

Source of Funds

The University System of Georgia (USG) operates through a Fund Accounting approach. This means that our funds are not just in one lump sum, but instead the funds are categorized depending on the source of funds. Below are the different sources of funds within the USG:

- 10000 – State Appropriation
- 10500 – Tuition
- 10600 – Other General Funds
- 12210 – Housing
- 12220 – Food Services
- 12230 – Stores & Shops
- 12240 – Health Services
- 12250 – Parking & Transportation
- 12270 – Other Auxiliary Enterprises
- 12280 – Athletics
- 13000 – Student Activities
- 14000 – Departmental Sales & Services
- 15000 – Indirect Cost Recoveries
- 16000 – Technology Fees
- 20000 – Sponsored Operations
- 50000 – Capital Outlay

Expenditure Budgets

All departments on campus that have an expenditure budget will have the following chart string breakdown: FUND; DEPT ID; PROGRAM; CLASS. There is a listing of all departmental accounts and associated chart strings at the following link: <http://www.clayton.edu/budget/accounts>. You need to be sure that you include the correct chart string associated with your department for any documents that you send to the Budget & Finance division for processing e.g. check request, purchase order, expense reports.

The budgets for expenditures are broken down into 2 separate categories: Appropriation and Organization. The department's overall budget falls into the Appropriation category. There are 4 different categories within the Appropriation level:

- 50000 – Personal Services
- 60000 – Travel
- 70000 – Operating Supplies & Expenses
- 80000 – Equipment

The only category that has funds budgeted at the Organization level is Personal Services. Below are the Organization categories for Personal Services:

511000 – Regular Faculty
512000 – Part-Time Faculty
513000 – Summer Faculty
516000 – Salaries – Other – Faculty
521000 – Professional & Administrative
522000 – Staff
523000 – Graduate Assistants
524000 – Student Assistants
525000 – Casual Labor
526000 – Salaries – Other – Staff
551000 – FICA/FICA Medicare Benefits
552000 – Retirement
553000 – Group Insurance

Revenue Budgets

If your department generates revenue, you can find the correct chart string associated with that revenue account at the following link: <http://www.clayton.edu/budget/accounts>. The departmental budgets that are directly related to revenue are established at the beginning of the year based on an estimate of how much we anticipate collecting. These estimates are provided to the Budget Office either by the fee manager or in the case of some fees such as course fees and application fees these are provided by the Provost Office. The original budget is created using these estimates. The Budget Office performs a revenue analysis on a quarterly basis to determine if any of these revenue accounts have exceeded their estimate. The Budget Office will contact those departments and let them know that a budget amendment will occur to reflect the new budget. However, if at any time during the fiscal year you notice that your revenue collected has exceeded the estimate, you can contact the Budget Office. The Budget Office will then amend the budget to reflect the actual amount of revenue collected.

Departments that have budgets directly related to revenue must operate differently than the other departments that are allocated a certain amount from the University. These revenue related departments can only spend up to the amount that you collect. Even if the budget amount indicates that you still have funds remaining in your account, you can't use those funds until you collect the funds to cover it.

There are currently some limitations on how to manage fee budgets in PeopleSoft. You must run 2 separate reports (Revenue Summary Report and Budget Activity Report) that can be found at the following link: <http://www.clayton.edu/budget/budgetmanagers>. Once you have run these reports, you would compare the revenue from the Revenue Summary Report versus the expenditures from the Budget Activity Report. This analysis would then give you the funds that you have remaining in your account to expend.

Budget Amendments

There are times during the fiscal year when budgets must be amended for one reason or another. Budget amendments can be initiated either by the department itself or by the Budget Office. To initiate a budget adjustment, the department must complete a Budget Amendment Request including all vital information. This form along with instructions, tips, and examples can be found at the following link: <http://www.clayton.edu/budget/budgetamendments>. All budget amendments initiated by the department will need to be signed by all management levels responsible for the budgets changed by the amendment to ensure that all impacted parties are aware of the changes. In addition to the Dept. Head all amendments initiated within the Academic Affairs division must also be approved by the Provost. The form is submitted to the budget department and entered into PeopleSoft.

Amendments initiated by the Budget Office are for budget reductions enacted by the Board of Regents, the President, or Chief Business Officer or for maintenance to the account. Examples of Budget maintenance include (but are not limited to):

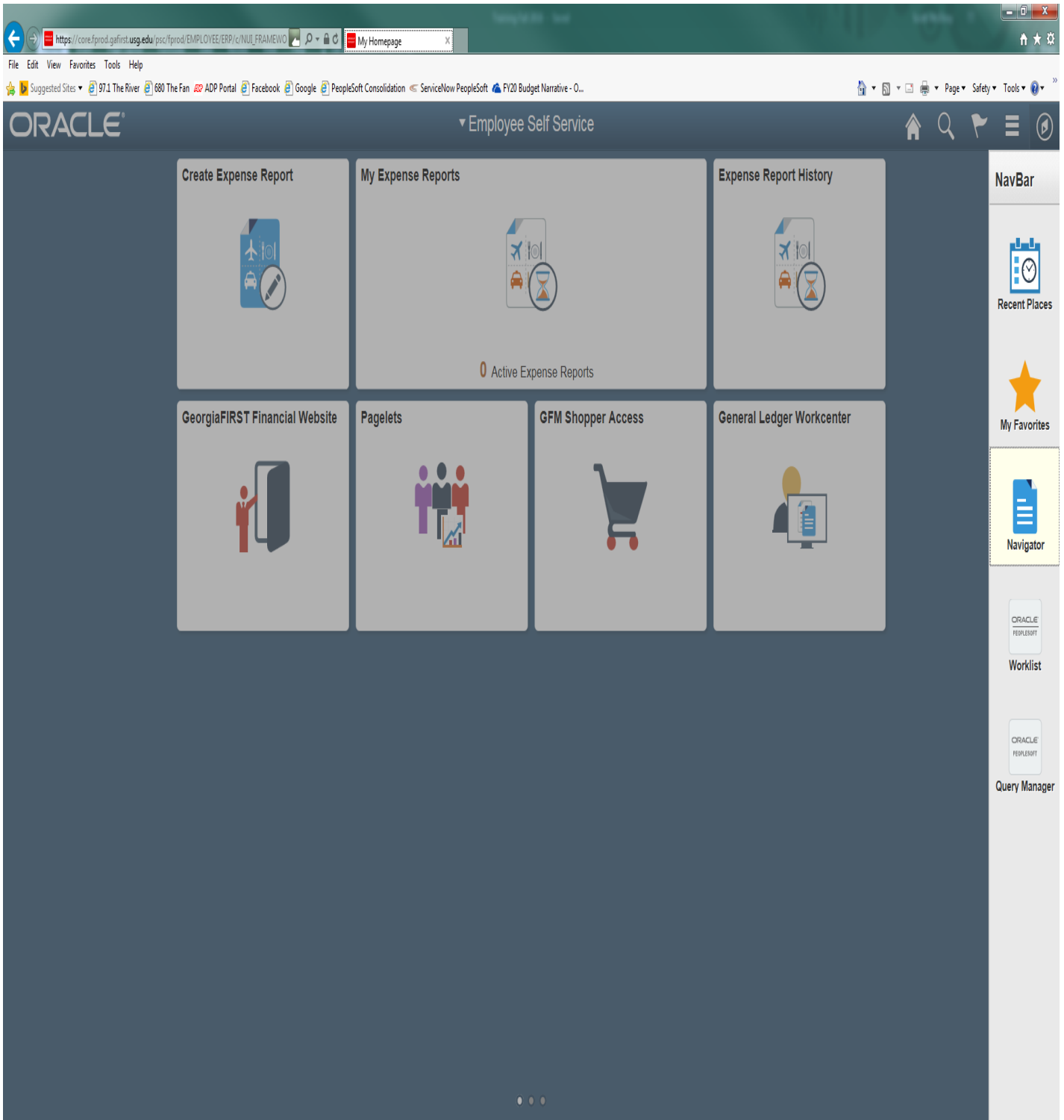
- Quarterly Salary Savings
- Adjustment of miscellaneous revenue
- Adjust Tuition Revenue
- Student assistant funding

The Budget Office will notify the impacted Budget Manager via email if any of the above amendments affect their departmental budget.

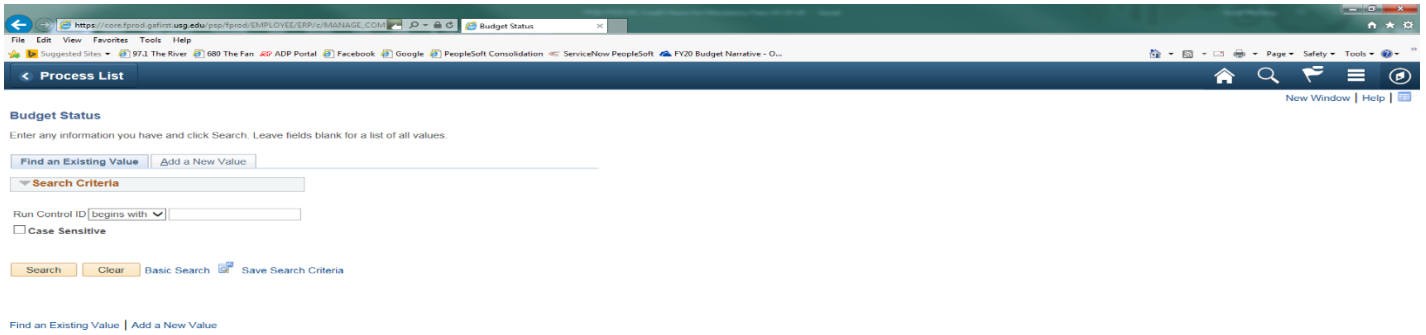
BUDGET STATUS- APPROP (APPROPRIATION) STATUS

The following screen shots will show you how to access the Budget Status Report for APPROP summary. This report will give you a quick look at the summary of your budget based on the Appropriation levels (500000-Personal Services; 600000-Travel; 700000-OS&E; 800000-Equipment).

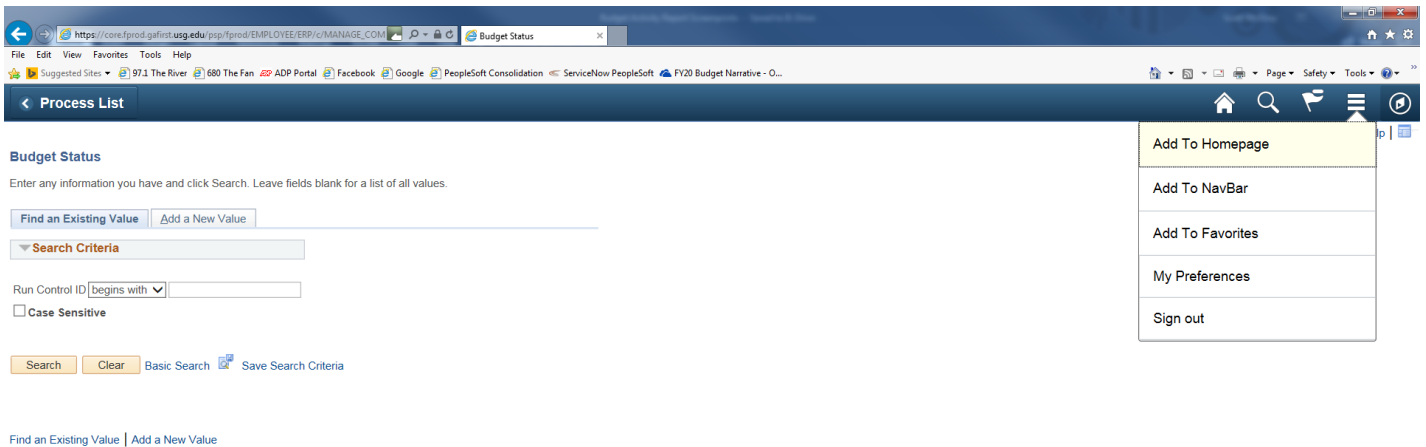
You will need to click on icon in the far upper right-hand corner of the panel which looks like a 'diamond inside a circle'. This will bring up your NavBar. Once you have the NavBar pulled up, you will click on the Navigator link.

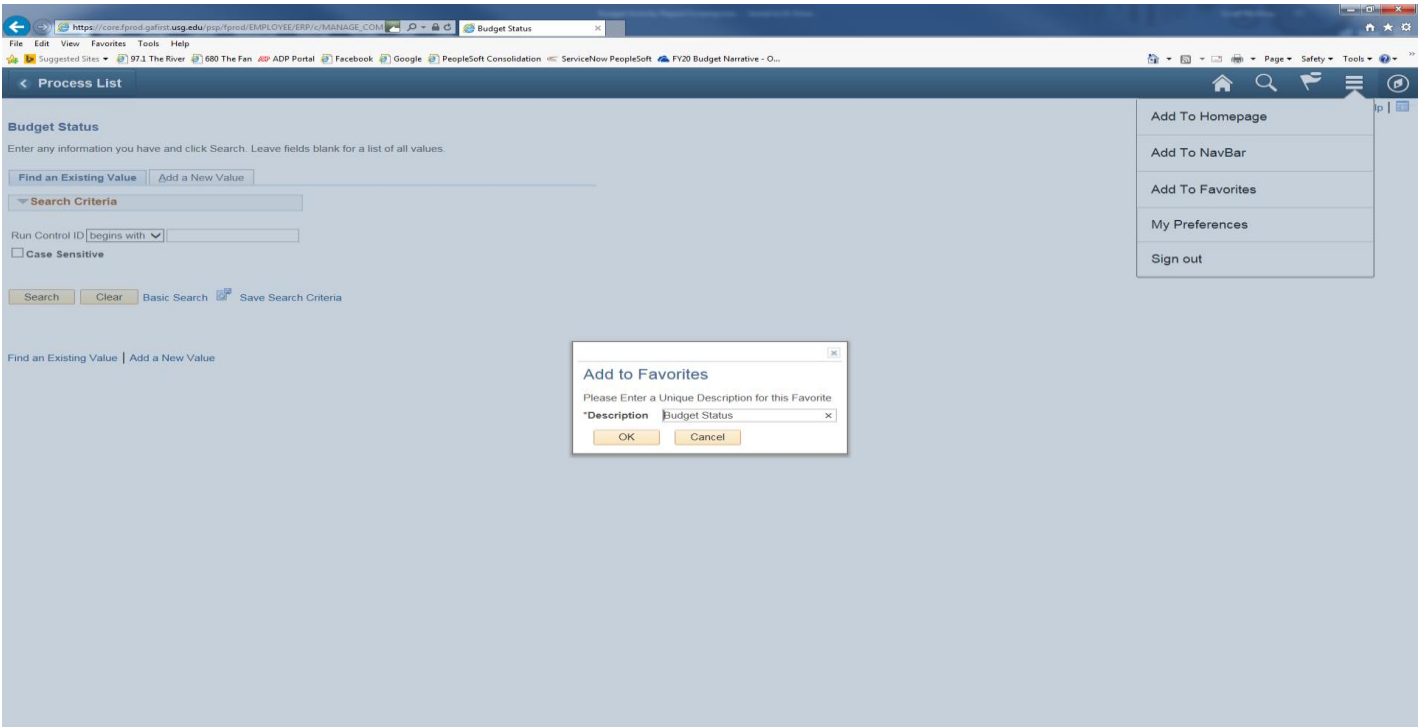


COMMITMENT CONTROL>BUDGET REPORTS>BUDGET STATUS



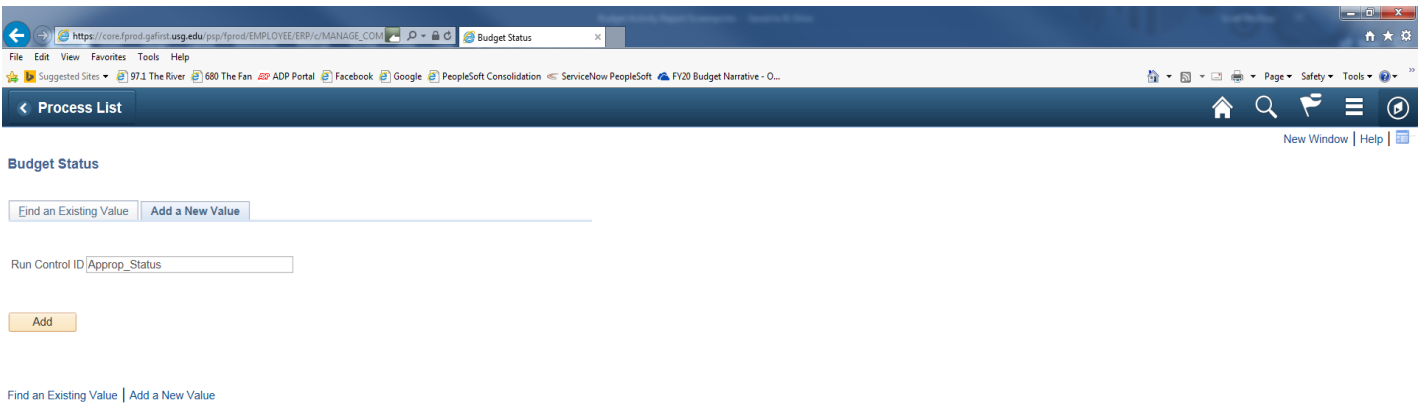
At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on **Add to Favorites** link at the top and enter a description before clicking **OK**.





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 Approp_Status then click the Add button.

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



Be sure to indicate the APPROP Ledger Group, by clicking on the magnifying glass next to the Ledger Group box, then click on the Refresh button.

Commitment Control Budget Status Report

Run Control ID: Approp_Status Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

*Unit: 28000 Clayton State University
 *Ledger Group: APPROP Appropriation Budget Ledger

ChartField Selection Personalize | 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="checkbox"/>	<input type="text"/>	<input type="text"/>

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

Commitment Control Budget Status Report

Run Control ID: Approp_Status Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

*Unit: 28000 Clayton State University
 *Ledger Group: APPROP Appropriation Budget Ledger

ChartField Selection Personalize | Find | First 1-9 of 9 Last

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

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

To set up your report, **reorder the Sequence** as follows: **1-Fund Code; 2-Department; 3-Program Code; 4-Class; 5-Account; 6-Budget Reference.**

After you reorder the Sequence, be sure to click on the **Include CF** button for each of these categories. Enter the numbers for your department in the **Value** and **To Value** fields at this point. Once you have input all the numbers for your department, you can click on the Save button and the correct sequence order will be shown. Then click on the Run button at the top to initiate the process.

Commitment Control Budget Status Report

Run Control ID: Approp_Status
Language: English

Report Manager Process Monitor Run

Report Request Parameters

*Unit: 28000 Clayton State University
*Ledger Group: APPROP Appropriation Budget Ledger

Restore

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5510000	5510000
3	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	Budget Reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019	2019
	Project	<input type="checkbox"/>	<input type="checkbox"/>		
	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

Save Add Update/Display

When the Process Scheduler Request screen appears, click on OK to schedule the process.

Commitment Control Budget Status Report

Run Control ID: Approp_Status
Language: English

Report Manager Process Monitor Run

Report Request Parameters

*Unit: 28000 Clayton State University
*Ledger Group: APPROP Appropriation Budget Ledger

Process Scheduler Request

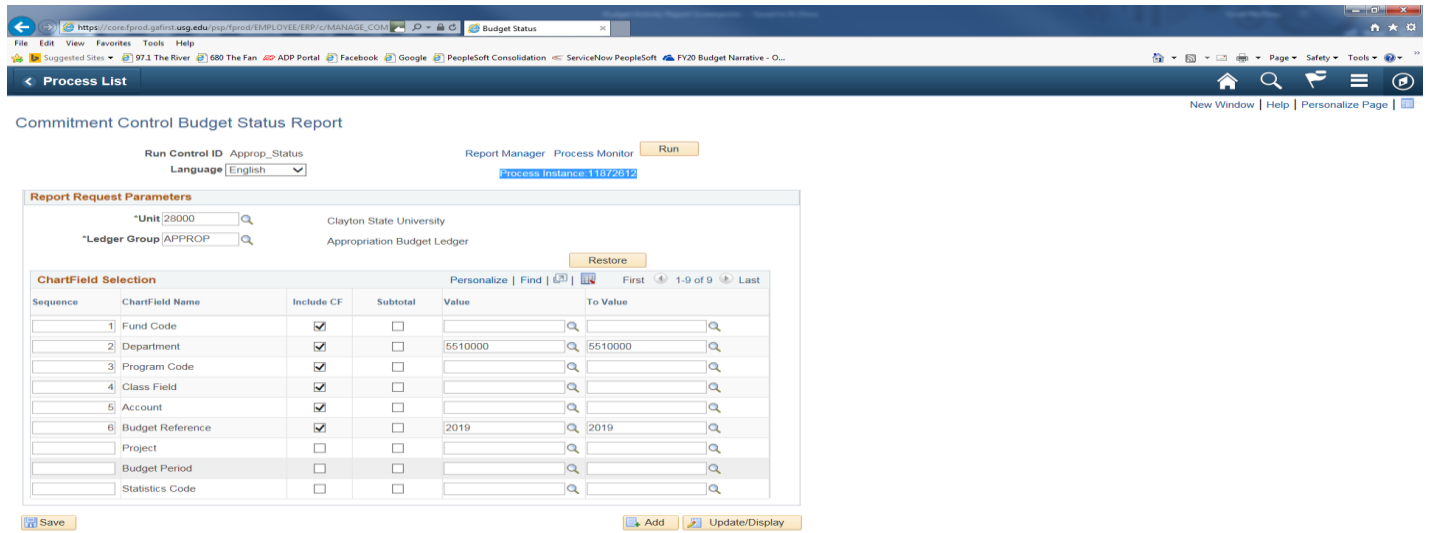
User ID: SMCELROY Run Control ID: Approp_Status

Server Name: Run Date: 10/19/2018
Recurrence: Run Time: 11:46:20AM
Time Zone: Reset to Current Date/Time

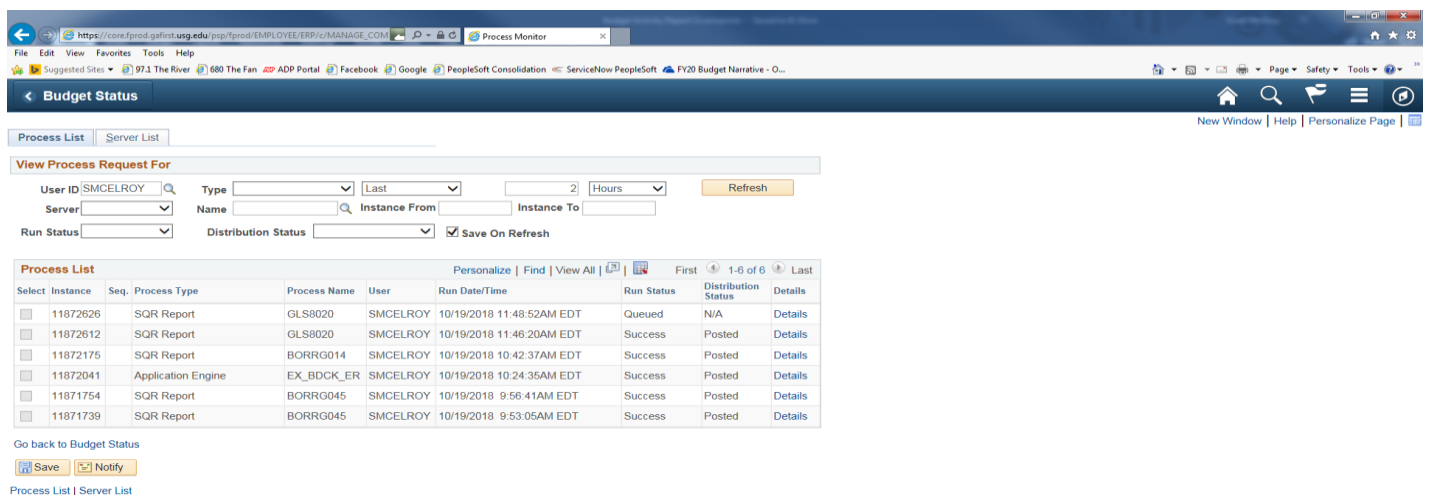
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution

OK Cancel

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.



Process Monitor

View Process Request For

User ID: SMCELROY Type: Last Instance From: Instance To: Hours: Refresh

Server: Name: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	11872626		SQR Report	GLS8020	SMCELROY	10/19/2018 11:48:52AM EDT	Success	Posted	Details
<input type="checkbox"/>	11872612		SQR Report	GLS8020	SMCELROY	10/19/2018 11:46:20AM EDT	Success	Posted	Details
<input type="checkbox"/>	11872175		SQR Report	BORRG014	SMCELROY	10/19/2018 10:42:37AM EDT	Success	Posted	Details
<input type="checkbox"/>	11872041		Application Engine	EX_BDCK_ER	SMCELROY	10/19/2018 10:24:35AM EDT	Success	Posted	Details
<input type="checkbox"/>	11871754		SQR Report	BORRG045	SMCELROY	10/19/2018 9:56:41AM EDT	Success	Posted	Details
<input type="checkbox"/>	11871739		SQR Report	BORRG045	SMCELROY	10/19/2018 9:53:05AM EDT	Success	Posted	Details

Go back to Budget Status

Save Notify

Process List | Server List

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.

Process Monitor

View Process Request For

User ID: SMCELROY Type: Last Instance From: Instance To: Hours: Refresh

Server: Name: Distribution Status:

Select	Instance	Seq.	Process Type	Process Name
<input checked="" type="checkbox"/>	11872626		SQR Report	GLS8020
<input type="checkbox"/>	11872612		SQR Report	GLS8020
<input type="checkbox"/>	11872175		SQR Report	BORRG014
<input type="checkbox"/>	11872041		Application Engine	EX_BDCK_ER
<input type="checkbox"/>	11871754		SQR Report	BORRG045
<input type="checkbox"/>	11871739		SQR Report	BORRG045

Go back to Budget Status

Save Notify

Process List | Server List

Process Detail

Process

Instance: 11872626 Type: SQR Report

Name: GLS8020 Description: Budget Status Report

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: Approp_Status Location: Server Server: PSUNX

Recurrence: Hold Request Queue Request Cancel Request Delete Request Re-send Content Restart Request

Date/Time Actions

Request Created On: 10/19/2018 11:48:55AM EDT Parameters Transfer

Run Anytime After: 10/19/2018 11:48:52AM EDT Message Log

Began Process At: 10/19/2018 11:49:11AM EDT Batch Timings

Ended Process At: 10/19/2018 11:49:24AM EDT View Log/Trace

OK Cancel

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

The screenshot shows a web browser window with the URL https://core.fprod.gafirst.usg.edu/psp/fprod/EMPLOYEE/ERP/c/MANAGE_COM. The browser's address bar shows "Process Monitor". The page title is "Budget Status".

The main interface has a "Budget Status" header and a "Process List" tab. Below the header, there are search and filter options for "View Process Request For", including fields for "User ID" (SMCELROY), "Type", "Last", "Hours" (2), and "Refresh". There are also fields for "Server", "Name", "Instance From", and "Instance To".

The "Process List" table contains the following data:

Select	Instance	Seq.	Process Type	Process Name
<input type="checkbox"/>	11872626		SQR Report	GLS8020
<input type="checkbox"/>	11872612		SQR Report	GLS8020
<input type="checkbox"/>	11872175		SQR Report	BORRG014
<input type="checkbox"/>	11872041		Application Engine	EX_BDCK_ER
<input type="checkbox"/>	11871754		SQR Report	BORRG045
<input type="checkbox"/>	11871739		SQR Report	BORRG045

Below the table are "Go back to Budget Status", "Save", and "Notify" buttons. At the bottom left, there are "Process List" and "Server List" links.

The "Process Detail" window is open, showing a "View Log/Trace" dialog box. The dialog box has a "Report" section with the following information:

Report

Report ID: 10710158 Process Instance: 11872626 Message Log

Name: GLS8020 Process Type: SQR Report

Run Status: Success

Budget Status Report

Distribution Details

Distribution Node: DNODE Expiration Date: 01/17/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_GLS8020_11872626.log	1,829	10/19/2018 11:49:24.778444AM EDT
gls8020_11872626.PDF	3,286	10/19/2018 11:49:24.778444AM EDT
gls8020_11872626.out	17,807	10/19/2018 11:49:24.778444AM EDT

Distribute To

Distribution ID Type: *Distribution ID

User: SMCELROY

There is a "Return" button at the bottom of the dialog box.

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 address bar: https://core.fprod.gafirst.usg.edu/gisreports/fprod/20710158/gis8020_11872626.f

Page Title: PeopleSoft GL

Report ID: GL88020
 Bus. Unit: 28000--Clayton State University
 Ledger Grp: APPROP -- Appropriation Budget Ledger
 Currency : USD
 Chartfields Criteria
 Fund: All values Dept: 5510000 Program: All values Class: All values Account: All values
 Bud Ref: 2019

Page No. 1
 Run Date 10/19/2018
 Run Time 11:49:11

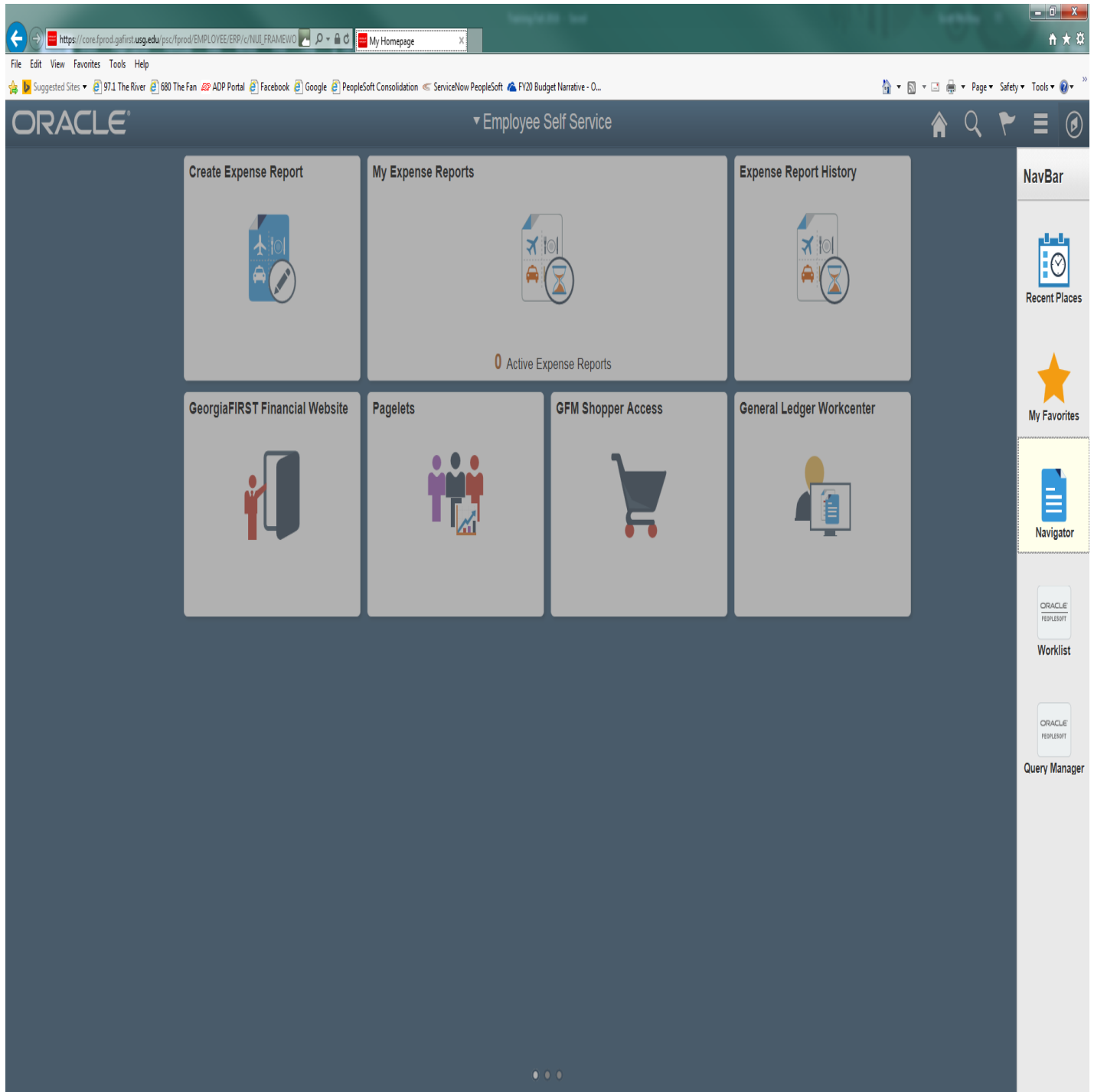
<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Class</u>	<u>Account</u>	<u>Bud Ref</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
10600	5510000	16200	11000	500000	2019	485,508.00	0.00	0.00	333,358.98	131,000.13	21,148.89
10600	5510000	16200	11000	600000	2019	16,856.00	0.00	0.00	0.00	1,393.99	15,462.01
10600	5510000	16200	11000	700000	2019	26,429.00	0.00	0.00	0.00	3,729.62	22,699.38
Grand Total :						528,793.00	0.00	0.00	333,358.98	136,123.74	59,310.28

End of Report

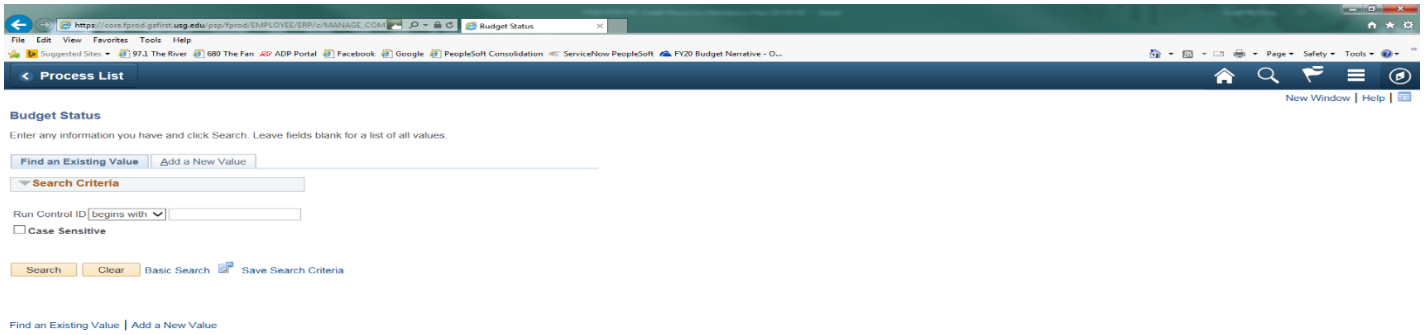
BUDGET STATUS- ORG (ORGANIZATION) STATUS

The following screen shots will show you how to access the Budget Status Report for ORG summary. This report will give you a quick look at the summary of your Personal Services budget based on the Organization levels (511000-Regular Faculty; 512000-PT Faculty; 513000-Summer Faculty; 516000-Salaries-Other-Faculty; 521000-Professional/Admin; 522000-Staff; 523000-Graduate Assistant; 524000-Student Assistant; 525000-Casual Labor; 526000-Salaries-Other-Staff).

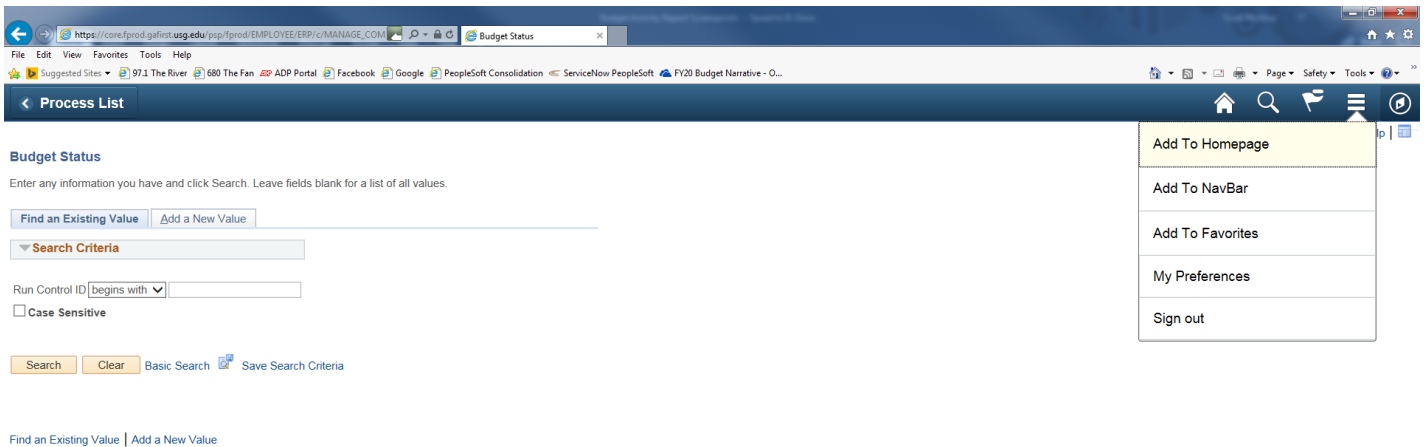
You will need to click on icon in the far upper right-hand corner of the panel which looks like a 'diamond inside a circle'. This will bring up your NavBar. Once you have the NavBar pulled up, you will click on the Navigator link.

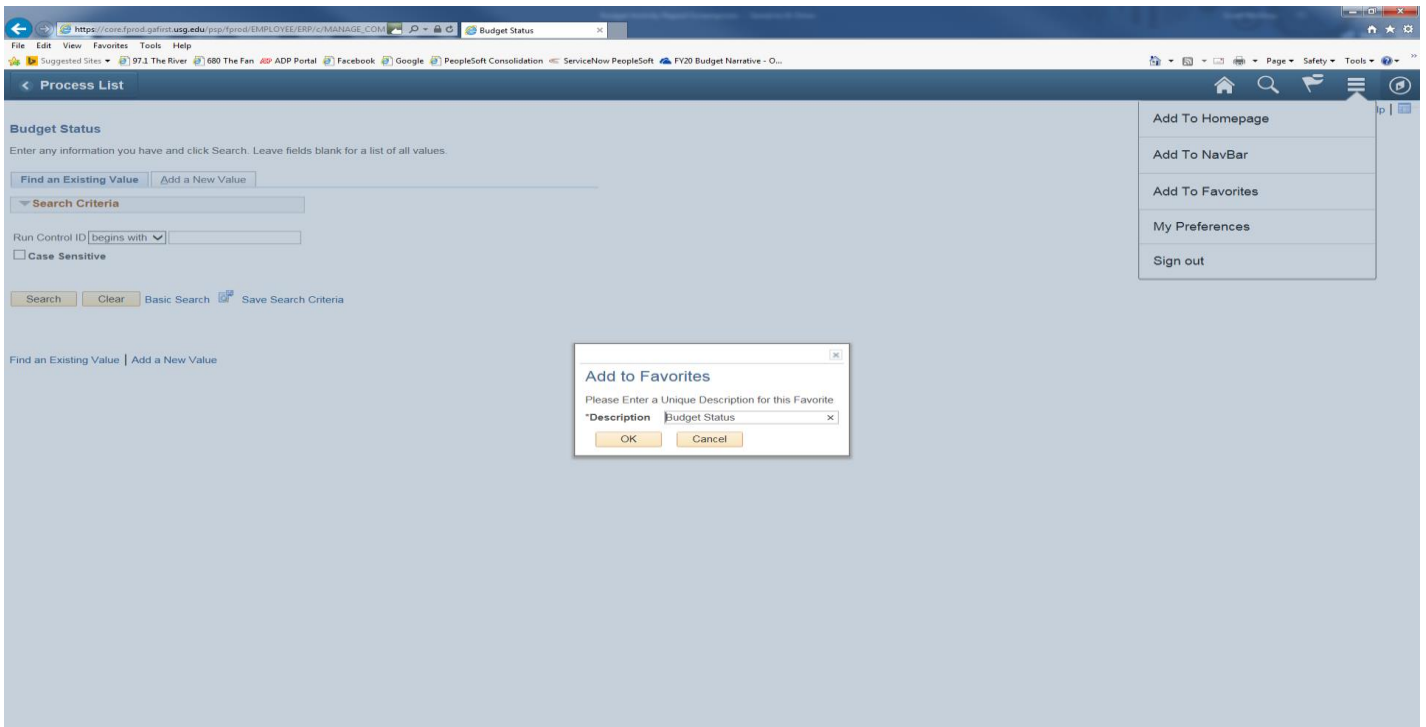


COMMITMENT CONTROL>BUDGET REPORTS>BUDGET STATUS



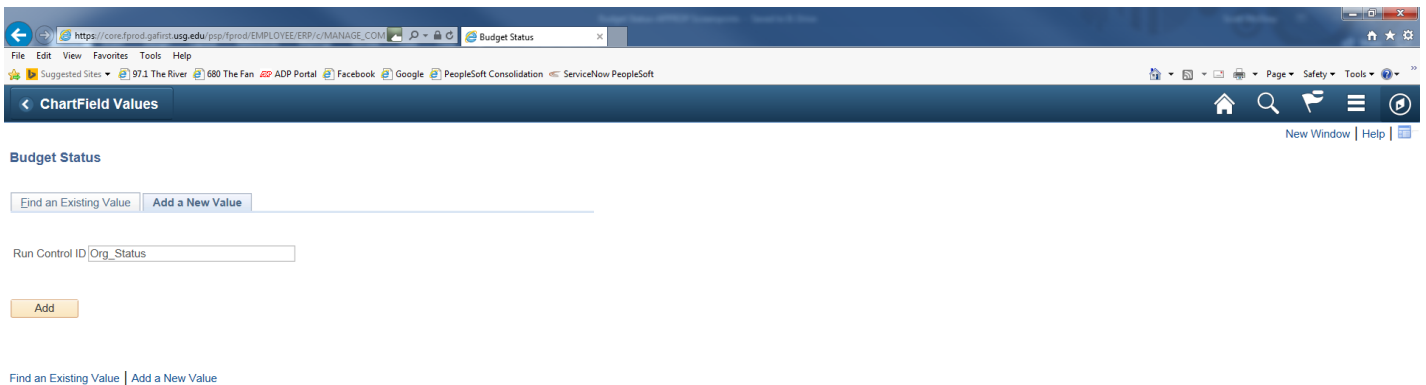
At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on **Add to Favorites** link at the top and enter a description before clicking **OK**.





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 Org_Status then click the Add button.

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



Be sure to indicate the ORG Ledger Group, by clicking on the magnifying glass next to the Ledger Group box, then click on the Refresh button.

Commitment Control Budget Status Report

Run Control ID Org_Status Report Manager Process Monitor **Run**

Language English

Report Request Parameters

*Unit: 28000 Clayton State University
 *Ledger Group: ORG Organization Budget Ledger

ChartField Selection

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

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

Commitment Control Budget Status Report

Run Control ID Org_Status Report Manager Process Monitor **Run**

Language English

Report Request Parameters

*Unit: 28000 Clayton State University
 *Ledger Group: ORG Organization Budget Ledger

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Account	<input type="checkbox"/>	<input type="checkbox"/>		
2	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>		
3	Department	<input type="checkbox"/>	<input type="checkbox"/>		
4	Program Code	<input type="checkbox"/>	<input type="checkbox"/>		
5	Class Field	<input type="checkbox"/>	<input type="checkbox"/>		
6	Project	<input type="checkbox"/>	<input type="checkbox"/>		
7	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>		
8	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>		
10	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

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

To set up your report, **reorder the Sequence** as follows: **1-Fund Code; 2-Department; 3-Program Code; 4-Class; 5-Account; 6-Budget Reference.**

After you reorder the Sequence, be sure to click on the **Include CF** button for each of these categories. Enter the numbers for your department in the **Value** and **To Value** fields at this point. You also will enter these numbers in the **Value 511000** and **To Value 553000** to get all the Personal Services for your department. You also will need to enter the numbers of the fiscal year in the **Value** and **To Value** fields at this point. Once you have input all the numbers for your department, you can click on the Save button and the correct sequence order will be shown. Then click on the Run button at the top to initiate the process.

Commitment Control Budget Status Report

Run Control ID Org_Status
Language English

Report Manager Process Monitor Run

Report Request Parameters

*Unit 28000 Clayton State University
*Ledger Group ORG Organization Budget Ledger

Refresh

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5510000	5510000
3	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	511000	553000
6	Budget Reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019	2019
	Project	<input type="checkbox"/>	<input type="checkbox"/>		
	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

Save Add Update/Display

When the Process Scheduler Request screen appears, click on OK to schedule the process.

Commitment Control Budget Status Report

Run Control ID Org_Status
Language English

Report Manager Process Monitor Run

Report Request Parameters

*Unit 28000 Clayton State University
*Ledger Group ORG Organization Budget Ledger

ChartField Selection

Sequence	ChartField Name	Include CF
1	Fund Code	<input checked="" type="checkbox"/>
2	Department	<input checked="" type="checkbox"/>
3	Program Code	<input checked="" type="checkbox"/>
4	Class Field	<input checked="" type="checkbox"/>
5	Account	<input checked="" type="checkbox"/>
6	Budget Reference	<input checked="" type="checkbox"/>
	Project	<input type="checkbox"/>
	Budget Period	<input type="checkbox"/>
	Statistics Code	<input type="checkbox"/>

Save

Process Scheduler Request

User ID: SMCELROY Run Control ID: Org_Status

Server Name: [dropdown] Run Date: 10/24/2018
Recurrence: [dropdown] Run Time: 8:55:27AM
Time Zone: [dropdown]

Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution

OK Cancel

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.

Commitment Control Budget Status Report

Run Control ID Org_Status Report Manager Process Monitor Run

Language English Process Instance: 11884376

Report Request Parameters

*Unit: 28000 Clayton State University

*Ledger Group: ORG Organization Budget Ledger

Refresh

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5510000	5510000
3	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	511000	553000
6	Budget Reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019	2019
	Project	<input type="checkbox"/>	<input type="checkbox"/>		
	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

Save Add Update/Display

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.

Budget Status

Process List Server List

View Process Request For

User ID: SMCELROY Type: Last 3 Hours Refresh

Server: Name: Instance From: Instance To:

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"/>	11884376		SQR Report	GLS8020	SMCELROY	10/24/2018 8:55:27AM EDT	Queued	N/A	Details

Go back to Budget Status

Save Notify

Process List | Server List

Process List | Server List

View Process Request For

User ID: SMCELROY | Type: [] | Last: [] | [3] Hours | Refresh

Server: [] | Name: [] | Instance From: [] | Instance To: []

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"/>	11884376		SQR Report	GLS8020	SMCELROY	10/24/2018 8:55:27AM EDT	Success	Posted	Details

Go back to Budget Status

Save | Notify

Process List | Server List

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.

Process Detail

Process

Instance: 11884376 | Type: SQR Report

Name: GLS8020 | Description: Budget Status Report

Run Status: Success | Distribution Status: Posted

Run | Update Process

Run Control ID: Org_Status | Hold Request

Location: Server | Queue Request

Server: PSUNX | Cancel Request

Recurrence | Delete Request

Re-send Content | Restart Request

Date/Time | Actions

Request Created On: 10/24/2018 8:57:07AM EDT | Parameters | Transfer

Run Anytime After: 10/24/2018 8:55:27AM EDT | Message Log

Began Process At: 10/24/2018 8:57:37AM EDT | Batch Timings

Ended Process At: 10/24/2018 8:57:50AM EDT | View Log/Trace

OK | Cancel

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

The screenshot shows a web browser window with the URL https://core.fprod.gafirst.usg.edu/psp/PROD/EMPLOYEE/ERP/c/MANAGE_COM. The browser tabs include 'Process Monitor'. The application interface has a top navigation bar with 'Budget Status' and a search icon. Below this, there are tabs for 'Process List' and 'Server List'. The main content area is titled 'View Process Request For' and contains search filters for 'User ID' (SMCELROY), 'Type', 'Last', '3 Hours', and 'Refresh'. There are also fields for 'Server', 'Name', 'Instance From', and 'Instance To'. Below the filters is a 'Process List' table with columns for 'Select', 'Instance', 'Seq', 'Process Type', and 'Process Name'. The table contains one row with instance 11884376 and process type 'SQR Report'. Below the table are buttons for 'Save' and 'Notify', and a link 'Go back to Budget Status'. The 'Process Detail' screen is partially visible, showing a 'Run' button and a 'View Log/Trace' link. The 'View Log/Trace' dialog box is open, displaying the following information:

View Log/Trace

Report

Report ID	10721853	Process Instance	11884376	Message Log
Name	GLS8020	Process Type	SQR Report	

Run Status Success

Budget Status Report

Distribution Details

Distribution Node	DNODE	Expiration Date	01/22/2019
-------------------	-------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
SQR_GLS8020_11884376.log	1,823	10/24/2018 8:57:50.047510AM EDT
gls8020_11884376.PDF	3,399	10/24/2018 8:57:50.047510AM EDT
gls8020_11884376.out	17,808	10/24/2018 8:57:50.047510AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	SMCELROY

Return

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.

https://core.fprod.gafirst.usg.edu/psreports/fprcd/10721853/gls8020_11884376.f
 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

Page No. 1
 Run Date 10/24/2018
 Run Time 08:57:39

Report ID: GLS8020
 Bus. Unit: 28000--Clayton State University
 Ledger Grp: ORG -- Organization Budget Ledger
 Currency : USD
 Chartfields Criteria
 Fund: All values Dept: 5510000 Program: All values Class: All values Account: 511000 to 553000
 Bud Ref: 2019

PeopleSoft GL
 BUDGET STATUS REPORT

Fund	Dept	Program	Class	Account	Bud Ref	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
10600	5510000	16200	11000	521000	2019	327,209.00	0.00	0.00	209,406.01	82,302.02	35,500.97
10600	5510000	16200	11000	522000	2019	23,057.00	0.00	0.00	24,069.96	7,176.00	-8,188.96
10600	5510000	16200	11000	524000	2019	0.00	0.00	0.00	0.00	5,739.60	-5,739.60
10600	5510000	16200	11000	551000	2019	26,864.00	0.00	0.00	17,195.60	6,409.34	3,259.06
10600	5510000	16200	11000	552000	2019	73,384.00	0.00	0.00	50,363.99	18,737.17	4,282.84
10600	5510000	16200	11000	553000	2019	34,994.00	0.00	0.00	32,323.42	10,636.00	-7,965.42
Grand Total :						485,508.00	0.00	0.00	333,358.98	131,000.13	21,148.89

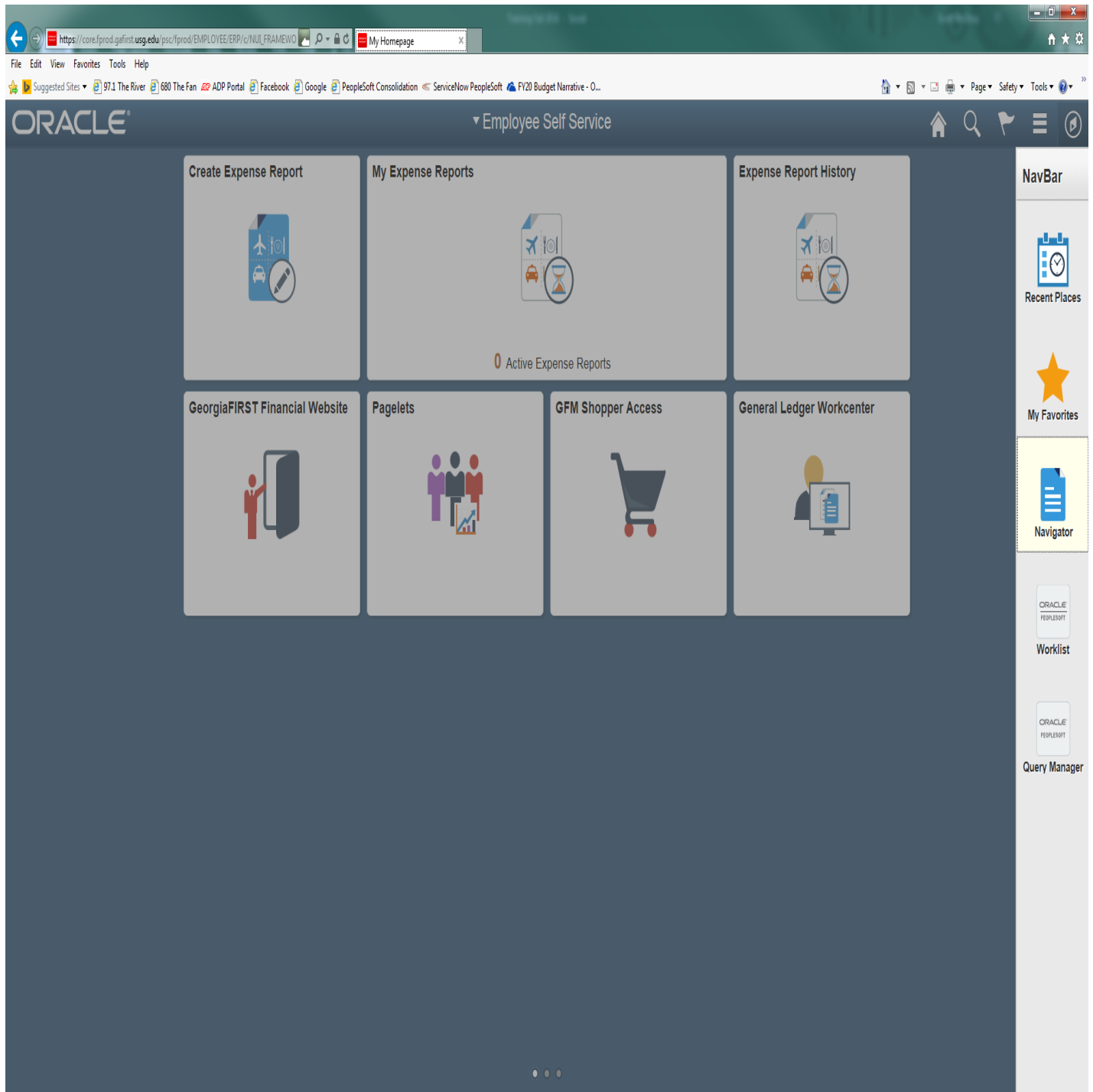
End of Report

1 / 1

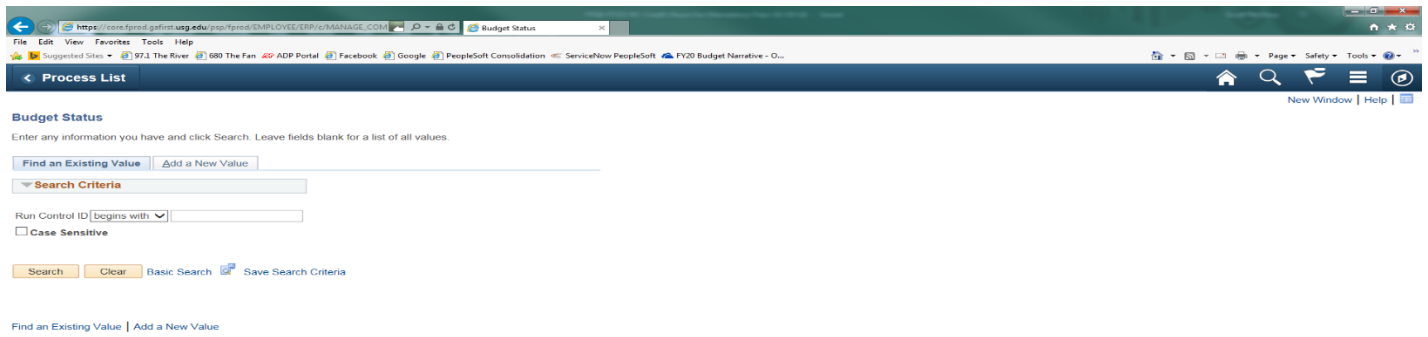
BUDGET STATUS- REVEST (REVENUE) STATUS

The following screen shots will show you how to access the Budget Status for REVEST summary. This report will show you a quick summary look at the departmental revenue collected at the budgetary level.

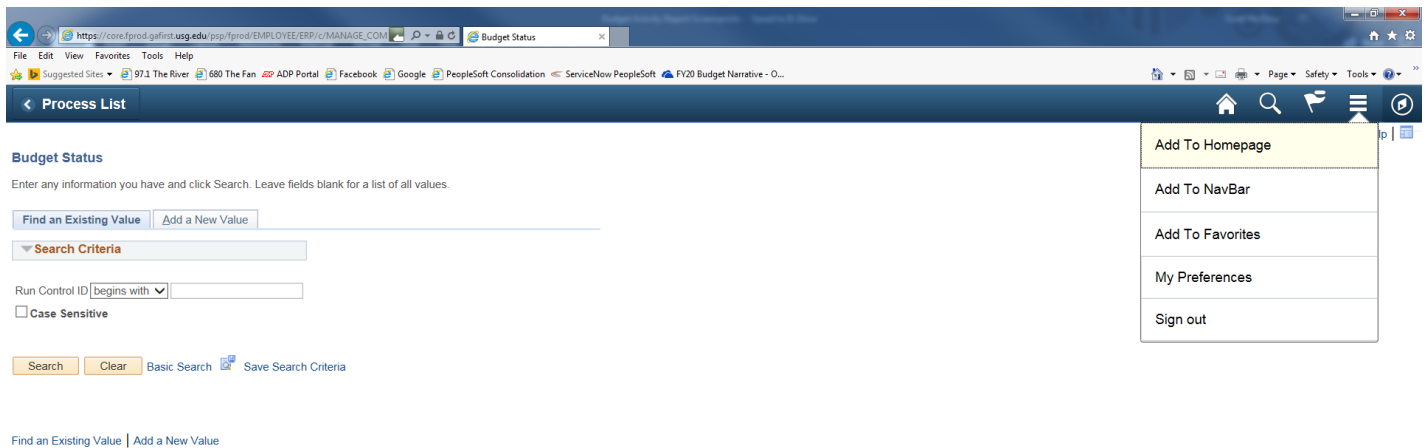
You will need to click on icon in the far upper right-hand corner of the panel which looks like a 'diamond inside a circle'. This will bring up your NavBar. Once you have the NavBar pulled up, you will click on the Navigator link.

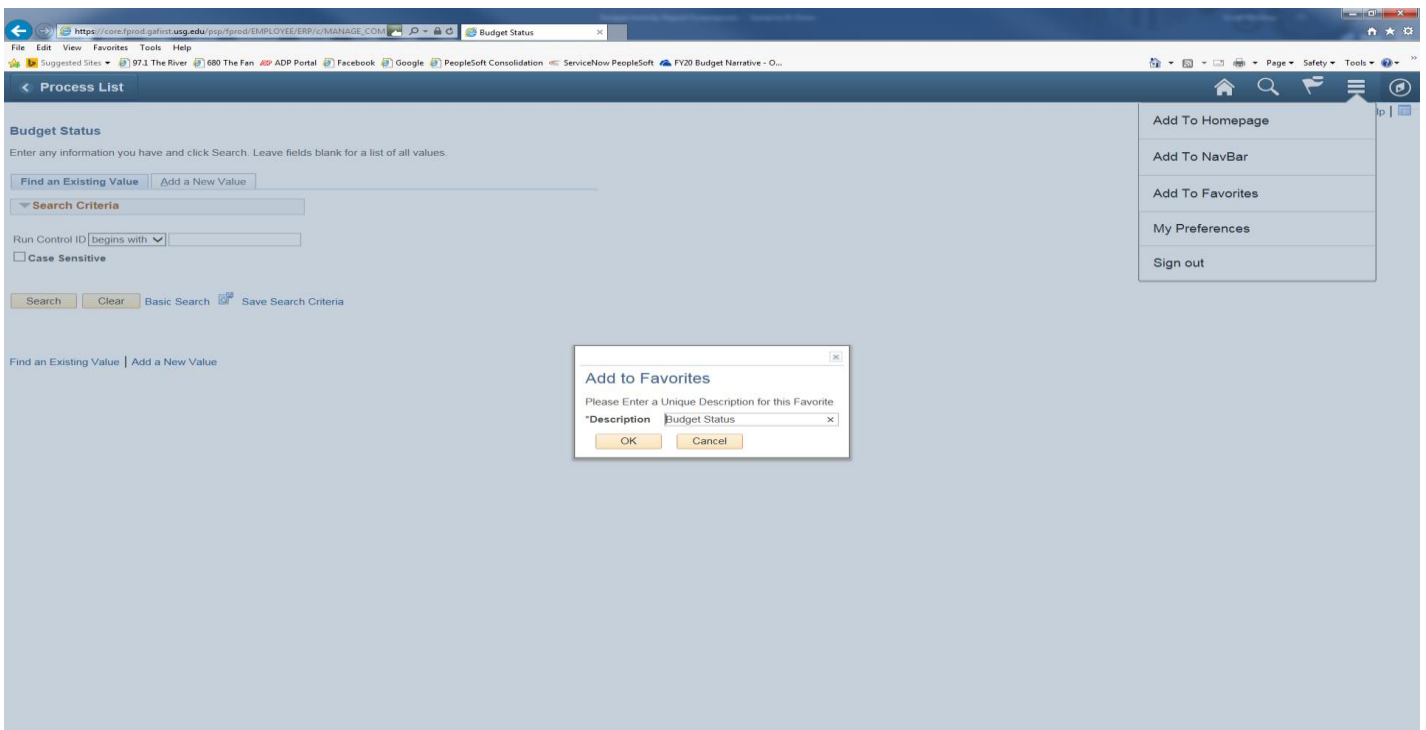


COMMITMENT CONTROL>BUDGET REPORTS>BUDGET STATUS



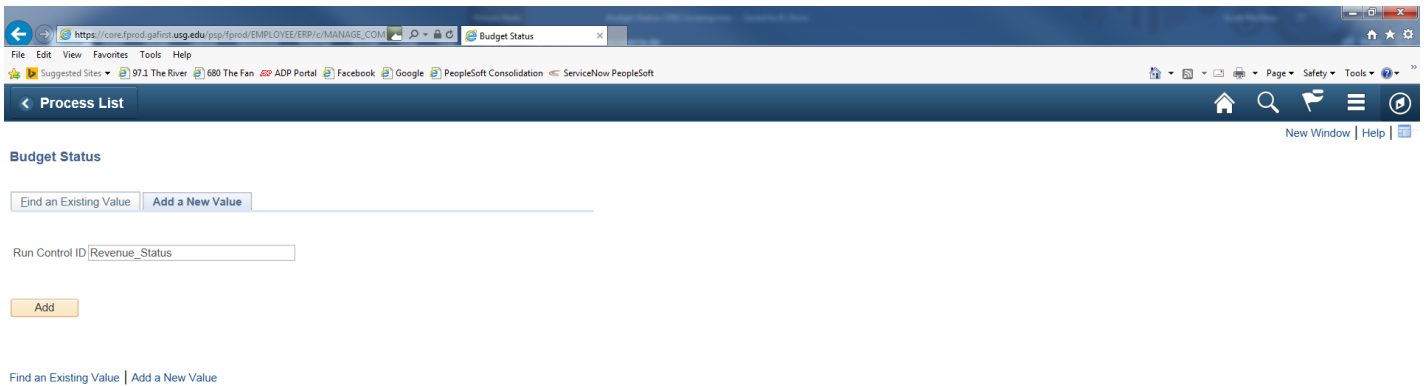
At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on Add to Favorites link at the top and enter a description before clicking OK.





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 Revenue_Status then click the Add button.

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



Be sure to indicate the REVEST Ledger Group, by clicking on the magnifying glass next to the Ledger Group box, then click on the Refresh button.

Commitment Control Budget Status Report

Run Control ID Revenue_Status Report Manager Process Monitor **Run**

Language English

Report Request Parameters

*Unit: 28000 Clayton State University

*Ledger Group: REVEST Revenue Estimate Budget Ledger

ChartField Selection Personalize | Find | Refresh

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

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

Commitment Control Budget Status Report

Run Control ID Revenue_Status Report Manager Process Monitor **Run**

Language English

Report Request Parameters

*Unit: 28000 Clayton State University

*Ledger Group: REVEST Revenue Estimate Budget Ledger

ChartField Selection Personalize | Find | Refresh

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Account	<input type="checkbox"/>	<input type="checkbox"/>		
2	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>		
3	Department	<input type="checkbox"/>	<input type="checkbox"/>		
4	Program Code	<input type="checkbox"/>	<input type="checkbox"/>		
5	Class Field	<input type="checkbox"/>	<input type="checkbox"/>		
6	Project	<input type="checkbox"/>	<input type="checkbox"/>		
7	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>		
8	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>		
10	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

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

To set up your report, **reorder the Sequence** as follows: **1-Fund Code; 2-Department; 3-Program Code; 4-Class; 5-Account; 6-Budget Reference.**

After you reorder the Sequence, be sure to click on the **Include CF** button for each of these categories. Enter the numbers for your department in the **Value** and **To Value** fields at this point. You also will need to enter the numbers of the fiscal year in the **Value** and **To Value** fields at this point. Once you have input all the numbers for your department, you can click on the Save button and the correct sequence order will be shown. Then click on the Run button at the top to initiate the process.

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4000000	4000000
3	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	Budget Reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019	2019
	Project	<input type="checkbox"/>	<input type="checkbox"/>		
	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

When the Process Scheduler Request screen appears, click on OK to schedule the process.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution

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.

Commitment Control Budget Status Report

Run Control ID Revenue_Status Report Manager Process Monitor Run

Language English Process Instance 11884661

Report Request Parameters

*Unit 28000 Clayton State University

*Ledger Group REVEST Revenue Estimate Budget Ledger

Refresh

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4000000	4000000
3	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	Budget Reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019	2019
	Project	<input type="checkbox"/>	<input type="checkbox"/>		
	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

Save Add Update/Display

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.

Process Monitor

Process List Server List

View Process Request For

User ID SMCELROY Type Last 3 Hours Refresh

Server Name Instance From Instance To

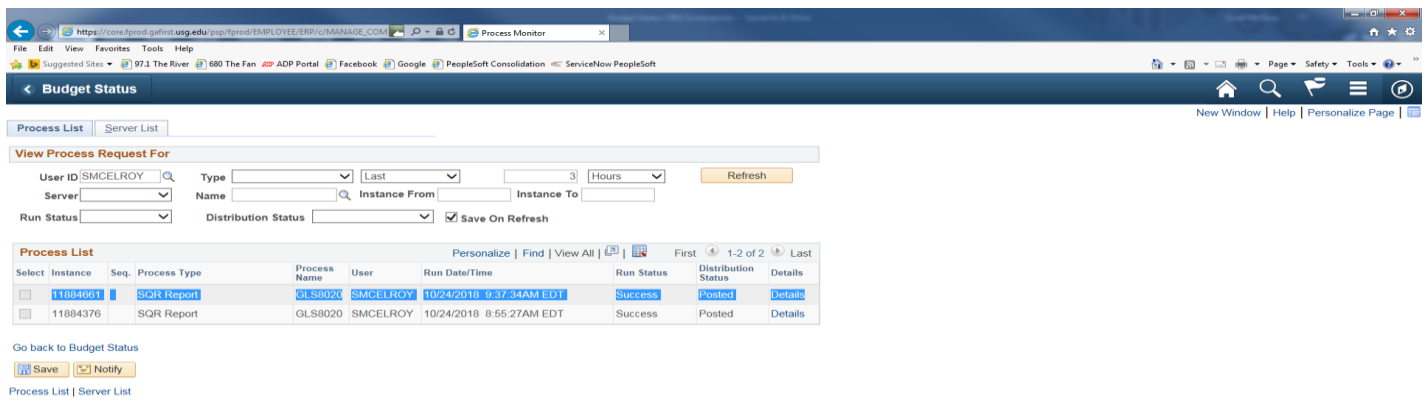
Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11884661		SQR Report	GLS8020	SMCELROY	10/24/2018 9:37:34AM EDT	Queued	N/A	Details
<input type="checkbox"/>	11884376		SQR Report	GLS8020	SMCELROY	10/24/2018 8:55:27AM EDT	Success	Posted	Details

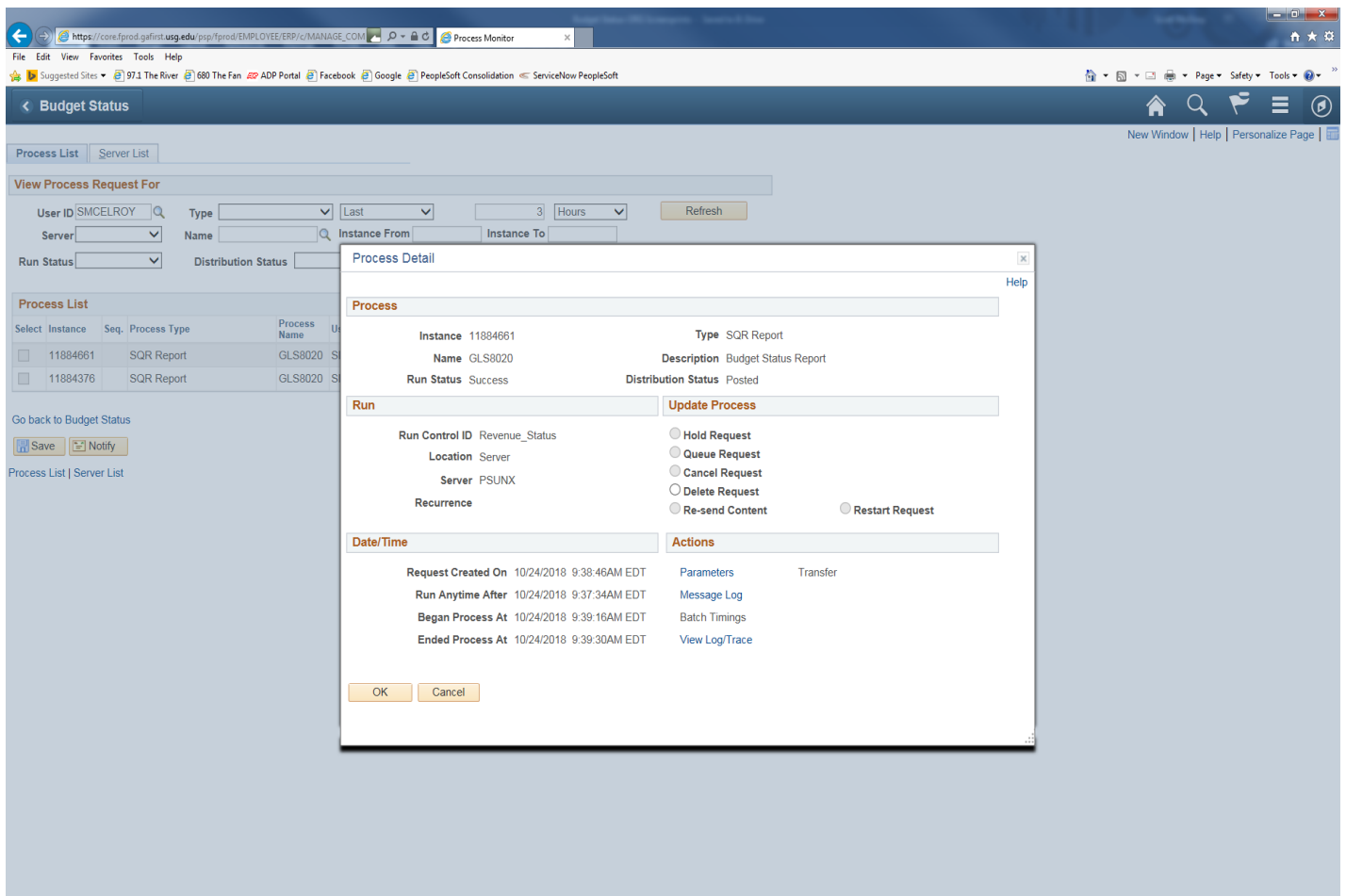
Go back to Budget Status

Save Notify

Process List | Server List



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.

The screenshot displays a web application interface for process management. The main window is titled "Process Detail" and contains several sections:

- View Process Request For:** Includes fields for User ID (SMCELROY), Type, Last, 3 Hours, Refresh, Server, Name, Instance From, Instance To, Run Status, and Distribution Status.
- Process List:** A table with columns: Select, Instance, Seq., Process Type, Process Name, and User. It lists two SQR Report instances.
- Run Status:** Shows "Success".
- Budget Status Report:** A section with a "Distribution Details" sub-section.
- Distribution Details:** A table with columns: Distribution Node (DNODE), Expiration Date (01/22/2019).
- File List:** A table with columns: Name, File Size (bytes), and Datetime Created. It lists three files: SQR_GLS8020_11884661.log (1,831 bytes), gls8020_11884661.PDF (3,295 bytes), and gls8020_11884661.out (17,807 bytes).
- Distribute To:** A table with columns: Distribution ID Type (*Distribution ID) and User (SMCELROY).
- Buttons:** "Return" and "Save" buttons are visible.

A modal window titled "View Log/Trace" is open over the "File List" section. It contains a "Report" section with the following details:

- Report ID: 10722140
- Process Instance: 11884661
- Name: GLS8020
- Process Type: SQR Report
- Run Status: Success

The modal window also includes a "Message Log" link and a "Return" button.

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.

PeopleSoft GL
 BUDGET STATUS REPORT

Report ID: GLS8020
 Bus. Unit: 28000--Clayton State University
 Ledger Grp: REVBST -- Revenue Estimate Budget Ledger
 Currency : USD
 Chartfields Criteria
 Fund: All values Dept: 4000000 Program: All values Class: All values Account: All values
 Bud Ref: 2019

Page No. 1
 Run Date 10/24/2018
 Run Time 09:39:17

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Class</u>	<u>Account</u>	<u>Bud Ref</u>	<u>Budget</u>	<u>Recognized</u>	<u>Collected</u>	<u>Uncollected</u>	<u>Remaining</u>
12230	4000000	23100	42100	422000	2019	0.00	232,310.50	232,310.50	0.00	-232,310.50
12230	4000000	23100	42100	442000	2019	0.00	168.65	168.65	0.00	-168.65
12230	4000000	23100	42100	452000	2019	3,073,474.00	1,232,507.78	1,232,507.78	0.00	1,840,966.22
12230	4000000	23100	42100	470000	2019	0.00	127.20	127.20	0.00	-127.20
12230	4000000	23100	42185	452000	2019	0.00	0.00	0.00	0.00	0.00
Grand Total :						3,073,474.00	1,465,114.13	1,465,114.13	0.00	1,608,359.87

End of Report

Quarterly Expenditure Budget Review

All Budget Managers are required to regularly review their budgets and submit a Quarterly Expenditure Budget Review to the Budget Office. The best way to accomplish this review is to run a Budget Activity Report for your department. There are 2 different versions of this report. I encourage you to run the Detail version to review each expense that has posted against your department. You will see a journal line for each expense in the categories of Travel; OS&E; and Equipment. As far as your Personal Services expenses, it will only show a total for each pay period as a journal line. To find out the employees that make up that total, you will need to contact the Budget Office to run the query for your department. This query shows the employees and amounts that were paid for each pay period during that quarter.

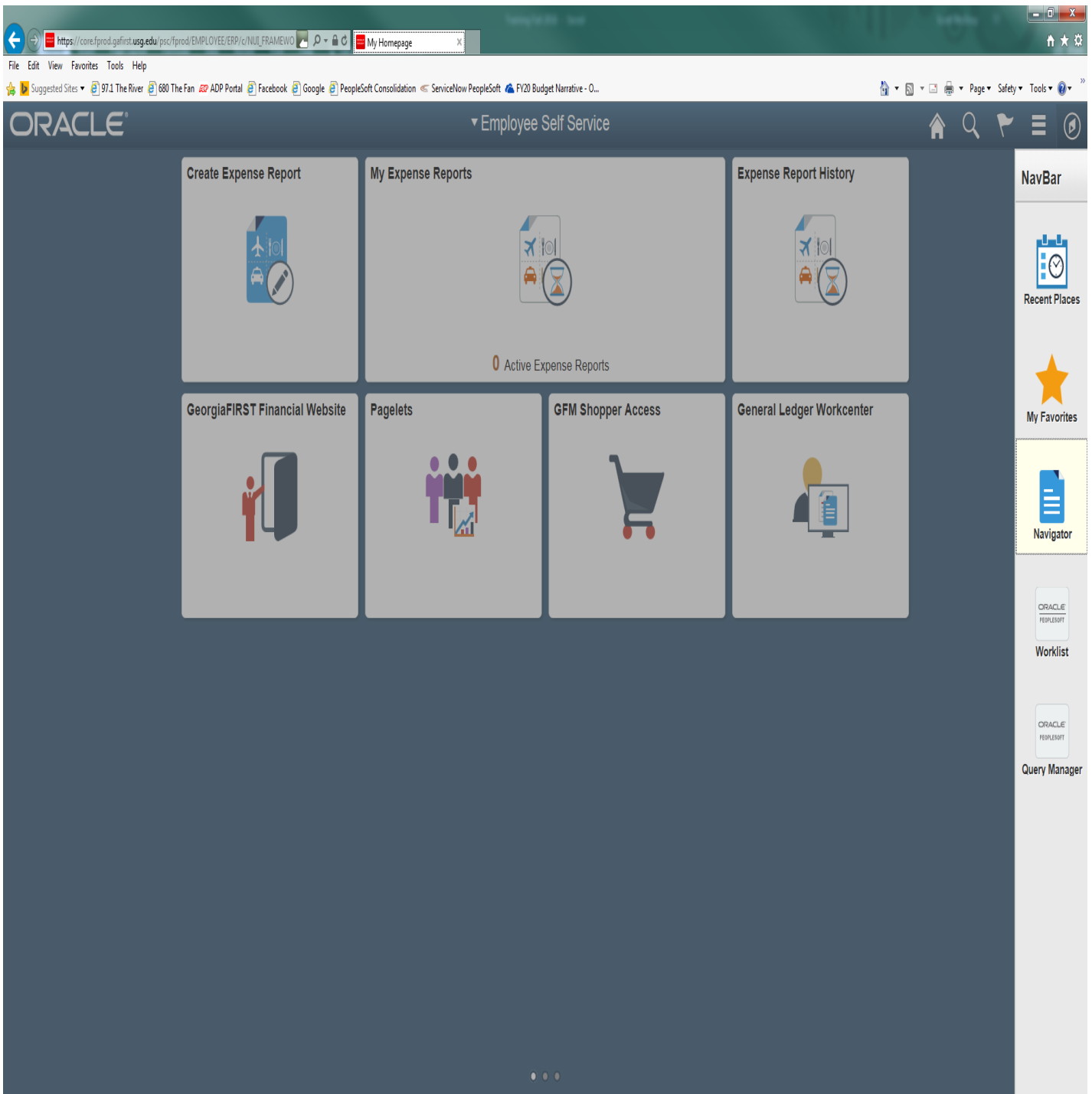
Quarterly Revenue Budget Review

All Budget Managers that have revenue associated with their department are required to submit a Quarterly Revenue Budget Review to the Budget Office. You will need to submit the Revenue Summary Report for the revenue account associated with your department. This report only shows the summary of revenue collected during the quarter. If you want to see the details of journal entries that make up the total, you would need to run a Ledger History Report which can be found at the following link: <http://www.clayton.edu/budget/budgetmanagers>.

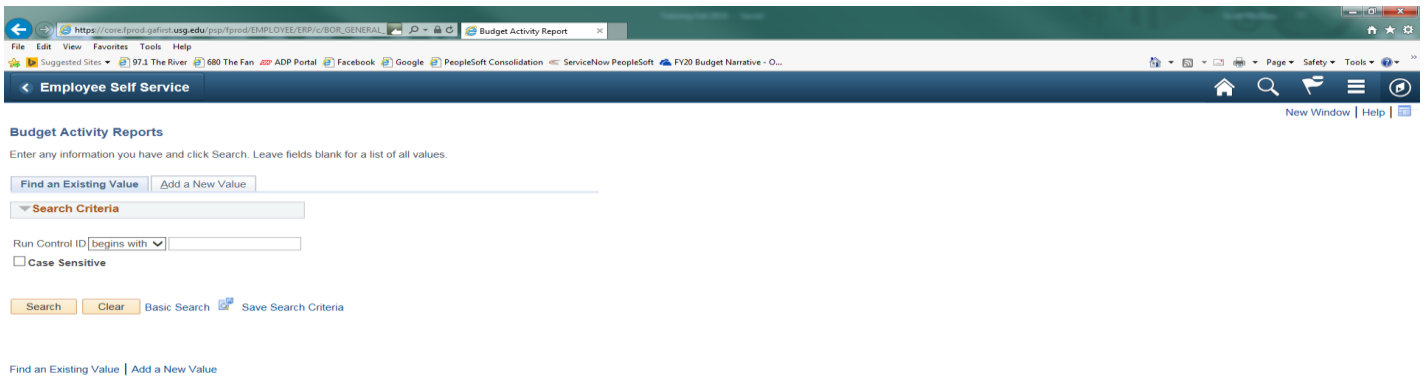
BUDGET ACTIVITY REPORT

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.

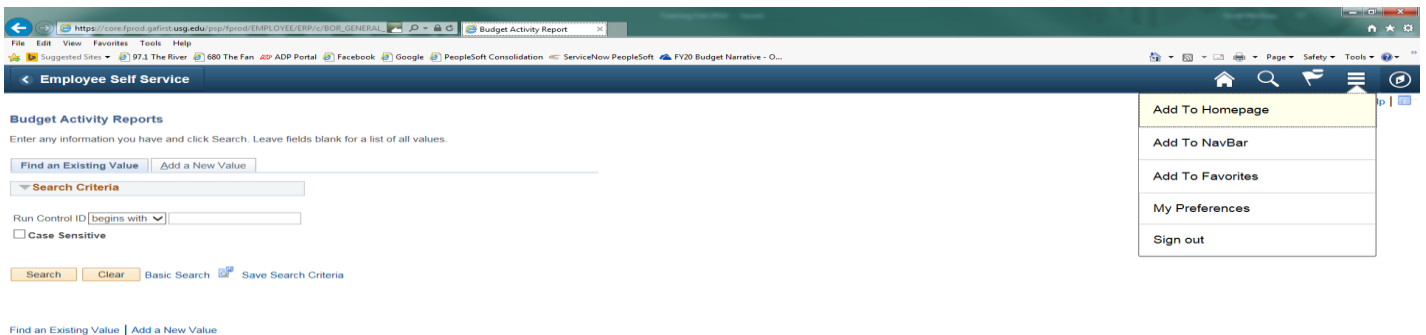
You will need to click on icon in the far upper right-hand corner of the panel which looks like a ‘diamond inside a circle’. This will bring up your NavBar. Once you have the NavBar pulled up, you will click on the Navigator link.

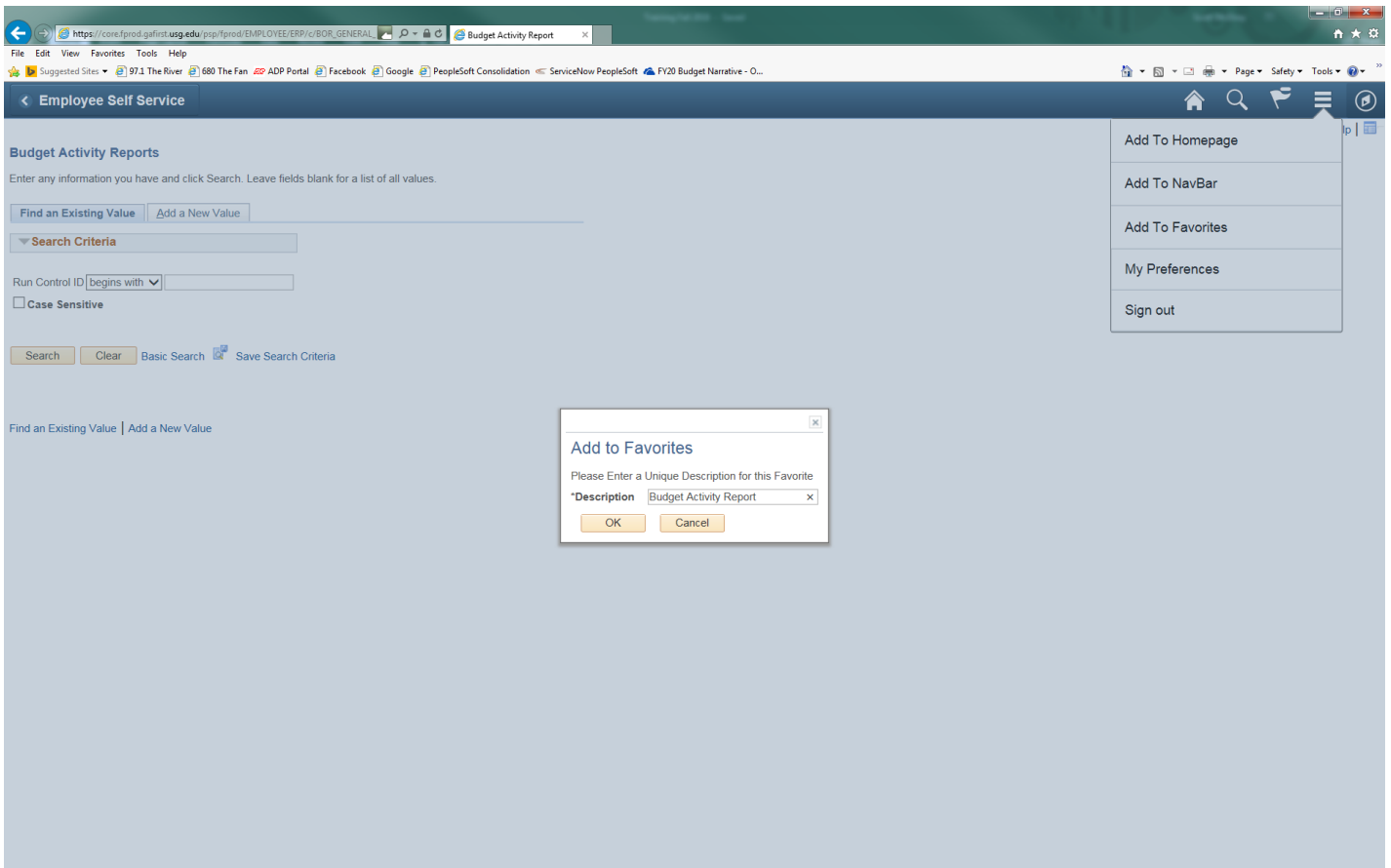


BOR MENUS>BOR GENERAL LEDGER>BOR GL REPORTS>BUDGET ACTIVITY REPORT



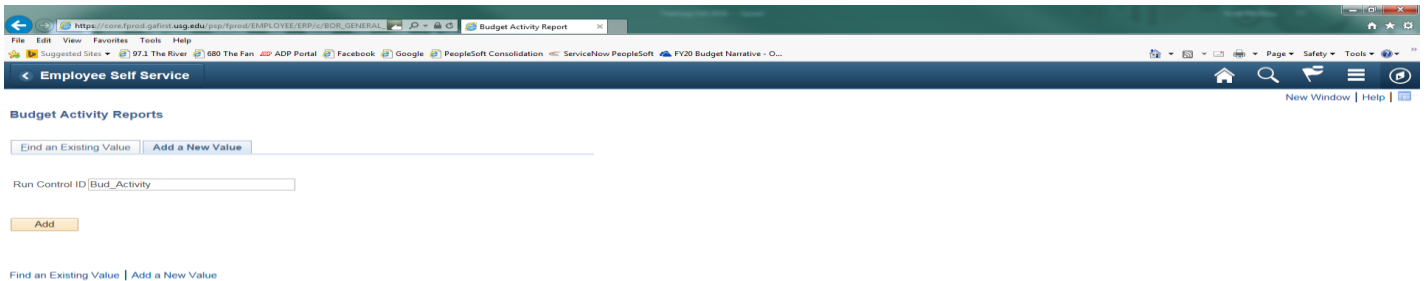
At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on Add to Favorites link at the top and enter a description before clicking OK.





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: %

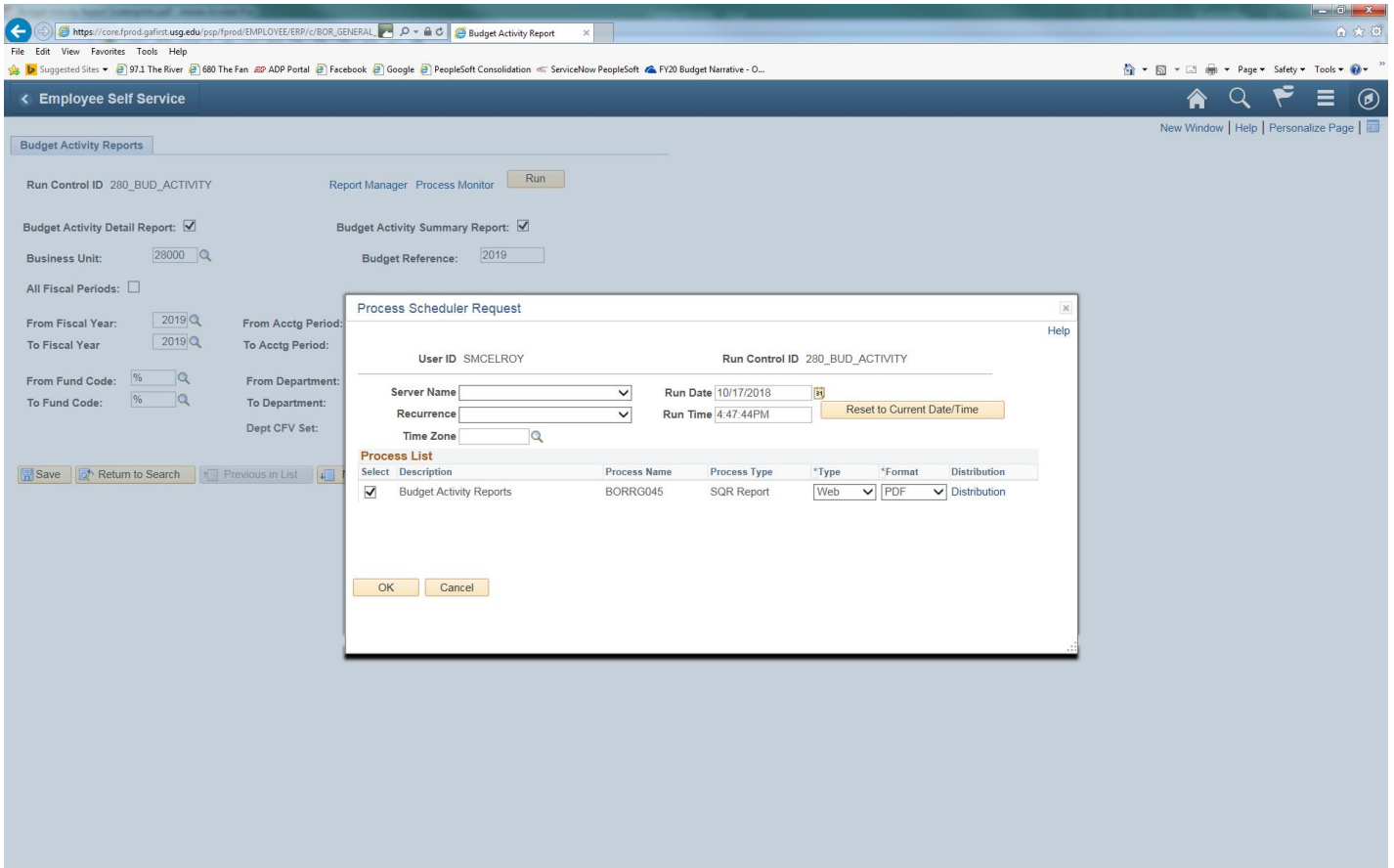
From Fund Code: % From Department: 5510000 From Account: 500000

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

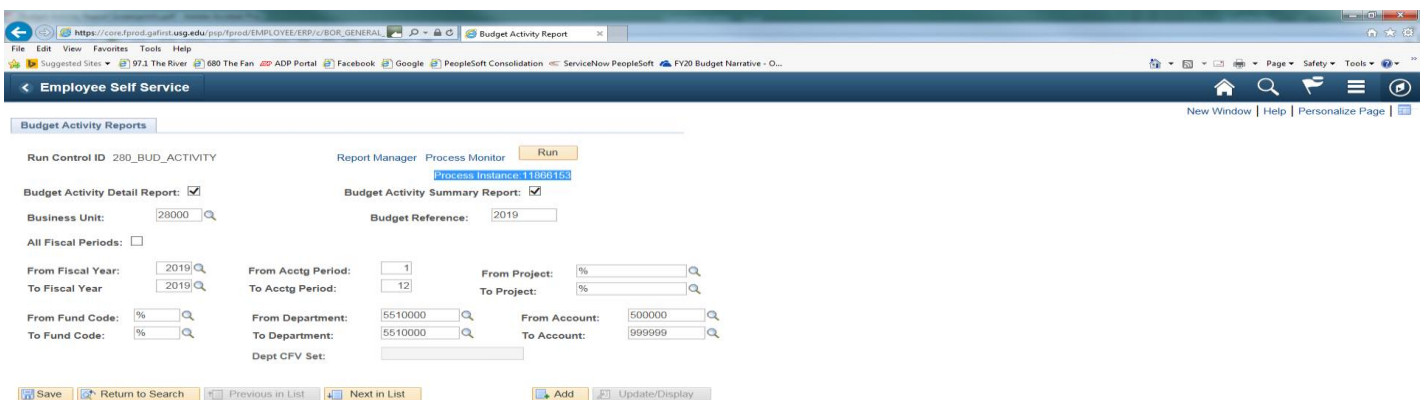
Dept CFV Set:

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.

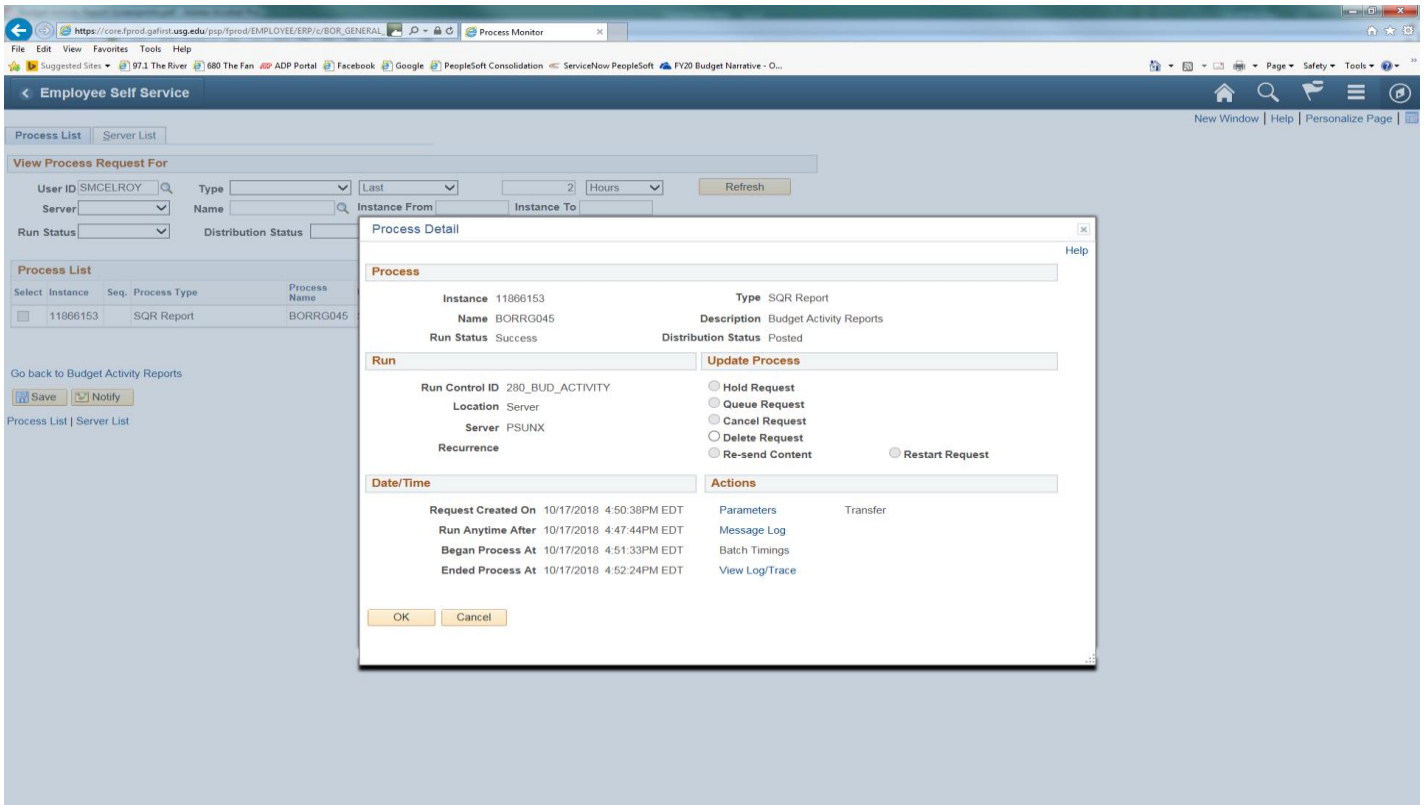
The screenshot shows the 'Employee Self Service' interface. At the top, there are navigation tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search filters for User ID (SMCELROY), Type, Last, Hours, Server, Name, Instance From, Instance To, Run Status, 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 buttons for 'Save' and 'Notify', and a link to 'Go back to Budget Activity Reports'.

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

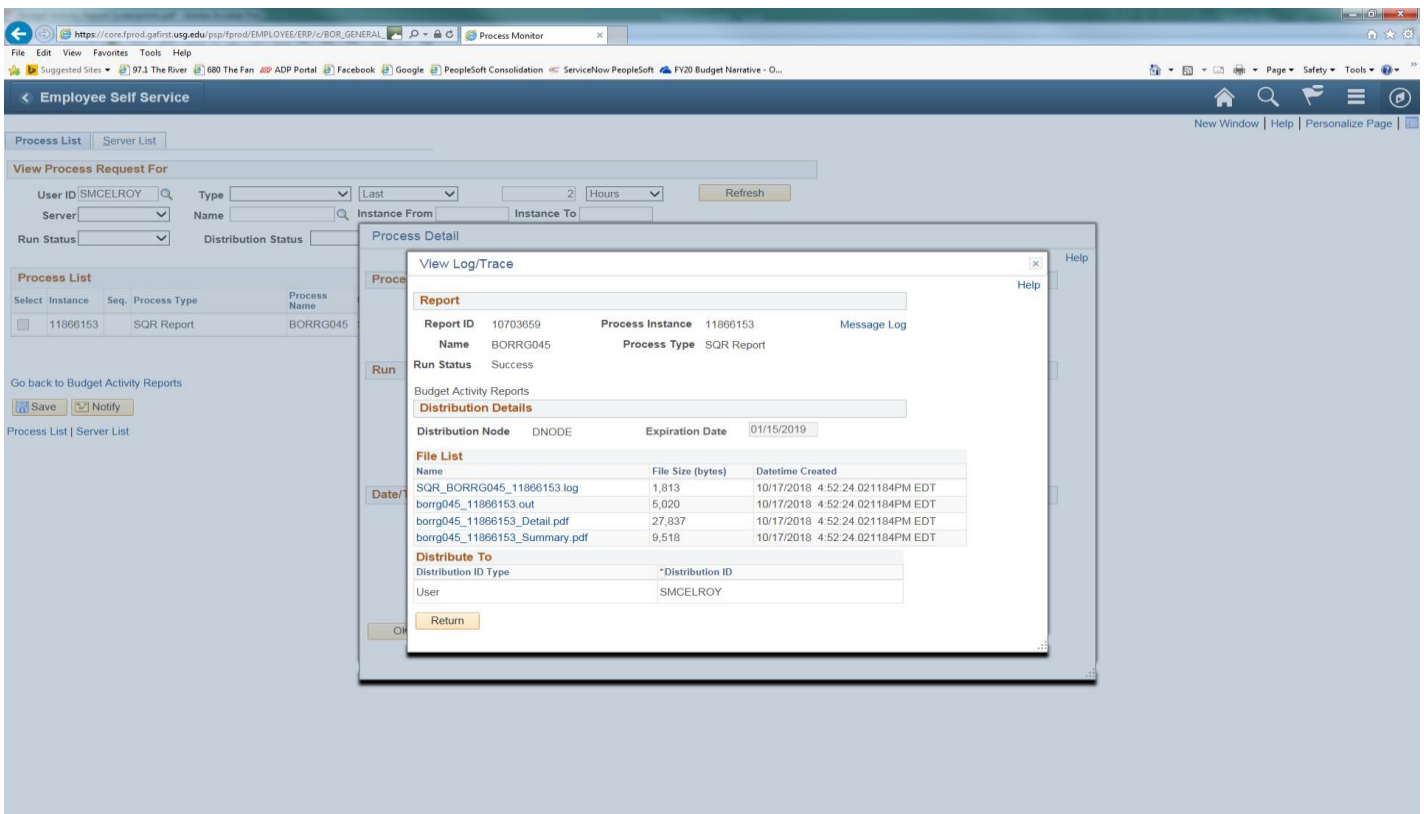
The screenshot shows the 'Employee Self Service' interface. At the top, there are navigation tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search filters for User ID (SMCELROY), Type, Last, Hours, Server, Name, Instance From, Instance To, Run Status, 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 buttons for 'Save' and 'Notify', and a link to 'Go back to Budget Activity Reports'.

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				

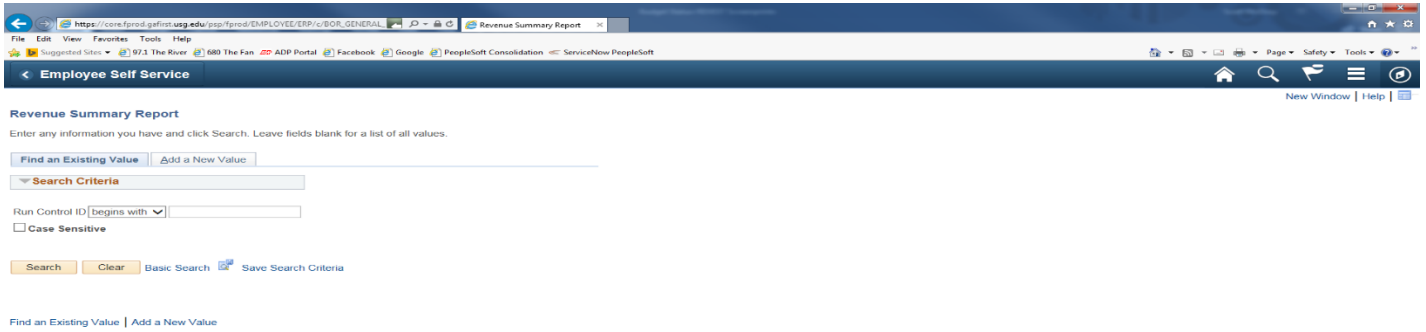
REVENUE SUMMARY

The following screen shots will show you how to access the Revenue Summary Report. This report will give you a quick look at the summary of your revenue associated with your area.

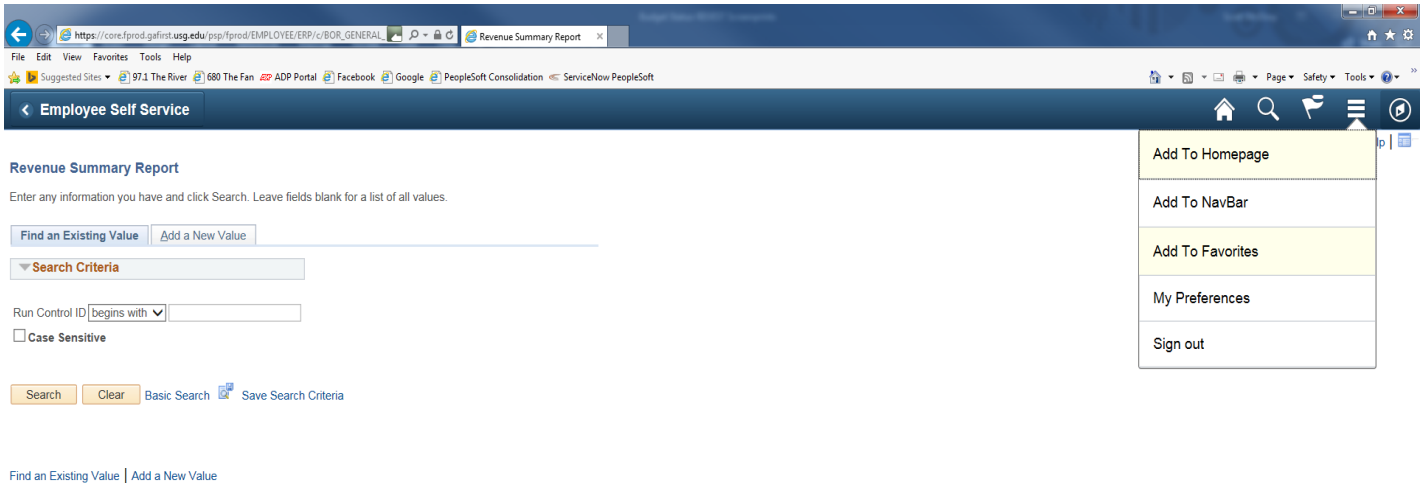
You will need to click on icon in the far upper right-hand corner of the panel which looks like a 'diamond inside a circle'. This will bring up your NavBar. Once you have the NavBar pulled up, you will click on the Navigator link.

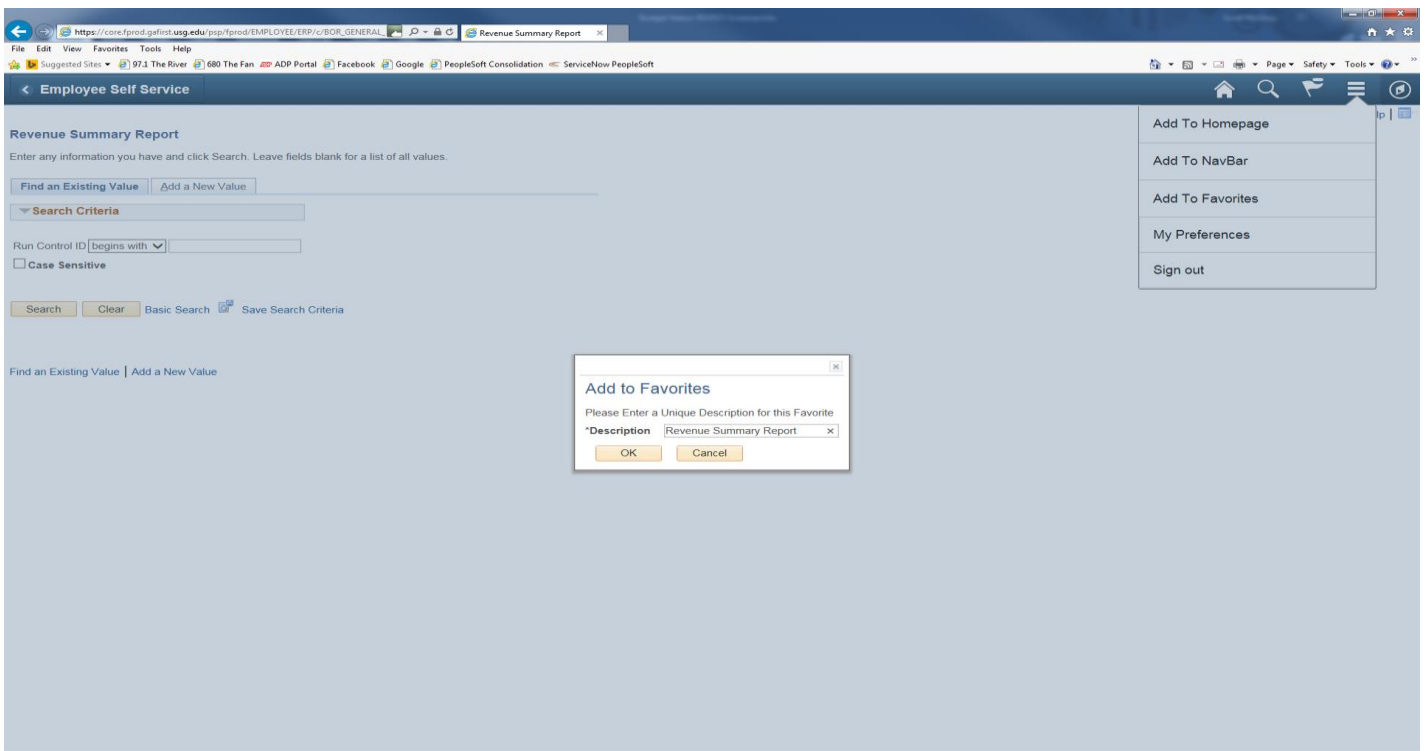
The screenshot displays the Oracle Employee Self Service interface. At the top, the Oracle logo and 'Employee Self Service' text are visible. The main dashboard area contains several application tiles: 'Create Expense Report', 'My Expense Reports' (showing 0 Active Expense Reports), 'Expense Report History', 'GeorgiaFIRST Financial Website', 'Pagelets', 'GFM Shopper Access', and 'General Ledger Workcenter'. On the right side, a vertical 'NavBar' is present, featuring icons for 'Recent Places', 'My Favorites', 'Navigator' (highlighted with a yellow background), 'Worklist', and 'Query Manager'. The browser's address bar shows the URL: https://core.fprod.gafirst.usg.edu/psc/fprod/EMPLOYEE/ERP/c/ANUI_FRAMEW.

BOR MENUS>BOR GENERAL LEDGER>BOR GL REPORTS>REVENUE SUMMARY REPORT



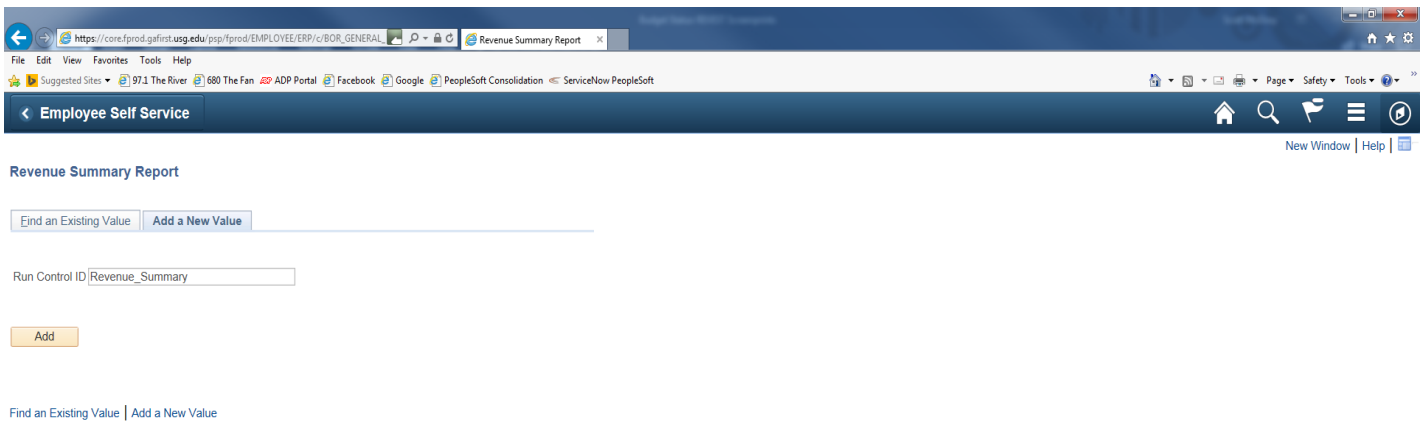
At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on Add to Favorites link at the top and enter a description before clicking OK.





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 Revenue_Summary then click the Add button.

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



Revenue Summary Report

Run Control ID: Revenue_Summary Report Manager Process Monitor **Run**

Business Unit: 28000 Fiscal Year: 2018 Fund Code:

From Acctg Period: To Acctg Period:

From Department: % To Department: %

From Account: % To Account: %

From Class: % To Class: %

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

At this time, you would enter all the revenue account information associated with your area. Then click on the Run button at the top to initiate the process.

Revenue Summary Report

Run Control ID: Revenue_Summary Report Manager Process Monitor **Run**

Business Unit: 28000 Fiscal Year: 2019 Fund Code: 12230

From Acctg Period: 1 To Acctg Period: 12

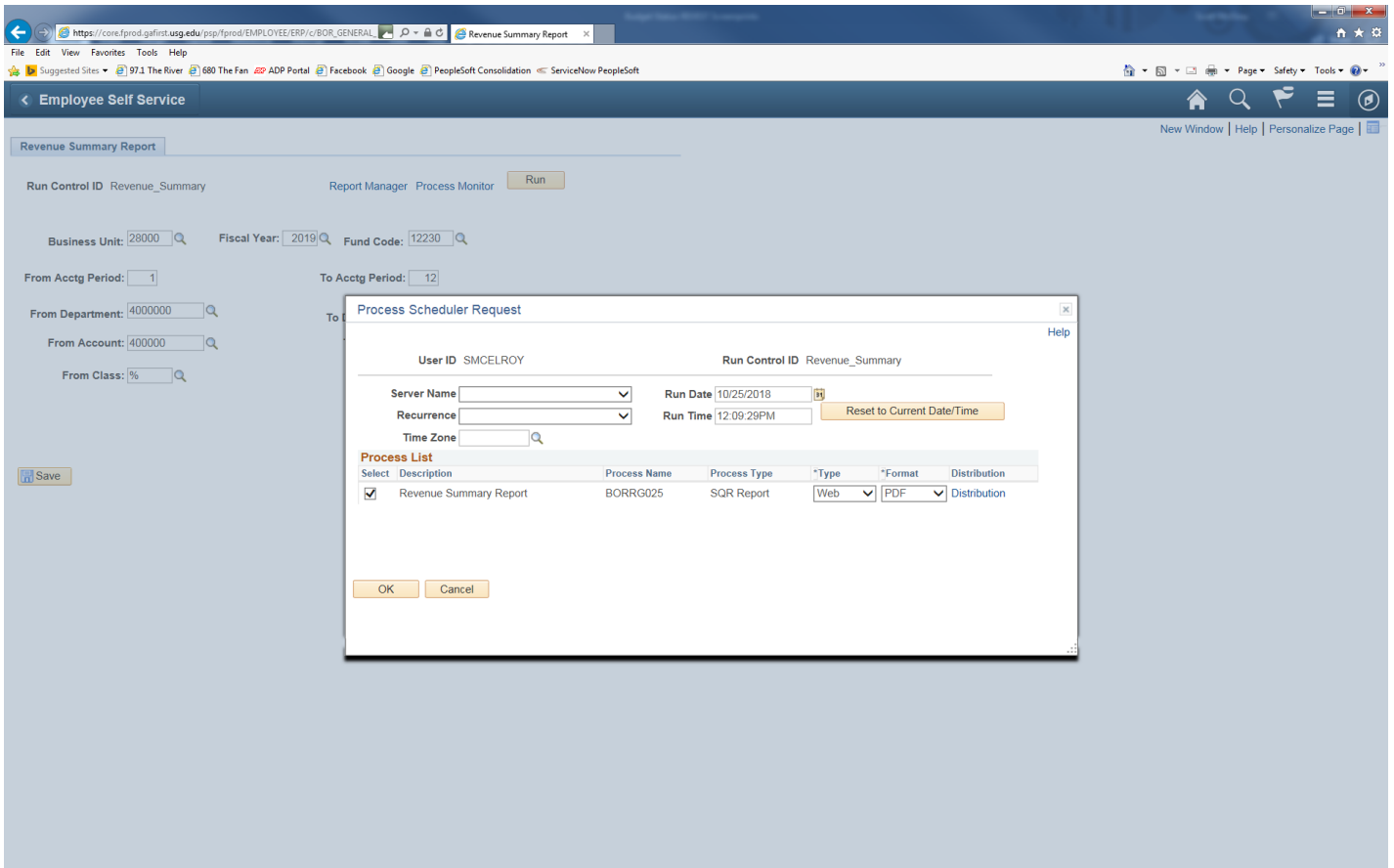
From Department: 4000000 To Department: 4000000

From Account: 400000 To Account: 499999

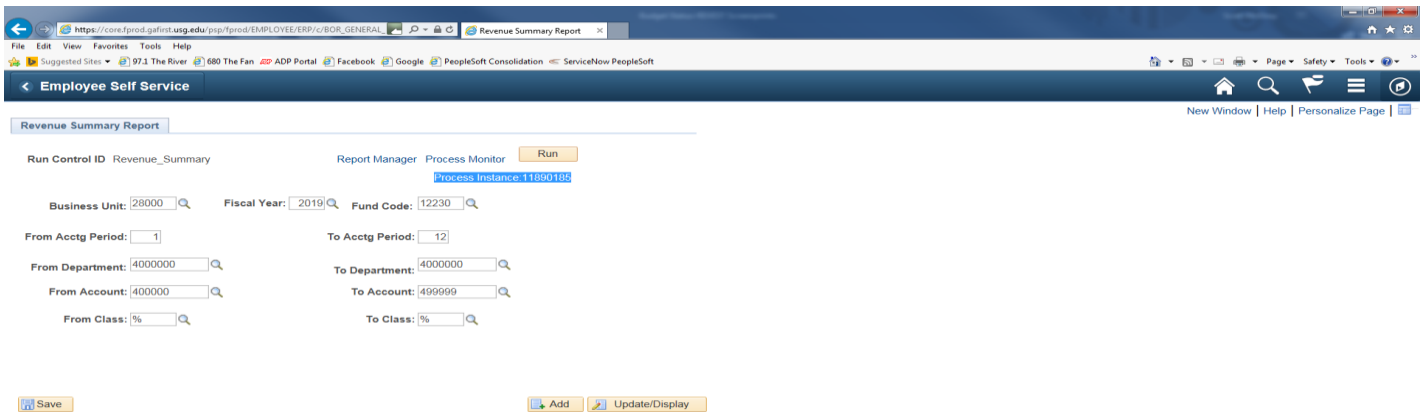
From Class: % To Class: %

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

When the Process Scheduler Request screen appears, click on OK to schedule the process.



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 a web browser window with the URL https://core.fprod.gafirst.usg.edu/ppp/fprod/EMPLOYEE/ERP/c/BOR_GENERAL. The page title is "Revenue Summary Report". Below the title bar, there are tabs for "Process List" and "Server List". A "View Process Request For" section contains 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 this is a "Process List" table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains four rows. The first row is highlighted in blue.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	11890185		SQR Report	BORRG025	SMCELROY	10/25/2018 12:09:29PM EDT	Queued	N/A	Details
<input type="checkbox"/>	11889927		Application Engine	EX_BDCK_ER	SMCELROY	10/25/2018 11:38:24AM EDT	Success	Posted	Details
<input type="checkbox"/>	11889875		Application Engine	EX_BDCK_ER	SMCELROY	10/25/2018 11:29:12AM EDT	Success	Posted	Details
<input type="checkbox"/>	11889816		Application Engine	EX_BDCK_ER	SMCELROY	10/25/2018 11:21:38AM EDT	Success	Posted	Details

Below the table are buttons for "Go back to Revenue Summary Report", "Save", and "Notify". At the bottom, there are links for "Process List" and "Server List".

This screenshot is identical to the one above, but the first row in the "Process List" table is now highlighted in blue, and its "Run Status" is "Success" and "Distribution Status" is "Posted".

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	11890185		SQR Report	BORRG025	SMCELROY	10/25/2018 12:09:29PM EDT	Success	Posted	Details
<input type="checkbox"/>	11889927		Application Engine	EX_BDCK_ER	SMCELROY	10/25/2018 11:38:24AM EDT	Success	Posted	Details
<input type="checkbox"/>	11889875		Application Engine	EX_BDCK_ER	SMCELROY	10/25/2018 11:29:12AM EDT	Success	Posted	Details
<input type="checkbox"/>	11889816		Application Engine	EX_BDCK_ER	SMCELROY	10/25/2018 11:21:38AM 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.

The screenshot shows the 'Revenue Summary Report' interface. A 'Process List' table is visible on the left, and a 'Process Detail' dialog box is open in the foreground. The dialog box displays the following information:

Process	
Instance	11890185
Name	BORRG025
Type	SQR Report
Description	Revenue Summary Report
Run Status	Success
Distribution Status	Posted

Below the process information, there are sections for 'Run', 'Date/Time', and 'Actions'. The 'Run' section includes 'Run Control ID', 'Location', 'Server', and 'Recurrence'. The 'Date/Time' section includes 'Request Created On', 'Run Anytime After', 'Began Process At', and 'Ended Process At'. The 'Actions' section includes 'Update Process', 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', 'Re-send Content', and 'Restart Request'. The 'View Log/Trace' link is highlighted in the 'Actions' section.

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

The screenshot shows the 'Revenue Summary Report' interface with the 'View Log/Trace' dialog box open. The dialog box displays the following information:

Report	
Report ID	10727694
Process Instance	11890185
Name	BORRG025
Process Type	SQR Report
Run Status	Success

Below the report information, there are sections for 'Distribution Details', 'File List', and 'Distribute To'. The 'Distribution Details' section includes 'Distribution Node' and 'Expiration Date'. The 'File List' section includes a table with columns for 'Name', 'File Size (bytes)', and 'Datetime Created'. The 'Distribute To' section includes 'Distribution ID Type' and 'User'.

PeopleSoft GL
 BUDGET STATUS REPORT

Page No. 1
 Run Date 10/24/2018
 Run Time 09:53:26

Report ID: GLS8020
 Bus. Unit: 28000--Clayton State University
 Ledger Grp: ORG -- Organization Budget Ledger
 Currency : USD
 Chartfields Criteria
 Fund: All values Dept: 5510000
 Bud Ref: 2019

Program: All values

Class: All values

Account: 511000 to 553000

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Class</u>	<u>Account</u>	<u>Bud Ref</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
10600	5510000	16200	11000	521000	2019	327,209.00	0.00	0.00	209,406.01	82,302.02	35,500.97
10600	5510000	16200	11000	522000	2019	23,057.00	0.00	0.00	24,069.96	7,176.00	-8,188.96
10600	5510000	16200	11000	524000	2019	0.00	0.00	0.00	0.00	5,739.60	-5,739.60
10600	5510000	16200	11000	551000	2019	26,864.00	0.00	0.00	17,195.60	6,409.34	3,259.06
10600	5510000	16200	11000	552000	2019	73,384.00	0.00	0.00	50,363.99	18,737.17	4,282.84
10600	5510000	16200	11000	553000	2019	34,994.00	0.00	0.00	32,323.42	10,636.00	-7,965.42
Grand Total :						485,508.00	0.00	0.00	333,358.98	131,000.13	21,148.89

End of Report

Report ID: GLS8020
 Bus. Unit: 28000--Clayton State University
 Ledger Grp: APPROP -- Appropriation Budget Ledger
 Currency : USD
 Chartfields Criteria
 Fund: All values
 Bud Ref: 2019

PeopleSoft GL
 BUDGET STATUS REPORT

Page No. 1
 Run Date 10/24/2018
 Run Time 09:49:54

Dept: 5510000

Program: All values

Class: All values

Account: All values

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Class</u>	<u>Account</u>	<u>Bud Ref</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
10600	5510000	16200	11000	500000	2019	485,508.00	0.00	0.00	333,358.98	131,000.13	21,148.89
10600	5510000	16200	11000	600000	2019	16,856.00	0.00	0.00	0.00	1,393.99	15,462.01
10600	5510000	16200	11000	700000	2019	26,429.00	0.00	0.00	0.00	3,729.62	22,699.38
Grand Total :						528,793.00	0.00	0.00	333,358.98	136,123.74	59,310.28

End of Report

PeopleSoft GL
BUDGET STATUS REPORT

Page No. 1
Run Date 10/24/2018
Run Time 09:53:26

Report ID: GLS8020
Bus. Unit: 28000--Clayton State University
Ledger Grp: ORG -- Organization Budget Ledger
Currency : USD
Chartfields Criteria
Fund: All values Dept: 5510000
Bud Ref: 2019

Program: All values

Class: All values

Account: 511000 to 553000

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Class</u>	<u>Account</u>	<u>Bud Ref</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
10600	5510000	16200	11000	521000	2019	327,209.00	0.00	0.00	209,406.01	82,302.02	35,500.97
10600	5510000	16200	11000	522000	2019	23,057.00	0.00	0.00	24,069.96	7,176.00	-8,188.96
10600	5510000	16200	11000	524000	2019	0.00	0.00	0.00	0.00	5,739.60	-5,739.60
10600	5510000	16200	11000	551000	2019	26,864.00	0.00	0.00	17,195.60	6,409.34	3,259.06
10600	5510000	16200	11000	552000	2019	73,384.00	0.00	0.00	50,363.99	18,737.17	4,282.84
10600	5510000	16200	11000	553000	2019	34,994.00	0.00	0.00	32,323.42	10,636.00	-7,965.42
Grand Total :						485,508.00	0.00	0.00	333,358.98	131,000.13	21,148.89

End of Report

PeopleSoft GL
 BUDGET STATUS REPORT

Page No. 1
 Run Date 10/24/2018
 Run Time 09:49:54

Report ID: GLS8020
 Bus. Unit: 28000--Clayton State University
 Ledger Grp: APPROP -- Appropriation Budget Ledger
 Currency : USD
 Chartfields Criteria
 Fund: All values Dept: 5510000
 Bud Ref: 2019

Program: All values

Class: All values

Account: All values

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Class</u>	<u>Account</u>	<u>Bud Ref</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
10600	5510000	16200	11000	500000	2019	485,508.00	0.00	0.00	333,358.98	131,000.13	21,148.89
10600	5510000	16200	11000	600000	2019	16,856.00	0.00	0.00	0.00	1,393.99	15,462.01
10600	5510000	16200	11000	700000	2019	26,429.00	0.00	0.00	0.00	3,729.62	22,699.38
Grand Total :						528,793.00	0.00	0.00	333,358.98	136,123.74	59,310.28

End of Report

Report ID: GLS8020
 Bus. Unit: 28000--Clayton State University
 Ledger Grp: APPROP -- Appropriation Budget Ledger
 Currency : USD
 Chartfields Criteria
 Fund: All values
 Bud Ref: 2019

PeopleSoft GL
 BUDGET STATUS REPORT

Page No. 1
 Run Date 10/24/2018
 Run Time 09:49:54

Dept: 5510000

Program: All values

Class: All values

Account: All values

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Class</u>	<u>Account</u>	<u>Bud Ref</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
10600	5510000	16200	11000	500000	2019	485,508.00	0.00	0.00	333,358.98	131,000.13	21,148.89
10600	5510000	16200	11000	600000	2019	16,856.00	0.00	0.00	0.00	1,393.99	15,462.01
10600	5510000	16200	11000	700000	2019	26,429.00	0.00	0.00	0.00	3,729.62	22,699.38
Grand Total :						528,793.00	0.00	0.00	333,358.98	136,123.74	59,310.28

End of Report



EQUIPMENT EXAMPLE

BUDGET AMENDMENT REQUEST

Indicate whether you are adding "to" the account or taking funds "from" an account in the first column. In the next column give the name of the account as it appears on the instruction sheet. If the amendment is pertaining to Personal Services please indicate the Position Number along with the account description. In the next six spaces enter the respective numbers for your department. If the changes you are making do not affect a grant, then the "Project/Grant" space should be left blank. NOTE: For all dollar amounts please round to the nearest dollar. Indicate the budget amount before this request. In the next column, indicate the dollar amount you want to move in or out of the line. In the next column should be the amended budget you expect to have after this change is made. The Journal ID No. will be filled in by the Budget Office when the amendment is posted. Then you need to indicate if this is a permanent or temporary amendment as far as going forward to the next budget cycle. Forward the form for the appropriate signatures. If you have any questions contact the Budget Office at X-4285.

Enter To or From	Account Description	PeopleSoft Account Number						Budget Amount Before Request	Dollar Change Requested	Amended Budget After Request	Journal ID No.
		Fund	Dept ID	Program	Class	Proj/Grant	Account Code				
From	OS&E	10000	5510000	16200	11000		700000	\$ 26,429	\$ (10,000)	\$ 16,429	
To	Equipment	10000	5510000	16200	11000		800000	\$ -	\$ 10,000	\$ 10,000	

PERMANENT TEMPORARY

Reason for Budget Amendment:

Transfer to purchase equipment.

AUTHORIZATION:

Department Head/Manager/Project Investigator _____ Date _____

Dean/Director _____ Date _____

Executive Vice President/Vice President _____ Date _____

Entered in PS Financials:	_____	_____
	Initials	Date

PeopleSoft GL
BUDGET STATUS REPORT

Page No. 1
Run Date 10/24/2018
Run Time 09:49:54

Report ID: GLS8020
Bus. Unit: 28000--Clayton State University
Ledger Grp: APPROP -- Appropriation Budget Ledger
Currency : USD
Chartfields Criteria
Fund: All values Dept: 5510000
Bud Ref: 2019

Program: All values

Class: All values

Account: All values

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Class</u>	<u>Account</u>	<u>Bud Ref</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
10600	5510000	16200	11000	500000	2019	485,508.00	0.00	0.00	333,358.98	131,000.13	21,148.89
10600	5510000	16200	11000	600000	2019	16,856.00	0.00	0.00	0.00	1,393.99	15,462.01
10600	5510000	16200	11000	700000	2019	26,429.00	0.00	0.00	0.00	3,729.62	22,699.38
Grand Total :						528,793.00	0.00	0.00	333,358.98	136,123.74	59,310.28

End of Report