCCMP0001					40.20	40.20	
2003-07-31	MCCMP0002							
** Account Total								
5622 Medicare Tax								
** Account Total							40.20	

Page No. 2
Run Date 11/23/2004
Run Time 14:30:51

Peoplesoft GL
DEPARTMENTAL BUDGET DETAIL

Report ID: UBDS0002 Fund: Department: \$ Program: Check No.
Selection Parameters: Department: \$ Class: Class:
Budget Period: 2004 Voucher ID Voucher ID Voucher ID Voucher ID
Accounting Period: ID ID ID ID ID ID ID ID

Transaction Journal Date	Req ID	FO ID	Req ID	FO ID	Description	MTD Activity	Total By Acct/Pool	YTD Activity
10000 - A4756002	6000	OPER	(200704)	McKibben,S.				
5600 Fringe Benefits								
5622 Medicare Rfx								
(Continued from Previous Page)								
2003-07-31	PY00000822				Payroll Transaction	113.77	113.77	
** Account Total								
** Pool Total							3,605.31	3,605.31
Ending Pool Balance:								
Beginning Pool Balance:								0.00
5700 Supplies & Services								
5757 Office Supplies								
2003-07-30	JA04010114				SUPPLIES/CARTRIDGES-FOLDERS/S	158.07		
2003-07-31	JA04020114				COMP STORE CHG - 550652	1,446.78		
2003-07-31	JA04020114				COMP STORE CHG - 554614	11.14		
2003-07-31	0000307492				INO703 CENTRAL STORES	76.00		
** Account Total							1,691.99	
2003-07-11	5766 Deferred Maint Contr				Graphic Enterprise Inc	2,269.80	2,269.80	
0000015617 0000021116 00144144 296112								
** Account Total								
** Pool Total							3,961.79	3,961.79
Ending Pool Balance:								
Beginning Pool Balance:								0.00
6300 Communications								
6301 Telephone-Long Dis								

Page No. 3
Run Date 11/23/2004
Run Time 14:30:53

PeopleSoft GI
DEPARTMENTAL BUDGET DETAIL

Report ID: UBDS0002
Fund: 2004
Department: 1

Selection Parameters:
Budget Period: 2004
Accounting Period: 1

Speedkey: 200704\$
Accountant:

Location: \$

Transaction Journal
Date ID Req ID

Voucher ID

PO ID

Program:
Class:

Check No.

YTD Activity

Total By
Acct/Pool

MTD Activity

Description

2003-07-31

0000307489

6303 Telephone-Local Chg
2003-07-31 0000307490

6305 Trunks, Opx Lines, Misc
2003-07-31 JJA04010202

6500 Equipment-Lease/Purchase
2003-07-14

6501 Equip Lease/Purchase
2003-07-14

2.46

2.46

2.46

JJA1011 LD PHONE CHG 07/03
** Account Total

2.00

2.00

JJA1012 LOCAL CALL CHG 07/03
** Account Total

228.00

228.00

228.00

232.46

232.46

232.46

** Pool Total

3,716.76

3,716.76

Allied Capital/GEI Inc
** Account Total

3,716.76

3,716.76

3,716.76

Ending Pool Balance:

Ending Pool Balance:

Ending Pool Balance:

Ending Pool Balance:

Ending Pool Balance:

Ending Pool Balance:

Ending Pool Balance:

Ending Pool Balance:

Ending Pool Balance:

Ending Pool Balance:

16,890.89

16,890.89

16,890.89

* Total Compensation Costs

7,911.01

7,911.01

* Total Other Cost

24,801.90

24,801.90

24,801.90

24,801.90

24,801.90

24,801.90

* Fund/Department Total

End of Report

End of Report

End of Report

End of Report

End of Report

End of Report

NOTES: