

Budget Overview Job Aid - Expenses

The Budget Overview page will show specific budget details for a single fund/project or a range of funds/projects. Criteria entered by the user will specify the values that identify controlled budgets and Budget Periods.

This Job Aid covers Expense ledgers. For Revenue ledgers please see the Budget Overview Job Aid – Revenue.

1. Sign in to PeopleSoft Financials.
2. Navigate to **General Ledger WorkCenter > Main > Links > Commitment Control Inquiries > Budgets Overview**
3. Click the **Add a New Value** tab.
 - a. Enter a **Run Control ID** that is meaningful to you. Please remember no special characters or spaces can be used when creating a Run Control ID.
 - b. Click the **Add** button.
 - c. These steps will only need to be completed the first time. After a Run Control ID has been created the **Find an Existing Value** tab can be used instead.
4. Enter a **Description**.
5. The **Business Unit** field will populate with **NDSU1**.
6. The **Ledger Group/Set** will default to **Ledger Group**.
7. Pick the **Ledger Group**
 - a. FNDDTL for expense budgets for appropriated funds (those starting with a “3” or “5”)
 - b. CSHDTL for expense budgets for non-appropriated funds (those starting with a “0”, “1”, “2”, “6”, “7” or “8”)
 - c. CASH and FUND ledgers are also available but all results will be grouped under the parent expense code of 500000. The FNDDTL and CSHDTL ledgers will show the same amounts broken down into the individual budget categories.
 - d. PRJDTL ledger is for projects (those that use “FARA” or “FARG”). The PROJECT ledger is also available to show a parent budget.
 - e. GNTDTL ledger is for grants (those that use “FAR”). The GRANT ledger is also available to show a parent budget.
8. For **Type of Calendar** choose either **Detail Accounting Period** or **Detail Budget Period**
 - a. Detail Accounting Period will show data for a specific accounting period(s).
 - i. This option should not be used with the Grant ledgers as they do not use fiscal years.
 - b. Detail Budget Period will show Year to Date data for the fiscal year(s) indicated.
9. Enter a **Budget Period**
 - a. Default will be the current fiscal year when setting up a new Run Control ID.
 - b. The Budget Period can be changed to include more than one fiscal year.
 - c. The Budget Period fields can also be left blank when searching for those ledger groups that may not follow a fiscal year. (Ex. Grants)
 - d. If Detail Accounting Period was selected additional fields will appear to select the Accounting Period(s).
 - i. Accounting Period is based on the Fiscal Year with Accounting Period 1 = July, 2 = August, etc.
10. Check the boxes for **Include Adjustment Period(s)** and **Include Closing Adjustments**
11. In the **Budget Status** section make sure the **Open, Closed, and Hold** are all selected.
12. Enter **ChartField Criteria**. Criteria must be entered in at least one of the following ChartFields.
 - a. Account, Dept and Fund criteria are always available but additional criteria options will be dependent upon the ledger that is selected in the **Ledger Group**.
 - b. Enter the **Account** code(s).

- i. The Account can be left as % or changed to a specific account code or range of account codes for most ledger groups.
- c. Enter the **Dept.**
 - i. The Dept can be left as % or changed to a specific department or range of departments.
- d. Enter the **Fund.**
 - i. The Fund can be left as % or changed to a specific fund or range of funds.
 - 1. If the Fund and Ledger Group do not match the user will receive a message that “No data exists for this selection.”
 - 2. If using a range of funds the information returned will be for the funds that match the Ledger Group selection.
- e. Project or Grant ledger criteria:
 - i. **Project.**
 - 1. The Project can be left as % or changed to a specific project or range of projects.
 - ii. **PC Bus Unit** and **Activity** can be ignored.

13. Click **Save**

Sample Run Criteria

Budget Inquiry Criteria
Budget Overview

Inquiry BUDGET Description

Amount Criteria Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit Ledger Group/Set Ledger Group

View Stat Code Budgets Display Chart Fund Detail Ledger Group

TimeSpan

*Type of Calendar

Budget Criteria Personalize | Find | View All | First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FNDDTL	EA	<input type="text" value="2018"/>	<input type="text" value="2018"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text" value=""/>	<input type="button" value="Update/Add"/>
Dept	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text" value=""/>	<input type="button" value="Update/Add"/>
Fund	<input type="text" value="30733"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text" value=""/>	<input type="button" value="Update/Add"/>


Budget Status

Open
 Closed
 Hold

14. Click **Search**

- a. If there is an error message that more rows are available and exceed the Max Rows criteria click ok on the error message to move past it.
 - i. Change the number of **Max Rows** from 100 to a greater number and click **Search** again. If the max rows is not changed the amounts displayed will not be correct.
- b. If the user receives a message that “No data exists for this selection” they may need to check the criteria to make sure the fund matches the ledger and the department matches the fund or project.
- c. If all criteria matches a budget may not be set up for the fiscal year. Please contact the Grants & Contracts Office for assistance with projects and the Budget Office or for assistance with all other funding sources.

15. The **Ledger Totals** will display the total budget, expenses, encumbrances and available budget for your search criteria. If the search was for more than one department or fund this will be the total of all returned results.
16. **Budget Overview Results** will display the breakdown of the returned results based on your search criteria.
 - a. To change the order of the results click on a column header to change the ascending or descending order of the column.
 - b. To view or hide columns click the **Personalize** link.
 - c. The detailed grid can be exported to Excel by clicking the icon to Download Budget Overview

Results to Excel. Use the  icon

17. The **Ledger Group** column shows the ledger that was used in the search criteria.
18. The **Account** column lists the budget level account code.
 - a. An account code will appear if it does not have a budget but does have expenses.
19. The **Account Description** column shows the title of the budget level account code.
20. The **Fund** column shows the fund(s) returned based on the search criteria.
21. The **Fund Code Description** shows the title of the Fund number.
22. The **Dept** column shows the department(s) returned based on the search criteria.
23. The **Department Description** column shows the title of the Department number.
24. If a Grant ledger was used in the search criteria the **PC Bus Unit** will display NDSU1.
25. If a Grant or Project ledger was used in the search criteria the **Project** column shows the project(s) returned based on the search criteria.
26. If a Grant or Project ledger was used in the search criteria the **Project Description** column shows the title of the project number.
27. If a Grant ledger was used in the search criteria the **Activity** column will show 1.
28. The **Budget Period** or **Fiscal Year** shows the fiscal year based on the search criteria.
 - a. If the search criteria was for more than one fiscal year there will be multiple lines with the same account/fund/department combination due to the multiple fiscal years.
 - b. If a Grant ledger was used this column will not display.
29. If Detail Accounting Period was selected the **Period** column will display the period used in the search criteria.
 - a. If the search criteria was for more than one period there will be multiple lines with the same account/fund/department combination due to the multiple periods.
 - b. If a Grant ledger was used this column will not display.
30. The **Budget** column shows the budget for a specific account/fund/department combination for the fiscal year. When using detail ledgers this information will display by individual budget account code.
 - a. Click on a **Budget Amount**.
 - i. The next screen will display an **Activity Log**. This is a list of all budget adjustments that have happened for the specific account/fund/department combination.
 - ii. The **Document ID** is the reference number of the budget adjustment that was entered for this combination.
 - iii. Click on the **Magnifying glass** or **feet** to drill down for more information on a specific adjustment.
31. The **Expense** column shows the total expenses for a specific account/fund/department combination for the fiscal year. When using detail ledgers this information will display by individual budget account code.
 - a. Click on an **Expense** amount
 - i. The next screen will display an **Activity Log**. This is a list of all transactions that have happened for the specific account/fund/department combination.
 - ii. The **Document ID** is the reference number of the transaction that was entered for this combination.
 - iii. Click on the **Magnifying glass** or **feet** to drill down for more information on an expense.
32. The **Encumbrance** column shows the total encumbrances outstanding for a specific account/fund/department combination for a fiscal year. Encumbrances are done through the Purchasing Office. The amount in this column will increase as Purchase Orders are entered and items are encumbered and will decrease as items are receipted.
 - a. Click on an **Encumbrance** amount

- i. The next screen will display an **Activity Log**. This is a list of all transactions that have happened for the specific account/fund/department combination.
- ii. The **Document ID** is the reference number of the transaction that was entered for this combination.
- iii. Click on the **Magnifying glass or feet** to drill down for more information on an encumbrance transaction.

33. The **Pre-Encumbrance** column is not used and can be ignored or hidden.

34. The **Available Budget** column shows the Budget less Expenses and Encumbrances

35. The **Percent Available** is the percentage of Available Budget to Budget.

Sample Results screen

Inquiry Results

Business Unit NDSU1
 Ledger Group FNDDTL
 Type of Calendar Detail Budget Period
 Amounts in Base Currency USD
 Revenue Associated:

[Return to Criteria](#) Max Rows [Display Options](#)

Ledger Totals (13 Rows)

Budget	369,498.79	Net Transfers	0.00
Expense	208,388.20		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	161,110.59		
Associate Revenue	0.00		
Available Budget	161,110.59		

Budget Overview Results [Personalize](#) | [Find](#) | [View All](#) | | [First](#) | 1-13 of 13 | [Last](#)

	Ledger Group	Account	Fund	Dept	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget
1	FNDDTL	511000	30733	3170	2018	300,088.00	150,044.04	0.00	0.00	150,043.96
2	FNDDTL	512000	30733	3170	2018	1,810.00	0.00	0.00	0.00	1,810.00
3	FNDDTL	516000	30733	3170	2018	53,407.79	53,407.79	0.00	0.00	0.00
4	FNDDTL	521000	30733	3170	2018	0.00	2,265.54	0.00	0.00	-2,265.54
5	FNDDTL	531000	30733	3170	2018	0.00	475.98	0.00	0.00	-475.98
6	FNDDTL	535000	30733	3170	2018	12,145.00	0.00	0.00	0.00	12,145.00
7	FNDDTL	536000	30733	3170	2018	0.00	350.12	0.00	0.00	-350.12
8	FNDDTL	541000	30733	3170	2018	0.00	9.42	0.00	0.00	-9.42
9	FNDDTL	542000	30733	3170	2018	0.00	715.46	0.00	0.00	-715.46
10	FNDDTL	551000	30733	3170	2018	2,048.00	0.00	0.00	0.00	2,048.00
11	FNDDTL	602000	30733	3170	2018	0.00	728.68	0.00	0.00	-728.68
12	FNDDTL	611000	30733	3170	2018	0.00	135.00	0.00	0.00	-135.00
13	FNDDTL	621000	30733	3170	2018	0.00	256.17	0.00	0.00	-256.17

*Notes

[Return to Criteria](#)

36. To change criteria click **Return to Criteria**, make changes and Search again
37. OPTIONAL: On the criteria page there is also an optional check box to display chart. The chart will display with the search results as a bar chart with information for Budget + Revenue, Activity (Expenses) and Available Balance. The chart can be hidden on the Inquiry Results page by clicking the arrow in front of **Chart**.