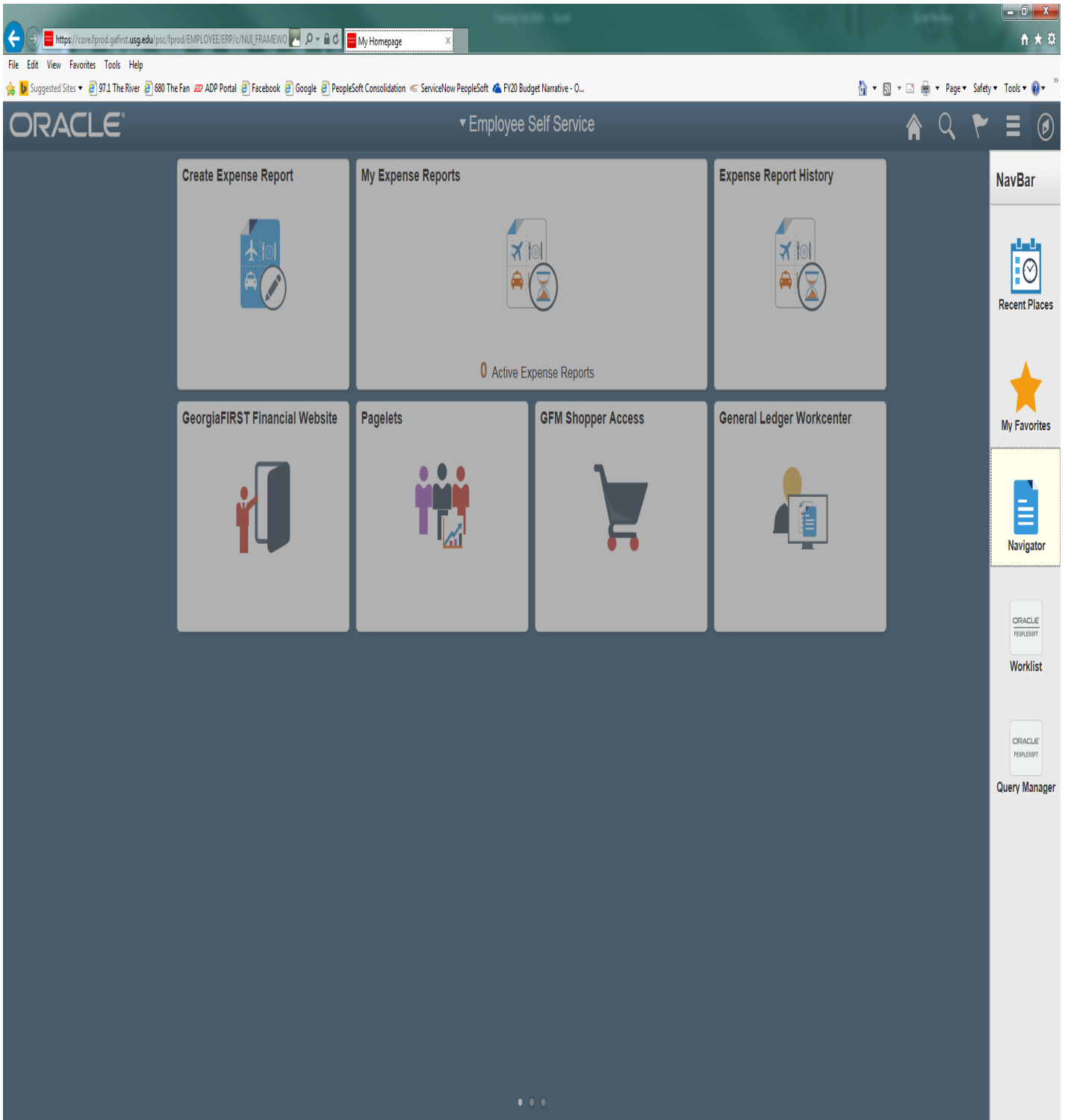


BUDGET STATUS- APPROP (APPROPRIATION) STATUS

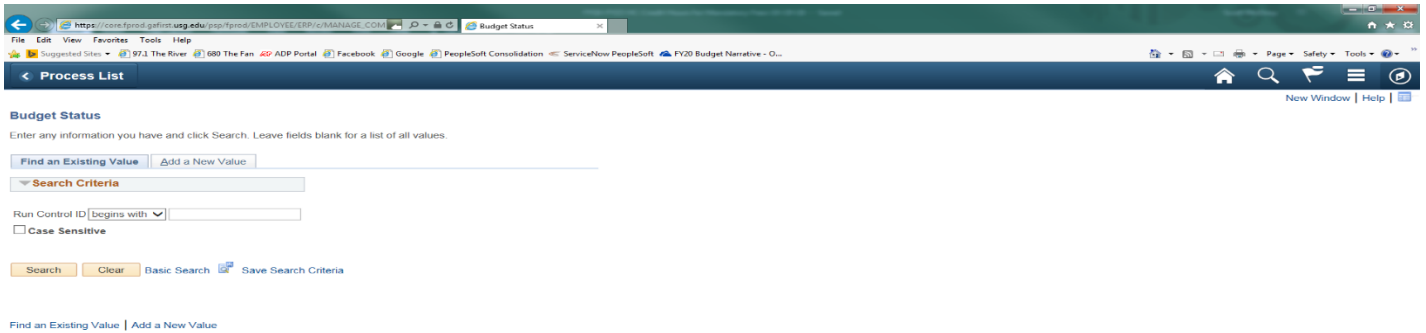
The following screen shots will show you how to access the Budget Status Report for APPROP summary. This report will give you a quick look at the summary of your budget based on the Appropriation levels (500000-Personal Services; 600000-Travel; 700000-OS&E; 800000-Equipment).

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.

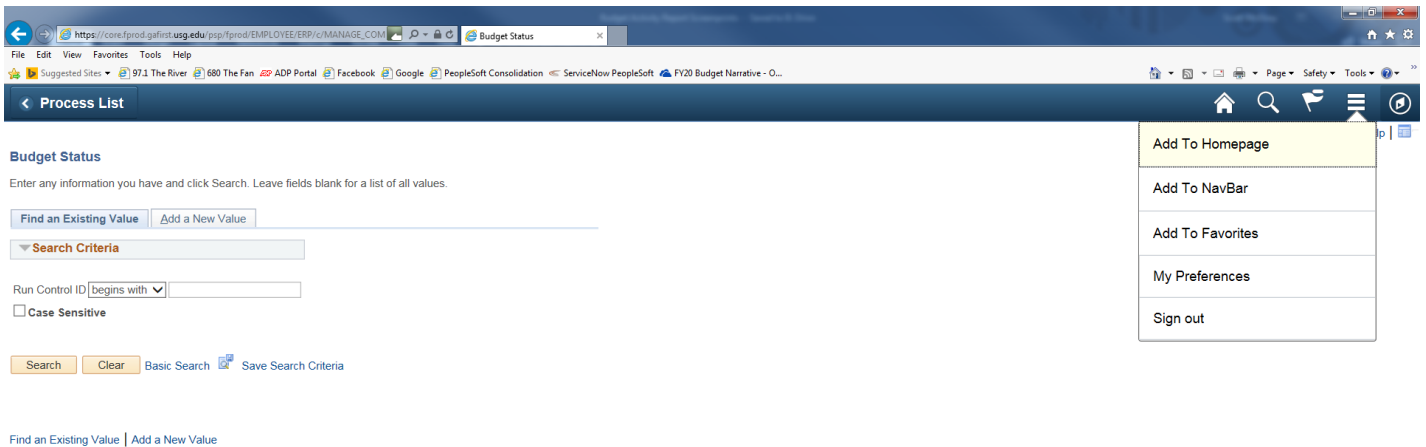


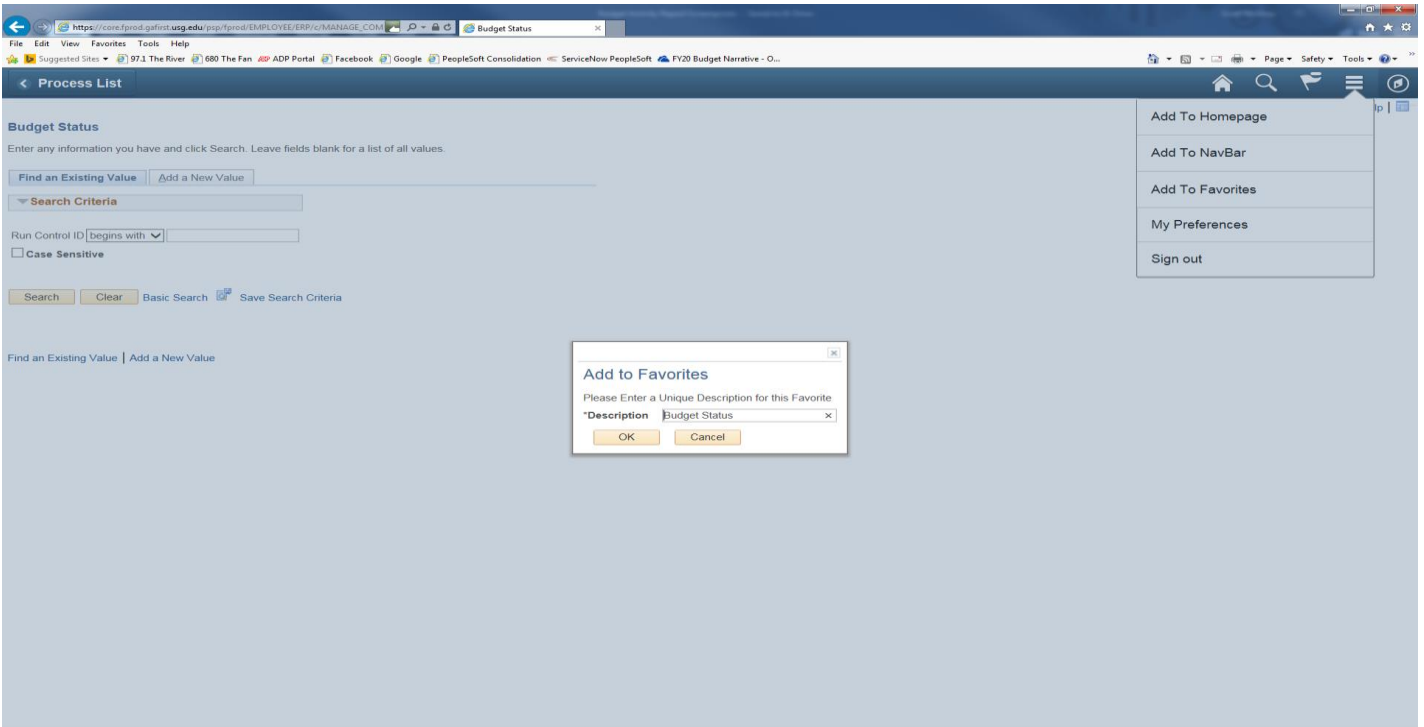
The screenshot displays the Oracle Employee Self Service interface. The main content area features a grid of tiles: 'Create Expense Report', 'My Expense Reports' (showing 0 Active Expense Reports), 'Expense Report History', 'GeorgiaFIRST Financial Website', 'Pagelets', 'GFM Shopper Access', and 'General Ledger Workcenter'. On the right side, a vertical 'NavBar' is visible, containing 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/NUJ_FRAMEWO. The browser's address bar also shows 'My Homepage' and a search icon. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's status bar shows 'Page', 'Safety', and 'Tools'.

COMMITMENT CONTROL>BUDGET REPORTS>BUDGET STATUS



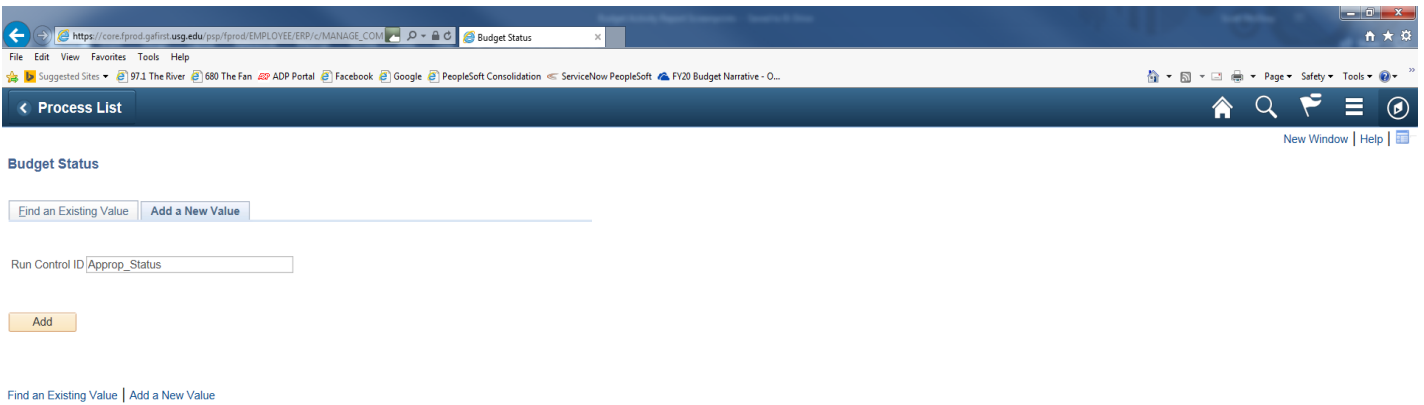
At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on **Add to Favorites** link at the top and enter a description before clicking **OK**.





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

Refresh

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: Approp_Status Report Manager Process Monitor Run

Language: English

Report Request Parameters

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

Refresh

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. 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 Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

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

ChartField Selection

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 Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

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

Server Name: Run Date: 10/19/2018

Recurrence: Run Time: 11:46:20AM **Reset to Current Date/Time**

Time Zone: **Help**

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: Approp_Status Report Manager: Process Monitor Run

Language: English Process Instance: 11872012

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

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: 2 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"/>	11872626		SQR Report	GLS8020	SMCELROY	10/19/2018 11:48:52AM EDT	Queued	N/A	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

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 application interface with a 'Process Detail' window open. Inside this window, a 'View Log/Trace' sub-window is displayed, showing 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
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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

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.

Browser address bar: https://core.fprod.gafirst.usg.edu/psreports/fprod/20710158/gls8020_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