

Reference Guide – Peoplesoft Finance Budget Reports

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List of Reports:

The following budget reports are currently available in PeopleSoft

Budget - Budget to Actuals with Encumbrances - OPS

This report is for Fund 100 Operations and provides budget, KK (commitment control) Actuals, encumbrances and remaining available budget summarized by account. There are two templates available to summarize by department or program.

- Budget to Actuals with Encumbrances by Department
- Budget to Actuals with Encumbrances by Program

Budget - Budget to Actuals with Encumbrances – NOP

This report is for non-fund 100 and provides budget, GL Actuals, encumbrances and remaining available budget. Users who do not have all-accounts security (non-comp only or student only compensation) will see limited data depending on the budget setup for ledgers. The report contains the following templates. You will need to select the template and enter the Ledger Group based on the fund associated with the program or project.

- Fund 105 by Department (Ledger Group NON_CT_GRP)
- Fund 105 by Program (Ledger Group NON_CT_GRP)
- Restricted (Ledger Group NON_CT_GRP)
- Capital Project (Ledger Group PRJ_CT_GRP)
- Grants Project (Ledger Group PRJ_CT_GRP)
- Grants ITD (Ledger Group PRJ_CT_GRP)

Please refer to the detailed Budget-NOP Budget to Actual Encumb training guide for detailed instructions.

Budget - Budget Summary Inquiry

This report is an online inquiry page designed to quickly display Budget, KK Actuals, Encumbrances and remaining budgets. Please refer to the detailed Budget Summary Inquiry training guide for detailed instructions.

Finance - GL Transaction Details

This report list detail transactions by account with GL Actuals. Note: Budget to Actuals with Encumbrances OPS shows KK Actuals and the amounts may not tie out due to GL posting timing differences. Please see the GL – Trans Detail Report Multi Year Output training document for detailed instruction on how to run the report for multiple fiscal year.

Finance - GL Transaction Details Excel

This report is similar to the GL Transaction Details and provides data in Excel format without subtotals. Two output options are available with standard layout for Excel and a checkbox for Output using Query to Excel.

Finance - GL Transaction Running Balance

This report is similar to the GL Transaction Details and provides a running balance by account by order posted.

Budget - KK Transaction Details

This report list detail transactions by account for the KK Actuals, Encumbrance and Pre-encumbrance Ledgers.

Reports - Account Code Listing

This report provides a list of PeopleSoft Accounts numbers.

Reports - PeopleSoft Fund-Department-Program Listing

This report provides a list of all valid chartfield combinations. Chartfield combinations are fund-department-program-operating unit-project chartfields that can be used together for requisitions, vouchers and other PeopleSoft finance transactions.

Budget - Budget Comparison Reports

This report shows Month and YTD GL Actuals, Budget and Variance, and prior year YTD and Annual GL Actuals and Budget. Nine Templates are available providing summarization by division, officer, department, and program. RXC... templates list budget by account category totals only. RXDxxx templates list data by account.

Budget - 12 Month Budget Reports

This report displays the annual budget by monthly amounts. Three templates are available.

- 12 Month Budget by Department
- 12 Month Budget by Program
- 12 Month Budget by Account

Budget - Monthly Budget to Actuals

This report provides Budget and Actuals data over a 12 month budget period. There are two templates available for this report.

- XC_BP03_1 Provides Department/Program/Account details
- XC_BP03_2 Provides Department/Account details

Budget - Budget Change Reports

This report allows for tracking of budget transfers. There are two templates, one to review all budget transfers for a fiscal year, the other is used to identify specific transfers.

- Budget Change Detail
- Budget Change Detail by Reference

Budget - Budget Act Enc Cap Proj Trended

This report is for capital projects by inception to date displaying the last 5 year plus prior years GL Actuals, Budget, Encumbrances.

Purchasing - Location Table Query

This report shows the Location Codes used for product delivery ordered through the purchase requisitions. The physical addresses are associated with the Location Codes in Requisition processing.

Purchasing - PO Listing Details

The PO Listing Details report provides detailed PO information by line item. It includes PO Header data, Supplier, PO & Requisition number, line descriptions, account numbers, merchandise amount by line, AP vouchers applied against PO by line and liquidated amount by line to calculate the encumbrance balance by line. Please see the PO – Listing Detail Report training document for detailed instruction.

Purchasing - PO Status Summary Query

This report shows PO line item data, receipts and related vouchers.

Accounts Payable - AP Trans Report by Supplier

This report shows voucher and payment details by supplier.

Please see the AP – Transaction by Supplier training document for detailed instruction.

Supplier - Supplier Lookup

Report provides full supplier ID#, supplier name, short supplier name and address details.

Using this report is an alternative to searching for suppliers in the Purchase Requisition process.

Finance – 5 Years Actuals Comparison

This report provides annual budget, YTD actuals, annual actuals for 4 prior years.

Four templates are available RX5DD... are by detailed account and RX5D... are summary.

Please see the Budget – 5 Year Comparison training document for detailed instruction.

Finance – 12 Month Actuals

This report displays 12 month actuals by monthly amounts. Three templates are available By Account, Department and Program.

Finance – SF Acctg Line Details Qry

This report provides detailed data for items posted to the GL from Student Financials.

Additional security request required upon FERPA and Student Records training completion.

Finance – Concur Exp Rpt/Pcard Details

This report provides detailed data from Concur Travel and Expense system in Query format.

Grants – Bdgt 2 Actls w Enc by PRJ ITD

Inception to date grants report with GL actuals and encumbrances. Please see the Grants – Running Grants reports training document for detailed instruction.

Grants – Bdgt 2 Actls w Enc by PRJ ITD

Annual grants report with GL actuals and encumbrances. Please see the Grants – Running Grants reports training document for detailed instruction.

Grants – Award Synopsis Report

This report shows grants summary header information and listing of award amounts by date.

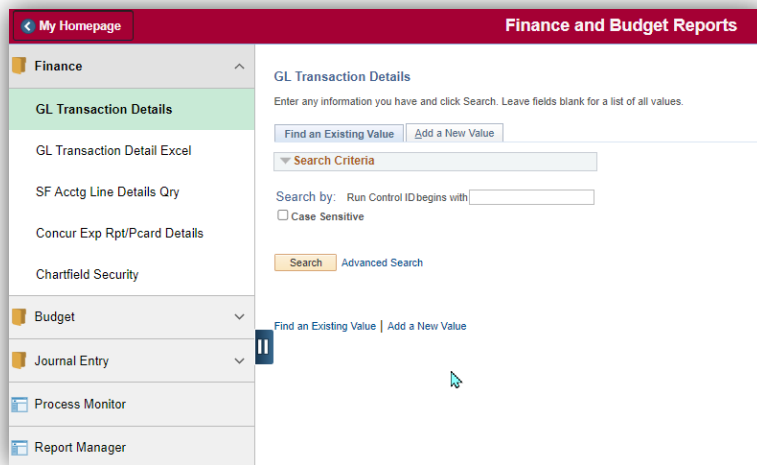
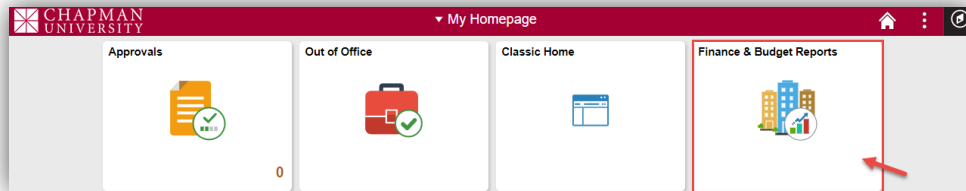
Other Reports - Online Inquiries

Please review the Financial Services Training Reports listing to see other training guides for Voucher & Purchase Order Inquiry online lookup and the Req and PO Budgetary Activity Report.

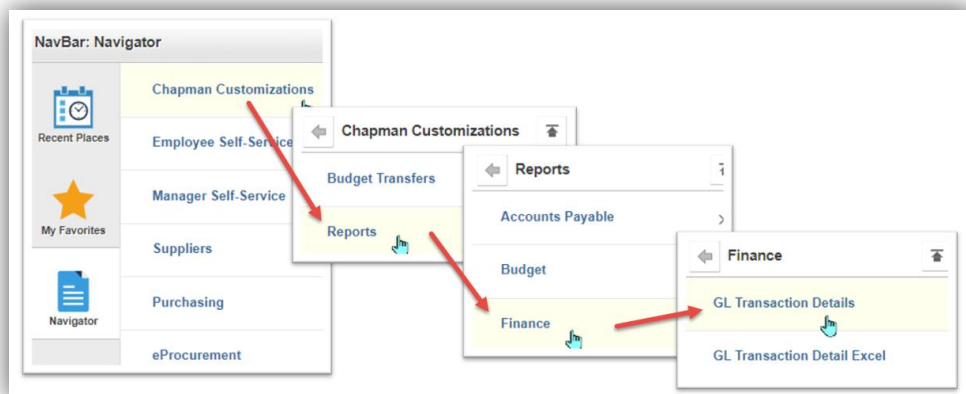
Navigation Details:

Your assigned security roles determine the amount of information you can view on the reports. Most reports will be found in the Finance & Budget Reports Tile or using the Navigator menu>Chapman Customizations>Reports> followed by the respective area (Budget, Finance, Purchasing, etc.)

Example Finance & Budget Reports Tile



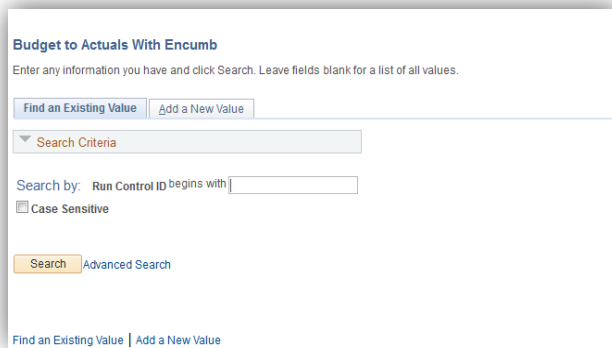
Example navigation Navigator Menu>Chapman Customizations>Reports>Finance>GL Transaction Details



Step by Step Instructions - How to Run a Report

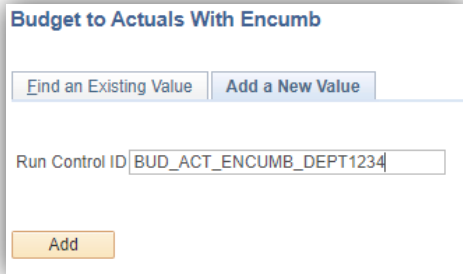
1. Go to the Budget and Actuals with Encumbrances Reports. The Run Control Page will open and you will be prompted to enter a Run Control ID. Click the Search button.
 - Note the first time your run a report, the Search button will result in No matching values were found. You will need to click on the Add a New Value tab and enter a run control.

Run Control



2. A Run Control ID is created by the user. Run Control ID's are saved for future processing and will save the report parameters entered by the user.
 - Run Controls cannot contain spaces – use underscore if a space is needed
 - Run Controls can be up to 30 characters including numbers
 - Create separate Run Controls for each report template ID, or each department or program etc.
 - It's recommended to include name of report in Run Control, however it can be any unique identifier – some run control examples
 - i. BUD_ACT_ENCUM
 - ii. BUD_ACT_ENCUM_Dept1234
 - iii. BUD_ACT_ENCUM_Prog33123
 - Do not run a report using the same Run Control until the report is complete and the Run Status is Success and Distribution Status is Posted

- Click on Add a New Value and enter the Run Control ID and click Add. The Report Parameters screen will open.



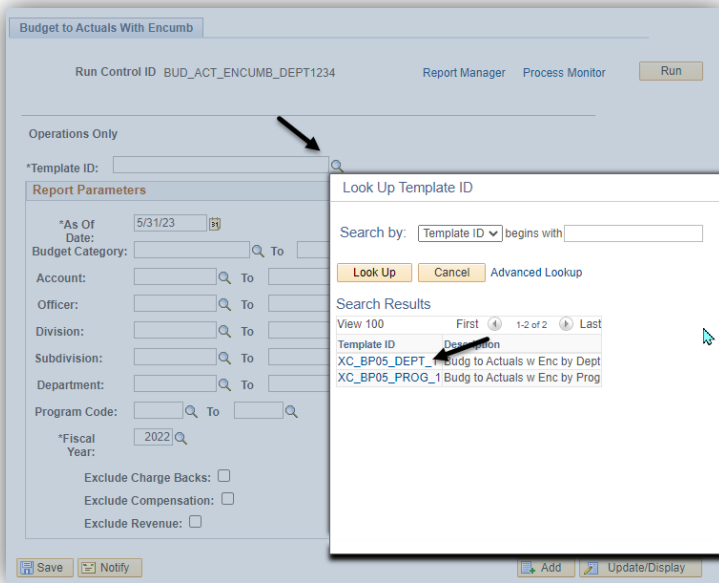
Template and Entry Parameters

- Enter Required fields and other chartfield inputs

ALL FIELDS WITH AN * ASTERICK ARE REQUIRED

TEMPLATE

- Select the template you want to run (Department or Program)



AS OF DATE

- The *As of Date field is a key field on this report. To view the entire fiscal year, you should select the last day of the fiscal year (05/31/2023). This ensures the report collects all data for the fiscal year that is contributing to the current available funds.
- The *As of date can be retroactive. If you select a prior date the report will provide budget, actuals with encumbrances based on that date.

FISCAL YEAR

- Fiscal Year is required and must correspond to the As of Date. Chapman University's fiscal year begins in June and Ends in May

Fiscal Year 2022 – June 2022 to May 2023

Fiscal Year 2021 – June 2021 to May 2022

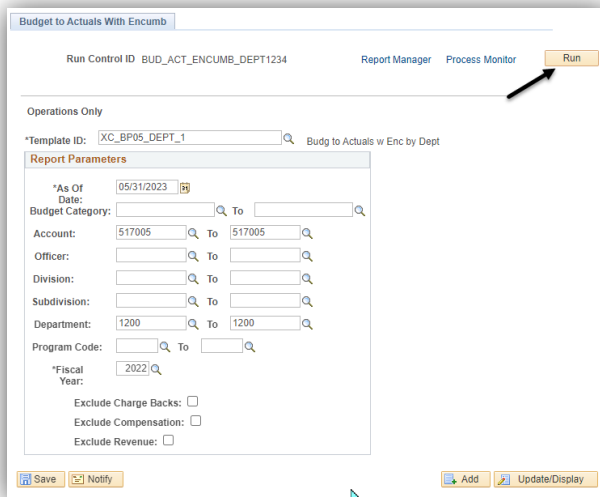
OTHER INPUT PARAMETERS

- You can further define the report output by entering other detailed parameters (Account, Program, Department, etc.). For example: If you select Division the Departments and Program within the division will be included in the report output.

CLICK SAVE AFTER THE PARAMETERS ARE ENTERED

Run Report

- Click **Run** to begin report processing.



Budget to Actuals With Encumb

Run Control ID: BUD_ACT_ENCUMB_DEPT1234

Report Manager Process Monitor **Run**

Operations Only

*Template ID: XC_BP05_DEPT_1 Budget to Actuals w Enc by Dept

Report Parameters

*As Of Date: 05/31/2023

Budget Category: To

Account: 517005 To 517005

Officer: To

Division: To

Subdivision: To

Department: 1200 To 1200

Program Code: To

*Fiscal Year: 2022

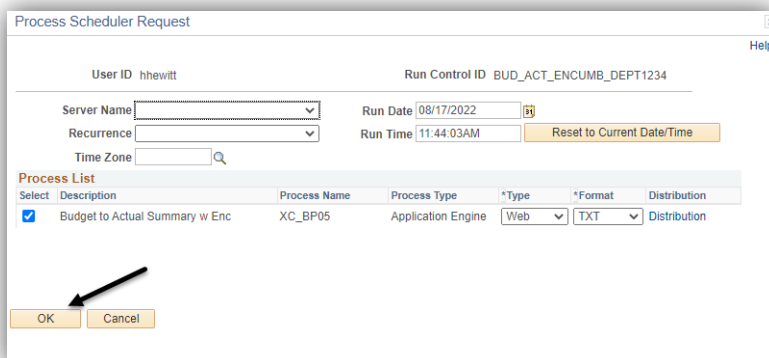
Exclude Charge Backs: ☐

Exclude Compensation: ☐

Exclude Revenue: ☐

Save Notify Add Update/Display

The Process Scheduler will open. Do not change any fields. Click OK.



Process Scheduler Request

User ID: hhewitt Run Control ID: BUD_ACT_ENCUMB_DEPT1234

Server Name: Run Date: 08/17/2022

Recurrence: Run Time: 11:44:03AM Reset to Current Date/Time

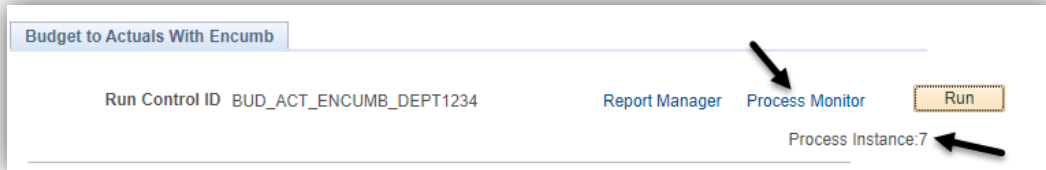
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget to Actual Summary w Enc	XC_BP05	Application Engine	Web	TXT	Distribution

OK Cancel

View Run Status - Process Monitor

- System returns to the Parameters page. Notice a Process Instance number has been assigned. This is confirmation the report is now running. Click on the **Process Monitor** link to view the status of the report.



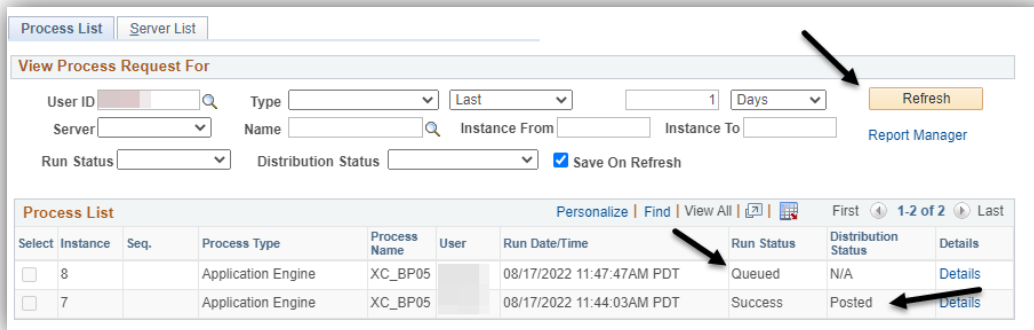
Budget to Actuals With Encumb

Run Control ID BUD_ACT_ENCUMB_DEPT1234

Report Manager Process Monitor Run

Process Instance:7

You will be routed to the Process Monitor List. Your report will reflect a **Run Status** of Queued and Distribution Status of N/A. Click the **Refresh** button to update the **Run Status**.



Process List Server List

View Process Request For

User ID [] Type [] Last [] 1 Days [] Refresh

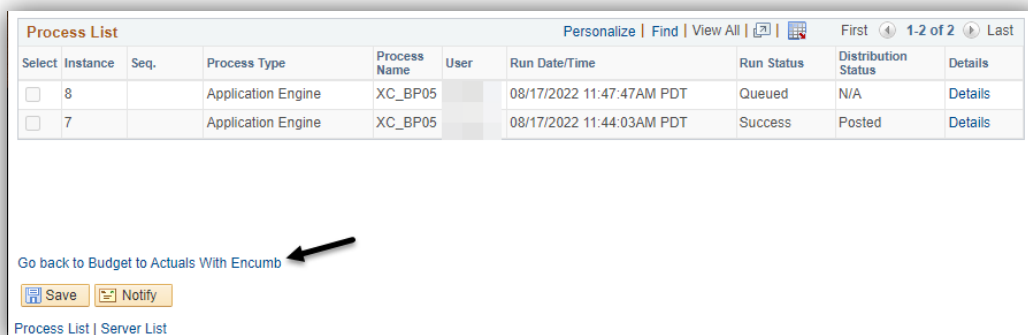
Server [] Name [] Instance From [] Instance To [] Report Manager

Run Status [] Distribution Status [] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8		Application Engine	XC_BP05		08/17/2022 11:47:47AM PDT	Queued	N/A	Details
<input type="checkbox"/>	7		Application Engine	XC_BP05		08/17/2022 11:44:03AM PDT	Success	Posted	Details

The report is ready when Run Status = Success and Distribution Status = Posted.

- Click on the link at the bottom of the screen to return to the Process List page.



Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8		Application Engine	XC_BP05		08/17/2022 11:47:47AM PDT	Queued	N/A	Details
<input type="checkbox"/>	7		Application Engine	XC_BP05		08/17/2022 11:44:03AM PDT	Success	Posted	Details

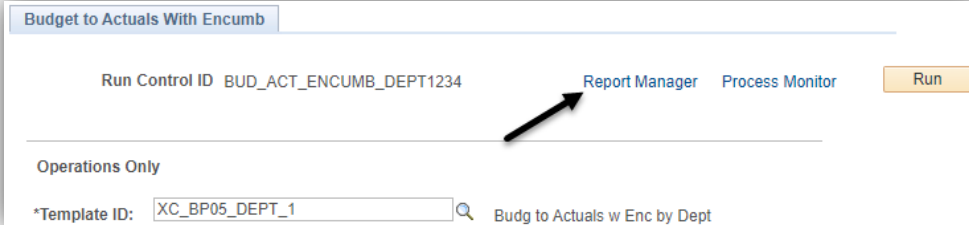
Go back to Budget to Actuals With Encumb

Save Notify

Process List | Server List

View Reports – Report Manager

8. To view Reports - click on the Report Manager link.



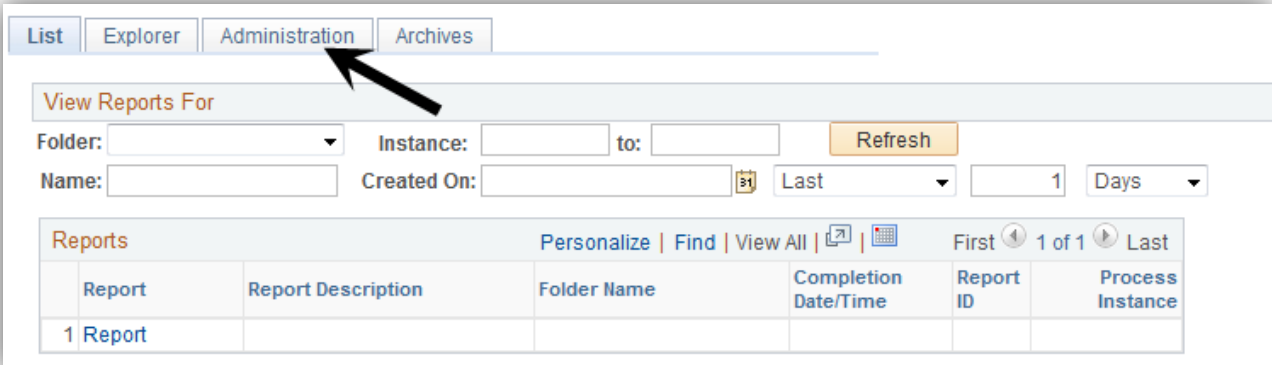
Budget to Actuals With Encumb

Run Control ID BUD_ACT_ENCUMB_DEPT1234 [Report Manager](#) [Process Monitor](#) [Run](#)

Operations Only

*Template ID: [B](#) [D](#) [G](#) [d](#) [t](#) [o](#) [A](#) [c](#) [t](#) [u](#) [a](#) [l](#) [s](#) [w](#) [E](#) [n](#) [c](#) [b](#) [y](#) [D](#) [e](#) [p](#) [t](#)

Click on the Administration tab to view available reports.



[List](#) [Explorer](#) [Administration](#) [Archives](#)

View Reports For

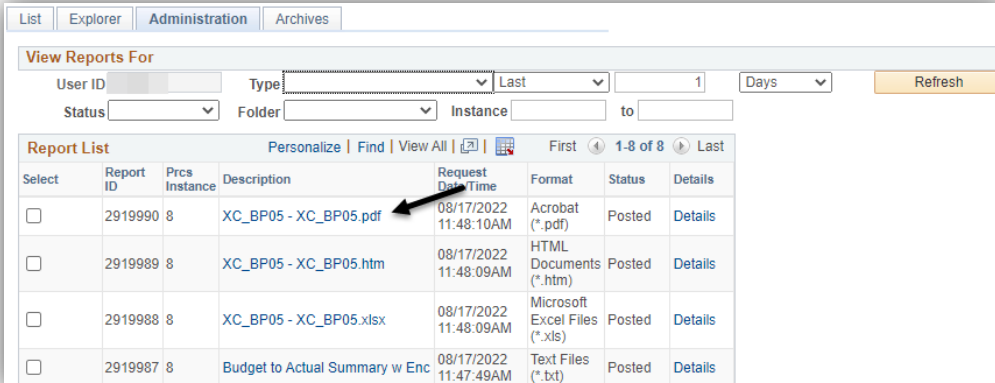
Folder: Instance: to: [Refresh](#)

Name: Created On: [B](#) [D](#) [G](#) [d](#) [t](#) [o](#) [A](#) [c](#) [t](#) [u](#) [a](#) [l](#) [s](#) [w](#) [E](#) [n](#) [c](#) [b](#) [y](#) [D](#) [e](#) [p](#) [t](#) Last Days

Reports [Personalize](#) | [Find](#) | [View All](#) | [B](#) [D](#) [G](#) [d](#) [t](#) [o](#) [A](#) [c](#) [t](#) [u](#) [a](#) [l](#) [s](#) [w](#) [E](#) [n](#) [c](#) [b](#) [y](#) [D](#) [e](#) [p](#) [t](#) First Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Reports are provided in three formats – Pdf, HTML and Excel
 Click on the link of the report you want to open.



[List](#) [Explorer](#) [Administration](#) [Archives](#)

View Reports For

User ID Type Last Days [Refresh](#)

Status Folder Instance to

Report List [Personalize](#) | [Find](#) | [View All](#) | [B](#) [D](#) [G](#) [d](#) [t](#) [o](#) [A](#) [c](#) [t](#) [u](#) [a](#) [l](#) [s](#) [w](#) [E](#) [n](#) [c](#) [b](#) [y](#) [D](#) [e](#) [p](#) [t](#) First Last

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2919990	8	XC_BP05 - XC_BP05.pdf	08/17/2022 11:48:10AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2919989	8	XC_BP05 - XC_BP05.htm	08/17/2022 11:48:09AM	HTML Documents (*.htm)	Posted	Details
<input type="checkbox"/>	2919988	8	XC_BP05 - XC_BP05.xlsx	08/17/2022 11:48:09AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	2919987	8	Budget to Actual Summary w Enc	08/17/2022 11:47:49AM	Text Files (*.txt)	Posted	Details

Sample report output

Selection Criteria	
Officer: -	Account: 517005 - 517005
Division: -	Budget Ref: -
Subdivision: -	Ledger Group: OPR CT GRP
Dept ID: -	Program: -
Fiscal Year: 2022	Exclude Charge Backs: N
	Exclude Compensation:
	Exclude Revenue:

Chapman University
Budget to Actuals With Encumbrances By Dept
Spending Availability
Fiscal Year Ending 5/31/2023
As Of 5/31/2023

Account	Description	Annual Budget	KK Actuals	Pre/Encumbrance	Variance	% Used
1200 - EVP/COO Office Director:						
517005	Supplies	15,000.00	1,857.62	0.00	13,142.38	12%
	Total 5170 - Supplies, Printing and Postage	15,000.00	1,857.62	0.00	13,142.38	12%
	Total Non-Compensation Expense	15,000.00	1,857.62	0.00	13,142.38	12%
	Total Spending Availability	15,000.00	1,857.62	0.00	13,142.38	12%
	Total Expenditures	15,000.00	1,857.62	0.00	13,142.38	12%
	Department Net (Revenue – Expense)	(15,000.00)	(1,857.62)	0.00	(13,142.38)	12%

Tips for Successful Report Generation

1. Multiple reports can be generated simultaneously; however you cannot use the same Run Control, it must be a new/different Run Control.
2. Once a Run Control is created it cannot be deleted. You can change the parameters for the Run Control and save it with new parameters, however there is not a process in place to delete Run Controls.

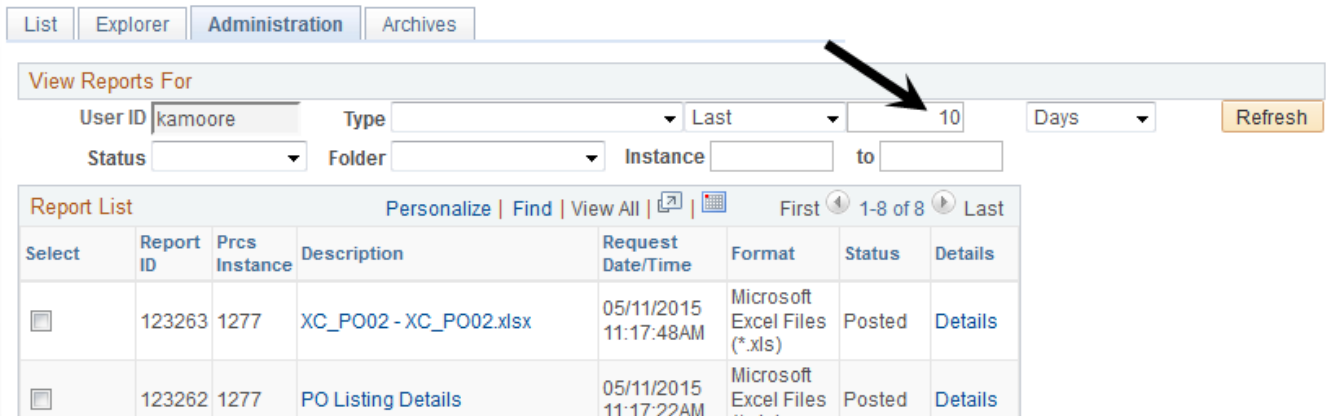
View Reports Run in a Previous Session

If you are unable to open the report output at the time the report is run, you can go directly to the Report Manager and view reports from the last 10 days.

The Finance & Budget Reports Tile has a link to Report Manager or you can use the Navigator Menu>Reporting Tools>Report Manager

Go to the Administration tab and you will see the output from the last day

You can change the Days to view older reports, click refresh to update the results.



View Reports For

User ID: kamoore Type: Last: 10 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	123263	1277	XC_PO02 - XC_PO02.xlsx	05/11/2015 11:17:48AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	123262	1277	PO Listing Details	05/11/2015 11:17:22AM	Microsoft Excel Files	Posted	Details

Suggested Run Control ID – Naming Convention

Budget To Actuals With Encumbrances

- Bud_to_Act_Enc_by_Dept

12 Month Budget Reports

- 12_mo_bud_prog
- 12_mo_bud_dept
- 12_mo_bud_acct

Budget Comparisons Reports

- Dept_(fill in main)
- Dept_(alternate)
- Mo_Compar_Dept_(main)
- Mo_Compar_Dept_(alternate)
- Program_(fill in main)
- Program_(alternate)
- Mo_Compar_Prog_(main)
- Mo_Compar_Prog_(alternate)

Budget Change Detail Reports

- Bud_Chg_Detail
- Bud_Chg_by_ref

Account Listing

- Account_Listing

Fund-Dept-Program Listing

- Dept_Prog_Listing