Budget Overview Job Aid – Multiple Ledgers

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

This Job Aid covers Multiple Ledgers: for example, Revenues and Expenses for a given department or fund. For budget overview of individual Revenue or Expense ledgers, please see the Budget Overview Job Aid – Revenue, or Budget Overview Job Aid – Expenses.

1. Sign in to PeopleSoft Financials.
2. Navigate to **General Ledger WorkCenter > Main > Links > Commitment Control Inquries > 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. In the **Ledger Group/Set** field, use the dropdown to select **Ledger Inquiry Set**
7. In the **Ledger Inquiry Set** field, use the lookup function to select BUDGET_MOD..
8. Select the **Ledger Groups** you would like included
    a. CASHR for revenue budgets for non-appropriated funds (those starting with a "0", "1", "2", "6", "7" or "8")
    b. CSHDTL for expense budgets for non-appropriated funds (those starting with a "0", "1", "2", "6", "7" or "8")
    c. PROJREV ledger is for projects (those that use "FARA" or "FARG").
    d. PRJDTL ledger is for projects (those that use "FARA" or "FARG"). The PROJECT ledger is also available to show a parent budget.
    e. REVENUE for revenue budgets for appropriated funds (those starting with a "3" or "5")
    f. FNDDTL for expense budgets for appropriated funds (those starting with a "3" or "5")
    g. Grant ledgers are not included in this Ledger Inquiry Set.
9. 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).
    b. Detail Budget Period will show Year to Date data for the fiscal year(s) indicated.
10. 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. 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.
11. Check the boxes for **Include Adjustment Period(s)** and **Include Closing Adjustments**
12. In the **Budget Status** section make sure the **Open, Closed,** and **Hold** are all selected.
13. Enter **ChartField Criteria**. Criteria must be entered in at least one of the following ChartFields.
    a. Dept, Fund and Project criteria are always available, though Project may not always apply.
    b. Enter the **Dept.**
        i. The Dept can be left as % or changed to a specific department or range of departments.
    c. Enter the **Fund**.

i. The Fund can be left as % or changed to a specific fund or range of funds.
   1. If using a range of funds the information returned will be for the funds that match the Ledger Group selection.
d. Project ledger criteria:
   i. **Project**.
      1. The Project can be left as % or changed to a specific project or range of projects.
14. Click **Save**

Sample Run Criteria

Budget Inquiry Criteria
Budget Overview

Inquiry APPROPOV   Description FNDDTL

[Search] [Clear] [Reset]

Budget Type
*Business Unit NDSU1   Ledger Group/Set Ledger Inquiry Set ▼   Ledger Inquiry Set BUDGET_MOD
☐ View Stat Code Budgets

TimeSpan
*Type of Calendar Detail Budget Period ▼

Budget Criteria
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Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	CASHR	EA	2020	2020	☑	☑
☑	CSHDTL	EA	2020	2020	☑	☑
☐	FNDDTL	EA	2020	2020	☑	☑
☐	PRJDTL	EA	2020	2020	☑	☑
☐	PROJREV	EA	2020	2020	☑	☑
☐	REVENUE	EA	2020	2020	☑	☑

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	ⓘ		Update/Add
Dept	3420	3420	ⓘ		Update/Add
Fund	%	%	ⓘ		Update/Add
Project	%	%	ⓘ		Update/Add

Budget Status
☑	Open
☑	Closed
☑	Hold

[Save] [Return to Search] [Notify] [Refresh]   [Add] [Update/Display]

15. 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 Budget Office for assistance.

16. If both and expense and revenue ledgers were selected, the **Ledger Totals** will display the total budget, expenses, encumbrances, and available budget for your search criteria. It will also show the total revenue estimate, recognized revenue, available budget, collected revenue and uncollected revenue for your search criteria. If the search was for more than one department or fund this will be the total of all returned results.
17. **Budget Overview Results** will display the breakdown of the returned results based on your search criteria. Note that many columns are returned, so you will need to use the horizontal scroll bar to see them all.
    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
18. The **Ledger Group** column shows the ledger that was used in the search criteria.
19. 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.
20. The **Account Description** column shows the title of the budget level account code.
21. The **Fund** column shows the fund(s) returned based on the search criteria.
22. The **Fund Code Description** shows the title of the Fund number.
23. The **Dept** column shows the department(s) returned based on the search criteria.
24. The **Department Description** column shows the title of the Department number.
25. If a Project ledger was used in the search criteria the **Project** column shows the project(s) returned based on the search criteria.
26. If a Project ledger was used in the search criteria the **Project Description** column shows the title of the project number.
27. 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.
28. 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.
29. 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.
30. 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.
31. 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.

32. The **Pre-Encumbrance** column is not used and can be ignored or hidden.
33. The **Available Budget** column shows the Budget less Expenses and Encumbrances
34. The **Percent Available** is the percentage of Available Budget to Budget.
35. The **Revenue Estimate** is the amount of budgeted revenue
  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.

36. The **Recognized Revenue** is the amount of actual revenue
  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.

37. The **Collected Revenue** is the amount of revenue refunds paid back to vendors/individuals
  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.

38. The **Available Budget** is the Revenue Estimate less the Recognized Revenue.
  a. If more revenue has been collected than budgeted this will be a negative number.
39. The **Uncollected Revenue** is the total Recognized Revenue less the Collected Revenue.

Sample Results screen

Note that the Ledger Totals section shows totals for expense budgets and expense activity on the left, and shows totals for revenue budgets and revenue activity on the right.

Inquiry Results

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

Return to Criteria   Max Rows [5100]   Display Options   [Search]

Ledger Totals (135 Rows)

Budget	8,489,500.00		Revenue Estimate	8,522,000.00
Expense	7,023,456.17		Recognized Revenue	7,434,293.71
			Available Budget	1,087,706.29
Encumbrance	0.00		Collected Revenue	-34,327.81
Pre-Encumbrance	0.00		Uncollected Revenue (Rec-Coll)	7,468,621.52
Budget Balance	1,466,043.83			
Associate Revenue	0.00			
Available Budget	1,466,043.83			

Budget Overview Results

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	Details	Budget Transaction Types	oup	Account	Fund	Dept	Budget Period	Project	Budget	Expense	Encumbrance	Available Budget	Pre-E
1	📋	🔍		462000	12200	3420	2020		0.00	0.00	0.00	0.00	
2	📋	🔍		462000	12210	3420	2020		0.00	0.00	0.00	0.00	
3	📋	🔍		462000	12211	3420	2020		0.00	0.00	0.00	0.00	
4	📋	🔍		462000	12213	3420	2020		0.00	0.00	0.00	0.00	
5	📋			462000	12214	3420	2020		0.00	0.00	0.00	0.00	
6	📋	🔍		462000	12215	3420	2020		0.00	0.00	0.00	0.00	
7	📋			462000	12217	3420	2020		0.00	0.00	0.00	0.00	
8	📋	🔍		470000	12200	3420	2020		0.00	0.00	0.00	0.00	

40. To change criteria click **Return to Criteria**, make changes and Search again.