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: <u>http://www.clayton.edu/budget/accounts</u>. 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: <u>http://www.clayton.edu/budget/accounts</u>. 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: <u>http://www.clayton.edu/budget/budgetmanagers</u>. 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: <u>http://www.clayton.edu/budget/budgetamendments</u>. 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):

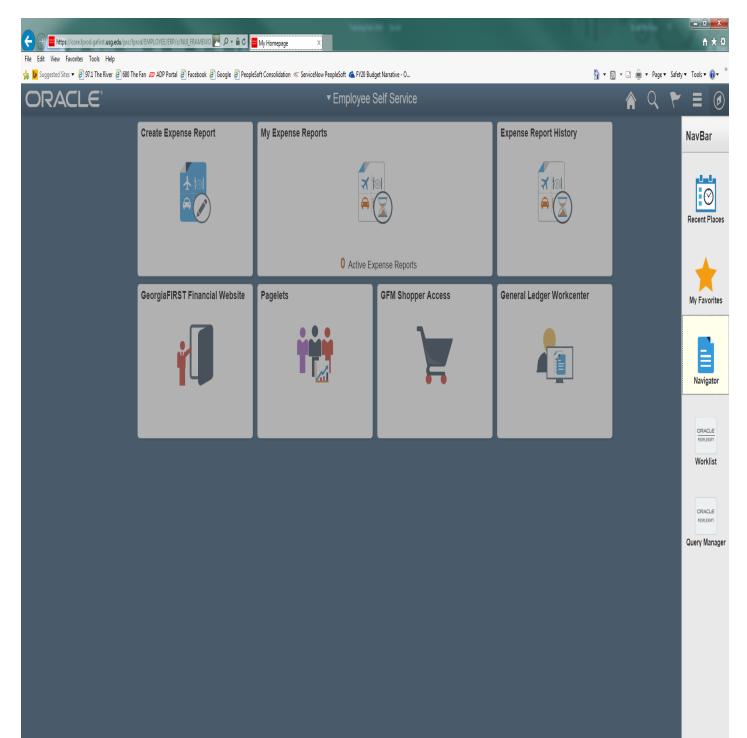
- Quarterly Salary Savings
- Adjustment of miscellaneous revenue
- Adjust Tuition Revenue
- Student assistant funding

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.



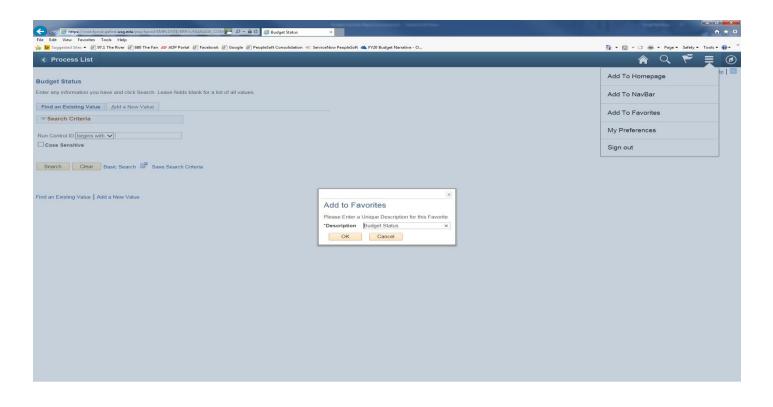
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At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on Add to Favorites link at the top and enter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

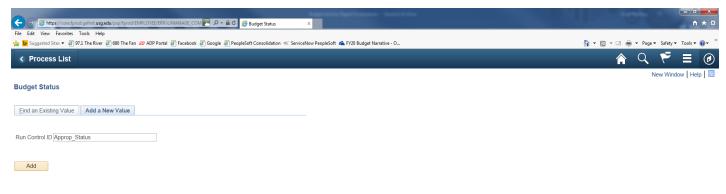
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Find an Existing Value Add a New Value



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.



Find an Existing Value | Add a New Value

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.

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10	Statistics Code			Q	Q

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To set up your report, <u>reorder the Sequence</u> 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 <u>Include CF</u> button for each of these categories. Enter the numbers for your department in the <u>Value</u> and <u>To Value</u> 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.

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

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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 <u>Process Monitor</u> link.

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

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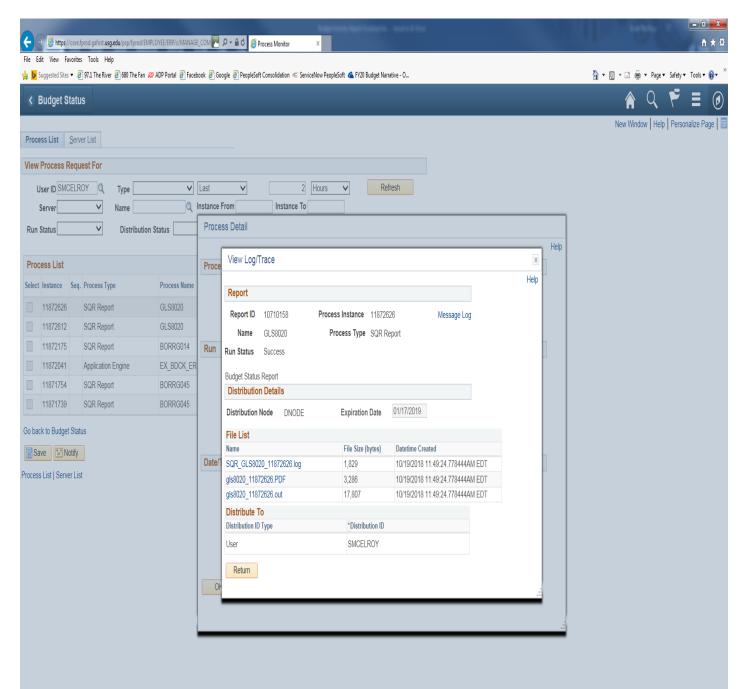
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Go back to Budget Status

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

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



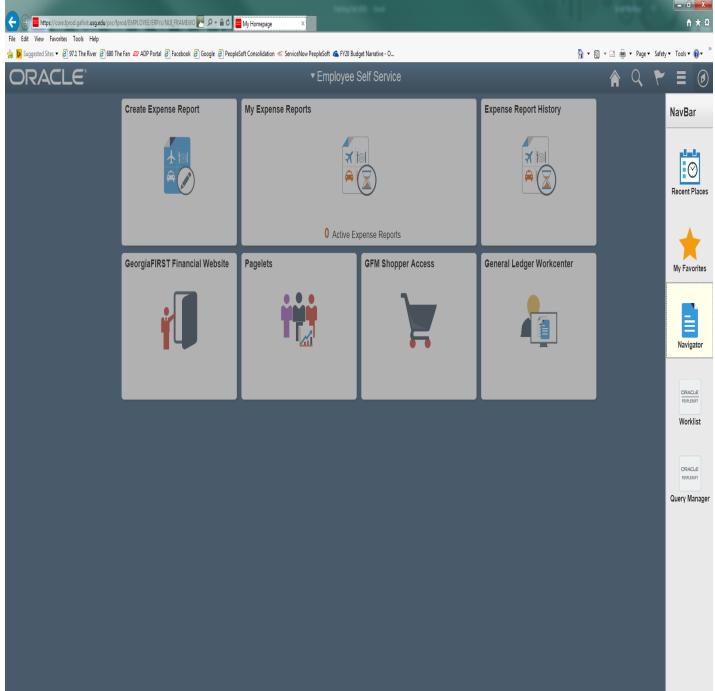
From the <u>View Log/Trace</u> screen, you will click on the link for the <u>PDF file</u> in the File List. This will bring up the Budget Status Report that you just ran. You can then either Save As or Print the report.

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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.



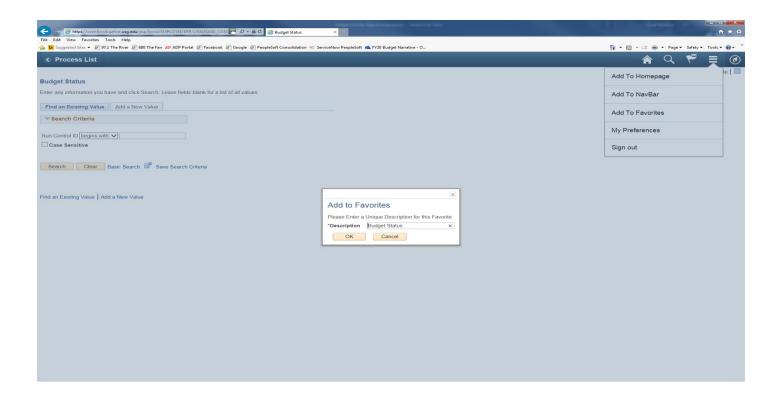
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At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on Add to Favorites link at the top and enter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

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Find an Existing Value Add a New Value



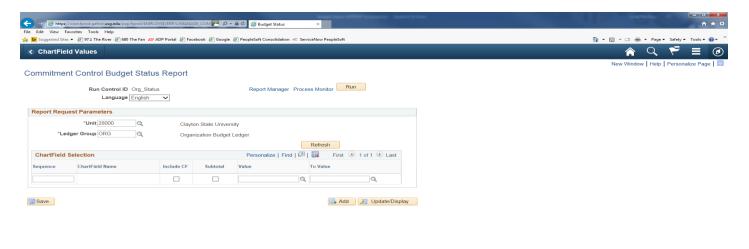
Click on the tab for Add a New Value. You can enter a Run Control ID that you will remember for this report such as Org_Status then click the Add button.

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

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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.



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Commitment Control Budget Status Report

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To set up your report, <u>reorder the Sequence</u> 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 <u>Include CF</u> button for each of these categories. Enter the numbers for your department in the <u>Value</u> and <u>To Value</u> fields at this point. You also will enter these numbers in the <u>Value</u> 511000 and <u>To Value</u> 553000 to get all the Personal Services for your department. You also will need to enter the numbers of the fiscal year in the <u>Value</u> and <u>To Value</u> 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.

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

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4 Class Field		Select Description Process Name Process Type *Type *Format Distribution		
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Project				
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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 <u>Process Monitor</u> link.

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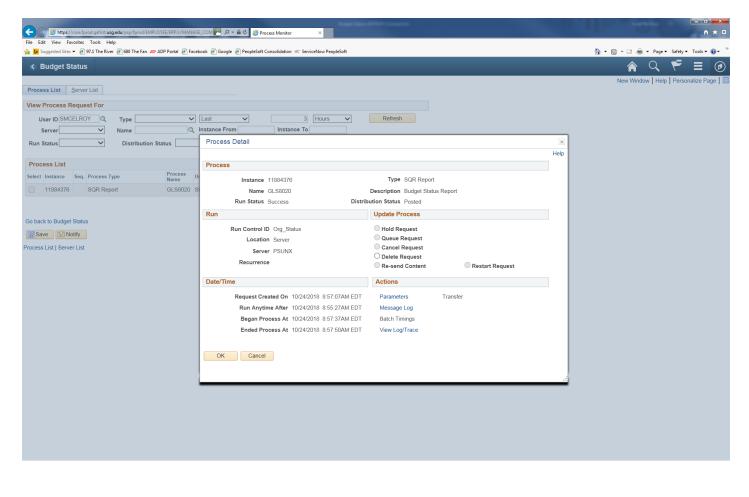
If, at this time the <u>Run Status</u> on your Process Instance doesn't show as Success or <u>Distribution Status</u> doesn't show as Posted, you will need to click on the Refresh button at the top until it reaches this status.

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Go back to Budget Status

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



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

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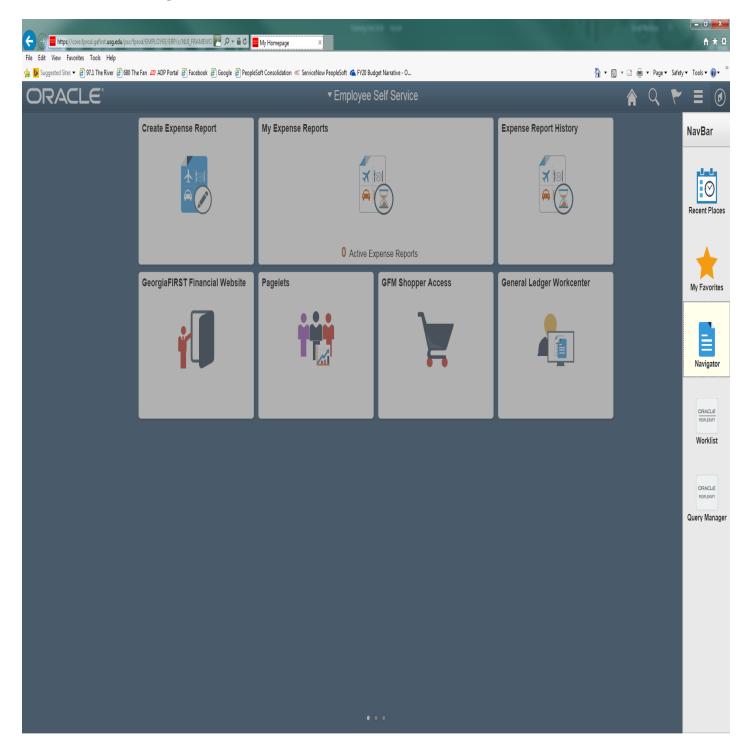
From the <u>View Log/Trace</u> screen, you will click on the link for the <u>PDF file</u> in the File List. This will bring up the Budget Status Report that you just ran. You can then either Save As or Print the report.

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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

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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.

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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.

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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.

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Commitment Control Budget Status Report

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To set up your report, <u>reorder the Sequence</u> 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 <u>Include CF</u> button for each of these categories. Enter the numbers for your department in the <u>Value</u> and <u>To Value</u> fields at this point. You also will need to enter the numbers of the fiscal year in the <u>Value</u> and <u>To Value</u> 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.

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

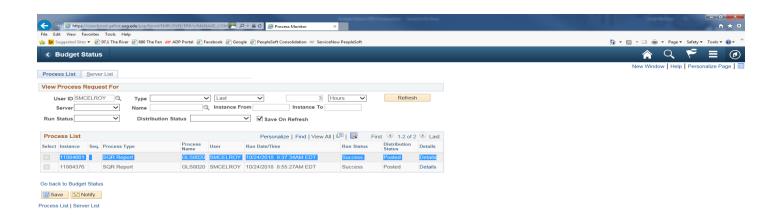
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After clicking on OK, it will take you back to the report format screen. You will notice a Process Instance number just under the Run button at the top of the page. You need to make a note of this Process Instance number that will be used in the next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

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

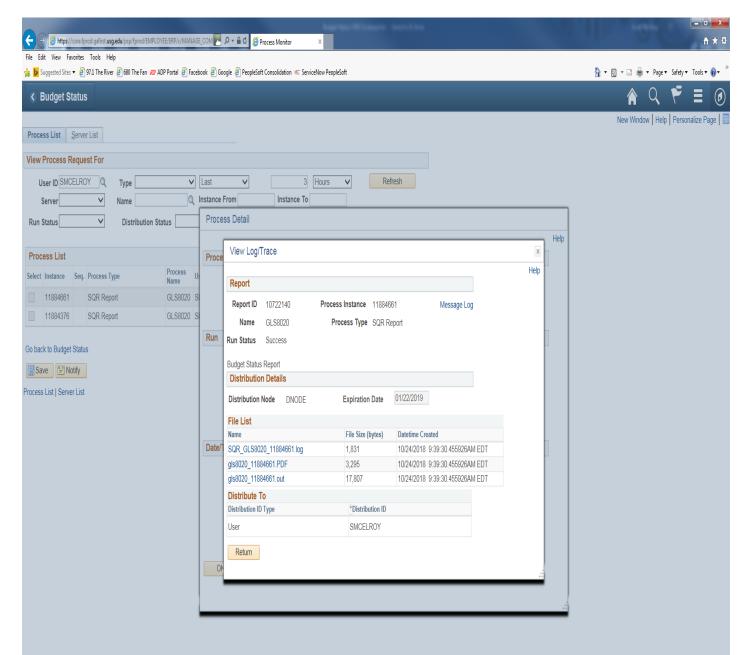
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To access the report that you just ran, you will need to click on the <u>Details</u> link in the line for your Process Instance number.

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	OK Cancel			

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



From the <u>View Log/Trace</u> screen, you will click on the link for the <u>PDF file</u> 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.

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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.

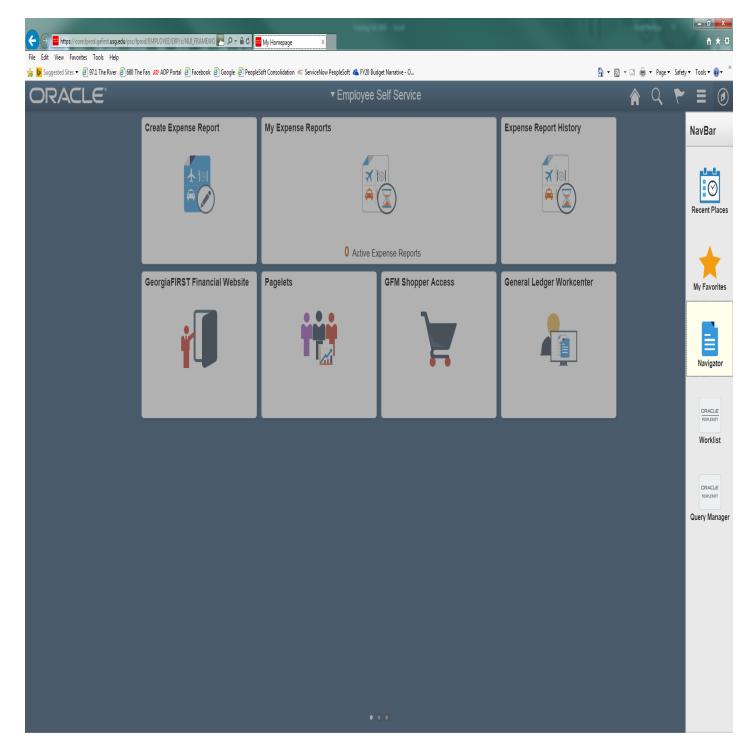
Quarterly Revenue Budget Review

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.



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Budget Activity Reports	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
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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.

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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.



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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.

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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.

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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 <u>Process Monitor</u> link.

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

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Process List | Server List

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

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

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Process List	Proce	- (1)			Help	
Select Instance Seq. Process Type Process Name		Report				
11866153 SQR Report BORRG045		Report ID 10703659 Pro	cess Instance 118661	153 Message Log		
			Process Type SQR R			
		Run Status Success		oport		
Go back to Budget Activity Reports	Run					
		Budget Activity Reports				
Save Notify		Distribution Details				
Process List Server List		Distribution Node DNODE	Expiration Date	01/15/2019		
		File List				
		Name	File Size (bytes)	Datetime Created		
	Date/1	SQR_BORRG045_11866153.log	1,813	10/17/2018 4:52:24.021184PM EDT		
	-	borrg045_11866153.out	5,020	10/17/2018 4:52:24.021184PM EDT	-	
		borrg045_11866153_Detail.pdf borrg045_11866153_Summary.pdf	27,837 9,518	10/17/2018 4:52:24.021184PM EDT 10/17/2018 4:52:24.021184PM EDT		
		Distribute To	0,010			
		Distribution ID Type	*Distribution ID			
		User	SMCELROY			
	OH	Return				

From the <u>View Log/Trace</u> screen, you will click on the link for the <u>PDF file</u> 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.

Budget Manager: M						Y REPORT – Detai te University	1			
	10000 Of	fice of Buc her General	lget & Finance	Budget Ref: All Fiscal Peri	2019	1	From Fiscal Year: Acct Period From:	2019 1 (JUL2018)	To Fiscal Year: Acct Period To:	2019 12 (JUN2019)
Account Jrn1/Tra	1022	mentID Liz	Program/ <u>Class</u> ne <u>Description</u>		APPROP <u>Budgeted</u> <u>Vendor</u>	ORG <u>Budgeted</u> <u>Check</u>	Pre-Encum	Encumbrance	Expended	<u>Remaining</u>
500000 Personal	Services		16200 /	11000	485,508.00					
521000 Salaries	-Professional	1/Admin	16200 /	11000		327,209.00				
521100 Sa 07/31/18	JE PO00		in 20 July 2018 Mon	nthly Payroll			0.00	0.00	29,100.67	
08/18/18				mbrance Projection			0.00	320,107.35	0.00	
08/31/18				3rd Biweekly and M			0.00	0.00	29,100.67	
08/31/18 08/31/18				Encumbrance Projec Monthly Encumbranc			0.00	-62,500.00 -29,100.67	0.00	
09/28/18			2	18 Monthly Payroll			0.00	0.00	24,100.68	
09/28/18				18 Monthly Payroll			0.00	-24,100.68	0.00	
Tota	5						0.00	204,406.00	82,302.02	40,500.98
522000 Salaries	-Staff laries-Staff		16200 /	11000		23,057.00				
07/01/18			32 FY 2018 Pavr	oll Accrual Revers			0.00	0.00	-886.79	
07/06/18				t Biweekly Payroll			0.00	0.00	888.37	
07/20/18				d Biweekly Payroll			0.00	0.00	889.32	
08/03/18				lst Biweekly Payro			0.00	0.00	891.54	
08/17/18				2nd Biweekly Payro mbrance Projection			0.00	0.00 20,396.12	889.96 0.00	
08/31/18				3rd Biweekly and M			0.00	0.00	893.12	
08/31/18				Encumbrance Projec			0.00	8,367.48	0.00	
08/31/18				Monthly Encumbranc			0.00	-893.12	0.00	
09/14/18				18 1st Biweekly Pa t Biweekly Encumbr			0.00	0.00 -1,076.80	1,076.80 0.00	
				18 Monthly Payroll			0.00	0.00	1,266.84	
(C) (S)				18 Monthly Payroll			0.00	-1,266.84	0.00	
			52 March MO PR 3 59 HR Payroll -				0.00	0.00 -1,266.84	1,266.84 0.00	
Total		020007 1	- nk rayioii -	and up tailes			0.00	24,260.00	7,176.00	-8,379.00
524000 Salaries	-Student Ass:	istants	16200 /	11000		0.00				
	laries-Stude			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			10.22	8 89	0.02020	
				t Biweekly Payroll d Biweekly Payroll			0.00	0.00	895.20 985.20	
				lst Biweekly Payro			0.00	0.00	884.40	

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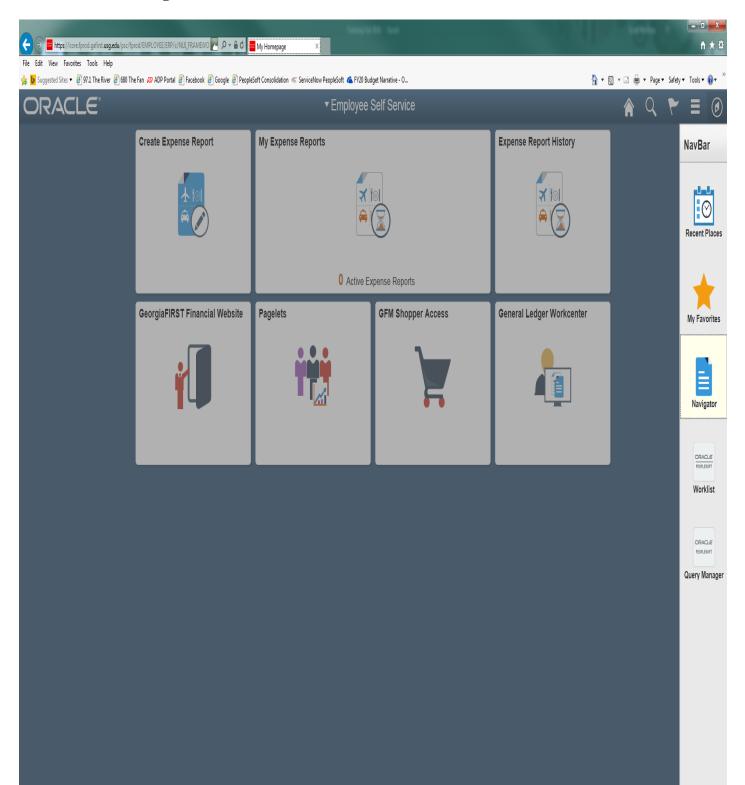
			TY REPORT – Sum ate University	mary			
Budget Manager: McElroy, Scott Department: 5510000 Office of Budget & Pund Code: 10600 Other General	Budget R Finance All Fisc	ef: 2019 al Periods: No		From Fiscal Year: Acct Period From:		To Fiscal Year: Acct Period To:	2019 12 (JUN2019)
Account	Program/ <u>Class</u>	APPROP Budgeted	ORG Budgeted	Pre-Encum	<u>Encumbrance</u>	Expended	Remaining
500000 Personal Services	16200 / 11000	485,508.00					
521000 Salaries-Professional/Admin 521100 Salaries-Professional/Admin Totals	16200 / 11000		327,209.00	0.00 0.00	204,406.00 204,406.00	82,302.02 82,302.02	40,500.98
522000 Salaries-Staff 522100 Salaries-Staff Totals	16200 / 11000		23,057.00	0.00 0.00	24,260.00 24,260.00	7,176.00 7,176.00	-8,379.00
524000 Salaries-Student Assistants 524100 Salaries-Student Assistants Totals	16200 / 11000		0.00	0.00 0.00	0.00 0.00	5,739.60 5,739.60	-5,739.60
551000 FICA 551100 FICA-Employer 551200 FICA-Employer Medicare Totals	16200 / 11000		26,864.00	0.00 0.00 0.00	12,934.97 3,025.21 15,960.18	5,194.50 1,214.84 6,409.34	4,494.48
552000 Retirement Systems 552100 Retirement Plans - TRS Totals	16200 / 11000		73,384.00	0.00 0.00	46,072.79 46,072.79	18,737.17 18,737.17	8,574.04
553000 Group Insurance 553111 Grp H1th Ins - Blue Choice HMO 553123 Grp H1th Ins - PPO ALT 553128 Grp H1th Ins - HDHP ALT 553201 Grp Life Ins-Basic Life-Regent Totals	16200 / 11000		34,994.00	0.00 0.00 0.00 0.00 0.00	14,693.13 -374.41 10,857.78 304.22 25,480.72	4,897.71 1,975.53 3,619.26 143.50 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				
Report ID: BORRG045 Date: 10/17/2018 @ 1	6:51:33 DB=PPROD	Version	: 5.34			Page: 1	

- 0 X

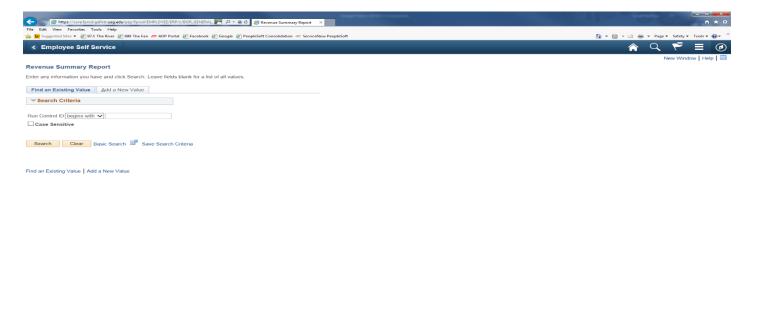
REVENUE SUMMARY

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.



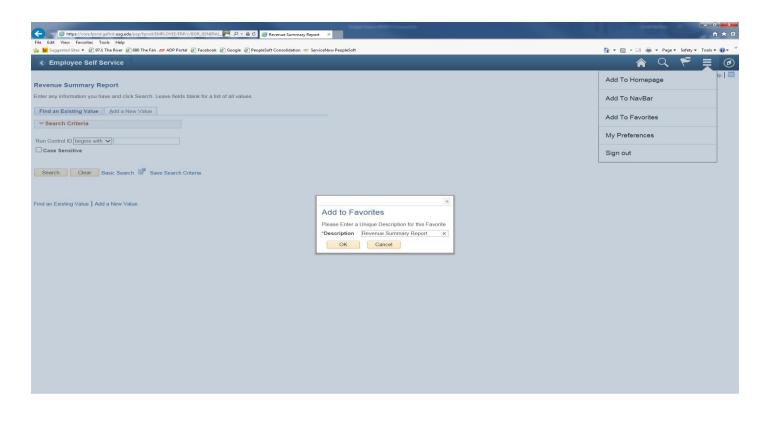
BOR MENUS>BOR GENERAL LEDGER>BOR GL REPORTS>REVENUE SUMMARY REPORT



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.

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← Employee Self Service	🏫 Q 🐔 🛒	٢
Revenue Summary Report	Add To Homepage	lp 📰
Enter any information you have and click Search. Leave fields blank for a list of all values.	Add To NavBar	
Find an Existing Value Add a New Value Search Criteria	Add To Favorites	
Run Control ID begins with 💙	My Preferences	
Case Sensitive	Sign out	
Search Clear Basic Search 🕅 Save Search Criteria		

Find an Existing Value Add a New Value



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.

🗲 💮 🎉 https://core.fprod.gsfirst.usg.edu/psp//prod/EMPLOYEE/ERP/c/BOR_GENERAL, 🚾 🔎 - 🔒 🖉 🖉 Revenue Summary Report 🛛 X	
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Find an Existing Value Add a New Value

(Core.fprod.gafirst.usg.edu/psp/fprod/EMP	PLOYEEFRP///BOR_GENERAL_ 🚬 🔎 * 🔒 Č 🥫 Revenue Summary Report 🗙	<mark>""0" Χ</mark> Λ ★ Ω
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Run Control ID Revenue_Summary	Report Manager Process Monitor Run	
Business Unit: 28000 Q Fiscal Ye	ear: 2018]Q Fund Code:Q	
From Acctg Period:	To Accty Period:	
From Department: %	To Department: %	
From Account: %	To Account: 1%	
From Class: %	To Class: %Q	
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.

https://core.fprod.gafirst.usg.edu/psp/fprod/EMPLOV	EE/ERP/c/BOR_GENERAL 🛃 🖉 🖌 🖌 🙆 Revenue Summary Report 🛛 🗙	↑ ★ α
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Revenue Summary Report		
Run Control ID Revenue_Summary	Report Manager Process Monitor Run	
Business Unit: 28000 Q Fiscal Year:	2019] C Fund Code: 12230 C	
From Acctg Period: 1	To Acctg Period: 12	
From Department: 4000000	To Department:	
From Account: 400000	To Account: 499999	
From Class: %	To Class: %	
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When the Process Scheduler Request screen appears, click on OK to schedule the process.

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From Account: 400000	User ID SMCELROY Run Control ID Revenue_Summary	Help
From Class: %	Server Name Run Date 10/25/2018	-
	Recurrence Run Time 12:09:29PM Reset to Current Date/Time	me
	Time Zone Q Process List	
Save	Select Description Process Name Process Type *Format Dis	stribution
	✓ Revenue Summary Report BORRG025 SQR Report Web ▼ PDF ▼	stribution
	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 <u>Process Monitor</u> link.

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Run Control ID Revenue_Summary	Report Manager Process Monitor Run Process Instance: 11890186	
Business Unit: 28000 Q Fiscal Year: 20	19 C Fund Code: 12230 C	
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	

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

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5		ICELR		Q		Instance To		Refresh					
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S Run S Proc	Server		✓ Name	Q	Instance From	Instance To							
S Run S Proc	Server	Seq.	Name Distribution	on Status	User	Instance To	🖓 🔜 Firs	st 🕢 1-4 of 4 Distribution	🕑 Last				
Select	Server Status cess List Instance	Seq.	V Name Distributi	Process Name BORRG025	User SMCELROY	Instance To Set Save On Refresh Personalize Find View All Run Date/Time	Run Status	st 💽 1-4 of 4 Distribution Status	 Last Details 				
Select	Server Status cess List Instance 11890185	Seq.	Name Distributi Process Type SQR Report	Process Name BORRG025 EX_BDCK_ER	User SMCELROY SMCELROY	Constant of the second	Run Status Queued	st 🕚 1-4 of 4 Distribution Status N/A	 Last Details 				

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Process List | Server List

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Select Instance Seq. Process Type	Process Name U	User	Run Date/Time	Run Statu	5	Distribution Status	Details	
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11890185 SQR Report	BORRG025	SMCELRUT	10/25/2018 12:09:29PM EDT	Success			and the second se	
11890185 SQR Report 11889927 Application Engine			10/25/2018 12:09:29PM EDT	Success			Details	
	EX_BDCK_ER S	SMCELROY				Posted		

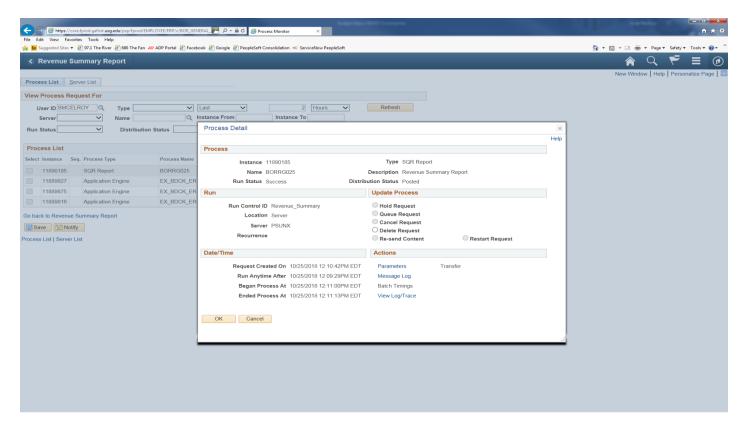
- 0

Go back to Revenue Summary Report

📊 Save 🖹 Notify

Process List | Server List

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



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

File Edit View Favorite: Tools Help		New Window Help Personalize Page
Process List Select Instance Seq. Process Type Process Name 11890185 SQR Report BORRG025 11889927 Application Engine EX_BDCK_ER 11889875 Application Engine EX_BDCK_ER 11889816 Application Engine EX_BDCK_ER Go back to Revenue Summary Report Save Notly Process List Server List	Report Report Report ID 10727694 Process Instance 11890185 Message Log Name BORRG025 Process Type SQR Report Run Rus Status Success Revenue Summary Report Distribution Node DNODE Expiration Date 01/23/2019 File List	Heip
	User SMCELROY	

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

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Business Unit: 28000	Pure Arst David, 1 To Ar	t Devied. 10		
Fiscal Year: 2019	From Acct. Period: 1 To Acc	ct. Period: 12		
Fund: 12230 D	epartment: 4000000 The Loch Shop			
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Class: 42100 Auxiliary Enterp-	Inst Operated Project/Grant:			
422000 - State Grants & Cont	racts	-232,310.50		
422300 MOWR Books		-232,310.50		
442000 - Fines				
442115 Lost Book Fines		-168.65		
<u>452000 - Sales</u>				
452122 Sales-Bookst-TextBo	oks-New	-614,725.50		
452123 Sales-Bkstr-TextBk-		-33,562.00		
452124 Sales-Bookst-TextBo		-150,285.83		
452125 Sales-Bkstr-TextBk-		-13,188.75		
452130 Sales-Bookstore-Sup 452131 Sales-Bookst-Suppli		-129,714.16 -11,495.06		
452132 Sales-Bookstore-Foo		-2.88		
452133 Sales-Bookstore Spe		-9,781.09		
452134 Sales-Bookstore-App		-70,510.06		
452136 Sales-Bookstore-Cap		-1,352.34		
452137 Sales-Bookstore-Foo	d	-49,400.79		
452139 Sales-Bookstore-Tra		-2,994.33		
452141 Sales-Bookst-Trade		-42.64		
452143 Sales-Bookstore-Oth		-5,569.82		
452145 Commissions-Booksto 452150 Sales-Bookstore-Com		-22,425.77 -117,456.76		
TS2150 Sales-Bookscole-Col	puters	-117,450.70		
470000 - Other Miscellaneous	Revenues			
470100 Other Miscellaneous		-127.20		
	Class Sub-Total	-1,465,114.13		
	Dept Total	-1,465,114.13		
	₿₿₼₹ॻӥ╞╪╞⋩			



PERSONAL SERVICES EXAMPLE

BUDGET AMENDMENT REQUEST

			Peop	leSoft Acc	ount Num	ber		Budget	Dollar	Amended	
Enter	ni Literatur Verstander Mar Africa					Proj/	Account	Amount	Change	Budget	Journal
To or From	Account Description	Fund	Dept ID	Program	Class	Grant	Code	Before Request	Requested	After Request	ID No.
From	Prof/Admin (Pos. 10033760)	10000	5510000	16200	11000		521000	\$ 327,209	\$ (10,000)	\$ 317,209	
То	Student Asst (Pos. 10033844)	10000	5510000	16200	11000		524000	\$-	\$ 10,000	\$ 10,000	
		TEMPO		1							
PERMAN		TEMPC	DRARY 🗵								
Reason for I	Budget Amendment:										
T (D											
	fessional/Admin budget to Student Asst bud	iget within a	dept. 5510000								
AUTHORIZA	TION:										
Department I	Head/Manager/Project Investigator			Date							
Dean/Directo	pr.			Date							
								Entered in PS Finan	cials:	Sale on the second	
Executive Vid	ce President/Vice President			Date						Initials	Date

Report ID: GLS8020	PeopleSoft GL BUDGET STATUS REPORT		Page No. 1
Bus. Unit: 28000Clayton State University Ledger Grp: ORG Organization Budget Ledger			Run Date 10/24/2018 Run Time 09:53:26
Currency : USD Chartfields Criteria Fund: All values Dept: 5510000 Bud Ref: 2019	Program: All values	Class: All values	Account: 511000 to 553000

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	0.00	0.00	50,363.99	18,737.17	4,282.84
10600	5510000	16200	11000	553000	2019	34,994.00	8	0.00	0.00	32,323.42	10,636.00	-7,965.42
	(Grand Total	1 :			485,508.00		0.00	0.00	333,358.98	131,000.13	21,148.89



PERSONAL SERVICES EXAMPLE

BUDGET AMENDMENT REQUEST

			Peop	leSoft Acc	ount Num	ber		Budget	Dollar	Amended	and the second second second
Enter To or From	Account Description	Fund	Dept ID	Program	Class	Proj/ Grant	Account Code	Amount Before Request	Change Requested	Budget After Request	Journal ID No.
From	OS&E	10000	5510000	16200	11000		700000	\$ 26,429			
То	Student Asst (Pos. 10033844)	10000	5510000	16200	11000		524000	\$-	\$ 10,000	the second se	
	3										
											kala sata .
	IENT D Budget Amendment: &E budget to Student Asst budget within de]							
AUTHORIZA	TION:										2
Department I	Head/Manager/Project Investigator		•	Date		•					
Dean/Directo)r	í.		Date							
								Entered in PS Finance	cials:		
Executive Vid	ce President/Vice President		-	Date		-				Initials	Date

Report ID: GL Bus. Unit: 28 Ledger Grp: AP Currency : US	Page No. Run Date Run Time	10/24/2018								
Chartfields Cr Fund: All valu Bud Ref: 2019			Account: All values							
Fund Dept	Program	Class	Account	Bud Ref	Budget As	soc Revenue PreEncum	nbrance Enc	umbrance	Expense	Remaining
10600 551000 10600 551000 10600 551000	16200	11000 11000 11000	500000 600000 700000	2019 2019 2019	485,508.00 16,856.00 26,429.00	0.00 0.00 0.00	0.00 0.00 0.00	333,358.98 0.00 0.00	131,000.13 1,393.99 3,729.62	21,148.89 15,462.01 22,699.38
	Grand Tota	1:			528,793.00	0.00	0.00	333,358.98	136,123.74	59,310.28

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Currenc	nit: 280000 Grp: ORG Cy : USD Welds Criteria	Clayton Sta Organ	nization	Budget Ledge		BUDGE'	ppleSoft GL STATUS REPORT			Run Time	10/24/2018 09:53:26
Fund: A Bud Ref	All values		De	pt: 5510000		Program: All	values	Class: All valu	es	Account: 511000 to	553000
Fund	Dept	Program	Class	Account	Bud Ref	Budget	Assoc Revenue	PreEncumbrance	<u>Encumbrance</u>	Expense	Remaining
10600	5510000	16200	11000	521000	2019	327,209.00	0.0	0.00	209,406.01	82,302.02	35,500.97
10600	5510000	16200	11000	522000	2019	23,057.00	0.0	0.00	24,069.96	7,176.00	-8,188.96
10600	5510000	16200	11000	524000	2019	0.00	0.0	0.00	0.00	5,739.60	-5,739.60
10600	5510000	16200	11000	551000	2019	26,864.00	0.0	0.00	17,195.60	6,409.34	3,259.06
10600	5510000	16200	11000	552000	2019	73,384.00	0.0	0.00	50,363.99	18,737.17	4,282.84

0.00

0.00

0.00

0.00

32,323.42

333,358.98

10,636.00

131,000.13

-7,965.42

21,148.89

34,994.00

485,508.00

Grand Total :

11000 553000

2019

16200

10600

5510000

End of Report



TRAVEL EXAMPLE

BUDGET AMENDMENT REQUEST

			Peop	leSoft Acc	ount Num	ber		B	Budget	1	Dollar		Amended	
Enter						Proj/	Account] A	mount		Change		Budget	Journal
To or From	Account Description	Fund	Dept ID	Program	Class	Grant	Code	Befor	e Request		Requested	A	fter Request	ID No.
From	OS&E	10000	5510000	16200	11000		700000	\$	26,429	\$	(5,000)	\$	21,429	
То	Travel	10000	5510000	16200	11000		600000	\$	16,856	\$	5,000	\$	21,856	
										-		-		
										-				
								1						
A														
														12 12 16 19 10
														Electric Contraction
	IENT Budget Amendment: over anticipated travel expenses.	ТЕМРО	DRARY 🗵	1										
AUTHORIZA	TION													
Department I	Head/Manager/Project Investigator			Date		-								
Dean/Directo	r			Date										
						_		Entered	I in PS Finan	cials	:			
Executive Vie	ce President/Vice President			Date								Initia	als	Date

Bus. Un Ledger Currend	ID: GLS8020 hit: 28000 Grp: APPROP Cy : USD ields Criteri	Clayton Sta Appro		ersity n Budget Ledg	er		eopleSoft GL ET STATUS REPORT		Page No. 1 Run Date 10/24/2018 Run Time 09:49:54			
Fund: 2	All values		De	ept: 5510000		Program: All	values	Class: All	values		Account: All values	
Bud Ret	E: 2019											
Fund	Dept	Program	Class	Account	Bud Ref	Budget	Assoc Revenue	PreEncumbrance	1	Encumbrance	Expense	Remaining
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		.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 Tota	1:			528,793.00	0 0	.00	0.00	333,358.98	136,123.74	59,310.28

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OS&E EXAMPLE

BUDGET AMENDMENT REQUEST

and the second se			Peop	leSoft Acc	ount Num			Budget	Dollar	Amended	
Enter				-	~	Proj/	Account	Amount	Change	Budget	Journal
To or From	Account Description	Fund	Dept ID	Program	Class	Grant	Code	Before Request	Requested	After Request	ID No.
From	Travel	10000	5510000	16200	11000		600000	\$ 16,856			
То	OS&E	10000	5510000	16200	11000		700000	\$ 26,429	\$ 5,000	\$ 31,429	
							30				
PERMAN		TEMPO	RARY 🗵								
Reason for E	Budget Amendment:										
Transfer to co	over anticipated operating supplies and expo	enses									
AUTHORIZA	HON:										
			8								
Department H	Head/Manager/Project Investigator			Date							
						•					
Dean/Directo	r			Date							
								Entered in PS Finance	cials:		
Executive Vice President/Vice President			Date							Initials	Date

Report ID: GLS8020 BUDGET STATUS REPORT					
BUDGEI SIAIUS REPORT		Page No. 1			
Bus. Unit: 28000Clayton State University		Run Date 10/24/2018			
Ledger Grp: APPROP Appropriation Budget Ledger		Run Time 09:49:54			
Currency : USD					
Chartfields Criteria					
Fund: All values Dept: 5510000 Program: All values	Class: All values	Account: All values			
Bud Ref: 2019		necoune. htt vulues			
Fund Dept Program Class Account Bud Ref Budget Assoc Revenue P	PreEncumbrance Encumbrance	Pumonan Bomaining			
rund bebe rootalin drass Account bud ker buddet Assoc kevende r	Freshedinbrance	Expense Remaining			
10600 5510000 16200 11000 500000 2019 485,508.00 0.00	0.00 333,358.98	121 000 12 01 140 00			
10600 5510000 16200 11000 600000 2019 16,856.00 0.00					
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			

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EQUIPMENT EXAMPLE

BUDGET AMENDMENT REQUEST

		PeopleSoft Account Number						Budget		Dollar			Amended	
Enter						Proj/	Account	Amount			Change		Budget	Journal
To or From	Account Description	Fund	Dept ID	Program	Class	Grant	Code	Befo	ore Request		Requested	A	After Request	ID No.
From	OS&E	10000	5510000	16200	11000		700000	\$	26,429	\$	(10,000)	\$	16,429	
То	Equipment	10000	5510000	16200	11000		800000	\$	-	\$	10,000	\$	10,000	
													· · · · · · · · · · · · · · · · · · ·	
										-				
PERMAN		TEMPO												
		TEIMPO	DRARY 🗵											
Reason for I	Budget Amendment:													
Transfer to p	urchase equipment.													
AUTHORIZA	TION													
ACTION LA														
Department	Head/Manager/Project Investigator	-	Date		-									
Department	head/manager/roject investigator			Date										
Deen/Directo		-	Data		-									
Dean/Directo	Date													
								E-to-		lala		1		
Even while Mr.	- President//ice President						Entered in PS Financials:			1	Viala	Data		
Executive Vie	ce President/Vice President	Date									Init	tials	Date	

Report ID: GLS8020 Bus. Unit: 28000Clayton State University Ledger Grp: APPROP Appropriation Budget Ledger Currency : USD						PeopleSoft GL BUDGET STATUS RE		Page No. 1 Run Date 10/24/2018 Run Time 09:49:54			
Fund:	ields Criter: All values f: 2019	ia	De	ept: 5510000		Program: All values	Cla	ass: All values		Account: All values	
Fund	Dept	Program	Class	Account	Bud Ref	Budget Assoc Reve	nue PreEncum	mbrance Encu	umbrance	Expense	Remaining
10600 10600 10600	5510000 5510000 5510000	16200 16200 16200	11000 11000 11000	500000 600000 700000	2019 2019 2019	485,508.00 16,856.00 26,429.00	0.00 0.00 0.00	0.00 0.00 0.00	333,358.98 0.00 0.00	131,000.13 1,393.99 3,729.62	21,148.89 15,462.01 22,699.38
		Grand Tota	l :			528,793.00	0.00	0.00	333,358.98	136,123.74	59,310.28

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