HE Biennial Budget Summary Job Aid

The HE Biennial Budget Summary Report returns budget and actual expense data for non-grant funds for a two-year period by division. The report will not show revenue information. The report includes totals for Fund, Department, and Division as well as a Report total.

The report will show the following information: Previous Year Budget, Previous Year Actuals, Beginning Budget, Budget Adjustments, Current Year Budget, Year to Date Actuals, Encumbrances, Available Budget and % Remaining. The amount in the Current Year Budget column is the Beginning Budget and any increase or decrease that has been done as a Budget Adjustment since the fiscal year began. The amount in the Available Budget column is the Current Budget less Year to Date Actuals and Encumbrances. The % Remaining amount is the percentage of Current Budget to Available Budget.

The report will group expense accounts as follows: Salaries and Benefits (510000-518999), Operating Expenses (520000-661999), Non-Operating Expense (670000-671999), Capital Asset (681000-693999), Other Bond Pymt, Depr, Etc (700000-714999), Other Additions/Deductions (715001-715999), Transfers Out (722001-722999) and Facilities and Administration (730003-730999).

1. Sign in to PeopleSoft Financials.
2. Navigate to **General Ledger > GL Workcenter > Reports/Queries > Commitment Control Reports > HE Biennial Budget Summary**
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. In the **Business Unit** field enter **NDSU1**
5. In the **Fiscal Year** field enter the Fiscal Year
    a. The year entered will be used for the Current Year information on the report. The report will automatically use the prior fiscal year for the Previous Year information on the report.
6. Enter the accounting period(s) in the **From Period** and **To Period** fields.
    a. The period(s) entered will determine the information in the Year to Date Actuals column.
    b. If running the report for the entire Fiscal Year the From Period should be **1** and the To Period should be **12**. If running for only one accounting period the From Period and To Period fields should match.
    c. Accounting period 1 = July and 12 = June.
7. Use the lookup for **Division**
    a. In general the **Tree Node** ending in A is for a VP level report.
    b. The **Tree Node** ending in B is generally for a College level report.
        i. For Divisions that do not have Colleges the B level report will generally be for a department.
    c. The **Tree Node** ending in C is generally the same as a B level report and should be ignored.
    d. The grid below the Division lookup will update with departments in that Tree Node level report. Users may have to View All as only the first 10 rows will show.
8. Select **Only Totals Rows** as **Yes** or **No**
    a. Select **No** to display the budget account details and subtotals.
    b. Select **Yes** to hide the budget account details and display only subtotals.
9. Enter **From Fund Code** and **To Fund Code**

a. These fields are optional. If nothing is entered all funds will be returned for the Division and period that were selected.
10. Select **Project** as **Yes** or **No**
    a. This question applies only to the Project ledger and will not return any information on grants since they do not use fiscal years.
    b. When **Yes** is selected a new grid will open to allow one or more project numbers to be selected.
    c. When **Yes** is selected the report will only return information for the selected project even if the fund range has been left blank.
    d. When **No** is selected the report will return all projects for the Division and period that were selected.
11. Click **Save**
12. Click **Run**
    a. On the **Process Scheduler Request** page make sure the format is **PDF**.
13. Click the **OK** button, the Run Control page is returned
14. Click the **Process Monitor** hyperlink, **Process Type** is *BI Publisher*, **Process Name** is *NDU_KK_4972*.
15. Click the **Refresh** button until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.
16. Click the **Go back to HE Biennial Budget Summary** hyperlink.
    a. Do not click the Details hyperlink as with other reports.
17. Click the **Report Manager** hyperlink.
18. Click the hyperlink to open the most recent *.pdf* report.
19. Click the link to open the *.pdf* report.
20. The report will open in Adobe.

Budget Report

Run Control ID CTS	Report Manager Process Monitor Run

*Business Unit ___

*Fiscal Year ___   *From Period ___   *To Period ___

*Division ___   *Only Totals Rows No

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

	Department	Description
1		

From Fund Code ___   To Fund Code ___

Project (Y/N) N

Account	Account Description	Previous Year Budget	Previous Year Actuals	Beginning Budget	Budget Adjustments	Current Year Budget	Year To Date Actuals	Encumbrances	Available Budget	Percent Remaining
Operating Expenses										
532000	Supply/Material - Professional	$0.00	$0.00	$0.00	$0.00	$0.00	$61,242.00	$0.00	($61,242.00)	0.00%
534000	Bldg, Grounds, Vehicle Supply	$0.00	$1,011.92	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
535000	Miscellaneous Supplies	$0.00	$0.00	$0.00	$5,000.00	$5,000.00	$7,401.47	$0.00	($2,401.47)	-48.03%
551000	IT Equipment under $5,000	$0.00	$0.00	$0.00	$0.00	$0.00	$5,416.99	$0.00	($5,416.99)	0.00%
552000	Other Equipment under $5,000	$0.00	$7,110.50	$0.00	$0.00	$0.00	$8,923.10	$0.00	($8,923.10)	0.00%
582000	Rentals/Leases - Bldg/Land	$0.00	$331,995.70	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
591000	Repairs	$0.00	$0.00	$0.00	$0.00	$0.00	$1,749.60	$0.00	($1,749.60)	0.00%
621000	Operating Fees and Services	$0.00	$0.00	$0.00	$0.00	$0.00	$168.01	$0.00	($168.01)	0.00%
623000	Professional Fees and Services	$0.00	$26,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Operating Expenses Subtotal		$0.00	$366,354.12	$0.00	$5,000.00	$5,000.00	$84,901.17	$0.00	($79,901.17)	-999.99%
Capital Asset Expense										
691000	Equipment Over $5000	$0.00	$45,700.00	$0.00	$0.00	$0.00	$11,754.80	$11,754.79	($23,509.59)	0.00%
Capital Asset Expense Subtotal		$0.00	$45,700.00	$0.00	$0.00	$0.00	$11,754.80	$11,754.79	($23,509.59)	
Fund Total - Athletic Projects		$0.00	$412,054.12	$0.00	$5,000.00	$5,000.00	$96,655.97	$11,754.79	($103,410.76)	-999.99%