

PeopleSoft ver 8 - Report Grid

	Description	Ways to use
Report Number	UBDS0001	
Report Name	Dept Budget Summary	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	<p>This report provides a pool level comparison of Budget to Actual YTD data and the remaining Available Balance. Open requisitions and purchase orders are summarized in the Open Commitment column and listed in detail in the Open Commitment Status section of the report.</p>	<p>1) Use this report to review the remaining balances in your six-digit accounts (SpeedTypes) in total and by pool. 2) Run this report to Excel and sort by pool to analyze the position of certain pools for all of your SpeedTypes. 3) Determine which Purchase Orders are still open.</p>
Report Number	UBDS0002	
Report Name	Dept Budget Detail	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	<p>This report lists all revenue and expenditure transactions for the accounting period selected.</p>	<p>Use this report to verify that all transactions booked to your SpeedTypes are appropriate.</p>
Report Number	UBDS0004	
Report Name	Dept Budget Summary - One-Line	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	<p>This report displays the bottom line position for any SpeedTypes selected.</p>	<p>Select all, or a subset, of the SpeedTypes for which you are responsible and review them for deficits.</p>

	Description	Ways to use
Report Number	UBDS0011	
Report Name	Project Budget Summary	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	<p>This report provides a pool level comparison of Budget to Actual PTD data and the remaining Available Balance. Open requisitions and purchase orders are summarized in the Open Commitment column and listed in detail in the Open Commitment Status section of the report.</p>	<p>1) Use this report to review the remaining balances in your projects in total and by pool. 2) Run this report to Excel and sort by pool to analyze the position of certain pools for all of your projects. 3) Determine which Purchase Orders are still open.</p>
Report Number	UBDS0012	
Report Name	Project Budget Detail	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	<p>This report lists all expenditure transactions for the accounting period selected.</p>	<p>Use this report to verify that all transactions booked to your project are appropriate.</p>
Report Number	UBDS0022	
Report Name	PTD One-Line Summary	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	<p>This report displays the bottom line position for any projects selected.</p>	<p>1) Select all, or a subset, of the projects for which you are responsible and review them them for deficits. 2) Run this report to Excel and sort projects by ending date to determine which are ready for closure.</p>

Description

Ways to use

Report Number UBDS0020

Report Name Fiscal PTD Summary

Navigation Process Financial Information/ UA Department Inquiries/ Report

This report provides the same data as the Project Budget Summary, but should only be used for project SpeedTypes that are reused, such as OBR Equipment Grants and Stoller Funds.

- 1) Use this report to review the remaining balances in your projects in total and by pool.
- 2) Run this report to Excel and sort by pool to analyze the position of certain pools for all of your projects.
- 3) Determine which Purchase Orders are still open.

Report Number UBDS0021

Report Name Fiscal PTD Detail

Navigation Process Financial Information/ UA Department Inquiries/ Report

This report provides the same data as the Project Budget Detail, but should only be used for project SpeedTypes that are reused, such as OBR Equipment Grants and Stoller Funds.

Use this report to verify that all transactions booked to your project are appropriate.

	Description	Ways to use
Report Number	UBDS0023	
Report Name	Fiscal PTD Summary - One-Line	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	This report provides the same data as the Project Budget Summary - One-Line, but should only be used for project SpeedTypes that are reused, such as OBR Equipment Grants and Stoller Funds.	Select all, or a subset, of the projects for which you are responsible and review them for deficits.
Report Number	UBDS0005	
Report Name	Budget Transactions - Landscape	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	This report provides all budget transactions for the requested ChartFields and dates. This report has a landscape orientation similar to the Budget Summary and Detail reports.	1) Use this report to review the detail of your budgeted amounts. 2) Segregate original approved budgets by using a parameter of NEW% in the Ref Nbr field.
Report Number	UBDS0008	
Report Name	Budget Transactions - Portrait	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	This report provides all budget transactions, along with a summary by pool, for the requested ChartFields and dates. This report has a portrait orientation to maximize space.	1) Use this report to review the detail of your budgeted amounts. 2) Segregate original approved budgets by using a parameter of NEW% in the Ref Nbr field.
Report Number	UBDS0013	
Report Name	Transactions by Date	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	This report provides revenue and expense transaction detail for the requested ChartFields and dates. Requisition and purchase order transactions are included. Transactions are subtotaled by account and pool.	Use this report to review the detail of your revenue and expense balances for one account, all accounts or by pool for any dates that you select.

	Description	Ways to use
Report Number	UGLS0002	
Report Name	GL Transaction Activity	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	This report provides transaction detail for both balance sheet and income statement accounts for the requested ChartFields and accounting periods. Requisition and purchase order transactions are not included. Transactions are subtotaled by account. Beginning and ending balances, for the accounting periods selected, are also provided for each account.	<ol style="list-style-type: none"> 1) Use this report to obtain transaction detail for asset and liability accounts in the general and auxiliary funds, such as deferred revenues and inventories. 2) Use it to provide detail of general fund revenue accounts. 3) Obtain detail for all accounts in non-budgetary funds, such as Endowments and Loans. 4) Obtain both balance sheet and income statement detail for restricted funds in one report.
Report Number	UPAY1028	
Report Name	Pay Journal Detail	
Navigation	Process Financial Information/ UA Department Inquiries/ Report	
	This report provides detail payroll and fringe transactions by ChartFields, accounting period and payroll journal ID.	Use this report to determine if the correct employees are being charged to your SpeedTypes.
Report Number	GLS7012	
Report Name	Trial Balance Report	
Navigation	General Ledger/ General Reports	
	Shows the ending ledger balances for the specified year and period by ChartField combination. Provides subtotals by requested ChartField. Debit and credit balances are displayed in separate columns.	Use this report to provide YTD detail account balances without transaction detail. See the Inquiries and Report Options manual for examples of various versions of this report and the ChartField selection criteria used to create them.