



Budget Ledger Journal Reporting Manual

BUDGET LEDGER QUERIES.....2
BUDGET STATUS (GLS8020).....6
BUDGET TRANSACTION DETAIL (GLS8005)13
LEDGER DETAILS (GLS8510)20

Budget Ledger Queries

Commitment Control Budget Journals

VT_APPROP_JRNLS – Approp Journals for a GL BU	
Purpose	Lists all appropriation journals for a business unit and fiscal year
Prompts	Business unit, budget period and a range of accounting periods
Columns	Business unit, journal id and date, ledger group, ledger, account, fund, Dept ID, amount, period, fiscal year, budget header status, unpost sequence, posted date, user id, long description and entry type

VT_ORG_BUDGET_JRNLS – ORG Journals for a GL BU	
Purpose	Lists all org budget journals for a business unit and fiscal year. Similar to VT_APPROP_JRNLS except this query reports at the org budget level instead of at the appropriation level.
Prompts	Business unit, budget period and a range of accounting periods
Columns	Business unit, journal id and date, ledger group, ledger, journal line, budget period, account, fund, dept ID, program, amount, period, fiscal year, budget header status, unpost sequence, posted date, user id, long description and entry type

Budget Ledger Balances

The following queries provide appropriation and org budget ledger balances for a business unit. Each type of query has two versions: 1.) A list of balances (VT....SUM) and 2.) Balances arranged in columns by ledger (VT....SUM_NW). The only difference between the results of these two versions is the layout of the data. The SUM_NW query results are easier to review and generally require no further manipulation of the data. The SUM query is best if it is desired to further manipulate the data in Excel using a pivot table or to import the data into another database.

VT_APPROP_DEPT_ID_SUM– Appropriation Summary Dept ID	
Purpose	Lists appropriation ledger balances through a fiscal year and accounting period; sorted by Dept ID, ledger and fund. Lists the same data as the VT_APPROP_DEPT_ID_SUM_NW query except that the results are in list format.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and dept ID (appropriation – can use % for all)
Columns	Business unit, ledger, budget account, appropriation-level dept ID and description, fund, budget period, fiscal year, through accounting period and amount

VT_APPROP_DEPT_ID_SUM_NW - Approp Summary Dept-Ldgr Cols	
Purpose	Reports appropriation ledger balances through a fiscal year and accounting period at the appropriation-level dept ID and fund level; sorted by dept ID and fund. Includes columns for the following ledgers: budget, encumbrance and expenditure. Will return the same overall results as VT_APPROP_DEPT_ID_SUM query except that the amounts for each ledger are displayed in separate columns.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and dept ID (appropriation – can use % for all)
Columns	Business unit, budget account, appropriation-level dept ID and description, fund, budget period, fiscal year, through accounting period, budget amount, encumbrance amount, expended amount, available amount and pre-encumbrance amount (ledger not used at this time)

VT_APPROP_FUND_SUM - Approp Summary Fund	
Purpose	Lists appropriation ledger balances at the fund level through a fiscal year and accounting period; sorted by fund, ledger and dept ID. Lists the same data as the VT_APPROP_FUND_SUM_NW query except that the results are in a list format.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and fund (can use % for all funds)
Columns	Business unit, ledger, budget account, fund and description, appropriation-level dept ID, budget period, fiscal year, through accounting period and amount

VT_APPROP_FUND_SUM_NW - Appropriation Summary by Fund	
Purpose	Lists appropriation ledger balances at the fund level through a fiscal year and accounting period. Lists the same data as the VT_APPROP_FUND_SUM query except that the amounts for each ledger are displayed in separate columns.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and fund (can use % for all funds)
Columns	Business unit, budget account, fund and description, appropriation-level dept ID and description, budget period, fiscal year, through accounting period, budget amount, encumbrance amount, expended amount, available amount and pre-encumbrance amount (ledger not used at this time)

VT_ORG_BUDGET_SUM_CF_DESCR – ORG Budget with ChartField Desc	
Purpose	Lists org ledger balances through a fiscal year and accounting period by appropriation-level dept ID, fund and program; sorted by dept ID and fund. This query differs from other Org queries in that it gives the description for each chartfield and also allows prompting for Program code.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit, dept ID (appropriation – can use % for all) and program (%=all; blank=only blank values) <i>Note: Departments that budget at the program level should use % to return all program codes including blank. Leaving the program code prompt blank will return only org budgets without a program code.</i>
Columns	Business unit, budget account and description, appropriation-level dept ID and description, fund and description, program code and description, budget period, fiscal year, through accounting period and amount

VT_ORG_DEPT_ID_SUM – ORG Summary Dept ID	
Purpose	Lists org ledger balances through a fiscal year and accounting period at the appropriation-level dept ID and fund; sorted by dept ID, ledger and fund. Lists the same data as the VT_ORG_DEPT_ID_SUM_NW query except that the results are in list format.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and dept ID (appropriation – can use % for all)
Columns	Business unit, org budget ledger, budget account, appropriation-level dept ID and description, fund, budget period, fiscal year, through accounting period and amount

VT_ORG_DEPT_ID_SUM_NW - Org Summary by Dept ID	
Purpose	Reports org ledger balances through a fiscal year and accounting period at the appropriation-level dept ID and fund level; sorted by dept ID and fund. Includes columns for the following ledgers: org budget, encumbrance and expenditure. Will return the same overall results as VT_ORG_DEPT_ID_SUM query except that the amounts for each ledger are displayed in separate columns.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and dept ID (appropriation – can use % for all)
Columns	Business unit, budget account, appropriation-level dept ID and description, fund, budget period, fiscal year, through accounting period, org budget amount, encumbrance amount, expended amount, available amount and pre-encumbrance amount (ledger not used at this time)

VT_ORG_FUND_SUM – ORG Summary Fund	
Purpose	Lists org ledger balances at the fund level through a fiscal year and accounting period; sorted by fund, org ledger and dept ID. Lists the same data as the VT_ORG_FUND_SUM_NW query except that the results are in a list format.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and fund (can use % for all funds)
Columns	Business unit, org edger, budget account, fund and description, appropriation-level dept ID, budget period, fiscal year, through accounting period and amount

VT_ORG_FUND_SUM_NW - Org Summary by Fund	
Purpose	Lists org ledger balances at the fund level through a fiscal year and accounting period. Lists the same data as the VT_ORG_FUND_SUM query except that the amounts for each ledger are displayed in separate columns.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and fund (can use % for all funds)
Columns	Business unit, budget account, fund and description, appropriation-level dept ID and description, budget period, fiscal year, through accounting period, budget amount, encumbrance amount, expended amount, available amount and pre-encumbrance amount (ledger not used at this time)

VT_ORG_PROGRAM_SUM – ORG Summary Program	
Purpose	Lists org ledger balances at the program level through a fiscal year and accounting period; sorted by program, org ledger, dept ID and fund. Lists the same data as the VT_ORG_PROGRAM_SUM_NW query except that the results are in a list format.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and program code (can use % for all programs)
Columns	Business unit, org edger, budget account, program code and description, fund, appropriation-level dept ID, budget period, fiscal year, through accounting period and amount

VT_ORG_PROGRAM_SUM_NW - Org Summary by Program	
Purpose	Lists org ledger balances at the program level through a fiscal year and accounting period. Lists the same data as the VT_ORG_PROGRAM_SUM query except that the amounts for each ledger are displayed in separate columns.
Prompts	Budget period (same as fiscal year), fiscal year, through accounting period, business unit and fund (can use % for all funds)
Columns	Business unit, budget account, fund and description, appropriation-level dept ID and description, budget period, fiscal year, through accounting period, budget amount, encumbrance amount, expended amount, available amount and pre-encumbrance amount (ledger not used at this time)

VT_WHAT_LEDGER_ORG_DEPT_ID - What Ledger DEPT ID ORG Budget?	
Purpose	This query is used in preparation for entering org budget journals. It lists the ledger group to use when entering the org budget journal for a given Deptid. It also provides the ruleset which determines which account to use and indicates whether a program is also required. (See the Commitment Control training guide for more information about how to use the information in this query.)
Prompts	Appropriation-level dept ID
Columns	Ledger group, ruleset, from Deptid and Deptid description

VISION FINANCIALS

Budget Status (GLS8020)

Introduction

Purpose of the Report

The report displays all Commitment Control ledger amounts (budgeted, associated revenue, pre-encumbrance, encumbrance, expense) and the available balance for the budgets you select as of the run date and time. The run control page provides the user with flexibility to select chartfield combinations and to further specify whether they would like the report based on a range of values or specific values for each chartfield. User can also specify the ledger group (APPROP, ORG, ORG2_GRP, ORG3_GRP, etc). The report can be sorted and subtotaled by chartfield.

Report is used to monitor and review budget balances.

Type of Report

Structured Query Report (SQR)

Navigation Path to the Report



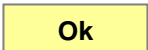
Commitment Control > Budget Reports > Budget Status

Report Request Parameters

General Notes:

- Select an existing Run Control ID or enter a new one
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Budget_Status)
- An asterisk * preceding the field name indicates input is required

Report Request Parameters		see screenshot below
In This Field	Enter	Notes
* Unit:	Leave BU defaulted value or use the lookup to select	
* Ledger Group:	type Ledger Group name or use the lookup to select	<p>Ledger Group should correspond to your business unit's budget structures.</p> <p>Run Query to find ledger group for org budgets: VT_WHAT_LEDGER_ORG_DEPTID</p>
Refresh	click the Refresh Button to populate the grid with rows for each ChartField	after the first use, the Refresh Button is used to remove all values
* Sequence:	numeric sequence (1, 2, 3, etc.)	<p>sequence (columns left to right) that chartfields will appear on the report; also determines the sort order from lowest to highest value</p> <p>the default sequence is alphabetical</p>
* Include CF:	select check box	<p>select chartfields to be displayed on the report. Once selected, you have the option of defining specific values or leaving the value field blank. Leave blank to select all values for the ChartField</p> <p>Department value(s) must be specified.</p>
Subtotal:	select check box	<p>select <i>Subtotal</i> to include a subtotal of all amounts for the ChartField</p> <p>when using the ChartField selection grid all selected sub-total check boxes must be in sequence and there must be no gaps in the sequence.</p>

Chartfield Selection (continued)		see screenshot below
In This Field	Enter	Notes
Value:	enter chartfield value or use the lookup to select	user can select a specific value or a range of values if selecting a range of values, this is the beginning value in the range
To Value:	enter chartfield value or use the lookup to select	user can select a specific value or a range of values if selecting a range of values, this is the ending value in the range
	push the save button to save report parameters	save reports that you want to run on a regular basis
	Click the "Run" button	Process Scheduler page loads. The report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
GLS8020 #####.PDF	Click this link for the PDF file	This opens the report in a new page.

Report Request Parameters

Budget Status - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmdevweb.finan.state.vt.us(pps/FMDEV/EMPLOYEE/ERP/C/MANAGE_COMMITMENT_CONTROL_RUN_GLSB020.GBL?Fold

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page

Commitment Control Budget Status Report

Run Control ID: [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

*Unit: Finance & Management

*Ledger Group:

ChartField Selection [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Sequence	ChartField Name	Include CF	Subtotal Value	To Value
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Done Internet

Budget Status - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmdevweb.finan.state.vt.us(pps/FMDEV/EMPLOYEE/ERP/C/MANAGE_COMMITMENT_CONTROL_RUN_GLSB020.GBL?Fold

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

Report Request Parameters

*Unit: Finance & Management

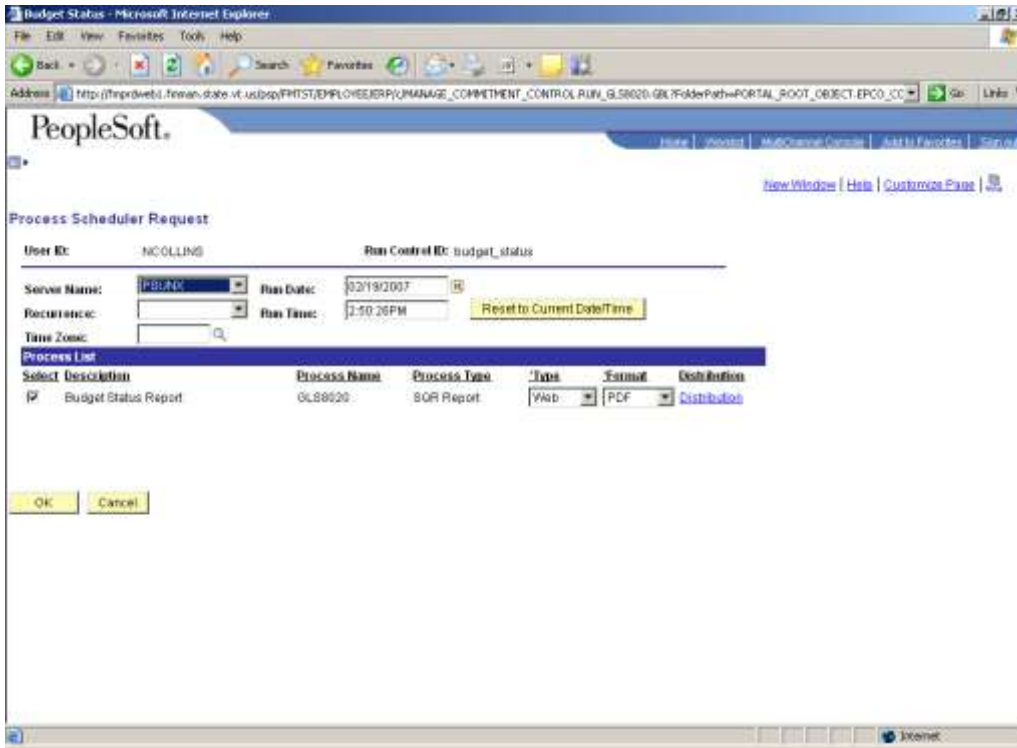
*Ledger Group: Appropriation Ledger Group

ChartField Selection [Customize](#) | [Find](#) | [First](#) | [1 of 14](#) | [Last](#)

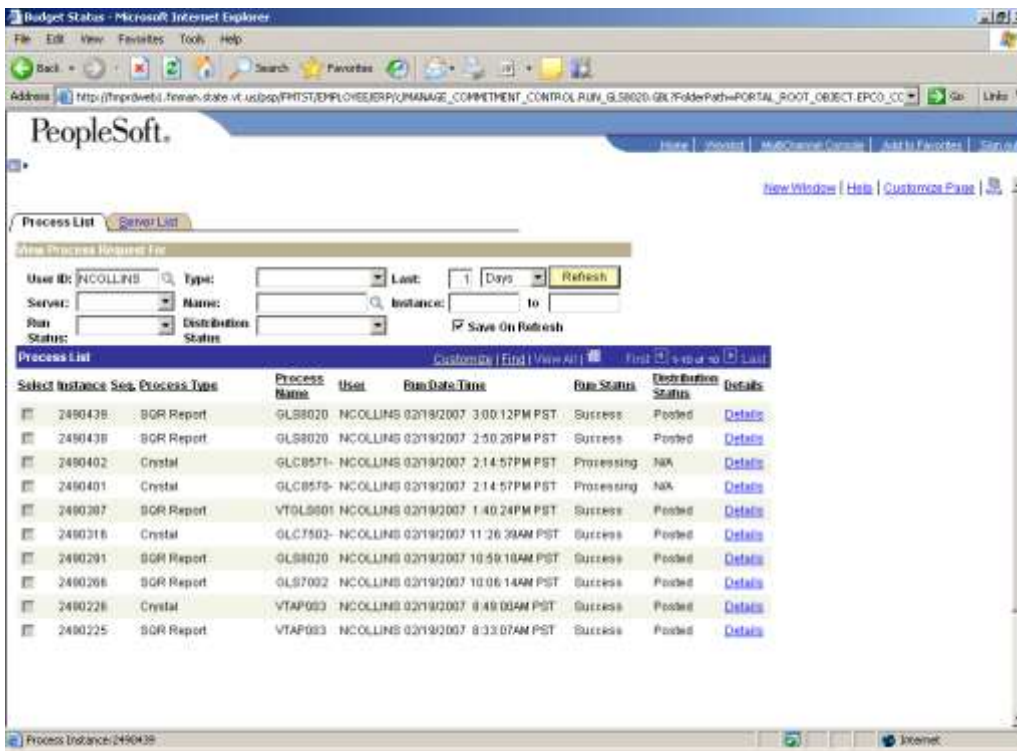
Sequence	ChartField Name	Include CF	Subtotal Value	To Value
<input type="text"/>	<input type="text" value="1"/> Account	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="2"/> Operating Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="3"/> Fund Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="4"/> Department	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="5"/> Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="6"/> Class Field	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="7"/> Budget Reference	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="8"/> Product	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Done Internet

Process Scheduler Request Page



Process Monitor Page



Process Detail Page

Process Detail

Process

Instance: 2490439 Type: SQR Report
 Name: GLB8020 Description: Budget Status Report
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: budget_status
 Location: Server
 Server: PSLND
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Data Time

Request Created On: 02/19/2007 3:00:18PM PST [Parameters](#) Transfer
 Run Anticipate After: 02/19/2007 3:00:12PM PST [Message Log](#)
 Began Process At: 02/19/2007 3:00:23PM PST Batch Timings
 Ended Process At: 02/19/2007 3:00:35PM PST [View Log/Trace](#)

OK Cancel

Process Instance: 2490439

View Log/Trace Page

View Log/Trace

Report ID: 403T Process Instance: 2490439 [Message Log](#)
 Name: GLB8020 Process Type: SQR Report
 Run Status: Success

Budget Status Report
 Distribution Details

Distribution Node: FMPCWEB1 Expiration Date: 11/14/2009

File List

Name	File Size (bytes)	Outtime Created
Message Log	1,576	02/19/2007 3:00:35:000000PM PST
gbs8020_2490439.PDF	2,506	02/19/2007 3:00:35:000000PM PST
Trace File	18,883	02/19/2007 3:00:35:000000PM PST

Distribute To

Distribution ID Type	Distribution ID
User	NCOLLINS

Return

jsp:script.subInAction_wml(document.wml,YMML_DERIVED_MESSAGELOG_BTN)

Example of Report Output

Report ID: GLS8020
 Bus. Unit: 01110--Finance & Management
 Ledger Grp: APPROP -- Appropriation Ledger Group
 Currency : USD
 Chartfields Criteria
 Budget Period: 2006 Fund: 21005 to 21985 Department: Al

<u>Budget Period</u>	<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Budget</u>
2006	21005	1110004000	000100	40,464.19
	21330	1110023000	000100	393,957.00
	21370	1110027000	000100	17,250,000.00
	21500	1110003000	000100	108,890.00
Subtotal for Budget Period 2006 :				17,793,311.19
Grand Total :				17,793,311.19

VISION FINANCIALS

Budget Transaction Detail (GLS8005)

Introduction

Purpose of the Report

The report displays a detail listing of **all** transactions posted to the General Ledger for specific budget checked date or a range of dates. The run control page allows the user to specify the budget ledger group, transaction type (vouchers, purchases orders, accounting lines), commitment control ledger type, and the specific ledger (e.g. expenses, collected revenue, encumbrances). The user can obtain information on source documents at the budget chartfield level.

This report is used to investigate potential issues and problems found when running summary level reports (e.g. Budget Status).

Type of Report

Structured Query Report (SQR)

Navigation Path to the Report



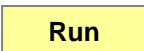
Commitment Control > Budget Report > Budget Transaction Detail


Report Request Parameters

General Notes:

- Select an existing Run Control ID or enter a new one
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Bud_Trans_Det)
- An asterisk * preceding the field name indicates input is required

Report Request Parameters		see screenshot below
In This Field	Enter	Notes
* Business Unit:	Accept default business unit or use the lookup to select a different unit	
* Ledger Group:	type ledger name or use the lookup to select	<p>ledger Group should correspond to the business unit's budget structures</p> <p>for example, if the business unit's Org budgets are at the Appropriation level only, then select the ORG ledger to review the Org budget transactions</p> <p>if the business unit's ORG budgets are at a lower deptid level, then an ORG2_GRP or ORG3_GRP should be selected, depending on the level of the deptid</p>
User Budget Overrides	Leave check box blank	<p>optional – if selected, only budget override transactions will appear on the report</p> <p>recommended method is to leave check box unchecked</p>
* Transaction Type Option	select radio button	<ul style="list-style-type: none"> • All - all transactions will display • Specify - allows user to choose which type of transaction to display (e.g. accounting line, vouchers, purchase orders)

Chartfield Selection		see screenshots below
In This Field	Enter	Notes
* Include CF	select check box	<ul style="list-style-type: none"> select chartfields to be displayed on the report if select box is checked and no values are entered, report will generate all data for that chartfield
	click the Refresh Button to expand the Chartfield Selection criteria	after the first use, the Refresh Button is used to remove all values from the last time the run control was used on this report
* Sequence:	numeric sequence (1, 2, 3, etc.)	sequence (columns left to right) that chartfields will appear on the report; also determines the sort order from lowest to highest value
* Include CF	select check box	<ul style="list-style-type: none"> select chartfields to be displayed on the report if select box is checked and no values are entered, report will generate all data for that chartfield
* Value	enter chartfield value or use the lookup to select	<ul style="list-style-type: none"> user can select a specific value or a range of values chartfield values selected should be the budget chartfields, not the detail transaction chartfields (ie: 000100 – All Expenses, not 500000 – Salaries)
* Chartfield TO Value:	enter chartfield value or use the lookup to select	<ul style="list-style-type: none"> user can select a specific value or a range of values
	push the save button to save report parameters	save reports that you want to run on a regular basis
	Click the “Run” button	Process Scheduler page loads. The report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports

Report Request Parameters (continued)		see screenshot below
In This Field	Enter	Notes
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
GLS8005 #####.PDF	Click this link for the PDF file	This opens the report in a new page.

Report Request Parameters

Run Control ID: budget
Language: English

Report Manager Process Monitor Run

Report Request Parameters

Unit: 01110 Finance & Management
Ledger Group: ORG User Budget Overrides
Transaction Type Option: All Type: [dropdown]
Commit Control Date Option: Range Date From: 02/01/2006 Date To: 02/24/2006
Ledger Type Option: Select

Commitment Control Ledger Type
Commitment Control Ledger Type
Encumbrance
Expense or Recognized Revenue
Pre-Encumbrance

Refresh

Chartfield Selection

Sequence	Chartfield Name	Include CE	Value	To Value
1	Account	<input type="checkbox"/>		
2	Fund Code	<input type="checkbox"/>		
3	Department	<input type="checkbox"/>		
4	Program Code	<input type="checkbox"/>		
5	Class Field	<input type="checkbox"/>		
6	Project	<input type="checkbox"/>		
7	Affiliate	<input type="checkbox"/>		

Process Scheduler Request Page

Process Scheduler Request

User ID: NCOLLINS Run Control ID: budget

Server Name: PBLND Run Date: 02/24/2006
Recurrence: [dropdown] Run Time: 8:34:59AM Reset to Current DateTime
Time Zone: [dropdown]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	GLS8005	GLS8005	SQR Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

The screenshot shows the 'Process List' page in a PeopleSoft application. The browser title is 'Budget Transaction Detail - Microsoft Internet Explorer'. The address bar shows a URL with 'EPG0_CC'. The page header includes the PeopleSoft logo and navigation links like 'Home', 'Monitor', 'Add to Favorites', and 'Logout'. Below the header, there are links for 'New Window', 'Help', and 'Customize Page'. The main content area is titled 'Process List' and includes a 'Server List' link. A search filter section allows users to specify 'User ID' (set to 'NCOLLINS'), 'Type', 'Last' (1 Day), and 'Refresh'. Other filters include 'Server' (PSUX01), 'Name', 'Instance', and 'Run Status'. A 'Save On Refresh' checkbox is checked. The central table displays the following data:

Select	Instance	Ses.	Process Type	Description	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2487166		SOR Report	GLS8005	NCOLLINS	02/24/2006 9:25:58AM PST	Processing	N/A	Details
<input type="checkbox"/>	2487164		SOR Report	GLS8005	NCOLLINS	02/24/2006 8:34:59AM PST	Success	Posted	Details
<input type="checkbox"/>	2487163		SOR Report	GLS8005	NCOLLINS	02/24/2006 7:53:22AM PST	Success	Posted	Details

Below the table, there is a 'Go back to Budget Transaction Detail' link, 'Save' and 'Notify' buttons, and a 'Process List | Server List' link. The status bar at the bottom indicates 'Process Instance: 2487166'.

Process Detail Page

The screenshot shows the 'Process Detail' page for instance 2487166. The browser title is 'Budget Transaction Detail - Microsoft Internet Explorer'. The page header includes the PeopleSoft logo and navigation links. Below the header, there are links for 'New Window', 'Help', and 'Customize Page'. The main content area is titled 'Process Detail' and includes a 'Server List' link. The process information is as follows:

Process:
Instance: 2487166 **Type:** SOR Report
Name: GLS8005 **Description:** GLS8005
Run Status: Success **Distribution Status:** Posted

Run **System Process**

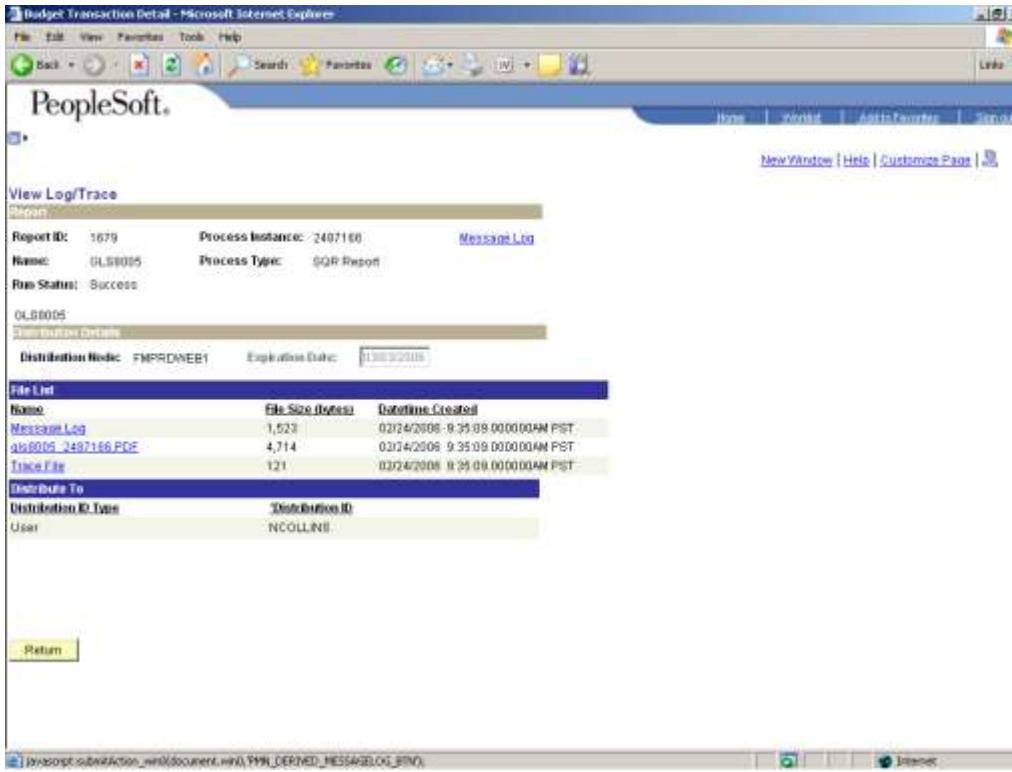
Run Control ID: budget Hold Request
Location: Server Queue Request
Server: PSUX01 Cancel Request
Recurrence: Delete Request
 Restart Request

Info/Time **Actions**

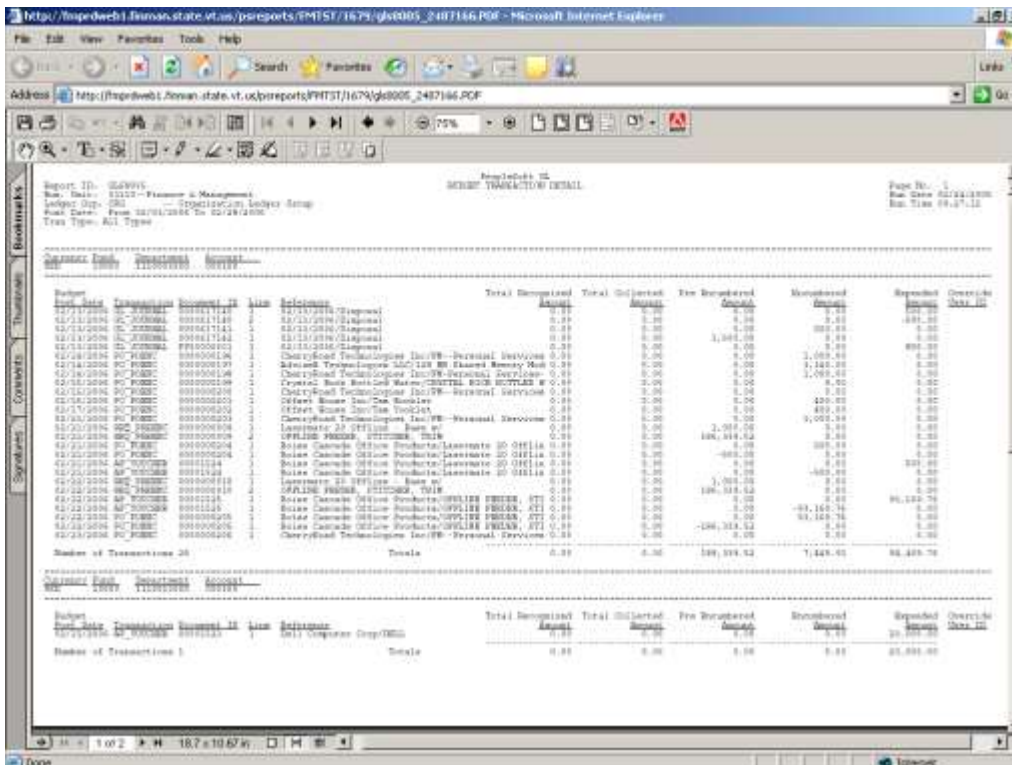
Request Created On: 02/24/2006 9:27:09AM PST [Page Status](#) Transfer
Run Anytime After: 02/24/2006 9:26:58AM PST [Message Log](#)
Began Process At: 02/24/2006 9:27:12AM PST Batch Timings
Ended Process At: 02/24/2006 9:35:09AM PST [View Log/Trace](#)

At the bottom, there are 'OK' and 'Cancel' buttons. The status bar at the bottom indicates 'Process Instance: 2487166'.

View Log/Trace Page



Example of Report Output



VISION FINANCIALS

LEDGER DETAILS (GLS8510)

Introduction

Purpose of the Report

The report displays all Commitment Control ledger amounts (budgeted, associated revenue, pre-encumbrance, encumbrance, expense) and the available balance for the budgets you select as of the run date and time. The run control page provides the user with flexibility to select chartfield combinations and to further specify whether they would like the report based on a range of values or specific values for each chartfield. User can also specify the ledger group (APPROP, ORG, ORG2_GRP, ORG3_GRP, etc). The report can be sorted and subtotaled by chartfield.

Report is used to monitor and review budget balances.

Type of Report

Structured Query Report (SQR)

Navigation Path to the Report


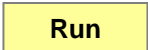
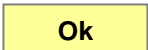
Commitment Control > Budget Reports > Ledger Details

Report Request Parameters

General Notes:

- Select an existing Run Control ID or enter a new one
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Budget_Status)
- An asterisk * preceding the field name indicates input is required

Report Request Parameters		see screenshot below
In This Field	Enter	Notes
* Unit:	Leave BU defaulted value or use the lookup to select	
* Ledger Group:	type Ledger Group name or use the lookup to select	Ledger Group should correspond to your business unit's budget structures. Run Query to find ledger group for org budgets: VT_WHAT_LEDGER_ORG_DEPTID
Refresh	click the Refresh Button to populate the grid with rows for each ChartField	after the first use, the Refresh Button is used to remove all values
* Sequence:	numeric sequence (1, 2, 3, etc.)	sequence (columns left to right) that chartfields will appear on the report; also determines the sort order from lowest to highest value the default sequence is alphabetical
* Include CF:	select check box	select chartfields to be displayed on the report. Once selected, you have the option of defining specific values or leaving the value field blank. Leave blank to select all values for the ChartField Department value(s) must be specified.
Subtotal:	select check box	select <i>Subtotal</i> to include a subtotal of all amounts for the ChartField when using the ChartField selection grid all selected sub-total check boxes must be in sequence and there must be no gaps in the sequence.

Chartfield Selection (continued)		see screenshot below
In This Field	Enter	Notes
Value:	enter chartfield value or use the lookup to select	user can select a specific value or a range of values if selecting a range of values, this is the beginning value in the range
To Value:	enter chartfield value or use the lookup to select	user can select a specific value or a range of values if selecting a range of values, this is the ending value in the range
	push the save button to save report parameters	save reports that you want to run on a regular basis
	Click the "Run" button	Process Scheduler page loads. The report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
GLS510 #####.PDF	Click this link for the PDF file	This opens the report in a new page.

Report Request Parameters

Commitment Control Ledger Details Report

Run Control ID: Budget Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: 01110 Finance & Management

Ledger Group: APPROP Appropriation Ledger Group

Restore

Sequence	ChartField Name	Include CF	Descr	Subtotal Value	To Value
1	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
6	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
7	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
8	Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
9	Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Commitment Control Ledger Details Report

Run Control ID: Budget Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: 01110 Finance & Management

Ledger Group: APPROP Appropriation Ledger Group

Refresh

Sequence	ChartField Name	Include CF	Descr	Subtotal Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
2	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2008 2008
	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Currency Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Process Scheduler Request Page

Process List

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run: Distribution Status: Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2490443		SGR Report	GLB8510	NCOLLINS	02/19/2007 3:27:04PM PST	Success	Posted	Details
<input type="checkbox"/>	2490439		SGR Report	GLB8020	NCOLLINS	02/19/2007 3:00:12PM PST	Success	Posted	Details
<input type="checkbox"/>	2490438		SGR Report	GLB8020	NCOLLINS	02/19/2007 2:50:26PM PST	Success	Posted	Details
<input type="checkbox"/>	2490402		Crystal	OLC0571-	NCOLLINS	02/19/2007 2:14:57PM PST	Success	Posted	Details
<input type="checkbox"/>	2490401		Crystal	OLC0570-	NCOLLINS	02/19/2007 2:14:57PM PST	Processing	NA	Details
<input type="checkbox"/>	2490387		SGR Report	VTOL8001	NCOLLINS	02/19/2007 1:40:24PM PST	Success	Posted	Details
<input type="checkbox"/>	2490376		Crystal	OLC7502-	NCOLLINS	02/19/2007 11:26:39AM PST	Success	Posted	Details
<input type="checkbox"/>	2490291		SGR Report	OLB0020	NCOLLINS	02/19/2007 10:50:18AM PST	Success	Posted	Details
<input type="checkbox"/>	2490286		SGR Report	OLB7002	NCOLLINS	02/19/2007 10:06:14AM PST	Success	Posted	Details
<input type="checkbox"/>	2490228		Crystal	VTAP003	NCOLLINS	02/19/2007 8:49:05AM PST	Success	Posted	Details
<input type="checkbox"/>	2490225		SGR Report	VTAP003	NCOLLINS	02/19/2007 8:33:07AM PST	Success	Posted	Details

Process Monitor Page

Process Detail

Instance: 2490443 Type: SGR Report

Name: GLB8510 Description: Ledger Details report

Run Status: Success Distribution Status: Posted

Run Control ID: budget

Location: Server

Server: PSUP01

Recurrence:

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Job History

Request Created On: 02/19/2007 3:27:12PM PST [Parameters](#) [Transfer](#)

Run Anytime After: 02/19/2007 3:27:04PM PST [Message Log](#)

Began Process At: 02/19/2007 3:27:21PM PST [Batch Timings](#)

Ended Process At: 02/19/2007 3:27:28PM PST [View Log Trace](#)

Process Detail Page

Process Detail

Process

Instance: 2490439 Type: SQR Report
 Name: GLS8020 Description: Budget Status Report
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: budget_status
 Location: Server
 Server: PSUNK
 Recurrence:

Actions

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time

Request Created On: 02/19/2007 3:00:18PM PST
 Run Anytime After: 02/19/2007 3:00:12PM PST
 Began Process At: 02/19/2007 3:00:23PM PST
 Ended Process At: 02/19/2007 3:00:35PM PST

Actions

Parameters Transfer
 Message Log
 Batch Timings
 View Log/Trace

OK Cancel

Process Instance: 2490439

View Log/Trace Page

View Log/Trace

Report ID: 4041 Process Instance: 2490443 Message Log
 Name: GLS8510 Process Type: SQR Report
 Run Status: Success

Ledger Details report

Distribution Details

Distribution Node: FMFROWEB Expiration Date: 11/14/2009

File List

Name	File Size (Bytes)	Outtime Created
Message Log	1,523	02/19/2007 3:27:28.000000PM PST
sbs010_2490443.PDF	20,305	02/19/2007 3:27:28.000000PM PST
Trace File	70	02/19/2007 3:27:28.000000PM PST

Distribute To

Distribution ID Type	Distribution ID
User	NCOLLINS

Return

Example of Report Output

http://fmprweb1.finnan.state.vt.us/psreports/FMTST/4041/gls8510_2490443.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://fmprweb1.finnan.state.vt.us/psreports/FMTST/4041/gls8510_2490443.PDF

Save a Copy Select 91% Search Web

Pages

Report ID: 028933 Peoplesoft M. L6088 DETAILS Page No. 1
 Bus. Unit: 1110--Finance & Management Run Date: 05/28/2007
 Ledger: 001 APP00 -- Appropriation Budget Definitio Run Time: 13:27:22

Fund	Account	Department	Ledger Type	Sorted Total Amount	
1000 General Fund	800100	113000300 Financial Operations	Budget	25,188	USD
1000 General Fund	800100	113000300 Financial Operations	Encumbrance	8.00	USD
1000 General Fund	800100	113000300 Financial Operations	Expense	786,190.50	USD
1000 General Fund	800100	113000300 Financial Operations	Pre-Encumbrance	8.00	USD
			Available Budget	788,890.27	USD
1000 General Fund	800100	113000300 Budget & Management	Budget	1,470,188.19	USD
1000 General Fund	800100	113000300 Budget & Management	Encumbrance	6,910.00	USD
1000 General Fund	800100	113000300 Budget & Management	Expense	3,848,719.73	USD
1000 General Fund	800100	113000300 Budget & Management	Pre-Encumbrance	367,025.00	USD
			Available Budget	2,469,499.98	USD
1000 General Fund	800100	113000300 University of Vermont	Budget	38,972,820.00	USD
1000 General Fund	800100	113000300 University of Vermont	Expense	187,317,843.00	USD
			Available Budget	140,244,523.00	USD
1000 General Fund	800100	113000700 UVM Morgan House Fair	Budget	8,207.00	USD
1000 General Fund	800100	113000700 UVM Morgan House Fair	Expense	24,489.00	USD
			Available Budget	28,040.00	USD
1000 General Fund	800100	113000900 Vermont Public Television	Budget	886,788.00	USD
1000 General Fund	800100	113000900 Vermont Public Television	Expense	3,439,304.00	USD
			Available Budget	2,899,129.00	USD
1000 General Fund	800100	113000900 Vermont State Colleges	Budget	23,830,193.00	USD
1000 General Fund	800100	113000900 Vermont State Colleges	Expense	125,593,831.82	USD
			Available Budget	92,981,839.78	USD
1000 General Fund	800100	113010300 SSC Hearing & Dental Systems	Budget	848,370.00	USD
1000 General Fund	800100	113010300 SSC Hearing & Dental Systems	Expense	3,707,906.00	USD
			Available Budget	3,044,386.00	USD
1000 General Fund	800100	113011000 Vermont Interactive Television	Budget	847,946.00	USD
1000 General Fund	800100	113011000 Vermont Interactive Television	Expense	4,507,247.00	USD
			Available Budget	3,899,323.00	USD
1000 General Fund	800100	113011300 Vermont Student Assist Corp	Budget	28,882,890.00	USD

Attachments

Comments

1 of 9

Done Unknown Zone