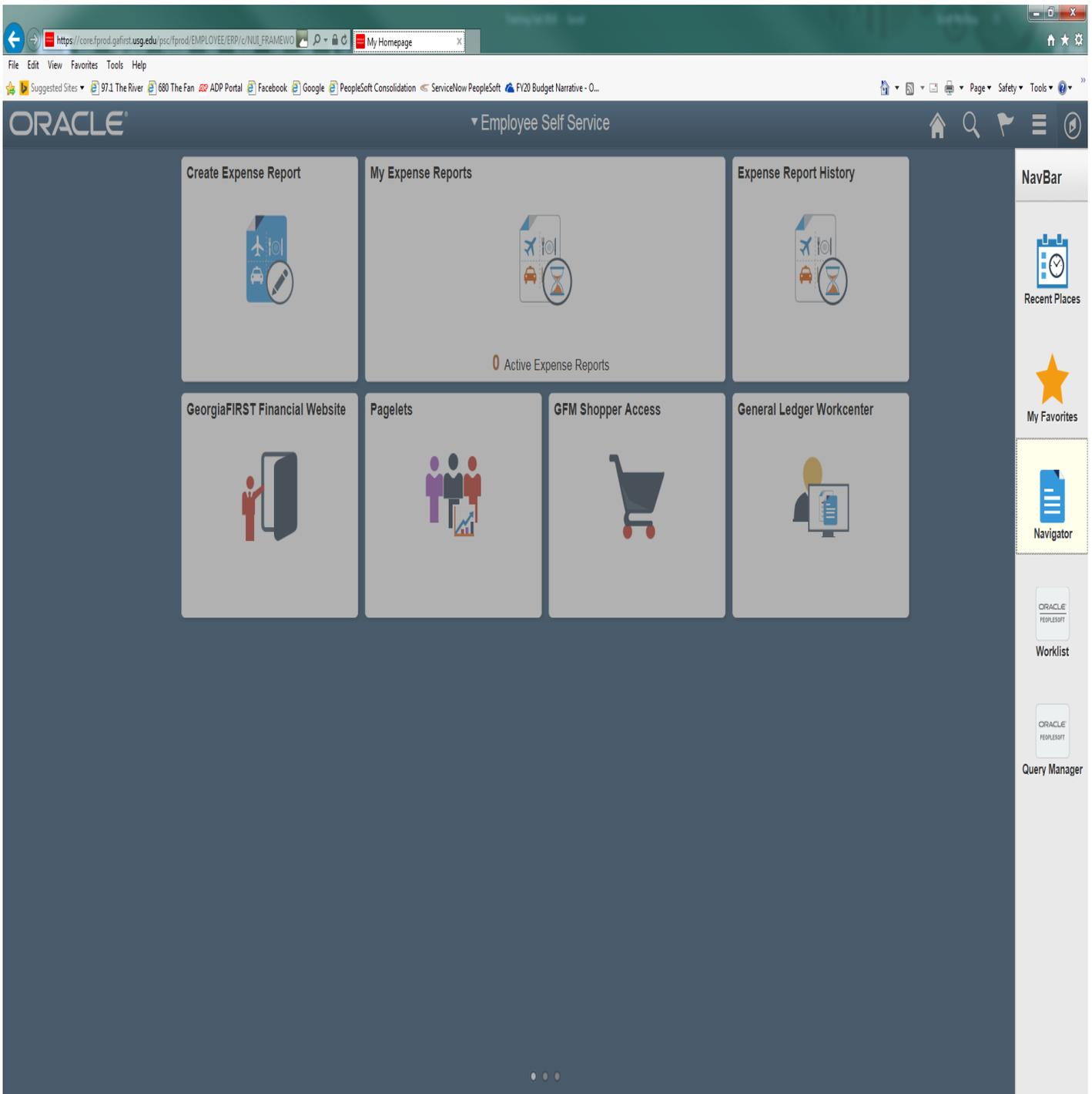


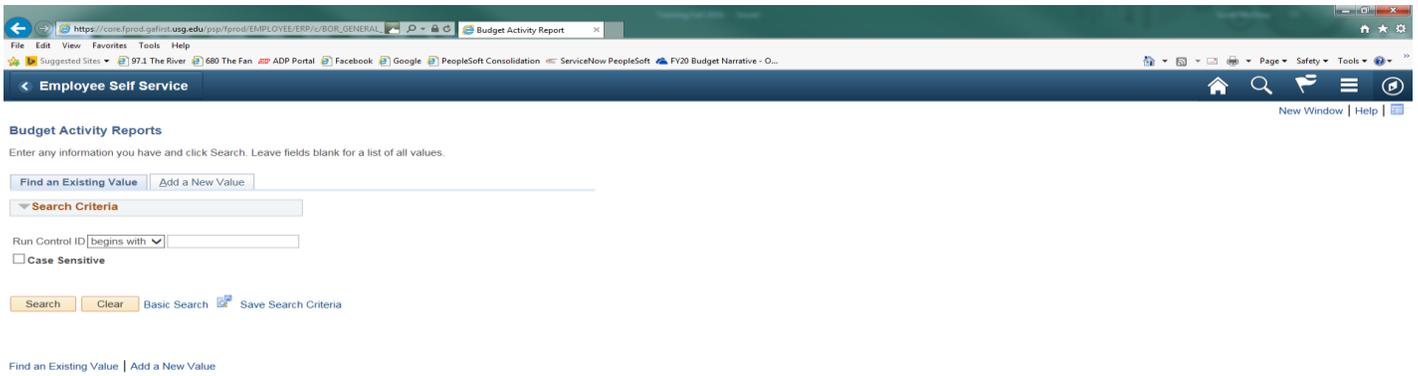
BUDGET ACTIVITY REPORT

The following screen shots will show you how to access the Budget Activity Report. The Budget Activity Report will give you either a detailed version of your departmental budget or a summary version of your departmental budget depending on the amount of detail you wish to have at the time you run the report.

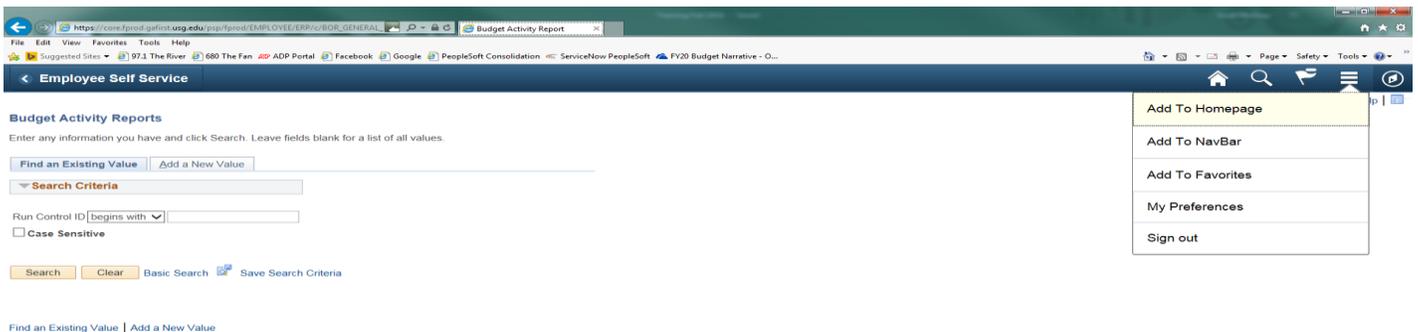
You will need to click on icon in the far upper right-hand corner of the panel which looks like a ‘diamond inside a circle’. This will bring up your NavBar. Once you have the NavBar pulled up, you will click on the Navigator link.

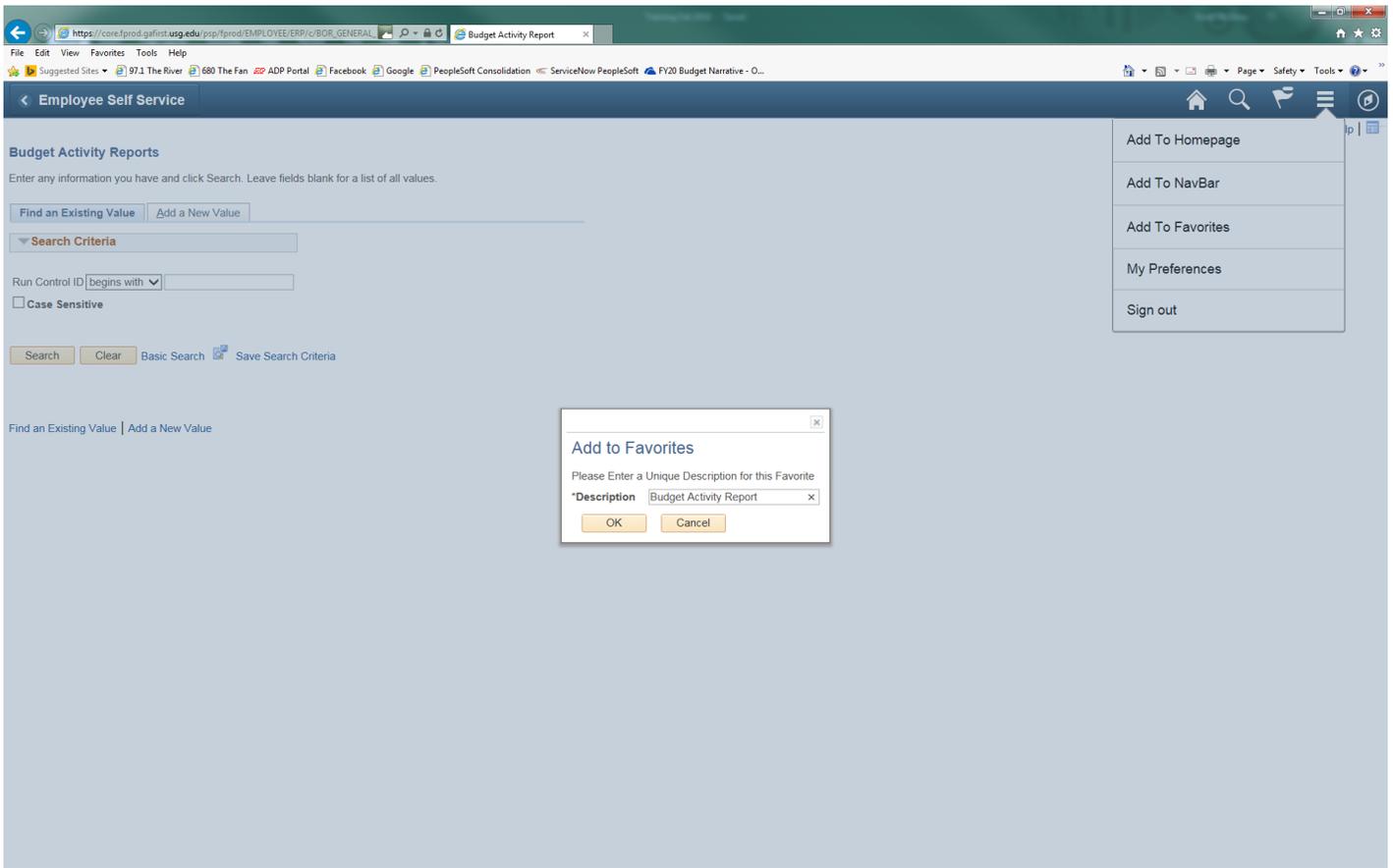


BOR MENUS>BOR GENERAL LEDGER>BOR GL REPORTS>BUDGET ACTIVITY REPORT



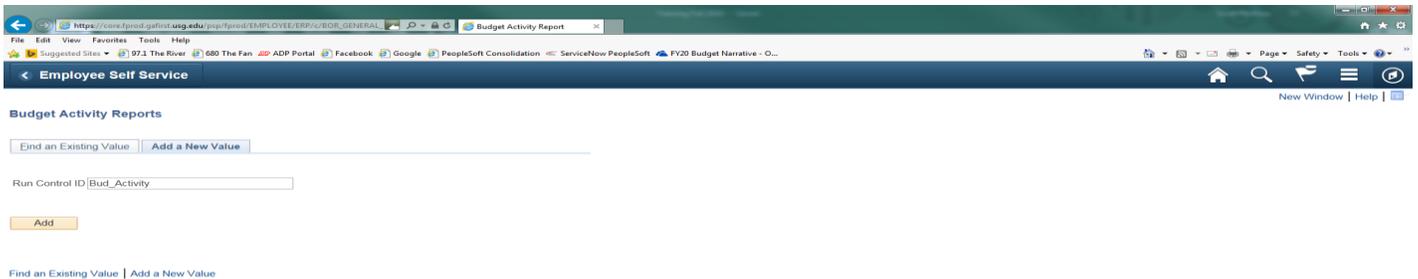
At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on Add to Favorites link at the top and enter a description before clicking OK.





Click on the tab for Add a New Value. You can enter a Run Control ID that you will remember for this report such as Bud_Activity then click the Add button.

Note: You can't have any spaces, so you must use underscore in place of any space you wish.



Employee Self Service

Budget Activity Reports

Run Control ID 280_BUD_ACTIVITY Report Manager Process Monitor **Run**

Budget Activity Detail Report: Budget Activity Summary Report:

Business Unit: 28000 Budget Reference:

All Fiscal Periods:

From Fiscal Year: From Acctg Period: From Project: %

To Fiscal Year: To Acctg Period: To Project: %

From Fund Code: % From Department: From Account: %

To Fund Code: % To Department: To Account: %

Dept CFV Set:

Save **Return to Search** **Previous in List** **Next in List** **Add** **Update/Display**

Once you have entered your departmental information, you can click on the Save button to save the parameters for the next time you access this report. Then you will need to click on the Run button at the top to initiate the process.

Employee Self Service

Budget Activity Reports

Run Control ID 280_BUD_ACTIVITY Report Manager Process Monitor **Run**

Budget Activity Detail Report: Budget Activity Summary Report:

Business Unit: 28000 Budget Reference: 2019

All Fiscal Periods:

From Fiscal Year: 2019 From Acctg Period: 1 From Project: %

To Fiscal Year: 2019 To Acctg Period: 12 To Project: %

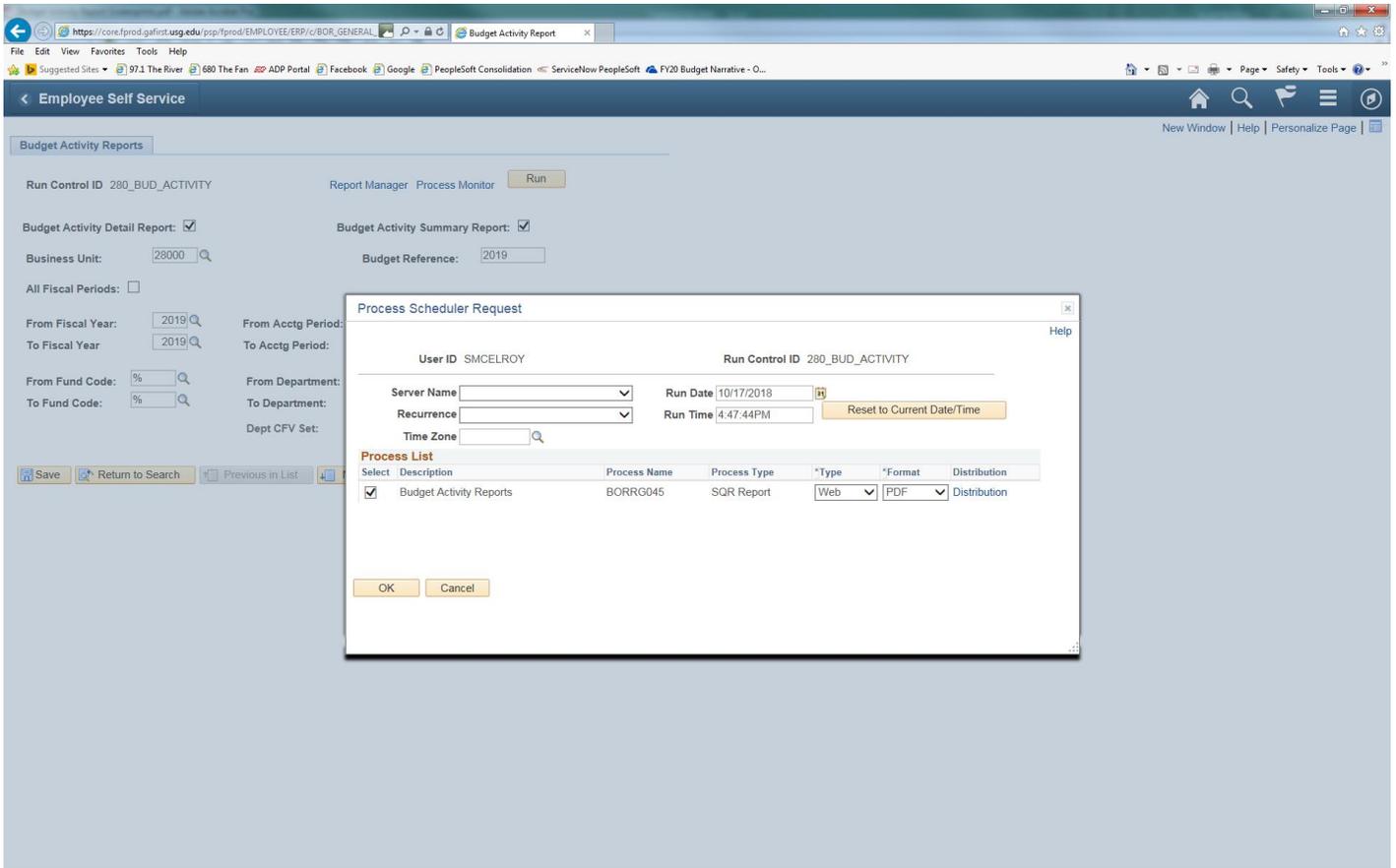
From Fund Code: % From Department: 5510000 From Account: 500000

To Fund Code: % To Department: 5510000 To Account: 999999

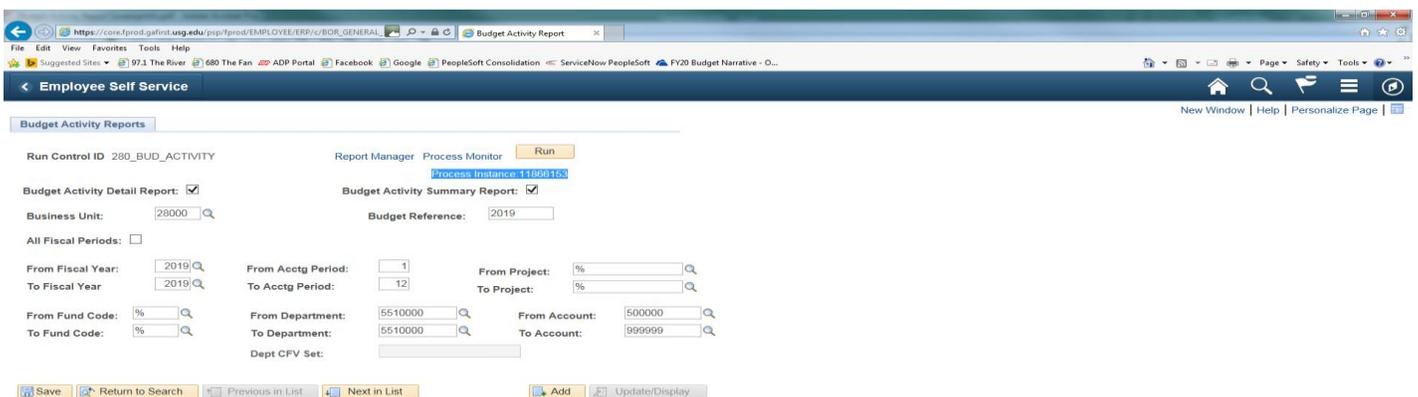
Dept CFV Set:

Save **Return to Search** **Previous in List** **Next in List** **Add** **Update/Display**

When the Process Scheduler Request screen appears, you only have the one option Budget Activity Reports which should already be preselected. You will just click OK to process the report.



After clicking on OK, it will take you back to the report format screen. You will notice a Process Instance number just under the Run button at the top of the page. You need to make a note of this Process Instance number that will be used in the next section of the process. At this time, you will click on the Process Monitor link.



If, at this time the **Run Status** on your Process Instance doesn't show as **Success** or **Distribution Status** doesn't show as **Posted**, you will need to click on the Refresh button at the top until it reaches this status.

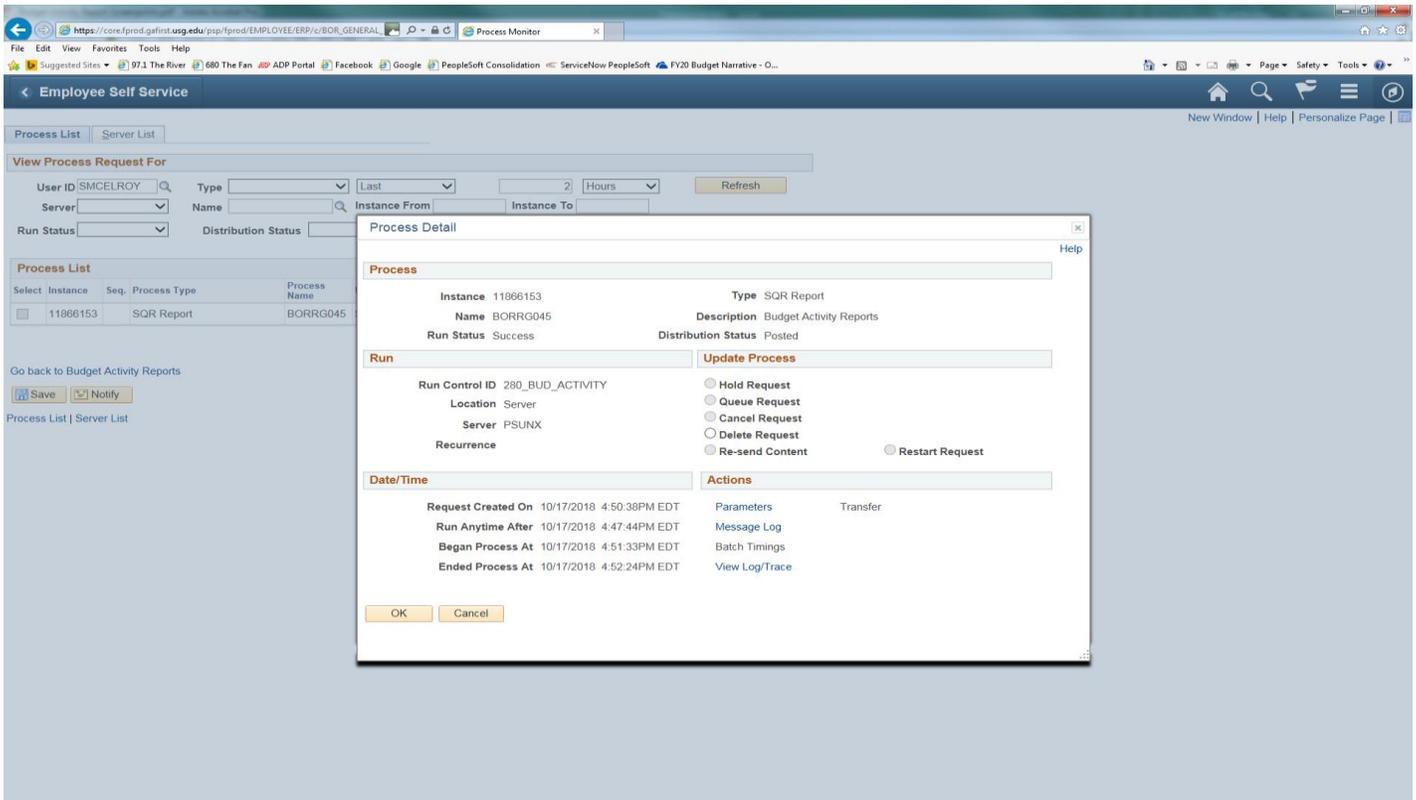
The screenshot shows the 'Employee Self Service' interface. At the top, there are navigation tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search filters for User ID (SMCELROY), Type, Last, Hours, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is present. Below the filters 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 table contains one row with Instance 11866153, Process Type SQR Report, Process Name BORRG045, User SMCELROY, Run Date/Time 10/17/2018 4:47:44PM EDT, Run Status Success, and Distribution Status N/A. Below the table are links for 'Go back to Budget Activity Reports', 'Save', and 'Notify'.

Select	Instance	Seq. Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11866153	SQR Report	BORRG045	SMCELROY	10/17/2018 4:47:44PM EDT	Success	N/A	Details

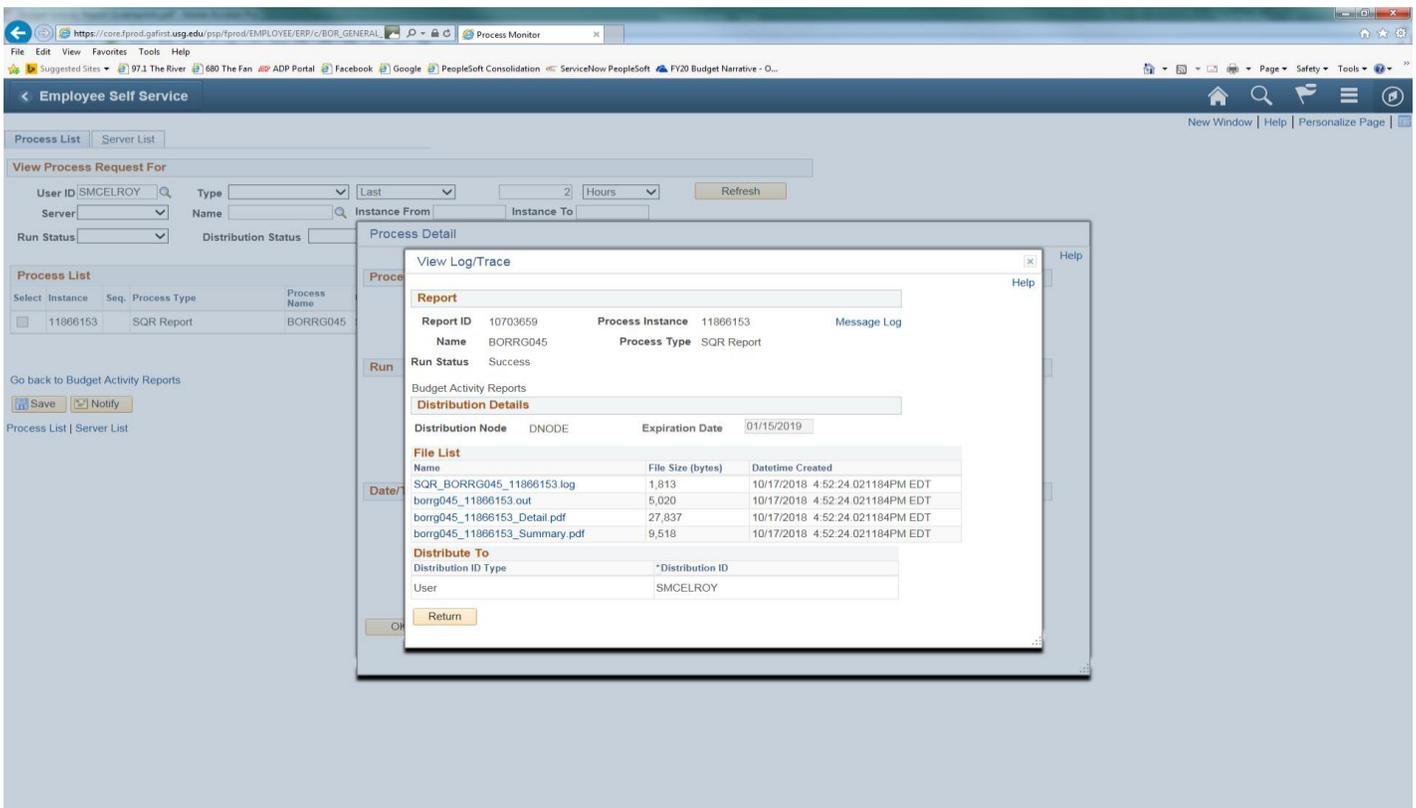
The screenshot shows the 'Employee Self Service' interface. At the top, there are navigation tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search filters for User ID (SMCELROY), Type, Last, Hours, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is present. Below the filters 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 table contains one row with Instance 11866153, Process Type SQR Report, Process Name BORRG045, User SMCELROY, Run Date/Time 10/17/2018 4:47:44PM EDT, Run Status Success, and Distribution Status Posted. Below the table are links for 'Go back to Budget Activity Reports', 'Save', and 'Notify'.

Select	Instance	Seq. Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11866153	SQR Report	BORRG045	SMCELROY	10/17/2018 4:47:44PM EDT	Success	Posted	Details

To access the report that you just ran, you will need to click on the Details link in the line for your Process Instance number.



Then from the Process Detail screen, you will click on the link View Log/Trace.



From the View Log/Trace screen, you will click on the link for the PDF file in the File List. This will bring up the Budget Status Report that you just ran. You can then either Save As or Print the report.

Browser: https://core.fprod.gafirst.usg.edu/psreports/fprod/10703659/borrgM5_11866153 Process Monitor core.fprod.gafirst.usg.edu

File Edit Go to Favorites Help

Suggested Sites: 97.1 The River 680 The Fan ADP Portal Facebook Google PeopleSoft Consolidation ServiceNow PeopleSoft FY20 Budget Narrative - O...

Page Safety Tools

BUDGET ACTIVITY REPORT - Detail Clayton State University

Budget Manager: McElroy, Scott Budget Ref: 2019 From Fiscal Year: 2019 To Fiscal Year: 2019
 Department: 5510000 Office of Budget & Finance All Fiscal Periods: No Acct Period From: 1 (JUL2018) Acct Period To: 12 (JUN2019)
 Fund Code: 10600 Other General

Account	Unl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
	Date	Type	DocumentID	Line	Description	Vendor	Check	
50000	Personal Services		16200 / 11000			485,508.00		
521000	Salaries-Professional/Admin		16200 / 11000			327,209.00		
521100	Salaries-Professional/Admin							
	07/31/18	JE	P000600850	220	July 2018 Monthly Payroll			29,100.67
	08/18/18	JE	P000614130	209	FY 2019 Encumbrance Projection			0.00
	08/31/18	JE	P000614131	285	August 2018 3rd Biweekly and M			29,100.67
	08/31/18	JE	P000614132	211	August 2018 Encumbrance Projec			-62,500.00
	08/31/18	JE	P000614135	209	August 2018 Monthly Encumbranc			-29,100.67
	09/28/18	JE	P000620883	307	September 2018 Monthly Payroll			24,100.68
	09/28/18	JE	P000620884	211	September 2018 Monthly Payroll			-24,100.68
	Totals							0.00
								204,406.00
								82,302.02
								40,500.98
522000	Salaries-Staff		16200 / 11000			23,057.00		
522100	Salaries-Staff							
	07/01/18	JE	P000590781	82	FY 2018 Payroll Accrual Revers			-886.79
	07/06/18	JE	P000600846	138	July 2018 1st Biweekly Payroll			888.37
	07/20/18	JE	P000600848	138	July 2018 2nd Biweekly Payroll			889.32
	08/03/18	JE	P000601015	130	August 2018 1st Biweekly Payro			891.54
	08/17/18	JE	P000605714	155	August 2018 2nd Biweekly Payro			889.96
	08/18/18	JE	P000614130	308	FY 2019 Encumbrance Projection			0.00
	08/31/18	JE	P000614131	386	August 2018 3rd Biweekly and M			893.12
	08/31/18	JE	P000614132	312	August 2018 Encumbrance Projec			8,367.48
	08/31/18	JE	P000614135	308	August 2018 Monthly Encumbranc			-893.12
	09/14/18	JE	P000615890	165	September 2018 1st Biweekly Pa			1,076.80
	09/14/18	JE	P000615906	163	September 1st Biweekly Encumbr			-1,076.80
	09/28/18	JE	P000620883	406	September 2018 Monthly Payroll			1,266.84
	09/28/18	JE	P000620884	310	September 2018 Monthly Payroll			-1,266.84
	10/12/18	JEUnp	P000626503	162	March MO PR 2018 328			0.00
	10/12/18	JEUnp	P000626509	159	HR Payroll - Encumbrances			-1,266.84
	Totals							0.00
								24,260.00
								7,176.00
								-8,379.00
524000	Salaries-Student Assistants		16200 / 11000			0.00		
524100	Salaries-Student Assistants							
	07/06/18	JE	P000600846	204	July 2018 1st Biweekly Payroll			895.20
	07/20/18	JE	P000600848	200	July 2018 2nd Biweekly Payroll			985.20
	08/03/18	JE	P000601015	192	August 2018 1st Biweekly Payro			884.40

Report ID: BORR0045 Date: 10/17/2018 @ 16:51:33 DB=PPROD Version#: 5.34 Page: 1

BUDGET ACTIVITY REPORT - Summary
Clayton State University

Budget Manager: McElroy, Scott Budget Ref: 2019 From Fiscal Year: 2019 To Fiscal Year: 2019
 Department: 5510000 Office of Budget & Finance All Fiscal Periods: No Acct Period From: 1 (JUL2018) Acct Period To: 12 (JUN2019)
 Fund Code: 10600 Other General

Account	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
500000 Personal Services	16200 / 11000	485,508.00					
521000 Salaries-Professional/Admin	16200 / 11000		327,209.00				
521100 Salaries-Professional/Admin				0.00	204,406.00	82,302.02	
Totals				0.00	204,406.00	82,302.02	40,500.98
522000 Salaries-Staff	16200 / 11000		23,057.00				
522100 Salaries-Staff				0.00	24,260.00	7,176.00	
Totals				0.00	24,260.00	7,176.00	-8,379.00
524000 Salaries-Student Assistants	16200 / 11000		0.00				
524100 Salaries-Student Assistants				0.00	0.00	5,739.60	
Totals				0.00	0.00	5,739.60	-5,739.60
551000 FICA	16200 / 11000		26,864.00				
551100 FICA-Employer				0.00	12,934.97	5,194.50	
551200 FICA-Employer Medicare				0.00	3,025.21	1,214.84	
Totals				0.00	15,960.18	6,409.34	4,494.48
552000 Retirement Systems	16200 / 11000		73,384.00				
552100 Retirement Plans - TRS				0.00	46,072.79	18,737.17	
Totals				0.00	46,072.79	18,737.17	8,574.04
553000 Group Insurance	16200 / 11000		34,994.00				
553111 Grp Hlth Ins - Blue Choice HMO				0.00	14,693.13	4,897.71	
553123 Grp Hlth Ins - PPO ALT				0.00	-374.41	1,975.53	
553128 Grp Hlth Ins - HDHP ALT				0.00	10,857.78	3,619.26	
553201 Grp Life Ins-Basic Life-Regent				0.00	304.22	143.50	
Totals				0.00	25,480.72	10,636.00	-1,122.72
Personal Services Total		485,508.00	485,508.00	0.00	316,179.69	131,000.13	38,328.18
600000 Travel	16200 / 11000	16,856.00					
641000 Travel - Employee	16200 / 11000		0.00				