VISION

Budget Ledger Journal
Reporting Manual

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) *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.*
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

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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
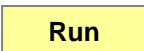
Commitment Control > Budget Reports > Budget Status

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	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 *Subtotal* 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
🔲 **Save**	push the save button to save report parameters	save reports that you want to run on a regular basis
Run	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.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• 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

Process Scheduler Request Page

Process Monitor Page

Process Detail Page

View Log/Trace Page

Example of Report Output

Screenshot of Microsoft Internet Explorer displaying a PDF report:

```
http://fmdevweb.finman.state.vt.us/psreports/FMDEV/2121/gls8020_2487644.PDF - Microsoft Internet...
File   Edit   View   Favorites   Tools   Help
Back   →   ⊗ ↻ ⌂   Search   Favorites   Media   ⊗   ▼ ⊟ ⊟ ⊟
Address  http://fmdevweb.finman.state.vt.us/psreports/FMDEV/2121/gls8020_2487644.PDF       Go   Links »

Save a Copy   Print   Email   Search   T Select Text ▼
⊕ ▼   ⊖ 125% ▼ ⊕
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                                                                                    Peo
Report ID:   GLS8020                                                            BUDGET
Bus. Unit:   01110--Finance & Management
Ledger Grp:  APPROP      -- Appropriation Ledger Group
Currency  :  USD
Chartfields Criteria
Budget Period: 2006                    Fund: 21005 to 21985            Department: Al


Budget Period    Fund    Department    Account                          Budget


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
```

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11 x 8.5 in                          1 of 1
Start     Snag...  Budg...  Inbo...  Micr...  M:\8...  Appr...  http:...
```

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
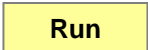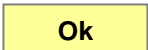
General Notes:

- 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	ledger Group should correspond to the business unit's budget structures 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 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
User Budget Overrides	Leave check box blank	**optional** – if selected, only budget override transactions will appear on the report **recommended method is to leave check box unchecked**
* Transaction Type Option	select radio button	**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	• 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
Refresh	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	• 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	• 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	• user can select a specific value or a range of values
💾 **Save**	push the save button to save report parameters	save reports that you want to run on a regular basis
Run	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.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• 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

Process Scheduler Request Page

Process Monitor Page

Process Detail Page

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 *Subtotal* 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
Save	push the save button to save report parameters	save reports that you want to run on a regular basis
Run	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.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• 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

Process Scheduler Request Page

Process Monitor Page

Process Detail Page

View Log/Trace Page

Example of Report Output