

Budget Transactions Detail Report

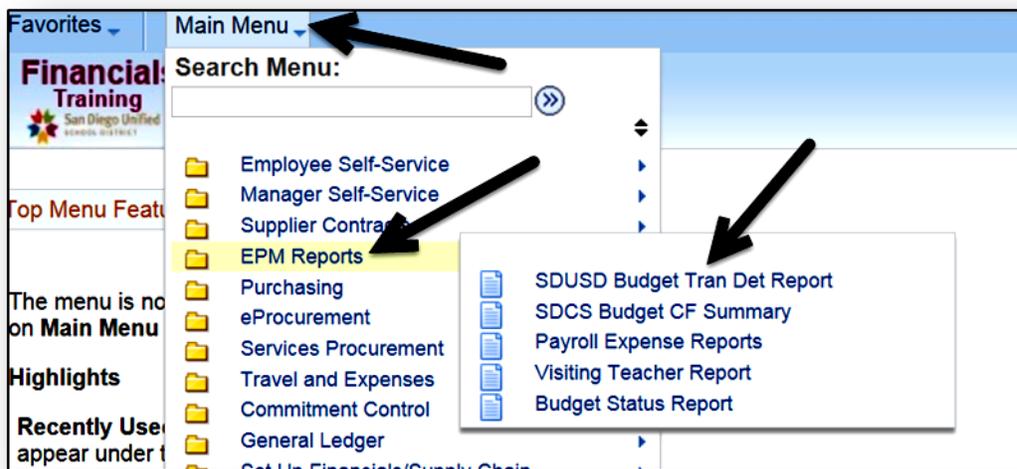
Comprehensive Report on All Your Budgets' Transactions

This Job Aid shows how to run the Budget Transactions Detail Report (BTDR) in PeopleSoft Financials. This report shows details about any/all your site's budgets, including amounts pre-encumbered, encumbered, and expensed amounts.

Step 1

In this example, we have just logged into PeopleSoft Financial. We begin from the Main Menu area.

We click the **Main Menu** drop down icon located at the top left corner, then we click **EPM Reports**, after which we click **SDUSD Budget Tran Det Report**.



Step 2

You should create a new **Run Control ID** (*name or title*) the first time you run a report. Use the **Add a New Value** tab. When done, click **Add**.

If you've already created a new Run Control ID to run this report, you can use the **Find an Existing Value** tab to search for it. Once you choose the Run Control ID, you can run it to view fresh, updated data.

A screenshot of the 'Budget Transaction Report' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there is a text input field labeled 'Run Control ID:' with the value 'ABC9/24/2014' entered. At the bottom of the form, there is an orange 'Add' button.

Step 3

Before doing anything else on the next screen, click **Refresh**. This will display all the available Chartfields in a list. **Please Note:** It is important to include the **Budget Period Chartfield** in all reports. You must also include either the Department Chartfield or the Resource Chartfield. These are the minimum criteria needed. Additional Chartfields can and should be included, as desired. This is illustrated in the next step.

Budget Transaction Detail Rpt

Commitment Control Budget Transaction Detail Report

Run Control ID ABC9/25/2014 Report Manager Process Monitor **Run**

Language **English** ▼

Report Request Parameters

Unit: SDUSD San Diego Unified School Dist Ledger Group: EXPENSE

Accounting Period From: Accounting Period To: Fiscal Year:

Chartfield Order: Department This Report Requires a Department ID or Resource Number but a Budget Period is always required.

Comma Separated Format Report Output: **Refresh**

Select to report Output in CSV format (Excel spreadsheet)

ChartField Selection Personalize | Find | First 1 of 1 Last

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

Save **Notify** **Add** **Update/Display**

Step 4

Click a checkmark into each “**Include CF**” checkbox for all the Chartfields you want to include in your report. Then click **Save** in the lower left corner. This moves all the selected Chartfields up to the top of the list, and sets up the report to be laid out the way you want it.

ChartField Selection Personalize | Find

Sequence	ChartField Name	Include CF	Value
1	Department	<input checked="" type="checkbox"/>	
2	Resource	<input checked="" type="checkbox"/>	
3	Budget Reference	<input type="checkbox"/>	
4	Account	<input checked="" type="checkbox"/>	
5	Program Code	<input checked="" type="checkbox"/>	

Step 5

Carefully type the desired values into the Chartfields you selected. Type into the left “Value” column first, then press the Tab key. The “To Value” will automatically populate with what you just typed. You can edit the Chartfield values as desired. Click the Search icon next to each field to view a list of all possible values to choose from. The **Budget Period** one is required. It is also required to enter a value into either the **Department** or **Resource** Chartfields, and it is recommended that you include both. Any additional Chartfield entries will narrow your results into a more focused report.

Then click **Save** in the bottom left corner of the screen.

ChartField Selection				
Personalize Find				
First 1-17 of 17 Last				
Sequence	ChartField Name	Include CF	Value	To Value
1	Department	<input checked="" type="checkbox"/>	0003	0003
2	Resource	<input checked="" type="checkbox"/>	00000	99999
3	Budget Reference	<input type="checkbox"/>		
4	Account	<input checked="" type="checkbox"/>	0000	0000
5	Program Code	<input checked="" type="checkbox"/>	1000	9999
6	Class Field	<input type="checkbox"/>		
7	Fund Code	<input checked="" type="checkbox"/>	01000	01000
8	Extended	<input type="checkbox"/>	0000	0000

Step 6

The Chartfields you selected will move up to the top of the screen.

ChartField Selection				
Personalize Find				
First 1-17 of 17 Last				
Sequence	ChartField Name	Include CF	Value	To Value
1	Department	<input checked="" type="checkbox"/>	0003	0003
2	Resource	<input checked="" type="checkbox"/>	00000	99999
4	Account	<input checked="" type="checkbox"/>	0000	0000
5	Program Code	<input checked="" type="checkbox"/>	1000	9999
7	Fund Code	<input checked="" type="checkbox"/>	01000	01000
	Activity	<input type="checkbox"/>		

Step 7

Determine the time frame for the report. Enter the **Accounting Period From** and **Accounting Period To** numbers. We go by a fiscal year sequence, which means that 1 = July, 2 = August, 3 = September, 4 = October, and so on, all the way through June which is 12. So, for example, if you want to see results that include the period from July through September, you would enter 1 in the From field, and 3 in the To field. Then, enter the current **Fiscal Year**. Remember to click **Save** at the bottom left corner.

Commitment Control Budget Transaction Detail Report

Run Control ID: ABC9/25/2014 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: SDUS San Diego Unified School Dist Ledger Group: EXPENSE

Accounting Period From: 1 Accounting Period To: 3 Fiscal Year: 2015

Chartfield Order: Department

This Report Requires a Department ID or Resource Number but a Budget Period is always required.

Important Note: Be sure to enter the Budget Period (fiscal year) at the bottom of the screen.

Budget Period 2015 2015

Step 8

At the top of the screen, click **Run**.

Report

Process Monitor Run

Step 9

Choose **PSNT** as the Server Name, and choose which **Format** you want (CSV will display the report as an Excel worksheet). The rest should automatically be filled in for you. Then, click **OK** in the low left corner. Then click **OK** to run the report.

Process Scheduler Request

User ID: 120080 Run Control ID: ABC9/25/2014

Server Name: PSNT Run Date: 09/23/2014

Recurrence: Run Time: 2:46:14PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Transaction by Dept	SDGL8005	SQR Process	Web	PDF	Distribution

Step 10

Click the **Process Monitor** link, at the top right corner, to view the status of the report.



Step 11

Click **Refresh** repeatedly until the **Run Status** shows **Success**, and the **Distribution Status** shows **Posted**. This could take anywhere from a few moments to several minutes, depending upon how busy the system is.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below is a search section titled 'View Process Request For' with fields for 'User ID' (120080), 'Type', 'Last', '1 Days', 'Server', 'Name', 'Instance', 'to', 'Run Status', and 'Distribution Status'. A 'Refresh' button is circled in black. Below the search section is a table titled 'Process List' with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The first row is selected and shows: Instance 3837069, Process Type SQR Process, Process Name SDGL8005, User 120080, Run Date/Time 10/06/2014 9:15:58AM PDT, Run Status Success, and Distribution Status Posted. The 'Run Status' and 'Distribution Status' cells are circled in black.

Step 12

Once it says **Success** and **Posted**, click **Details**.

Distribution Status	Details
Posted	Details

Step 13

Click the **View Log/Trace** link in the lower right corner.

The screenshot shows an 'Actions' menu with the following options: Parameters, Message Log, Batch Timings, and View Log/Trace.

Step 14

Click the **SDGL8005** link that ends with the letters "PDF". This will open the actual report.

The screenshot shows a 'File List' table with the following entries:

Name
SDGL8005_3837069.PDF
SDGL8005_3837069.out
SQR_SDGL8005_3837069.log

The first row, containing the link 'SDGL8005_3837069.PDF', is circled in black.

Step 15

The Budget Transaction Detail Report opens in PDF format (*Adobe Reader*). If you want to print the report, click the Print icon from the report window's menu, not from the Internet browser menu.

PeopleSoft GL
BUDGET TRANSACTION DETAIL

Report ID: EDGL8005 - FIN89DRV Page No. 1
 Bus. Unit: EDGED - San Diego Unified School Dist Run Date 08/04/2011
 Ledger Grp: EXPENSE -- EXPENSE Budget CC Ldgr Grp Run Time 13:39:54
 Tran Type: All Types
 and Dept = '0003' and Res between '00000' and '99999' and Acct between '4000' and '5999' and Bud Per = '2011' and Acctg Per BETWEEN 1 and 3

Post Date	Transaction	Document ID	Line	Reference	Description	Balance Amount	Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount																																	
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><u>DeptID</u></td> <td style="width: 10%;"><u>Resource</u></td> <td style="width: 10%;"><u>Bud Ref</u></td> <td style="width: 10%;"><u>Account</u></td> <td style="width: 10%;"><u>Program</u></td> <td style="width: 10%;"><u>Class</u></td> <td style="width: 10%;"><u>Fund</u></td> <td style="width: 10%;"><u>Extended</u></td> <td style="width: 10%;"><u>Budget Period</u></td> <td colspan="2"></td> </tr> <tr> <td>0003</td> <td>00000</td> <td>00</td> <td>4201</td> <td>2420</td> <td>0000</td> <td>01000</td> <td>0000</td> <td>2011</td> <td colspan="2"></td> </tr> <tr> <td colspan="11">DeptID 0003 - Adams Elementary Resource 00000 - Discretionary Alloc Account 4201 - Library Books</td> </tr> </table>											<u>DeptID</u>	<u>Resource</u>	<u>Bud Ref</u>	<u>Account</u>	<u>Program</u>	<u>Class</u>	<u>Fund</u>	<u>Extended</u>	<u>Budget Period</u>			0003	00000	00	4201	2420	0000	01000	0000	2011			DeptID 0003 - Adams Elementary Resource 00000 - Discretionary Alloc Account 4201 - Library Books										
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0003	00000	00	4201	2420	0000	01000	0000	2011																																			
DeptID 0003 - Adams Elementary Resource 00000 - Discretionary Alloc Account 4201 - Library Books																																											
07/01/2010	CL_BD_JRNL	08C0220286	1		07/01/2010/Accept budget and spend appropriations		1,500.00	0.00	0.00	0.00																																	
Number of Transactions 1						Totals	1,500.00	1,500.00	0.00	0.00																																	
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><u>DeptID</u></td> <td style="width: 10%;"><u>Resource</u></td> <td style="width: 10%;"><u>Bud Ref</u></td> <td style="width: 10%;"><u>Account</u></td> <td style="width: 10%;"><u>Program</u></td> <td style="width: 10%;"><u>Class</u></td> <td style="width: 10%;"><u>Fund</u></td> <td style="width: 10%;"><u>Extended</u></td> <td style="width: 10%;"><u>Budget Period</u></td> <td colspan="2"></td> </tr> <tr> <td>0003</td> <td>00000</td> <td>00</td> <td>4301</td> <td>1000</td> <td>1110</td> <td>01000</td> <td>0000</td> <td>2011</td> <td colspan="2"></td> </tr> <tr> <td colspan="11">DeptID 0003 - Adams Elementary Resource 00000 - Discretionary Alloc Account 4301 - Supplies</td> </tr> </table>											<u>DeptID</u>	<u>Resource</u>	<u>Bud Ref</u>	<u>Account</u>	<u>Program</u>	<u>Class</u>	<u>Fund</u>	<u>Extended</u>	<u>Budget Period</u>			0003	00000	00	4301	1000	1110	01000	0000	2011			DeptID 0003 - Adams Elementary Resource 00000 - Discretionary Alloc Account 4301 - Supplies										
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0003	00000	00	4301	1000	1110	01000	0000	2011																																			
DeptID 0003 - Adams Elementary Resource 00000 - Discretionary Alloc Account 4301 - Supplies																																											
07/01/2010	CL_BD_JRNL	08C0220286	2		07/01/2010/Accept budget and spend appropriations		1,155.00	0.00	0.00	0.00																																	
08/02/2010	CL_BD_JRNL	0000223121	1		08/02/2010/Opening zero dollar budget strings/		0.00	0.00	0.00	0.00																																	
08/11/2010	CL_BD_JRNL	0000223985	2		08/11/2010/Transfer appropriation from 5735 to 430		2,443.00	0.00	0.00	0.00																																	
08/13/2010	CL_JOURNAL	PCD0224238	1		08/13/2010/Pcards: June 16 thru July 15, 2010/		0.00	0.00	0.00	-79.00																																	
08/18/2010	CL_JOURNAL	UTX0224482	1		08/18/2010/Use Tax: June 16 thru July 15, 2010/AM		0.00	0.00	0.00	-6.91																																	
Number of Transactions 5						Totals	3,683.91	3,598.00	0.00	-85.91																																	
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><u>DeptID</u></td> <td style="width: 10%;"><u>Resource</u></td> <td style="width: 10%;"><u>Bud Ref</u></td> <td style="width: 10%;"><u>Account</u></td> <td style="width: 10%;"><u>Program</u></td> <td style="width: 10%;"><u>Class</u></td> <td style="width: 10%;"><u>Fund</u></td> <td style="width: 10%;"><u>Extended</u></td> <td style="width: 10%;"><u>Budget Period</u></td> <td colspan="2"></td> </tr> <tr> <td>0003</td> <td>00000</td> <td>00</td> <td>4301</td> <td>3140</td> <td>0000</td> <td>01000</td> <td>0000</td> <td>2011</td> <td colspan="2"></td> </tr> <tr> <td colspan="11">DeptID 0003 - Adams Elementary Resource 00000 - Discretionary Alloc Account 4301 - Supplies</td> </tr> </table>											<u>DeptID</u>	<u>Resource</u>	<u>Bud Ref</u>	<u>Account</u>	<u>Program</u>	<u>Class</u>	<u>Fund</u>	<u>Extended</u>	<u>Budget Period</u>			0003	00000	00	4301	3140	0000	01000	0000	2011			DeptID 0003 - Adams Elementary Resource 00000 - Discretionary Alloc Account 4301 - Supplies										
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0003	00000	00	4301	3140	0000	01000	0000	2011																																			
DeptID 0003 - Adams Elementary Resource 00000 - Discretionary Alloc Account 4301 - Supplies																																											
05/04/2010	CL_BD_JRNL	PRR0216124	1		07/01/2010/Accept budget and spend appropriations		125.00	0.00	0.00	0.00																																	
01/01/2010	CL_BD_JRNL	PRR0216124	1		01/01/2010/Accept budget and spend appropriations		0.00	0.00	0.00	0.00																																	

For more information about how to use the PeopleSoft software system in our school district, as well as to find training opportunities and support, go online to www.sandi.net and follow this clicking navigation:

Staff —> Technical Class Support & Resources —> PeopleSoft