

Accessing Budget Reports in PeopleSoft Financials 8.9 Quick Reference Guide

This guide presents the basic steps to access a Departmental Budget Report. For detailed instructions, including a list of other available reports and suggestions for their use, visit Software Training Services and Application Support's website at:

<http://www.uakron.edu/its/learning/training/PSoft8Fin.php> .

To register for an instructor-led class, go to <https://www.uakron.edu/seminars> .

Before you begin:

You need to have a PeopleSoft ID and password and the appropriate security to view the budget data. If you have questions about your PeopleSoft ID, password or security, send e-mail to pssecurity@uakron.edu. **It is important that you do not include your password in the e-mail message.**

Pop-ups must be allowed from the PeopleSoft Financials website. Instructions for the Internet Explorer to allow pop-ups from the uakron.edu domain are available at

<http://www.uakron.edu/its/learning/training/IEBasics.php> .

You need to know:

Budget Period means The University's Fiscal Year. The University's fiscal year is July 1 through June 30. The fiscal year is named for the end of the year, so July 1, 2006 to June 30, 2007 is the year 2007. You need to type a four digit year, so it is 2007 not 07.

Accounting Period means The University's Fiscal Month. July is month **1** (one) and June is month **12** (twelve).

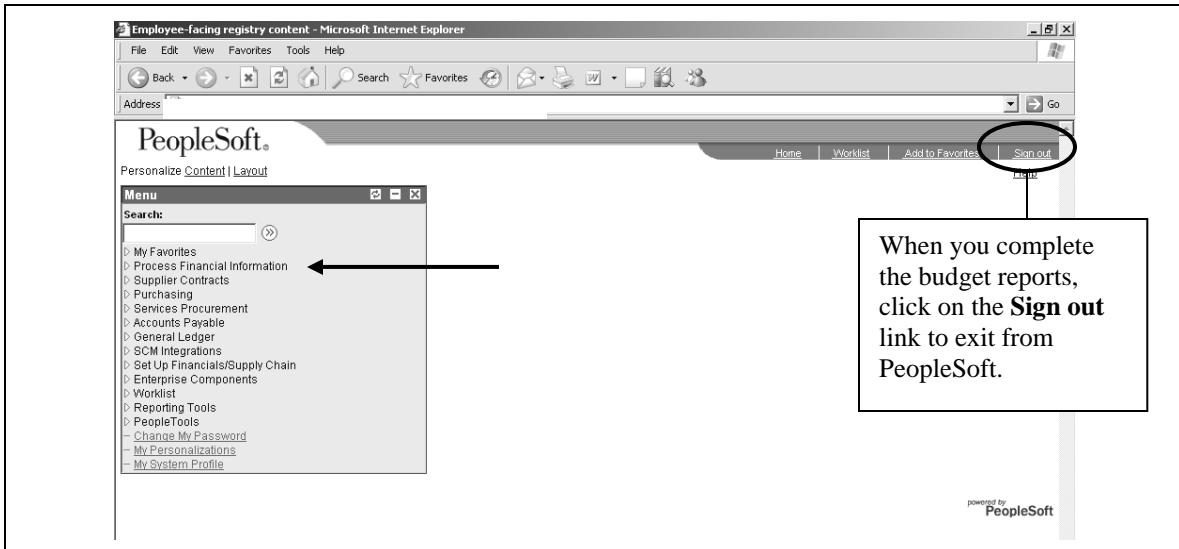
The budget reports are cumulative. Year-to-date totals will be given, as well as the data for the month you request.

SpeedKey and **SpeedType** mean the same thing. This is the 6-digit number that specifies a budget, such as 200704. On campus, people frequently refer to a SpeedKey as an Account number. In PeopleSoft, this number is a SpeedKey or SpeedType.

A **Run Control ID** is a report request name. A Run Control ID allows the main computer to process your request for a report and return the report to you. The first time that you run a budget report, you create a Run Control ID. When you run the process in the future, you use the same Run Control ID as the first time that you ran the process. You can change the criteria each time you run the process.

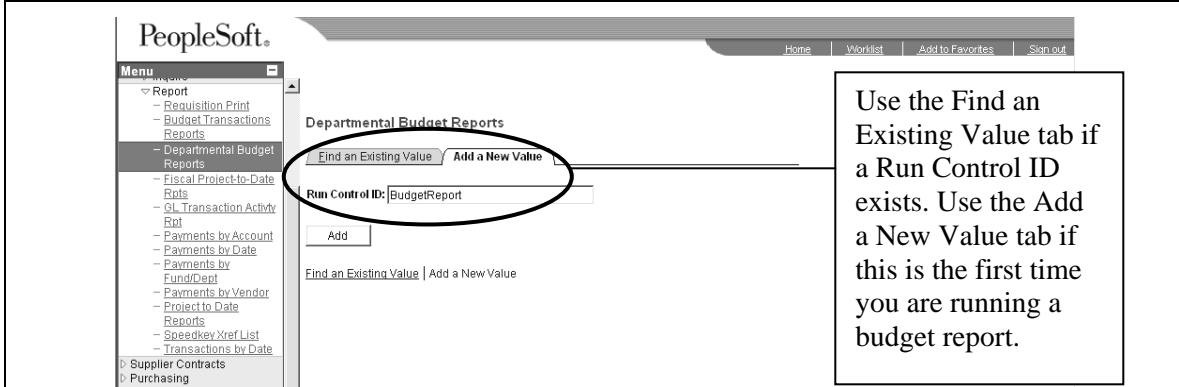
Do not use the Internet Explorer's Back and Forward tools to move between PeopleSoft pages. Use the links, buttons and menu on the PeopleSoft pages to move to other pages.

Quick Steps:



1. With the Internet Explorer as the browser, login to PeopleSoft Financials. The main menu page is displayed.
2. From the menu, select **Process Financial Information** and then, **UA Department Inquiries**. The UA Department Inquiries page is displayed.
3. In the Report list, select **Departmental Budget Reports**. The Find an Existing Value page is displayed.

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



4. If you previously have run a Departmental Budget Report, remain on the Find an Existing Value tab, click on the Search button and, from the list that appears, select the Run Control ID that you use for this budget report. You can change any of the criteria you saved from the last report, as outlined in steps 5 and 6.

If this is the first time that you have run a Departmental Budget report, click on the Add a New Value tab to create a Run Control ID. Type **BudgetReport** with no spaces and click **Add**. The Departmental Budget Reports criteria page is displayed.

Departmental Budget Reports

Run Control ID: BudgetReport Report Manager Process Monitor Run

Budget Period: 2007 Accounting Period: 6

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):

Enter the criteria in these 3 fields to run a budget report for a particular SpeedKey.

Save Return to Search Previous in List Next in List Add Update/Display

5. Enter the **Budget Period** and **Accounting Period** for the report. These are required fields.

6. **Enter other criteria** for the one report or group of reports needed.
 Example: To request a report for one budget, enter the budget's 6-digit number in the SpeedKey field.

Suggestions for requesting multiple budgets can be found in the Budget Reports and Inquiry manual available at:
<http://www.uakron.edu/its/learning/training/PSoft8Fin.php> .

7. Click on **Save**.

8. Click on **Run**. The Process Scheduler page is displayed.

Process Scheduler Request

User ID: _____ Run Control ID: BudgetReport

Server Name: PSNT Run Date: 11/29/2006

Recurrence: _____ Run Time: 2:53:35PM Reset to Current Date/Time

Time Zone: _____

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

OK Cancel

9. Make the following selections:
 Server Name: **PSNT**
 Select: **Click to checkmark the reports that you want.**
 Type: **Web**
 Format: **PDF**

10. Click **OK**. The Departmental Budget Reports page is displayed.

11. Click on the **Report Manager link**. The Report Manager page is displayed with the List tab on top.

List | Explorer | Administration | Archives

View Reports For

User ID: / Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	795	942	Dept Budget Detail	11/29/2006 2:54:31 PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	794	941	Dept Budget Summary	11/29/2006 2:54:30 PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to Departmental Budget Reports

Save

List | Explorer | Administration | Archives

12. Click on the **Administration** tab.

13. The report is not complete and available until the Status column reads Posted. Click on the **Refresh** button to update the display and to see the change in 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.

14. Use the **Description** column to locate the report and click on the report name in that column to open the report. The report opens in a second window.

http://boromir.uakron.edu/psreports/fs890bp3/796/UBDS0001_943.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://boromir.uakron.edu/psreports/fs890bp3/796/UBDS0001_943.PDF

Save a Copy

Printer tool

Report ID: UBDS0001

Departmental Budget Summary

Description	Budget Amount	YTD Activity	Balance	Balance Retain	Open Commitments	Available Balance	Percent Used		
1000-Adm00001 1000 OSER (001240) Mechanical Engineering									
8000 Full Time Faculty	1,237,271.00	179,887.44	587,939.41	429,331.39		429,331.39	48.20		
9030 Start Time Faculty	0.00	1,923.88	1,487.42	-1,487.42		-1,487.42	***		
9040 Summer Faculty	-1,354.28		108,203.17	-117,659.42		-117,659.42	***		
9100 Full Time Staff	187,128.62	11,928.04	71,374.35	85,954.17		85,954.17	48.10		
9600 Fringe Benefits	191,269.79	44,782.59	191,269.79			0.00	100.00		
*Total Compensation	1,694,311.90	238,477.15	946,374.38	589,394.42		589,394.42	42.09		
5400 Student Assistance	12,402.72	894.00	4,883.00	9,519.12		9,519.12	56.60		
5700 Supplies & Services	24,147.49	2,203.94	15,285.09	16,892.40	9,437.44	9,284.74	71.90		
6300 Construction	15,195.00	1,699.33	10,184.86	5,770.44		9,762.44	63.93		
6600 Movable Equipment	1,522.02	6,100.00	4,100.00	-1,477.98		-1,477.98	121.68		
7000 Travel & Hospitality	37,176.86	791.37	8,258.04	25,417.80		25,417.80	68.18		
7200 Student Aid	4,333.00		4,333.00			4,333.00	9.00		
7400 Coop. Sharing	149,841.00		149,841.00			149,841.00	97.71		
*Total Other Costs	276,676.08	11,957.66	211,791.11	60,884.97	9,437.44	60,847.33	61.44		
**Pund/Department Total	1,824,167.98	250,034.61	1,178,145.49	650,921.39	9,437.44	640,383.75	44.97		
OSER COMMITMENT STATUS									
Pool	Acct	Req	DO	Yrnl	Date	Vendor	Original Amount	Liquidating Amount	Remaining Amount
8700	8789		B612422		2006-07-10	Home Depot	900.00	100.42	394.18
8700	8789		B613102		2006-07-10	B & C Supply Co Inc	1,900.00	331.39	642.11
8700	8789		B613103		2006-07-10	Lands Gas LLC	1,800.00		465.21
8700	8789		B613104		2006-07-10	Dean Hardware Inc	2,800.00		829.22
8700	8789	0000038599	00003844		2006-11-18	Alco Specialty Metals	2,200.00		900.29
8700	8789		B613936		2006-07-18	Copier Sales Inc	3,333.00	1,133.00	2,222.00
8700	8789		B613938		2006-07-18	Copier Sales Inc	4,900.00	1,928.59	1,444.09
8700	8800		B612421		2006-07-10	Tech Computer Inc	850.00	29.39	620.01
8700	8800		B613423		2006-07-10	Philips Electronics Inc	850.00	77.45	772.38
									6,437.44

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15. Use the **Printer tool in Adobe Acrobat's** toolbar if you wish to print the report.

16. **Close** the Adobe Acrobat window by clicking on its **X**.

17. To return to the Departmental Budget Reports criteria page, click on the **Go back to Departmental Budget Reports** link.