# Program Budget Training Phase 2

## June 2010 Training

State Accounting Office of Georgia
Fiscal Leadership for Georgia

Carl Vinson Institute of Government
The University of Georgia

# CARL VINSON INSTITUTE OF GOVERNMENT

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# Today's Objectives

- Review of key PeopleSoft Concepts
- Identify Frequently Used Budget Reports/Queries
- Learn Common Uses of Reports
- Discuss Differences Between Reports

# Reports for Discussion

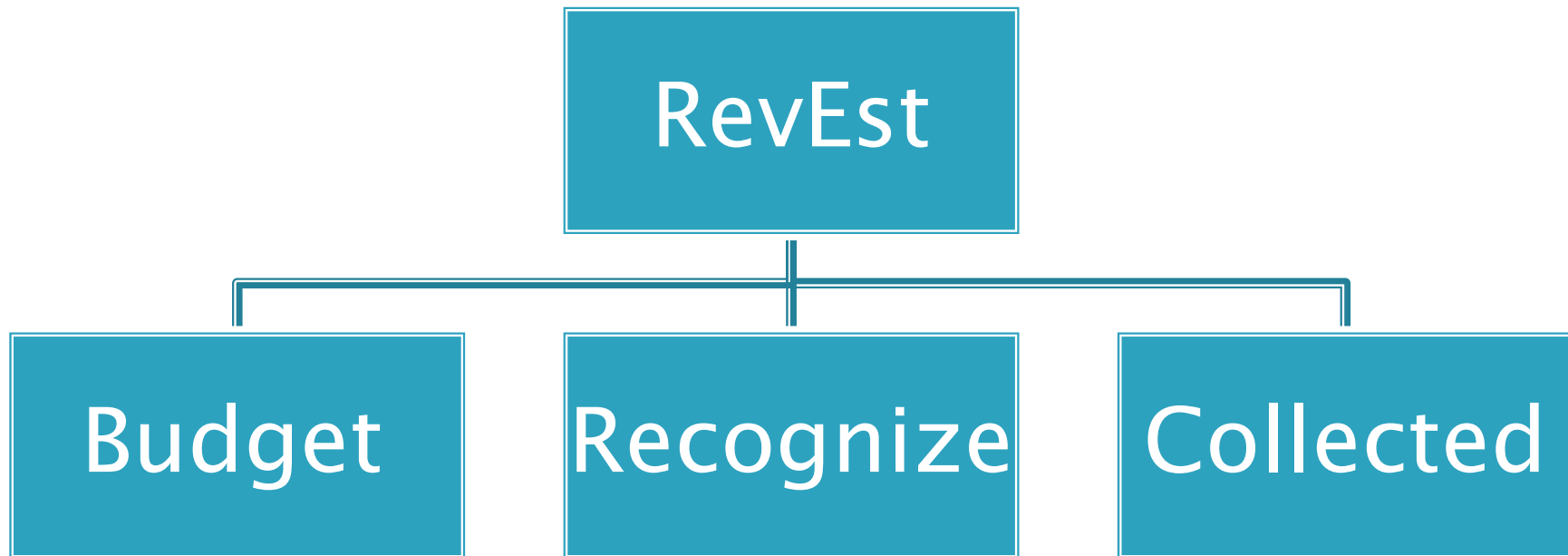| Report | Name |
|---|---|
| BD027 | Budget Inquiry |
| BD010 | Budget Inquiry |
| BD031 | BCR Summary Query |
| 0BD019 | Tree Queries |
| 0GL076 | Extract Queries |
| 0GL080_TB_44 | Trial Balance 44 Series Query |
| BDS4006X | Budget Comparison Report - PDF |
| GLS4006X | Budget Comparison Report – Document Direct |
| GLS4008X | Program Budget Comparison Summary |

# Database Configuration

Commitment Control

```
                        KK_Ledger
                   ┌────────┼────────┐
```

Ledger Group | Expense | Revenue | Transactional

# Expense Ledger Group

**Budget Net– Approved Budget**

**Budget Net – Draws**

**Expense**

**Entered by Agencies**

| Program | Allot | Deptsum | Org |
|---------|-------|---------|-----|
| Budget–BD | Budget–BD | Budget–BD | Budget–BD |
| Encumbrance ENC | Encumbrance ENC | Encumbrance ENC | Encumbrance ENC |
| Expense EXP | Expense EXP | Expense EXP | Expense EXP |

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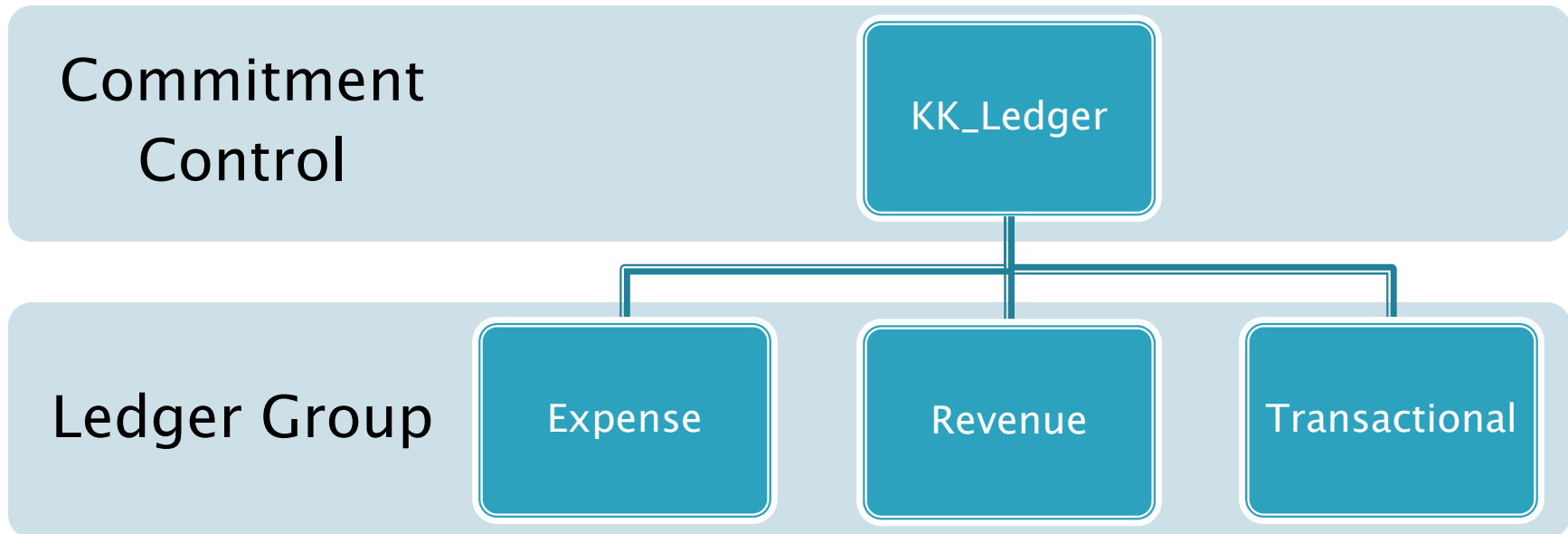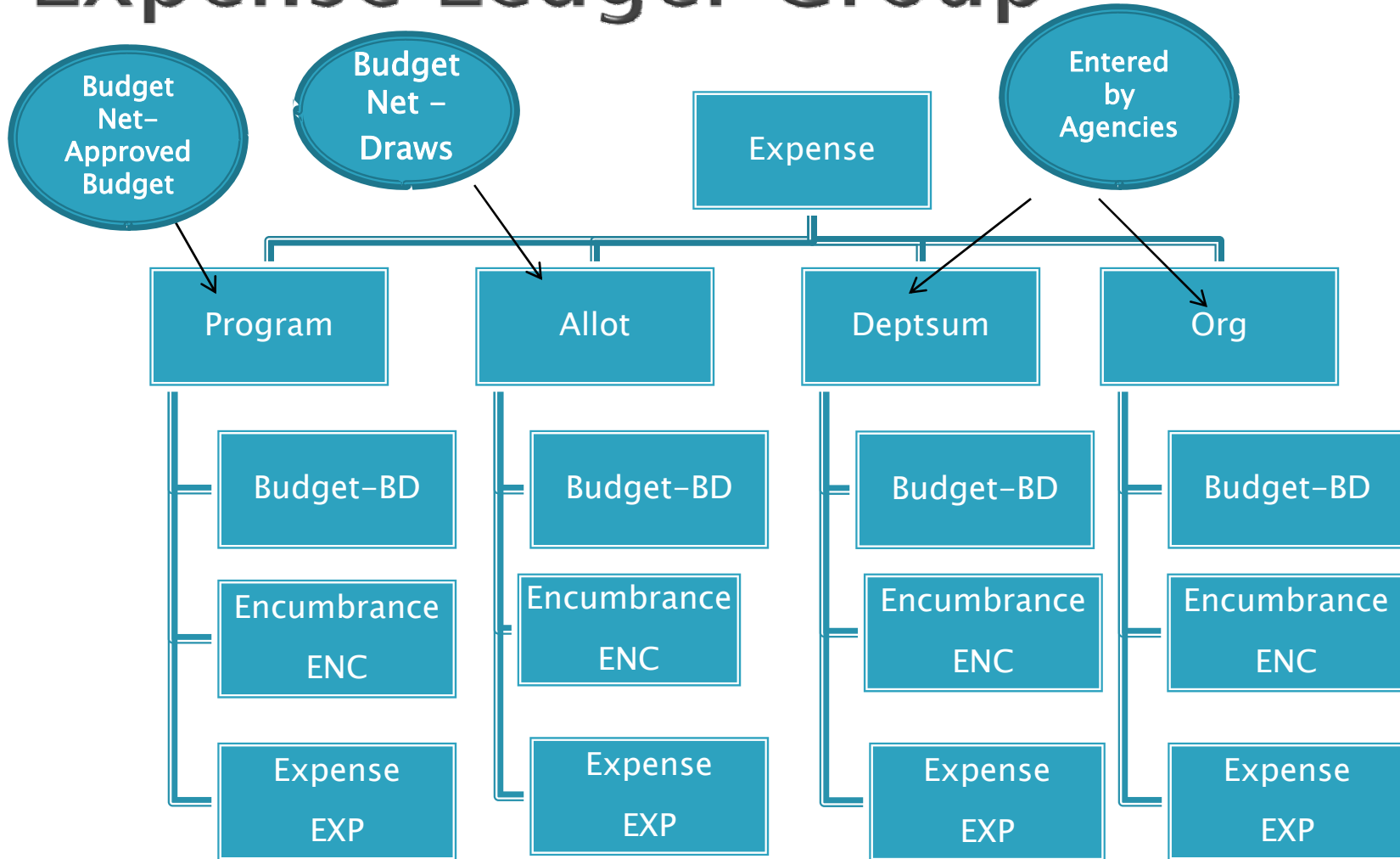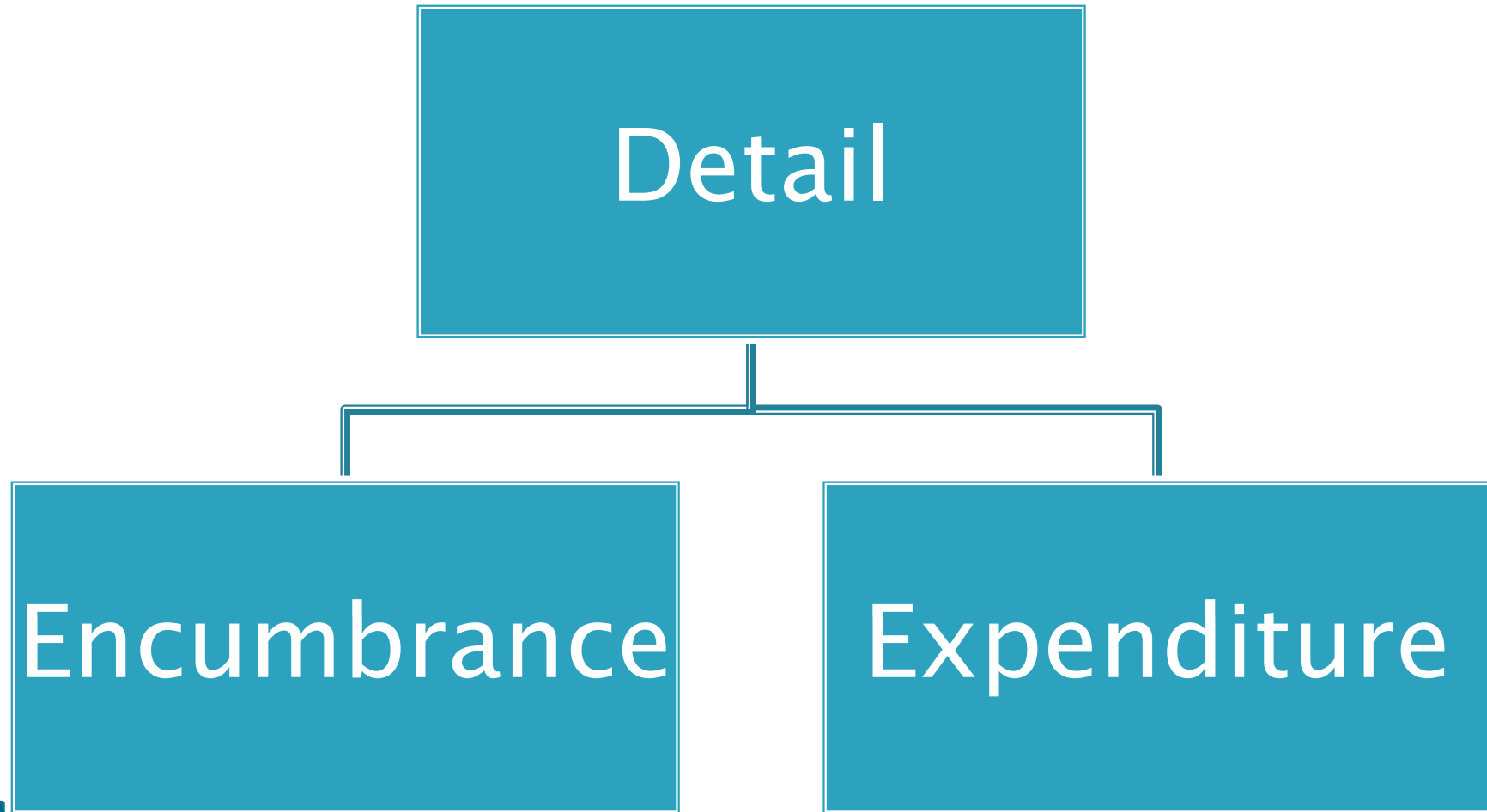
# Transactional Ledger Group

# Wildcard

- % is the PeopleSoft wildcard
- "Like" beside a field name = can use a wildcard
- %Detail% - translates to "contains the word Detail"
- Detail% - translates to "begins with Detail ends with anything else
- %Detail - translates to "ends with Detail begins with anything else

# Options for Viewing

- HTML – view on screen
- Excel – exports to Excel file
- Schedule – allows you to run a query in the background and work in other areas of the software. Results in a comma separated value file (csv)

# Terminology

- Set ID = Business Unit
- Year = Fiscal Year
- Tree – hierarchy used in PeopleSoft to summarize chartfield information
- Control ID = used in running reports. User-defined name. If more than one word used, separate with a _ (underscore)

# Budget Year

- Follows appropriations bill
- Is not closed at the end of the fiscal year
- Outstanding purchase orders at June 30 are expensed against prior budget year when the invoice is received
- Example, a purchase order is outstanding in the amount of $10,000 at June 30, 2010. When the goods are received and the invoice is entered in July 2010, the amount will be charged against the 2010 Budget Year and 2011 Fiscal Year

# Fiscal Year

- July 1 – June 30
- Transactions are posted to fiscal year based on date of occurrence
- Does not matter which budget year funds came from

# Why Does it Matter???

- When generating a report/query, you need to know what kind of information is provided based on the year entered.
- For example, if you choose budget year 2011, the amounts reported will not include an invoice posted in the current fiscal year that was encumbered at the end of fiscal year 2010
- Budget year 2011 will only include activity specifically related to 2011 because a purchase order was issued during the current year

# 0BD027 PBCR with REVEST BD Tree

Common Use

To reconcile the general ledger and budget reports on a monthly basis

# 0BD027 PBCR with REVEST BD Tree

Produces a report with the following that may be sorted by program and funding source–

Budget
Encumbrances
Expenditures
Revenues

# General Tips for Navigation

**Menu**

Search:

▷ My Favorites
▷ News and Announcements
▷ SAO Technical
▷ Manager Self-Service
▷ Supplier Contracts
▷ Items
▷ Vendors
▷ Purchasing
▷ eProcurement
▷ Project Costing
▷ Accounts Receivable
▷ Accounts Payable
▷ Custom Accounts Payable
▷ Asset Management
▷ Commitment Control
▷ General Ledger
▷ Set Up Financials/Supply Chain
▷ Tree Manager
▷ Reporting Tools
▷ PeopleTools
▷ Fund Source Distribution
▷ Labor Distribution
− Change My Password
− My Personalizations
− My System Profile
− My Dictionary

Reporting Tools

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# Reporting Tools
### Query
— Query Viewer

## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

**\*Search By:** Query Name ▼ begins with %

Search    Advanced Search

% will return all queries

# 0BD027

Only returns two results

## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By:   [Query Name ▼]      begins with      [0BD027                              ]

[ Search ]    Advanced Search

## Search Results

*Folder View:   [ -- All Folders -- ▼]

| Query | | | | | | | |
|---|---|---|---|---|---|---|---|
| Customize \| Find \| View All \| | | | | First ◀ 1-2 of 2 ▶ Last | | | |
| Query Name | Description | | Owner Folder | Run to HTML | Run to Excel | Schedule | Add to Favorites |
| 0BD027A_PBCR_W_REVEST_BD_TREE | PBCR_W_REVEST_BD_TREE_wo_PROJ | Public | | HTML | Excel | Schedule | Favorite |
| 0BD027_PBCR_W_REVEST_BD_TREE | PBCR_W_REVEST_BD_TREE | | Public | HTML | Excel | Schedule | Favorite |

# OBD027

**Business Unit:** 40200

**Budget Period:** 2010

**Year:** 2010

View Results

Will only return transactions that have both a budget and fiscal year of 2010

| Unit | Ledger | Account | Dept | Fund | Class | Fund Src | Prog_Summ | Program | Project | Budget Period | Year | Sum Total Amt | Parent Node |
|------|--------|---------|------|------|-------|----------|-----------|---------|---------|---------------|------|---------------|-------------|

Transactions with a budget year of 2009 and fiscal year of 2010 will not be returned

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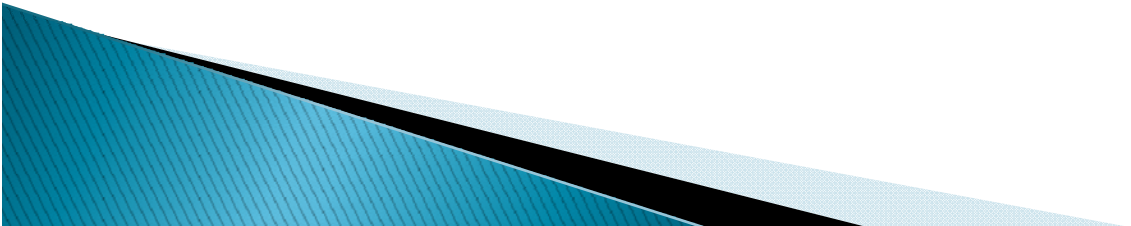
# Total Query Results

- bd27.xls

# 0BD027 PBCR with REVEST BD Tree

▸ Accounts – State Chart of Accounts Expenditure Code (run a 0BD010H for descriptions)

▸ Dept – further breakdown of Business Unit (run a 0BD010A query for department descriptions)

▸ Fund – State Chart of Accounts Fund Codes

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# 0BD027 PBCR with REVEST BD Tree

- Fund Source - State Chart of Accounts Fund Source Codes

- Program Summary & Program - Set of activities appropriated by Legislature (run a 0BD010H to get descriptions)

- Class – method of summarizing expenditure accounts by category, i.e. personal services (run a 0BD010H to get the descriptions)

# 0BD027 PBCR with REVEST BD Tree

- ▸ Project (further detail regarding programs – run 0BD010A for descriptions)

# 0BD027 PBCR with REVEST BD Tree

Ledgers –

Expenditure – Detail_Enc (Encumbrances), Detail_Exp (Expenditures)

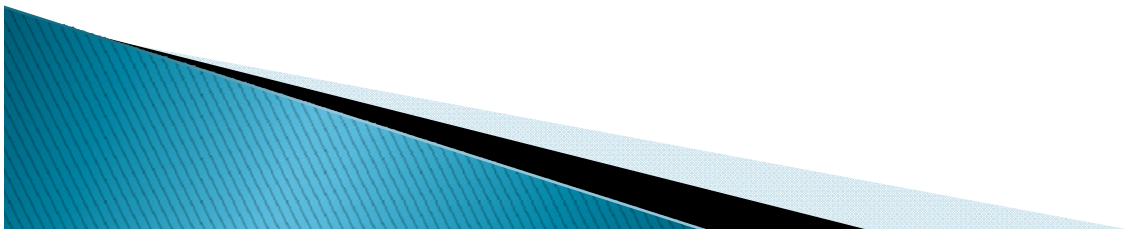Revenue – REVEST_BD (Budget), REVEST_RC (Revenue Recognized)

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# Difference from Other Reports

- Combines both revenue and expenditure data to determine available funds

# 0BD010 Budget Inquiry

Common Uses

- Provides summary total amounts for different programs and accounts for a business unit according to budget year
- Real-time quick current year budget check
- Verify changes after amendments have been made, identify and correct budget errors that occur in AP, PO & GL

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# 0BD010 Search

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**\*Search By:** [Query Name ▼] begins with [0BD010]

[Search] Advanced Search

**Search Results**

**\*Folder View:** [-- All Folders -- ▼]

| Query | | | Customize \| Find \| View 30 \| ▦ | First ◀ 1-12 of 12 ▶ Last | | | |
|---|---|---|---|---|---|---|---|
| **Query Name** | **Description** | **Owner** | **Folder** | **Run to HTML** | **Run to Excel** | **Schedule** | **Add to Favorites** |
| 0BD010A_BUDGET_INQUIRY | w/ Dept and Project Descrip | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010C_BUDGET_INQUIRY | w/ Account Descr | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010D_BUDGET_INQUIRY | w/ Account Descr and ORG like | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010E_BUDGET_INQUIRY | FY-Acctg Period-Acct Range | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010F_RECON | 0BD010F_RECON | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010H_OPB_BUD_INQ_ORG_LEDGER | Acct-Class-Program w Descrip | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010I_OPB_INQ_PROG_ALLOT | Bud Led KK/Prog & Allot w Desc | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010J_OPB_INQ_CLASS_DEPTSUM | Led KK _Class & DeptSum w desc | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010J_OPB_INQ_CLASS_PROGRAM | Class & Program w/ Description | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010K_OPB_BUD_INQ_REVEST | Bud Ledger KK REVEST w Descr | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010_BUDGET_INQUIRY | Budget Ledger KK query | Public | | HTML | Excel | Schedule | Favorite |
| 0BD010_BUDGET_PERIOD_NOT_FY | Budget Period <> Fiscal Year | Public | | HTML | Excel | Schedule | Favorite |

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The University of Georgia

# 0BD010 Data Entry

Unit: 40700

Ledger (like): %

Budget Period: 2010

View Results

Entering % allows you to see all of the available tables
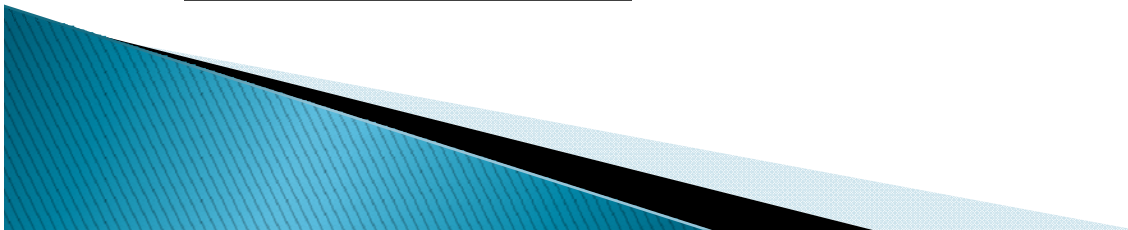
Unit: 40700

Ledger (like): detail%

Budget Period: 2010

View Results

Just returns expenditure ledger detail – ENC and EXP

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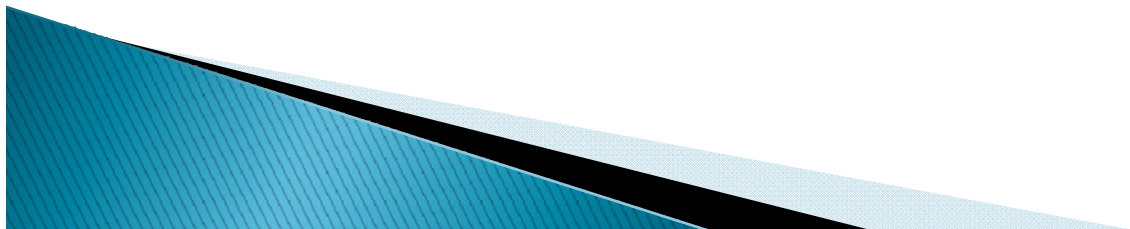The University of Georgia

# Results

- [bd10.xls](bd10.xls)

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# Difference from Other Reports

- Only includes activity for a budget year
- Budget/expense by project and can't be pulled by fund source
- Does not include balance sheet accounts

# 0BD031PBCR Summary Query

Common Uses

▸ Budgetary Compliance monthly reconciliation.
▸ Analysis of C/Y & P/Y actual funds available. Identify budget year errors that need to be corrected for revenue & expense. It should be used in conjunction with the GL76 series of reports to identify fund errors as well.

# 0BD031

| | Query | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Customize \| Find \| View All \| | First ◀ 1 of 1 ▶ Last | |
| Select | Query Name | Descr | Owner | Folder | Edit | Run to HTML | Run to Excel | Schedule |
| ☑ | 0BD031_PBCR_QUERY | PBCR Summary Report | Public | | Edit | HTML | Excel | Schedule |

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Unit: 40700

Year: (Fiscal) 2010

Budget Period: 2010

Range From Accounting Period: 1 (July)
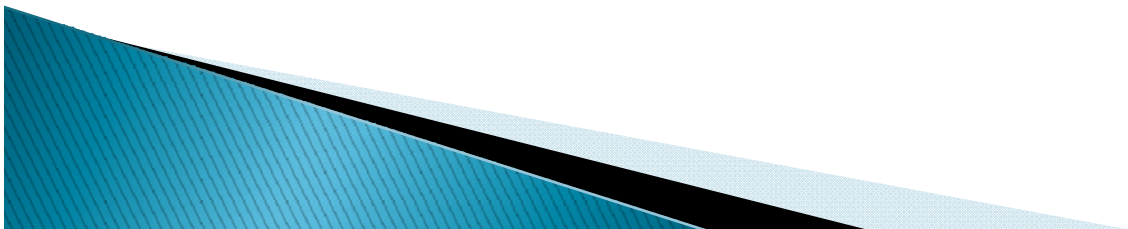
Range To Accounting Period: 10 (April)

**View Results**

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# BD31 Results

bd31.xls

# BD31 Column Definitions

- Original Appropriation – original budget before amendments
- Final Budget – original budget adjusted for amendments
- Total Funds Available – current year revenue
- Prior Year Carryover – is the net result of revenues/expenses from the prior year Amount is included in Total Funds Available. To obtain current year revenue must subtract P/Y Carryover from Total Available Funds

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# BD31 Column Definitions

- Expenditures includes BOTH expenses and encumbrances
- Fund Balance – summary of all accounts beginning with "3"

# Differences from Other Reports

- Includes prior year activity
- Adds Fiscal Year to Input Prompts
- Does not include ledger source
- Is not real-time. Populated by month end data dump

# 0BD019 Tree Queries

Common Use

- Provides details on hierarchy of a Tree for a Business Unit
- Review trees so that periodic changes can be made

# 0BD019 Tree Queries

## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: [Query Name ▼]    begins with    [0BD019]

[Search]    Advanced Search

## Search Results

*Folder View:  [-- All Folders -- ▼]

| Query | | | | | | |
|---|---|---|---|---|---|---|
| | | | Customize \| Find \| View All \| 📇 | First ◀ 1-10 of 10 ▶ Last | | |
| Query Name | Description | Owner Folder | Run to HTML | Run to Excel | Schedule | Add to Favorites |
| 0BD019A_ANY_ORG_TREE | w/ descriptions | Public | HTML | Excel | Schedule | Favorite |
| 0BD019B_ANY_PROJECT_TREE | w/ descriptions | Public | HTML | Excel | Schedule | Favorite |
| 0BD019C_ANY_FUND_SRC_TREE | w/ descriptions | Public | HTML | Excel | Schedule | Favorite |
| 0BD019D_KK_PROGRAM_TREE | w/ descriptions | Public | HTML | Excel | Schedule | Favorite |
| 0BD019G_TCSG_ORG_TREES | w/ descriptions | Public | HTML | Excel | Schedule | Favorite |
| 0BD019H_TCSG_FUND_SRC_TREES | w/ descriptions | Public | HTML | Excel | Schedule | Favorite |
| 0BD019I_TCSG_PROJECT_TREES | w/ descriptions | Public | HTML | Excel | Schedule | Favorite |
| 0BD019_484 | tree loading query | Public | HTML | Excel | Schedule | Favorite |
| 0BD019_484A | Projects not on BCM_PROJECT | Public | HTML | Excel | Schedule | Favorite |
| 0BD019_ANY_TREE | no descriptions | Public | HTML | Excel | Schedule | Favorite |

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# 0BD019 Tree Queries

SetID:      40700

Tree Name: bcm_fund_src

**View Results**

# 0BD019 Tree Queries

- [bd19.xls](bd19.xls)

# OBD019 Tree Queries

▸ Based on the query results, you can now determine the following
  - Level expenditures are budgeted (org)
  - Different levels for separating fund source (parent)
  - Further breakdown of the parent level by child
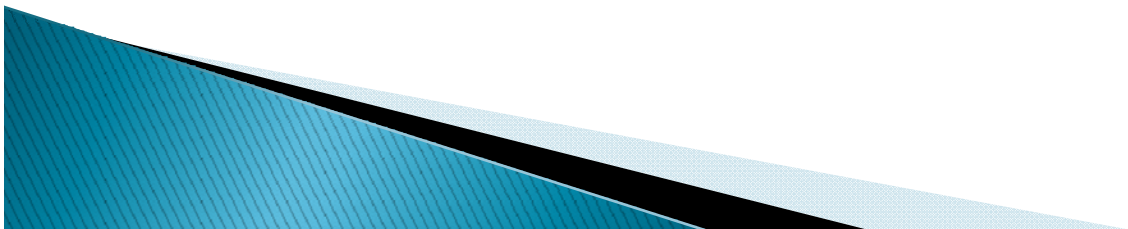
**New Tree Query with Description**

| Query | | | | | Customize \| Find \| View All \| | First ◄ 1-10 of 10 ► Last |
|---|---|---|---|---|---|---|

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Schedule | Add to Favorites |
|---|---|---|---|---|---|---|---|
| 0BD019A_ANY_ORG_TREE | w/ descriptions | Public | | HTML | Excel | Schedule | Favorite |
| 0BD019B_ANY_PROJECT_TREE | w/ descriptions | Public | | HTML | Excel | Schedule | Favorite |
| 0BD019C_ANY_FUND_SRC_TREE | w/ descriptions | Public | | HTML | Excel | Schedule | Favorite |

| w/ descriptions | 18 | | | | | |
|---|---|---|---|---|---|---|
| SetID | Tree | Child | Tree L | Level | Parent | Child Descr |
| 40700 | BCM_FUND_SRC | 01 | 4 | BD_ORG | ST2 | State Funds |
| 40700 | BCM_FUND_SRC | 01010 | 4 | BD_ORG | ST2 | STATE_FUNDS |
| 40700 | BCM_FUND_SRC | 02001 | 4 | BD_ORG | STPY2 | Prior Year State Funds |
| 40700 | BCM_FUND_SRC | 06999 | 4 | BD_ORG | WTHD | Payroll Withholdings |
| 40700 | BCM_FUND_SRC | 60001 | 4 | BD_ORG | OTH2 | Other Funds |
| 40700 | BCM_FUND_SRC | 90001 | 4 | BD_ORG | OISGP | GTA-IntraState Gov't Transfers |
| 40700 | BCM_FUND_SRC | 90002 | 4 | BD_ORG | OTH2 | Reimb-From Other State Agency |
| 40700 | BCM_FUND_SRC | 90003 | 4 | BD_ORG | OISGP | GTA funds held for SAO other |
| 40700 | BCM_FUND_SRC | 90004 | 4 | BD_ORG | OTH2 | Other - Universal Svc Funds |
| 40700 | BCM_FUND_SRC | 90005 | 4 | BD_ORG | OTH2 | ARRA Administrative Fees |
| 40700 | BCM_FUND_SRC | OISGP | 3 | FS_TYPE | OTH1 | Other Intra-State Gov Pay - PL |
| 40700 | BCM_FUND_SRC | OTH1 | 2 | FS_CAT | ALL | Other - Allotment Ledger |
| 40700 | BCM_FUND_SRC | OTH2 | 3 | FS_TYPE | OTH1 | Other - Program Ledger |
| 40700 | BCM_FUND_SRC | ST1 | 2 | FS_CAT | ALL | State - Allotment Ledger |
| 40700 | BCM_FUND_SRC | ST2 | 3 | FS_TYPE | ST1 | State - Program Ledger |
| 40700 | BCM_FUND_SRC | STPY1 | 2 | FS_CAT | ALL | State Prior Year (CAT) |
| 40700 | BCM_FUND_SRC | STPY2 | 3 | FS_TYPE | STPY1 | State Prior Other (TYPE) |
| 40700 | BCM_FUND_SRC | WTHD | 3 | FS_TYPE | OTH1 | Payroll Withholdings - PL |

**Results**

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# Differences from Other Reports

No balance or transaction data

# OGL080_TB_44_SERIES query

Sub-queries of
▸ Beginning Balances
▸ Debits
▸ Credits
▸ Encumbrances

Download into Excel and use pivot tables
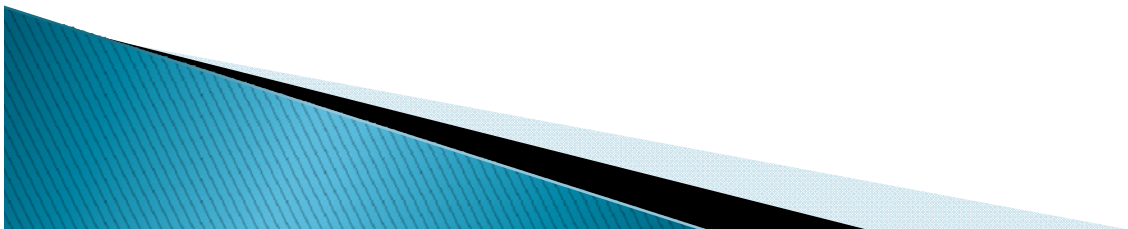
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# 0GL080_TB_44_SERIES query

Common Uses

- Provides general accounting of transactions by FISCAL YEAR regardless of BUDGET YEAR
- Provides a quick method of monitoring General Ledger balances at a summarized level
- Balance previous night's posted data
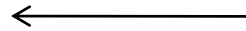
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# OGL080_TB_44_SERIES query

Reports can be arranged in separate pivot tables by:
- Account Number
- Fund Code
- Fund Source
- Class
- Program
- And any combination of the above.

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# Start the Query

| Query | | | | | | Customize \| Find \| View All \| ⊞ | First ◁ 1 of 1 ▷ Last | | |
|--------|-----------|-------|--------------|------|--------------|-----------------|------------------|
| **Select** | **Query Name** | **Descr** | | **Owner** **Folder** | **Edit** | **Run to HTML** | **Run to Excel** | **Schedule** |
| ☐ | 0GL080_TB_44_SERIES | GL Trial Balance Like 44 RPT | Public | | Edit | HTML | Excel | Schedule |

**Business Unit:** 40700 🔍

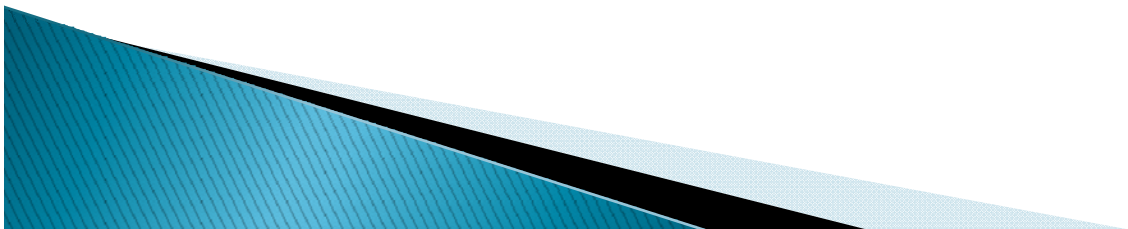**Fiscal Year:** 2010

**From Period:** 1

**To Period:** 9

**View Results**

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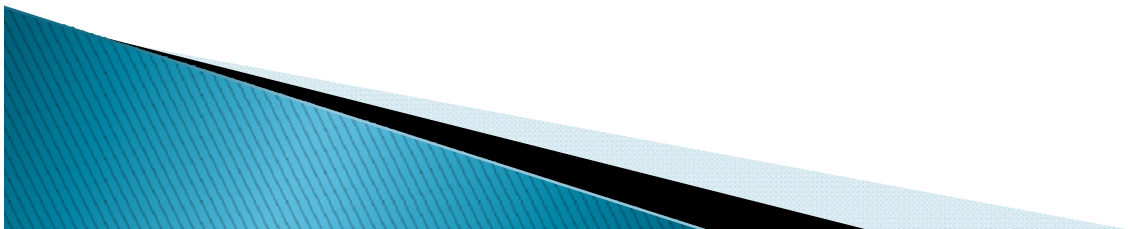The University of Georgia

# Results of Query

- trial balance.xls

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# Trial Balance – Pivot Table

- trial balance formatted using pivot table.xls

**Open Query and Delete 1st Row**
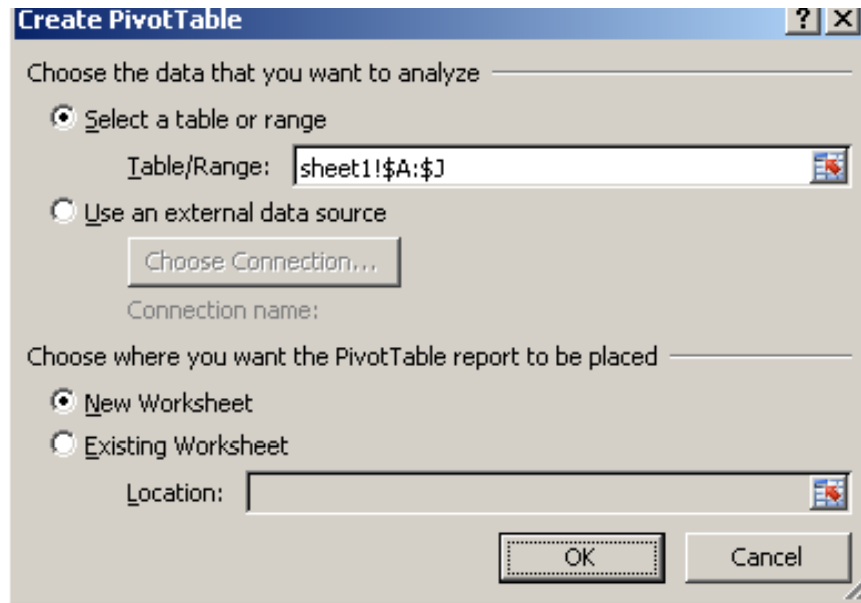
↓

| A | B |
|---|---|
| GL Trial Balance Like 44 RPT | 8546 |
| Column Label | Business Unit |

**Select Insert Tab, highlight any query row and column and click Pivot Table icon**
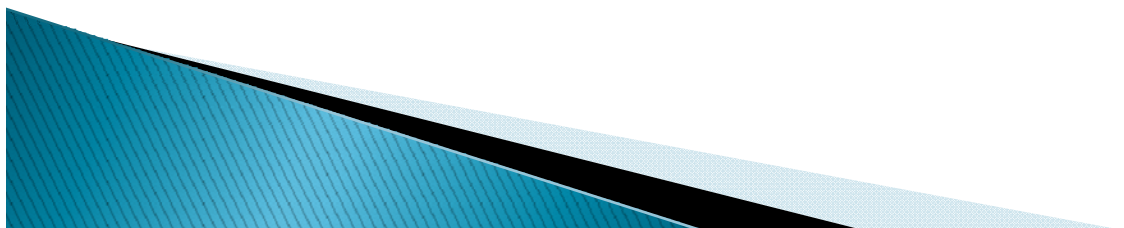
Drag and drop fields from *Choose fields to add to report*
- Business Unit → Report Filter
- Ledger → Report Filter
- Fiscal Year → Report Filter
- From/To Periods → Report Filter
- Column Label → Column Labels
- Account → Row Labels
- Description → Row Labels
- Sum of Amounts → Σ Values
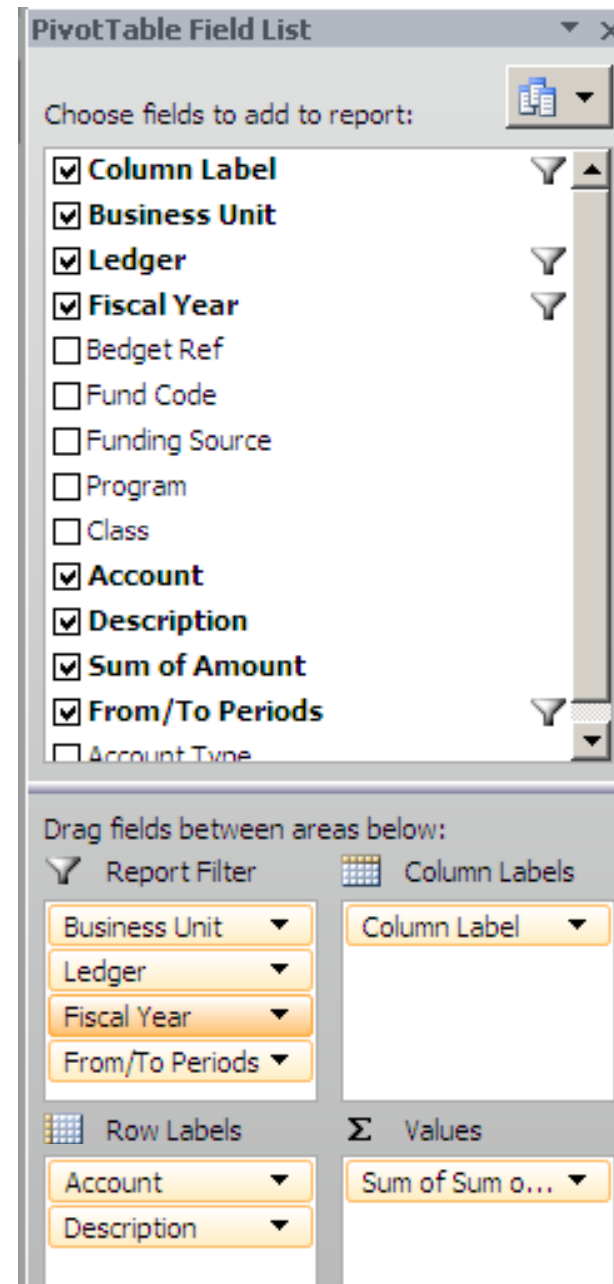


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Left mouse click on **Sum of $ Amount** then right click **Value Field Settings**

Move Up

Move Down

Move to Beginning

Move to End

Move to Report Filter

Move to Row Labels

Move to Column Labels

Σ  Move to Values

✕  Remove Field

Value Field Settings...

Sum of $ Amo... ▼
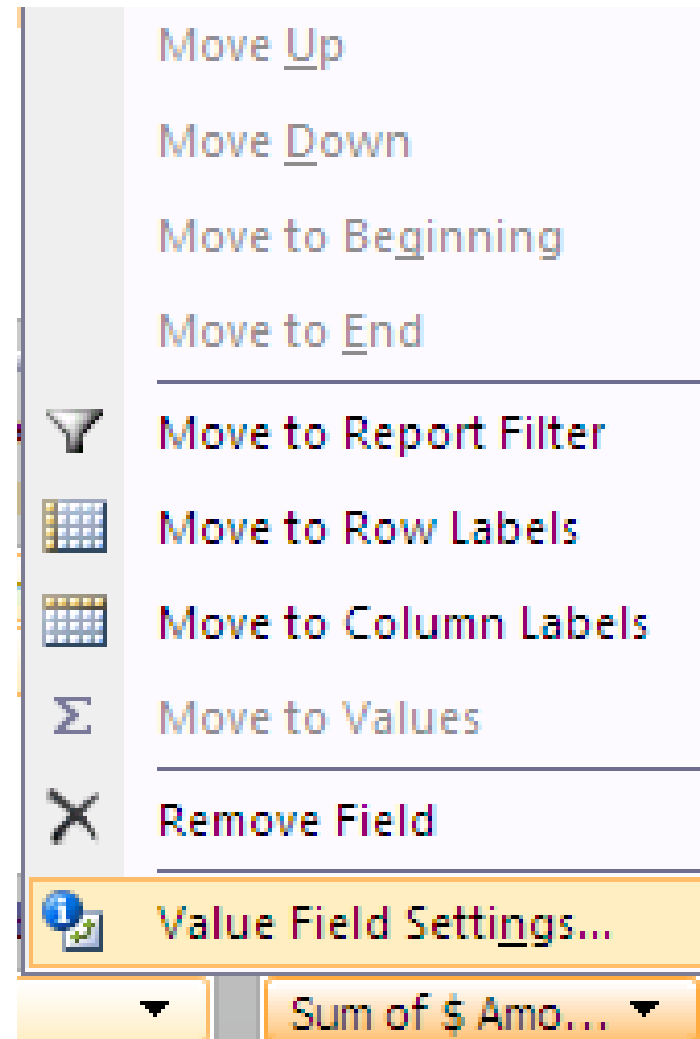
Select type of calculation **Sum** then click **Number** button to format cell to 2 Decimal places and Negative numbers.
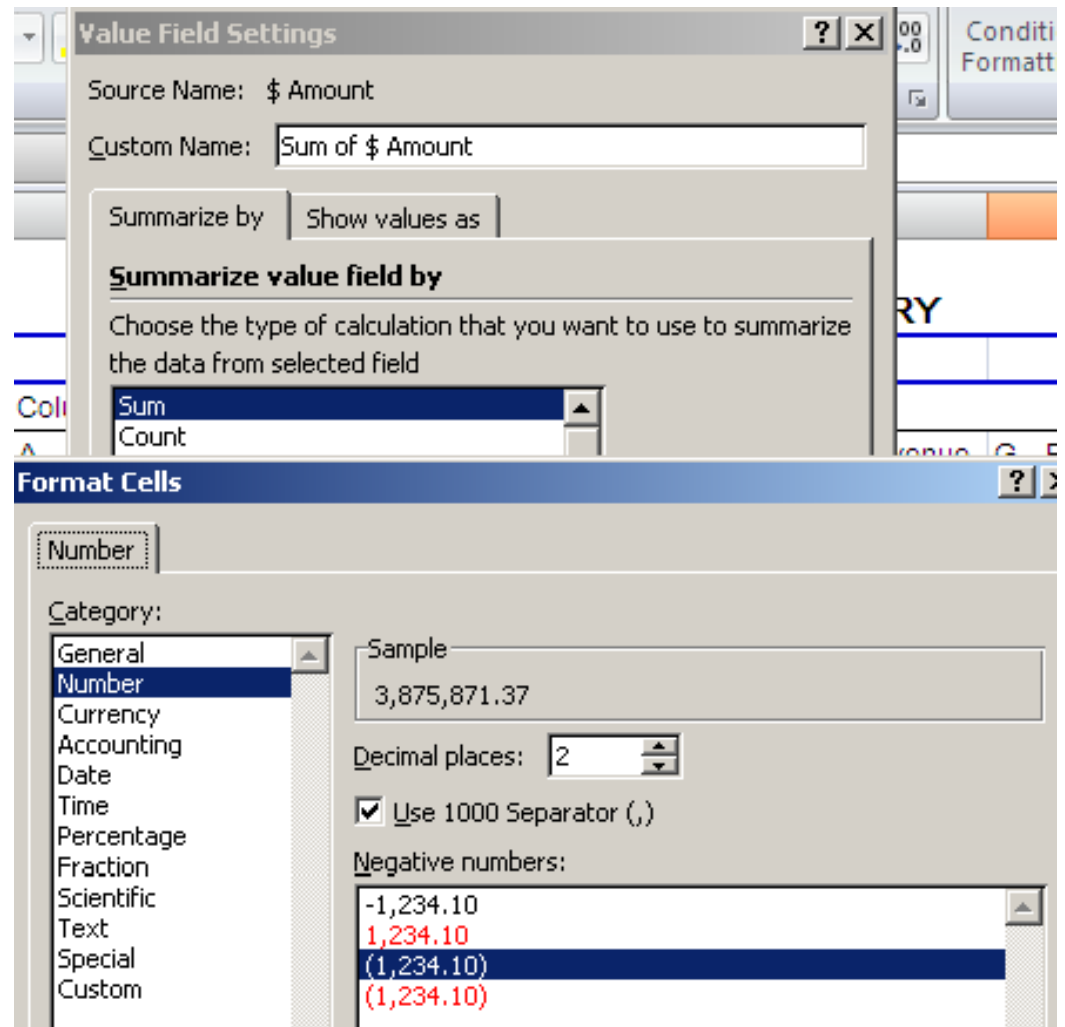
Right click Column Label
filter **0 - Beg Bal** and if
present, uncheck (blank).
This will remove any blank
column or blank row. Click
OK to apply.

Column Label

A↓ Sort A to Z

Z↓ Sort Z to A

More Sort Options...

Clear Filter From "Column Label"

Label Filters ▸

Value Filters ▸

☐ (Select All)
☑ 0 - Beg Bal
☑ 1 - DR
☑ 5 - CR
☑ 9 - ENC
☐ (blank)

OK    Cancel
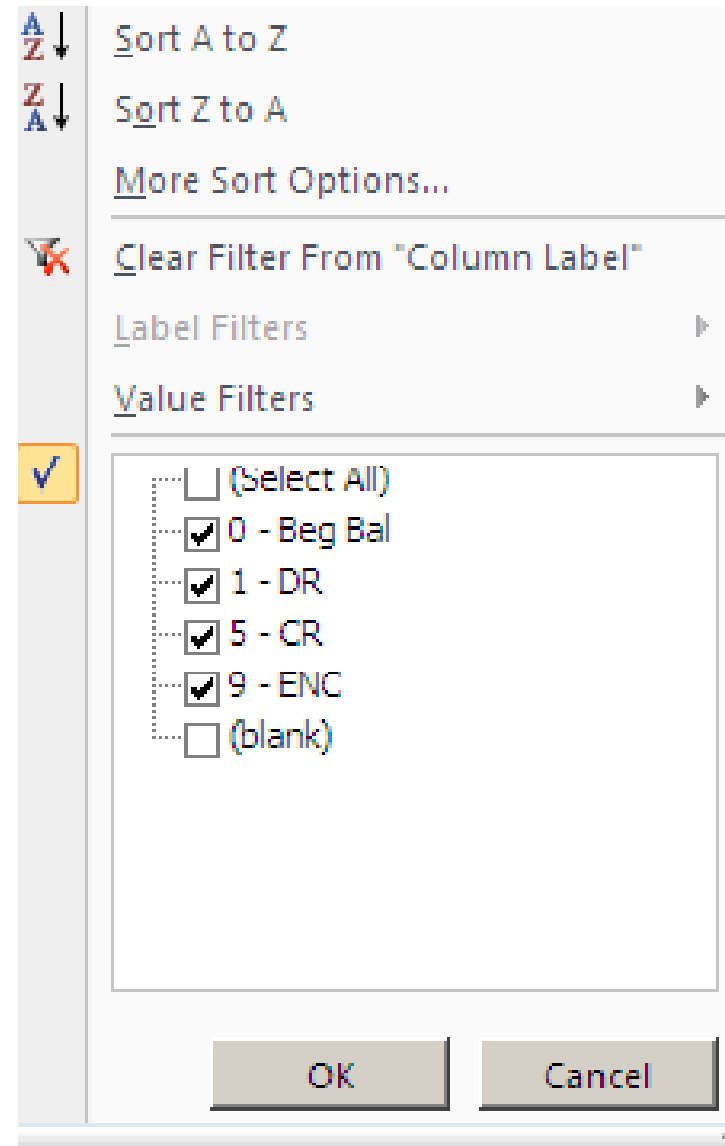
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**Resulting Pivot Table**

| Sum of Sum of Amount | | Column Label | | | | |
|---|---|---|---|---|---|---|
| Account | Description | 0 - Beg Bal | 1 - DR | 5 - CR | 9 - ENC | Grand Total |
| ⊟ 101001 | Cash OP Wachovia 1 | 579,681.98 | 13,881,827.63 | (14,034,504.22) | | 427,005.39 |
| 101001 Total | | 579,681.98 | 13,881,827.63 | (14,034,504.22) | | 427,005.39 |
| ⊟ 101161 | Cash OP Columbus Bank & Trust | 0.00 | | | | 0.00 |
| 101161 Total | | 0.00 | | | | 0.00 |
| ⊟ 101420 | Cash PR Wachovia Bank of GA | (23,346.57) | 3,362,354.68 | (3,921,219.21) | | (582,211.10) |
| 101420 Total | | (23,346.57) | 3,362,354.68 | (3,921,219.21) | | (582,211.10) |
| ⊟ 101640 | Cash Other Bank of America 1 | 4,977.63 | 69.76 | (81.90) | | 4,965.49 |
| 101640 Total | | 4,977.63 | 69.76 | (81.90) | | 4,965.49 |

To remove the extra total rows highlight a Total cell (101001 Total) then right mouse click.
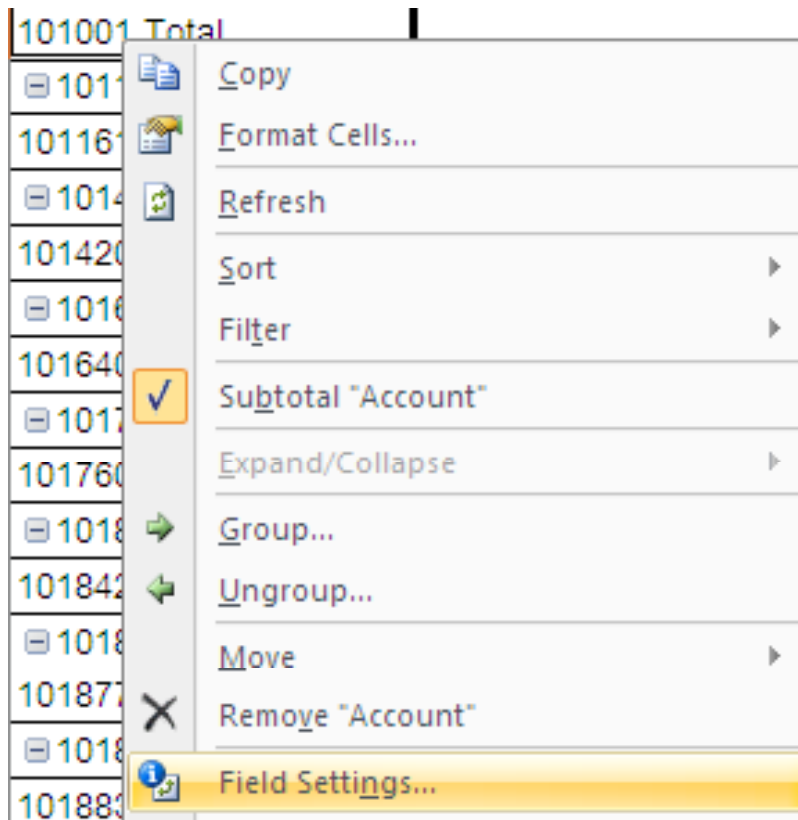
Select **Field Settings** and left mouse click.
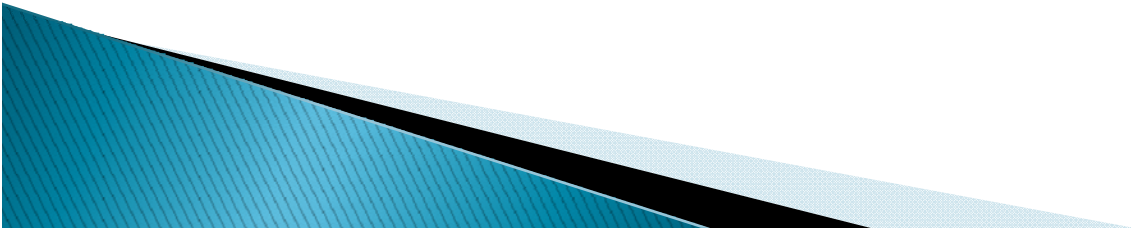
Under **Field Settings** tab Subtotals & Filters select the **None** radial button.

# Differences from Other Reports

- Does not contain budget information (only General Ledger)
- Does not provide the details for General Ledger transactions (only summarized data)
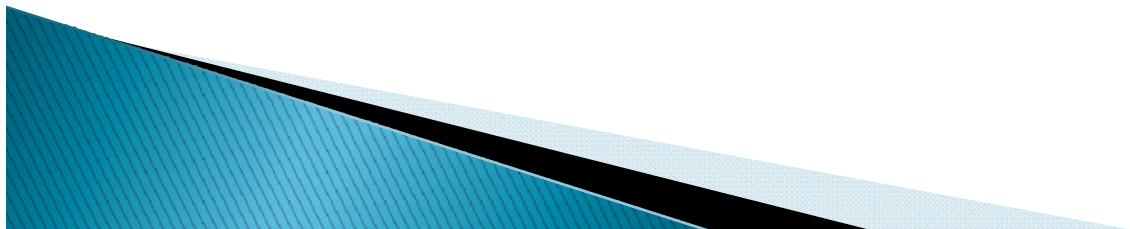
# 0GL076 4092 Extract Query

Common Uses

- ‣ Produce detailed general ledger transactions posted during the FISCAL year
- ‣ Used to research the specifics about a transaction (i.e. voucher #, journal ID, etc.)
- ‣ Month-end reconciliations w/ BD31 query & year end financial statement preparation

# Things to keep in Mind

- Report run monthly in batch to update closing Period detail
- Current period data available next period after month close
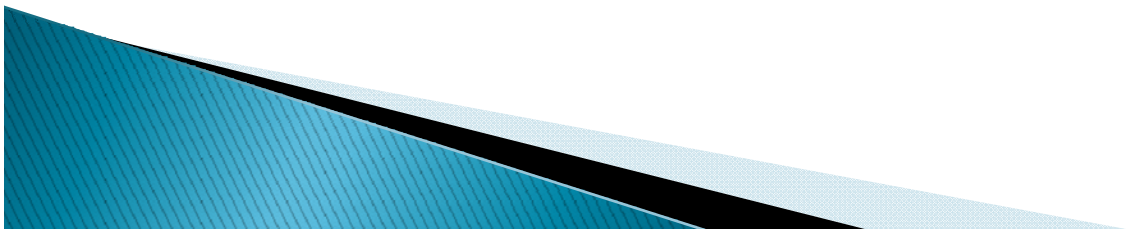
Reporting Tools
  Query
    – Query Manager
    – Query Viewer ←
    – Schedule Query

## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

**\*Search By:** [Query Name ▼] begins with [0GL076]

[Search]  Advanced Search

## Search Results

## Search Results

| Query | | | | Customize \| Find \| View All \| | First ◄ 1-9 of 9 ► Last | | | |
|---|---|---|---|---|---|---|---|---|
| **Query Name** | **Description** | **Owner** | **Folder** | **Run to HTML** | **Run to Excel** | **Schedule** | **Add to Favorites** | |
| 0GL076A_4092X_TBL_PROGRAM | GLS4092X by PROGRAM CODE | Public | | HTML | Excel | Schedule | Favorite | |
| 0GL076B_4092X_TBL_ORG | GLS4092X by DEPARTMENT ID | Public | | HTML | Excel | Schedule | Favorite | |
| 0GL076C_4092X_TBL_PROJECT | GLS4092X by PROJECT | Public | | HTML | Excel | Schedule | Favorite | |
| 0GL076D_4092X_TBL_CLASS | GLS4092X by CLASS | Public | | HTML | Excel | Schedule | Favorite | |
| 0GL076E_4092X_TBL_FUND_SRC | GLS4092X by FUNDING SOURCE | Public | | HTML | Excel | Schedule | Favorite | |
| 0GL076F_4092X_TBL_BP_LESS_THAN | GLS4092X Prior Budget Periods | Public | | HTML | Excel | Schedule | Favorite | |
| 0GL076G_4092X_TBL_EXTRACT | Source Prompt | Public | | HTML | Excel | Schedule | Favorite | |
| 0GL076R_GG_QUERY | GG Report | Public | | HTML | Excel | Schedule | Favorite | |
| 0GL076_4092X_TBL_EXTRACT | 4092 Extract w/Bud PD or Ref | Public | | HTML | Excel | Schedule | Favorite | |

Unit: 40200

Starting Account: 611000

Ending Account: 619099

Fiscal Year: 2010

From Period: 9

To Period: 9

Budget Year or ALL: ALL

View Results
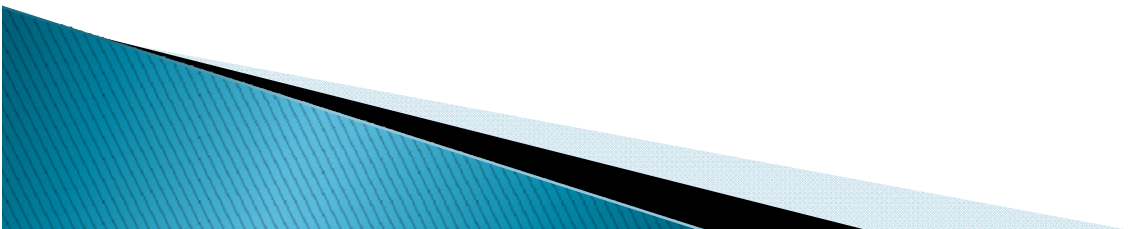
Account range chosen

| Source | Account | Vend/Cust Id | Name | Ref Id 1 | Ref Line 1 | Ref Line 2 | Ref Line 3 | Descr |
|--------|---------|--------------|------|----------|-----------|-----------|-----------|-------|
| PO | 615002 | 0000046884 | SOUTHERN BUILDING MAINTENANCE INC | 0000059230 | 1 | 1 | 1 | Renew Janitorial Contract |
| PO | 615002 | 0000011459 | MASTERCLEAN OF SOUTH GEORGIA | 0000059248 | 1 | 1 | 1 | JANITORIAL SERVICE-TIFT |
| PO | 615002 | 0000038538 | HU-RAY CLEANING COMPANY | 0000059249 | 1 | 1 | 1 | Renewal of Janitorial Contrad |
| PO | 615001 | 0000014759 | GEORGIA BUILDING AUTHORITY | 0000059267 | 1 | 1 | 1 | RENOVATIONS TO LAB/OF |
| PO | 619001 | 0000004585 | SHARP ELECTRONICS CORPORATION | 0000059403 | 1 | 1 | 1 | 36-MONTH LEASE/SHARP |
| PO | 619001 | 0000004585 | SHARP ELECTRONICS CORPORATION | 0000059405 | 1 | 1 | 1 | 36-MONTH LEASE/SHARP |

More query content

| Fund | Dept | Fund Src | CFDA Nbr | Project | Class | Budget Period | Amt Type | Amount | Fiscal Year | Period | PI NBR | Bud Ref | Program |
|------|------|----------|----------|---------|-------|---------------|----------|--------|-------------|--------|--------|---------|---------|
| 10100 | 4020090301 | 1700 | 10.475 | 1700 | 301 | | 2 | -190.000 | 2010 | 9 | | 2010 | 0740314 |
| 10100 | 4020011001 | 01 | 0.000 | 01 | 301 | | 2 | -285.000 | 2010 | 9 | | 2010 | 0740304 |
| 10100 | 4020090505 | 01 | 0.000 | 01 | 301 | | 2 | -175.000 | 2010 | 9 | | 2010 | 0740315 |
| 10100 | 4020020901 | 01 | 0.000 | 01 | 301 | 2009 | 2 | -9269.990 | 2010 | 9 | | | 0740309 |
| 10100 | 4020030101 | 01 | 0.000 | 01 | 301 | | 2 | -394.700 | 2010 | 9 | | 2010 | 0740101 |
| 10100 | 4020010201 | 01 | 0.000 | 01 | 301 | | 2 | -394.700 | 2010 | 9 | | 2010 | 0740301 |
| 10100 | 4020010701 | 01 | 0.000 | 01 | 301 | | 2 | -394.700 | 2010 | 9 | | 2010 | 0740302 |

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# Differences from Other Reports

- Does not provide information related to the agency's budget (only general ledger activity)
- Does not provide beginning balances for accounts (ex: Cash balance from prior Fiscal Year—Query only shows current years activity)
- Does not provide real-time data
- Not ideal for tracking expenditures related to a specific budget year
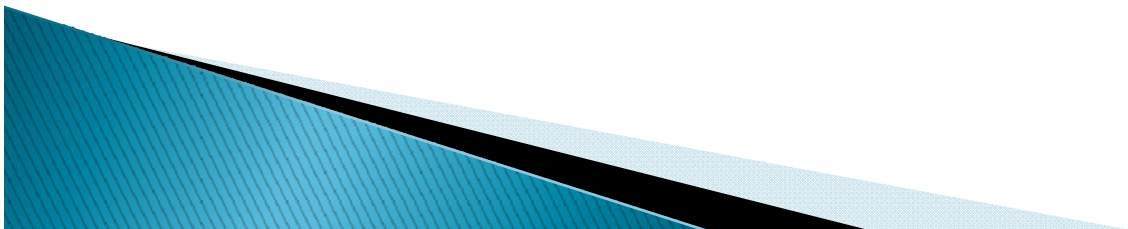
# 4006X Budget Comparison

Common Use

- ▸ Determine remaining budget balances
- ▸ Verify correct fund source has been used for each project number

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# 4006X Budget Comparison

- BDS4006X – PDF version
- GLS4006X – Document Direct Version

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# Budget Comparison Reporting

- ▼ Commitment Control
  - ▷ Define Budget Security
  - ▷ Review Budget Activities
  - ▷ Budget Reports
  - ▷ Review Budget Check Exceptions
  - ▷ **Custom Budget Report**

Main Menu > Commitment Control >

## Custom Budget Report

| | | |
|---|---|---|
| **AOB Fund Summary**<br>AOB Fund Summary | **AOB Schedule of Federal Funds**<br>AOB Schedule of Federal Funds | **AOB Summary by Class**<br>AOB Summary by Class |
| **Amendment Impact Report**<br>Amendment Impact Report | **Budget Comparison Reporting**<br>Budget Comparison Reporting | **Control Budget Balances**<br>Control Budget Balances |
| **Prog Budget Comparison Summary**<br>Program Budget Comparison Summary | **Revest to Program Ledger Rpt**<br>DX_BDS4010X_GBL | |

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# Budget Comparison Reporting

**Budget Comparison Report**

Enter any information you have and click Search. Leave fields blank for a list of a

Find an Existing Value | Add a New Value

Run Control ID: begins with ▼ [          ]

☐ Case Sensitive

[ Search ]   [ Clear ]   Basic Search 💾 Save Search Criteria

Find an Existing Value | Add a New Value

Add a New Value to identify report. Control ID can be anything you choose. If more than one word, separate words using underscore _

**Budget Comparison Report**

Find an Existing Value | Add a New Value

Run Control ID: tracys_report

[ Add ]

Find an Existing Value | Add a New Value

Name I assigned to the report I am running.

# Data Entry Screen

Budget Reports

Run Control ID:   tracys_report

*Business Unit: 40700

Time Span: Monthly

*Budget Period: 2010

Fiscal Year: 2010

Period: 09

Period = 2 digits

Number of Trees: 2

Determines how report sorted – 1 Tree – Org, 2 Trees for ORG & PROG

Calculated Column:

AOB - YTD Exp

Save

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# 2nd Half of Report Selections

Report Manager    Process Monitor    [Run]

| SetID | Tree Name |
|-------|-----------|
| 40700 | BCM ORG |
| 40700 | BCM PROJECT |

Tree No. 1:    SetID: 40700 🔍
Tree Name: _____ 🔍
Tree Node Or Level: Level ▾

**Node= ORG
Level = ORG depts**

Level Name: _____ 🔍

| Level Name |
|------------|
| ALL |
| BD APPROP |
| BD DETAIL |
| BD ORG |

Tree No. 2:    SetID: _____ 🔍
Tree Name: _____ 🔍
Tree Node Or Level: ▾
Level Name: _____ 🔍

Revenue Option:  Spent    Budget Option:  Current

[➕ Add]   [📝 Update/Display]

[💾 Save]

**Use PSUNX**

Report Manager    Process Monitor

| Server Name: | PSUNX ▾ | Run Date: | 05/28/2010 📅 | |
|---|---|---|---|---|
| Recurrence: | ▾ | Run Time: | 3:42:26PM | Reset to Current Date/Time |
| Time Zone: | 🔍 | | | |

**Process List**

| Select | Description | Process Name | Process Type | *Type | *Format |
|---|---|---|---|---|---|
| ☑ | Budget Comparison (PDF) | BDS4006X | KK SQR Reports | Web | PDF |
| ☐ | Budget Comparison Report | GLS4006X | KK SQR Reports | Printer | LP |

OK    Cancel

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## Process Detail

### Process

| | | | |
|---|---|---|---|
| **Instance:** | 23572262 | **Type:** | KK SQR Reports |
| **Name:** | BDS4006X | **Description:** | Budget Comparison (PDF) |
| **Run Status:** | Success | **Distribution Status:** | Posted |

### Run

**Run Control ID:** tracys_report

**Location:** Server

**Server:** PSUNX

**Recurrence:**

### Update Process

○ Hold Request

○ Queue Request

○ Cancel Request

○ Delete Request

○ Restart Request

### Date/Time

| | |
|---|---|
| **Request Created On:** | 05/28/2010 3:44:12PM EDT |
| **Run Anytime After:** | 05/28/2010 3:42:26PM EDT |
| **Began Process At:** | 05/28/2010 3:44:23PM EDT |
| **Ended Process At:** | 05/28/2010 3:44:41PM EDT |

### Actions

Parameters       Transfer

Message Log

Batch Timings

View Log/Trace

# View Log/Trace

## Report

**Report ID:** 3561319     **Process Instance:** 23572262     Message Log

**Name:** BDS4006X     **Process Type:** KK SQR Reports

**Run Status:** Success

Budget Comparison (PDF)

## Distribution Details

**Distribution Node:** RepRPS     **Expiration Date:** 06/04/2010

## File List

| Name | File Size (bytes) | Datetime Created |
|------|-------------------|------------------|
| SQR_BDS4006X_23572262.log | 1,787 | 05/28/2010 3:44:41.000000PM EDT |
| bds4006x_23572262.PDF | 54,987 | 05/28/2010 3:44:41.000000PM EDT |
| bds4006x_23572262.out | 2,844 | 05/28/2010 3:44:41.000000PM EDT |

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# BDS4006X PDF version

State Of Georgia
State Accounting Office
Current Monthly Budget Comparison Report - Organization by Project
General Ledger Report

Report ID:    GL407045C
Print Date:   05/28/2010
Page          1
DS Id:        BDS4006X

Budget Year: 2010  Prd: 009  FY: 2010

From 03/01/2010 To 03/31/2010
BCM_ORG Level: (1) ALL
BCM_PROJECT Level: (1) ALL

Business Unit: 40700 State Accounting Office
Organization Code: 407ALL - STATE ACCOUNTING OFFICE
Project Id: ALL - All Projects

| Description | AOB | Adjusted AOB | Outstanding Monthly Encumbrances | Monthly Expenses | Total Monthly Expenses | % Of AOB | Outstanding YTD Encumbrances | YTD Expenses | Total YTD Expenses | % Of AOB | Remaining AOB |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **300 - Personal Services** | | | | | | | | | | | |
| 501000  REGULAR SALARIES | 7,194,579.00 | 7,668,726.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,668,726.00 |
| 501001  Regular Salaries | 0.00 | 0.00 | 0.00 | 308,728.88 | 308,728.88 | 0.00 | 0.00 | 5,125,200.39 | 5,125,200.39 | 0.00 | -5,125,200.39 |
| 501000 - REGULAR SALARIES | 7,194,579.00 | 7,668,726.00 | 0.00 | 308,728.88 | 308,728.88 | 4.03 | 0.00 | 5,125,200.39 | 5,125,200.39 | 66.83 | 2,543,525.61 |
| 502001  Annual Leave Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 55,187.75 | 55,187.75 | 0.00 | -55,187.75 |
| 502000 - ANNUAL LEAVE PAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 55,187.75 | 55,187.75 | 0.00 | -55,187.75 |
| 503000  OTHER SUPPLEMENTAL P | 4,000.00 | 4,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,000.00 |
| 503001  Other Supplemental P | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,006.19 | 7,006.19 | 0.00 | -7,006.19 |
| 503000 - OTHER SUPPLEMENTAL PAY | 4,000.00 | 4,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,006.19 | 7,006.19 | 175.15 | -3,006.19 |
| 514000  FICA | 539,554.00 | 575,827.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 575,827.00 |
| 514001  FICA - Regular | 0.00 | 0.00 | 0.00 | 17,842.66 | 17,842.66 | 0.00 | 0.00 | 297,949.81 | 297,949.81 | 0.00 | -297,949.81 |
| 514002  FICA - Medicare | 0.00 | 0.00 | 0.00 | 4,217.67 | 4,217.67 | 0.00 | 0.00 | 71,521.03 | 71,521.03 | 0.00 | -71,521.03 |
| 514000 - FICA | 539,554.00 | 575,827.00 | 0.00 | 22,060.33 | 22,060.33 | 3.83 | 0.00 | 369,470.84 | 369,470.84 | 64.16 | 206,356.16 |
| 515000  RETIREMENT | 747,081.00 | 796,441.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 796,441.00 |
| 515001  Retirement - ERS | 0.00 | 0.00 | 0.00 | 30,308.94 | 30,308.94 | 0.00 | 0.00 | 529,492.93 | 529,492.93 | 0.00 | -529,492.93 |
| 515002  Retirement - ERS GSE | 0.00 | 0.00 | 0.00 | 632.91 | 632.91 | 0.00 | 0.00 | 10,250.69 | 10,250.69 | 0.00 | -10,250.69 |
| 515003  Retirement - TRS | 0.00 | 0.00 | 0.00 | 748.85 | 748.85 | 0.00 | 0.00 | 12,730.45 | 12,730.45 | 0.00 | -12,730.45 |
| 515000 - RETIREMENT | 747,081.00 | 796,441.00 | 0.00 | 31,690.70 | 31,690.70 | 3.98 | 0.00 | 552,474.07 | 552,474.07 | 69.37 | 243,966.93 |
| 516000  HEALTH INSURANCE | 1,633,690.00 | 1,738,785.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,738,785.00 |
| 516001  Health Insurance | 0.00 | 0.00 | 0.00 | 68,429.77 | 68,429.77 | 0.00 | 0.00 | 1,049,050.15 | 1,049,050.15 | 0.00 | -1,049,050.15 |
| 516000 - HEALTH INSURANCE | 1,633,690.00 | 1,738,785.00 | 0.00 | 68,429.77 | 68,429.77 | 3.94 | 0.00 | 1,049,050.15 | 1,049,050.15 | 60.33 | 689,734.85 |

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|  | Description | AOB | Adjusted AOB | Outstanding Monthly Encumbrances |
|---|---|---|---|---|
| 300 - Personal Services |  |  |  |  |
| 501000 | REGULAR SALARIES | 28,510,991.00 | 28,510,991.00 | 0.00 |
| 501001 | Regular Salaries | 0.00 | 0.00 | 0.00 |
| 501000 - REGULAR SALARIES |  | 28,510,991.00 | 28,510,991.00 | 0.00 |
| 502001 | Annual Leave Pay | 0.00 | 0.00 | 0.00 |
| 502000 - ANNUAL LEAVE PAY |  | 0.00 | 0.00 | 0.00 |
| 503001 | Other Supplemental P | 0.00 | 0.00 | 0.00 |
| 503000 - OTHER SUPPLEMENTAL PAY |  | 0.00 | 0.00 | 0.00 |
| 511000 | OVERTIME | 302,797.00 | 302,797.00 | 0.00 |
| 511001 | Overtime | 0.00 | 0.00 | 0.00 |
| 511000 - OVERTIME |  | 302,797.00 | 302,797.00 | 0.00 |
| 513000 | TEMPORARY/CASUAL LAB | 282,072.00 | 282,072.00 | 0.00 |
| 513001 | Temporary/Casual Lab | 0.00 | 0.00 | 0.00 |
| 513000 - TEMPORARY/CASUAL LABOR |  | 282,072.00 | 282,072.00 | 0.00 |
| 514000 | FICA | 2,163,479.00 | 2,163,479.00 | 0.00 |
| 514001 | FICA - Regular | 0.00 | 0.00 | 0.00 |
| 514002 | FICA - Medicare | 0.00 | 0.00 | 0.00 |
| 514000 - FICA |  | 2,163,479.00 | 2,163,479.00 | 0.00 |
| 515000 | RETIREMENT | 2,935,745.00 | 2,935,745.00 | 0.00 |
| 515001 | Retirement - ERS | 0.00 | 0.00 | 0.00 |

Detail_Ex

Enc+Exp

Total Monthly Exp/Adj AOB

Detail_En through report period

| Monthly Expenses | Total Monthly Expenses | % Of AOB | Outstanding YTD Encumbrances |
|---|---|---|---|
| 0.00 | 0.00 | 0.00 | 0.00 |
| 1,722,873.74 | 1,722,873.74 | 0.00 | 0.00 |
| 1,722,873.74 | 1,722,873.74 | 6.04 | 0.00 |
| 11,150.05 | 11,150.05 | 0.00 | 0.00 |
| 11,150.05 | 11,150.05 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 |
| 32,284.86 | 32,284.86 | 0.00 | 0.00 |
| 32,284.86 | 32,284.86 | 10.66 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 |
| 65,026.95 | 65,026.95 | 0.00 | 0.00 |
| 65,026.95 | 65,026.95 | 23.05 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 |
| 100,327.91 | 100,327.91 | 0.00 | 0.00 |
| 24,456.39 | 24,456.39 | 0.00 | 0.00 |
| 124,784.30 | 124,784.30 | 5.77 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 |
| 183,592.86 | 183,592.86 | 0.00 | 0.00 |

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Detail_EX
thru Period

Enc+Ex for
Period

Total YTD
Exp/Adj AOB

Adj AOB – YTD
Exp and Enc

| YTD Expenses | Total YTD Expenses | % Of AOB | Remaining AOB |
|---|---|---|---|
| 0.00 | 0.00 | 0.00 | 28,510,991.00 |
| 8,032,999.30 | 18,032,999.30 | 0.00 | -18,032,999.30 |
| 8,032,999.30 | 18,032,999.30 | 63.25 | 10,477,991.70 |
| 197,978.16 | 197,978.16 | 0.00 | -197,978.16 |
| 197,978.16 | 197,978.16 | 0.00 | -197,978.16 |
| 11,194.60 | 11,194.60 | 0.00 | -11,194.60 |
| 11,194.60 | 11,194.60 | 0.00 | -11,194.60 |
| 0.00 | 0.00 | 0.00 | 302,797.00 |
| 344,021.10 | 344,021.10 | 0.00 | -344,021.10 |
| 344,021.10 | 344,021.10 | 113.61 | -41,224.10 |
| 0.00 | 0.00 | 0.00 | 282,072.00 |
| 564,418.82 | 564,418.82 | 0.00 | -564,418.82 |
| 564,418.82 | 564,418.82 | 200.10 | -282,346.82 |
| 0.00 | 0.00 | 0.00 | 2,163,479.00 |
| 1,060,783.80 | 1,060,783.80 | 0.00 | -1,060,783.80 |
| 256,834.55 | 256,834.55 | 0.00 | -256,834.55 |
| 1,317,618.35 | 1,317,618.35 | 60.90 | 845,860.65 |
| 0.00 | 0.00 | 0.00 | 2,935,745.00 |
| 1,897,868.19 | 1,897,868.19 | 0.00 | -1,897,868.19 |

# Difference from Other Reports

▸ BDS4006X similar to the GLS4006X but includes more columns.

▸ Includes descriptions for Orgs, Projects, Programs and Funding Sources (depending on how it is ordered) 0BD010 is usually missing some of these descriptions (names)

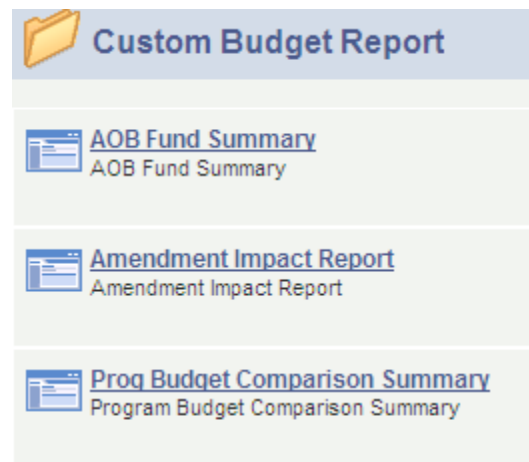▸ Can't separate the data by subclass like queries
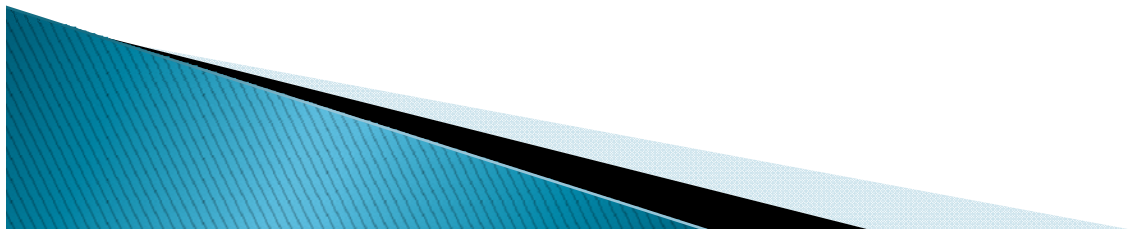
# GLS4008X

Common Uses

- Pulls together budgets and associated transactions to create a summary report
- Used to capture the "original" budget for the year end and budgetary statements

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# How to Run GLS4008X



- ▽ Commitment Control
  - ▷ Define Budget Security
  - ▷ Review Budget Activities
  - ▷ Budget Reports
  - ▷ Review Budget Check Exceptions
  - ▼ Custom Budget Report
    - – AOB Fund Summary
    - – AOB Schedule of Federal Funds
    - – AOB Summary by Class
    - – Amendment Impact Report
    - – Budget Comparison Reporting
    - – Control Budget Balances
    - – Prog Budget Comparison Summary
    - – Revest to Program Ledger Rpt

**Custom Budget Report**

**AOB Fund Summary**
AOB Fund Summary

**Amendment Impact Report**
Amendment Impact Report

**Prog Budget Comparison Summary**
Program Budget Comparison Summary

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# GLS4008X

## Prog Budget Comparison Summary

Enter any information you have and click Search. Leave fields blank for a

Same ID as created for 4006X

Run

**Find an Existing Value** | Add a New Value

Run Control ID: begins with ▾ | tracys_report

☐ Case Sensitive

Search | Clear | Basic Search | 💾 Save Search Criteria

### Prog Budget Comparison Summary

Run Control ID: tracys_report

### Search Results

View All          First ◀ 1 of 1 ▶ Last

**Run Control ID | Language Code**
tracys_report | English

*Business Unit: 40700 🔍

*Budget Period: 🔍

From Period

To Period

Found previously created ID

💾 Save

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# Finish Processing

- Same as 4006X
- Click "Details" next to report
- View/Log Trace
- Click on report
- Save

If report information does not have run status "Success" click "Refresh" at the upper right

# GLS4008X Results

**Ordered by Budget Period**

State Of Georgia
Agriculture, Dept of
Program Budget Comparison Summary Report
General Ledger Report
Program Level
Budget Period/Fiscal Year: 2010 Prd:    1 to   10

Business Unit: 40200 Agriculture, Dept of
Program Code: 0740100 - Administration

| | Funding Source | Original AOB | Adjusted AOB | Outstanding Encumbrances | Expenses | YTD Obligations | % of Adjuste AOB |
|---|---|---|---|---|---|---|---|
| FED2 | Fed -not spec identified PL | 69,500.00 | 35,000.00 | 2,954.40 | 200,301.06 | 203,255.46 | 580.73 |
| OTH2 | Other - Program Ledger | 258,721.00 | 258,721.00 | 0.00 | 6,908.81 | 6,908.81 | 2.67 |
| ST2 | State - Program Ledger | 5,664,521.00 | 5,664,521.00 | 4,755.80 | 4,256,618.41 | 4,261,374.21 | 75.23 |
| ZFED2 | Stim1-Fed - Not Spec Identifie | 0.00 | 0.00 | 0.00 | 205,200.00 | 205,200.00 | 0.00 |
| Total Funds | | 5,992,742.00 | 5,958,242.00 | 7,710.20 | 4,669,028.28 | 4,676,738.48 | 78.49 |

**Report shows Program and then Fund Code**

Carl Vinson Institute of Government
The University of Georgia

Business Unit: 40200 Agriculture, Dept of
Program Code: 0740100 - Administration

| Funding Source | | Outstanding Encumbrances | Expenses |
|---|---|---|---|
| FED2 | Fed -not spec identified PL | 2,954.40 | 200,301.06 |
| OTH2 | Other - Program Ledger | 0.00 | 6,908.81 |
| ST2 | State - Program Ledger | 4,755.80 | 4,256,618.41 |
| ZFED2 | Stim1-Fed - Not Spec Identifie | 0.00 | 205,200.00 |
| Total Funds | | 7,710.20 | 4,669,028.28 |

Only Accounts between 501000 and 901060 included as well as all programs

```
Business Unit: 40200 Agriculture, Dept of
Program Code: 0740100 - Administration


                                                   % of
       Funding Source                    YTD Adjuste
                                    Obligations    AOB

FED2    Fed -not spec identified PL
OTH2    Other - Program Ledger       203,255.46    580.73
ST2     State - Program Ledger         6,908.81      2.67
ZFED2   Stim1-Fed - Not Spec Identifi 4,261,374.21  75.23
                                      205,200.00     0.00


Total Funds                          4,676,738.48    78.49
```

YTD Obligations/ Adjusted AOB * 100

Sum of Outstanding Encumbrances + Expenses

```
Business Unit: 40200 Agriculture, Dept of
Program Code: 0740100 - Administration
```
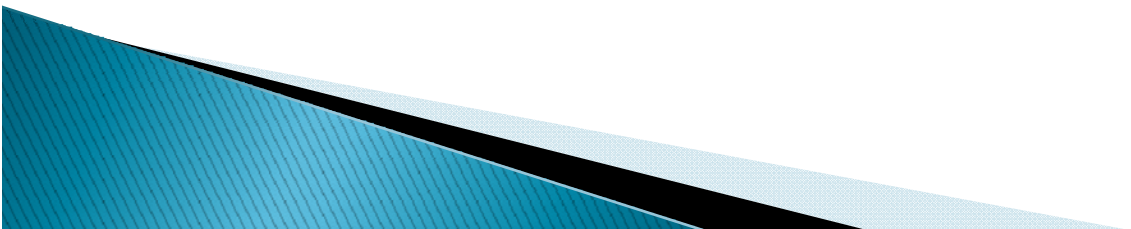
All programs

```
         Funding Source
                                             Revenue
                                  Remaining   Estimate
                               Adjusted AOB  Recognized

FED2    Fed -not spec identified PL
OTH2    Other - Program Ledger      -168,255.46    116,109.51
ST2     State - Program Ledger       251,812.19     44,044.37
ZFED2   Stim1-Fed - Not Spec Identifie 1,403,146.79  4,219,487.69
                                     -205,200.00    205,200.00

Total Funds                        1,281,503.52  4,584,841.57
```

Adjusted AOB –
YTD Obligations
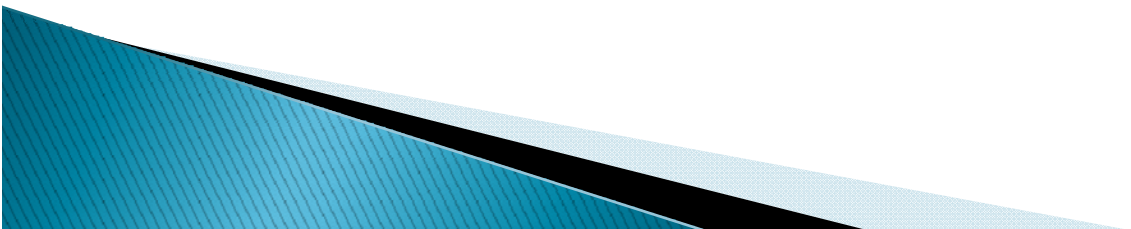
# Difference Between Reports

- GLS4008X – ordered by Budget Period and Accounting Periods From – To and is selected by Program and Fund Source Type
- S4006X reports are ordered by Fiscal Year, Period (Monthly or Quarterly) and uses trees to drive the report selection
- Original budget not included
- Excludes balance sheet information
- Excludes adjustments to fund balance

# Final Questions and Evaluations
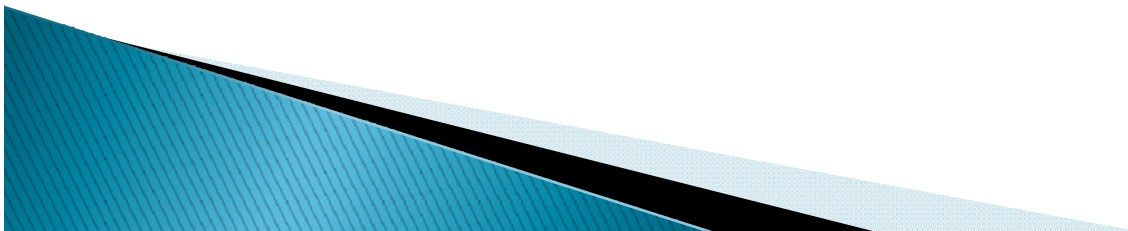
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University of Georgia
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