

State of Georgia
Phoenix Program

Budget Tracking

rpr. 08/04



Phoenix End-User Training

BUDGET TRACKING

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER - BUDGET
AUGUST 2004



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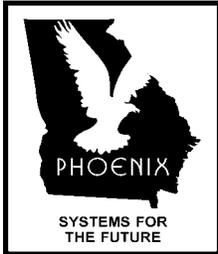
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Phoenix End-User Training

SECTION 1:

CREATING STANDARD BUDGETS ONLINE

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER - BUDGET
AUGUST 2004

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A. Introduction

Creating Standard Budgets Online



Welcome to the Creating Standard Budgets Online module! This module contains the tools needed to learn all the concepts and procedures involved in creating standard budgets.

Goal To acquire the skills and knowledge necessary to perform all procedures identified in the relevant Business Processes.

Participant Objectives At the end of this module you will be able to

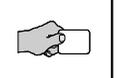
1. Add a Budget Scenario
2. Create standard budget journals for Amendments and Internal Revisions
3. Edit standard budget journals
4. Post standard budget journals to a Standard Budget Ledger

Journals are created in the Standard Budget Module. The Journals are edited and posted. The Journals are posted to the Ledger.

Zero Dollar rows should not be entered in Process Journals. When these Journals are edited and posted they don't show up on the Ledger. ***Zero Dollar rows***

should be entered in Adjust Standard Budgets.

B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes: - See phoenix.gagta.com

BD022D - Creating Standard Budgets

C. Exercises

Exercise 1 – Adding a Budget Scenario

Scenario: West Central Tech’s budget (82600) has been amended for 2005. You are to enter the amendment from the exercise form given to you by your instructor.

Each amendment will be tracked in the PeopleSoft System using scenario codes. To enter the amendments in the system, you must create a unique scenario code that identifies the amendment.

The naming convention for Amendments should be Ayyxxx where yy = the year and xxx = your amendment number. For example, A05001 would be the first amendment of BY2005.

Internal Revisions should be IRyyxxxx where yy = the year and xxxx = your revision number. For example, IR050001 would be the first internal revision of BY2005.

Step 1	Select: Go→Define Business Rules→Design Chartfields→ Use→Scenarios→Add
Expected Results:	A dialog box displays.

Step 2	<p>Enter the scenario information:</p> <p>Business Unit: 82600 Scenario: A05XXX</p> <p>(Replace XXX with the number assigned to you by your instructor)</p> <div style="text-align: center;">  </div>
Expected Results:	The Design ChartFields window displays.

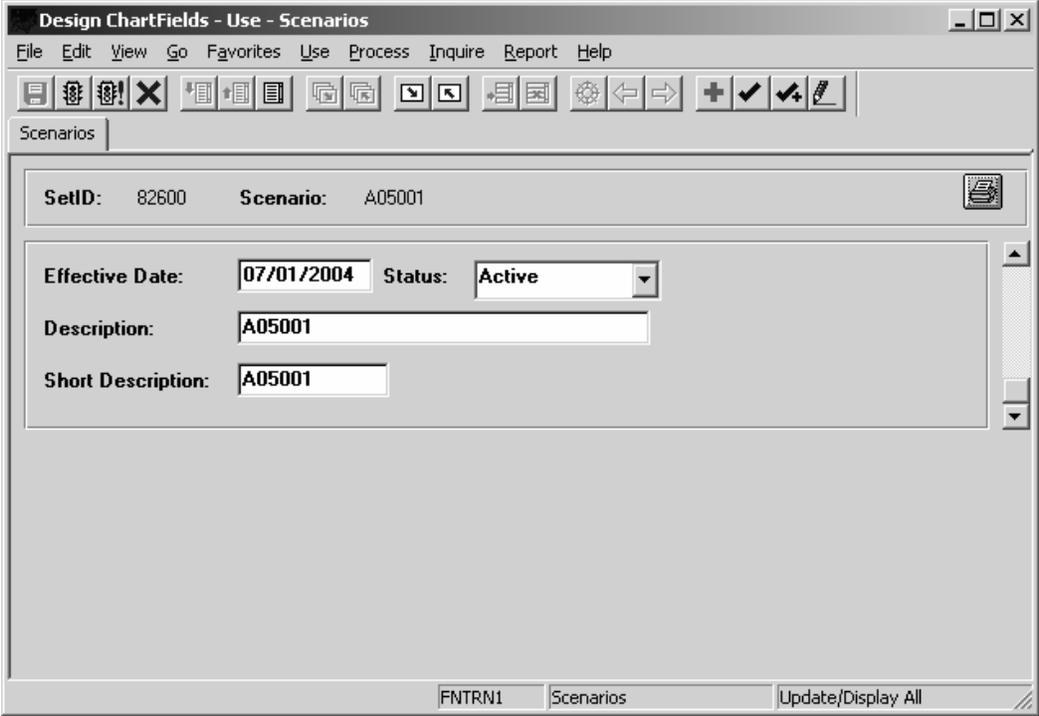
Exercise 1 (continued)

Step 3	<p>Enter or select the following:</p> <p>Effective Date: 07/01/2004</p> <p>Status: Defaults to Active</p> <p>Description A05XXX</p> <p>Short Description: A05XXX</p> <p>(Replace XXX with the number assigned to you by your instructor)</p>
Expected Results:	The window displays the information for the new scenario.

Step 4	Click  to save.
Expected Results:	The new information is saved.

Exercise 1 (continued)

Step 5 Compare your Scenario panel to one shown below:



The screenshot displays a software window titled "Design ChartFields - Use - Scenarios". The window has a menu bar with options: File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, and Help. Below the menu bar is a toolbar with various icons for file operations, editing, and navigation. The main content area is labeled "Scenarios" and contains the following information:

- SetID: 82600
- Scenario: A05001
- Effective Date: 07/01/2004
- Status: Active (dropdown menu)
- Description: A05001
- Short Description: A05001

The status bar at the bottom of the window shows "FNTRN1", "Scenarios", and "Update/Display All".

Exercise completed.

Exercise 2 – Creating a standard budget journal

Scenario: West Central Tech’s budget has been amended for 2005. You are to enter the amendment information from your exercise sheet.

You will create a journal containing the amendment information that eventually will be posted to West Central Tech’s budgets.

Step 1	Select: Go→Process Financial Information→Process Journals→Use→Jrnl Entry –Standard Budgets→Journal Entry Header→Add
Expected Results:	A dialog box displays.

Step 2	Enter the following: Business Unit: 82600 GL Journal ID: NEXT (Defaults to NEXT – DO NOT CHANGE) Journal Date: 07/01/2004 * Defaults to today’s date – Change to 07/01/2004
Expected Results:	The Journal Header panel displays.

- This date determines which Quarter and Fiscal Year the funds are added to.
- Fiscal Year must = Budget Year

Step 3	Enter the journal head information: SOURCE: Ledger Group: CONTROL (Always) Description A05XXX Amendment 1 Adjusting Entry: Do Not Check Reversal: None
Expected Results:	The Header panel information is completed.

Exercise 2 (continued)

<p>Step 4</p>	<p>Compare your Journal panel to the panel below.</p>  <p>The image shows two screenshots from a software application. The top screenshot is a dialog box titled "Add -- Jrnl Entry - Standard Budgets" with fields for Business Unit (82600), GL Journal ID (NEXT), and Journal Date (07/01/2004), and buttons for OK and Cancel. The bottom screenshot is the main "Process Journals - Use - Jrnl Entry - Standard Budgets" window, showing a menu bar, toolbar, and various input fields for Unit, Date, Ledger Group, Journal, Source, and Accounting Period, along with a Reversal section and a Default Currency section.</p>
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>

<p>Step 5</p>	<p>Click the Lines panel tab </p>
<p>Expected Results:</p>	<p>The Lines panel displays.</p>

Exercise 2 (continued)

Step 6	<p>Enter the first line of information from the exercise form.</p> <p>Account 510000 Fund A Organization 826B01 Program ALL (Always ALL on Expense Rows) Sub-Class 884 Budget Year 2005 Project/Grant 01932 Job Leave Blank Scenario A05XXX (Replace XXX with student ID) Amount 50,000</p>
Expected Results:	This journal line is completed.

Step 7	<p>Compare your Journal panel to the panel below.</p>
Expected Results:	The panel matched. Proceed to the next step.

Exercise 2 (continued)

Step 8	Click the Insert Row icon  or press F7 to insert a new line
Expected Results:	A new line displays to enter the Revenue row.

Step 9	<p>Enter the information for the next line from the exercise form. For this exercise we will add a Revenue line.</p> <p>Account 000001 Fund A Organization 826B01 Program 01932 Sub-Class Leave Blank Budget Year 2005 Project/Grant 01932 Job Leave Blank Scenario A05XXX Amount 50,000 (Defaults to a negative amount – change to positive amount)</p>
Expected Results:	This journal line is complete.

When inserting rows, the amounts default to negative numbers. These amounts should be changed to positive amounts if applicable.

Note: Revenue and Expense Rows must balance at the Org/Project level. For each combination of Organization/Project Expense rows added there must be a related Revenue Row.

Exercise 2 (continued)

Step 10	<p>Compare your Journal panel to the panel shown below</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> </div>
Expected Results:	The panel matches.

Step 11	<p>Click to save.</p> <p>Once saved, the Journal can be printed by clicking on the Print Icon.</p>
Expected Results	The standard budget journal is saved.

Exercise completed.

Exercise 3 – Editing the budget journal

Scenario: The journal must be edited to verify that all journal information is correct. The edit process involves running a batch process from the Process menu of PeopleSoft and providing journal selection criteria.

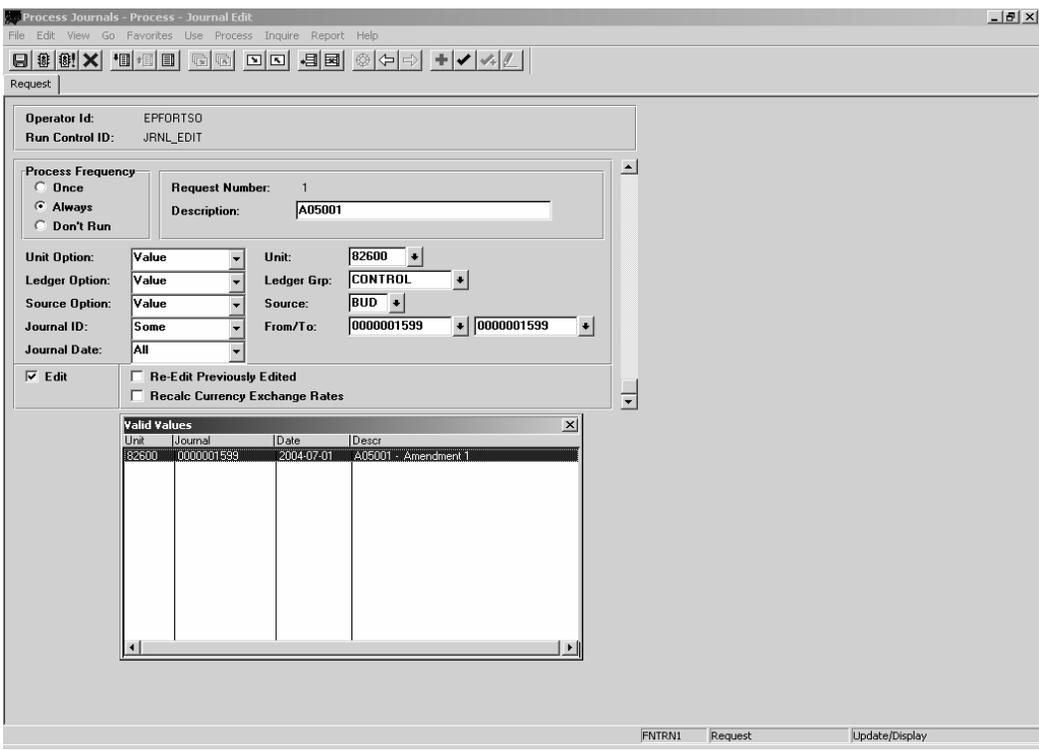
In this exercise, you will establish the batch process run criteria and run the process to edit the journal you created in the previous exercise.

Step 1	<p>Access the Journal Edit Process panel.</p> <p>Select: Go → Process Financial Information → Process Journals → Process → Journal Edit → Add or Update/Display</p>
Expected Results:	A dialog box displays.

Step 2	<p>Enter JRNL_EDIT in the Run Control ID. Click OK.</p> 
Expected Results:	A run control for Journal Edit is added.

Exercise 3 (continued)

Step 3	<p>Enter the following information:</p> <p>Process Frequency: Always Description: A05XXX (Amendment Number) Unit Option: Value Unit: 82600 Ledger Option: Value Ledger Grp: CONTROL Source Option: Value Source: BUD Journal ID: Some Journal From:/To: ID number assigned by System Journal Date: All Edit: <input checked="" type="checkbox"/></p>
Expected Results:	The Request information is completed.

Step 4	<p>Compare your Request panel to the panel shown below.</p> 
Expected Results:	The panel matches. Proceed to the next step.

Exercise 3 (continued)

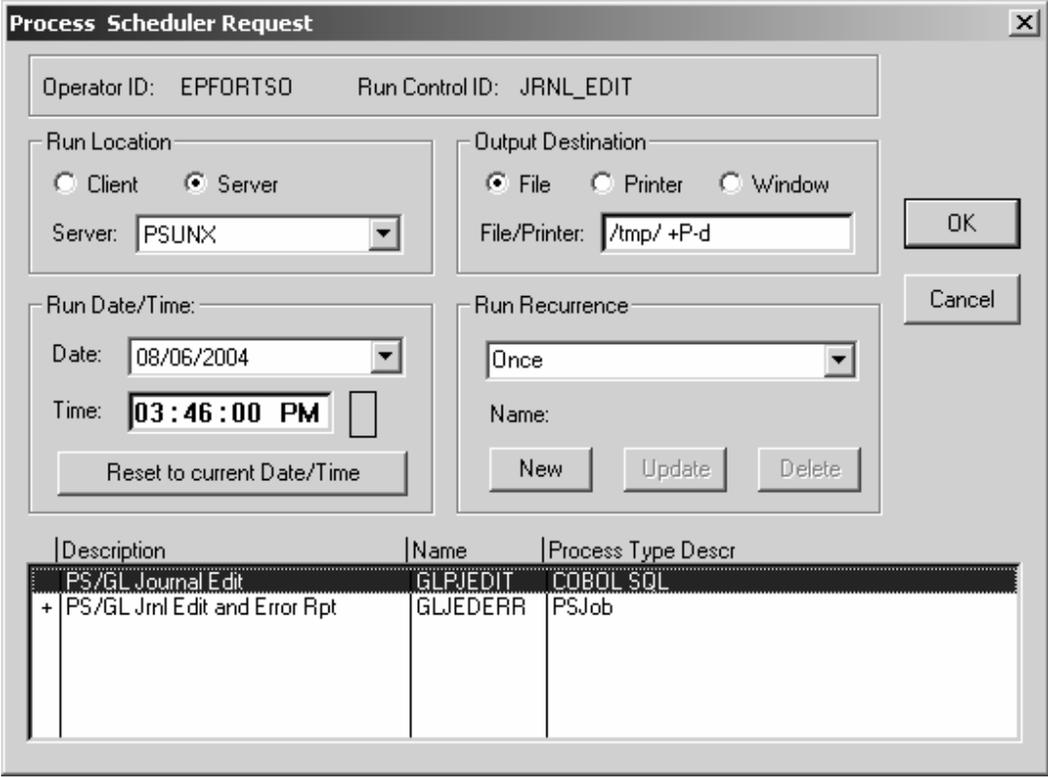
Step 5	Click  to save.
Expected Results:	The process request information is saved.

Step 6	Click  to run the edit process.
Expected Results:	The Process Scheduler Request panel displays.

Step 7	Enter the following information on the Process Scheduler Request panel: Run Location: Server Server: PSUNX Output Destination: File File/Printer: /tmp/ +P-d
Expected Results:	The run location and output destination are completed.

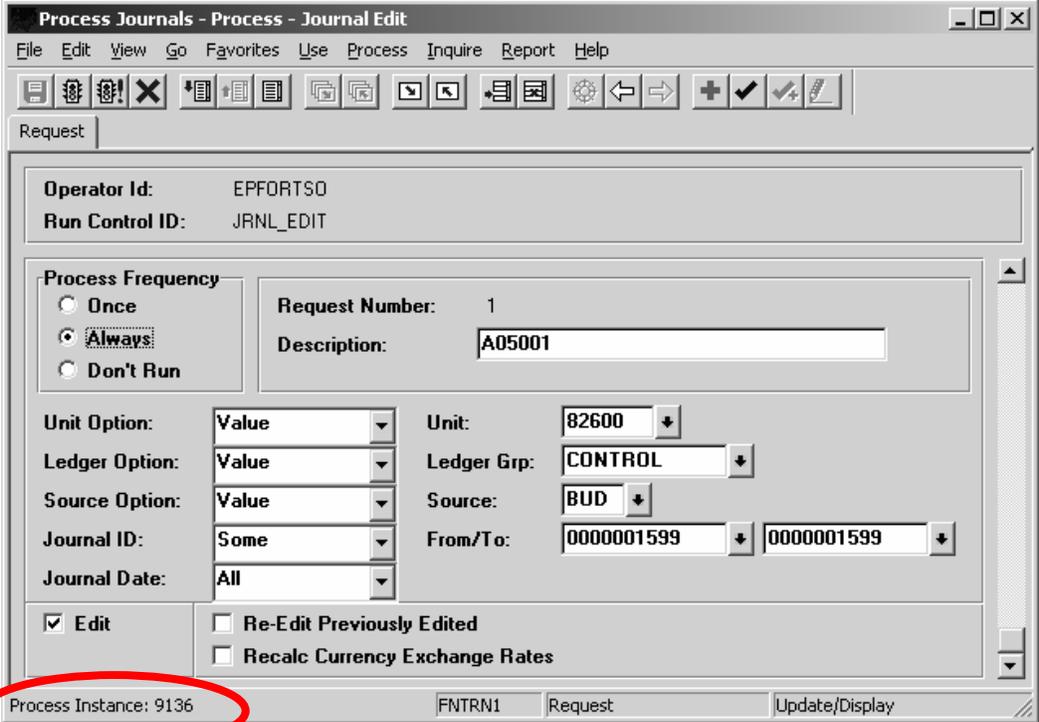
Step 8	Click and highlight PS/GL Journal Edit in the Description field.
Expected Results:	The Edit process is selected correctly.

Exercise 3 (continued)

<p>Step 9</p>	<p>Compare your Process Scheduler Request panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>

<p>Step 10</p>	<p>Click OK.</p>
<p>Expected Results:</p>	<p>The Journal Edit request is processed.</p>

Exercise 3 (continued)

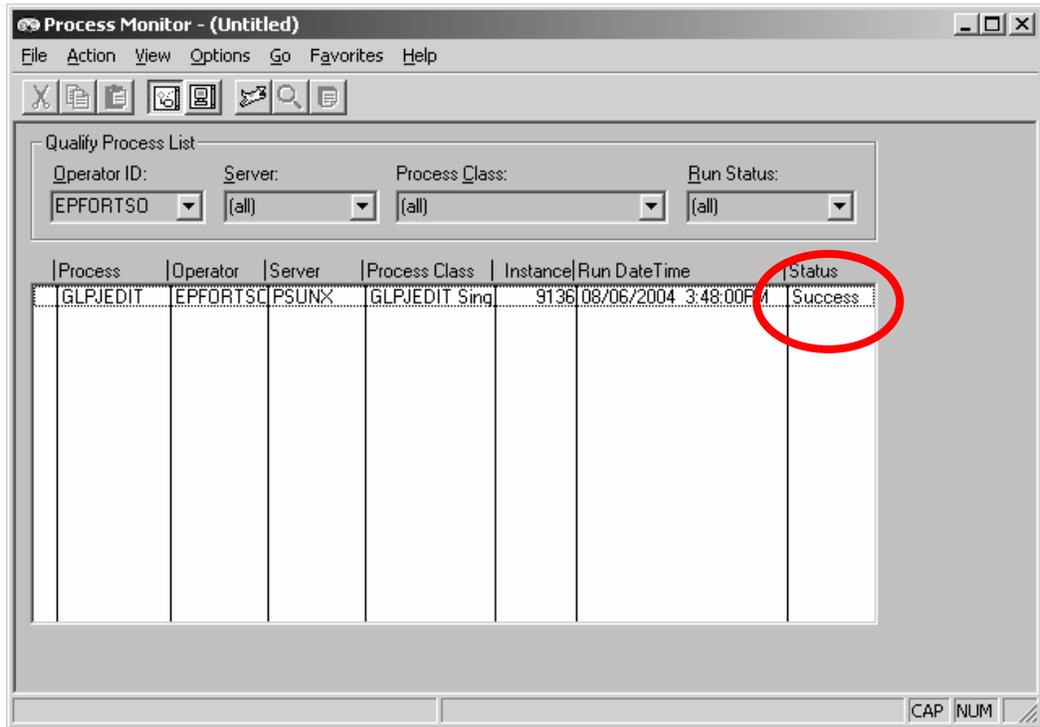
<p>Step 11</p>	<p>Note your process instance in the lower left corner of the Request panel.</p>  <p>The screenshot shows a software window titled "Process Journals - Process - Journal Edit". It has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu is a toolbar with various icons. The main area is divided into sections: "Request" (with a dropdown), "Operator Id: EPFORTSO" and "Run Control ID: JRNL_EDIT", "Process Frequency" (with radio buttons for "Once", "Always" (selected), and "Don't Run"), "Request Number: 1" and "Description: A05001", "Unit Option: Value", "Ledger Option: Value", "Source Option: Value", "Journal ID: Some", "Journal Date: All", "Unit: 82600", "Ledger Grp: CONTROL", "Source: BUD", "From/To: 0000001599", and checkboxes for "Edit" (checked), "Re-Edit Previously Edited", and "Recalc Currency Exchange Rates". At the bottom, there is a status bar with "Process Instance: 9136" circled in red, and other fields like "FNTRN1", "Request", and "Update/Display".</p>
<p>Expected Results:</p>	<p>The process instance is noted.</p>

<p>Step 12</p>	<p>Open the Process Monitor</p> <p>Go → PeopleTools → Process Monitor</p>
<p>Expected Results:</p>	<p>The process monitor displays.</p>

Exercise 3 (continued)

Step 13

Compare your **Process Monitor** panel to the panel below. Monitor the process instance identified in the previous step until Status = Success.



Expected Results:

The panel matches. Proceed to the next step.

Verify the edited status of the budget journals

Step 14

Access the Journal Entry Header Display panel.

Select: Go → Process Financial Information → Process Journals → Use → Jrn Entry-Standard Budgets → Journal Entry Header → Update/Display

Expected Results:

A dialog box displays.

Exercise 3 (continued)

Step 15	Enter the following: Business Unit: 82600 Click: OK
Expected Results:	A selection list displays.

There are two ways to verify the journal status is VALID.

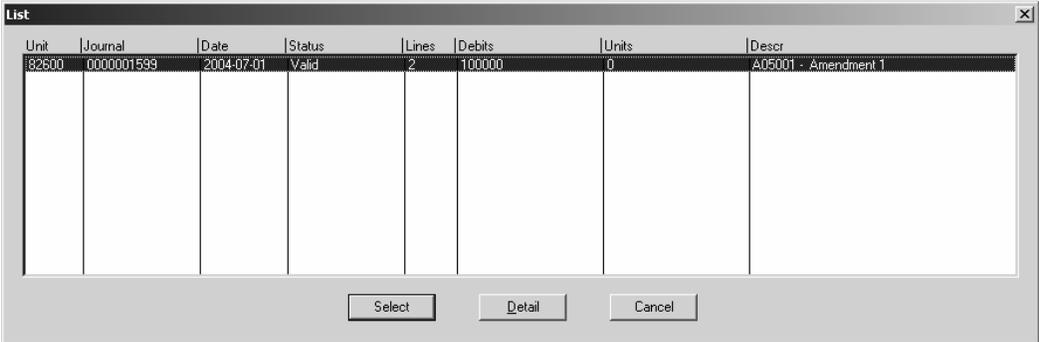
Step 16 lists all of your journals and the journal status

If you click on the journal and then the Lines Tab the status will be displayed on the bottom right of the screen as shown in **Step 17**.

If the status = **“N” - Edit is required. Go to Step 1.**

The Journal status will be “N” until the Edit Process is run. If you ran the Edit Process and the status is still “N” rerun the process. It may not have run successfully due to incorrect data on the Journal Edit Process panel or an incorrect Journal Id.

If the status = **“E” - Error - Requires correcting and re-editing.** Since most edit errors are caught as you enter data, this error usually occurs when a journal is loaded through the Excel Upload Process that contains Chartfield errors. Examples of Chartfield errors include invalid Projects, Programs or Organizations. These Chartfields may need to be added to the Trees or the Budget Key Translation for the Organization may need to be completed.

Step 16	Verify the edit status of the budget journal is valid. 
Expected Results:	The journal status is Valid.

Exercise 3 (continued)

Step 17

Verify the edit status of the budget journal is valid.

Process Journals - Use - Jrnl Entry - Standard Budgets

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors Approval

Unit: 82600 Date: 07/01/2004 Ledger Group: CONTROL Auto Gen
 Journal: 0000001599 Ledger: Source: BUD Ref No:

Line #	Ledger	Unit	Acct	Fund	Org	Prog	Sub-Cls	BY	Prj/Grt	Job	Scenario
1	CONTROL	82600	510000	A	826B01	ALL	884	2005	01932		A05001
	USD		50,000.00	N							
						REGULAR SALARIES					SpeedType
2	CONTROL	82600	000001	A	826B01	01932		2005	01932		A05001
	USD		50,000.00	N							
						All Revenue					SpeedType

Unit: 82600 2 Lines 100,000.00 DR 0.00 CR Status: V

FNTRN1 Journal Entry Lines Update/Display

Expected Results:

The journal status is V for Valid.

Exercise completed.

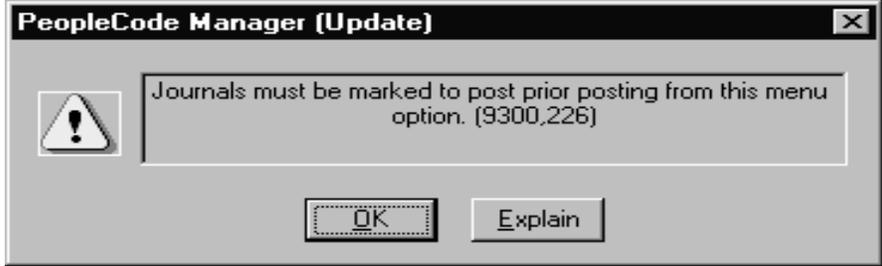
Exercise 4 – Posting the journal to a Standard Budget Ledger

Scenario: Journals must be posted to a standard budget ledger. The post process involves running a batch process.

In this exercise, you will establish the batch process run criteria and run the process to post the journal you created in the previous exercise.

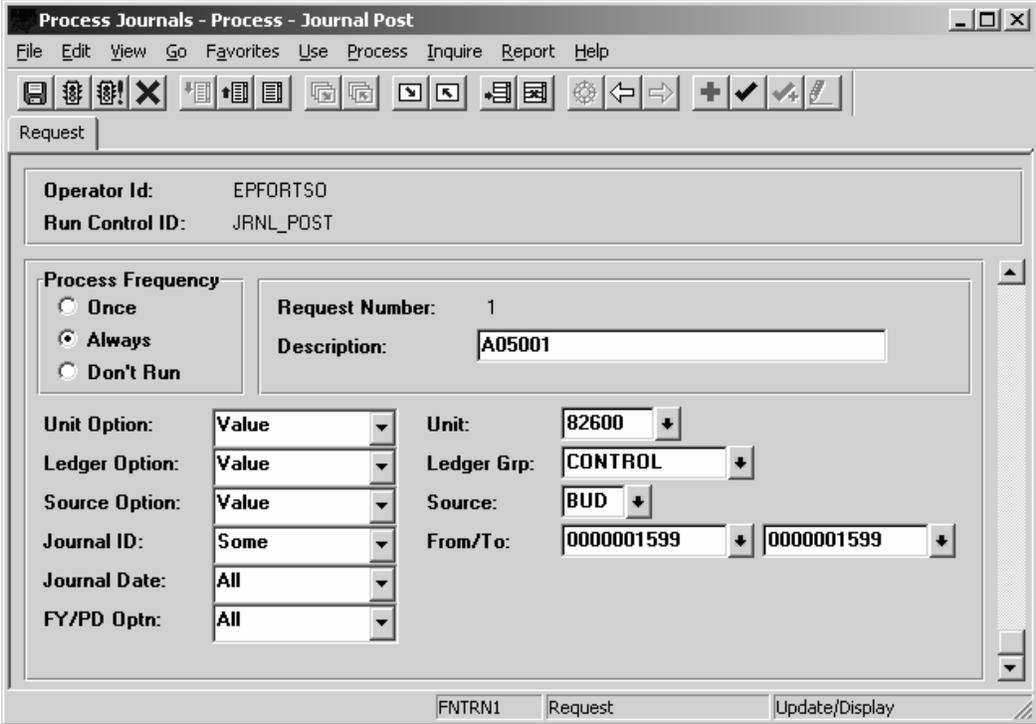
Step 1	Select: Go→Process Financial Information→Process Journals→Process→Journal Post→Add (Update/Display, if run control exist)
Expected Results:	A dialog box displays.

Step 2	Enter JRNL_POST in the Run Control ID. Click OK
Expected Results:	A message box will display. (See Step 3)

Step 3	Click OK
	
Expected Results:	A run control for Journal Post is added.

Exercise 4 (continued)

<p>Step 4</p>	<p>Enter the following information:</p> <p>Process Frequency: Always Description: A05XXX Unit Option: Value Unit: 82600 Ledger Option: Value Ledger Grp: CONTROL Source Option: Value Source: BUD Journal ID: Some Journal From: ID number assigned by System Journal To: ID number assigned by System Journal Date: All FY/PD Optn: All</p>
<p>Expected Results:</p>	<p>The posting request information is entered.</p>

<p>Step 5</p>	<p>Compare your Request panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>

Exercise 4 (continued)

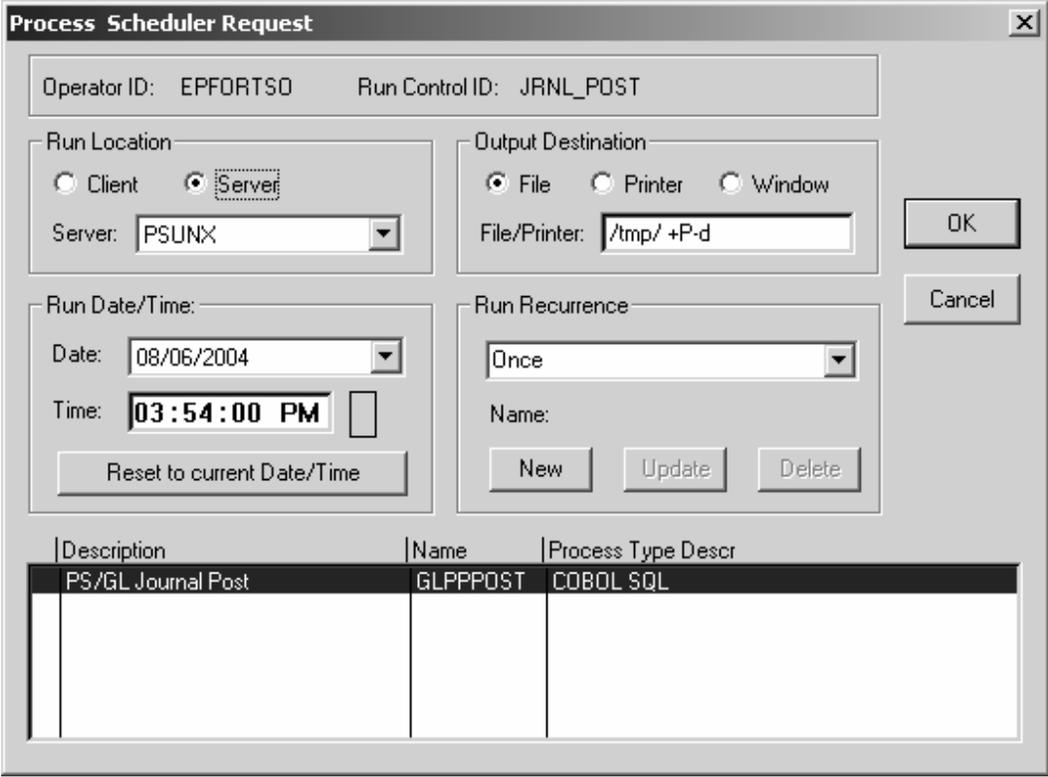
Step 6	Click  to save.
Expected Results:	The process request information is saved.

Step 7	Click  to run the post process.
Expected Results:	The Process Scheduler Request panel displays.

Step 8	Enter the following information on the Process Scheduler Request panel: Run Location: Server Server: PSUNX Output Destination: File File/Printer: /tmp/ +P-d
Expected Results:	You have defined the run location and output destination.

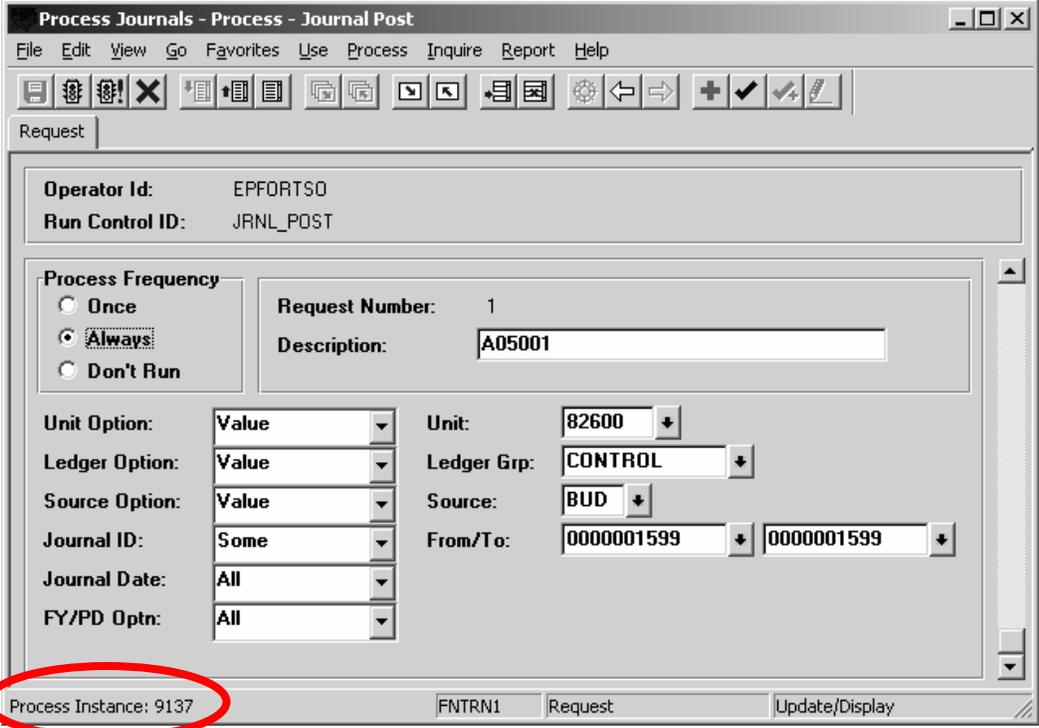
Step 9	Click and highlight PS/GL Journal Post in Description.
Expected Results:	The Post process is selected correctly.

Exercise 4 (continued)

<p>Step 10</p>	<p>Compare your Process Scheduler Request panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>

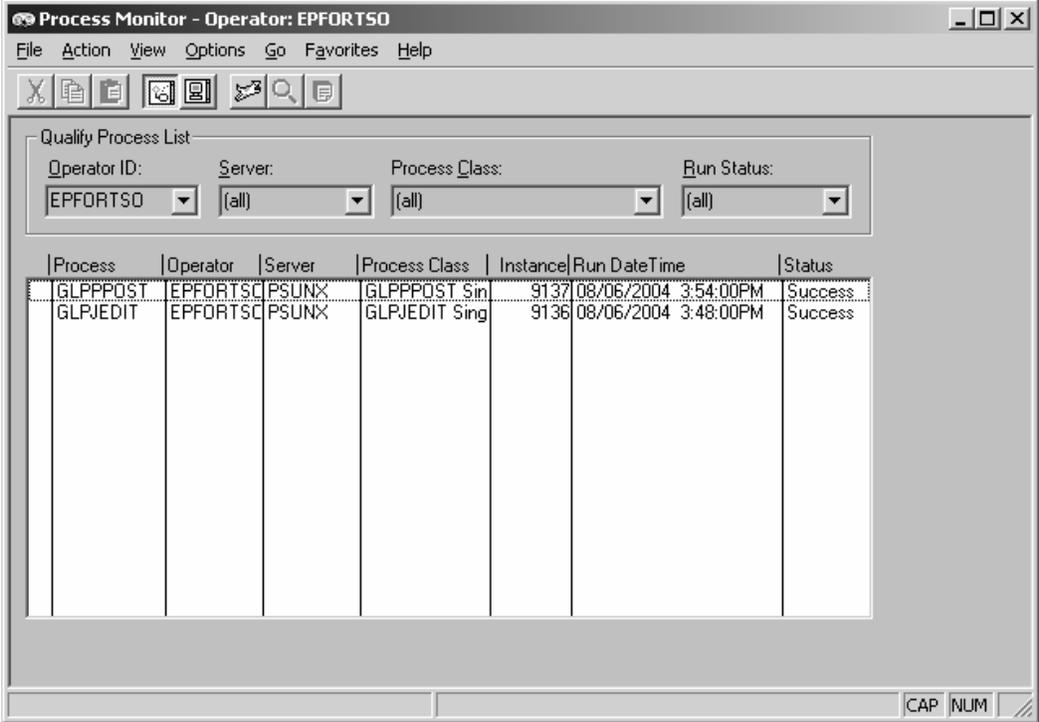
<p>Step 11</p>	<p>Click OK.</p>
<p>Expected Results:</p>	<p>The Journal Post request is processed.</p>

Exercise 4 (continued)

<p>Step 12</p>	<p>Note your process instance in the lower left corner of the Request panel.</p>  <p>Expected Results: The process instance is noted.</p>
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<p>Step 13</p>	<p>Click the Process Monitor application in the Windows application bar and monitor the process instance identified in the previous step.</p> <p>Expected Results: The process monitor panel displays.</p>
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Exercise 4 (continued)

Step 14	<p>Compare your Process Monitor panel to the panel shown below.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
Expected Results:	The panel matches.

Note:	Verification that the Journal Post process was successful will be confirmed in the Adjusting Standard Budgets – Section 2.
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When the Post Process is successful the journal is posted to the Ledger. This Ledger can be viewed in Adjust Standard Budget.

Exercise completed.

D. Summary and Review

Activity	Materials	
 <p data-bbox="212 401 302 422">LECTURE</p>	 <p data-bbox="418 401 475 422">GUIDE</p>	 <p data-bbox="565 401 638 422">REVIEW</p>

Objectives review:

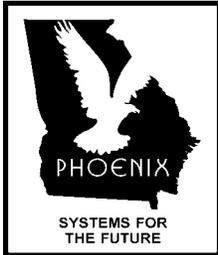
1. Add a Budget Scenario
2. Create standard budget journals for Amendments and Internal Revisions
3. Edit standard budget journals
4. Post standard budget journals to a Standard Budget Ledger

Discuss the following questions:

1. Standard budget journals vary in one significant characteristic from regular journals?
2. What will you have to do to ensure that the standard budgets will create balanced control ledgers?
3. What are the steps for processing a Standard Budget?
4. Can zero dollar rows be entered in a Standard Budget?

Answers:

1. Budget journals do **not** have to be balanced (debits equal to credits) to pass the edit process and be posted.
2. Ensure that the standard budget is in balance by Expense and Revenue for each Org/Project combination.
3. Process for creating an amendment or revision
 - a. Create a unique scenario to track the amendment or revision
 - b. Create a standard budget journal using the unique scenario
 - c. Edit the standard budget journal to ensure valid ChartField values
 - d. Post the standard budget journal to a Standard Budget Ledger
4. No. Zero dollar rows must be done in Adjust Standard Budget.



Phoenix End-User Training

SECTION 2:

ADJUSTING STANDARD BUDGETS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER- BUDGET
AUGUST 2004

Section Contents



ADJUSTING STANDARD BUDGETS

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Exercise 2 – Adjusting standard budgets – adding zero dollar rows	10
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A. Introduction

Adjusting Standard Budgets



Welcome to the Adjusting Standard Budgets module! This module contains the tools needed to learn how to adjust standard budgets in PeopleSoft.

Goal To acquire the skills and knowledge necessary to perform the procedures identified in the Adjusting Standard Budgets Business Process.

Participant Objective

1. At the end of this module, you will be able to adjust a standard budget.
2. Create a new Scenario and add zero dollar rows.

NOTE: After you enter a Standard Budget you may want to adjust or inquire on the budget before it is converted to a Controlled Budget.

B. Business Process

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant business processes – See phoenix.gagta.com

BD-023a - Adjust Standard Budgets

C. Exercises

Exercise 1 – Adjusting standard budgets

Scenario: Standard budgets can be adjusted before controlled budgets are created.

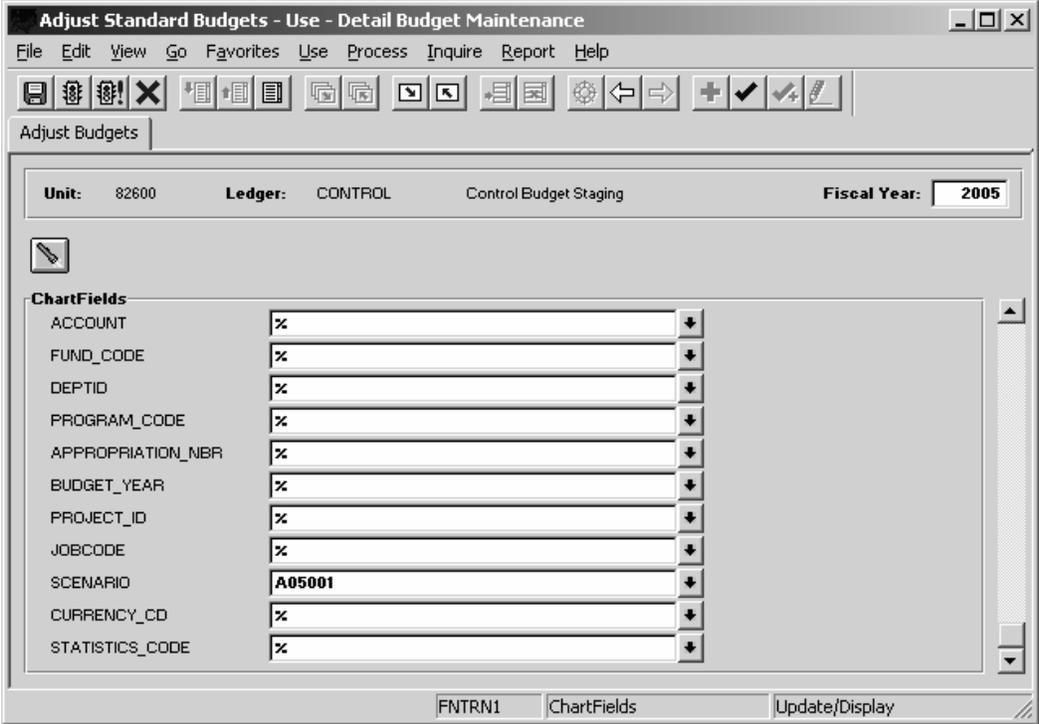
In the previous section we created a Standard Budget. After reviewing the budget, West Georgia Tech (82600) has decided to change the amounts by \$5,000.

Step 1	<p>Access the Detail Budget Maintenance panel.</p> <p>Select: Go → Process Financial Information → Adjust Standard Budgets → Use → Detail Budget Maintenance</p>
Expected Results:	A dialog box displays.

Step 2	<p>Enter the following information:</p> <p>Business Unit: 82600 Ledger: CONTROL</p>
Expected Results:	The ChartFields panel displays for selection information to be entered.

Exercise 1 (continued)

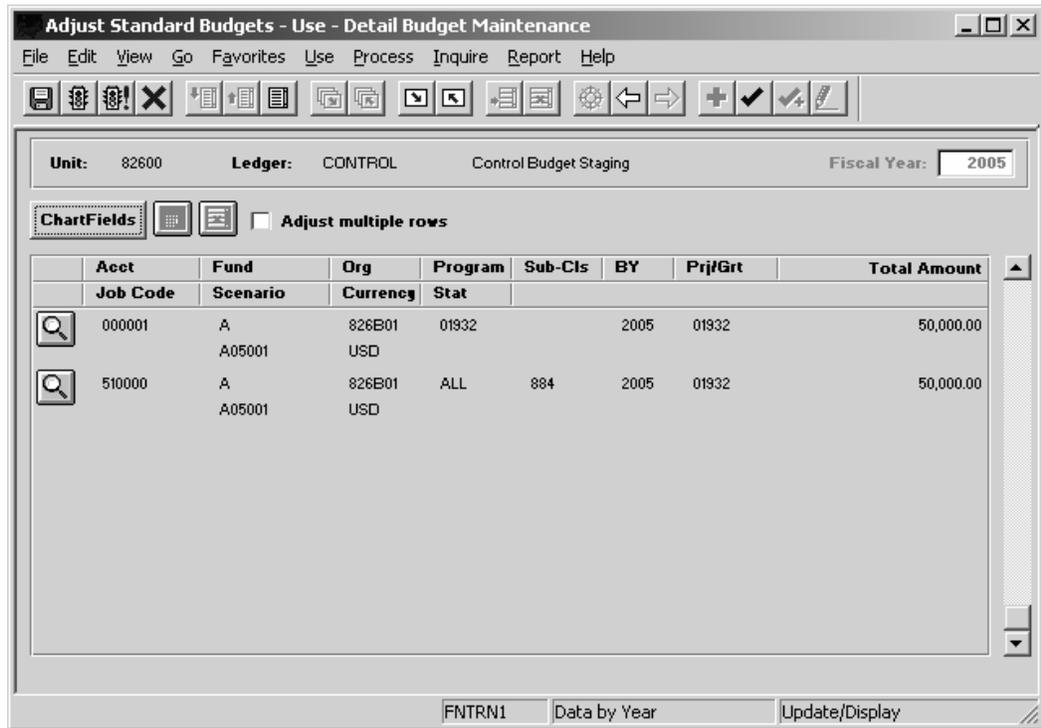
<p>Step 3</p>	<p>Enter the specific criteria for the budget being adjusted:</p> <p>Fiscal Year 2005</p> <p>Account: %</p> <p>Fund code: %</p> <p>DeptID: %</p> <p>Program Code: %</p> <p>Appropriation Number: %</p> <p>Budget Year: %</p> <p>Project ID: %</p> <p>Jobcode: %</p> <p>Scenario A05XXX</p> <p>Currency Code: %</p> <p>Statistics Code: %</p>
<p>Expected Results:</p>	<p>The selection information is entered.</p>

<p>Step 4</p>	<p>Compare your Detail Budget Maintenance ChartFields panel with the one shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>

Exercise 1 (continued)

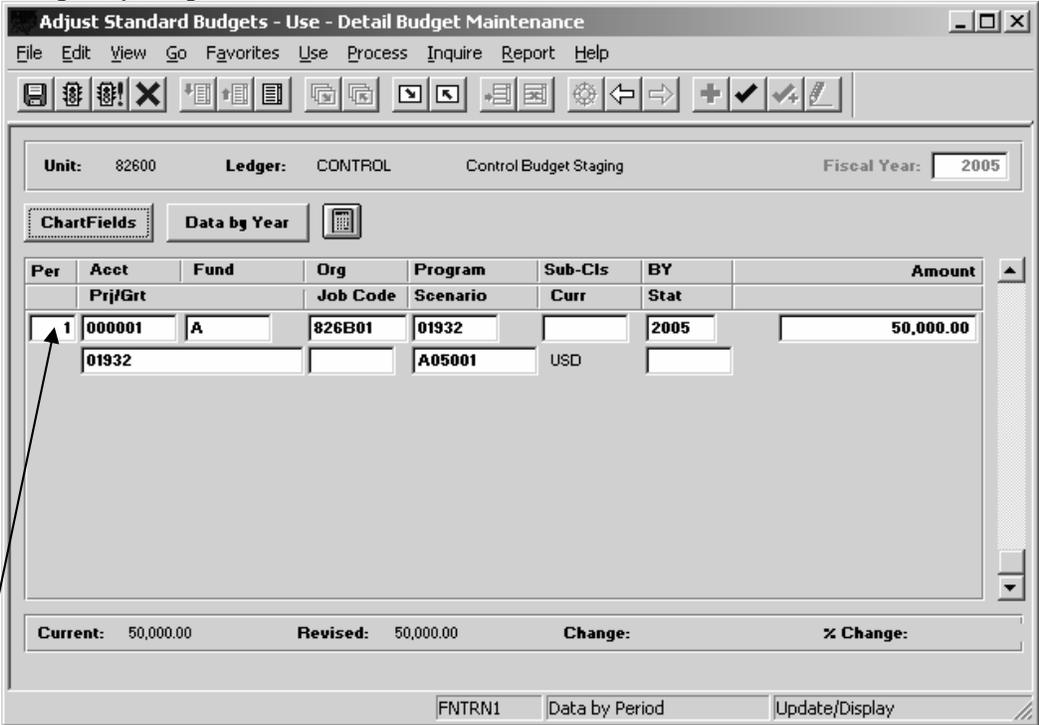
Step 5	Click the  icon to Show Ledger Data .
Expected Results:	The panel displays.

Step 6	Compare your panel with the one shown below:
Expected Results:	Proceed to the next step.



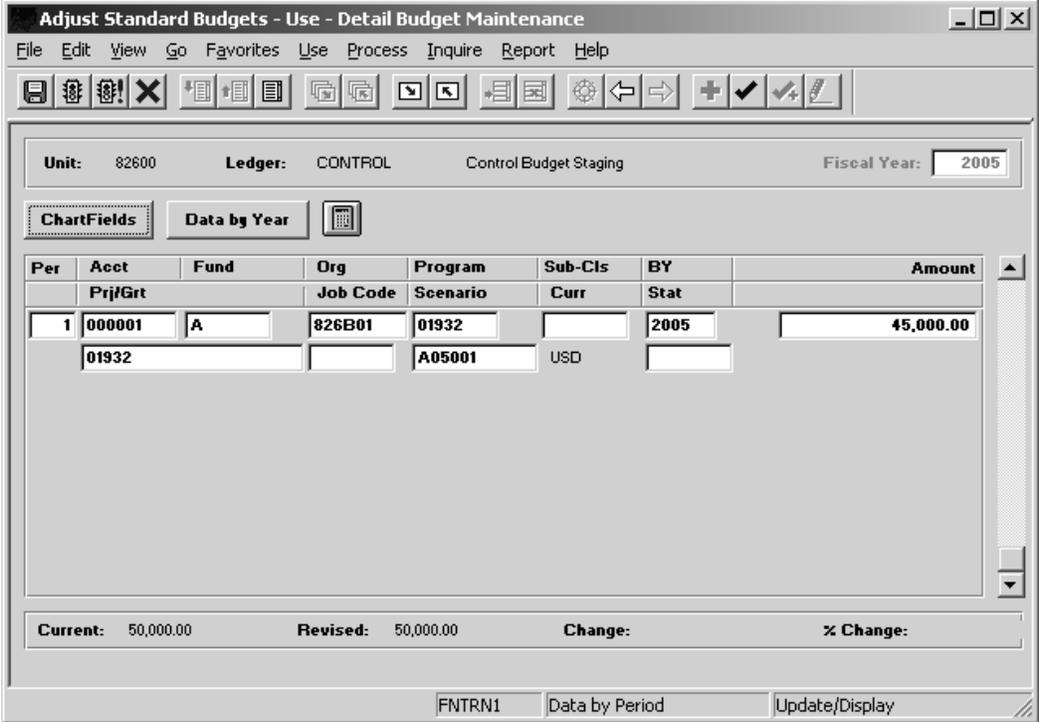
Exercise 1 (continued)

Step 7	Select the  icon preceding the journal lines for account 000001 .
Expected Results:	The panel displays.

Step 8	<p>Compare your panel with the one below:</p> 
Expected Results:	The journal line is displayed.

The Period Field defaults to one (1) and is located to the left of the panel. In the example above, Period 1 represents Quarter (1). Change the Period to two (2) only when you are entering a Federal Budget prior to October.

Exercise 1 (continued)

<p>Step 9</p>	<p>Change the amount to \$45,000. Click Save or Click Chartfields. You will be prompted to save.</p> 
<p>Expected Results:</p>	<p>The journal line has been changed.</p>

<p>Step 10</p>	<p>Select the  icon preceding the journal line for account 510000</p>
<p>Expected Results:</p>	<p>The journal line is displayed.</p>

<p>Step 11</p>	<p>Change the amount to \$45,000. Click Chartfields. You will be prompted to save</p>
<p>Expected Results:</p>	<p>The journal line has been changed.</p>

Exercise 1 (continued)

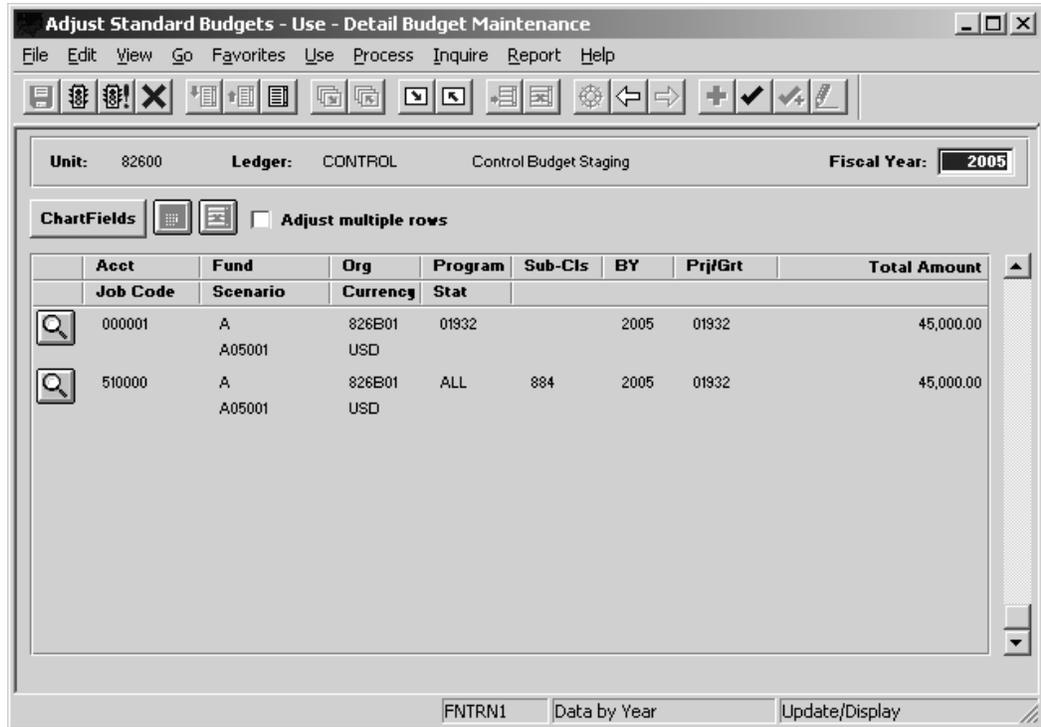
<p>Step 12</p>	<p>Enter the specific budget ledger criteria for the budget information being adjusted:</p> <p>Fiscal Year 2005</p> <p>Account: %</p> <p>Fund code: %</p> <p>DeptID: %</p> <p>Program Code: %</p> <p>Appropriation Number: %</p> <p>Budget Year: %</p> <p>Project ID: %</p> <p>Jobcode: %</p> <p>Scenario A05XXX</p> <p>Currency Code: %</p> <p>Statistics Code: %</p>
<p>Expected Results:</p>	<p>The selection information is entered.</p>

<p>Step 13</p>	<p>Click the  icon Show Ledger Data.</p>
<p>Expected Results:</p>	<p>The panel displays.</p>

Exercise 1 (continued)

Step 14

Compare your panel with the one shown below:



Expected Results:

Accounts 000001 and 510000 have been adjusted by \$5,000.

Exercise completed.

Exercise 2 – Adjusting standard budgets – adding zero dollar rows

Scenario: West Georgia Tech has a PO which failed budget checking because of an **“Org Budget Data Not Found”** error. When the original budget was loaded there was not a row for account 615000. You will enter a zero row for Account 615000.

As with any Amendment or Revision you must create a Scenario in Design Chartfields. The steps outlined in the Control Budget Section will have to be completed.

You do not need to add Revenue rows when loading \$0.

Zero Dollar Rows are added through the Adjust Standard Budget process, because you can not process Journals for \$0 (zero dollars) in Standard Budgets (Process Journals).

Add Scenario Internal Revisions should be IRyyxxxx where yy = the year and xxxx = your revision number. For example, IR050001 would be the first internal revision of FY2005.

Step 1	Select: Go → Define Business Rules → Design Chartfields → Use → Scenarios → Add
Expected Results:	A dialog box displays.

Step 2	Enter the scenario information: Business Unit: 82600 Scenario: IR05XXXX (Replace XXXX with the number assigned to you by your instructor)
Expected Results:	The Design ChartFields window displays.

Exercise 2 (continued)

Step 3	<p>Enter or select the following:</p> <p>Effective Date: 07/01/2004 Status: Defaults to Active Description IR05XXXX Short Description: IR05XXXX</p> <p>(Replace XXX with the number assigned to you by your instructor)</p>
Expected Results:	The window displays the information for the new scenario.

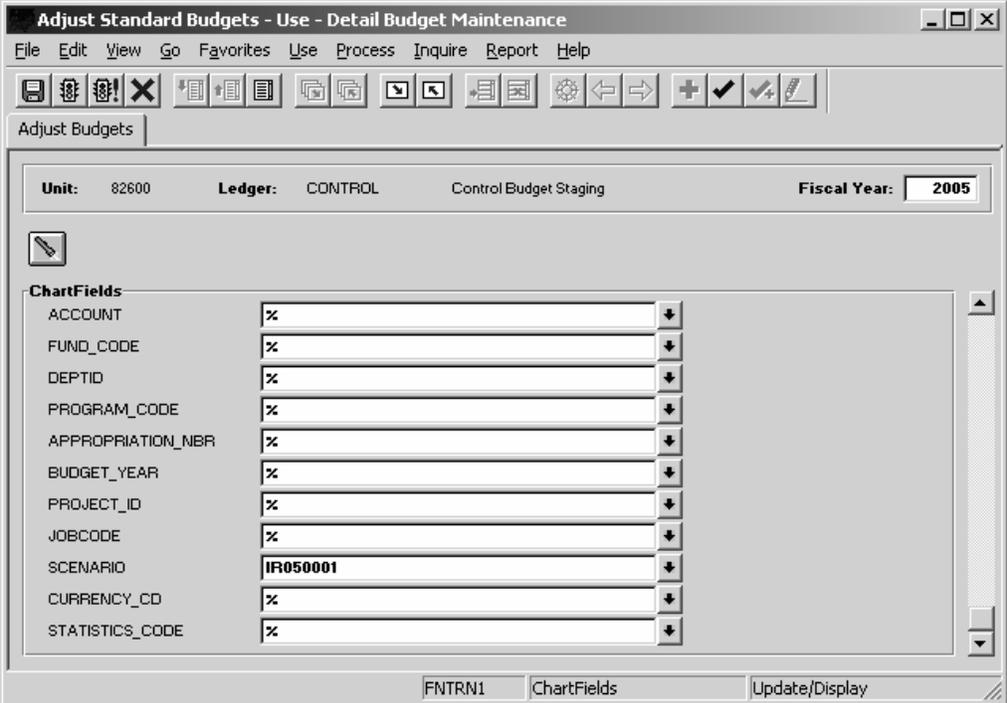
Step 4	Click  to save.
Expected Results:	The new information is saved.

Step 5	<p>Access the Detail Budget Maintenance panel.</p> <p>Select: Go → Process Financial Information → Adjust Standard Budgets → Use → Detail Budget Maintenance</p>
Expected Results:	A dialog box displays.

Step 6	<p>Enter the following information:</p> <p>Business Unit: 82600 Ledger: CONTROL</p>
Expected Results:	The ChartFields panel displays for selection information to be entered.

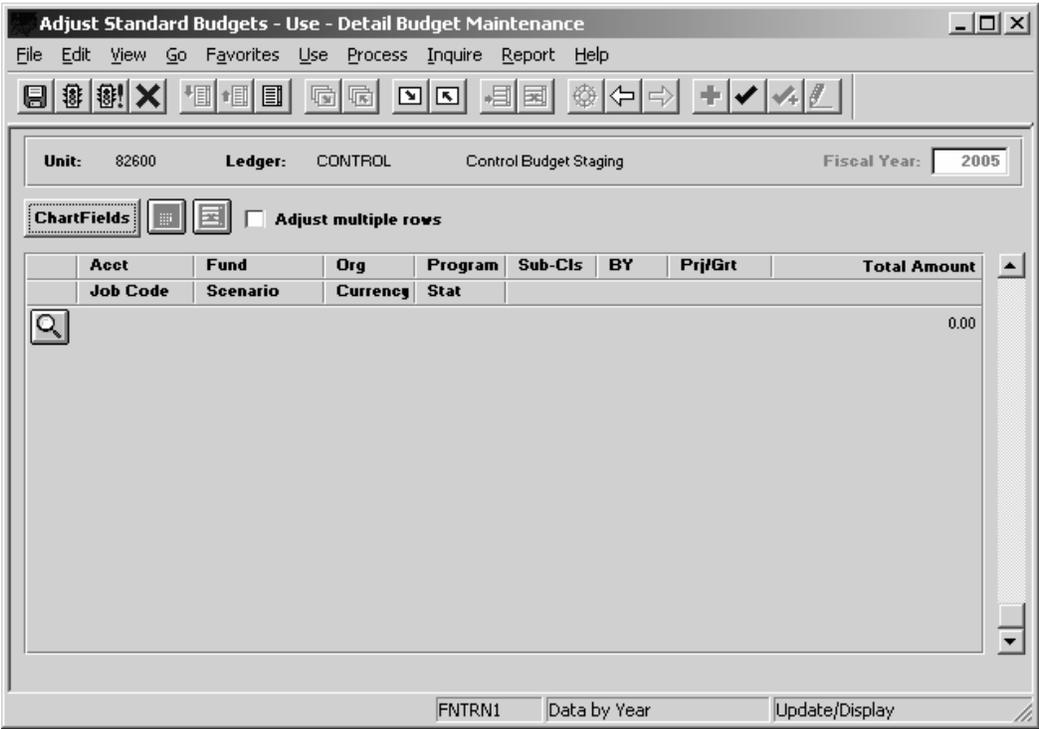
Exercise 2 (continued)

<p>Step 7</p>	<p>Enter the specific criteria for the budget being adjusted:</p> <p>Fiscal Year 2005</p> <p>Account: %</p> <p>Fund code: %</p> <p>DeptID: %</p> <p>Program Code: %</p> <p>Appropriation Number: %</p> <p>Budget Year: %</p> <p>Project ID: %</p> <p>Jobcode: %</p> <p>Scenario IR05XXXX</p> <p>Currency Code: %</p> <p>Statistics Code: %</p>
<p>Expected Results:</p>	<p>The selection information is entered.</p>

<p>Step 8</p>	<p>Compare your Detail Budget Maintenance ChartFields panel with the one shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>

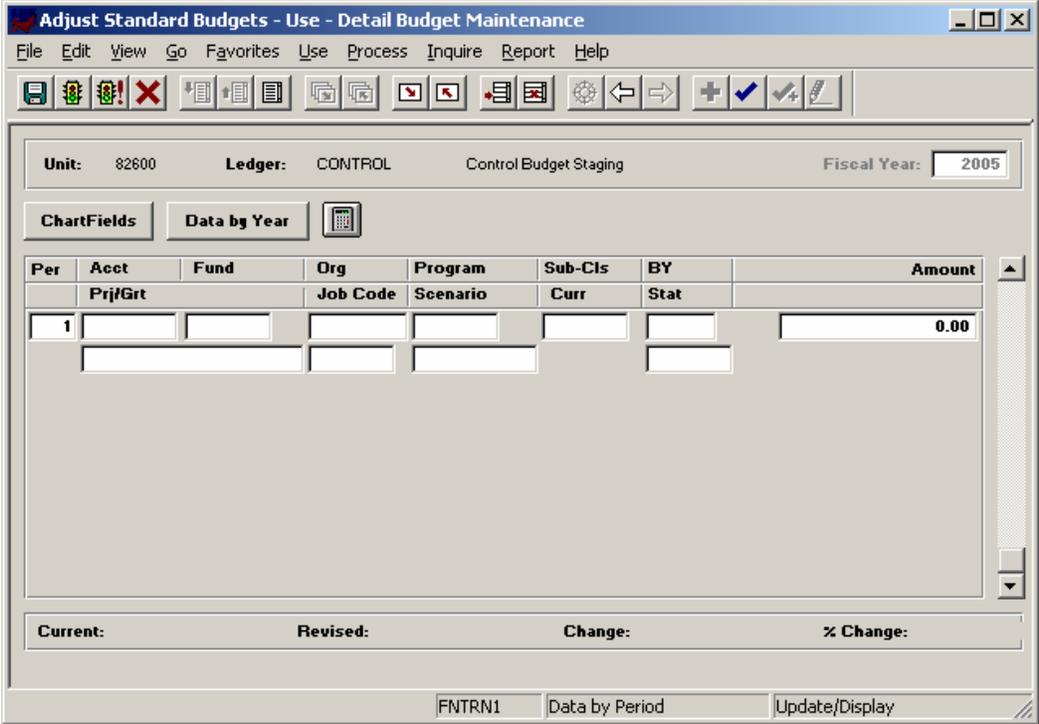
Exercise 2 (continued)

Step 9	Click the  icon to Show Ledger Data .
Expected Results:	The panel displays.

Step 10	<p>Compare your panel with the one shown below: Note there are no rows.</p> 
Expected Results:	Proceed to the next step.

Step 11	Select the  icon
Expected Results:	The panel displays.

Exercise 2 (continued)

Step 12	<p>Compare your panel with the one below:</p> 
Expected Results:	The blank journal line is displayed.

Step 13	<p>Enter the first line of information from the exercise form.</p> <table style="width: 100%; border: none;"> <tr><td style="padding: 2px;">Account</td><td style="padding: 2px;">615000</td></tr> <tr><td style="padding: 2px;">Fund</td><td style="padding: 2px;">A</td></tr> <tr><td style="padding: 2px;">Organization</td><td style="padding: 2px;">826B01</td></tr> <tr><td style="padding: 2px;">Program</td><td style="padding: 2px;">ALL (Always ALL on Expense Rows)</td></tr> <tr><td style="padding: 2px;">Sub-Class</td><td style="padding: 2px;">885</td></tr> <tr><td style="padding: 2px;">Budget Year</td><td style="padding: 2px;">2005</td></tr> <tr><td style="padding: 2px;">Project/Grant</td><td style="padding: 2px;">01932</td></tr> <tr><td style="padding: 2px;">Job</td><td style="padding: 2px;">Leave Blank</td></tr> <tr><td style="padding: 2px;">Scenario</td><td style="padding: 2px;">IR05XXXX</td></tr> <tr><td style="padding: 2px;">Amount</td><td style="padding: 2px;">0.00</td></tr> </table>	Account	615000	Fund	A	Organization	826B01	Program	ALL (Always ALL on Expense Rows)	Sub-Class	885	Budget Year	2005	Project/Grant	01932	Job	Leave Blank	Scenario	IR05XXXX	Amount	0.00
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Scenario	IR05XXXX																				
Amount	0.00																				
Expected Results:	This journal line is completed.																				

Exercise 2 (continued)

Step 14	<p>Compare your panel with the one below.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
Expected Results:	<p>A journal line has been added. Add additional lines as needed. *</p>

* When inserting additional rows, the Chartfields are copied down to make the data entry easier.

Step 15	<p>Click  to save.</p>
Expected Results:	<p>The budget journal is saved.</p>

Exercise completed.

D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives review:

1. Adjust a standard budget.
2. Add zero dollar rows

Discuss the following questions:

1. What must you ensure when adjusting standard budgets?
2. What element of the selection criteria provides the most unique reference to standard budget adjustments?
3. When can you use Adjust Standard Budget to enter a Budget?

Answers:

1. You must ensure that the offsetting side of the budget adjustment is adjusted at the same time. Keep the Expense row(s) and Revenue row(s) dollars in balance.
2. Use the unique amendment or revision number to access standard budget journal information.
3. You can use Adjust Standard Budget to load a budget and especially for zero dollar rows.



Phoenix End-User Training

SECTION 3:

CREATING CONTROLLED BUDGETS FROM A STANDARD BUDGET

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER - BUDGET
AUGUST 2004

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A. Introduction

Establishing Controlled Budgets



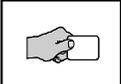
Welcome to the Creating Controlled Budgets from a Standard Budget module! This module contains the tools needed to learn how to create a controlled budget from a standard budget in PeopleSoft.

Goal To acquire the skills and knowledge necessary to perform the procedures identified in Maintaining Budgets.

Participant Objectives At the end of this module you will be able to

4. Establish budget scenario defaults for the following controlled budget journals:
 - Appropriation Journal
 - Allotment Journal
 - Organization Journal
 - Revenue Estimate Journal
5. Create journals for the four controlled budget ledgers from the standard budget ledger
6. Request Control Budget Balances Report (At least once each quarter)
7. Post the controlled budget journals to the four controlled budget ledgers

B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes: See phoenix.gagta.com

BD-042 - Budget Scenario Defaults

BD-024 - Automatic Control Budget Creation

BD-025 - Posting Controlled Budgets

C. Exercises

Exercise 1 – Budget scenario defaults

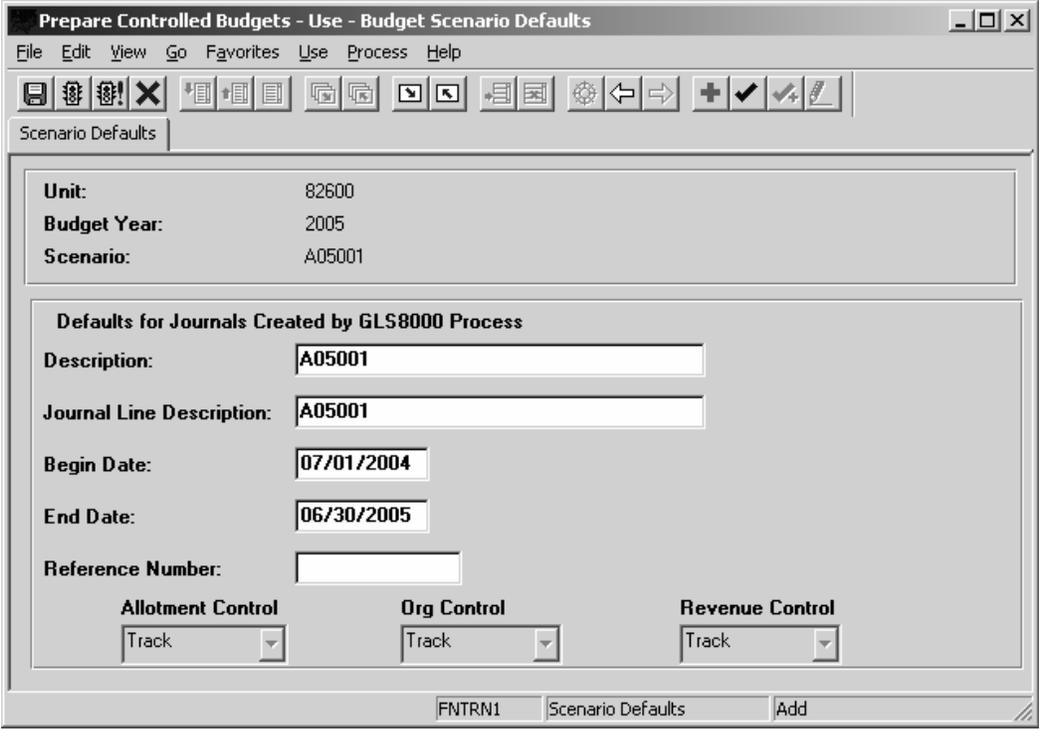
Scenario: This exercise involves establishing the Budget Scenario Defaults for the Controlled Budget.

Step 1	Access the Budget Defaults panel. Select: Go → Process Financial Information → Prepare Controlled Budgets → Use → Budget Scenario Defaults → Add
Expected Results:	A dialog box displays.

Step 2	Enter the following information: Business Unit: 82600 Budget Year 2005 Scenario: A05XXX
Expected Results:	The business unit, budget year and scenario are entered.

Step 3	Enter the budget scenario defaults : Description: A05XXX Journal Line Description: A05XXX Begin Date: 07/01/2004 End Date: 06/30/2005 Reference Number: Leave Blank
Expected Results:	The default information is entered.

Exercise 1 (continued)

<p>Step4</p>	<p>Compare your Budget Scenario Defaults panel with the one shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches.</p>

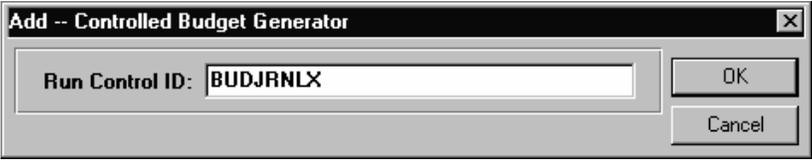
<p>Step 5</p>	<p>Click  to save.</p>
<p>Expected Results:</p>	<p>The Budget Scenario default information is saved.</p>

Exercise completed.

Exercise 2 – Creating Controlled Budget Journals from a Standard Budget

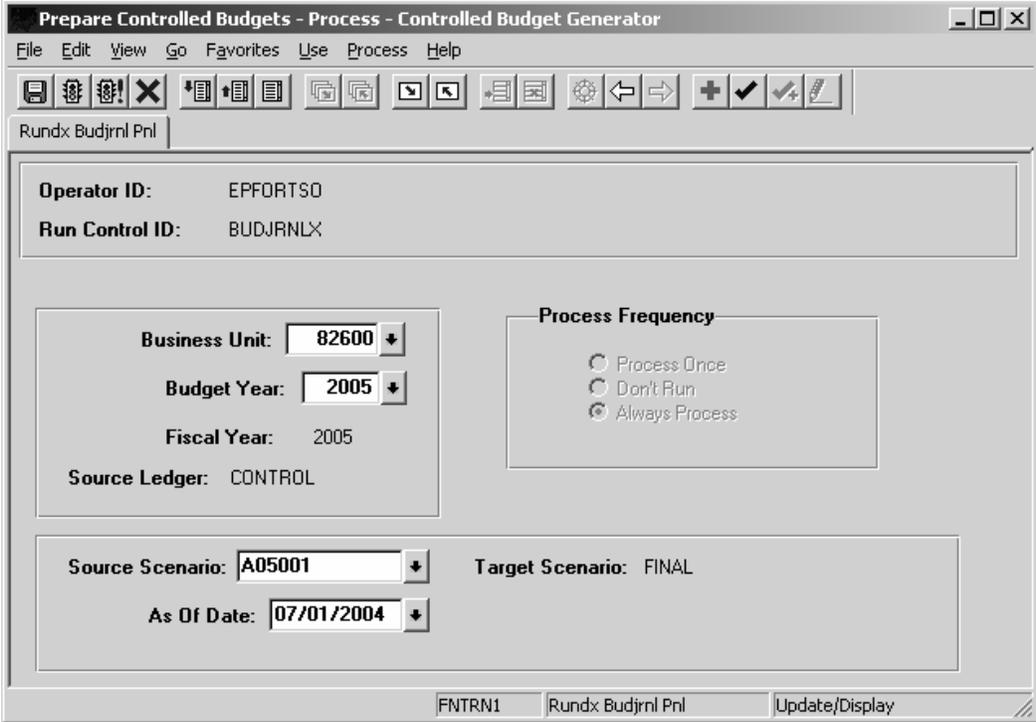
Scenario: This exercise uses the scenario defaults previously defined and the standard budget to create controlled budget journals.

Step 1	<p>Access the Budget Journal Create Request panel.</p> <p>Select: Go → Process Financial Information → Prepare Controlled Budgets → Process → Controlled Budget Generator → Add or Update/Display</p>
Expected Results:	A dialog box displays.

Step 2	<p>Enter BUDJRN LX in the Run Control ID name. Click OK.</p> 
Expected Results:	The Controlled Budget Generator panel displays.

Step 3	<p>Enter the process request information:</p> <p>Business Unit: 82600 Budget Year: 2005 Fiscal Year: Defaults to correct Fiscal Year Source Scenario: A05XXX As of Date: 07/01/2004</p>
Expected Results:	Data is entered correctly.

Exercise 2 (continued)

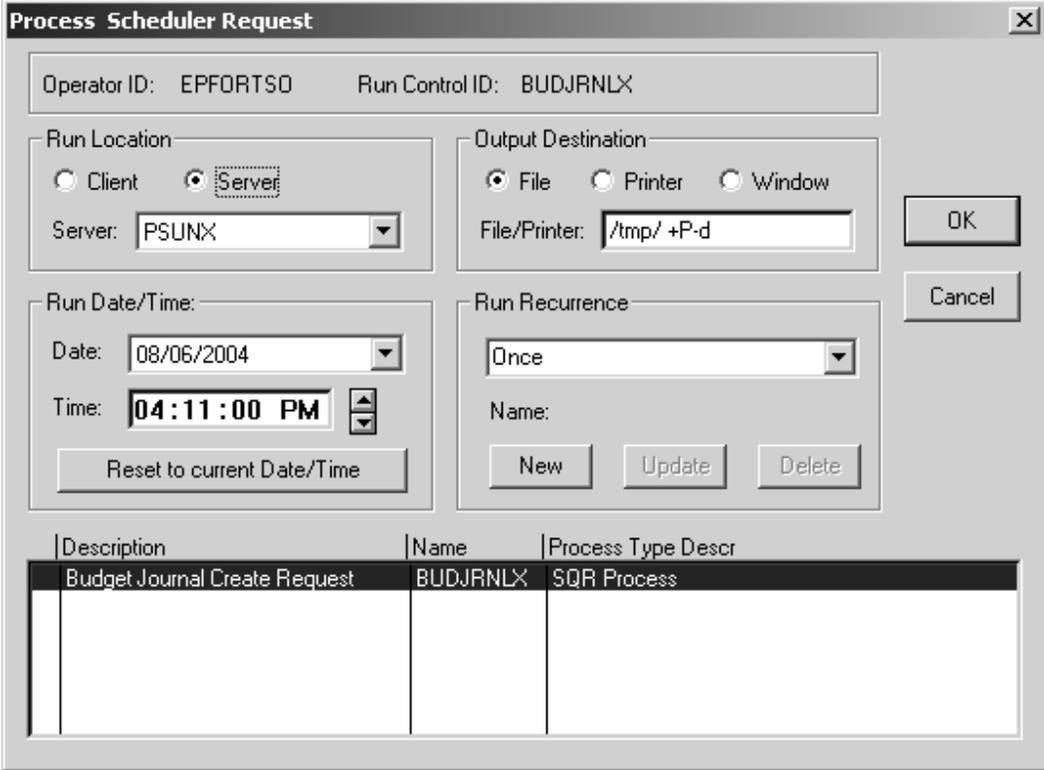
<p>Step 4</p>	<p>Compare your Controlled Budget Generator panel with the one shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>

<p>Step 5</p>	<p>Click  to save.</p>
<p>Expected Results:</p>	<p>The parameters for the Controlled Budget Generator are saved.</p>

<p>Step 6</p>	<p>Click  to run the Controlled Budget Generator process.</p>
<p>Expected Results:</p>	<p>The Process Scheduler Request panel displays.</p>

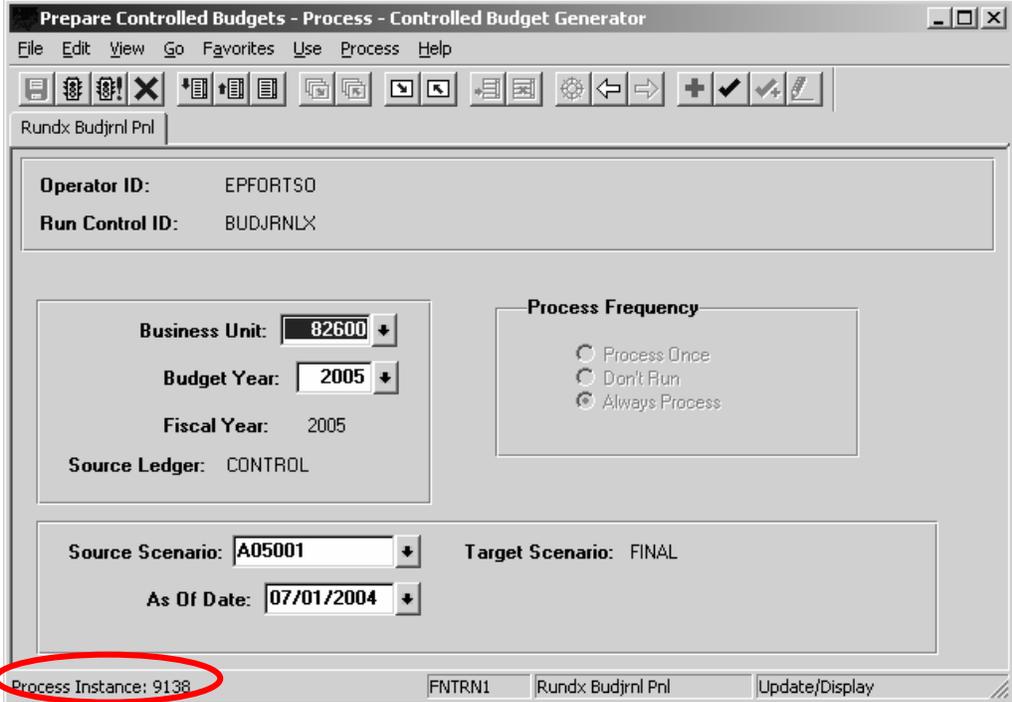
Exercise 2 (continued)

<p>Step 7</p>	<p>Enter the following information on the Process Scheduler Request panel:</p> <p>Run Location: Server Server: PSUNX Output Destination: File File/Printer: /tmp/ +P-d Description: Budget Journal Create Request is highlighted</p>
<p>Expected Results:</p>	<p>The run location and output destination are completed.</p>

<p>Step 8</p>	<p>Compare your Process Scheduler Request panel to the panel shown below.</p>  <p>The screenshot shows the 'Process Scheduler Request' dialog box. It includes fields for Operator ID (EPFORTSO) and Run Control ID (BUDJRN LX). The Run Location section has radio buttons for Client and Server (selected), with a dropdown menu showing PSUNX. The Output Destination section has radio buttons for File (selected), Printer, and Window, with a dropdown menu showing /tmp/ +P-d. The Run Date/Time section shows a date of 08/06/2004 and a time of 04:11:00 PM. The Run Recurrence section shows a dropdown menu set to Once. There are buttons for OK, Cancel, New, Update, and Delete. At the bottom, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Name</th> <th>Process Type Descr</th> </tr> </thead> <tbody> <tr> <td>Budget Journal Create Request</td> <td>BUDJRN LX</td> <td>SQR Process</td> </tr> </tbody> </table>	Description	Name	Process Type Descr	Budget Journal Create Request	BUDJRN LX	SQR Process
Description	Name	Process Type Descr					
Budget Journal Create Request	BUDJRN LX	SQR Process					
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>						

Exercise 2 (continued)

Step 9	Click OK .
Expected Results:	The BUDJRN LX request is processed.

Step 10	<p>Note your process instance in the lower left corner of the Request panel.</p> 
Expected Results:	The process instance is noted.

Step 11	Click the Process Monitor application in the Windows application bar and monitor the process instance identified in the previous step.
Expected Results:	The process monitor panel displays.

Exercise 2 (continued)

Step 12	<p>Compare your Process Monitor panel to the panel shown below.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <thead> <tr> <th>Process</th> <th>Operator</th> <th>Server</th> <th>Process Class</th> <th>Instance</th> <th>Run DateTime</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>BUDJRN LX</td> <td>EPFORTSO</td> <td>PSUNX</td> <td>BDJRN L Single</td> <td>9138</td> <td>08/06/2004 4:11:00PM</td> <td>Success</td> </tr> </tbody> </div>	Process	Operator	Server	Process Class	Instance	Run DateTime	Status	BUDJRN LX	EPFORTSO	PSUNX	BDJRN L Single	9138	08/06/2004 4:11:00PM	Success
Process	Operator	Server	Process Class	Instance	Run DateTime	Status									
BUDJRN LX	EPFORTSO	PSUNX	BDJRN L Single	9138	08/06/2004 4:11:00PM	Success									

 At the bottom right of the window, there is a 'NUM' button.

Step 13	<p>Verify the BUDJRN LX process was successful. Verify information on the system generated Report BDXXX0403.</p>
Expected Results:	See Instructions for Viewing the Status of Processes

Viewing the Status of Processes

When an Agency runs the Controlled Budget Generator Process (also called BUDJRNLX) the system queues the job to run in the order requested by all agencies.

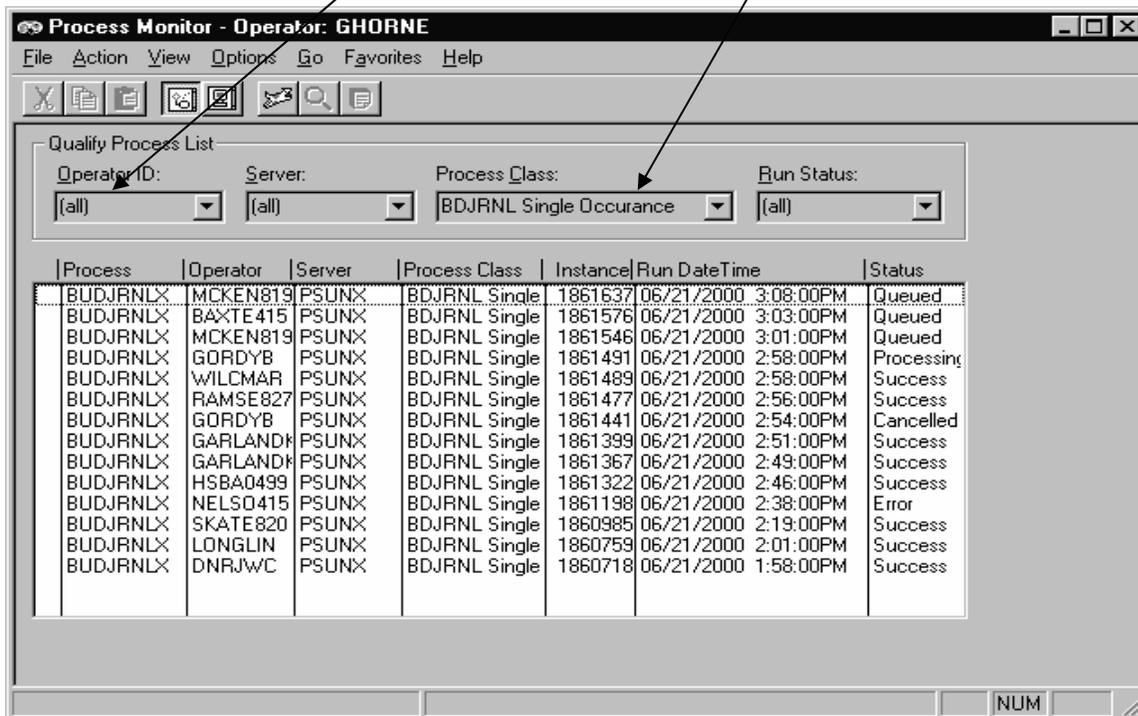
If ten agencies run the Controlled Budget Generator Process to create their journals, the system will process the requests in order. When a large agency is processing, the next agency's request will not begin processing until the first agency is successful. This can take from a few minutes to several hours. Some agencies are assuming the job didn't work and are requesting BCM create again and again. What this does is create journals multiple times and then if you are not careful you can post all these journals and duplicate your budget amounts.

In order to see where your request is in the queue: Open the process monitor.

1. Click on the Process Class drop-down box and select **BDJRNL Single Occurance**.
2. Click on the **Operator Id** drop box and select **ALL**.
3. Click on the dog icon to refresh the view.

You will view all the Budget jobs and their status.

To go back to view only your jobs – change the Operator ID to your Id and change the Process Class back to ALL and Refresh the screen.



Exercise 2 (continued)

Step 14	<p>Review Page 1 of Report BDXXX0403</p> <p style="text-align: center;">State Of Georgia STANDARD BUDGET TO CONTROL BUDGET CONVERSION BUDJRNLX</p> <p style="text-align: right;">Report ID: BD8260403 Print Date: Page: 1 PS ID: BDS4003X</p> <p style="text-align: center;">Process Instance: 8065</p> <p>Business Unit 82600</p> <p>Total number of rows inserted: 2</p> <p style="text-align: center;">*** Processed SUCCESSFULLY - Revenues = Expenses ***</p> <p>Business Unit: 82600</p> <p style="text-align: center;">Scenario: A05001</p> <p>Record Count: 2</p> <p style="text-align: right;">Revenues: \$45,000.00 Expenses: \$45,000.00</p>
Expected Results:	The process totals are reviewed.

Exercise 2 (continued)

Step 15	<p style="text-align: center;">Review page 2 of Report BDXXX0403.</p> <p style="text-align: center;">State Of Georgia STANDARD BUDGET TO CONTROL BUDGET CONVERSION Report ID: BD8260403 BUDJRNLX Print Date: Page: 1 PS ID: BDS4003X</p> <p style="text-align: center;">Process Instance: 8065</p> <p>BUDTRANS.SQC Translation Processing Summary</p> <p>Business Unit: 82600 Ledger: CONTROL Budget Year: 2005 Scenario: A05001 Period From: 1 Period To: 4</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">PS_DX_BUDTRANS_TMP Record Count = 2</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">\$90,000.00</td> <td style="width: 30%;"></td> </tr> <tr> <td>APPROP Record Count = 1</td> <td></td> <td style="text-align: right;">\$45,000.00</td> <td></td> </tr> <tr> <td>ALLOT Record Count = 1</td> <td></td> <td style="text-align: right;">\$45,000.00</td> <td></td> </tr> <tr> <td>ORG Record Count = 1</td> <td></td> <td style="text-align: right;">\$45,000.00</td> <td></td> </tr> <tr> <td>ORG STAT Record Count = 0</td> <td></td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>PROJ Record Count = 0</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td>REVEST Record Count = 1</td> <td></td> <td style="text-align: right;">\$45,000.00</td> <td></td> </tr> <tr> <td>Total INSERT Record Count = 4</td> <td></td> <td style="text-align: right;">\$180,000.00</td> <td></td> </tr> </table> <p>Journal Voucher HEADER Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Appropriation = 1</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>Allotment = 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Org = 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Revest = 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Project/Grant = 0</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">=====</td> </tr> <tr> <td>** JV HEADER TOTAL ** =</td> <td></td> <td style="text-align: right;">4</td> <td></td> </tr> </table> <p>Journal Voucher DETAIL LINE Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Appropriation = 1</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">\$45,000.00</td> <td style="width: 30%;"></td> </tr> <tr> <td>Allotment = 1</td> <td></td> <td style="text-align: right;">\$45,000.00</td> <td></td> </tr> <tr> <td>Org = 1</td> <td></td> <td style="text-align: right;">\$45,000.00</td> <td></td> </tr> <tr> <td>Org Stat = 0</td> <td></td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Revest = 1</td> <td></td> <td style="text-align: right;">\$45,000.00</td> <td></td> </tr> <tr> <td>Project/Grant = 0</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">====</td> </tr> <tr> <td>** JV DETAIL LINE TOTAL ** =</td> <td></td> <td style="text-align: right;">4</td> <td style="text-align: right;">\$180,000.00</td> </tr> </table> <p>Journal Voucher SEGMENT LINE Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Appropriation = 0</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">\$0.00</td> <td style="width: 30%;"></td> </tr> <tr> <td>Allotment = 4</td> <td></td> <td style="text-align: right;">\$45,000.00</td> <td></td> </tr> <tr> <td>Org = 4</td> <td></td> <td style="text-align: right;">\$45,000.00</td> <td></td> </tr> <tr> <td>Revest = 4</td> <td></td> <td style="text-align: right;">\$45,000.00</td> <td></td> </tr> <tr> <td>Project/Grant = 0</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">=====</td> </tr> <tr> <td>** JV SEGMENT LINE TOTAL ** =</td> <td></td> <td style="text-align: right;">12</td> <td style="text-align: right;">\$135,000.00</td> </tr> </table>	PS_DX_BUDTRANS_TMP Record Count = 2		\$90,000.00		APPROP Record Count = 1		\$45,000.00		ALLOT Record Count = 1		\$45,000.00		ORG Record Count = 1		\$45,000.00		ORG STAT Record Count = 0		0.00		PROJ Record Count = 0		\$0.00		REVEST Record Count = 1		\$45,000.00		Total INSERT Record Count = 4		\$180,000.00		Appropriation = 1				Allotment = 1				Org = 1				Revest = 1				Project/Grant = 0				=====				** JV HEADER TOTAL ** =		4		Appropriation = 1		\$45,000.00		Allotment = 1		\$45,000.00		Org = 1		\$45,000.00		Org Stat = 0		0.00		Revest = 1		\$45,000.00		Project/Grant = 0		\$0.00		====				** JV DETAIL LINE TOTAL ** =		4	\$180,000.00	Appropriation = 0		\$0.00		Allotment = 4		\$45,000.00		Org = 4		\$45,000.00		Revest = 4		\$45,000.00		Project/Grant = 0		\$0.00		=====				** JV SEGMENT LINE TOTAL ** =		12	\$135,000.00
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Revest = 1		\$45,000.00																																																																																																																							
Project/Grant = 0		\$0.00																																																																																																																							
====																																																																																																																									
** JV DETAIL LINE TOTAL ** =		4	\$180,000.00																																																																																																																						
Appropriation = 0		\$0.00																																																																																																																							
Allotment = 4		\$45,000.00																																																																																																																							
Org = 4		\$45,000.00																																																																																																																							
Revest = 4		\$45,000.00																																																																																																																							
Project/Grant = 0		\$0.00																																																																																																																							
=====																																																																																																																									
** JV SEGMENT LINE TOTAL ** =		12	\$135,000.00																																																																																																																						
Expected Results:	<p>The Journal ID Numbers are reviewed.</p>																																																																																																																								

1. This data is created when BUDJRNLX is run. A temporary table is populated which displays the record count as the **sum** of the Revenue and Org Rows. The Approp, Allot, Org and Revest Records reflect the actual amount of Org and Revest Rows.

2. Header Summary

3. Detail Line Summary

4. Segment Table for Quarterly Budgets

In the Report Example above, \$45,000 was added on Amendment A05001.

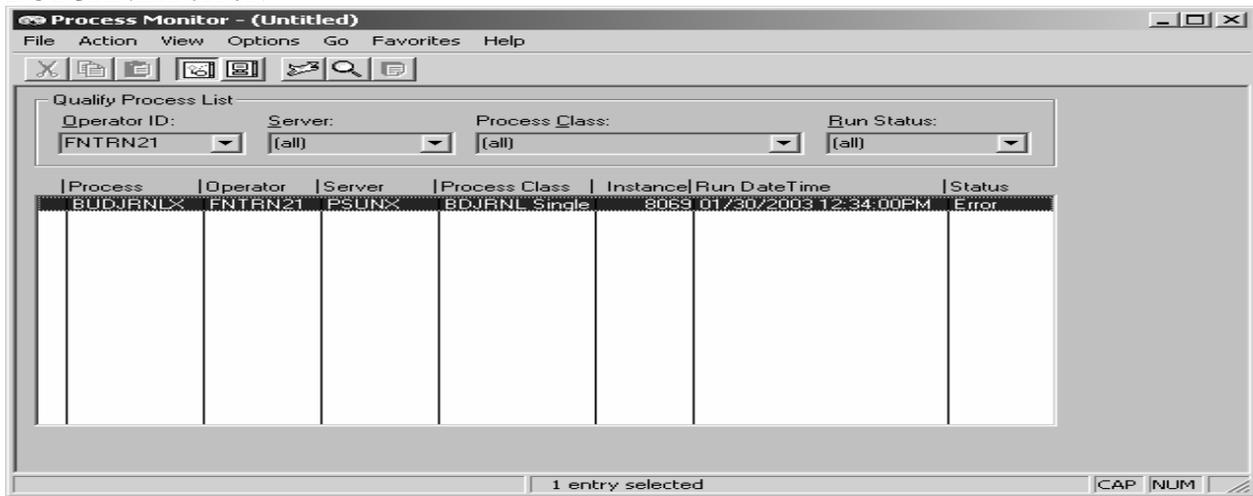
1. This data is created from a temporary table we populate when you run the BUDJRNLX process. This creates the journals that will be posted to the Ledgers.
2. The Header Section displays the number of headers for the Appropriation, Allotment, Organization and Revenue budgets.

3. The Detail Line Summary data displays the amount for the Appropriation, Allotment, Organization and Revenue Journals.
4. The Segment Line Summary creates the data for the Quarterly Budgets.

Step 16	<p style="text-align: center;">Review page 3 of Report BDXXX0403. Note the Journal Id Numbers.</p> <pre style="text-align: center;"> State Of Georgia STANDARD BUDGET TO CONTROL BUDGET CONVERSION Report ID: BD8260403 BUDJRN LX Print Date: Page: 1 PS ID: BDS4003X Process Instance: 8065 First Journal ID Number Written = 0000001448 Last Journal ID Number Written = 0000001451 SQR End of Run ***** * BUDJRN LX Processing Has Completed * Start Time: End Time: 10-JAN-2003_03:27:23_PM </pre> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> <p>Note: Journal ID numbers should match the Journal ID Numbers on the BDXXX0406 Budget Post Report.</p> </div>
----------------	---

Exercise completed.

BUDJRNLX error.



Look at Report BDXXX0403. The report shows the journal is out of balance at the Org – Project Level.

```

Business Unit 82600

Total number of rows inserted:          4

      *** Processed SUCCESSFULLY - Revenues = Expenses ***

Business Unit:  82600

Scenario:  A05002

Record Count:          4

Revenues:             $30,000.00

Expenses:             $30,000.00

** Program Stopped - Procedure: Balance-at-ORG-PROJ-Level **
REVENUES AND EXPENSES at the Deptid and Proj_Id are not in balance

Business Unit          x 82600 x

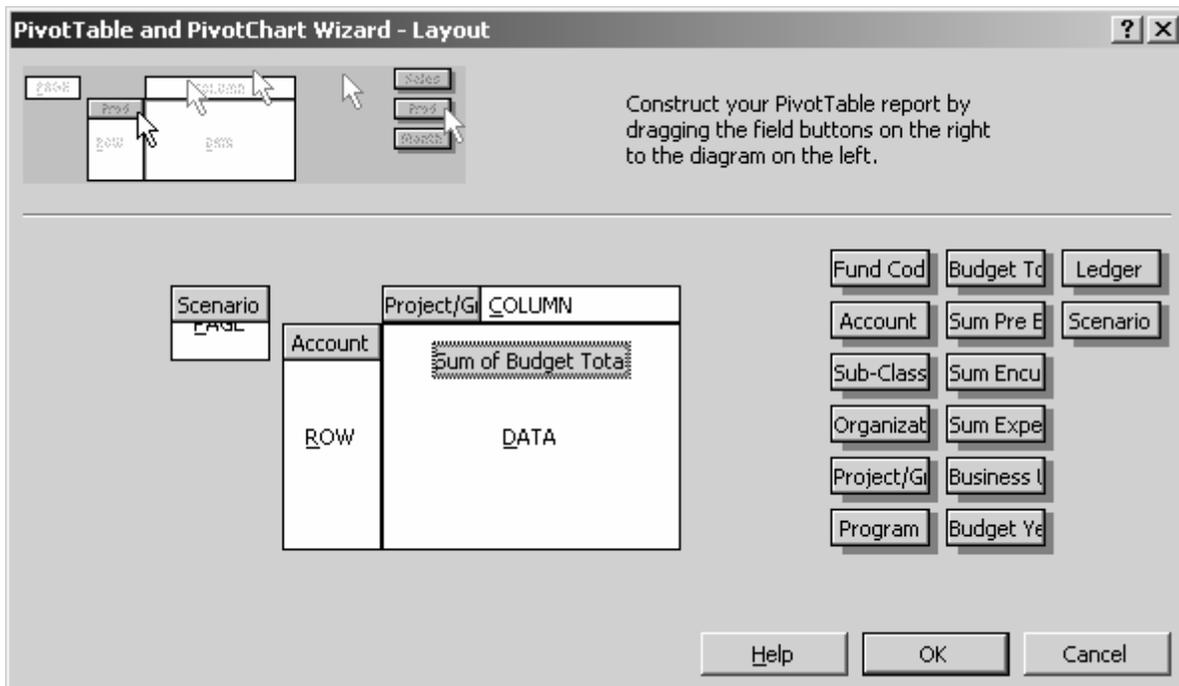
Deptid - Expense       x 826B01 x
Deptid - Revenue       x 826B01 x

Project_Id - Expense   x 01932 x
Project_Id - Revenue   x 01932 x

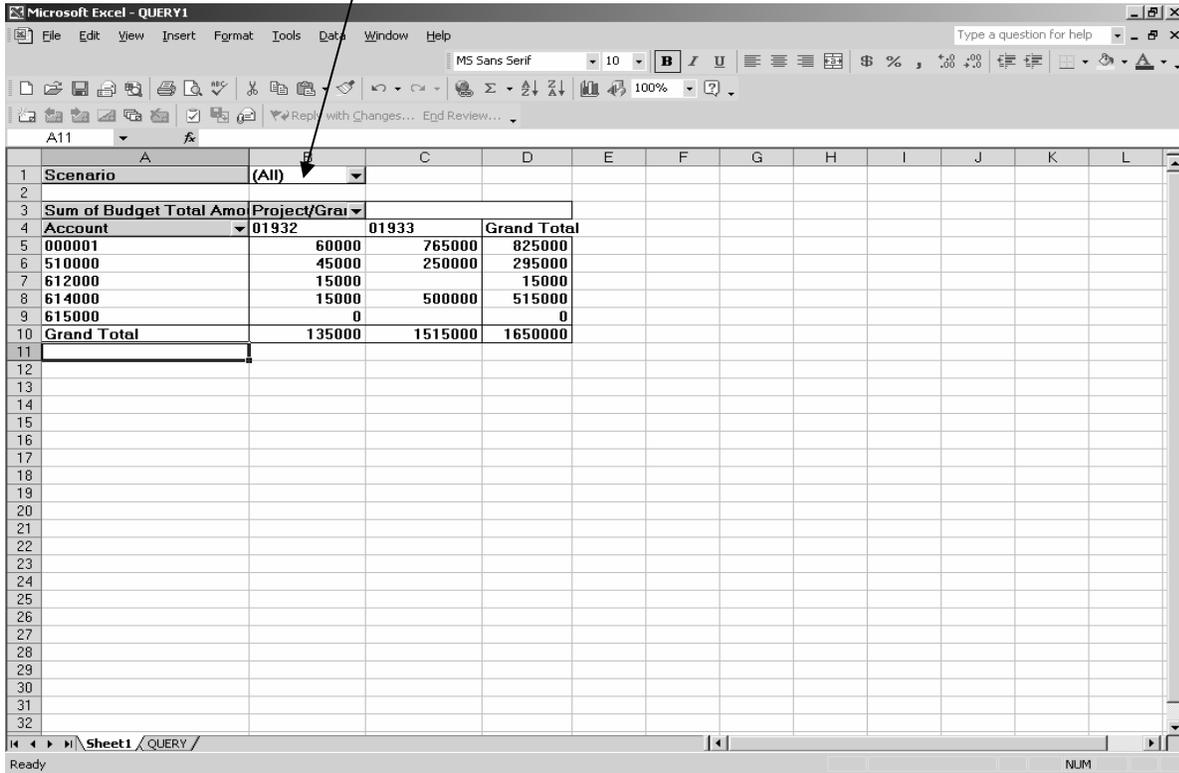
Expense Total          x          30,000.00 x
Revenue Total          x          15,000.00 x
    
```

Run Query 0BD010

Ledger = CONTROL



Select the Scenario – A05002



Scenario	A05002
-----------------	---------------

Sum of Budget Total Amount	Project/Grant		
Account	01932	01933	Grand Total
000001	15000	15000	30000
612000	15000		15000
614000	15000		15000
Grand Total	45000	15000	60000

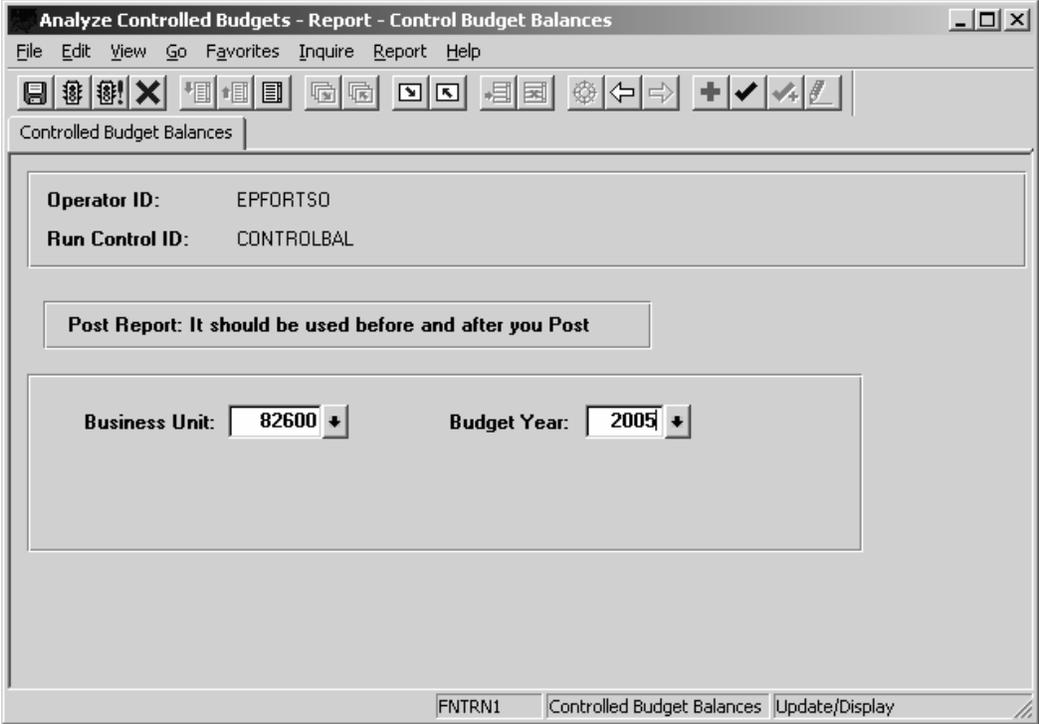
Note: Expenses = 30,000 and Revenue = 15000 in Project 01932. An error exist because part of the Revenue was entered with the incorrect Project 01933.

Exercise 3 – Requesting Report BDXXX0404 – Control Budget Balances

This report can be requested before and after posting the Controlled Budget to ensure all ledgers are in balance. Run at least quarterly.

<p>Step 1</p>	<p>Access the Report Request panel.</p> <p>Select: Go → Process Financial Information → Analyze Controlled Budgets → Report → Controlled Budget Balances → Add or Update/Display</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>
<p>Step 2</p>	<p>Enter CONTROLBAL for the Run Control ID. Click OK.</p> <div data-bbox="548 865 1263 1003" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Add -- Control Budget Balances ✕</p> <p>Run Control ID: <input type="text" value="CONTROLBAL"/> OK</p> <p style="text-align: right;">Cancel</p> </div>
<p>Expected Results:</p>	<p>The Report Request panel displays.</p>
<p>Step 3</p>	<p>Enter the process request information:</p> <p>Business Unit: 82600</p> <p>Budget Year: 2005</p>
<p>Expected Results:</p>	<p>Data is entered correctly.</p>

Exercise 3 (continued)

<p>Step 4</p>	<p>Compare your Report Request panel with the one shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>

<p>Step 5</p>	<p>Click  to save.</p>
<p>Expected Results:</p>	<p>The parameters for the Report Request are saved.</p>

<p>Step 6</p>	<p>Click  to run the Controlled Budget Balance Report.</p>
<p>Expected Results:</p>	<p>The Process Scheduler Request panel displays.</p>

Exercise 3 (continued)

Step 7	<p>Enter the following information on the Process Scheduler Request panel:</p> <p>Run Location: Server Server: PSUNX Output Destination: File File/Printer: /tmp/ +P-d Description: Controlled Budget Balances is highlighted</p>
Expected Results:	The run location and output destination are completed.

Step 8	Click OK .
Expected Results:	The Report is processed.

Step 9	Verify Report in Document Direct.
---------------	-----------------------------------

Exercise 3 (continued)

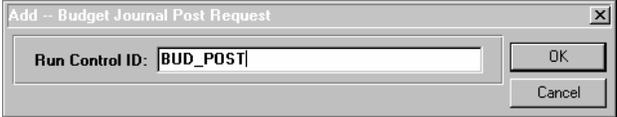
Step 10	<p>Review Report BDXXX0404</p> <div style="text-align: center; margin: 20px 0;"> <p>State Of Georgia Department Of Administrative Services Controlled Balances Budget Post Report</p> </div> <div style="display: flex; justify-content: space-between; margin: 0 auto; width: 80%;"> <div style="text-align: center;"> <p>Report ID: BD8260404 Print Date: Page: 1 PS ID: BDS4004X</p> </div> </div> <p style="text-align: center; margin: 20px 0;">Posting Process Summary</p> <p>Business Unit 82600</p> <p>Budget Year 2005</p> <p>Process Instance: 8068</p> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 70%;">Posted Total Amount for Allotment</td> <td style="text-align: right;">\$-45,000.00</td> </tr> <tr> <td>Posted Total Amount for Appropriation</td> <td style="text-align: right;">\$-45,000.00</td> </tr> <tr> <td>Posted Total Amount for Org</td> <td style="text-align: right;">\$-45,000.00</td> </tr> <tr> <td>Posted Total Amount for RevEst</td> <td style="text-align: right;">\$45,000.00</td> </tr> <tr> <td>Posted Total Amount for Project Grant</td> <td style="text-align: right;">\$0.00</td> </tr> </table> <div style="border: 1px solid black; padding: 10px; margin-top: 20px; width: fit-content;"> <p>PeopleSoft stores the Allotment, Appropriation and Organization Budgets as negative numbers. The Revenue Budgets are stored as positive numbers.</p> </div>	Posted Total Amount for Allotment	\$-45,000.00	Posted Total Amount for Appropriation	\$-45,000.00	Posted Total Amount for Org	\$-45,000.00	Posted Total Amount for RevEst	\$45,000.00	Posted Total Amount for Project Grant	\$0.00
Posted Total Amount for Allotment	\$-45,000.00										
Posted Total Amount for Appropriation	\$-45,000.00										
Posted Total Amount for Org	\$-45,000.00										
Posted Total Amount for RevEst	\$45,000.00										
Posted Total Amount for Project Grant	\$0.00										

Exercise completed.

Exercise 4 – Posting Controlled Budget Journals

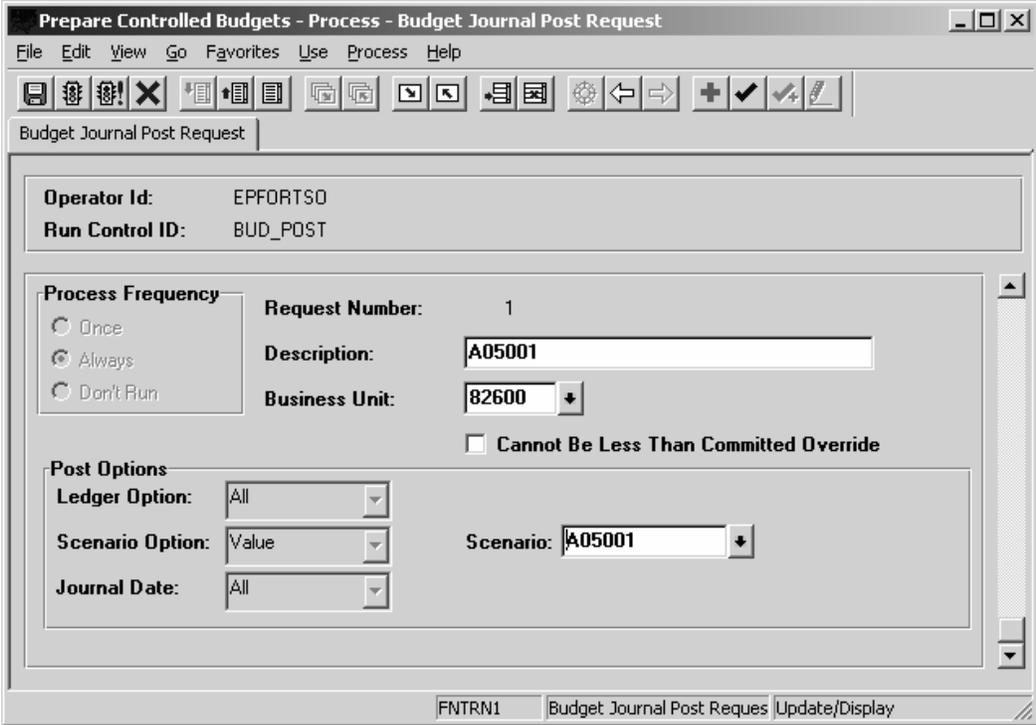
Scenario: The scenario for this exercise uses the four controlled budget journals previously created to post to the controlled budget ledgers.

Step 1	<p>Access the Budget Journal Post Request panel.</p> <p>Select: Go → Process Financial Information → Prepare Controlled Budgets → Process → Budget Journal Post Request → Add or Update/Display</p>
Expected Results:	A dialog box displays.

Step 2	<p>Enter BUD_POST for the Run Control ID.</p> 
Expected Results:	The Budget Journal Post Request panel displays.

Step 3	<p>Enter the post process request information:</p> <p>Frequency: ALWAYS (Grayed out)</p> <p>Description: A05XXX</p> <p>Business Unit: 82600</p> <p>Ledger Option: All (Grayed out)</p> <p>Journal Date: All (Grayed out)</p> <p>Scenario: A05XXX</p>
	Data is entered correctly.

Exercise 4 (continued)

<p>Step 4</p>	<p>Compare your Budget Journal Post Request panel with the one shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>

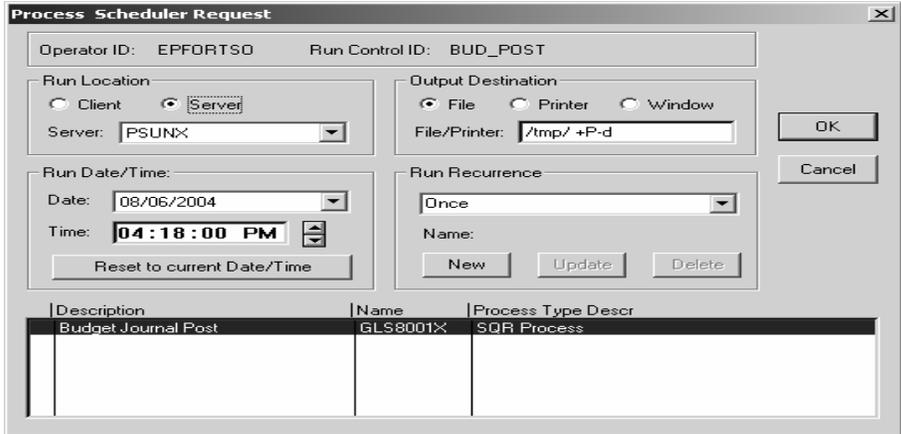
<p>Note:</p>	<p>The posting process takes the journals that were generated from the BUDJRN LX process, which are now associated with a Scenario, and posts them to the controlled budget ledgers. When you select your Scenario to be posted, behind the scene the system posts the associated journals. You can match the journals on the BUDJRN LX (BDXXX0403) report with the journals on the Budget Post (BDXXX0406) report.</p>
<p>Expected Results:</p>	<p>Review the journals created on your reports.</p>

Exercise 4 (continued)

Step 5	Click  to save.
Expected Results:	The Budget Journal Post Request information is saved.
Step 6	Click  to run the Budget Journal Post process.
Expected Results:	The Process Scheduler displays.
Step 7	Enter the following information on the Process Scheduler Request panel: Run Location: Server Server: PSUNX Output Destination: File File/Printer: /tmp/ +P-d Description: Budget Journal Post Request is highlighted
Expected Results:	You have defined the run location and output destination.
Step 8	Click and highlight Budget Journal Post in Description.
Expected Results:	The Budget Journal Post process is selected correctly.

Exercise 4 (continued)

Step 9 Compare your Process Scheduler Request panel to the panel shown below.

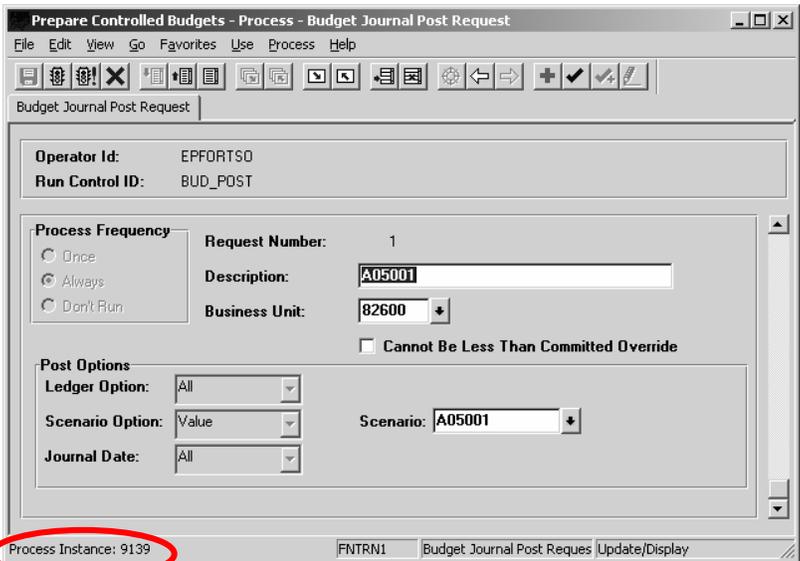


Expected Results: The panel matches. Proceed to the next step.

Step 10 Click **OK**.

Expected Results: The Budget Journal Post request is processed.

Step 11 Note your process instance in the lower left corner of the Request panel.



Expected Results: The process instance is noted.

Exercise 4 (continued)

Step 12	Click the Process Monitor application in the Windows application bar and monitor the process instance identified in the previous step.
Expected Results:	The process monitor panel displays.

Step 13	Compare your Process Monitor panel to the one below.														
	<thead> <tr> <th>Process</th> <th>Operator</th> <th>Server</th> <th>Process Class</th> <th>Instance</th> <th>Run DateTime</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>IGLS8001X</td> <td>EPFORTSO</td> <td>PSUNX</td> <td>BDPOST_Single</td> <td>9139</td> <td>08/06/2004 4:18:00PM</td> <td>Success</td> </tr> </tbody>	Process	Operator	Server	Process Class	Instance	Run DateTime	Status	IGLS8001X	EPFORTSO	PSUNX	BDPOST_Single	9139	08/06/2004 4:18:00PM	Success
Process	Operator	Server	Process Class	Instance	Run DateTime	Status									
IGLS8001X	EPFORTSO	PSUNX	BDPOST_Single	9139	08/06/2004 4:18:00PM	Success									

 At the bottom right of the window, there are buttons for 'CAP' and 'NUM'.

| **Expected Results:** | The process monitor panel displays. |

Step 14	Verify the Budget Post process was successful. Verify information in the Inquiry Budget Section and on the system generated Report BDXXX0406 .
----------------	--

Step 15	Request Report BDXXX0404 again to verify the Control Budget Balances.
----------------	---

Exercise 4 (continued)
Report BDXXX0406

State Of Georgia										Report ID: BD8260406	
Department Of Administrative Services										Print Date: 08/10/2004	
Carroll Tech										Page: 1	
Budget Journal Post Process										PS ID: BDS4006X	
Journal ID	Journal Date	Ledger	Account	Fund	Deptid	Program	Approp	BY	Project Id	Stat C	Amount
0000001448	01-JUL-2004	ALLOT	000000	A	826A01	ALL	884	2005			\$ 45,000.00
Transaction was Posted Scenario: A03001											
0000001449	01-JUL-2004	APPROP	000000	A	826A01	ALL	884	2005			\$ 45,000.00
Transaction was Posted Scenario: A03001											
0000001450	01-JUL-2004	ORG	510000	A	826B01	ALL	884	2005	01932		\$ 45,000.00
Transaction was Posted Scenario: A03001											
0000001451	01-JUL-2004	REVEST	000001	A	826B01	01932		2005	01932		\$ 45,000.00
Transaction was Posted Scenario: A03001											

Request parameters :	
Operator ID - EPFORTSO	
Run Control ID - BUD_POST	
Business Unit - 82600	
Scenario - A05001	
From Journal ID - 0000001448	
To Journal ID - 0000001451	
From Journal Date-	
To Journal Date -	

Note: Journal ID Numbers should match the Journal ID Numbers on the BDXXX0403 BUDJRN LX report.	
--	--

BUDGET JOURNAL REQUEST STATISTICS:

Total Credit Amount:	\$	-180,000.00
Total Debit Amount:	\$	180,000.00
Total Rejected Amount:	\$	0.00
Number of Journals Read:		8
Number of Journals Posted:		4
Number of Journals With Errors:		0

The total credit amount is the total of all the Ledgers. For example, Amendment A05001 had one Organization Row for \$45,000 and one Revenue row in the Amount of \$45,000. The system sums all the Ledgers (Appropriation, Allotment, Organization and Revenue) which equal the \$180,000. These budgets are stored as negative numbers.

The total debit amount is stored as a positive amount. This is the offset account for the credits.

Exercise completed.

D. Summary and Review

Activity	Materials	
 <p>LECTURE</p>	 <p>GUIDE</p>	 <p>REVIEW</p>

Objectives review:

1. Establish budget scenario defaults for the following controlled budget journals: Appropriation, Allotment, Organization, and Revenue Estimate
2. Create journals for the four controlled budget ledgers from the standard budget ledger
3. Discuss the Controlled Budget Balances Report
4. Post the controlled budget journals to the four controlled budget ledgers

Discuss the following questions:

1. What is the purpose of establishing budget scenario defaults?
2. What is the predefined ledger source and what scenario is the result of the controlled budget generation process?
3. What characteristic of journals must control budget journals have before BUDJRN LX?

Answers:

1. The budget journal defaults are used by the system in creating controlled budgets from standard budgets. By establishing the defaults for each scenario, all journals relating to that scenario can be easily identified.
2. The source of information for standard budget information is the **CONTROL** ledger and the resulting control budget journals have a scenario of **FINAL**.
3. The journals must be balanced at Org/Project level BY Expense and Revenue.



Phoenix End-User Training

SECTION 4:

INQUIRING ON FINANCIAL ACTIVITY

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER- BUDGET
AUGUST 2004

Section Contents



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D. SUMMARY AND REVIEW	24

A. Introduction

Budget Inquiry



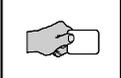
Welcome to the Inquiring on Financial Activity module! This module contains the tools needed to learn how to inquire on financial activity in PeopleSoft.

Goal: To acquire the skills and knowledge necessary to inquire on budgetary status and budget balances.

Participant Objectives: At the end of this module you will be able to

1. Review the fund balance and budgetary information for:
 - Appropriation Budgets
 - Allotment Budgets
 - Organization Budgets
 - Revenue Estimate Budgets
2. Review the journal transactions affecting the fund balance

B. Business Process

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes: See phoenix.gagta.com

- BD-027 Review Appropriations
- BD-028 Review Allotments
- BD-029 Review Organization
- BD-030 Review Revenue Estimate

C. Exercises

Exercise 1 – Inquiring on appropriation information

Scenario: The scenario for this exercise involves inquiring on a specific appropriation for:

- Fund balance
- Budget attributes
- Journal detail

Step 1	<p>Access the Appropriation Inquiry panel.</p> <p>Select: Go → Process Financial Information → Analyze Controlled Budget → Inquire → Appropriation Inquiry → Available Funds</p>
Expected Results:	A dialog box is displayed.

Step 2	<p>Enter the appropriation information: Click OK.</p> <p>Business Unit: 82600</p> <p>Scenario:</p> <p>Fund:</p> <p>Organization:</p> <p>Program:</p> <p>Sub-Class:</p> <p>Account:</p> <p>Budget Year: 2005</p>
Expected Results:	Data is entered correctly.

Exercise 1 (continued)

Step 3

Compare your panel with the one below.

Expected Results:

Click OK. A selection list displays.

Step 4

In the List box double-click on the row to select or use push button icon "Select".

Unit	Scenario	Fund	Org	Program	Sub-Cls	Acct	BY	Descr
82600	FINAL	A	826A01	ALL	884	000000	2005	A05001

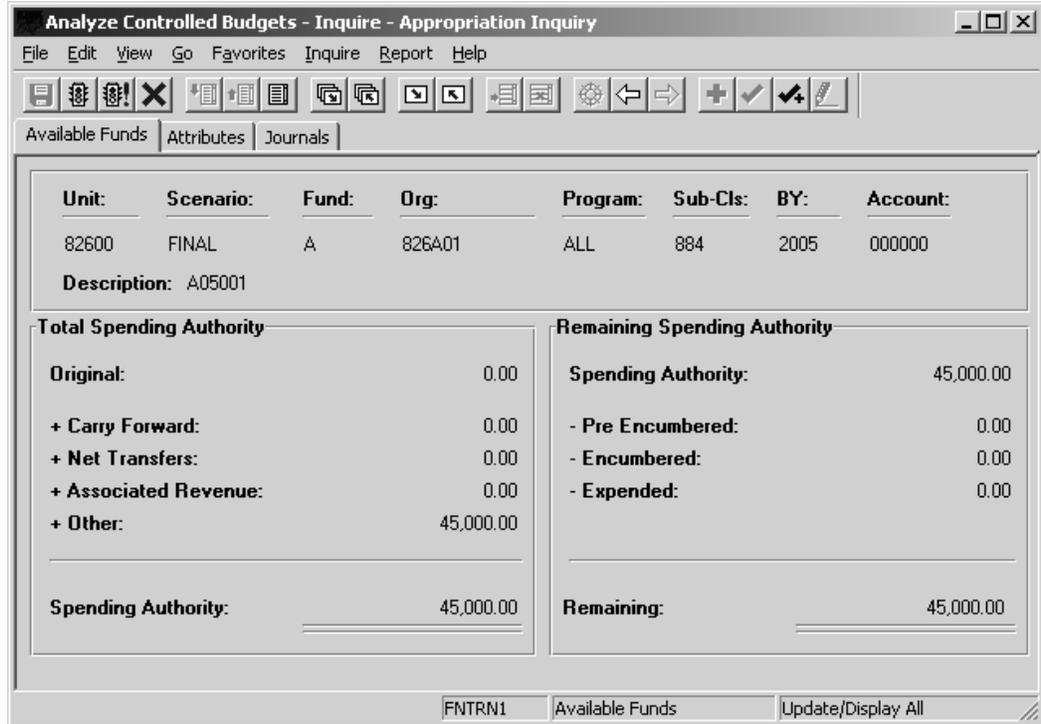
Expected Results:

The row is selected and the inquiry panel displays.

Exercise 1 (continued)

Step 5

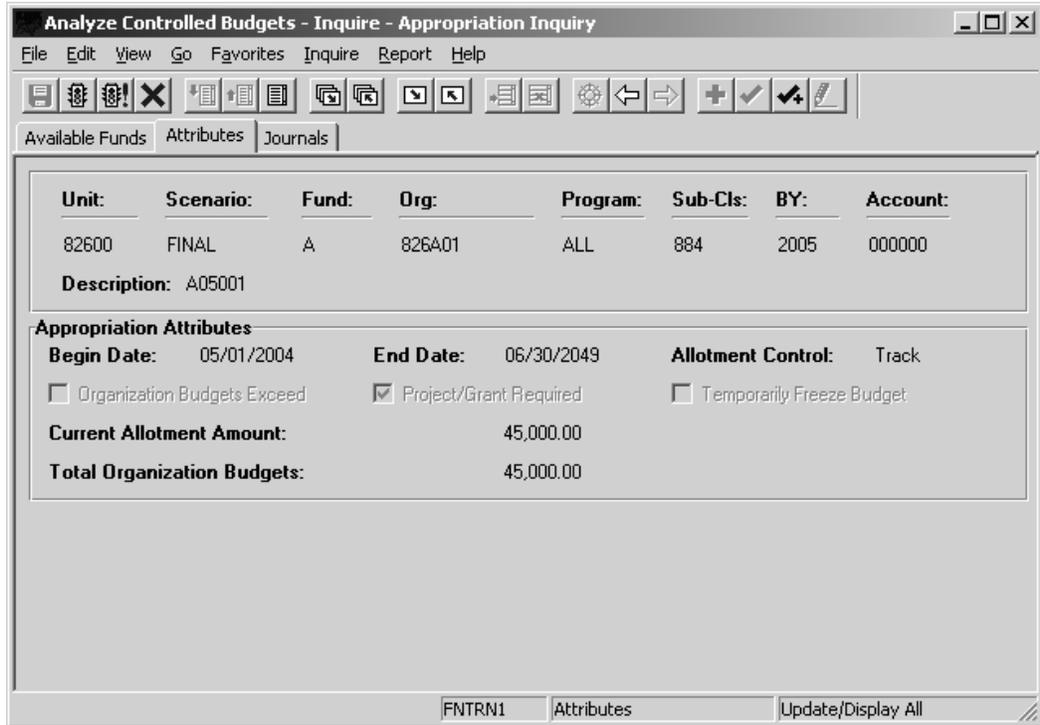
Compare your Available Funds panel with the one shown below:



Expected Results:

The panel matches. Proceed to the next step.

Exercise 1 (continued)

<p>Step 6</p>	<p>Click the Attributes panel tab .</p> 
<p>Expected Results:</p>	<p>The Attributes panel displays.</p>

<p>Step 7</p>	<p>Review the appropriation attributes information:</p> <p>Begin Date: 05/01/2004 End Date: 06/30/2049 Allotment Control: Track Organization Budget Exceed: <input type="checkbox"/> Project/Grant Required: <input checked="" type="checkbox"/> Temporarily Freeze Budget: <input type="checkbox"/> Current Allotment Amount: 45,000.00 Total Organization Budget: 45,000.00</p>
<p>Expected Results:</p>	<p>Data is reviewed.</p>

Exercise 1 (continued)

Step 8	Click the  panel tab.
Expected Results:	The Journals panel displays.

Step 9	Click  to display detail journal information.
Expected Results:	The detail journals affecting the appropriation display.

Step 10	Review the supporting posted journals information associated with the appropriation. Each posted journal displays one line of information that includes: Journal ID Journal Date Monetary Amount Journal Line Description Journal Type
Expected Results:	The detail journal information is reviewed.

Step 11	Click Print icon  to print the journal.
Expected Results:	The detail journal information is printed.

Exercise 1 (continued)

Step 12

Compare your Journals panel with the one shown below:



Expected Results:

The panel matches.

Exercise completed.

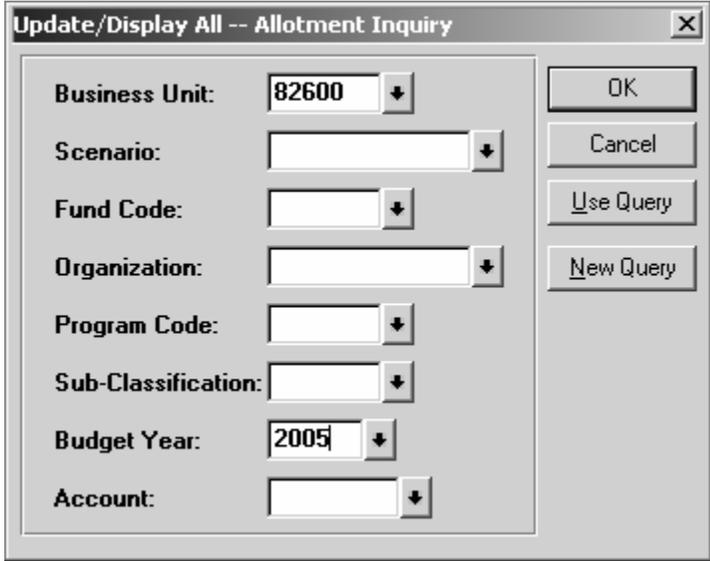
Exercise 2 – Inquiring on Allotment Information

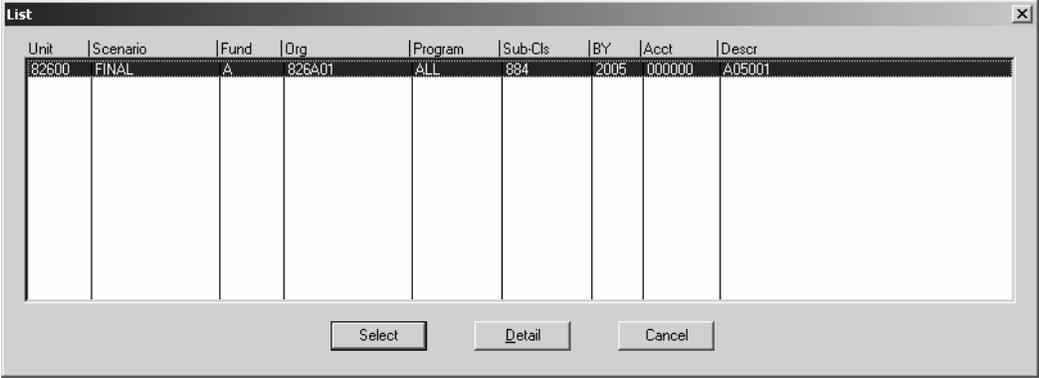
Scenario: The scenario for this exercise involves inquiring on the allotment budget for Fund balance and Journal detail.

Step 1	<p>Access the Allotment Inquiry panel.</p> <p>Select: Go → Process Financial Information → Analyze Controlled Budget → Inquire → Allotment Inquiry → Available Funds</p>
Expected Results:	A dialog box is displayed.

Step 2	<p>Enter the Allotment information: Click OK.</p> <p>Business Unit: 82600</p> <p>Scenario:</p> <p>Fund:</p> <p>Organization:</p> <p>Program:</p> <p>Sub-Class:</p> <p>Budget Year: 2005</p> <p>Account:</p>
Expected Results:	Data is entered correctly.

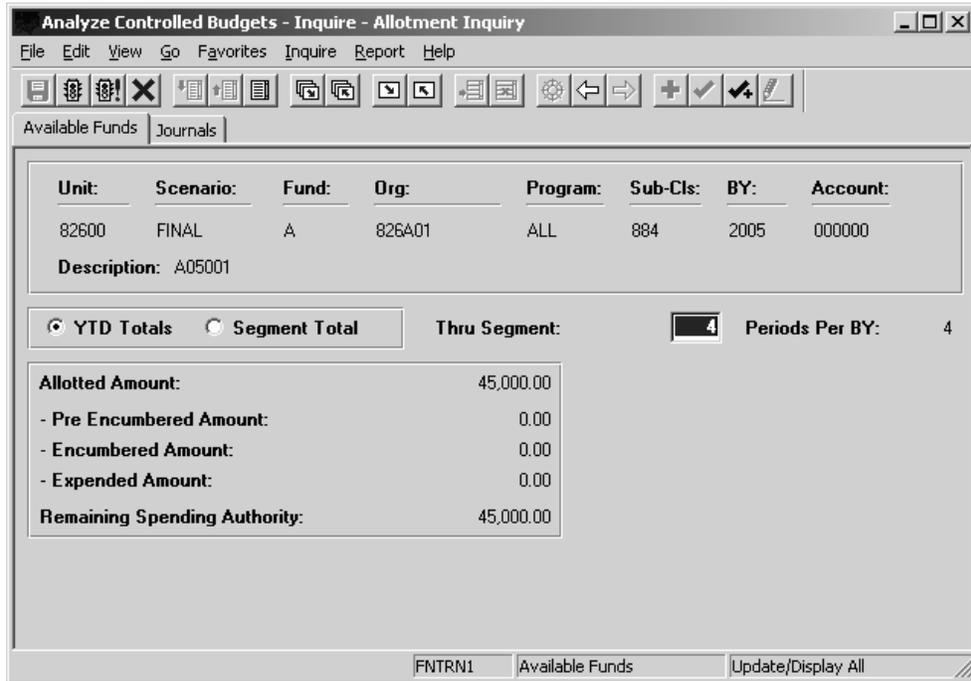
Exercise 2 (continued)

<p>Step 3</p>	<p>Compare your panel with the one below.</p> 
<p>Expected Results:</p>	<p>Click OK. A selection list displays.</p>

<p>Step 4</p>	<p>In the List box double-click on the row to select or use push button icon “Select”.</p> 
<p>Expected Results:</p>	<p>The Allotment row is selected.</p>

Step 5

Compare your Available Funds panel with the one shown below:



Expected Results:

The panel matches. Proceed to the next step.

Exercise 2 (continued)

Step 6	Click the  panel tab.
Expected Results:	The Journals panel displays.

Step 7	Click  to display detailed journal information.
Expected Results:	The detail journals affecting the allotment display.

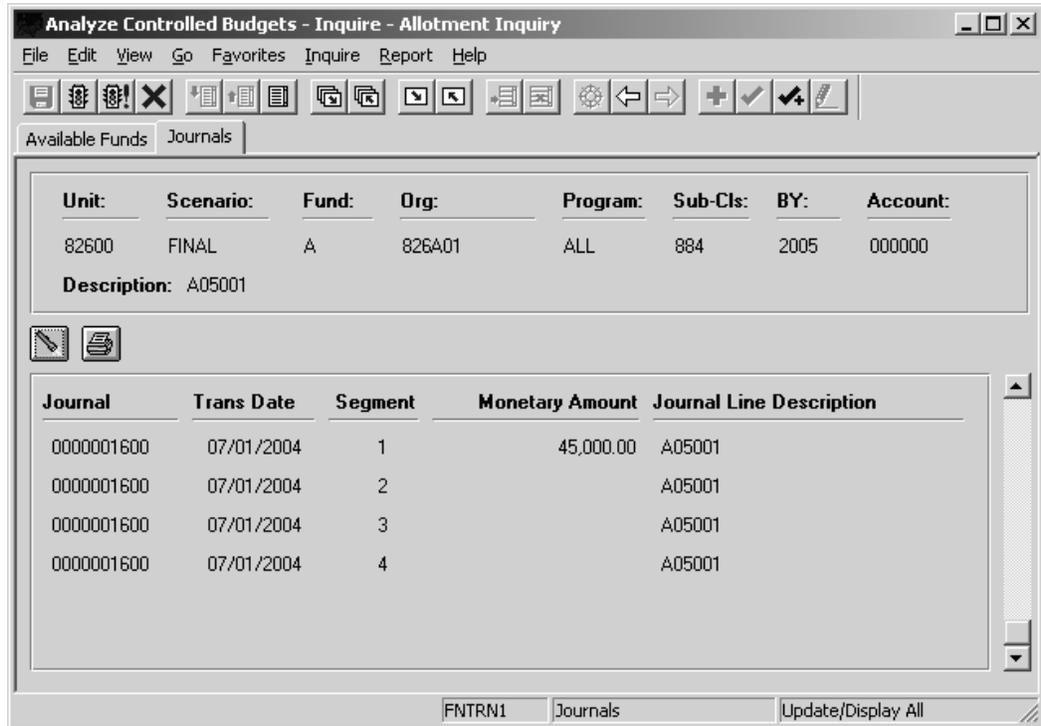
Step 8	Review the supporting posted journal information associated with the allotment. Each posted journal displays one line of information that includes: Journal Trans Date Segment Monetary Amount Journal Line Description
Expected Results:	The detail journal information is reviewed.

Step 9	Click the Print icon  to print the journals supporting the allotment. The print function may not be available in all locations.
Expected Results:	The detail journal information is printed.

Exercise 2 (continued)

Step 10

Compare your Journals panel with the one shown below:



Expected Results:

The Journals panel displays.

Exercise completed.

Exercise 3 – Inquiring on organization budget information

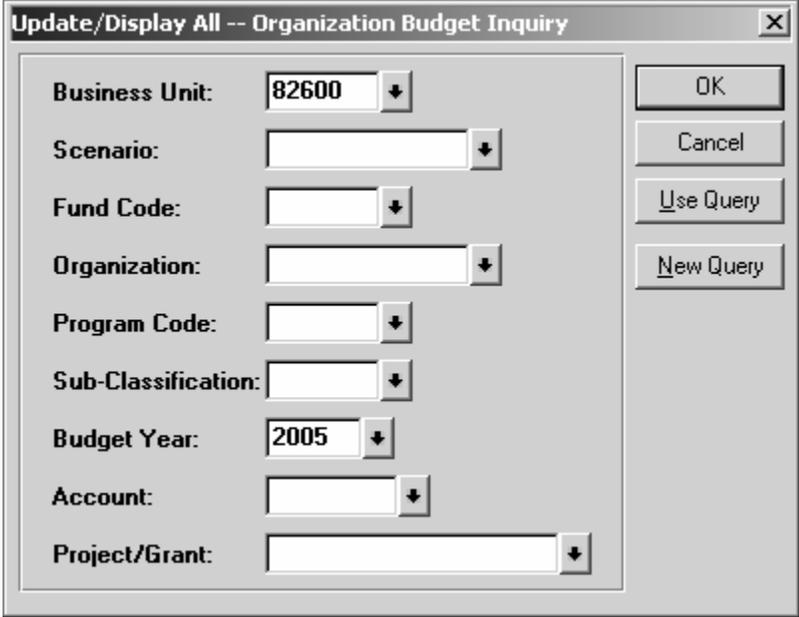
Scenario: The scenario for this exercise involves inquiring on specific organization budget information for:

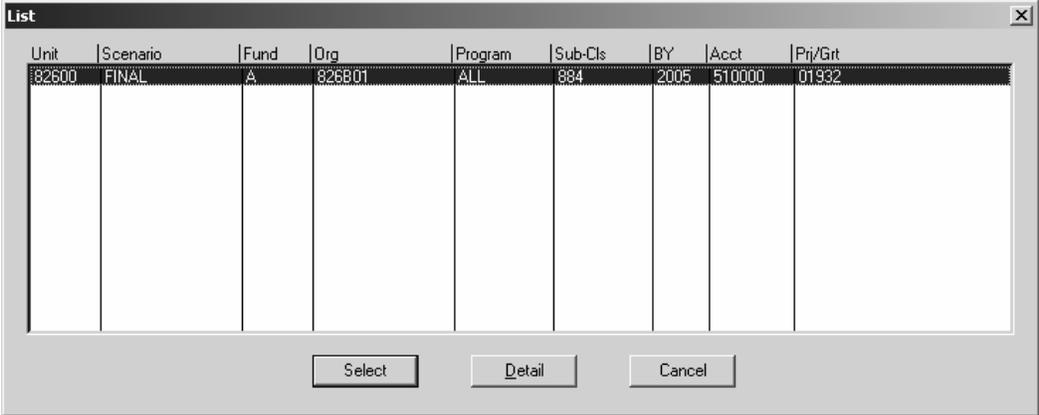
- Fund balance
- Journal detail

Step 1	<p>Access the Organization Budget Inquiry panel.</p> <p>Select: Go → Process Financial Information → Analyze Controlled Budget → Inquire → Organization Budget Inquiry → Available Funds</p>
Expected Results:	A dialog box is displayed.

Step 2	<p>Enter the organization budget information: Click OK.</p> <p>Business Unit: 82600</p> <p>Scenario:</p> <p>Fund Code:</p> <p>Organization:</p> <p>Program Code:</p> <p>Sub-Classification:</p> <p>Budget Year: 2005</p> <p>Account:</p> <p>Project/Grant</p>
Expected Results:	A selection list displays.

Exercise 3 (continued)

<p>Step 3</p>	<p>Compare your panel with the one below.</p> 
<p>Expected Results:</p>	<p>Click OK. A selection list displays.</p>

<p>Step 4</p>	<p>In the List box double-click on the row to select or use push button icon “Select”.</p> 
<p>Expected Results:</p>	<p>The organization row is selected.</p>

Exercise 3 (continued)

Step 5	<p>Compare your Available Funds panel with the one shown below:</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> </div>
Expected Results:	<p>The panel matches. Proceed to the next step.</p>

Step 6	<p>Review the Available Funds panel:</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 40%;">Budgeted Amount:</td> <td style="text-align: right;">45,000.00</td> </tr> <tr> <td>Pre Encumbered Amount:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Encumbered Amount:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Expended Amount:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Remaining Spending Authority:</td> <td style="text-align: right;">45,000.00</td> </tr> </table>	Budgeted Amount:	45,000.00	Pre Encumbered Amount:	0.00	Encumbered Amount:	0.00	Expended Amount:	0.00	Remaining Spending Authority:	45,000.00
Budgeted Amount:	45,000.00										
Pre Encumbered Amount:	0.00										
Encumbered Amount:	0.00										
Expended Amount:	0.00										
Remaining Spending Authority:	45,000.00										
Expected Results:	<p>Data is reviewed.</p>										

Exercise 3 (continued)

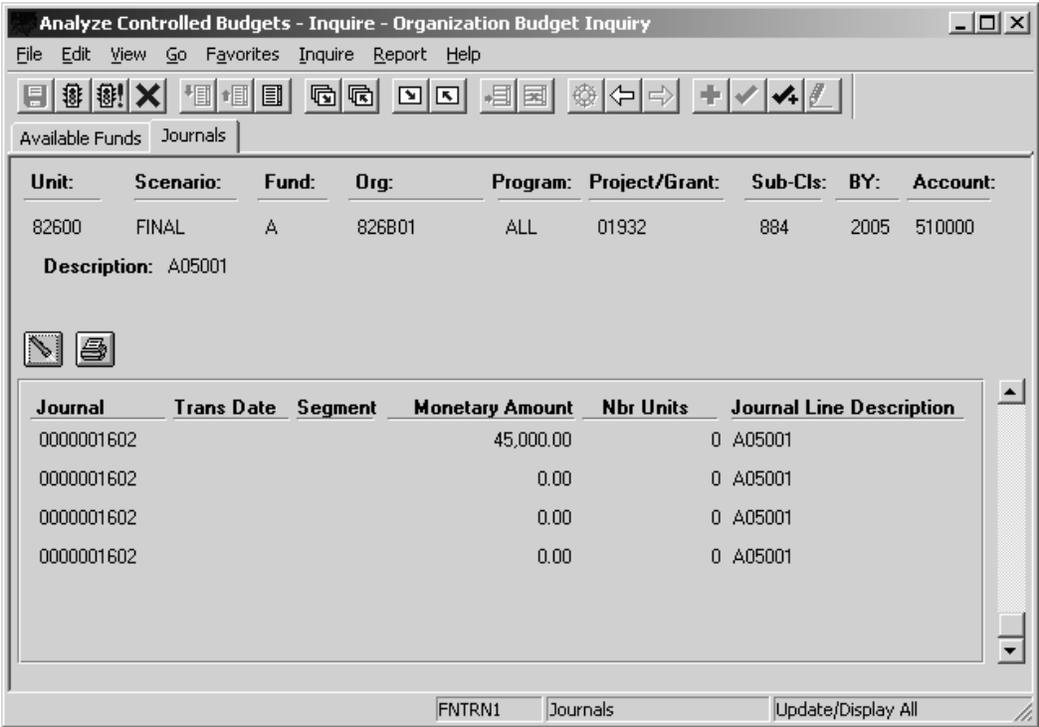
Step 7	Click the  Panel tab.
Expected Results:	The Journals panel displays.

Step 8	Click  to display detailed journal information.
Expected Results:	The detail journals affecting the organization budget display.

Step 9	<p>Review the supporting posted journal information associated with the organization budget. Each posted journal displays one line of information that includes:</p> <p>Journal Trans Date Segment Monetary Amount Nbr Units Journal Line Description</p>
Expected Results:	The detail journal information is reviewed.

Exercise 3 (continued)

Step 10	<p>Click the Print Icon  to print the journals supporting the appropriation.</p> <p>The print function may not be available in all locations.</p>
Expected Results:	<p>The detail journal information is printed.</p>

Step 11	<p>Compare your Journals panel with the one shown below:</p>  <p>Expected Results:</p> <p>The panel matches.</p>
----------------	--

Exercise completed.

Exercise 4 – Inquiring on Revenue Estimate information

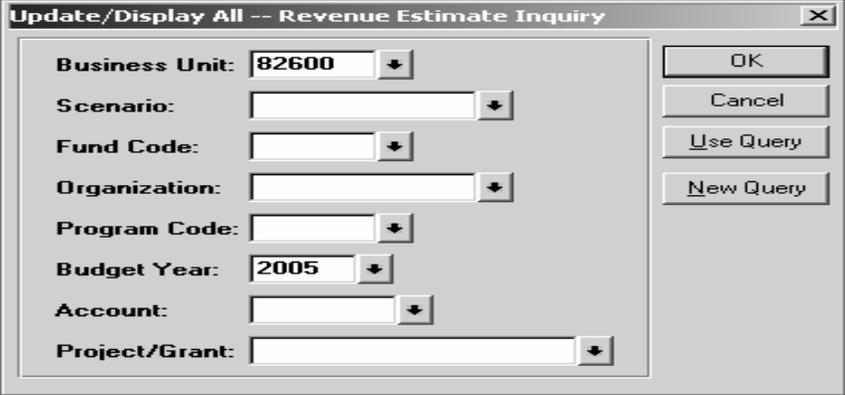
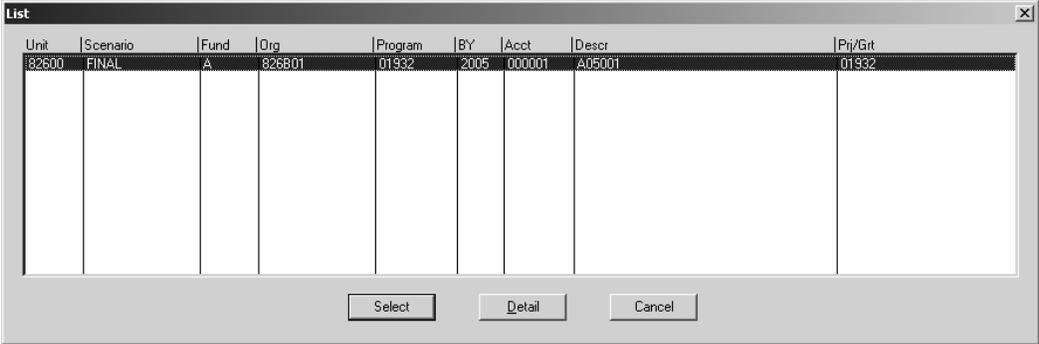
Scenario: The scenario for this exercise involves inquiring on specific revenue estimate budget information for:

- Estimated revenue (This will be funding source budgets associated with organization budgets.)
- Budget journal detail

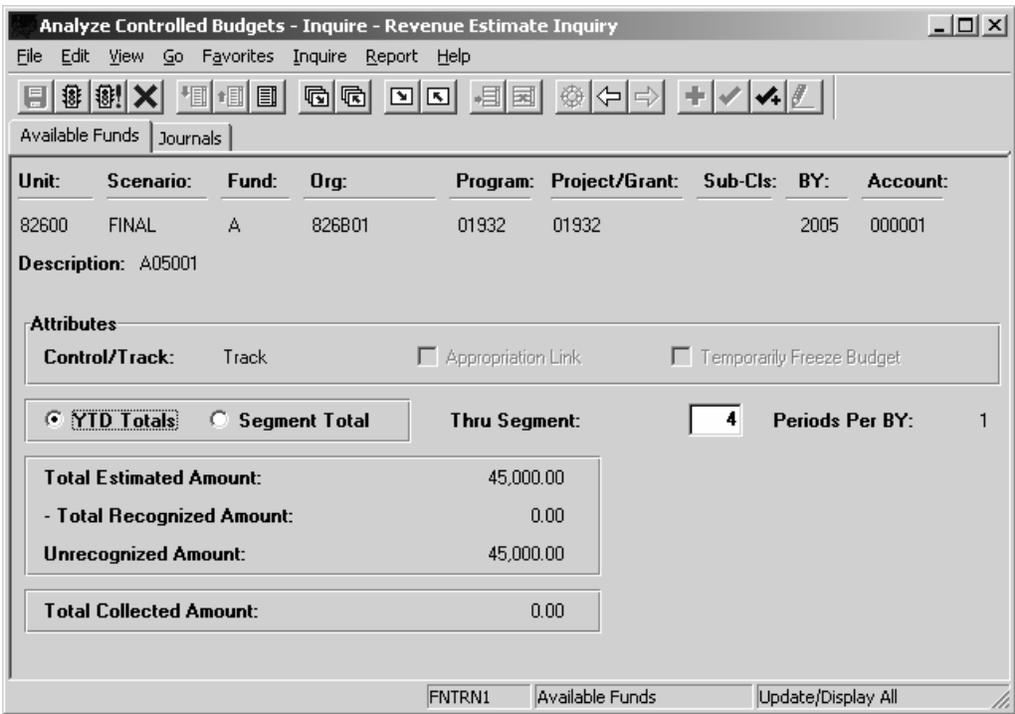
Step 1	<p>Access the Revenue Estimate Inquiry panel.</p> <p>Select: Go → Process Financial Information → Analyze Controlled Budget → Inquire → Revenue Estimate Inquiry → Available Funds</p>
Expected Results:	A dialog box is displayed.

Step 2	<p>Enter the revenue estimate information: Click OK.</p> <p>Business Unit: 82600</p> <p>Scenario:</p> <p>Fund Code:</p> <p>Organization:</p> <p>Program Code:</p> <p>Budget Year: 2005</p> <p>Account:</p> <p>Project/Grant:</p>
Expected Results:	A selection list displays.

Exercise 4 (continued)

<p>Step 3</p>	<p>Compare your panel with the one below.</p> 
<p>Expected Results:</p>	<p>Click OK. A selection list displays.</p>
<p>Step 4</p>	<p>In the List box double-click on the row to select or use push button icon "Select".</p> 
<p>Expected Results:</p>	<p>The correct row is selected.</p>
<p>Step 5</p>	<p>Review the Available Funds panel:</p> <p>Total Estimated Amount: 45,000.00 Total Recognized Amount: 0.00 Unrecognized Amount: 45,000.00 Total Collected Amount: 0.00</p>
<p>Expected Results:</p>	<p>Data is reviewed.</p>

Exercise 4 (continued)

<p>Step 6</p>	<p>Compare your Available Funds panel with the one shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Proceed to the next step.</p>

<p>Step 7</p>	<p>Click the  panel tab.</p>
<p>Expected Results:</p>	<p>The Journals panel displays.</p>

<p>Step 8</p>	<p>Click  to display detailed journal information.</p>
<p>Expected Results:</p>	<p>The detail journals affecting the revenue estimate display.</p>

Exercise 4 (continued)

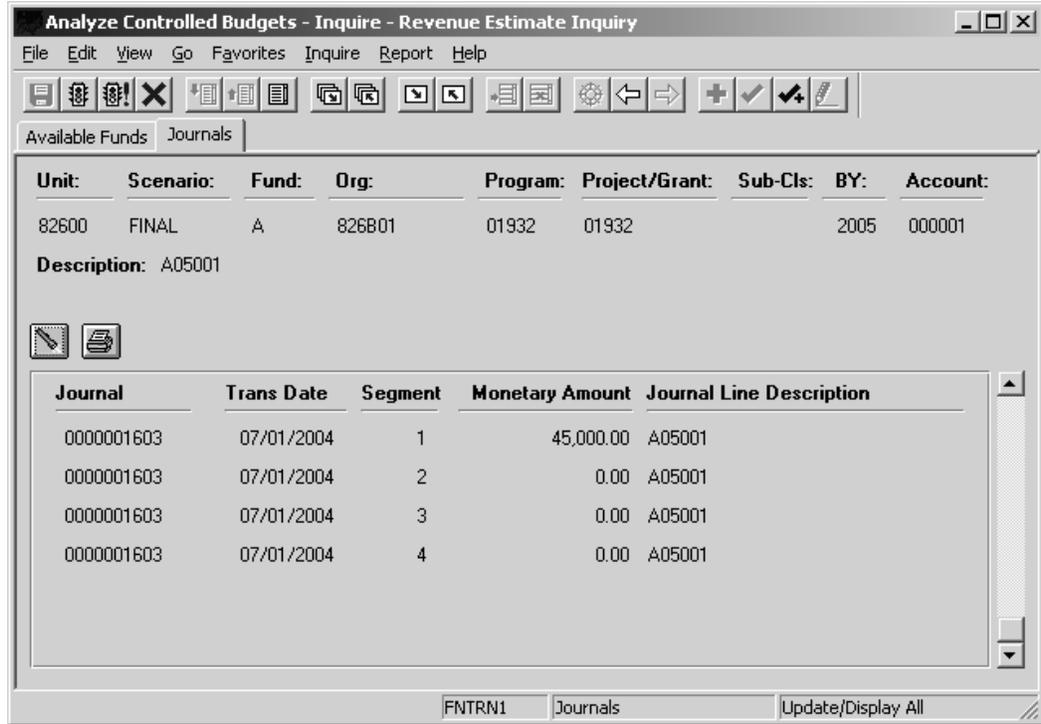
Step 9	<p>Review the supporting posted journal information associated with the appropriation. Each posted journal displays one line of information that includes:</p> <p>Journal ID Journal Date Monetary Amount Journal Line Description</p>
Expected Results:	The detail journal information is reviewed.

Step 10	<p>Click the Print icon  to print the journals supporting the appropriation.</p> <p>The print function may not be available in all locations.</p>
Expected Results:	The detail journal information is printed.

Exercise 4 (continued)

Step 11

Compare your Journals panel with the one shown below:



Expected Results:

The panel matches.

Exercise completed.

D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives review:

1. Review the fund balance and budgetary information for:
 - Appropriation
 - Allotment
 - Organization
 - Revenue Estimate

Discuss the following questions:

1. What are the four types of budgets that can be viewed online?
2. What is the minimal amount of information that should be entered in the selection dialog box for a budget inquiry?
3. What are the types of information that can be viewed for each budget?

Answers:

1. Appropriation, Allotment, Organization and Revenue Estimate
2. Agency number and Budget Year
3. Available Funds, Attributes, and Journals

REPORTS

REPORTS

There are two types of reports –

1. **Crystal Reports – These reports run to a Window (Display on your screen). Run Location = Client Output Destination = Window**

The screenshot shows the 'Process Scheduler Request' dialog box. At the top, the Operator ID is 'RPEREZ' and the Run Control ID is 'ALLOT_STATUS'. The 'Run Location' section has 'Client' selected. The 'Output Destination' section has 'Window' selected. The 'Run Date/Time' section shows a date of '07/31/2003' and a time of '02:40:00 PM'. The 'Run Recurrence' section is set to 'Once'. At the bottom, a table lists the report details:

Description	Name	Process Type Descr
Allotment Status	GLC8010-	Crystal

2. **SQR Reports – These reports run to the Server and then to Info Pac/Document Direct – Run Location = Server Server = PSUNX Output Destination = File File/Printer = /tmp/+P-d**

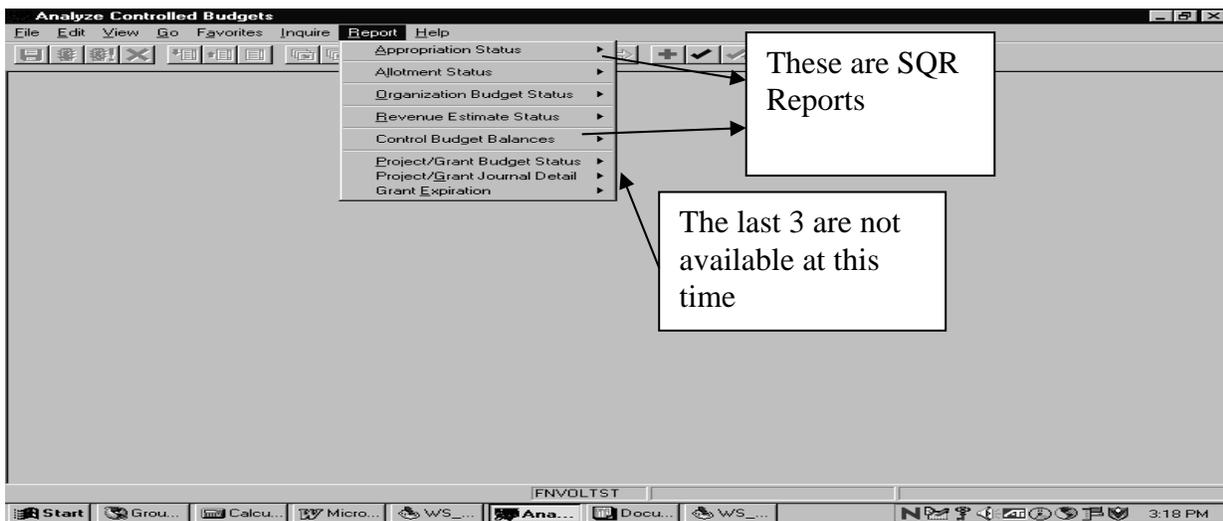
The screenshot shows the 'Process Scheduler Request' dialog box. At the top, the Operator ID is 'RPEREZ' and the Run Control ID is 'APPROP_STATUS'. The 'Run Location' section has 'Server' selected. The 'Output Destination' section has 'File' selected. The 'File/Printer' field contains '/tmp/+P-d'. The 'Run Date/Time' section shows a date of '07/31/2003' and a time of '02:42:00 PM'. The 'Run Recurrence' section is set to 'Once'. At the bottom, a table lists the report details:

Description	Name	Process Type Descr
Appropriation Status Report	GLS8200K	SQR Report

1. Crystal: Go > Process Financial Information > Analyze Controlled Budget > Reports

No options other than Agency and Year are available for these reports.

- Appropriation Status - This is a SQR Report
- Allotment Status
- Organization Budget Status
- Revenue Status
- Control Budget Balances – This is a SQR Report
- Project/Grant Status – **Not Available**
- Project/Grant Detail – **Not Available**
- Grant Expiration **Not Available**



Allotment Status

m:\ps\fndev\crrw\eng\glc8010-.rpt

1 of 1+ 75% Total:496 100% 496 of 496

PEOPLE Report ID: GLC8010X PeopleSoft General Ledger ALLOTMENT STATUS Page No: 1
Run Date: 06 Jun 2004 Run Time: 9:24:03 AM

Business Unit: 46200
Budget Year: 2000

Fund	Organization	Program	Sub Class	Account	Period	Allotted Amount	Pre-Encumbered Amount	Encumbered Amount	Expended Amount	Remainder Amount
A	462A01	ALL	300	000000	1	1,183,703.00	0.00	0.00	96,792.01	1,086,910.99
A	462A01	ALL	300	000000	2	0.00	0.00	3,425.00	204,418.51	-207,843.51
A	462A01	ALL	300	000000	3	0.00	0.00	-3,425.00	273,514.10	-270,089.10
A	462A01	ALL	300	000000	4	449,307.50	0.00	0.00	0.00	449,307.50
A	462A01	ALL	301	000000	1	584,559.00	0.00	25,593.14	42,460.95	516,504.91
A	462A01	ALL	301	000000	2	0.00	0.00	-25,529.75	104,409.70	-78,879.95
A	462A01	ALL	301	000000	3	0.00	0.00	42,153.62	96,157.20	-138,310.82
A	462A01	ALL	301	000000	4	394,735.54	0.00	0.00	0.00	394,735.54
A	462A01	ALL	302	000000	1	20,000.00	0.00	0.00	2,143.95	17,856.05
A	462A01	ALL	302	000000	2	0.00	0.00	0.00	10,610.86	-10,610.86
A	462A01	ALL	302	000000	3	0.00	0.00	0.00	5,646.83	-5,646.83
A	462A01	ALL	302	000000	4	1,598.36	0.00	0.00	0.00	1,598.36
A	462A01	ALL	304	000000	1	1,512,371.00	0.00	1,328,801.00	0.00	183,570.00
A	462A01	ALL	304	000000	2	0.00	0.00	0.00	0.00	0.00
A	462A01	ALL	304	000000	3	0.00	0.00	-175,843.00	175,843.00	0.00
A	462A01	ALL	304	000000	4	183,570.00	0.00	0.00	0.00	183,570.00
A	462A01	ALL	306	000000	1	12,411.00	0.00	0.00	2,000.00	10,411.00
A	462A01	ALL	306	000000	2	0.00	0.00	0.00	4,000.00	-4,000.00
A	462A01	ALL	306	000000	3	0.00	0.00	0.00	3,000.00	-3,000.00
A	462A01	ALL	306	000000	4	3,411.00	0.00	0.00	0.00	3,411.00
A	462A01	ALL	307	000000	1	17,550.00	0.00	0.00	4,127.03	13,422.97
A	462A01	ALL	307	000000	2	0.00	0.00	0.00	5,429.34	-5,429.34
A	462A01	ALL	307	000000	3	0.00	0.00	0.00	5,122.66	-5,122.66
A	462A01	ALL	307	000000	4	2,870.97	0.00	0.00	0.00	2,870.97
A	462A01	ALL	308	000000	1	41,287.00	0.00	0.00	9,732.89	31,554.11
A	462A01	ALL	308	000000	2	0.00	0.00	0.00	9,781.43	-9,781.43
A	462A01	ALL	308	000000	3	35,000.00	0.00	0.00	41,182.08	-6,182.08
A	462A01	ALL	308	000000	4	48,547.54	0.00	0.00	0.00	48,547.54

Organization Budget Status

m:\ps\fndev\crw\eng\glc8020x.rpt
1 of 1+ 75% Total:61408 100% 61408 of 61408

Report ID GLC8020X

PeopleSoft General Ledger
ORGANIZATION BUDGET STATUS

Business Unit: 46200
Budget Year: 2000

Fund	Org	Program	Sub	Account	Project ID	Period	Budgeted Amount	Pre-Encumbered Amount	Encu Ar
A	4620240100	ALL	200	997001	08R	1	0.00	0.00	
A	4620240100	ALL	200	997001	08R	2	0.00	0.00	
A	4620240100	ALL	200	997001	08R	3	0.00	0.00	
A	4620240100	ALL	200	997001	08R	4	-1.00	0.00	
A	4620330700	ALL	200	997001	08R	1	0.00	0.00	
A	4620330700	ALL	200	997001	08R	2	0.00	0.00	
A	4620330700	ALL	200	997001	08R	3	0.00	0.00	
A	4620330700	ALL	200	997001	08R	4	-2.00	0.00	
A	4620430127	ALL	200	997001	08R	1	0.00	0.00	
A	4620430127	ALL	200	997001	08R	2	0.00	0.00	
A	4620430127	ALL	200	997001	08R	3	0.00	0.00	
A	4620430127	ALL	200	997001	08R	4	2.00	0.00	
A	4620430907	ALL	200	997001	08R	1	0.00	0.00	
A	4620430907	ALL	200	997001	08R	2	0.00	0.00	
A	4620430907	ALL	200	997001	08R	3	0.00	0.00	
A	4620430907	ALL	200	997001	08R	4	4.00	0.00	
A	4620570600	ALL	200	997001	10921200	1	0.00	0.00	
A	4620570600	ALL	200	997001	10921200	2	0.00	0.00	

Revenue Estimate Status

m:\ps\ndev\crlw\eng\glc8030x.rpt

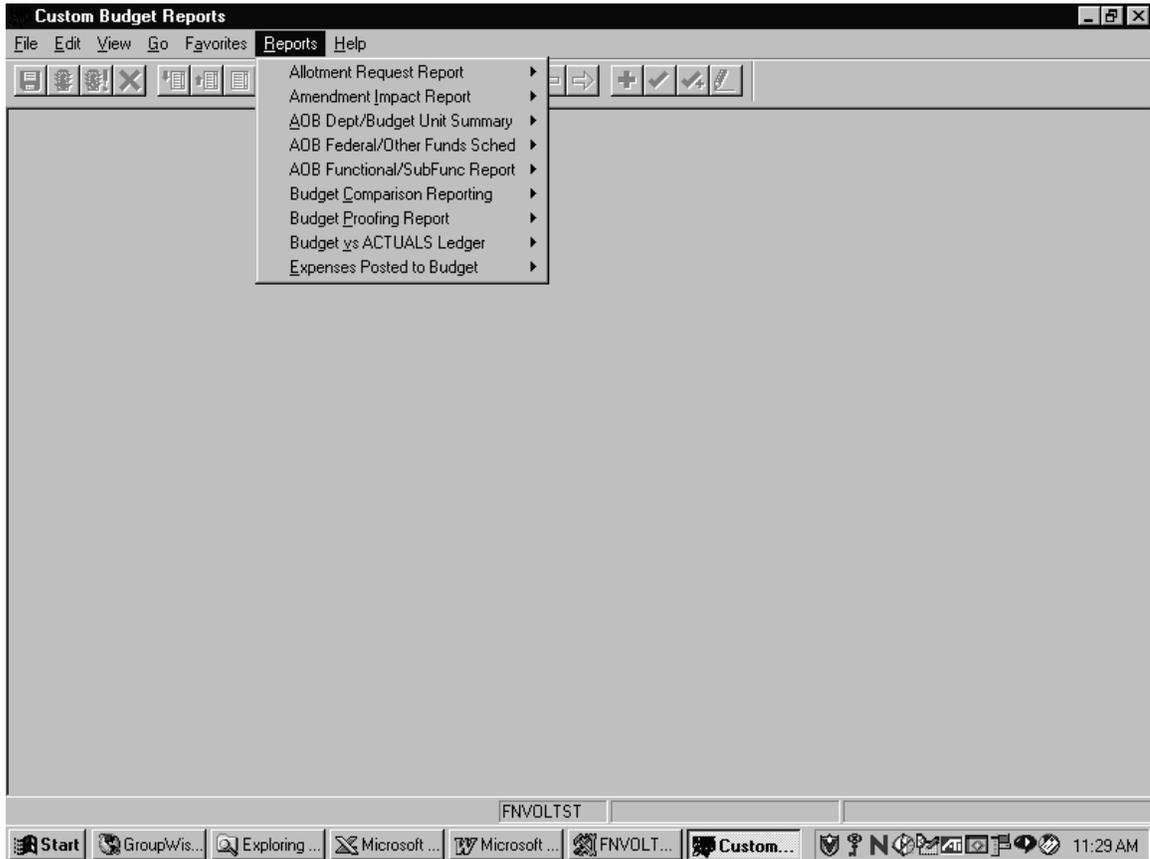
1 of 1+ 75% Total:3000 100% 3000 of 3000

PEOPLE Report ID: GLC8030X PeopleSoft General Ledger REVENUE ESTIMATE STATUS Page No. 1
Run Date: 06-Jun-2000 Run Time: 2:42:33 PM

Business Unit: 46200
Budget Year: 2000

Fund	Organization	Program	Project ID	Account	Period	Estimated Amount	Revenue Recognized	Unrecognized Amount	Cash Collected
A	4620110100	01000	08R	000001	1	886,729.00	0.00	886,729.00	0.00
A	4620110100	01000	08R	000001	2	0.00	0.00	0.00	0.00
A	4620110100	01000	08R	000001	3	0.00	0.00	0.00	0.00
A	4620110100	01000	08R	000001	4	0.00	0.00	0.00	0.00
A	4620110100	05000	04909009	000001	1	0.00	0.00	0.00	0.00
A	4620110100	05000	04909009	000001	2	0.00	0.00	0.00	0.00
A	4620110100	05000	04909009	000001	3	0.00	0.00	0.00	0.00
A	4620110100	05000	04909009	000001	4	185,000.00	0.00	185,000.00	0.00
A	4620110100	63008	08R	000001	1	0.00	0.00	0.00	0.00
A	4620110100	63008	08R	000001	2	0.00	0.00	0.00	0.00
A	4620110100	63008	08R	000001	3	35,000.00	0.00	35,000.00	0.00
A	4620110100	63008	08R	000001	4	0.00	0.00	0.00	0.00
A	4620110300	01000	08R	000001	1	243,750.00	0.00	243,750.00	0.00
A	4620110300	01000	08R	000001	2	0.00	0.00	0.00	0.00
A	4620110300	01000	08R	000001	3	0.00	0.00	0.00	0.00
A	4620110300	01000	08R	000001	4	0.00	0.00	0.00	0.00
A	4620110400	01000	08R	000001	1	2,787,930.00	0.00	2,787,930.00	0.00
A	4620110400	01000	08R	000001	2	0.00	0.00	0.00	0.00
A	4620110400	01000	08R	000001	3	0.00	0.00	0.00	0.00
A	4620110400	01000	08R	000001	4	0.00	0.00	0.00	0.00
A	4620130900	01000	08R	000001	1	1,236,844.00	0.00	1,236,844.00	0.00
A	4620130900	01000	08R	000001	2	0.00	0.00	0.00	0.00
A	4620130900	01000	08R	000001	3	0.00	0.00	0.00	0.00
A	4620130900	01000	08R	000001	4	0.00	0.00	0.00	0.00
A	4620130900	63035	08R	000001	1	1,345,000.00	0.00	1,345,000.00	0.00

2. SQR Reports: Go > Process Financial Information > Custom Budget Reports. These reports are routed to Info Pac (Document Direct).



When Will My Reports Run

Run Recurrence:

- A. Once – the report will process today and be routed through Document Direct
- B. Report Request Run Recurrence – report will run tonight after Batch

You can select “Once” for Budget reports. Some reports in other modules should not be requested using “Once”. Contact a consultant in the specific module if you are not sure.

Process Scheduler Request

Operator ID: FNTRN01 Run Control ID: BUDG_POST

Run Location: Client Server
 Server: PSUNX

Output Destination: File Printer Window
 File/Printer: /tmp/+P-d

Run Date/Time:
 Date: 12/20/1999
 Time: 08:00:00 AM
 Reset to current Date/Time

Run Recurrence:
 Mon-Fri 8-5 every hour
 Once
 Mon-Fri 8-5 every hour
 Report Request Run Recurrence
 New View Delete

Description	Name	Process Type Descr
Budget Comparison Report	GLS4006X	SQR Report

BUDGET COMPARISON REPORT

When I request a Budget Comparison Report (GL818045C) at the Detail Level there are no amounts in the AOB column. Why?

Since we don't budget at the detail level there is not a budget at the detail level.

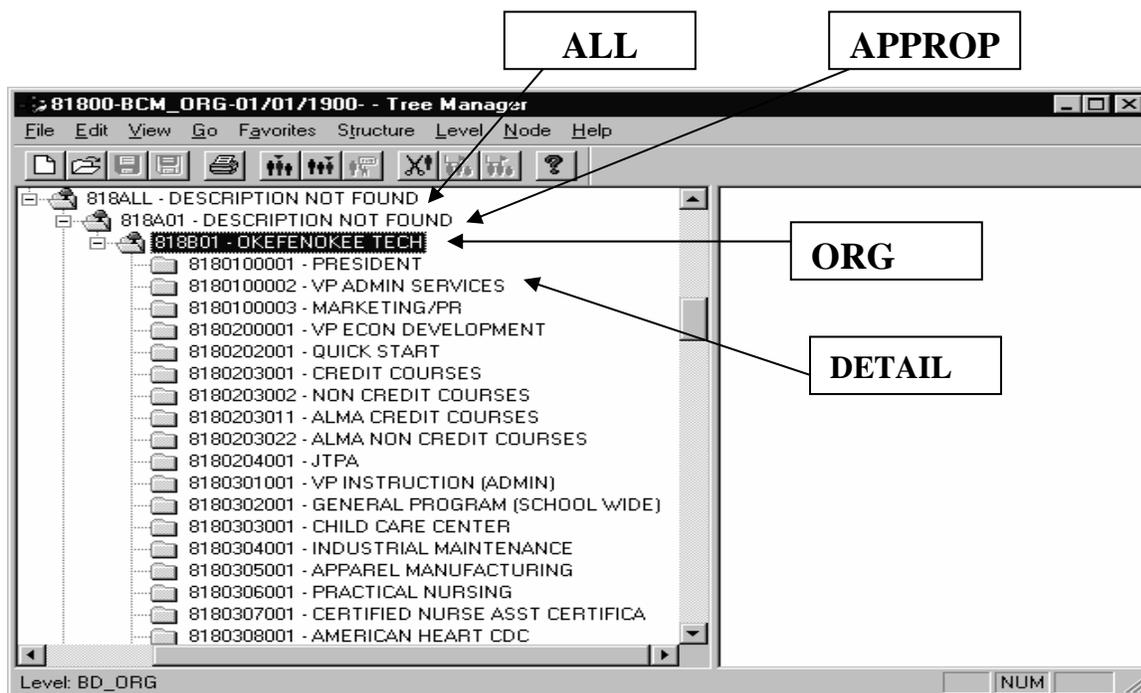
The budgets are at the **ORG** Level which means if you request the report at the **ALL** Level; the report will show the budget amounts and the expenses.

The report can be requested at the detail level for purpose of reviewing expenses at the detail level. This is a great tool for analysis, but doesn't show the budget.

The Budget Comparison Report includes expenses as of the batch run from the night before. If a P.O. was processed today, those expenses would not be included.

LEVELS - ORG TREE:

1. ALL ALL Level
2. BD_APPROP BD_APPROP Level
3. BD_ORG BD_ORG Level
4. BD_DETAIL BD_DETAIL Level



Budget Comparison Report (continued)

Budget Comparison Request with these options produces the report option at the bottom of the page. **The report will show only the expenses.** The Budget will not show because we do not budget at the detail level.

Note: The Organization codes and Account codes are at the detail level.

Tree Name = BCM_ORG Level Name = BD_DETAIL

Custom Budget Reports - Reports - Budget Comparison Reporting

File Edit View Go Favorites Reports Help

Budget Reports

Operator ID: EPFORTSO
Run Control ID: Budg_Comp.

Business Unit: 82600
Time Span: Monthly
Budget Year: 2003
Fiscal Year: 2003
Period: 07
Number of Trees: 1

Tree No. 1: Tree Name: BCM_ORG
Tree Node Or Level: Level
Level Name: BD_DETAIL

Tree No. 2: Tree Name:
Tree Node Or Level:
Level Name:

Calculated Column: AOB - YTD Exp
Budget Option: Current
Revenue Option: Spent

FNVOLTST Budget Reports Update/Display

DocumentDirect - [gosysb.state.ga.us: GL826045C (20030131165333)]

File Edit View Script Policy Options Window Help

State of Georgia
West Central Technical College
Current Monthly Budget Comparison Report - Organization
General Ledger Report

Report ID: GL826045C
Print Date: 01/31/2003
Page: 1
PS Id: GLS4006X

Budget Year: 2003 Prd: 007 FY: 2003 From 01/01/2003 To 01/31/2003
BCM_ORG Level: (4) BD_DETAIL

Business Unit: 82600 West Central Technical College
Organization Code: 826001 - ADMINISTRATION

Description	AOB	Monthly Expenses	% of AOB	YTD Allotment	YTD Expenses	% of AOB	Remaining AOB
885 - Op Expenses - Institutions							
627005 OOE - Bank Charges	0.00	0.00	0.00	0.00	8,756.12	0.00	-8,756.12
627000 - OTHER OPERATING EXP	0.00	0.00	0.00	0.00	8,756.12	0.00	-8,756.12
885 - Op Expenses - Institut	0.00	0.00	0.00	0.00	8,756.12	0.00	-8,756.12
Total - Expenses	0.00	0.00	0.00	0.00	8,756.12	0.00	-8,756.12

Section: Pg 1 of 285

Budget Comparison Report (continued)

Budget Comparison Request with these options produces the report option at the bottom of the page. **The report will show the Budget and Expenses.**

Note: The Organization codes are at the BD_ORG Level on the Tree.

Tree Name = BCM_ORG Level Name = BD_ORG

To request a report for a specific organization, select Tree **Node** and the specific organization.

Description	AOB	Monthly Expenses	% of AOB	YTD Allotment	YTD Expenses	% of AOB	Remaining AOB
200 - Nonbudgeted Activity							
616000 EQUIP ON INV - NOT C	149,531.57	0.00	0.00	149,531.57	0.00	0.00	149,531.57
616007 Equip inv-not Capit-	0.00	0.00	0.00	0.00	10,902.57	0.00	-10,902.57
616000 - EQUIP ON INV - NOT	149,531.57	0.00	0.00	149,531.57	10,902.57	7.29	138,629.00
200 - Nonbudgeted Activity	149,531.57	0.00	0.00	149,531.57	10,902.57	7.29	138,629.00
885 - Op Expenses - Institutions							
612001 MV Expense - Gasolin	0.00	0.00	0.00	0.00	60.50	0.00	-60.50
612000 - MOTOR VEHICLE EXPEN	0.00	0.00	0.00	0.00	60.50	0.00	-60.50
613002 Printing & Publicati	0.00	10,689.71	0.00	0.00	34,547.17	0.00	-34,547.17
613000 - PRINTING & PUBLICAT	0.00	10,689.71	0.00	0.00	34,547.17	0.00	-34,547.17
614000 SUPPLIES & MATERIALS	739,325.00	0.00	0.00	739,325.00	0.00	0.00	739,325.00
614001 ScM-Cleaning	0.00	0.00	0.00	0.00	224.46	0.00	-224.46
614002 ScM-Computer	0.00	979.80	0.00	0.00	8,429.41	0.00	-8,429.41

Budget Comparison Report (continued)

Budget Comparison Request with these options produces the report option at the bottom of the page. **The report will show the Budget and Expenses.**

Note: The Organization codes are at the BD_APPROP Level on the Tree.

Tree Name = BCM_ORG Level Name = BD_APPROP

Description	AOB	Monthly Expenses	% of AOB	YTD Allotment	YTD Expenses	% of AOB	Remaining AOB
200 - Nonbudgeted Activity							
616000 EQUIP ON INV - NOT C	149,531.57	0.00	0.00	149,531.57	0.00	0.00	149,531.57
616007 Equip inv-not Capit-	0.00	0.00	0.00	0.00	10,902.57	0.00	-10,902.57
616000 - EQUIP ON INV - NOT	149,531.57	0.00	0.00	149,531.57	10,902.57	7.29	138,629.00
200 - Nonbudgeted Activity	149,531.57	0.00	0.00	149,531.57	10,902.57	7.29	138,629.00
885 - Op Expenses - Institutions							
612001 MV Expense - Gasolin	0.00	0.00	0.00	0.00	60.50	0.00	-60.50
612000 - MOTOR VEHICLE EXPEN	0.00	0.00	0.00	0.00	60.50	0.00	-60.50
613002 Printing & Publicati	0.00	10,689.71	0.00	0.00	34,547.17	0.00	-34,547.17
613000 - PRINTING & PUBLICAT	0.00	10,689.71	0.00	0.00	34,547.17	0.00	-34,547.17
614000 SUPPLIES & MATERIALS	739,325.00	0.00	0.00	739,325.00	0.00	0.00	739,325.00
614001 S&M-Cleaning	0.00	0.00	0.00	0.00	224.46	0.00	-224.46
614002 S&M-Computer	0.00	979.80	0.00	0.00	8,429.41	0.00	-8,429.41

Budget Comparison Report (continued)

Budget Comparison Request with these options produces the report option at the bottom of the page. **The report will show the Budget and Expenses.**

Note: The Organization codes are at the BD_ALL Level on the Tree.

Tree Name = BCM_ORG Level Name = BD_ALL

Description	AOB	Monthly Expenses	% Of AOB	YTD Allotment	YTD Expenses	% Of AOB	Reme
200 - Nonbudgeted Activity							
615000 REPAIRS & MAINTENANC	127,794.00	0.00	0.00	127,794.00	0.00	0.00	127,7
615001 Repairs & Maintenanc	0.00	0.00	0.00	0.00	25,232.48	0.00	-25,2
615000 - REPAIRS & MAINTENAN	127,794.00	0.00	0.00	127,794.00	25,232.48	19.74	102,5
616000 EQUIP ON INV - NOT C							
616007 Equip inv-not Capit-	149,531.57	0.00	0.00	149,531.57	0.00	0.00	149,5
616000 - EQUIP ON INV - NOT	0.00	0.00	0.00	0.00	10,902.57	0.00	-10,9
616000 - EQUIP ON INV - NOT	149,531.57	0.00	0.00	149,531.57	10,902.57	7.29	138,6
200 - Nonbudgeted Activity	277,325.57	0.00	0.00	277,325.57	36,135.05	13.03	241,1
884 - Persl Svcs - Institutions							
510000 REGULAR SALARIES	10,921,685.23	0.00	0.00	10,921,685.23	0.00	0.00	10,921,6
510001 Regular Salaries	0.00	658,004.21	0.00	0.00	4,548,467.97	0.00	-4,548,4
510002 Annual Leave Pay	0.00	18,607.33	0.00	0.00	63,286.38	0.00	-63,2
510003 Other Supplemental P	0.00	5,510.63	0.00	0.00	65,386.66	0.00	-65,3

Budget Comparison Report (continued)

Budget Comparison Request with these options produces the report option at the bottom of the page. **The report will show the Budget and Expenses.**

Tree Name = BCM_PROJECT Level Name = ALL

Description	AOB	Monthly Expenses	% Of AOB	YTD Allotment	YTD Expenses	% Of AOB	Rems
200 - Nonbudgeted Activity							
615000 REPAIRS & MAINTENANC	127,794.00	0.00	0.00	127,794.00	0.00	0.00	127,794.00
615001 Repairs & Maintenanc	0.00	0.00	0.00	0.00	25,232.48	0.00	-25,232.48
615000 - REPAIRS & MAINTENAN	127,794.00	0.00	0.00	127,794.00	25,232.48	19.74	102,561.52

616000 EQUIP ON INV - NOT C	149,531.57	0.00	0.00	149,531.57	0.00	0.00	149,531.57
616007 Equip inv-not Capit-	0.00	0.00	0.00	0.00	10,902.57	0.00	-10,902.57
616000 - EQUIP ON INV - NOT	149,531.57	0.00	0.00	149,531.57	10,902.57	7.29	138,628.99

200 - Nonbudgeted Activity	277,325.57	0.00	0.00	277,325.57	36,135.05	13.03	241,190.52

884 - Persl Svcs - Institutions							
510000 REGULAR SALARIES	10,921,685.23	0.00	0.00	10,921,685.23	0.00	0.00	10,921,685.23
510001 Regular Salaries	0.00	658,004.21	0.00	0.00	4,548,467.97	0.00	-4,548,467.97

Budget Comparison Report (continued)

Budget Comparison Request with these options produces the report option at the bottom of the page. The report will show Expenses only.

Tree Name = BCM_PROJECT Level Name = DETAIL

Description	AOB	Monthly Expenses	% Of AOB	YTD Allotment	YTD Expenses	% Of AOB	Remarks
884 - Persl Svcs - Institutions							
510001 Regular Salaries	0.00	595,501.18	0.00	0.00	4,111,091.30	0.00	-4,111,091.30
510002 Annual Leave Pay	0.00	12,398.49	0.00	0.00	43,108.60	0.00	-43,108.60
510003 Other Supplemental P	0.00	0.00	0.00	0.00	18,497.84	0.00	-18,497.84
510000 - REGULAR SALARIES	0.00	607,899.67	0.00	0.00	4,172,697.74	0.00	-4,172,697.74
513001 Temporary/Casual Lab	0.00	438.00	0.00	0.00	8,506.75	0.00	-8,506.75
513000 - TEMPORARY/CASUAL LA	0.00	438.00	0.00	0.00	8,506.75	0.00	-8,506.75
514001 FICA - Regular	0.00	6,983.43	0.00	0.00	47,944.52	0.00	-47,944.52
514002 FICA - Medicare	0.00	8,418.28	0.00	0.00	56,828.01	0.00	-56,828.01
514000 - FICA	0.00	15,401.71	0.00	0.00	104,772.53	0.00	-104,772.53
515001 Retirement - ERS	0.00	12,461.00	0.00	0.00	85,213.51	0.00	-85,213.51
515003 Retirement - TRS	0.00	43,937.22	0.00	0.00	305,166.72	0.00	-305,166.72

Budget Comparison Report (continued)

Budget Comparison Request with these options produces the report option at the bottom of the page. The report will show the Budget and Expenses.

Tree Name = BCM_PROJECT Level Name = BD_ORG

Description	AOB	Monthly Expenses	% Of AOB	YTD Allotment	YTD Expenses	% Of AOB	Remarks
884 - Persl Svcs - Institutions							
510000 REGULAR SALARIES	9,322,065.00	0.00	0.00	9,322,065.00	0.00	0.00	9,322,065.00
510001 Regular Salaries	0.00	595,501.18	0.00	0.00	4,111,091.30	0.00	-4,111,091.30
510002 Annual Leave Pay	0.00	12,398.49	0.00	0.00	43,108.60	0.00	-43,108.60
510003 Other Supplemental P	0.00	0.00	0.00	0.00	18,497.84	0.00	-18,497.84
510000 - REGULAR SALARIES	9,322,065.00	607,899.67	6.52	9,322,065.00	4,172,697.74	44.76	5,149,367.26
513001 Temporary/Casual Lab	0.00	438.00	0.00	0.00	8,506.75	0.00	-8,506.75
513000 - TEMPORARY/CASUAL LA	0.00	438.00	0.00	0.00	8,506.75	0.00	-8,506.75
514001 FICA - Regular	0.00	6,983.43	0.00	0.00	47,944.52	0.00	-47,944.52
514002 FICA - Medicare	0.00	8,418.28	0.00	0.00	56,828.01	0.00	-56,828.01
514000 - FICA	0.00	15,401.71	0.00	0.00	104,772.53	0.00	-104,772.53
515001 Retirement - ERS	0.00	12,461.00	0.00	0.00	85,213.51	0.00	-85,213.51
515003 Retirement - TRS	0.00	43,937.22	0.00	0.00	305,166.72	0.00	-305,166.72

Budget Comparison Report (continued)

Budget Comparison Request using 2 Trees. The report will show the Budget and Expenses.

Tree Number 1 = BCM_ORG Level Name = ALL

Tree Number 2 = BCM_PROJECT Level Name =BD_ORG

Custom Budget Reports - Reports - Budget Comparison Reporting

File Edit View Go Favorites Reports Help

Budget Reports

Operator ID: EPFORTSO
Run Control ID: Budg_Comp.

Business Unit: 82600
Time Span: Monthly
Budget Year: 2003
Fiscal Year: 2003
Period: 07
Number of Trees: 2
Calculated Column: AOB - YTD Exp
Tree No. 1: Tree Name: BCM_ORG
Tree Node Or Level: Level
Level Name: ALL
Tree No. 2: Tree Name: BCM_PROJECT
Tree Node Or Level: Level
Level Name: BD_ORG
Budget Option: Current
Revenue Option: Spent
FNVOLTST Budget Reports Update/Display

GLS4006X.D0203.T124647.P0.X - WordPad

State of Georgia
West Central Technical College
Current Monthly Budget Comparison Report - Organization by Project
General Ledger Report

Report ID: GL82
Print Date: 02/C
Page 1
PS Id: GLS4

Budget Year: 2003 Prd: 007 FY: 2003 From 01/01/2003 To 01/31/2003
BCM_ORG Level: (1) ALL
BCM_PROJECT Level: (2) BD_ORG

Business Unit: 82600 West Central Technical College
Organization Code: 826ALL - DESCRIPTION NOT FOUND
Project Id: 01932 - VOC. ED. STATE PROJECT

Description	AOB	Monthly Expenses	% Of AOB	YTD Allotment	YTD Expenses	% Of AOB	Rema
884 - Persl Svcs - Institutions							
510000 REGULAR SALARIES	9,322,065.00	0.00	0.00	9,322,065.00	0.00	0.00	9,322,C
510001 Regular Salaries	0.00	595,501.18	0.00	0.00	4,111,091.30	0.00	-4,111,C
510002 Annual Leave Pay	0.00	12,398.49	0.00	0.00	43,108.60	0.00	-43,1
510003 Other Supplemental P	0.00	0.00	0.00	0.00	18,497.84	0.00	-18,4
510000 - REGULAR SALARIES	9,322,065.00	607,899.67	6.52	9,322,065.00	4,172,697.74	44.76	5,149,3
513001 Temporary/Casual Lab	0.00	438.00	0.00	0.00	8,506.75	0.00	-8,5
513000 - TEMPORARY/CASUAL LA	0.00	438.00	0.00	0.00	8,506.75	0.00	-8,5
514001 FICA - Regular	0.00	6,983.43	0.00	0.00	47,944.52	0.00	-47,5
514002 FICA - Medicare	0.00	8,418.28	0.00	0.00	56,828.01	0.00	-56,6
514000 - FICA	0.00	15,401.71	0.00	0.00	104,772.53	0.00	-104,7
515001 Retirement - ERS	0.00	12,461.00	0.00	0.00	85,213.51	0.00	-85,2
515003 Retirement - TRS	0.00	43,937.22	0.00	0.00	305,166.72	0.00	-305,1

For Help, press F1

Budget Comparison Report (continued)

Budget Comparison Request using 2 Trees. The report will show the Budget and Expenses.
Tree Number 1 = BCM_ORG Level Name = BD_APPROP
Tree Number 2 = BCM_PROJECT Level Name = ALL

Description	AOB	Monthly Expenses	% Of AOB	YTD Allotment	YTD Expenses	% Of AOB	Rems
200 - Nonbudgeted Activity							
616000 EQUIP ON INV - NOT C	149,531.57	0.00	0.00	149,531.57	0.00	0.00	149,531.57
616007 Equip inv-not Capit-	0.00	0.00	0.00	0.00	10,902.57	0.00	-10,902.57
616000 - EQUIP ON INV - NOT	149,531.57	0.00	0.00	149,531.57	10,902.57	7.29	138,628.99
200 - Nonbudgeted Activity	149,531.57	0.00	0.00	149,531.57	10,902.57	7.29	138,628.99
885 - Op Expenses - Institutions							
612001 MV Expense - Gasolin	0.00	0.00	0.00	0.00	60.50	0.00	-60.50
612000 - MOTOR VEHICLE EXPEN	0.00	0.00	0.00	0.00	60.50	0.00	-60.50
613002 Printing & Publicati	0.00	10,689.71	0.00	0.00	34,547.17	0.00	-34,547.17
613000 - PRINTING & PUBLICAT	0.00	10,689.71	0.00	0.00	34,547.17	0.00	-34,547.17

Budget Comparison Report (continued)

Budget Comparison Request using 2 Trees. The report will show the Budget and Expenses.
Tree Number 1 = BCM_PROJECT **Level Name = ALL**
Tree Number 2 = BCM_ORG **Level Name =BD_ORG**

Custom Budget Reports - Reports - Budget Comparison Reporting

File Edit View Go Favorites Reports Help

Budget Reports

Operator ID: EFPRTSO
 Run Control ID: Budg_Comp.

Business Unit: 82600
 Time Span: Monthly
 Budget Year: 2003
 Fiscal Year: 2003
 Period: 07
 Number of Trees: 2

Tree No. 1: Tree Name: BCM_PROJECT
 Tree Node Or Level: Level
 Level Name: ALL

Tree No. 2: Tree Name: BCM_ORG
 Tree Node Or Level: Level
 Level Name: BD_ORG

Calculated Column: AOB - YTD Exp
 Budget Option: Current
 Revenue Option: Spent

FNVOLTST Budget Reports Update/Display

DocumentDirect - [gosysb.state.ga.us: GL826045C (20030203132550)]

State Of Georgia
 West Central Technical College
 Current Monthly Budget Comparison Report - Project by Organization
 General Ledger Report

Report ID: GL826045C
 Print Date: 02/03/2003
 Page: 1
 PS Id: GL54006X

Budget Year: 2003 Prd: 007 FY: 2003 From 01/01/2003 To 01/31/2003
 BCM_PROJECT Level: (1) ALL
 BCM_ORG Level: (3) BD_ORG

Business Unit: 82600 West Central Technical College
 Project Id: ALL - All Projects
 Organization Code: 826001 - ADMINISTRATION

Description	AOB	Monthly Expenses	% Of AOB	YTD Allotment	YTD Expenses	% of AOB	Remaining AOB
200 - Nonbudgeted Activity							
616000 EQUIP ON INV - NOT C	149,531.57	0.00	0.00	149,531.57	0.00	0.00	149,531.57
616007 Equip Inv-not Capit-	0.00	0.00	0.00	0.00	10,902.57	0.00	-10,902.57
616000 - EQUIP ON INV - NOT	149,531.57	0.00	0.00	149,531.57	10,902.57	7.29	138,629.00
200 - Nonbudgeted Activity	149,531.57	0.00	0.00	149,531.57	10,902.57	7.29	138,629.00
885 - Op Expenses - Institutions							
612001 MV Expense - Gasolin	0.00	0.00	0.00	0.00	60.50	0.00	-60.50
612000 - MOTOR VEHICLE EXPEN	0.00	0.00	0.00	0.00	60.50	0.00	-60.50
613002 Printing & Publicati	0.00	10,689.71	0.00	0.00	34,547.17	0.00	-34,547.17
613000 - PRINTING & PUBLICAT	0.00	10,689.71	0.00	0.00	34,547.17	0.00	-34,547.17
614000 SUPPLIES & MATERIALS	739,325.00	0.00	0.00	739,325.00	0.00	0.00	739,325.00

Section: Pg 1 of 47

APPENDIX A

REFERENCE MATERIALS

- **Processing Amendment/Internal Revision Cheat Sheet**
- **Helpful Hints & Reminders**
- **Budget Key Translation**

Processing an Amendment or Internal Revision (Cheat Sheet)

Step 1. Add a Scenario (Amendment or Internal Revision)

Go > Define Business Rules > Design Chartfields > Use – Scenario – Add

(Copy the scenario name so you can paste it later)

Step 2. Add the Amendment/Internal Revision Journal Lines

Go > Process Financials – Process Journals > Use > Journal Entry > Standard Budget Journal Entry Header >Add

A. Header – The source should be BUD

Ledger Group = Control

Description – Enter the Amendment Number/Description (i.e. A02001)

B. Click on the Lines Tab to begin entering lines

Use the Insert Row Icon or F7 to add another row

When the lines are complete – Save and click the Red X

C. Process – Journal Edit –

Select the Run Control of JRNL_EDIT– Click OK

Complete the screen (be sure to change the amendment number and select the journal id number for the current amendment)

Note the Journal Id Number: _____ SAVE - Click Traffic Light.

Complete the Scheduler Request Screen and click OK.

Open the Process Monitor (Note the process instance number on the bottom left of your screen and verify that the job is successful.) Verify the journal is Valid.

Minimize the process monitor and maximize the Journal panel and click the Red X

D. Click on Process > Journal Post – Update/Display

Select JRNL_POST on the Run Control panel and click OK

Complete the screen (be sure to change the amendment number and select the journal id number for the current Amendment/Revision)

Note the Journal Id Number: _____ Save – Click Traffic Light

Complete the Scheduler Request Screen and click OK

(Note the process instance number on the bottom left of your screen and verify that the job is successful on the Process Monitor Screen. Verify journal is in Adjust Standard Budget)

You have now completed the process to create a Standard Budget.

Step 3 – Creating and Posting Controlled Budget

A. Add Budget Scenario Defaults.

Go – Process Financials – Prepare Controlled Budgets

Use > Budget Scenario Default > Add

B. Process – Controlled Budget Generator – Update/Display

Select BUDJRN LX in the run control panel and click OK

Complete the next panel save and click traffic light – note the process instance number and verify job was successful on the process monitor.

NOTE: Verify the job was also successful by inquiring on BUDJRN LX Report (BDXXX0403) in Document Direct.

From Report BDxxx0403 – Note the Journals to be posted _____ to _____

C. Process – Budget Journal Post Request – Update/Display

Select BUDG_POST on the Run Control panel and click OK . Verify data by running BDXXX0404 prior to posting.

Remember you are posting to multiple ledgers (Approp, Allotment, Org and Revenue) and could have several occurrences of each one. Complete panel – Save – Click traffic light. Complete the Scheduler Request Screen and click OK.

Verify posted scenario and journals on Report BDXXX0406.

Helpful Hints & Reminders

- 1. You can have more than one panel open at the same time in Financials - Click on GO - New window, and then open another process**
- 2. If you are using a drop down box and the following message displays “Maximum number of records found matching specified key(s)” you can enter another range of numbers and then Shift F4. For example, if you were scrolling through the list of Accounts and received this message, you could enter 51 or 510 in the Account field and Shift F4 and the list would begin with accounts starting with 510...**
- 3. When you are posting the Controlled Budget to the 4 ledgers you can have multiple occurrences of the ledgers. For example, in class we only had two lines on our amendment so we posted to the Appropriation, Allotment, Org., Revenue ledgers (4 journal id numbers). When you have more lines on the amendment there will be multiple occurrences of each ledger.**
- 4. On the Process Journal – Add- panel, do not change the “GL ID” from “NEXT” (the system will generate the next journal id number)**
- 5. If you close your process monitor and need to reopen it – Click on Go > PeopleTools > Process Monitor**
- 6. If you have added a scenario, journal lines or defaults and want to go back to it later – instead of add - go to update/display.**
- 7. Do not request the Bud Journal X (BUDJRNLX) process multiple times, unless previous generated journals have been deleted before the Budget Post process.**
- 8. Do not request the Budget Journal Post Request (GLS8001X) process multiple times.**

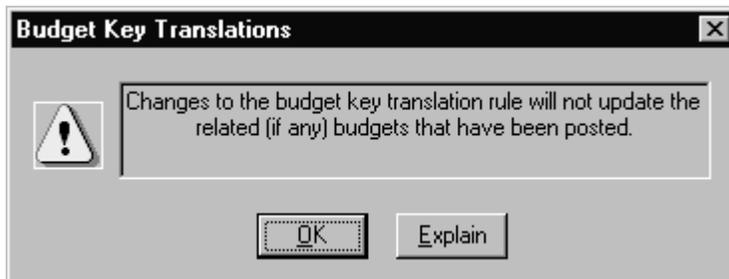
Budget Key Translations

Pull up this panel

GO > Define Business Rules > Control Public Sector > Use > Budget Key Translations > Update/Display

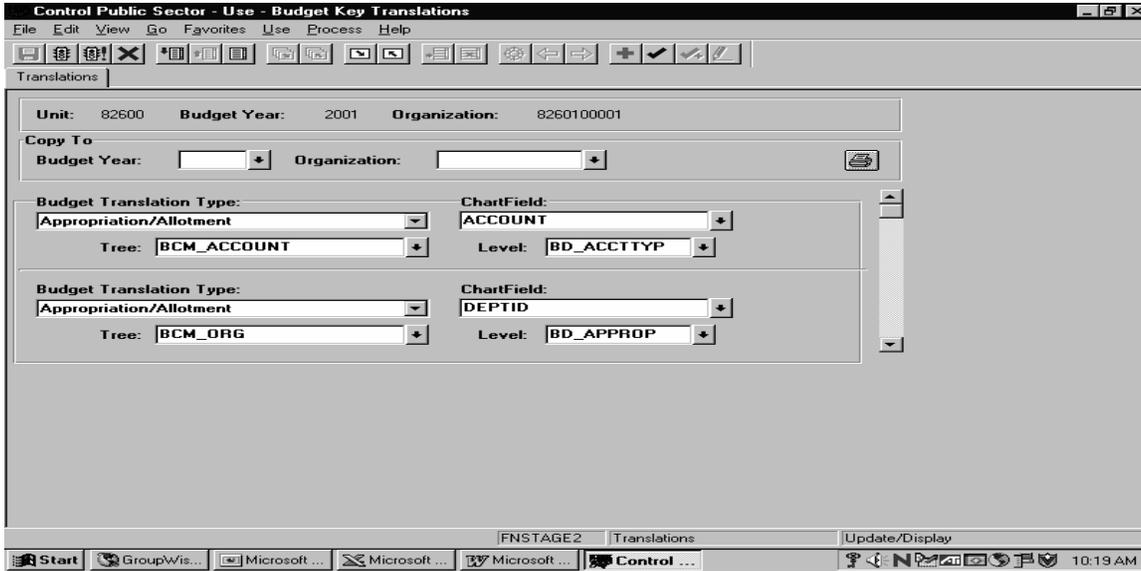


You will receive the following message. Click OK.



Budget Key Translations (continued)

Fill in the COPY TO information for Budget Year and Organization. **Save.**



APPENDIX B

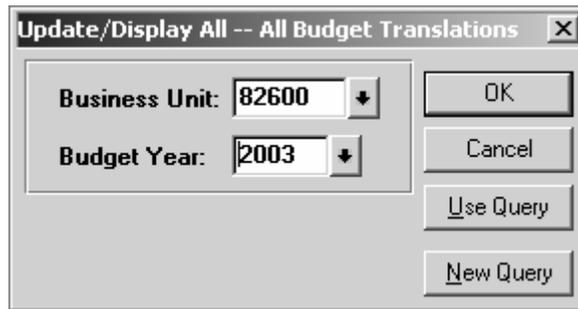
PROBLEM RESOLUTION

- **Determine the Error Line Budget Translation Level**
- **Budget Checking Line Status**
- **To Remove Blank Columns in a Query**

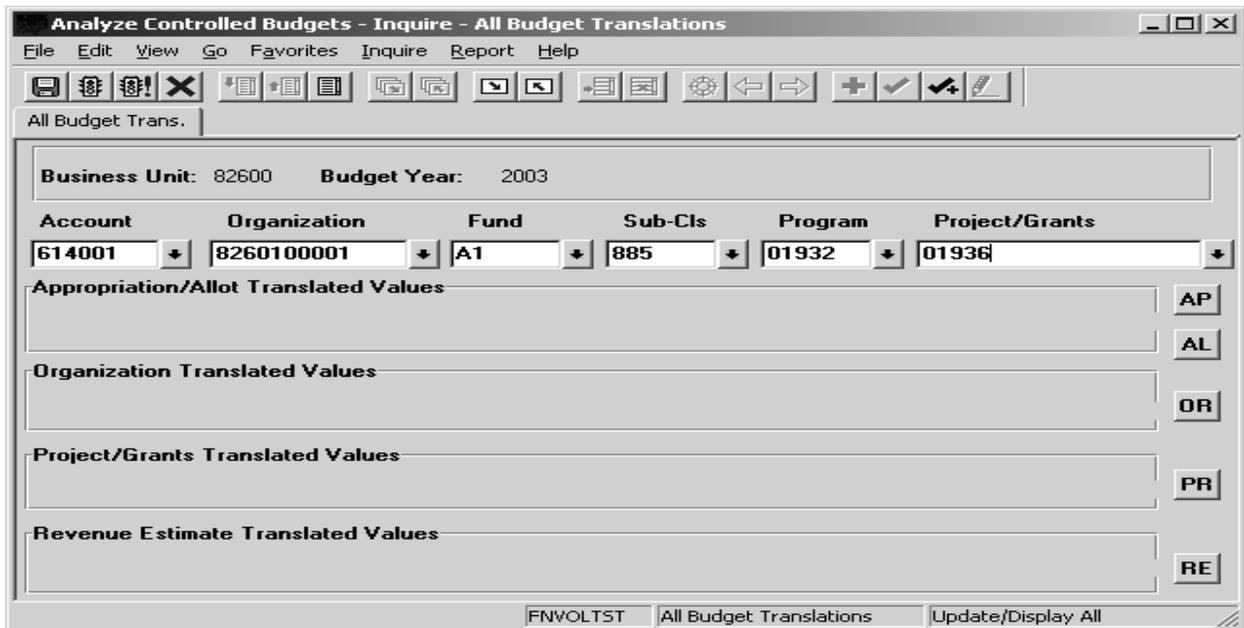
Determining the Error Line Budget Translation Level

Go > Process Financials > Analyze Controlled Budget > Inquire > All Budget Translations

Enter Business Unit and Budget Year. Click OK.

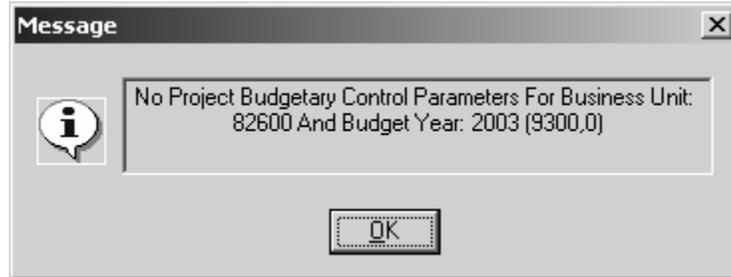


The All Budget Translations panel appears. Enter the data from the error report. Press enter.

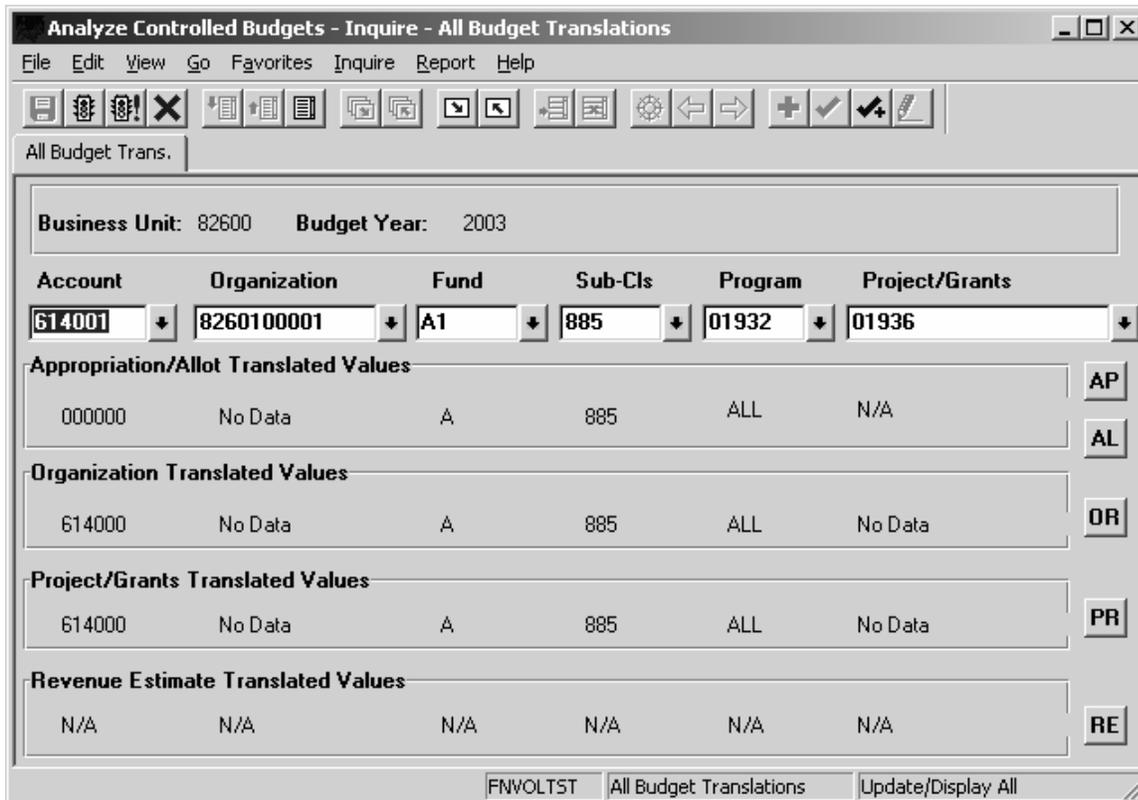


Determining the Error Line Budget Translation Level (continued)

You will receive a message “No Project Budgetary Control Parameter for Business Unit: XXXXX and Budget Year XXXX”. Click OK.



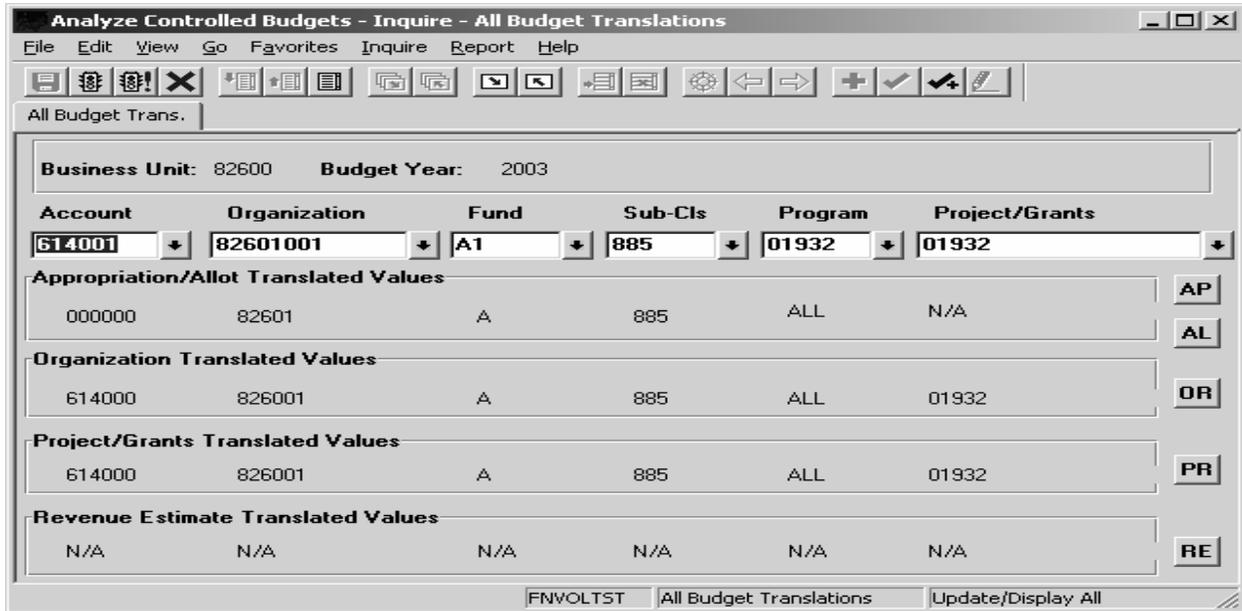
The Budget Chartfields for the specified details will be displayed.



Note: “No Data” is displayed for the Organization and Project/Grants chartfields. This means that the values are not on the BCM_ORG and BCM_Project Trees. Submit a request to have the values added or click on the red “X”, then inquire on another set of chartfields.

Determining the Error Line Budget Translation Level (continued)

The Budget Chartfields for the specified details will be displayed.

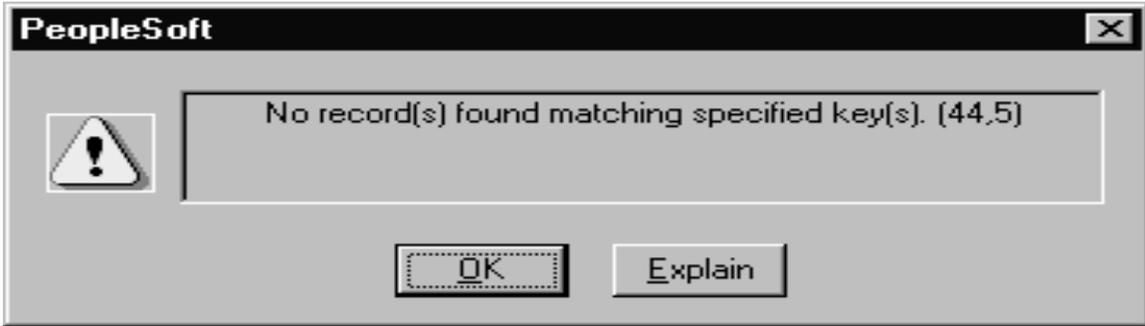


Click on the **OR** button. If there is a budget row for this combination, the Inquire panel will be displayed.



Determining the Error Line Budget Translation Level (continued)

If there is not a budget row, the following message will be displayed.



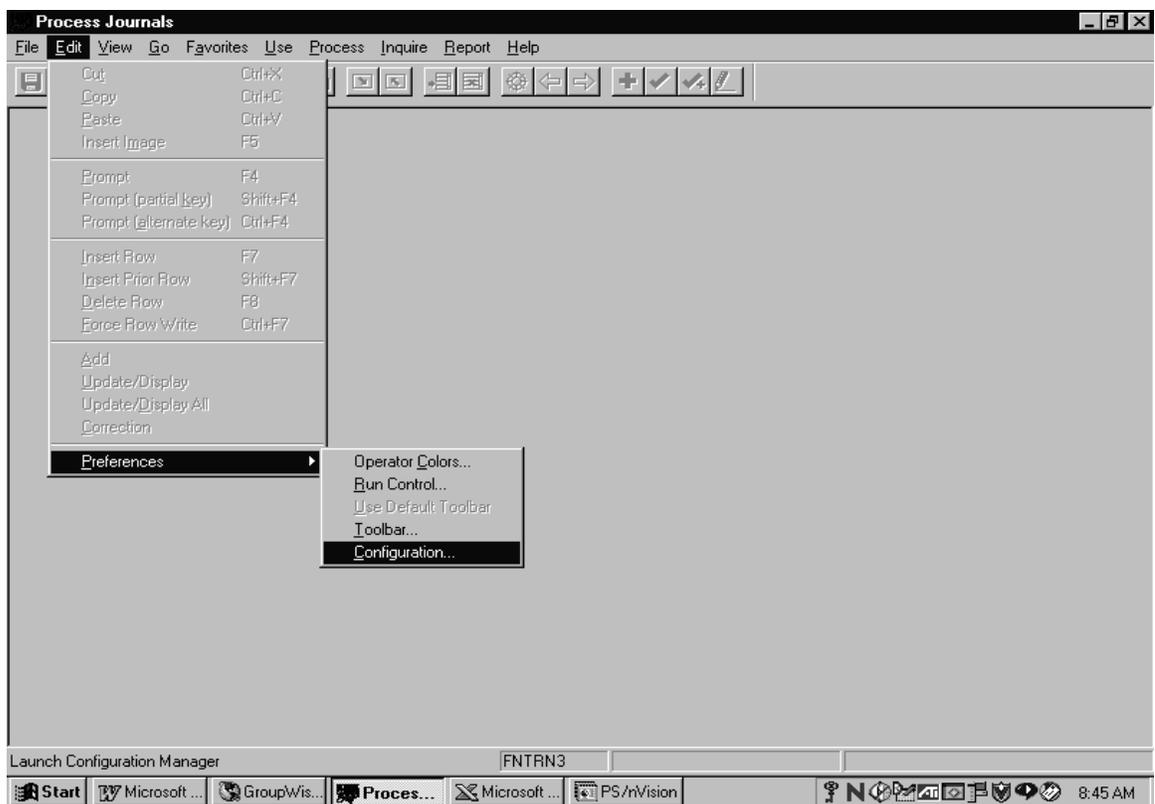
BUDGET CHECKING LINE STATUS

Budget Checking Line Status	Description	Cause and Resolution
A	Invalid Acct-System Maintained	<p>The transaction line contains an account that was designed as “System Maintained” by FSS.</p> <p>Use a sub account, e.g. 510001 and not an account e.g. 510000. Budget account codes always end with “0”. Transaction line accounts always end with a digit other than “0”, e.g. 1,2,3</p>
B3	Chartfield Translation Error	<p>An Organization, Program, or Project was added to the Chartfield Table but not added to the Tree. Submit a request for tree maintenance.</p> <p>To analyze which chartfields is causing the error – use Budget Key Translation</p>
F	Org Budget Data Not Found	<p>Verify your budget key translations for your Organization Budget Type. Add a \$0 row in Adjust Standard Budget. Add money for this Organization</p>

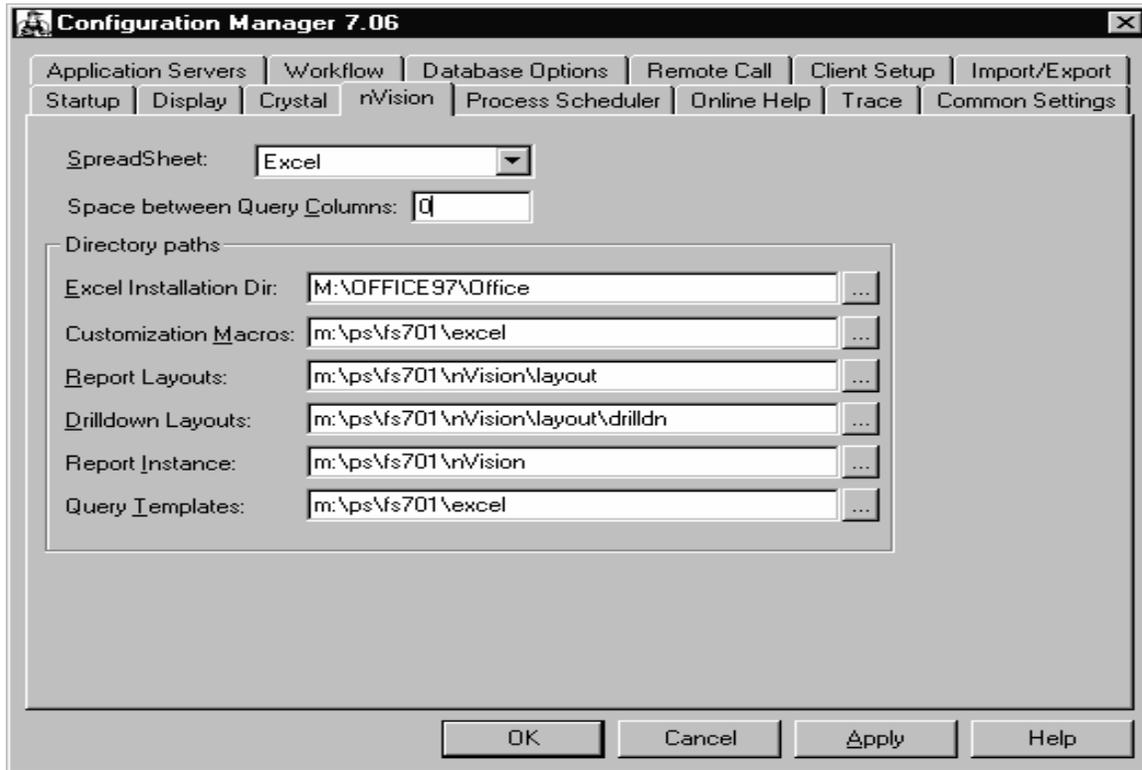
I	Insufficient Appropriation	<p>The remaining spending authority for the appropriation budget was not sufficient to cover this transaction.</p> <p>Either change the Chartfield values to point to a different budget, enter a new budget journal to increase spending authority or use the Mark Journal for Budget override panel to force this journal to pass budget checking. Not everyone has system capability to mark journals for override.</p>
R	Purchase Order Over Liquidated	<p>This Voucher distribution line is over the Purchase Order distribution line encumbrance amount. The voucher amount exceeds the encumbrance amount plus the tolerance. Enter a change order on the PO to reflect the correct encumbrance amount into the Distribution fund or correct the PO Voucher.</p>
V	Valid	Valid Budget Check.

To remove blank columns in a Query

1. Sign on to PeopleSoft – Select a panel (i.e. Go> Process Financials > Process Journals)
2. Edit > Preferences > Configuration
3. Select the **nVision** tab.
4. In the field “Space between Query Columns” – enter 0
5. Click OK. You will have to log out of the system and log back in for the new setting to work. If this does not work for you, contact the Financial Systems Help Desk.



To remove blank columns in a Query (continued)



BUDGET REPORTS

REPORT	REPORT REQUESTED FROM	PROCESS	Info Pac ID
Allotment Request	Custom Budget Reports Panel	BDS4009X	BDXXX0409
Amendment Impact	Custom Budget Reports Panel	GLS4020X	GLXXX0420
AOB Dept/Budget Unit Summary	Custom Budget Reports Panel	GLS4031X	GLXXX0431
AOB Federal/Other Funds Schedule	Custom Budget Reports Panel	GLS4032X	GLXXX0432A
AOB Functional/Sub-Functional	Custom Budget Reports Panel	GLS4033X	GLXXX0433A
Budget Exception-Accounts Payable	(Batch)	APS4001X	APXXX0401
Budget Combined Detail Report	Custom Budget Reports Panel	BDS4070X	BDXXX04GA BDXXX04GB BDXXX04GC
Budget Comparison Reporting	Custom Budget Reports Panel	GLS4006X	GLXXX045C GLXXX045E

REPORT	REPORT REQUESTED FROM	PROCESS	Info Pac ID
BUDJRNLX (BCM Create)	Process > Controlled Budget Generator	BUDJRNLX	BDXXX0403
Budget Post	Process > Budget Journal Post Request	GLS8001X	BDXXX0406
Control Budget Balances	Analyze Controlled Budgets > Report	GLSPOSTX	BDXXX0404
Journal Budget Check Errors	(Batch)	GLS4016X	GLXXX0416
Journal Import Log	Process > Batch Journal Import	BDS9000X	BDXXX0900
Status Reports	Analyze Controlled Budgets > Report	GLC8000 – GLC8030	N/A - Crystal Reports
Tree Printing Report	Custom Budget Reports Panel	BDS4008X	BDXXX0408